

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

**Denotes District-Approved Member Proxy*

Minutes

May 20, 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.	CALL TO ORDER	Chairs
2.	INTRODUCTIONS AND NEW GUESTS	All
	Present: Susan Akhavan (IVC), Daisy Bautista (SC), Rebecca Beck (IVC), Javier Corrales (SC), Sue Donelson (SC), Meg Ervais (CUSD), Dr. Karima Feldhus (SC), David Gordon (SVUSD), Jill Ibbotson (SC), Chad Mabery (LBUSD), Anne Moore (CCA), William Neddersen (TUSD), Dr. Rebecca Roberts (IUSD), Julie Scholl (IVC), Debbie Vanschoelandt (IVC), and Jeff Wilson (IVC).	
3.	ADOPTION OF AGENDA BY PRIORITY	Chairs
4.	APPROVAL OF MINUTES FROM April 22-2019	Chairs
5.	PUBLIC COMMENTS	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.	REGULAR/ONGOING BUSINESS	
	A. NOVA Updates	Debbie
	<ul style="list-style-type: none"> Will adjust COLA ending balances and certification will be needed 	
	B. CASAS Updates and Information	Jill
	<ul style="list-style-type: none"> July 15: CAEP and WIOA submissions CASAS: Starting July, switching to Goals Test 	

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	<p>C. Reminders and Updates (see upcoming date reminder sheet from April meeting)</p> <ul style="list-style-type: none"> • Upcoming Date Reminder Sheet: Rebecca will send reminder emails • Q3: Have until end of June to certify • Important Dates Calendar: Rebecca will upload to Google Docs. 	Rebecca
7.	NEW BUSINESS	
	<p>A. Meeting Norms (see attached)</p> <p>Discussed meeting norms to include next meeting, including:</p> <ul style="list-style-type: none"> • Be solution oriented and take ownership of role • Be Prepared, respectful, active, and engaged participants; physically present • Consider all points of view and discuss all concerns candidly with confidentiality • Work to keep meetings positive and productive as well as focus on the agenda 	Rebecca
	<p>B. Capital Project improvements: Update</p> <ul style="list-style-type: none"> • Waiting to hear back from facilities • Goal: Complete project by December or Spring 	Karima
	<p>C. 3-Year Planning-Final Draft for Approval and Consensus</p> <p>Provided packet to review and discuss</p> <ul style="list-style-type: none"> • Rebecca made edits to 2.1 Executive Summary, per Will's comments • Rebecca will correct "comprised of a 10 people" • Table 1: Regional Service Providers: Rebecca will add the following <ul style="list-style-type: none"> - One-Stop - Workforce Board - Orange County Rescue Mission (Sue will send information to Rebecca) - Drug Court - Drug Rehabilitation Center - Edit address • Table 2: Funding for Adult Education Programs and Services: <ul style="list-style-type: none"> - Whether apportionment is a separate line item - Karima will ask the State about apportionment, salaries, and facility costs • 2.3 Community Need and Customers <ul style="list-style-type: none"> - Only changes made was clarified that data is about enrollment (see "Based on enrollment data, our consortium serves different student populations ...") • 2.4 Identifying Goals and Strategies: No changes made • Figure 1. Logic Model <ul style="list-style-type: none"> - This is a summary of progress and action steps • Table 3. Progress Indicators: <ul style="list-style-type: none"> - These are four Progress Indicators where each has actions on 2.5. Piloting and Implementation • 2.5. Piloting and Implementation Indicators: <ul style="list-style-type: none"> - #1: Simple action to keep accountability - #2: Provide roadmaps to students (options of various paths such as, K-12 District & CC Programs) that are accessible on website 	Rebecca

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	<ul style="list-style-type: none"> - #3: Specific and requires sharing between faculty and administration - #4: Accountable to data; show growth • Due June 7th: Rebecca will make changes as discussed and will send final version to members <ul style="list-style-type: none"> • Members moved to approve 3-Year Plan that was properly seconded and with a consensus of voting members in favor, the motion passed. 	
	<p>D. Brown Act Compliance Update</p> <ul style="list-style-type: none"> • Website is a classified union-type issue • Submitted request and is pending approval 	Debbie
	<p>E. Supplementing Instruction/Apportionment</p> <ul style="list-style-type: none"> • Karima had already shared regulations and rationale, using prudence, for 40% Supplemental Apportionment last meeting • CAEP will pay 40% salaries of instructional cost; this does not need member approval • It was recommended that Karima add a clause, such as “Apportionment be reviewed yearly at the discretion of the Consortium Board to adjust accordingly” 	Karima
	<p>F. Intake/Enrollment Form Follow Up</p> <ul style="list-style-type: none"> • Discussion on how data is being utilized <ul style="list-style-type: none"> - Not all members use ASAP and only some data is uploaded to TOPS - Not using some data we are collecting; not efficient • Categories (Pg.2) <ul style="list-style-type: none"> - Some data is not updated (Food Stamps is now CalFresh; BOGG is now California College Promise Grant) - Only 14 categories out of 58 are reported through ASAP • Intake Form Work Meeting <ul style="list-style-type: none"> - Sue will schedule a meeting to review Intake Form with Debbie, Jeff, Jill, Julie, and Will - Suggested to add: <ol style="list-style-type: none"> 1. What are you interested? 2. Add course pathways 3. Use Intake Form for funding related purposes and program needs 	Sue
	<p>G. Governance and Bylaw: Working group composition decision</p> <ul style="list-style-type: none"> • Each member provided name of one person to participate in working group • Rebecca will send email with meeting dates 	Rebecca
	<p>H. Meeting times/dates discussion based on feedback</p> <ul style="list-style-type: none"> • Leave as is and revise by August 2019 • Cancel June and July meetings due to subcommittee meetings 	Rebecca
	<p>I. 2019-2020 CFAD</p> <p>a. Direct vs. Indirect Funding Discussion and Agreement</p> <ul style="list-style-type: none"> • Rebecca sent link with Direct vs. Indirect Funding 	Karima, Debbie and Rebecca

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	<ul style="list-style-type: none"> • Karima and Debbie met with District to ask for preference; members should also ask their Districts for preference before making the decision • Rebecca provided a summary of past discussion about Direct vs. Indirect <ul style="list-style-type: none"> - Indirect: Fiscal Agent is responsible for compliance, assumes responsibilities, and receives payment - Direct: <ol style="list-style-type: none"> 1. Pay auditor to check for compliance and consulting 2. Receive direct funding (prevent late funding distribution) 3. Pay for administrative support 4. Consortium decides how to spend funding • Karima emphasized the importance of making an informed decision by August <ol style="list-style-type: none"> b. Consortium Scope of Work BTI Discussion • See a. 													
8.	<p>MEMBER FUNDING NOTIFICATION</p> <p><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>	Members												
9.	<p>EXECUTIVE STEERING COMMITTEE MEMBER REPORTS</p> <p>No committee reports</p> <p>CUSD</p> <p>SVUSD</p> <p>LBUSD</p> <p>IUSD</p> <p>TUSD</p> <p>Irvine Valley College</p> <p>Saddleback College</p> <p>College and College Advantage</p> <p>Coastline ROP</p> <p>Orange County Department of Education</p>	Steering Committee Members												
10.	<p>SCHEDULED MEETINGS, TRAININGS, DEADLINES</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" style="width: 100%; text-align: center;"> <tr> <td>January 28</td> <td>May 20</td> <td>September 23</td> </tr> <tr> <td>February 25</td> <td>June 24</td> <td>October 28</td> </tr> <tr> <td>March 25</td> <td>July 29</td> <td>November 25</td> </tr> <tr> <td>April 22</td> <td>August 26</td> <td>December 16</td> </tr> </table> <p>To register for state webinars, visit http://aebg.cccco.edu/Events/AEBG-Webinars</p>	January 28	May 20	September 23	February 25	June 24	October 28	March 25	July 29	November 25	April 22	August 26	December 16	
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11.	<p>ADJOURNMENT 2:39 p.m.</p>													

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