



**Barstow Area Consortium for Adult Education  
Board Agenda  
Barstow Community College, President’s Conference Room  
Thursday April 26, 2018 (1:00 p.m. – 5:00 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](mailto:BarstowAEGB@gmail.com) at least two days before the meeting date.

Call to Order: 1:32 pm

Attending:	Voting Member	Alternate	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"/> David Morse	<input checked="" type="checkbox"/> Kim Young
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input type="checkbox"/> Jon Bonvillain
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input checked="" type="checkbox"/> Michael Cox	<input type="checkbox"/>

1. <sup>a</sup>Approval of Minutes – March 15, 2018 eb/jy app.
  
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.
  
7. Closed Session – moved in agenda per BACAE Board request
  - Discussion about coordinator position
  
3. Reports/Information Items
  - 3.1 Coordinator’s Report
    - March 22, 2018 – AEBG Regional Training, San Bernardino Valley College
    - March 23, 2018 – AEBG Regional Directors Meeting, San Bernardino Valley College
    - March 25-28, 2018 – COABE, Phoenix, AZ
    - Presentation: Dr. Helga Wilde
      - Presented on the gathering phase of the community research project
      - Interviewing students, faith-based organizations, etc.
      - Data collected can inform BACAE programming for next FY
        - Child care is a key issue for community members that limits participation in adult education programs; in discussions with United Way about service provision
        - CBOs doing work could be more connected with BACAE for poverty reduction across the region; dissemination of information is an issue
        - CBOs could create a pipeline of adult school candidates, and community ambassadors
      - Will present findings at May BACAE Board Meeting; report submitted in June
    - Upcoming Deadlines:

- Mar 31: End of Q3
- April 30: Student data due in TOPSPro (Q3) & DIR Due to [aebg@casas.org](mailto:aebg@casas.org)
- Jun 01: 2016/17 & 2017/18 member expense report **due** in NOVA (Q1, Q2 & Q3)
- Jun 30: 2016/17 & 2017/18 member expense report **certified** by Consortium in NOVA (Q1, Q2 & Q3)
- Jun 30: End of Q4
- Aug 01: Final program year report due and student data report due (Q4)
- Aug 15: Annual plans due for 2018/19
- Aug (TBA): AEBG 18/19 funding is disbursed from the State
- Sep 1: 2016/17 & 2017/18 member expense report **due** in NOVA (Q4). Will also include end of the year reporting on leveraged funds, fees, and other financial breakdowns.
- Sep 30: 2016/17 & 2017/18 member expense report **certified** by consortium in NOVA (Q4); Will also include Year End Financial Report (Narrative).
- <sup>q</sup>AEBG Webinar Update: CFAD, Annual Plan, and Three-Year Plan

### 3.2 Consultant Report – Mitch Rosin

- Planning Days 2018:
 

April 25, 26	July 20, 24, 25, 26, 27	Oct 18, 19, 23, 24, 25
May 16, 17	Aug 1, 2, 10, 13, 14, 15	Nov 16, 19, 20, 21
June 6, 7, 8	Sept 10, 12, 25, 26, 27	Dec 4, 10, 11, 12, 13

### 3.3 Fiscal Agent Report: Candice Duffner

- Bring budget person/document to the May BACAE Board meeting

### 3.4 Media Manager Report: Jorge Saucedo-Daniel - resignation

### 3.5 GED Test Center Update: Scott Godfrey

- On track for July 1 opening
- Original bid needed to be reconfigured and reissued in 3 bids
- Demolition starts May 1

## 4. Discussion Items

### 4.1 Human Centered Design Training

- E. Bagg shared information about webinar on Human Centered Design
- No cost for the training; time commitment required (5-7 hours/week for 3-4 months)
- Spring or fall options to participate
- Option for September participation
- Online component with Accumen, then application of concepts with project implementation
- Consider applying for participation in September
- RT loves idea but concern about time commitment
- K. Young to provide more information; discussion at June Annual Plan meeting
- H. Wild suggested concise topic identified during summer; focus on how process works

### 4.2 Status of Consortium Coordinator – Covered in Closed Door Session

### 4.3 Annual Plan Session (Template open in NOVA May 10)

## 5. Action Items:

- 5.1 Change Media Management Contract to Phoenix Design jy/rt app

- 5.2 Add Non-Credit Institute (Academic Senate for California Community Colleges) to approved conference/PD list eb/sg app
- 5.3 Moving Fiscal Agent to Barstow Community College for FY2018-19
  - include shift of coordinator position to BCC rt/sg app
- 5.4 <sup>▫</sup>CFAD Allocations and Certification for 2018-2019 (Due May 2) jy/sg app
- 5.5 <sup>▫</sup>Changes to Governance Document to Reflect AEBG State Guidance jy/rt app

6. Announcements

- 6.1 Upcoming Conferences (Approved for attendance by BACAE Board 1.26.18)
  - May 3-5, 2018 – CCAE, Fresno, CA
  - May 3-5, 2018 – 2018 Career & Non-Credit Education Institute, Costa Mesa, CA
  - June 19-21, 2018 – CASAS Summer Institute, San Diego, CA
  - June 24-27, 2018 – ISTE International Conference, Chicago, IL (state approval required)
  - July 25-27, 2018 – GED Summer Conference, San Diego, CA
- 6.2 2017-18 BACAE Board Meeting Schedule (2:00 pm in BCC President’s Conference Room)
 

May 17, 2018	August 2, 2018 (A. Plan Vote)	November 20, 2018
June 7, 2018 (Annual Plan)	September 27, 2018	December 13, 2018
July – No Meeting/TBD	October 25, 2018	

8. Adjournment 2:55 pm jy/sg