

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, 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**

October 27, 2025 | 1:00 p.m. – 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 p.m. A reminder of meeting norms was shared.	Co-Chairs	1:00 pm
2.	INTRODUCTIONS AND NEW GUESTS 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) • Chad Mabery (Laguna Beach Unified School District) Consortium Support and Guests: Chantelle Gil (SOCRC), Sonja Wyche (SOCRC), Jill Ibbotson (Saddleback College), Kimberly Negrón (Irvine Adult School), Savoyonne Steindler (Irvine Valley College).	All	1:03 pm
3.	ADOPTION OF AGENDA BY PRIORITY Motion: Will Neddersen moved to adopt the agenda. Second: Dominic Vellanoweth. Vote: Approved unanimously. Motion carried.	Co-Chairs	1:05 pm
4.	APPROVAL OF MINUTES Correction to include Chad Mabery, Nancy Miller, and Kim Jenkins. Motion: Will Neddersen.	Co-Chairs	1:07 pm

	Second: Gina Escobar. Vote: Approved unanimously.		
5.	PUBLIC COMMENTS	Open	1:10 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>Karima shared our consortium success at the recent CCCAOE conference. Our work on the ELL Healthcare Pathways was highlighted by the State Chancellor's Office as a model program in their CAEP State Update presentation. Round 3 application submission of the ELL Healthcare Pathways is expected. Karima and Julie presented on behalf of the consortium's ELL Healthcare Pathways programs, and Chantelle presented on the UDW partnership and serving adult learners in our region.</p>		
6.	REGULAR/ONGOING BUSINESS		
	<p>A. NOVA Updates Will shared the Budget and Workplan certification is due by October 30th. Quarterly fiscal reports are due by December 30th, so an updated Quarterly Fiscal Reporting Template is forthcoming for share-outs. TOPSPro data is segmented by program area. On the budget side, it's not just listing the CAEP budget, but also the other areas that also support. We only input dollar amounts into NOVA, but on our template is where we list sections, staffing, enrollments, etc. Karima shared a reminder that all of the CAEP due dates are listed on the last page of the agenda. Will confirmed that we will be conducting the Quarterly Fiscal Reporting Template Share-outs in the SOCRC General December Meeting. Karima confirmed we're going to hold a general consortium meeting in December.</p>	Co-Chairs	1:13 pm
	<p>B. Workforce Updates No new updates.</p>	Sue/ Will	1:15 pm
	<p>C. WIOA and CASAS Updates No new updates.</p>	All	1:17 pm
	<p>D. Update on ELL Healthcare Pathways Grant Request for Applications (RFA) is to be released in November with a January 2026 submission deadline. Irvine Valley College is hoping to use Round 3 to start launching its own Healthcare programs in Medical Assistant, Phlebotomy, and Medical Occupations all housed under Health Sciences. Savy shared that the first curriculum documents for Medical Assistant are in. Discussion on ELL HCP Round 3's focus on Centers of Innovation that the RFA will define, and a need for AI integration and coaching for sustained employment. The state Chancellor's Office has emphasized the need to support adult learners with AI, as the digital divide is getting wider and we don't want to leave our adult learners behind. If you think you're a part of an agency that can provide AESL or healthcare programs for Round 3 of the ELL HCP, reach out to Sonja.</p>	Sonja/All	1:20 pm
	<p>E. Marketing No new updates.</p>	Co-Chairs/Chantelle	1:25 pm
	<p>F. Student Supports</p> <ul style="list-style-type: none"> a. Supporting Immigrant Students b. Student Retention c. Student Basic Needs <p>Utilizing community resources as referrals for student legal needs; increasing demand and waitlist.</p>	All	1:27 pm

	<p>G. Reminders and Updates</p> <ul style="list-style-type: none"> a. 2025-26 Project & Work Schedule b. Upcoming 2025 Events & Conferences <ul style="list-style-type: none"> ➤ ACCE Fall 2025 Zoom-In Conference <ul style="list-style-type: none"> ○ November 12, 2025 Zoom ➤ Online Teaching Conference 2026: Designing the Future of Online Learning – Human Element, Ethics, Innovation, and AI <ul style="list-style-type: none"> ○ June 23–25, 2026 Anaheim Hilton <p>The 12th Semi-Annual AESL Mini Conference is next week on November 6th from 3:30 p.m. to 5 p.m. All faculty are invited to participate. Please see the RSVP link on email sent by Kristia and Susan.</p>	All	1:32 pm
7.	NEW BUSINESS		
	<p>A. Future Meeting Locations for 2026</p> <p>At our previous meeting, Rebecca Roberts offered to fund the Quail Hill rental if we are interested in continuing our meetings here for 2026, as the site will now start charging for usage. Other alternatives like the IVC/ATEP location were discussed with an emphasis on needing access to technology and reliable internet. Instruction takes priority at our sites so don't want to conflict with classes at any of our school sites. If IVC/ATEP is preferred, parking permits and guest Wi-Fi will need to be requested each month for SOCRC members. Savy will check with Brooke and Debbie about possible availability at IVC's IDEA building at ATEP. Chantelle confirmed we have reservations secured for Quail Hill Community Center until this December, so the upcoming November and December SOCRC General meetings will occur at this location.</p>	Co -Chairs/All	1:35 pm
	<p>B. Transitions Workgroup</p> <p>The first meeting will take place on Friday, October 31 at 1 p.m. via Zoom, so please keep an eye out for a meeting invite from Chantelle. Representatives from each agency are encouraged to participate, especially staff or counselors that may directly support students with transitions. This is an important metric that the state looks at as a consortium, and we have it listed as a priority in our Three-Year Plan. At the latest CAEP State Update presentation, they shared that a CAEP Data and Accountability workgroup has commenced with the goal to adjust CAEP metrics and better align data sources. Consortium transitions are important for student success and could also be a critical piece tied to funding if the state decides to move towards a funding-based formula in the future.</p>	Co-Chairs	1:40 pm
	<p>C. Member Effectiveness Tool (Link to Google Form)</p> <p>Same tool we've used for three years, just electronic now on a Google Form that replaces the paper version. The Word version can be used as a reference.</p> <p>Update from earlier discussion on Item 6A: Consensus that the Quarterly Fiscal share-outs will now occur at the next General SOCRC meeting on November 17. The templates for Q1 are due by Friday, November 14 to Chantelle. Consensus to move Member Effectiveness shareouts to the General SOCRC meeting on December 15, which means the information will need to be inputted into the Google form by December 12. Chantelle will send a separate reminder email this week.</p>	Co-Chairs	1:45 pm
	<p>D. Saddleback College Status of WIOA Funds for 2025-26</p> <p>Karima shared positive news that Saddleback College colleagues have been invited to present at a WIOA webinar tomorrow. They will</p>	Saddleback	1:50 pm

	<p>participate on a panel of three colleges to highlight Promising Practices, following the recognition the college received through its recent WIOA award.</p> <p>Regarding WIOA funding for 2025–26, many agencies experienced reductions, and Saddleback College’s allocation decreased by nearly 30%. Additionally, there is uncertainty about the reauthorization of WIOA funds next year. After careful consideration, the college determined that the reduced funding did not justify the administrative labor required. As a result, Saddleback College will decline the 2025–26 WIOA funds. Jill, Sue, and Karima met with WIOA representatives to discuss this decision. This change does not impact the consortium overall.</p> <p>Next Steps and Data Planning:</p> <ul style="list-style-type: none"> • The consortium is collaborating with WestEd and DataVista to explore a professional development opportunity focused on analyzing consortium-wide data. <p>Reminder:</p> <ul style="list-style-type: none"> • Adult schools/K–12 partners report data in TOPSpro. • Colleges report data in MIS. • Both data sources feed into DataVista. <p>Consortium Data Discussion:</p> <ul style="list-style-type: none"> • Will noted that the consortium’s data landscape has shifted. Previously, only one agency reported solely through MIS, while others used TOPSpro. Now, with community colleges reporting only through MIS (without TOPSpro), the consortium will rely more heavily on internal tools to evaluate member effectiveness. • DataVista reporting is approximately one year behind, so current-year data may not reflect real-time information. • Data consistency and integration are increasingly important. <p>Operational Notes:</p> <ul style="list-style-type: none"> • The consortium has worked through Saddleback College—and specifically through Jill—for TOPSpro data coordination. This process remains a work in progress, as the consortium typically has one staff member managing this role. • The group will continue to use CAEP funds and explore other resources to support data systems and software costs. • A follow-up conversation will determine whether to continue these practices going forward. • Will expressed appreciation to Saddleback College for being transparent about the WIOA decision and reaffirmed that it is ultimately the college’s choice. <p>Future Collaboration:</p> <ul style="list-style-type: none"> • Karima suggested that Saddleback College and Irvine Valley College resume meetings with district IT staff to strengthen consortium data collection and reporting processes. • The group agreed that regular joint meetings would be helpful for generating required reports and ensuring data alignment. <p>Additional Items:</p> <ul style="list-style-type: none"> • Savy suggested continuing the discussion at the next ELL HCP 		
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	<p>meeting to determine whether there is an ongoing need for CASAS testing.</p> <ul style="list-style-type: none"> • Sonja agreed, noting the importance of involving the School of Health & Wellness at Saddleback College in conversations related to proficiency assessment. • Jill raised the possibility of exploring alternative assessments that measure all four language domains, rather than reading alone. • Karima suggested exploring self-assessment options as part of that discussion. 		
	<p>E. First Read of Proposed Changes to SOCRC Bylaws</p> <p>Reviewed and discussed the proposed revisions from last month's meeting that Nancy helped facilitate. The color yellow designates changes or strike throughs, and red identifies new words. Discussion that we are an advisory board, updates related to the Brown Act, and guidance from the state on fiscal items. The vote is scheduled for November 17 after the second read. Additional feedback provided:</p> <ul style="list-style-type: none"> • Page 3, Article 2, Section 3, line 1: "The agency who is requesting to establish a new noncredit or adult education career training program shall..." → change "requesting" to "planning to". • Page 3, Article 2, Section 4: "...progress/success of the program including the following metrics" → change "including" to "that may include". 	Co-Chairs/All	2:00 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	2:20 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"> • November 17 • December 15 		
10.	<p>ADJOURNMENT</p> <p>The meeting was adjourned at 2:33 p.m.</p>		2:30 pm

South Orange County Regional Consortium
Empowering Adult Learners for Lifelong Success.

• 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

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