



Barstow Area Consortium for Adult Education

Board **AGENDA**

Barstow Community College, Administration Conference Room

Thursday, April 16, 2020 (2:00 p.m. – 4:00 p.m.)

(<sup>rd</sup>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/937928708>

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 checked="" type="checkbox"/> Eric Huynh	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input type="checkbox"/> Karen Kane	<input 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 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. <sup>rd</sup>Approval of Minutes – March 12, 2020  
 Motion to approve by J. Youskievicz; 2<sup>nd</sup> 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 a. CAEP Deadlines - Upcoming
    - April 2020**
    - Apr 30: Student Data due in TOPSPro (Q3)
    - May 2020**
    - May 2: CFADs for 2020-21 due in NOVA
    - 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
    - E. Rivera spoke to a COVID-19 survey which was sent out today, and the memo from CDE dated April 13, 2020.
    - <sup>rd</sup>CAEP Fiscal Update Webinar (March 6, 2020)
    - <sup>rd</sup>CASAS Distance Learning Webinar (March 25, 2020)
    - <sup>rd</sup>CASAS Recording Distance Learning in TOPSpro Webinar (April 2, 2020)

- 4.3 <sup>Ⓜ</sup>US Department of Education – OCTAE Guidance Memo (March 27, 2020)
- 4.4 ESL Marketing and Recruitment
  - E. Rivera noted a pause due to COVID-19. Will reorganize after shelter-in-place is lifted.
- 4.5 Member Program Update: BAS
  - S. Godfrey is working to make sure that all “ready to graduate” adults have the opportunity to do so. Ongoing discussions are taking place to ensure program continuity. Principal notes that the school has moved to a combination of online and packet work, and students continue to accrue credits. Exploring new enrollment opportunities.
- 4.6 Member Program Update: BCC
  - E. Bagg reported that BCC is continuing with Spring semester via online instruction. Spring semester will be extended through end of June for CTE classes requiring hand-on components. Summer semester will be 100% online and all Fall classes will also be online. Commencement will be virtual. Consultants hired to assist with local workforce development and certificate generation. E. Rivera noted that plans continue for opening Basic Skills (Aztec Software) in the TLSC; ESL and Citizenship programs are being expanded via [www.USALearns.org](http://www.USALearns.org) and Burlington English to supplement the ESL classes and provide an online format for students to study. M. Rosin noted that proxy hours can be reported from these online platforms for TOPSpro DIR reporting. E. Rivera noted that CASAS testing is not possible at the current time, but CASAS is working to develop a method for remote testing. Ft. Irwin classes have been modified due to COVID-19 and may begin again in the coming weeks.
- 4.7 Member Program Update: BVUSD
  - R. Tremblay is working to move online with only 1 technology person. Working on acquiring more MiFi devices. Programs will resume shortly.
- 4.8 Member Program Update: SVUSD
  - J. Youskievicz reported that students are working online, and programs are continuing. Goal is to have graduation decision by May 1.
- 4.9 BCC Fiscal Agent Report
  - T. Walker reported that May allocations are being processed.
- 4.10 <sup>Ⓜ</sup>Marketing & Social Media Update: Phoenix Design
  - Social Media Report was reviewed. Plan has been requested to boost activity.

## 5. Discussion Items

- 5.1 <sup>Ⓜ</sup>CAEP CFAD 2020-2021 Preliminary Allocations Memo
- 5.2 <sup>Ⓜ</sup>CFAD 2020-2021 State Preliminary Allocations

## 6. Action Items

- 6.1 Confirm Barstow Community College as Fiscal Agent for 2020-2021  
 Motion by S. Godfrey; 2<sup>nd</sup> by J. Youskievicz                      Unanimously Passed
- 6.2 <sup>Ⓜ</sup>2020-2021 CFAD Allocation  
 Motion by S. Godfrey; 2<sup>nd</sup> by J. Youskievicz                      Unanimously Passed

## 7. Announcements

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

May 14, 2020 – Virtual Zoom	July - DARK
June 18, 2020 – Annual Plan Retreat	August 15, 2020 – Annual Plan Due

7.2 Upcoming Conferences

- CASAS Summer Institute **TBD** 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

8. Adjournment: 2:41 p.m.

Motion by S. Godfrey; 2<sup>nd</sup> by R. Tremblay

Unanimously Passed