

CAEP  
CFAD

Produced: Apr 30, 2024, 10:08 PM UTC - By Vicki Gravlin

## 32 Coastal North County Adult Education Consortium

CONSORTIUM APPROVED

2024-25

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 32 Coastal North County Adult Education Consortium

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** MiraCosta CCD

**Narrative:** The CNCAEC Board approved the CFAD for the 2024-2025 fiscal year. The MiraCosta College District (MCCD) continues to serve as the fiscal agent for the consortium. This decision is based on MCCD’s role in providing all adult education within the consortium’s region. The Board agreed to allocate all funds for the 2024-25 period to MCCD. These funds are managed by the Director of Noncredit & Adult Education Programs and the Dean of Community Learning Center, Continuing and Community Education. MCCD’s fiscal services department plays a crucial role as the consortium’s fiscal agent. They assist in administering the entire funding process. The California Adult Education Program (CAEP) is assigned distinct fund accounting numbers. These numbers facilitate payments from the California Community College Chancellor’s Office (CCCCO) and track activity expenditures within MCCD’s fiscal system. The Director of Noncredit & Adult Education Programs and the Dean of Community Learning Center, Continuing and Community Education work closely with MCCD’s fiscal services personnel.

**Changes:** No Changes

### Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
MiraCosta CCD	\$1,474,816	\$1,462,474	\$1,336,903
<b>Total Allocated to Members</b>	<b>\$1,474,816</b>	<b>\$1,462,474</b>	<b>\$1,336,903</b>
<b>Total CAEP Funds</b>	<b>\$1,474,816</b>	<b>\$1,463,693</b>	<b>\$1,352,515</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$1,219</b>	<b>\$15,612</b>

### Carryover Threshold

Input a percentage of carryover that your consortium agrees will be considered an excessive amount.

Should a member, or members, exceed this carryover percentage upon certification of their Q4 report, they will be flagged as non-compliant with the carryover legislation (EC 84914). One year of non-compliance does not carry a penalty. However, should the same member, or members, have two consecutive years of non-compliance the consortium may agree, by majority vote, to reallocate an amount that does not exceed the carryover to other members.

A consortium does have the ability to opt-out. To do so, simply toggle the carryover threshold button to the off position.

**Carryover Threshold \***

20%

**Corrective Action Fiscal Reporting Quarterly Thresholds**

If member carryover is over the threshold set below, a corrective action narrative will be required to complete.

	Q1	Q2	Q3	Q4
% of Carryover Threshold	80%	60%	40%	20%

**Consortia Report on Governance Compliance of Rules and Procedures v.2**

**1. Have all community college districts, school districts, county offices of education, or any joint powers authority, located within the boundaries of the adult education region been allowed to join the consortium as a member? \***

Yes

**2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? \***

Yes

**3. How will the available funds be reported and evaluated? \***

Article 8 of the CNCAEC ByLaws pertains to the fiscal agent, funding, distribution, fiscal management, and allowable and prohibited uses for the consortium funds. Within the consortium boundaries, MiraCosta College is the fiscal agent and the sole provider of adult education. The college reports quarterly expenditures that comply with the CAEP Administration Fiscal Management Guide. The CNCAEC board reviews budgets and expenditures during public meetings at least once a year.

[https://www.miracosta.edu/academics/continuing-education/cncaec/\\_docs/BYLAWS\\_CNCAEC.pdf](https://www.miracosta.edu/academics/continuing-education/cncaec/_docs/BYLAWS_CNCAEC.pdf)

**4. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member? \***

Article 5 of the CNCAEC ByLaws pertains to consortium membership. Section 3 of this article, titled "Representation of Members-Officials," specifies that the Consortium Board can comprise the members mentioned in Section 2 of the same article and any other parties added by the Consortium agreement. Consortium members can have one official representative and an alternate(proxy). The Consortium Board may also have representatives from the local workforce or nongovernmental agencies. Board members do not receive any compensation for their service to the consortium.

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**5. How will you assure that each member of the consortium participates in any decision made by the consortium? \***

Article 5 of the CNCAEC ByLaws pertains to consortium membership. Section 3 of this article, titled "Representation of Members-Officials," specifies that the Consortium Board can comprise the members mentioned in Section 2 of the same article, as well as any other parties added by the Consortium agreement. Every member of the consortium can have one official representative and one alternate (proxy). The Consortium Board may also have representatives from local workforce or nongovernmental agencies. Board members do not receive any compensation for their service to the consortium.

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**6. What will be the relative voting power of each member? \***

1 member = 1 vote

**7. How will decisions be approved? \***

by consensus

**8. How did you arrive at that decision-making model? \***

Article 5 of the CNCAEC ByLaws pertains to consortium membership. Section 3 of this article, titled "Representation of Members-Officials," specifies that the Consortium Board can comprise the members mentioned in Section 2 of the same article, as well as any other parties added by the Consortium agreement. Every member of the consortium can have one official representative and one alternate (proxy). The Consortium Board may also have representatives from the local workforce or nongovernmental agencies. Board members do not receive any compensation for their service to the consortium.

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**9. How will proposed decisions be considered in open, properly noticed public meetings of the consortium at which members of the public may comment? \***

Article 6, Section 1 of the CNCAEC ByLaws pertains to public meetings. The board convenes during these meetings at a specified time and location. These meetings aim to discuss, deliberate, and take action on any matter within the consortium's jurisdiction. All board meetings comply with the publicly noticed meeting requirements established by the Ed Code Section 84905 and the Brown Act Section 54953. All votes, except those cast during permissible closed sessions, are made public. In addition, any actions taken and the votes or abstentions of each board member present are reported in public meetings as outlined in the Brown Act Section 54953(2).

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**10. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. \***

Article 6, Section 4 of the CNCAEC ByLaws outlines the consortium board's responsibility to approve the schedule of regular meetings, which is made available on the consortium's webpage. All pertinent information, including meeting location, room number, address, and time, is readily accessible to the public. An agenda packet and any relevant documents are posted on the website for public review at least 72 hours prior to the scheduled meeting. Members of the public are encouraged to provide feedback on agenda items, and their input is taken into consideration before discussions and voting take place.

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**11. Describe how comments submitted by members of the public will be distributed publicly. \***

Article 6, Section 8 of the CNCAEC ByLaws pertains to the handling of public comments. At a designated time during the meeting, individuals from the audience are welcome to express their views on any agenda item. Each person is allotted three(3) minutes to speak, and a maximum of thirty (30) minutes is set aside for public comments. The feedback received from the public will be discussed in subsequent meetings and documented in the minutes, which will be made available on the Cwebpage.

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**12. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. \***

The consortium has a process in place to gather and consider input from other entities located within the adult education region that provide education and workforce services for adults. These entities include local public agencies, departments, and offices responsible for local public safety and social services, workforce investment boards, libraries, and community-based organizations. The consortium may solicit comments and input through various methods, such as public meetings, written communications, or surveys. CNCAEC is committed to collaborating and partnering with the entities that provide education and workforce services for adults within the region. It ensures that the consortium's decisions are informed by the needs and perspectives of these entities and that the consortium is working in alignment with the broader goals and objectives of the region's adult education system.

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**13. How will you determine approval of a distribution schedule pursuant to Section 84913? \***

To evaluate and approve the distribution of funds, the CNCAEC Board follows a process that adheres to CNCAEC ByLaws and emphasizes partnership and teamwork with the consortium's stakeholders. The board approves a CFAD during a public open meeting where public input is encouraged. This CFAD designates MCCD as the fiscal agent responsible for acquiring and allocating the funds to achieve the objectives outlined in the Three-Year Plan, aimed at enhancing adult education and pathways for adult populations served within the consortium's service area.

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**14. Has the consortium A) designated a member to serve as the fund administrator to receive and distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule? \***

A) designated a member to serve as the fund administrator to receive and distribute funds from the program

**15. How will members join, leave, or be dismissed from the consortium? \***

Article 5, Section 5 of the CNCAEC ByLaws outlines the procedure for removing a consortium member. A member may choose to leave the consortium voluntarily, but they must give written notice at least thirty (30) days before vacating their membership. If a member chooses to leave voluntarily, they must return any allocation they received for that year to the fiscal agent within 15 days of leaving. The remaining consortium members will decide how to allocate any returned funds.

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**16. What is the consortium's defined "excessive" member carryover percentage threshold? \***

AB 1491 authorizes a consortium to reduce a member's allocation by no more than the amount of the member's carryover if the member has excessive carryover for at least two consecutive fiscal years beginning with the 2023–24 fiscal year. Please note there is no percentage threshold mandated in AB1491 that is specific to member carryover. As a result, individual consortia are able to define "excessive" as a specific percentage of any unspent funds from the prior fiscal year.

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**17. Please explain how the consortium will monitor and administer carryover funds. What is the consortium's technical assistance and reasonable intervention process? What additional bylaws do you have that govern carryover? \***

If one year of carryover is determined, the consortium must offer members technical assistance to help prevent them from having two consecutive fiscal years of carryover funds.

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**18. How does your consortium define member effectiveness? \***

The CNCAEC ByLaws, Article 4, Section 2 lists the responsibilities of the consortium members.

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**19. What bylaws does your consortium have addressing member effectiveness? \***

To evaluate the effectiveness of a member, various metrics are taken into consideration, including Data Integrity Reports, Management Information System (MIS) data, and fiscal expenditures. Additionally, open discussions are held to assess student and program achievements.

**20. Does the consortium have a formal document detailing its work beyond the questionnaire? \***

Yes

**20.1 (Yes) Use the space below to provide a link to the formal document. \***

The CNCAEC ByLaws is composed of nine articles and multiple sections that cover various topics related to the consortium's governance. This document is publicly available and accessible on the consortium's website at:

<https://www.miracosta.edu/academics/continuing-education/cncaec/index.html>

**Member Agencies**

Member Agency	Member Type	Contact	Phone
MiraCosta CCD	District	John Makevich	(760) 795-8701
San Dieguito Union High	High School District	Manuel Zapata	(760) 753-6491 ext: 5100
Alliance For Regional Solutions, North County Works	Other	Marylynn McCorkle	(760) 529-9979 ext: 216
Oceanside Unified	Unified School District	Vicki Gravlin	(760) 525-3179
San Diego Workforce Partnership	Other	Ana Quezada	(619) 873-9305

**Certification & Assurances**



By clicking "Approve" on the approval cards below, you are certifying the CFAD as well as confirming that you and ALL consortium members agree to the Assurances listed below.

**Assurances**

**Membership & Decision-Making**

- I certify that any community college district, school district, or county office of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region shall be permitted to join the consortium as a member (EC 84905 (a) (b)). (See Membership Box above).

- I certify that only members as described above (and in EC 84905) are allowed to join my consortium as members and participate in decision making and approvals whether in a public meeting, or via the NOVA planning, budgeting & expense reporting system.
- I certify that as a condition of joining a consortium, as a member, I shall commit to reporting any funds (as described in EC 84916) available to that member for the purposes of education and workforce services for adults and the uses of those funds through the annual Program Area exercise in NOVA for reporting leveraged funds, and instructional hours.
- I certify that as a member of the consortium my district shall be represented only by an official designated by the governing board of the member (EC 84905 (c)).
- I certify that as a member of the consortium, I shall participate in any decision made by the consortium (EC 84905 (d)(1)(A)).
- I certify that all decision made by the consortium and its members is final (EC 84905 (d)(1)(F)).
- I certify that I will adhere to the consortium rules and procedures and, as agreed upon by the consortium members, to any additional by-laws, charters, etc.

## Public Meetings

- I certify that a proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment (EC 84905 (d)(1)(B)).
- I certify that the consortium has provided the public with adequate notice of a proposed decision and considered any comments submitted by members of the public, and any comments submitted by members of the public have been distributed publicly (EC 84905 (d)(1)(C)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision (EC 84905 (d)(1)(E)).
- I certify that in addition to the meeting requirements listed in EC 84905, and as agreed upon by the consortium members, that I will follow the public meeting requirements listed in the Ralph M. Brown Act as the Brown Act applies to the governing body of any "local body created by state or federal statute." (Ed. Code, section 54952.)

## Reporting Requirements

- I certify that I will participate in completing and updating any consortium long range and/or short range planning efforts and/or budget work plans (EC 84906, 84914(a)).
- I certify that all CAEP expenses have been expended in the CAEP seven program areas, and services provided are consistent with the 3-year plan, the annual plan, and my district's work plan & budget as submitted in NOVA (EC 84913 (1-7), 84906, 8914(a)).
- I certify that my expenditures of CAEP funds match the objectives/activities included in the annual plan and the member work plan (EC 84906, 84914(a)).
- I certify that my expenditures of CAEP funds adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- I certify that I will report student level enrollment data and outcomes as prescribed by the State CAEP Office (EC 84920).
- I certify that I will share financial expenditure and progress reports with the members of my regional consortium.
- I certify that I understand that as a member if I do not meet any of these items I have certified, I will be deemed an ineffective member which may result in a loss or reduction of CAEP funding (EC 84914(b)).
- I certify that all CAEP expenses have been expended only for the education of persons 18 years of age or older (EC 84901(a)).

**Alliance For Regional Solutions, North County Works - Member Representative**

**Marylynn McCorkle**  
Collaboration Manager  
mmccorkle@regionalsolutions.net  
(760) 529-9979 ext: 216

Approved by Marylynn McCorkle

04/29/2024 01:47 PM PDT

**Miracosta CCB - Member Representative**

**John Makevich**  
Dean, Community Learning Center, Continuing and Community Education  
jmakevich@miracosta.edu  
(760) 795-8701

Approved by John Makevich

04/29/2024 01:43 PM PDT

**Oceanside Unified - Member Representative**

**Vicki Gravlin**  
Senior Director - Curriculum and Instruction  
vicki.gravlin@oside.us  
(760) 525-3179

Approved by Vicki Gravlin

04/30/2024 03:07 PM PDT

**San Diego Workforce Partnership - Member Representative**

**Ana Quezada**  
North County Career Center Supervisor  
anaquezada@workforce.org  
(619) 873-9305

Approved by Ana Quezada

04/29/2024 01:42 PM PDT

**San Dieguito Union High - Member Representative**

**Manuel Zapata**

Director of CTE and Work Experience

manuel.zapata@sduhsd.net

(760) 753-6491 ext: 5100

Approved by Manuel Zapata

04/29/2024 01:53 PM PDT



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