



Barstow Area Consortium for Adult Education
Board Agenda
Barstow Community College, President's Conference Room
Wednesday September 26, 2018 (2:00 p.m. – 3:00 p.m.)
(^oMaterials 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. ^oApproval of Minutes – August 2, 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 – Requested
4. Reports/Information Items
 - 4.1 Consultant's Report
 - Due Dates:
 - Sep 1: 2016/17 & 2017/18 member expense report **due** in NOVA (Q4).
 - Sep 30: 2016/17 & 2017/18 member expense report **certified** by consortium in NOVA.
 - DEADLINES EXTENDED TO OCTOBER 15, 2018
 - October 31, 2018 – 2017-18 Q1 DIR Due
 - Consultant Days

Oct 18, 23, 24, 25	Nov 15, 16, 19, 20	Dec 7, 11, 12, 13
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 - ^oNOVA Webinar Update
 - ^oLegislation: Trailer Bill Language
 - 2018-19 BCC Monthly Consortium Allocations – Received
 - ^oOutcome from BACAE Working Group Meeting – September 12
 - 4.2 Member Program Update: BAS
 - 4.3 Member Program Update: SVUSD
 - 4.4 Member Program Update: BVUSD
 - 4.5 Member Program Update: BCC
 - 4.6 Consortium Director Update – BCC
 - 4.7 Marketing & Media Manager Report
 - PPT Presentation – Phoenix Design
 - Start of School Mailer (English/Spanish combined) – DONE
 - 2018-19 Brochures (Updated English/Spanish) – In Development
 - Radio Ad – DONE
 - TidBits Ad – DONE
 - BACAE Web Site Pop-Up Banners – DONE
 - BCC CTE Brochures – DONE

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

Pan Consortium		Starting Balance	Actual Spend/	
			Encumbered	Remaining Funds
	BACAE per MOU	\$30,000.00	\$0.00	\$30,000.00
	BACAE Audit	\$20,000.00	\$0.00	\$20,000.00
	Regional & On-Site Professional Development	\$2,500.00	\$0.00	\$2,500.00
	As Needed Curriculum	\$30,000.00	\$0.00	\$30,000.00
	Bros of Nowhere	\$5,000.00	\$0.00	\$5,000.00
	TOP Facilitation Training	\$10,000.00	\$0.00	\$10,000.00
	Radio & Marketing Collateral Printing	\$20,000.00		\$13,630.65
	Postal Mailer		\$3,563.02	
	Brochures		\$516.33	
	Radio Ad		\$1,890.00	
	TidBits		\$400.00	
	Workplace ESL Solutions	\$10,000.00	\$10,000.00	\$0.00
	P2C Solutions (Jan-June, 2018)	\$40,800.00	\$40,800.00	\$0.00
	P2C Solutions (July-Dec, 2018)	\$48,000.00	\$48,000.00	\$0.00
	Jorge Saucedo (Jan-June, 2018)	\$12,000.00	\$4,000.00	Moved to P. Design
	Jorge Saucedo (July-Dec, 2018)	\$12,000.00	\$0.00	Moved to P. Design
	Phoenix Design	\$20,000.00	\$20,000.00	\$0.00
	ReAssigned from Jorge Contract	\$20,000.00	\$7,695.00	\$12,305.00
	TOTAL	\$280,300.00		
	Remaining Funds			\$123,435.65

4.9 Fiscal Agent Report: Data & Accountability Allocation – Reyna Garcia/Scott Godfrey/BUSD

Barstow Area Consortium for Adult Education						
Data & Accountability Budget						
	Proposed Expenses Purpose	Member(s)	Units	Sub Total (Not To Exceed)	Total Remaining	
STARTING BALANCE					\$123,711.00	
	TOPS Pro Enterprise & CASAS eTests	All	3yr	\$25,910.00	\$97,801.00	Mandated
	Aztec - ABE/HSE/Accuplacer - Online & 3 PD	All	3yr	\$72,656.00	\$25,145.00	3-Year Plan: Page 18
	Computer Hardware for Testing Center	All	3yr	\$25,145.00	\$0.00	3-Year Plan: Page 1

4.10 Fiscal Agent Report: 2018-19 – Pattie Granados/BCC

5. Discussion Items

- 5.1 Plan for Developing 2019-2022 Three-Year Plan

6. Action Items - None

7. Announcements

- 7.1 2018-19 BACAE Board Meeting Schedule (2:00 pm in BCC President’s Conference Room):

October 25, 2018	January 17, 2019	March 14, 2019	May 16, 2019
November 20, 2018	February 21, 2019	April 25, 2019	June 6, 2019
December 13, 2018			
- 7.2 State AEP Directors’ Conference – Sept 27-28, 2018 (Sacramento, CA)
- 7.3 Out of State Travel – No State Approval Needed; Only Local Policy
- 7.4 Workplace ESL Workshop: October 23 (2:30 – 4:40 @ BCC)
- 7.5 CCAE South Coast – Palm Springs (November 16-17, 2018) www.ccaestate.org/south-coast

8. Adjournment

4.8 Updated 2016-17 Spend Down Plan – September 26, 2018

Pan Consortium		Actual Spend/		
		Starting Balance	Encumbered	Remaining Funds
	BACAE per MOU	\$30,000.00	\$0.00	\$30,000.00
	BACAE Audit	\$20,000.00	\$0.00	\$20,000.00
	Regional & On-Site Professional Development	\$2,500.00	\$0.00	\$2,500.00
	As Needed Curriculum	\$30,000.00	\$0.00	\$30,000.00
	Bros of Nowhere	\$5,000.00	\$0.00	\$5,000.00
	TOP Facilitation Training	\$10,000.00	\$0.00	\$10,000.00
	Postal Mailer	\$5,000.00	\$3,563.02	\$1,436.98
	Radio & Marketing Collateral Printing	\$15,000.00		\$12,193.67
	Brochures		\$516.33	
	Radio Ad		\$1,890.00	
	TidBits		\$400.00	
	Workplace ESL Solutions	\$10,000.00	\$10,000.00	\$0.00
	P2C Solutions (Jan-June, 2018)	\$40,800.00	\$40,800.00	\$0.00
	P2C Solutions (July-Dec, 2018)	\$48,000.00	\$48,000.00	\$0.00
	Jorge Saucedo (Jan-June, 2018)	\$12,000.00	\$4,000.00	\$8,000.00
	Jorge Saucedo (July-Dec, 2018)	\$12,000.00	\$0.00	\$12,000.00
	Phoenix Design	\$20,000.00	\$20,000.00	\$0.00
	ReAssigned from Jorge Contract		\$20,000.00	\$0.00
	TOTAL	\$260,300.00		
	Remaining Funds			\$131,130.65