

SOCRC Voting Members:

Karima Feldhus (**Sue Donelson*), Saddleback College, Co-Chair
 Will Nedderson (**Christine Matos*), 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
 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

March 25, 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 1:04 pm. Present: Karima Feldhus (SC), Jill Ibbotson (SC), Savyonne Steindler (IVC), Susan Akhavan (IVC), Chantelle Gil (SC), Dominic Vellanoweth (CCA), Gina Escobar (Coastline ROP), David Kette (IUSD), Sonja Wyche (SC), Debbie Vanschoelandt (IVC), Chad Mabery (LBUSD), Fatinah Judeh (OCDE), Kristia Lengyel-Leahu (SC).	Co-Chairs	1:00 pm
2.	INTRODUCTIONS AND NEW GUESTS David Kette filled in for Rebecca to represent IUSD. (However, not a district-approved proxy to vote on behalf of IUSD)	All	1:01 pm
3.	ADOPTION OF AGENDA BY PRIORITY Agenda adopted.	Co-Chairs	1:03 pm
4.	APPROVAL OF MINUTES Minutes from November & January approved.	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. Chantelle: Please fill out the Google form for sizing for SOCRC Polo Shirts. Susan: Upcoming mini conference Thursday, April 11 (3:30-5:30) via zoom on exploring language learning strategies to support students. Panel of teachers includes 1 from SC and 2-3 from IVC.	Open	1:06 pm

	Savy: April 20 for ESL instructors to connect and have dinner (\$5 per person) Karima: On April 19, SC is holding a symposium focused on HS Equivalency. Kristia is helping us and we'll be inviting APs, counselors, etc.		
6.	REGULAR/ONGOING BUSINESS		
	A. NOVA Updates Karima: Q2 submitted in NOVA - Thank you to everyone for doing their part. Can now certify as a consortium (we have until the end of March).	Co-Chairs	1:10 pm
	B. Workforce Updates Sue: South County probation is opening this week to serve justice involved individuals to transport them from prison to justice center (One Stop specifically for justice involved) connected with SC Rising Scholars. Maybe they need their HSE, maybe we can bridge them to other education. Susan: Both SC and IVC have Rising Scholars programs. Partnership for both? Sue: Can connect them. They may be located in Laguna Hills next to One Stop. She will clarify the location. Partnership for Basic needs, housing, treatment, etc.	Sue/ Will	1:13 pm
	C. WIOA and CASAS Updates Jill: Jan minutes, going through WIOA audit. SC passed! Now that we're located at the main campus, inviting online and off-site classes to test. Already see all EL Civics counting.	All	1:15 pm
	D. Update on ELL Healthcare Pathways Grant Sonja: Classes at SC are going well for PHLB & CNA and CCA. Chantelle & I did a site visit. Upcoming open house at CCA. Dominic: Hopefully will have ELL students as well to talk about the program. Open House will be Saturday, April 27 from 10am-2pm. Karima: Updates on grant. Working on doing a pass-through., and it may take up to a month because it's a process that includes uncertifying the plan. Because Q1 & 2 due in NOVA at the end of March, it's smart to submit reporting first before we uncertify and ask the state to recertify. We gave IVC the Saddleback College worktags to charge the uniforms to, and will work on pass-through for stipends (around \$7k). Talked to the state last Thursday and will do it after Q2 reporting. Reporting is from July - Dec (Q1 & 2). Nancy is helping with the narrative. Q3 & 4 due in the Fall. We will have data to report. The state is not doing well budget-wise in general, for transparency and heads up. The ALO published in February identifies the programs (with funds) that have been allocated but not spent, and Strong Workforce and the ELL Healthcare Pathways were listed on there. Attended webinar with the State California Community College Chancellor. ALOs looking at cutting funds but the CA State Chancellor is fighting to keep it, but it is all up in the air right now. We probably won't know until the May budget revise. Nancy, Sonja and I met with CAEP Director Myra Diaz who is overseeing this grant to express challenges and will share successes, as they are meeting with the state and CAEP office for them to take to the ALO. We are all doing great work and we started to write up the successes, as we are trying to help the state chancellor's office to advocate on behalf of our students. If you have any feedback ready, please send it so we can share it with Myra! Savy: Shared the successes on results from the survey. Susan: Shared the successes in testing. EMT students have scored a high B or A average on all block exams. They are actually performing higher than regular cohorts, which was not expected as we thought they might struggle a bit. Students were satisfied and grateful, as they didn't think they would have succeeded without ELL support. Jill: Shared student feedback from Linnea (SC AESL teacher) on email.	All	1:17 pm

	<p>Dominic: In general, we started late with skills, but we are ready and on target to start internships. They are a different cohort and so committed, as they want to get in and start working. It's a great cohort of students and it's been a real benefit for students.</p> <p>Karima: Prior to September, we'll be sharing all outcomes.</p>		
	<p>E. Marketing</p> <p>Chantelle: Received notes that Grad Comm took from February PD marketing meeting. Will share notes on ELL Healthcare Pathways & general consortium.</p> <p>Kristia: Grad Comm is super open and asked really good questions to consortium members during the meeting.</p>	<p>Co-Chairs/ Chantelle</p>	<p>1:27 pm</p>
	<p>F. Reminders and Updates</p> <ol style="list-style-type: none"> a. 2023-24 Project & Work Schedule b. Professional Development Updates <ol style="list-style-type: none"> i. Recap <ol style="list-style-type: none"> 1. CAEP TAP webinar series - "Coming Together as a Team to Address AB 1491 Part II" 2. ChatGPT Professional Development with OTAN's Susan Gaer 3. HSE Presentation at CA Dual Enrollment in Equity conference c. Upcoming Events & Conferences <ul style="list-style-type: none"> ▪ California Association of Teachers to English Speakers of Other Languages (CATESOL) San Diego Regional Conference – April 27 from 8:30am – 1:30pm (San Diego, CA) ▪ California Council for Adult Education (CCAЕ) – May 9-11 (Anaheim, CA) <p>Karima: April meeting will be important because we have voting and will need a quorum. Will, Nancy & I presented a 2-part series state-wide on our consortium. New directors attended, and we received kudos from all, as it was stated that we have one of the best consortia in the state and now considered a model to follow!</p> <p>Kristia: Chat GPT PD was very successful. We had a few cancellations, but great feedback from those that attended. Part 2 of this PD with the same presenter will take place on Friday, April 26. OTAN suggests releasing the RSVPs 3-4 weeks ahead of time. Save the date will be sent this week. Susan Gaer is the presenter. Melinda isn't coming, but Susan will be facilitating PD.</p> <p>Karima: Melinda Holt from OTAN trainings is retiring in June, that's why we scheduled this before she leaves.</p> <p>Kristia: Also planning a mini conference with Susan.</p> <p>Jill: Limited to people that attended the first session?</p> <p>Kristia: RSVP will be sent out to those that first attended. Will have 50 seats. 25 served the first time. Some did not email to notify cancellation and were considered "no shows".</p> <p>Karima: The SC faculty that attended last will continue with stipends, and can also open the PD to whoever for their own benefit without stipends to whoever wants to attend but will not extend stipends to SC faculty beyond that. *Talking about SC, not any other agencies, as we compensate faculty for attending.</p> <p>Karima: Chantelle and I presented on HSE Dual Enrollment at the 2nd Annual CA Dual Enrollment Equity Conference in Long Beach. Received a lot of good feedback and provided a lot of awareness on Adult Dual Enrollment, as traditional K-12 Dual Enrollment is often the focus. We had an adult student who is currently sitting on the Board of Governors with the CCC State Chancellor, and he mentioned it was one of the best workshops he attended and thanked us for focusing on adult learners. We've also been invited by</p>		<p>1:35 pm</p>

	<p>Career ladders to present to another consortium on Adult HSE DE with VPI & VPSS.</p> <p>Kristia: Chantelle & I made presentations at Creekside and IVC and will be going to TUSD next month. Shared information on consortium-wide agencies, as the focus was on CTE this month. Coastline & CCA got a lot of interest.</p> <p>Susan: Work towards field trips for them.</p> <p>Fatinah: Now is the College & Career Prep Academy Principal. It is modeled after wrap-around services like the ACCESS program, and is an independent studies program where students come in-person once a week. It provides hybrid learning options and online curriculum. The students get a beautiful traditional high school graduation held once a year. The age cap is at 25 years old. We have 2 sites - one in SJC and one in MV.</p> <p>Karima: Would like to plan to invite agencies next year. Every year, start focusing/ highlighting an agency and set up as a series.</p>		
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7.	NEW BUSINESS		
	<p>A. Q2 Fiscal reporting presentations</p> <p>CCA - Dominic: Shows at 37% of target spending, and will increase based on salaries which will happen every year. Second semester has more students coming in. Have 118 enrolled. 266 total enrolled for Fall & Spring. Includes ELL HCP enrollments. Staff has stayed the same. (not 100% CAEP funded for staffing - Karima asked). Dominic will update the document and resend it to Chantelle.</p> <p>LB - Chad: Bit under target of 20%; had higher less spring. We are progressing along with students. Staffing is the same. Some of the ESL classes added that recently started aren't on here.</p> <p>Karima: Do you expect to be under 80% by Q4?</p> <p>Chad: Yes, meet the 80% mark.</p> <p>IUSD - David: Shared on behalf of Rebecca. Portable amount there after winter break. At 40% mark.</p> <p>SC - Karima: On target to be at less than 80% by Q4. Staffing has a list of positions as well as the percentage. We are leveraging resources such as WIOA to fund those positions. Instructional faculty grew to 4 (1 FT HSE last Fall) and 1 FT faculty funded 20% with general funds. PT counselors are paid 100%. PT faculty for Summer 2023 not inputted. Enrollments for Summer, Fall & Spring are at a total of 9,500 including CTE NC, CDCP, free AE programs, CITZ.</p> <p>TUSD: Will is not here but Karima shared info on behalf. On target to spend 81% by Q4. Identified 19% as excessive carryover for the consortium, as this is the first year of AB 1491. 763 total enrollments.</p> <p>Susan: If anyone is falling short, can we talk about spreading it out to others?</p> <p>Karima: Yes, the process is outlined in the bylaws.</p> <p>Chad: 80% of total funds from July 1st, correct?</p> <p>Karima: Yes, spent has to be 81% or more. Carryover is not more than 19% as of Q4 due in Sept. We don't want the state to be looking at unspent money.</p> <p>Chad: The consortium is looking at agency level. State is looking at consortium level.</p> <p>Karima: Saddleback is a fiscal agent not, but may not be in the future – it all depends on what we decide. Reminder to all to spend money before July to not be identified as having excessive carryover.</p> <p>IVC - Debbie: At 48.5% so, ahead of the game. Staffing has not changed.</p>	All	1:37 pm
	B. Consortium approval of Q2 fiscal reporting in NOVA	All	2:00 pm

	<p>Karima: Consensus? Dominic: Moves to approve. Debbie: Seconds. Motion carries with unanimous vote. Karima will go in and certify on behalf of the consortium.</p>		
	<p>C. Annual Find a School Update (CAEP TAP) *Deadline Mar 29, 2024 Chantelle: Reminder to fill out the annual Find a School Update Google Form. It's easy and should take no more than 5 minutes to complete. The information will be used to have up-to-date information, location, and contact info for each of your agencies.</p>		2:05 pm
	<p>D. CFAD & COLA Karima: Due in May. A couple of votes. One is to continue direct funding with SC administering affairs or go back to fiscal agent. Have to do this every year, so bring it to vote. The second is related to COLA. We may not have anything. May revise happens after we submit CFAD. Will & I agreed to use the same percentages from previous years that you see on the draft handout and divided up amongst all agencies using the allocation percentages. Totals under 24-25 allocation. Debbie: Has come up in conversation about how to reevaluate percentages. Karima: The law states that no agency is going to receive less money than their current allocation. Can vote on COLA as an option, and we have to be in agreement unanimously if we want to distribute it differently. Speaking of SC, we have no intention to give up any of our percentages because we have a big team that supports our varied programs. We're on target to spend our funding. CFAD conversation at the next meeting in April. Susan: How should we prepare to have that conversation? Karima: Can start having conversations in April. What do other agencies think? We won't have a large carryover; we inherited a couple of million dollars that were set aside for a capital project several years ago, but we do not have that carryover anymore. Those funds were re-allocated to IUSD to build new classrooms. We do not anticipate excessive carryover moving forward. Chad: Something we want to address in bylaws before we take action on anything to be all in agreement. Karima: Bylaws are revised every year during the summer and it is brought back to the consortium at a retreat in September for review and feedback. The proposed COLA may not be there after the May budget revise. We plan to hold a vote in April to move forward with the COLA distribution. We will work on sending out a survey prior to the April meeting. Debbie: Will take back to people asking at IVC.</p>		2:10 pm
	<p>E. District approved proxies by agency Karima: If you have not yet done so, please submit your board approved proxy from your agency to Chantelle. Debbie and I were officially approved in December. We ask that if you are not able to attend a consortium meeting, please send your board approved proxy to meetings, especially at the upcoming April consortium meeting to vote. Chad: It's not an annual board approval, just most recent on file on record, correct? Karima: Correct. We don't need it every year as long as it's on file.</p>		2:15 pm
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	2:20 pm

	CUSD		
	SVUSD		
	LBUSD*		
	IUSD*		
	TUSD*		
	Irvine Valley College* - finished post testing for EMT. EMT is done this week! Short and intense program. Gina prob won't do short term programs again. lessons learned.		
	Saddleback College* Karima: Adult Ed office is moving to a new location next week. The office will be moving from the BGS building to the SSC building. Sue: The move to the main campus in January and a lot of support now and working hard to give the evening campus some life (20 sections at night and 1 HSE). Counseling & Library are open until 7pm. Working with a health center for services. Karima: Numbers for spring stronger than anticipated, which we're thankful for. Sue: WIOA IET model. Interested in starting something. Surveyed students on needs, and looking at expanding this out for non-traditional cohort. Karima: Sent out an interest form to CTE faculty. Similar to IBEST model starting in the Fall.		
	College and Career Advantage* Dominic: Working with Chantelle & Javier to see if CASAS test at CCA off-site is feasible with CCA laptops.		
	Coastline ROP		
	Orange County Department of Education		
9.	<p>SCHEDULED MEETINGS, TRAININGS, DEADLINES</p> <p>All monthly SOCRC meetings are held in person on Mondays from 1 pm- 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"> ● April 29 ● May 20 ● June 24 ● July 29 ● August 26 ● September 30 ● October 28 ● November 25 ● December 16 		
10.	<p>ADJOURNMENT</p> <p>Meeting adjourned at 2:27pm</p>		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

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