



**Barstow Area Consortium for Adult Education**  
**Board Agenda**  
**Barstow Community College, President’s Conference Room**  
**Thursday October 25, 2018 (2:00 p.m. – 4:00 p.m.)**  
**(<sup>o</sup>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"/> Reyna Garcia               |
|               |  |                                      | <input checked="" type="checkbox"/> Carrie O’Neal   |

1. <sup>o</sup>Approval of Minutes – September 26, 2018 Motion by E.Bagg; 2<sup>nd</sup> by J. Youskievicz – Unanimously Approved
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 – Requested
  - P2C Solutions, LLC – Option 3;
4. Reports/Information Items
  - 4.1 Consultant’s Report
    - 2017-18 Q4 Completed in NOVA and Certified; Due date October 31, 2018
    - AEP Due Dates:
      - October 30: 2018-19 Budget & Workplan Due in NOVA; Opened in NOVA October 15
        - M. Rosin noted that these should be entered as soon as possible. Certification deadline is Nov 30, and Q1 expenses are due the following day on Dec. 1
      - DECEMBER 1: 2018-19 Q1 Expenses Due in NOVA
        - BCC Allocation is not totaling correctly. State has been notified.
        - BVUSD; BUSD; SVUSD are totaling correctly.
      - October 31, 2018 – 2018-19 Q1 DIR Due to [aebg@casas.org](mailto:aebg@casas.org) & copy to M. Rosin
    - Consultant Days
 

|                    |                   |
|--------------------|-------------------|
| Nov 15, 16, 19, 20 | Dec 7, 11, 12, 13 |
|--------------------|-------------------|
    - <sup>o</sup> State AEP Directors’ Conference – Sept 27-28, 2018 (Sacramento, CA)
      - M. Rosin shared information and handouts from the State Summit.
    - <sup>o</sup> NOVA Webinar Update – 10.20.18
      - M. Rosin walked the Board through the webinar from 10.20.18 and answered questions.
    - <sup>o</sup> Fiscal Year 2018–19 Program and Accountability Requirements for Student Outcome Data Collection and Submission
      - M. Rosin shared the latest state guidance.

- Workplace ESL Workshop: October 23 @ BCC
  - R. Tromblay: Excellent feedback from participants.
  - S. Godfrey: BUSD planning to bring Ronna Timpa back for more training.

- 4.2 Member Program Update: BAS  
 - S. Godfrey: GEDTS Representative visited site. Target of spring 2019 to open. Needs to be open 8 hours during a testing day. Grand opening being planned for November.
- 4.3 Member Program Update: SVUSD  
 - J. Youskievicz: Lab is coming together and should be opened soon.
- 4.4 Member Program Update: BVUSD  
 - R. Tremblay: Roofing repairs are scheduled for November 1. New furniture and equipment is in place for the Adult School. Hospitality class will be offered in the coming months. How to make change is the key issue. Upselling also a focus. Using technology to promote attendance.
- 4.5 Member Program Update: BCC  
 - E. Bagg: Elias Valencia has been appointed as Interim Director of Adult Education. Working on economic development and employer engagement. Tying Adult Education into economic development is critical for regional success.
- 4.6 Consortium Director Hiring Update – BCC  
 - Consortium Director position approved by BCC Board of Trustees. Will be posted on EdJoin in the coming days. BACAE Board will be included in the interview process. Goal is as offer date of January or February 2019.
- 4.7 Marketing & Media Manager Report  
 - PPT Presentation – Phoenix Design  
 - S. Phoenix, from Phoenix Design, presented the monthly report on social media.  
 - The Board will discuss with each site lead to determine the needs for the second semester and report back at the November meeting.
- 4.8 BUSD Fiscal Agent Report: 2016-17 – Scott Godfrey  
 - \$213,844 carry over in NOVA of which:  
 - \$82,713.35 is BUSD funds  
 - \$131,130.65 in Consortium Funds

| Pan Consortium |   | Actual Spend/       |             |                     |
|----------------|---|---------------------|-------------|---------------------|
|                |   | Starting Balance    | Encumbered  | Remaining Funds     |
|                | BACAE per MOU                               | \$30,000.00         | \$0.00      | \$30,000.00         |
|                | BACAE Audit                                 | \$20,000.00         | \$0.00      | \$20,000.00         |
|                | Regional & On-Site Professional Development | \$2,500.00          | \$0.00      | \$2,500.00          |
|                | As Needed Curriculum                        | \$30,000.00         | \$0.00      | \$30,000.00         |
|                | Bros of Nowhere                             | \$5,000.00          | \$0.00      | \$5,000.00          |
|                | TOP Facilitation Training                   | \$10,000.00         | \$0.00      | \$10,000.00         |
|                | Postal Mailer                               | \$5,000.00          | \$3,563.02  | \$1,436.98          |
|                | Radio & Marketing Collateral Printing       | \$15,000.00         |             | \$12,193.67         |
|                | Brochures                                   |                     | \$516.33    |                     |
|                | Radio Ad                                    |                     | \$1,890.00  |                     |
|                | TidBits                                     |                     | \$400.00    |                     |
|                | Workplace ESL Solutions                     | \$10,000.00         | \$10,000.00 | \$0.00              |
|                | P2C Solutions (Jan-June, 2018)              | \$40,800.00         | \$40,800.00 | \$0.00              |
|                | P2C Solutions (July-Dec, 2018)              | \$48,000.00         | \$48,000.00 | \$0.00              |
|                | Jorge Saucedo (Jan-June, 2018)              | \$12,000.00         | \$4,000.00  | \$8,000.00          |
|                | Jorge Saucedo (July-Dec, 2018)              | \$12,000.00         | \$0.00      | \$12,000.00         |
|                | Phoenix Design                              | \$20,000.00         | \$20,000.00 | \$0.00              |
|                | ReAssigned from Jorge Contract              |                     | \$20,000.00 | \$0.00              |
|                | <b>TOTAL</b>                                | <b>\$260,300.00</b> |             |                     |
|                | Remaining Funds                             |                     |             | <b>\$131,130.65</b> |

4.9 BUSD Fiscal Agent Report: Data & Accountability Allocation – Scott Godfrey

| <b>Barstow Area Consortium for Adult Education</b> |  |                  |              |                                  |                        |                      |
|--|--|------------------|--------------|----------------------------------|------------------------|----------------------|
| <b>Data &amp; Accountability Budget</b>            |  |                  |              |                                  |                        |                      |
|  | <b>Proposed Expenses Purpose</b>           | <b>Member(s)</b> | <b>Units</b> | <b>Sub Total (Not To Exceed)</b> | <b>Total Remaining</b> |                      |
| <b>STARTING BALANCE</b>                            |  |                  |              |                                  | <b>\$123,711.00</b>    |                      |
|  | TOPS Pro Enterprise & CASAS eTests         | All              | 3yr          | \$25,910.00                      | \$97,801.00            | Mandated             |
|  | Aztec - ABE/HSE/Accuplacer - Online & 3 PD | All              | 3yr          | \$72,656.00                      | \$25,145.00            | 3-Year Plan: Page 18 |
|  | Computer Hardware for Testing Center       | All              | 3yr          | \$25,145.00                      | \$0.00                 | 3-Year Plan: Page 1  |

- 4.10 BCC Fiscal Agent Report: 2018-19 – Pattie Granados  
 - Three checks have been disbursed. BUSD has not cashed checks.

5. Discussion Items

- 5.1 <sup>a</sup> Plan for Developing 2019-2022 Three-Year Plan  
 - M. Rosin shared the state guidance for developing a new Three-Year Plan and discussed a timeframe that includes starting regional meetings in December. Draft would be finalized for the April 2019 Board meeting, with a vote in May 2019. Additional state guidance and a tool kit are expected in the coming weeks and will be shared with the Board.

Figure 1. AEP Three-Year Planning Framework



- 5.2 2017 San Bernardino County Community Indicators Report:  
[http://cms.sbcounty.gov/Portals/21/Resources%20Documents/CIR\\_2017\\_report.pdf?ver=2018-03-23-132312-883](http://cms.sbcounty.gov/Portals/21/Resources%20Documents/CIR_2017_report.pdf?ver=2018-03-23-132312-883)
- 5.3 Insight Center for Community Economic Development:  
<https://insightccd.org/2018-self-sufficiency-standard/>
- 5.4 CalPassPlus Adult Education LaunchBoard:  
<https://www.calpassplus.org/LaunchBoard/Adult-Education-Pipeline.aspx>

6. Action Items

- 6.1 2016-17 Spend Down Distribution  
 - Motion by J. Youskievicz to allocate all remaining 2016-17 funds to BUSD, with the exception of P2C Solutions contract extension @ 3 days/month; 2<sup>nd</sup> by R. Tremblay 2<sup>nd</sup> – R. Tremblay (Yea), E. Bagg (Yea), J. Youskievicz (Yea), S. Godfrey (Abstain). Motion carried.

- 6.2 P2C Solutions, LLC - Contract Extension – Included in above motion. Approved for six-month extension (3 days per month) effective January 1, 2019 through June 30, 2019. To be billed to BUSD against 2016-17 Spend Down Budget (encumbered December 2018, paid January 2019).

7. Announcements

- 7.1 2018-19 BACAE Board Meeting Schedule (2:00 pm in BCC President’s Conference Room):

November 20, 2018      January 17, 2019      March 14, 2019      May 16, 2019

December 13, 2018      February 21, 2019      April 25, 2019      June 6, 2019

- The Board voted to cancel the November 2018 Board Meeting in lieu of working with M. Rosin on the 2018-19 Budget & Workplan in NOVA and ensuring timely certification of the Consortium. Additionally, M. Rosin will be available to assist with 2018-19 Q1 Expense reports, which are due December 1, 2018.

- 7.2 CCAE South Coast – Palm Springs (November 16-17, 2018) [www.ccaestate.org/south-coast](http://www.ccaestate.org/south-coast)

8. Adjournment: 3:00 pm

- Motion by J. Youskievicz; 2<sup>nd</sup> by R. Tremblay – Unanimously Approved