



Barstow Area Consortium for Adult Education

Board **AGENDA**

Barstow Community College, Administration Conference Room
Thursday September 26, 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 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. stApproval of Minutes – August 15, 2019
Motion to approve by; 2nd 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. Consortium Director’s Report

4.1 a. CAEP Deadlines - Upcoming
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: 2017/18 and 2018/19 and 2019/20 Member Expense Report due in Nova (Q1)

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 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 Start of Year Letter
- c. [▫] Hanover Executive Summary - 2019-2022 CAEP Three-Year Plans
- d. [▫] CAEP State Guidance – Archived on <https://caladulthood.org/Administrators>
- Webinar Review: 8/21/2019 NOVA Program Area Reporting for 2019-20
- e. Report on Annual Plan Implementation Progress

- 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
- 4.7 BCC Fiscal Agent Report: 2018-19

5. Discussion Items – None

6. Action Items – None

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
 - a. September 12, 2019: 3:00-5:00 @ BUSD – ReadOut
 - b. November 14, 2019: 3:00-5:00 @ SVUSD
 - c. January 9, 2020: 3:00-5:00 @ BCC
 - d. March 12, 2020: 3:00-5:00 @ BUSD

8. Adjournment: p.m.
- Motion by ; 2nd by