**CAEP Carryover Compliance for Santa Monica Regional Consortium**

**Consortium Member Carryover:**

* **SMMUSD AEC:** $669,543
* **SMC:** $226,199
* **Total:** $895,742

The Santa Monica Regional Consortium has a carryover that exceeds the 20% threshold. Several factors contributed to this situation, with one significant issue being staffing shortages experienced over an extended period by both agencies.

At Santa Monica College (SMC), the former Program Specialist was appointed as the Interim Project Manager; however, the college did not permit us to fill the Program Specialist position until the Project Manager role was made permanent. Once the Project Manager position was filled permanently, the Student Services Clerk was promoted to the Program Specialist role. This transition left one position vacant: that of the Student Services Assistant (formerly known as Clerk). The department achieved full staffing as of July 1, 2024. The Santa Monica Malibu School District's Adult Education Center (AEC) faced staffing shortages, a misinterpretation of funding as a one-time grant, and procedural delays.

The consortium has developed both short-term and long-term plans for utilizing the excess carryover funds. SMC has three short-term plans for spending down their carryover.

* The first is to allocate 20% of a college employee's time from our Institutional Research Department to assist with data collection, analysis, and interpretation. This effort will support our achievement of CAEP outcomes and aid in setting new goals for the future.
* The second plan is that SMC will increase our counselor CAEP projects by improving outreach and retention efforts, assisting with the recruitment of community partners, and providing resources for the consortium. Additionally, they will help with other initiatives that align with our three-year and annual plans.
* Finally, SMC will launch a social media marketing campaign. The targeted ads will be financed by the departments that benefit from this service. Our goal is to use CAEP funds to market our courses and certificates through social media platforms, email blasts, and other targeted initiatives to reach potential students. If this marketing strategy proves successful, we will continue its implementation in the long term.

SMC’s long-term goal is to hire a new classified employee to work in our department for at least 50% of their time. This position may be shared with Community Education, and we plan to fund 50% of their salary through CAEP. This initiative is a long-term project that depends on several factors, including district approval, CAEP funding allocation, and the economic outlook of the state.

The Adult Education Center’s short-term plans include

* Expand summer school programs.
* Offer evening ESL classes at five different levels.
* Adjust the basic and secondary education lab schedules to operate four nights a week for each.
* Allocate teacher preparation time for each class meeting.
* Provide onboarding support hours for the building and construction trades instructor in the CTE program.
* Enhance WASC/WIOA oversight by increasing faculty lead support hours for reviewing and aligning objectives.
* Increase counselor outreach by extending work weeks from 36 to 42.

The long-term goals for the AEC are

* Reevaluate childcare assistant staffing needs.
* Establish an advisory committee for carryover compliance.
* Designated GED Testing Center (i.e.: equipment, furniture costs)

As a consortium, we plan to discuss hiring a consultant to advise on the three-year plan. We will enhance discussions of member agencies' budgets and review our carryover during our annual retreats.

By implementing both short-term and long-term plans, the Santa Monica Regional Consortium will achieve compliance regarding its carryover funds.