

SOCRC Voting Members:

Karima Feldhus (*Sue Donelson), Saddleback College, Co-Chair
 Christine Matos (*Will Nedderson), Tustin Unified School District,
 Co-Chair Debbie Vanschoelandt (*Brooke Bui), 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
 Paul Weir (*Dominic Vellanoweth), College and Career Advantage
 Brian Dozer, Coastline Regional Occupation Program
 Fatimah 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

January 29, 2024, 1:00-2:30 p.m.
 In-person at Quail Hill Community Center:
 39 Shady Canyon Dr, Irvine, CA 92603

	ITEM	PRESENTER	Approximate Start Time
1.	CALL TO ORDER & NORM REVIEW Meeting called to order at 1:10 pm. Present: Will Nedderson (TUSD), Karima Feldhus (SC), Chad Mabery (LBUSD), Dominic Vellanoweth (CCA), Rebecca Roberts (IUSD), Gina Escobar (Coastline ROP), Fatimah Judeh (OCDE), Nancy Miller (Consultant), Kristia Lengyel-Leahu (SC), Jill Ibbotson (SC), Savyonne Steindler (IVC), Susan Akhavan (IVC), Chantelle Gil (SC)	Co-Chairs	1:00 pm
2.	INTRODUCTIONS AND NEW GUESTS Welcome Gina Escobar from Coastline ROP!	All	1:01 pm
3.	ADOPTION OF AGENDA BY PRIORITY Agenda adopted.	Co-Chairs	1:03 pm
4.	APPROVAL OF MINUTES Minutes from November have not been approved yet due to not being able to share the minutes online because of the unstable internet service at the facility. The minutes will be reviewed for approval at our next meeting.	Co-Chairs	1:04 pm
5.	PUBLIC COMMENTS 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. Karima: This is the first semester for the Adult Education program to be located mainly at Saddleback College, as the main office and classes were previously located	Open	1:06 pm

	<p>at Silverado High School. We currently have the highest enrollment ever for Adult Education at Saddleback College!</p> <p>Will: Recently read an email from the Saddleback College President about his support for the Adult Education program's move to the main campus and their programs they offer! Awesome to see acknowledgement and support.</p>		
6.	REGULAR/ONGOING BUSINESS		
	<p>A. NOVA Updates</p> <p>a. Q2 Fiscal data due March 1st Will: Reminder that Fiscal data is due in NOVA by March 1st.</p> <p>b. Q2 Fiscal reporting presentations at March meeting Will: Reminder that the Q2 fiscal reporting presentations will take place at the meeting in March. The share outs about funding are important to provide everyone transparency. As this is the first year of AB 1491, the goal is to end the year with less than 19% carryover. Karima: If any agency is unable to present, please let us know ahead of time because we'll need to schedule a special meeting for those members to report out as soon as possible prior to Q2 closing on March 31st.</p>	Co-Chairs	1:10 pm
	<p>B. Workforce Updates</p> <p>Karima: Saddleback College was in the process of executing an MOU to offer a class at the new Laguna Niguel OC Workforce Solutions location, as we were invited in to offer a class at their facility. However, they were unable to execute a contract without a co-location fee because they don't have a contract where they can't charge us. This was surprising as we are not co-locating (renting an office space there) and it was simply us going in to provide them with an educational service. As a result, we pulled the class from their site and it's now being offered at Saddleback College campus. Susan: Asked to clarify Co-location. Will: Co-location = Renting an office space at a OC Workforce Solutions site for a charge vs offering classes to benefit them & the community (WIOA II grant) Chantelle: At WF regional partner meeting with CCs & WFDB, NOCE also had to pull classes from OC WFS sites when they started charging. Will: Mobile Unit. Maybe we schedule them for a Southern and Northern region visit. Francis Barton is in charge of the mobile unit right now. Savy - They were recently at IVC's career fair.</p>	Sue/ Will	1:13 pm
	<p>C. WIOA and CASAS Updates</p> <p>Will: All data due Wednesday. Q2 reporting should be up to date if reporting for CAEP. Starting next July, the Life & Work test will no longer be available. Everyone will have to take the STEPS test. Jill: Way fewer benchmarks because we used to proxy all the way back to January to start with pre-test. All EL Civics results are not counted, so we'll have to buckle down with a second test. On Course Outlines of Record, SLO's ties to Life & Work, so Annie and I will have to go in and update it. We just finished a WIOA Federal programming, so we've been providing data to the state. Will: WIOA-funded right now is just SC & Tustin.</p>	All	1:15 pm
	<p>D. Update on ELL Healthcare Pathways Grant</p> <p>Added to ongoing business as proposed by the governor that may be funding for another year. Karima: A week from today, will be interviewing for a temporary position (Program Coordinator) to help us with this grant work. Advertised internally as an out-of-class and hoping to interview next Monday. This position will be helping the agencies. Parallel to that, a permanent position is being posted as well. In addition, we have questions for Jill and testing the students in CCA. Right now, the ESL sections have started. We're holding check-in meetings</p>	All	1:17 pm

	<p>with the deans and the agencies. Chantelle and I met with Graduate Communications for ELL marketing. The state is very slow to release funding, even after receiving the letter of commitment. Working on pass through funds for Coastline & CCA; will be reaching out to make sure you receive your checks. IVC is internal so should be good with work tags. The state did release the memo and reporting two months later for the first 6 months. Reporting for the next 6 months is due in September.</p> <p>Jill: Sue and I are doing an analysis for students registered in CCA and we'll test them.</p> <p>Savy: IVC cohorts with Coastline ROP are going well, as have a full class of 32 in Pharm Tech, and 16 in EMT with stable attendance. Students were CASAS tested, and now have pre-tests for everyone now. Teachers and students are happy and teachers are collaborating well. Thinking about year 2 as we're planning the Fall schedule at IVC. Working with Gina at Coastline.</p> <p>Nancy: We are trying to set up a Professional Learning Community for OC ELL HCP grant recipients so we can write down and start to archive info for FAQs and address issues, and do our group release so we can ask the state if they want to attend. IVC students mostly don't use Burlington.</p> <p>Will: We may need to talk about that and funding.</p>		
E.	<p>Marketing retreat</p> <p>Chantelle: In working with Graduate Communication, they are interested in hosting a Retreat/ Professional Development session for all consortium members to be facilitated on Zoom in February. The focus will be on ELL HCP marketing plan for year 2, but there will also be room for a general consortium marketing discussion.</p> <p>Karima: PD is proposed for February in lieu of holding a general SOCRC meeting that will take 1.5 hours on Zoom. That leaves the March consortium meeting for Quarterly Fiscal reports and April for the CFAD discussion. So, February will not be a business meeting, PD workshop online with Grad Comm instead.</p> <p>*All members in agreement for the February Professional Development meeting via Zoom, and no in-person general business meeting.</p>	Co-Chairs/ Chantelle	1:27 pm
F.	<p>Reminders and Updates</p> <ol style="list-style-type: none"> a. 2023-24 Project & Work Schedule b. CAEP Technical Assistance Webinars <ul style="list-style-type: none"> ▪ NOVA Enhancements & Carry Over Compliance – January 30 10-11:30am on Zoom c. Professional Development <ul style="list-style-type: none"> ▪ ChatGPT Professional Development with OTAN's Susan Gaer – Friday, Feb. 23 from 10am-2pm at Saddleback College ATAS building Room 137 <p>Kristia: RSVPs for the professional development opportunity are now full! Excited for the interest, and looking forward to a great PD session. After this PD, we'll be deciding on having Brent and Chris or OTAN do a second follow up PD on AI.</p> <p>Karima: Brent is expected to have a second one in the Fall.</p> <p>Kristia: Will work on planning that with them. Thank you all for pushing information out to faculty.</p> d. Upcoming Events & Conferences <ul style="list-style-type: none"> ▪ California Adult Education Administrators Association (CAEAA) State Conference – Feb 8-9 (Sacramento, CA) 		1:35 pm

	<ul style="list-style-type: none"> ▪ California Dual Enrollment Equity Conference – Feb 20-23 (Long Beach, CA) ▪ OTAN’s Technology & Distance Learning Symposium (TDLS) annual conference – March 1-2 (Fremont Adult School) ▪ Association of Community & Continuing Education (ACCE) Spring 2024 Conference – March 6-8 (San Diego, CA) ▪ Coalition on Adult Basic Education (COABE) National Conference – March 17-20 (Nashville, TN) ▪ California Association of Teachers to English Speakers of Other Languages (TESOL) San Diego Regional Conference – April 27 from 8:30am – 1:30pm (San Diego, CA) ▪ California Council for Adult Education (CCA)E – May 9-11 (Anaheim, CA) 		
7.	NEW BUSINESS		
	<p>A. Second Read of Bylaws and potential vote of approval</p> <p>Will: It was beneficial to have a detailed conversation focusing only on the bylaws back in December.</p> <p>Nancy: Reviewed major changes that were made. The marked-up document contains comments from Nancy, Susan, and others. We reordered how Bylaws progressed from several articles. Duplication between what membership was – Cleaned all that up and compressed into two articles. Expand fiscal membership and the monetary and management side. Put in an extensive article on how you get funding and processes of practice. Carryover from 1891 comes into place. Having more agencies extending their funding more than ever before, so it’s very important. Member effectiveness is written out more carefully regarding who provides technical assistance for consortium and individual agencies, and is not a punishment but a support mechanism. Updated vision and mission. One additional recommendation that we didn’t catch in December is, in article 2, section1, number 6, it just says Adults with Disabilities, it should actually read “skill development for Adults with Disabilities.” A lot of questions were around Member effectiveness and funding articles. Relinquishing membership is voluntary if they don’t have capacity to be a part of a consortium and it outlines the process to relinquish their vote. If they decide to voluntarily give up membership, they have to notify the state because it impacts all approval processes in CFAD, for example, and will affect quorum.</p> <p>Will: Moves to approve bylaws with changes made. Rebecca: Seconds.</p> <p>All in favor:</p> <ul style="list-style-type: none"> Chad (LBUSD): Yes. Rebecca (IUSD): Yes. Karima (SC): Yes. Dominic (CCA): Yes. Fatinah (OCDE): Yes. Gina (Coastline ROP): Yes (Proxy vote for Brian). Will (TUSD): Yes. <p>Will: New bylaws are now approved! We have agencies outside our consortium that are very interested to talk about bylaw effectiveness work, so we’ll be happy to share with others what will be helpful. Thank you all for being a part of this work, for being here today, and for the subcommittee work on the bylaws! 😊</p>	All	1:37 pm

	<p>B. Review of potential/ anticipated excessive Carryover</p> <ul style="list-style-type: none"> ● Consortium ● Individual members <p>Will: Consortium has had a shift in direct management of funds. Reminder that Karima looks over all of the consortium (part of funds go to SC for management of consortium) Karima: Until Q3, we'll have a better picture. SC is the largest funded agency (part of it is to run the consortium). We're on schedule to have the smallest carryover ever. We are, as a consortium, in a good place. The largest agencies tend to weigh more. However, individually we must have less than 19 percent of carryover. Will: Expect by Q3 that TUSD will work down carryover. Worked with the district to get a pay increase for teachers and go retroactive back to the school year. Opening up two more satellite campuses. Rebecca: Had a big carryover. Majority of money is expended for new buildings. New furniture delivered this month that will be posted in Q3, maybe Q4. Need to order more textbooks. Big items should be spent out. Nancy: Want to bring up that just because you don't have excessive carryover, doesn't mean you don't have a need. Want to make sure you're doing your facilities assessment running needs list and when doing quarterly fiscal reporting, can see your year to year increases. This is valuable information that can go to the state to show our need to support the programs. Karima: We need to have a sustainable plan. Next year, we will start our 3 year plan and look at our resources as a consortium and look at ELL grant. What happens to Coastline ROP after the ELL grant? 2025 is when we submit our next 3 year plan because it'll be a conversation of what we'll be doing. Nancy: Example, LBUUSD Tripled enrollment, so something to think about. Will: We're hearing that we're maintaining where we are and might still send out a survey asking about your needs.</p>	Co-Chairs	1:55 pm
	<p>C. Future meeting locations</p> <p>Will: Last meeting, we said we'll be talking about facilities. Rebecca had graciously opened up Creekside, but this location at Quail Hill is better for a part of the consortium because it's closer to those in south county. Karima: It's a closer location where we can have connectivity so we can have zoom. Nancy is in Santa Rosa. Will: Possibility to go back to Creekside if need be? Rebecca: Yes, we can go back to Creekside as needed. Karima: We can host consortium meetings at Saddleback College, but it's a longer drive for partners in the northern region. We could have it at IVC too. Access to reliable technology is a big factor. In Brown Act updates, conversation if someone is being zoomed in, everyone has to have the opportunity to join via Zoom. We as agency reps can't zoom in unless it's an emergency. Will: For zooming in a consultant, we have to have Zoom on agenda for everyone to make public comments. Karima: Exclude Nancy from meetings and stay at Quail Hill if we don't have reliable internet or go back to Creekside or IVC? Will: In case of a voting meeting, if a voting member can only be there by</p>	All	2:10 pm

	<p>zoom, can have that person come in to ensure quorum if a link is posted on agenda.</p> <p>Nancy: Must let Chantelle know if attending virtually to have it reflected on the agenda which board members will be Zooming in for voting members. We have to ensure that when Chantelle is asking us for a document, we have to be on time for it to be downloaded and ready on time for our consortium meetings.</p> <p>Rebecca: The challenge to meet at SC or IVC is the parking passes and the nuances with that; Laguna Beach is far for everyone; Tustin Adult School doesn't have a place for everyone to meet.</p> <p>Will: Technology is an important piece. If Quail Hill were to provide a projector and reliable WiFi hotspot, the consortium can pay the WiFi fee.</p> <p>Karima: Our February Professional Development will be held online.</p> <p>Will: We'll send a "priority in the meeting location" survey for the March meeting.</p>		
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	2:15 pm
	<p>CUSD Not present.</p>		
	<p>SVUSD Not present.</p>		
	<p>LBUSD* Chad: No new updates.</p>		
	<p>IUSD* Rebecca: Classes at Irvine Adult School are full! We are open and fully back in person, with the exception of one teacher for one day a week. All new furniture received and all 5 classrooms are open. Beginning to test all incoming students, and they are then put on a waitlist. Susan: We have a self placement instrument so we don't have to test. Can share it if that is easier for you to implement. Jill: We have one at SC that we can also share.</p>		
	<p>TUSD* Will: Although seeing a decrease in numbers for the GED program, Tustin Adult School had 43 graduates for Summer and Fall! We'll see you in March in-person for our next general meeting, and on Zoom in February for the Professional Development session focused on marketing.</p>		
	<p>Irvine Valley College* Susan: Full enrollment! New level 500 literacy level class offered this semester with Winnie. Savy: Last semester I wrote English about health class to refer to the students that are too low for our ELL HCP program. New offsite location at the Lake Forest Clubhouse Senior Center where two classes are currently being offered.</p>		
	<p>Saddleback College* Karima: We have the whole campus to us in the evening so our plan is to fill the classes for Adult Ed. Chantelle: Presentations planned with Kristia for Adult Schools (IUSD & TUSD) with a focus on AESL & CTE transitions. Also, we will be presenting on our Adult Dual Enrollment program through HSE at the upcoming CA Dual Enrollment Equity Conference in Long Beach in February. Jill: Working with Sue on audit for WIOA. Once completed, we should be good for three years.</p>		
	<p>College and Career Advantage*</p>		

	Dominic: Classes at CCA are full! The Medical Assisting cohort of the ELL program is holding strong with 18 students. One of the adult education teachers, Juan Carlos Alvarez (who teaches Pharmacy Technician) was named this year's Teacher of the Year!		
	Coastline ROP Gina: Coastline is in the process of looking at what the internships for students in the ELL Healthcare Pathways program are going to look like after the EMT and Pharmacy Technician classes.		
	Orange County Department of Education Fatinah: New role as the Principle of CCPA. The program is low-enrolled right now, but are looking at partnering with several schools and agencies. Might have classrooms at CCA campus. Program is independent study, so is a bit different from regular Adult Education programs, but provides wrap-around services (like ACCESS) focused on adults and providing career preparedness.		
9.	<p>SCHEDULED MEETINGS, TRAININGS, DEADLINES</p> <p>All monthly SOCRC meetings are held in person on Mondays from 1pm - 2:30 pm at Quail Hill Community Center: 39 Shady Canyon Dr, Irvine, CA 92603</p> <p>Below is the remaining schedule for Spring 2024:</p> <ul style="list-style-type: none"> ● March 25 ● April 29 ● May 20 ● June 24 ● July 29 ● August 26 ● September 30 ● October 28 ● November 25 ● December 16 		
10.	ADJOURNMENT		2:30 pm

South Orange County Regional Consortium

Empowering Adult Learners for Lifelong Success.

- Capistrano Unified School District ● Coastline ROP ● College and Career Advantage ● Irvine Unified School District ● Irvine Valley College
- Laguna Beach Unified School District ● Orange County Department of Education ● Saddleback College
- Saddleback Valley Unified School District ● Tustin Unified School District

The Mission of the South Orange County Regional Consortium is to equip adult learners with the life, language, and career skills to achieve their personal and professional goals, and become active members of their communities.

Timeline/ Due Dates

* Items with an asterisk are consortium deliverables

January 2024

- **January 31:** Student Data due in TOPSPro (Q2) for K-12 CAEP adult education providers and WIOA-funded community college noncredit providers
- **January 31:** Employment and Earnings Follow-up Survey due

February 2024

- **Feb 28:** Preliminary allocations for 2024-25 and 2025-26 released by this date.

March 2024

- * **Mar 1:** 21/22, 22/23, and 23/24 Member expense report is due in NOVA. (Q2)*
- * **Mar 31:** Deadline for Member Expense Report 21/22, 22/23, and 23/24 to be certified by Consortia in NOVA (Q2) *
- **Mar 31:** End of Q3

April 2024

- **Apr 30:** Student Data due in TOPSPro (Q3) for K-12 CAEP adult education providers and WIOA-funded community college noncredit providers
- **Apr 30:** Employment and Earnings Follow-up Survey due

May 2024

- * **May 2:** CFAD for 2024-25 due in NOVA *

June 2024

- * **Jun 1:** 21/23 and 23/24 Member Expense Report due in NOVA (Q3)*
- * **Jun 30:** Deadline for 22/23 and 23/24 Member Expense Report to be certified by Consortia in NOVA (Q3)*
- **Jun 30:** End of Q4

July 2024

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL for K-12 CAEP adult education providers and WIOA-funded community college noncredit providers

August 2024

- *** Aug 15:** Annual Plan for 2024-25 due in NOVA *

September 2024

- ***Sep 1:** 22/23 and 23/24 Member Expense Report due in NOVA (Q4) *
- **Sep 1:** 23/24 Certification of Allocation Amendment due in NOVA
- ***Sep 30:** Deadline for 22/23 and 23/24 Member Expense Report to be certified by Consortia in NOVA (Q4) *
- **Sep 30:** 24/25 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

October 2024

- **Oct 31:** Student data due in TOPSPro (Q1) for K-12 CAEP adult education providers and WIOA-funded community college noncredit providers
- **Oct 31:** Employment and Earnings Follow-up Survey due

November 2024

- *** Nov 17:** 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA * Extension for 2023

December 2024

- *** Dec 1:** July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area (actuals) due in NOVA and certified by Consortium *
- *** Dec 1:** 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1) *
- *** Dec 31:** Deadline for 22/23, 23/24 and 24/25 Member Expense Report to be certified by Consortia in NOVA (Q1) *
- **Dec 31:** End of Q2