

SOCRC Special/Voting 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 Special/Voting Meeting

March 28, 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), Karima Feldhus (SC), David Gordon (SVUSD), Fatinah Judeh (OCDE), Jill Ibbotson (SC), Kristia Lengyel-Leahu (SC), Roxanne Metz (SC), Nancy Miller, William Neddersen (TUSD), Rebecca Roberts (IUSD), Debbie Vanschoelandt (IVC), and Dominic Vellanoweth (CCA)	
2.	INTRODUCTIONS AND NEW GUESTS	All
	<ul style="list-style-type: none"> • None 	
3.	ADOPTION OF AGENDA BY PRIORITY	Chairs
	<ul style="list-style-type: none"> • Priority: Announcements and One-Time Reallocation of Funds • Agenda adopted 	
4.	APPROVAL OF MINUTES	Chairs
	<ul style="list-style-type: none"> • Motion by Will <ul style="list-style-type: none"> ○ Move to approve January Quarterly Meeting Minutes ○ Seconded by Jill and passed 	
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. <ul style="list-style-type: none"> • Rebecca requested that Members consider a one-time allocation of funds, approximately \$500,000, to IUSD for the construction of three portable classrooms and one bathroom for Adult Education classes, a \$600,000 project (IUSD will pay \$100,000) 	

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

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.



	<ul style="list-style-type: none"> • Project includes a 10-year lease • Project costs can go up to \$800,000 to \$1 million • Alternatives include providing online classes and/or renting space in community centers to have classes • Members will discuss and vote in the April meeting 	
6.	REGULAR/ONGOING BUSINESS	
	A. CASAS Updates and Information <ul style="list-style-type: none"> • No report 	Will/Sue/Jill
	B. Workforce Updates <ul style="list-style-type: none"> • No report 	All
	C. WIOA Update <ul style="list-style-type: none"> • No report 	Sue/Will/Jill
	D. Reminders and Updates <ol style="list-style-type: none"> Ed Code 84906 (3) https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=84906.&lawCode=EDC AB 1491 <ol style="list-style-type: none"> https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Governmental-Relations/Policy-in-action/State-Relations/Tracked-Legislation 	All
7.	NEW BUSINESS	
	<p>Action Item: One-Time Reallocation of Funds: Review and Approve Proposals (Rubric attached)</p> <p>Rubric and Requests</p> <ul style="list-style-type: none"> • Members reviewed rubric and request document to vote on one-time funding requests by CCA, IVC, and Tustin for Spring 2022 <p>CCA</p> <ul style="list-style-type: none"> ○ Request #1: Updated instructional equipment for Surgical Technology Program that is for Adult Education use only; estimated cost is \$58,346.96 and timeline August 2022– June 2023 <ul style="list-style-type: none"> ➤ Vote: Approved by a unanimous vote of members ○ Request #2: Technology, software, and classroom updates for CCA Rooms, P15 and P18, that is for Adult Education use only; estimated cost is \$72,680 and timeline August 2022 – June 2023 ○ Note: Dominic revised the cost to not include San Clemente HS) <ul style="list-style-type: none"> ➤ Vote: Approved by a unanimous vote of members <p>IVC</p> <ul style="list-style-type: none"> ○ Request: Texts and supporting material for ESL to create authentic Open Education Resources and Zero Text Cost; estimate cost is \$28,151 and timeline immediately through June 2023 ○ Note: Susan will work with the Curriculum Chair to ensure that the code of the course is AESL ○ Resources can be shared with the Consortium ○ Debbie confirmed that IVC cannot allocate funds for the requested project because IVC already allocated funds for other projects; Debbie and Karima will discuss the details of the carryover funds <ul style="list-style-type: none"> ➤ Vote: Approved by a unanimous vote of members 	Nancy/Karima

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	<p>Tustin</p> <ul style="list-style-type: none"> ○ Request #1: New core curriculum for ESL. Cambridge Ventures books for student and faculty use for Beginning Literacy to Advanced classes, providing text and online access to materials for both in-person and online classes; estimated cost is \$30,701 and timeline is July 2022 – December 2022 ○ Note: Ventures book level break-down/qty. may change, but the cost will remain the same; Will can reach out to Kristia or Jill to contact Helen from Cambridge <ul style="list-style-type: none"> ➤ Vote: Approved by a unanimous vote of members ○ Request #2: 27 new desktop computers to replace hardware and software that is over 5 y/o; estimated cost \$34,809 and timeline July 2022 – December 2022 <ul style="list-style-type: none"> ➤ Vote: Approved by a unanimous vote of members <p>Next Steps</p> <ul style="list-style-type: none"> ● Karima will work with Saddleback College Fiscal and agencies to ensure funds are available by July 1 ● IUSD request will be discussed and voted on during the April meeting 	
	<p>A. Three-Year Plan:</p> <ol style="list-style-type: none"> a. Update on the overview of the consortium and community needs (draft to be sent on 3/18/2022) b. Metrics and Setting Goals <p>Metrics</p> <ul style="list-style-type: none"> ● Nancy recommends that in addition to the selection of the English Language Learner metric that members select other metrics, such as low-income, especially if agencies do not have AESL classes <p>Progress</p> <ul style="list-style-type: none"> ● There are different options to measure the Consortium’s success, including by English Language Learner Gains if testing is provided <p>Transitions</p> <ul style="list-style-type: none"> ● There are two areas for transitions <p>Success</p> <ul style="list-style-type: none"> ● If your agency does not have a High School Equivalency or High School Diploma Program, then you do not need to select that option <p>Employment and Earnings</p> <ul style="list-style-type: none"> ● Nancy did not include information under this section for agencies without WIOA because she does not have generated reports ● Agencies that do not provide services receive 0s ● Metric is based on the number of people who are participants which is based on students with 12 or more hours ● Students who are not in the workforce and attend classes fall under the “not in workforce” category ● Survey <ul style="list-style-type: none"> ○ Jill sends the survey three times and usually receives a 14-15% response rate ○ If students provide their SSN, less follow-up is required since employment and earnings can be tracked ○ Survey questions might be worded differently to increase student responses 	<p>Nancy</p>

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	<p>Reminder</p> <ul style="list-style-type: none"> • These are targets and are not punitive • Need to make sure goals are set <p>Revisions</p> <ul style="list-style-type: none"> • The number of participants looks too high for IVC; Debbie will work with Nancy to update numbers and metrics • Note: LaunchBoard numbers have been wrong in the past 													
	B. Update on Marketing Campaign – Full Capacity <ul style="list-style-type: none"> • No report 	Will/Karima												
	C. Professional Development – Spring 2022 Return to a Better Normal: Friday, April 15, 2022, from 1-3 PM <ul style="list-style-type: none"> • Three presentations • Focus on emotional and social learning • 16 people have RSVP'd 	Susan/Kristia												
8.	<p>MEMBER FUNDING NOTIFICATION</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>													
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													
	SVUSD													
	LBUSD													
	IUSD													
	TUSD													
	Irvine Valley College													
	Saddleback College													
	College and Career 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 1486 1183 1621"> <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	
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11.	ADJOURNMENT													

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

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

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- **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) *
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