

**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  
 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

### Important:

- All presentations for Quarterly Fiscal Reporting will take place prior to certification.

## MINUTES-SOCRC Voting Meeting

April 24, 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), Susan Akhavan (IVC), Rebecca Roberts (IUSD), Brian Dozer (Coastline), Brittany Casey (CUSD), Dominic Vellanoweth (CCA), Fatinah Judeh (OCDE), Sue Donelson (SC), Jill Ibbotson (SC), Kristia Lengyel-Leahu (SC), Eunice Choi (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> Moved New Business up to honor those that need to leave early. Today is a voting day for CFAD for the 2023—2024 school year. Karima recommends to move voting item up right after public comments. Brian seconds. Agenda adopted.	Co-Chairs	1:05 pm
4.	<b>APPROVAL OF MINUTES</b> Will moved to approve the minutes. Brittany seconds. Minutes approved.	Co-Chairs	1:08 pm

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5.	<b>PUBLIC COMMENTS</b>	Open	1:10 pm
	<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>Karima invites Susan to share that Winnie Dinh won Teacher of the Year (noted on board agenda)!</p> <p>Susan: Grateful for Winnie and very proud of her. She teaches the lowest level AESL class, has her own YouTube channel, and is incredible. She'll be speaking at commencement this year.</p> <p>*Proceeded to item 7b.</p>		
6.	<b>REGULAR/ONGOING BUSINESS</b>		
	<p>A. NOVA Updates</p> <p>Karima: CFAD is due next week on Tuesday.</p> <p>Will: We need everyone's approval by Monday in order to be ready for the final certification on Tuesday to be on time. See email from NOVA.</p> <p>Karima: Please approve to certify as a consortium.</p>	Co-Chairs	1:12 pm
	<p>B. Workforce Updates</p> <p>Will: OC Workforce Solutions has new locations coming forward.</p> <p>Karima: June will be the opening date for the Laguna Hills location that will serve the south orange county region. Saddleback will possibly hold an Adult Education class there if space allows.</p> <p>Will: This is great news, as OC Workforce Solution's current locations are in Garden Grove.</p>	All	1:15 pm
	<p>C. WIOA and CASAS Update</p> <p>Jill: WIOA data due April 30. She is working on Employment &amp; Earnings (E&amp;E) survey, and shared that Saddleback's response rates have gone up with the help of faculty support due to stipends.</p> <p>Will: FYI, if any agencies have sent out the E&amp;E survey, the follow up that Jill shared is what is needed. Also, Q3 data should be cleaned up in NOVA and TopsPro.</p>	Sue/Will/Jill	1:17 pm
	<p>D. Reminders and Updates</p> <p>1. SOCRC Professional Development</p> <ul style="list-style-type: none"> <li>• Recap of FlexBook training by OTAN</li> </ul> <p>Kristia: Shared that 30 teachers consortium-wide participated in the FlexBook training session. We also provided a 30-minute informative presentation to teachers on consortium updates. FYI, IVC's mini-conference is coming up this Friday. Other upcoming events also include Discover Saddleback and CCA's Open House. She gave thanks to the consortium, as the networking and support has been awesome!</p> <p>2. Upcoming Events:</p> <ul style="list-style-type: none"> <li>• <a href="#">CASAS National Summer Institute 2023</a> – June 12-15 (Orange County)</li> </ul>	All	1:20 pm

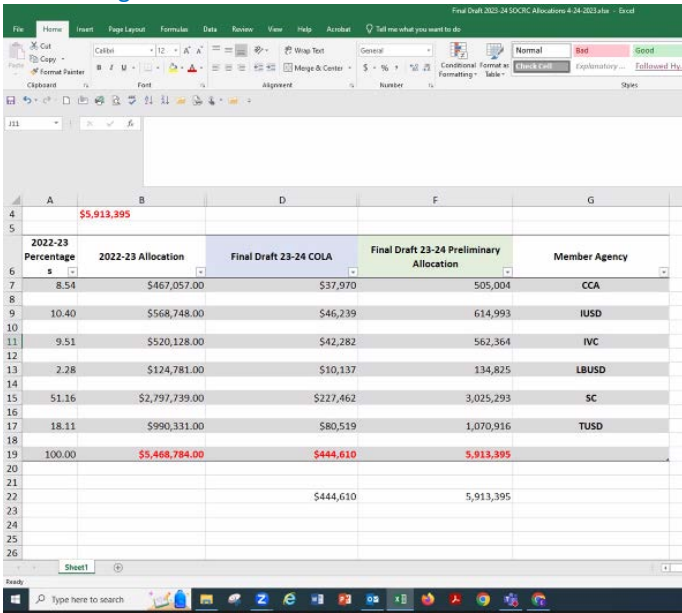
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	<ul style="list-style-type: none"> <li><a href="#">NCWE Annual National Conference</a> – Oct 4&amp;5 (Baltimore, MD)</li> </ul> <p>Will: CAEP annual conference dates were just released.          Nancy: The CAEP conference will be October 24-26 at Hilton Universal Studios.          Susan: IVC’s mini-conference will be held this Friday, and information will be shared on heritage months. It will be a collaborative hands-on session for faculty.</p>		
7.	<b>NEW BUSINESS</b>		
	<p>A. Quarterly Fiscal Reporting</p> <p>a. LBUSD presentation</p> <p>Will: Chas is not present at today’s meeting, so we’ll revisit the LBUSD presentation.          *Proceeded to CFAD item.</p>	Chad	1:30 pm
	<p>B. <a href="#">CFAD</a></p> <p>a. Review and approve distribution of 2023-24 COLA allocation</p> <p>Karima: few cents difference/ update from Elena          Elena: shared screen and excel of SOCRC          Allocations for '23-24 with COLA increase and split between agencies.</p>  <p>Rebecca: only difference from what Karima sent before was minimal.          Elena: \$1 off from previous version.          Karima shared doc in chat: “Final Draft 2023-24 SOCRC Allocations 4-24-2023” Took '22-23 allocations + '23-24 COLA = '23-24 Preliminary</p>	All	1:40 pm

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	<p>Allocation. COLA distributed following percentages.          Rebecca: where did column E come from?          Will: That was from previous doc sent out.          Karima: few dollars difference.          Rebecca: within about \$100 for each agency.          Recommend to remove column E of previous version sent of calculations.          Brian: what does one have to do to become part of allocation in future?          Karima: We'll discuss it. Working on summer in process, retreat in September and work on Bylaws and process to invite new members. 1491, and work we're doing with member effectiveness happening. By law we have to kick out any member that is ineffective, so we're working on updating that in the bylaws.          Brian: wants to be an active part of the consortium and moving forward to offer industry-type classes for adults and wonders what that process looks like. New director of ed services coming on board with huge focus on adults and will invite to some future meetings as well.          Karima: working on a process and summer agenda.          Will: 8.13% COLA</p> <p>b. Review and approve the submission of the CFAD for 2023-24          Karima: Nancy will present on CFAD '23-24 narrative          Nancy: will insert 8.13% COLA now that funding allocations are approved. No changes in fiscal structure. Brian if there is a future funding opportunity, we'll include that if there is a change in fiscal structure by adding another member.</p> <p>Section III: Agency Allocations          Upon approval of the allocation distribution schedule, the numbers will be loaded into the NOVA system.</p> <p>Want to make sure approve in NOVA in a week to certify.          They're asking to have an identified excessive carryover percentage and declared prior to next submission of CFAD and included in bylaws update. Socrc is acknowledging AB 1491 percentage maximum (new part of CFAD submission).          Susan: could we require lower percentage?          Nancy: yes, (i.e. 15% carryover) and say excessive carryover is anything above 20% and will trigger a technical assistance procedure (which we already</p>		
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	<p>have a clause in the Bylaws).          Rest of doc the same.          Decision making highlighted in mins and approved by members, voting decision model same, decision making in bylaws same, adherence to Brown Act, a fund administrator, section on how members join/leave/ or be dismissed from consortium, monitor and administrator carryover funds, and definition of member effectiveness. With copy of current bylaws will be attached to this submission.</p> <p>2 items to approve (budget spreadsheet; Item B -- narrative) (will approve in chat):          *Rebecca moves to approve budget spreadsheet of allocations. Brittany seconds.          Will Neddersen 1:39 PM          Tustin USD-Yes          Fatinah Judeh to Everyone 1:39 PM          OCDE - yes          Brittany Casey (Union HS Principal) to Everyone 1:39 PM          CUSD - YES          Rebecca Roberts-Creekside/San Joaquin to Everyone 1:39 PM          Yes-IUSD          Dominic Vellanoweth to Everyone 1:39 PM          CCA - yes          Karima Feldhus to Everyone 1:39 PM          Saddleback-Yes          Brian Dozer 1:39 PM          Coastline ROP yes</p> <p>Item B:          Will moves to approve '23-24 CFAD narrative          Rebecca seconds.          Will Neddersen 1:39 PM          Tustin USD-Yes          Fatinah Judeh to Everyone 1:39 PM          OCDE - yes          Brittany Casey (Union HS Principal) to Everyone 1:39 PM          CUSD - YES          Rebecca Roberts-Creekside/San Joaquin to Everyone 1:39 PM          Yes-IUSD          Dominic Vellanoweth to Everyone 1:39 PM          CCA - yes          Karima Feldhus to Everyone 1:39 PM          Saddleback-Yes</p>		
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	<p>Brian Dozer to Everyone 1:39 PM          Coastline ROP yes          Karima Feldhus to Everyone 1:39 PM          Item b          Rebecca Roberts-Creekside/San Joaquin to Everyone 1:39 PM          yes-IUSD          Fatinah Judeh to Everyone 1:39 PM          OCDE - YES          Dominic Vellanoweth to Everyone 1:39 PM          CCA - yes          Brian Dozer to Everyone 1:39 PM          Coastline ROP yes          Brittany Casey (Union HS Principal) to Everyone 1:39 PM          Item B - CUSD, YES          Karima Feldhus to Everyone 1:39 PM          Saddleback-yes          Will Neddersen 1:39 PM          Tustin USD-Yes</p> <p>*Proceeded to NOVA updates.</p>		
	<p>B. AB 1491 Integration &amp; Implementation Subcommittee          Karima: tracking begins next year (not this year – they postponed it). AB 1491 has 2 parts. Members vote to set a carryover percentage threshold. Consortium exceeding 20% carryover annually will be monitored by chancellor’s office &amp; CDE and required to submit an expenditure plan.          AB 1491 for members, has to be a majority vote on excessive carryover. (which we’ll work on updating at Sept Retreat meeting).          For excessive carryover, not defined by legislature but by each consortium.          AB 1491          Tracking begins FY 2023-24          Has two parts that impacts the members and the consortium differently:              <b>Members</b> vote to set a carryover percentage threshold within the consortium              <b>Member</b> funding for one year may be impacted after two years are assessed              <b>Consortium</b> exceeding 20% carryover annually will be monitored by the Chancellor’s Office and CDE.              <b>Consortium</b> exceeding 20% carryover annually will be required to submit a written expenditure plan and assigned technical assistance by the Chancellor’s Office and CDE.</p> <p><b>AB 1491 for Members</b>          Has to be a majority vote</p>	<p>All</p>	<p>1:55 pm</p>

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	<p>“Excessive” carryover is determined by the consortium          Has to be 2 consecutive years          Funds may be reduced by no more that the carryover          Fund reduction is for that fiscal year only and does not impact the base allocation of future years          Vote could take place once Q4 is certified.</p> <p><b>Excessive Member Carryover</b>          Excessive member carryover is not defined by the legislation.          Each consortium may uniquely define “excessive” member carryover.          Each consortium defines this percentage annually starting in the 2023-2024 fiscal year.</p> <p>Nancy Miller: CAEP conference at Hilton Universal Studios October 24-26.          A memo was sent to all consortium members on 2/27/23 regarding AB1491 guidance. It includes timeline and FAQ's</p> <p>Will: Part of these ideas are already in bylaws, just need to be updated in the subcommittees and in retreat. So, we’re already working there which is great to address those components. Every subcommittee will share out in future general meetings to provide updates.</p> <p>Nancy: part of transparency and inclusion.</p> <p>Will: Nancy will send out invites to subcommittee through Chantelle. Subcommittees don’t have to just be voting members.</p>		
C.	<p><b>2023-24 Project &amp; Work Schedule</b>          Nancy: came up with a projects calendar aligned with fiscal year (beginning template/ first iteration/ can be deleted or added to as necessary) to assist members with planning out and know what items are coming up. Includes all of NOVA reporting requirements. Please see attached.          Karima: will be a work in progress and can add as state keeps changing deadlines and due dates.</p>	Sub-Committee	2:05 pm
D.	<p><b>Member Effectiveness Assessment Tool Subcommittee Work</b>          Will: we have a May 8<sup>th</sup> meeting on the calendar.          Nancy: no updates to tools, but we will be looking back at these tools one last time with recommendations. Will be working (before the 8<sup>th</sup>) on a narrative-assist to help members understand how &amp; when docs are due and when to fill out. Next big use of this will be in the Fall for self-assessment post-Q4 reporting.</p>	Sub-Committee	2:15 pm

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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></p> <p>*Service providing members required to share out</p>	Steering Committee Members	2:20 pm
	CUSD		
	SVUSD		
	LBUSD*		
	<p>IUSD*</p> <p>Rebecca: update on facilities on 3 classrooms. Came in under budget. Will be able to add 2 additional portables with original budget.</p>		
	<p>TUSD*</p> <p>Will: back offering classes in northern region in community. Seeing success in classes with rented facility within original \$600,000 (but won't be expended this year). A project like this would be an okay-ed carryover.</p>		
	<p>Irvine Valley College*</p> <p>Susan: May 5<sup>th</sup> is the first AESL Celebration to recognize certificate earners and re-introduce community to ATEP classrooms that will be offering classes again in the Fall. Kudos to Guided Pathways Completion Teams who were recognized as models.</p>		
	<p>Saddleback College*</p> <p>Karima: May 18<sup>th</sup> is the AE Student Award Celebration.</p> <p>Jill: teachers will present student awards with teachers in classrooms.</p> <p>SC president recognized Javier Corrales for DJ'ing at Discover SC event this past weekend.</p> <p>Meeting with First 5 of OC to identify more locations. Holding classes in the Fall at Journey and Los Alisos. Finalizing MOUS for two new locations.</p> <p>Karima: May 1<sup>st</sup> attending DE Equity Conference presenting on DE at state-wide conference.</p> <p>Kristia: Presented with Chantelle at Creekside today with students on career options and overall SC.</p>		
	College and Career Advantage*		
	<p>Coastline ROP</p> <p>Brian: named new Director of Ed Services. Dr. Krista Schweers-Ganga started at Coastline as student, then became a teacher, wrote Sports Med program, was a K-12 Pathway coordinator, and now the new Administrator of Ed Services.</p> <p>Coastline will be offering CNA and Dental assisting in the Fall, and are currently finalizing flyers.</p> <p>Nancy: AE Pathways Funding (application) \$130 million for Healthcare we might be interested in. SC, Coastline &amp; CCA can get together to submit Letter of Interest as a consortium. CAEP summit coming up in Oct. CTE-focused Adult programs on work-place prep in Palm Springs in Oct, state-wide Career Tech conference in Palm Springs. Due date for CAEP proposals is June. Please email to discuss items including IVC marketing &amp; social media, curriculum support and awareness, and SC college transition &amp; AE, Dual Enrollment, ATB &amp; IET programs.</p>		
	Orange County Department of Education		
9.	<p><b>SCHEDULED MEETINGS, TRAININGS, DEADLINES</b></p> <p>All monthly SOCRC meetings are held on Mondays from 1 p.m. - 2:30 p.m. on <b>Zoom</b> until further notice. Below is the remaining schedule for <b>2023</b>.</p>		

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	<b>May 22</b>	<b>July 31</b>	<b>Sept 25 – *IN-PERSON</b> <i>12-1pm Networking &amp; lunch</i>	<b>Nov 20</b>			
	<b>June 26</b>	<b>August 28</b>	<b>October 30</b>	<b>Dec 18</b>			
	To register for state webinars, visit <a href="http://aebg.cccco.edu/Events/AEBG-Webinars">http://aebg.cccco.edu/Events/AEBG-Webinars</a>						
10.	<b>ADJOURNMENT</b>						2:30 pm

## 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

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- **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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