

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

MINUTES-SOCRC Quarterly Meeting

January 25th, 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), David Gordon (SVUSD), Jill Ibbotson (SC), Fatimah Judeh (OCDE), Chad Mabery (LBUSD), Roxanne Metz (SC), Nancy Miller, Anne Moore (CCA), William Neddersen (TUSD), Dolly Paguirigan (SC), Rebecca Roberts (IUSD), Julie Scholl (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
	Minutes approved (Rebecca moved to approve minutes and David second the motion)	
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. No Report	
6.	REGULAR/ONGOING BUSINESS	
	A. NOVA Updates Information provided by Debbie via email sent on 1/25/21: "Upcoming NOVA/reporting deadlines -	Debbie

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	<p>Jan 31: Student Data due in TOPSPro (Q2) - K-12 institutions Feb 28: Preliminary allocations for 2021-22 and 2022-23 released by this date. Mar 1: 18/19 and 19/20 and 20/21 Member Expense Report due in NOVA (Q2) - Saddleback submitted; others pending Mar 1: Close out of 18/19 Member Funds due in NOVA - see training opportunity below 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</p> <p>Upcoming CAEP/TAP Training</p> <p>CAEP Update: Governor’s Budget & NOVA Close Out Certification for 18-19 funds Friday, February 5, 2020 12:00 p.m. - 1:00 p.m.</p> <p>Join Veronica Parker and Neil Kelly to discuss the 21-22 Governor’s Proposed Budget and walk through the NOVA Close Out Certification for CAEP 18-19 Funds. As you know, activities related to CAEP 18-19 funds ended 12/31/20. Close out certification for CAEP members is due 3/1/21. Any remaining balances revert to the State General Fund.</p> <p>https://register.caladulthood.org/index.cfm?fuseaction=detail&id=462</p>	
	<ul style="list-style-type: none"> CASAS Updates and Information <p>SC Update</p> <ul style="list-style-type: none"> Continue to test students remotely Claire, Laboratory Assistant, tests 8 students at a time and has tested a total of 130 students Starting February, another Laboratory Assistant will test students on campus at the Computer Lab from 1-8 p.m. twice a week <p>TUSD Update</p> <ul style="list-style-type: none"> Continue to test students in-person Reminded Members that testing can be either in-person or online; if it is remote testing, agency must complete a Remote Testing Agreement 	Will/Sue/Jill
	<p>B. Workforce Updates No Report</p>	
	<p>C. WIOA Update</p> <ul style="list-style-type: none"> There will be a WIOA Meeting today at 2 p.m. 	Sue/Will/Jill/Karima
	<p>D. Budget Quarterly Report</p> <p>Fiscal Agent (FS430 Funds) Report for Period Ending 12/31/20</p> <ul style="list-style-type: none"> Carryover from Prior Year: \$145,779 20-21 Allocation: \$246,618 Total Revenues: \$392,397 Total Expenditure for this Year: \$93,049 that is broken down by academic salaries, classified salaries, and employee benefits Answers to Questions <ul style="list-style-type: none"> Academic Salaries: Karima and Debbie Administrative Staff: Daisy and Karima’s Senior Administrative Assistant Fund Balance as of 12/31/20 is \$299,348 Dolly will provide updates on every quarterly meeting as long as Consortium remains as indirect funding 	Dolly

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	<p>E. Reminders and Updates</p> <ul style="list-style-type: none"> • See below Timeline • SC will host a Free, Non-credit Regional Research Meeting on 1/28/21; let Karima know if you are interested in attending so that she could share registration and Zoom meeting link • Please complete Racial Equity Questionnaire; there are two separate links for administrators and staff questionnaires <ul style="list-style-type: none"> - This is a short survey that provides the State with information to focus on Statewide training and resources - Survey is for all staff members to complete; one survey per Consortium Member is not the limit • National Education Association is hosting a virtual chat with Dr. Fauci this Thursday at 3 p.m.; President Stern from SC will be hosting an open forum at the same time 	Karima
7.	NEW BUSINESS	
	<p>A. Spring 2021 Professional Development</p> <ul style="list-style-type: none"> • Date: 3/12/21 • Tentative Topics: Racial Equity Inclusion and Diversity, follow-up from last PD presentations • Work Group Volunteers: Nancy (Lead Work Group), Susan, Jeff, Sue, Will, Chantelle (input for Classified Staff) <ul style="list-style-type: none"> - Work group will work on topics 	Karima/All
	<p>B. Member Survey</p> <ul style="list-style-type: none"> • Nancy shared Direct v. Indirect Funding Needs Survey • Nancy will send Survey today because she had technical difficulties the last time she sent the survey; Members were supposed to vote on it by 1/25/21 meeting <ul style="list-style-type: none"> - The Survey will be due in two weeks and results will be brought to the February meeting • Nancy reminded Members that short-term needs are 12-18 months and long-term needs are 10 months-5 years • Nancy will add an additional question to the Survey 	Nancy
	<p>C. Direct vs. Indirect Funding</p> <ul style="list-style-type: none"> • Direct v. Indirect Funding decision needs to be made by April 2021 because the May 2, 2021 CFAD due to the State must indicate the type of governance <ul style="list-style-type: none"> - Might need a special meeting to vote because voting by April will be too close to the due date; we do not want to postpone the decision another year - The vote does not need to be a unanimous vote 	All
	<ul style="list-style-type: none"> • Other Updates and Sharing <ol style="list-style-type: none"> a. Remote Testing b. SB 554 • See update provided on Casas Updates and Information above • SC has at least 20 students enrolled • Counselors are working with students to sign the Special Admission Forms • Students can continue to enroll; late start classes will start in February and April • Presented about SB 554 to Meg and K-12 Partners to funnel prospective students into our program • Chantelle is Success Coach and is providing student support • Karima and Sue will present this Friday on SB 554; if you want to join the presentation, please send Karima or Sue an email to provide you with a link • Susan Akhavan wants material on SB 554 	All Will/Jill/Sue Sue

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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 No Report	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 <ul style="list-style-type: none"> Open to students five days a week Classes are 16:1 so they are usually small anyway Miss Adult Education classes because some adult students look for the Adult Education Office and want to return to in-person classes 	
	SVUSD <ul style="list-style-type: none"> Open for in-person learning Campus is open for students on Mondays and Thursdays and want to open more, if allowed Want to move Silverado High School to another facility 	
	LBUSD <ul style="list-style-type: none"> Continue to provides virtual Adult Education classes Partnered with City of Laguna Beach facilities, but they are in lockdown; working with partners to provide classes is on hold 	
	IUSD <ul style="list-style-type: none"> Started Spring Classes Lots of students returned to their home country Providing e-books Continue with Drive-thru Testing; test students in the parking lot and provide students with Chromebooks 	
	TUSD <ul style="list-style-type: none"> Started Spring Session Tried to open one class for each ESL level for in-person; class enrollment is small due to COVID-19 spike Adding Conversation Classes 	
	Irvine Valley College <ul style="list-style-type: none"> A good start to the semester when compared to last semester Added new sections to Skills and Integrated Courses AESL Center helps fill classes Have Skills Lead Faculty with great ideas As of January 24, 2021, we have 1,081 students enrolled (unduplicated) and 2,000 enrollments (students who are taking more than 1 class) We lost some new students, but returning students are taking multiple classes 	
	Saddleback College <ul style="list-style-type: none"> Enrollment stayed the same Numbers are picking up because some classes got cancelled due to low enrollment, but we re-created some classes Advertising Full-time OASIS Faculty Position <ul style="list-style-type: none"> Moving forward with position because there is a good sign that funds will not be cut Waiting for OASIS Lab Project to be completed; will provide updates as soon as Karima gets them Chantelle started an Adult Education News Letter; Chantelle will add 	

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	<p>Members to the News Letter</p> <ul style="list-style-type: none"> • Career Workshops will be provided; your students are welcome to attend • Starting to plan for Fall Classes and thinking about equipping classes with high technology and providing hybrid classes, virtual and/or in-person classes 												
	<p>College and College Advantage</p> <ul style="list-style-type: none"> • Spring Classes started • Moved students who stopped taking skill classes into Spring Semester; students are catching up • Half of the Dental Students have jobs 												
	<p>Coastline ROP</p> <ul style="list-style-type: none"> • No Report 												
	<p>Orange County Department of Education</p> <ul style="list-style-type: none"> • No Report 												
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 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

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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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