

**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  
 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  
 Fatinah Judeh, Orange County Department of Education  
 \*Denotes District-Approved Member Proxy

### Meeting Norms:

- Be Solution Oriented and take ownership of your role
- Be prepared, respectful, 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 Meeting

May 18, 2020, 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-	<del>CALL TO ORDER &amp; NORM REVIEW</del>	Chairs
	Present: Susan Akhavan (IVC), Daisy Bautista (SC), Sue Donelson (SC), Karima Feldhus (SC), David Gordon (SVUSD), Jill Ibbotson (SC), Fatinah Judeh (OCDE), Chad Mabery (LBUSD), Anne Moore (CCA), William Neddersen (TUSD), Rebecca Roberts (IUSD), Julie Scholl (IVC), and Debbie Vanschoelandt (IVC)	
2-	<del>INTRODUCTIONS AND NEW GUESTS</del>	All
3-	<del>ADOPTION OF AGENDA BY PRIORITY</del>	Chairs
4-	<del>APPROVAL OF MINUTES FROM February 24, 2020-</del>	Chairs
5-	<del>PUBLIC COMMENTS</del>	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-	<del>REGULAR/ONGOING BUSINESS</del>	
	A. <del>NOVA Updates</del>	Debbie
	B. <del>CASAS Updates and Information</del>	Jill
	C. <del>Workforce Updates</del>	Alita

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	<p>Reminders and Updates:</p> <ul style="list-style-type: none"> <li>• June 1: 18/19 and 19/20 Member Expense Report Due in NOVA (Q3)</li> <li>• There is a 20-21 CAEP allocation reduction of funds</li> <li>• Debbie presented a spreadsheet with two calculations of 12.1% (accurate number) or 12.015% (memo language percentage)</li> <li>• Spreadsheet: blue column represents current COLA and green column represents the revised CFAD</li> <li>• Once it is changed in NOVA, everyone will need to certify again; discussion about a possible vote due to significant impact to members' budgets</li> <li>• Rebecca is concerned that the reduction of funds will impact her budget (cutting some sections and not providing teacher's with pay raise, as promised) and asked whether donations are allowed; Will mentioned that donations are not allowed (donations for in the class); Rebecca will provide further details regarding her concerns after the official budget is received</li> <li>• Karima mentioned some possible solutions for reduction of funds impact on some programs:             <ol style="list-style-type: none"> <li>1. Members can hold a one-time allocation or</li> <li>2. Members can vote for direct funding and distribute FS440</li> </ol> </li> <li>• Rebecca wanted more information about testing; it was discussed that online testing is costly due to the following:             <ol style="list-style-type: none"> <li>1. Proctor is needed for each or every five students, depending on device</li> <li>2. Staff must be certified</li> <li>3. If it is one proctor to five students, then a Windows device is required while one proctor to one student is required for Chromebooks</li> </ol> </li> <li>• Jill mentioned that CASAS is forgiving post-tests for students who attended before and after March 16, 2020</li> <li>• June 30: 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q3)</li> <li>• Q3 will be certified at the end of June; place in early June</li> <li>• Special meeting will be scheduled for early June</li> </ul>	
7.	<b>NEW BUSINESS-Planning Time</b>	
	<p>A. SOCCD funds-FS440 funds</p> <ul style="list-style-type: none"> <li>• Provided Three-Year FS440 Breakdown for SC and IVC spreadsheet</li> </ul> <p>SC Breakdown</p> <ul style="list-style-type: none"> <li>• FY 2017-2018: fully expended \$121,631 and there was no carryover; most funds spent on academic salaries and BlueTiger marketing material contract</li> <li>• FY 2018-2019: expended \$105,810.11 and had \$13,605.89 in carryover; most funds spent on academic salaries and BlueTiger contract</li> <li>• FY 2019-2020: expended \$110,316.96 and now have \$26,837.04 (includes 2018-2019 carryover) that will be reduced by approximately 11k due to past Professional Development in October (pending refreshments invoices, etc.)</li> </ul>	Karima/Debbie

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	<ul style="list-style-type: none"> <li>• Answers to questions regarding information about FY 2019-2020 breakdown under contracts and classified salaries             <ol style="list-style-type: none"> <li>1. Contracts: Nancy had two roles, as a consultant type for governance questions/information and Professional Development coordinator</li> <li>2. Classified Salaries: Daisy helps with copies, reviews notes, and takes minutes (behind the scene work); Sue will rather not assign additional SOCRC work at this time since Daisy is part-time; once Daisy is replaced, she will not receive partial payment from FS440 and will only receive payment from FS430; it is unclear the percentage of FS440 that is allocated to Daisy for the SOCRC work</li> </ol> </li> <li>• There is a difference between FS440 and FS430: FS440 is for administrative related costs and FS430 is program related</li> </ul> <p>IVC Breakdown</p> <ul style="list-style-type: none"> <li>• FY 2017-2018: no information provided by Debbie, but Karima provided expenditures from a Workday report produced by Dolly from Fiscal</li> </ul> <p>Note: Until November/December of 2018, Debbie started managing funds, so this is why Debbie did not have information here</p> <ul style="list-style-type: none"> <li>• FY 2018-2019: expended \$82,512.79 and had \$3,470.21 carryover; most funds spent on academic salaries, which was a portion of Debbie's salary; salaries is higher here, but percentage reduced for FY 2019-202 due to adjustment/flip in percentage with FS430</li> <li>• FY 2019-2020: academic salaries here only covers Debbie; contract has the full amount in carryover because it was charged to FS430, providing a big carryover of \$111,565</li> </ul> <p>Karima will ask Dolly the following questions:</p> <ol style="list-style-type: none"> <li>1. Why is there a difference in allocations between both colleges?</li> <li>2. Why are there discrepancies in totals?</li> </ol> <p>Questions for members:</p> <ol style="list-style-type: none"> <li>1. What do we do with the total carryover from SC and IVC (allocate funds amongst all members and not SC and IVC)?</li> <li>2. Do we allocate it with a one-time reallocation process?</li> </ol> <ul style="list-style-type: none"> <li>• Debbie noted that she has not yet spoken to her supervisor about possibility of giving her carryover away; she will speak to her supervisor for more guidance</li> </ul> <p>June Meeting</p> <ul style="list-style-type: none"> <li>• When members meet in June, they will decide best option for carryover; this will provide Debbie and Karima enough time consult their supervisors/VPs</li> </ul> <p>Two discussions for June meeting:</p> <ol style="list-style-type: none"> <li>1. Whether a one-time reallocation will take place for the carryover</li> <li>2. Whether members will select either direct or indirect fiscal agent for 2020-2021</li> </ol> <ul style="list-style-type: none"> <li>• Will wants to look at all the confirmed numbers ahead of time prior to the meeting</li> <li>• Karima and Debbie will finalize the carryover numbers</li> </ul>	
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	<p>B. Discussion regarding SOCCD funds 20-21 needs</p> <ul style="list-style-type: none"> <li>Karima will create a SOCRC Needs Survey to collect needs prior to making decision</li> <li>Possibilities: SC can hire one NBU (1-year position) or someone from Fiscal; it is difficult for IVC to hire now due to COVID-19; a decision will be made on the amount of time spent working per month</li> <li>Past NBU hired for SOCRC worked 20 hours and had a job description that did not include program coordinator; she also did not work 20 hours per week</li> </ul> <p>Note: It was decided to not provide survey, but instead review scope of work/fiscal document on Google Drive for June's meeting; members also wanted to discuss possible interview process; Rebecca shared the document</p> <ul style="list-style-type: none"> <li>Karima suggested that it is easier to hire a consultant, like Nancy, than an employee</li> </ul>	Karima/Debbie
	<p>C. Roadmap Planning</p> <ul style="list-style-type: none"> <li>There was a miscommunication on roadmap panning next steps prior to today's meeting (members agreed on Will's format; Susan created a mock-up; Will thought Karima and Susan were working on it; Susan unable to edit because it is a Canva document) but it was decided that Will will go back and edit the document on Canva</li> <li>Karima will discuss with Marketing Department whether they can use the document for marketing; she will present it to the Marketing Department</li> <li>Susan's mock-up is ready for Marketing Department, but addresses/information need to be changed due to COVID-19; Susan will share the mock-up with members to edit addresses</li> </ul>	Karima/Susan
	<p>D. March Professional Development-Debrief &amp; Survey</p> <ul style="list-style-type: none"> <li>Members provided Karima with survey revisions and comments</li> <li>Karima will send the survey to members and members will forward the survey to their teams</li> </ul>	Karima
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>	Members
9.	<p><b>MEMBER REPORTS: Members will report on the activities in relation to the annual and three-year plans and budget and expenditures to date.</b>          None</p>	Steering Committee Members
	CUSD	
	SVUSD	
	LBUSD	
	IUSD	
	TUSD	
	Irvine Valley College	
	Saddleback College	
	College and College Advantage	
	Coastline ROP	
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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>2020 Meeting Dates:</p> <table border="1" data-bbox="272 384 1183 516"> <tr> <td><b>January 27*</b></td> <td><b>May 18</b></td> <td><b>Sept 28</b></td> </tr> <tr> <td><b>February 24</b></td> <td><b>June 29</b></td> <td><b>October 26*</b></td> </tr> <tr> <td><b>March 23</b></td> <td><b>July 20</b></td> <td><b>Nov 23</b></td> </tr> <tr> <td><b>April 27*</b></td> <td><b>August 24*</b></td> <td><b>Dec 14</b></td> </tr> </table> <p>*Denotes Quarterly Consortium meeting          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 27*</b>	<b>May 18</b>	<b>Sept 28</b>	<b>February 24</b>	<b>June 29</b>	<b>October 26*</b>	<b>March 23</b>	<b>July 20</b>	<b>Nov 23</b>	<b>April 27*</b>	<b>August 24*</b>	<b>Dec 14</b>	
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11.	<b>ADJOURNMENT</b>													

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