



Barstow Area Consortium for Adult Education
 Board **MINUTES**
 Barstow Community College, Administration Conference Room
 Thursday, December 12, 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: 2:02 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 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 checked="" type="checkbox"/> Carrie O’Neal
Silver Valley	<input type="checkbox"/> Jeff Youskievicz	<input checked="" type="checkbox"/> Michael Cox	<input type="checkbox"/>
Consortium Staff	<input checked="" type="checkbox"/> Elena Rivera		

1. stApproval of Minutes – November 20, 2019
 Motion to approve by E. Bagg; 2nd by S. Godfrey Motion Carried 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
 December 2019
 - Dec 1: 2017/18 and 2018/19 and 2019/20 Member Expense Report due in Nova (Q1) - **SUBMITTED**
 - Dec 1: July 1, 2018 to June 30, 2019 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium - **CERTIFIED**
 - Dec 31: 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q1)
 - Dec 31: End of Q2
 - January 2020
 - Jan 31: Student Data due in TOPSPro (Q2)
 - February 2020
 - 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

b. CAEP State Training – Report Out

- E. Rivera reported that Silver Valley, Barstow Unified, and BCC attended; Will invite Delfino to spend time on-site to help members with TOPSpro

c. CCAE Palm Springs Conference – Report Out

- E. Rivera attended with M. Coleoc; Lots is happening around the region that is not being done in Barstow; Expanding network for peer input

d. AE Google Summit 2019 – Report Out

- E. Rivera was not able to attend; No one else from BACAE attended

4.2 Member Program Update: BAS

- C. O’Neal: In last week of new enrollments; CASAS post-testing scheduled for week of December 16, 2019; Uncovered data error for 2018-19 graduates (13 were not reported at part of Q4 DIR); Will work to fix data reporting; January 6, 2020, scheduled for CASAS testing for 2nd semester; Starting “workforce readiness” curriculum

- S. Godfrey: Working on strategies to open school for more enrollment, students are not able to start classes in the middle of a semester should they leave, rather students must wait for the start of the next semester to start taking classes again; Looking at more open enrollment options

- E. Bagg is interested in workforce readiness curriculum; *Get Focused, Stay Focused* curriculum will be used at BUSD

4.3 Member Program Update: BCC

- E. Bagg reported that entrepreneurship/innovation was presented to the Board in November; Feasibility study underway for former JC Penny facility to be used as an innovation center

- E. Rivera reported that budget review is ongoing; CTE discussions underway to meet goals of BACAE Annual Plan; Discussions underway with TLSC for CASAS testing and ESL support; Meeting was held on December 11, 2019, with HDAJCC at Harvey House (on-site on Wednesdays) and opened discussion about opportunities to collaborate and partnership; Examples include space to share information with clients; Focus on trucking training, computer literacy, and GED completion; Goal is to be strong cross-referral partners

- E. Rivera is exploring using Aztec Software for college students in AB705 programs

4.4 Member Program Update: BVUSD

- No report

4.5 Member Program Update: SVUSD

- M. Cox reported that registration is increasing, but retention continues to be a challenge; Working to fill open lab, making phone calls to bring students back; CASAS is assisting with data collection in TOPSpro; Focus on DIR entry fields; CASAS Pre/Post testing ongoing; Increased interest in the GED from students as opposed to diploma completion

- 4.6 Marketing & Social Media Update: Phoenix Design
 - Media Manager PowerPoint
 - E. Rivera reviewed the year-to-date information requested at the November 2019 BACAE Board Meeting; Start of 2nd semester information to be sent to Phoenix Design for posting; SVUSD to post citizenship program
 - S. Godfrey asked is a “subscribe” feature could be added to consortium web site; Request this feature to be added, in addition to a “News and Events”;
- 4.8 BCC Fiscal Agent Report: 2018-19
 - P. Alaimalo reported that January invoices are submitted, with delivery of checks expected prior to the end of year
- 4.9 BACAE WIOA II Application Update
 - M. Rosin walked the Board through the consortium Demonstration of Effectiveness (DOE) submission; DOE will be submitted by E. Rivera today

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):

January 23, 2020 – Mid-Year Review	February 20, 2020
March 12, 2020 – CFAD Review	April 16, 2020 – CFAD Vote
May 14, 2020	June 18, 2020 – Annual Plan Retreat

7.2 Upcoming Conferences

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|--------------------------------|-------------------|-------------------------------|
| - CAEP State Training | Nov 21, 2019 | San Bernardino Valley College |
| - CCAE Palm Springs Conference | Nov 22-23, 2019 | Palm Springs, CA |
| - AE Google Summit 2019 | Dec. 6, 2019 | San Bernardino Valley College |
| - CCAE Conference | April 23-25, 2020 | Sacramento, CA |

7.3 BACAE Work Group Meetings

- a. January 9, 2020: 3:00-5:00 @ BCC
- b. March 19, 2020: 3:00-5:00 @ BAS – Date Change

8. Adjournment: 2:43 p.m.

- Motion by M. Cox; 2nd by S. Godfrey

Motion Carried Unanimously