



Barstow Area Consortium for Adult Education

Board **MINUTES**

Barstow Community College, Administration Conference Room

Thursday, January 23, 2020 (2:00 p.m. – 4:00 p.m.)

(stMaterials 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 at least two days before the meeting date.

Call to Order: 2:05 p.m.

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input 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 Alaimalo
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input checked="" type="checkbox"/> Terri Walker
Silver Valley	<input type="checkbox"/> Jeff Youskievicz	<input checked="" type="checkbox"/> Michael Cox	-Carrie O’Neal
Consortium Staff	<input checked="" type="checkbox"/> Elena Rivera		<input type="checkbox"/>

1. stApproval of Minutes – December 12, 2019

Motion to approve 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. Consortium Director’s Report

4.1 a. CAEP Deadlines - Upcoming

January 2020

Jan 31: Student Data due in TOPSPro (Q2)

February 2020

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

March 2020

Mar 1: 17/18 and 18/19 and 19/20 Member Expense Report due in NOVA (Q2)

Mar 1: Close out of 17/18 Member Funds due in NOVA

Mar 31: 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia by NOVA (Q2)

Mar 31: Close out of 17/18 funds in NOVA certified by Consortia in NOVA

Mar 31: End of Q3

b. SBC Directors Meeting – January 22, 2020 – Report Out

- SBC Directors met at BCC and discussed the Growing Inland Achievement

(www.inlandempiregia.org); how AE can contribute to AB705; partnerships with SBCOE services; how to track student transitions from adult school to community college; coordinating ESL

programs between adult schools and community college; WIOA application process & support; and what non-credit programs currently exist at our community colleges in SBC.

4.2 Member Program Update: BAS

- S. Godfrey: A new Chief Business Official has been selected and waiting for BUSD Board approval. Starting January 2020, 2nd semester, BAS will follow and open enrollment (open entry/open exit), it would function as an independent study model to motivate students to return after a hiatus and continue where they left off. Next steps that will be taken is to work with teacher union to hire outside of district to offer classes during the day.
- C. O'Neal: BAS teachers are developing and fine tuning the new system to support a flexible instructional program for diploma. A hybrid model has been adopted to provide direct instruction and individual support over three evenings. This will allow students to move at their own pace and continue to earn credit as they complete requirements. Due to high interest, the ESL and Citizenship class has been separated to accommodate students.

4.3 Member Program Update: BCC

- E. Bagg: BCC team with consultant Dr. Helga Wild are seeking to find space to build an Innovation & Entrepreneur Center as part of the Mountain/Desert Economic Partnership (MDEP) Collaborate that would include programs for Adult Ed. students. Previously, it was announced the Barstow old JC Penny building would be used, however, after inspection the renovating would be cost prohibited. The team is currently seeking sponsorships for capital outlay.
- E. Rivera: Better Barstow Mentors

4.4 Member Program Update: BVUSD

- No Report

4.5 Member Program Update: SVUSD

- M. Cox: SV Adult Ed. Staff held a meeting to review their program. They will be taking necessary steps to be aligned with the BACAE annual plan. On March 16, SV Admin. & Staff will be taking a tour of BCC to learn about the campus and resources offered to the students. They will so host a "Next Steps" session at the SV Adult Ed. campus on April 2. This event is being coordinated by transitional counselor, M. Colleoc to provide information to SV adult ed. students on how to enroll at BCC, and share about the programs and resources offered to them.

4.6 Marketing & Social Media Update: Phoenix Design

- Board discussed how to increase the BACAE website traffic and maximize the use as a marketing tool. District members agreed to submit event fliers to be uploaded; review the school site website to add additional information; and collaboration with district Public Information Officers to add highlights and success stories.
- Board requested to continue to receive the BACAE Social Media report in the same format as presented in December 2019.
- Board requested for an additional legend to be added to the Barstow Website Traffic page that provides more detail of what the inner bar represents.

4.7 BCC Fiscal Agent Report:

- P. Alaimalo: February 2020 invoices have been signed and submitted. The January checks will be mailed at the end of the month. BUSD and BVSD currently have outstanding checks.

4.8 BACAE WIOA II Application Update

- BUSD has declined to continue with the WIOA II application.
- BCC will continue to the next stage of the application process. E. Rivera will attend a WIOA II workshop on January 27, 2020 in Corona, CA

5. Discussion Items – BACAE Annual Plan Mid-Year Review 2019-20

- 5.1 The Board reviewed the 2019-20 Annual Plan, discussing each of the objectives, strategies and progress made thus far.
- E. Rivera: Obj. 1 Strategy H – Better Barstow Mentors will be the name of the program of adult education ambassadors. A needs assessment was conducted at the last two working group sessions. Volunteer procedure and training is currently being developed. All board members agreed with the work in progress to start this program.
 - E. Rivera: Discussion was held about the use of Aztec Software that would support the increase in numbers for ABE and ASE. BCC is considering how this program can assist with increasing Basic Skills that would support the implementation of AB705.
 - ESL programs are growing at all districts and the next steps is to integrate Vocation/ESL.
 - The Working Group sessions have been very collaborative and more productive this year.

6. Action Items – None

7. Announcements

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

January 23, 2020 – Mid-Year Review	February 20, 2020
March 12, 2020 – CFAD Review	April 16, 2020 – CFAD Vote
May 14, 2020	June 18, 2020 – Annual Plan Retreat

- 7.2 Upcoming Conferences

- ACCE Conference	January 29-31, 2020	Sacramento, CA
- Non-Credit MIS Data & Account.	February 28, 2020	San Bernardino, CA
- Tech. Learning Symposium	March 6-8, 2020	Sacramento, CA
- COABE Conference	April 6-8, 2020	Baltimore, MD
- CCAE Conference	April 23-25, 2020	Sacramento, CA
- CASAS Summer Institute	June 22 – 25, 2020	Garden Grove, CA

- 7.3 BACAE Work Group Meetings

- a. January 9, 2020: 3:00-5:00 @ BCC – Report Out
- b. March 19, 2020: 3:00-5:00 @ BAS – Date Change

8. Adjournment: 3:25 p.m.

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