



Barstow Area Consortium for Adult Education

Board **AGENDA**

Barstow Community College, Administration Conference Room

Tuesday, June 15, 2021 (2:00 p.m. – 4:00 p.m.)

(<sup>Ⓜ</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://barstow-edu.zoom.us/j/93183873744>

**Backup ZOOM URL:** <https://us02web.zoom.us/j/85064046936>

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: p.m.

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input type="checkbox"/> Cecil Edwards	<input type="checkbox"/>	<input type="checkbox"/>
Barstow CC	<input type="checkbox"/> Eva Bagg	<input type="checkbox"/>	<input type="checkbox"/> Herbert English
			<input type="checkbox"/> Pattie Alaimalo
			<input type="checkbox"/> Terri Walker
Barstow AS	<input type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input type="checkbox"/> Michelle Colleoc
Silver Valley	<input type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Brice Scott	<input type="checkbox"/>
Consortium Staff	<input type="checkbox"/> Elena Rivera	<input type="checkbox"/> Mitch Rosin	<input type="checkbox"/> Jackie Diaz

1. <sup>Ⓜ</sup>Approval of Minutes – April 20, 2021

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

4.1 CAEP Deadlines – Upcoming

June 2021

- Jun 1: 19/20 & 20/21 Member Expense Report due in NOVA (Q3) - **COMPLETED**
- Jun 30: 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q3)
- Jun 30: End of Q4
- Jun 30: Targeted Technical Assistance (TTA) Documents Due

August 2021

- Aug 1: Student Data due in TOPSPro (Q4) FINAL
- Aug 15: Annual Plan for 2021-22 due in NOVA

#### September 2021

- Sep 1: 19/20 and 20/21 Member Expense Report due in NOVA (Q4)
- Sep 1: July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA
- Sep 30: 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4)
- Sep 30: 21/20 Member Program Year Budget and Work Plan due in NOVA
- Sep 30: End of Q1

#### 4.2 Governor's May Budget Revise

- Increase of COLA to 4.2%
- Will need CFAD Amendment, New Board Vote to accept the funds

#### 4.3 TTA Mentor Feedback:

- BCC: Concern that non-credit ESL is not conducting CASAS testing. Is ELS department accepting CAEP funds? Will Ft. Irwin program start again with TABE? E. Rivera to confirm with CASAS that the DIR reflects historic TABE scores and educational functioning level gains/measurable skills gains. See Item 4.7.
- Data: Need a deep dive into CASAS data reporting; data entry not happening at member districts per January training; reflects very poorly on DIRs
- Next Steps:
  1. Deep data dive by each member district: examine student outcomes, persistence, enrollment etc. in CASAS TE, local MIS, LaunchBoard, etc.) – **Due June 14 for review at June 15 Board Meeting**
  2. Write Consortium level SMART Goal for Program Improvement Plan – Due June 30

#### 4.4 Q3 DIR Review

#### 4.5 CAEP Updates (Part of May 18, 2021 Board Packet)

- o AB1491: Proposed State Legislation on Unspent Carryover Funds
- o April 7, 2021: CAEP State Priorities PPT and Handout
- o April 23, 2021: Get Ready for AEP 2021
- o April 30, 2021: Understanding and Using the Adult Education Pipeline
- o May 7, 2021: SB554
- o May 12, 2021: Why Does My Data Look Different
- o May 14, 2021: Effective Student Recruitment During COVID-19

#### 4.6 Member Program Update: BAS

#### 4.7 Member Program Update: BCC

- Leadership meeting held on June 9 included: H. English, J. Rodden, T. Botengan, C. Nasio, E. Rivera, M. Rosin. Concluded that based on data analysis focus for 2021-2022 FY will be:
  - Shift funds to support non-credit CTE certification programs
  - Restart program at Ft. Irwin
  - Support Entrepreneurship Center

- 4.8 Member Program Update: BVUSD
- 4.9 Member Program Update: SVUSD
- 4.10 BCC Fiscal Agent Report
- 4.11 Marketing & Social Media Update: Phoenix Design (2 months)

5. Discussion Items

- 5.1 BACAE 2021-2022 Annual Plan Review
- 5.2 Summer Marketing: Mailer, Radio Ads, etc.
- 5.3 Set TTA SMART Goal

6. Action Items

- 6.1 Approval of BACAE 2021-2022 MOU
- 6.2 Approval of Contract for Phoenix Design for the 2021-2022 FY (\$12,000 managed by BCC)
- 6.3 Vote to amended CFAD per Governor’s revised budget

7. Announcements

- 7.1 Conferences
  - CASAS Summer Institute: June 17 – 18; 22 – 23, 2021 – Virtual
  - CAEP Annual Summit: October 26-28, 2021 – Virtual
- 7.2 2020-2021 Board Meeting Dates (2:00 pm – 4:00 pm via Zoom / 3<sup>rd</sup> Tuesday of the Month)

<b>2021-2022</b>
July – TBD Based on New Budget
August 10 – Vote on Annual Plan
September 21, 2021
October 19, 2021
November 16, 2021
December 21, 2021
January 18, 2022
February 15, 2022
March 15, 2022
April 19, 2022 – CFAD Vote
May 17, 2022
June 21, 2022 – Annual Plan Retreat

8. Adjournment: p.m.