



Barstow Area Consortium for Adult Education

Board **MINUTES**

Barstow Community College, Administration Conference Room

Tuesday, March 21, 2023 (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**

Meeting URL: <https://barstow-edu.zoom.us/j/88384503776> Meeting ID: 883 8450 3776

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:

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input type="checkbox"/> Cecil Edwards	<input type="checkbox"/>	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input type="checkbox"/>	<input type="checkbox"/> Terri Walker
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/>	<input checked="" type="checkbox"/> Michelle Colleoc
Silver Valley	<input type="checkbox"/> Jeff Youskievicz	<input checked="" type="checkbox"/> Brice Scott	<input type="checkbox"/>
Consortium Staff	<input checked="" type="checkbox"/> Elena Rivera	<input type="checkbox"/>	<input checked="" type="checkbox"/> Katherine Matta
Guests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. <sup>Ⓜ</sup>Approval of Minutes – Dec. 6, 2022 and February 7, 2023  
Motion to approve by S. Godfrey; 2<sup>nd</sup> by E. Bagg
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. Guest Speaker – None
5. Consortium Director’s Report
  - 5.1 Director’s Updates: E. Rivera reported new marketing advertisement for the BACAE will be conducted April – May 2023 at the Barstow Movie Theatre. A 30 second commercial will be played before each moving showing.
  - 5.2 CAEP Upcoming Deadlines & Other Dates –
    - Mar. 31: 20/23 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2)
    - Mar. 31: End of Q3
    - Apr. 30: Student Data due in TOPSPro (Q3)
    - May 2: CFAD for 2023-2024 due in NOVA

- June 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q3)
- June 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3)
- June 30: End of Q4
- July 15: Student Data due in TOPSPro (Q4)

5.4 Member Program Update: BAS – There is a steady flow of new HSD/GED students. Currently there are 248 students enrolled, 38 are GED, and the rest are HSD. Graduation will be held May 20, 10am at the Academy of Fine Arts. There 33 on the list and more are being added. The GED Testing Center will be open during the summer. The BAS staff will be receiving Aztec software training.

5.5 Member Program Update: BCC – E. Bagg asked if data is being kept on K12 AE transitions to BCC. E. Colleoc shared there is data being collected and a presentation to the board will be prepared. E. Rivera shared BCC AE is continuing to add GED students because when the students fill out the BCC Apply application and they indicated they do not have GED or HSD, the staff directs them to the AE Dept. Students are requesting Digital Literacy to be taught in Spanish. Adult Ed. books in several fields are being processed by the BCC library to be available for check-out by the Adult Ed students.

5.6 Member Program Update: BVUSD – No report available, district on spring break.

5.7 Member Program Update: SVUSD – There are 120 active students at SV, however, students continue to enroll. Graduation will be held on May 22 at 6pm and so far, there are 13 students on the graduating list. AE summer school will be virtual.

5.9 BCC Fiscal Agent Report: All March invoices were processed for payment on 2/14/23. All April invoices were processed for payment on 3/13/23. All March warrants are outstanding.

5.10 Marketing & Social Media Update: February 2023 by Phoenix Design

## 6. Discussion Items

- 6.1
- 2023-24 CAEP Preliminary Allocation Schedule
  - 2023-24 CAEP Preliminary Allocations Memo
  - BACAE 2023-24 Proposed Allocations - Monthly
  - BACAE 2023-24 Proposed Allocations
  - CAEP AB1491 Guidance Memo - February 27, 2023
  - CAEP Email - February 28, 2023

## 7. Action Items

- 7.1 None

## 8. Announcements

### 8.1 Conferences/Webinars

- IMPORTANT: AB 1491 Guidance Webinar – Thursday, March 23, 2023 at 12:00pm  
Registration Link: <https://register.caladulthood.org/Home/EventDetail/609>
- COABE National Conference – April 2-5, 2023 – Atlanta, GA
- CCAE State Conference – April 13-15, 2023 - Oakland, CA
- CASAS National Summer Institute – June 12-15, 2023 - Garden Grove, CA 92840
- GED National Conference – July 18-20, 2023 - NYC

8.2 2022-2023 Working Group Meeting Dates (4:00 pm to 6:00 pm via Zoom)

<b>2022-2023</b>
Thursday, May 4, 2023

8.3 2022-2023 Board Meeting Dates (2:00 pm – 4:00 pm via Zoom / 1<sup>st</sup> Tuesday of the Month)

<b>2022-2023</b>
April 4, 2023 – CFAD Vote
May 2, 2023
June 6, 2023 – Annual Plan Retreat
July 2023 - DARK

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