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# 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
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, 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

## MINUTES-SOCRC Voting Meeting
January 30, 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. | **CALL TO ORDER & NORM REVIEW** Present: Karima Feldhus (SC), Will Neddersen (TUSD), Kim Thomason, Elena Hill (SC), Jill Ibbotson (SC), Chad Mabery (LBUSD), Nancy Miller, Kristia Lengyel-Leahu (SC), Eunice Choi (SC), Debbie Vanschoelandt (IVC), Brian Dozer (CROP), Rebecca Roberts (IUSD), Susan Akhavan (IVC), Sue Donelson (SC), Chantelle Gil (SC), Fatinah Judeh (OCDE) & Dominic Vellanoweth (CCA). Meeting called to order at 1:03p.m. | Co-Chairs | 1:00 pm |
|  |  |  |  |
| 2. | **INTRODUCTIONS AND NEW GUESTS** No new guests. | All | 1:03 pm |
|  |  |  |  |
| 3. | **ADOPTION OF AGENDA BY PRIORITY** Agenda adopted. | Co-Chairs | 1:05 pm |
|  |  |  |  |
| 4. | **APPROVAL OF MINUTES** Rebecca moved to approve minutes. Debbie seconds. Minutes approved by a majority. | Co-Chairs | 1:08 pm |
|  |  |  |  |
| 5. | **PUBLIC COMMENTS** | Open | 1:10 pm |
|  | 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. No public comments. |  |  |

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CALIFORNIA
ADULT EDUCATION
PROGRAM

| 6. | **REGULAR/ONGOING BUSINESS** | | |
|---|---|---|---|
| | A. NOVA Updates<br><br>Karima: Second quarter updates are due March 1st and to be certified March 31st. There was a 2021-22 amendment reallocation of $7,200 from Saddleback College to Irvine Valley College, and is still shown as pending approval. All members please approve in NOVA. Additionally, there is an issue with the previous re-allocated amount of over $400,000. She is working with the fiscal office (Elena) to see if an amendment is needed. If there is another amendment required that needs approval, she will send all a reminder email for all members to approve. | Co-Chairs | 1:12 pm |
| | B. Workforce Updates<br><br>Will: We have an OC Workforce Board in Garden Grove. The OC Workforce Solutions' Southern Orange County location is set to be opened in March/ April in the Laguna Niguel/Laguna Hills region. This new facility and location will help us with the job referral system for students.<br><br>Karima: Is being recommended to serve on OC Workforce Board to represent non-credit for Orange County. | All | 1:15 pm |
| | C. WIOA and CASAS Update<br><br>Jill: WIOA due date is tomorrow and ECA that expenditure claim report was signed and accepted. More effort is being done on employment survey and staff are calling students. We have a 17.2% response rate from 4 quarters back and about 18% on 2 quarters back.<br><br>Will: This year was the first year we're having to send out exit surveys for students to fill out and reported for 2nd and 4th quarter. It is still being conducted through TOPSPro process. IVC colleagues are currently not sending the survey. For everyone else using CASAS & TOPSPro, please keep in mind that we will need to send it out soon.<br><br>Jill: We now have to report how we're helping to increase the response rate. The requirements are getting stricter.<br><br>Susan: Question for IVC on how to report for WIOA.<br><br>Will: Believes WIOA reporting is only for those using TOPSPro, and will double check for clarification. To all fellow CAEP-only funded agencies, conversation to be continued.<br><br>Will: Q2 reporting due March 1st and approving that you have spent the funds for 2021, 2022, 2023 carryover funds. | Sue/Will/Jill | 1:17 pm |
| | D. Reminders and Updates<br>n/a | All | 1:22 pm |
| | E. Quarterly Consortium Budget Report<br><br>Elena: Presentation on total expenditures that Q2 that ended Dec 31.<br>• Total expenditures= $73,184.76<br>• Available balance after obligations (FCM & Consultant Nancy Miller) = $134,140.74<br>• $7,200 included (transferred from SC to IVC)<br><br>Susan: Question on money left over to spend on activities/ extra projects.<br><br>Karima: We will dedicate February meeting to this topic.<br><br>Will: We will have a clear dollar amount to be able to spend identified at our next meeting. | Elena | 1:25 pm |

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|---|---|---|---|
| 7. | **NEW BUSINESS** | | |
| | A. Quarterly Fiscal Reporting Template<br>Will: Shared template that was sent to members by Nancy.<br><br>Nancy: 1st area Expenses to Date. Pull this info to fill out directly out of NOVA of Total Allocation and expenses for Q1, 2,3 & 4 and Percent of total of expenditures. We want to make sure when we get to Q3, we're still not at 15% in order to not have 20% carryover by end of year. This Fiscal Reporting Template is just a tool to help gather information as record-keeping efforts. There is inconsistent self-reporting on staff members, so Staff Members on all funding sources is included on this document. No matter what your funding source is, the number of employees (Admin, Classified, Instructional FT and PT, Temporary or Student Employees) and percent of CAEP funds used for salary expense noted for each of Q1, 2, 3, & 4. Report on sections/ enrollments and total for each quarter as well. You can keep track of Expected Capital expenses and other information related to programming for anticipated expenses and what those might be. Please reach out to Nancy to go through document if further clarification is needed on how to use it. | Will/Nancy | 1:35 pm |
| | B. Member Effectiveness Assessment Tool Subcommittee Work<br>Nancy: Next meeting will be held on February 13 at 1pm. She will send out the meeting invite. This is a new self-evaluation tool; Agency nor exec team is evaluating, but rather tool is to make sure we're all on track to for bylaws, annual plan and 3yr plan. It doesn't need to be graded, since is a self-eval tool. Categories include: Fully, partially executed, some progress, not started, not applicable. Not applicable area is for certain programs not offering (i.e. career ed). Vote by board required if want to use once a year or twice a year to evaluate (to meet obligations in annual plan). In Three Year Plan, we'll be noting every quantitative measure in the checkboxes. The tool will be filled out by how often SOCRC members recommend.<br><br>Karima: One of the goals is to know how much money is left over early on enough to be able to spend on projects, following rule that can't carryover more than 20% past June 30th. NOCE received TAP grant to help and assist in this effort.<br><br>Will: One report focused on Quarterly finance and the other is ensuring other elements noted in annual & 3yr plan. This evaluation tool is written in annual & 3yr plan in anticipation to move into performance-based model.<br><br>Chad: Template seems more than to budget. Concern is that he has 50 different plans and grants and constant accountability, and are we constraining ourselves more than we need? We don't want to add more to it if we don't have to. What are other consortiums doing?<br><br>Nancy: We should already be doing this, so is a formal report on that data to be working towards measurements in 1 & 3yr plan. We don't formally report out to members but we are required to do that, so it gives our consortium a tool that is not punitive in its design. | All | 1:40 pm |

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| | Dominic: How often does it need to be filled out?<br>- SOCRC members will determine if once a year or twice year.<br><br>Karima: before we adopt these tools, we will talk about in next workgroup meeting to make sure all members and districts agree.<br><br>Nancy: Concern by state how we will evaluate when we move to a performance-based model. There are some consortiums that have data-collection manuals.<br><br>Debbie: They've hashed out line by line and the "whys" and it's been good work in the sub- committee work groups. Has mentioned Chad's concern, so please know that she is bringing that voice forward.<br><br>Will: We will bring this back as an agenda item for further discussion. | | |
| C. | ALO Memo – Legislative analyst office<br>https://lao.ca.gov/Publications/Report/4652<br>Clearly a recommendation that we need to be reflective on future of Adult Ed funding. Nancy read the chart that is on page 1 to look at the basic elements and what the potential impacts might be to consortiums and individual agencies. The biggest one is that Adult school funding is not linked to attendance. The recommendation for the funding model is that not everything will be implemented at same time by state, but is a phase-in model as most of AE models have previously been. Recommended for Adult Ed schools to be funded based on student attendance. Potential impacts: may decrease funding if courses are low enrolled or attendance is inconsistent. May increase funding if courses are full and well attended.<br>*Focus on students transitioning from Adult Ed to college programs (which is not always the case if students are just trying to improve English for better communication and understanding of culture).<br><br>*No CAEP funding directly allocated to a consortium – vs what they propose to change.<br><br>*One of biggest concerns of past is calling it a Block grant.<br><br>Debbie: concerned of "when this happens" because it's only a recommendation at this point.<br><br>Will: Assembly Bill 1491 into place now for accountability.<br><br>Karima: It doesn't hurt to be aware when the state decides a definitive change to take effect. Seems CAEP is moving towards something like WIOA. | Will/Karima/Nancy | 1:50 pm |
| C. | Tentative Governor's Budget<br>Karima: Prop 98 funding. COLA increase for Adult Ed programs. | Karima/Will/Nancy | 2:05 pm |
| E. | Updates<br>1. Brown Act<br>Nancy: Got a document back from state recognizing emergency situation in last 2.5 years that people got used to doing things only online. The deadline would be tomorrow to only go back face-to-face. State is still under Exec Order, so January 31st is NOT the expiration date for online meetings to comply with the | Nancy | 2:07 pm |

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| | | Assignee | Time |
|---|---|---|---|
| | Brown Act.<br><br>Will: We're planning to have the next three meetings online.<br><br>2. Upcoming Conferences (related to Adult Ed)<br>   &bull; ACCE Spring Conference – March 2&3 (Online)<br>   &bull; CASAS National Summer Institute 2023 – June 12-15 (Orange County)<br>   &bull; CCAE 2023 State Conference – April 13-15 (Oakland)<br>   &bull; NCWE Annual National Conference – Oct 4&5 (Baltimore, MD)<br><br>Different options if agencies have funds and are approved for travel.<br><br>Karima: This list doesn't include COABE because conference is being held in Georgia (not on state-approved travel list) | | |
| | F. Agency Presentation – Coastline ROP<br>Brian: Coastline ROP has been around about 50 years, primarily K-12 and is one of few unique schools that sit on 2 consortiums (Huntington Beach). Historically they have not attended regularly and intention is to be a full standing member will regular attendance. During covid, they had to shut down all Adult Ed classes. About a year ago, they started attending these SOCRC meetings, and are in progress to bring back classes and vetting teachers. They will relaunch CNA program hopefully in April and into Summer and Fall. They provide high quality classes and expertise with a high pass rate. They are re-launching Dental Front. In the Fall, they will hopefully relaunch EMT classes and Tech Sales course with Comp T certification in the future. Their biggest hurdle is finding teachers, not students. Brian's background is in sales and sales management (25 years worked for marketing companies) and then got Doctorate and moved into Education. He will let everyone know the class start dates when they have them ready. All ROPs received covid relief funding to help subsidize that programming. One of their partners does placement services into jobs. | Brian Dozer | 2:12 pm |
| | G. Adult Education Pathways Consortium Event – Feedback Survey<br>Chantelle: update on survey to be filled out to collect input for this year's event. Please provide feedback as soon as possible.<br><br>Susan: A student shared a photo of him attending the Adult Ed Pathways event in October and he is now enrolled in her class. So exciting! Also, the mini-conference is being held on April 14 this semester. She is planning it with Kristia.<br><br>Rebecca Roberts: opened NEW classrooms and is grateful for consortium's funding on that. She is hoping the project comes under-budget.<br><br>*Dominic: CCA Open House will be held on May 20th, 2023 (rescheduled from Fall 2022). All are welcomed to attend. | Chantelle Gil | 2:27 pm |
| | | | |
| 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.**<br>   *Service providing members required to share out | Steering Committee Members | |
| | CUSD | | |

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|---|---|---|---|
| | SVUSD | | |
| | LBUSD* | | |
| | IUSD* | | |
| | TUSD* | | |
| | Irvine Valley College* | | |
| | Saddleback College* | | |
| | College and Career Advantage* | | |
| | Coastline ROP | | |
| | Orange County Department of Education | | |
| | CUSD | | |
| | | | |
| 9. | **SCHEDULED MEETINGS, TRAININGS, DEADLINES**<br><br>All monthly SOCRC meetings are held on Mondays from 1 p.m.-2:30 p.m. on **Zoom until** further notice. Below is the remaining schedule for **2023.**<br><br>**2023 calendar year**<table><tr><td>**January 30**</td><td>**May 22**</td><td>**Sept 25 – \*IN-PERSON** *12-1pm Networking & lunch*</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><br><br>To register for state webinars, visit http://aebg.cccco.edu/Events/AEBG- Webinars | | |
| | | | |
| 10. | **ADJOURNMENT**<br>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