



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

Thursday, February 20, 2025 (8:00 a.m. – 10:00 a.m.)  
(<sup>Ⓜ</sup>Materials in Board Packet)

**In-Person at Barstow Community College – Board Room**  
**2700 Barstow Rd., Barstow, CA 92311**

**Website: <https://www.barstow.edu/academics/adult-education/barstow-area-consortium>**

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: 8:03 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 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 type="checkbox"/> Brice Scott	<input type="checkbox"/>
Consortium Staff	<input checked="" type="checkbox"/> Elena Rivera	<input checked="" type="checkbox"/> Jacqueline Diaz	<input checked="" type="checkbox"/> Katherine Matta
Guests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. <sup>Ⓜ</sup>Approval of Minutes – November 6, 2024

Motioned to approve by *D. Beaton*; 2<sup>nd</sup> *L. Alvarado*

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

*E. Rivera provided the following updates:*

- Meetings with district members have focused on the new 3-year plan.
- A weekly standing meeting with D. Beaton and Michelle Colleoc has been held to discuss budget spend-down strategies.
- BCC staff are collaborating with Baker Valley on CASAS testing and data management.

- *E. Rivera meets weekly with BAS to build relationships with teachers, staff, and students.*
- *Regular meetings with Silver Valley have been held on Friday afternoons with the principal.*
- *E. Rivera is engaging with Dr. Alvarado, Dr. Bagg, and Dr. Helga Wild (3-year plan consultant) to focus on five main topics:*

- *English as a Second Language (ESL) and U.S. Civics*
- *Mental Health*
- *Housing Insecurity*
- *Remote/Isolated rural areas*
- *Justice-involved students*

## 5.2 CAEP Upcoming Deadlines & Other Dates –

- *E. Rivera will send calendar invitations for upcoming deadline dates.*

- Jan 31: Student Data due in TOPSPro (Q2)
- Jan 31: Employment and Earnings Follow-up Survey
- Feb 28: Preliminary allocations for 2025-26 and 2026-27 released by this date.
- Mar 1: 22/23 and 23/24 and 24/25 Member expense report is due in NOVA. (Q2)\*
- Mar 31: End of Q3
- Mar 31: 22/23 and 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q2) \*
- Apr 30: Student Data due in TOPSPro (Q3)
- Apr 30: Employment and Earnings Follow-up Survey
- May 2: CFAD for 2025-26 due in NOVA \*
- Jun 1: 24/25 Member Expense Report due in NOVA (Q3)
- Jun 20: CAEP Three-Year Plan Due
- Jun 30: 24/25 Member Expense Report certified by Consortia in NOVA (Q3) \*
- Jun 30: End of Q4
- July 15: Annual Plan for 2025-2026 due in NOVA

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

- *Total Students Enrolled: 292*
- *High School Diploma Enrollment: 223*
- *Total Graduates: 43 (11 students still need to post-test; total of 54 expected)*
- *GED Enrollment: 30 (9 students actively working)*
- *ESL Enrollment: 36 (20 actively attending)*
- *10 new students awaiting CASAS testing*
- *Graduation: May 17, 2025, at 10:00 AM at Barstow Community College PAC*

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

- *Dr. Alvarado shared a table of data on the “Certificate of Competency Programs – “Certificate of Completion Programs – Noncredit” to emphasize the importance of educational plans.*
- *M. Colleoc (BCC counselor) has been working on creating educational plans for adult education consortium students. Updates include:*
  - *11 probation students, 6 enrolled for HSD, 1 enrolled for GED, 2 at BCC; 2 students have not rescheduled.*

- 3 New Hope Village students have education plans and priority registration.
- 20 Silver Valley students, 10 have B#s, 4 are enrolled, and 6 are not interested in BCC.
- 54 Barstow Adult School graduates, 25 with B#s, 25 have education plans, and 17 need rescheduled appointments.
- Next goal is to reach out to Baker Valley AE students.
- Dr. Alvarado is currently working on a grant for a medical coding program through Ed-2 Go, with 30 to 35 seats, including some reserved for Baker Valley students.

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

- New CTE certificates: “Industry Hospitality” (focused on culinary) and “Building and Construction” (focused on construction industry knowledge).
- Total student enrollment: 30 (18 ESL, 12 HSD).

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

- No report, as there was no attendance from Silver Valley.

5.7 BCC Fiscal Agent Report: By T. Walker

- T. Walker confirmed that all invoices have been cashed, and February checks have been sent out.

5.8 Website, Marketing & Social Media Update:

- The VVTA live bus schedule has been embedded into the consortium website.
- A Barstow Community Resource Guide has been added to the BACAE website. Updates will be made every Friday to keep the document current. It is meant to be a digital document.

## 6. Discussion Items

6.1 2024-2025 BACAE Board Meeting Schedule – Need to Return to Monthly Meetings

Propose to meet the 3<sup>rd</sup> Thursday of each month at 8am to 10am

- Meetings will now be held on the third Wednesday of each month from 8:00 AM to 10:00 AM.

Wednesday, March 19, 2025 – 8am to 10am	Barstow Community College – Board Room
Wednesday, April 16, 2025 – 8am to 10am	Barstow Community College – Board Room – CFAD Approval
Wednesday, May 14, 2025 – 8am to 10am	Barstow Community College – Board Room
Wednesday, June 18, 2025 – 8am to 10am	Barstow Community College – Board Room BACAE 3-Year Plan – Review Final Draft
July 2025	Dark

6.2 CAEP 3-Year Plan 2025-2025 Update

6.3 CAEP Carryover Compliance

CAEP Carryover Compliance: Best Practices – Post October 2024 Webinars

## 7. Action Items - None

## 8. Announcements

### 8.1 Conferences/Webinars

- To Register: <https://www.ccaestate.org/southern.html>
- Technology and Digital Learning Symposium 2025 – March 7 & 8, 2025 – Long Beach School for Adults and Online. To Register: <https://tdls.otan.us/Registration>
  - Asso. Of Community and Continuing Education – ACCE Spring Conference – The Dana on Mission Bay, San Diego, CA – March 12-14, 2025 – Register at [www.acceonline.org](http://www.acceonline.org)
  - 2025 CCAE State Conference – May 1-3, 2025 – Fresno, CA. To Register: [www.ccaestate.org](http://www.ccaestate.org)
  - 2025 COABE – March 30 – April 2, 2025 – Dallas, TX. To Register: [www.coabe.org](http://www.coabe.org)
  - CASAS National Summer Institute 2025 – June 9-12, 2025 - Hyatt Regency Orange County, CA – Register at [www.casas.org](http://www.casas.org)

9. Adjournment: 9:18 am      Motion to approve by *M. Stijepovic*; 2<sup>nd</sup> *L. Alvarado*

February 25, 2025

**TO:** Adult Education Consortium Members and Directors

**FROM:** The California Adult Education Program (CAEP) State Leadership Office

Gary Adams, Dean  
California Community Colleges Chancellor's Office

Carolyn Zachry, Ed.D., Director  
California Department of Education

**SUBJECT: CAEP 2025-26 Preliminary Allocations**

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This memorandum advises local recipients and fiscal agents of the Fiscal Year (FY) 2025-26 CAEP preliminary allocations. CAEP Education Code Section 84909 mandates the release of the annual preliminary consortium allocations once the proposed state budget for the upcoming fiscal year is released.

The Governor's proposed budget for 2025-26, includes a \$15.871M cost-of-living adjustment (COLA) increase for CAEP. The COLA re-benchs the total annual statewide CAEP appropriation to \$669,008,000. To view the FY 2025-26 CAEP Preliminary Allocations schedule, [click here](#). The CAEP State Leadership and the Technical Assistance Provider (TAP) will offer a webinar on **Wednesday, March 5, 2025, from 12:00 p.m. to 1:00 p.m.**, to review the proposed FY 25-26 budget and preliminary allocations for CAEP. The session will also provide a detailed overview of the Consortium Fiscal Administration Declaration (CFAD) process and how to complete in NOVA. You may register for this webinar through this [link](#).

### Completing the CFAD

CAEP consortia and their members are required to submit their CFAD via the Chancellor's Office [NOVA](#) system no later than **5:00 PM on Friday May 2, 2025**. The CFAD captures member allocations for each consortium as well as the consortium's chosen disbursement method. The CAEP State Office uses the information from the CFAD process to determine the payment schedules for the disbursement of CAEP funding. There will be no extensions granted for the May 2nd due date. Failure to submit the CFAD by the deadline will result in the State defaulting to the prior year's final allocation distribution.

**California Adult Education Program (CAEP)  
2025-26 Preliminary Allocations Schedule**

<b>CAEP Regional Consortium</b>	<b>Proposed COLA Increase</b>	<b>FY 25-26 Preliminary Allocation</b>	<b>FY 26-27 Preliminary Allocation</b>
01 Allan Hancock and Lompoc Unified Adult Education Consortium	\$49,906	\$2,103,613	\$2,103,613
02 Antelope Valley Regional Adult Education Consortium	\$120,738	\$5,089,455	\$5,089,455
03 Barstow Area Consortium for Adult Education	\$27,308	\$1,151,126	\$1,151,126
04 Butte-Glenn Adult Education Consortium	\$65,958	\$2,780,313	\$2,780,313
05 Greater Opportunity Through Adult Learning (Santa Cruz)	\$103,135	\$4,347,435	\$4,347,435
06 Partnership for Adult Academic and Career Education (SE Los Angeles)	\$441,352	\$18,604,267	\$18,604,267
07 Chabot-Las Positas/Mid-Alameda County Consortium	\$278,184	\$11,726,270	\$11,726,270
08 West End Corridor/Chaffey Regional AE Consortium	\$216,909	\$9,143,334	\$9,143,334
09 Citrus College Adult Education Consortium	\$130,055	\$5,482,210	\$5,482,210
10 Coast Adult Education Consortium	\$224,529	\$9,464,534	\$9,464,534
11 Tri City Adult Education Consortium	\$185,017	\$7,798,997	\$7,798,997
12 Contra Costa Adult Education Consortium	\$446,471	\$18,820,047	\$18,820,047
13 Morongo Basin AEBG Consortium (Copper Mountain)	\$24,537	\$1,034,308	\$1,034,308
14 Desert Regional Consortium	\$97,236	\$4,098,766	\$4,098,766
15 South Bay Adult Education Consortium (El Camino)	\$308,563	\$13,006,798	\$13,006,798
16 Feather River Adult Education Consortium	\$24,537	\$1,034,308	\$1,034,308
17 Foothill De Anza / NSCCC	\$257,064	\$10,835,960	\$10,835,960
18 Gavilan Regional Adult Career and Education Services	\$43,439	\$1,831,092	\$1,831,092
19 Glendale Community College District Regional Consortium	\$32,241	\$1,359,045	\$1,359,045
20 San Diego East Region Adult Education	\$249,704	\$10,525,733	\$10,525,733
21 Salinas Valley Adult Education Consortium	\$110,784	\$4,669,861	\$4,669,861
22 Imperial County Adult Education Consortium	\$58,617	\$2,470,857	\$2,470,857
23 Kern Adult Education Consortium	\$511,874	\$21,576,935	\$21,576,935
24 ADVANCE (Lake Tahoe)	\$26,991	\$1,137,739	\$1,137,739
25 Lassen-Modoc Adult Education Consortium	\$28,341	\$1,194,659	\$1,194,659
26 Long Beach Adult Education	\$72,072	\$3,038,046	\$3,038,046
27 Los Angeles Regional Adult Education Consortium	\$3,868,491	\$163,067,948	\$163,067,948
28 Capital Adult Education Regional Consortium	\$353,240	\$14,890,055	\$14,890,055
29 Marin Adult Education Program Consortium	\$44,354	\$1,869,637	\$1,869,637
30 Mendocino-Lake Adult And Career Education (MLACE) Consortium	\$46,271	\$1,950,451	\$1,950,451
31 Gateway Adult Education Network	\$99,579	\$4,197,548	\$4,197,548
32 Coastal North County Adult Education Consortium	\$35,948	\$1,515,303	\$1,515,303
33 Monterey Peninsula CCD	\$76,517	\$3,225,398	\$3,225,398
34 Mt. San Antonio Regional Consortium for Adult Education	\$1,052,558	\$44,368,344	\$44,368,344
35 Southwest Riverside Adult Education	\$145,866	\$6,148,673	\$6,148,673
36 Napa Valley Adult Education Consortium	\$85,711	\$3,612,982	\$3,612,982
37 North Orange County Regional Consortium for Adult Education (NOCRC)	\$115,982	\$4,888,981	\$4,888,981
38 Southern Alameda County Consortium (Ohlone CCD)	\$124,850	\$5,262,764	\$5,262,764
39 Palo Verde River Consortium	\$24,537	\$1,034,308	\$1,034,308
40 Education to Career Network of North San Diego County (Palomar/Vista)	\$236,664	\$9,976,076	\$9,976,076
41 Pasadena Area Consortium	\$56,251	\$2,371,140	\$2,371,140
42 Northern Alameda Adult Education Collective	\$241,700	\$10,188,364	\$10,188,364
43 Rancho Santiago Adult Education Consortium	\$139,764	\$5,891,459	\$5,891,459
44 North Coast Adult Education Consortium (Redwoods)	\$33,656	\$1,418,706	\$1,418,706
45 Rio Hondo Region Adult Education Consortium	\$433,736	\$18,283,225	\$18,283,225
46 About Students Regional Consortium (Riverside)	\$249,227	\$10,505,620	\$10,505,620
47 Inland Adult Education Consortium (San Bernardino)	\$316,198	\$13,328,639	\$13,328,639
48 San Diego Adult Education Regional Consortium	\$141,095	\$5,947,575	\$5,947,575
49 San Francisco Adult Education Consortium	\$116,336	\$4,903,907	\$4,903,907
50 San Joaquin Adult Education Consortium (SJAEC)	\$252,039	\$10,624,173	\$10,624,173
51 South Bay Consortium for Adult Education (San Jose)	\$525,593	\$22,155,230	\$22,155,230
52 San Luis Obispo County Adult Education Consortium	\$42,216	\$1,779,506	\$1,779,506
53 Accel San Mateo County	\$289,274	\$12,193,722	\$12,193,722

**California Adult Education Program (CAEP)  
2025-26 Preliminary Allocations Schedule**

54 Santa Barbara Adult Education Consortium	\$24,537	\$1,034,308	\$1,034,308
55 Santa Clarita Valley Adult Education Consortium	\$38,953	\$1,641,994	\$1,641,994
56 Santa Monica Regional Consortium for Adult Education	\$34,191	\$1,441,261	\$1,441,261
57 Sequoias Adult Education Consortium (SAEC)	\$289,790	\$12,215,495	\$12,215,495
58 Shasta-Tehama-Trinity Adult Education Consortium	\$33,669	\$1,419,228	\$1,419,228
59 Sierra Joint Consortium	\$101,153	\$4,263,901	\$4,263,901
60 Solano Adult Education Consortium	\$118,531	\$4,996,435	\$4,996,435
61 Sonoma County Adult Education Consortium	\$76,474	\$3,223,583	\$3,223,583
62 South Orange County Regional Consortium (SOCRC)	\$145,352	\$6,127,004	\$6,127,004
63 South Bay Adult Education Consortium (Southwestern)	\$435,784	\$18,369,535	\$18,369,535
64 State Center Adult Education Consortium	\$453,363	\$19,110,548	\$19,110,548
65 Ventura County Adult Education Consortium	\$456,801	\$19,255,477	\$19,255,477
66 Victor Valley Adult Education Regional Consortium	\$65,684	\$2,768,777	\$2,768,777
67 West Hills College Consortium	\$33,592	\$1,415,996	\$1,415,996
68 West Kern Consortium	\$24,537	\$1,034,308	\$1,034,308
69 Yosemite (Stanislaus Mother Lode) Consortium	\$131,622	\$5,548,231	\$5,548,231
70 North Central Adult Education Consortium (Yuba)	\$95,155	\$4,011,036	\$4,011,036
71 Adult Education Pathways	\$28,597	\$1,205,441	\$1,205,441
<b>Total:</b>	<b>\$15,871,000</b>	<b>\$669,008,000</b>	<b>\$669,008,000</b>

Please note under Education Code Section 84914, which governs an increase or decrease of CAEP funding from the prior year, that all CAEP members are eligible for the COLA. Consortia cannot vote to exclude or prevent a member from receiving a COLA, provided that the member received funding in the prior year. However, after the CFAD is submitted, consortia may use the allocation amendment process in NOVA to transfer CAEP funding in alignment with consortium approved by-laws.

Consortia will also be requested to identify in the CFAD how it intends to address AB 1491 carryover compliance to ensure excessive carryover is carefully managed as outlined by statute. For additional information, you may access the [AB 1491 CAEP policy guidance](#).

### **Technical Assistance**

For questions related to the information outlined in the memo, and/or to request technical assistance, please contact the CAEP Technical Assistance Project (TAP) at [tap@caladulthood.org](mailto:tap@caladulthood.org).