



Barstow Area Consortium for Adult Education

Board **AGENDA**

Barstow Community College, Administration Conference Room

Tuesday, September 6, 2022 (2:00 p.m. – 4:00 p.m.)

(<sup>Ⓜ</sup>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/93406797612> **Meeting ID:** 934 0679 7612

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:

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"/>	<input type="checkbox"/> Terri Walker
Barstow AS	<input type="checkbox"/> Scott Godfrey	<input type="checkbox"/>	<input type="checkbox"/> Michelle Colleoc
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"/> Jackie Diaz	<input type="checkbox"/>
Guests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. <sup>Ⓜ</sup>Approval of Minutes – August 2, 2022

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. Guest Speaker – None

5. Consortium Director’s Report

5.1 Director’s Update

5.2 CAEP Deadlines – Past & Upcoming

- Sept. 1: 20/21 and 21/22 Member Expense Report due in NOVA (Q4) - COMPLETE
- Sept. 1: July 1, 20221 to June 30, 2022 expenses by program area due in NOVA
- Sept. 14: Annual Plan for 2022-23 due in NOVA (Extended for 2022)
- Sept. 30: 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4)
- Sept. 30: End of Q1
- Oct. 30: 22/23 Member Program Year Budget and Work Plan due in NOVA (Extended for 2022)

- Oct. 31: Student data due in TOPSPro (Q1)
- Oct. 31: Employment and earnings Follow-up Survey
- Nov. 30: 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA (Extended for 2022)

5.2 TTA Update:

5.6 Member Program Update: BAS

5.7 Member Program Update: BCC

5.8 Member Program Update: BVUSD

5.9 Member Program Update: SVUSD

5.10 BCC Fiscal Agent Report

5.11 Marketing & Social Media Update: August 2022 by Phoenix Design

## 6. Discussion Items

6.1 2022-2023 Annual Plan due in NOVA on Sept. 14 2022

6.2 Marketing & Social Media Update: August 2022 by Phoenix Design

6.3 Marketing & Social Media Update: August 2022 by Phoenix Design

6.5 Marketing & Social Media Update: August 2022 by Phoenix Design

6.4 Lead Your Story – Strategic Planning to Increase Enrollment & Student Retention

## 7. Action Items

7.1 None

## 8. Announcements

8.1 Conferences

- CCCAOE Fall 2022 Conference – Rancho Mirage – Oct. 5-7
- CAEP Summit 2022 – Oct. 25-28 – Virtual

8.2 2022-2023 Working Group Meeting Dates (4:00 pm to 6:00 pm via Zoom)

<b>2022-2023</b>
Thursday, September 8, 2022
Thursday, December 8, 2022
Thursday, March 9, 2023
Thursday, May 4, 2023

8.3 2022-2023 Board Meeting Dates (2:00 pm – 4:00 pm via Zoom / 1<sup>st</sup> Tuesday of the Month)

<b>2022-2023</b>	February 7, 2023
October 4, 2022	March 7, 2023
November 1, 2022	April 4, 2023
December 6, 2022	May 2, 2023
January 3, 2023	June 6, 2023

9. Adjournment: Motion to approve by ; 2<sup>nd</sup>