



Barstow Area Consortium for Adult Education

Board **AGENDA**

Barstow Community College, Administration Conference Room
Thursday, December 12, 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 – November 20, 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
December 2019

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

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

Dec 31: 17/18 and 18/19 and 19/20 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

March 2020

Mar 1: 17/18 and 18/19 and 19/20 Member Expense Report due in NOVA (Q2)

Mar 1: Close out of 17/18 Member Funds due in NOVA

Mar 31: 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia by NOVA (Q2)

Mar 31: Close out of 17/18 funds in NOVA certified by Consortia in NOVA

Mar 31: End of Q3

- b. CAEP State Training – Report Out
- c. CCAE Palm Springs Conference – Report Out
- d. AE Google Summit 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
- 4.8 BCC Fiscal Agent Report: 2018-19
- 4.9 BACAE WIOA II Application Update

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):

| | |
|------------------|-------------------|
| 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
- CCAE Conference April 23-25, 2020 Sacramento, CA

7.3 BACAE Work Group Meetings

- a. January 9, 2020: 3:00-5:00 @ BCC
- b. March 19, 2020: 3:00-5:00 @ BAS – Date Change

8. Adjournment: p.m.

- Motion by ; 2nd by