



**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**

November 27, 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. <b>CALL TO ORDER &amp; NORM REVIEW</b> <i>Meeting called to order at 1:00 pm.</i>  Present: Will Neddersen (TUSD), Karima Feldhus (SC), Jill Ibbotson (SC), Sue Donelson (SC), Debbie Vanschoelandt (IVC), Susan Akhavan (IVC), Chad Mabery (LBUSD), Dominic Vellanoweth (CCA), Rebecca Roberts (IUSD), James Piccola (Coastline ROP), Chantelle Gil (SC)	Co-Chairs	1:00 pm
2. <b>INTRODUCTIONS AND NEW GUESTS</b> <i>None.</i>	All	1:01 pm
3. <b>ADOPTION OF AGENDA BY PRIORITY</b> <i>Agenda adopted.</i>	Co-Chairs	1:03 pm
4. <b>APPROVAL OF MINUTES</b> <i>Minutes from September and October approved.</i>	Co-Chairs	1:04 pm
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>Karima: Question about item holding meetings in-person versus online, and future meeting location and modality.</i> <i>Will: Brown Act is intact and expected that we meet in-person. Slight changes during COVID gave us the opportunity to meet online but not anymore. We are required to meet in person at a location with an agenda presented.</i>	Open	1:06 pm

	<p>Karima: Recommends that we identify Voting meetings and for in-person Brown Act. WE may be able to have every other meeting on Zoom.</p> <p>Will: This needs to be brought up in Bylaws. Rebecca has provided us the space to host meetings at Creekside for November &amp; December, and possibly in 2024 here instead of Quail Hill.</p> <p>Rebecca: Yes, we can meet here and can tell the city to reserve a room.</p> <p>Will: Rebecca has already arranged Quail Hill for all of 2024. Are we comfortable meeting at Creekside or Quail Hill?</p> <p>Karima: Quail Hill is a shorter drive for folks at the south end of the county to meet in-person.</p> <p>Will: We can meet at Quail Hill in January and further discuss it then?</p> <p>Rebecca: The Quail Hill location has been reserved with a permit. Should we meet every other month at Quail Hill and IUSD Creekside?</p> <p>Will: We can address this at our January meeting at Quail Hill. The December meeting is planned at IUSD Creekside. Rebecca will work with Chantelle and Will to schedule a walk-through of Quail Hill to prepare the room for our meetings in 2024.</p>		
6.	<b>REGULAR/ONGOING BUSINESS</b>		
	<p>A. NOVA Updates</p> <p>a. Program area reporting '22-23 – due Dec 1</p> <p>Reporting is due this Friday. Please submit it by December 1<sup>st</sup>. NOVA seems to be cooperating right now.</p> <p>Karima: For those agencies that show estimates (CCA &amp; IUSD) please go to preview and click “submit actuals” as they are still in draft for 23-24 program hours. We have until Friday this week to submit.</p>	Co-Chairs	1:08 pm
	<p>B. Workforce Updates</p> <p>No updates.</p>	All	1:13 pm
	<p>C. WIOA and CASAS Updates</p> <p>Will: Data should have all been uploaded. Employee &amp; Earnings surveys were sent out. Please look at timelines for TOPSpro.</p> <p>Susan: As IVC is a non-WIOA agency, CASAS testing has not started here yet.</p> <p>Will: Regarding LaunchBoard, curious how they would grab data from IMS from IVC – would it be by SSNs? Looking forward to information from CC TAP to understand how the LaunchBoard is looking at that.</p> <p>Chantelle: FYI – There are flyers for you to pick up if you are interested in the upcoming webinar for CC TAP and TOPSpro this week.</p> <p>Will: All are invited to the webinar. CC TAP is considered CAEP.</p> <p>Sue: Update from Saddleback College that there is no CASAS testing taking place virtually right now.</p> <p>Jill: New STEPS test is going well at Saddleback College.</p>	Sue/Will/Jill	1:15 pm
	<p>D. Update on ELL Healthcare Pathways Grant</p> <p>Will: We have this as a standing conversation item even though we all don't receive funding for it so we can communicate what programs are out there.</p> <p>Karima: Was in a meeting with the state held before Thanksgiving. The state sent a confirmation via email about who would be awarded the funds and received an email from Myra from the State Chancellor's office. They are hoping to send out an official memo to all consortia in December with hopes to disburse the ELL Healthcare Pathway funds by December 15. We can write a letter to provide all challenges.</p> <p>Chantelle: Provided update on CNA and PHLB cohorts at Saddleback College, and AESL support for Medical Assisting partnership with CCA. Orientations are currently being held by the healthcare program to go over additional medical clearances and requirements that students must complete, as clinicals are a</p>	All	1:17 pm

	<p>component of the classes. We are also assessing students' level of English through CASAS tests for the recommended level of ESL for the healthcare classes.</p> <p>Karima: We're open access and not limiting access but the health programs have specific requirements. We have to advertise the requirements ahead of time.</p> <p>Dominic: Once we receive the Grant Award notification letter from the state, that will help us move things along. If funding doesn't come through in December, we'll need an MOU.</p> <p>Karima: Can forward Myra's email to consortium members to view the update on the grant.</p> <p>Savy: Provided an update on IVC's partnership with Coastline ROP for Pharmacy Technician and EMT. They are currently still accepting students, and will fill Pharmacy Tech section soon, but still need to recruit for EMT. The information sessions for the programs at IVC and Coastline will be on November 30 and December 15.</p> <p>Karima: We are in good progress as we pilot this program.</p> <p>Will: In identifying what the state has laid out, it would be good to have a matrix to measure what/how an ELL student performs. Bridge and transition out to program of ELL.</p> <p>Susan: No possibility of enrolling non-ELL students?</p> <p>Karima: Not sure. We are learning as we go. This question came up before. We're still having that conversation about having non-ELL healthcare classes at the same time.</p> <p>Will: We need the Letter of Intent &amp; protocols on support to these levels.</p> <p>Karima: Focus on open access. Can't restrict it to anyone, so be clear about the requirements and be intentional on marketing.</p> <p>Will: Funding is still to come.</p>		
	<p><b>E. Reminders and Updates</b></p> <p>1. <a href="#">2023-24 Project &amp; Work Schedule</a></p> <p>Will: We are about to present Q1, and it needs to be put into NOVA and certified by December 30<sup>th</sup>.</p>		1:27 pm
7.	<b>NEW BUSINESS</b>		
	<p><b>A. Presentations for Q1 Fiscal Report '23-24</b></p> <p>Debbie: Presented on IVC. At 14.68% which is close to the target of 20% and more expenses will be coming. No changes to staff funded through CAEP. Summer 22 sections. 752 unduplicated headcount.</p> <p>Will: A note on the Instructional area of the document – put in a number even if its zero. Will make sure directions are cleaner when it's re-sent out. Q1 is lower because it's early in the year.</p> <p>Karima: Presented on Saddleback College.</p> <p>Will: Presented on TUSD.</p> <p>Rebecca: Presented on IUSD.</p> <p>Chad: Presented on LBUSD. Didn't spend any money in those 3 months. 5 classified PT. 3 sections for Fall.</p> <p>Karima: For instructional PT faculty, how do you pay for instruction in 5000s? Third party?</p> <p>Chad: Yes, have accounts for both ways. One correction: 3 PT faculty.</p> <p>Dominic: Presented on CCA. Overall spent 15%, below 20% mark in Q1.</p>	All	1:30 pm

	<p><b>B. Member Effectiveness Self Evaluation</b></p> <p>Will: We have an updated tool that is rubric style. Section 3 and part of section 2 are the biggest challenges. We might want to pull out or reevaluate social media pieces.</p> <p>Susan: Added what IVC is doing as a note for this section.</p> <p>Will: Good, as it represents one arm of the consortium.</p> <p>Karima: The 8-page document that Nancy created is located in the consortium folder. Regarding consortium data, Sue and Karima also got together to discuss and assess where we are. The challenging data piece is that half of ESL Noncredit is in TOPSpro and the other half is not. This will be one of our future projects to work on. Our target is one number, and the actual is about half because we do not have learning gains on other Noncredit ESL students. How do we reconcile data and learning gains? LaunchBoard includes IMS and TOPSpro. Ideal to find a process to unite AESL and ESL in regards to the way we collect data.</p> <p>Susan: Couldn't find where numbers were in Year 1 and 3 report. For level gains, IVC reported how many people passed classes (passing grade).</p> <p>Will: Yes, IMS reports how many people passed.</p> <p>Susan: Clarify Number of students served?</p> <p>Will: Refers to Total Enrollment.</p> <p>Will: For the Student support services and onboarded, we followed guidance from the 3-Yr plan.</p> <p>Susan: Total unduplicated enrollment equals the number of students served.</p> <p>Will: The consortium level metrics equals the overall number of students served. No agency should have completed that one. We are waiting for the compiled consortium data, and we don't have that number right now.</p> <p>Karima: Jill pulled that number from TOPS Enterprise (TE) from the consortium.</p> <p>Will: However, we have data elements missing. It would be great to understand from the state how they're pulling from both components (TE &amp; IMS) – still an area of question. Could add up from everyone's submission. Leave that section blank for now.</p> <p>Karima: Nancy suggested training on data as we're all using different data and comparing results and agreeing on terminology and ways we assess.</p> <p>Will: That's the goal now that we have everyone's numbers of students served.</p> <p>Jill: For the Participants, is that a student who's sat in for 12 hours?</p> <p>Will: LaunchBoard is enrollment number. It may be clear to say enrollment and not number served that was pulled from the plan.</p> <p>Chad: Important to recognize the nuances of participation and contribution of the 3-Yr plan. Gave feedback but didn't sit in on the subcommittee.</p> <p>Will: Agreed. How you interpret your contribution is important.</p> <p>Susan: Are there links that could be added to this doc?</p> <p>Will: Yes.</p>	Co-Chairs	1:55 pm
	<p><b>C. Second Read of Bylaws</b></p> <p>Will: We'll get the second read out. The proposed changes of the bylaws have been sent and the document shows the proposed edits. We'll bring up this item again at the next meeting for a more in-depth discussion.</p>	Co-Chairs	2:10 pm
	<p><b>D. Reallocation in NOVA from SC to IVC for ELL HCP marketing mailer for \$8,281.51</b></p>	Co-Chairs	2:25 pm

	<p>Karima: As an FYI for transparency – IVC needs this amount to pay for postcards they'll be mailing out in their community to market and promote their ELL Healthcare programs. At the executive meetings, we agreed to allocate this amount from the consortium budget to IVC that can happen in the next several months for marketing of the ELL project. We could do a journal entry or from general consortium.</p> <p>Savy: Thank you, we are waiting for work tags from IVC now to complete the process.</p>		
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. *Service providing members required to share out.</b></p>	Steering Committee Members	2:27 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> All future monthly SOCRC meetings are held <b>in person on Mondays from 1 p.m. - 2:30 p.m. at Irvine Adult School: 3387 Barranca Pkwy, Irvine, CA 92606.</b> Below is the remaining schedule for 2023.</p> <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">December 18</div>		
10.	<p><b>ADJOURNMENT</b> Adjourned 2:32pm.</p>		2:30 pm



## Timeline/ Due Dates

### 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 \*CAEP Program Area Report
- **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

**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
- Laguna Beach Unified School District ● Orange County Department of Education ● Saddleback College
- Saddleback Valley Unified School District ● Tustin Unified School District