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**REGULAR PUBLIC MEETING | December 18, 2025 9:04am-10:20am**

Via ZOOM: ID: 85053491803 Passcode: 063199

- I. Call to Order**
  - a. 9:04am
- II. Roll Call & Establishment of Quorum**
  - a. Members present: Carola Smith, Sarah Cameron, Luis Servin
  - b. Members in absentia: Gerardo Cornejo
  - c. Quorum established
- III. Welcome from Consortium Chair Carola Smith**
- IV. Public and Entity Comment\***
  - a. No public or entity comments.
- V. Information Items**
  - a. Consortium Member updates.
  - b. Corlei Prieto provides announcements and legislative updates
- VI. Consent Items**
  - a. CAEP SBAEC August 6, 2025 Public Meeting Minutes
    - i. Luis made a motion to approve. Sarah seconded.  
Vote: Ayes: 3
- VII. Discussion & Action Items \***

*\* Items that require a vote*

  - a. \*CAEP SBAEC 2025-2026 YR 11 Member Budget & Workplan Summary (NOVA)
    - i. Corlei briefly summarizes the State-required Budget & Workplan which describes SBAEC's Annual Plan strategies, budget allocation, and performance goals with a focus on the seven mandated CAEP areas.  
She reiterates SBAEC's upcoming 2025-2026 strategies identified in the Annual Plan which include:
      - 1) Continue to develop new Career Skills Institute curriculum and expand State certifications that support adult learner career and economic advancement
      - 2) Redesign the existing School of Extended Learning Student Support Services & Admissions Offices to support student persistence, transfer to higher education programs, career advancement, enrollment growth, and certificate completion
      - 3) Continue developing the new noncredit Healthcare Pathway programs to align program initiatives with other CAEP programs
      - 4) Increase targeted marketing and outreach services tailored for specific programs and adult populations
      - 5) Work with partner agencies to provide wraparound services not currently offered at the district level
    - ii. The Consortium members discuss the 2025-2026 YR 11 Member Budget & Workplan  
Luis made a motion to approve. Sarah seconded.  
Vote: Ayes: 3
  - b. \*CAEP SBAEC 2025-2026 YR 11 Request for Proposals & Budget Sheets
    - SEL NC Career Skills Institute: 1 application and 4 Budget Sheets
      - 1) Curriculum Development
      - 2) Ready.Match.Hire/ Program
      - 3) CSI Marketing
      - 4) CSI Vocational Culinary Program
    - SEL NC Healthcare Academy (CSI CTE Program)
    - SEL NC English as a Second Language Program
    - SEL NC Adult High School/GED Program
    - SEL NC Fashion & Design (CSI CTE Program)
    - SEL NC Student Support Services/Admissions & Registration
    - i. The Consortium members discuss the 2025-2026 YR 11 Proposals & Budget Sheets  
Luis recommends having all programs further itemize and increase their outcomes. Both Sarah and Carola agree. Corlei relays that she will work with all SBAEC program leads to achieve these

objectives.

ii. Sarah made a motion to approve. Luis seconded.

Vote: Ayes: 3

c. \*CAEP SBAEC 2025-2026 YR 11 DRAFT Budget & Recommendations (budget document located in CAEP SBAEC website)

i. The Consortium YR 11 allocation is \$1,032,996.00. The amount requested was \$1,706,783.65 thereby requiring the Consortium to reduce \$673,787.65 from the budget. The Consortium discusses the proposed budget and reduced funding for all requests, specifically in the areas of professional development, while also adding two new CAEP programs, Fashion & Design and the Career Culinary Arts Program.

ii. The Consortium reviews and approves the following YR 11 2025-2026 allocation:

<b>Programming &amp; Umbrella Services for Programs</b>	<b>YR 11 Allocation \$1,032,996.00</b>
Recommendation for New & Existing Programs (increase of programs/staff from YR 10)	\$ 689,652.00
Marketing/Outreach for CAEP Programs	\$ 100,775.00
Professional Development for CAEP Programs	\$ 15,000.00
<b>SUBTOTAL</b>	<b>\$ 805,427.00</b>
<b>Administration</b>	
CAEP Staff (includes 1 full time/1 part time and 25-30% for benefits)	\$ 186,249.00
Indirect (4%)	\$ 41,320.00
<b>SUBTOTAL</b>	<b>\$ 227,569.00</b>
<b>TOTAL</b>	<b>\$ 1,032,996.00</b>

iii. Sarah made a motion to approve. Luis seconded.

Vote: Ayes: 3

**VIII. Next Regular Public Meeting**

a. February 4, 2026

**IX. Adjournment**

a. 10:20am