



Barstow Area Consortium for Adult Education

Board **AGENDA**

Barstow Community College, Administration Conference Room

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

(<sup>st</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://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](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"/> Karen Kane	<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"/>
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>st</sup>Approval of Minutes – August 12, 2020  
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 a. CAEP Deadlines – Upcoming  
September 2020

Sept. 30: 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q4)

Sept. 30: 20/21 Member Program Year Budget and Work Plan due in NOVA

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

- <sup>st</sup>CASAS: 09/10/20 TOPSpro Enterprise Basics – Generating Reports

- <sup>st</sup>CAEP: 2020-2021 Beginning of the Year Letter

- 4.3 Consortium Director Updates
- 4.4 Member Program Update: BAS
- 4.5 Member Program Update: BCC
- 4.6 Member Program Update: BVUSD
- 4.7 Member Program Update: SVUSD
- 4.8 BCC Fiscal Agent Report
- 4.9 Marketing & Social Media Update: Phoenix Design

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 / 3<sup>rd</sup> 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: p.m.