



Barstow Area Consortium for Adult Education

Board **AGENDA**

Barstow Community College, Administration Conference Room
Wednesday, November 20, 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"/> Terri Walker
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 – October 24, 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 and Completed
- October 2019

stOct 30: 2019/20 Member Program Year Budget and Work Plan – **CERTIFIED**

stOct 31: Student data due in TOPSPro (Q1) – **SUBMITTED**

- December 2019

Dec 1: 2017/18; 2018/19; 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: 2017/18; 2018/19; 2019/20 Member Expense Report certified by Consortia in NOVA (Q1)

Dec 31: End of Q2

- January 2020

Jan 31: Student Data due in TOPSPro (Q2)

- February 2020

Feb 28: Preliminary allocations for 2020-21 and 2021-22 released by this date

- March 2020

Mar 1: 2017/18; 2018/19; 2019/20 Member Expense Report due in NOVA (Q2)

Mar 1: Close out of 2017/18 Member Funds due in NOVA

Mar 31: 2017/18; 2018/19; 2019/20 Member Expense Report certified by Consortia by NOVA (Q2)

Mar 31: Close out of 2017/18 funds in NOVA certified by Consortia in NOVA

Mar 31: End of Q3

- April 2020

Apr 30: Student Data due in TOPSPro (Q3)

- May 2020

May 2: CFADs for 2020-21 due in NOVA

- June 2020

Jun 1: 2018/19; 2019/20 Member Expense Report due in NOVA (Q3)

Jun 30: 2018/19; 2019/20 Member Expense Report certified by Consortia in NOVA (Q3)

Jun 30: End of Q4

- 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: 2019-20

5. Discussion Items - NONE

6. Action Items

- 6.1 BACAE WIOA Title II – Submit Application as a Consortium

7. Announcements

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

December 12, 2019	January 23, 2020
February 20, 2020	March 12, 2020
April 16, 2020	May 14, 2020
June 18, 2020	

- 7.2 Upcoming Conferences

- CAEP State Training	Nov 21, 2019	San Bernardino Valley College
- CCAE Palm Springs Conference	Nov 22-23, 2019	Palm Springs, CA
- AE Google Summit 2019	Dec 6, 2019	San Bernardino Valley College
- CAEAA	Jan 29-31, 2020	Sacramento, CA
- TDLS	Mar 6-7, 2020	Sacramento, CA
- COABE	Apr 5-8, 2020	Baltimore, MD
- CCAE Conference	Apr 23-25, 2020	Sacramento, CA
- CASAS Summer Institute	Jun 23-25, 2020	Anaheim, CA

7.3 BACAE Work Group Meetings

- a. November 14, 2019: 3:00-5:00 @ SVUSD - Cancelled
- b. January 9, 2020: 3:00-5:00 @ BCC
- c. March 19, 2020: 3:00-5:00 @ BAS – Date Change

8. Adjournment: p.m.

- Motion by ; 2nd by