



**Barstow Area Consortium for Adult Education  
Board Agenda  
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](mailto:BarstowAEGB@gmail.com) at least two days before the meeting date.

Call to Order: 1:58 pm

Attending:	Voting Member	Voting Member	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"/>	<input checked="" type="checkbox"/> Pattie Granados
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input checked="" type="checkbox"/> Elias Valencia
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Michael Cox	<input type="checkbox"/> Carrie O'Neal

1. <sup>1</sup> Approval of Minutes – October 25, 2018      Motion by ; 2<sup>nd</sup> 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. Reports/Information Items
  - 4.1      Consultant's Report
    - a. Three-Year Plan Development
      - <sup>1</sup> Consortium Program Quality Self-Assessment
      - <sup>1</sup> Consortium Three-Year Planning Guidance 2019-2022
      - <sup>1</sup> Consortium Three-Year Plan Template
    - 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](mailto:aebg@casas.org) & copy to M. Rosin
      - January 31, 2019 – 2018-19 Q2 Expenses due in NOVA
      - <sup>1</sup> February 15, 2019 – 2017-19 Budget Bill Reporting Requirements due in NOVA
      - April 30, 2019 – Q3 DIR Due to [aebg@casas.org](mailto: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](mailto: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)

e. <sup>□</sup>AEP Fiscal Management Guide – Updated Nov 5, 2018

f. CCAE Palm Springs Regional Readout – Nov 16-17, 2018 (Palm Springs, CA)

f. 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
- 4.3 Member Program Update: SVUSD
- 4.4 Member Program Update: BVUSD
- 4.5 Member Program Update: BCC
- 4.6 Consortium Director Hiring Update – E. Bagg
- 4.7 Marketing & Media Manager Report
  - Phoenix Design Contract Extension through June 30, 2019
  - Postal Mailer with Printer; Due to be mailed upon receipt of postage payment
  - Media Manager Report
- 4.8 BUSD Fiscal Agent Report: 2016-17 – S. Godfrey
- 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

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 BACA 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 <sup>□</sup>2019 Conferences

8. Adjournment:

- Motion by ; 2<sup>nd</sup> by