



**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**

September 25, 2023, 1:00-2:00 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), Brooke Bui (IVC), Julie Scholl (IVC), Sue Donelson (SC), Chantelle Gil (SC), Chad Mabery (LBUUSD), Brian Dozer (Coastline ROP), Dominic Vellanoweth (CCA), Brittany Casey (CUSD), Olu Banmeke (Coastline ROP), Brittany Casey (CUSD), Rebecca Roberts (IUSD), Susan Akhavan (IVC), Savyonne Steindler (IVC).	Co-Chairs	1:00 pm
2.	<b>INTRODUCTIONS AND NEW GUESTS</b>	All	1:01 pm
3.	<b>ADOPTION OF AGENDA BY PRIORITY</b> Agenda adopted.	Co-Chairs	1:03 pm
4.	<b>APPROVAL OF MINUTES</b> Minutes approved.	Co-Chairs	1:04 pm
5.	<b>PUBLIC COMMENTS</b>	Open	1:06 pm

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	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.		
	None.		
<b>6.</b>	<b>REGULAR/ONGOING BUSINESS</b>		
	<p><b>A. NOVA Updates</b></p> <p>a. Q4 consortium certification is due by October 20<sup>th</sup>  Will: There is currently a hiccup with the NOVA system as it's trying to be updated. This has affected closing out year-end and Q4. We are in a holding pattern right now until the issue gets resolved.  Karima: This issue is affecting Q4 and the budget workplan. Except for one agency that needs corrections, all other agencies are in.  Will: October 20<sup>th</sup> is the new deadline for this year only. We will establish carryover tracked for funded members, and non-funded members help certify too. Now, we have until October 20<sup>th</sup> to do so.  Nancy: In NOVA, please go in and make sure everyone's contact information is current and updated.  Will: Reminder – Change of contacts needs Board approval.  Rebecca: Unable to do Budget &amp; Workplan because of issue in NOVA.  Will: We need to wait to make updates until Q4 is done.  Reminder – NOVA is a state-wide piece and therefore is a state-wide issue.  Nancy: The Annual plan and Q4 have to be certified before the Budget &amp; Workplan.</p>	Co-Chairs	1:08 pm
	<p><b>B. Workforce Updates</b></p> <p>Sue: The Orange County Workforce Solutions' new site in Laguna Niguel has opened. Due to the proximity to Saddleback College and the ability to serve the community, we have been asked to offer a class at this location and deploy faculty to teach the class there which we are really excited about. We are currently working on a Facility Use Agreement.</p>	All	1:11 pm
	<p><b>C. WIOA and CASAS Updates</b></p> <p>Karima: There is a regional Healthcare Everywhere: The Rise of Community Health Workers Conference being offered this Thursday, September 28<sup>th</sup> if anyone would like to attend. The conference is co-hosted by Coast Community College District and Advance OC and will take place at Orange Coast College from 8am to 5pm.  Conference Description: <i>"The conference will bring together key stakeholders – community health workers, educators, employers, workforce partners, community-based organizations, and policymakers to explore the role that community health workers play in advancing health equity, and how to develop successful training models for expanding this role as part of an integrated health services delivery system."</i></p>	Sue/Will/Jill	1:12 pm

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	<p>D. Reminders and Updates</p> <ol style="list-style-type: none"> <li>1. SOCRC Professional Development <ul style="list-style-type: none"> <li>• Friday, October 6 – ChatGPT for ESL Kristia: Currently have 59 RSVPs. Each agency will take care of own stipends.</li> </ul> </li> <li>2. <a href="#">2023-24 Project &amp; Work Schedule</a> Will: The Project &amp; Work Schedule has been updated with the new October and November dates and deadlines from the state.</li> <li>3. Upcoming Events: <ul style="list-style-type: none"> <li>• <b>Adult Education Pathways Fair – September 28, 2023</b> <i>*Tabling RSVP form</i> Event time: 4:00-7:00 pm Location: IVC's IDEA Building at ATEP in Tustin Chantelle: Set-up for each agency's table will be between 2:30-3:30pm.</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 Will: We have 3 SOCRC presentations happening at this year's CAEP Summit! 😊</li> <li>• CCCAOE</li> </ul> </li> </ol>	All	1:14 pm
7.	<b>NEW BUSINESS</b>		
	<p>A. Quarter 4 Fiscal Reporting: All agency presentations (5 mins each)</p>	All	1:15 pm
	<p>Hardcopy documents shared. Will: TUSD presentation. Expected to have new laptops within 2022-2023 year at approximately \$100,000 but they didn't arrive by June 30<sup>th</sup> so will spend this upcoming year. WIOA funds are also used. Karima: Saddleback College presentation. Have not heard back from DAS yet on the renovation of OASIS building but will inform everyone when the project is finished. Now funding 50% of a Success Coach to support Adult Education students. A full-time HSE faculty has also been hired. Currently pursuing another full-time ESL faculty position if approved. Sue: Looking at braided funding to institutionalize positions from the campus. Karima: Also, effective Fall 2024, Adult Education will be entirely moving from Silverado High School to the main Saddleback College campus. We will continue to offer classes in the community, but our main hub will be at the main campus. Rebecca: IUSD presentation. Overbudget in 1000s, 3000s and in direct costs. Had to go back and adjust budget. Can send out recalculated version. Total percent expense of category allocation being 65.10% is correct. Majority is from facilities project. Just got DSA approval and furniture. Recently purchased new Chromebooks that were needed. Awaiting the numbers for the portables to come in. To meet the district standard, the whiteboards must be changed. Looking to use the portables in early January. Back to pre-covid and will be under. Brooke: Debbie is out and will be reporting Q4 in October SOCRC meeting.</p>		

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	<p>Total enrollment approximately 6,000 and struggling with fact that will overspend.</p> <p>Dominic: Q4 includes the same enrollment numbers as Q3. Received 3D printer for students to use as dental equipment to train on. Spent 99.6% of budget. Most of the referrals of new students are from word of mouth, which is exciting. Total number of students is at 142.</p> <p>Chad: LBUSD presentation. Spent 90.2% of funds which great because had carryover for a while. Enrollment count is at 324.</p> <p>Nancy: Noticed enrollment reported is six times greater than previous years.</p> <p>Chad: Success is due to new teachers added.</p>		
B.	<p><b>Q4 Consortium Fiscal Reporting</b></p> <p>Karima presented on the document and distributed copies.</p>	All	1:45 pm
C.	<p><b>Update on ELL Healthcare Pathways Grant</b></p>	Karima, Will & Nancy	1:50 pm
	<p>Nancy: SOCRC was one of 28 agencies that submitted all documents in on time. The state will hold back funds from the other agencies that don't have a full application in place. Program development will take place this Fall and the implementation will be in Spring.</p> <p>Karima: Focus to engage English Language Learners that might already have a medical background but need language support. Chantelle is currently working with Graduate Communications to market this ELL Healthcare Pathways Grant and course offerings. There is a possibility for more funding to continue this program for a year 2 or 3 depending on outcomes.</p> <p><u>Focus areas</u></p> <ul style="list-style-type: none"> <li>• College &amp; Career Advantage → Medical Assisting</li> <li>• Coastline ROP → Pharmacy Technician and EMT</li> <li>• Saddleback College → CNA and EMT</li> </ul>		
D.	<p><b>Discussion of Brown Act Survey Results</b></p>	Nancy and Will	1:52 pm
	<p>Will: We will wait to hear any updates on being able to host meetings on Zoom again without the state Emergency Act. Updates still waiting to pass through legislation and be approved by the Governor.</p> <p>Nancy: Referring to that as "just cause".</p> <p>Majority of agencies stated they have a page on their website to redirect folks to the SOCRC website.</p> <p>Will: Recommend having a direct link to the consortium meetings and agendas. We will be holding future consortium meetings at Irvine Adult School starting next month in October, then November and December. Rebecca will help with the physical postings of the agenda and minutes on the board in the main office at Irvine Adult School.</p> <p>Rebecca: Submitted a request at Quail Hill to begin host meetings starting in January.</p>		
E.	<p><b>Future SOCRC Meeting location</b></p> <ul style="list-style-type: none"> <li>• October meeting location – Irvine Adult School: 3387 Barranca Pkwy, Irvine, CA 92606</li> </ul>	All	1:54 pm

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	<p>F. SOCRC Marketing</p> <ul style="list-style-type: none"> <li>Consortium Viewbook</li> </ul> <p>Chantelle: In addition to working with Graduate Communications for the marketing of the ELL Healthcare Pathways, also currently working with them to create a viewbook for the consortium to include all programs. Will be sending out a draft copy for your review once received by Grad Comm.</p>	Chantelle	1:56 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	1:58 pm			
	CUSD					
	SVUSD					
	LBUSD*					
	IUSD*					
	TUSD*					
	Irvine Valley College*					
	Saddleback College*					
	College and Career Advantage*					
	Coastline ROP					
	Orange County Department of Education					
9.	<p><b>SCHEDULED MEETINGS, TRAININGS, DEADLINES</b></p> <p>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 <b>2023</b>.</p> <table border="1" data-bbox="168 1178 695 1304"> <tr> <td style="background-color: yellow;">October 30</td> <td style="background-color: yellow;">November 27</td> <td style="background-color: yellow;">December 18</td> </tr> </table>	October 30	November 27	December 18		
October 30	November 27	December 18				
10.	<p><b>ADJOURNMENT</b></p>		2:00 pm			
	Meeting adjourned at 2:03 p.m.					

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## Timeline/ Due Dates

### 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:** End of Q1

### 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

### 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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