

**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, 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.

**South Orange County Regional Consortium (SOCRC)**

**MINUTES - General Meeting**

May 19, 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.	<b>CALL TO ORDER &amp; NORM REVIEW</b> The meeting was called to order by Co-Chair, Will Neddersen at 1:07 PM. Meeting norms were reviewed.	Co-Chairs	1:00 pm
2.	<b>INTRODUCTIONS AND NEW GUESTS</b> Voting members and guests introduced themselves. A quorum was confirmed. Voting Members and District-Approved Proxies Present: <ul style="list-style-type: none"> <li>• Karima Feldhus (Saddleback College, SOCRC Co-Chair)               <ul style="list-style-type: none"> <li>◦ Sue Donelson (Saddleback College)</li> </ul> </li> <li>• Will Neddersen (Tustin Unified School District, SOCRC Co-Chair)</li> <li>• Kim Jenkins (Capistrano Unified School District)</li> <li>• Dominic Vellanoweth (College and Career Advantage)</li> <li>• Gina Escobar (Coastline Regional Occupation Program)</li> <li>• Rebecca Roberts (Irvine Adult School)</li> <li>• Debbie Vanschoelandt (Irvine Valley College)</li> <li>• Fatinah Judeh (Orange County Department of Education)</li> <li>• Kim Thomason (Saddleback Valley Unified School District)</li> </ul> Consortium Support and Guests: Chantelle Gil (SOCRC), Sonja Wyche (SOCRC), Kristia Lengyel-Leahu (Saddleback College), Dan Predoehl (Saddleback College), Jill Ibbotson (Saddleback College), Susan Akhavan (Irvine Valley College).	All	1:03 pm
3.	<b>ADOPTION OF AGENDA BY PRIORITY</b> Motion: Will Neddersen moved to adopt the agenda. Second: Karima Feldhus. Vote: Motion carried unanimously.	Co-Chairs	1:05 pm

4.	<b>APPROVAL OF MINUTES</b> Motion: Karima Feldhus moved to approve the April 2025 meeting minutes. Second: Kim Thomason. Vote: Motion carried unanimously.	Co-Chairs	1:07 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. Kim Thomason: Announced she is retiring. Karima: Read statement: "I'd like to take a moment to reaffirm our commitment to the good norms that guide our consortium, mainly: collegiality, respect, and constructive collaboration. Over the last seven years, we've worked intentionally to build trust and mutual respect among our member agencies. Unfortunately, that progress was challenged during our April meeting, when my co-chair and I were accused of bias while simply sharing the state's guidance regarding COLA allocation. Our intent then, as always, was to ensure transparency and clarity for the benefit of the entire consortium. Disagreement is part of the work we do, but how we engage with one another matters. Let's continue to approach our discussions with professionalism and respect, keeping our shared mission at the center. At our September retreat we will review our consortium bylaws and revisit Robert's Rules of Order to ensure we all have a shared understanding of how we work together. Thank you." Susan: On May 7th, IVC held an AESL Discovering Career Pathways event with highlighted programs based on student surveys. About 200 students in seven sections of Advanced AESL got to hear program information and career salaries from Human Development, Law, and Accounting faculty. Will: Great work! If we have the students' names in MIS, this can all be considered support to transition. Not sure how IVC AESL or MIS records the information, but we list it in TOPSpro. This is a piece of the Three-Year transition plan that we want to highlight and count as a transition services opportunity, in addition to the work that Chantelle and Kristia lead to present at the adult schools and support students' transition to college and career education. Karima: Our SOCCCD district will soon be expanding more into Banner. Debbie: IVC students had the opportunity to attend a club meeting to ask questions and socialize with other students. Jill: Saddleback's HSE program was recently granted the Promising Practice Award from the CA Department of Education, Adult Education Office, WIOA, Title II Programs. The award will be presented at the CASAS Summer Institute coming up on June 11.	Open	1:09 pm
6.	<b>REGULAR/ONGOING BUSINESS</b>		
	<b>A. NOVA Updates</b> Karima: After today's meeting, Q3 will be approved and certified. Nancy is helping with the preparation of the Three Year Plan and working with agencies to gather information. Following the submission of the Three-Year Plan, our Annual Plan will be due after. Will: Related to contacts in NOVA, if there are any changes in agency members and/or proxies, please send it to Chantelle. We will be closing out June 30th, so we would like to check our year-to-year approval. Karima: Reached out to CAEP TAP to add proxies and clean up contacts in NOVA. Please let us know if any corrections are needed.	Co-Chairs	1:10 pm
	<b>B. Workforce Updates</b> No updates.	Sue/ Will	1:13 pm
	<b>C. WIOA and CASAS Updates</b> Will: End of year deliverables are due July 15. Q4 Employment & Earnings surveys will also be due, which applies to everyone using TOPSPro. For WIOA agencies, there are additional deliverables.	All	1:15 pm

	<p><b>D. Update on ELL Healthcare Pathways Grant</b></p> <p><b>a. Medical Assistant Pathways Update (CCA &amp; SC)</b>  Sonja: Faculty and Administration from SC and CCA had a good collaborative meeting on May 7 to discuss pathways and support transitions across partnership for further student healthcare training, and plan unduplicated programs for the ELL Healthcare Pathways. Medical Assistant programs similar to CCA will not be included for Round 3.  Karima: LVN program will be noncredit and is currently going through the process.  Dominic: We are looking forward to supporting students gain additional skills and licenses that can help them advance in healthcare, such as ADN Nursing and CNA.  Karima: As of August, the Dean of Saddleback's School of Health and Wellness will be retiring. We will work with our Health and Wellness colleagues to create visual student pathways.  Gina: The Coastline ROP Pharm Tech classes at in the ELL Healthcare Pathways are ending on Wednesday for students and internships will be starting. The next goal is to support students in the Dental Assisting program and try to sit and call employment sites to help them get a job if they are not employed after their internships.</p>	Sonja/All	1:17 pm
	<p><b>E. Marketing</b>  <a href="#">Reminder to pick up and check out your SOCRS polo shirt with Chantelle.</a></p>	Co-Chairs/Chantelle	1:22 pm
	<p><b>F. Student Supports</b></p> <p><b>a. Supporting Immigrant Students</b>  <b>b. Student Retention</b>  <b>c. Student Basic Needs</b>  Sue: This is the first year that noncredit CDCP certificate earners at Saddleback will be included in commencement. Our oldest student grad that will be recognized during commencement this year is one of our AESL certificate earners at eighty one years old.  Karima: Cosmetology was the driver of CDCP certificates to be included, so student certificate earners in AESL, HSE and Workforce Prep for Adults with Disabilities will now be included.  Sue: Saddleback also had signs created stating that all students are welcome and placed all around campus.</p>	All	1:33 pm
	<p><b>G. Reminders and Updates</b></p> <p><b>a. <a href="#">2024-25 Project &amp; Work Schedule</a></b>  <b>b. Upcoming 2025 Events &amp; Conferences</b></p> <ul style="list-style-type: none"> <li>➤ CASAS National Summer Institute <ul style="list-style-type: none"> <li>○ June 9-12   Orange County, CA</li> </ul> </li> <li>➤ ELL Healthcare Pathways Regional Celebration <ul style="list-style-type: none"> <li>○ Thursday, June 12   Saddleback College</li> </ul> </li> <li>➤ CAEP Summit 2025 <ul style="list-style-type: none"> <li>○ September 24-26   Anaheim, CA</li> </ul> </li> </ul> <p>Will: Reminder of upcoming events. The CASAS Summer Institute, open to all CA consortiums, will be held at the Hyatt in Garden Grove.  Sonja: We've been working with the planning team for the regional celebration. Please use the QR code for the workflow of the program.  Karima: Dr. Lisa Mednick Takami, Director for CC TAP, NOCE will be attending the regional celebration, in addition to our Chancellor and Board of Trustees. We are looking forward to the event.  This year's CAEP Summit will be held in Southern CA in Anaheim. No details for the Summit have gone out, but we would love to have representation, as we plan to submit a proposal on the ELL Healthcare Pathways. Please let us know if you would like to submit any other proposals.</p>	All	1:40 pm

7.	<b>NEW BUSINESS</b>		
	<p>A. Member Availability for June and July SOCRC Meetings  Will: General meetings have been scheduled in June and July but we know some folks may not work over the summer, so we propose having working meetings held on Zoom to allow for flexibility while still taking care of our consortium work.  Karima: The focus over the summer will be on reviewing our Three-Year Plan and Annual Plan.  Will: Please send continued feedback on the plans to Nancy.</p>	All	1:43 pm
	<p>B. SOCRC Annual Retreat – September 29, 2025  Karima: At the upcoming retreat, we will be focusing on consortium bylaws, Robert's Rules of Order, and the Annual Plan.  Chantelle: We would also like to hold a Data Vista training by WestEd at a separate meeting.</p>	All	1:45 pm
	<p>C. Cost-of-living adjustment (COLA) 2.30%, down from 2.43%.  Will: The May Revise is out and the COLA is 2.30%. This means that amendments to everything approved is needed. Because we are direct funded, the State does it automatically for us.  Karima: Our Vice Chancellor of Business Services sent out the information district-wide. The change in COLA is minor.</p>	Co-Chairs	1:47 pm
	<p>D. CAEP 2024-2025 Q3 Fiscal Reporting Share Out  All Q3 fiscal shareouts were conducted by funded agencies. The shareout for LBUSD was done by the Co-Chairs, as Chad was not present.</p>	Funded Members	1:50 pm
	<p>E. Approval to certify Fiscal Q3 2024-2025 Reporting for NOVA  Motion: Will Neddersen motioned for approval to certify Q3 2024-2025 fiscal reporting for NOVA.  Second: Rebecca Roberts.  Vote: Motion carried unanimously.</p>	Voting Members	2:10 pm
	<p>F. Preparing for Three-Year Plan 2025-2028</p> <ul style="list-style-type: none"> <li>Review of Draft</li> <li>Three-Year Plan Review and Feedback Sessions (Optional but is a good time to provide feedback) <ul style="list-style-type: none"> <li>June 2 via Zoom 1-2pm</li> <li>June 9 via Zoom 1-2pm</li> </ul> </li> </ul> <p>Will: Chantelle will send out updated calendar invites with Zoom links for the summer. The meetings will be optional but highly recommended. We have to revise the plan to fit the allotted character count.  Motion: Will Neddersen motioned for the June and July meetings to become online working meetings that meet on Zoom and not hold general meetings.  Second: Rebecca Roberts.  Vote: All in favor. Motion carried unanimously.  Karima: If voting members can't be present for June and July working meetings, please send a representative from your agency and email your comments to Nancy on the plans.</p>	All	2:15 pm
8.	<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>	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) Kim Thomason shared and thanked Saddleback College for its partnership on Dual Enrollment. A total of 104 graduating seniors that completed twelve or more units were given cords by the college.		
	*Tustin Unified School District (TUSD) Will shared that Tustin Adult School will be celebrating close to 100 graduates on Wednesday.		
9.	<b>SCHEDULED MEETINGS, TRAININGS, DEADLINES</b> <b>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 2025: <ul style="list-style-type: none"> <li>• June 30</li> <li>• July 28</li> <li>• August 25</li> <li>• September 29</li> <li>• October 27</li> <li>• November 17</li> <li>• December 15</li> </ul> The June and July meetings will be held online.		
10.	<b>ADJOURNMENT</b> Will Neddersen adjourned the meeting at 2:26 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

### 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