



Barstow Area Consortium for Adult Education

Board **MINUTES**

Barstow Community College, Administration Conference Room

Tuesday, June 23, 2020 (11:00 a.m. – 1:00 p.m.)

([Ⓜ]Materials in Board Packet)

DUE TO COVID-19, THIS MEETING WILL BE HELD ON ZOOM; THE PUBLIC IS INVITED TO PARTICIPATE

ZOOM URL: <https://cccconfer.zoom.us/j/91309887799>

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: 11:01 a.m.

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input checked="" type="checkbox"/> Ronda Tremblay	<input checked="" type="checkbox"/> Eric Huynh	<input checked="" type="checkbox"/> Cecil Edwards
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
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input type="checkbox"/>
Silver Valley	<input type="checkbox"/> Jeff Youskievicz	<input checked="" type="checkbox"/> Brice Scott	<input type="checkbox"/>
Consortium Staff	<input checked="" type="checkbox"/> Elena Rivera	<input checked="" type="checkbox"/> Mitch Rosin	<input type="checkbox"/> Jackie Diaz

1. [Ⓜ]Approval of Minutes – May 14, 2020

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

June 2020

Jun 1: 18/19 and 19/20 Member Expense Report due in NOVA (Q3) - COMPLETED

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

Jun 30: End of Q4

August 2020

Aug 1: Student Data due in TOPSPro (Q4) FINAL

Aug. 15: Annual Plan for 2020-21 due in NOVA

4.2 a. CAEP Guidance

- [Ⓜ]CDE: Adult Ed. Remote Testing Policy Memo – May 2020
- [Ⓜ]CAEP: Weekly Friday “Office Hour” Webinars with Open Q & A
- [Ⓜ]CAEP: CFAD Revision Process (PowerPoint and Guidance Memo)
- [Ⓜ]CASAS: Remote Testing Webinar – June 11, 2020

- 4.3 ESL Marketing and Recruitment (Due to COVID-19, we will implement at a later date.)
- Community Survey of potential ESL student is being conducted this summer.
 - Radio and print advertisements are in development to prepare for launch in August.
 - An MOU with TODEC Legal Center is being drafted to bring Immigration and Citizenship services to the BACAE students.
 - BACAE postal mailer is planned for September 2020.
- 4.4 Member Program Update: BAS
- S. Godfrey: C. O'Neil has moved to another position outside of BUSD. Her position will be filled in July. There were 13 AE graduation students and 2 GED completion students in June 2020. A virtual graduation was held and well received. All AE graduates were invited to apply for a PG&E internship that would include employment and training. The program redesign of students completing 1-unit increments has been successful and students were able to accelerate their completion. All classes went to a DL structure due to COVID-19 school closures. It has been a challenge not having a bilingual instructor/staff to assist with the ESL program.
- 4.5 Member Program Update: BCC
- E. Bagg: Address on of the items in the annual plan is to bring an entrepreneurship program to our area. BCC, in partnership with MDEP has kicked-off a Virtual Innovation Center and currently developing an ecosystem. It supports the process of innovation for those that want to start a new business and become entrepreneurs. There is a scheduled event on July 1 to reach out for more support at a regional level. BCC is being very deliberate in ensuring adult learners are included.
 - E. Rivera: BCC will be conducting all classes online until Dec. 2020. Two non-credit certificates are being developed by faculty and expected to be offered in the spring of 2021. Twenty Chromebooks have been set aside for ESL students needing a device to participate in DL. New ESL student registration process being developed. Basic Skills Instructor at Ft. Irwin retired at the end of the school year. The ESO at Ft. Irwin has requested to restructure the program. The Ft. Irwin Education Center is currently closed due to COVID-19, there the start of the program in 2020-2021 will be delayed. Aztec Software is being considered to supplement basic skills bridge classes to as s supplemental web-based program that helps differentiate instruction and supports DL. Transitional Counselor, M. Colleoc has created a summer recruitment flier to promote AE and BCC enrollment. BCC is interviewing to add a 10-hour a week bilingual counselor to conduct Transition Counseling. BACAE monthly newsletters will be created by M. Colleoc that will highlight each District Member's programs and student success stories. The bilingual newsletter will be emailed to all AE students and posted on the BACAE website starting in September 2020. Starting in September 2020, monthly student workshops will be offered via Zoom conference in a variety of topics to bring awareness to students of resources; to motivate them to stay on the path to completing their education goals; and bring them employment services.
- 4.6 Member Program Update: BVUSD
- R. Tremblay: Introduction of Cecil Smith as the new Principal/Superintendent of Baker Valley USD. Welcome! Congratulations Ronda Tremblay on your retirement!

- 4.7 Member Program Update: SVUSD
 - B. Scott: Introduction of Brice Scott as the new Principal of Silver Valley Alternative Education Center. Welcome!
- 4.8 BCC Fiscal Agent Report
 - P. Alaimalo: Outstanding checks not cashed: BUSD – April & June; Baker – June. July 2020 invoices have been submitted for payment. In order to proceed with next month’s payments, BCC Business office must receive approved 2020-2021 BACAE MOU with signatures. July & August payments will be disbursed together.
- 4.9 Marketing & Social Media Update: Phoenix Design
 - Phoenix Design: Virtual graduation announcements and ceremonies were posted on the website. A COVID-19 link was added to the home page. Marketing campaigns will be developed and go into effect as soon as 2020-2021 district programs are determined. S. Phoenix will be meeting regularly with E. Rivera to improve the use of the BACAE website.

5. Discussion Items

- 5.1 Annual Plan Discussion
 - Review of the 2019-2020 Annual plan. A draft will be created by E. Rivera who will consult with each Member District. The draft will be presented at the August 12 BACAE board meeting. The Annual plan is due to be approved in NOVA no later than August 15, 2020.
- 5.2 BACAE MOU
 - The 2020-2021 BACAE MOU will be emailed to each District Member to be reviewed and signed. The approved MOU will be posted to the BACAE website and forwarded to the BCC Business office as required to permit disbursements.
- 5.3 Better Barstow Mentors – A volunteer training is being developed and E. Rivera will start recruiting volunteers. Several versions of a logo have been created and will be selected at a future meeting.

6. Action Items

- 6.1 Approval of the 2020-21 CFAD revision per Governor’s May Revised Budget cut of 12.105%
 - Motion to approve by S. Godfrey; 2nd by R. Tremblay
 - T. Walker presented table of 2020-2021 monthly disbursement amounts

2019-20 BACAE Allocation	\$926,679
2020-21 Proposed BACAE COLA	\$21,221
2020-21 Proposed BACAE Allocation	\$947,900
May Revise Budget Cut	\$114,748
Revised 2019-20 BACAE Allocation	\$833,152

2020-2021 CFAE with May Revise					Budget Cut		
Agency	2019-20 CFAD	% of Allocation	COLA PARKED WITH FISCAL AGENT	Governor's February Allocation (CFAD)	12.1055314889466%	COLA PARKED WITH FISCAL AGENT	Revised CFAD Allocation 2020-2021
Baker Valley Adult School							
TOTAL	\$64,348	7%		\$64,348	\$7,790		\$56,558
Barstow Community College							
TOTAL	\$308,455	33%	\$21,221	\$329,676	\$39,909	\$18,652	\$289,767
Barstow Adult School							
TOTAL	\$345,507	37%		\$345,507	\$41,825		\$303,682
Silver Valley Adult School							
TOTAL	\$208,369	22%		\$208,369	\$25,224		\$183,145
TOTAL	\$926,679			\$947,900	\$114,748		\$833,152

7. Announcements

7.1 Upcoming Conferences

- COABE – **Virtual** June 29 - July 2, 2020 **AND** July 6 - July 9, 2020
- CAEP Director’s Meeting – **Virtual** October 5, 2020
- CAEP Summit – **Virtual** October 26-29, 2020

7.3 2020-2021 Board Meeting Dates (2:00 pm – 4:00 pm via Zoom / 3rd Tuesday of the Month)

July – No Meeting	January 19, 2021
*August 12, 2020 – Vote on Annual Plan	February 16, 2021
September 15, 2020	March 16, 2021
October 20, 2020	April 20, 2021
November 17, 2020	May 18, 2021
December 15, 2020	June 15, 2021

8. Adjournment: p.m.

Motion by E. Bagg; 2nd by S. Godfrey at 12:41 p.m.