



**KERN ADULT EDUCATION PROGRAM CONSORTIUM
EXECUTIVE BOARD MEETING AGENDA**

Thursday, June 26, 2025

Meeting information and link can be found at the website below.

www.kernaec.com

The Kern Community College District strives to make reasonable accommodations in all its programs, services, and activities for all qualified individuals with disabilities. Notification of 48 hours in advance will enable the District to make arrangements to ensure meeting accessibility. Any individual who requires disability-related accommodations or modifications to participate in the Kern Adult Education Program Consortium Board meeting should contact Denice McCauley at (661) 336-5039 or denice.mccauley@kccd.edu. (Government Code Section 54954.2) Any materials required by law to be made available to the public before a meeting of the Kern Adult Education Program Consortium Board can be inspected at the following address: Kern Community College District, 2100 Chester Avenue, Bakersfield, CA 93301 and on the Kern Adult Education Consortium website <http://www.kernaec.org>

LOCATION:

District Office, Launchpad room, Kern Community College District, 2100 Chester Avenue, Bakersfield, CA 93301

1. CALL TO ORDER/ROLL CALL – Establishment of Quorum

The meeting was called to order at:

Location: KCCD District Office, Launchpad room, 2100 Chester Avenue, Bakersfield, CA 93301.

Roll Call:

Members:

Julio Segura, Delano Joint Union High School

Stacy Pfluger, Kern CCD

Mark Wyatt, Kern High

Chad Provensal, Kern High

Jodi Loeffler, Kern High

Kierstin Webb, Kern County Superintendent of Schools

Larriann Torrez, Porterville Unified School District

Randy Cook, Inyo County Office of Education – **Public Location: 166 Grandview Drive, Bishop, CA 93514**

Alternate:

Heather Ostash, Associate Vice Chancellor, Workforce Education & Community Development, Kern Community College District

Proxy:

Partners:

Employers Training Resources

Proteus, Inc.

Kern Department of Human Services

Central Valley Mother Lode

Bakersfield College

Cerro Coso College

Guests:

Quorum: 10 of 15 members

*Teleconferencing

2. PUBLIC COMMENTS

At this time, the public may address the Board on any Open agenda items.

(Up to 5 minutes per speaker; a total of 15 minutes with an option of one 5-minute extension.)

There were no public comments.

3. ADDITIONS TO THE AGENDA

(Additions or changes can only occur when immediate action is required, which did not come to the attention of the Chair until after the agenda was posted; requires approval of 2/3 of all confirmed voting members; not applicable during special or emergency meetings)

There were no additions to the agenda.

Motion: Recommended for Approval

Moved by:

Second by:

Final Resolution:

Abstained/Objected:

4. PRIOR MEETING MINUTES (CONSENT AGENDA)

(All consent items are to be approved in one motion unless a member requests separate action on a specific item.)

Approval of Minutes: Special Meeting of June 5, 2025, as submitted.

Motion: Recommended for Approval

Moved by:

Seconded by:

Final Resolution:

Abstained/Objected:

5. ACTION ITEMS:

(10 minutes per item with an option of one 5-minute extension)

5.1 Action Item: Approval of 3rd Quarter CAEP Fiscal Reports

The Board will consider and vote to approve the 2024–2025 CAEP 3rd Quarter Expenditure Reports for submission by the required deadline of June 30, 2025.

Motion: Recommended for Approval

Moved by:

Second by:

Final Resolution:

Abstained/Objected:

5.2 Informational Item: 2024–2025 Annual Plan

The Director is engaging a consultant to assist with the development of the 2024–2025 Annual Consortium Plan. KCCD will request Mitch Rosin’s current contract to include this additional assignment due to the short time frame. Obtain date for planning meeting – 2hr Zoom Possible Dates: July 14, 15, 28, 29, 30 @9:00am

5.3 Informational Item: Consortium Bylaws Consultation Kick-Off

P2C Solutions, Inc. – Mitch Rosin, Consultant, will be providing an update on the plan to develop consortium bylaws and address any questions. Greg Hill, Jr., will be supporting the work through research, evaluation, and technical assistance.

Phase 1: Discovery and Needs Assessment

Phase 2: Research and Benchmarking

Phase 3: Develop By-Laws

5.4 Information Item: Boardable Demo

The Director has engaged Boardable for the next year to help run meetings, including the ability to attend virtual, hybrid meetings on one screen, record votes virtually, consolidate board packets, a document center to access and manage documents, a task manager, AI transcription, and reporting.

Training August meeting – 30-60 minutes

5.5 Action Item: KAEC Meeting Calendar for the academic year 2025-26

The board will review and vote to approve the upcoming 2025-26 board meetings.

Motion: Recommended for Approval

Moved by:

Second by:

Final Resolution:

Abstained/Objected:

6. REPORTS

6.1 Partner Updates:

Representatives will be invited to briefly share current program updates, partnership opportunities, and alignment with regional adult education strategies.

- [Cerro Coso College](#)
 - Provided in-person enrollment support for 25 students at the Mojave Adult Education School on June 9th.
 - Scheduled in-person training for Mojave Adult School staff on June 18th, covering admissions, counseling, financial aid, and student resources (please see the attached agenda).
 - Currently identifying dates to provide training and enrollment support for Sierra Sands Adult School.

6.2 Member Highlights (Rotational Updates):

Beginning August 2025, consortium member districts will provide brief, rotational updates at each board meeting to share local accomplishments, innovations, challenges, and opportunities.

August Presenter(s):

Time Allotment: 3–5 minutes

Purpose: To foster peer learning, transparency, and regional alignment.

6.3 Director’s Report:

(The KAEK Director will provide updates on consortium-wide initiatives, state-level guidance, planning efforts, reporting timelines, and other relevant information to support member coordination and strategic alignment.)

7. FUTURE AGENDA ITEMS

Approval of Annual Plan for 2025–26

Expected Date: August 15, 2025

Purpose: To review and approve the 2025–26 Annual Plan for submission to CAEP.

Update on CAEP Member Expense Report Status

Expected Date: June 30, 2025

Purpose: To review the status of the Q3 and Q4 Member Expense Reports.

Review of 2023/24 and 2024/25 Member Expense Report Status

Due Date: September 1, 2025 (Due in NOVA)

Purpose: To ensure that the Q4 Member Expense Reports are submitted and certified.

Certification of 2025/26 Allocation Amendment

Due Date: September 1, 2025 (Due in NOVA)

Purpose: To review and approve the 2025/26 allocation amendments.

Final Certification of 2023/24 and 2024/25 Member Expense Reports

Due Date: September 30, 2025

Purpose: To review and approve final certification of the Member Expense Reports.

Approval of 2025/26 Member Program Year Budget and Work Plan

Due Date: September 30, 2025 (Due in NOVA)

Purpose: To approve the 2025/26 Member Program Year Budget and Work Plan.

8. DISCUSSION ITEMS

8.1 CAEP Upcoming Due Dates:

Due Date	Item	System
June 30, 2025	Q3 Member Expense Report Certified by Consortium	NOVA
July 15, 2025	Q4 Student Data Submission Due (FINAL)	TOPSPro
August 15, 2025	2025–26 Annual Plan Due	NOVA

Note: The 2025–26 Annual Plan is a subset of the 2025–28 Three-Year Plan.

9. EVENTS AND TRAININGS

9.1 Trainings/Events

CAEP Summit 2025 - Collaboration in Action. Innovation with Purpose.

Dates: September 24–26, 2025

Location: Anaheim, California
Purpose: Informational – Upcoming CAEP Summit details.
Link: [Registration Link](#)

High School Equivalency & Proficiency Summer Convenings – 2025

Hosted by the California Department of Education (CDE) *Free, in-person, half-day events open to test site personnel, counselors, and stakeholders.*

Dates & Locations:

- August 12 – Sacramento
- August 13 – Alameda
- August 14 – Monterey
- August 15 – Fresno
- August 19 – Orange
- August 20 – Los Angeles
- August 21 – Jurupa
- August 22 – San Diego

Contact: Melissa Stockbridge – mstockbridge@scoe.net *Flyer and registration available online.*

Purpose: Informational

10. ADJOURNMENT

Subject: Adjournment

Motion to Adjourn at

Moved by:

Seconded by:

The meeting was adjourned.

NEXT SCHEDULED MEETING: TBD

Kern Community College District Office, 2100 Chester Ave, Bakersfield, CA 93301

Handouts will be in Microsoft Teams, Google Drive and will be available on <http://www.kernaec.org>