



Barstow Area Consortium for Adult Education

Board **MINUTES**

Barstow Community College, Administration Conference Room

Tuesday, October 3, 2023 (8:00 a.m. – 10:00 a.m.)

([Ⓜ]Materials in Board Packet)

In-Person at Barstow Community College, President’s Board Room

2700 Barstow Rd., 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: 8:02 a.m.

| Attending: | Voting Member | Voting Member | Attendee |
|------------------|--|---|--|
| Baker Valley | <input checked="" 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 type="checkbox"/> Scott Godfrey | <input checked="" 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"/> |
| Guests | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

1. [Ⓜ]Approval of Minutes – September 5, 2023

Motioned to approve by *E. Bagg*; 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:

- *E. Rivera attended the CAEP Directors training, obtained CAEP updates and useful information and made new contacts with other directors in the state.*

5.2 CAEP Upcoming Deadlines & Other Dates –

- Oct. 20: Member Budget and Work Plan due in NOVA - Extended Deadline
- Oct. 31: Student data due in TOPSPro (Q1)
- Oct. 31: Employment and Earnings Follow-up Survey
- Nov. 17: 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- 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: Barstow Adult School - BUSD

- Total of 268 students who have registered.*
- 104 who have been contacted, but have not come to CASAS test*
- HSD: 100 students*
- GED: 35 students*
- ESL: 7 students*
- Graduated 7 (2 still need to post test)*
- GED completers: 3 (1 needs to post test)*

5.4 Member Program Update: Barstow Community College

- Exploring the development of a CTE course centered on renewable energy sources*
- Progressing in the Allied Health program*
- 13 students received the new BSEP certificate; overall last class improved by at least 25%.*
- Adult Ed CTE open houses in Trades and Cosmetology had a great success, 7 of the students have committed to transition to BCC in these program.*
- GED English: 28*
- GED Spanish: 5*
- *CUST 110: 30*
- CUST 100: 32*
- CBIS 101: 21*
- WARE 100: 13*
- IMMT 100: 3*

5.5 Member Program Update: Baker Valley USD

- 30% of students are transferring to BCC*
- 11 total students enrolled*
- HSD: 3*
- Exploring the development of Drivers Ed. course*
- Exploring the development of a CTE mining program*

5.6 Member Program Update: Silver Valley USD

- 100 active students*
- 2 graduated and 15 are pending graduation*
- Parent Square App is being used to communicate with students and having a good response*
- *CASAS testing daily*

5.7 BCC Fiscal Agent Report:

- All invoices for July, August, and September have been processed.*
- BVUSD is being held for audit at SB County*
- BAS is being held for audit and 2 payments are outstanding*
- SVUSD is being held for audit and 2 payments are outstanding*

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

- District Members are requested to send E. Rivera material to post on social media*

6. Discussion Items

6.1 Brief: DEI, and Accessibility in Adult Foundational Education – September 2023

7. Action Items - None

8. Announcements

8.1 Conferences/Webinars

- CAEP Summit 2023, Oct. 24-26 – Hilton Universal City – To Register:
<https://summit.caladulthood.org/Registration/>

8.2 2022-2023 Board Meeting Dates (2:00 pm – 4:00 pm via Zoom / 1st Tuesday of the Month)

| | |
|------------------|------------------|
| 2023-2024 | 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: 9:23 AM

Motion to approve by *J. Youskievicz*; 2nd *C. Edwards*

Passed Unanimously