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
Kimberly Thomason, Saddleback Valley Unified School District
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.

South Orange County Regional Consortium (SOCRC)
MINUTES - General Meeting
April 28, 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
1.	**CALL TO ORDER & NORM REVIEW** The meeting was called to order by Co-Chair, Will Neddersen at 1:05 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:
	 • Karima Feldhus (Saddleback College, SOCRC Co-Chair)
	   ○ Sue Donelson (Saddleback College)
	 • Will Neddersen (Tustin Unified School District, SOCRC Co-Chair)
	 • Dominic Vellanoweth (College and Career Advantage)
	 • Gina Escobar (Coastline Regional Occupation Program)
	 • Rebecca Roberts (Irvine Adult School)
	 • Debbie Vanschoelandt (Irvine Valley College)
	   ○ Brooke Bui (Irvine Valley College)
	 • Chad Mabery (Laguna Beach Unified School District)
	 • Fatinah Judeh (Orange County Department of Education)
	 • Kim Thomason (Saddleback Valley Unified School District)
	
	 Consortium Support and Guests:
	 Nancy Miller (SOCRC Consultant), Chantelle Gil (SOCRC), Sonja Wyche (SOCRC), Kristia Lengyel-Leahu (Saddleback College), Dan Predoehl (Saddleback College), Jill Ibbotson (Saddleback College), Susan Akhavan (Irvine Valley College), Savy Steindler (Irvine Valley College).
		All	1:01 pm

3.	**ADOPTION OF AGENDA BY PRIORITY** Motion: Will Neddersen moved to adopt the agenda. Second: Fatinah Judeh. Vote: Motion carried unanimously.	Co-Chairs	1:03 pm

4.	**APPROVAL OF MINUTES**	Co-Chairs	1:05 pm
	Correction: Add Fatinah Judeh (OCDE) to members present. Motion: Debbie Vanschoelandt moved to approve the March 2025 meeting minutes with the correction. Second: Gina Escobar. Vote: Motion carried unanimously. No abstentions.		
5.	**PUBLIC COMMENTS**	Open	1:07 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. The consortium welcomed Consultant, Nancy Miller who flew in town to be present at today's SOCRC meeting. Will: TUSD had the benefit of both SC and IVC giving presentations to students for future transitions. Lots of questions on our campus about it. Karima: Thank you to Chantelle for organizing all of the classroom visits for the consortium presentations. Chantelle: We presented specifically to the Intermediate and Advanced AESL students on all programs in SOCRC, and they were very excited to hear about our tuition-free options related to transition pathways and opportunities. In addition to classroom visits, this year we included tabling opportunities where students had the chance to ask individual questions related to their interest. Susan: The 11th Mini AESL Conference was held on April 4. There were 53 faculty from SC, IVC, and TUSD in attendance, and eight in-house faculty presenters, four of which were from SC and four from IVC. Savy: On April 11th, IVC had AESL Awards Celebration for 230 students who earned Certificates of Competency. One EMT graduate gave a speech and shared his student experience on also finishing CCA's Medical Assistant program. Will: Perhaps we can submit nominations for a model student.		
6.	**REGULAR/ONGOING BUSINESS**		

	A. NOVA Updates
	    a. Reminder: Fiscal for Q3 due in NOVA May 2, 2025
	    b. Q3 reports will be shared at the next SOCRC meeting in May
	NOVA and CFAD deadline reviewed:
	● Q3 Fiscal Reports due in NOVA May 2, 2025.
	● CFAD submissions are due May 2, 2025.
	● CAEP Three-Year Plan deadline is June 20, 2025.
	Will: Reminder that Q3 from every funded agency is due into NOVA May 2nd, this Friday. We will be sharing quarterly reports at the May meeting for a vote to certify. Please get them to Chantelle prior to the next consortium meeting so we have them printed.
	Nancy: It is also the same day CFADs are due, so NOVA will have high traffic and may be slower.
	Karima: The Three Year Plan is due June 20th. Once the CFAD is certified, then the template for the Three Year Plan will be available.
	Fatinah: Quarterly reports are just for funded members?
	Will: Yes, that is correct.
	Nancy: Pertaining to all members, the Three year and Annual Plan is required to be certified by all members in SOCRC (funded and unfunded).
		Co-Chairs	1:10 pm

	B. Workforce Updates Will and Sue: No Workforce Updates.	Sue/ Will	1:13 pm
	C. WIOA and CASAS Updates WIOA updates were discussed and concerns of federal reduction were shared. Jill: Deliverables are due April 30th. Saddleback College submitted an Integrated English Literacy and Civics Education (IELCE) Report and are revisiting the Continuous Improvement Plan. TUSD: Tustin Adult School just went through WIOA programming review, and	All	1:15 pm

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		there was conversation that funds coming from the federal level could also be reduced or potentially some things not being funded at all, as shared by Carmen, the Educational Programs Consultant/WIOA representative from the California Department of Education. The federal department has also been reduced in force, down to an office of 8 from 23. Nancy: This is related to Occupational Training and Adult Education directly. In the past, you all have done a good job of getting SSNs into the system so that the information is pulled directly from the state. Please keep Will and Karima informed of how students are responding as you are requesting SSNs now. The willingness to give that information will probably go way down based on recent actions, so it may mean more work to call students back or send postcards out to reach students, instead of having it be easily pulled directly from the information systems from the state. Will: Q2 closes on April 30th with CASAS. Nancy: WIOA will most likely be moving to the Department of Labor.		
	D.	**Update on ELL Healthcare Pathways Grant** Healthcare Pathways partnership and funding updates shared. Sonja: A team of Saddleback College faculty and administrators will meet with CCA next week to go over a pathway partnership for Medical Assistant students and additional training and program options. The state has announced that Round 3 funding for the ELL Healthcare Pathways Grant will be available and open to all consortia in the state, not just those originally selected and funded in Round 1 and 2, so there will now be an application process. Nancy: The state has previously told us how much money we will get in Round 1 and 2, so now, we'll have to wait and find out our amount for Round 3 during the application process. Karima: The state will also possibly expand Round 1 and 2 because some consortia haven't spent down those funds yet. We're supposed to hear about the Round 3 application process by the end of spring, so hopefully by May. Our workgroup met already to begin discussions for Round 3. IVC is working on partnership or possibly creating new programs with Coastline ROP. The reason the state is opening up Round 3 to all consortia is because not all 71 were not able to participate. NOCE was not identified, including other consortia, so Year 3 will be very different. At the ACCE and CCCAOE conferences that I attended, Gary Adams and Myra Diaz mentioned us as a great model consortia for the ELL Healthcare Pathways regional work. They have also shared our consortium success with state legislatures (using slides from Nancy and Sonja that were presented at the CAEP summit) in order to continue to advocate for adult learners. Debbie: Do Medical Assistant students have to retake a test? Sonja: No , just discussing additional training. Karima: The Department Chair and the Dean of Health and Wellness will be joining our meeting with CCA to talk about how we can work together to not duplicate programs and create pathways for students. Dominic: The administrative aspect is the software because it changes from office to office, so we'll discuss what more SC offers and help with the transition of students from CCA to SC. Karima: We will also discuss CPL we may give to students. Savy: Shared outcomes and surveyed the first cohort. For the Spring 2025 cohort, 31 are licensed with the state board of pharmacy, 20 have been offered jobs, 12 are currently working, 10 are currently working as pharmacy technicians (CVS, Walgreens, Kaiser, Elong Pharmacy), 15 are taking credit courses, and 2 are taking noncredit career education courses. Gina: Some students are hired once their internship is over, and we made progress with CVS this semester. Nancy: Is there any anecdotal information in the ELL cohort that increased their likelihood of staying in and passing class and exam? Savy: We have testimonials. We can find quotes. I want to do that this summer. I can find that information. I survey them every semester and ask how helpful AESL was on a likert scale.	All	1:17 pm

	E. Marketing
	    a. SOCRC Newsletter
	    b. Transition Support
	Chantelle: Conducted eleven classroom presentations on consortium programs and tuition-free offerings for Tustin Adult School and Irvine Adult School students, in alignment of CAEP transitions and pathways. The SOCRC polo shirts are here; please check out your shirt with me. An SOCRC Newsletter is in progress.
	Karima: Students are getting more great feedback.
	Will: I have seen a draft of the SORC newsletter, and it's a fun read. We hope you can send it to your district leadership as well when it is released.
		Co-Chairs/Chantelle	1:22 pm

	F. Student Supports
	    a. Supporting Immigrant Students
	    b. Student Retention
	    c. Student Basic Needs
	Student support highlights were shared such as the food pantries, AESL-CTE flyers, and campus resources.
	Sue: Whenever there is extra food on our campus, Adult Ed at SC is the first one offered those resources for students.
	Fatinah: We give CCPA students a list of resources to check off and we get the resource to their classroom.
	Will: Do you mind sharing that list of resources?
	Karima: I have pictures of their CCPA pantry and it's unbelievable.
	Savy: We're doing AESL Discovering Career Paths for students. There are three new CTE programs to promote higher level AESL students.
		All	1:33 pm

	G. Reminders and Updates
	    a. 2024-25 Project & Work Schedule
	    b. Upcoming 2025 Events & Conferences
	      ➢ California Council for Adult Education (CCAE) Conference
	        ○ May 1-3 | Fresno, CA
	      ➢ CASAS National Summer Institute
	        ○ June 9-12 | Orange County, CA
	      ➢ ELL Healthcare Pathways Regional Celebration
	        ○ Thursday, June 12 | Saddleback College
	Reminders were shared. Please note the upcoming ELL HCP regional celebration.
	Sonja: Members and VIPs need to RSVP as well.
		All	1:40 pm

7.	**NEW BUSINESS**		

	A. CAEP 2025-2026 Preliminary Allocations
	    a. SOCRC Bylaws Reminder: Article 7 – Fiscal Administration and Article 8 – Funding (Pages 14 - 18)
	    b. Presentation, Discussion on Direct Funded versus Fiscal Agent
	    c. Vote on Direct Funded versus Fiscal Agent
	    d. Presentation, Discussion on Distribution of COLA allocation
	      i. Percent to Total
	      ii. Even Split
	      iii. Other
	    e. Vote on Distribution of COLA allocation (Percent to Total, Even Split, or Other)
	    f. Vote on CFAD Narrative
	
	● Unanimous vote to remain Direct Funded.
	● Motion to adopt COLA distribution by percent-to-total: Passed (6 Yes, 4 Abstentions).
	● Motion to approve CFAD Narrative: Unanimously approved.
	
	Will: One of the things we asked for was Nancy's presence today so that the chairs could
		Voting Members	1:43 pm

represent their agencies and Nancy could help guide and facilitate the discussion.

Nancy: When we originally sent out this agenda, we were discussing whether to allocate COLA funds by percentage or even split. Recently, new information was presented at two sessions and shared with the state, including Niel Kelly and CCTAP. This information is changing how we need to proceed today.

We directly asked about our ability to decide how COLA would be split. While legislation specifies that an agency cannot receive *less* than it did the previous year, it does not explicitly address COLA or other increases. In his response, Niel Kelly clarified that COLA must be distributed proportionally—"percent to total"—as originally intended by legislation. All agencies must follow this method.

My question to the state was, what happens when *all* members are performing well and serving more students? The guidance we received was to refer to our bylaws and the legislation. Niel Kelly reconfirmed: COLA must be split by percentage to total.

Rebecca: That's how we've always done it, right?

Nancy: Yes. CCTAP also advised using your amendment process to reallocate funds if necessary. That allows for movement between agencies without affecting the overall "percent to total" calculation. However, if a K-12 district or college is requesting a position or program based on an amendment, it's not allowed because amendments are considered temporary and you can't hire for permanent roles based on temporary budgets.

So, my recommendation to this group—because state guidance has been inconsistent—is to allocate COLA proportionally (percent to total) and, if needed, make amendments for specific projects. Ideally, do this earlier next year so there's time to work with the state on clearer guidance regarding COLA and performance-based models.

As we continue to grow and serve more students, but also face rising costs (e.g., staff raises), it becomes unsustainable. These are big decisions. As your consultant, I recommend proceeding with caution—not just on Niel's word, but based on what's required.

Will: Regarding past presentations—we've operated on a percentage-based model the past two years. We've voted for a percentage split, and that's where these questions originated. If we hadn't received that directive from Niel, we may have continued discussing an even split.

Nancy: You cannot carry over more than 20%, and right now we're only at 6%. There's no margin for error in SOCRC, but that's because all of you did your jobs very well. There have been increases in enrollment, transitions, and job placements—everything the state asks for.

Karima: At the last meeting, we presented two options. We got a response Friday night, which I wish we had been able to share earlier. The WIOA webinar that Jill and Sue attended also brought in updates. Niel was on vacation, but still responded. I didn't name any agencies—just mentioned that two would see permanent reductions under the new interpretation. We'll need further clarification. We discussed voting on an amendment today.

Will: Open for discussion.

Susan: If we had voted on an even split, would that have permanently changed the percentages?

Nancy: Yes, if the group votes for an even split, it changes each agency's percentage.

Susan: But how does one-time COLA allow percentages to change?

Nancy: You can vote on how COLA is split. If necessary, you can submit an amendment *after* CFAD is submitted to reallocate differently. I spent weeks creating charts showing how percentages were originally determined.

Will: The Ed Code doesn't mention COLA specifically, but says agencies must not receive less than the prior year. That CFAD determines percentage allocations, and COLA should be added on top of those base amounts. If there's a reduction, there might not even be COLA in future years.

Nancy: Our position was that legislation referred to dollar amounts, not percentages. The news on Friday contradicted that. Some consortia have never adjusted percentages, but now must.

Karima: We've done one-time allocations before and reallocated through amendments. This Friday's info changed that.

Brooke: It would've been helpful to have this info this morning. There's still time to preserve existing percentages or consider another option—Option 3: maintain existing percentages using whole numbers, and apply COLA proportionally.

Rebecca: Are we working from the original percentages from 11 years ago? How would "whole percentages" work?

Brooke: Whole numbers would maintain overall balance.

Rebecca: But wouldn't that mean a reduction?

Brooke: No, COLA is an increase.

Rebecca: It's not mandated that COLA follows original percentages, right? Couldn't we drop IUSD to 10% and then use COLA to restore 10.4%?

Brooke: Niel says you can't do that. We were looking holistically. Had we received this sooner, we could've been better prepared.

Rebecca: Even adjusting by a tenth of a percent—how does that meet state guidelines?

Brooke: Maintaining whole number percentages would honor the original allocations.

Debbie: The information feels sudden. We should maintain collegiality—even small percentage changes could benefit everyone.

Will: If CFAD isn't submitted by May 2nd, future funds are at risk.

Karima: I considered sending it Friday but had to wait for the co-chairs meeting. My gut was to forward it immediately.

Brooke: It wasn't intended to be withheld.

Rebecca: The agreement 11 years ago has guided us. SC had more involvement due to relationships with CUSD & SVUSD.

Debbie: It was based on DRAC funding.

Nancy: The state initially based allocation on historical splits. Colleges had apportionment and K-12 had more flexibility. By 2011–12, the state set a baseline effort, and varying amounts were assigned based on perceived AE population. SOCRC helped define those

splits.

Rebecca: So how can an agency get more funding if no one else takes less?

Susan: What part of Ed Code defines this?

Nancy: It's in our bylaws, Sections 7 and 8 on funding. We specifically asked the state about this.

Will: The Ed Code allows reallocations if an agency is ineffective or unwilling to participate. That would require discussion at the co-chair level.

Rebecca: So we'd need a vote for all agencies to agree to percentage changes?

Nancy: Yes. Everyone is performing well. The only way to shift funds is voluntary reallocation—something we've done before. But you can't hire based on temporary funding.

Karima: Member ineffectiveness is in the bylaws.

Nancy: None of our members are ineffective. Even if they were, state process requires 2 years of technical assistance first.

Brooke: The question only went to the state on Friday.

Nancy: We didn't expect this shift.

Karima: I unmuted during the WIOA meeting to clarify. I represent multiple agencies and considered recusing myself. Nancy isn't reimbursed for travel—only her time. We're just trying to follow the law. We held a vote last year, based on simple majority. We're being as transparent as possible.

Nancy: This is an important conversation. Other consortia are also performing well and struggling with the same issue. We need to work with the state on how funds are reallocated when everyone is excelling.

Brooke: Appreciate the state-level advocacy.

Dominic: Will we vote on COLA distribution every year moving forward?

Will: Yes.

Nancy: My question is—why is a vote even needed if it's dictated? More to come from the state.

Debbie: Hopefully the state provides a memo.

Nancy: This info came from a WIOA meeting, not CAEP. Niel works for CDE, not the Chancellor's Office. His interpretation surprised me. We'll request official CAEP guidance.

Rebecca: Can we vote on COLA and not CFAD?

Nancy: No.

Will: We're voting per the agenda—percent to total, even split, or whole percentage option.

Susan: I'd like to vote with an asterisk that allows adjustment if we receive new guidance.

Will: Guidance was to keep current percentages—no vote necessary.

Nancy: As your consultant, I don't vote. My recommendation is to err on the side of caution.

Vote: Direct Funding vs. Fiscal Agent

All agencies voted **Direct Funded**.
Unanimous vote.

COLA Allocation Options (Vote for Percent-to-Total with Asterisk)

Agency	Vote
CUSD	Yes
CROP	Abstain
CCA	Abstain
IVC	Abstain
IUSD	Yes
LBUSD	Yes
OCDE	Abstain
SC	Yes
SVUSD	Yes
TUSD	Yes

CFAD Narrative Vote

Agency	Vote
Tustin	Yes
SVUSD	Yes
SC	Yes
OCDE	Yes

	LBUSD Yes		

	B. Preparing for Three-Year Plan 2025-2028
	    ● Draft of Section Two and Three
	    ● Update on WestEd's Los Angeles/Orange County Regional Training at Mt. San Antonio College "Using Data and Personas for Three-Year Planning"
	Review of 2025–28 Three-Year Plan drafts and submission timelines.
	Nancy: If you notice on blue form, asterisk on 23-24 for Irvine Adult school. The new number reported in our new metric system is only half reported and in the process of changing that and advocating for that at the third party WestEd for DataVista. I have no idea why half. WestEd pulls directly out of TOPSpro. To respect your time, go through this really quickly. For the Three Year Plan, it's over 70 pages right now. I need your input on the last time we did this, we were coming out of covid and trying to get students back. This year, we've had double digit increases. I think that we need to make sure we aren't over extending agencies next year. That is one of the areas that I want us to pay particular attention to. Numbers based on last year's. Much smaller percent increase to E&E, much higher returns to look at what progress has been and looking into what was put into the system. Measurements, CTE, AESL, HSE, and AEWD. I did not include the workforce because it doesn't look like anyone has coded theirs as WF, only CTE. Goes into the system in June and will look through everyone's responses in May. That week of June 20, I'll make sure everything is in system so you have plenty of time to get approved and certified before the 20th. I've drafted everything to match numbers in the system. That is the update.
	W: Questions as we are preparing the 3-Year Plan? Thank you for the discussion. Money is never a fun topic. Please note, next month, last Monday is May 19 because of Memorial day.
		All	2:15 pm

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	2:25 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)		
	Saddleback Valley Unified School District (SVUSD)		
	*Tustin Unified School District (TUSD)		

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:
	    ● May 19
	    ● June 30
	    ● July 28
	    ● August 25		

	• September 29 • October 27 • November 17 • December 15		
10.	**ADJOURNMENT** Meeting adjourned at 2:39 p.m.		2:30 pm

Timeline/ Due Dates

* Items with an asterisk are consortium deliverables

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

July 2025

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL

August 2025

- **Aug 15:** Annual Plan for 2025-26 due in NOVA *

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