



**SOCRC Voting Members:**

- Karima Feldhus (\*Sue Donelson), Saddleback College, Co-Chair
- Christine Matos (\*Will Neddersen), Tustin Unified School District, 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
- 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, 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

**Important:**

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

## MINUTES-SOCRC Voting Meeting

May 22, 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.	<p><b>CALL TO ORDER &amp; NORM REVIEW</b> Meeting called to order at 1:03p.m.</p> <p>Present: Karima Feldhus (SC), Will Neddersen (TUSD), Kimberly Thomason (SVUSD), Elena Hill (SC), Jill Ibbotson (SC), Nancy Miller, Kristia Lengyel-Leahu (SC), Eunice Choi (SC), Debbie Vanschoelandt (IVC), Sue Donelson (SC), Chantelle Gil (SC), Fatinah Judeh (OCDE), Dominic Vellanoweth (CCA), Rebecca Roberts (IUSD), Susan Akhavan (IVC), Chad Mabery (LBUSD), Brittany Casey (CUSD)</p>	Co-Chairs	1:00 pm
2.	<p><b>INTRODUCTIONS AND NEW GUESTS</b> Sue introduced the new Senior Administrative Assistant for Saddleback’s Adult Ed/ Extended Learning area, Mira Manchik. She been with college for over 20 years and we’re very excited she’s a part of the team.</p>	All	1:03 pm
3.	<p><b>ADOPTION OF AGENDA BY PRIORITY</b> Agenda adopted.</p>	Co-Chairs	1:05 pm
4.	<p><b>APPROVAL OF MINUTES</b> Debbie moved to approve the minutes. Brittany seconds. Minutes approved by a majority.</p>	Co-Chairs	1:08 pm

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5.	<b>PUBLIC COMMENTS</b>	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. <a href="#">No public comments.</a>		
6.	<b>REGULAR/ONGOING BUSINESS</b>		
	A. NOVA Updates <a href="#">Will: Reminder! We are expected to enter third quarter expenses into NOVA by June 1<sup>st</sup>, with June 30<sup>th</sup> being the approval/ certification deadline for fiscal quarter 3. We'll all be required to conduct our fiscal presentations before approval in NOVA.</a>	Co-Chairs	1:12 pm
	B. Workforce Updates <a href="#">Will: OC Workforce Board's manager (Carma Lacy) stepped away two weeks ago, but the board will be keeping activities and job searches going for any interested individuals.</a> <a href="#">Sue: OC Workforce Solutions will open their new site in Laguna Hills soon. We'll see how we can leverage their partnership and new site now that they'll be close by. Tentative opening date of June 30.</a>	All	1:15 pm
	C. WIOA and CASAS Update <a href="#">Jill: No big updates, as we're winding down for the school year. Our end-of-year data is due July 15<sup>th</sup> for WIOA agencies, so we can continue to earn more benchmarks until then. Saddleback has now surpassed last year's total number of benchmarks.</a> <a href="#">Will: Tustin is also seeing higher results on benchmarks, which we are very excited about. Additional reminder – Employment &amp; Earnings (E&amp;E) survey should have been sent out in Q3 through CASAS TOPSpro. Our colleagues at IVC are not currently required to, but everyone else using TOPSpro should have sent out the E&amp;E survey. The only difference for non-WIOA (CAEP) agencies is the end of year is August.</a>	Sue/Will/Jill	1:17 pm
	D. Reminders and Updates 1. SOCRC Professional Development <ul style="list-style-type: none"> <li>Recap of IVC Mini-Conference <a href="#">Susan: Mini-conference had great attendance! Jeff Wilson stepped in as presenter, in addition to the panel of faculty from both SC &amp; IVC sharing how they incorporate information about heritage months with the college and community. Collaborative work was also completed and is available to view on <a href="#">Padlet (linked here)</a> containing list of resources.</a> <a href="#">Kristia: Proud of efforts between sister colleges for providing PD and working with Susan!</a> <a href="#">Susan: Submitted recap of event to potentially be included in the boards' announcements in order to highlight our collaboration!</a></li> </ul> 2. <a href="#">2023-24 Project &amp; Work Schedule</a> (linked) <a href="#">For reference.</a> 3. Upcoming Events: <ul style="list-style-type: none"> <li><a href="#">CASAS National Summer Institute 2023</a> – June 12-15 (Orange County)</li> <li><a href="#">NCWE Annual National Conference</a> – Oct 4&amp;5 (Baltimore, MD)</li> <li><a href="#">CAEP Summit</a> – Oct 24-26 (Hilton Universal City)</li> </ul>	All	1:20 pm

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	<ul style="list-style-type: none"> <li>• CCAOE Will: Sharing reminder of upcoming conferences. Register if you are able to attend any of these opportunities, with cost consideration.  Nancy: Presentation opportunities are also available, so keep an eye out. COABE is currently being held in a state that folks from California can't attend, so NCWE is a good alternative with a focus on workforce partnerships.</li> </ul>		
7.	<b>NEW BUSINESS</b>		
	<p>A. SOCRC Annual Retreat – September 25, 2023 12:30-1:00 pm lunch and networking 1:00-2:00 pm business meeting 2:00-4:00 pm stakeholder retreat Location: ATEP <u>Topics</u> (attached) Will: We started the conversation at our previous meeting about having our September retreat and working meeting in-person on the 25th, and the date and time are also noted at the bottom of the agenda. We'll be having an in-person general consortium meeting on September 25th connected to annual retreat to get work done from 12:30-4pm at IVC's ATEP location in Tustin – <i>thank you Debbie for hosting us!</i> The time break down is noted above if you plan on attending. Please note: Food will be provided, SOCRC General Meeting will be from 1-2pm, and no online component will be provided as it will be held in-person. Between 2-4pm, we'll be working on various items such as updating the bylaws (Referenced <u>topics</u> linked for September Stakeholder's Retreat).</p> <p>Nancy: The process of entering or leaving a consortium is required from CFAD. We acknowledged in our CFAD this year that we would work on and provide evidence that we have an established process to enter or to leave.</p> <p>Chad: Question – For the Stakeholder's retreat, will the attendees just be us?</p> <p>Nancy: Stakeholders are any one that has a vested interest in SOCRC such as community members that may be interested in coming. It is also open to general membership, not just voting members.</p> <p>Chad: Retreat implies it's just members.</p> <p>Nancy: It's not a defined thing. We're not sending invites to others. Items worked on will be reported out at subsequent meeting. Retreat is for consortium to discuss items on our list. Not taking a vote on anything.</p> <p>Will: As we work with and report out consortium work to leadership teams, we can invite TUSD leadership for example.</p> <p>Debbie: Agree with Chad's viewpoint. It should be member-focused if we're going to focus on the work.</p> <p>Will: Thank you to Debbie for hosting us at ATEP!</p>	Co-Chairs/Nancy	1:30 pm
	<p>B. <u>Conference Presentations: Proposals and Opportunities</u> (attached) Nancy: On the attachment you'll see some opportunities to present at upcoming conferences. The upcoming CAEP Summit in October was a topic of discussion and potential to have an SOCRC discussion panel. The proposal</p>	Nancy	1:40 pm

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	<p>due date is June 30, 2023. Nancy is willing to help submit proposals on behalf of the consortium. It would be great to highlight how we are ahead of game of AB 1491, CCA's job placement and teacher externships, Saddleback's Dual Enrollment and Ability to Benefit, and IVC social media programming and how it facilitates student learning. There is a lot of hard work and successes happening in the consortium that should be highlighted for recognition!</p> <p>Will: It's great to hear what other agencies are doing, and the CAEP Summit is a great opportunity to share out with others, and is locally being held in LA.</p> <p>Nancy: In addition, the CTE state conference is now focusing on Adult Education in community colleges and K-12 adult schools, and the focus is on how agencies help prepare their students for employment. CCCAO has no calls for proposals right now, but they typically focus a lot on marketing, career education, and how Adult Education integrates into community colleges.</p> <p>Chad: Is CCAOE for K-12 districts or just community colleges?</p> <p>Nancy: Both. Please share interest to present/submit a proposal to Nancy by June 12.</p> <p>Susan Akhavan: Kristia and I are interested to present about our PD style and partnership, plus I love Nancy's comments about IVC (social media and classroom design) as possibilities. We'll be in touch.</p>		
	<p>C. <b>Member Effectiveness Assessment Tool Subcommittee Work</b>  Will: The subcommittee met on May 8<sup>th</sup> and looked over the member effectiveness tool and programming needs tool. Will revisit the member effectiveness tool once a year.</p> <p>Nancy: Last left off by using fiscal reporting tool for quarterly report-out to make it a useful tool. Nancy will send the most recently updated Quarterly Reporting Fiscal template to Chantelle to send out to the group. Nancy has updated the descriptors regarding how to fill it out. Members don't have to wait until February to fill out the next portion out. Self-reporting/ self-assessment tool also had a few changes made to it. We'll send the updated docs two weeks ahead of our next meeting in June. We'll agree upon them in August to utilize in September.</p> <p>Will: In essence, we'll be closing this subcommittee work and can bring back if needed.</p>	Sub-Committee	1:55 pm
	<p>D. <b><u>AB 1491 Integration &amp; Implementation Subcommittee</u></b> (Subcommittee charge and meeting schedule attached)  Will: There will be a new subcommittee beginning to meet soon that will be focused on the AB 14914 Implementation and Integration and complete work ahead of the September retreat.</p> <p>Nancy: Transition to AB 1491 necessary because CFAD asks questions and our definition for both excessive individual agency carryover and overall consortium carryover. If moving to have more Technical assistance for consortium members, it is important for us to have steps laid out with timeline. Technical assistance is not provided by the state, but by the consortium.</p> <p>Will: Reminder! The subcommittee will always meet outside of general meetings, and work/info will always be reported out in general meetings. It is up to consortium leadership to identify what that technical assistance and process is to provide clarity for all.</p>		

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	<p>Nancy: This subcommittee will complete the pre-work to what will happen at the retreat. Its purpose is to work on all this and bring it forward to the group so that we all have a background of the work and not starting at ground zero in September. Two tentative meetings scheduled in June (Reviewed AB1491 I&amp;I <a href="#">list</a> linked on agenda). Reach out to Nancy or Will if interested in attending, or note interest in chat. <i>Debbie stated interest in chat.</i></p> <p>Will: Any member of our agencies can participate and doesn't necessarily have to just be a voting member that contributes. Thurs, June 8<sup>th</sup> is the next upcoming subcommittee meeting.</p> <p>Will: Is there anything any of you wish you had differently with the share-out of Member effectiveness? <i>No responses.</i></p>																																																																																																																																																																																																
	<p><b>E. Quarterly Fiscal Reporting: LBUSD presentation</b></p> <p>Chad: Shared screen and conducted presentation on Quarterly (Q2) Fiscal Reporting. Shared sections and enrollment counts. CTE offerings noted are the ones that they partner with CCA on. Don't really have Winter offerings, but tried to align timeline there. This is the most we've ever had in Adult Ed. Breakdown of sections are as follows:</p> <ul style="list-style-type: none"> <li>▪ Part I – Expenses to Date: \$45,500 cumulative total for Q2, and \$96,152 for Q3.             <ul style="list-style-type: none"> <li>○ Anticipated Capital or Major Expenses: \$50,000 for ongoing salary and benefits for '22-23 school year. Supplies and equipment purchase order delayed to Fall 2023. ABE/ASE (GED readiness) class may not continue next school year due to low enrollment.</li> </ul> </li> <li>▪ Part II – Adult Education Staff Members             <ul style="list-style-type: none"> <li>○ Fall '22: 4 Instructional PT (100% of expenses charged to CAEP funds)</li> <li>○ Spring '23: 5 Instructional PT (100% of expenses charged to CAEP funds) and 1 Classified (25% of expenses charged to CAEP funds)</li> </ul> </li> <li>▪ Part III – Sections &amp; Enrollment             <ul style="list-style-type: none"> <li>○ New classified staff hired in Q3 to support accountability and work-based learning opportunities.</li> </ul> </li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>PART I: Expenses to Date</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Category</th> <th>Total Allocation</th> <th>QTR 1 Expenses</th> <th>QTR 2 Cumulative Expenses</th> <th>QTR 3 Cumulative Expenses</th> <th>QTR 4 Cumulative Expenses</th> <th>Percent Expense of Category Allocation</th> </tr> </thead> <tbody> <tr><td>1000</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2000</td><td></td><td></td><td>\$45,500</td><td>\$56,959</td><td></td><td></td></tr> <tr><td>3000</td><td></td><td></td><td></td><td>\$3,857</td><td></td><td></td></tr> <tr><td>4000</td><td></td><td></td><td></td><td>\$26,924</td><td></td><td></td></tr> <tr><td>5000</td><td></td><td></td><td></td><td>\$6,000</td><td></td><td></td></tr> <tr><td>Subtotal</td><td></td><td></td><td>\$45,500</td><td>\$93,740</td><td></td><td></td></tr> <tr><td>Indirect costs</td><td></td><td></td><td></td><td>\$2,412</td><td></td><td></td></tr> <tr><td>6000</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Totals</td><td></td><td></td><td>\$45,500</td><td>\$96,152</td><td></td><td></td></tr> <tr><td>Targets</td><td></td><td>20%</td><td>40%</td><td>60%</td><td>80%</td><td></td></tr> </tbody> </table> <p>Game Plan If percent of cumulative expenditures for the reporting period to total budget (allocation) is less than expected target:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Anticipated Capital or Major Expenses:</b></p> <p>Ongoing salary and benefits costs for 2022-23 school year are estimated to near \$50,000. Supplies and equipment purchase order delayed to fall 2023. ABE/ASE (GED readiness) class may not continue next school year.</p> </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>PART II: Adult Education Staff Members</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Number of Employees</th> <th>Summer 2022</th> <th>Fall 2022</th> <th>Spring 2023</th> <th>Totals</th> <th>Percent of Expenses charged to CAEP funds</th> </tr> </thead> <tbody> <tr><td>Admin</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0%</td></tr> <tr><td>Classified</td><td>0</td><td>0</td><td>1</td><td>1</td><td>25%</td></tr> <tr><td>Instructional FT</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0%</td></tr> <tr><td>Instructional PT</td><td>0</td><td>4</td><td>5</td><td>5</td><td>100%</td></tr> <tr><td>Temporary or Student Employees</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0%</td></tr> <tr><td>Totals</td><td>0</td><td>4</td><td>6</td><td>6</td><td></td></tr> </tbody> </table> <p><b>PART III: Sections and Enrollment</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Category</th> <th colspan="2">Fall 2022</th> <th colspan="2">Winter 2022</th> <th colspan="2">Spring 2023</th> <th colspan="2">Total</th> </tr> <tr> <th>Sections</th> <th>Enrollment</th> <th>Sections</th> <th>Enrollment</th> <th>Sections</th> <th>Enrollment</th> <th>Sections</th> <th>Enrollment</th> </tr> </thead> <tbody> <tr><td>Intro to ESL</td><td>2</td><td>17</td><td>1</td><td>15</td><td>2</td><td>28</td><td>5</td><td>60</td></tr> <tr><td>ESL</td><td>2</td><td>48</td><td>1</td><td>62</td><td>2</td><td>83</td><td>5</td><td>193</td></tr> <tr><td>ABE/ASE (GED Prep)</td><td>1</td><td>7</td><td>-</td><td>-</td><td>1</td><td>9</td><td>2</td><td>16</td></tr> <tr><td>CTE</td><td>1</td><td>12</td><td>-</td><td>-</td><td>2</td><td>22</td><td>3</td><td>34</td></tr> <tr><td>Workforce Prep</td><td>1</td><td>6</td><td>1</td><td>15</td><td>-</td><td>-</td><td>2</td><td>21</td></tr> <tr><td>Totals</td><td>7</td><td>90</td><td>3</td><td>92</td><td>7</td><td>142</td><td>17</td><td>324</td></tr> </tbody> </table> <p>Other information pertaining to programming or expenses:</p> <p>New classified staff hired in Q3 to support accountability and work-based learning opportunities.</p> </div>	Category	Total Allocation	QTR 1 Expenses	QTR 2 Cumulative Expenses	QTR 3 Cumulative Expenses	QTR 4 Cumulative Expenses	Percent Expense of Category Allocation	1000							2000			\$45,500	\$56,959			3000				\$3,857			4000				\$26,924			5000				\$6,000			Subtotal			\$45,500	\$93,740			Indirect costs				\$2,412			6000							Totals			\$45,500	\$96,152			Targets		20%	40%	60%	80%		Number of Employees	Summer 2022	Fall 2022	Spring 2023	Totals	Percent of Expenses charged to CAEP funds	Admin	0	0	0	0	0%	Classified	0	0	1	1	25%	Instructional FT	0	0	0	0	0%	Instructional PT	0	4	5	5	100%	Temporary or Student Employees	0	0	0	0	0%	Totals	0	4	6	6		Category	Fall 2022		Winter 2022		Spring 2023		Total		Sections	Enrollment	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment	Intro to ESL	2	17	1	15	2	28	5	60	ESL	2	48	1	62	2	83	5	193	ABE/ASE (GED Prep)	1	7	-	-	1	9	2	16	CTE	1	12	-	-	2	22	3	34	Workforce Prep	1	6	1	15	-	-	2	21	Totals	7	90	3	92	7	142	17	324	Chad	2:10 pm
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	<p>Significant carryover being reduced. Anticipated 25% of carryover on June 30<sup>th</sup>.</p> <p>Sue: If you'd like, we help you market your GED with Dual Enrollment and SB 554 (11 free units per semester) which can help attract students to your program and help increase enrollment.</p> <p>Nancy: Agreed with Sue and reminded the group that classes can be taken online or in-person for SB 554.</p> <p>Chantelle: Will new Classified person be a good point of contact for new/ perspective students?</p> <p>Chad: Not on boarded yet, so teachers are a good point of contact for new student inquiries. Chad will send Chantelle teacher contact info for any new student inquiries being received on the consortium website.</p>		
	<p>F. 2023-2024 Annual Plan – Overview</p> <p>Nancy: Will be sending out through a survey out of items and categories to include in Annual Plan. We'll be reviewing the Annual Plan in June and approving in July. We'll need to incorporate feedback as much as we can before the July meeting.</p> <p>Will: Are we going to be asked to send any agency updates/ accomplishments?</p> <p>Nancy: Yes. Will work with Chantelle who notes accomplishments shared out during meetings on the meeting minutes for any info needed, and will receive TOPSpro data from Jill. Please all be on the lookout, as the Annual Plan is important and will be read by state-level individuals.</p>	Nancy	2:20 pm
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	2:25pm
	CUSD		
	SVUSD		
	LBUSD*		
	IUSD*		
	<p>TUSD*</p> <p>Will: Tustin Adult School gave out a total of 69 adult diplomas this year and also had 24 people that passed the equivalency exam! Currently in the middle of summer school registration. Kristia also recently presented to 4 classes there and shared info on SC &amp; IVC.</p>		
	<p>Irvine Valley College*</p>		
	<p>Saddleback College*</p> <p>Jill: Saddleback Adult Ed held End-of-the-Semester Student Award celebration for in-person AESL &amp; HSE classes. Jill also took students in her Citizenship class to Baby Beach for celebration.</p>		
	<p>College and Career Advantage*</p> <p>Dominic: CCA held an Open House this past Saturday that was well attended both outside and inside the classroom for the informational sessions. Received 24 new registrations from the event! Grateful to Kristia who assisted with the check-in table.</p> <p>Kristia: Kudos to Dominic and for having current students participating and giving info out to prospective students.</p>		
	Coastline ROP		

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	Orange County Department of Education					
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</b> until further notice. Below is the remaining schedule for <b>2023</b> .					
	May 22	July 31	Sept 25 – <b>*IN-PERSON</b> <i>12:30-4:00 pm</i>	Nov 20		
	June 26	August 28	October 30	Dec 18		
	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> Meeting adjourned at 2:24pm					2:30 pm

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## Timeline/ Due Dates

### 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 2022-2023 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

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## 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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