



Barstow Area Consortium for Adult Education

Board **MINUTES**

Barstow Community College, Administration Conference Room

Tuesday, August 12, 2020 (2:00 p.m. – 4:00 p.m.)

(<sup>st</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/99901365261>**

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: 2:08 p.m.

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input checked="" type="checkbox"/> Cecil Edwards	<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
			<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 checked="" 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 checked="" type="checkbox"/> Jackie Diaz

1. <sup>st</sup>Approval of Minutes – June 23, 2020

Motion to approve by E. Bagg; 2<sup>nd</sup> by B. Scott

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

Jun 30: End of Q4

August 2020

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

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

4.2 a. CAEP Guidance

- <sup>st</sup>CAEP: 2020-2021 Annual Plan Memo
- <sup>st</sup>CAEP: Data and Accountability for 2020-2021
- <sup>st</sup>CAEP: 2020-2021 Final Allocations by Consortia
- <sup>st</sup>CAEP: 2020-2021 Combined Final Allocations

4.3 Consortium Director Updates

- E. Rivera: Mailer to highlight district member AE programs is planned to be sent out in September, once all programs have been confirmed. This mailer should include DL plans due to COVID-19. M. Rosin will be providing an onboarding presentation to new administrators. Each member will need to make their own purchases of student learning software programs as individual districts. Aztec Software will expire in September 2020 and Burlington English expires in December 2020. Volunteer training is being developed for the Better Barstow Mentors. Volunteer policy for adult schools is needed from each district. Working Group is schedule for September pending BAS staff has been hired. Working Group Topics will include data talks, enrollment numbers/attendance, BACAE newsletter, monthly student workshops, and program areas. The scheduled dates are as follows:

### **2020-2021 BACAE Working Group**

**Meeting Dates:** 2<sup>nd</sup> Thursday of the Month via Zoom at 4pm to 6pm

- Sept. 10, 2020
- Oct. 8, 2020
- Nov. 12, 2020
- Dec. 10, 2020
- Jan. 14, 2020
- Feb. 11, 2020
- Mar. 11, 2020
- April 8, 2020
- May 13, 2020

#### 4.4 Member Program Update: BAS

- S. Godfrey: BAS open positions are being advertised now, closing next week and will conduct interviews the following week. There will be a delay in starting the AE program due to implementing Distance Learning, however, the goal is to start the AE enrollment the week of August 24 and begin classes after the Labor Day holiday.

#### 4.5 Member Program Update: BCC

- E. Bagg: BCC classes start on Monday, August 17. It was a good transition becoming fully online. BCC is currently a closed campus except for a small mission critical staff to be as safe as possible and we are working on a re-opening plan. We are moving forward despite the pandemic. The college is now offering several new Associate degrees for transfer. This is a guarantee for priority admission to one of the Cal State Universities. One of the transfer degrees is in Elementary Education that is of high interest in this area. We are continuing the work with launching a virtual innovation, entrepreneurship ecosystem, keeping adult learners in mind. MDEP Innovation project team is working virtually to establish the Entrepreneurship Center and is currently working on connecting student interns with local businesses.

- E. Rivera: Amy McLaren has been hired as the new part-time (10 hours a week), bilingual academic counselor to focus on Spanish speaking ESL students. She will work with transition counselor M. Colleoc in addressing needs of our transitioning AE students. They will create a monthly BACAE newsletter that will go out to all AE students via email and will be posted on the BACAE website. A quarterly Counseling Services flier will be posted on the BACAE website inviting students to schedule a virtual appointment with the Academic Counselors. M. Colleoc reports the Silver Valley electronic enrollment form has had an exceptional response from students and has streamlined the process to

expedite AE students to start immediately. An ESL campaign in the local Spanish radio stations started on August 10 and are getting an impressive response. Chromebooks are available to loan to ESL students needing a device to participate in DL. A new BCC ESL student registration process has been approved and now in process. Plans for Basic Skills classes at Ft. Irwin are still in development. Waiting for the Ft. Irwin Education Center to reopen and receive direction from the Education Services Officer. Two non-credit CTE certificates have been developed by faculty and will be on the Curriculum Committee meeting agenda this month.

4.6 Member Program Update: BVUSD

- C. Edwards: Baker is also working on implementing DL and setting up technology for all students. Two of the classroom teachers are also the AE teachers and are in the process of setting up their virtual classrooms. The district has switched from the Odyssey program to Edge Annuity. Baker is in process of developing AE plans for the year.

4.7 Member Program Update: SVUSD

- B. Scott: SV Adult School starts on August 17. The enrollment is being conducted virtually using a new electronic form and link. The flier created was posted on social media and the BACAE website. The response has been formidable. Currently, there are 17 new students, not counting returning students. We will continue to work on growing our numbers. We will use Burlington English for ESL as we serve the military community and have people from all over the world that speak different languages other than Spanish. SV will continue to offer HSD, GED Prep, ESL and Citizenship.

4.8 BCC Fiscal Agent Report

- P. Alaimalo: All 2019-2020 check have been processed and redeemed. July and August invoices were put in our accounts payable system on August 10<sup>th</sup>, Silver Valley and Barstow Unified were held for audit. Will be sending checks via Jet Mail. September invoices will be prepared and processed after today's meeting approval with the new allocation amounts.

4.9 Marketing & Social Media Update: Phoenix Design

- E. Rivera: Sander with Phoenix Design and continue to meet monthly to find ways to continuously improve the BACAE website. We plan to have more flier pop-ups and added the Facebook page summary to the monthly report. This month we have increased our Facebook engagements by 250%.

5. Discussion Items

5.1 None

6. Action Items

6.1 Approved 2020-2021 BACAE MOU

-Motion to approve by S. Godfrey; 2<sup>nd</sup> by E. Bagg

6.2 Approved 2020-2021 BACAE Annual Plan

-Motion to approve by S. Godfrey; 2<sup>nd</sup> by B. Scott

6.3 Approved the 2020-21 CFAD July Revise

-Motion to approve by S. Godfrey; 2<sup>nd</sup> by B. Scott

- T. Walker shared updated 2020-2021 monthly disbursement schedule

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								
July Revise Budget	\$26,679								
<b>2020-2021 CFAE with May Revise</b>									Governor's July Revised Budget
Agency	2019-20 CFAE	% of Allocation	COLA-MARKED-WITH FISCAL AGENT	Governor's February Allocation (CFAE)	12.265531488956%	COLA-MARKED-WITH FISCAL AGENT	Revised CFAE Allocation 2020-2021	2020-21 CFAE	
Baker Valley Adult School									
TOTAL	\$64,348	7%		\$64,348	\$7,790		\$66,558	\$64,348	
Barstow Community College									
TOTAL	\$308,455	33%	\$21,221	\$429,676	\$49,909	\$18,662	\$389,767	\$308,455	
Barstow Adult School									
TOTAL	\$345,507	37%		\$345,507	\$43,825		\$389,332	\$345,507	
Silver Valley Adult School									
TOTAL	\$208,369	22%		\$208,369	\$25,324		\$233,693	\$208,369	
TOTAL	\$926,679			\$947,900	\$114,748		\$833,152	\$926,679	

7. Announcements

7.1 Upcoming Conferences

- 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 / 3<sup>rd</sup> Tuesday of the Month)

2020	2021
October 20, 2020	January 19, 2021
November 17, 2020	February 16, 2021
December 15, 2020	March 16, 2021
	April 20, 2021
	May 18, 2021
	June 15, 2021

8. Adjournment: 3:30 p.m.

Motion by S. Godfrey; 2<sup>nd</sup> by E. Bagg