



Barstow Area Consortium for Adult Education
Board Minutes
Barstow Community College, President's Conference Room
Thursday December 13, 2018 (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: 2:15 pm

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input checked="" type="checkbox"/> Ronda Tremblay	<input checked="" type="checkbox"/> Eric Huynh	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input type="checkbox"/>	<input checked="" type="checkbox"/> Pattie Granados
			<input checked="" type="checkbox"/> Elias Valencia
Barstow AS	<input checked="" 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. Approval of Minutes – October 25, 2018 Motion by RT; 2nd by EB
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. Three-Year Plan Development
 - Consortium Program Quality Self-Assessment
 - Consortium Three-Year Planning Guidance 2019-2022
 - Consortium Three-Year Plan Template
 - M. Rosin to draft invitation to Feb Stakeholder Event
 - b. AEP Deadlines – Completed
 - 2017-18 Q4 Expenses Due in NOVA November 30, 2018 – All Submitted; Certified
 - 2018-19 Budget & Workplan Due in NOVA December 1, 2018 – All Submitted; Certified
 - BCC Allocation is now totaling correctly.
 - c. AEP Deadlines - Upcoming
 - 2018-19 Q1 Expenses – All Submitted; To be Certified by December 31, 2018
 - January 31, 2019 – 2018-19 Q2 DIR Due to aebg@casas.org & copy to M. Rosin
 - January 31, 2019 – 2018-19 Q2 Expenses due in NOVA
 - February 15, 2019 – 2017-19 Budget Bill Reporting Requirements 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 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
- d. AEP NOVA Webinar Updates – Archived on <https://caladulthood.org/Administrators>
 - AEP Regional Data Training: MIS (Nov 2, 2018)
 - AEP NOVA Webinar: Program Area Submission For 2017-18 Data (Nov 7, 2018)
 - AEP CCAE Presentation (Nov 16, 2018)
 - Regional Trainings Happening Monthly in the Inland Region
- e. AEP Fiscal Management Guide – Updated Nov 5, 2018
- f. CCAE Palm Springs Regional Readout – Nov 16-17, 2018 (Palm Springs, CA)
 - E. Valencia reported on sessions. State CCAE Conference in San Diego. Also attended by M. Coleoc.
- NCTN Readout – Nov 12-14, 2018 (Cambridge, MA)
 - E. Valencia reported on sessions at the conference. Also attended by M. Coleoc.
- Cerritos College visitation on Dec 10, 2019.
- g. Consultant Days

Jan 15 & 17	Mar 13 & 14	May 14 & 16
Feb 20 & 21	Apr 17 & 18	Jun 5 & 6

- 4.2 Member Program Update: BAS
 - C. O’Neal. BUSD Board has approved GED Testing Service agreement.
 - Enrolling for 2nd Semester; Irregular attendance is being addressed.
 - E. Bagg noted that outreach models at BCC could be shared to assist. To facilitate meeting.
 - S. Godfrey noted that High Desert New Beginnings has expressed concern about the GED testing center. Message to community is the BAS has the GED testing center.
- 4.3 Member Program Update: SVUSD
 - J. Youskievicz: New learning center will be finalized over the holiday break; opens in new year.
- 4.4 Member Program Update: BVUSD
 - R. Tremblay: Cruising along. Working on roof repair, that was delayed due to temperatures. ESL program is growing. Working with business owners; adding cash register skills. Excel 101 class also being offered.
- 4.5 Member Program Update: BCC
 - E. Valencia: Meeting with ESL, CTE and Basic Skills faculty to offer more programs in non-credit.
- 4.6 Consortium Director Hiring Update – E. Bagg
 - Recruitment ongoing. Open Nov 9 – Dec 10, 2018. College needs to float position for 6 weeks. Seven of 13 applicants met minimum qualifications. Will be reopened until Dec 27 to increase applicant pool. On BCC website, ~38K, part time.
 - BCC will follow college procedure for hiring educational administrator. E. Bagg will circulate questions to BACAE Board for Round 1 interview. BACAE Board to be involved in Round 2.
- 4.7 Marketing & Media Manager Report
 - Phoenix Design Contract Extension through June 30, 2019 via BCC
 - Postal Mailer with Printer; Due to be mailed upon receipt of payment
 - Media Manager Report
 - Where is BUSD email??
- 4.8 BUSD Fiscal Agent Report: 2016-17 – S. Godfrey
 - 6 invoices with BUSD for Payment: 4 P2C Solutions; 2 Phoenix Design
- 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 – P. Granados
 - K. Young salary needs to be shifted off BACAE.
 - 1 invoice coming to BCC for Direct Connections

5. Discussion Items – None

6. Action Items – None

7. Announcements

- 7.1 U.S. Department Report on Rural Education
- <https://www.ed.gov/content/ed-publishes-report-rural-education>
- 7.2 2018-19 BACAE Board Meeting Schedule (2:00 pm in BCC President's Conference Room):
January 17, 2019 March 14, 2019 May 16, 2019
February 21, 2019 April 18, 2019 June 6, 2019
- 7.3 2019 Conferences
- 7.4 January 17, 2019: San Bernardino County LMI Report Release Event

8. Adjournment: 3:55 pm

- Motion by J. Youskievicz; 2nd by S. Godfrey