



Barstow Area Consortium for Adult Education
Board Agenda
Barstow Community College, President's Conference Room
Thursday January 25, 2018 (2:00 p.m. – 4:00 p.m.)
(Materials in Board Packet)

1. Approval of Minutes – December 11, 2017
2. Public Comment – Public comment will be allowed on any topic relevant to the BACAE. Pursuant to BACAE Policy, comments are limited to 3 minutes per person. Please begin your comment by stating your name.
3. Reports/Information Items
 - 3.1 Coordinator's Report – Sonya Smith
 - AEBG Program Fee Policy – July 1, 2018
 - AB104 Legislative Alignment with the Brown Act
 - Burlington English Training – January 18, 2018
 - AEBG Summit Report – January 22-23, 2018, Universal City
 - Ongoing Data & Accountability Training Workshops – www.aebg.cccco.org
 - LaunchBoard Adult Education Dashboard Data Element Dictionary:
<http://aebg.cccco.edu/Portals/1/docs/For%20AEBG%20Grantees/Student%20Data%20Collection/11.1.17%20Adult%20Ed%20LaunchBoard%20Data%20Element%20Dictionary.pdf>
 - Upcoming Deadlines:
 - Jan. 31: Student data due in TOPSPro (Q2)
 - Jan. 31: 15/16 consortium funds - final expense report due (old system)
 - Jan. 31: Mid-term data and accountability expense report due (old system)
 - Feb 25: 2018 - 15/16 consortium funds - close out financial report due (old system)
 - Feb 28: Preliminary allocations for 2018-19 & 2019-20 released by this date
 - Mar 1: 16/17 & 17/18 member expense report due in NOVA Q1 & Q2
 - Mar 31: 16/17 & 17/18 member expense report certified by consortia in NOVA (Q1 & Q2)
 - Mar 31: End of Q3
 - State AEBG Guidance Update
 - NOVA Reporting – Certified on January 9, 2018 per state guidance
 - Revised budget to be reconciled with NOVA in March via Member budgets
 - Program Area Working Group Meeting – January 19, 2018
 - Common Intake/Registration Form
 - 3.2 Consultant Report – Mitch Rosin
 - AEBG State Guidance – Per Student Cost & Member Effectiveness
 - Citizenship Preparation Materials - Classes or Referral at each District
 - Mailer Date will produce New Enrollment (Are we ready for hiring and expanding?)
 - Brochure and Poster Review with new QR Codes.
 - Ft. Irwin Programs
 - Planning Days:

February 20 & 21, 2018	April 25 & 26, 2018	June 11 & 12, 2018
March 13 & 14, 2018	May 16 & 17, 2018	July - TBD
 - 3.3 Fiscal Agent Report: 2015-16 Spend Down
 - 3.4 Media Manager Report: Jorge Saucedo-Daniel
 - 3.5 GED Test Center Update
 - 3.6 Update: Local Board Meeting Dates for Appointing BACAE Voting Board Members

4. Action Items

- 4.1 □ 2016-17 Spend Down Budget

5. Discussion Items

- 5.1 Plan for Ongoing Auditing – Share expense with other SB County Consortia
- 5.2 Dr. Helga Wild – BCC Research Project Presentation

6. Announcements

- 6.1 □ Upcoming Conferences
 - Feb 1-2, 2018 – CAEAA, Sacramento, CA
 - Feb 8-9, 2018 – ACCE, Oakland, CA
 - March 9-10, 2018 – OTAN TDL, Napa, CA
 - March 22, 2018 – AEBG Regional Training, San Bernardino Valley College
 - March 25-28, 2018 – COABE, Phoenix, AZ
 - May 3-5, 2018 – CCAE, Fresno, CA
- 6.2 2017-18 BACAE Board Meeting Schedule (2:00 pm in BCC President’s Conference Room):

February 22, 2017	April 26, 2017	June TBD per Guidance
March 15, 2017	May 17, 2017	July – No Meeting
- 6.3 □ Online Community College Initiative
- 6.4 WASC – Fall 2018 deadline: April 30, 2018
- 6.5 Feb 28 – Preliminary Allocations Released for 2018-19 & 2019-20; May 2 – CFAD Due
- 6.6 Annual Plan Retreat Date – June 11 & 12, 2018

7. Closed Session

8. Adjournment