



Barstow Area Consortium for Adult Education  
Board **MINUTES**

Wednesday, August 13, 2025 (8:30 a.m. – 10:30 a.m.)  
(<sup>u</sup>Materials in Board Packet)

**In-Person at Barstow Community College – Administration Bldg. Conference Room A-11  
2700 Barstow Rd., Barstow, CA 92311**

**Website: <https://www.barstow.edu/bacae>**

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: 8:30 am

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input type="checkbox"/> Milan Stijepovic	<input type="checkbox"/> Mike Esposito	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input type="checkbox"/> Jennifer Rodden	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Laura Alvarado		
Barstow AS	<input type="checkbox"/> Scott Godfrey	<input checked="" type="checkbox"/> Douglas Beaton	<input checked="" type="checkbox"/> Michelle Colleoc
	<input type="checkbox"/> Deanna Swearingen		
Silver Valley	<input 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"/> Jacqueline Diaz	<input type="checkbox"/>
Guests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Note: In compliance with the Brown Act, board members must attend meetings in person unless qualifying for remote participation under "just cause" or emergency provisions. A quorum is still required in person (Section 54953(b)).*

1. <sup>u</sup>Approval of Minutes – June 26, 2025

Motioned to approve by *E. Bagg*; 2<sup>nd</sup> *D. Beaton*

***Motion Passed 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. – No public comment made.

3. Closed Session – None Requested

4. Guest Speakers – None

5. Consortium Director's Report

*Working Group Meetings:*

*- Monthly Working Group meetings are scheduled once a month on Fridays from 11:00 a.m.–12:00 p.m.*

- *Participants: B. Scott (Silver Valley), M. Esposito (Baker), M. Colleoc (Barstow Adult School), and BACAE Director, E. Rivera.*

- *Working Group meeting agendas will align with the BACAE Annual and Three-Year Plan goals; instructors and other staff will be invited according to topics.*

- *J. Diaz will serve as a note taker to document.*

## 5.1 Director's Updates

### *Conference & Events Updates:*

- *GED National Conference: September 16 recognized as National GED Day, promoting recognition ceremonies and outreach. Consortium launching a community-wide campaign this fall.*
- *U.S. Citizenship Celebration: Planned recognition for new U.S. citizens (tentatively at Barstow Adult School).*
- *Baker Valley Outreach: Continued partnership with Barstow College departments at Baker Valley open house.*
- *Silver Valley Outreach: New Winter Fest Adult Education event planned.*
- *Consortium Graduation: To include both Barstow and Baker Valley students; held at the BCC Performing Arts Center.*

## 5.2 CAEP Upcoming Deadlines & Other Dates –

- July 15: Student Data Due in TOPSPro (Q4) FINAL - COMPLETED
- Aug. 15: Annual Plan for 2025-2026 due in NOVA
- Sept 1: 23/24 and 24/25 Member Expense Report due in NOVA (Q4)
- Sept. 1: 25/26 Certification of Allocation Amendment due in NOVA
- Sept. 30: 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q4)
- Sept. 30: 25/26 Member Program Year Budget and Work Plan due in NOVA
- Sept. 30: End of Q1
- Oct 30: 25/26 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
- Nov 14: Written Expenditure Plan (WEP)\* Only for consortia who have exceeded 20% carryover.
- Dec 1: 25/26 Member Expense Report Due in NOVA (Q1)
- Dec 1: July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- Dec 31: 25/26 Member Expense Report certified by Consortia in NOVA (Q1)
- Dec 31: End of Q2

## 5.3 Member Program Update: Barstow Adult School – **BUSD**

- *Enrollment at capacity: 220 students (60 returning, majority new).*
- *Staffing shortages: two teachers; awaiting August 26 board approval to hire.*
- *CASAS testing in progress; enrollment capped at 100 for testing capacity.*
- *GED and ESL referrals are being made to BCC.*
- *Pearson VUE testing is ongoing, scheduled bi-monthly.*

## 5.4 Member Program Update: Barstow Community College – **BCC**

- E. Bagg shared about the new Vice President, Mike Wagner. Launching a Title 5–funded MESA (Mathematics, Engineering, and Science Achievement) program to support STEM students; BCC board approval secured, and funding expected from the Chancellor’s office

**Community Engagement & Economic Growth:**

- E. Bagg shared BCC is hosting the City of Barstow Town Hall meeting on September 4 at 6:00 p.m. where the City of Barstow will provide updates regarding regional development with BNSF and the upcoming city’s general plan. They will be addressing the anticipation of workforce training needs tied to regional projects, including the Castle Mountain Gold Mine expansion near Baker.

**Medical Coding Program:**

- L. Alvarado shared there was a strong response to the Medical Billing & Coding training enrollment with 39 funded slots filled and 108 students on the waitlist within three days. Program is 100% virtual, positioning it as a model for other workforce programs accessible to students facing barriers such as transportation, childcare, and health issues. This demonstrates there is a need for stronger outreach to adult education programs identified to better connect students to opportunities.

**Workforce Readiness & Career Services:**

- L. Alvarado shared the plan to expand the **Career Resource Fair** with the support of a subcommittee; event to include on-the-spot job interviews, record expungement services with a commissioner/judge, access to the career closet, and cosmetology services (haircuts/manicures) for participants prior to interviews. Multi-day event will emphasize “second chance” employment, particularly for justice-involved students.
- Career workshops will begin in September and continue monthly, by our Career Readiness Coordinator, Melissa Church; this service is open to consortium students with a BCC ID.

**GED Preparation Workshops:**

- GED preparation workshops transitioned from Aztec to Essential Education software. GED program has expanded through a partnership with Community Solutions Incorporated - MAP program, serving justice-involved students. The weekly workshops began on July 7, with a cohort of 14 students enrolled.
- ESL classes offered at both the Barstow and Fort Irwin campuses. Basic Skills continues to be offered at Ft. Irwin in the BSEP program. Students in these two areas will no longer be CASAS or TABE tested since they receive short-term certificates reported through MIS.

**Support Services & Resources:**

- As of August 1, 2025, BCC AE now has a permanent part-time department secretary, Katherine Cortez. She will oversee the Consortium Barstow Area Resource Guide project and the monthly parenting workshops (FKCE).
- Recent feature in Pulse Publication highlighted BCC as the “North Star” for the region and it included a complimentary BACAE consortium advertisement.

**5.5 Member Program Update: Baker Valley USD**

- No representative present.

**5.6 Member Program Update: Silver Valley USD**

- CASAS testing has begun.
- Officially designated as a HiSet testing center; testing offered every Saturday and Sunday from 7:30 a.m.–1:30 p.m.

- Enrollment is currently at 100 students, with capacity to accept additional students, including overflow referrals from BAS.
- Programs operate primarily online, but students can meet with teachers via Zoom for support.
- Recently transitioned to a new curriculum software to support instruction and student success.
- Expanded capacity for multiple certifications available on-site.

#### 5.7 BCC Fiscal Agent Report: By T. Walker

- All purchase orders are issued to consortium members, awaiting allocation certification from Chancellor's Office.
- Payments for July/August are pending until allocations are finalized.

#### ✂BACAE 2025-2026 FINAL Monthly Allocation Schedule



2025-26 Preliminary Allocation	\$1,123,818
FY 25-26 Proposed COLA	\$27,308
Proposed 2025-26 Allocation	\$1,151,126
May Revise COLA	-\$1,460
Final FY 25-26 Allocation	\$1,149,666

Agency	2025-26 CFAD	% of Allocation	Portion of COLA based on % of Allocation	2025-26 CFAD
Baker Valley Adult School				
Total	\$78,667	7%	\$1,809	\$80,477
Barstow Community College				
Total	\$370,860	33%	\$8,530	\$379,390
Barstow Adult School				
Total	\$415,813	37%	\$9,564	\$425,376
Silver Valley Adult School				
Total	\$258,478	23%	\$5,945	\$264,423
		100%		
TOTAL	\$1,123,818			\$1,149,666

#### 5.8 Website, Marketing & Social Media Update: By A. Paniagua

- Highest page views: Consortium homepage and programs/classes page.
- Majority of traffic is from Google and local California communities.
- Requested content: Success stories, testimonials, visuals, and program highlights.

### 6. Discussion Items

#### 6.1 2024-2025 BACAE District Member Q4 Fiscal Reports/Exceeding 20%

- BACAE Members are working diligently to complete Q4 Fiscal Reports to submit by the September 1. E. Rivera will be providing support to meet this deadline.
- BACAE renewed the commitment to ensure there is no carryover exceeding 20% in 2025-2026.

### 7. Action Items

#### 7.1 2025-2026 CAEP BACAE Annual Plan Approval

2025–2026 CAEP BACAE Annual Plan approved for submission in NOVA by the August 15 deadline.

Motioned to approve by E. Bagg; 2<sup>nd</sup> B. Scott

**Approved unanimously.**

### 8. Announcements

#### 8.1 2025-2026 BACAE Board Meeting Dates & Location

Meetings to be held on the 2<sup>nd</sup> Wednesday of each month, 8:30 to 10:30am

**Location Change: BCC Administration Bldg. Conference Room A-11**

September 10, 2025
October 8, 2025
November 12, 2025
December 10, 2025
January 14, 2026
February 11, 2026
March 11, 2026
April 8, 2026
May 13, 2026
June 10, 2026

## 8.2 2025-2026 – BACAE Working Group Meetings

August 29, 2025	February 27, 2026
September 26, 2025	March 27, 2026
October 24, 2025	April 24, 2026
November 21, 2025	May 29, 2026
December 19, 2025	June 26, 2026
January 30, 2026	

## 8.3 Conferences/Webinars

- REPORT OUT - 2025 GED Conference – August 4-6, 2025 – Chicago Hilton, Chicago, IL  
Register at <https://ged.cventevents.com/event/gedconference2025/overview>
- 2025 CAEP Directors’ Event – September 23, 2025 – Anaheim, CA
- 2025 CAEP Summit – September 24-26, 2025 – Location: Anaheim Marriott, 700 W. Convention Way, Anaheim, CA 92802  
Register at <https://caladulted.org/>
- 2025 CCAE – November 20-22, 2025 – Riviera Resort & Spa Palm Springs, 1600 N. Indian Canyon Dr., Palm Springs, CA 92262  
Register at <https://www.ccaestate.org/southern.html>

## 9. Adjournment: 10:00 am

Motion to approve by E. *Bagg*; 2<sup>nd</sup> B. *Scott*