



Barstow Area Consortium for Adult Education

Board **AGENDA**

Barstow Community College, Administration Conference Room  
Thursday August 15, 2019 (4:00 p.m. – 6:00 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 [erivera@barstow.edu](mailto:erivera@barstow.edu) at least two days before the meeting date.

Call to Order: p.m.

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

1. <sup>st</sup> Approval of Minutes – June 6, 2019  
Motion to approve by; 2<sup>nd</sup> by

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 Consortium Director’s Report  
- E. Rivera:

a. AEP Deadlines - Upcoming  
July 2019

Jul 31: Final Data and Accountability expense report due – **State granted extension to spend remaining balance for the purchase of CASAS e-Tests.**

August 2019

Aug 1: Student data due in TOPSPro (Q4) FINAL - COMPLETED

Aug 15: Annual Plan for 2019-20 due in NOVA

Aug 26: Data and Accountability close out and Practice with Promise due

September 2019

Sep 1: 2017/18 and 2018/19 Member Expense Report due in NOVA (Q4)

Sep 1: July 1, 2018 to June 30, 2019 expenses by program area due (estimates only) in NOVA

Sep 30: End of Q1

Sep 30: 2017/18 and 2018/19 Member Expense Report certified by Consortia in NOVA (Q4)

Sep 30: 2019/20 Member Program Year Budget and Work Plan due in

NOVA (Q1)

October 2019

Oct 30: 19/20 Member Program Year Budget and Work Plan certified by Consortia in NOVA

Oct 31: Student data due in TOPSPro (Q1)

December 2019

Dec 1: July 1, 2018 to June 30, 2019 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium

Dec 1: 2017/18 and 2018/19 and 2019/20 Member Expense Report due in Nova (Q1)

Dec 31: 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q1)

Dec 31: End of Q2

b. CAEP State Guidance – Archived on <https://caladulthood.org/Administrators>

- <sup>st</sup> July 19, 2019: CAEP Webinar

c. CASAS Summer Institute – Report Out

- Elena Rivera, Elias Valencia, Stephanie Ingalls, Bryce Proustus, Carrie O’Neal, Al Norton

d. Regional PD Day, Aug 1, 2019 – Report-Out

- 4.2 Member Program Update: BAS
- 4.3 Member Program Update: BCC
- 4.4 Member Program Update: BVUSD
- 4.5 Member Program Update: SVUSD
- 4.6 Marketing & Social Media Update: Phoenix Design
  - Media Manager PowerPoint
  - Update: <sup>st</sup> Summer Postal Mailer
- 4.7 BUSD Fiscal Agent Report: Data & Accountability Allocation
- 4.8 BCC Fiscal Agent Report: 2018-19

5. Discussion Items - None

6. Action Items

- 6.1 <sup>st</sup> 2019-20 Annual Plan
  - Motion to approve by ; 2<sup>nd</sup> by
- 6.2 <sup>st</sup> Practice with Promise Report – Data & Accountability
  - Motion to approve by ; 2<sup>nd</sup> by

7. Announcements

7.1 2019-20 BACAE Board Meeting Schedule (2:00 pm in BCC President’s Conference Room):

September 26, 2019	November 20, 2019
October 24, 2019	December 12, 2019

- 7.2 Upcoming Conferences
- |                                |                 |                               |
|--------------------------------|-----------------|-------------------------------|
| - CAEP Director's Summit       | Sept 27, 2019   | Sacramento, CA                |
| - CAEP Summit                  | Oct 29-30, 2019 | Anaheim, CA                   |
| - NCTN                         | Nov 11-13, 2019 | Boston, MA                    |
| - CAEP State Training          | Nov 21, 2019    | San Bernardino Valley College |
| - CCAE Palm Springs Conference | Nov 22-23, 2019 | Palm Springs, CA              |

- 7.3 Community Stakeholder Summit – Barstow, CA  
 - October 23, 2019: 2:00-4:00 pm @ BCC's PAC

- 7.4 BACAE Work Group Meetings
- September 12, 2019: 3:00-5:00 @ BUSD
  - November 14, 2019: 3:00-5:00 @ SVUSD
  - January 9, 2020: 3:00-5:00 @ BCC
  - March 12, 2020: 3:00-5:00 @ BUSD

8. Adjournment: p.m.  
 - Motion by ; 2<sup>nd</sup> by