



Barstow Area Consortium for Adult Education

Board **MINUTES**

Barstow Community College, Administration Conference Room

Tuesday, August 9, 2023 (8:00 a.m. – 10:00 a.m.)

([Ⓜ]Materials in Board Packet)

In-Person at Barstow Adult School, 720 E. Main St., Barstow, CA 92311

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: 8:00am

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input type="checkbox"/> Cecil Edwards	<input type="checkbox"/> Milan Stijepovic	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input checked="" type="checkbox"/> Jennifer Rodden	<input type="checkbox"/>
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Douglas Beaton	<input checked="" type="checkbox"/> Michelle Colleoc
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Brice Scott	<input type="checkbox"/>
Consortium Staff	<input checked="" type="checkbox"/> Elena Rivera	<input checked="" type="checkbox"/> Jacqueline Diaz	<input type="checkbox"/> Katherine Matta
Guests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. [Ⓜ]Approval of Minutes – June 6, 2023

Motioned to approve by *S.Godfrey* ; 2nd by *J. Youskievicz* *Passed Unanimously*

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 Speakers – None

5. Consortium Director’s Report

5.1 Director’s Updates:

- CASAS National Summer Institute – June 12-15, 2023 - Garden Grove, CA
 - o In Attendance: Amy McLaren, Michelle Colleoc, Amy Bawden, Emily Escajeda, and Elena Rivera
- GED National Conference – July 18-20, 2023 – NYC
 - o In Attendance: Michelle Colleoc and Elena Rivera
- 6th Consortia Regional Professional Development Day – August 1, 2023 at San Bernardino Valley College
 - o In Attendance: Michelle Colleoc and Elena Rivera

5.2 CAEP Upcoming Deadlines & Other Dates –

- 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) FINAL
- Aug. 15: Annual Plan for 2023-2024 due in NOVA
- Sept. 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q4)
- Sept. 1: 22/23 Certification of allocation Amendment is due in NOVA
- Sept. 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4)
- Sept. 30: 23/24 Member Program Year Budget and Work Plan due in NOVA
- Sept. 30: End of Q1
- Oct. 30: 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- Oct. 31: Student data due in TOPSPro (Q1)
- Oct. 31: Employment and Earnings Follow-up Survey
- Dec. 1: July 1, 2022 to July 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- Dec. 1: 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
- Dec. 31: 21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1)
- Dec. 31: End of Q2

5.3 Member Program Update: BAS

- *3 new teachers have been hired for the new school year; 1 ESL & 2 Gen. Ed.*
- *Currently CASAS testing for the new semester*
- *135 students registered, 116 in High School Diploma, 15 in GED & 3 ESL*
- *ESL will be provided in the evenings & on Saturdays, filling a community need and student requests.*

5.4 Member Program Update: BCC

- *3 New CTE non-credit programs are pending approval at the Chancellor's Office*
- *Success with BSEP class at the Ft. Irwin base has increased interest from other states*
- *Working with the Chancellor's office to approve certificate program for students completing Ft. Irwin BSEP program*
- *Workforce Workshops & Job Counseling services will continue this new academic year*
- *GED Prep continues to be offered in both English & Spanish*
- *CASAS testing participation continues to increase*
- *Tracking transfer students from the K12 AE schools transferring to BCC*
- *Probation program is will continue this school year.*

5.5 Member Program Update: BVUSD – No Report

5.6 Member Program Update: SVUSD

- *Conducting CASAS testing for the new semester*
- *Currently 200 students have enrolled in the SV AE program*
- *Continues to schedule GED testing*

5.7 BCC Fiscal Agent Report:

- *All payments for 2022-2023 have cleared*
- *Waiting for BACAE board approval for the 2023-2024 disbursement schedule to issue payments for July and August 2023. The Chancellor's Office has already begun disbursement of funds.*

5.8 Marketing & Social Media Update: June 2023 by Phoenix Design

- *The District Members will be meeting with Sander Phoenix via Zoom to plan social media monthly posts*


6. Discussion Items

6.1 CAEP Federal and State Update June 2023

7. Action Items

7.1 Approval of BACAE 2023-2024 Annual Plan
 Motioned to approve by *S. Godfrey*; 2nd by *E. Bagg* **Passed Unanimously**

7.2 Approval of BACAE 2023-2024 Final (May Revise) CAEP Budget with COLA as follows:
 Motioned to approve by *J. Youskievicz*; 2nd by *S. Godfrey* **Passed Unanimously**

					
2023-24 Preliminary Allocation		\$1,110,994			
May Revise		\$926			
Final 2023-24 Allocation		\$1,111,920			
Agency	2022-23 CFAD	% of Allocation		Portion of COLA based on % of Allocation	2023-24 CFAD
Baker Valley Adult School					
Total	\$71,922	7%		\$65	\$77,834
Barstow Community College					
Total	\$339,062	33%		\$306	\$366,934
Barstow Adult School					
Total	\$380,161	37%		\$343	\$411,410
Silver Valley Adult School					
Total	\$236,316	23%		\$213	\$255,742
		100%			
TOTAL	\$1,027,461				\$1,111,920

8. Announcements

8.1 Conferences/Webinars

- CAEP Webinar: Budget and Work Plan and Quarterly Expenditure Reports for 2023-24 August 18, 2023, 12pm to 1:30pm. To Register: <https://register.caladulthood.org/>
- OTAN Webinar: Artificial Intelligence – August 28, 12pm to 1pm. To Register: <https://caadulthoodtraining.org/>
- CAEP Summit 2023, Oct. 24-26 – Hilton Universal City – To Register: <https://summit.caladulthood.org/Registration/>
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8.2 2022-2023 Board Meeting Dates (2:00 pm – 4:00 pm via Zoom / 1st Tuesday of the Month)

2023-2024	
August 9, 2023 - Annual Plan Vote	September 5, 2023
October 3, 2023	November 7, 2023

December 3, 2023	January 2, 2024
February 6, 2024	March 5, 2024
April 2, 2024	May 7, 2024
June 4, 2024	July 2024 - DARK

9. Adjournment: 9:11am

Motion to approve by *J. Youskievicz*; 2nd by *E. Bagg*

Passed Unanimously