SOCRC Voting Members:
Karima Feldhus (*Sue Donelson*), Saddleback College, Co-Chair
Will Neddersen *(*Christine Matos)*, Tustin Unified School District, Co-Chair
Debbie Vanschoelandt *(*Brooke Bui)*, Irvine Valley College
Kimberly Jenkins, Capistrano Unified School District
Kimberly Thomason, Saddleback Valley Unified School District
Chad Mabery, Laguna Beach Unified School District
Rebecca Roberts, Irvine Unified School District
Chris Carter (*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, 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.

AGENDA - SOCRC Voting Meeting
October 21, 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 1:03 pm. Present: Karima Feldhus (SC), Will Neddersen (TUSD), Debbie Vanschoelandt (IVC), Chantelle Gil (SC), Dominic Vellanoweth (CCA), Gina Escobar (Coastline ROP), Kristia Lengyel-Leahu (SC), Jill Ibbotson (SC), Sonja Wyche (SC), Sue Donelson (Sue), Rebecca Roberts (IUSD), Chad Mabery (LBUSD), Kimberly Jenkins (CUSD), Kimberly Thomason (SVUSD), Susan Akhavan (IVC), Savy Steindler (IVC).	Co-Chairs	1:00 pm
2.	**INTRODUCTIONS AND NEW GUESTS** N/a	All	1:01 pm
3.	**ADOPTION OF AGENDA BY PRIORITY** Will moved to adopt the agenda. Debbie seconded. The South Orange County Regional Consortium approved the adoption of the agenda.	Co-Chairs	1:03 pm
4.	**APPROVAL OF MINUTES** September meeting minutes to be approved at the next meeting.	Co-Chairs	1:04 pm
5.	**PUBLIC COMMENTS**	Open	1:06 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. Will celebrated the AI professional development training that was held on October 11th. The presenters were great and showed many different AI tools that can be used in and out of the class. Kristia will send out the slides and recording of the session.		

6.	REGULAR/ONGOING BUSINESS		
	A. NOVA Updates	Co-Chairs	1:10 pm
	Will reminded members that the consortium needs to approve the Budget & Workplan by the30th of this month.		
	B. Workforce Updates	Sue/ Will	1:13 pm
	Sue stated the HSE Coordinator is referring graduates to the OC Workforce Solutions South County center. Chantelle stated Saddleback College is also updating/ adding to the approved list of programs on the Eligible Training Provider List (ETPL) to provide adult learners and dislocated workers with training resources and vouchers that help pay for educational retraining or skills enhancement. Saddleback will now have a total of sixteen programs approved on the list for the community to benefit from, which is the highest in Orange County! This can be another beneficial resource for students. A flyer will be created by the Economic & Workforce Development Division, and the Career Center is planning to hold joint presentations with them to promote opportunities to students. Chantelle will share the resources with the consortium when they are released.		
	C. WIOA and CASAS Updates	All	1:15 pm
	Will stated the Employment & Earnings survey is due October 31 for Q1. Jill shared that Saddleback has a 40% return and is now collecting Social Security Numbers, which have been helpful. Will agreed that the SSNs have also been very helpful for TUSD.		
	D. Update on ELL Healthcare Pathways Grant	All	1:17 pm
	Sonja shared the letter from the state has arrived. Karima stated the pass throughs were submitted in Workday. As long as the certified letter went through, CCA and Coastline ROP should be getting checks in one to two weeks. Sonja mentioned our consortium will be hosting a panel discussion presentation on round one of the ELL Healthcare Pathways at the CAEP Summit.		
	E. Marketing	Co-Chairs/ Chantelle	1:30 pm
	Final call to fill out the survey for polo shirts to be ordered.		

	F. Reminders and Updates
	  a. 2023-24 Project & Work Schedule
	  b. Upcoming Events & Conferences
	   • CAEP Summit – October 28-30 (Oakland, CA)
	   • IVC Mini Conference – Nov 1, 2024 2-4pm at IDEA/ATEP
	    Susan stated there will be a student panel.
	   • I-BEST Training – Dec 11, 2024 (In-person, location TBD)
	    Sonja shared the flyer with QR code to RSVP. The event will take place at Saddleback College in the ATAS building. The capacity is 40 faculty, and priority will be given to instructors in the ELL Healthcare Pathways.
		All	1:35 pm

7.	NEW BUSINESS		

	A. Member Effectiveness Subcommittee Work
	  a. Wednesday, October 23 (10:30am-12:30pm)
	    WIll stated the subcommittee will meet one more time this Wednesday from 10:30am-12:30pm. The member effectiveness part of our bylaws have six items, five of which pertain to all members (funded and non-funded). We heard from non-funded agencies and want to hear more from funded agencies. On Part II, we have numbers to celebrate for the target goal of students served, which we greatly surpassed. The actual was double our goal! We exceeded targets and will keep moving forward. Karima mentioned Saddleback College in recent years started adding noncredit ESL in theLiberal Arts area as well. Will reminded
		All	1:37 pm

	everyone that Data Vista is coming in replacement of Launchboard. Additional areas of discussion were recruitment and retaining students, services provided, tools we use for alignment with annual plan, the number of Career Education programs we'll help direct students to, agencies' successes, academic focus, and the consortium to support the goals. Irvine Adult School and Saddleback College have strong support services inputted into TOPSpro such as Counseling, job search, and transportation. Sue stated that there is a median change in earnings with only having access to SSNs and ITINs. Karima stated this was an issue for the ELL Healthcare Pathways in reporting wages as well. Will stated at the state level and CDE side, they will stop asking the number amount.		
	B. Member Work Plan Certification	All	
	C. Program Area Hours and Leveraged Funds Reporting - due Dec 1, 2024 Will reminded all that the reporting is due in NOVA on December 1st. If agencies use TOPSpro, use one total amount of instructional hours.	All	
	D. SOCRC Three Year Planning Retreat – Jan 27, 2025 Karima stated the plans for the annual retreat and encouraged all agencies to attend. There may be a possible tour of the new Saddleback College buildings at ATEP for Culinary Arts and Automotive Technology.	All	
8.	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.	All	2:25pm
	CUSD – Kim stated that she met with Dominic to expand CTE.		
	SVUSD		
	LBUSD*		
	IUSD* – Rebecca stated the semester is going well and addressing attendance.		
	TUSD*		
	Irvine Valley College* – Savy stated there will be an event next Monday for students. The Career Education programs have been invited to present in the four Advanced classes on the new noncredit Real Estate, Entrepreneurship, and CIM classes, as well as to promote Career Center offerings.		
	Saddleback College* – Sue stated Student Services will be open until 7pm on Wednesdays, and the Health Center will be open until 6pm on Wednesdays. Although it's one night a week of evening hours, it is a start to provide evening students options to obtain services.		
	College and Career Advantage* – Dominic stated the students are doing well.		
	Coastline ROP		
	Orange County Department of Education		
9.	SCHEDULED MEETINGS, TRAININGS, DEADLINES 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 Below is the remaining schedule for 2024 - 2025: ● November 25　● January 27　● March 24　● May 19 ● December 16　● February 24　● April 28　● June 30		
10.	ADJOURNMENT Meeting adjourned at 2:02 pm.		2:30 pm

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

October 2024

- **Oct 31:** 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA*****
- **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

January 2025

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

February 2025

- **Feb 28:** Preliminary allocations for 2025-26 and 2026-27 released by this date.

March 2025

- **Mar 1:** 22/23 and 23/24 and 24/25 Member expense report is due in NOVA. (Q2)*
- **Mar 31:** End of Q3
- **Mar 31:** 22/23 and 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q2) *

April 2025

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

May 2025

- **May 2:** CFAD for 2025-26 due in NOVA *

June 2025

- **Jun 1:** 24/25 Member Expense Report due in NOVA (Q3)
- **Jun 20:** CAEP Three-Year Plan Due
- **Jun 30:** 24/25 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4