

**The Mission of the South Orange County Regional Consortium**  
*is to equip adult learners with the life, language, and career skills to achieve their personal and professional goals, and become active members of their communities.*



## SOCRC Steering Committee Meeting

Dr. Karima Feldhus (*\*Sue Donelson*), Saddleback College, Co-Chair (South)  
 Debbie Vanschoelandt, Irvine Valley College, Co-Chair (North)  
 Dr. Meg Ervais, Capistrano Unified School District  
 David Gordon, Saddleback Valley Unified School District  
 Alysia Odipo (*\*Chad Mabery*), Laguna Beach Unified School District  
 Dr. Rebecca Roberts, Irvine Unified School District  
 Christine Matos (*\*Will Neddersen*), Tustin Unified School District  
 Pati Romo, College and Career Advantage  
 Alita Salazar, Coastline Regional Occupation Program  
 Dr. Katy Ramezani, Orange County Department of Education  
*\*Denotes District-Approved Member Proxy*

### Minutes

April 22, 2019, 1:00-2:30 p.m.

**Quail Hill Community Center, 39 Shady Canyon Drive, Irvine, CA 92603**

*This event is a private reservation and is not endorsed or sponsored by the City of Irvine.*

	ITEM	PRESENTER
1.	<b>CALL TO ORDER</b>	Co-Chairs
2.	<b>INTRODUCTIONS AND NEW GUESTS</b>	All
	Present: Susan Akhavan (IVC), Daisy Bautista (SC), Rebecca Beck (IVC), Dr. Darla Calvet (BTI), Javier Corrales (SC), Sue Donelson (SC), Meg Ervais (CUSD), Dr. Karima Feldhus (SC), David Gordon (SVUSD), Jill Ibbotson (SC), Fatinah Judeh (OCDE), Chad Mabery (LBUSD), Anne Moore (CCA), William Neddersen (TUSD), Dr. Rebecca Roberts (IUSD), Alita Salazar (Coastline ROP), Cyndi Sapper (BTI), and Debbie Vanschoelandt (IVC).	
3.	<b>ADOPTION OF AGENDA BY PRIORITY</b>	Co-Chairs
4.	<b>APPROVAL OF MINUTES FROM January 28-2019</b>	Co-Chairs
5.	<b>PUBLIC COMMENTS</b>	Open
	Anyone may address the Committee on any item NOT on the Agenda within the subject matter and jurisdiction of the Committee. Each speaker is limited to two minutes.	
6.	<b>REGULAR/ONGOING BUSINESS</b>	
	NOVA: Q1 and Q2 Submission for 2018-2019  Q1 is certified and can submit Q2.  Please agree to the follow-up question about 16-17 and email Debbie to certify; it was noted that there are missing submissions.	Debbie
	CASAS –CAEP Data Integrity Due for Q3 by 4/30/19  Report is due by next month; one week left.	Rebecca & Jill

### Empowering Adult Learners for Lifelong Success.

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	Reminders and Updates (see upcoming date reminder sheet)  Important deadlines: f-i.	Darla
	Capital Project Improvements: Update  OASIS Lab will provide students with a work skills lab, a life skills lab, and offices. This is a \$700,000-\$900,000 project that will likely use the 18-19 funding nad 17-18 as needed.  OASIS Lab will not replace classes at Mission Viejo site at the Silverado High School location, but will be used to supplement student learning.  OASIS program is open to the community and offers classes at Silverado High School, Saddleback College, and Vocational Visions.	Karima
7.	<b>NEW BUSINESS</b>	
	A. Cohort Study Update  Class visits are taking place at various Adult Education sites to conduct study. Data results for class visits, including AESL, CTE, and OASIS classes, will be provided.	Darla
	B. 3-Year Planning Team Meeting Update on Progress  Met three times and have working drafts. Final drafts will be presented next meeting, May 30, for Board approval. Prior to Board approval, drafts will be sent for review to discuss in meeting. Rebecca provided access to Google Drive (Title: 2019 SOCRC) to all members; email Rebecca if you do not have access.  a. Team 1 Report Out  Presented results of completed survey. There were a lot of scores of 1's and 2's as well as some 4' and 5's. Provided handout that discussed the 2.3 Community Need and Customers and 2.4 Identifying Goals and Strategies. Team 2 will use this information and work on next steps by creating an action plan.  b. Team 2 Report Out  Action plan will look at the three-year cycle to implement goals.  c. Final draft to all members for review and approval at May SOCRC meeting on May 20, 2019  Sue and Debbie will send Regional Service Provider to voting members to indicate areas of funding.  Darla and Rebecca will work on a logic model with the information provided by subcommittees and present during meeting for approval.	Rebecca

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	<p><b>C. Supplementing Instruction/Apportionment</b></p> <p>Presented Supplementing Apportionment Memo that was sent to SOCRC Board Members to provide spending transparency to Consortium. Per the Action, the supplement “will not be no more than 50% but no less than 30% of instructor salary and benefit costs.”</p> <p>It was noted that faculty teaching noncredit and credit classes are paid the same, yet noncredit receives less funding than credit classes. Also, reimbursement is based on different rates per students in noncredit and credit courses. Faculty teaching noncredit classes are paid based on positive hours of attendance while faculty teaching credit classes are paid regardless of positive hours of attendance.</p> <p>CAEP funds will be applied with prudence, which is determined by the Consortium, per the Fiscal Office.</p> <p>This does not affect member allocations. As a Consortium, each member acts as a Compliance Officer and transparency is key.</p>	<p>Karima</p>
	<p><b>D. Compliance: Brown Act &amp; Website</b>  <b>E.</b></p> <p>Per the Brown Act, the Consortium must post agenda 72 hours in advance for the public. However, this year the Consortium has not followed the Brown Act due to not having access to the IVC website.</p> <p>The following options were provided to comply with the Brown Act:</p> <ol style="list-style-type: none"> <li>1. Each member must post agenda in a public site</li> <li>2. Post at the IVC website, like before</li> <li>3. Post on District website</li> <li>4. Pay for a website</li> </ol> <p>It was agreed that Debbie will request access to IVC website to post agendas.</p>	<p>Karima, Debbie &amp; Rebecca</p>
	<p><b>F. Common Intake Form Updates &amp; Edits</b></p> <p>Intake Form was developed to collect similar data, but various programs collect data using different methods but the information collected is the same. Members will review Intake Form to discuss in the next meeting. It was confirmed that students do not need to sign the Intake Form.</p>	<p>Sue</p>
	<p><b>G. Governance and Bylaw: Working group composition</b></p> <p>For next meeting, each voting member will provide a name of one representative to attend subcommittee meetings to work on bylaws. Subcommittee will meet in June and will use sample bylaws as models to create bylaws. A draft of the bylaws will be presented to construction by August or September.</p>	<p>Karima, Debbie &amp; Rebecca</p>

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	<p>H. 2019-2020 CFAD</p> <p>a. Funding amounts and updates (see CFAD facts from State)</p> <p>Please review.</p> <p>b. Direct vs. Indirect Funding Discussion and Agreement</p> <p>Karima recommended that the Consortium consider moving to direct funding. Karima’s research showed that moving to direct funding vs. fiscal agency is feasible because the budget is now submitted through NOVA.</p> <p>It was noted that direct funding will eliminate payment made to the District for being the Fiscal Agent since funding will be provided to the Consortium directly from the State. Direct funding will permit members to allocate extra funds amongst members, based on a formula.</p> <p>The following questions were presented:</p> <ol style="list-style-type: none"> <li>1. How does the District use the money it receives?</li> <li>2. How will SVUSD receive its allocation?</li> </ol> <p>It was reminded that SC receives allocations and not SVUSD because the Adult Education Program is now part of Saddleback College.</p> <p>Also, each member is a Compliance Officer and there is transparency in the Consortium.</p> <p>It was agreed the status quo of having the District as the Fiscal Agent will remain for now until further discussion</p> <p>c. Consortium Scope of Work BTI Discussion</p> <p>Karima noted that there is a conflict of interest in having BTI act as Compliance Officer while providing services.</p> <p>Rebecca Beck was concerned with BTI being paid from IVC’s allocation when BTI provides services for all members.</p> <p>In the past, it was agreed that BTI will be paid by IVC and SC because they had sufficient funding while other members had limited funding.</p> <p>d. Consensus Agreement on CFAD 19-20 to meet May 2, 2019 Deadline</p> <p>Debbie will submit the CFAD, maintaining the status quo.</p>	<p>Karima, Rebecca &amp; Debbie</p>

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8.	<p><b>MEMBER FUNDING NOTIFICATION</b>  <i>Per the State’s direction, major expenses or unusual expenditures should be presented to other Consortium members for the purpose of transparency, and so that members can ask questions or raise concerns. The committee does not vote on expenses, but may ask a member to pause on a project in order to ensure full compliance with the spirit and letter of AEBG regulations.</i></p>	Steering Committee Members												
9.	<p><b>EXECUTIVE STEERING COMMITTEE MEMBER REPORTS</b>  <b>Tabled</b>            CUSD            SVUSD            LBUSD            IUSD            TUSD            Irvine Valley College            Saddleback College            College and College Advantage            Coastline ROP            Orange County Department of Education</p>	Steering Committee Members												
10.	<p><b>SCHEDULED MEETINGS, TRAININGS, DEADLINES</b></p> <p>All monthly SOCRC meetings are held on Mondays from 1 p.m.-2:30 p.m. at the Quail Hill Community Center.</p> <p>2019 Meeting Dates</p> <table border="1" data-bbox="272 999 1073 1140"> <tr> <td><b>January 28</b></td> <td><b>May 20</b></td> <td><b>September 23</b></td> </tr> <tr> <td><b>February 25</b></td> <td><b>June 24</b></td> <td><b>October 28</b></td> </tr> <tr> <td><b>March 25</b></td> <td><b>July 29</b></td> <td><b>November 25</b></td> </tr> <tr> <td><b>April 22</b></td> <td><b>August 26</b></td> <td><b>December 16</b></td> </tr> </table> <p>To register for state webinars, visit <a href="http://aebg.cccco.edu/Events/AEBG-Webinars">http://aebg.cccco.edu/Events/AEBG-Webinars</a></p>	<b>January 28</b>	<b>May 20</b>	<b>September 23</b>	<b>February 25</b>	<b>June 24</b>	<b>October 28</b>	<b>March 25</b>	<b>July 29</b>	<b>November 25</b>	<b>April 22</b>	<b>August 26</b>	<b>December 16</b>	
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11.	<b>ADJOURNMENT</b>													

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