



Barstow Area Consortium for Adult Education
Board MINUTES
Barstow Community College, President's Conference Room
Thursday January 17, 2019 (2:00 p.m. – 3:00 p.m.)
(^aMaterials 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 at least two days before the meeting date.

Call to Order: 2:03

| Attending: | Voting Member | Voting Member | Attendee |
|---------------|---|---|---|
| Baker Valley | <input type="checkbox"/> Ronda Tremblay | <input checked="" type="checkbox"/> Eric Huynh | <input type="checkbox"/> |
| Barstow CC | <input checked="" type="checkbox"/> Eva Bagg | <input type="checkbox"/> | <input checked="" type="checkbox"/> Pattie Granados |
| | | | <input checked="" type="checkbox"/> Elias Valencia |
| Barstow AS | <input checked="" type="checkbox"/> Scott Godfrey | <input type="checkbox"/> Jeff Malan | <input type="checkbox"/> Carrie O'Neal |
| Silver Valley | <input type="checkbox"/> Jeff Youskievicz | <input checked="" type="checkbox"/> Michael Cox | <input type="checkbox"/> |

1. ^aApproval of Minutes – December 13, 2018 Motion by S. Godfrey; 2nd by E. Bagg
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. AEP Deadlines - Upcoming
 - January 31, 2019 – 2018-19 Q2 DIR Due to aebg@casas.org & copy to M. Rosin
 - **February 11, 2019 – 2017-19 Budget Bill Reporting Requirements due in NOVA**
 - "Program Area Reporting" Tab in NOVA for 2017-18
 - Each District Needs to Submit "Total Program Area Hours" and "Total Leveraged Funds"
 - Consortium Director Certifies by February 15, 2019
 - March 1, 2019 – 2018-19 Q2 Expenses due in NOVA
 - March 31, 2019 – Q2 Consortium Certification due in NOVA
 - April 1, 2019 – NOVA to close out 2016-17 Funds – Districts will be invoiced in April/May by the State and payments will be made to the State General Fund
 - April 30, 2019 – Q3 DIR Due to 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 2019 – State will close books on 2016-17 Funds
 - June 30, 2019 – Data & Accountability Close Out in Chancellor's MIS System (BUSD)
 - July 31, 2019 – Full Year DIR due to aebg@casas.org & new Coordinator
 - July 31, 2019 – 2018-19 Full Year Expenses due in NOVA
 - August 15, 2019 – Practice with Promise Report Due
 - b. ^aAEP NOVA Webinar Updates – Archived on <https://caladulthood.org/Administrators>

- AEP Regional Data Training: Burbank Adult School – January 16, 2019
 - Changes to Budget Bill Requirements (originally only for 2017-18):
 - Reporting this data is now ongoing due to Federal reporting requirements for WIOA agencies, but all agencies need to report actual costs (validation of non-supplanting)
 - 2018-19 Estimated costs due in NOVA Sept 2019
 - 2018-19 Final costs due in NOVA Dec 2019
 - No guidance yet on instructional hours
 - 2016-17 Close-Out:
 - Due March 1: Q2 expense report AND close-out of 2016-17 funds (allocated in old MIS fiscal reporting system)
 - No need to go back to old MIS fiscal reporting system to close out; FIFO in NOVA will provide this information for close-out certification
 - Need to use old MIS fiscal system to close out Data & Accountability in June/July
 - College Program Reporting in MIS:
 - Not-for-credit is different than Non-Credit.
 - Not-for-credit is not reported in MIS for AEP.
 - Fee-based, not-for-credit programs are not reported.
 - Students without SSN:
 - Self-report through TE
 - Self-report through survey (coming soon)
 - State is working on immigrant integration, safe place for undocumented students
 - To Explore for Additional Funding Streams:
 - CalFresh matching funds or Strong Workforce funds
 - AEP Budget:
 - Increased by \$18M via COLA Adjustment
 - Will be in 2019-20 CFAD

- c. January 17, 2019: San Bernardino County LMI Report Release Event
 - Vision2Success will focus on three key areas, and involve multiple documents released over the coming months:
 - LMI (Predictive Analytics)
 - Asset Mapping of County (by Demographics and Geography)
 - Economic Development (Current and Future Drivers)

e. 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 – GED TS agreement signed 1.16.19. Looking at options for the start of testing at the new facility. Working through costs of new union agreement with adult school teachers. Looking at paraprofessionals to manage testing. Goal to double minimum for testing sessions. Discussions ongoing with High Desert New Beginnings that offers GED Testing at Barstow EC to avoid duplication.
- 4.3 Member Program Update: SVUSD – Doing great. Designated Adult Education self-study lab has been outfitted. Opening date being set. Separate facility, but fencing separates from K-12.
- 4.4 Member Program Update: BVUSD – Roof is still leaking. All classes running well. All technology in place.
- 4.5 Member Program Update: BCC – If applying for WIOA funding, need to: understand key reports including payment points report, attend required regional meetings, etc. BCC will be attending the CWA Youth Conference in Long Beach. Also, BCC is attending Norco training same day. Citizenship courses have been developed and sent to State Academic Senate for approval. Additionally, short-term certifications in the works with S. Thomas. BCC is developing non-credit versions. Ft.

Irwin's Basic Skills Education Program will be expanded to either BCC campus, or at BUSD facility. Exploring tele-conferencing to provide services to Ft. Irwin for ESL.

- BUSD/BAS has been in discussions with Elena Rivera about partnership with BCC for shared facility usage. BAS charges approximately \$25 per meeting for space usage.

- S. Godfrey requested using pan-consortium funds to cover these costs. BAS has identified the need for direct instruction, and is working with hourly pay restrictions to facilitate the need.

- E. Bagg suggested Elena Rivera work on the K-12 success program area of AEP.

- 4.6 Consortium Director Hiring Update: E. Bagg – Process is slow due to administrative regulations. Position was extended and closed on 12/25/18. Hiring committee being formed. Final review to include BACAE Board.
- 4.7 Marketing & Media Manager Report
 - Postal Mailer with Printer; Due to be mailed upon receipt of payment
 - Media Manager Report
- 4.8 BUSD Fiscal Agent Report: 2016-17 – S. Godfrey
 - 1 Outstanding PO with BUSD for P2C Solutions
- 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 2018-19 BACAE Board Meeting Schedule (2:00 pm in BCC President's Conference Room):

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|-------------------|----------------|--------------|
| February 21, 2019 | April 18, 2019 | June 6, 2019 |
| March 14, 2019 | May 16, 2019 | |

8. Adjournment:

- Motion by M. Cox; 2nd by S. Godfrey