

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
 Fatimah 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 Minutes

August 23rd, 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
	Present: Susan Akhavan (IVC), Daisy Bautista (SC), Brittany Casey (CUSD), Sue Donelson (SC), Karima Feldhus (SC), Chantelle Gil (SC), David Gordon (SVUSD), Jill Ibbotson (SC), Fatimah Judeh (OCDE), Kristia Lengyel-Leahu (SC), Chad Mabery (LBUSD), Roxanne Metz (SC), Nancy Miller, William Neddersen (TUSD), Rebecca Roberts (IUSD), Debbie Vanschoelandt (IVC), Dominic Vellanoweth (CCA), and Jeff Wilson (IVC)	
1.	CALL TO ORDER & NORM REVIEW	Chairs
2.	INTRODUCTIONS AND NEW GUESTS	All
3.	ADOPTION OF AGENDA BY PRIORITY	Chairs
	Agenda adopted (New Business 7.A. will get covered first)	
4.	APPROVAL OF MINUTES	Chairs
	Motion by Will <ul style="list-style-type: none"> • Move to approve June 2021 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	

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6.	REGULAR/ONGOING BUSINESS	
	<p>A. NOVA Updates</p> <ul style="list-style-type: none"> • Debbie will approve budget amendment by the end of the month on NOVA • Debbie shared NOVA Instructions to explain that since NOVA already made the calculations, she will input the numbers on the 2021-2022 allocations • Members should please pre-approve • NOVA (Q4) is due by September 1, 2021; please enter information and submit • Karima wants to demonstrate the new Nova Monitoring Dashboard tool in the September Planning Meeting • Karima shared the below 3 Year Plan information she received during a CAEP Meeting: <ul style="list-style-type: none"> - THREE-YEAR PLAN 2022-2025 GUIDANCE document - THREE-YEAR PLAN TEMPLATE 2022-2025 document - Note: Template will be available on NOVA until after the tentative budget is submitted in February 	Debbie
	<p>B. CASAS Updates and Information</p> <ul style="list-style-type: none"> • Jill is exporting demographics information to have it updated • Reminder: <ul style="list-style-type: none"> - Will explained that if you can get students' SNN into TOPSpro, then you do not need to do an Earnings and Employment survey - Will shared the Voluntary Authorization to Share Personally Identifiable Information and Records Form that students need to sign when providing their SNN that will be used to verify their earnings and employment 	Will/Sue/Jill
	<p>C. Workforce Updates</p> <p>None</p>	
	<p>D. WIOA Update</p> <ul style="list-style-type: none"> • Sue explained that SC closed out 20-21 WIOA and received additional funding • Will explained that TUSD also closed out 20-21 WIOA and received more funding 	Sue/Will/Jill/Karima
	<p>E. Budget Quarterly Report</p> <ul style="list-style-type: none"> • Dolly is off this week but sent the Quarterly Report of expenditures as of June 30, 2021 that was shared with Members prior to the meeting • Karima went over the report and highlighted the below: <ul style="list-style-type: none"> - 20-21 Allocation: 246,618.00 - Fund Balance: 175,940.00 - Most of the Fund Balance money will be used to pay Full Capacity (approximate \$100,000) and the remainder (approximate \$70,000) will be used to spend on any project or support Members' needs; Karima noted that the Consortium has the flexibility to decide by consensus since there is no formal plan on how to approve use of the remaining funds • Feedback is welcome on how to spend carryover 	Karima
	<p>F. Reminders and Updates</p> <ul style="list-style-type: none"> • Please see below Timeline 	Karima

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7.	<p>NEW BUSINESS</p> <p>A. Discuss and Approve Proposed Changes to Bylaws– 2nd Reading</p> <p>Bylaws Discussion</p> <ul style="list-style-type: none"> • SOCRC Members received the Bylaws for review • Nancy did not receive any change requests <p>Bylaws Changes Overview</p> <ul style="list-style-type: none"> • Article I <ul style="list-style-type: none"> - Added established general provisions to align with other sections of the Bylaws - Updated funding to make it clear that it is categorical funding that follow annual allocation guidelines provided by the State - Nancy read: “Mandated and contract negotiated cost increases of each individual district will be considered first in developing the annual budget before CAEP funding is considered for other projects as identified in the consortium’s annual plan,” which means that instructors, administration, etc. are priority before adding funds to projects • Article III <ul style="list-style-type: none"> - Cleaned up some of the language • Article IV <ul style="list-style-type: none"> - Added language of Fiscal Agency and Direct Funding being selected by the executive meeting vote • Other parts of the Bylaws stayed the same, such as Voting, etc. • Article VIII <ul style="list-style-type: none"> - Majority of the changes occurred here - Added definitions - Nancy read: “Section 3: Determination of Fiscal Administration Model: The funding model for the Consortium will be determined yearly, prior to the time the CFAD is submitted to the State, and voted on at a quarterly consortium meeting. Funding will be determined in accordance with CAEP guidelines and EC 84914;” she explained that you will see EC 84914 throughout the Bylaws - Approval of capital expenditures (over \$100,000) will go to the Executive Committee for approval, which means that approval will occur during the quarterly Executive Committee meeting and not planning meeting <p>Approval</p> <ul style="list-style-type: none"> • Motion by Chad: Move to approve amendments to Bylaws • Seconded by Will and passed by 8 votes (IVC, IUSD, LBUSD, CUSD, TUSD, SVUSD, SC, and, CCA) 	Nancy
	<p>B. Update on Fiscal Agent Carryover Funds</p> <ul style="list-style-type: none"> • Have until end of the year to spend • Need to be at 15% or less with carryover funds; law is not in effect this year but the Consortium needs to make a big effort to reduce the big carryover 	Karima
	<p>C. Update on Marketing Campaign – Full Capacity</p> <ul style="list-style-type: none"> • Karima shared the below: <ul style="list-style-type: none"> - South Orange County Regional Consortium Branding & Marketing Deliverables RFP Response: May 14, 2021 	Will/Nancy

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	<ul style="list-style-type: none"> - South Orange County Regional Consortium Kickoff Session: August 3, 2021 • Kickoff Meeting with Full Capacity, Karima, Nancy, and Will went great • Will explained discussion during the meeting: <ul style="list-style-type: none"> - Full Capacity went over how the proposal would be implemented - Full Capacity prioritizes getting to know each agency to get to know who we are and the students we represent - Full Capacity would also want to get their data aligned with our data - Provided overview of next steps on website development - Full Capacity asked to attend a Consortium Meeting to further discuss who they are and their proposal - Full Capacity wants to provide six variants of students • Nancy explained that it is important that the Consortium is informed and that decisions are made as a whole since this is a Consortium effort and project • Products will be seen at the end of the semester because it is a long process • Nancy explained that Full Capacity is well known in California and has worked with Adult Education programs 	
	<p>D. Update on Instructional Modalities for Fall 2021</p> <ul style="list-style-type: none"> • IVC <ul style="list-style-type: none"> - Moved most of its lecture-based courses online, including ESL courses that are mainly via Zoom synchronous - Enrollment is strong even if Fall 2021 enrollment was off by 150 students, which is 300 seats since most students enroll in two courses per semester • SC <ul style="list-style-type: none"> - Jill held in-person classes and had 13 students show when there are 31 students on the roster; some students had doctor's appointments but some prefer Zoom - Jill will open a Zoom session for a couple of hours - Offering 25 AESL courses and half of those have some face-to-face component - About 30 classes at SC are equipped with live streaming technology (cameras follow instructor and has great audio); we are offering one class at SC using this technology to hold in-person and Zoom classes at the same time - Office staff are busy assisting students; it is great to be back - We have interactive whiteboards at offsites; Jill loves using her interactive whiteboard and recommends it (does not need to use a document reader or projector anymore) - Karima explained that the Adult Education classes did not qualify to be held 100% online and that college process was followed • Kristia's Update <ul style="list-style-type: none"> - Cal State system is a leader on face-to-face - Kristia is scheduling meetings with Members to learn strengths and challenges of each agency - Kristia wants to help and encourage students in college and career readiness - It was noted that California is the lowest of High School graduates - Kristia wants to help agencies with this too and help encourage students to receive their High School Diploma or High School Equivalency 	All

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	<p>E. Professional Development – Fall 2021</p> <ul style="list-style-type: none"> • Date: October 15, 2021 from 1-4 PM • Nancy will review the Professional Development Survey to look for popular topics • Karima suggested that the Professional Development can be based on 3 Year Planning • Jeff agrees with Karima because faculty already have access to online tools • Susan will invite and open the IVC Mini Conference that will be held October 22, 2021 • Nancy will ask that Jenny, an Education Consultant, to be the presenter and walk through the self-assessment <ul style="list-style-type: none"> - Jenny helps redesign and make user-friendly tools for 3 Year Planning - She facilitates meetings during 3 Year Planning so Consortium get the best outcome • Nancy will go over the 3 Year Planning Tool 	All
8.	<p>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></p>	Members
	<p>A. Non CDCP Instructional Salaries and Benefits</p>	Karima
9.	<p>MEMBER REPORTS: Members will report on the activities in relation to the annual and three-year plans and budget and expenditures to date.</p>	Steering Committee Members
	<p>CUSD None</p>	
	<p>SVUSD None</p>	
	<p>LBUSD None</p>	
	<p>IUSD None</p>	
	<p>TUSD</p> <ul style="list-style-type: none"> • Classes start until next week • Out of 28 ESL classes, a quarter of them are online in the morning, which was determined based on data trends • Data has shown that there is a strong preference for intermediate advance classes online and beginning/low classes in-person 	
	<p>Irvine Valley College</p>	

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	<ul style="list-style-type: none"> • See Update on Instructional Modalities for Fall 2021 above 												
	<p>Saddleback College</p> <ul style="list-style-type: none"> • Incentives are being offered for employees who are vaccinated (\$1,000) • No proof of vaccination is required for most students unless students are taking courses or engaging in activities that require no masks, such as sports • Also see Update on Instructional Modalities for Fall 2021 above 												
	<p>College and College Advantage</p> <p>None</p>												
	<p>Coastline ROP</p> <p>None</p>												
	<p>Orange County Department of Education</p> <ul style="list-style-type: none"> • Have been back for a while and classes have been good • Weekly testing is required for individuals who are not vaccinated 												
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. The last meeting for 2020 is scheduled for December 14th.</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
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11.	<p>ADJOURNMENT</p>												

Timeline

December 2020

- **Dec 1:** July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in
- **Dec 1:** 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1)

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- **Dec 1:** July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in
- **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

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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