



**Barstow Area Consortium for Adult Education**  
**Board Minutes**  
**Barstow Community College, President's Conference Room**  
**Thursday January 25, 2018 (2:00 p.m. – 4:00 p.m.)**  
**(<sup>1</sup>Materials in Board Packet)**

Call to Order: 2:00 pm

Attending:	Voting Member	Alternate	Attendee
Baker Valley	<input type="checkbox"/> Ronda Tremblay	<input type="checkbox"/> Eric Huynh	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input type="checkbox"/> David Morse	<input checked="" type="checkbox"/> Kim Young
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input checked="" type="checkbox"/> Sonya Smith <input type="checkbox"/> Jon Bonvillain
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input checked="" type="checkbox"/> Michael Cox	<input type="checkbox"/>

1. <sup>1</sup>Approval of Minutes – December 11, 2017

- Motion for approval made by J. Youskievicz; 2<sup>nd</sup> by S. Godfrey – Passed Unanimously

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. Reports/Information Items

3.1 Coordinator's Report – Sonya Smith

- <sup>1</sup>AEBG Program Fee Policy – July 1, 2018
  - S. Smith reviewed the new state fee policy
- <sup>1</sup>AB104 Legislative Alignment with the Brown Act
  - S. Smith reviewed Brown Act requirements for Consortium. M. Rosin added information about AB2257.
- Burlington English Training – January 18, 2018
  - S. Smith – ESL training provided for 2 hours. Enhances programs, includes audio and speech via accent reduction using real world scenarios. Teachers are excited about the program. Headphones were provided to all districts and teacher toolkits were handed out. MTI Reduction built into the program.
- AEBG Summit Report – January 22-23, 2018, Universal City
  - S. Smith – 72 sessions provided in 1.5 days to participants. Focus included: new AEBG web site, change in name to eliminate “grant” from AEBG, reporting to state, Strong Workforce, job training, engagement with employers is critical, alignment around performance outcomes, student goal setting strategies. Major focus of AEBG was to improve relationships between K-12 and CC partners. Focus also on D&A and performance outcomes. Students with disabilities and accommodations (students with IEPs) are important to better service.
  - K. Young – Ability to Benefit: how adult students access financial aid at the community college, and how the state can make determinations about ATB to align with federal initiatives. Human Centered Design sessions on focusing more on students.
  - M. Cox – Shared information about USA Learns and OER from Summit.
  - S. Godfrey – What about the mandatory attendance was a take-away? Sonya: D&A is critical via TOPS Pro and CASAS and alignment to WIOA. Understanding the services provided, addressing post-secondary transitions, including CTE programs. Scott: Dollars are tied to performance outcomes. Curriculum ties into testing and into funding. Sonya: Demonstration of outcome improvement through HSE/GED and ESL programs.
  - E. Bagg – Performance based funding models are the new requirement.
- Ongoing Data & Accountability Training Workshops – [www.aebg.cccco.org](http://www.aebg.cccco.org)

- S. Smith – Attended Burbank Adult Ed training on 1.24.18
  - LaunchBoard Adult Education Dashboard Data Element Dictionary:  
<http://aebg.cccco.edu/Portals/1/docs/For%20AEBG%20Grantees/Student%20Data%20Collection/11.1.17%20Adult%20Ed%20LaunchBoard%20Data%20Element%20Dictionary.pdf>
    - Goal of February for up and running access
    - Will contain school data, student information, administration resources, teacher portal
  - Upcoming Deadlines:
    - Jan. 31: Student data due in TOPSPro (Q2)
    - Jan. 31: 15/16 consortium funds - final expense report due (old system)
    - Jan. 31: Mid-term data and accountability expense report due (old system)
    - Feb 25: 2018 - 15/16 consortium funds - close out financial report due (old system)
    - Feb 28: Preliminary allocations for 2018-19 & 2019-20 released by this date
    - Mar 1: 16/17 & 17/18 member expense report due in NOVA Q1 & Q2
    - Mar 31: 16/17 & 17/18 member expense report certified by consortia in NOVA (Q1 & Q2)
    - Mar 31: End of Q3
  - State AEBG Guidance Update
  - NOVA Reporting – Certified on January 9, 2018 per state guidance
    - Revised budget to be reconciled with NOVA in March via Member budgets
  - Program Area Working Group Meeting – January 19, 2018
    - S. Smith – Meeting was cancelled, but will be rescheduled.
    - M. Rosin– Meetings will align with Brown Act.
  - Common Intake/Registration Form
    - S. Smith – D&A specialists have created common intake forms to collect student information.
    - M. Rosin – Feb 21 field trip to visit Redlands, Yucaipa, ICEC
- 3.2 Consultant Report – Mitch Rosin
- AEBG State Guidance – State moving to Per Student Cost & Member Effectiveness
  - Citizenship Preparation Materials - Classes or Referral at each District
  - Mailer Date will produce New Enrollment (Are we ready for hiring and expanding?)
  - <sup>□</sup>Brochure and Poster Review with new QR Codes.
    - Add \*Satellite Campus at Ft. Irwin; contact your district for information.
  - Ft. Irwin Programs – See above.
  - Planning Days:
 

February 20 & 21, 2018	April 25 & 26, 2018	June 11 & 12, 2018
March 13 & 14, 2018	May 16 & 17, 2018	July - TBD
- 3.3 Fiscal Agent Report: 2015-16 Spend Down
- S. Godfrey – Meeting on 1.25.18 meeting with Fiscal Agent. Processes and procedures will be adjusted to facilitate smoother payments, and allocation tracking. Pass-through check system is standardized. 2016-17 spend-down plan reviewed.
- 3.4 Media Manager Report: Jorge Saucedo-Daniel
- J. Saucedo-Daniel – Request for any additional follows or events to follow? Keep retweeting other consortia and follow more.
- 3.5 GED Test Center Update
- S. Godfrey – Negotiating with City of Barstow. Paint colors, conditional use permits, temporary sign going up soon. Vandalism; copper removed from ac unit on roof, causing \$5,000 in damage. Security system being put in place, including cameras. Architectural plans done. Soft opening April, full opening for classes in July. Will plan discussion around occupation of space. Add to Feb agenda.
- 3.6 Update: Local Board Meeting Dates for Appointing BACAE Voting Board Members

#### 4. Action Items

- 4.1      <sup>□</sup>2016-17 Spend Down Budget  
- Discussion was held on each line item of the proposed budget.  
- Motion for approval made by S. Godfrey; 2<sup>nd</sup> by E. Bagg – Passed Unanimously

#### 5. Discussion Items

- 5.1      Plan for Ongoing Auditing – Share expense with other SB County Consortia  
- March 23: 8 Consortium Director meeting at Valley College
- 5.2      Dr. Helga Wild – (BCC) Barstow Community Research Project Presentation  
- Introduced by E. Bagg.  
- Presentation by Dr. Wild: What does adult education mean to the community? Looking at groups that provide social services to adults, and how the boundaries of “what is adult education” are being expanded. How can all resources be brought together so we don’t lose sight/track of the different offerings in the community. Ethno-socio-geo-cultural research. Human centered approach to moving the consortium forward. Examining gaps in services, transitions can be made smoother, and share qualitative process with key stakeholders. Recommendations will be brought forward. Meetings being scheduled, focus groups held.

#### 6. Announcements

- 6.1      <sup>□</sup>Upcoming Conferences  
- Feb 1-2, 2018 – CAEAA, Sacramento, CA  
- Feb 8-9, 2018 – ACCE, Oakland, CA  
- March 9-10, 2018 – OTAN TDL, Napa, CA  
- March 22, 2018 – AEBC Regional Training, San Bernardino Valley College  
- March 25-28, 2018 – COABE, Phoenix, AZ  
- May 3-5, 2018 – CCAE, Fresno, CA
- 6.2      2017-18 BACAE Board Meeting Schedule (2:00 pm in BCC President’s Conference Room):  
February 22, 2018      April 26, 2018      June TBD per Guidance  
March 15, 2018      May 17, 2018      July – No Meeting
- 6.3      <sup>□</sup>Online Community College Initiative
- 6.4      WASC – Fall 2018 deadline: April 30, 2018
- 6.5      Feb 28 – Preliminary Allocations Released for 2018-19 & 2019-20; May 2 – CFAD Due
- 6.6      Annual Plan Retreat Date – June 11 & 12, 2018

#### 7. Closed Session

#### 8. Adjournment 3:56 pm

- Motion for approval made by J. Youskievicz; 2<sup>nd</sup> by E. Bagg – Passed Unanimously