

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

Karima Feldhus (**Sue Donelson*), Saddleback College, Co-Chair
 Debbie Vanschoelandt, Irvine Valley College
 Brittany H. Casey, Capistrano Unified School District
 Kimberly Thomason, Saddleback Valley Unified School District
 Chad Mabery, Laguna Beach Unified School District
 Rebecca Roberts, Irvine Unified School District, Co-Chair
 Christine Matos (**Will Neddersen*), Tustin Unified School District
 Dr. Paul Weir (**Dominic Vellanoweth*), College and Career Advantage
 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 Voting Meeting Minutes

September 26, 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), Brian Dozer (CROP), Karima Feldhus (SC), Chantelle Gil (SC), Esmerita Gonzalez (IUSD), Jill Ibbotson (SC), Kristia Lengyel-Leahu (SC), Chad Mabery (LBUSD), Roxanne Metz (SC), Nancy Miller, William Neddersen (TUSD), Rebecca Roberts (IUSD), Kim Thomason (SVUSD), Debbie Vanschoelandt (IVC), and Dominic Vellanoweth (CCA)	
2.	INTRODUCTIONS AND NEW GUESTS	All
	• No new guests	
3.	ADOPTION OF AGENDA BY PRIORITY	Chairs
	• Agenda adopted	
4.	APPROVAL OF MINUTES	Chairs
	• Approved by consensus	
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	
	A. NOVA Updates	Karima/Rebecca
	• See Timeline/Due Dates on the Agenda	
	• Reminders: Q4 will be certified by 9/30/22; Q1 is due until 10/31/22; 22/23	

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	<p>Member Program Year Budget and Work Plan due in NOVA on 10/30/33; and Student data due in TOPSPro on 10/31/22</p> <ul style="list-style-type: none"> • Due dates for K-12 and Colleges were provided • Question: <ul style="list-style-type: none"> 1. For colleges, is data submitted on both TOPSPro and MIS or only one? <ul style="list-style-type: none"> - The letter is vague so the process is not clear - Nancy has not yet asked at the State level but confirmed to submit on TOPSPro since it is CAEP 2. Is pre/post learning gains data required for non-credit CTE courses? <ul style="list-style-type: none"> - Nancy explained that non-credit CTE courses do not require AESL testing gains but other types of gain should be reported 	
	<p>B. Workforce Updates</p> <ul style="list-style-type: none"> • None 	All
	<p>C. WIOA and CASAS Update</p> <ul style="list-style-type: none"> • SC and TUSD are applying for the 4-year grant cycle; SC and TUSD are currently working on the WIOA data as recipients but data is a bit different for TUSD since it is a first year WIOA agency • Interested agencies wanting to apply for the 4-year grant cycle should visit the WIOA application website: https://www.cde.ca.gov/fg/fo/r8/wioa22rfa.asp <ul style="list-style-type: none"> - See page 24 for required data information • 9/30/33 is the deadline for interested agencies to send data to be considered for the 4-year grant cycle; agencies have an option to accept or reject if invited to participate in the grant cycle • Deadline to accept if invited, is 12/15/22 • Qualifying Data: WIOA agencies submit CASAS data reports to show effectiveness within 2 years while non-WIOA agencies submit member effectiveness data • Interested agencies who do not submit would need to wait 4 years for the next application timeline • If interested, contact Will, Sue, or Jill (expert with 20 years of WIOA experience) 	Sue/Will/Jill
	<p>D. Fiscal Quarterly Report</p> <ul style="list-style-type: none"> • None 	Dolly
	<p>E. Reminders and Updates</p> <ul style="list-style-type: none"> • See Agenda items A – D above 	All
7.	NEW BUSINESS	
	<p>A. Bylaws: Review and Approval Summary of Revisions</p> <ul style="list-style-type: none"> • Nancy sent revised Bylaws prior to the meeting; revisions are in red and deleted language is highlighted in yellow • Added date of last update at the bottom of the document • Updated language in relation to membership • Added language adopted in the second cycle at the State level that is performance base and focused on career technical education <p>Article III – Meetings Revisions</p> <ul style="list-style-type: none"> • Every meeting will be a voting meeting; Executive Committee meetings were redefined • Special Meetings will be held for special matters • Defined quorum and voting; added clarifying language on who the voting members are and proxy approval process <p>Article IV – General Membership</p> <ul style="list-style-type: none"> • Executive Committee changed to General Membership • Include language that Co-Chairs serve for 2 years; selection for K-12 and College chairs is based on an even (K-12) and odd (College) year basis 	Nancy/All

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	<p>Agenda Clarification</p> <ul style="list-style-type: none"> Agendas must be posted on both the Consortium and each agency’s websites to comply with Brown Act Nancy confirmed that it is fine for agencies to post the Consortium website link instead to meet this requirement since the agendas will be on the Consortium website 72 hours prior to the meeting <p>Votes</p> <ul style="list-style-type: none"> Votes are allocated to each member agency; title was added for clarity Action items require a vote Discussion items do not require a vote <p>Member Effectiveness</p> <ul style="list-style-type: none"> Revised section with the State’s effectiveness standard terms and provides removal process if an agency is out of compliance A 2/3 majority vote is required to remove a member for non-performance Nancy will make the following revision: add clarifying language of “2/3 votes (7 out of 10 members)” Non-performing member can vote <p>New Section</p> <ul style="list-style-type: none"> Included a new section that reiterates sections in Article I <p>Bylaws Approval Vote</p> <ul style="list-style-type: none"> Will motioned to approve today’s bylaws from the document that was emailed last Thursday with the changes of adding “2/3 votes (7 out of 10 members).” No additional discussion or questions Rebecca second the motion Motion passed by a majority vote from IUSD (Rebecca), TUSD (Will), SVUSD (Kim), SC (Karima), Coastline ROP (Brian), IVC (Debbie), and CCA (Dominic) <p>Next Steps</p> <ul style="list-style-type: none"> Nancy will upload updated Bylaws 	
	<p>B. Discussion of Consortium Co-Chairs</p> <ul style="list-style-type: none"> Karima sent Volunteer Form for Co-Chair nominations Received two nominations for Will Neddersen <p>Co-Chair Approval Vote</p> <ul style="list-style-type: none"> A majority vote for Will to serve as a Co-Chair effective October 1, 2022, was made by IUSD (Rebecca), Coastline ROP (Brian), SVUSD (Kim), CCA (Dominic), IVC (Debbie), TUSD (Will), and SC (Karima) Congratulations to Will in his new role as Co-Chair and Thank You to Rebecca for her service as Co-Chair! 	<p>Rebecca/Karima</p>
	<p>C. Adult Education Pathways Fair – October 15, 10:00 am-2:00 pm Program</p> <ul style="list-style-type: none"> Fair will include program resources and demonstrations; presentations and workshops; music; free food; and games Stamp card will be provided to earn a free lunch from TK Burgers, which will also serve veggie burgers Kristia will send flyer, social media flyer version, and Google Doc this week Please contact Kristia if you have any questions Anticipate 500 guests <p>Promotion</p> <ul style="list-style-type: none"> Two weeks to promote the event is a great window of time since advertising too soon can result in people forgetting about the event Please promote fair with postcards 	<p>Chantelle/Kristia</p>

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	<ul style="list-style-type: none"> • Postcards will not be mailed but will be dropped off at your agency; let Kristia know how many postcards you need - Dominic will need more postcards; CCA interns will promote in the community where they intern - Kim posted flyer on the E-Letter to parents and will continue promoting - Winnie reformatted the flyer for posting on social media - Chantelle will promote the fair at the Multicultural Event <p>Presentations and Booths</p> <ul style="list-style-type: none"> • Notify Kristia if you want to reserve a spot to present in the ATAS building • Booths cannot be left alone • Everyone is encouraged to bring their own canopy with agency's name <p>Setup</p> <ul style="list-style-type: none"> • Please come one hour in advance • You can bring your canopy one day before the event • Please make your booths interactive • Wi-Fi connection will be provided so that agencies could bring their laptops 	
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> <ul style="list-style-type: none"> - Village 9 Project at Saddleback College (changed to Village 30) -IUSD Adult School Building Project <ul style="list-style-type: none"> • Received preliminary approvals • Anticipated project completion date is February 	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
	<p>CUSD</p> <ul style="list-style-type: none"> • None 	
	<p>SVUSD</p> <ul style="list-style-type: none"> • None 	
	<p>LBUSD</p> <ul style="list-style-type: none"> • None 	
	<p>IUSD</p> <ul style="list-style-type: none"> • There has been a strong increase of student enrollment • Closed one class due to low enrollment and placed the students in another class • The District opened a Parent Center where we have been publicizing our programs 	
	<p>TUSD</p> <ul style="list-style-type: none"> • Hired new instructors • Have full classes and in-person class waitlists • There is a facility limitation so we are branching out to local churches where childcare is provided; we are promoting classes at local schools • TUSD does not have a vaccination requirement 	
	<p>Irvine Valley College</p> <ul style="list-style-type: none"> • Offering new courses, including English for Career Search and English for Parents of Elementary School Students • Second course was added due to high demand • Winnie created a YouTube channel; we are very excited for it! 	

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	Saddleback College <ul style="list-style-type: none"> • Classes are full and have waitlists • Hired new instructor to teach a second 8-week Vocabulary course; will contact interested students on waitlists • If you have instructors interested in teaching, please refer them to Jill; we want to ensure that we are able to meet the community needs with course offerings • SC is considering removing the vaccination requirement starting Spring 2023 																									
	College and College Advantage <ul style="list-style-type: none"> • None 																									
	Coastline ROP <ul style="list-style-type: none"> • None 																									
	Orange County Department of Education <ul style="list-style-type: none"> • None 																									
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 until December 2022. 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>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

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Timeline/Due Dates

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

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