

## 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  
 Brian Dozer, 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, 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

## AGENDA-SOCRC Quarterly Meeting Minutes

April 25, 2022, 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.	<b>CALL TO ORDER &amp; NORM REVIEW</b> Present: Susan Akhavan (IVC), Daisy Bautista (SC), Brittany Casey (CUSD), Winnie Dinh (IVC), Sue Donelson (SC), Brian Dozer (CROP), Karima Feldhus (SC), David Gordon (SVUSD), Jill Ibbotson (SC), Larisa Korepanova (IVC), Kristia Lengyel-Leahu (SC), Chad Mabery (LBUSD), Roxanne Metz (SC), Nancy Miller, William Neddersen (TUSD), Dolores Paguirigan (SC), Rebecca Roberts (IUSD), Debbie Vanschoelandt (IVC), and Dominic Vellanoweth (CCA)	Chairs
2.	<b>INTRODUCTIONS AND NEW GUESTS</b> <ul style="list-style-type: none"> <li>• Brian Dozer and Larisa Korepanova</li> </ul>	All
3.	<b>ADOPTION OF AGENDA BY PRIORITY</b> Agenda adopted	Chairs
4.	<b>APPROVAL OF MINUTES</b> <ul style="list-style-type: none"> <li>• Motion by Chad                             <ul style="list-style-type: none"> <li>○ Move to approve April Quarterly Meeting Minutes</li> <li>○ Seconded by Will and passed</li> </ul> </li> </ul>	Chairs
5.	<b>PUBLIC COMMENTS</b> 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. <ul style="list-style-type: none"> <li>• None</li> </ul>	Open

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6.	<b>REGULAR/ONGOING BUSINESS</b>	
	<p>A. NOVA Updates</p> <ul style="list-style-type: none"> <li>Q3 Report is completed</li> <li>Jill is sending Employment and Earnings Follow-up Survey to students and is receiving a low response rate</li> <li>CFAD is due May 2</li> <li>Member Expense Report (Q3) is due in Nova in June</li> <li>August timeline/due dates might change; Karima will check and update dates</li> </ul>	Karima/Rebecca
	<p>B. Workforce Updates</p> <ul style="list-style-type: none"> <li>Going through MOU and trying to find a new location</li> <li>SC and TUSD are leading the discussion with Carma Lacy/OC Development Board because both agencies are funded through WIOA and are required to participate in workforce discussions</li> </ul>	All
	<p>C. WIOA and CASAS Update</p> <ul style="list-style-type: none"> <li>See Item 6. A above</li> </ul>	Sue/Will/Jill
	<p>D. Fiscal Quarterly Report</p> <p>Dolly presented Fiscal Quarterly Report as of 3/31/22</p> <ul style="list-style-type: none"> <li>Total Revenues \$302,839.00 (Carryover from prior year and 21-22 Allocation – Saddleback College)</li> <li>Total Expenditures \$141,291.15 (Academic Salaries; Classified Salaries; Employee Benefits; Full Capacity Marketing, Inc – Branding and Marketing; and Consultation – Nancy Miller)</li> <li>Fund balance \$161,547.85</li> </ul> <p>Future Projects</p> <ul style="list-style-type: none"> <li>SOCRC website has been completed</li> <li>Website training was provided to Karima and Chantelle; training recording will be sent to Karima</li> <li>Are there any future projects that SOCRC needs?</li> </ul> <p>Carryover Funds</p> <ul style="list-style-type: none"> <li>Karima and Dolly will meet with District for the next steps to distribute the carryover funds</li> <li>Meeting Minutes will be used for documentation</li> </ul>	Dolly
	<p>E. Reminders and Updates</p> <p>Non-credit Curriculum Institute Meeting at Costa Mesa</p> <ul style="list-style-type: none"> <li>SC is attending</li> </ul>	All
7.	<b>NEW BUSINESS</b>	
	<p>A. Spring 2022 Professional Development</p> <ul style="list-style-type: none"> <li>Updates will be provided in the next meeting; ran out of time in this meeting to provide full updates</li> </ul>	Susan and Kristia
	<p>B. Three-Year Plan</p> <p>Details (Incomplete)</p> <ul style="list-style-type: none"> <li>Incomplete until Nancy adds the Executive Summary which summarizes all sections</li> </ul> <p>Assessment (Incomplete)</p> <ul style="list-style-type: none"> <li>Nancy will create a Word Document with table for activities</li> <li>Nancy will include additional information based on agencies' responses and MOU with Workforce Development Board</li> <li>Contribution by Entities: A focus is made on the Executive Committee and information about agencies' contribution to PDs is also included</li> <li>Regional Service Provider: IVC and CCA need to review their numbers for accuracy since some LaunchBoard numbers have been incorrect in the past</li> <li>Karima will check if SC can include non-credit ESL courses because IVC is</li> </ul>	Nancy

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	<p>including non-credit ESL classes to ensure reporting consistency</p> <ul style="list-style-type: none"> <li>• Nancy will eliminate data of 16- and 17-year-olds</li> <li>• Nancy will summarize information based on data collected from the PD Metrics (Completed)</li> <li>• English Language Learner was selected as a barrier</li> <li>• Member Level Metrics: Non-Service Providers will receive 0s and Service Providers will have numbers based on data from services provided</li> </ul> <p>Objectives (Completed)</p> <ul style="list-style-type: none"> <li>• Nancy will revise and add Strategy 3: Digital Literacy Skills Details to add: <ul style="list-style-type: none"> <li>- SC has two basic technology courses, Basic Technology Skills I and II, and plans on providing technology workshops for technology support with course registration, CANVAS, and Zoom</li> <li>- TUSD offers two sections of ESL Computer for Beginners</li> <li>- CCA implemented a Computer Security Class</li> </ul> </li> <li>• SB554: Creating internal pathway for students who want to take classes at IVC, eliminating any limitations for students under SB544 taking classes at SC and IVC</li> <li>• Kristia is the College and Career Transition Specialist and is working with agencies to assist students with the transition process <ul style="list-style-type: none"> <li>- Kristia plans on scheduling meetings with HSE and HSD for SB554</li> </ul> </li> <li>• Karima confirmed that the previous Three-Year Plan, pre-pandemic, goal of articulation and alignment is a goal that the Consortium still wants to pursue</li> <li>• Nancy explained that if the Consortium plans on spending money in advertising, then that information must be included in the Three-Year Plan under the “Improve Integration of Services &amp; Transitions” section</li> </ul> <p>Next Steps</p> <ul style="list-style-type: none"> <li>• Three-Year Plan is due in June; voting will take place in May</li> <li>• Nancy will send objectives and strategies Word document tonight to Karima so that Karima sends it to the agencies</li> <li>• Member responses and feedback is due by 5/4/22</li> <li>• Any other feedback can be sent to Nancy via email too</li> </ul>	
	<p>C. One-Time Reallocation of Funds: IUSD Request Summary (Rebecca shared Proposal Document with Members)</p> <ul style="list-style-type: none"> <li>• Place three leased classroom buildings and one restroom building for Adult Education classes at Creekside Education Center next to Creekside High School, owned by IUSD</li> <li>• First year cost is “ROM \$600,000” which does not include subsequent annual leases and scope of work</li> <li>• Estimated duration is about eight months</li> <li>• TUSD will not take away the facilities from Adult Education students because the project is Adult Educated funded</li> <li>• Rebecca will use space provided by Irvine City for Fall classes and will ask TUSD to postpone classroom removal until proposed project is completed</li> <li>• Saddleback agreed to contribute \$400,000 towards the IUSD project.</li> </ul> <p>Vote for One-Time Reallocation of \$400,000 from Saddleback College to Irvine USD.</p> <ul style="list-style-type: none"> <li>• Approved by a unanimous vote of members</li> </ul>	<p>Rebecca/Karima</p>
	<p>D. CFAD Discussion and Vote (see attached spreadsheet) Discussion</p> <ul style="list-style-type: none"> <li>• Last year, Members voted for a direct fiscal model, creating a permanent re-allocation of funding and baseline change for IUSD, CCA, and SC</li> <li>• Allocation breakdown is based on last years’ percentage applied to reallocation of funds and divided by five; see spreadsheet for allocation</li> </ul>	<p>Nancy</p>

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	<p>breakdown</p> <ul style="list-style-type: none"> <li>• Karima rounded amounts</li> <li>• Reminder: If you have a large carryover, please spend the funds because agencies are required to spend 60% of funds while only 40% can be carryover; if you need assistance spending, contact Karima or Rebecca</li> </ul> <p>CFAD Allocation Vote</p> <ul style="list-style-type: none"> <li>• Approved by a unanimous vote of members</li> </ul>													
8.	<p><b>MEMBER FUNDING NOTIFICATION</b></p> <p><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> <p>- Village 9 Project at Saddleback College</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> <p>CUSD</p> <p>SVUSD</p> <p>LBUSD</p> <p>IUSD</p> <p>TUSD</p> <ul style="list-style-type: none"> <li>• Will is working with IVC and SC in transition process to Community College</li> </ul> <p>Irvine Valley College</p> <p>Saddleback College</p> <p>College and College Advantage</p> <p>Coastline ROP</p> <p>Orange County Department of Education</p>	Steering Committee Members												
10.	<p><b>SCHEDULED MEETINGS, TRAININGS, DEADLINES</b></p> <p>All monthly SOCRC meetings are held on Mondays from 1 p.m.-2:30 p.m. on <b>Zoom</b>. The last meeting for 2021 is scheduled for <b>December 13<sup>th</sup></b>. Below is the schedule for <b>2021-2022</b> calendar year.</p> <table border="1" data-bbox="272 1270 1183 1402"> <tr> <td>January 31*</td> <td>May 23*</td> <td>Sept 26</td> </tr> <tr> <td>February 28</td> <td>June 27</td> <td>October 31*</td> </tr> <tr> <td>March 28</td> <td>July 25</td> <td>Nov 29</td> </tr> <tr> <td>April 25*</td> <td>August 29*</td> <td>Dec 19</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 31*	May 23*	Sept 26	February 28	June 27	October 31*	March 28	July 25	Nov 29	April 25*	August 29*	Dec 19	
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11.	<p><b>ADJOURNMENT</b></p>													

## Timeline/Due Dates

\* Items with an asterisk are consortium deliverables

### April 2022

- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

### May 2022

- **May 2:** CFAD for 2022-23 due in NOVA \*

### June 2022

- **Jun 1:** 20/21 and 21/22 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q3) \*
- **Jun 30:** End of Q4

### August 2022

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 1:** Employment and Earnings Follow-up Survey
- **Aug 15:** Annual Plan for 2022-23 due in NOVA \*

### September 2022

- **Sep 1:** 20/21 and 21/22 Member Expense Report due in NOVA (Q4)
- **Sep 1:** 22/23 Certification of Allocation Amendment due in NOVA (new)
- **Sep 1:** July 1, 2021 to June 30, 2022 expenses by program area due (estimates only) in NOVA \*
- **Sep 30:** 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4) \*

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- **Sep 30:** 22/23 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

## October 2022

- **Oct 30:** 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA \*
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

## December 2022

- **Dec 1:** July 1, 2021 to June 30, 2022 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium \*
- **Dec 1:** 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1) \*
- **Dec 31:** End of Q2