

**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, 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

## AGENDA-SOCRC Quarterly Meeting

June 28<sup>th</sup>, 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: Daisy Bautista (SC), Meg Ervais (CUSD), Karima Feldhus (SC), Chantelle Gil (SC), Annie Gilbert (SC), Jill Ibbotson (SC), Kristia Lengyel-Leahu (SC), Alice Lin, Chad Mabery (LBUSD), Roxanne Metz (SC), Nancy Miller, William Neddersen (TUSD), Rebecca Roberts (IUSD), Penny Skaff (SC), Julie Scholl (IVC), Debbie Vanschoelandt (IVC), and Dominic Vellanoweth (CCA)	
1.	<b>CALL TO ORDER &amp; NORM REVIEW</b>	Chairs
2.	<b>INTRODUCTIONS AND NEW GUESTS</b>	All
	<ul style="list-style-type: none"> <li>• Kristia Lengyel-Leahu is a Counselor at Saddleback College and will help support the Consortium by being the liaison between K-12 Schools and Community Colleges</li> <li>• Penny Skaff is the Dean of Counseling at Saddleback College</li> <li>• Roxanne Metz is the Director of Fiscal and Contract Services at Saddleback College</li> </ul>	
3.	<b>ADOPTION OF AGENDA BY PRIORITY</b>	Chairs
	Agenda adopted	
4.	<b>APPROVAL OF MINUTES</b>	Chairs
	Motion by Jill <ul style="list-style-type: none"> <li>- Move to approve April Quarterly Meeting Minutes</li> <li>- Seconded by Chad and passed</li> </ul>	
5.	<b>PUBLIC COMMENTS</b>	Open

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	<p>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.</p> <p>No public comments</p>	
6.	<b>REGULAR/ONGOING BUSINESS</b>	
	<p>A. NOVA Updates</p> <ul style="list-style-type: none"> <li>No updates from Debbie</li> <li>Thanks to all for submitting reports and Debbie for certifying them</li> </ul>	Debbie
	<p>B. CASAS Updates and Information</p> <ul style="list-style-type: none"> <li>Final data deliverables due July 15, 2021 and ECR is due August 1, 2021</li> <li>Jill is getting data ready for Employment and Earnings Follow Up Survey</li> <li>SC team members are calling students who do not provide survey response</li> <li>TUSD agency is new to the data collection survey; Will reminded the Consortium that starting next year, Consortium members are required to submit data for the for Employment and Earnings Follow Up Survey</li> </ul>	Will/Sue/Jill
	<p>C. Workforce Updates</p> <p>No report</p>	
	<p>D. WIOA Update</p> <p>No report</p>	Sue/Will/Jill/Karima
	<p>E. Budget Quarterly Report</p> <ul style="list-style-type: none"> <li>Report will be provided during the next Quarterly meeting</li> </ul>	Dolly
	<p>F. Reminders and Updates</p> <ul style="list-style-type: none"> <li>Please see below Timeline</li> <li>WIOA and CAEP integration as well as preparing for the 3-year allocations will be discussed further at the July meeting</li> <li>Karima is working with SC District IT to figure out what data goes on the Launch Board because the current data is not accurate since it captures CTE, which is not adult education, non-credit courses</li> <li>Chad will reach out to Jill and Will so that LBUSD team members can receive training on CASAS online and paper base proctoring testing</li> </ul>	Karima
7.	<b>NEW BUSINESS</b>	
	<p>A. Review Proposed Bylaws Changes – 1<sup>st</sup> Reading</p> <p>Overview:</p> <ul style="list-style-type: none"> <li>Nancy reviewed the 2019 Consortium Bylaws and made recommendations to update based on moving to direct funding</li> </ul> <p>Summary of Changes:</p> <ul style="list-style-type: none"> <li>Please see Bylaws with Nancy’s edits and specific comments that is attached to the Outlook meeting invitation</li> </ul> <p>Article I:</p> <ul style="list-style-type: none"> <li>Added Article I: General Provisions to make it consistent with the articles on the bylaws</li> <li>Added “categorical” because it means that it is specific to category on the Education Code or legislation</li> <li>Specified that service providing members who provide direct services will receive allocations on an annual basis</li> <li>Added “CAPE COLA allocation” to identify funds</li> <li>Clarifies that the Consortium will annually approve COLA if provided by state by using a formula and that the Executive Committee is the body of the Consortium that will approve</li> <li>Included language that specifies that each individual district contracts and negotiates, indicating that it is not the Consortium</li> <li>Rest of the document has formatting corrections</li> </ul>	Nancy

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	<p><b>Article IV:</b></p> <ul style="list-style-type: none"> <li>Added Primary Contact changes, which does not name anyone, but it is the Primary Contact for NOVA</li> </ul> <p><b>Primary Contact Discussion:</b></p> <ul style="list-style-type: none"> <li>Debbie thinks that the Primary Contact should not be paid</li> <li>Nancy explained that it is a recommendation and that the Consortium can keep the same language as the fiscal configuration; Nancy was under the impression that SC was the Primary Contact and that is why she added the language</li> <li>Debbie clarified that she will need to look at the old bylaws but that it does make sense to add the Primary Contact language; however, that there is no reason for there to be an additional allocation because there is not much work, maybe 10 minutes worth of work</li> <li>Nancy clarified that the Primary Contact does not get money for performing the work but only allocates the funds to the Primary Contact; bylaws have no language that compensates someone for being the Primary Contact</li> </ul> <p><b>Article VII:</b></p> <ul style="list-style-type: none"> <li>Clarified that the Executive Committee reviews the proposed changes to the bylaws and brings back for a voting meeting</li> <li>Rebecca and Debbie think that the Executive Committee language on the bylaws needs to be revised because on the top of the bylaws, it refers to the Co-chairs as the Executive Committee while later, the bylaws refer to the Executive Committee as the voting members; Article IV talks about it but the language is not clear</li> <li>Nancy will revise language for the Executive Committee throughout the bylaws</li> <li>It was noted that the language used in Article VII is correct and that non-voting members' comments come under public comments</li> </ul> <p><b>Article VIII:</b></p> <ul style="list-style-type: none"> <li>Formatting changes made to be consistent with the layout</li> <li>Added voting in "April" for direct funding because the CFAD is always due in May which will likely not change in future</li> <li>Added language that each member is responsible for compliance with funding requirements and anything the Legislation requires in order to receive and spend funds</li> </ul> <p><b>Suggestions:</b></p> <ul style="list-style-type: none"> <li>Debbie suggested that the yearly audit and funds for audit language should be removed from the bylaws because it is not clear how an audit would work; Rebecca agrees that the language should be removed because each agency has its own audit process</li> <li>Quarterly reports serve as a type of audit and each agency needs to make sure that it complies with funding requirements</li> <li>Nancy will delete the audit language</li> <li>Added Sections 3 and 4 that provide that the Consortium is responsible of spending funds based on the 3-year Plan and that anything that is over \$100,000 will require approval</li> </ul> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>Consortium members agreed that they need more time to review the bylaw's language revisions to provide additional feedback</li> <li>Send any proposed language to Nancy who will look at it for a second reading</li> <li>Nancy will make changes based on today comments/feedback and bring back in the July Planning Meeting and you will have access to the final revision prior to the August meeting to vote on</li> </ul>	
B.	Vote on Re-Allocation of Carry-over Funds	Chairs/All

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	<ul style="list-style-type: none"> <li>• Motion by Will</li> <li>- Move to allocate carryover funds from FS 440 to be used for work of the Consortium when the amount is determined</li> <li>- Seconded by Rebecca</li> <li>- Discussion: No questions or comments</li> <li>- Motion passed (TUSD-Yes, IUSD-Yes, SC-Yes, CCA-Yes, IVC-Yes, LBUSD-Yes, and CUSD-Yes)</li> <li>• Karima will reach out to Debbie to figure out transfers and will provide reports in August</li> <li>• If you have any questions please reach out; we will talk more during the July meeting</li> </ul>	
	<p>C. Review Proposed Marketing Campaign – Full Capacity          FS 440 Carryover Discussion Prior to Vote:</p> <ul style="list-style-type: none"> <li>• Roxanne is here to help answer any questions or clarify</li> <li>• You saw the Q3 Allocations on Nova; the 4th quarter report date is not included because it has not closed yet</li> <li>• Vote is based on FS 440/Fiscal Agent carryover to remain with SC and if approved, we will work with IVC to transfer amount to SC and start working on the marketing campaign</li> <li>• Two quarterly reports will be sent, a regular report and a carryover report</li> </ul> <p>Marketing Proposal Selection Process:</p> <ul style="list-style-type: none"> <li>• Will explained that two proposals from Graduate Communications and Full Capacity were submitted for review</li> <li>• Full Capacity is the best proposal that addresses the Consortium needs and is less expensive than the Graduate Communications proposal</li> <li>• Graduate Communications proposal was very generic while Full Capacity seemed to be more informed about Adult Education programs</li> <li>• Karima explained that only two proposals were submitted out of the four approved District vendors when the call for proposal went out</li> <li>• Nancy explained that Graduate Communications has a lot of experience but it was mainly with community colleges than the overall Adult Education program while Full Capacity is currently running COAEB while tying in local marketing efforts with the national efforts</li> <li>• Full Capacity has more experience working with K-12 Schools and Community Colleges</li> <li>• Please see Full Capacity Marketing, Inc. Request for Proposal Response attachment to the Outlook meeting invitation for breakdown of cost, which includes one base video per member</li> <li>• SC is working with Full Capacity for our Adult Education marketing contract; IVC is also working with Full Capacity</li> <li>• Nancy is coordinating with Full Capacity to bring back final ideas to the Consortium said</li> <li>• Goal is to spend carry-over money as soon as possible on any needs the Consortium has that the funds will support</li> <li>• We will keep the Consortium informed and will have flexibility to adjust according to our needs</li> </ul> <p>Questions:</p> <ul style="list-style-type: none"> <li>- How would each agency integrate marketing within its structure?</li> <li>- SC: Karima worked closely with the Saddleback College Marketing Director</li> <li>- Karima reminded the Consortium that the website will be a separate, independent .org website from any single member organization</li> <li>- IVC: Debbie will communicate any marketing updates with IVC IT</li> <li>- CUSDs: Members will work with their Communications Department or IT to make sure that their criteria is met</li> </ul>	<p>Will/Nancy</p>

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	<p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>Any finalist designs will be brought to the Co-chair meeting and Quarterly meetings for approval</li> </ul>	
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
	<p>A. <del>Non-CDCP Instructional Salaries and Benefits</del></p>	Karima
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></p>	Steering Committee Members
	CUSD	
	SVUSD	
	<p>LBUSD</p> <ul style="list-style-type: none"> <li>Started initial discussion with CCA to partner with them</li> <li>Trying to launch a pilot with GED program</li> <li>A lot of AESL work was done this year at hospitality restaurants and resorts; trying to connect ESL work with CTE courses that align with hospitality businesses</li> </ul>	
	IUSD	
	<p>TUSD</p> <ul style="list-style-type: none"> <li>Closing out Summer school this week; 360 students served</li> <li>Held graduation in person</li> </ul>	
	Irvine Valley College	
	<p>Saddleback College</p> <ul style="list-style-type: none"> <li>Partnering up with the Culinary Department; Karima explains that there can be a larger partnership with the Consortium</li> <li>Offering a non-credit Culinary Arts Certificate</li> <li>Kristia will reach out to you all to get to know you and work with you; goal is to make connections K-12 Schools and Community Colleges (SC and IVC)</li> <li>Kristia is also the Promise Program Specialist who assists students with applications; students can apply after finishing HSE or High Diploma program</li> <li>Working on a proposal for a full-time HSE faculty; position will teach and do administration work</li> <li>Dual enrollment program is a great service for students; HSE is expanding because DACA applications opened up</li> </ul>	
	<p>College and College Advantage</p> <ul style="list-style-type: none"> <li>Offering new EMT program this Fall</li> <li>Classes are in-person</li> <li>Moved to Capistrano Valley High School</li> </ul>	
	Coastline ROP	
	Orange County Department of Education	
10.	<p><b>SCHEDULED MEETINGS, TRAININGS, DEADLINES</b></p> <p>All monthly SOCRS 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 <b>December 14<sup>th</sup></b>.</p>	

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2021 Meeting Dates:			
	January 25*	May 24	Sept 27
	February 22	June 28	October 25*
	March 22	July 26	Nov 29
	April 26*	August 23*	Dec 13
*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>			
11.	<b>ADJOURNMENT</b>		

## 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)
- **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

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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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