

**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

February 27, 2023, 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	Approximate Start Time
<b>1. CALL TO ORDER &amp; NORM REVIEW</b> Present: Karima Feldhus (SC), Will Neddersen (TUSD), Kimberly Thomason, Elena Hill (SC), Jill Ibbotson (SC), Nancy Miller, Kristia Lengyel-Leahu (SC), Eunice Choi (SC), Debbie Vanschoelandt (IVC), Sue Donelson (SC), Chantelle Gil (SC), Fatimah Judeh (OCDE), Dominic Vellanoweth (CCA), Rebecca Roberts (IUSD), Susan Akhavan (IVC), Chad Mabery (LBUSD), Roxanne Metz (SC)  Meeting called to order at 1:02p.m.	Co-Chairs	1:00 pm
<b>2. INTRODUCTIONS AND NEW GUESTS</b> No new guests.	All	1:03 pm
<b>3. ADOPTION OF AGENDA BY PRIORITY</b> Agenda adopted.	Co-Chairs	1:05 pm
<b>4. APPROVAL OF MINUTES</b> Rebecca moved to approve minutes. Fatimah seconds. Minutes approved by a majority.	Co-Chairs	1:08 pm
<b>5. PUBLIC COMMENTS</b>  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.  Susan: Congrats to Winnie Dinh, who won teacher of the year at IVC! She helps with	Open	1:10 pm

### Empowering Adult Learners for Lifelong Success.

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	social media accounts and she teaches. There will also be three full-time faculty that will be granted their tenure at the board meeting!		
<b>6.</b>	<b>REGULAR/ONGOING BUSINESS</b>		
	A. NOVA Updates Karima: Q2 report is due. Deadline is March 1 <sup>st</sup> of this week, and all consortium approval by the 31 <sup>st</sup> .	Co-Chairs	1:12 pm
	B. Workforce Updates Karima: Is now a part of the OC Work Force Development Board, as she was invited to be the representative for the OC One Stop Overseeing Committee as a non-voting position.	All	1:15 pm
	C. WIOA and CASAS Update Will: Reminder should have Q2 data submitted in TopsPro by now. WIOA agencies had to have it up sooner. Congrats to SC and TUSD that were both awarded 2023-2027 WIOA funding for next 4 years. Jill: Our agency was funded for 231 & 243 for Integrated Education & Training (IET) model with CTE partners Will: Employee & Earnings survey should be sent out to individuals that left school for over 30-day time period. The state is a strong advocate to collect this data, as federal watch is enforcing this. Dominic: For CAEP, will there be a match up with WIOA eventually? How can we get a better survey response rate from past students? Will: Right now, we're being guided by state to make phone calls and not just rely on emails and texts sent out. As students enter program, we should be letting them know ahead of time they may be followed up with to fill out a survey. Sue: There are best practices that CASAS proctors follow (as her and Will learned in a training) to keep funding and keep everything free for our students. Looking for consistency and trust between administrator of survey and alumni. There are 4 questions on survey that Jill sends out. Will: We'll add it as an agenda item to share key points from that presentation.	Sue/Will/Jill	1:17 pm
	D. Reminders and Updates 1. Brown Act Nancy: The state is working on extension of the ability to continue meetings online. Karima: We're allowed to meet online until Jan 21, 2024 (Bill shared) <a href="https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB361">https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB361</a> 2. SOCRC Professional Development - Kristia <ul style="list-style-type: none"> <li>OTAN – Flexbook training, Monday April 17, 1:00-4:00 at Silverado HS</li> </ul> Kristia: We have reserved Silverado HS labs. We have room for 44 participants. Waiting for OTAN to send out a flyer. PD is on a Monday for three hours. She will send out an email with an updated flyer. Please push out and promote with EL teachers. Will: This one event will be the Spring PD event for SOCRC. Open to supporting IVC's mini-conference, so leaving it open to them if they want to still offer it since the dates wont conflict. 3. Upcoming Events: <ul style="list-style-type: none"> <li><a href="#">ACCE Spring Conference</a> – March 2&amp;3 (Online)</li> <li>CCA Open House – May 20 (flyer attached)</li> <li><a href="#">CASAS National Summer Institute 2023</a> – June 12-15 (Orange County) Summer conference is here in Orange County for agencies that use</li> </ul>	All	1:22 pm

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	<p>CASAS.</p> <ul style="list-style-type: none"> <li>• <a href="#">CCAIE 2023 State Conference</a> – April 13-15 (Oakland)</li> <li>• <a href="#">NCWE Annual National Conference</a> – Oct 4&amp;5 (Baltimore, MD)</li> </ul>		
7.	<b>NEW BUSINESS</b>		
	<p>A. Quarterly Fiscal Reporting (SC, TUSD)          Will (TUSD) and Karima (SC) modeled using the document created by sub-committee, acknowledging that its new with components.          Will: Expenses to date for presented on document. There is a rental fee for church for satellite campuses. Staff members haven't changed, but hired 2 new teachers for new classes opening.          Nancy: Form will be sent after the meeting with a sample document and instructions.          Susan: "Percent of CAEP funds used for salary" to be clarified as percent coming from CAEP, not that 100% of CAEP funds are being used on that.          Will: Thank you, agree on that correction. Presented on section amounts of classes providing with Tustin Adult School. No plan for capital expense for this year.          Chad: Is this just a template that's in NOVA?          Will: Yes, but worded differently than Nova for Expense- to-date expense versus Nova is year-to-date.          Nancy: Compiled notes to bring up feedback to subcommittee.          Elena: Numbers look different because Q2 is cumulative and percentage to total amount.          Sue: Saddleback Adult Ed is entirely in the community, so we either co-locate or pay rent. 4 locations in the community: SHS, Union, Del Obispo, FRC. Paying for researcher for non-credit focus.          Karima: Presented on Sections/Enrollment counts. ESL line item: ESL is in 2 divisions at SC. AESL (Extended Learning) and ESL (Liberal Arts).          Jill: Civics real numbers for AESL courses. Karima included CTE non-credit courses at the college, and basic technology.          Karima: CTE included CNA and Phlebotomy that offer NC CDCP certificates. We're growing CTE NC programs at SC. Capital expenses working on Village 30 for OASIS.          Elena to work on projections for FS 430.          Karima: What you see are corrections for consultant that was incorrectly charged to SC not consortium, and available funds. If needed, can be reallocated to another member.</p>	Agency Reps	1:35 pm
	<p>B. <a href="#">Agency Needs Survey</a> – due by March 3<sup>rd</sup>          Will: Possible carryover above amount and can readjust to spend those funds for this year. Member Agency Needs Survey is being sent out (live link on agenda). Will sent out an email today. We need to expend amount for this school year. If you're agency is interested in something, submit a one-time funding request by this Friday to vote in March.          Susan: Is there a sub-committee going to be reading it?          Will: Just to clean up &amp; organized to present the information.          Karim: Expenditures need to be completed by April, even though fiscal year is until June 30<sup>th</sup>. If extension is needed, let us know.</p>	All	1:50 pm
	<p>C. Member Effectiveness Assessment Tool Subcommittee Work          Nancy: Shared Member Effectiveness self-evaluation tool – First section covers the items that were laid out in the bylaws. Removed numbers so there's no grading system. Second section covers Annual Plan. Some sections may not pertain to some agencies (I.E. ESL for CCA will be left blank).</p>	Sub-Committee	1:55 pm

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	D. Adult Education Pathways Consortium Event & SOCRC Referrals Chantelle: Presented data on google survey for event feedback, and will send out the form to collect more responses. Currently working on student referrals receiving from intake form on website. Exploring marketing agencies for consortium marketing materials and overall needs.	Chantelle Gil	2:05 pm												
8.	<b>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.</b> *Service providing members required to share out	Steering Committee Members	2:15 pm												
	CUSD														
	SVUSD														
	LBUSD*														
	IUSD*														
	TUSD* Will: Spring time community workshops. Community speakers for ESL students directly.														
	Irvine Valley College*														
	Saddleback College* Sue: OASIS Showcase Night, Bridge Event, and AESL Award ceremony coming up. Career workshops being by Career Center & counselor will be held with curriculum modified for ESL students.														
	College and Career Advantage* Dominic: CCA will host an Open house. Please have folks RSVP to know how many to anticipate. Hosting student demonstrations in the classrooms and hands-on skills for the public. May 20 <sup>th</sup> 10am-2pm. 3-D printer now used in dental offices and program is interested in having one.														
	Coastline ROP														
	Orange County Department of Education														
	CUSD														
9.	<b>SCHEDULED MEETINGS, TRAININGS, DEADLINES</b> All monthly SOCRC meetings are held on Mondays from 1 p.m.-2:30 p.m. on <b>Zoom until</b> further notice. Below is the remaining schedule for <b>2023</b> . 2023 calendar year: <table border="1" data-bbox="211 1344 998 1512"> <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> <tr> <td>May 22</td> <td>Sept 25 – <b>*IN-PERSON</b> <i>12-1pm Networking &amp; lunch</i></td> <td></td> </tr> <tr> <td>June 26</td> <td>October 30</td> <td></td> </tr> </table> To register for state webinars, visit <a href="http://aebg.cccco.edu/Events/AEBG-Webinars">http://aebg.cccco.edu/Events/AEBG-Webinars</a>	March 27	July 31	Nov 20	April 24	August 28	Dec 18	May 22	Sept 25 – <b>*IN-PERSON</b> <i>12-1pm Networking &amp; lunch</i>		June 26	October 30			
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10.	<b>ADJOURNMENT</b> Meeting adjourned at 2:30pm		2:30 pm												

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## Timeline/ Due Dates

### January 2023

- **Jan 31:** Student Data due in TOPSPro (Q2)
- **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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## August 2023

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2021-22 due in NOVA \*

## September 2023

- **Sep 1:** 20/21 and 22/23 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2022 to June 30, 2023 expenses by program area due (estimates only) in NOVA \*
- **Sep 1:** 22/23 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 21/22 and 22/23 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 2023

- **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 2023

- **Dec 1:** July 1, 2022 to June 30, 2023 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 2024

- **Jan 31:** Student Data due in TOPSPro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

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