

**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

March 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
1.	<b>CALL TO ORDER &amp; NORM REVIEW</b> Meeting called to order at 1:03pm.  Present: Karima Feldhus (SC), Will Neddersen (TUSD), Debbie Vanschoelandt (IVC), Susan Akhavan (IVC), Rebecca Roberts (IUSD), Kim Thomason (SVUSD), Dominic Vellanoweth (CCA), Fatimah Judeh (OCDE), Chad Mabery (LBUSD), Sue Donelson (SC), Jill Ibbotson (SC), Kristia Lengyel-Leahu (SC), Eunice Choi (SC), Elena Hill (SC), Chantelle Gil (SC), Nancy Miller	Co-Chairs	1:00 pm
2.	<b>INTRODUCTIONS AND NEW GUESTS</b> No new guests.	All	1:03 pm
3.	<b>ADOPTION OF AGENDA BY PRIORITY</b> Agenda adopted.	Co-Chairs	1:05 pm
4.	<b>APPROVAL OF MINUTES</b> Debbie moved to approve the minutes. Rebecca seconds. Minutes approved by a majority.	Co-Chairs	1:08 pm

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5.	<p><b>PUBLIC COMMENTS</b></p> <p>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.</p> <p>Susan: IVC adjunct faculty is working with the Cross-Cultural Council in Laguna Beach to promote ESL classes at the Day Worker Site in Laguna Beach. They are looking for volunteers to teach just one Saturday a month from 9-10:30am. *<a href="#">Cross Cultural Council Flyer linked here</a>. Visit their website for more information: <a href="https://www.crossculturalcouncil.com/">https://www.crossculturalcouncil.com/</a>.</p> <p>Chantelle: Provided update on Adult Ed Pathways Fair event planning. Her and Karima met with Debbie to discuss hosting the event this year at <a href="#">IVC's IDEA building at ATEP</a> in Tustin on Thursday, September 28<sup>th</sup> from 4-7pm. Date and location agreed by majority.</p>	Open	1:10 pm
6.	<p><b>REGULAR/ONGOING BUSINESS</b></p>		
	<p>A. NOVA Updates</p> <p>1. <a href="#">2023-24 Preliminary CAEP Allocations Memo</a> (linked)          Karima: Attached is the link to memo with the breakdown of the proposed COLA for FY 23-24 and 24-25 linked in the document. Please review for reference.</p> <p>2. AB 1491 Update          Karima: Learned that implementation has been postponed until next year, but we are ahead. There is a limited carryover of no more than 20%, but we as a consortium need to define the carryover. We would like to possible hold a mini retreat to do the work we need to do and revise the bylaws.          Debbie shared the PowerPoint that was shared at the CAEP webinar.          * <a href="#">AB 1491 PowerPoint linked here</a>.          Will: We'll be establishing next year as the first year of carryover.          Nancy: AB1491 defines the cap on carryover, but is up to each consortium to decide what the excessive carryover threshold is.</p>	Co-Chairs	1:12 pm
	<p>B. Workforce Updates          Will &amp; Karima: No updates.</p>	All	1:15 pm
	<p>C. WIOA and CASAS Update          Will: Please follow guidelines on CASAS website for Earnings &amp; Employment survey. It is not only WIOA-based, but CAEP-based as well.          Jill provided the <a href="#">website to the California Employment &amp; Earnings Follow-Up survey guidelines from casas.org linked here</a>.</p>	Sue/Will/Jill	1:17 pm
	<p>D. Reminders and Updates</p> <p>1. SOCRC Professional Development - Kristia</p> <ul style="list-style-type: none"> <li>• OTAN – FlexBook training, Monday April 17, 1:00-4:00 at Silverado HS</li> </ul> <p>Kristia: An email was sent sharing the details of the PD. The FlexBook training was changed from 1-4pm to 12-4pm to now include lunch and provide SOCRC updates to anyone that attends. PD will be held at Silverado High School (Saddleback College's Adult Education site). We</p>	All	1:20 pm

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	<p>received enough RSVPs to meet the minimum threshold, but would like more folks to join. Please share with your teachers!</p> <p>Susan: IVC is moving forward with the 7<sup>th</sup> Semi-Annual AESL Mini-Conference to be held online on Friday, April 28<sup>th</sup> from 1-3pm. The focus will be on heritage months and how we help our students connect to the community. There will be a panel of faculty sharing ideas on how to incorporate heritage into curricula and promote the connection to the community. Please share with your teachers! *<a href="#">Mini-Conference Save-the-Date flyer linked here.</a></p> <p>2. Upcoming Events:</p> <ul style="list-style-type: none"> <li>• <a href="#">CCAIE 2023 State Conference</a> – April 13-15 (Oakland)</li> <li>• <a href="#">CASAS National Summer Institute 2023</a> – June 12-15 (Orange County)          Will: Reminder, if you are implementing CASAS for testing, you are expected to have teams trained for the upcoming school year. The Summer Institute is a great resource.</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</p> <p>Karima: Presented on Saddleback College. Went back to research for enrollment data and Eunice helped make the updates. Provided update on expenses to include Chantelle’s benefits that weren’t counted last time. Data shows we are on target to have 20% carryover or less. Consortium funds and SC funds are reported together in NOVA. Certifying Q2 in Nova due at the end of this month. Working on adding new curriculum for Digital Literacy and Community Health Worker.</p> <p>Will: Presented on Tustin. No real changes, just the way it looks using the form. Do not anticipate any capital expenses.</p> <p>Debbie: Presented on IVC. Expenses to date come straight from NOVA. Staffing includes funds that are a part of her salary and NBUs working as translators for AESL program. Offer ESL specialty classes.</p> <p>Dominic: Presented on CCA. Provided update that CCA spent funds on a Dental Assistant Chair and four full-time teachers, 1 part-time teacher, part of Dominic’s pay and one enrollment staff. CCA offers a total of 10 sections. CCA added students in the Spring for Surgical Technologist for the first time, which is typically a year-long course. The course is 27 weeks now instead of 2 semesters.</p> <p>Chad: Didn’t get a chance to finish filling out document for LBUSD. Made request to present document with updates at next meeting in April instead. LBUSD added another staff member and made purchase for laptops in December that arrived in Jan, so it was counted in Q2.</p> <p>Karima: Are we good to proceed and certify Q2 in NOVA for consortia, making the exception to certify Q2 before LBUSD’s entire presentation? Consensus expressed by a majority thumbs up on Zoom.</p> <p>Rebecca Roberts: Presented on IUUSD and showed cumulative totals at end of Q2 detailing teaching expenses. Facility project ended in February, so it</p>	All Agency Reps	1:25 pm

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	<p>will be reflected in Q3 &amp; Q4. IUSD saw a huge increase in Spring enrollment (from 572 students to 778 students). Enrollment increase is people who are here in extended visas and visits. Currently advertising at Irvine Parent Engagement Center.</p>		
	<p>B. Agency Needs Survey Requests (<a href="#">responses linked here</a>)        Will: Acknowledged that the Agency Needs Survey was sent out with a short turn-around time, but we wanted to see if any agencies have specific needs. There is a possibility of funds from FS440 or Tustin to shift funds to see where money needs to be spent. Two responses were received on the Agency Needs Survey from IUSD and CCA:        Rebecca: Discussed IUSD's request and explained that they came in under budget for classrooms recently built. There is space now to build two more classroom (for a total of five). The project is going out to bid now. There are portable classrooms at another site that are no longer needed and are district owned. The \$100,000 request in funds would be to pay for the move and to rehab them and for new furniture that would be needed for the classroom.        Karima: Will you be able to use any percentage of your carryover for this project? We may be able to move furniture from Union HS over to help support.        Rebecca: A lot of the carryover was used on 400,000 and will have to purchase new furniture too.        Dominic: Discussed CCA's \$20,000 request of funds to purchase a dental 3D printer that can help train/serve 48 students. This is updated technology that is now being used in dental offices and would help advance the program to meet industry needs.        Nancy: Does the request in funds include taxes, shipping, and delivery for the 3D printer?        Dominic: Yes, as well as replacement materials to cover the next year or two.        Karima: There is an anticipated \$31,000 in SOCRC carryover funds. We're working on marketing contracts for the academic year, especially leading up to AE Pathways Fair event. We can use consortium carryover to cover \$20,000 from CCA, but there is no solution for funding IUSD's request as of now. Last year, in anticipation of new law about carryover, we reallocated funds. We can't commit Saddleback either because we're hiring a full-time HSE faculty and Part-time night supervisor. However, with the \$31,000 of SOCRC anticipated carryover, should we give out the amount entirely, or only \$20,000 for CCA?        Will: Would like to see where carryover is, but can't commit \$100,000 right now for IUSD. Would like to continue this conversation identifying true carryover.        Karima: Mentioned we can do portions from agencies to chip in.</p>	<p>All</p>	<p>2:15 pm</p>

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	<p>Nancy: Q3 ends this week, so you'll have a spending trend. If we decide to put off decision to see where Q3 is and where Rebecca's final cost is, we can make adjustments until Q4 and there is no penalty for that.</p> <p>Karima: Provided the link to the updated Adult Education Program Fiscal Management Guide  <a href="https://caladulthood.org/DownloadFile/1300">https://caladulthood.org/DownloadFile/1300</a></p> <p>We can also approve the CCA request for \$20,000 and hold off on the IUSD request for \$100,000 for now.</p>		
	<p>C. Approve Agency Requests</p> <p>Will: Motioned to split the agency request decision to approve CCA and wait for IUSD.</p> <p>Rebecca moved to split this item and to table the IUSD request and move forward with CCA request. Debbie seconded. Consensus (by show of thumbs up) agreed on split.</p> <p>Vote for consortium money in Zoom chat: Karima moved to approve CCA's request of \$20,000 using SOCRC's carryover anticipated to be \$31,000. Will seconded.</p> <ul style="list-style-type: none"> <li>• Rebecca Roberts (IUSD): Yes for CCA</li> <li>• Will Neddersen (TUSD): Yes for CCA</li> <li>• Debbie Vanschoelandt (IVC): Yes for CCA</li> <li>• Chad Mabery (LBUSD): Yes for CCA</li> <li>• Sue Donelson (SC): Yes for CCA</li> <li>• Karima Feldhus (SC): Yes from Fatinah who left early (OC Dept. of Ed) and Yes for CCA from Saddleback College</li> </ul> <p>*Majority approved expenditure. Dominic thanked all for the funds to purchase a 3-D Dental printer for CCA students' use.</p>	All	2:18 pm
	<p>D. Member Effectiveness Assessment Tool Subcommittee Work</p> <p>Will: There was a change in meeting times. Thanked everyone for flexibility.</p> <p>Nancy: The Self-Evaluation Tool for Member Effectiveness has 3 parts to it. Once it is voted on and approved by members, it can be used in pilot project where members can circle sections on the document (i.e. Fully Executed, Partially Executed, Some Progress, or Not Started) for each category. There is also a Comments section at the bottom of the document. Next steps for the subcommittee group work include creating better descriptors and include resources/ info on where to find the data if needed.</p> <p>Will: In the quantitative component, just focus on area offerings for your agency (i.e. Tustin would leave CTE area blank since they don't offer it).</p> <p>Nancy: Shared draft of Facilities, Classrooms, Technology and Equipment Assessment document.</p> <p>Karima: As discussed at the SOCRC Exec Committee meeting, we would like to create and provide members with a table timeline to serve as a visual to clearly see what's due which month. Nancy has been tasked to help us</p>	Sub-Committee	2:20 pm

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	<p>create this visual document.          Will: The next Subcommittee meeting is scheduled for Monday, May 8<sup>th</sup>.          The calendar invite has already been sent out.</p>														
8.	<p><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</p>	Steering Committee Members	2:25 pm												
	CUSD														
	SVUSD														
	LBUSD*														
	IUSD*														
	<p>TUSD*          Will: Tustin Adult School has moved back into St Paul's church in northern portion of the city offering two courses at this location, which is helping to bring down the waitlist.</p>														
	<p>Irvine Valley College*          Susan: IVC will hold their first AESL certificate ceremony to be held in May at ATEP in order to recognize students.</p>														
	<p>Saddleback College*          Sue: Bridge event this Thursday night. Get students coming to main campus from our off-site locations.          AESL/ESL award ceremony may 4, 2023 McKinney Theatre at SC.          Working with SVUSD to extend next agreement for next 3-5 years bc current agreement ends this June.</p>														
	College and Career Advantage*														
	Coastline ROP														
	Orange County Department of Education														
	CUSD														
9.	<p><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>.</p> <table border="1" style="margin-left: 20px;"> <tr> <td><b>April 24</b></td> <td><b>August 28</b></td> <td><b>Dec 18</b></td> </tr> <tr> <td><b>May 22</b></td> <td><b>Sept 25 – *IN-PERSON</b> <i>12-1pm Networking &amp; lunch</i></td> <td></td> </tr> <tr> <td><b>June 26</b></td> <td><b>October 30</b></td> <td></td> </tr> <tr> <td><b>July 31</b></td> <td><b>Nov 20</b></td> <td></td> </tr> </table> <p>To register for state webinars, visit <a href="http://aebg.cccco.edu/Events/AEBG-Webinars">http://aebg.cccco.edu/Events/AEBG-Webinars</a></p>	<b>April 24</b>	<b>August 28</b>	<b>Dec 18</b>	<b>May 22</b>	<b>Sept 25 – *IN-PERSON</b> <i>12-1pm Networking &amp; lunch</i>		<b>June 26</b>	<b>October 30</b>		<b>July 31</b>	<b>Nov 20</b>			
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<b>June 26</b>	<b>October 30</b>														
<b>July 31</b>	<b>Nov 20</b>														
10.	<p><b>ADJOURNMENT</b>          Meeting adjourned at 2:30pm.</p>		2:30 pm												

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## Timeline/ Due Dates

### 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

### 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 \*

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- **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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