



Barstow Area Consortium for Adult Education

Board **MINUTES**

Barstow Community College, Administration Conference Room

Thursday, May 14, 2020 (2:00 p.m. – 4:00 p.m.)

(stMaterials 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/92118689923>

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: 2:01 p.m.

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input checked="" type="checkbox"/> Ronda Tremblay	<input checked="" 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 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	<input checked="" type="checkbox"/> Mitch Rosin	<input checked="" type="checkbox"/> Jackie Diaz

1. stApproval of Minutes – April 16, 2020

Motion to approve by Jeff Youskievicz; 2nd by Eva Bagg

Passed Unanimously

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

April 2020

Apr 30: Student Data due in TOPSPro (Q3) – SUBMITTED

May 2020

May 2: CFADs for 2020-21 due in NOVA – SUBMITTED

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. CAEP Guidance

- CAEP Fiscal Update: Expecting multiple State Budget Revisions (May, August, etc.)
- CAEP: Weekly Friday “Office Hour” webinars with open Q & A
- stCASAS: Remote Testing Webinar – CDE has yet to approve CASAS remote testing

- 4.3 ESL Marketing and Recruitment (Due to COVID-19, we will implement later.)
Some ESL students are facing barriers to participate in D.L., e.g., no device or internet access
- 4.4 Member Program Update: BAS
- C. O’Neal: March 13 was last day on at BAS campus. District immediately moved to Distance Learning and BAS students have completed 33 courses. Career Readiness and ESL classes had a significant drop in enrollment. Total of 10 graduates and 2 students who completed their G.E.D. 12 graduates are planning on attending BCC.
 - S. Godfrey: Presented the need for bilingual staff to support the efforts of the Consortium marketing campaign to increase ESL student participation at all K-12 and to bridge students to BCC.
- 4.5 Member Program Update: BCC
- E. Bagg: BCC will be fully online until fall semester, looking to support CTE program to get small cohorts of students back on campus. Summer enrollment is up, science classes at BCC have been filled and possibly opening new science classes. 19 new degrees in associate for transfer have been added, a center for entrepreneurs is still being planned and will begin to work in a virtual environment. May 27th will be the Virtual Innovation Kick-off webinar and is open to all to participate.
 - E. Rivera: Transitional counselor has received many student inquiries for high school diploma and GED prep. at BCC during the summer. Currently having discussions with BCC leadership to possibly open basic skill classes. Aztec Software would be an ideal tool to use for students needing basic skills at BCC.
- 4.6 Member Program Update: BVUSD
- R. Tremblay: Adult Ed. is on their last week of school, they are currently returning borrowed laptops. Baker has 10 graduating Seniors, 2 of them will be attending BCC.
- 4.7 Member Program Update: SVUSD
- J. Youskievicz: Silver Valley will be holding a virtual graduation for 64 graduates from the Alternative Education Center. Still considering conducting a “drive-thru” graduation ceremony for a picture opportunity. Michael Cox will be leaving the SVUSD, Dr. Bryce Scott from the Adelanto school district.
- 4.8 BCC Fiscal Agent Report
- P. Alaimalo: Currently working on June invoices. There are outstanding checks from BUSD, Baker Valley, and Silver valley.
- 4.9 Marketing & Social Media Update: Phoenix Design
- Phoenix Design: Report will be emailed.

5. Discussion Items

- 5.1 Preparing for Annual Plan Discussion in June
- E. Rivera: Feedback was taken from last year’s stakeholders meeting to help create the annual and three-year plan. How will they plan for this since it cannot be done face to face, should things be modify/amended. Due to COVID-19, DIR results will show the district members did not meet the student outcomes goals in this year’s annual plan.

-All board members: Agree to conduct the annual plan discussion via a Zoom meeting at the next scheduled board meeting to meet the August 15 deadline.

6. Action Items – None

7. Announcements

7.1 June 18, 2020 – Annual Plan Retreat (2:00 pm – 4:00 pm via ZOOM)

7.2 Upcoming Conferences

- CASAS Summer Institute **CANCELLED** June 22 – 25, 2020 Garden Grove, CA
- GED Annual Conference **TBD** July 27-29, 2020 Atlanta, GA
- COABE Conference **RESCHEDULED** August 16-18, 2020 Baltimore, MD

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

Confirmation that no one has a board meeting the third Tuesday of the month. All agreed to hold the August board meeting on August 12, 2020 to meet the Annual Plan deadline. The need to continue with Zoom meetings will be determined month by month.

8. Adjournment: 2:52 p.m.

Motion by Ronda Tremblay; 2nd by Jeff Youskievicz

Passed Unanimously