

**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

## AGENDA-SOCRC Planning Meeting

March 29<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: Susan Akhavan (IVC), Daisy Bautista (SC), Sue Donelson (SC), Chantelle Gil (SC), David Gordon (CUSD), Jill Ibbotson (SC), Fatinah Judeh (OCDE), Chad Mabery (LBUSD), Nancy Miller (Consultant), Will Neddersen (TUSD), Rebecca Roberts (IUSD), Julie Scholl (IVC), Debbie Vanschoelandt (IVC), Dominic Vallanoweth (CCA), Jeff Wilson (IVC), and Becca Zaino (SC).	
1.	<b>REGULAR/ONGOING BUSINESS</b>	
	A. NOVA Updates <ul style="list-style-type: none"> <li>• See "Timeline" below for updates</li> </ul>	Debbie
	B. CASAS Updates and Information <ul style="list-style-type: none"> <li>• SC continues remote testing</li> </ul>	Will/Sue/Jill
	C. Workforce Updates <ul style="list-style-type: none"> <li>• No report</li> </ul>	Anne/Dominic
	D. WIOA Update <ul style="list-style-type: none"> <li>• Employment and Earnings Survey is due on April 30, 2021                             <ul style="list-style-type: none"> <li>- Jill sent the Core Performance information today via email</li> <li>- You can send survey via email or text</li> <li>- Jill sends the survey to students in different languages</li> </ul> </li> <li>• Jill or Rebecca will send another email with information and link</li> </ul>	Sue/Will/Jill

### Empowering Adult Learners for Lifelong Success.

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	<p>E. Other Updates and Sharing</p> <p>3<sup>rd</sup> Semi-Annual AESL Mini-Conference at Irvine Valley College</p> <ul style="list-style-type: none"> <li>- Professional Development is scheduled for Friday, April 30, 2021, from 1 – 3:30 p.m.</li> <li>- There will be six, 15 minutes Best Practice presentations and Collaborate Activities sessions</li> <li>- Faculty will share best practices information and collaborate during sessions</li> <li>- Consortium members are invited to attend or present</li> <li>- Susan will send Rebecca Professional Development information to RSVP by April 9, 2021, for (tentative) attending, presenting, and assisting so that Rebecca can send to members</li> </ul>	All
2	<p><b>NEW BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Rebecca explained that the majority of the meeting is for preparation to vote for Direct v. Indirect during the April meeting</li> </ul>	
	<p>a. Review of Ongoing Consortium Cost          SC Proposal to SOCRC</p> <ul style="list-style-type: none"> <li>• Sue shared the Proposal created by Karima that is broken-down as follows:             <ul style="list-style-type: none"> <li>- Administrative Year Cost: \$30,000</li> <li>- Clerical Year Cost: \$10,300</li> <li>- Research Year Cost: \$40,000</li> <li>- Consulting Year Cost: \$40,000</li> <li>- Website Maintenance: \$1,075</li> <li>- Total: \$121,375</li> </ul> </li> <li>• Suggestion to spend FS440 Carryover: If approved by the consortium, funding for branding, marketing, and website development will come from the FS440 carryover for a one-time cost total of \$81,585 plus the website maintenance of \$1,075, as mentioned above; cost break-down:             <ul style="list-style-type: none"> <li>- Branding Estimated Total: \$17,850</li> <li>- Marketing Collateral Estimate Total: \$3,150</li> <li>- Website Estimated Total: \$42,840</li> <li>- Animated Overview Estimated Total: \$15,645</li> <li>- Ongoing Animated Videos: \$2,100/per video</li> <li>- Estimated Total: \$81, 585</li> </ul> </li> <li>• Additional hourly rate cost of \$105 to continue marketing efforts can be added to the Year 2 expenses</li> <li>• The Proposal is an idea that members can consider; it is a prudent idea to get a website, which the website design and development company was recommended by IVC</li> <li>• Nancy can provide content website support but not design support; for this reason, we will need ongoing website maintenance support cost of \$1,075</li> <li>• Questions:             <ul style="list-style-type: none"> <li>- What does clerical, research, and consulting costs entail?</li> <li>- If we approve the Proposal, where would the remaining carryover funds, which is about \$20,000, be spent on?</li> </ul> </li> <li>• Answer:             <ul style="list-style-type: none"> <li>- Among the things that clerical assists with are minutes, professional development, and serving as a liaison between members</li> <li>- Research supports the Consortium with the data elements to support Adult Education programs, including managing employment and learning survey</li> </ul> </li> </ul>	Sue/Nancy

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	<ul style="list-style-type: none"> <li>- It is suggested for the Consortium to have a Researcher to assist members with collecting data on a consistent basis; as a Consortium we will be required to provide data</li> <li>- As a Consortium, we will direct the Researcher and Consultant based on our needs, such as what data is helpful for you or the Consortium at large?</li> <li>- Approximate \$20,000 remaining carryover funds can be spent on design material, such as flyers, pamphlets, or mailers</li> <li>- SC sent postcard mailers for Adult Education and social media advertisement posts, such as Facebook, and received an excellent response</li> </ul> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>• Will email Karima to request a break-down with line-item descriptions</li> <li>• Rebecca clarified that the first step is to decide which direction to go with the funding and the second step is to set up workgroups to discuss topics such as, creating a job description for a Researcher, Consultant, Clerical, etc. <ul style="list-style-type: none"> <li>- The Proposal is a starting point</li> </ul> </li> </ul>	
	<p>B. Discussion on Carryover</p> <ul style="list-style-type: none"> <li>• About \$200,000 that goes into fiscal</li> <li>• How will reallocation look like if we go to direct?</li> <li>• If we go to direct, members can decide to allocate funds by percentage of Consortium allocations or funds can be allocated based on member needs <ul style="list-style-type: none"> <li>- IUSD wants funds to be allocated based members' present need</li> <li>- IUSD needs a Career/College Counselor or Coordinator</li> </ul> </li> </ul>	Rebecca/Sue/Debbie
	<p>C. Fiscal Agent Budget Reallocation Process</p> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>• Nancy will receive information in writing this Thursday, 4/1/21, on whether reallocation of funds would require an amendment process every year if the Consortium goes to direct; Nancy will send information to Karima <ul style="list-style-type: none"> <li>- Nancy explained that usually, unspent funds go through an amendment process for a one-time cost, but going to direct is a different situation</li> <li>- Nancy explained that there might be a new percentage limit on spending carryover funds as proposed by Legislation instead of the 2 ½ spending year period; it will be like WIOA where you either spend or lose the funds</li> <li>- It is important to spend funds accordingly to address needs of Adult Education programs</li> <li>- Nancy noted that program costs can increase once classes return to in-person</li> </ul> </li> <li>• Nancy attended a CFAD Seminar las Friday and wants to assure members that allocations can be permanent and made without an annual amendment process</li> <li>• Prior to the April meeting, Rebecca will send COLAs that each member will get with multiple versions for: <ul style="list-style-type: none"> <li>- Direct and</li> <li>- Fiscal agent/indirect</li> </ul> </li> <li>• Agencies making requests for reallocation are:</li> </ul>	Debbie/Rebecca

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	<ul style="list-style-type: none"> <li>- IUSD</li> <li>- CCA; Nancy will send survey to Dominic for his review of the type of allocation needs Anne added on the survey</li> </ul>													
	D. Discussion on CFAD Voting in April <ul style="list-style-type: none"> <li>• See New Business A, B, and C</li> </ul>	Rebecca												
3.	<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> <ul style="list-style-type: none"> <li>• No Reports</li> </ul>	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.	<b>SCHEDULED MEETINGS, TRAININGS, DEADLINES</b>  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 <b>December 14<sup>th</sup></b> . <table border="1" style="margin: 10px auto;"> <tr> <td style="background-color: #c6e0b4;">January 25*</td> <td style="background-color: #c6e0b4;">May 24</td> <td style="background-color: #c6e0b4;">Sept 27</td> </tr> <tr> <td style="background-color: #c6e0b4;">February 22</td> <td style="background-color: #c6e0b4;">June 28</td> <td style="background-color: #c6e0b4;">October 25*</td> </tr> <tr> <td style="background-color: #c6e0b4;">March 22</td> <td style="background-color: #c6e0b4;">July 26</td> <td style="background-color: #c6e0b4;">Nov 29</td> </tr> <tr> <td style="background-color: #c6e0b4;">April 26*</td> <td style="background-color: #c6e0b4;">August 23*</td> <td style="background-color: #c6e0b4;">Dec 13</td> </tr> </table> <p>*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></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												
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11.	<b>ADJOURNMENT</b> <b>2: 15 p.m.</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)

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- **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

### 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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