



Barstow Area Consortium for Adult Education

Board **MINUTES**

Barstow Community College, Administration Conference Room

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

(^ªMaterials 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/98098990272>

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: 2:04 p.m.

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

1. ^ªApproval of Minutes – October 20, 2020 (November meeting was cancelled)
Motion to approve by; J. Youskievicz 2nd by C. Edwards

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

October 2020

Oct. 30: 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA - COMPLETED

Oct. 31: Student data due in TOPSPro (Q1) – COMPLETED

November 2020: No Action Items

December 2020

Dec. 1: July 1, 2029 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium - COMPLETED

Dec. 1: 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1) - COMPLETED

Dec. 31: 18/19, 19/20 & 20/21 M3mber Expense Report certified by Consortia in NOVA (Q1)

Dec. 31: End of Q2

January 2021

Jan. 31: Student Data due in TOPSPro (Q2)

- 4.2 Consortium Director Updates: M. Rosin provided update of SBC CAEP Directors' meeting. Three grants are being written for educational opportunity centers in SBC. E. Bagg or E. Rivera should get in contact with grant writer to follow-up. H. English shared updates on behalf of E. Rivera as follows:

E. Rivera continues to meet on a weekly basis to support all District Member principals and coordinators. The collaboration has been fruitful and supportive.

Working Group on December 10, 2020 was cancelled due to several of our instructors out with COVID-19. We will plan on our having our next Working Group session on January, 14, 2021, 4pm to 6pm via Zoom.

- M. Rosin will make a presentation on Innovation in the Adult Ed.
- We will also have a discussion on student data in preparation for the TOPSpro Q2 report due January 31, 2021

E. Rivera met with City of Barstow City Manager & Eco. Development Administrator and received approval to submit monthly BACAE marketing messages to upload in the local Channel 6 TV community access. Elena has also scheduled herself to make bimonthly reports at the City Council meetings starting in January.

E. Rivera is also scheduled to make a 20-minute BACAE presentation to the Barstow City Council in June 2021 to promote the upcoming CTE non-credit certificates that will be offered in the summer (upon approval).

The BACAE Stakeholders meeting will be held March 25, 2021 via Zoom, 2pm to 4pm.

Mailer – District Members have requested to hold off on sending out the marketing mailer until spring semester.

BACAE Student Workshop will be held on Thursday, January 21, 2021 at 5pm to 6pm via Zoom.

Presentation will be conducted by Career Institute to share about their paid internship program for adults ages 18 to 24.

- 4.3 Member Program Update: BAS - M. Colleoc reported enrollment is as follows: 82 for GED, 172 for high school diploma and currently have 11 students on the waitlist since last week. Waiting for transcripts to complete additional enrollment. Several students are homeless and the secretary is making calls to find their temporary location. She is also following up with students during the COVID pandemic that are caretakers for sick loved ones. BAS has had 3 graduates, 2 are transferring to BCC in spring 2021. BAS had 2 employees out due to COVID but the program continues consistently. Currently considering hiring another teacher for spring 2021. Teachers are sharing out on a weekly basis student showing success when completing units and classes to boost morale.

- 4.4 Member Program Update: BCC – E. Bagg shared the plan continue for an Innovation & Entrepreneurship Center at the BCC campus. However, the plans have been delayed due to the pandemic. Innovation Dialogues are being held since May of last year every 3 weeks. Entrepreneurs serve as panelists/role models to the students. We have connected with Cal State San Bernardino that has an award-winning Entrepreneurship program. A pipeline of innovators and entrepreneurs is being created to be relevant to students.
- 4.5 Member Program Update: BVUSD - C. Edward stated Baker has increased their ESL program by 5 students. The district has also started to build classroom, buy new computers and furniture to have a more inviting environment for adult learners. All is well as it can be with the COVID challenges.
- 4.6 Member Program Update: SVUSD - B. Scott reported SV is focusing on building their program. They currently have 84 students. B. Scott is getting TOPSpro training. CASAS remote testing has been a challenge. Four students have been tested and working on getting other students to test. SV continues to do weekly student recognition via email. They received a shipment of new laptops for AE students. Some students have reported they have intermittent internet since they live in remote areas so SV is providing hotspots. SV is being creative to build relationships with students and found students pay more attention to text messages. SV has had 2 students graduate and 1 more will be graduating in a week.
- 4.7 BCC Fiscal Agent Report – P. Alaimalo reported that all checks have been redeemed. Dec. & January checks will be processed together and hopefully received by winter break via Jet Mail.
- 4.8 Marketing & Social Media Update: Phoenix Design -Reviewed.

5. Discussion Items

- 5.1 CAEP Guidance Memo on Professional Development – November 30, 2020
- 5.2 CAEP Recorded Sessions
- 5.3 Q1 Fiscal Reporting and Spending Levels

6. Action Items

- 6.1 None

7. Announcements

- 7.1 Upcoming Conferences/Webinars
 - CAEP Webinar – **Virtual** - December 16, 2020 at 12 noon
 - Advancing Equity Professional Learning Series: Actions Steps for Teachers and Programs
 - Addressing Racial Equity

7.3 2020-2021 Board Meeting Dates (2:00 pm – 4:00 pm via Zoom / 3rd Tuesday of the Month)

2021
January 19, 2021
February 16, 2021
March 16, 2021
April 20, 2021
May 18, 2021
June 15, 2021

8. Adjournment: 2:27 p.m.

Motion to approve by; J. Youskievicz 2nd by S. Godfrey