



**Barstow Area Consortium for Adult Education
Board Agenda
Barstow Community College, President's Conference Room
Thursday May 17, 2018 (2:00 p.m. – 4:00 p.m.)
(*Materials in Board Packet)**

PLEASE NOTE: Agenda related documents distributed to the BACAE Board for the Board Meeting may be viewed in the President's Office at Barstow Community College, 2700 Barstow Rd, Barstow, CA 92311. Individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating, or documentation in accessible formats, should contact the BACAE Coordinator at BarstowAEGB@gmail.com at least two days before the meeting date.

1. [□]Approval of Minutes – April 26, 2018
- [□]Approval of Minutes – May 7, 2018

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. Closed Session

4. Reports/Information Items

4.1 Coordinator's Report

- May 3-5, 2018 – CCAE, Fresno, CA
- May 3-5, 2018 – 2018 Career & Non-Credit Education Institute, Costa Mesa, CA
- Upcoming Deadlines:
 - Jun 01: 2016/17 & 2017/18 member expense report **due** in NOVA (Q1, Q2 & Q3)
 - Jun 30: 2016/17 & 2017/18 member expense report **certified** by Consortium in NOVA (Q1, Q2 & Q3)
 - Jun 30: End of Q4
 - Aug 01: Final program year report due and student data report due (Q4)
 - Aug 15: Annual plans due for 2018/19
 - Aug (TBA): AEBG 18/19 funding is disbursed from the State
 - Sep 1: 2016/17 & 2017/18 member expense report **due** in NOVA (Q4). Will also include end of the year reporting on leveraged funds, fees, and other financial breakdowns.
 - Sep 30: 2016/17 & 2017/18 member expense report **certified** by consortium in NOVA (Q4); Will also include Year End Financial Report (Narrative).
- AEBG State Guidance Update: Three-Year Plan (Template open in NOVA May 10)
- [□] CCCCCO – Update Research Brief: Goal Setting and Outcomes Measurement
- Consultant Days

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|-------------------------|--------------------------|-----------------------|
| May 7, 16, 17 | Aug 1, 2, 10, 13, 14, 15 | Nov 16, 19, 20, 21 |
| June 6, 7, 8 | Sept 10, 12, 25, 26, 27 | Dec 4, 10, 11, 12, 13 |
| July 20, 24, 25, 26, 27 | Oct 18, 19, 23, 24, 25 | |

- 4.2 Member Program Update: BUSD (Adult School Update)
- 4.3 Member Program Update: SVUSD
- 4.4 Member Program Update: BVUSD

- 4.5 Member Program Update: BCC
- 4.6 Fiscal Agent Report: BUSD, Candice Duffner
- 4.7 Media Manager Report: None
- 4.8 Presentation by Dr. Helga Wilde

5. Discussion Items

- 5.1 BUSD Request for \$250,000.00 to supplement GED Test Center costs
 - 2015-16 FY Allocation:
GED Test Center: \$114,463.00
 - 2016-17 FY Allocation:
GED Test Center: \$114,463.00
Hiring Staff for Program Expansion: \$86,000.00

Total Allocation to Date: \$314,926.00

- 5.2 Member Readout on FY 2017-18 Budgets
- 5.3 Human Centered Design Training – K. Young
- 5.4 [□] Consortium Director Job Description
- 5.5 [□] Annual Plan Planning Process:
 - Review Current Annual Plan
 - Review Working Group Notes from April 25, 2018
 - Review Board Planning Documents

6. Action Items

- 6.1

7. Announcements

- 7.1 Upcoming Conferences (Approved for attendance by BACAE Board 1.26.18)
 - June 19-21, 2018 – CASAS Summer Institute, San Diego, CA
 - June 24-27, 2018 – ISTE International Conference, Chicago, IL (state approval required)
 - July 25-27, 2018 – GED Summer Conference, San Diego, CA
- 7.2 2017-18 BACAE Board Meeting Schedule (2:00 pm in BCC President’s Conference Room):

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|------------------------------------|--------------------|-------------------|
| June 7, 2018 (Annual Plan Retreat) | September 27, 2018 | November 20, 2018 |
| July – No Meeting/TBD | October 25, 2018 | December 13, 2018 |
| August 2, 2018 (Annual Plan Vote) | | |

8. Adjournment