



Barstow Area Consortium for Adult Education

Board **AGENDA**

Barstow Community College, Administration Conference Room

Tuesday, December 5, 2023 (8:00 a.m. – 10:00 a.m.)

(<sup>Ⓜ</sup>Materials in Board Packet)

**In-Person at Baker 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](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"/> 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"/>
Guests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. <sup>Ⓜ</sup>Approval of Minutes – October 3, 2023

Motioned to approve by \_\_\_; 2<sup>nd</sup> by \_\_\_

No Minutes Available for November 7, 2023 Due to No Quorum

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:

5.2 CAEP Upcoming Deadlines & Other Dates –

- Nov. 17: 23/24 Member Program Year Budget and Work Plan Certified by Consortia in NOVA - COMPLETED
- 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
- Jan. 31: Q2 Student Data due in TOPSPro
- Jan. 31: Employment and Earnings Follow-up Survey
- Feb. 28: Preliminary allocations for 2024-25 and 2025-26 released by this date
- Mar. 1: 21/22 and 22/23 and 23/24 Member Q2 expense report is due in NOVA
- Mar. 31: 21/22 and 22/23 and 23/24 Member Q2 Expense Report certified by Consortia in NOVA

- 5.4 Member Program Update: Barstow Adult School - BUSD
- 5.5 Member Program Update: Barstow Community College
- 5.6 Member Program Update: Baker Valley USD
- 5.7 Member Program Update: Silver Valley USD
- 5.9 BCC Fiscal Agent Report:
- 5.10 Marketing & Social Media Update: November & December 2023 by Phoenix Design

6. Discussion Items

- 6.1 Marketing California Adult Education State Priorities

7. Action Items - None

8. Announcements

8.1 Conferences/Webinars

- Outreach and Technical Assistance Network (OTAN) – Technology and Distance Learning Symposium – **March 1-2, 2024**, In-Person at Fremont Adult and Continuing Education. To Register: <https://tdls.otan.us/>
- CA Community College Association for Occupational Education Spring Conference (CCCAOE), **April 24-26, 2024**, In-Person in Sacramento, CA. Registration no yet open.
- 2024 Coalition on Adult Basic Education National Conference (COABE), March 17-20, 2024, In-Person in Nashville, TN. To Register: <https://coabe.org/2024-coabe-national-conference/>
- California Council for Adult Education State Conference (CCAE), **May 9-11, 2024**, In-Person at Anaheim Marriott. Registration not yet open.
- CASAS National Summer Institute – **June 17-20, 2024** – in person at Hyatt Regency Orange County, CA. To Register: <https://www.casas.org/training-and-support/SI>
- GED Conference, Specific Dates TBD (July 2024), Long Beach, CA. Registration no yet open.

8.2 2023-2024 Board Meeting Dates (2:00 pm – 4:00 pm via Zoom / 1<sup>st</sup> Tuesday of the Month)

**2023-2024**

<b>2023-2024</b>	January 9, 2024 - SV
February 6, 2024 - BCC	March 5, 2024 - BV
April 2, 2024 - BAS	May 7, 2024 - SV
June 4, 2024 - BV	July 2024 - DARK

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