



Barstow Area Consortium for Adult Education

Board **MINUTES**

Barstow Community College, Administration Conference Room  
Wednesday, November 20, 2019 (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 [erivera@barstow.edu](mailto:erivera@barstow.edu) at least two days before the meeting date.

Call to Order: 2:00 p.m.

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"/> Karen Kane	<input checked="" type="checkbox"/> Pattie Granados
			<input checked="" type="checkbox"/> Terri Walker
			<input checked="" type="checkbox"/> Dave Clausen
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input type="checkbox"/> Carrie O’Neal
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Michael Cox	<input type="checkbox"/>
Consortium Staff	<input checked="" type="checkbox"/> Elena Rivera		

1. <sup>st</sup> Approval of Minutes – October 24, 2019  
Motion to approve by J. Youskievicz; 2<sup>nd</sup> by R. Tremblay Motion Carried Unanimously

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. Consortium Director’s Report

4.1 a. CAEP Deadlines – Upcoming and Completed

- October 2019

<sup>st</sup>Oct 30: 2019/20 Member Program Year Budget and Work Plan – **CERTIFIED**

<sup>st</sup>Oct 31: Student data due in TOPSPro (Q1) – **SUBMITTED**

- December 2019

Dec 1: 2017/18; 2018/19; 2019/20 Member Expense Report due in Nova (Q1)

Dec 1: July 1, 2018 to June 30, 2019 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium

Dec 31: 2017/18; 2018/19; 2019/20 Member Expense Report certified by Consortia in NOVA (Q1)

Dec 31: End of Q2

- January 2020

Jan 31: Student Data due in TOPSPro (Q2)

- February 2020

Feb 28: Preliminary allocations for 2020-21 and 2021-22 released by this date

- March 2020

Mar 1: 2017/18; 2018/19; 2019/20 Member Expense Report due in NOVA (Q2)

Mar 1: Close out of 2017/18 Member Funds due in NOVA

Mar 31: 2017/18; 2018/19; 2019/20 Member Expense Report certified by Consortia by NOVA (Q2)

Mar 31: Close out of 2017/18 funds in NOVA certified by Consortia in NOVA

Mar 31: End of Q3

- April 2020

Apr 30: Student Data due in TOPSPRO (Q3)

- May 2020

May 2: CFADs for 2020-21 due in NOVA

- June 2020

Jun 1: 2018/19; 2019/20 Member Expense Report due in NOVA (Q3)

Jun 30: 2018/19; 2019/20 Member Expense Report certified by Consortia in NOVA (Q3)

Jun 30: End of Q4

4.2 Member Program Update: BAS

- S. Godfrey: Reviewing budgets in hopes of adding a classified position to keep GED Testing Center open for more hours; J. Malan would like to meet with EC Barstow/High Desert New Beginnings to discuss alignment of GED service provision; E. Bagg offered to attend meeting; Adult school doing well; Enrollment continues a weekly basis

4.3 Member Program Update: BCC

- E. Bagg: At tonight's board meeting, BCC will have a conceptual presentation for the Entrepreneurship Center (including presentation by H. Wild)  
- E. Rivera: Meeting with VPAA determined ESL to focus on Level 1 & 2; To include CASAS testing for lower levels; Will reexamine higher ESL levels once lower levels are running smoothly  
- C. O'Neal: Great GED success, including one student from Baker Valley; Visited K. Walker at Hesperia Adult School; Very confident that proposed changes will help in persistence

4.4 Member Program Update: BVUSD

- R. Tremblay: All going well; Offered to attend EC Barstow meeting

4.5 Member Program Update: SVUSD

- J. Youskievicz: Working on increasing enrollment and persistence rates

4.6 Marketing & Social Media Update: Phoenix Design

- Media Manager PowerPoint

- E. Bagg: Please request a month-to-month summary for current fiscal year

4.7 BCC Fiscal Agent Report: 2019-20

- P. Alaimalo: Need to cash outstanding checks; December allocations going this week

5. Discussion Items - NONE

6. Action Items

6.1 BACAE WIOA Title II – Submit Application as a Consortium

- M. Rosin provided an overview of the 2017 application process and procedures  
Motion to approve by S. Godfrey; 2<sup>nd</sup> by E. Bagg

- C. O'Neal noted payment point requirements; Noted matching requirements

- E. Rivera expressed willingness to manage the application process and manage the grant administration

- R. Trembley: Supports even though Baker Valley would be the smallest recipient of funds.

Motion Carried Unanimously

## 7. Announcements

### 7.1 2019-20 BACAE Board Meeting Schedule (2:00 pm in BCC President's Conference Room):

December 12, 2019	January 23, 2020
February 20, 2020	March 12, 2020
April 16, 2020	May 14, 2020
June 18, 2020	

### 7.2 Upcoming Conferences

- CAEP State Training	Nov 21, 2019	San Bernardino Valley College
- CCAE Palm Springs Conference	Nov 22-23, 2019	Palm Springs, CA
- AE Google Summit 2019	Dec 6, 2019	San Bernardino Valley College
- CAEAA	Jan 29-31, 2020	Sacramento, CA
- TDLS	Mar 6-7, 2020	Sacramento, CA
- COABE	Apr 5-8, 2020	Baltimore, MD
- CCAE Conference	Apr 23-25, 2020	Sacramento, CA
- CASAS Summer Institute	Jun 23-25, 2020	Anaheim, CA

### 7.3 BACAE Work Group Meetings

- a. November 14, 2019: 3:00-5:00 @ SVUSD - Cancelled
- b. January 9, 2020: 3:00-5:00 @ BCC
- c. March 19, 2020: 3:00-5:00 @ BAS – Date Change

## 8. Adjournment: 2:55 p.m.

- Motion by S. Godfrey; 2<sup>nd</sup> by J. Youskievicz