

#### 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 (*\*David Kette*), Irvine Unified School District  
 Chris Carter (*\*Dominic Vellanoweth*), College and Career Advantage  
 Brian Dozer (*\*Gina Escobar*), 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 General Meeting

March 24, 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. Co-Chairs reviewed the meeting norms.	Co-Chairs	1:00 pm
2.	<b>INTRODUCTIONS AND NEW GUESTS</b> Voting Members and Proxies Present: <ul style="list-style-type: none"> <li>• Karima Feldhus (Saddleback College, Co-Chair)               <ul style="list-style-type: none"> <li>◦ Sue Donelson (Saddleback College)</li> </ul> </li> <li>• Will Neddersen (Tustin Unified School District, Co-Chair)</li> <li>• Dominic Vellanoweth (College and Career Advantage)</li> <li>• David Kette (Irvine Unified School District)</li> <li>• Debbie Vanschoelandt (Irvine Valley College)</li> <li>• Chad Mabery (Laguna Beach Unified School District)</li> <li>• Kim Thomason (Saddleback Valley Unified School District)</li> <li>• Fatinah Judeh (Orange County Department of Education)</li> </ul> Consortium Support and Guests: Chantelle Gil (SOCRC), Sonja Wyche (SOCRC), Kristia (SC), Jill Ibbotson (SC), Susan Akhavan (IVC), Savy Steindler (IVC).	All	1:01 pm
3.	<b>ADOPTION OF AGENDA BY PRIORITY</b> Motion: Will moved to adopt the agenda. Second: Kim seconded. Outcome: Motion carried unanimously. The South Orange County Regional Consortium approved the adoption of the agenda for the March 2025 meeting.	Co-Chairs	1:03 pm
4.	<b>APPROVAL OF MINUTES</b> Motion: Dominic moved to approve the minutes from the previous meeting held in February 2025. Second: Will seconded. Outcome: Motion carried unanimously. The South Orange County Regional Consortium approved the minutes for February 2025.	Co-Chairs	1:05 pm

5.	<b>PUBLIC COMMENTS</b>	Open	1:07 pm
	<p>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.</p> <p>There were no public comments.</p>		
6.	<b>REGULAR/ONGOING BUSINESS</b>		
	<p>A. NOVA Updates</p> <p>Will noted that Q2 uploading for the English Language Learner Healthcare Pathways (ELL HCP) is forthcoming. Some confusion remains regarding Tustin Unified School District's NOVA entries. Specifically, there appears to be a discrepancy in carryover reporting, where values are not automatically adjusting as expected. Clarification will be sought prior to Q4 reporting.</p>	Co-Chairs	1:10 pm
	<p>B. Workforce Updates</p> <p>Sue reported an effort to re-establish a workforce training class at the Laguna Niguel site, an initiative originally attempted last year but there was a cost involved in running a class there. The Director Workforce and Economic Development is currently in discussions with legal counsel regarding site usage fees. An Integrated Education and Training (IET) model is being considered, and potential partnerships are being explored.</p> <p>Will had no additional updates for this item.</p>	Sue/ Will	1:13 pm
	<p>C. WIOA and CASAS Updates</p> <p>Will shared that Tustin Unified School District's federal WIOA review is scheduled for April 1–4, 2025. He noted that while the WIOA Title II Adult Education grant is administered by the Department of Labor, its educational programming falls under the Department of Education, which is currently undergoing staffing reductions. Will announced that the CASAS Summer Institute will be held in June at the Orange County Hyatt.</p>	All	1:15 pm
	<p>D. Update on ELL Healthcare Pathways Grant</p> <p>a. Preparing for ELL Healthcare Pathways Q1 &amp; Q2 Fiscal Reporting for 2024-2025</p> <p>Sonja reported that the Q2 fiscal report is due March 31. All partner agencies have submitted their financial data and narrative reports. A final review meeting with Karima is scheduled.</p> <p>b. ACCE 2025 Excellence Award in Continuing Education to SOCRC</p> <p>Karima announced that SOCRC was honored with the Excellence in Continuing Education Award for its work and success on the ELL Healthcare Pathways. From CAEP, Mayra Diaz and Gary Adams were also in attendance. Several consortia across the state still have unspent Year 1 funds and discussions are ongoing regarding effective strategies for utilizing remaining balances. The consortium's planning subcommittee will continue developing strategies for Year 3 funding.</p> <p>c. LAREC Allied Health Collaborative Recap</p> <p>Chantelle provided a brief report from the regional convening, having attended two breakout sessions focused on data reporting and student pathways and transitions.</p> <p>Will clarified that ELL Healthcare Pathways funding flows through the fiscal agent (Saddleback College) on behalf of the consortium, and that participation includes all members regardless of individual agency implementation.</p> <p>Karima encouraged members to begin identifying future program and partnership ideas, reminding the group that although this is the final program year, funds may be expended over the next two fiscal years. She added that the state budget for the grant will return to \$50 million.</p>	All	1:17 pm
	<p>E. Marketing</p> <p>Transition presentations at the adult schools are scheduled for April. In addition, Chantelle provided an overview of the proposed noncredit metrics, as discussed at</p>	Co-Chairs/Chantelle	1:30 pm

	the ACCE conference, as a potential addition to Vision 2030 planning.		
	<p>F. Student Supports</p> <ul style="list-style-type: none"> <li>a. Supporting Immigrant Students</li> <li>b. Student Retention</li> <li>c. Student Basic Needs</li> </ul> <p>Discussion included updates on initiatives to support immigrant students, retention strategies, and addressing basic student needs. Savy shared that for the ELL Healthcare Pathways, Fall students are being contacted directly based on licensing database checks, especially for those not responding to email outreach. Will emphasized the importance of life skills related to college transition and noted that feedback from educators indicates a need for more awareness and structured transition supports. Chantelle noted that in addition to the presentations, SOCRC will be adding and hosting tabling events for students this year in order to support transitions and help students with individualized questions. Will reminded the consortium that this item will remain a standing agenda item to keep transitions at the forefront of our work.</p>	All	1:33 pm
	<p>G. Reminders and Updates</p> <ul style="list-style-type: none"> <li>a. <a href="#">2024-25 Project &amp; Work Schedule</a></li> <li>b. Upcoming 2025 Events &amp; Conferences <ul style="list-style-type: none"> <li>➤ Coalition of Adult Basic Education (COABE) Conference <ul style="list-style-type: none"> <li>○ March 30 - April 2   Dallas, TX</li> </ul> </li> <li>➤ IVC's 11th AESL Mini-Conference <ul style="list-style-type: none"> <li>○ April 4   3-4pm on Zoom</li> </ul> </li> <li>➤ California Community College Association for Occupational Education (CCCAOE) Spring Conference <ul style="list-style-type: none"> <li>○ April 8 - 11   Sacramento, 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> </ul> </li> </ul> <p>Susan added a correction on the time for the AESL Mini-conference, which will be held from 3-5pm. There will be eight different presentations on projects that faculty from IVC and SC have done to share as professional development. Karima stated that she will be attending the CCCAOE Spring Conference. Will stated that he will be attending the California Council for Adult Education in Fresno on May 1-3. Sonja mentioned the ELL Healthcare Pathways Regional Celebration will take place from 10am to 12pm. Approximately 110 students have expressed interest in attending thus far.</p>	All	1:40 pm
7.	<b>NEW BUSINESS</b>		
	<p>A. CAEP 2025-2026 Preliminary Allocations (Voting will occur in April)</p> <ul style="list-style-type: none"> <li>a. <a href="#">SOCRC Bylaws Reminder</a>: Article 7 – Fiscal Administration and Article 8 – Funding (Pages 14 - 18)</li> </ul> <p>Will reviewed the SOCRC Bylaws, Articles 7 and 8, related to fiscal administration and funding distribution, both linked on the meeting agenda. Members were reminded that funding adjustments and allocation discussions should follow the outlined process in the bylaws. Karima noted the CFAD (Consortium Fiscal Administration Declaration) is due May 2, 2025. SOCRC will conduct the allocation vote in April to meet that deadline. While some consortia have voted early to unlock access to the new three-year planning template, SOCRC has not yet done so. Discussion included potential options for funding distribution, including percentage-based allocation, even split, or reallocation to a new member agency. Additional considerations included the anticipated impact of property</p>	All	1:43 pm

	<p>tax revenue due to recent fires, projected COLA increases, and internal consortium carryover figures.</p> <p>Draft revised allocations were shared for transparency. Discussion will continue in April, and members were encouraged to review options with their fiscal teams in preparation for the vote. This is a reminder that requests for new funds happen in October, as outlined in the SOCRC bylaws. Also, the process for one-time funding is also listed in the bylaws as well.</p> <p>Karima stated that the preliminary budget was released. We are going to wait for the May budget revise. There are copies available of the two scenarios, and we met with Nancy to discuss this. We have three options. The third option is to do something else with that amount, for example giving it to another member or a new member. We can have a discussion if you'd like to look into option 3. To bring in a new agency to fund, the process begins in the Fall and is outlined in the SOCRC bylaws. The COLA is based on what has been released with the understanding that this may change. They talked about the scenario if this COLA might increase, but have not heard them say if it will decrease.</p> <p>Karima also shared a conversation with Mayra Diaz and Gary Adams, and they don't know how the recent fires are going to affect everything. They are still assessing which federal programs will go away and what programs the state will take over. N For now, we have to decide based on percentages or even split. For even split, SC and TUSD will be hurt. Our district is giving a COLA starting in July, and SC we're under 5% carryover of last year and anticipate even lower this year.</p> <p>Will: Even split will change the percentages of the future. It will change the percentages you see now will all be adjusted.</p> <p>Dominic: For one year, right?</p> <p>Wil: The CFAD will change permanently from here on out. The COLA becomes part of that.</p> <p>Karima: The percentage split versus event split does not show new percentages. The event split will adjust those percentage permanently. In addition the the college allocation, we are getting Chantelle, Nancy, Karima, and marketing percentages to the consortium support that work. We took that 5% that split it half-half. A portion of it went to SC to run the administration of the consortium. We split those amounts amongst the agencies.</p> <p>Will: That change in percentage always at a CFAD moment will affect the change for next year, because the year before you can never receive less.</p> <p>Karima: Next month, we will vote on these options, one or the other, and direct funded versus fiscal agent.</p> <p>Will: Encourage members to talk to fiscal and administrators this next month. Questions or thoughts for clarity or for your agency specific?</p> <p>Debbie: IVC can benefit from additional funding.</p> <p>Karima: Thank you. Sonja is a 100% consortium. We'll talk about Q2 reporting and our process. The vote could go one way or the other. We have payroll and we don't have a lot of carryover. We did donate/reallocate funding to help other agencies. Have to always look ahead as the administrator. We may have to reduce the contract for the consultant.</p> <p>Will: See the percentages of equal split and what that would look like. It's curious to me as to why we at TUSD aren't growing and why Irvine is. AT ATEP building specifically, offering AESL classes in Tustin in our service area. I understand the SC point. I know there are more agencies that are funded. Just like Karima is saying budgets and payroll pieces as well and supporting the consortium as a whole too.</p> <p>Karima: Calculated as a draft percentages:</p> <p>CCA up from 8.54 to 8.73</p> <p>IUSD from 10.4 to 10.55 (rounded up)</p> <p>IVC 9.51 to 9.68</p>		
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	<p>LB 2.28 to 2.62 SC 51.16 to 50.74 TUSD 18.11 to 17.546</p> <p>Again for transparency, that will have to come out of supporting the consortium because we have obligations for payroll and supporting growth and meeting the requirements of WIOA, and we've seen growth. Susan: I'm not entirely comfortable about consortium versus SC. Everyone has to pull back on offerings and hirings.</p> <p>Karima: Thank you, Susan.</p> <p>Will: At the larger state, there are consortiums that had 100% carryover that are in the millions of dollars compared to us and looking where we are that are having conversations with legislative. Where as, we're sitting with our pot of money and that's all we have. What's the ramification in 2 years? We're busting at the seams to hear that, and I do agree on how we balance those pieces. If you remember, Karima instituted AB 1492. We have those funds, what do we need for those pieces? We all filled out applications and money went to those agencies. We know it's a one-time fund different from payroll. Next month's vote. Direct emails to Karima and Will for questions. We do want access to our 3-Yr template. AB 1492 is very clear, two years and what happens after that if can't spend down funding.</p> <p>b. Direct Funded versus Fiscal Agent</p> <p>c. Distribution of COLA</p> <ol style="list-style-type: none"> <li>i. Percent to Total</li> <li>ii. Even Split</li> <li>iii. Other</li> </ol>		
	<p><b>B. CAEP 2024-2025 Q2 Fiscal Reporting Share Out</b></p> <p>All service-providing agencies reported on their Q2 spending, staffing, and program enrollment. A clarification was provided by Karima regarding Spring data, which belongs to Q3, not Q2. Updated reports will be sent to members with this correction.</p> <p>CCA: Dominic stated that while it doesn't look like spending much, we spend more in Q3 and Q4. Stipends for instructors for internship placement and internship management. On target spending. For the staffing, no changes. Instructional staff also teach HS classes with other funding.</p> <p>Will: 11 more is a new section for Spring students?</p> <p>Dominic: Not new section, just more enrollment.</p> <p>IUSD: David Kette. Summer shows 26%, and in Spring more sections. We anticipate spending more in Q3 and 4 as well. Staffing has not changed at all. Spring numbers more sections. Enrollment has increased significantly from Fall to Spring.</p> <p>Karima: Question of Q2 covers until December for those of you that included Spring that is a part of Q3. We didn't include spring numbers because Q2 is up to December which is Fall enrollments. For those that included Spring, are those that started early?</p> <p>Will: No, started in January.</p> <p>Karima: Bc i received the spring numbers, but I deleted the spring column.</p> <p>Dominic: Included note at the end of the document.</p> <p>Will: Reflected for adult schools, added spring for TUSD as well. Awesome job for Irvine Adult School.</p> <p>Susan: Changes due to?</p> <p>David: General growth in the area.</p> <p>IVC: Debbie: For Q2, none of the staffing has changed. keeps a spreadsheet almost daily and also built in Spring.</p> <p>LB: Chad: Expenses in Q3. Staffing is the same. a little bit of increase in</p>	All	1:55 pm

	<p>spring enrollment. classes haven't changed. additional students enrolling..</p> <p>Karima: Entered targets in NOVA. 20, 40, 60, 80 targets for SC. We're over our current target. For the staffing, Sue. No changes, but growth is difficult to keep up with pre &amp; post testing. We do have some that are going to be resigning, so we will have a vacancy. Following requirements of federal mandates.</p> <p>Jill: Enrollments, Fall 74 sections bc that seems high to me.</p> <p>Karima: ESL at SC, NC ESL in one division, AESL under Adult Ed. CAEP supports NC at the college. AESL and ESL together. NC Career Ed resides in different schools at SC. Workforce Prep is CDCP certificates. We added WF Prep. Our adults with disabilities program is shifting to WF Prep. We offer 3 CDCP certs to OASIS students, Project Search led to the change. We'll report Spring in Q3.</p> <p>TUSD: Spent 29.14%, roughly almost 30%. January is double pay because we don't pay Dec 30. Also in the process of ordering new materials as well. We continue to not see a significant shift in staffing. We are WIOA federally funded and a portion of teachers are paid from that, so not all CAEP. Sitting with an additional 2 ESL Civics classes. Increase for spring.</p> <p>Debbie: Question for SC. Does this include the consortium funds as well?</p> <p>Karima: Yes, total allocation. Are these people paid for staffing? FS 440 to support the consortium. It would be important to see staffing for the consortium.</p> <p>Will: How much and staffing to have both.</p> <p>Karima: Can send via email. and not talk about it.</p> <p>Will: For transparency would be great.</p> <p>Karima: 2025 numbers for spring for Q3. 11,500 students for spring. will send updated Q2 that includes spring and staffing fiscal reports to separate fiscal reports for the consortium.</p>		
	<p>C. Approval to certify Fiscal Q2 2024-2025 Reporting for NOVA</p> <p>Motion: Will moved to approve certification of Q2 reporting in NOVA.</p> <p>Second: Debbie seconded the motion.</p> <p>Vote: Motion carried unanimously by all voting members present.</p>	Voting Members	2:10 pm
	<p>D. Preparing for Three-Year Plan 2025-2028</p> <ul style="list-style-type: none"> <li>Draft of Section Two and Three</li> <li>Update on WestEd's Los Angeles/Orange County Regional Training at Mt. San Antonio College "Using Data and Personas for Three-Year Planning"</li> </ul> <p>Motion: Will moved to table the review of Sections Two and Three and to move the regional training debrief to the April agenda.</p> <p>Second: Karima seconded the motion.</p> <p>Outcome: Motion carried unanimously.</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	2:25 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.	<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>• April 28</li> <li>• May 19</li> <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>		
10.	<b>ADJOURNMENT</b> Motion: Meeting adjourned by Co-Chair Will Neddersen at 2:30 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

### 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

### 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