



South Orange County Regional Consortium (SOCRC) Voting Members:

Karima Feldhus (**Sue Donelson*), Saddleback College, Co-Chair
Will Neddersen (**Christine Matos*), Tustin Unified School District, Co-Chair
Kimberly Jenkins, Capistrano Unified School District
Chris Carter (**Dominic Vellanoweth*), College and Career Advantage
Brian Dozer (**Gina Escobar*), Coastline Regional Occupation Program
Chad Mabery, Laguna Beach Unified School District
Rebecca Roberts (**David Kette*), Irvine Unified School District
Debbie Vanschoelandt (**Brooke Bui*), Irvine Valley College
Brandee Ramirez, Saddleback Valley Unified School District
Maria Martinez-Poulin, Orange County Department of Education

*Denotes District-Approved Member Proxy

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.

South Orange County Regional Consortium (SOCRC)
MINUTES - General Meeting

August 25, 2025 | 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 |
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| 1. CALL TO ORDER & NORM REVIEW The meeting was called to order by Co-Chair, Will Neddersen at 1:03 PM. Meeting norms were reviewed. | Co-Chairs | 1:00 pm |
| 2. INTRODUCTIONS AND NEW GUESTS Voting members and guests introduced themselves. A quorum was confirmed. Voting Members and District-Approved Proxies Present: <ul style="list-style-type: none">• Karima Feldhus (Saddleback College, SOCRC Co-Chair)<ul style="list-style-type: none">◦ Sue Donelson (Saddleback College)• Will Neddersen (Tustin Unified School District, SOCRC Co-Chair)• Kim Jenkins (Capistrano Unified School District)• Dominic Vellanoweth (College and Career Advantage)• Gina Escobar (Coastline Regional Occupation Program)• Rebecca Roberts (Irvine Adult School)• Debbie Vanschoelandt (Irvine Valley College)• Maria Martinez-Poulin (Orange County Department of Education) Consortium Support and Guests: Chantelle Gil (SOCRC), Sonja Wyche (SOCRC), Kristia Lengyel-Leahu (Saddleback College), Dan Predoehl (Saddleback College), Jill Ibbotson (Saddleback College), Elena Hill (Saddleback College Fiscal - Program Senior Accounting Specialist), Kimberly Negron (Irvine Adult School), Karen Pineda (Irvine Adult School). | All | 1:03 pm |
| 3. ADOPTION OF AGENDA BY PRIORITY Motion: Will Neddersen moved to adopt the agenda. Second: Rebecca Roberts. Vote: Motion carried unanimously. | Co-Chairs | 1:05 pm |
| 4. APPROVAL OF MINUTES Reminder, these are the minutes from the last SOCRC voting meeting held in May 2025. | Co-Chairs | 1:07 pm |



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| | Motion: Will Neddersen moved to approve the April 2025 meeting minutes. Second: Gina Escobar. Vote: Motion carried unanimously. | | |
| 5. | PUBLIC COMMENTS | Open | 1:10 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. Rebecca Roberts: The location where we've held our monthly consortium meetings, Quail Hill Community Center, has been free as a joint use agreement between the City of Irvine and IUSD. However, we have been notified that they now consider SOCRC an outside agency and no longer allow us to use this space for free. We have a couple of options for future meeting locations. We can submit a new application for 2026 and IUSD can pay the fee that they will be charging, or we can consider other meeting locations. Rebecca will not be at the September consortium meeting. We can consider putting this item of future meeting locations on an upcoming agenda and conduct a survey for potential sites. | | |
| 6. | REGULAR/ONGOING BUSINESS | | |
| | A. NOVA Updates a. Allocation Amendment in NOVA – Cost-of-living adjustment (COLA) 2.30%, down from 2.43%. Will: Thank you to all agencies for being efficient in getting the amendment approved. As you know, Nancy has given us notice of this being her last year as a consultant, so we will continue to work with her on upcoming items. As you know, Quarter 4 is an important item because of AB 1491, so now is the time to be talking about budgets. It has to be in NOVA by Sept 1st and certified by the end of the month. That's why we're presenting Q4 today. | Co-Chairs | 1:13 pm |
| | B. Workforce Updates Will: No formal updates. The OC Workforce Board's last meeting was held in Anaheim at a welding school to showcase certificate options as a welder. This is a wonderful program that requires a high school diploma. Students have to find their sponsor ahead of time. | Sue/ Will | 1:18 pm |
| | C. WIOA and CASAS Updates Jill: No updates. Will: Shared reminders about the freeze and unfreeze of the WIOA Title II budget. No Grant Award Notice has been received yet, so we are waiting to see what happens. For the Adult School side of the house, we are trying to look at guidelines from the Executive branch. Providing a SSN, ITN, or signing an affidavit is a goal by the new administration for WIOA Title II. In addition, the Goals II reading test is in effect, so whatever exam you started with this year, you will have to end with it. For those that use CASAS, there is a CASAS teacher and administrator portal. Is Saddleback going forward with trying to use the teacher portal? Jill: No. A new thing we are doing this year is training teachers to proctor CASAS exams. | All | 1:23 pm |
| | D. Update on ELL Healthcare Pathways Grant a. Next Grant Release for Round 3 Sonja: Our understanding is that in September, the application to apply for Round 3 ELL HCP funding will go out. b. State Deadline for Q4 Reporting: September 30, 2025 i. Internal SOCRC Deadline for Q4 Reporting: September 12, 2025 Sonja: We have created our own internal deadlines prior to the state due dates. Despite changes in the Round 3 process of applications, we are in our Round 3 and serving approximately 159 students in five programs using carryover funding. Will: More information and results from the state Q4 reporting on ELL | Sonja/All | 1:28 pm |



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| | <p>HCP will be presented to us at our September meeting. Round 3 is supposed to be competitive throughout the state. Congratulations to all members on the collaboration and success of this program in our consortium.</p> <p>Karima: We are more concerned if the funds will be there for Round 3 or if they will be reallocated by the state, but not so much on the competitiveness of the application process considering we have great outcomes and student success.</p> | | |
| | <p>E. Marketing</p> <p>Chantelle: Currently communicating with vendors to receive quotes for consortium swag. Also in communication with Meghan from WestEd, as we are interested in having her conduct a training on Data Vista for the consortium to do a deep dive on data.</p> <p>Will: We may have to ask for a place to start publishing agendas if we don't currently have access to our website as maintained by the prior vendor we were working with. We also need to have each agency put a notice up in person and on the website to be Brown Act compliant.</p> <p>Rebecca: If you need it, I can post it.</p> <p>Karima: We can chat with Jennie McCue who is the Marketing Director at the college on this item.</p> | Co-Chairs/Chantelle | 1:33 pm |
| | <p>F. Student Supports</p> <ul style="list-style-type: none">a. Supporting Immigrant Studentsb. Student Retentionc. Student Basic Needs <p>Chantelle: During Flex Week, Saddleback held a faculty walkthrough of the new basic needs center for Extended Learning faculty. The new Basic Needs/CARE Corner is in a central location on upper campus that includes a new food pantry, LGBTQ center, and clothing closet all in one space. An additional presentation for faculty was provided by DSPS. The CARE Corner is continuing to support students with legal support as needed by the partnership with the organization CHIRLA.</p> <p>Karima: Additionally, during the Saddleback AESL department meeting, Susie, Director of Equity, Inclusion, and Access conducted a mini training on the rules to follow if they encounter ICE on campus. As for student Basic Needs, Sue works with our Fiscal office to provide meals at no cost to students. She collects the food from the vending machines and provides them to students for the 6pm classes. Usually it is a Subway sandwich or a hot meal.</p> <p>Will: Sharing as a resource, an Adult School in San Joaquin is hosting an online meeting on immigration. See the item included in the CAEP newsletter.</p> | All | 1:35 pm |
| | <p>G. Reminders and Updates</p> <ul style="list-style-type: none">a. <u>2025-26 Project & Work Schedule</u>b. Upcoming 2025 Events & Conferences<ul style="list-style-type: none">➢ ELL Healthcare Pathways Professional Development event: <u>Best Practices for Supporting English Language Learners in Healthcare Programs</u><ul style="list-style-type: none">○ Friday, August 29, 1:30pm – 4:30pm IVC, Community Education Classroom Building (CEC) 4➢ CAEP Summit 2025<ul style="list-style-type: none">○ September 24-26 Anaheim, CA➢ CCCAOE Fall 2025 Conference<ul style="list-style-type: none">○ October 22-24 Rancho Mirage, CA (Pre-Conference Sessions begin on Tues, Oct.21)➢ ACCE Fall 2025 Zoom-In Conference<ul style="list-style-type: none">○ November 5 Zoom <p>Will: Please review the upcoming events and conference, including an in-house Professional Development opportunity on the ELL HCP hosted at IVC this Friday.</p> <p>Savy: Our goal is to make it interactive to include teaching strategies and a gallery walk to share about our different situations. We'll be doing a jigsaw exercise</p> | All | 1:40 pm |



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| | <p>regarding challenging situations and what to do with it. The goal is to provide faculty with teaching ideas.</p> <p>Will: Reminder about the upcoming CAEP Summit held in Anaheim this year.</p> <p>Congrats to our team that was selected to present on our regional ELL HCP work!</p> <p>Savy: IVC will also be presenting a session on Contextualized Career Education pathways.</p> | | |
| 7. | NEW BUSINESS | | |
| | <p>A. SOCRC Annual Retreat – September 29, 2025</p> <p>a. Focus of Retreat: Review Bylaws (Alignment for State Guidance and Legislative Updates)</p> <p>Will: The next SOCRC meeting will be at Saddleback's new facility at ATEP, and will proceed with our retreat.</p> <p>Chantelle will update the Calendar invite with location.</p> <p>Karima: We'll get to tour the Culinary building that has baking labs and skills labs, as well as the Automotive building.</p> <p>Will: This is the same campus as IVC's IDEA building at ATEP. Parking pass and guest Wi-Fi will be sent out. The first hour will be our general SOCRC meeting from 1-2pm. The retreat will then be from 2-5pm where we'll discuss bylaws and legislative updates. Our consultant, Nancy will also be here for that as well. If there is a need for another conversation piece for the retreat, please email Karima and I.</p> <p>Chantelle: Working with the food vendor to provide lunch. Please fill out the food survey by September 5 to note your food preferences so I can place the order.</p> | All | 1:45 pm |
| | <p>B. Review of Member Effectiveness Tools</p> <p>a. Annual Evaluation Updates for 2024-25</p> <p>b. Fiscal Tool</p> <p>Will: Review the copies of the Member effective tools (including the blue boxes) we've provided for you. This is our tool reflecting on the previous year and what we invested in. The second full page on top, Part 3, should say where to find data to know where that data is coming from. That should be a revision, including adding page numbers.</p> <p>Rebecca: On the bottom of 2 (front page on back) where we list the number of students duplicated/unduplicated, is it an agency or consortium count?</p> <p>Will: It's for the consortium, so will be the Co-Chairs and Nancy to fill that out. We also need to clarify the number of physical students versus students taking multiple classes. On the services section, we've talked about an improvement of services. SARS might be helpful to include as a counseling component.</p> <p>Chantelle: Important for us to clarify how our colleges are using SARS and the different components they are gathering.</p> <p>Will: We'd like to include a snapshot of all services if possible.</p> <p>Savy: For IVC, we need to ask Julie for SARS information.</p> <p>Will: We can meet on Zoom so she can join us. This comes back around in November, so maybe we can hold a meeting on Zoom before then. We'd like to include links to show everyone what the template is and what the reporting will look like, including a conversation on unduplicated and duplicated reporting.</p> <p>For Part 1 of the Fiscal section, the expenses are what we're inputting into NOVA. There is a word that says "totals" of each column which differs from targets which are set in NOVA. The targets never need to be adjusted. Column G in gray is the percentage of how much funding is being spent in that particular quarter.</p> <p>For Part 2 listing staffing information we list the information from July 1 to June 30th. We can include a snap shot to understand how much is being put into staffing for Adult Ed CAEP funds versus other funds to see leveraged funds.</p> <p>To college partners, you have teachers that you are not paying through CAEP funds in comparison to the adult schools, so we'd like to see how many teachers are teaching Adult Education in the SOCRC consortium.</p> <p>Karima: At Saddleback, we report the leverage funds and instruction hours every year including general funds (WIOA, CAEP, General funds). All part-time faculty are paid by general funds at the college. Full time faculty are CAEP funded. We report</p> | All | 1:50 pm |



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| | <p>all that support in NOVA.</p> <p>Will: Our desire is that this is a tool on how to understand each other and other funding sources using and connection to the end of the year. I don't know if we need to know that direct funding source, but it could be helpful to list.</p> <p>Dominic: For total employees listed, is it the total number of CAEP funded employees?</p> <p>Will: No, total. We'd like to know how many people are working in SOCRC for the betterment of our students.</p> <p>Debbie noted that the "Admin" total reflects 8, but it's actually the same 3 individuals attending repeatedly.</p> <p>Will clarified that the totals should represent the number of unique individuals who participated throughout the year. For example, TUSD has 5 office staff, so the total should reflect 5 (instead of 4 as currently listed). For members working with WIOA, Will emphasized the tool's usefulness in identifying the number of teachers and demonstrating the tool's versatility.</p> <p>He also reminded members to ensure totals are accurate in each relevant section.</p> <p>Part 3 Discussion:</p> <p>There was a brief dialogue about the origin of the categories used in the tool. Will confirmed they are derived from the Leveraging Funds Report.</p> <p>Notably, SC is the only agency currently indicating services for adults with disabilities, which results in some blank rows and columns for other members.</p> <p>Karima clarified that this refers to instructional programs for adults with disabilities, which is different from DSPS services that provide accommodations but not instruction.</p> <p>Savy raised a question regarding overlapping program areas—for example, English for Citizenship (Citizenship classes that also qualify as ESL).</p> <p>Debbie shared that, historically, these have been categorized under ESL.</p> <p>Will noted the importance of distinguishing between duplicated and unduplicated enrollment figures and confirmed that both should be tracked.</p> <p>Karima added that, for SC's reporting, the researcher has been asked to include unduplicated headcounts moving forward.</p> <p>Will acknowledged that ESL Civics enrollment is often significantly larger compared to Citizenship alone. A new column will be added to reflect that distinction.</p> <p>The updated tool—including these adjustments—will be brought back for review at the October meeting, reflecting updates for FY 2025–2026 in preparation for Q1 reporting.</p> | | |
| | <p>C. CAEP 2024-2025 Q4 Fiscal Reporting Share Out</p> <p>Co-Chairs facilitated the Q4 Fiscal Document share-outs. Chad was not in attendance, so the Co-Chairs presented on behalf of LBUSD. The focus remains on managing carryovers with the goal of staying under the 20% threshold.</p> <p>CCA (Dominic):</p> <ul style="list-style-type: none">• All CAEP funds were fully expended.• Continued implementation of existing programs with full enrollment and growth.• 5 instructors funded by CAEP; Dominic funded at 33%. | Funded Members | 1:55 pm |



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| | <ul style="list-style-type: none">• Reported 236 sections; TOPSpro lists 297—an increase from Spring. A correction will be submitted.• Dominic asked whether the 10 students in Workforce Prep should be included in CCA's reporting.• Will confirmed it should be included as it is part of the agency's reporting.• Dominic will update the documentation and send it to Chantelle.• Karima acknowledged Dominic's efforts and noted that during a recent site visit, classrooms were full and students were actively engaged.• Enrollment data reported is unduplicated.• No further questions. <p>IUSD (Rebecca):</p> <ul style="list-style-type: none">• Ended Q4 with a large carryover.• Primary cause is overestimated budgets in the 4000 and 5000 series; actual facility costs were significantly lower than anticipated.• Awaiting final invoice from Facilities (expected in December).• Hired Karen at 20% FTE to address a counseling gap, which will increase spending going forward.• Significant technology purchases totaling \$100K will be reflected in Q1.• Some funds earmarked for AE teacher pay raises remain unused due to district policy requiring union negotiation (despite AE teachers being hourly and not unionized).• Currently have 6 AE teachers; PT College & Career counselor is Kim.• Enrollment reported is duplicated.• Will noted the bylaws provide guidance on carryover and appreciated Rebecca's update and planning. <p>IVC (Debbie):</p> <ul style="list-style-type: none">• No percent expenses reported.• Discrepancy between Workday and NOVA records; approximately \$30K remains unspent.• Indirect costs have not yet been applied; will follow up with Fiscal as the previous fiscal year has closed.• Staffing updates made; more details included in revised documentation.• AESL classes now combined with NC Career Education under CAEP.• FT instructors for AESL and CE in place; temporary staff offer translation and student support.• Both duplicated and unduplicated enrollments were reported, though a final total was not provided.• Will asked for clarification: 24 teachers total or 11 FT?• Savy responded: likely around 12 FT.• PT instructors total in the 60s.• Awaiting confirmation on negatives from Fiscal.• Will requested an email update to him and Karima for follow-up. <p>LBUSD (Presented by Co-Chairs on behalf of Chad):</p> <ul style="list-style-type: none">• Q4 expenditure reported at approximately 95%.• Notable programs: Cybersecurity and Veterinary Technician.• Sonja flagged a discrepancy in employee count—report lists 8, but only 7 are visible. Follow-up required.• Enrollment noted as low—average of 5 students per section; Karima expressed concern this may be inaccurate.• Will will follow up with Chad for clarification. <p>SC & Consortium (Karima and Elena):</p> <ul style="list-style-type: none">• Elena presented on SOCRC fiscal data.• Reported 18% carryover, within all allocated categories.• Indirect costs were applied appropriately.• Karima noted confusion on earlier documentation—had scratched out | | |
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| | <p>an 81% carryover figure due to misunderstanding column targets (Column G).</p> <ul style="list-style-type: none">• Similar issue noted for LBUSD.• Higher carryover last year was due to temporary reassignment of WIOA-funded staff to CAEP when WIOA funds were pulled, then later reinstated.• SOCRC budget (FS 440): \$141K. All categories fully expended, with overages covered by SC CAEP funds.• Notably, Nancy's cost exceeded \$27K.• Staffing remained largely unchanged. One retirement in April left a vacancy unfilled.• PT instructional faculty approximately 50; some faculty records not yet reflected in Banner—district is aware and working on corrections.• FT faculty percentages reported.• Enrollment includes summer, fall, and spring. Summer enrollments to be reflected in Q1 of next fiscal year.• Will confirmed that the headcount reported is unduplicated.• Karima noted that Citizenship students are not included in ESL data.• Research support provided by Eunice.• No additional questions from the group. <p>TUSD (Will):</p> <ul style="list-style-type: none">• No negative balances, though employee/teacher salary costs exceeded projections. Offset by limited materials purchasing.• Current carryover at 11%.• Enrollment data reported is duplicated.• Remember that carryover figures may vary from those shown due to pending updates.• Suggested comparison between current carryover and prior-year allocations. <p>Final Notes:</p> <ul style="list-style-type: none">• Karima shared that, after all Q4 data was entered, the consortium's overall carryover was under 20%, which is a positive outcome.• Will reminded agencies to ensure all Q4 data is submitted into NOVA.• Karima has authority to make needed adjustments once updates from agencies are submitted.• Submission is currently pending IVC revisions.• Will and Karima will send a confirmation email once all updates are received and reviewed. | | |
| | <p>D. Approval to certify Fiscal Q4 2024-2025 Reporting for NOVA</p> <p>Motion: Will moved to approve certification of Q4 reporting in NOVA.</p> <p>Second: Rebecca seconded the motion.</p> <p>Vote: Motion carried unanimously by all voting members present.</p> | Voting Members | 2:23 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> | All | 2:25 pm |
| | Capistrano Unified School District (CUSD) | | |
| | Coastline Regional Occupation Program (Coastline ROP) | | |
| | *College and Career Advantage (CCA) | | |
| | *Irvine Valley College (IVC) | | |
| | *Irvine Unified School District (IUSD) | | |
| | *Laguna Beach Unified School District (LBUSD) | | |
| | Orange County Department of Education (OCDE) | | |
| | *Saddleback College (SC) New Academic Programs to Be Offered in Spring 2026: Saddleback has received state approval for a new Surgical Technology Associate in Science | | |

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| | Degree to be offered in Spring 2026. We also received notice of approval for Salon Management Certificate, Sports Administration Associate in Arts Degree, Healthcare Data Analytics Certificate, and EKH/ECG Technician Certificate. | | |
| | Saddleback Valley Unified School District (SVUSD) | | |
| | *Tustin Unified School District (TUSD) | | |
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| 9. | SCHEDULED MEETINGS, TRAININGS, DEADLINES 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 Below is the remaining schedule for 2025: <ul style="list-style-type: none"> September 29 – Will be held at Saddleback at ATEP: 1634 Valencia Ave, Tustin, CA 92782 Address 1634 Valencia Avenue Tustin, CA 92782 October 27 November 17 December 15 | | |
| 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

September 2025

- **Sep 1:** 23/24 and 24/25 Member Expense Report due in NOVA (Q4)
- **Sep 1:** 25/26 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** 25/26 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

October 2025

- **Oct 30:** 25/26 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 2025

- **Nov 14:** Written Expenditure Plan (WEP)* Only for consortia who have exceeded 20% carryover.

December 2025

- **Dec 1:** 23/24, 24/25 & 25/26 Member Expense Report Due in NOVA (Q1)
- **Dec 1:** July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 31:** 23/24, 24/25 & 25/26 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

January 2026

- **Jan 31:** Student Data due in TOPSPro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

February 2026

- **Feb 28:** Preliminary allocations for 2026-27 and 2027-28 released by this date.

March 2026

- **Mar 1:** 25/26 Member expense report is due in NOVA. (Q2)
- **Mar 31:** End of Q3
- **Mar 31:** 25/26 Member Expense Report certified by Consortia in NOVA (Q2)*

April 2026

- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

May 2026

- **May 2:** CFAD for 2026-27 due in NOVA *

June 2026

- **Jun 1:** 25/26 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 25/26 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4