



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

June 26, 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 Meeting called to order at 1:04p.m. Present: Karima Feldhus (SC), Will Neddersen (TUSD), Jill Ibbotson (SC), Nancy Miller, Kristia Lengyel-Leahu (SC), Eunice Choi (SC), Debbie Vanschoelandt (IVC), Sue Donelson (SC), Chantelle Gil (SC), Chad Mabery (LBUSD), Brian Dozer (Coastline ROP), Dominic Vellanoweth (CCA), Elena Hill (SC).	Co-Chairs	1:00 pm
2.	INTRODUCTIONS AND NEW GUESTS N/A	All	1:03 pm
3.	ADOPTION OF AGENDA BY PRIORITY Agenda adopted.	Co-Chairs	1:05 pm
4.	APPROVAL OF MINUTES Minutes approved. Will: Please note under agenda item 7a, LBUSD presented on Q2 & Q3 at our last meeting, therefore will not be presenting Q3 again today.	Co-Chairs	1:07 pm

Empowering Adult Learners for Lifelong Success.

South Orange County Regional Consortium

- Capistrano Unified School District • Coastline ROP • College and Career Advantage • Irvine Unified School District • Irvine Valley College
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5.	<p>PUBLIC COMMENTS</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>Brian: Coastline has started adult programs again!</p> <p>Chantelle: Graduate Communications is assisting with creating marketing materials for the consortium. A call for photos of each agency and students, along with a survey is being sent out on a separate email. The survey is meant to be completed by students, staff, instructors and administrators from each agency. It has been translated to Spanish and Ukrainian for English Language Learners: https://drive.google.com/drive/folders/1akFtBKcsLGaYB4FLlukh9GLbeLGXI19?usp=share_link</p>	Open	1:10 pm
6.	<p>REGULAR/ONGOING BUSINESS</p>		
	<p>A. NOVA Updates</p> <p>Karima: Goal is to certify Q3 after this meeting. Thank you!</p>	Co-Chairs	1:13 pm
	<p>B. Workforce Updates</p>	All	1:16 pm
	<p>C. WIOA and CASAS Update</p> <p>a. CASAS National Summer Institute 2023 recap</p> <p>Will: They have been approved on a federal level for new STEPS test (Student Test of English Progress and Success) approved to start at this upcoming year. Starting in 2024-25, it will replace the Life and Work test and will be the only test distributed. Agencies will need to order materials ahead of the 2024 year.</p> <p>Jill: Saddleback’s plan is to start implementing as soon as they say we can. One big take away is that the test seems to take less time, is 5 levels out now, has user-friendly reports, and both student and teacher portals.</p> <p>Will: Tustin will take a more delayed approach to inform and prep teachers for it.</p> <p>Karma: Is this only for WIOA funded schools?</p> <p>Will: No, is for everyone.</p> <p>Nancy: How will that impact our reporting with two tests for this year?</p> <p>Will: It won’t. We’ll obtain more accuracy as we’ll get 5 levels to support students’ progression.</p> <p>Jill: Important to note we can start collecting ITIN and Social Security numbers which currently impacts our Earnings & Employment survey.</p> <p>i. New CASAS test STEPS</p> <p>ii. Transition</p> <p>1. Karima: Paul Steenhausen from ALO office talked about re-designing the CAEP funding formula. State moving forward and redesigning formula to transition students from adults schools to colleges. Thinking about redesigning funding and create funding for the consortium. They’re really</p>	Sue/Will/Jill	1:18 pm

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	<p>pushing students to further their education and transition to college. More info coming.</p> <ol style="list-style-type: none"> 2. Debbie: When we first heard of this from him, there was a tremendous amount of push back from community colleges. 3. Will: Same hesitation and questions from adult schools. More dialogue on the way. Reminder that these are conversations that are being had that could be coming along the way. 4. Debbie: Will be sharing this with the ACCE folks. 5. Nancy: This could be punitive to a consortium like ours because our average student's age is much older and not so much a focus/ goal to transition to higher ed. 6. Karima: A lot of ppl brought up concerns about this. More to come. <p>iii. Adult Ed Health Pathways Consortium Grant</p> <ol style="list-style-type: none"> 1. Karima: \$130 million supposed to be released for 2022-23 for 3 years. They are going to identify and contact consortia based on formula of percentages. Each consortia will be contacted directly and asked to submit letter of intent. We have three agencies that have health programs: Coastline ROP, College & Career Advantage, and Saddleback College. Waiting to hear more. Sue: As the money comes in, it is intended for all levels of ELL targeted training in medical, dental, human services, etc. The front-loaded fees in these programs that can hopefully help cover these costs. More to come. Will: This is exclusive funding tied to what the governor wrote about health programs/ workers greatly needed that came as a result from the pandemic. Really trying to look for ways ESL learner could be supported in career pathways. Karima: This is not CAEP funding but funding through CAEP consortia. Hopefully in July we'll hear something and they'll add another year and not make us spend out for the 22-23 year. <p>iv. Other sessions</p> <ol style="list-style-type: none"> 1. Karima: ChatGPT becoming prominent. We'll have a PD on that in October. 2. Will: Citizenship: USCIS possible change to the interview. More ESL-oriented with images component versus history-oriented. 3. Jill: Attended trainings on field test and will have no impact on real USCIS test for students. Saddleback is going to participate in the field 		
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	<p>testing.</p> <ol style="list-style-type: none"> 4. Karima: Will curriculum for Citizenship courses need to be revised with the updates in the USCIS interview? 5. Will: Possibly. 6. Jill: The 100 questions will be relatively the same, but format will be different. Same content though, so maybe no need to update curriculum. 		
	<p>D. Reminders and Updates</p> <ul style="list-style-type: none"> • SOCRC Professional Development <ul style="list-style-type: none"> ○ Friday, October 6 – ChatGPT for ESL Will: This PD will be open to all consortia members to send to their teachers. Karima: This will be helpful to empower our students to use ChatGPT and understand when to and when not to use it. Saddleback ESL teachers gave this PD training to Ukrainian ESL students back in the spring. • 2023-24 Project & Work Schedule Will: Shared screen tool that Nancy helped create for us. Reminders for July: Q4 updates need to be into TopsPRO by July 15. CAEP agencies being aligned to those as well, not just WIOA agencies. This tool is always there for you if you need to know what’s going on. • Upcoming Events: <ul style="list-style-type: none"> • SOCRC Annual Retreat – September 25, 2023 <i>*Topics</i> 12:30-1:00 pm lunch and networking 1:00-2:00 pm business meeting 2:00-4:00 pm stakeholder retreat Location: IVC’s IDEA Building at ATEP Karima: Regular one-hour business meeting followed by a 2-hour retreat to finalize our bylaws. AB1491 workgroup meetings taking place now and met just last week. This workgroup meeting is open to voting representatives, and there will be a retreat of all summer-long work at retreat. • SOCRC Adult Ed Pathways Fair – Thursday, September 28, 2023 (4 – 7pm) <i>*Tabling RSVP form</i> Pathways Fair: Chantelle and Karima are working with Debbie’s team to plan for the upcoming event. A RSVP list for internal agencies and community partners, and Save the Date going out soon. Food, music will take place. Event is for our current students and open to the community. Graduate Communications is helping us with marketing for the event. Debbie: Dealing with construction at site right now. Her team is meeting weekly, so we can provide updates as needed. • NCWE Annual National Conference – Oct 4&5 (Baltimore, MD) • CAEP Summit – Oct 24-26, Hilton Universal City • CCCAOE 	All	1:33 pm

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7.	NEW BUSINESS																																																																																																																																																																																																																																								
	<p>A. Quarter 3 Fiscal Reporting: All agency presentations</p> <p>a. Will: Reminder that we'll be keeping agency presentations within the 5-7-minute time frame.</p> <ul style="list-style-type: none"> • Karima: Presented on Saddleback College. <p style="text-align: center;">Quarterly Fiscal Reporting Template</p> <p style="text-align: center;">Agency: Saddleback College CAEP 2022-2023 Reporting Date: 6-26-2023</p> <p style="text-align: center;">PART I: Expenses to Date 3-30-2023</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> </tr> </thead> <tbody> <tr> <td>Category</td> <td>Total Allocation</td> <td>QTR 1 Expenses</td> <td>QTR 2 Cumulative Expenses</td> <td>QTR 3 Cumulative Expenses</td> <td>QTR 4 Cumulative Expenses</td> <td>Percent Expense of Category Allocation</td> <td></td> </tr> <tr> <td>1000</td> <td>444,091</td> <td>164,026</td> <td>347,960</td> <td>506,329</td> <td></td> <td>114%</td> <td></td> </tr> <tr> <td>2000</td> <td>846,470</td> <td>195,099</td> <td>421,414</td> <td>651,557</td> <td></td> <td>77%</td> <td></td> </tr> <tr> <td>3000</td> <td>671,845</td> <td>156,406</td> <td>330,034</td> <td>508,251</td> <td></td> <td>76%</td> <td></td> </tr> <tr> <td>4000</td> <td>59,481</td> <td>9,306</td> <td>37,230</td> <td>48,296</td> <td></td> <td>81%</td> <td></td> </tr> <tr> <td>5000</td> <td>879,771</td> <td>87,636</td> <td>182,799</td> <td>241,417</td> <td></td> <td>27%</td> <td></td> </tr> <tr> <td>Subtotal</td> <td>2,901,658</td> <td>612,473</td> <td>1,319,437</td> <td>1,955,850</td> <td></td> <td>67%</td> <td></td> </tr> <tr> <td>Indirect costs</td> <td>157,538</td> <td>32,789</td> <td>68,930</td> <td>83,547</td> <td></td> <td>53%</td> <td></td> </tr> <tr> <td>6000</td> <td>463,000</td> <td>68,050</td> <td>132,360</td> <td>132,826</td> <td></td> <td>29%</td> <td></td> </tr> <tr> <td>Totals</td> <td>3,522,196</td> <td>713,312</td> <td>1,520,727</td> <td>2,172,223</td> <td></td> <td>62%</td> <td></td> </tr> <tr> <td>Targets</td> <td></td> <td>20%</td> <td>40%</td> <td>60%</td> <td>80%</td> <td></td> <td></td> </tr> </tbody> </table> <p>Karima: We're still doing journal entries to move funds around. OASIS VIL 30 project expected to be completed October 2023. Hoping to get back to normal as far as Capital Outlay is concerned when project is completed. Same staffing breakdown as Q2, no changes.</p> <p>Eunice: Shared out enrollment data</p> <p style="text-align: center;">PART III: Sections and Enrollment</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th rowspan="2">Category</th> <th colspan="2">Summer 2022</th> <th colspan="2">Fall 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>ESL/Civics</td> <td>17</td> <td>665</td> <td>48</td> <td>1,765</td> <td>54</td> <td>2,081</td> <td>119</td> <td>3,511</td> </tr> <tr> <td>ESL specialty</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>IELCE</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Citizenship</td> <td>1</td> <td>47</td> <td>2</td> <td>65</td> <td>2</td> <td>84</td> <td>5</td> <td>196</td> </tr> <tr> <td>ABE</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ASE</td> <td>12</td> <td>239</td> <td>32</td> <td>630</td> <td>35</td> <td>732</td> <td>79</td> <td>1,601</td> </tr> <tr> <td>AWD</td> <td>2</td> <td>38</td> <td>11</td> <td>195</td> <td>14</td> <td>251</td> <td>27</td> <td>484</td> </tr> <tr> <td>Adults Serving Elementary/Secondary Student Success</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CTE</td> <td>12</td> <td>126</td> <td>25</td> <td>219</td> <td>30</td> <td>398</td> <td>67</td> <td>743</td> </tr> <tr> <td>Digital Literacy</td> <td>1</td> <td>29</td> <td>2</td> <td>45</td> <td>2</td> <td>59</td> <td>5</td> <td>133</td> </tr> <tr> <td>Workforce Prep</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pre-Apprenticeship</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Other information pertaining to programming or expenses:</p> <p>OASIS Village 30 project is scheduled to be completed in October 2023.</p> </div> <p>Will: Does this include consortium funds or is separately? Karima: It's cumulative. Elena: Yes, confirmed that it's all together. Will: What do you think accounted for the almost 400 student increase from Fall to Spring in ESL?</p>		A	B	C	D	E	F	G	Category	Total Allocation	QTR 1 Expenses	QTR 2 Cumulative Expenses	QTR 3 Cumulative Expenses	QTR 4 Cumulative Expenses	Percent Expense of Category Allocation		1000	444,091	164,026	347,960	506,329		114%		2000	846,470	195,099	421,414	651,557		77%		3000	671,845	156,406	330,034	508,251		76%		4000	59,481	9,306	37,230	48,296		81%		5000	879,771	87,636	182,799	241,417		27%		Subtotal	2,901,658	612,473	1,319,437	1,955,850		67%		Indirect costs	157,538	32,789	68,930	83,547		53%		6000	463,000	68,050	132,360	132,826		29%		Totals	3,522,196	713,312	1,520,727	2,172,223		62%		Targets		20%	40%	60%	80%			Category	Summer 2022		Fall 2022		Spring 2023		Total		Sections	Enrollment	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment	ESL/Civics	17	665	48	1,765	54	2,081	119	3,511	ESL specialty									IELCE									Citizenship	1	47	2	65	2	84	5	196	ABE									ASE	12	239	32	630	35	732	79	1,601	AWD	2	38	11	195	14	251	27	484	Adults Serving Elementary/Secondary Student Success									CTE	12	126	25	219	30	398	67	743	Digital Literacy	1	29	2	45	2	59	5	133	Workforce Prep									Pre-Apprenticeship									Totals									All	1:36 pm
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Karima: Increase in recent arrivals, and we are still trying to increase our offerings but we are in need of teachers.
 Chantelle: More sections strategically being added thanks to Jill and Karima too.
 Mira: We also have huge inflow of Slavic refugees into our area within last year.

Will: Rebecca Roberts can't be here, so given okay for Will to present on her behalf for IUSD.

- Will: Presented on TUSD.

Category	Total Allocation	QTR 1 Expenses	QTR 2 Cumulative Expenses	QTR 3 Cumulative Expenses	QTR 4 Cumulative Expenses	Percent Expense of Category Allocation
1000	\$671,630	\$69,320	\$179,763	\$374,186		55.71%
2000	\$193,104	\$10,167	\$48,205	\$86,009		44.54%
3000	\$185,647	\$20,044	\$54,778	\$111,511		60.07%
4000	\$218,566	\$23,045	\$91,061	\$91,061		41.66%
5000	\$60,224	\$9,126	\$9,311	\$12,200		20.26%
Subtotal						
Indirect costs	\$65,073	\$0	\$0	\$0		0%
6000	---	---	---	---	---	0%
Totals	\$1,394,244	\$131,702	\$383,118	\$674,967		48.41%
Targets	---	20%	40%	60%	80%	

Game Plan if percent of cumulative expenditures for the reporting period to total budget (allocation) is less than expected target:

In the middle of March, two new sections of ESL were opened to support waitlisted classes. That cost will take some of the overage. There is also a planned major expense coming for technology for the school.

Game Plan if percent of cumulative expenditures for the reporting period to total budget (allocation) is less than expected target:

In the middle of March, two new sections of ESL were opened to support waitlisted classes. That cost will take some of the overage. There is also a planned major expense coming for technology for the school.

Anticipated Capital or Major Expenses:

There are no planned capital projects planned for Tustin Adult School. There is a planned major expense as it is time to replace older technology equipment. Current Microsoft Surface Pro 6 will be updated to Surface Pro 8. CAEP will pay \$80,000 of the \$161,982 forecasted amount for the new devices.

District in a 5 year technology refresh for new student laptops.

Reminder: Summer school in Q4. About 400 students in summer school right now. Do expect to be expended to be closer to 20%.
 Added 2 new staff members/new hires.

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PART II: Adult Education Staff Members

Number of Employees	Summer 2023	Fall-2022	Spring 2022	Totals	Percent of Expense charged to CAEP funds
Admin		1	1		100%
Classified		5	5		100%
Instructional FT	---	---	---		
Instructional PT		27	29		80%
Temporary or Student Employees	---	---	---		
Totals		33	35		

Sections & enrollments:

Category	Summer 2023		Fall 2022		Spring 2023		Total	
	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment
ESL/Civics			13	297	15	251	28	548
ESL specialty			8	167	8	148	16	315
IELCE								
Citizenship			4	37	3	18	7	55
ABE			3	31	3	31	6	62
ASE			7	225	8	149	15	374
AWD								
Adults Serving Elementary/ Secondary Student Success								
CTE								
Digital Literacy			2	25	2	12	4	37
Workforce Prep								
Pre-Apprenticeship								
Totals			37	782	39	609	76	1,419

No questions from consortium members.

- Debbie: Presented on IVC.

PART I: Expenses to Date

Category	Total Allocation	QTR 1 Expenses	QTR 2 Cumulative Expenses	QTR 3 Cumulative Expenses	QTR 4 Cumulative Expenses	Percent Expense of Category Allocation
1000	\$38,9856	\$52,532	\$139,840	\$249,076		46.45%
2000	\$162,107	\$43,402	\$96,734	\$145,648		54.87%
3000	\$200,644	\$43,634	\$97,576	\$155,961		70.23%
4000	\$1,000		\$311	\$311		1.41%
5000	\$314,945	\$14,160	\$12,560	\$40,309		128.37%
Subtotal						
Indirect costs	\$55,178			\$7,961		29.21%
6000	\$78,970	\$27,646	\$76,323	\$76,324		77.65%
Totals	\$1,202,700	\$181,374	\$451,093	\$675,590		56.17%
Targets		20%	40%	60%	80%	

Game Plan if percent of cumulative expenditures for the reporting period to total budget (allocation) is less than expected target:

% Expended of Project Budget = 56.17% (target is 60%).

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Number of Employees	Summer 2022	Fall 2022	Spring 2023	Totals	Percent of Expense charged to CAEP funds
Admin	1	1	1	1	40%
Classified	2	2	2	2	100%
Instructional FT					
Instructional PT					
Temporary or Student Employees	20	20	20	20	100%
Totals					

PART III: Sections and Enrollment

Category	Summer 2022		Fall 2022		Spring 2023		Total	
	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment
ESL/Civics	14	466	56	1,884	61	2,309	131	4,659
ESL specialty								
IELCE								
Citizenship (AESL 520)	1	69	2	92	2	105	5	266
ABE								
ASE								
AWD								
Adults Serving Elementary/ Secondary Student Success								
CTE								
Digital Literacy (AESL 521)			1	45	1	34	2	79
Workforce Prep								
Pre-Apprenticeship								
Totals	15	535	59	2,021	64	2,448	138	5,004

Huge waitlists, in need of instructors like SC. We're all in the same boat with this issue.

Nancy: Is there any word from state on how they plan to address lack of ESL instructors available in the state?

Debbie: No, haven't heard anything about Chancellor's office being aware.

Will: I'm sure they understand it's an issue, but not really a plan on how to address it.

Karima: Probably related to the fact that they don't want us to have waitlists.

Nancy: Important to transition to credit ESL.

Debbie: But all impacted.

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- Dominic: Presented on CCA.

PART I: Expenses to Date

A	B	C	D	E	F	G
Category	Total Allocation	QTR 1 Expenses	QTR 2 Cumulative Expenses	QTR 3 Cumulative Expenses	QTR 4 Cumulative Expenses	Percent Expense of Category Allocation
5000	347,588	26,414	49,587	174,326		70%
2000	70,188	11,998	17,547	46,792		67%
3000	114,030	34,148	35,159	91,146		79%
4000	25,774	9,785	3,345	20,757		81%
5000	3,683	0	0	10		0%
Subtotal	461,263	82,045	106,237	343,269		74%
Indirect costs	6,597	0	0	0		
6000	10,228	10,228	0	0		
Totals	478,088	92,273	106,237	343,269		
Targets		20%	40%	60%	80%	

Game Plan If percent of cumulative expenditures for the reporting period to total budget (allocation) is less than expected target:

Anticipated Capital or Major Expenses:

One of the things the accountant pointed out is the K-12 Pathway grant helped support one of medical instructors. No anticipated expenses or capital layout. Thankful for \$20,000, and we used funds to purchase 3-D machine and it has been delivered!

PART II: Adult Education Staff Members

Number of Employees	Summer 2022	Fall 2022	Spring 2023	Totals	Percent of Expense charged to CAEP funds
Admin	1	1	1		
Classified	1	1	1		
Instructional FT	4	4	4		
Instructional PT	1	1	1		
Temporary or Student Employees	0	0	0		
Totals					

PART III: Sections and Enrollment

Category	Summer 2022		Fall 2022		Spring 2023		Total	
	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment
ESL/FL/ESOL								
ESL, specialty								
ELCE								
Citizenship								
ABE								
ASE								
AWD								
Adults Serving Elementary/Secondary								
Student Success								
CTE			5	68	5	74	20	142
Digital Literacy								
Workforce Prep								
Pre-Apprenticeship								
Totals								

No changes in staffing.
Opened enrollment in March and now completely full and

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have students on a waiting list also. 100% CTE class offerings.

Will: The one Classified staff is 100% funded by CAEP?

Dominic: Yes, she is.

Will: Do you get adult Perkins?

Dominic: No, we don't.

- Will: Presented for Rebecca on IUSD.

PART I: Expenses to Date

Category	Total Allocation	QTR 1 Expenses	QTR 2 Cumulative Expenses	QTR 3 Cumulative Expenses	QTR 4 Cumulative Expenses	Percent Expense of Category Allocation
1000	200,516	22,743	73,200	156,313		36.5%
2000	100,483	6,251	27,930	54,886		27.8%
3000	88,979	6,635	31,235	62,176		35.1%
4000	65,972	6,597	9,861	10,467		14.9%
5000	601,329	19,436	79,298	230,884		13.2%
Subtotal	1,067,279	61,691	221,524			20.8%
Indirect costs	14,887	0	0	0		0
6000	0	0	0	0		0
Totals	1,082,166	61,691	221,524	514,726		
Targets		20%	40%	60%	80%	

Game Plan if percent of cumulative expenditures for the reporting period to total budget (allocation) is less than expected target: As shared in March, the facility project was completed and came in under budget at \$320,000. The original budget of \$633,000 is now being utilized to add two additional classrooms. We have begun the process for purchasing furniture for the new classrooms which will be approximate \$100,000. The two additional portables are already on site and waiting for DSA approval.

Anticipated Capital or Major Expenses:

Two additional adult ed portable buildings will be added in summer/fall 2023 and will need additional furniture for the classrooms.

PART II: Adult Education Staff Members

Number of Employees	Summer 2022	Fall 2022	Spring 2023	Totals	Percent of Expense charged to CAEP funds
Admin	0	2	2	2	0%
Classified	0	1.5	1.5	1.5	100%
Instructional FT	0	0	0	0	0%
Instructional PT	0	7	7	7	100%
Temporary or Student Employees	0	0	0	0	0
Totals	0	10.5	10.5	10.5	

2 admin. None paid out of CAEP.

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PART III: Sections and Enrollment

Category	Summer 2022		Fall 2022		Spring 2023		Total	
	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment	Sections	Enrollment
ESL/Civics			14	296	14	364	28	660
ESL specialty			13	256	12	378	25	634
IELCE								
Citizenship			1	11	1	21	2	32
ABE			1	9	1	15	2	24
ASE								
AWD								
Adults Serving Elementary/Secondary Student Success								
CTE								
Digital Literacy								
Workforce Prep								
Pre-Apprenticeship								
Totals			29	572	28	778	57	1360

Kudos to Rebecca on getting classrooms ready! Great facilities.
Will: Due to their limited classrooms, offering hybrid classrooms.
Made success out of a challenging space issue.

No updates from Chad.
Concludes all agency presentations.

Will: In good shape to approve.

Votes for approval (stated in Zoom chat) are as follows:

- Debbie Vanschoelandt 2:19 PM: IVC - Yes
- Will Neddersen to Everyone at 2:19 PM: Tustin USD -Yes
- Karima Feldhus to Everyone 2:19 PM: IUSD – Yes (on behalf of Rebecca); SC - yes
- Brian Dozer 2:19 PM: Coastline ROP – Yes
- Dominic Vellanoweth 2:19 PM: CCA – Yes
- Chad Mabery 2:20 PM: LBUUSD – Yes

Approved!

Chantelle: Please send docs to me so I can gather info for Nancy as she is preparing our Annual Plan and would like to include data from each agency.

	<p>B. Conference Presentations: Proposals and Opportunities Nancy: Potentially 3 different presentations for CAEP Summit in October → Saddleback College on SB 554; Overall consortium governance with AB1491; Kristia & Susan on PD for consortium. Presentation info due this Friday in case anyone else is interested in submitting a proposal – just let Chairs Will & Karima know.</p>	Nancy	2:21 pm
	<p>C. AB 1491 Integration & Implementation Subcommittee (Subcommittee charge and meeting schedule attached) Will: Two meetings held thus far. Nancy: Structure plan in bylaws. Looking at what are the requirements of CFAD and funding sources under CAEP in general and working collaboratively as a group to provide</p>	All	2:24 pm

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	<p>discussion for September retreat. Will is going to send out an announcement of meetings being held twice a month: July 6, 20, Aug 10, 24, Sept 7 & 21. Will: All agencies/ member representatives will receive outlook invite and you are invited to attend. Karima: These are the meetings where the work will get done leading up the retreat in September.</p>										
	<p>D. 2023-2024 Annual Plan Will: Informing the group on what's coming up and what to expect. Nancy: In the process of writing annual plan and looking at Year 2 intermediate goals and actions plans from Q3. She'll be sending out a survey. This is the template that is used when inputting budget. Will: Since the work has a timeline to it, please complete the survey by this date of July 17 (3 weeks to get it done)!</p>	Nancy	2:26 pm								
8.	<p>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. *Service providing members required to share out</p>	Steering Committee Members	2:28 pm								
	CUSD										
	SVUSD										
	LBUSD*										
	IUSD*										
	TUSD*										
	Irvine Valley College*										
	Saddleback College*										
	College and Career Advantage*										
	Coastline ROP – Brian: Trying to restart Adult programs. Relaunched EMT program two weeks ago and CAN this week. Formed partnerships with facilities and they are partially funding the programs. Hope is to also add a dental program. Getting student referrals for EMT from a high school that closed their program. Students all over 18 years old and are adults.										
	Orange County Department of Education										
9.	<p>SCHEDULED MEETINGS, TRAININGS, DEADLINES 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.</p> <table border="1" data-bbox="154 1575 1063 1711"> <tr> <td>June 26</td> <td>July 31</td> <td>August 28</td> <td>Sept 25 – *IN-PERSON 12:30-4:00 pm</td> </tr> <tr> <td>October 30</td> <td>November 27</td> <td>Dec 18</td> <td></td> </tr> </table> <p>To register for state webinars, visit http://aebg.cccco.edu/Events/AEBG-Webinars</p>	June 26	July 31	August 28	Sept 25 – *IN-PERSON 12:30-4:00 pm	October 30	November 27	Dec 18			
June 26	July 31	August 28	Sept 25 – *IN-PERSON 12:30-4:00 pm								
October 30	November 27	Dec 18									
10.	ADJOURNMENT		2:30 pm								

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Timeline/ Due Dates

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

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

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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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