

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 Minutes

January 31, 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	CALL TO ORDER & NORM REVIEW	Chairs
	Present: Susan Akhavan (IVC), Daisy Bautista (SC), Winnie Dinh (IVC), Sue Donelson (SC), Karima Feldhus (SC), David Gordon (SVUSD), Fatinah Judeh (OCDE), Kristia Lengyel-Leahu (SC), Chad Mabery (LBUSD), Roxanne Metz (SC), William Neddersen (TUSD), Dolly Paguirigan (SC), Rebecca Roberts (IUSD), Debbie Vanschoelandt (IVC), Dominic Vellanoweth (CCA), and Cherall.	
2.	INTRODUCTIONS AND NEW GUESTS	All
	No new guests	
3.	ADOPTION OF AGENDA BY PRIORITY	Chairs
	Agenda adopted	
4.	APPROVAL OF MINUTES	Chairs
	Minutes 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	
	A. NOVA Updates <ul style="list-style-type: none"> • See timeline and due dates at the end of the minutes • Both WIOA (TOPSPro) and Non-WIOA agencies (MIS) must send the Employment and Earnings Follow-up Survey to students who did not enroll in classes for at least two quarters; students who provided their Social Security Numbers do not need to take the survey 	Debbie

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	<ul style="list-style-type: none"> Will and Jill will work on connecting with agencies that did not attend today's meeting to provide survey information 	
	<p>B. CASAS Updates and Information</p> <ul style="list-style-type: none"> SC continues to test students 	Will/Sue/Jill
	<p>C. Workforce Updates</p> <ul style="list-style-type: none"> Members can connect with the Workforce Board for more information on their funding and grant requests 	All
	<p>D. WIOA Update</p> <ul style="list-style-type: none"> WIOA application cycle will start next year; SC and TUSD are WIOA agencies that can support other agencies interested in applying for WIOA funds 	Sue/Will/Jill
	<p>E. Fiscal Quarterly Report</p> <ul style="list-style-type: none"> This year the consortium moved from indirect to direct funding See Fiscal Quarterly Report attached on the meeting invitation There are two buckets for prior allocations and current allocations Available balance as of 12/31/21 is \$163, 567.48 Full Capacity expenses are only for the consortium work Nancy receives invoices for consortium work and separate invoices for SC work 	Dolly
	<p>F. Reminders and Updates</p> <ul style="list-style-type: none"> See Timeline and Due Dates at the end of the minutes 	All
7.	NEW BUSINESS	
	<p>A. Three-Year Plan:</p> <ol style="list-style-type: none"> Updated Timeline <ul style="list-style-type: none"> No report Drafts of Survey 1 and 2 <ul style="list-style-type: none"> No report Survey 3 <ul style="list-style-type: none"> No report <p>Planning Session</p> <ul style="list-style-type: none"> Three-Year Planning session meeting will take place on 2/16/22 from 12-1:30 PM Nancy will attend on Karima's behalf Will discuss Three-Year Plan submission on NOVA <p>Next Steps</p> <ul style="list-style-type: none"> Karima proposed that Nancy discuss Three-Year Plan updates during the 2/7/22 SOCR Planning Meeting Will asked for the meeting to be recorded for those who cannot attend 	Nancy
	<p>B. One-Time Reallocation of Funds</p> <ul style="list-style-type: none"> In preparation of the May CFAD deadline, Nancy was going to assist with the one-time reallocation fund discussion Nancy was going to send members a survey for those interested in requesting one-time funds, such as for a special project, etc. Karima proposed for a work group to review fund requests and make recommendations to the members Debbie recommended for all members to participate in the review and voting process Will suggested that funds be distributed by a percent breakdown, like the COLA percentage split Chad suggested that funds be distributed based on members' unique 	Karima/Nancy

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	<ul style="list-style-type: none"> project needs • History <ul style="list-style-type: none"> - Carryover funds are from funding allocations that Karima inherited which were set aside for a construction/renovation project that did not start due to the site not being ADA compliant - Carryover funds have been used for SC needs • Next Steps <ul style="list-style-type: none"> - Karima will send the carryover amount to members within the next few weeks 	
	<p>C. Update on Marketing Campaign – Full Capacity</p> <ul style="list-style-type: none"> • Karima, Nancy, Kristia, and Will are working with Full Capacity on following-up with requested website changes • Finish line for a strong website draft is set for 2/7/22; website will go public for viewing • Full Capacity will also help with compliance • Please send any updated logos to Will as soon as possible in a JPEG or PNG format <ul style="list-style-type: none"> - Dominic will send CCA’s updated logo • Student Page <ul style="list-style-type: none"> - Originally, 6 videos were going to get uploaded on the student page but there were some issues with the producer contacting students as well as language barriers when communicating with students - Daisy helped contacting students, at least 2 to 3 confirmed recording - Karima thinks that we have at least 2 video recordings • Next Steps <ul style="list-style-type: none"> - Videos can be posted on the website along with stories and quotes 	Will
	<p>D. SOCRC Mission and Vision Statements https://docs.google.com/document/d/1QpY3aWJGs34gn25fPqdEghbSCFvrw2cmmwKCh4wD75E/edit</p> <ul style="list-style-type: none"> • Need to finalize statement but can always revise in the future • Deleted “economic” and added “enhanced” 	Will/Kristia/Nancy/Karima
	<p>E. Professional Development – Spring 2022</p> <ul style="list-style-type: none"> • Karima asked members to consider Dr. Krashen as a potential speaker <ul style="list-style-type: none"> - Dr. Krashen has spoken at a SC’s Emeritus event • Work Group <ul style="list-style-type: none"> - Kristia, Susan, Will, Fatinah, and Karima volunteered to be part of the work group; Karima will facilitate meeting - Susan proposed scheduling work group meetings on Mondays from 1-2:30 PM • Tentative Date <ul style="list-style-type: none"> - Month of April for 2-3 hours • Next Steps <ul style="list-style-type: none"> - Susan will ask IVC adjunct faculty if they want to collaborate with SOCRC to co-host IVC’s Mini Conferences 	All

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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> <p>- Village 9 Project at Saddleback College</p> <ul style="list-style-type: none"> • Per the SOCRC Bylaws, members spending funding on projects over \$100,000 must receive prior approval from members • SC will spend funds on a renovation project, including adding an ICS Lab • Voting <ul style="list-style-type: none"> - Karima motions to approve Saddleback College spending the approximate amount of \$609,694 on a site renovation project that is to be completed by Summer 2022 - Second by Chad - Motion approved by the majority of the votes: CUSD, TUSD, IUSD, CCA, LBUSD, IVC, and SC 	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. None</p>	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.	<p>SCHEDULED MEETINGS, TRAININGS, DEADLINES</p> <p>All monthly SOCRC meetings are held on Mondays from 1 p.m.-2:30 p.m. on Zoom. The last meeting for 2021 is scheduled for December 13th. Below is the schedule for 2021-2022 calendar year.</p> <table border="1" data-bbox="272 1383 1183 1518"> <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 http://aebg.cccco.edu/Events/AEBG-Webinars</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	
January 31*	May 23*	Sept 26												
February 28	June 27	October 31*												
March 28	July 25	Nov 29												
April 25*	August 29*	Dec 19												
11.	ADJOURNMENT													

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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 *

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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

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

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