2017-2018 Accomplishments (Effective November 20, 2018)

Jaime Lopez, Acting Program Manager

Adult Education- Delano Campus

- Took on lead role in facilitating North Kern Adult Education Alliance meetings.
- Managed annual AEBG budget for Delano Campus.
- Met consortium deadlines for budget and work plans submissions.
- Collaborated with district office AEBG director and personnel to ensure proper expenditure reporting for AEBG at the Delano Campus.
- Collaborated with AEBG program and A&R at BC Main Campus to develop and streamline registration for non-credit students.
- Coordinated and led matriculation efforts for Delano Adult School and adult education programs at McFarland and Wasco.
- Coordinated transitional and support services for Delano Adult School, Wasco Adult Education and McFarland Adult Education Program.
- Successfully launched first for-credit/non-credit EMLS 72 course at the Delano Campus creating cohort of transitioned Adult Education students from Adult Schools.
- Assisted coordinating EMLS courses to be offered Summer and Fall 2018.
- Helped lead various matriculation workshops at rural high school sites including Registration Rocks events.
- Trained BC Delano staff assisting in Registration Rocks prior to event.
- Assisted in Pre-Commencement Celebration planning committee for Delano graduates.
- Assisted in Pre-Commencement Celebration Planning committee for Chicano-Latino Celebration.
- Assisted with Commencement Ceremony at Main Campus.
- Developed and launched various Google Docs and forms used at BC Delano.
- Collaborated with BC Main AEBG Program to launch BC AEBG Newsletter, “In Touch, In Tune.”
- Facilitated and coordinated efforts Rural Initiatives and STEAM Scholarship Committee (including applications, scoring rubrics, and document submissions).
- Promoted BC Adult Education and General Services at various outreach and community events.
- Led hiring committee for TA and assisted with hiring of other staff.
- Developed data collection forms to ensure proper tracking of Adult Education services for reporting purposes.
- Assisted in coordinating and leading outreach events for Summer Ag Camps.
- Collaborated with BC Main Campus’ AEBG Program to create Adult Education webpage and promotional materials/items.