



**Barstow Area Consortium for Adult Education
Board Agenda
Barstow Community College, President's Conference Room
Thursday August 2, 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. ^aApproval of Minutes – June 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 – None Requested

4. Reports/Information Items

4.1 Coordinator's Report

- Due Dates:

- Jun 30: End of Q4 for Data and Expenditures

- Aug 01: TOPSpro DIR Report Due for Full Program Year (Q4)

- Aug 15: Annual Plan Due for 2018/19

- Aug 31: AEP 2018/19 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).

- Consultant Days – Not Contracted - Waiting for BUSD PO

Aug 1, 2, 9, 10, 15 Oct 18, 19, 23, 24, 25 Dec 4, 10, 11, 12, 13

Sept 10, 12, 25, 26, 27 Nov 16, 19, 20, 21

- Citizenship Curriculum Purchase – Received and Delivered to Each Member

- ^a Legislation: Trailer Bill Language

- 2018-19 BCC Monthly Allocation Contracts for Signature – Done

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 Marketing & Media Manager Report

- PPT Presentation – SEO Outcomes

- Start of School Mailer (English/Spanish combined) – Waiting for BUSD Payment

- 2018-19 Brochures (Updated English/Spanish) – In Development

- ^a Radio Ad: English/Spanish – Messages left for Highway Radio

- ^a TidBits Ad – Price Quote Sheet

- BACAE Web Site Banner for Grand Opening – Done – Waiting for BUSD Payment

- Printing Additional Brochures and Posters – Done – Waiting for BUSD Payment

4.7 Counseling & Marketing Response (phone, email, etc.)

4.8 Fiscal Agent Report: 2016-17 Spend Down Report – Reyna Garcia/Scott Godfrey

Pan Consortium		Actual	
BACAE per MOU	\$30,000.00		
BACAE Audit	\$20,000.00		
Regional & On-Site Professional Development	\$2,500.00		
Workplace ESL Solutions	\$10,000.00	\$10,000.00	
As Needed Curriculum	\$30,000.00		
Postal Mailer	\$3,563.02	\$3,563.02	
Brochures	\$516.33	\$516.33	
Bros of Nowhere	\$5,000.00		
Radio & Marketing Collateral Printing	\$20,000.00		
P2C Solutions (Thru 6/30/2018)	\$40,800.00	\$40,800.00	
P2C Solutions (6 month Renewal)	\$48,000.00	\$48,000.00	
Jorge Saucedo (Thru 6/30/2018)	\$6,000.00		
Jorge Saucedo (6 mo Renewal)	\$12,000.00		
Phoenix Design	\$20,000.00	\$16,000.00	
TOP Facilitation Training	\$10,000.00		
	\$258,379.35	\$118,879.35	
Remaining Funds		\$139,500.00	

Request From Jeff Malan: I would like an item to be placed on the next AEBG Consortium Board Agenda related to another request for additional funds to be allocated to the construction costs of the Adult Ed/GED Testing Center Facility. At this point, to finish the construction of the facility, BUSD will have paid approx. \$789,000 for construction costs alone. I am again requesting that the AEBG Board consider allocating additional funds for this facility.

5. Discussion Items

- 5.1 2018-19 AEP Annual Plan
- 5.2 Consortium Director Posting Update – BCC
- 5.3 Goals for BACAE Working Group Meeting – September 12 @ BCC from 3:30 – 5:00
- 5.4 Workplace ESL Workshop: October 19 or 24?
- 5.5 Plan for Developing 2019-2022 Three-Year Plan

6. Action Items

- 6.1 2018-19 AEP Annual Plan

7. Announcements

- 7.1 Conferences (Approved for attendance by BACAE Board 1.26.18)
 - Consortium PD Day – August 1, 2018 – Not Contracted - Waiting for BUSD PO
- 7.2 2018-19 BACAE Board Meeting Schedule (2:00 pm in BCC President’s Conference Room):

July 2018 - None	October 25, 2018	January 17, 2019	April 25, 2019
August 2, 2018	November 20, 2018	February 21, 2019	May 16, 2019
September 27, 2018	December 13, 2018	March 14, 2019	June 6, 2019
- 7.3 State AEP Directors’ Conference – Sept 27-28, 2018 (Sacramento, CA)
- 7.4 Strong Workforce Brochures

8. Adjournment