

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
 Brittany Casey, 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
 Dr. Dr Paul Weir (*Dominic Vellanoweth), College and Career Advantage
 Dr. Brian Dozer, 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, 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 Planning Meeting

July 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.	Introductions and Announcements	All
	<p>Welcome!</p> <p>New Members and Guest:</p> <p>Chantelle Gil, Program Coordinator, Saddleback College</p> <p>Kimberly Thomason, District Coordinator, Saddleback Valley Unified</p> <p>Eunice Choi, Program Research Analyst, Saddleback College</p> <p>Dan Predoehl, Assist Dean/Director of Emeritus, Saddleback College</p> <p>Jill Ibbotson, AESL Instructor, Saddleback College</p> <p>Kristia, College and Career, SOCRC</p> <p>Nancy Miller, Consultant, SOCRC</p> <p>Debbie Vanschoelandt, Dean of Career and Continuing Education, Irvine Valley College</p> <p>Sue Donelson, Director of AE, Saddleback College</p> <p>Susan Akhavan, AESL Faculty, Irvine Valley College</p> <p>Announcements:</p> <p>CAEP Summit (Virtual), October 25, 2022 – Power is Yours! Free to attend. Register at http://summit.caladulthood.org/Registration/</p> <p>OTAN PD: Digital Leadership Academy (DLAC) 2022-2024. Applications are due by Friday, August 19! https://otan.us/stay-connected/adult-education-news/2022/apply-to-join-the-digital-leadership-academy-2022-2024/</p>	

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	The third page of today's agenda has all the updated timelines.	
2.	REGULAR/ONGOING BUSINESS	
	<p>A. NOVA Updates</p> <p>The amended SOCRC allocation amounts were submitted and certified in NOVA. The 2022 Employment and Earnings survey is due in TOPSPro by August 1, 2022. New due dates for CAEP Annual Plan, Budget and Work Plan for 2022.</p> <p>Due Dates: Annual Plan: September 14, 2022 Budget and Work Plan: October 30, 2022</p> <p>Certified by the consortium no later than November 30, 2022. The Quarter 1 expense due date will remain the same.</p>	Karima/Rebecca
	B. Workforce Updates	All
	<p>C. WIOA and CASAS Update</p> <p>Interested in applying for Federal Funds. Your agency needs to be using TopsPro or consider using TopsPro. TOPSPRO is the data collection competent. WIOA grants cycle ends at the end of the school year. This is a second source of funding.</p> <p>WIOA, Title II Request for Application (RFA) for grant cycle 2023-2027 will be available August 1, 2022 by word document for review. RFA will open up for entry starting September 1, 2022 on California Adult Education On-Line Application and Reporting. The closing date for Part I of the application will be shared in the guidelines starting August 1. You should be able to locate more information in the future at this website: https://www.cde.ca.gov/fg/fo/r8/wioa20rfa.asp</p> <p>We as a Consortium could consider applying.</p>	Will
	D. Reminders and Updates	All
3.	NEW BUSINESS	
	<p>A. SOCRC Participant Survey Results (attached)</p> <p>Most of the answers were agree/strongly agree.</p> <p>Suggestions to improve:</p> <p>In-person meetings Every meeting be a voting meeting Change in bylaw Time Keeper for each topic Update Website Create a vote form Received positive feed back Thanks to everyone who participated</p>	Karima
	<p>A. Annual Plan (template attached)</p> <p>CAEP Annual Plan 2022-2023 CAEP Annual Plan and Budget and Work Plan Due Dates:</p>	Nancy

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<p>The CAEP Office is moving the due date to September 14, 2022. The member budget and work plan will be due October 30, 2022 and certified by the consortium no later than November 30, 2022. The QTR 1 expense report due dates will remain the same.</p> <p>Upcoming deadlines: Aug. 1: Employment and Earning Follow-up Survey Sep. 1: 20/21 and 21/22 Member Expense Report due in NOVA (Q4) Sep. 1: July 1, 2021 to June 30, 2022 expense by program area due (estimate only) in NOVA * Sep. 14: Annual Plan for 2022-23 due in NOVA* (Extended for 2022) Sep 30: 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4)</p> <p>NANCY: The Annual Plan changed a little from last year to better align with the components in the 3-year plan.</p> <p>Plans and Goals in the Executive Summary: The Executive Summary is different this year in the Guidance. It is going to include the narrative that justifies how your allocations are consistent with your 3 Year Plan. Moving forward, the funding on how it is spent needs to match your Annual Plan and your Annual Plan needs to match your 3-year plan.</p> <p>The Executive Summary is a clear consist description of what your Consortium Vision is for the 2022-2023 Fiscal Year. Nancy will send out an email requesting a list of accomplishments for your agency for 2021-2022 Fiscal year and primary goals for the upcoming year.</p> <p>Primary goals are listed in the 3 Year Plan. Emphasize on accomplishments and what we intent to accomplish as a consortium. This year, the information will be reported to the legislator on the effectiveness of the Adult Education Programs.</p> <p>Access NOVA to view the 3 Year Plan 2022-2025. (Strategies, Activities, Educational Needs and Outcomes, etc.,) Nancy will contact you by email, if she has any questions.</p> <p>Middle of August, Nancy will send out the DRAFT of the Annual Plan.</p> <p>The plan is to send the DRAFT out two weeks prior to our next meeting in August. Members will have two weeks to review draft. Voting will take place in the August meeting. Deadline to submit is September 14.</p> <p>Send at least one or two accomplishments per agency to Nancy Miller by the end of the first week of August 8. One representative per agency.</p> <p>Karima will reach out to the agencies who did not attend via email.</p>	
<p>B. Fall 2022 Community Event</p> <p>SOCRC 1st annual Community Event to highlight all of our agencies' unique program and classes offering to the community. Event date: Saturday, October 15, 2022 Event Time: 10:00am – 1:00pm Event Location: Saddleback College/ATAS Building How to get the information out to all agencies' students:</p>	<p>Karima/Chantelle/ Kristia</p>

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	<p>*Agencies to forward email to their students to promote digitally – via Eventbrite to RVPS. *Interest List for classroom presentation to inform students.</p> <p>Including: Free food, booths, balloons, demos, and presentations....and more. Presentations 20 min./10 min. passing Highlight Student work Video of Programs Family Activities</p> <p>Contract with Full Capacity will provide the theme, branding and marketing Need Theme: ? Advertise from Tustin to San Clemente Brochures from all agencies. Custom Logo</p> <p>Saddleback: Printing - In House Funded by CAEP</p> <p>The goal is to reengage with the Community. Two target Audience: 1. Current Non-Credit Students and 2. Potential Students out in our community. (Jobs, bridging, classes, resources...)</p> <p>Highlight local resources. Sue is working with our local resources to attend.</p> <p>Chantelle and Krista are coordinating the event. Very Exciting! Hosting event on Saddleback College Campus. Reminder the event is an SOCRC event. We would like all our agencies to be involved in whatever capacity they feel is appropriate and doable. An email was sent out via google docs for feedback. If there is room, what would you highlight (student work, videos of programs, etc.).</p> <p>Two ways to be involved.</p> <ol style="list-style-type: none"> 1. You will be provided with a pop up Tent, table, chairs, tablecloth and you will provided: (banners, signage, tablecloths and your personalize information (brochures, flyers, etc.,) 2. Reserve a room for a demo/presentation. 20 min./10 min. passing <p>You meet (attend a demo/presentation) and they receive a card for free food and activities. All participants will fill out a contact card with their information.</p> <p>If you did not want to have a booth, how you can participant. Could agencies forward email to their students to promote digitally – via Eventbrite to RSVPS.</p> <p>Would you be interested in allowing us to promote our event within your classes? Five-minute presentation. Could you Instructors promote this? We will try our best to promote the agencies that will not be attendance. Promote our continuing education... Adult Pathways.</p>	
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	<p>Collecting Data: Individual stamps will be provided to all of our booths. This way we will keep track of all participants and provide you with the data (contact information).</p> <p>RSVP's: So far four Schools have replied. Irvine Valley Adult School, Saddleback College, Irvine Valley College and College/Career Advantage. If you have not reply, please do so. Chantelle will send an invite out one more time in October via Eventbrite.</p> <p>Time Frame for this event will be advertise this way participants can schedule their day around the demos/presentations.</p> <p>Tustin Adult school year does not start until August 29. Cannot commit at this time.</p> <p>Questions: Will this event be Live Streamed?</p> <p>Chantelle and Karissa are your point of contact for this event.</p>	
	<p>C. Bylaws Discussion - Ed Code sections: https://codes.findlaw.com/ca/education-code/edc-sect-84900.html-click on next to read the Adult Ed Code sections)</p> <p>D. (AB 1491 attached)</p> <p>See Draft of Bylaws. Email sent out by Karima on Monday, August 15, 2022 with recommended changes for our review and feedback.</p> <p>Updated by laws: Reporting Ensure Members have been elected Ensure Members Participation Monitor Carryover Funds Members Effectiveness AB1491 – Changes to carryover funds Change to 84906 – CTE Research – Add Program Section Act as a Consortium – Already in place</p> <p>K-12 Agencies (ROP/AE Teachers) AB 2573: Strengthens the position for AE Teachers to obtain permanent status.</p> <p>AB1491: Adult Education: consortia; carryover of allocated funds. Limit to 20% carryover</p>	Nancy
4.	<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> <p>- Village 9 Project at Saddleback College -IUSD Adult School Building Project</p>	Karima/Rebecca
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	

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	TUSD																									
	Irvine Valley College																									
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	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 2022 calendar year.</p> <table border="1"> <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>2023 calendar year</p> <table border="1"> <tr> <td>January 30</td> <td>May 22</td> <td>Sept 25</td> </tr> <tr> <td>February 27</td> <td>June 26</td> <td>October 30</td> </tr> <tr> <td>March 27</td> <td>July 31</td> <td>Nov 20</td> </tr> <tr> <td>April 24</td> <td>August 28</td> <td>Dec 18</td> </tr> </table> <p>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 30	May 22	Sept 25	February 27	June 26	October 30	March 27	July 31	Nov 20	April 24	August 28	Dec 18	
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11.	ADJOURNMENT																									

* Items with an asterisk are consortium deliverables

Timeline/Due Dates

June 2022

- **Jun 1:** 20/21 and 21/22 Member Expense Report due in NOVA (Q3)
- **Jun 20:** CAEP 2022-25 Three-Year Plan due
- **Jun 30:** 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4

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July 2022

- Jul 15: Student Data due in TOPSPro (Q4) FINAL

August 2022

- Aug 1: Employment and Earnings Follow-up Survey

September 2022

- Sep 1: 20/21 and 21/22 Member Expense Report due in NOVA (Q4)
- Sep 1: July 1, 2021 to June 30, 2022 expenses by program area due (estimates only) in NOVA *
- Sep 14: Annual Plan for 2022-23 due in NOVA * (Extended for 2022)
- Sep 30: 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4) *
- Sep 30: End of Q1

October 2022

- Oct 30: 22/23 Member Program Year Budget and Work Plan due in NOVA (Extended for 2022)
- Oct 31: Student data due in TOPSPro (Q1)
- Oct 31: Employment and Earnings Follow-up Survey

November 2022

- Nov 30: 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA * (Extended for 2022)

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

January 2023

- Jan 31: Student Data due in TOPSPro (Q2)

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- **Jan 31:** Employment and Earnings Follow-up Survey

February 2023

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

March 2023

- **Mar 1:** 20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)*
- **Mar 31:** 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) *
- **Mar 31:** End of Q3

April 2023

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

May 2023

- **May 2:** CFAD for 2023-24 due in NOVA *

June 2023

- **Jun 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4

July 2023

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL

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