**Barstow Area Consortium for Adult Education**

**Minutes**

**October 20, 2015**

*Those present: Claire Ellis, Jim Ostrander, Michael Cox, Penny Shreve, Bryan Verley*

*Those absent: Bonnie Wiseman, Marcia Price, Sandi Thomas, Scott Godfrey*

*Others present: Nance Nunes-Gill*

Dr. Ellis opened the meeting at 5 p.m. by welcoming the committee and distributing agendas. She distributed the minutes, and the committee approved the minutes.

Ms. Nunes-Gill demonstrated the virtual classroom with the connection between Barstow College and Ft. Irwin.

Dr. Ellis discussed the governance plan that had been sent, and reviewed the Leadership Team and Executive Team functions. She said that because of the AB 104 legislation the members of both teams will have to be approved by the governing board of each consortium member. She said she would notify the superintendents to have them put these names on the board agendas.

We will need to add some members to our group, specifically a representative from WIOA and one from ROP.

We discussed the three year plan, with input provided from the team. This information will go into the report that Dr. Ellis will send in prior to October 31. She also will send the members the soft skill lessons she received in Sacramento, and meet with Ms. Shreve and Ms. Thomas on Tuesday to finalize the report.

Dr. Ellis presented a budget proposal for review. The actual budget will be approved by the Executive Team, after the allocation has been received.

The meeting adjourned at 6:20 p.m. The next meeting will be at the Barstow Unified School District Office at 5:00 p.m. on January 25th.