

SOCRC Steering Committee 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

August 24, 2020, 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: Daisy Bautista (SC), Sue Donelson (SC), Karima Feldhus (SC), Chantelle Gil (SC), Jill Ibbotson (SC), Chad Mabery (LBUSD), Kim McCord (SC), Roxanne Metz (SC), Nancy Miller, Anne Moore (CCA), William Neddersen (TUSD), Dolores Paguirigan (SC), Rebecca Roberts (IUSD), Julie Scholl (IVC), Debbie Vanschoelandt (IVC), Jeff Wilson (IVC), and Becca Zaino (SC)	
2.	INTRODUCTIONS AND NEW GUESTS	All
3.	ADOPTION OF AGENDA BY PRIORITY	Chairs
	Approved	
4.	APPROVAL OF MINUTES FROM May 18, 2020	Chairs
	Approved	
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.	
6.	REGULAR/ONGOING BUSINESS	
	Announcement: <ul style="list-style-type: none"> • Karima will cancel current SOCRC Meeting series and will send new SOCRC Meeting invitations with the same dates 	

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	<p>A. NOVA Updates</p> <ul style="list-style-type: none"> • Annual plan was approved; Thank you to Will and team for organizing and meeting the deadline • Q3 is certified • Q4 is ready for input • Will mentioned that Q4 financial and overall draft is due September 1, 2020 	Debbie
	<p>B. CASAS Updates and Information</p> <ul style="list-style-type: none"> • WIOA agencies are required to CASAS Test while non-WIOA agencies are not • Pasadena City College Proctor figured out a way to remote test 	Jill
	<p>C. Workforce Updates</p> <ul style="list-style-type: none"> • Not present because Carol Hume needs to be added to the SOCRC invitations 	Alita
	<p>D. WIOA Update</p> <ul style="list-style-type: none"> • Congratulations to Will and TUSD for being a WIOA grant recipient • SC has an audit under its belt and can support Will with WIOA questions • SC is working with Workforce Development to provide services to students and is waiting for WIOA funding allocation 	Sue
	<p>E. Budget Quarterly Report</p> <ul style="list-style-type: none"> • In past meetings, we had a Fiscal Agent discussion and we will continue discussions to make an informed, collective decision before the May CFAD deadline • Budget Quarterly Reports: Is one of the needs for the Fiscal Agent discussion <ul style="list-style-type: none"> – Karima invited Dolly and Kim to hear from SOCRC members about what members want in the reports; members suggested: <ol style="list-style-type: none"> 1. Better understanding 5% (FS 440) breakdown and carryover: How can we meet the needs of consortium members whose budget allocations are smaller and need more funding when we have carryover from the 5%? 2. If we do not spend the carryover, the State will want the money back, so what is the timeline to spend carryover funds?. <ul style="list-style-type: none"> – Nancy posted on Zoom Chat: “Each new year is a 2.5 year cycle, so carryover is 18 months. The State wants consortium members who are funded to expend all funds within a 24 month period, but there is an additional 6 months with a corrective action plan” 3. Goal is to make sure we are all accountable <ul style="list-style-type: none"> • The District as the Fiscal Agent does not have control over consortium members and how members spend their allocations • We have already presented the SC and IVC 3-year spending history • To move forward, what do we need in place to work together and serve the community? 1. Work of Fiscal Agent as District is still unclear; what is the roles of the Fiscal Agent? <ul style="list-style-type: none"> - Nancy explained that 5% allocation is supposed to go to the good of the consortium 2. It would be great to have line item descriptions from SC and IVC since both have 2.5% of the 5% <ul style="list-style-type: none"> - It was made clear that we covered the information in a past meeting, but it was covered informally 3. What are the additional costs if we go with direct Fiscal Agent? <ul style="list-style-type: none"> • What should we do going forward with the Fiscal Agent and being transparent; what are the next steps? <ul style="list-style-type: none"> – We will continue discussion in our next meetings – It would be great to have plans for: <ol style="list-style-type: none"> 1. Fiscal Spending 2. Carryover Amount 	Dolly

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	Reminders and Updates: <ul style="list-style-type: none"> • Aug 1: Student data in TOPS due • Annual Plan 20-21 submitted Aug. 14 in NOVA • Sept 1: Q4 expense due in NOVA + my program area estimates 	Karima
7.	NEW BUSINESS	
	A. Professional Development Survey <ul style="list-style-type: none"> • Sent survey results to Nancy • Nancy's Report: <ol style="list-style-type: none"> 1. Attendance: Mix of Classified Staff and Instructors that participated 2. Classified Staff: Student transition between programs and student services 3. Instructors: Online teaching and strategies <ul style="list-style-type: none"> - There are a lot of free online training, like OTAN and CALPRO 4. What are your thoughts for consortium topics and trainings? 5. Suggestion: District-wide Diversity Training to understand systemic racism and how it impacts learning institutions <ul style="list-style-type: none"> - Instructor viewpoint: <ul style="list-style-type: none"> Do you have a non-bias and equity base curriculum? Do you have alternative assignments for students? 	Karima/Nancy
	B. Fall 2020 Professional Development Activities <ul style="list-style-type: none"> • Planning Committee: Chantelle, Julie, Karima, Nancy, Jeff, and Will • Suggestions: <ol style="list-style-type: none"> 1. Have two tracks: Teacher and Admin./Staff tracks 2. Shorter sessions with alternative hours in the AM and PM 3. Record main speakers for people who cannot attend 4. Suggested that we should have at least one diversity training and equity training 5. Possible Topics: Recruitment, retention, and student support 	Karima/Nancy
	<ul style="list-style-type: none"> • Other Updates and Sharing <ol style="list-style-type: none"> a. Remote Testing <ul style="list-style-type: none"> • Pasadena City College teacher posted a video showing how he figured out a workaround to proctoring CASAS test; you can test up to 20 students all at once • CASAS took off video from its website; Jill will wait until CASAS confirms the proctoring method because she wants to make sure rules are followed • We need to test thousands of students • Karima had initial approval to test students on campus, but that is not the case anymore • Nancy is piloting a Drive-in Testing where she: <ol style="list-style-type: none"> 1. Developed a Safety Plan: Approved by the cabinet and safety (if it is in-person, you must receive approval from the county) 2. Nancy can share her plan with the consortium members b. SB 554 <ul style="list-style-type: none"> • Program is modeled from the K-12 Dual Enrollment Program • If students are enrolled in a High School Equivalency Program, then students can take up to 11 units per semester for up to two years for free • District IT is building questions/codes for OpenCCC and MySite • We are working with Admissions and Records as well as counselors • Not sure whether IVC will be part of SB 554 or opt-out • Students are limited on the types of classes they can take 	All Jill/Sue Sue

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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> <ul style="list-style-type: none"> • SC's enrollment dipped after mid-March: Due to COVID-19 and Spring, we have students who have not engaged in classes since mid-March <ul style="list-style-type: none"> - Some consortium members also experienced enrollment drops • For transparency, SC is using CAEP to support salaries, picking up more than 40% 	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												
	CUSD No Report													
	SVUSD No Report													
	LBUSD No Report													
	IUSD No Report													
	TUSD No Report													
	<p>Irvine Valley College</p> <ul style="list-style-type: none"> • Serving more students and students are taking multiple classes • Approximately 150 plus students were enrolled within the last two weeks • About 70 students waiting to enroll in classes and there are smaller waitlists 													
	<p>Saddleback College</p> <ul style="list-style-type: none"> • AESL for the Workplace I class is offered this semester • More students are enrolled in multiple classes than previous semesters • Will attend the WIOA Welcome Meeting today at 3 p.m. 													
	<p>College and College Advantage</p> <ul style="list-style-type: none"> • Students who need to take skill classes can likely finish them this semester 													
	Coastline ROP No Report													
	Orange County Department of Education 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.</p> <p>2020 Meeting Dates:</p> <table border="1"> <tr> <td>January 27*</td> <td>May 18</td> <td>Sept 28</td> </tr> <tr> <td>February 24</td> <td>June 29</td> <td>October 26*</td> </tr> <tr> <td>March 23</td> <td>July 20</td> <td>Nov 23</td> </tr> <tr> <td>April 27*</td> <td>August 24*</td> <td>Dec 14</td> </tr> </table> <p>*Denotes Quarterly Consortium meeting To register for state webinars, visit http://aebg.cccco.edu/Events/AEBG Webinars</p>	January 27*	May 18	Sept 28	February 24	June 29	October 26*	March 23	July 20	Nov 23	April 27*	August 24*	Dec 14	
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11.	ADJOURNMENT 2:40 p.m.													

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