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CALIFORNIA ADULT EDUCATION PROGRAM

SOCRC Steering Committee Meeting

Dr. Karima Feldhus (*Sue Donelson*), Saddleback College, Co-Chair
Debbie Vanschoelandt, Irvine Valley College, Co-Chair
Dr. Meg Ervais, Capistrano Unified School District
David Gordon, Saddleback Valley Unified School District
Chad Mabery, Laguna Beach Unified School District
Dr. Rebecca Roberts, Irvine Unified School District, Co-Chair
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

Meeting Norms:
- Be Solution Oriented and take ownership of your role
- Be prepared, respective, active and engaged participants and both mentally and physically present
- Consider all points of view and discuss concerns candidly with confidentiality
- Work to keep meetings positive, productive, and focused on the agenda

MINUTES-SOCRC Quarterly Consortium Meeting
October 28, 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 & NORM REVIEW**	Chairs
2.	**INTRODUCTIONS AND NEW GUESTS**	All
	Present: Susan Akhavan (IVC), Daisy Bautista (SC), Sue Donelson (SC), Meg Ervais (CUSD), Karima Feldhus (SC), Jill Ibbotson (SC), Chad Mabery (LBUSD), Anne Moore (CCA), William Neddersen (TUSD), Ron Pirayoff (SVUSD), Rebecca Roberts (IUSD) Adalberto Rodriguez (SC), and Alita Salazar (Coastline ROP).	
3.	**ADOPTION OF AGENDA BY PRIORITY**	Chairs
4.	**APPROVAL OF MINUTES FROM AUGUST 26, 2019**	Chairs
	Approved	
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. None	
6.	**REGULAR/ONGOING BUSINESS**	
	A. NOVA Updates October 31, 2019 Deliverables Deadline; Send to capm@casas.org Karima will send email notifying about late submission.	Debbie

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	Co-Chairs are updated to Karima and Rebecca. 2017-2018 Funds for IUSD showed overage, but the 2019-2020 funds have been corrected to not show overage.	
	B. CASAS Updates and Information CAEP Summit will take place on October 29-30, 2019.	Jill
	C. Workforce Updates Provided 2020 Orange County (OC) Workforce Indicators Report: Key Findings handout, which can be located at OCBC.org under the "Research" tab. Topics discussed include: • OC Millennials are the dominant generation • K-12 Education System is outgrowing • Emerging technologies and Career Education Sue notified the Consortium that Saddleback Adult Education is committed to helping students get job. SC team is working with the OC Development Board and its One-Stop Centers to become a One-Stop affiliate center that will address housing and job placements for Adult Education Students because the majority of the current One-Stop Centers are located in Irvine and Garden Grove, providing limited access to South County. • Goal is to work with Consortium members to create referral process and leverage resources SC OASIS Program is hiring a Ralphs-Kroger position that will work with adult students with disabilities, including assisting with job development, job promotions, student retention, students finishing the curriculum, transitioning students who finished the program, etc.	Alita
	D. Reminders and Updates: • **October 30**: 10/20 Member Program Year Budget and Work Plan Certified in NOVA • **October 31**: Student data in TOPS (Q1-July 1 to September 30th) • **December 1**: Member Expense Reports for Q1 (July, August, September) due in NOVA • **December 1**: July 1, 2018 to June 30, 2019 instructional hours and expenses by program area (actuals) due in NOVA and certified	Rebecca
7.	**NEW BUSINESS-Planning Time**	
	A. Follow Up from Professional Development As a Consortium, we are focused on creating an internal pathway to provide students with referrals to schools (k-12 and community college) and jobs (CTE, etc.).	Rebecca

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		Sue introduced Adalberto, Program Outreach Specialist, and recommended for Consortium members to connect with Adalberto to start building internal process and pathways. Professional Development (PD) Summary • Good attendance; there was representation from each Consortium member. • Survey results discussed, including providing more breaks and ending sooner. • Part 2 PD is tentative for March 6, 2019 and will probably be held at ATAP, Creek Side, or Quail Hill Community Center. • It was suggested to include counselors • Recommended to meet prior to the next PD because meeting every six months is not enough, tentative planning meeting was set for November 25, 2019.	
	B.	Member share out regarding carry over and fund expenditure Majority of the Consortium members had carry over • CCA had about $75,000 carry over, but the funds will be spent and there was also a miscommunication with the financial department. • IVUSD had about $6,772 carry over due to book purchases. • IVC had about $423,420 carry over. • LBUSD had about $54, 869 carry over, but is confident that the amount will be spent. • SC had about 2 million carry over, but it will spend by June 2020. It is currently spending 2018-2019 funds. Sue is chairing hiring committees to staff all sites, including Program Assistant, Office Assistant, Admissions and Records Specialist, Lab Assistant, and Program Student Support Specialist. It was noted that one year worth of allocations was saved for a facilities project, but it was recommended not to spend. Also, the Adult Education program costs twice as much as what CAEP allocates. SC is scheduled to spend funds on OASIS capital project. • TUSD had about $266,745 in carry over, but it will spend the funs on digital technology, books, etc. Also, TUSD lost some of its teachers.	Rebecca
	C.	Intake Form (Registration Form for K-12) Recommended working on intake form and roadmap during the November 25, 2019 meeting. Jill will send information to Will and Sussan A.	Will/Rebecca

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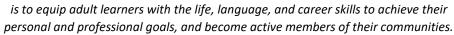*The Mission of the South Orange County Regional Consortium*
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	D. Branding for SOCRC	Karima
	Karima visited North Orange and shared that they had their own branding, logo, name, and building. She posed the question on how can the Consortium plan to create its own branding?	
	Purpose of branding is to increase visibility and build more partnerships that will provide more opportunities to students, including job opportunities with local businesses.	
	Direct Funding v. Fiscal Agent Brief Discussion	
	• Direct Funding: Hire administrative support to work with all members, manage website, newsletter, branding, etc.	
	Fiscal Agent	
	• District is the current fiscal agent	
	Karima will ask Debbie about NOVA and the 5%	
	Discussion about Direct v. Indirect Funding will be added to the January 27, 2019 agenda.	
	E. Adult Education Data Metrics	Karima
	Karima asked members to present data. For example, Jill will present for SC and Annie for CTE.	
	Jill agreed to present Consortium Data for the January 27, 2019 meeting.	
	Will will provide Jill with document of State data that is on the CAEP website so that she could compare State data with Consortium data.	
8.	**MEMBER FUNDING NOTIFICATION** *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.*	Members
9.	**MEMBER REPORTS: Members will report on the activities in relation to the annual and three-year plans and budget and expenditures to date.**	Steering Committee Members
	CUSD Had a ShakeOut earthquake drill for high school students and adult education students. Adult Education will work on drill to make sure high school students do not mix with adult students.	

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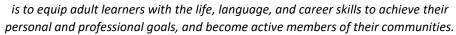
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	SVUSD No report.
	LBUSD No report.
	IUSD Had a ShakeOut earthquake drill for high school students but did not include adult students. Administrative Assistant is retiring. IUSD plans on hiring part-time Office Assistants to support Rebecca. Working with OCAPICA and have more students enrolled in Culinary class.
	TUSD Trying to be accurate with attendance rosters by dropping students who do not attend classes for three days, which opens seats for students on waitlist. Will have a WASC visit soon. After office location move, they does not feel separated from the main campus.
	Irvine Valley College Class enrollment continues until November 1, 2019. Have a minimum of thirty students in a classroom and waitlisted students are added when students stop coming to classes. Come Connected provides students with conversation activities and is held every two weeks. Providing activities and workshops every two weeks for students; about twelve students attend and Susan A. facilitates the majority of time. Looking forward to the Halloween party. Will add additional sections with skilled classes. This semester was the first time IVC offered skilled classes for non-credit.
	Saddleback College Half way done with semester. Will offer two AESL 706 hybrid classes in Spring; two on campus and two via Canvas. Piloting these classes will help set the stage for offering classes online. WIOA review will take place next week.

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	Held Bridge Events and CTE visits where students are transported to the main campus. All AESL classes attend the Bridge Event because Mission Viejo campus is closed due to High School back to school night. CTE visits are optional and are in a first come-first served basis. About 200 students attended the Bridge Event and selected from a number of workshops, including former AESL student panel and counseling presentation. CTE visits will introduce students to various careers, including in automobile technology and graphic design. Students will also have the opportunity to attend and shadow ESL classes on campus.	
	College and College Advantage Enrolling students into Dental Assistant classes.	
	Coastline ROP No report.	
	Orange County Department of Education No report.	
10.	**SCHEDULED MEETINGS, TRAININGS, DEADLINES** All monthly SOCRC meetings are held on Mondays from 1 p.m.-2:30 p.m. at the Quail Hill Community Center. 2019/2020 Meeting Dates	
11.	**ADJOURNMENT**	

2019/2020 Meeting Dates:

January 27	**May 18**	**Sept 28**
February 24	**June 29**	**October 26**
March 23	**July 20**	**Nov 25, 2019**
April 27	**August 24**	**Dec 16, 2019**

To register for state webinars, visit http://aebg.cccco.edu/Events/AEBG-Webinars

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