



**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**

August 28, 2023, 1:00-2:30 p.m.

<https://saddleback-edu.zoom.us/j/9493544810>

	ITEM	PRESENTER	Approximate Start Time
1.	<b>CALL TO ORDER &amp; NORM REVIEW</b> 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), Brittany Casey (CUSD), Catherine Arreguin (SC), Roxanne Metz (SC), Fatinah Judeh (OCDE), Olu Banmeke (Coastline ROP), Brittany Casey (CUSD), Rebecca Roberts (IUSD), Susan Akhavan (IVC), Christina Zilkow (IVC), Kimberly Thomason (SVUSD).	Co-Chairs	1:00 pm
2.	<b>INTRODUCTIONS AND NEW GUESTS</b> Christina Zilkow was introduced as new full-time faculty at IVC.	All	1:03 pm
3.	<b>ADOPTION OF AGENDA BY PRIORITY</b> Agenda adopted.	Co-Chairs	1:05 pm
4.	<b>APPROVAL OF MINUTES</b> Minutes approved.	Co-Chairs	1:07 pm

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5.	<b>PUBLIC COMMENTS</b>  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. <i>None.</i>	Open	1:10 pm
6.	<b>REGULAR/ONGOING BUSINESS</b>		
	A. NOVA Updates a. Q4 due September 1 (Q4 fiscal reporting will be due at September meeting) <i>Karima: Q4 due this Friday, Sept. 1<sup>st</sup> (majority have not submitted yet).</i> <i>Will: This will tell CAEP what the budget is for us agencies and will start a baseline of conversation to move us forward for AB1491.</i>	Co-Chairs	1:13 pm
	B. Workforce Updates <i>Karima: no new updates.</i> <i>Will: 2 new locations Laguna Niguel &amp; lake forest.</i> <i>Sue: Saddleback College is working with the new Laguna Niguel site. Looking for partnerships for educational purposes and possibly offer a class there.</i>	All	1:17 pm
	C. WIOA and CASAS Updates <i>*Will: We'll be moving to STEPS test in a year</i> <i>Jill: Saddleback hasn't started yet the new test yet since it hasn't been posted. Reminder that the CASAS employment &amp; earning survey is coming up again. Permission to collect SSN from students so follow up survey won't need to be sent to them.</i> <i>Will: Both Saddleback and TUSD have received WIOA funding.</i>	Sue/Will/Jill	1:19 pm
	D. Reminders and Updates 1. SOCRC Professional Development <ul style="list-style-type: none"> <li>• Friday, October 6 – ChatGPT for ESL                  <i>Kristia: PD will be held on zoom from 1-3pm! Save the dates ready and will share out after Labor Day with faculty.</i>                  Consortium-wide PD is open to all agencies.</li> </ul> 2. <a href="#">2023-24 Project &amp; Work Schedule</a> 3. Upcoming Events: <ul style="list-style-type: none"> <li>• SOCRC Annual Retreat – September 25, 2023 <i>*Topics</i>                  <i>12:30-1:00 pm lunch and networking</i>                  <i>1:00-2:00 pm business meeting</i>                  <i>2:00-4:00 pm stakeholder retreat</i>                  <i>Location: IVC's IDEA Building at ATEP in Tustin</i>                  <i>Will: Our next meeting in September will be held in person!</i>                  Please make sure to RSVP for lunch on link:                  <a href="https://docs.google.com/forms/d/1BMEf0YMxpMMg6pcWgrfN6-rkTrsu6_ZdAdqlhyD-Z8M/edit">https://docs.google.com/forms/d/1BMEf0YMxpMMg6pcWgrfN6-rkTrsu6_ZdAdqlhyD-Z8M/edit</a></li> <li>• Adult Education Pathways Fair – September 28, 2023                  <i>*Tabling RSVP form</i>                  <i>Event time: 4:00-7:00 pm</i>                  <i>Location: IVC's IDEA Building at ATEP in Tustin</i></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	1:21 pm

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	<ul style="list-style-type: none"> <li>• CCAOE</li> </ul>		
7.	<b>NEW BUSINESS</b>		
	<p>A. Discussion of Plan for ELL Healthcare Pathways Grant</p> <ul style="list-style-type: none"> <li>• Documents for reference: <ul style="list-style-type: none"> <li>○ <a href="#">ELL Healthcare Pathways Grant – Letter of Intent</a></li> <li>○ <a href="#">Memorandum</a></li> <li>○ Initial draft of overall plan– <a href="#">Link to Google Drive folder</a></li> <li>○ <a href="#">English Language Learner Healthcare Pathways Frequently Asked Questions (FAQ)</a></li> </ul> </li> </ul> <p>Karima: We held series of meetings to come to where we are now. Reference link to Google folder that houses all the materials. Nancy (content and narrative) and Cathy (budget – grants from Saddleback) helped facilitate!</p> <p>Nancy: This is a grant we’ve been waiting for career pathways in healthcare that promotes ELL student participation and success. Different from regular career ed. programs that doesn’t have specific supports for ELL. This will help make our healthcare programs more accessible to ELL learners. Our consortium was identified to receive \$655,000, and this doesn’t replace our regular allocation. All programs in this grant are IN ADDITION To what is being run.</p> <p>4 areas selected for funding: Integrated Education Training for English, ESL instruction and career instruction. 2 emt programs (sc &amp; coastline), pharm tech (coastline) , Cna (sc), medical assisting (cca). Sc similar to regular consortium allocations in caep, sc acting as fiscal agent as approved in last meeting so will be having positions like student success coach, marketing, administrative, etc. that serve the whole consortium. This letter of intent due Sept. 8<sup>th</sup>, and we’re looking to submit it this Friday (Sept. 1). Will showed table. Money will be awarded by state on Oct 1<sup>st</sup>. Planning this fall, and programs in the spring.</p> <p>Karima: SC is the fiscal agent, so we’ll do some hiring, Nancy is the consultant, Graduate Communications is the marketing firm, and we’ll have a student success specialist (success coach) full-time to support all cohorts of students as <b>completion</b> (jobs or other degrees/certs) is very important. SC will be receiving money from state and subawarding CCA, Coastline and IVC. 3 pots of money: to serve consortium under sc, sc, and subawardees.</p> <p>Debbie: Is this the final version? Needs to share with college leadership, narrative and budget.</p> <p>Nancy: Budget yes, not narrative as waiting for final info.</p> <p>Debbie: IVC leadership was informed of our request but will want to see official version that is submitted. Thanks again.</p> <p>Nancy: You will receive the final coming out of NOVA on Friday. Once approved by all participants, we will formally submit.</p> <p>Debbie: Friday does not allow for review of doc before approving. Helpful to have a draft on Thursday if possible. I’ll Need to share it with VPI and President both of whom informed of our intent.</p> <p>Nancy: Yes, will send final draft by noon on Thursday.</p>	Karima and Nancy	1:25 pm

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	<p>Nancy: focus on eliminating barriers for students to participate.</p> <p>Will: We are all a part of this to promote out to our students. This is our opportunity to promote the accessibility! Get word out through our shared marketing. And the service areas of our consortium. Money in YR 2 &amp; 3 is dependent on how well we do in YR 1.</p> <p>Karima: Letter of intent to be shared to be signed be all on pdf DocuSign. Funds to released Oct 1<sup>st</sup>.</p> <ul style="list-style-type: none"> <li>• Vote for budget plan Will: Vote on proposed budget. Call for vote on that budget on letter of intent for will healthcare pathways. In chat: Brian – coastline yes Rebecca – iusd yes Karima – sc yes Chad – lbusd yes Will – Tustin usd yes Dominic – cca yes Debbie – ivc yes Fatimah – ocde yes</li> </ul> <p>Letters for healthcare partners (cca, coastline &amp; sc).</p>		
	<p>B. Discussion of Brown Act</p> <ol style="list-style-type: none"> <li>a. <a href="#">Survey Form</a></li> <li>b. <a href="#">Brown Act Template from TUSD</a></li> <li>c. Documents for reference:             <ol style="list-style-type: none"> <li>i. <a href="#">Open Meeting Comparison Doc</a></li> <li>ii. <a href="#">Brown Act Updates for 2023</a></li> </ol> </li> </ol> <p>Will: Reminder that we were having conversations on how this year’s meeting will take place. Could we continue on with virtual meetings? New info has come to light with us about the brown act (state of emergency from state of ca – location meeting in person could meet only online for safety) We are learning now that this was all granted because the state of emergency. Ended CA state of emergency state protocols on Feb 28, 2023. Need to be in-person for public members to attend and speak public to abide by brown act. Our next meeting in Sept. will be in-person, but we’ll need to establish continual meetings in-person. Other elements in brown act we need to clarify – posting of agendas &amp; meeting mins (all agencies that participate in consortium). Guide all to agencies to direct/link to socrc website AND physical location for meeting agendas and mins, in-person meetings. 72 business hours before meetings (Thursday at 1pm). Please fill out Survey form. Nancy: Have to have quorum and meet in-person. Can still</p>	Nancy and Will	1:55 pm

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	<p>show up/teleconference/ zoom into a meeting twice a school year. All voting members have to meet in person but still have to have the option for community members to zoom into the meeting for participants to zoom live and make public comments.</p> <p>Brian: Understanding that we don't have to offer zoom links unless board is on zoom. If we're requiring everyone to show up, then don't have to offer on zoom. Board room is under construction and will post at location where board meeting is and don't have to post it at their website (ocde too much for all agendas)</p> <p>Kim Thomason: Would need something in writing (talking points where its coming from, legal opinion, ed code) to go to cabinet level to review and probable conclusion that it would be a bit of a challenge.</p> <p>Will: Access to show on website where to find it.</p> <p>Dominic: Link to consortium website reiterates that it's open to the public to access mins &amp; agendas.</p> <p>Will: TUSD does the same thing.</p> <p>Debbie: In other consortiums, documents are on consortiums website but not on every agency's site</p> <p>Fatinah: Exactly like Brian explained (on 4 other consortia)</p> <p>Will: How do others access?</p> <p>Brian: Google. Can reach out to legal to verify.</p> <p>Will: Need to have convo of where to meet and where to then physically post.</p> <p>Rebecca: Released all dates for Quail hill.</p> <p>Karima: We post here at board meeting. Trying to be compliant. But we don't want to add any additional work to our meetings. Any volunteers to host Oct meeting? We can volunteer to host meeting at SC but not as central.</p> <p>Rebecca Roberts: Happy to go back and submit for Quail hill, and have space at iusd.</p> <p>Karima: Better to have at a school agency site then at a community center.</p> <p>Fatinah: Also offered in orange but know it's far.</p> <p>Rebecca: Quail hill centrally located. Quail hill or if not, at iusd. District office is close to ivc.</p> <p>Will: At our next meeting, we'll follow up on oct.</p>		
	<p>C. Member Effectiveness Self Evaluation</p> <ul style="list-style-type: none"> <li>• Presentation Discussion</li> </ul> <p>Tools in subcommittee - Fiscal document and Self-evaluation tool designed to circle or highlight different points that come directly from bylaws. Self-evaluation, and can collectively as a team fill out that piece.</p> <p>Susan: On our to do list now and is due at oct meeting</p> <p>Will: Yes, correct.</p>	Nancy and Will	2:10 pm

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Nancy: We discussed it several times this past spring, any questions can come to chairs or myself.

SOCRC Self-Evaluation Tool for Agency Effectiveness

Agency \_\_\_\_\_ Date \_\_\_\_\_

Description of Metric	Fully Executed	Partially Executed	Some Progress	Not Started	Not Applicable
<b>PART I: SOCRC Bylaws</b>					
Regular attendance and participation at monthly Consortium General Membership meetings	Representative or designee attended at least 80 percent of monthly general meetings of the SOCRC.	Representative or designee attended between 50 and 75 percent of monthly general meetings of the SOCRC.	Representative or designee attended less than 50 percent of the monthly general meetings of the SOCRC.	Representative or designee did not attend monthly general meetings of the SOCRC.	
Participation in and contribution to the development of the annual and three-year plan	Representative or designee participated in at least 80 percent of the planning sessions for the annual plan	Representative or designee participated in at least 50 percent of the planning sessions for the annual plan	Representative or designee participated in less than 50 percent of the planning sessions for the annual plan	Representative or designee did not participate in planning sessions for the annual plan	
Meeting the student success goals of the three-year and annual plans	Service provider agency met the student success goals for both the three-year and annual plans	Service provider agency made substantial progress toward, but did not meet the student success goals for both the three-year and annual plans	Service provider agency made some progress toward, but did not meet the student success goals for both the three-year and annual plans	Service provider agency did not make progress toward meeting the student success goals for three-year and annual plans	
Financial expenditures aligned to annual and three-year plan goals and CAEP guidelines	All Service provider agency expenditures were aligned to the three-year plan and met CAEP guidelines	Most Service provider agency expenditures were aligned to the three-year plan and met CAEP	Some Service provider agency expenditures were aligned to the three-year plan and met CAEP	Service provider agency expenditures were not aligned to the three-year plan and did not meet	

	D. <a href="#">AB 1491 Integration &amp; Implementation Subcommittee</a> (Subcommittee charge and meeting schedule attached) Nancy: Carefully going through AB1491 and CFAD that weren't included in previous iterations of bylaws. In latest draft of bylaws, having first read in oct and second read in November. How is ab1491 affecting operations of individual agencies and consortium in general with def of what excessive carryover is? Technical assistance internal support.	All	2:15 pm
	E. Consultant Meetings – Visit from Nancy Nancy will be in town and would like to meet with each agency. She will send put up to date draft to each agency to sign up for a time slot to meet when in town.	Nancy	2:18 pm
	F. SOCRC Marketing Me: <a href="#">View book, online map of programs for website and Partner page.</a>	Chantelle	2:21 pm
8.	<b>MEMBER Effectiveness Share Out: Members will report on the activities in relation to the annual and three-year plans and budget and expenditures to date.</b> *Service providing members required to share out	Steering Committee Members	2:25 pm
	CUSD		
	SVUSD		
	LBUSD*- shout out to all subcommittees for work you do!		
	IUSD* - all classes are full. Not taking on any new regs. Tracking early nov. before holidays, will have 5 full classes like pre-covid. Reserved meeting space at iusd until reach out to quail hill.		
	TUSD* - job pasting for esl on ed join		
	Irvine Valley College* - Susan: a lot of sections added. Adult esl center led by Julie		

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	Scholl rebranding as English Language Center (to include aesl and esl credit side)! They moved in A200 building.							
	Saddleback College* - Sue: We are also full and we have some new faculty. And have surpassed our pre-pandemic level!							
	College and Career Advantage*							
	Coastline ROP – second round of adult ed classes. 100 percent of cna students passed state test							
	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 until</b> further notice. Below is the remaining schedule for <b>2023</b>.</p> <table border="1" data-bbox="164 676 1049 806"> <tr> <td>August 28</td> <td>Sept 25 <b>*IN-PERSON</b> <i>12:30-4:00 pm</i></td> <td>October 30</td> <td>November 27</td> <td>December 18</td> </tr> </table> <p>To register for state webinars, visit <a href="http://aebg.cccco.edu/Events/AEBG-Webinars">http://aebg.cccco.edu/Events/AEBG-Webinars</a></p>	August 28	Sept 25 <b>*IN-PERSON</b> <i>12:30-4:00 pm</i>	October 30	November 27	December 18		
August 28	Sept 25 <b>*IN-PERSON</b> <i>12:30-4:00 pm</i>	October 30	November 27	December 18				
10.	<b>ADJOURNMENT</b>		2:30 pm					

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## Timeline/ Due Dates

### 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

### 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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