



**Barstow Area Consortium for Adult Education**  
**Board Agenda**  
**Barstow Community College, President’s Conference Room**  
**Thursday October 25, 2018 (2:00 p.m. – 4:00 p.m.)**  
**(<sup>o</sup>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](mailto:BarstowAEGB@gmail.com) at least two days before the meeting date.

Call to Order:

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 checked="" type="checkbox"/> Elias Valencia	<input checked="" type="checkbox"/> Pattie Granados
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input type="checkbox"/> Reyna Garcia
			<input checked="" type="checkbox"/> Carrie O’Neal
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Michael Cox	<input type="checkbox"/>

1. <sup>o</sup>Approval of Minutes – September 26, 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
    - 2017-18 Q4 Completed in NOVA and Certified; Due date October 31, 2018
    - AEP Due Dates:
      - October 30: 2018-19 Budget & Workplan Due in NOVA; Opened in NOVA October 15
        - BCC Allocation is not totaling correctly. State has been notified
        - BVUSD; BUSD; SVUSD are totaling correctly.
      - October 31, 2018 – 2018-19 Q1 DIR Due to [aebg@casas.org](mailto:aebg@casas.org) & copy to M. Rosin
    - Consultant Days
 

Nov 15, 16, 19, 20	Dec 7, 11, 12, 13
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    - <sup>o</sup> State AEP Directors’ Conference – Sept 27-28, 2018 (Sacramento, CA)
    - <sup>o</sup> NOVA Webinar Update – 10.20.18
    - <sup>o</sup> Fiscal Year 2018–19 Program and Accountability Requirements for Student Outcome Data Collection and Submission
      - Workplace ESL Workshop: October 23 @ BCC
  - 4.2 Member Program Update: BAS
    - S. Godfrey:
  - 4.3 Member Program Update: SVUSD
    - J. Youskievicz:
  - 4.4 Member Program Update: BVUSD
    - R. Tremblay:
  - 4.5 Member Program Update: BCC

- E. Bagg:

- 4.6 Consortium Director Hiring Update – BCC
- 4.7 Marketing & Media Manager Report
  - PPT Presentation – Phoenix Design
- 4.8 BUSD Fiscal Agent Report: 2016-17 – Scott Godfrey
  - \$213,844 carry over in NOVA of which:
    - \$82,713.35 is BUSD funds
    - \$131,130.65 in Consortium Funds

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
	<b>TOTAL</b>	<b>\$260,300.00</b>		
	Remaining Funds			<b>\$131,130.65</b>

- 4.9 BUSD Fiscal Agent Report: Data & Accountability Allocation – Scott Godfrey

Barstow Area Consortium for Adult Education						
Data & Accountability Budget						
	Proposed Expenses Purpose	Member(s)	Units	Sub Total (Not To Exceed)	Total Remaining	
<b>STARTING BALANCE</b>					<b>\$123,711.00</b>	
	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 BCC Fiscal Agent Report: 2018-19 – Pattie Granados

5. Discussion Items

5.1 Plan for Developing 2019-2022 Three-Year Plan

Figure 1. AEP Three-Year Planning Framework



5.2 2017 San Bernardino County Community Indicators Report:

[http://cms.sbcounty.gov/Portals/21/Resources%20Documents/CIR\\_2017\\_report.pdf?ver=2018-03-23-132312-883](http://cms.sbcounty.gov/Portals/21/Resources%20Documents/CIR_2017_report.pdf?ver=2018-03-23-132312-883)

5.3 Insight Center for Community Economic Development:

<https://insightcced.org/2018-self-sufficiency-standard/>

5.4 CalPassPlus Adult Education LaunchBoard:

<https://www.calpassplus.org/LaunchBoard/Adult-Education-Pipeline.aspx>

6. Action Items

6.1 2016-17 Spend Down Distribution

6.2 P2C Solutions, LLC - Contract Extension

7. Announcements

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

November 20, 2018      January 17, 2019      March 14, 2019      May 16, 2019

December 13, 2018      February 21, 2019      April 25, 2019      June 6, 2019

7.2 CCAE South Coast – Palm Springs (November 16-17, 2018) [www.ccaestate.org/south-coast](http://www.ccaestate.org/south-coast)

8. Adjournment

- Motion by