

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 Planning 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, 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 Planning Meeting

February 22nd, 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), Sue Donelson (SC), Karima Feldhus (SC), Jill Ibbotson (SC), Fatinah Judeh (OCDE), Nancy Miller, Anne Moore (CCA), William Neddersen (TUSD), Rebecca Roberts (IUSD), Julie Scholl (IVC), Debbie Vanschoelandt (IVC), Dominic Vellanoweth (CCA), and Becca Zaino (SC).	
1.	REGULAR/ONGOING BUSINESS	
	A. NOVA Updates No Updates	Debbie
	B. CASAS Updates and Information Saddleback <ul style="list-style-type: none"> • Increased CASAS Testing with one additional staff member who will test Citizenship Test • Revised Citizenship Test will get implemented starting 12/1/21 • Citizenship Interview certification deadline is 4/30/21; Will and Jill will provide more information 	Will/Sue/Jill
	C. Workforce Updates No Updates	Anne/Dominic
	D. WIOA Update No Updates	Sue/Will/Jill/Karima
	E. Other Updates and Sharing Training <ul style="list-style-type: none"> • LaunchBoard training will be held during the May meeting • You can invite any researchers in your organization 3-Year Plan <ul style="list-style-type: none"> • Planning another meeting to prepare for 3-Year Plan to ensure that data 	All

Empowering Adult Learners for Lifelong Success.

South Orange County Regional Consortium

- Capistrano Unified School District • Coastline ROP • College and Career Advantage • Irvine Unified School District
- Irvine Valley College • Laguna Beach Unified School District • Orange County Department of Education
- Saddleback College • Saddleback Valley Unified School District • Tustin Unified School District

	<p>is consistent</p> <p>Saddleback College Hiring Researcher</p> <ul style="list-style-type: none"> • SC is looking into hiring a non-credit researcher that can be shared with the Consortium (share job with another grant) or just SC • Researcher must be familiar with K-12 and Community College systems 	
2	NEW BUSINESS	
	<p>a. Spring 2021 Professional Development – 3/12; 1:00-4:00 p.m.</p> <p>Proposing to Cancel</p> <ul style="list-style-type: none"> • Susan will send an email to invite Cohort Members to the IVC Conference • Karima will send PD Cancellations 	Nancy
	<p>B. Member Survey Results</p> <p>Nancy Shared Screen to Display Results, among the results included:</p> <ul style="list-style-type: none"> • TUSD did not complete the survey because they did not receive the link • 90% of members or 9 had enough information to make an informed decision • 10% of members or 1 did not know how they will benefit from having a fiscal agent or being directly funded • Majority of members, 70% or 7, said they did not have instructional needs or support services that cannot be funded with their current allocations; 20% or 2 said they did have needs; and 10% or 1 said potentially • Short term needs include \$25,000; capital project, textbook, technology devices, and professional development funds; salary to support counselors (\$50,000-\$100,000); management of the consortium requirements; and providing continuity and stability • Long term needs, 18-60 months, include program expansion funds; additional CTE classes like Emergency Medical Technician; and SOCRC branding, administrative support, and coordination between the members • SC and SVUD are members that can manage or oversee the consortium business if SOCRC decides to go to a direct funding model, including hiring positions shared among members • Rebecca will follow up with David about SVUSD response <p>April Meeting</p> <ul style="list-style-type: none"> • Discussion and vote are tentative for the April meeting • Direct funding v. fiscal agent decision does not need to be unanimous • Division of funding decision must be unanimous • Bylaws do not currently have rules on division of funds, per COLA 	Nancy
	<p>C. Member Survey Discussion</p> <p>Discussion</p> <ul style="list-style-type: none"> • Karima suggested that if members decide to go with direct funding, it is best to start with 2021 funds because it is difficult to distribute prior funding, per Karima’s meeting with the College Fiscal Office • There are 2 years to spend 2021 funds • Extra funds can be allocated as: <ol style="list-style-type: none"> 1. COLA Process where each agency gets a percentage or 2. Allocate to specific members 	All

Empowering Adult Learners for Lifelong Success.

South Orange County Regional Consortium

- Capistrano Unified School District • Coastline ROP • College and Career Advantage • Irvine Unified School District
- Irvine Valley College • Laguna Beach Unified School District • Orange County Department of Education
- Saddleback College • Saddleback Valley Unified School District • Tustin Unified School District

	<p>TUSD Needs</p> <ul style="list-style-type: none"> • Need staff to help with student transitions and data • Rebecca is looking into hiring a classified position to do linkage; approximate cost is \$75,000, which includes benefits • This will be an ongoing expenditure <p>Possible Projects to use carryover funds</p> <ul style="list-style-type: none"> • Website development, branding, and web master • Researcher Position • Outreach Position <p>Questions:</p> <ul style="list-style-type: none"> • What will happen to the carry over funds and how would they be allocated? • How much funds do members need and can they provide data before distributing extra funds? • How much does it cost to hire a research position? • Is an audit required? • Can fiscal receive less than 5% for indirect funding? <ul style="list-style-type: none"> - Yes • How much funding is needed to manage the consortium and what is the breakdown? <ul style="list-style-type: none"> - Approximately \$100,000 <p>Next Steps</p> <ul style="list-style-type: none"> • Karima will bring a breakdown of cost to run the consortium/management costs in the March meeting • Will explained that distributing prior funds can be possible as long as an amendment is made; Debbie will speak with District to get a final answer • Nancy will bring samples of reallocation of funds process/bylaws of direct funding agencies that are similar in size and allocation as SOCRC • Nancy will send bylaws samples prior to the next meeting and will highlight relevant content • Karima will attach Nancy's bylaws samples in the March invite for members to review prior to the meeting • Nancy will bring additional questions to consider during March's discussion • Final Questions: <ol style="list-style-type: none"> 1. If members decide to go to direct funding, what is the overhead cost to run the consortium? 2. How will the rest of the funds be split? 	
	<p>D. Location of Future Meetings (Zoom vs. Quail Hill)</p> <ul style="list-style-type: none"> • If meetings are held in-person, Rebecca needs to start working with the Quail Hill Community Center • If more members can attend online meetings, then Zoom Quarterly meetings should continue • It was suggested to meet at different Adult Education sites • Discussion will continue during the April meeting 	All

Empowering Adult Learners for Lifelong Success.

South Orange County Regional Consortium

- Capistrano Unified School District • Coastline ROP • College and Career Advantage • Irvine Unified School District
- Irvine Valley College • Laguna Beach Unified School District • Orange County Department of Education
- Saddleback College • Saddleback Valley Unified School District • Tustin Unified School District

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.



3.	MEMBER REPORTS: Members will report on the activities in relation to the annual and three-year plans and budget and expenditures to date. No Member Reports	Steering Committee Members												
	CUSD													
	SVUSD													
	LBUSD													
	IUSD													
	TUSD													
	Irvine Valley College													
	Saddleback College													
	College and College Advantage													
	Coastline ROP													
	Orange County Department of Education													
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	
January 25*	May 24	Sept 27												
February 22	June 28	October 25*												
March 22	July 26	Nov 29												
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

Empowering Adult Learners for Lifelong Success.

South Orange County Regional Consortium

- Capistrano Unified School District • Coastline ROP • College and Career Advantage • Irvine Unified School District
- Irvine Valley College • Laguna Beach Unified School District • Orange County Department of Education
- Saddleback College • Saddleback Valley Unified School District • Tustin Unified School District

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.



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

Empowering Adult Learners for Lifelong Success.

South Orange County Regional Consortium

- Capistrano Unified School District • Coastline ROP • College and Career Advantage • Irvine Unified School District
- Irvine Valley College • Laguna Beach Unified School District • Orange County Department of Education
- Saddleback College • Saddleback Valley Unified School District • Tustin Unified School District