



Barstow Area Consortium for Adult Education
Board Agenda
Barstow Community College, President's Conference Room
Thursday February 22, 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 BarstowAEBG@gmail.com at least two days before the meeting date.

Call to Order: 2:06 pm

Attending:	Voting Member	Alternate	Attendee
Baker Valley	<input checked="" 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 checked="" type="checkbox"/> Jon Bonvillain
Silver Valley	<input type="checkbox"/> Jeff Youskievicz	<input checked="" type="checkbox"/> Michael Cox	<input type="checkbox"/>

1. [□]Approval of Minutes – January 25, 2018

- Motion for approval made by E. Bagg; 2nd S. Godfrey by – 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

- COLA Allocation – Expecting approximately \$125,000
 - S. Smith reported that BACAE will receive \$35,273 per 2.22.18 AEBG release
 - BACAE Board to decide use of the funds
 - AEBG determined that other agencies received COLA, so now Adult Ed will receive
- State AEBG Guidance Update
 - [□]AEBG Guidance – Adult Education Indirect Cost Rate
 - M. Rosin discussed the AEBG Guidance
 - [□]AEBG Guidance – Three-Year Planning Cycle Extension
 - S. Smith reported that the due date is now 2019
- Aztec Training – March 5, 2018
 - Barstow High School, Room 22 at 3:30 – 5:00
- Ongoing Data & Accountability Training Workshops – www.aebg.cccco.org
 - March 22: San Bernardino Valley College
 - March 23: Regional Meeting of Consortium Directors with State Leadership
- Upcoming Deadlines:
 - Feb 25: 2018 - 15/16 consortium funds - close out financial report due (old system)
 - S. Smith reported this is done, and BUSD received state confirmation
 - Feb 28: Preliminary allocations for 2018-19 & 2019-20 released by this date
 - BACAE will receive \$895,597 for 2018-19 and 2019-20
 - March 1 **EXTENDED TO JUNE 1**: 2016/17 & 2017/18 Member expense report entered in NOVA (Q1, Q2, Q3)
 - March 31 **EXTENDED TO JUNE 30**: 2016/17 & 2017/18 Member expense report certified by consortia in NOVA (Q1, Q2, Q3)

- May 2 – CFAD Due (Discussion at March BACAE Board; Vote at April BACAE Board)
- Common Intake/Registration Form
 - S. Smith reported that on Feb 21, BACAE members visited Redlands Adult School, Yucaipa Adult School, and Inland Career Education Center. Intake forms were shared by the host districts, and will be used to create a BACAE common intake form.
 - S. Godfrey suggested an electronic version of the form, and developing a shared database of intakes. This would allow students to take advantage of services being provided at different member locations.
 - J. Bonvillain to develop the form and share with BACAE Board in March.
- 3.2 Consultant Report – Mitch Rosin
 - [□] LAO Report – Adult Education Analysis & Recommendations
 - [□] LAO Report – Funding Supplemental Services for Low-Income and First-Generation Students
 - 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 reported the state’s confirmation of complete spend down.
 - S. Godfrey working with BUSD fiscal agent to standardize payments to vendors and trying to adjust the county audit process.
 - R. Tremblay also expressed concern about threshold for county audit.
 - S. Godfrey suggested shifting the fiscal agent responsibilities away from BUSD due to multiple major capital projects at BUSD. Close out for 2016-18 and 2017-18 would still be managed by BUSD. Change would affect 2018-19 FY.
 - E. Bagg will facilitate a discussion with BUSD fiscal manager to discuss a shift to the Barstow Community College.
- 3.4 Media Manager Report: Jorge Saucedo-Daniel
 - Postings on conferences and field trip to Yucaipa, Redlands and Inland Career.
 - Added a new link on the web site to reflect the Board Packet for each meeting, per Brown Act.
 - Previous Board Packets have been added.
 - S. Godfrey requested Barstow STEM Academy to be followed.
 - J. Saucedo-Daniel to coordinate with Phoenix Design to collect web site hits based on mailer.
- 3.5 CAEAA Conference Report – Jon Bonvillain / Sonya Smith
 - California Adult Education Administrators Association, Sacramento, February 1 and 2.
 - J. Bonvillain shared that multiple Assembly Bills are affecting Adult Education funding
 - S. Smith spoke to CLASP reports provide information on Adult Ed and career pathways.
 - J. Bonvillain reported that immigrant groups are a focus for various consortia across the state, and how to connect ESL students with community resources. COLA was a key discussion point, and how the state is looking at performance outcomes and how Adult Education is now in competition for state resources and funding. Be prepared for an inevitable economic downturn, per LAO. “Grant” element of AEBG is no longer a “grant” but the state is working to remove the term. Community outreach groups presented on models of connecting immigrant communities with services.
 - K. Young reported a possible change to funding models to reflect enrollment, attendance, and performance outcomes.
 - S. Smith reported that teachers and counselors can contribute to the health of a consortium through working groups. Use of these meetings contributes to success of consortia and create a higher level of adult education service provision.
- 3.6 ACCE Conference Report – Kim Young
 - Feb 7-9, 2018, Oakland

- Non-credit was a major topic. State Academic Senate presented and will sponsor a non-credit institute. BCC will send representatives. Non-credit mirrored courses were also a topic of discussion, especially on the CTE side of the colleges. Addresses the need for competency mastery for employment. Mt. SAC offers many mirrored classes, and targets apprehensive students to encourage enrollment. CCCC presented on approval of non-credit courses by the state. K. Young will visit Mt. SAC to learn more about their programs, likely with the Inland Adult Education Consortium director. BCC offers several courses now, but is looking to expand. San Diego presented on a survey of all 114 Community Colleges as to how schools are using non-credit. AEBG working on CB21 crosswalk. ACCE has hired a lobbyist to support efforts in Sacramento. Cheryl Marshall (Chancellor at NOCCD) offers Adult Education for entire consortium (no K-12 adult education programs) . . . “We are flying the plane while building it.”

3.7 GED Test Center Update

- S. Godfrey requested costs for the BACAE web site to be delivered in Spanish.
- S. Godfrey requested information about using ASAP for Adult Schools for easier upload to TOPS rather than Infinite Campus.
- Temporary signage to go on building week of Feb 26. Will include BUSD and BACAE logos.
- July 1 opening for entire facility. Soft opening for GED Testing in June/May. Pearson VUE to be invited on-site when ready.
- S. Godfrey shared samples of flooring, interior design colors, and other finishings.
- Grand Opening likely in June.
- E. Bagg expressed concerns about the Barstow Entrepreneurship Center recently opening a GED Test Center. Need to explore what they are doing and how they are competing. E. Bagg will take the lead on outreach.
- BACAE will conduct targeted marketing to capture students.

4. Action Items

4.1 None

5. Discussion Items

- 5.1 Plan for Ongoing Auditing – Share expense with other SB County Consortia – Meeting March 23
- 5.2 [□]Workplace ESL Workshop with Ronna Timpa
 - Proposed dates March 14, April 18, and May 9
 - August 1 Regional and follow-up session in October.
 - Options for training: Please see Board Packet

6. Announcements

- 6.1 Upcoming Conferences
 - March 9-10, 2018 – OTAN TDL, Napa, CA (Baker, BCC)
 - March 22, 2018 – AEBG Regional Training, San Bernardino Valley College
 - March 25-28, 2018 – COABE, Phoenix, AZ (BCC, Baker)
 - May 3-5, 2018 – CCAE, Fresno, CA (Silver, BUSD, BCC)
- 6.2 2017-18 BACAE Board Meeting Schedule (2:00 pm in BCC President’s Conference Room):

March 15, 2017	May 17, 2017	July – No Meeting
April 26, 2017	June TBD per Guidance	August – TBD
- 6.3 Feb 28 – Preliminary Allocations Released for 2018-19 & 2019-20
- 6.4 Annual Plan Retreat Date – June 11 & 12, 2018
- 6.5 WASC – Fall 2018 deadline: April 30, 2018

7. Closed Session

8. Adjournment: Motion for approval made by M. Cox; 2nd by R. Tremblay – Passed Unanimously