



**Barstow Area Consortium for Adult Education
Board MINUTES
Barstow Community College, President's Conference Room
Thursday February 21, 2019 (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.

Call to Order: 2:00 – No Quorum

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

1. ¹ Approval of Minutes – January 17, 2019 Motion by ; 2nd by - No Quorum

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
 - February 11, 2019 – Budget Bill Reporting Requirements due in NOVA - COMPLETED
 - March 1, 2019 – 2018-19 Q2 Expenses due in NOVA
 - NOVA to close out 2016-17 Funds AS PART OF Q2 submission
 - March 31, 2019 – Q2 Consortium Certification due in NOVA
 - 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. AEP NOVA Webinar Updates – Archived on <https://caladulthood.org/Administrators>
 - 2019/20 COLA of \$31,051 brings FY allocation to \$928,473.81
 - Allocation Letter in Board Packet (2.20.19)
 - DIR vs NOVA Data – Shown in PowerPoint



2018-19 Q2 DIR

Agency	15-16 CFAD	16-17 CFAD	16-17 DIR	17-18 CFAD	17-18 DIR	18-19 CFAC	18-19 DIR To Date
Baker Valley USD	\$115,000	\$108,965	9	\$62,318	18	\$62,318	20
Barstow CC	\$0	\$0	0	\$261,612	295	\$296,885	120
Barstow USD	\$522,308	\$521,959	215	\$334,612	135	\$334,612	311
Silver Valley USD	\$200,000	\$229,400	41	\$201,782	52	\$201,782	41
TOTAL	\$837,308	\$860,324	265	\$860,324	500	\$895,597	492

c. CAEAA 2019 Annual Conference – Sacramento – February 7-8, 2019

- PPTs Available

- **Legislation:** New Adult Education teacher credential pathway. This bill will authorize and direct the Commission on Teacher Credentialing to create a second option for teachers with a preliminary credential to clear their credential through an assessment based on Adult Education teaching standards.

- **Data:** 2017-18 enrollment: 971,776

- **2019-20 Focus:** Funding to close \$33M gap between CC FTES and CAEP

- **Leg Day:** April 8 & 9 (Meet/Greet on April 8)

d. ²Community Survey Results – To Date

e. Meeting of the Boards – February 19, 2019

- M. Rosin to send facilitator's report.

f. San Bernardino County CAEP Directors' Meeting – February 20, 2019

SB WDB Presentation:

- Full review of relevant LMI data; Generation Poverty; Migration Patterns (in and out of Inland Empire); Deeper Dive on CTE Certificates; Automation; Long Term Demand for Health Care; Logistics/Transportation; Logistics/Warehousing; Manufacturing

- Review of new Workforce Plan with Partnerships

- Review of engagement with Adult Education service providers

- High Desert AJCC staff (Chia) is at the Harvey House in Barstow every Wednesday

- Mindset of Job Seekers (Learning a process vs Having a skill)

Professional Development:

- August 1, 2019 – Pan-Consortium Professional Development Day @ SB Valley College (Phoenix Design doing promotional material under existing BACAE Contract)

g. Drafting of Three-Year Plan – Process? Who will assist?

- Draft Due to BACAE Board: April 18

- Vote by BACAE Board: May 16

- Submit in NOVA: June 7

- M. Rosin to work on Google Doc for the March Board, then internal review by members, with April Draft for Board discussion, May Board vote.

h. Consultant Days

Mar 13 & 14

May 14 & 16

Apr 17 & 18

Jun 5 & 6

4.2 Member Program Update: BAS

- WASC Accreditation Application Due April 30, 2019 for September 2019 Site Visit

- WIOA Title II Applications open February 2020

- BAS has opened the GED Testing Center; Working to hiring more proctors; Monday, Tuesday, Wednesday from 12:30 – 2:30 for testing (6 hours).
 - E. Bagg to meet with BUSD to discuss shared plan for proctoring.
 - Stopped enrolling students as they may not finish by end of term. Will begin a recruitment push for fall enrollment.
- 4.3 Member Program Update: BCC
 - Status quo, all going well.
 - 4.4 Member Program Update: BVUSD
 - Student Testimonial Video shown; to be posted to Consortium web site once release forms are obtained from each participant
 - 4.5 Member Program Update: SVUSD
 - Computer Lab completed for Adult Education. Opening February 26, 2019.
 - CASAS Training held in new facility February 11, 2019.
 - 4.6 Consortium Director Hiring Update
 - Committee forwarded one finalist. To be interviewed by second level interview. BACAE Board invited to final interview. E. Bagg to schedule final interview. Board of Trustees will meet next on March 20.
 - 4.7 Marketing & Media Manager Report
 - Postal Mailer Shipped 1.25.19
 - Media Manager Report & PPT
 - John Price has asked if Consortium will do another ad in TidBits? No, use social media.
 - Do we continue to promote community survey? If so, to what end date? No.
 - Phoenix Design to repost a student survey to social media.
 - 4.8 BUSD Fiscal Agent Report: 2016-17 Close Out
 - Guidance Webinar 2.15.18: Close out is part of Q2 NOVA reporting (Due March 1, 2019)
 - M. Rosin questioned P2C Solutions 2019 contract and payment; C. O’Neal to follow up.
 - 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
 - February payments processed late. SVUSD and BUSD held at county for audit. All checks being held for county audit.

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):

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

8. Adjournment: 3:02 p.m.

- Motion by J. Youskievicz; 2nd by E. Bagg