

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 Quarterly 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

AGENDA-SOCRC Quarterly Meeting

April 26th, 2021, 1:00-2:30 p.m.

Zoom Meeting

<https://cccconfer.zoom.us/j/6574533741>

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
	Present: Susan Akhavan (IVC), Daisy Bautista (SC), Sue Donelson (SC), Meg Ervais (CUSD), Karima Feldhus (SC), Chantelle Gil (SC), Jill Ibbotson (SC), Fatinah Judeh (OCDE), Chad Mabery (LBUSD), Roxanne Metz (SC), Nancy Miller, Anne Moore (CCA), William Neddersen (TUSD), Dolly Paguirigan (SC), Rebecca Roberts (IUSD), Debbie Vanschoelandt (IVC), Dominic Vellanoweth (CCA), Jeff Wilson (IVC), and Becca Zaino (SC).	
2.	INTRODUCTIONS AND NEW GUESTS	All
	Dolly Paguirigan (SC) and Roxanne Metz (SC)	
3.	ADOPTION OF AGENDA BY PRIORITY	Chairs
	Agenda adopted	
4.	APPROVAL OF MINUTES	Chairs
	<ul style="list-style-type: none"> • Motion by Fatinah <ul style="list-style-type: none"> - Move to approve January Quarterly Meeting Minutes - Seconded by Chad and passed 	
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 Debbie will send email with any new updates; Please see upcoming dates below under	Debbie

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	"Timeline"	
	B. CASAS Updates and Information None	Will/Sue/Jill
	C. Workforce Updates None	
	D. WIOA Update None	Sue/Will/Jill/Karima
	E. Budget Quarterly Report CAEP Administrative Fund Fiscal Report (period ending 3/31/21) provided by Dolly <ul style="list-style-type: none"> • Total Revenues: \$392,397 <ul style="list-style-type: none"> - Carryover from prior year: \$145,779 - 20-21 Allocation: \$246,618 • Total Expenditures <ul style="list-style-type: none"> - Academic Salaries/Administrator's cost for time spent on coordination (this is Karima): \$84,748 - Classified Salaries/Administrative Staff: \$18,310 - Employment Benefits: \$42,327 - Other Operating Expenses (invoice for Consultant, Nancy): \$2,775 • Fund Balance: \$244,237 • Question: What is the carryover for IVC? <ul style="list-style-type: none"> - It will be provided on the next report 	Dolly
	F. Reminders and Updates Employment Earning Survey <ul style="list-style-type: none"> • Will explained that you do not need to survey students for this school year unless you want to • IUSD, LBUSD, CCA already surveyed students • Survey is required next year 	Karima
7.	NEW BUSINESS	
	A. Fiscal Agent vs Direct Funded Vote <ul style="list-style-type: none"> • Motion by Rebecca <ul style="list-style-type: none"> - Move that SOCRC will change from fiscal agent to direct funding - Seconded and passed (TUSD-Direct Funding, IUSD-Direct Funding, SC-Direct Funding, CCA-Direct Funding, IVC-Direct Funding, LBUSD-Direct Funding, OCDE-Abstention, CUSD-Direct Funding, and SVUSD sent vote via email to Karima and Rebecca) • Discussion <ul style="list-style-type: none"> - SC requested to continue with Consortium support 	Chairs/All
	B. If Direct-Funded, then Discussion of Re-Allocation of Funds and Vote <ul style="list-style-type: none"> • CAEP 21-22 CFAD Allocation spreadsheet sent with meeting invitation for your review prior to the vote • SOCRC Cost Breakdown Year with Job-Work Description document sent with meeting invite for your review prior to the vote <ul style="list-style-type: none"> - "Administrative" \$30,000 - Clerical: \$10,300 - Consulting Policy & Research: \$80,000 - Website Maintenance: \$1,075 - Total: \$121,375 • Discussion <ul style="list-style-type: none"> - It is best to move \$40,000 from research to consulting because consultant will work with all members because SC research cannot access Consortium data - June meeting can be dedicated to consultant job discussion - Total summary amount is good faith estimate; any left-over money can be reallocated with an amendment 	Chairs/All

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	<ul style="list-style-type: none"> - Website maintenance is an ongoing cost - Consultant will work with all agencies - Prospective Website Representative can come present and answer any questions • Requests <ul style="list-style-type: none"> - IUSD: Ongoing re-allocation - CCA: Ongoing re-allocation • Motion by Rebecca <ul style="list-style-type: none"> - Move to re-allocate funds by one of the following options: <ol style="list-style-type: none"> 1) even split of \$25k to each member 2) even split of \$25k excluding CCA and IUSD 3) % split to each member 4) % split to each member excluding CCA and IUSD Or <ol style="list-style-type: none"> 5) give to Saddleback college for Consortium business - Seconded and option 4 passed (IVC: Option 4, CCA: Option 3, SC: Option 4, TUSD: Option 4, LBUSD: Option 4, OCDE: Option 4, IUSD: Option 4, and CUSD: Option 4) • Motion by Rebecca <ul style="list-style-type: none"> - Move to re-allocate SOCCCD Funds of \$246,616 to \$25,241 funds based on the below number breakdown: <ul style="list-style-type: none"> - SC Consortium Management and Support: \$121,375 - IUSD: \$75,000 ongoing - CCA: \$25,000 ongoing and below percentage breakdown: <ul style="list-style-type: none"> - IVC: 11.49% - TUSD: 22.22% - SC: 63.81% - LBUSD: 2.48% - Seconded and passed (IUSD: Votes in agreement to reallocation, TUSD: Votes in agreement to reallocation, SC: Votes in agreement to reallocation, CUSD: Votes in agreement to reallocation, OCDE: Votes in agreement to reallocation, CCA: Votes in agreement to reallocation, IVC: Votes in agreement to reallocation and LBUSD: Votes in agreement to reallocation) • Discussion <ul style="list-style-type: none"> - Jeff asked to allocate \$25,000 to IVC to onboard Faculty; Jeff decided to remove his ask, which was removed from the options - Option 5 sets aside funds for Consortium business, like for projects, etc. - If ongoing allocations for IUSD and CCA are approved, those members' funds allocations will increase and cannot receive less in the future • Note <ul style="list-style-type: none"> - Debbie made it clear that she does not want to hold up the vote, but that the Consortium needs to formalize the process of allocating funds, like requesting for proof of budget, funding needs and description, etc. • Motion by Rebecca <ul style="list-style-type: none"> - Move to vote on numbers for CFAD that are broken-down by New % of Total SOCR Allocation <ul style="list-style-type: none"> - CCA: 8.37% - IUSD: 10.26% - IVC: 9.35% - LBUSD: 2.02% - SC: 51.93% - TUSD: 18.08% 	
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<ul style="list-style-type: none"> - Seconded and passed • Discussion <ul style="list-style-type: none"> - Please see picture below with new spreadsheet revised by Rebecca during the meeting that includes numbers with and without COLA - If any numbers change Rebecca will let you know - Final spreadsheet will be sent by Rebecca 																																																																																																																								
<table border="1"> <thead> <tr> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td colspan="6">CAEP 21-22 Allocation w/COLA</td> </tr> <tr> <td>20-21 Allocation</td> <td>\$4,932,353</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>21-22 Allocation</td> <td>\$5,006,334</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>COLA \$</td> <td>\$73,981</td> <td>COLA % = 1.4999%</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SOCRC Member</td> <td>20-21 Allocation</td> <td>% of Total SOCRC Allocation</td> <td>21-22 No COLA</td> <td>COLA 1.4999%</td> <td>21-22 w/COLA</td> </tr> <tr> <td>CCA</td> <td>\$412,765</td> <td>8.37</td> <td>\$412,765</td> <td>\$6,191</td> <td>\$418,956.12</td> </tr> <tr> <td>Patricia Romo</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>IUSD</td> <td>\$505,857</td> <td>10.26</td> <td>\$505,857</td> <td>\$7,587</td> <td>\$513,444.41</td> </tr> <tr> <td>Rebecca Roberts</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>IVC</td> <td>\$461,348</td> <td>9.35</td> <td>\$461,348</td> <td>\$6,920</td> <td>\$468,268.01</td> </tr> <tr> <td>Debbie Vanschoelandt</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LBUUSD</td> <td>\$99,433</td> <td>2.02</td> <td>\$99,433</td> <td>\$1,491</td> <td>\$100,924.39</td> </tr> <tr> <td>Chad Mabery</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SC</td> <td>\$2,561,159</td> <td>51.93</td> <td>\$2,561,159</td> <td>\$38,415</td> <td>\$2,599,574.36</td> </tr> <tr> <td>Karima Feldhus</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TUSD</td> <td>\$891,791</td> <td>18.08</td> <td>\$891,791</td> <td>\$13,376</td> <td>\$905,166.63</td> </tr> <tr> <td>William Neddersen</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td>\$4,932,353</td> <td>100.00</td> <td>\$4,932,353</td> <td>\$73,981</td> <td>\$5,006,333.920</td> </tr> </tbody> </table>							A	B	C	D	E	F	CAEP 21-22 Allocation w/COLA						20-21 Allocation	\$4,932,353					21-22 Allocation	\$5,006,334					COLA \$	\$73,981	COLA % = 1.4999%				SOCRC Member	20-21 Allocation	% of Total SOCRC Allocation	21-22 No COLA	COLA 1.4999%	21-22 w/COLA	CCA	\$412,765	8.37	\$412,765	\$6,191	\$418,956.12	Patricia Romo						IUSD	\$505,857	10.26	\$505,857	\$7,587	\$513,444.41	Rebecca Roberts						IVC	\$461,348	9.35	\$461,348	\$6,920	\$468,268.01	Debbie Vanschoelandt						LBUUSD	\$99,433	2.02	\$99,433	\$1,491	\$100,924.39	Chad Mabery						SC	\$2,561,159	51.93	\$2,561,159	\$38,415	\$2,599,574.36	Karima Feldhus						TUSD	\$891,791	18.08	\$891,791	\$13,376	\$905,166.63	William Neddersen						Totals	\$4,932,353	100.00	\$4,932,353	\$73,981	\$5,006,333.920
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<p>C. Discussion/Vote on SOCCCD Carry Over Fund Usage</p> <ul style="list-style-type: none"> • SOCRC Cost Breakdown Year with Job-Work Description document sent with meeting invite for your review prior to the vote <ul style="list-style-type: none"> - "If approved by the consortium, funding for branding, marketing, and website development will come from the FS440 carryover for an estimate total of \$81,585 - Branding Estimated Total: \$17,850 - Marketing Collateral Estimated Total: \$3,150 - Website Estimated Total: \$42,840 - Animated Overview Estimated Total: \$15,645 - Ongoing Animated Videos: \$2,100/per video - Website Ongoing Maintenance & Support: \$1,075 per year (included in above breakdown) - Note: In addition to the website cost, the company provides ongoing services to support the maintenance of the website, and new and continued marketing efforts. All services are charged at the current hourly rate of \$105 and billed monthly. This cost may be added to Year 2 expenses." • Discussion and Questions <ul style="list-style-type: none"> - Karima requested for Consortium to provide her with approval to start working on the website contract because it takes time to execute a contract for a \$80,000 project since additional bids will be needed - Do we have a proposal to review and understand the type of work they do? 																																																																																																																								

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	<ul style="list-style-type: none"> - Karima explained that the prospective website vendor is currently working on IVC's guided pathways - Karima will provide the proposal to the Consortium to review - Debbie wants to make sure the Consortium sees the type of work the website vendor does before the vote - It was agreed that we do not need to vote on it today and can vote in August or before; more voting meetings can be schedules in Spring - Karima was approved to start working on 3 bids and bring back the results in August - Karima requested for another member to volunteer and help her with website proposal; Will volunteered • Note <ul style="list-style-type: none"> - It was noted that the Consortium needs to work on bylaws before the vote 	
	D. Other Updates and Sharing <ul style="list-style-type: none"> a. Testing b. SB 554 None	All Will/Jill/Sue Sue
8.	MEMBER FUNDING NOTIFICATION <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>	Members
	A. Non-CDCP Instructional Salaries and Benefits	Karima
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	
	SVUSD	
	LBUSD	
	IUSD	
	TUSD <ul style="list-style-type: none"> • Trying to offer Summer classes 	
	Irvine Valley College <ul style="list-style-type: none"> • Surveyed students and about 60% wanted in-person classes while the rest want online classes • Offering at least one in-person section for each class level • Online classes will be via Zoom 	
	Saddleback College <ul style="list-style-type: none"> • Offering in-person, live streaming, and online synchronous classes • Majority of OASIS classes are in-person • As college, about 44% to 45% of classes will have some type of in-person component 	
	College and College Advantage	
	Coastline ROP	
	Orange County Department of Education	
10.	SCHEDULED MEETINGS, TRAININGS, DEADLINES All monthly SOCRC meetings are held on Mondays from 1 p.m.-2:30 p.m. at the	

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	<p>Quail Hill Community Center. The last meeting for 2020 is scheduled for December 14th.</p> <p>2021 Meeting Dates:</p> <table border="1"> <tr> <td>January 25*</td> <td>May 24</td> <td>Sept 27</td> </tr> <tr> <td>February 22</td> <td>June 28</td> <td>October 25*</td> </tr> <tr> <td>March 22</td> <td>July 26</td> <td>Nov 29</td> </tr> <tr> <td>April 26*</td> <td>August 23*</td> <td>Dec 13</td> </tr> </table> <p>Denotes Quarterly Consortium meeting To register for state webinars, visit http://aebg.cccco.edu/Events/AEBG-Webinars</p>	January 25*	May 24	Sept 27	February 22	June 28	October 25*	March 22	July 26	Nov 29	April 26*	August 23*	Dec 13	
January 25*	May 24	Sept 27												
February 22	June 28	October 25*												
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April 26*	August 23*	Dec 13												
11.	ADJOURNMENT													

Timeline

December 2020

- **Dec 1:** July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- **Dec 1:** 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1)
- **Dec 1:** July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- **Dec 31:** 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

January 2021

- **Jan 31:** Student Data due in TOPSPRO (Q2)

February 2021

- **Feb 28:** Preliminary allocations for 2021-22 and 2022-23 released by this date.

March 2021

- **Mar 1:** 18/19 and 19/20 and 20/21 Member Expense Report due in NOVA (Q2)
- **Mar 1:** Close out of 18/19 Member Funds due in NOVA
- **Mar 31:** 18/19 and 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q2)
- **Mar 31:** Close out of 18/19 funds in NOVA certified by Consortia in NOVA
- **Mar 31:** End of Q3

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April 2021

- **Apr 30:** Student Data due in TOPSPro (Q3)

May 2021

- **May 2:** CFADS for 2021-22 due in NOVA

June 2021

- **Jun 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3)
- **Jun 30:** End of Q4

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