



Barstow Area Consortium for Adult Education
Board MINUTES
Barstow Community College, President's Conference Room
Thursday January 17, 2019 (2:00 p.m. – 3:00 p.m.)
(^aMaterials 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

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input type="checkbox"/> Ronda Tremblay	<input checked="" type="checkbox"/> Eric Huynh	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input type="checkbox"/>	<input checked="" type="checkbox"/> Pattie Granados
			<input checked="" type="checkbox"/> Elias Valencia
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input type="checkbox"/> Carrie O'Neal
Silver Valley	<input type="checkbox"/> Jeff Youskievicz	<input checked="" type="checkbox"/> Michael Cox	<input type="checkbox"/>

1. ^aApproval of Minutes – December 13, 2018 Motion by S. Godfrey; 2nd by E. Bagg
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 Consultant's Report
 - a. AEP Deadlines - Upcoming
 - January 31, 2019 – 2018-19 Q2 DIR Due to aebg@casas.org & copy to M. Rosin
 - **February 11, 2019 – 2017-19 Budget Bill Reporting Requirements due in NOVA**
 - "Program Area Reporting" Tab in NOVA for 2017-18
 - Each District Needs to Submit "Total Program Area Hours" and "Total Leveraged Funds"
 - Consortium Director Certifies by February 15, 2019
 - March 1, 2019 – 2018-19 Q2 Expenses due in NOVA
 - March 31, 2019 – Q2 Consortium Certification due in NOVA
 - April 1, 2019 – NOVA to close out 2016-17 Funds – Districts will be invoiced in April/May by the State and payments will be made to the State General Fund
 - April 30, 2019 – Q3 DIR Due to aebg@casas.org & copy to M. Rosin
 - April 30, 2019 – 2018-19 Q3 Expenses due in NOVA
 - June 7, 2019 – 2019-2022 Three-Year Plan due in NOVA
 - June 2019 – State will close books on 2016-17 Funds
 - June 30, 2019 – Data & Accountability Close Out in Chancellor's MIS System (BUSD)
 - July 31, 2019 – Full Year DIR due to aebg@casas.org & new Coordinator
 - July 31, 2019 – 2018-19 Full Year Expenses due in NOVA
 - August 15, 2019 – Practice with Promise Report Due
 - b. ^aAEP NOVA Webinar Updates – Archived on <https://caladulthood.org/Administrators>

- AEP Regional Data Training: Burbank Adult School – January 16, 2019
 - Changes to Budget Bill Requirements (originally only for 2017-18):
 - Reporting this data is now ongoing due to Federal reporting requirements for WIOA agencies, but all agencies need to report actual costs (validation of non-supplanting)
 - 2018-19 Estimated costs due in NOVA Sept 2019
 - 2018-19 Final costs due in NOVA Dec 2019
 - No guidance yet on instructional hours
 - 2016-17 Close-Out:
 - Due March 1: Q2 expense report AND close-out of 2016-17 funds (allocated in old MIS fiscal reporting system)
 - No need to go back to old MIS fiscal reporting system to close out; FIFO in NOVA will provide this information for close-out certification
 - Need to use old MIS fiscal system to close out Data & Accountability in June/July
 - College Program Reporting in MIS:
 - Not-for-credit is different than Non-Credit.
 - Not-for-credit is not reported in MIS for AEP.
 - Fee-based, not-for-credit programs are not reported.
 - Students without SSN:
 - Self-report through TE
 - Self-report through survey (coming soon)
 - State is working on immigrant integration, safe place for undocumented students
 - To Explore for Additional Funding Streams:
 - CalFresh matching funds or Strong Workforce funds
 - AEP Budget:
 - Increased by \$18M via COLA Adjustment
 - Will be in 2019-20 CFAD

- c. January 17, 2019: San Bernardino County LMI Report Release Event
 - Vision2Success will focus on three key areas, and involve multiple documents released over the coming months:
 - LMI (Predictive Analytics)
 - Asset Mapping of County (by Demographics and Geography)
 - Economic Development (Current and Future Drivers)

e. Consultant Days

Jan 15 & 17	Mar 13 & 14	May 14 & 16
Feb 20 & 21	Apr 17 & 18	Jun 5 & 6

- 4.2 Member Program Update: BAS – GED TS agreement signed 1.16.19. Looking at options for the start of testing at the new facility. Working through costs of new union agreement with adult school teachers. Looking at paraprofessionals to manage testing. Goal to double minimum for testing sessions. Discussions ongoing with High Desert New Beginnings that offers GED Testing at Barstow EC to avoid duplication.
- 4.3 Member Program Update: SVUSD – Doing great. Designated Adult Education self-study lab has been outfitted. Opening date being set. Separate facility, but fencing separates from K-12.
- 4.4 Member Program Update: BVUSD – Roof is still leaking. All classes running well. All technology in place.
- 4.5 Member Program Update: BCC – If applying for WIOA funding, need to: understand key reports including payment points report, attend required regional meetings, etc. BCC will be attending the CWA Youth Conference in Long Beach. Also, BCC is attending Norco training same day. Citizenship courses have been developed and sent to State Academic Senate for approval. Additionally, short-term certifications in the works with S. Thomas. BCC is developing non-credit versions. Ft.

Irwin's Basic Skills Education Program will be expanded to either BCC campus, or at BUSD facility. Exploring tele-conferencing to provide services to Ft. Irwin for ESL.

- BUSD/BAS has been in discussions with Elena Rivera about partnership with BCC for shared facility usage. BAS charges approximately \$25 per meeting for space usage.

- S. Godfrey requested using pan-consortium funds to cover these costs. BAS has identified the need for direct instruction, and is working with hourly pay restrictions to facilitate the need.

- E. Bagg suggested Elena Rivera work on the K-12 success program area of AEP.

- 4.6 Consortium Director Hiring Update: E. Bagg – Process is slow due to administrative regulations. Position was extended and closed on 12/25/18. Hiring committee being formed. Final review to include BACAE Board.
- 4.7 Marketing & Media Manager Report
 - Postal Mailer with Printer; Due to be mailed upon receipt of payment
 - Media Manager Report
- 4.8 BUSD Fiscal Agent Report: 2016-17 – S. Godfrey
 - 1 Outstanding PO with BUSD for P2C Solutions
- 4.9 BUSD Fiscal Agent Report: Data & Accountability Allocation
 - All funds spent; BUSD to close out in Chancellor's MIS System by June 30, 2019
- 4.10 BCC Fiscal Agent Report: 2018-19 – P. Granados

5. Discussion Items – None

6. Action Items – None

7. Announcements

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

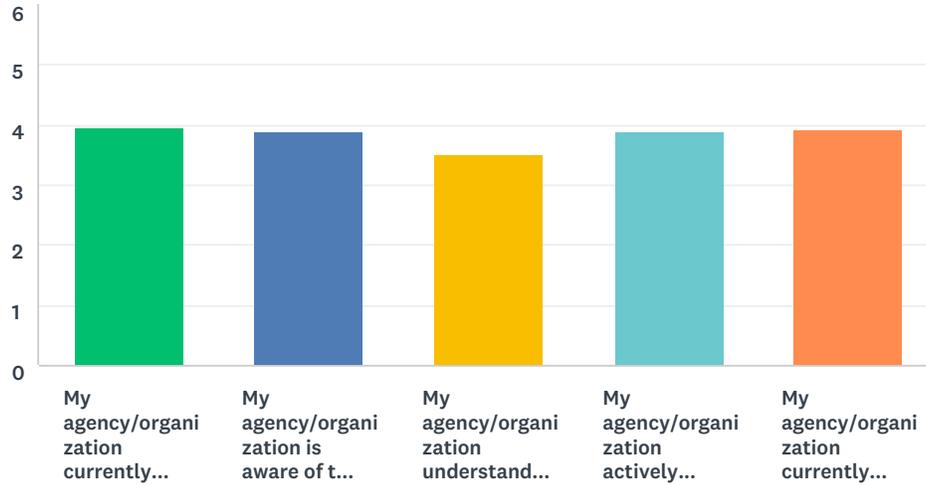
February 21, 2019	April 18, 2019	June 6, 2019
March 14, 2019	May 16, 2019	

8. Adjournment:

- Motion by M. Cox; 2nd by S. Godfrey

Q1 Please rate the following statements on a scale of 1 to 5. 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

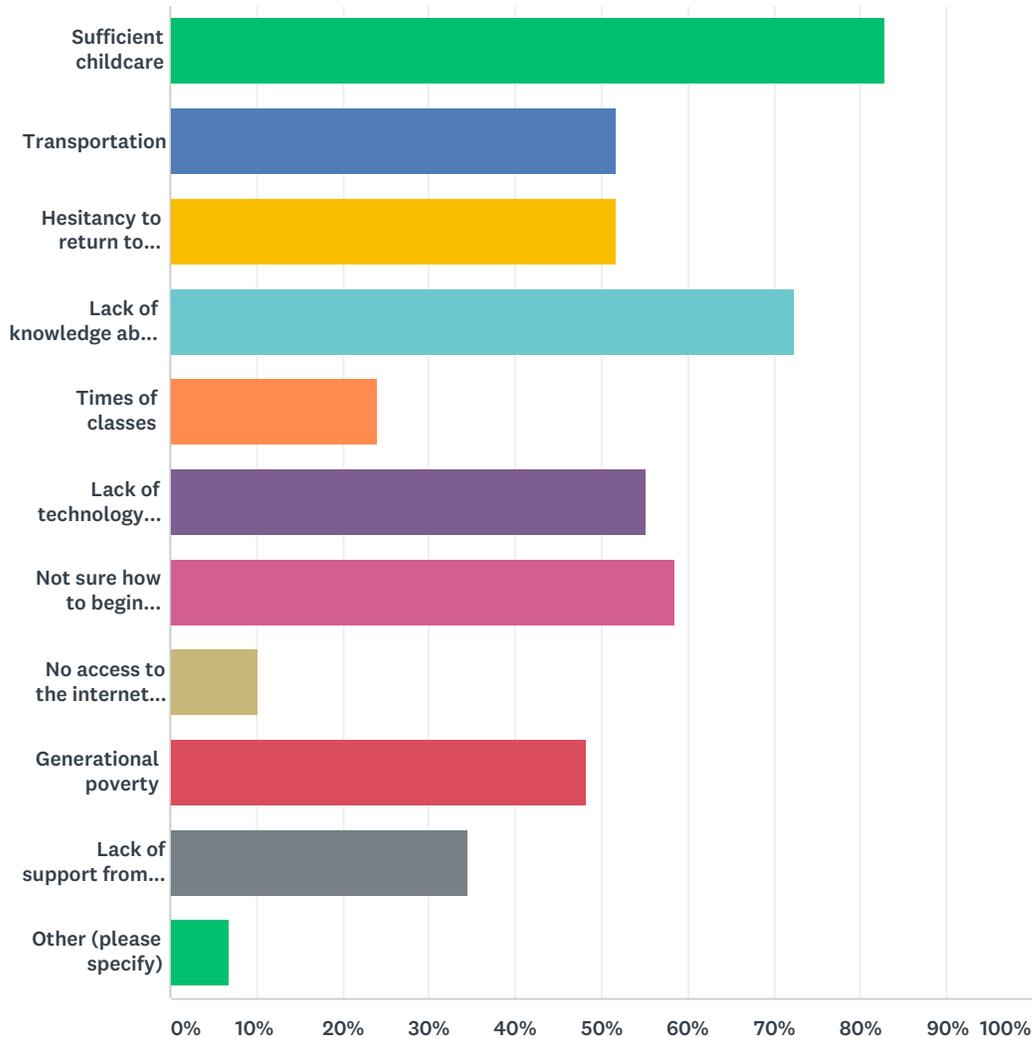
Answered: 29 Skipped: 0



	1 - STRONGLY DISAGREE	2 - DISAGREE	3 - NEUTRAL	4 - AGREE	5 - STRONGLY AGREE	DON'T KNOW	TOTAL	WEIGHTED AVERAGE
My agency/organization currently partners with adult education providers.	10.34% 3	3.45% 1	10.34% 3	41.38% 12	24.14% 7	10.34% 3	29	3.97
My agency/organization is aware of the adult education programs in the community.	3.45% 1	10.34% 3	10.34% 3	48.28% 14	24.14% 7	3.45% 1	29	3.90
My agency/organization understands how to refer clients to adult education programs.	6.90% 2	20.69% 6	13.79% 4	34.48% 10	20.69% 6	3.45% 1	29	3.52
My agency/organization actively encourages clients to enroll in adult education programs.	6.90% 2	6.90% 2	10.34% 3	44.83% 13	27.59% 8	3.45% 1	29	3.90
My agency/organization currently partners with local members.	3.45% 1	6.90% 2	13.79% 4	51.72% 15	17.24% 5	6.90% 2	29	3.93

Q2 Please select the top five barriers that prevent people from enrolling in adult education programs. (Please choose 5).

Answered: 29 Skipped: 0



ANSWER CHOICES	RESPONSES	
Sufficient childcare	82.76%	24
Transportation	51.72%	15
Hesitancy to return to school	51.72%	15
Lack of knowledge about programs	72.41%	21
Times of classes	24.14%	7
Lack of technology knowledge for online applications	55.17%	16
Not sure how to begin enrollment	58.62%	17
No access to the internet to learn more about classes	10.34%	3
Generational poverty	48.28%	14

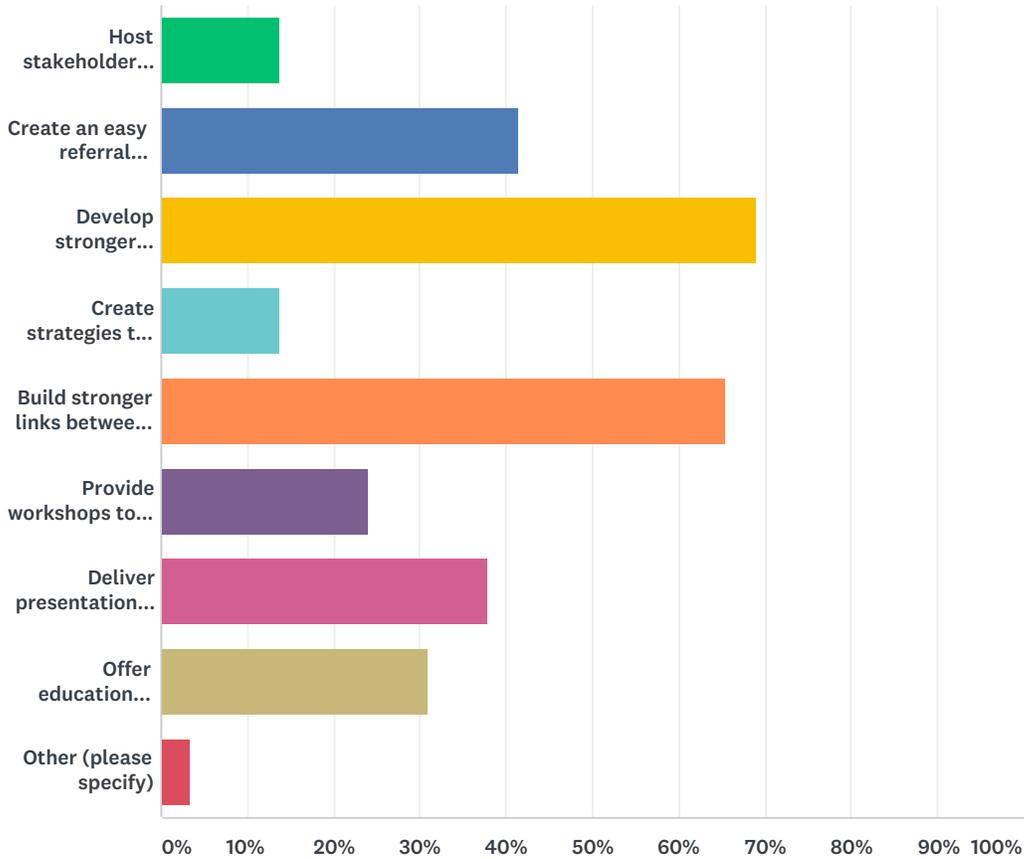
BACAE Community Survey

Lack of support from family/community	34.48%	10
Other (please specify)	6.90%	2
Total Respondents: 29		

#	OTHER (PLEASE SPECIFY)	DATE
1	<p>It is difficult sometimes for adult students to fit education in their busy lives. Personally daycare is a challenge. As well as distance from home to this school. I like that this school offers student working position. But I have to re route my way.. Accessibility to how I can submit my assignments can also help because of the internet accessibility I have at home. I work I get home tired to actually do work, and perhaps education that benefits my job or that guarantees me a job will be beneficial. Or study and work in the same field so that I have experience once I graduate. Accessibility to sources or community resources available to me to help simplify the way I can be more productive as a mom, employee and student.</p>	2/14/2019 9:48 AM
2	<p>I have spoke to many townspeople who do not know about our new adult program. I do feel that our members are doing their best to address this issue here at BCC. I really think that as a community we need to find ways to get these programs noticed and make a true effort to change the mental dynamics of Barstow because I feel that almost all have lost hope.</p>	2/14/2019 9:30 AM

Q3 Please select the top three interventions/strategies that, at this time, will have the greatest near-term, positive impact on the Barstow area. (Please choose 3).

Answered: 29 Skipped: 0



ANSWER CHOICES	RESPONSES
Host stakeholder meetings for all interested agencies/organizations across the region to better share information.	13.79% 4
Create an easy referral process between agencies and adult education service providers.	41.38% 12
Develop stronger community outreach to inform people about available education programs, admission processes, documentation requirements, etc.	68.97% 20
Create strategies to assist learners with work/life balance.	13.79% 4
Build stronger links between Adult Education programs and jobs in the community.	65.52% 19
Provide workshops to overcome anxiety about re-entering education programs.	24.14% 7
Deliver presentations throughout the community to share information about available programs and services.	37.93% 11
Offer education counseling services in non-traditional locations (community centers, churches, etc.).	31.03% 9
Other (please specify)	3.45% 1
Total Respondents: 29	

#	OTHER (PLEASE SPECIFY)	DATE
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BACAE Community Survey

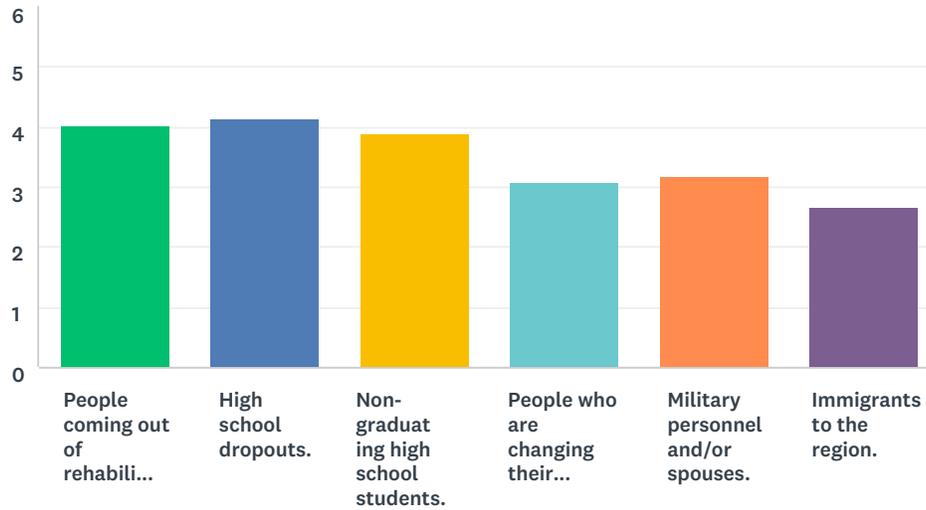
1

If a person wants to do something they will. Providing resources to get them going is sufficient, just needs to be more accessible. Having to go to meetings or orientations takes time and should be available online. Time is something that many parents lack. I would seek resources if I had the time. I qualify for gas cards and daycare help, but I do not have time to come in as needed to get the help I most need. Some adult students that I know need help with filling out forms like FAFSA, and other grants.

2/14/2019 9:48 AM

Q4 Please rank the following groups in order of their greatest potential to enroll in adult education programs. (1 = greatest enrollment potential).

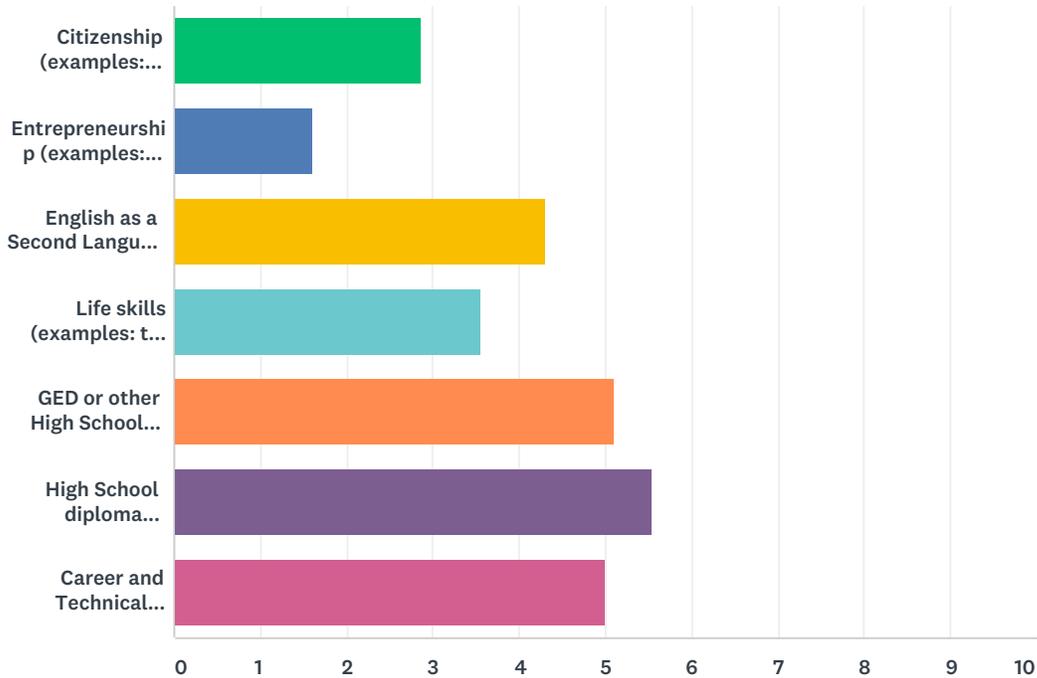
Answered: 29 Skipped: 0



	1	2	3	4	5	6	TOTAL	SCORE
People coming out of rehabilitation programs, prison reentry program, probation, transitional housing, substance abuse programs, domestic violence programs.	27.59% 8	10.34% 3	27.59% 8	13.79% 4	13.79% 4	6.90% 2	29	4.03
High school dropouts.	31.03% 9	17.24% 5	13.79% 4	17.24% 5	13.79% 4	6.90% 2	29	4.14
Non-graduating high school students.	13.79% 4	34.48% 10	13.79% 4	10.34% 3	20.69% 6	6.90% 2	29	3.90
People who are changing their careers, and need new skills to succeed.	20.69% 6	0.00% 0	13.79% 4	27.59% 8	10.34% 3	27.59% 8	29	3.10
Military personnel and/or spouses.	6.90% 2	24.14% 7	13.79% 4	6.90% 2	31.03% 9	17.24% 5	29	3.17
Immigrants to the region.	0.00% 0	13.79% 4	17.24% 5	24.14% 7	10.34% 3	34.48% 10	29	2.66

Q5 Please rank the following adult education programs in order of greatest community need. (1 = greatest need).

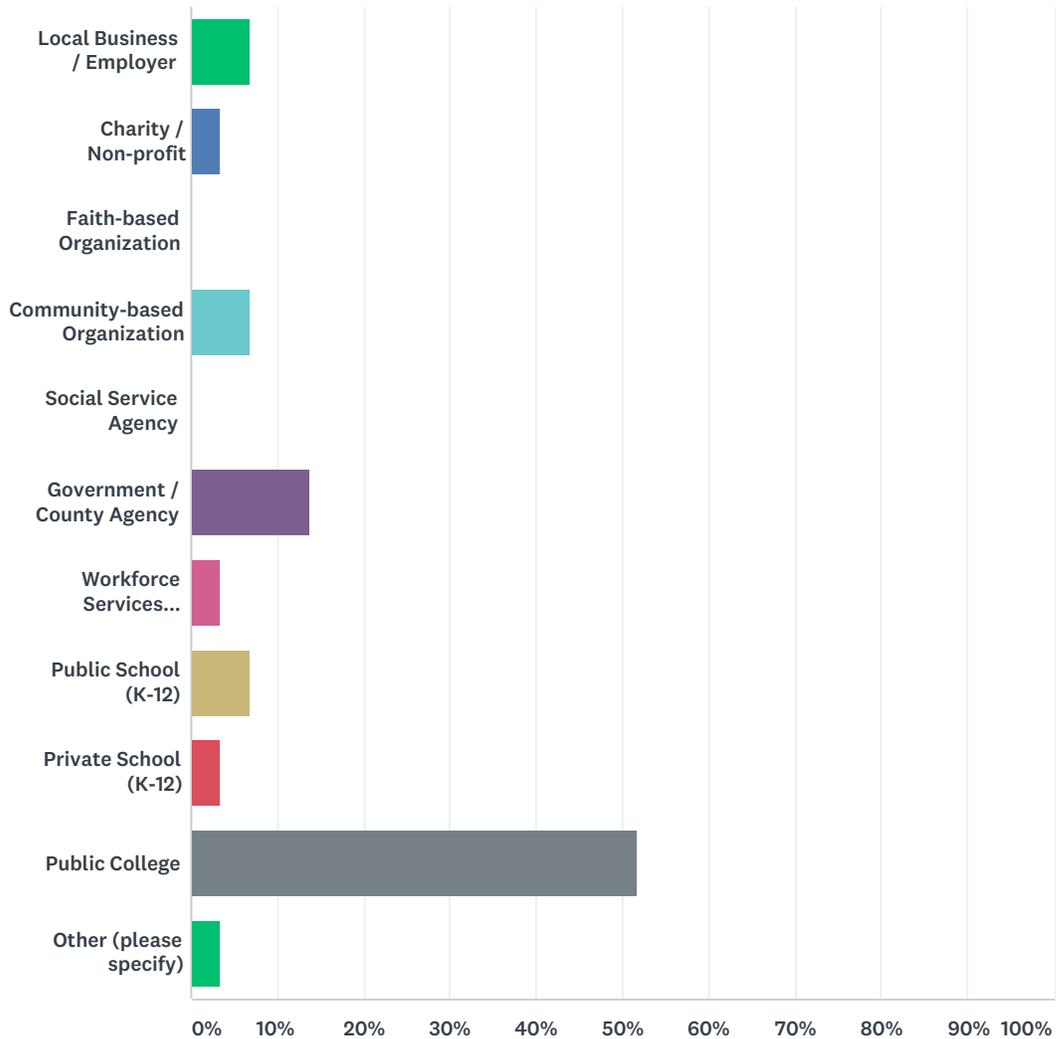
Answered: 29 Skipped: 0



	1	2	3	4	5	6	7	TOTAL	SCORE
Citizenship (examples: civic participation, voting, citizenship exam preparation, etc.)	0.00% 0	3.45% 1	3.45% 1	27.59% 8	17.24% 5	37.93% 11	10.34% 3	29	2.86
Entrepreneurship (examples: starting a business, project management, budgeting marketing, etc.)	0.00% 0	3.45% 1	0.00% 0	3.45% 1	10.34% 3	13.79% 4	68.97% 20	29	1.62
English as a Second Language (ESL)	6.90% 2	10.34% 3	31.03% 9	27.59% 8	10.34% 3	10.34% 3	3.45% 1	29	4.31
Life skills (examples: time management, coping strategies, self-awareness, etc.)	13.79% 4	3.45% 1	10.34% 3	13.79% 4	27.59% 8	17.24% 5	13.79% 4	29	3.55
GED or other High School equivalency	17.24% 5	37.93% 11	20.69% 6	3.45% 1	6.90% 2	10.34% 3	3.45% 1	29	5.10
High School diploma completion	27.59% 8	34.48% 10	17.24% 5	10.34% 3	6.90% 2	3.45% 1	0.00% 0	29	5.55
Career and Technical Education programs (examples: welding, automotive, hospitality, etc.)	34.48% 10	6.90% 2	17.24% 5	13.79% 4	20.69% 6	6.90% 2	0.00% 0	29	5.00

Q6 Which best describes your agency/organization?

Answered: 29 Skipped: 0



ANSWER CHOICES	RESPONSES	
Local Business / Employer	6.90%	2
Charity / Non-profit	3.45%	1
Faith-based Organization	0.00%	0
Community-based Organization	6.90%	2
Social Service Agency	0.00%	0
Government / County Agency	13.79%	4
Workforce Services Provider	3.45%	1
Public School (K-12)	6.90%	2
Private School (K-12)	3.45%	1
Public College	51.72%	15

BACAE Community Survey

Other (please specify)	3.45%	1
TOTAL		29

#	OTHER (PLEASE SPECIFY)	DATE
1	community college	2/14/2019 9:00 AM

Q7 Did we miss something? If you have any other comments or suggestions, please feel free to let us know!

Answered: 10 Skipped: 19

#	RESPONSES	DATE
1	Limiting time consuming workshops or making workshops available to fit the schedule of working people would help. Workshops should not have to be a burden, they should help. perhaps allowing voluntary work like helping at our children's school or community or even church spreading the word or implementing new strategies in local events should help both parties.	2/14/2019 9:48 AM
2	Overall, I truly think our community is very segregated and as said before, has lost hope. We have nothing for kids to do in this town and adults just seem to rool through each day, we need an overall community change to really bring the better out of Barstow.	2/14/2019 9:30 AM
3	contact information and time of office open would be appreciated	2/14/2019 9:00 AM
4	People need basic skills to fill gaps. We need to to offer remedial reading and math for those who have a diploma but are still not at a level to be successful in the college world.	2/13/2019 9:47 PM
5	Embracing our adults and offering encouragement and support with the right resources.	2/13/2019 8:35 PM
6	Now that Community colleges will be reducing remediation classes, basic skills ; math and English remediation, could be a huge population boost. Also, will adult attendees be able to get County financial assistance for attending school through the Consortium?	2/13/2019 5:18 PM
7	N/A	2/13/2019 5:08 PM
8	no	2/12/2019 8:29 AM
9	While I do not think better coordination between organizations and support groups outweighs other needs in your 3-yr. plan, it needs to happen. Chambers, cities or a community-based org. would be in a better position to take that task on.	2/11/2019 5:12 PM
10	Large Billboards with contact number and the words ADULT EDUCATION printed on them and place in various places in the community can be productive.	2/11/2019 9:14 AM

Q8 Thank you for taking the time to complete this survey! If your agency/organization is willing to participate in ongoing community stakeholder meetings hosted by BACAE, please provide contact information below. Thank you!

Answered: 12 Skipped: 17

ANSWER CHOICES	RESPONSES	
Agency / Organization:	100.00%	12
Contact Name:	91.67%	11
Contact Email:	100.00%	12
Contact Phone:	100.00%	12

#	AGENCY / ORGANIZATION:	DATE
1	Barstow Community College	2/14/2019 9:00 AM
2	Barstow Community	2/14/2019 9:00 AM
3	Barstow Christian Academy	2/13/2019 9:47 PM
4	Barstow Community College	2/13/2019 8:35 PM
5	Barstow Community College	2/13/2019 5:08 PM
6	LSSSC	2/12/2019 8:29 AM
7	San Bernardino County Probation	2/12/2019 7:34 AM
8	Barstow Area Chamber of Commerce	2/11/2019 10:09 PM
9	Soroptimist Int'l	2/11/2019 5:12 PM
10	Dee-Lux Realty, Inc.	2/11/2019 9:41 AM
11	Excelsior Charter School CTE Academy	2/11/2019 9:37 AM
12	SBC Preschool Services Department	2/11/2019 9:14 AM

#	CONTACT NAME:	DATE
1	Lucia De La Rosa	2/14/2019 9:00 AM
2	lilia franco	2/14/2019 9:00 AM
3	Heather Bradford	2/13/2019 9:47 PM
4	Nance Nunes-Gill	2/13/2019 8:35 PM
5	James Lee	2/13/2019 5:08 PM
6	Felix Hallig	2/12/2019 8:29 AM
7	Cecil Smith	2/12/2019 7:34 AM
8	Louise Carmichael Miller	2/11/2019 10:09 PM
9	Edythe Seehafer	2/11/2019 5:12 PM
10	Camren Jones	2/11/2019 9:37 AM
11	Deborah Harris	2/11/2019 9:14 AM

#	CONTACT EMAIL:	DATE
1	ldelarosa@barstow.edu	2/14/2019 9:00 AM

BACAE Community Survey

2	lfranco@barstow.edu	2/14/2019 9:00 AM
3	Barstowchristianprincipal@gmail.com	2/13/2019 9:47 PM
4	nnunes-gill@barstow.edu	2/13/2019 8:35 PM
5	jlee@barstow.edu	2/13/2019 5:08 PM
6	fhallig@lsssc.org	2/12/2019 8:29 AM
7	cecil.smith@prob.sbcounty.gov	2/12/2019 7:34 AM
8	Louweze@aol.com	2/11/2019 10:09 PM
9	eseehafer@gmail.com	2/11/2019 5:12 PM
10	trustdee@aol.com	2/11/2019 9:41 AM
11	camrenj@excelsior.com	2/11/2019 9:37 AM
12	deborah.harris@sbcpsd.com	2/11/2019 9:14 AM
#	CONTACT PHONE:	DATE
1	(760)252-2411	2/14/2019 9:00 AM
2	760-252-2411	2/14/2019 9:00 AM
3	7602563556	2/13/2019 9:47 PM
4	760-252-2411 x 7234	2/13/2019 8:35 PM
5	760.252.2411 X 7386	2/13/2019 5:08 PM
6	2138406119	2/12/2019 8:29 AM
7	(760) 256-4744	2/12/2019 7:34 AM
8	7604470702	2/11/2019 10:09 PM
9	442-247-9685	2/11/2019 5:12 PM
10	7602564045	2/11/2019 9:41 AM
11	760-508-8435	2/11/2019 9:37 AM
12	760.255.5764	2/11/2019 9:14 AM