



Barstow Area Consortium for Adult Education

Board **MINUTES**

Barstow Community College, Administration Conference Room

Tuesday, November 30, 2021 (2:00 p.m. – 4:00 p.m.)

([Ⓜ]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/98526252439> **Meeting ID:** 985 2625 2439

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: 2:01 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"/>	<input checked="" type="checkbox"/> Terri Walker
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/>	<input type="checkbox"/> Michelle Colleoc
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input checked="" type="checkbox"/> Brice Scott	<input type="checkbox"/>
Consortium Staff	<input checked="" type="checkbox"/> Elena Rivera	<input checked="" type="checkbox"/> Jackie Diaz	<input type="checkbox"/>

1. [Ⓜ]Approval of Minutes – October 19, 2021

Motion to approve by *Cecil Edwards*; 2nd by *Eva Bagg*

Passes 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 Speaker – Dr. Helga Wild

Dr. Wild would like to review with the consortium the previous program goals and then establish new goals for the 2022-2025 program years. This would involve reviewing the previous plans with an idea to adjust, enhance or revise it based on the environment Covid-19 has created as well as bringing in stakeholders to assist in the program goals. Dr. Wild will be meeting with each district member and stakeholders. Providing a draft for May 2022 and a final draft June 2022

5. Consortium Director’s Report

5.1 Director’s Update

5.2 CAEP Deadlines – Upcoming

- Dec. 01: July 1, 2020 to June 30, 2021 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- Dec. 01: 19/20, 20/21 & 21/22 member Expense Report Due in NOVA (Q1)
- Dec. 31: 19/20, 20/21 & 21/22 Member Expense Report certified by Consortia in NOVA (Q1)
- Dec. 31: End of Q2

- Jan. 31: Student Data due in TOPSPro (Q2)
- Feb. 28: Preliminary allocations for 2022-23 and 2023-24 released by this date.
- Mar. 1: Member expense report is due in NOVA
- Mar. 31: 19/20 and 20/21 and 21/22 Member Expense Report certified by Consortia NOVA (Q2)
- Mar. 31: End of Q3
- Apr. 30: Student Data due in TOPSPro (Q3)
- May 2: CFAD for 2022-23 due in NOVA
- Jun 1: 20/21 and 21/22 Member Expense Report due in NOVA (Q3)
- Jun 30: 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q3)
- June 30: End of Q4

5.2 TTA Update: *TTA Leadership conducted an interview with E. Rivera about the process*

5.3 ^hCAEP Updates:

- CAEP Summit 2021 Report: *E.Rivera and J.Diaz attended the CAEP Summit as well as BCC transitional counselor Amy McClaren. All trainings were recorded and can be viewed on the CAEP website.*

5.6 Member Program Update: BAS

They have 109 students tested and enrolled. 26 students in GED, 83 students in HSD. They had another 11 students enroll, but are waiting for CASAS testing. About 8 students have registered, but fail to show up for CASAS testing when scheduled (ongoing struggle with our students.) They have scheduled dates for the GED Exam on a monthly basis (starting in January). BAS is currently updating their software in our GED test center and staff is doing the 10 hours training required as well as preparing for the exam that is required to administer the exam. They are working on a date for a spring open house at Barstow Adult School.

5.7 Member Program Update: BCC

CTE Classes have been extended from 6 weeks to 9 weeks. 78 students enrolled for the fall semester. BCC will have the return of ESL program back in January, 2022. Fort Irwin is expanding and having more students applying to take classes. New coordinator for the Entrepreneur Center. GED preparation in Spanish will begin so it may be rolled out January 2022.

5.8 Member Program Update: BVUSD *Attendance has dropped due to the holidays because of work schedules, considering doing ESL classes in the morning before working hours. 4 students are registered and 2 new teachers that are learning and figuring out the program. Working with Dr. Crystal Nacio to bring BCC CTE classes to Baker. WASP review occurred before the break.*

5.9 Member Program Update: SVUSD

SVUSD 162 student enrolled, 10 are in ESL and 6 are in GED. Working on better promoting and marketing. 1 student in career training program and is in the military. 1st GED student to complete and test on their campus. 20 CASAS students have been tested.

5.10 BCC Fiscal Agent Report

T. Walker reports that all of the November and December invoices has been submitted for payment and all district members are cleared.

5.11 Marketing & Social Media Update: Phoenix Design

6. Discussion Items

6.1 Upcoming 3-Year Plan Inquiry

7. Action Items - None

8. Announcements

8.1 Conferences

- CAEAA State Conference: February 3, 2022, 10:00am - Virtual
- COABE National Conference: April 10-13, 2022 – Seattle, WA

8.2 2020-2021 Board Meeting Dates (2:00 pm – 4:00 pm via Zoom / 3rd Tuesday of the Month)

2021-2022
December 21, 2021
January 18, 2022
February 15, 2022
March 15, 2022
April 19, 2022 – CFAD Vote
May 17, 2022 – 3-Year Plan Draft
June 21, 2022 – Annual Plan Retreat

9. Adjournment: 3:10 p.m.

Motion to approve by *Jeff Youskievicz* ; 2nd by *Scott Godfrey*

Passes unanimously

**CAEP Webinar: Three-Year Plan in NOVA
December 8, 2021**

This is a reminder that you are registered for the Three-Year Plan in NOVA webinar today December 8, 2021, from 12:00 p.m. - 1:00 p.m. The focus of the webinar has shifted from a live demonstration of the three-year plan in NOVA to a high-level overview of the three-year plan, including a timeline of events, and more. There will be a significant amount of time dedicated to questions and answers facilitated by the CAEP Office.

The live demonstration in NOVA will occur after the first of the year. More information will be released soon. All registrants for today's session will be automatically registered for the live demonstration webinar.



Presentation



- Purpose of the Three-Year Plan
- Timelines
- Three-Year Plan Guidance and Template



Purpose

The CAEP three-year planning process is meant to be inclusive and collaborative among entities that provide education and workforce services for adults in a region. Definitions are provided in California Education Code of an adult education region (§84903) and an adult education consortium, its members, and other entities that provide education and workforce services for adults (§84905). To develop the three-year plan, adult education consortium members will contribute data, consider input from other entities, determine the implications of this data and input for future adult education programs and services, and chart a path forward. The plan will then serve as a guide for the consortium and its members over the three-year period. In fact, although the plan is a requirement of all recipients of CAEP funding, the primary intended audience of the plan is the consortium members themselves.



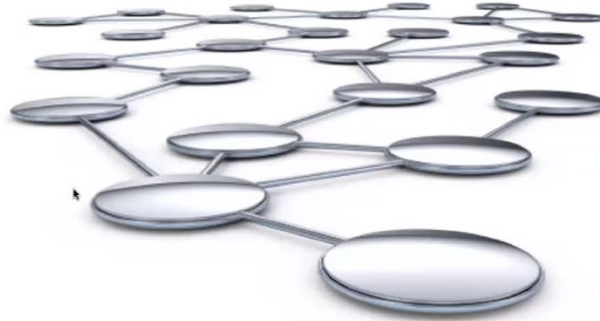
Purpose (cont.)

EC 84906: (a) (1) Commencing with the 2019–20 fiscal year, as a condition of receipt of an apportionment of funds from this program for a fiscal year, the members of a consortium shall have a consortium-approved three-year adult education plan that addresses a three-year fiscal planning cycle. The plan shall be updated at least once each year based on available data pertaining to the requirements of subdivision (b).

- Evaluation of need, current levels and types of education and workforce services for adults in the region, and funds available to the consortium members.
- Actions to address educational needs, improve member effectiveness, and to improve integration of services and to improve transitions into postsecondary education and the workforce.



Connecting the Dots



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Neil Kelly Update:

- Paul Steenhausen from LAO has been interviewing people across the state looking at transition data, enrollment, participant counts, hours of instruction, etc.
- Findings show a great many schools not offering instruction.
- Even using 2018-19 data, approximately 20% of schools exceeded ADA spending. Shock wave to explain this at the legislative level.
- New mandates in NOVA for Three-Year plan for Consortium and Member Districts aimed at remediating these discrepancies.
- LAO recommendation should come out later next year, but could be some legislative sponsorship to change legislation for the 2023-24 or 2024-25 (last year of new Three-Year Plan). Looking at funding models for schools, other than sending funds to the consortium. Likely a change from the current allocation model in the coming years. Should shift towards a time when their funding could be based on hours of instruction, performance, ADA, rather than “same as last year” allocation. NOW is the time to be ready for this shift.
- Another legislative initiative is the carry over bill. If it passes in the next legislative session, it would go into effect in 2023-2024. Would impact the limit of carry over funds, including consortia funds, not just member funds. Bill is not out yet, but will impact both consortia and member level funding. Language in bill could allow state to come in to shift funds, or reduce funding in future years. Include in Three-Year Plan a focus on enrollment, participants, instructional hours, performance outcomes. McCarty introduced the bill last year, but pulled it back with the intention of reintroducing it in the next legislative cycle. Last iteration of AB1491 was 15% maximum carry over.

- The Three-Year Plan mandated metrics could be rolled into McCarty's bill:
 - o Two Mandated Metrics for Consortium: Enrollment and Student Barriers
 - o Two Mandated Metrics for Members plus 10 optional.
- How can we ask for more money when we are carrying over so much?
- Three-Year Plan is not able to be certified in NOVA until the CFAD is certified. CFAD certification unlocks the Three-Year Plan template in NOVA. Three-Year Plan due June 20. Annual Plan is due August 15.



Timeline for 3 year Planning

- January – Governor's Budget Release
- February – 22-23 CAEP Preliminary Allocations posted
- February – access to 3 year plan in NOVA available
- May – CFAD certification and Governance due
- May – 3 year plan in NOVA available for submission and certification
- June - 3 year plan due
- August – 22-23 annual plan due (based on 3 year plan)

3 year plan PD opportunities

- December – Announcement of Monthly Three-Year Plan PLCs
- January – update 3 year planning guidance (links, minor edits) and Monthly PLC
- February – Live Demo of 3 year plan in NOVA and Monthly PLC
- March – Monthly PLC

- Working with NOVA programmers on moving up the February live demo; but is contingent on governor's budget

Three-Year Plan Guidance

OVERVIEW

The California Adult Education Program (CAEP) three-year planning process is designed to provide consortia and consortium members a chance to (1) collectively assess the impact of services provided over the previous period, (2) identify educational and workforce needs among adult education beneficiaries and providers in the region, and (3) define strategies and activities to meet these needs over the coming three years. The planning process presents an opportunity to evaluate the current status of adult education and workforce services, which can promote stronger collaboration among agencies and deeper connections to students and communities.

This document provides guidance and establishes procedures to complete and submit a CAEP adult education consortium's required three-year regional plan using the California Community College Chancellor's Office (CCCCO) NOVA online platform. Sections of this document correspond to sections of the three-year plan as it appears in NOVA and describe the content that must be included in the consortium's response per California Education Code. This document provides relevant definitions, resources, upcoming training, and guiding questions to inform completion of each section.

The CAEP three-year plan does not stand alone. It should reference other regional and member agency plans, and it will be reflected in the later development of the consortium annual plan and member work plans and budgets. Rather than duplicate planning efforts, consortia are encouraged to explicitly reference existing plans, such as the WIOA Title II Continuous Improvement Plan (CIP), WIOA Title I Local and Regional Plans, Perkins Local Applications, Strong Workforce Program (SWP) Regional Plans, and others.

THREE-YEAR PLANNING PROCESS

The CAEP three-year planning process is meant to be inclusive and collaborative among entities that provide education and workforce services for adults in a region. Definitions are provided in California Education Code of an adult education region ([§84903](#)) and an adult education consortium, its members, and other entities that provide education and workforce services for



Wrap Up and Questions



Guidance Document: <https://caladulted.org/DownloadFile/1235>

Template: <https://caladulted.org/DownloadFile/1236>

Q: Just curious, is the LAO office using LaunchBoard to assess enrollment data?

A: Yes, plus the instructional hours from TOPSPro (2018-19)

Q: The Data Mart data for noncredit in community colleges is totally messed up. The issue is they need to fix how asynchronous and synchronous instructions is captured. They provided conflicting guidance.

A: Yes, there is a problem with accuracy for community colleges MIS system.

Q: Difference between Consortium Level Metrics and Member Level Metrics? Do those selected as “optional” need to be consistent among all members?

A: At the Consortium Level, the roll up for enrollment and serving barriers need to be for the whole Consortium. For the Member Level, each member must project participant levels for 12 hours or more. The other metric is how much money will be spent each year (could be % of allocation plus carry over; result could be 100% of allocation plus a 20% carry over ending with 120%). Optional metrics are per Member. Every Member doesn't need to use the same Metric.

Q: How to set targets:

A: Select a data source for the Consortium to use (ideally from pre-pandemic) and project what the situation will look like moving forward with goal setting and targets set from the data source selected.

Q: How to set Consortium level targets when each Member has their own?

A: Looking for best practices as everyone moves through this process. Maybe use an average. CAEP TAP will share when they have more information.

Q: If there are non-funded Members, do they have to go through the Metrics?

A: Yes. But, CAEP TAP will work on clarification.



BARSTOW
AREA
CONSORTIUM
FOR **ADULT** **EDUCATION**

SOCIAL MEDIA REPORT

Nov - Dec 2021

FACEBOOK PAGE SUMMARY

Page Views

November 21 - December 18

51

Total Page Views ▼11%

Post Reach

November 21 - December 18

4,382

People Reached ▼16%

Post Engagement

November 21 - December 18

170

Post engagement ▼31%

Social Media Audience

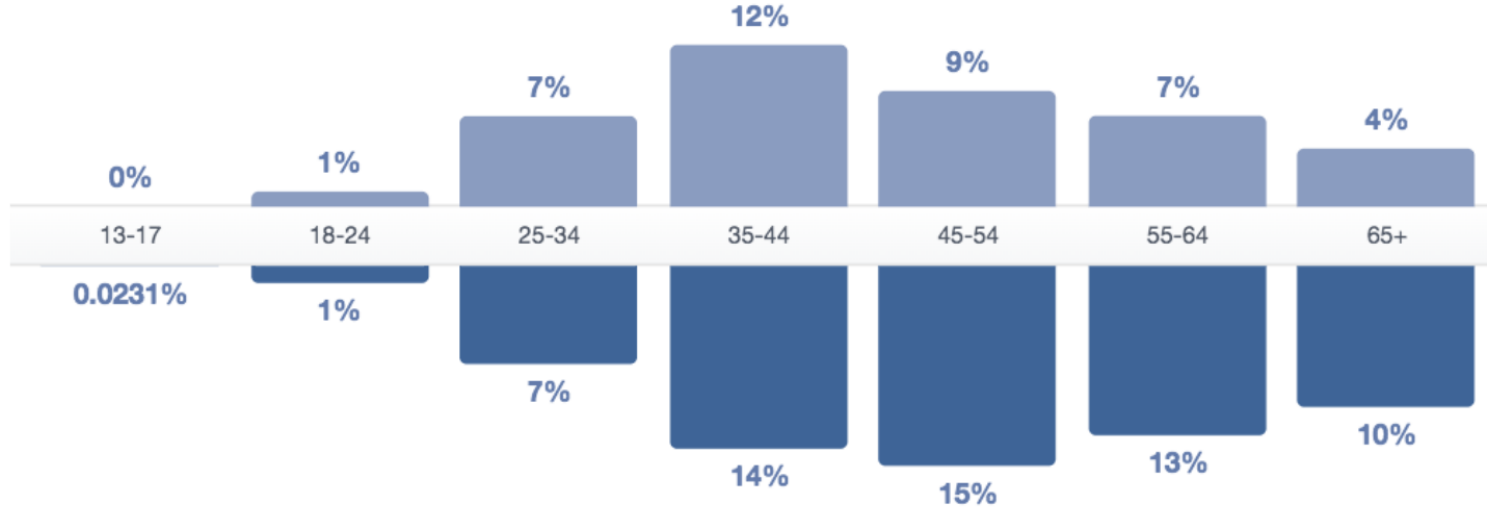
– Gender and Age –

Women

■ 40%
People Reached

Men

■ 60%
People Reached



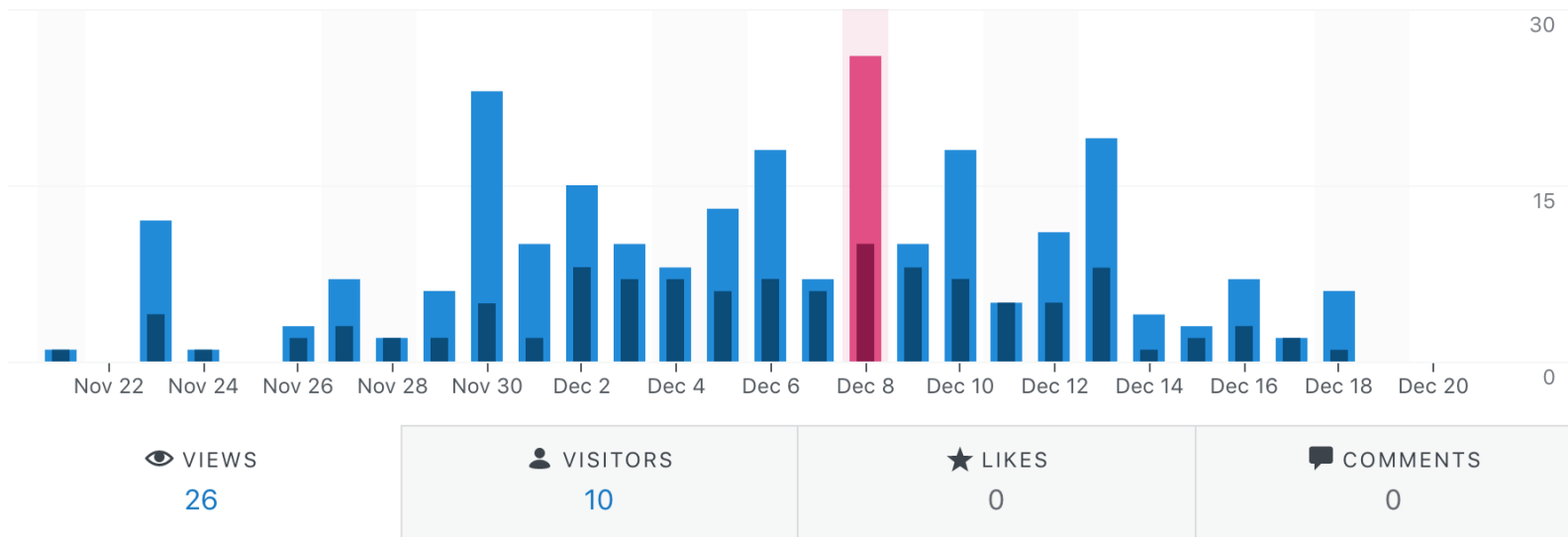
Social Media Audience

– Language Group –

Language	People Reach...
English (US)	3,045
Spanish	1,052
Spanish (Spain)	96
English (UK)	50
French (France)	18
Arabic	12
Portuguese (Brazil)	9
Vietnamese	7
Simplified Chinese (Chi...	5
Filipino	4
German	4

Thai	3
Traditional Chinese (Ta...	3
Italian	2
Russian	2
Korean	2
Romanian	1
Indonesian	1
Khmer	1
lo_LA	1
Nepali	1
Pashto	1

BARSTOW WEBSITE TRAFFIC



DECEMBER 8, 2021

- 👁️ VIEWS 26
- 👤 VISITORS 10
- > VIEWS PER VISITOR 2.60














BARSTOW WEBSITE TRAFFIC AND PAGE PER VIEW

Stats for 30 days ending December 19, 2021 (Summarized)

Title	Views		
Home	109		
Programs & Classes	33	Consortium Documents	2
Career Technical Education (CTE)	28	Member Schools	2
Consortium Meetings	18	Escuelas miembros	1
Contact Us	16	Home page / Archives	1
High School Equivalency – GED	13	Inglés como segundo idioma	1
Technology Courses	12	PROGRAMAS Y CLASES	1
English as a Second Language	6	Educación en carreras técnicas (CTE)	1
High School Diploma	5	Casa	1

BARSTOW WEBSITE LINKS CLICKS

Stats for 30 days ending December 19, 2021 (Summarized)

Referrer	Views
  Facebook	76
  Search Engines	45
 WordPress Android App	4
  WordPress.com Reader	2
 barstowaebg-org.cdn.ampproject.org	... 2
 dailyblog.xyz	... 1
  Instagram	1
 klfd.net	... 1
 iblogpress.xyz	... 1