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
October 30, 2023, 1:00-2:30 p.m.

In-person at Creekside Education Center:

3387 Barranca Parkway, Irvine, CA 92606 (Learning Center Room 5)

	ITEM	PRESENTER	Approximate Start Time
1.	**CALL TO ORDER & NORM REVIEW** Meeting called to order at 1:05 pm Present: Karima Feldus (SC), Will Neddersen, (TUSD), Susan Akhavan (IVC), Brittany Casey (CUSD), Kimberly Thomason (SVUSD), Rebecca Roberts (IUSD), Paul Weir (CCA), Dominic Vellanoweth (CCA), Brian Dozer (CROP), James Piccola (CROP), Kristia Lengyel-Leahu (SC), Sue Donaldson (SC), Jill Ibbotson (SC), Savyonne Steindler (IVC), Chad Mabery (LBUSD).	Co-Chairs	1:00 pm
2.	**INTRODUCTIONS AND NEW GUESTS** No new guest.	All	1:01 pm
3.	**ADOPTION OF AGENDA BY PRIORITY** Agenda adopted.	Co-Chairs	1:03 pm
4.	**APPROVAL OF MINUTES** Minutes approved.	Co-Chairs	1:04 pm
5.	**PUBLIC COMMENTS**	Open	1:06 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. Susan: IVC AESL Center rebranded to English Language Center Grand Reopening November 1 from 1:00 to 3:00 pm. All are welcome.		
6.	**REGULAR/ONGOING BUSINESS**		

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A. NOVA Updates
 	
   a. Program area reporting '22-23
     This is in NOVA and reflective of last year. Currently cannot be completed due to Q4 submission issues. Will work with ATEP to get resolution. It is due in NOVA on December 1, 2023.
 	
   b. Budget & Work Plan '23-24
     i. November 17: Consortium deadline to certify the 23/24 Member Budget and Work Plans (Due to glitch in NOVA)
     Members were to have their Budget & Work Plan in by October 31. Once Consortium certifies 22-23 Q4 submission, agencies will be able to submit Budget & Work Plan. New due date is November 8 for agencies to submit so consortium can certify by Nov. 17.
	Co-Chairs	1:08 pm	

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	B. Workforce Updates Sue shared that Saddleback College will be sending an instructor to the OC Workforce Solutions new location in January 2024.	All	1:18 pm
	C. WIOA and CASAS Updates Data Upload and Submission is due October 31 in TOPS Pro Employment & Earnings (E&E) Survey should have been sent for quarter Saddleback College is going through a FPM visit this year CASAS STEPS Testing for ESL students coming for 24-25 school year	Sue/Will/Jill	1:20 pm

	D. Fiscal Reporting
	   1. Update to template and directions for '23-24
	     Sent on October 15 to agency representatives
	     Will be shared at upcoming General Meeting, please send completed template to Chantelle Gil before meeting.
		Will & Nancy	1:22 pm

	E. Update on ELL Healthcare Pathways Grant Karmia is requesting a letter of assurance that the grant funds will be coming to SOCRC which would allow spending and hiring to take place. CCA developed a flyer for marketing. Saddleback is going to provide separate ESL teacher/tutoring for CCA. Saddlebacks own courses will have ESL teachers embedded. Saddleback it looking to hire a counselor for grant. IVC is currently recruiting students for program. Coastline has ordered materials needed for course (hood).	All	1:27 pm

	F. Reminders and Updates
	   1. Recap on SOCRC Chat GPT Professional Development, CAEP Summit, CCCAOE, and AEPF
	     Kristia shared that Chat GPT was well attended by multiple agencies. Over 65 attendees. There is an interest to have a part 2 to the training from survey responses so it is being scheduled.
	     CAEP Summit SOCRC Presentations:
	     Susan and Kristia shared that their presentation on Planning PD went well with a strong attendance. Walked the group through process to build pd from within.
	     Sue and Javier presents on dual enrollment. Had strong attendance. Karima, Nancy, and Will presented on Consortium work on governance. It was well received. Was asked to share presentation with CAEP TAP for rest of state to see as a reference.
	   2. 2023-24 Project & Work Schedule
	   3. November Meeting Agenda Items
	     • Presentations for Quarter 1 Fiscal Report '23-24
	     • Member Effectiveness Self Evaluation
	     • Second read of bylaws
			1:32 pm

7.	**NEW BUSINESS**		
	A. Member Effectiveness Self Evaluation - Due to Chantelle by Nov. 15 Will reviewed the document to complete. Conversation on where to pull the data showed that more clarity was needed. Will will work with Jill to pull the data and send to agencies to complete Part III. This will be the first time completing for all agencies. Plan is to present results at November General Meeting.	Karima, Will & Nancy	1:52 pm
	B. First Read of updated bylaws Went through Articles I-IV. No changes recommend for Article I and II. In Article III is recommended to adjust or add in Section 4b something about no later than next being with 72 hours in advance or a week in advance. In Article IV the word Steering needs to change to General in Section 2	Karima, Will & Nancy	1:57 pm

	introduction and Section 2b. The remainder of the read will be done independently with recommendations submitted by November 15 on a Google Doc sent by Karima.		

	C. SOCRC Marketing (Moved to November Meeting due to time)
	    a. [ELL Pathways Landing Page](#) (password: carine)
	    b. [Viewbook](#)
		Chantelle	2:12 pm

8.	**MEMBER Effectiveness Share Out: Members will report on the activities in relation to the annual and three-year plans and budget and expenditures to date.** *Service providing members required to share out.	Steering Committee Members	2:17 pm
	CUSD		
	SVUSD		
	LBUSD*		
	IUSD*		
	TUSD*		
	Irvine Valley College*		
	Saddleback College*		
	College and Career Advantage*		
	Coastline ROP		
	Orange County Department of Education		
9.	**SCHEDULED MEETINGS, TRAININGS, DEADLINES** All future monthly SOCRC meetings are held **in person on Mondays from 1 p.m. - 2:30 p.m. at Irvine Adult School: 3387 Barranca Pkwy, Irvine, CA 92606**. Below is the remaining schedule for 2023. November 27 December 18		
10.	**ADJOURNMENT**		2:30 pm

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Timeline/ Due Dates

October 2023

- **Oct 20:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Oct 20:** 22/23 Member Program Year Budget and Work Plan due in NOVA
- **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

November 2023

- **Nov 17:** Consortium deadline to certify the 23/24 Member Budget and Work Plans (*Please note, this deadline is only for this year as it's due to the delay in certifying Q4 because of the glitch in NOVA)

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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