

**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  
 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

## AGENDA-SOCRC Planning Meeting

February 7, 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
	Present: Susan Akhavan (IVC), Daisy Bautista (SC), Maryanne Conlin (Full Capacity), Winnie Dinh (IVC), Sue Donelson (SC), Karima Feldhus (SC), David Gordon (SVUSD), Kristia Lengyel-Leahu (SC), Jill Ibbotson (SC), William Neddersen (TUSD), Nancy Miller, Dan Predoehl (SC), Debbie Vanschoelandt (IVC), and Dominic Vellanoweth (CCA)	
1.	<b>REGULAR/ONGOING BUSINESS</b>	
	A. Updates, Reminders, and Announcements	Karima/All
2.	<b>NEW BUSINESS</b>	
	A. SOCRC Website Final Website Draft <ul style="list-style-type: none"> <li>• Overview                             <ul style="list-style-type: none"> <li>- Several changes were made</li> <li>- If the final website draft is approved by Members today, it will go live</li> </ul> </li> <li>• Home Page                             <ul style="list-style-type: none"> <li>- Represents students</li> </ul> </li> <li>• Student Page                             <ul style="list-style-type: none"> <li>- Represents population and programs</li> <li>- Included one student testimonial</li> <li>- Added a spot for videos</li> <li>- Listed schools with types of programs they offer within the agencies</li> </ul> </li> <li>• Next Steps                             <ul style="list-style-type: none"> <li>- Inconsistency in logos and listing of programs will get cleaned up; Karima will send Maryanne information of the six programs and class offering locations</li> </ul> </li> </ul>	Maryanne/FCM

### Empowering Adult Learners for Lifelong Success.

South Orange County Regional Consortium

- Capistrano Unified School District • Coastline ROP • College and Career Advantage • Irvine Unified School District
- Irvine Valley College • Laguna Beach Unified School District • Orange County Department of Education
- Saddleback College • Saddleback Valley Unified School District • Tustin Unified School District

	<ul style="list-style-type: none"> <li>- One more proofread will be made to make sure content and design are correct as well as visually appealing</li> <li>- Links will be added to the agency’s listings; send your school’s website and phone numbers to Will</li> <li>- Maryanne will send the final draft to Members for additional feedback</li> <li>- Members will receive training on WordPress to manage the website; minor changes can be made</li> </ul> <p>Trifold Brochure</p> <ul style="list-style-type: none"> <li>• Overview             <ul style="list-style-type: none"> <li>- Left-hand side includes list of agencies under “Our Schools”</li> <li>- Right-hand side includes a section for potential employers and organizations</li> <li>- Center includes overview of programs</li> </ul> </li> <li>• Next Steps             <ul style="list-style-type: none"> <li>- Maryanne will also send the brochure to Members for additional feedback</li> </ul> </li> </ul>	
	<p>B. Three-Year Plan:</p> <p>a. Updated Timeline          Three-Year Plan</p> <ul style="list-style-type: none"> <li>- Various items on the timeline got removed due to not needing to track the information since the State will already have it</li> <li>- Nancy will attend the Three-Year Plan training next Friday and will provide Members with information on how to access and input information for the plan</li> <li>- Annual Plan is based on the Three-Year Plan</li> <li>- To sustain and maintain current programs, that information must also be included in addition to future goals</li> </ul> <p>b. Drafts of Survey 1 and 2</p> <ul style="list-style-type: none"> <li>- Once base-line data is determined, measurements can be selected for the metric</li> </ul> <p>c. Survey 3</p> <ul style="list-style-type: none"> <li>- Survey 3 is based on Survey 1; Chad and Dominic will complete the survey</li> </ul> <p>Questions</p> <ul style="list-style-type: none"> <li>- Is the cost of transportation for students free?              Karima will check if the Consortium can provide free transportation through OCTA to students</li> <li>- Can CAEP pay for COVID-19 testing?              As a Consortium, Members need to approve spending based on the good of the public; this should be added to the bylaws</li> </ul> <p>Allocation of Funds</p> <ul style="list-style-type: none"> <li>- Next steps are for Members to agree on allocations of funds</li> <li>- Karima is working on confirming the carryover funds</li> <li>- Discussion on allocation of funds and approval process will continue in the February meeting</li> <li>- Nancy created survey for Members to request funding based on projects but not on ongoing needs; Susan will present on new class upgrades during the next meeting</li> </ul>	<p>Nancy</p>

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> <p>2021 Meeting Dates:</p> <table border="1" data-bbox="277 436 1203 569"> <tr> <td><b>January 31*</b></td> <td><b>May 23*</b></td> <td><b>Sept 26</b></td> </tr> <tr> <td><b>February 28</b></td> <td><b>June 27</b></td> <td><b>October 31*</b></td> </tr> <tr> <td><b>March 28</b></td> <td><b>July 25</b></td> <td><b>Nov 29</b></td> </tr> <tr> <td><b>April 25*</b></td> <td><b>August 29*</b></td> <td><b>Dec 19</b></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>	<b>January 31*</b>	<b>May 23*</b>	<b>Sept 26</b>	<b>February 28</b>	<b>June 27</b>	<b>October 31*</b>	<b>March 28</b>	<b>July 25</b>	<b>Nov 29</b>	<b>April 25*</b>	<b>August 29*</b>	<b>Dec 19</b>	
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11.	<b>ADJOURNMENT</b>													

## Timeline/Due Dates

\* Items with an asterisk are consortium deliverables

### December 2021

- **Dec 1:** July 1, 2020 to June 30, 2021 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium \*
- **Dec 1:** 19/20, 20/21 & 21/22 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 19/20, 20/21 & 21/22 Member Expense Report certified by Consortia in NOVA (Q1) \*
- **Dec 31:** End of Q2

### January 2022

- **Jan 31:** Student Data due in TOPSPro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

### February 2022

- **Feb 28:** Preliminary allocations for 2022-23 and 2023-24 released by this date.

## March 2022

- **Mar 1:** Member expense report is due in NOVA.
- **Mar 31:** 19/20 and 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q2) \*
- **Mar 31:** End of Q3

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

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## 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)
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