



Barstow Area Consortium for Adult Education

Board **AGENDA**

Barstow Community College, Administration Conference Room

Thursday, March 12, 2020 (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: 2:08 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 type="checkbox"/> Eva Bagg	<input type="checkbox"/> Karen Kane	<input type="checkbox"/> Pattie Alaimalo
			<input type="checkbox"/> Terri Walker
Barstow AS	<input type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input type="checkbox"/> Carrie O’Neal
Silver Valley	<input type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Michael Cox	<input type="checkbox"/>
Consortium Staff	<input type="checkbox"/> Elena Rivera		

1. <sup>st</sup>Approval of Minutes – February 20, 2020  
Motion to approve by ; 2<sup>nd</sup> by

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

**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

**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: 18/19 and 19/20 Member Expense Report due in NOVA (Q3)

Jun 30: 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q3)

Jun 30: End of Q4

- 4.2 a. CASAS & Aztec Software Training at BCC Requested  
- Date has not been set; travel cancelled due to Coronavirus
- 4.3 a. OTAN TDLS Report Out      March 6-8, 2020                      Sacramento, CA
- 4.4 ESL Marketing and Recruitment
- 4.5 Member Program Update: BAS  
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- 4.6 Member Program Update: BCC  
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- 4.7 Member Program Update: BVUSD  
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- 4.8 Member Program Update: SVUSD  
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- 4.9 BCC Fiscal Agent Report
- 4.10 Marketing & Social Media Update: Phoenix Design  
- Social Media Report

5. Discussion Items

- 5.1 Marketing & Social Media Update: CFAD 2020-2021
- 5.2 CAEP Update – March 6, 2020 Webinar
- 5.3 Schedule for 2020-2021 Board Meetings

6. Action Items – None

7. Announcements

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

April 16, 2020 – CFAD Vote	May 14, 2020
June 18, 2020 – Annual Plan Retreat	July - DARK

- 7.2 Upcoming Conferences
  - 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
  - GED Annual Conference                      July 27-29, 2020                      Atlanta, GA

- 7.3 BACAE Work Group Meetings
  - a. March 19, 2020: 3:00-5:00 @ BCC (Change of Location)

- 8. Adjournment: p.m.
  - Motion by ; 2<sup>nd</sup> by