



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
Brandee Ramirez, Saddleback Valley Unified School District
Maria Martinez-Poulin, 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**

September 29, 2025 | 1:00-5:00 p.m.

In-person at Saddleback@ATEP: 1634 Valencia Avenue, Tustin, CA 92782

ITEM	PRESENTER	Approximate Start Time
1. CALL TO ORDER & NORM REVIEW The meeting was called to order by Co-Chair, Will Neddersen at 1:03 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: <ul style="list-style-type: none">• Karima Feldhus (Saddleback College, SOCRC Co-Chair)<ul style="list-style-type: none">◦ 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)• David Kette (Irvine Adult School)• Debbie Vanschoelandt (Irvine Valley College)<ul style="list-style-type: none">◦ Brooke Bui (Irvine Valley College)• Maria Martinez-Poulin (Orange County Department of Education) Consortium Support and Guests: Chantelle Gil (SOCRC), Sonja Wyche (SOCRC), Kristia Lengyel-Leahu (Saddleback College), Dan Predoehl (Saddleback College), Jill Ibbotson (Saddleback College), Kimberly Negron (Irvine Adult School), Karen Pineda (Irvine Adult School).	All	1:03 pm
3. ADOPTION OF AGENDA BY PRIORITY Motion: Will Neddersen moved to adopt the agenda. Second: Chad Mabery. Vote: Motion carried unanimously.	Co-Chairs	1:05 pm
4. APPROVAL OF MINUTES Correction noted: Staffing discrepancy updated from 8 to 7 (per Chad) on the LBUSD Q4	Co-Chairs	1:07 pm



	Fiscal Document. Motion: Debbie moved to approve the August 2025 meeting minutes. Second: Maria. Vote: All voting members approved. Motion carried unanimously.		
5.	PUBLIC COMMENTS	Open	1:10 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. <i>No public comments received.</i>		
6.	REGULAR/ONGOING BUSINESS		
	A. NOVA Updates <i>Karima: Q4 CAEP and ELL HCP reports are submitted or in draft. Budget and Work Plan due September 30. Members should finalize submissions and ensure alignment with the Annual Plan.</i>	Co-Chairs	1:13 pm
	B. Workforce Updates <i>No new updates. SOCRC continues participation in regional efforts (Santa Ana and Anaheim are separate boards but collaborate closely).</i>	Sue/ Will	1:15 pm
	C. WIOA and CASAS Updates <i>No CASAS updates.</i> <i>WIOA: Still awaiting grant award notifications.</i> <i>Discussion on two funding streams: WIOA 243 (Integrated Training) and Adult Secondary Education.</i> <i>Will: Encouraged members without WIOA funding to complete the Employment and Earnings (E&E) Survey using TOPSpro Wizard.</i>	All	1:17 pm
	D. Update on ELL Healthcare Pathways Grant <i>Will & Karima:</i> <ul style="list-style-type: none">• RFP for ELL HCP Round 3 expected end of Fall (likely November).• Only approximately 20 of 71 consortia will be selected. Awards range from \$1–5 million.• 36-month funding cycle starting FY 2026–27.• Special meetings may be called (24-hour notice) if planning requires Board decisions.• SOCRC encouraged to “think big” and collaborate to strengthen the proposal.	Sonja/All	1:20 pm
	E. Marketing <i>Chantelle: Transitions Workgroup being re-established. Representatives from each agency encouraged. Presentations to adult schools will resume. Includes transitions to ROPs and colleges.</i>	Co-Chairs/Chantelle	1:25 pm
	F. Student Supports <ol style="list-style-type: none">a. Supporting Immigrant Studentsb. Student Retentionc. Student Basic Needs	All	1:27 pm
	G. Reminders and Updates <ol style="list-style-type: none">a. <u>2025-26 Project & Work Schedule</u>b. Upcoming 2025 Events & Conferences<ul style="list-style-type: none">➢ CCCAOE Fall 2025 Conference<ul style="list-style-type: none">○ October 22-24 Rancho Mirage, CA (Pre-Conference Sessions begin on Tues, Oct.21)➢ ACCE Fall 2025 Zoom-In Conference<ul style="list-style-type: none">○ November 5 Zoom <p><i>Mark your calendars!</i></p>	All	1:32 pm
7.	NEW BUSINESS		



	A. CAEP Summit 2025 Shareout		1:35 pm
	<p>B. ELL Healthcare Pathways Q4 Reporting and Shareouts</p> <p>Coastline ROP – Gina: Lower Q4 expenditures due to leveraging OCCSF funds. Highlights: High job offer rate, becoming a LifeScan site (DOJ-approved).</p> <p>Irvine Valley College (IVC) – Savy: Used remaining Round 1 funds; Round 2 focused on salaries, reassigned time, CASAS, PD. 90% licensure for PT students. Smooth registration process between IVC and Coastline.</p> <p>College and Career Advantage (CCA) – Dominic: Round 2 funds used for instructors in Pharmacy, Dental, and Medical Assisting. High completion and employment rates; strong teacher involvement in job placement. Transition from asynchronous to in-person CTE programs.</p> <p>Saddleback College (SC) – Sonja & Karima: Large expenditures on staffing, compliance systems (e.g., CastleBranch), marketing, and program materials. 37 CNA students completed; 29 licensed; 15 employed. PHLB saw strong enrollment. Reimbursements for immunizations were processed (with state approval). Round 1 funds fully expended; Round 2 over 50% spent.</p> <p>Discussion Points: Importance of accurate program-level financial reporting. Agencies may face delays or pause programming if Round 3 is not funded. Will draft letter to CAEP to request redistribution of unused funds from other consortia.</p>		1:40 pm
	<p>C. Brown Act Requirements</p> <ul style="list-style-type: none">a. Board-Approved Membersb. Physical Agenda Posting at Each Agency – Location Survey <p>Brown Act Overview</p> <ul style="list-style-type: none">• Training recommended for Board Members; attorneys may be brought in.• All 10 voting members are official Board Members (publicly approved).• Any meeting with >5 members requires public notice and compliance.• Ad-hoc committees: Can only be appointed by one Co-Chair and cannot have a quorum of members.• Standing Committees must follow full Brown Act protocol. <p>Posting Requirements</p> <ul style="list-style-type: none">• Agendas must be posted physically at accessible public locations for each agency + SOCRC website.• Chantelle shared a Google Form to collect addresses for postings. <p>Zoom Attendance</p> <p>Board members may attend via Zoom only if the meeting location is accessible to the public and publicly noticed.</p>		2:00 pm
	<p>D. Tour of Saddleback @ ATEP</p> <p>ATEP Tour: Saddleback College Culinary and Auto programs. Flyers and photos shared by Noelle and Jeffrey.</p>		2:30 pm
	<p>E. Annual Review of SOCRC Bylaws</p> <p>Article 2 – Career Education Program Review</p> <ul style="list-style-type: none">• New language aligns with Ed Code §84906.• Requires LMI studies and documentation of alignment with the Annual		3:00 pm



	<p>and 3-Year Plan.</p> <ul style="list-style-type: none">Red text = additions; Strikethrough = deletions. <p>Ad Hoc vs Standing Committees</p> <ul style="list-style-type: none">"Workgroups" are now referred to as Ad Hoc Committees.Co-Chairs may assign ad hoc committees.Executive Committee roles clarified. <p>Article 8 – Allocation of Funds</p> <ul style="list-style-type: none">Clarifies CAEP as apportionment, not a grant.Funds not to be flexed or used for non-adult education purposes.Guidance based on Ed Code §84920. <p>Timeline for Bylaws Adoption</p> <ul style="list-style-type: none">First Read: October 2025Second Read: November 2025 (possible vote)Potential Third Read (if needed)		
	<p>F. Review of 2025-26 Annual Plan Objectives and Activities as they relate to the Member Budget & Workplan</p> <p>Karima and Nancy:</p> <ul style="list-style-type: none">Agencies must align individual and consortium-wide objectives in NOVA.Major initiatives:<ul style="list-style-type: none">Regional Transition Support PlanSB 554 Adult Dual EnrollmentContextualized IET ExpansionData Collection & Analysis PlanConsortium Website Updates (for Brown Act and program transparency)Discussion of forming standing committees on Transitions and Data.		4:00 pm
8.	<p>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.</p> <p>Capistrano Unified School District (CUSD)</p> <p>Coastline Regional Occupation Program (Coastline ROP)</p> <p>*College and Career Advantage (CCA)</p> <p>*Irvine Valley College (IVC)</p> <p>*Irvine Unified School District (IUSD)</p> <p>*Laguna Beach Unified School District (LBUSD)</p> <p>Orange County Department of Education (OCDE)</p> <p>*Saddleback College (SC)</p> <p>Saddleback Valley Unified School District (SVUSD)</p> <p>*Tustin Unified School District (TUSD)</p>	All	4:45 pm
9.	<p>SCHEDULED MEETINGS, TRAININGS, DEADLINES</p> <p>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</p> <p>Below is the remaining schedule for 2025:</p> <ul style="list-style-type: none">October 27November 17December 15		
10.	<p>ADJOURNMENT</p> <p>Meeting adjourned at approximately 4:30pm.</p>		2:00 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 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

January 2026

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

February 2026

- **Feb 28:** Preliminary allocations for 2026-27 and 2027-28 released by this date.

March 2026

- **Mar 1:** 25/26 Member expense report is due in NOVA. (Q2)
- **Mar 31:** End of Q3
- **Mar 31:** 25/26 Member Expense Report certified by Consortia in NOVA (Q2)*

April 2026

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

May 2026

- **May 2:** CFAD for 2026-27 due in NOVA *

June 2026

- **Jun 1:** 25/26 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 25/26 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4