



Barstow Area Consortium for Adult Education

Board **MINUTES**

Barstow Community College, Administration Conference Room

Tuesday, September 15, 2020 (2:00 p.m. – 4:00 p.m.)

([¶]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/95091475995>

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: 2:03 p.m.

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input checked="" type="checkbox"/> Cecil Edwards	<input type="checkbox"/>	<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"/> Michelle Colleoc
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. [¶]Approval of Minutes – August 12, 2020
Motion to approve by J. Youskievicz; 2nd by S. Godfrey

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
 - September 2020
 - Sept. 30: 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q4) - COMPLETED
 - Sept. 30: 20/21 Member Program Year Budget and Work Plan due in NOVA – COMPLETED
 - Sept. 30: End of Q1
 - October 2020
 - Oct. 30: 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA
 - Oct. 31: Student data due in TOPSPro (Q1)

 - 4.2 a. CAEP Guidance
 - [¶]CASAS: 09/10/20 TOPSpro Enterprise Basics – Generating Reports
 - [¶]CAEP: 2020-2021 Beginning of the Year Letter

- 4.3 Consortium Director Updates: E. Rivera shared about a Budget & Work Plan training that will be held on September 22 for all District Members. Also, a reminder that the fall BACAE Stakeholders meeting will be held on October 22 via Zoom. All School Board Members and Trustees should be invited by the BACAE voting members. Invitation will be emailed and a calendar invite will be sent. The BACAE Working Group will meet for the first time via Zoom on October 8 at 4pm to 6pm and all members have received a calendar invite.
- 4.4 Member Program Update: BAS – S. Godfrey announced the new BAS Lead, Michelle Colleoc. All teaching staff has been hired. The BAS will continue to have Distance Learning for all adult ed. students. Enrollment started Sept. 21 and the first day of class will be Oct. 5. BAS is preparing to conduct remote GED testing. Training has been schedule for staff.
- 4.5 Member Program Update: BCC – E. Bagg shared progress is being made in establishing an Innovation and Entrepreneurship Center at BCC. This would meet one of our objects in the BACAE three-year plan, and responds to the research conducted by Dr. Helga Wild. This project will bridge K-12 to Community College and the community business and industry. One of the focuses is to gear adult ed. students toward self-employment by becoming small business owners or gain employable skills through the non-credit short-term certificates that will mostly be offered in Spring 2021. E. Rivera – It has been a struggle to maintain ESL enrollment number because of COVID-19 and Distance Learning. However, with communication efforts with the students and continued radio ads there are currently 43 enrolled ESL students at BCC.
- 4.6 Member Program Update: BVUSD – C. Edwards shred the adult ed. students started testing one-on-one last week. They have 10 students so far in ESL/HSD. C. Edwards will be the only administrator for BACAE this year.
- 4.7 Member Program Update: SVUSD – B. Scott said they continue to enroll at Silver Valley and currently have 59 adult ed. students. They are focusing on relationship building to encourage students to continue their work. There is only 1 ESL student at this time. However, they had their first graduate receive their HS Diploma. J. Youskievicz stated they are working on student retention and one idea they are working on is to have student support during the weekends.
- 4.8 BCC Fiscal Agent Report – P. Alaimalo reported that Baker Valley and Barstow Unified have July and August warrants outstanding. October invoices have been submitted for approval and should be processed in one week.
- 4.9 Marketing & Social Media Update: Phoenix Design – It was noted that the work S. Phoenix is doing to push the BACAE website on social media is getting results as there was a 59% engagement increase on that side. It was discussed on the need to market to potential male students as this is the lowest engagement.

5. Discussion Items

- 5.1 None

6. Action Items

- 6.1 None

7. Announcements

7.1 Upcoming Conferences

- CAEP Onboard Training for New Administrators – **Virtual** September 25, 2020
- 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 / 3rd 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: 2:55 p.m.