



Barstow Area Consortium for Adult Education

Board **AGENDA**

Barstow Community College, Administration Conference Room

Tuesday, August 9, 2023 (8:00 a.m. – 10:00 a.m.)

([Ⓜ]Materials in Board Packet)

In-Person at Barstow Adult School, 720 E. Main St., 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:

| Attending: | Voting Member | Voting Member | Attendee |
|------------------|-------------------------------------------|-------------------------------------------|-------------------------------------------|
| Baker Valley | <input type="checkbox"/> Cecil Edwards | <input type="checkbox"/> Milan Stijepovic | <input type="checkbox"/> |
| Barstow CC | <input type="checkbox"/> Eva Bagg | <input type="checkbox"/> Jennifer Rodden | <input type="checkbox"/> |
| Barstow AS | <input type="checkbox"/> Scott Godfrey | <input type="checkbox"/> Douglas Beaton | <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"/> Jacqueline Diaz | <input type="checkbox"/> Katherine Matta |
| Guests | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

1. [Ⓜ]Approval of Minutes – June 6, 2023

Motioned to approve by ; 2nd 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 Speakers – None

5. Consortium Director’s Report

5.1 Director’s Updates:

- CASAS National Summer Institute – June 12-15, 2023 - Garden Grove, CA
- GED National Conference – July 18-20, 2023 – NYC
- 6th Consortia Regional Professional Development Day – August 1, 2023 at San Bernardino Valley College

5.2 CAEP Upcoming Deadlines & Other Dates –

- June 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3)
- June 30: End of Q4
- July 15: Student Data due in TOPSPro (Q4) FINAL
- Aug. 15: Annual Plan for 2023-2024 due in NOVA

- Sept. 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q4)
- Sept. 1: 22/23 Certification of allocation Amendment is due in NOVA
- Sept. 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4)
- Sept. 30: 23/24 Member Program Year Budget and Work Plan due in NOVA
- Sept. 30: End of Q1
- Oct. 30: 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- Oct. 31: Student data due in TOPSPro (Q1)
- Oct. 31: Employment and Earnings Follow-up Survey
- 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


- 5.4 Member Program Update: BAS
- 5.5 Member Program Update: BCC
- 5.6 Member Program Update: BVUSD
- 5.7 Member Program Update: SVUSD
- 5.9 BCC Fiscal Agent Report:
- 5.10 Marketing & Social Media Update: June 2023 by Phoenix Design

6. Discussion Items

- 6.1 CAEP Federal and State Update June 2023

7. Action Items

- 7.1 Approval of BACAE 2023-2024 Annual Plan
- 7.2 Approval of BACAE 2023-2024 Final (May Revise) CAEP Budget with COLA as follows:

|  | | | | | |
|-------------------------------------------------------------------------------------|--------------------|--------------------|--|------------------------------------------|--------------------|
| 2023-24 Preliminary Allocation | | \$1,110,994 | | | |
| May Revise | | \$926 | | | |
| Final 2023-24 Allocation | | \$1,111,920 | | | |
| Agency | 2022-23 CFAD | % of Allocation | | Portion of COLA based on % of Allocation | 2023-24 CFAD |
| Baker Valley Adult School | | | | | |
| Total | \$71,922 | 7% | | \$65 | \$77,834 |
| Barstow Community College | | | | | |
| Total | \$339,062 | 33% | | \$306 | \$366,934 |
| Barstow Adult School | | | | | |
| Total | \$380,161 | 37% | | \$343 | \$411,410 |
| Silver Valley Adult School | | | | | |
| Total | \$236,316 | 23% | | \$213 | \$255,742 |
| | | 100% | | | |
| TOTAL | \$1,027,461 | | | | \$1,111,920 |

8. Announcements

8.1 Conferences/Webinars

- CAEP Webinar: Budget and Work Plan and Quarterly Expenditure Reports for 2023-24 August 18, 2023, 12pm to 1:30pm. To Register: <https://register.caladulted.org/>
- OTAN Webinar: Artificial Intelligence – August 28, 12pm to 1pm. To Register: <https://caadultedtraining.org/>
- CAEP Summit 2023, Oct. 24-26 – Hilton Universal City – To Register: <https://summit.caladulted.org/Registration/>
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8.2 2022-2023 Board Meeting Dates (2:00 pm – 4:00 pm via Zoom / 1st Tuesday of the Month)

| 2023-2024 | |
|-----------------------------------|-------------------|
| August 9, 2023 - Annual Plan Vote | September 5, 2023 |
| October 3, 2023 | 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: Motion to approve by ; 2nd