



Barstow Area Consortium for Adult Education

Board **MINUTES**

Barstow Community College, Administration Conference Room
Thursday, February 20, 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 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 checked="" type="checkbox"/> Eva Bagg	<input type="checkbox"/> Karen Kane	<input 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 checked="" type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Michael Cox	<input checked="" type="checkbox"/> Carrie O’Neal
Consortium Staff	<input checked="" type="checkbox"/> Elena Rivera		

1. stApproval of Minutes – January 23, 2020
Motion to approve by E. Bagg; 2nd by S. Godfrey
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
 - 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
 - 4.2 Member Program Update: BAS
 - S. Godfrey: Deanna Dibble has been hired as the new Chief Business Official as the first week of February. BAS enrollment continues to grow.
 - 4.3 Member Program Update: BCC
 - E. Bagg: BCC is working on the plans to open an Innovation/Incubator/Entrepreneur Center that would serve students and the community. This center would hold classes, have financial advisors, and mentors to support the work of business development. It would integrate the Mountain Desert Economic Partnership (MDEP) goals to CTE short certificates that would help

Adult Ed. students obtain workforce skills, such as Essential Skills and connect students with Job Centers of America and local area employers. At this time BCC continues to look for a building to hold the center.

- E. Bagg: A BCC team attended the grand opening of the UC Irvine Applied Innovation Center in the Beall building to take notes for the future Barstow facility.

- E. Bagg: Dr. Crystal Nasio will be serving as the Interim Dean of Instruction/CTE

- E. Rivera: After spring break, there will be a Basic Skills pilot program using Aztec Software at the Teaching & Learning Support Center (TLSC) to prepare students for college level math and English, as well as for the GED exam. It will be an independent study program and self-guided. Students will be self-referred or by instructions and counselors.

- E. Rivera: There is a need to grow the ESL student numbers at BCC. The board agreed there is a need to grow ESL program across the consortium. Therefore, E. Rivera will develop a marketing plan and seek quotes for TV, radio, print, and a mailer advertisement.

4.4 Member Program Update: BVUSD

- No Report – Due to district negotiations meeting

J. Youskievicz: All goes well at SVUSD. Staff is looking forward to the BCC tour on March 16. There are currently five adult ed. students that will be graduating.

4.5 Member Program Update: SVUSD

4.6 Marketing & Social Media Update: Phoenix Design

4.7 BCC Fiscal Agent Report

- On behalf of P. Alaimalo, E. Rivera shared BUSD has 2 outstanding checks for Dec. & Feb. and SVUSD has Feb. check outstanding.

5. Discussion Items

5.1 Data Integrity Reports

- Reviewed Handout

5.2 CASAS & Aztec Software Training at BCC Requested

- Date has not been set, waiting on CAEP TAP

5.3 CAEP Update by Neil Kelly – January 2020

- Reviewed Handout

5.4 CAEP Data Trends – January 2020

- Reviewed Handout

5.5 CAEP Data Sources

- Reviewed Handout

5.6 Non-Credit Data and Accountability Workshop

- E. Rivera, M. Colleoc, and F. Martinez will be attending MIS training on Feb. 28.

6. Action Items – None

7. Announcements

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

February 20, 2020	March 12, 2020 – CFAD Review
April 16, 2020 – CFAD Vote	May 14, 2020
June 18, 2020 – Annual Plan Retreat	July - DARK

7.2 Upcoming Conferences

- 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
- 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: 3:18 p.m.

- Motion by S. Godfrey; 2nd by J. Youskievicz