

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 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
 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 Voting Meeting

May 23, 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), Sue Donelson (SC), Brian Dozer (CROP), Karima Feldhus (SC), David Gordon (SVUSD), Jill Ibbotson (SC), Fatinah Judegh (OCDE), Kristia Lengyel-Leahu (SC), Chad Mabery (LBUSD), Nancy Miller, William Neddersen (TUSD), Rebecca Roberts (IUSD), Debbie Vanschoelandt (IVC), and Dominic Vellanoweth (CCA)	
2.	INTRODUCTIONS AND NEW GUESTS	All
	Sandra Camarena	
3.	ADOPTION OF AGENDA BY PRIORITY	Chairs
	Agenda adopted	
4.	APPROVAL OF MINUTES	Chairs
	<ul style="list-style-type: none"> • Motion by Sue • Move to approve April Quarterly Meeting Minutes • Seconded by Fatinah 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. None	
6.	REGULAR/ONGOING BUSINESS	
	NOVA Updates: <ul style="list-style-type: none"> • Timeline reminders on page. 3. • June 3: Member Expense Reports Due (Q3). Please reach out to Dolly/Fiscal Office with questions. 	Karima/Rebecca

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	<ul style="list-style-type: none"> CAEP TAP has been very responsive to our questions/issues. Via email or in person. June 30: Certify as a Consortium. 	
	A. Workforce Updates:	All
	B. WIOA and CASAS Update: <ul style="list-style-type: none"> How is your Employment and earning survey going? The State is trying to Monitor Student Success; is the student earning more or finding a job. TUSD: is having difficulty getting students to respond. Discuss more in detail later. Add to agenda. All CAEP agencies need to distribute the survey. AE best practice to receive a hire success rate on the survey. Send survey out to student while they are still in school. Get them use to seeing the survey. Notify student in orientation. Make sure your attendance is up to date in TOPSPro. This triggers the students to receive the survey. The survey is standardized by CASAS. A wizard is ran in TOPSPro to generate a 4-question survey: <ol style="list-style-type: none"> Are you working? If so, how much do you make per month? Are you going to School? If so, Where? At one point, CAEP and WIOA will have the same requirements. Align/collaborate the WIOA Surveys with all other surveys. Level our resources. Why reinvent the wheel and just expand what we are using? 	Sue/Will/Jill
	C. Fiscal Quarterly Report:	Dolly
	D. Reminders and Updates	All
7.	NEW BUSINESS	
	A. Spring 2022 Professional Development (carried from last meeting) SOCRC Spring Professional Development, Return to a Better Normal. Impressive turnout 50+ attendees, positive comments, great speakers, upbeat and very informative. A fabulous event. This PD has brought us to the next step of collaboration. The two Adults School and our two Colleges were involved in planning and implementing of the Professional Development.	Susan and Kristia
	B. SOCRC Survey: Complete short survey. Five sets of mandatory questions on how the meetings were ran and conducted. Interested in constructive feedback to plan 2022/23. Anonymous. Rate by; strongly disagree - strongly agree and comments. Karima will email the link to the survey. <ul style="list-style-type: none"> Today (5/3), Karima will send out to members of the group. Participants will reviewed and submit edits by 5/26/2022. Process/Vote: Respond to agree or disagree for the record by email. Send back to Nancy by 6/7/2022 	Karima

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	C. Fall 2022 Community Event: (Harvest Theme) at Saddleback College Fall 2022. Invite SOCRC partners and other organizations. Focus on the non-credit programs at both Colleges, Adult Schools and with our SOCRC partners. Focus on the resources that are available on our campuses and within our community. First step is to come up with an event name and committee. Krista will be your consortium point of contact. Fun stuff! There will be booths (highlighting our programs), music, food, inside/outside resources, community members, and activities, etc., Contact Krista, if you are interested in participating. Date of event: Saturday, October 15, 2022.	Karima/Kristia
	D. Three-Year Plan <ul style="list-style-type: none"> • New requirement for CAEP funding; Evaluate current short-term and non-credit career skill training courses for content and relevant in the current job market. • Strategy 1: To create program and pathways roadmaps that identify both consortium programs, services and individual agency. • Conduct a consortium focus multimedia outreach campaign to inform the public about Adult Education programs and services. (Website, brochures, how do we market, brand, and advertise. • Effectiveness of services; we have a very high retention rate of 81%. • Utilize the system that we have in place to better service our students. • Deadline Timeline: Short Due 6/2023, Mid Due 6/2024 and Long Due 6/2025. These dates are required and the work is due prior to the deadline. • Purpose completion date 6/30/2025. 	Nancy
8.	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> - Village 9 Project at Saddleback College -IUSD Adult School Building Project	Karima/Rebecca
9.	MEMBER REPORTS: Members will report on the activities in relation to the annual and three-year plans and budget and expenditures to date.	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.	SCHEDULED MEETINGS, TRAININGS, DEADLINES	

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	<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" style="width: 100%; text-align: center;"> <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												
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April 25*	August 29*	Dec 19												
11.	ADJOURNMENT													

Timeline/Due Dates

* Items with an asterisk are consortium deliverables

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

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