

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, 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

Minutes-SOCRC Voting Meeting

October 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 Present: Susan Akhavan (IVC), Daisy Bautista (SC), Brittany H. Casey (CUSD), Eunice Choi (SC), Brian Dozer (CROP), Karima Feldhus (SC), Chantelle Gil (SC), Fatimah Judeh (OCDE), Kristia Lengyel-Leahu (SC), Chad Mabery (LBUSD), Nancy Miller, William Neddersen (TUSD), Rebecca Roberts (IUSD), Debbie Vanschoelandt (IVC), and Dominic Vellanoweth (CCA)	Chairs
2.	INTRODUCTIONS AND NEW GUESTS <ul style="list-style-type: none"> • No new guests 	All
3.	ADOPTION OF AGENDA BY PRIORITY <ul style="list-style-type: none"> • Agenda adopted with the following reorder of agenda items: New Business Member Effectiveness Share Out Regular/Ongoing Business • Agenda is uploaded on the SOCRC website with the following correction: Add Dominic Vellanoweth (CCA) as a member to the agenda 	Chairs
4.	APPROVAL OF MINUTES <ul style="list-style-type: none"> • Minutes approved by a majority with the following revision: Chad Mabery (LBUSD) was present during the second half of the September meeting 	Chairs
5.	PUBLIC COMMENTS	Open

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	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"> Karima will summarize her CAEP Summit notes and send them to the members; there was a discussion about CAEP and WIOA being aligned 	Karima/Will
	B. Workforce Updates <ul style="list-style-type: none"> No Report 	All
	C. WIOA and CASAS Update <ul style="list-style-type: none"> No Report 	Sue/Will/Jill
	D. Reminders and Updates <ul style="list-style-type: none"> No Report 	All
7.	NEW BUSINESS	
	A. Adult Education Pathways Fair Debrief <ul style="list-style-type: none"> Had a successful fair with great energy from both the agencies and students Approximately 400 total participants with 200 of those participants asking for more information Thank you to Chantelle and Kristia for helping coordinate SOCRC members as well as thank you to the SC team for hosting the fair Planning the next year's fair can start sooner 	Chantelle/Kristia
	B. Member Effectiveness Tool Subcommittee Work <ul style="list-style-type: none"> Members are invited to work in subcommittees Goal is to have effectiveness tools for evaluations to start the conversation by the end of this year or next year Please email Nancy the name and email of an individual from your agency who will be in the subcommittee so that Nancy can coordinate zoom meetings Subcommittee monthly updates will be provided during the general meetings 	Karima/Nancy/Will
	C. Update on SOCRC Meeting Location beginning January 2023 <ul style="list-style-type: none"> Meetings may continue online because it maximizes member participation Rebecca confirmed that the former Irvine meeting location at Quail Hill Community Center is available for all meetings except for one meeting in summer By November, members will be notified about the final meeting location Per the Brown Act, the online meeting exception ends on December 31, 2022 As a reminder, de facto members represent elected officials from agencies 	Karima/Will
8.	MEMBER Effectiveness Share Out: Members will report on the activities in relation to the annual and three-year plans and budget and expenditures to date. *Service providing members required to share out <ul style="list-style-type: none"> It is important for agencies to share about their programs to better understand their work and to connect with other agencies Share outs will also provide a better understanding of agencies' work prior to certifying reports for the overall success of the individual agencies as well as for the consortium Members will have 5 minutes to share and have 2 minutes for questions Certification Deadline: November 30, 2022 	Steering Committee Members
	CUSD <ul style="list-style-type: none"> No Share Out 	
	SVUSD <ul style="list-style-type: none"> No Share Out 	

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	<p>LBUSD*</p> <ul style="list-style-type: none"> • Offers 5 Programs; 87 total students <ul style="list-style-type: none"> - ESL (CoLB), Hybrid with estimated number of 27 students - Workforce Reentry (Job Readiness Skills, CoLB), In-person with estimated number of 33 students - Workforce Reentry (Job Tech. Skills, CoLB), In-person with estimated number of 6 students - GED (CoLB), Hybrid with estimated number of 9 students - CTE (CCA), In-person with estimated number of 12 students • All part-time staff and faculty; Chad is looking for adding administrative staff • Carryover funds will be for technology upgrades • Revisions <ul style="list-style-type: none"> - Indirect Cost: Chad will revise so that it is under 5% - Administrative Staff: Chad will revise • Cyber Security Class <ul style="list-style-type: none"> - Class is taking place at CCA because LBUSD does not have the current technology required for the class; goal is to move the class to LBUSD once technology is available - However, LBUSD will claim/report the data and not CCA • Reminder: CAEP will not fund classes for older adults <ul style="list-style-type: none"> - Chad will adjust the class title to accurately reflect the class description since it is not for seniors but for technology and workforce reentry 	
	<p>IUSD*</p> <ul style="list-style-type: none"> • Please see Budget Totals PowerPoint for funds details • 1000 – Instructional Salaries funds are used for part-time teachers; they received a payment raise and a second raise is expected • 2000 – Non-Instructional Salaries and 3000 – Employee Benefits funds are used for 1 full-time and 1 part-time Office Assistant; Rebecca will double-check the 3000 line item because it seems too low • 4000 – Supplies and Materials funds are used for eBooks which keeps the Indirect Cost low instead of purchasing physical textbooks • 5000 – Other Operating Expenses and Services funds are used for facilities project; will take existing furniture to the classes, will place asphalt on the ground, and will install electrical, including cameras • 29 AESL sections offered with 346 students and 4 students in the Diploma Program; sections are offered in a hybrid model with in-person and online class meetings • Carry over funds are expected to be spent by February or March of 2023 	
	<p>TUSD*</p> <ul style="list-style-type: none"> • Please see Budget Totals PowerPoint for funds details • 1000 – Instructional Salaries funds are used for instruction and to offer Fall, Spring, and Summer classes • 2000 – Non-Instructional Salaries and 3000 – Employee Benefits funds are used for operating the program day and night and to employ a full-time secretary • 4000 – Supplies and Materials funds are used for textbooks, both print and eBooks; focusing on new curriculum for AESL students; basic supplies and materials; and instructional needs • 5000 – Other Operating Expenses and Services funds are used for consultants as well as electronics to support students and classes • 37 classes offered with 342 ESL students, 25 ABE students, 130 ASE students, and 0 CTE students (currently not offering CTE classes) • Number of students served is 438 • Total of 34 staff members: 27 teachers, 1 counselor, 5 classified, and 1 	

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	<ul style="list-style-type: none"> • administrator • Offering online and 2 in-person locations, trying to open 4 more locations 	
	<p>Irvine Valley College*</p> <ul style="list-style-type: none"> • Please see Budget Totals PowerPoint for funds details <ul style="list-style-type: none"> - Note: Program and activities are overseen by another Dean, so the information is subject to change • 1000 – Instructional Salaries funds are used for faculty and professional development support • 2000 – Non-Instructional Salaries and 3000 – Employee Benefits funds are used for staff • 4000 – Supplies and Materials funds are used for textbooks and program supplies • 5000 – Other Operating Expenses and Services funds are used for technology upgrades, classroom improvements, and AESL Center renovations • Class Offering: 25 sections of integrated (5 levels) and 30 sections of skills (12 courses) • Students Being Served: 1,483 (unduplicated) and 2,336 (duplicated) • Staff: 10 full-time faculty but 7 currently teaching AESL courses; 38 adjunct faculty; 1 Program Coordinator; 1 part-time Assistant; 2 part-time ESL/AESL Counselors; 10 Work Study Students; and 7 Tutors <ul style="list-style-type: none"> - Note: Some staff are not CAEP funded • Faculty can teach both ESL and AESL courses and Work Study Students assist students with registration support from start to finish 	
	<p>Saddleback College*</p> <ul style="list-style-type: none"> • Fall 2022 Number of Course Offerings and Students <ul style="list-style-type: none"> - 29 AESL courses offered with 1,075 students - 15 HSE courses offered with 234 students - 11 OASIS courses offered with 146 students • 60% of classes are online and 40% are in-person • Added more AESL courses as Second 8-week courses to meet student demands of recent arrivals, including from Ukraine and Iran • AESL and HSE courses are offered in-person and online during the day and night time • OASIS courses are offered in-person at SC and ½ of the students stopped taking courses due to transitioning from in-person classes at the off-site campus to SC • CNA is a new program; there is no current data; SC will go full force and will hire full-time faculty for CAN • Staffing Structure for Off-site Campus <ul style="list-style-type: none"> - 2 A&R F/T - 2 Front Office P/T - 3 CASAS Proctors P/T - 3 Counselors P/T - 4 Tutors P/T - 2 Admin P/T - 2 Program Coordinators F/T (1 is 50% consortium and 50% Adult Ed.) - Currently hiring a full-time HSE Faculty • Please see Budget Totals PowerPoint for funds details • 1000 – Instructional Salaries funds are used to for faculty and Karima • 2000 – Non-Instructional Salaries and 3000 – Employee Benefits funds are used for classified staff • 4000 – Supplies and Materials funds are used for classroom textbook sets; students can barrow textbooks from the library or buy textbooks from the book store 	

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	<ul style="list-style-type: none"> • 5000 – Other Operating Expenses and Services funds are mainly used for consulting and facility rentals; plan on moving some of the funds into the 1000, 2000, and 3000 to adjust • 6000 – Capital Outlay funds were set aside for the OASIS project • Consortium Fiscal/Admin Expenses: \$241,097 • Instructional v. Non-instructional Funds: 30-40 faculty are under CAEP and classified staff provide support at the off-site campus; some staff positions are CAEP and others a combination with WIOA funds <ul style="list-style-type: none"> - Program is expanding in the community, including offering classes at Del Obispo Elementary School in San Juan Capistrano and Family Resource Center in Lake Forest 																
	<p>College and College Advantage*</p> <ul style="list-style-type: none"> • CTE has 1 location with 101 CTE students • Please see Budget Totals PowerPoint for funds details • 1000 – Instructional Salaries funds are used for 5 teachers; teachers also pick up sections with local high schools, making them full-time • 2000 – Non-Instructional Salaries and 3000 – Employee Benefits funds are used for 1 administrator, 1 classified staff, and Dominic <ul style="list-style-type: none"> - Historically, CAEP did not cover all of the benefits • 4000 – Supplies and Materials funds are used for one-time supplies for CTE classes; CTE has a high number of consumable supplies costs • 5000 – Other Operating Expenses and Services funds are low • High number of student success stories with almost 100% employment rate due to instructors’ experience and their connections to the job industries; instructors continue to work in their fields to maintain their connections with employers for the benefit of students 																
	<p>Coastline ROP</p> <ul style="list-style-type: none"> • No Share Out 																
	<p>Orange County Department of Education</p> <ul style="list-style-type: none"> • No Share Out 																
9.	<p>SCHEDULED MEETINGS, TRAININGS, DEADLINES</p> <p>All monthly SOCRRC meetings are held on Mondays from 1 p.m.-2:30 p.m. on Zoom until December 2022. Below is the remaining schedule for 2022 calendar</p> <table border="1"> <tr> <td>October 31</td> <td>Nov 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>	October 31	Nov 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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10.	<p>ADJOURNMENT 2:31 PM</p>																

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Timeline/Due Dates

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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