



Barstow Area Consortium for Adult Education
 Board **MINUTES**
 Barstow Community College, Administration Conference Room
 Thursday, October 24, 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 at least two days before the meeting date.

Call to Order: 2:03 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 Alaimalo
			<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. ¹Approval of Minutes – August 15, 2019
 Motion to approve by J. Youskievicz; 2nd by S. Godfrey Unanimously Approved

- ²Approval of Minutes – September 26, 2019
 Motion to approve by J. Youskievicz; 2nd by R. Tremblay Unanimously Approved

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 Guest Presentation
 - Stephanie Houston, Ed.D., Assistant Superintendent Innovation & Engagement Branch, San Bernardino County Superintendent of Schools
 - New to County Office of Education, but not new to San Bernardino; 25 years at CRY-ROP
 - Adult Education is hosted by CRY-ROP in Redlands
 - Trustee for the San Bernardino Community College District
 - County Office of Education is very interested in offering services that might be needed in the Barstow Region
 - COE Branch is new, but includes some long existing structures: Child Welfare, Homeless Youth, CTE, ROP, Business Engagement, Foster Youth, Alliance for Education, Wellness; Works with Department of Health, Behavioral Health; Works with MDEP (Matt Wells); Student Events
 - Adult Education is relevant to the Branch due to CTE, ROP, Business pieces for engagement

- Making the rounds to the 5 consortia in SB County; would like to engage as needed on shared initiatives
- E. Bagg asked if BCC could host a design challenge for students under the “Events” department of the Branch. S. Houston noted support for ~125 events, and is happy to share information.
- Web site contains information under “Innovation and Engagement”

4.2 a. CAEP Deadlines - Upcoming

October 2019

Oct 30: 2019/20 Member Program Year Budget and Work Plan certified by Consortia in NOVA

Oct 31: Student data due in TOPSPro (Q1)

- E. Rivera announced her new role as Director of Adult Education for Barstow Community College

December 2019

Dec 1: 2017/18 and 2018/19 and 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 and 2018/19 and 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)

b. Community Stakeholder Summit – Report Out

- October 23, 2019: 2:00-4:00 pm @ BCC’s PAC
- Great attendance and turnout; positive feedback; 2 hours of discussion
- Child care and transportation remain key issues in the greater community
- E. Bagg noted that the variety of participants was strong; City Council, Non-Profits, and Member Agencies provided a great array of input; Always good to review the strategies in the Annual Plan.
- E. Rivera is exploring having computers at a local non-profit to provide instruction via proxy hours for enrollment. Would be a requirement for participants to live in the facility.
- S. Godfrey noted that word of mouth and face-to-face communication is key to adult learners; Focusing on the “Field of Dreams” model of building it and they will come; Looking to expand access via flexible hours; new voices in the room.
- WIOA Application for Consortium: RFA to be released in November, application due in January; Will be added to November BACAE Agenda as an Action Item.

c. CAEP Director’s Summit Sept. 27, 2019 - Sacramento, CA – Report Out

- CAEP Office Update
- PPT Shared with Board

d. SB County CAEP Directors’ Networking Meeting – Oct. 10, 2019 – Ontario – Report Out

- Data to Improve Performance
- State is focused on Student Persistence and Instructional Effectiveness

4.2 Member Program Update: BAS

- S. Godfrey: Enrollment of 256; GED Testing ongoing; Partnering with SBCOE on the 12 Powers of Family Business (5-week program)

- E. Rivera: BUSD hosted a citizenship workshop; Standing room only; 50% were current students/50% recruited to be new students; Working through language barriers
- 4.3 Member Program Update: BCC
 - E. Rivera: Michelle Colleoc (BCC Transition Counselor) hosted an open house at BAS on October 7 about transitioning to BCC; Next event to be at Silver Valley
 - E. Bagg: BCC is in a time of transition and very happy to have E. Rivera on board as Director of Adult Education (start date of November 1, 2019)
 - E. Bagg: BCC is starting programs for eCommerce Business; Establishing an Entrepreneurship Center
- 4.4 Member Program Update: BVUSD
 - R. Tremblay: Programs going well; Making referrals to partner agencies for GED
- 4.5 Member Program Update: SVUSD
 - J. Youskievicz: Strong enrollment; Developing local campaign to boost enrollment
- 4.6 Marketing & Social Media Update: Phoenix Design
 - S. Godfrey: BUSD now using Peach Jar to push information to the community
- 4.8 BCC Fiscal Agent Report: 2019-20
 - P. Alaimalo: Checks can be cashed; Oct and Nov checks to be sent this week; Confirmation that there will be two people entering data and certifying with E. Rivera in multiple roles; Confirmed that there will be two people involved in the process

5. Discussion Items – None

6. Action Items – None

7. Announcements

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

October 24, 2019	December 12, 2019
November 20, 2019	January 23, 2019

7.2 Upcoming Conferences

- CAEP Summit Oct 29-30, 2019 Anaheim, CA
- NCTN Nov 11-13, 2019 Boston, MA
- CAEP State Training Nov 21, 2019 San Bernardino Valley College
- CCAE Palm Springs Conference Nov 22-23, 2019 Palm Springs, CA

7.3 BACAE Work Group Meetings

- a. November 14, 2019: 3:00-5:00 @ SVUSD
- b. January 9, 2020: 3:00-5:00 @ BCC
- c. March 12, 2020: 3:00-5:00 @ BUSD

8. Adjournment: 3:12 p.m.

- Motion by S. Godfrey; 2nd by R. Tremblay