



**Barstow Area Consortium for Adult Education
Board Agenda
Barstow Community College, President’s Conference Room
Thursday March 15, 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.

Call to Order: 2:03 pm

Attending:	Voting Member	Alternate	Attendee
Baker Valley	<input checked="" type="checkbox"/> Ronda Tremblay	<input type="checkbox"/> Eric Huynh	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input checked="" type="checkbox"/> David Morse	<input checked="" type="checkbox"/> Kim Young
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input checked="" type="checkbox"/> Sonya Smith <input checked="" type="checkbox"/> Jon Bonvillain
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Michael Cox	<input type="checkbox"/>

1. ^oApproval of Minutes – February 22, 2018

- Correction: Item 3.1 should read:
“Aztec Training – March 5, 2018; Barstow High School, Room 22 at 3:30 – 5:00”
- Motion for approval made by E. Bagg; 2nd by J. Youskievicz – Passed Unanimously

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.

- Michelle Colleoc introduced as Transition Counselor. Ms. Colleoc spoke about her role and the outreach she will be doing to each of the Member districts. Using ONET to provide career guidance and align with courses at the college.

Request by E. Bagg to amend agenda and move Closed Session to now. Motion for approval made by S. Godfrey; 2nd by J. Youskievicz – Passed Unanimously

7. Closed Session

3. Reports/Information Items

- 3.1 Coordinator’s Report – Sonya Smith
- March 5 – Aztec Training – Completed
 - BUSD/SVUSD attended refresher course
 - March 7 – AEBG/AB104 Outcomes
 - ^oMarch 9 – CFAD Webinar
 - ^oAEBG Modifications – Two new trailer bills – Sec. 84913& 84906 Ed Code
 - ^oPreliminary Allocation Schedule and CFAD Directions
 - ^oAEBG Preliminary Allocation Background
 - ^oFuture of Work MeetUps 2018
 - Upcoming Deadlines:
 - Mar 31: End of Q3

- April 30: Student data due in TOPSPro (Q3) & DIR Due to aebg@casas.org
- 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).

3.2 Consultant Report – Mitch Rosin

- Planning Days 2018:

April 25, 26	July 20, 24 25, 26, 27	Oct 18, 19, 23, 24, 25
May 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

3.3 Fiscal Agent Report: Scott Godfrey/Candice Duffner

- C. Duffner reported March invoices have been received by BUSD
- BCC received all monthly payments; SVUSD fully redeemed; BVUSD has checks
- WESL Invoices/PO to be submitted in July 2018

3.4 Media Manager Report: Jorge Saucedo-Daniel

- Web site hits are increasing with mailer; calls are coming in more often
- BUSD GED calls
- Will add Transition Counselor to the Gmail account

3.5 GED Test Center Update: Scott Godfrey

- Signage up; August hard opening
- Security will be increased at the campus via Securitas

3.6 Introduction of the new Transition Counselor: Michelle Colleoc (moved to public comment)

3.7 [▫]Spanish Language Marketing Collateral

- Printing Solutions in Barstow
- Add to local weekly package / TidBits local mailer advertising /
- Posters: 50
- TriFold Brochures: 2,000
- Kim Young – Spanish language radio good resource, and end print collateral at local sites
- S. Smith - BAS ESL teacher will personally contact the Spanish radio station to request a PSA about adult programs

4. Action Items: None

5. Discussion Items

- 5.1 ^aCFAD Allocations for 2018-2019 (Due May 2)
 - SG: Suggests allocating lump sum to new initiative
 - Suggestions to be made at April Board Meeting for allocation that would assist all members
- 5.2 Moving Fiscal Agent to Barstow Community College for FY2018-19
 - SG: Given where BUSD is with new initiatives, making this shift would alleviate workload
- 5.3 ^aChanges to Governance Document to Reflect AEBG State Guidance

6. Announcements

- 6.1 Upcoming Conferences (Approved for attendance by BACAE Board 1.26.18)
 - March 22, 2018 – AEBG Regional Training, San Bernardino Valley College
 - March 25-28, 2018 – COABE, Phoenix, AZ (state approval required)
 - May 3-5, 2018 – CCAE, Fresno, CA
 - 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
- 6.2 2017-18 BACAE Board Meeting Schedule (2:00 pm in BCC President’s Conference Room):

April 26, 2018 (CFAD)	July – No Meeting/TBD	October 25, 2018
May 17, 2018	August 2, 2018 (Annual Plan)	November 20, 2018
June 7, 2018 (Annual Plan)	September 27, 2018	December 13, 2018

~~7. Closed Session~~

8. Adjournment

- Motion for adjournment by J. Youskievicz; 2nd by S. Godfrey – Passed Unanimously