



Barstow Area Consortium for Adult Education Board **MINUTES**  
 Barstow Community College, Administration Conference Room  
 Thursday September 26, 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](mailto: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 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 Granados
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input checked="" type="checkbox"/> Elias Valencia
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. Approval of Minutes – August 15, 2019 – POSTPONED UNTIL OCTOBER 24, 2019  
 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

- E. Rivera: First Annual Citizenship Day presentations. Nine citizens were recognized and City issued a proclamation. C. O’Neal attended event on September 17, 2019. More than 80 people attended.
- E. Rivera: September 12, 2019: 3:00-5:00 @ BUSD – ReadOut
  - Working group walked through each strategy in Annual Plan and assigned responsibility.
  - Provided information to teachers/faculty on what can be done to assist in plan implementation at the classroom level.

4.1 a. CAEP Deadlines - Upcoming

September 2019

- Sep 1: 2017/18 and 2018/19 Member Expense Report due in NOVA (Q4)
- Sep 1: July 1, 2018 to June 30, 2019 expenses by program area due (estimates only) in NOVA
- Sep 30: End of Q1
- Sep 30: 2017/18 and 2018/19 Member Expense Report certified by Consortia in NOVA (Q4)
- Sep 30: 2019/20 Member Program Year Budget and Work Plan due in NOVA (Q1)

October 2019

- Oct 30: 19/20 Member Program Year Budget and Work Plan certified by

## Consortia in NOVA

Oct 31: Student data due in TOPSPro (Q1)

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: 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q1)

Dec 31: End of Q2

b. <sup>□</sup> CAEP Start of Year Letter

c. <sup>□</sup> Hanover Executive Summary – 2019-2022 CAEP Three-Year Plans

d. <sup>□</sup> CAEP State Guidance – Archived on <https://caladulthood.org/Administrators>

- Webinar Review: 8/21/2019 NOVA Program Area Reporting for 2019-20

e. Report on Annual Plan Implementation Progress

- E. Rivera: Meeting in September 2019 as a working group to assign tasks.

### 4.2 Member Program Update: BAS

- S. Godfrey: Community member reported at City Council about EC Barstow offering GED Testing; 30 individuals passed the test; EC Barstow is qualified to “clear discrepancies” for GED along with other satisfied requirements; EC Barstow is not an authorized GED Test center. C. O’Neal working to bring CBEST assessment to BAS. CBEST is exam for substitute teaching qualifications.

- C. O’Neal: Requested information to deliver CBEST exam; requires 4.5 hours per week to administer the test; availability calendar needs to be posted to Pearson VUE site; currently open for 3.5 hours/week; working to find a way to open more hours. Must have 2 people in the building during testing times including an administrator and proctor. Proctor must monitor 100%, can’t multi-task; average of one person per week taking the tests. Public can register online, without contacting BAS, and the test room must be staffed, per GEDTS contract.

- E. Bagg: Offered assistance from BCC for identifying candidates to be proctors for the testing center.

- M. Rosin: Suggested seeking clarification from GEDTS about EC Barstow status as a GED Test Center and to clarify the role of High Desert New Beginnings / EC Barstow.

- E. Rivera: Workshop on October 5, 2019, for Citizenship workshop from 9-11am.

- E. Rivera: Handed out information for Citizenship preparation and contact name for more information.

### 4.3 Member Program Update: BCC

- E. Valencia: Non-credit ESL information shared with Phoenix Design to post on social media. Working with various departments to provide backpack and school supplies with students. Non-credit open enrollment ESL has 20+ students enrolled and have taken the CASAS eTests. Working with 5 staff members at LRS to provide additional training. Met with Mt. SAC (Lesley Johnson) regarding ASVAB test preparation. Met with VP Academic Affairs regarding purchase of ESL textbooks. Question: Can CAEP funds be used to purchase online or print programs? Yes, so long as the program doesn’t gift funds and the materials remain with the department. Need to clarify non-credit levels and student enrollment in mirrored vs non-credit classes.

- E. Bagg: Discussing expansion of the Ft. Irwin program. Exploring options to grow enrollment.
- E. Valencia: October 7, 2019, BCC will be at a Back to School Night at BAS.
- 4.4 Member Program Update: BVUSD
  - R. Trombley: All classes up and running. Hospitality starting on 9/30/19
- 4.5 Member Program Update: SVUSD
  - J. Youskievicz: Classes up and running for fall term. Expansion via Mr. Foster at Ft. Irwin will begin Fall 2019 for ESL instruction via Burlington English.
- 4.6 Marketing & Social Media Update: Phoenix Design
  - Media Manager PowerPoint
  - Working group to focus on making better use of social media
- 4.7 BCC Fiscal Agent Report: 2018-19
  - P. Granados: Checks disbursed for July and August. None have been cashed. Will meet with E. Rivera to review monthly allocation spreadsheet. Budget Analyst changed monthly allocations and these need to be corrected. Meeting scheduled on 10/1/19 to clarify. E. Valencia will leave position as BCC Adult Ed Director on 9/30/19.
  - E. Rivera: Request submitted for carry over amount from the \$30K Consortium Budget from prior fiscal year. Learned that carry over was used for salary, which is not correct, as salary is paid from a different budget code. Funds will be accredited during current year. All has been corrected.

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):

September 26, 2019	November 20, 2019
October 24, 2019	December 12, 2019

7.2 Upcoming Conferences

- CAEP Director’s Summit                      Sept 27, 2019                      Sacramento, CA
  - E. Rivera attending
- CAEP Summit                                      Oct 29-30, 2019                      Anaheim, CA
  - SVUSD, BAS, BCC attending
- 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 Community Stakeholder Summit – Barstow, CA

- October 23, 2019: 2:00-4:00 pm @ BCC’s PAC

7.4 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: p.m.

- Motion by J. Youskievicz; 2<sup>nd</sup> by R. Trembley