



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.)
(*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: 2:00 pm

Attending:	Voting Member	Voting Member	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 type="checkbox"/>	<input checked="" type="checkbox"/> Kim Young
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input checked="" type="checkbox"/> Pattie Granados
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Michael Cox	<input type="checkbox"/> Reyna Garcia
			<input checked="" type="checkbox"/> Carrie O'Neal

1. ¹ Approval of Minutes – August 2, 2018 Motion by R. Tremblay; 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.
3. Closed Session – Requested
 - E. Bagg: Coordinator position was discussed. 50% salary at a Range 15. BACAE Board approved using COLA funding. BCC Trustees meeting Oct 17 will approve position. BACAE Board to interview, in addition to BCC. Focus on hiring local. Discussion about consulting services.
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
 - ¹ NOVA Webinar Update
 - ¹ Legislation: Trailer Bill Language
 - 2018-19 BCC Monthly Consortium Allocations – Received
 - P. Granados: Payment will be sent on 1st of each month. First check going out.
 - ¹ Outcome from BACAE Working Group Meeting – September 12
 - K. Young: Excellent participation. Good discussion. Notes reviewed.
 - 4.2 Member Program Update: BAS
 - S. Godfrey: Grand Opening being planned. Certificate of Occupancy granted. Signage up and lit for nighttime. 195 student enrolled. Person VUE to visit and give final sign off.

- 4.3 Member Program Update: SVUSD
 - J. Youskievicz: New lab opening in October. Area is more secure for adult education students. Aide will staff new lab several days per week.
- 4.4 Member Program Update: BVUSD
 - R.Tremblay: Programs up and running. New furniture being ordered. Community is excited.
- 4.5 Member Program Update: BCC
 - AB705: Working through the new requirements.
 - E.Bagg.: Ft. Irwin ASVAB preparation for career advancement. Possible support for civilians looking to enter the military.
 - K. Young: Focus on ESL and non-credit.
- 4.6 Consortium Director Update – BCC – Closed Session
- 4.7 Marketing & Media Manager Report
 - PPT Presentation – Phoenix Design
 - M. Rosin reported that the BACAE web site URL registration has expired. Phoenix Design has purchased one more year, and will include cost in next invoice. The .com site will sunset, and BACAE will use a .org moving forward. This is the URL used for all marketing materials.
 - 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		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
	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

- M. Rosin provided an updated accounting based on current invoices (part of Board Agenda V3):

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
	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

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
 - Checks have been disbursed for the first payment.

5. Discussion Items

- 5.1 [□] Plan for Developing 2019-2022 Three-Year Plan
 - M. Rosin to attend AEP Summit and report back to BACAE Board on the process at the October board meeting.

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
 7.6 DIR Due October 30

8. Adjournment

- Motion by J. Youskievicz; 2nd by S. Godfrey: Passed Unanimously