

#### 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, 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

September 30, 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.	<b>CALL TO ORDER &amp; NORM REVIEW</b> Meeting called to order at 1:01 pm. Present: Will Neddersen (TUSD), Debbie Vanschoelandt (IVC), Chantelle Gil (SC), Dominic Vellanoweth (CCA), Brian Dozer (Coastline ROP), Gina Escobar (Coastline ROP), Kristia Lengyel-Leahu (SC), Jill Ibbotson (SC), Sonja Wyche (SC), Sue Donelson (Sue), David Kette (IUSD), Chad Mabery (LBUSD), Kimberly Jenkins (CUSD), Kimberly Thomason (SVUSD), Susan Akhavan (IVC), Savy Steindler (IVC).	Co-Chairs	1:00 pm
2.	<b>INTRODUCTIONS AND NEW GUESTS</b> N/a	All	1:01 pm
3.	<b>ADOPTION OF AGENDA BY PRIORITY</b> Chad moved to adopt the agenda. Kim seconded. The South Orange County Regional Consortium approved the adoption of the agenda.	Co-Chairs	1:03 pm
4.	<b>APPROVAL OF MINUTES</b> Chad moved to adopt the minutes. Kim seconded. Minutes approved. The consortium approved the adoption of the minutes.	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. Rebecca is trying to gain a reservation at Quail Hill for the 2025 consortium meetings, as the reservation with the City of Irvine is under Irvine Adult School. She will confirm as soon as she hears back from the facility, as they also offered Los Olivos in case the facility is not available.	Open	1:06 pm

6.	<b>REGULAR/ONGOING BUSINESS</b>		
	<p><b>A. NOVA Updates</b> Will reminded the group about the certification of Q4 in NOVA, and the Budget and Workplan. At the CAEP Director's Event, we were informed that some new reports are coming into NOVA. We are waiting for them to be released.</p>	Co-Chairs	1:10 pm
	<p><b>B. Workforce Updates</b> Will stated that our local OC Workforce Development Board is still undergoing a leadership transition.</p>	Sue/ Will	1:13 pm
	<p><b>C. WIOA and CASAS Updates</b> Will gave the following updates:  WIOA Updates <ul style="list-style-type: none"> <li>Tustin Adult School was selected for WIOA Federal Program monitoring in (FPM) in April.</li> </ul> CASAS Updates <ul style="list-style-type: none"> <li>Agencies should be using the STEPS test if they are administering CASAS tests for ESL.</li> <li>Agencies administering CASAS tests for High School Diploma or High School Equivalency should be using the Goals test for Reading, and the Goals II test for the Math exam.</li> <li>For the Earnings &amp; Employment Survey, make sure you are using TOPSPro to identify and use surveys. We are typically asked to submit them in Q2 and Q4.</li> </ul> </p>	All	1:15 pm
	<p><b>D. Update on ELL Healthcare Pathways Grant</b>  Sonja noted that the Fall ELL healthcare cohorts are in full swing. The cohorts are set for Medical Assisting, Dental Assisting, and Pharmacy Technician in partnership with CCA. For the internal Saddleback College cohorts in partnership with the School of Health &amp; Wellness, the Phlebotomy and CNA programs are going well and have been meeting since August.</p> <p>Sonja announced there will be an upcoming I-BEST training held for our regional ELL Healthcare Pathways instructors, as well as any potential team-teaching faculty pairs in AESL and Career Education that would like to join and possibly have an I-BEST-style class in the future for students. The training will be led by Nicole Daughtry, who is a Policy Associate on the Basic Education for Adults (BEaA) team at the Washington State Board for Community &amp; Technical Colleges (SBCTC). It will be held in-person at Saddleback College in ATAS 103 from 8am – 3pm on December 11, 2024, and lunch will be provided. I-BEST training flyer details below:</p> <p>Join us for this dynamic, hands-on professional development on I-BEST: Integrated Basic Education and Skills Training. Supporting Adult Learners with I-BEST New Team Teacher Training equips students with the needed skills to move ahead in college and land high-demand, living wage jobs that help grow our economy. Pioneered by Washington's community and technical colleges, I-BEST uses a team-teaching approach. Students work with two teachers: one provides job training and the other teaches basic skills in reading, math, or English language. Students get the help they need while studying in the career field of their choice; they learn by doing. New Teacher Training is a teaching-team led training that prepares faculty for team teaching and collaborative planning. The training team will demonstrate team-teaching in action and bring to life the collaborative planning process. Participants will learn effective team-teaching strategies and practice integrating career-technical and adult education outcomes and indicators to support contextualized learning in the classroom. I-BEST was named a Bright Idea by Harvard's John F. Kennedy School of Government in 2011 and has been designated by the U.S. Department of Education as one of the most significant national innovations.</p> <p>Will stated that I-BEST is a nationwide program, so this is a great training to attend.</p> <p>Dominic provided updates on behalf of CCA. The rosters are cleared and working with Saddleback College on the partnership.</p>	All	1:17 pm

	<p>Savy provided an update on IVC and Coastline ROP's partnership. She will be teaching the ESL portion for the Pharmacy Technician cohort. She shared flyers for their cohorts that will be starting in January for Spring 2025. She is planning on sharing information about the upcoming classes with our adult schools in SOCRC (IUSD and TUSD) for students to learn about the opportunities and join as interested.</p> <p>Sonja shared that Saddleback College will also have additional internal cohorts (Phlebotomy, Acute CNA, CNA, and Community Health Worker) starting in January 2025 in partnership with the School of Health &amp; Wellness. The applications for these programs will be closing soon.</p> <p>Will shared that at the CAEP Director's Event, the funding for Round 2 of the ELL Healthcare Pathways grant has not been sent yet. We should be receiving a letter by the end of September, and confirmation of Round 2 funding for pass throughs should be received in the next couple of weeks. Kudos to our consortium for blazing the trail and supporting students!</p>		
	<p><b>E. Marketing</b></p> <p>Chantelle shared that the consortium brochure is currently being revised to include a section for our Career Education classes (including CE programs at the colleges) from an Emeritus section that was incorrectly drafted. She will be connecting with the Career Education Deans at Saddleback and IVC to confirm that the correct programs are included to promote as a "Pathway to College" for students throughout the consortium.</p>	Co-Chairs/ Chantelle	1:30 pm
	<p><b>F. Reminders and Updates</b></p> <p>a. <a href="#">2023-24 Project &amp; Work Schedule</a></p> <p>b. Upcoming Events &amp; Conferences</p> <ul style="list-style-type: none"> <li>• <a href="#">Noncredit Summit</a> – October 3-4 (Anaheim, CA) <ul style="list-style-type: none"> <li>○ The Summit will be held in-person and registration is \$200 per person.</li> </ul> </li> <li>• Part 2 of Chat GPT PD – Oct 11, 2024 <ul style="list-style-type: none"> <li>○ Chris and Brent are back for another ChatGPT PD offered to the whole consortium.</li> </ul> </li> <li>• <a href="#">CAEP Summit</a> – October 28-30 (Oakland, CA) <ul style="list-style-type: none"> <li>○ We look forward to connecting with our colleagues at this state-wide conference! Good luck to folks presenting on behalf of the consortium.</li> </ul> </li> <li>• IVC Mini Conference – Nov 1, 2024 2-4pm at IDEA/ATEP <ul style="list-style-type: none"> <li>○ Celebrating the 10<sup>th</sup> mini conference in-person with a student panel!</li> </ul> </li> <li>• I-BEST Training – Dec 11, 2024 (In-person, location TBD) <ul style="list-style-type: none"> <li>○ More information is to come, and flyer will be shared.</li> </ul> </li> </ul>	All	1:35 pm
<b>7.</b>	<b>NEW BUSINESS</b>		
	<p><b>A. Member Effectiveness Subcommittee Work</b></p> <p>a. Wednesday, October 2 (10:30am-12:30pm)</p> <p>b. Wednesday, October 23 (10:30am-12:30pm)</p> <p>Will stated two dates were identified and everyone was sent an invite for the first meeting on October 2<sup>nd</sup>. Will and Nancy will be co-leading the experience dialogue on the member effectiveness tool, and would like more voices from funded members, as we had voices from non-funded members. The goal is to complete the work in October to share out in November. The invite for the second session will be sent out next week.</p>	All	1:37 pm
	<p><b>B. Q4 Fiscal Quarterly Reports - CCA, IVC, LBUUSD</b></p> <p>Will stated that we are going to hear from three agencies (as the others presented last month) and will take a vote to certify Q4. The state has said that whether we vote or not by 11:59 pm tonight, the state will determine the amount each agency presents and carryover amount per AB1491. We agreed in our consortium bylaws that we can't go over 19% because we don't want anyone triggered for technical assistance. Both at the state and member level, technical assistance looks different. If technical assistance is needed, it will be provided for two years. Based on what has been entered in NOVA, we</p>	Dominic, Debbie, Chad	1:45 pm

	<p>are in a good place as a consortium. TUSD is at about 14% carryover, so still not at 19%.</p> <p>Dominic presented fiscal report for CCA. Spent 100% of total allocation. The majority is salaries and benefits for teachers, and supplies. No anticipated major expenses. Same staffing. The other percentage for teachers comes from the high school classes they teach. Increased enrollment with a total of 266 students. Increase of students from ELL Healthcare Pathways, referrals, open house, and flyers.</p> <p>Debbie presented fiscal report for IVC. At 96.85% spent. The majority was spent on salaries and supplies. No major expenses anticipated. No staff or admin changes. The NBUs that are employed support student intake, onboarding, and translation, as many are former students.</p> <p>Chad presented fiscal report for LBUSD. Almost all funds were used. All part-time staff, teachers, and career counseling support staff. Not anticipating any major expenses. Enrollment is 38 students in three sections.</p> <p>This Fall in November, we anticipate having a partnership back with The Ranch resort hotel in Laguna Beach.</p>		
	<p><b>C. Approval of certification of Q4 Reports</b> Will motioned to approve the certification of Q4 Fiscal Reports. Debbie seconded. All voting members in favor. The consortium voted to approve the Q4 Fiscal Reports.</p>	All	2:05 pm
	<p><b>D. Budget &amp; Work Plan</b> a. Agency due date moving from September 30th to October 18 All 2024-25 allocation. If we could get the Budget and Workplan out to everyone in October, we could come back for the October 21<sup>st</sup> meeting to approve.</p>	All	2:07 pm
	<p><b>E. ELL Healthcare Pathways Grant Quarterly Reports due in September</b> Sonja stated the ELL Healthcare Pathways Grant quarterly reports are due September 30<sup>th</sup>. Karima will be entering the reporting in NOVA. The four agencies that participated in this grant had positive results. We ran a total of five programs in Spring 2024 and had a total of 84 students complete, with some already working in the field now. The grant was able to provide the following:</p> <ul style="list-style-type: none"> <li>• Financial assistance <ul style="list-style-type: none"> <li>o Books, uniforms, etc.</li> </ul> </li> <li>• Student support <ul style="list-style-type: none"> <li>o Specialized workshops</li> <li>o Embedded tutors</li> </ul> </li> <li>• Teacher partnerships <ul style="list-style-type: none"> <li>o Selection of teachers with workforce connections</li> <li>o Referred students to jobs</li> </ul> </li> </ul> <p>Some noted challenges we experienced was the delay in funding as well as the licensing and high school process by the time Q4 reporting was due. In addition, there were challenges in the student response for sensitive data such as pre and post salary information.</p> <p>Will stated certain agencies may have a carryover for 24 month spending.</p> <p>Sonja mentioned the carryover can cover what we need right now but will need funding from round two for Spring 2025 programming.</p> <p>Will motioned to approve the Q4 reports to be submitted in NOVA today. Fatinah seconded. All voting members in favor. The consortium voted to approve the Q4 ELL Healthcare Pathways Grant Q4 reports for NOVA submission.</p>	All	2:15 pm

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>	All	2:25pm
	CUSD – Kim stated that all is going well and is looking to expand CTE.		
	SVUSD – Kim stated the Future Ready Days are coming up in November, which is a national effort focusing on all high school seniors applying for college to increase the number of first gen and low-income students who pursue college.		
	LBUSD* – Chad stated Laguna Beach is partnering with CCA to offer an AI certification. Will mentioned that new programs must be a collective conversation between the whole consortium		

	as written in our documents.		
	IUSD* – Recently hired a new teacher, and currently making sure that all students are tested and in correct level.		
	TUSD* – Will stated Tustin Adult School is working with community schools. Currently have eight High School Diploma graduates, three High School Equivalency GED grads, and two for Citizenship.		
	Irvine Valley College* – Debbie stated that Real Estate will begin offering four new noncredit courses starting this upcoming Spring semester. Savy stated that IVC will be offering new noncredit English for Real Estate classes.		
	Saddleback College* – Sue stated a faculty training was recently held on retention as an area of improvement for unit review. Chantelle stated she is a representative on the Career Education Committee, and this semester the group will be exploring the use of Apple Vision Pro goggles for students (especially English language learners) to potentially use to visually explore careers and job opportunities with the tool.		
	College and Career Advantage*		
	Coastline ROP – Gina stated there will be workshops held for students starting in October. The new grant that Coastline ROP was awarded is able to provide wrap around services . The Work Based Learning Coordinator at Coastline ROP and the Career Center at IVC are helping students with resume building and job searches. There will be six workshops for students with the nonprofit partner. Vital Link is planning panels to talk about how to land jobs in Pharmacy Tech.		
	Orange County Department of Education – Fatimah stated OCDE is exploring reducing the credits to 145 (as a lot are 160) for the K-12, Independent study with individualized support. They are looking to keep the core classes, but no electives. Awaiting for the new Superintendent to approve and finalize.		
9.	<b>SCHEDULED MEETINGS, TRAININGS, DEADLINES</b> <b>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</b>  Below is the remaining schedule for 2024: <ul style="list-style-type: none"> <li>● October 21</li> <li>● November 25</li> <li>● December 16</li> </ul>		
10.	<b>ADJOURNMENT</b> Meeting adjourned at 2:01 pm.		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 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:** 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