



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

Thursday, June 26, 2025 (8:30 a.m. – 10:30 a.m.)
(^RMaterials in Board Packet)

**In-Person at Barstow Community College – Learning Resource Center (LRC) Conference Room
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 at least two days before the meeting date.

Call to Order: 8:36 AM

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input checked="" 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 checked="" 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 checked="" type="checkbox"/> Dr. Helga Wild	<input type="checkbox"/>	<input type="checkbox"/>

1. ^RApproval of Minutes – May 14, 2025

Motioned to approve by *E. Bagg; 2nd 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.

3. Closed Session – None Requested

4. Guest Speakers – Dr. Helga Wild

Dr. Wild shared insights from her work with five challenging population groups in the Barstow area:

- *Justice-involved Individuals*
- *Rural and Geographically Isolated Communities*
- *Individuals with Disabilities/Mental Health Needs*
- *Non-English Speaking Immigrant Community*
- *Basic Needs & Housing-insecure Individuals*

A key focus was aligning findings with Adult Education (AE) programming. Dr. Laura Alvarado contributed to refining the recommendations to better match the adult education agenda. The AE team

led by Dr. Alvarado played instrumental roles in mapping out where efforts should be focused and how findings could be transformed into actionable steps.

Key strategies included:

- *Translating findings into program activities using the AE program template*
- *Avoiding programmatic dispersion by focusing AE on areas where it can be most impactful*
- *Building strong community partnerships and networks*
- *Creating a central resource guide for individuals and families*
- *Delegating appropriate services to community organizations outside AE's core mission*

This resource guide will also serve as an integration document showing collaboration across networks.

5. Consortium Director's Report

5.1 Director's Updates

E. Rivera shared updates, highlighting a busy and productive end-of-year period:

- *High activity levels across all districts and Barstow College*
- *Budget reports and program wrap-ups in progress*
- *A well-attended graduation ceremony at the Performing Arts Center (~600 attendees)*
 - *Guest speaker Dr. Laura Alvarado delivered a powerful speech sharing her personal journey: unable to complete high school as a teen, earning her doctorate, and recently finishing her high school diploma*
 - *Superintendent Deanna Swearingen*

Budget & Reporting Updates:

- *Q3 NOVA reports submitted*
- *Preparing for Q4 closure and year-end fiscal reporting*
- *Emphasized the importance of staying under the 20% rollover threshold*
 - *The Consortium is on notice; exceeding the limit again would trigger an improvement plan and mandated spending actions*
- *Offered support for individual meetings with members to clarify budget/reporting issues*
 - *Dr. Alvarado is also available for member support*

5.2 CAEP Upcoming Deadlines & Other Dates –

- Jun 30: 24/25 Member Expense Report certified by Consortia in NOVA (Q3) *
- Jun 30: End of Q4
- July 15: Student Data Due in TOPSPro (Q4) FINAL
- 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

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

- *104 graduates this year*

- *Managed budget effectively despite increased teacher salaries (11.25%), which will impact hiring for the BAS*
- *Due to an increase of HSD students, GED Prep & ESL students will be referred to Barstow Community College this fall*
- *Focus areas for Fall: High School Diploma programs*
- *Summer Focus is to ensure all data is current for Q4 fiscal reporting*
- *BAS Coordinator attended the CASAS Institute*
- *Michelle Colleoc was recognized as Employee of the Month in May 2025 for Barstow Unified School District*

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

- *Work continues to finalize the 2025-2028 3-Year Plan*
- *Focus on developing accessible adult programs that support career mobility and family-sustaining wages. Emphasis on the multi-generational impact of adult education*
- *Strengthened coordination with Michelle Colleoc as Transitional Counselor*
- *New MOU with Trucking 160 – Ribbon cutting event held in June*
- *K–16 Teacher Pathway Grant – Development of workshops to train community members and Adult Ed. students as Para-Educators to address large number of local vacancies.*
- *New collaboration with Community Solutions Inc./MAP to bring GED Prep workshops at the SBC Probation building starting July 7, 2025. Instructor has been hired and the location was approved to be an off-campus site.*

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

- *First graduating class in six years and participated in the BACAE graduation ceremony with BCC and BAS.*
- *The Current total enrollment is 32 students*
- *Exploring innovative ways to bring Adult Ed learners on campus for program expansion*
- *Opened the school gym to adult school students to boost retention*

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

- *13 graduates this year*
- *The current total enrollment is 120 students*
- *Continuing efforts to expand and grow the program*

5.7 BCC Fiscal Agent Report: By T. Walker

- *All FY 2024–2025 payments were processed, no outstanding warrants*
- *Awaiting final certification of FY 2025–2026 allocation*
- *Requisitions submitted; purchase orders will be placed after July 1*
- *July & August invoices will be processed together*

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

- *18 clicks recorded on the Resource Guide “attention-getter”*
 - *Last updated on May 30; promotional efforts will continue; weekly updates to resource guide*
- *New dynamic QR code launched to enable continuous updates of Resource Guide.*
 - *Static QR code will be phased out*
- *Requesting new content from the consortia members for the Adult Education website*

6. Discussion Items

6.1 None

7. Action Items

7.1 2025-2028 CAEP 3-Year Plan Approval

Motioned to approve by *D. Beaton*; 2nd *M. Stijepovic*

Motion Passed Unanimously

8. Announcements

8.1 2025-2026 BACAE Board Meeting Dates & Location

Meetings to be held on the 2nd Wednesday of each month at BCC in the Learning Resource Center (LRC) Conference Room, 8:30am to 10:30am

July 2025 - Dark
August 13, 2025
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 Conferences/Webinars

- 2025 GED Conference – August 4-6, 2025 – Chicago Hilton, Chicago, IL

Register at <https://ged.cventevents.com/event/gedconference2025/overview>

9. Adjournment: 10:19 AM

Motion to approve by *M. Stijepovic*; 2nd *D. Beaton*

Motion Passed Unanimously