

Los Angeles Orange County Regional Consortium College Resource Leadership Council Business Meeting

Approved Minutes: June 18, 2020

8:30 a.m.-9:45 a.m.

Zoom Video-Call Details

LAOCRC is inviting you to a scheduled Zoom meeting.

Topic: June 2020 LAOCRC Collaborative Meeting/Program Recommendation

Time: Jun 18, 2020 08:30 AM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/94886235018>

Or iPhone one-tap (US Toll): +16699006833,94886235018# or +12532158782,94886235018#

Or Telephone:

Dial:

- +1 669 900 6833 (US Toll)
- +1 253 215 8782 (US Toll)
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Meeting ID: 948 8623 5018

International numbers available: <https://cccconfer.zoom.us/j/94886235018>

Or Skype for Business (Lync):

[SIP:94886235018@lync.zoom.us](https://cccconfer.zoom.us/j/94886235018)

Voting Members present:

- Nick Real, Cerritos Community College
- Michael Wangler, Citrus College
- Shelly Blair, Coastline Community College
- Kathleen Reiland, Cypress College
- Kendra Madrid, East Los Angeles College
- Virginia Rapp, El Camino College
- Dorsie Brooks (Alternate), Golden West College
- Jan Swinton, Glendale Community College
- Debbie Vanschoelandt, Irvine Valley College
- Gene Carbonaro, Long Beach City College
- Armando Rivera-Figueroa, Los Angeles City College
- Priscilla Lopez, Los Angeles Harbor College
- Marla Uliana, Los Angeles Mission College
- Mon Khat, Los Angeles Pierce College
- Marcia Wilson, Los Angeles Trade-Tech College
- Jennifer Galbraith, Mt. San Antonio College
- Lisa Knuppel, Orange Coast College
- Salvatrice Cummo, Pasadena City College
- Mike Slavich, Rio Hondo College
- Anthony Teng, Saddleback College
- Kimberly Mathews (Alternate), Santa Ana College
- Patricia Ramos, Santa Monica College
- Elizabeth Arteaga, Santiago Canyon College

Voting Members absent:

- Paul Flor, Compton College
- Ken Starkman, Fullerton College
- Lawrence Bradford, Los Angeles Southwest College
- Laurie Nalepa, Los Angeles Valley College
- Carmen Dones, West Los Angeles College

I. **Call to order** – Meeting called to order at 8:31 a.m. by Dr. Marcia Wilson, CRLC Chair and Dean Resource Associate Chair, LAOCRC

II. **CRLC Member Roll Call** – Marbella Ruiz, LAOCRC Administrative Secretary, called roll – a Quorum of Voting Members was verified.

III. **Minutes from the May 21, 2020 CRLC Business Meeting were Approved**

a. **Motion:** Mike Slavich, Rio Hondo College; **Second:** Virginia Rapp, El Camino College; **Approved**
Abstentions: Shelly Blair, Coastline Community College

- Dr. Marcia Wilson indicated that there was a correction submitted to the May minutes; Dr. Nick Real noted Cerritos College’s update was blank, but it should read that summer will be fully online, and fall semester will have some CTE labs on campus.
- Dr. Gustavo Chamorro introduced Dr. Shelly Blair as the new voting member for Coastline Community College, replacing Ms. Nancy Jones.

IV. **Informational Items**

a. **Program Data Requests**

Program Title	Top Code	College
1. Paralegal Studies	1402	Citrus College
2. Food Science Fundamentals Certificate	1306	Cypress College
3. Human Resources Management Certificate	0506	Fullerton College
4. Business Administration Associate in Arts Degree (Fully Online)	0505	Fullerton College
5. Cyber Security Specialist	0708	Glendale Community College
6. Computer Networking	0708	Glendale Community College
7. IT Technician	0708	Glendale Community College
8. Commercial Music	1005	Long Beach City College
9. Certificate of Achievement - Radio/Television Sports Broadcasting	0604.2	Long Beach City College
10. Electronics Engineering Technology A.S. Degree	0934	Mt. San Antonio College
11. Electronics Technology Certificate (Level 2)	0934	Mt. San Antonio College
12. Professional Culinary Certificate	1306.30	Pasadena City College
13. Professional Baking Certificate	1306.30	Pasadena City College
14. Residential Architecture Design	0953.10	Rio Hondo College

15. Architectural Drafting	0953.10	Rio Hondo College
16. Architectural Theory and Design	0953.10	Rio Hondo College
17. Cloud Computing	0702	Santa Monica College
18. Associate Teacher Level II	1305	Saddleback College

- Program Data Requests on Agenda** – Ms. Jennifer Galbraith asked to receive the contact information for faculty at Citrus College who requested Paralegal Studies program data. Dr. Michelle Yanez will have Citrus College faculty get in contact with faculty at Mt. San Antonio College. Ms. Marla Uliana also requested contact information from faculty at Pasadena City College regarding both Professional Culinary and Baking Certificates, as well as that of Cypress College in regards to the Food Science Fundamentals Certificate. Dr. Salvatrice Cummo confirmed both her and Dr. Julie Kiotas will follow up with those program data requests from Pasadena City College. Dr. Marcia Wilson added she would like to have that information as well, as LATTTC may have ways to assist and share the information – the department chair is Martin Gilligan. Ms. Kendra Madrid asked if both Computer Networking and IT Technician program data requests from Glendale Community College are the pre-approved ITTP or if they are different. Ms. Jan Swinton responded that they are the same pre-approved ITTP, but units are being revised. Ms. Lisa Knuppel requested information from faculty for the Food Science Fundamentals Certificate submitted by Cypress College; Dr. Kathleen Reiland provided information for the department coordinators of their Hotel, Restaurant, and Culinary Arts Program are Jeremy Peters (jpeters@cypresscollege.edu) and Stephanie Rosati (srosati@cypresscollege.edu). She added that this certificate is being added as an option to their culinary pathway. Dr. Patricia Ramos pointed out that Santa Monica College is moving forward with an associate’s degree in Cloud Computing; it is not specified on the program data request title and she wanted to note it and inform that it will be available for any of the colleges that have a desire to create a degree program. Ms. Jan Swinton mentioned that it would be helpful to have a list sent out with the contact information for each program data request submitted. Ms. Lisa Knuppel pointed out that in a previous meeting the intention was to have the information provided to all, along with a brief summary of each program data request. She was under the impression that the group had agreed to that process, but it may have fallen out due to time constraints. Dr. Marcia Wilson responded that it was decided to not have each program described individually, but rather to be prepared to respond to inquiries; however, she added it would be helpful to add an extra column with contact information on the table. She also asked if contact information is requested from COE when submitting a request. Ms. Marla Uliana confirmed that both the faculty who is submitting the request as well as the dean’s contact information are included. Dr. Gustavo Chamorro asked to confirm if the contact information is to be listed on the agenda? Dr. Marcia Wilson confirmed to have faculty contact information listed, but other questions not related to contact information are welcome. Ms. Jesse Crete clarified that there are usually two pieces of contact information, that of a dean and a faculty member; however, sometimes it is just one or the other that is provided, but COE will always manually add the dean. She asked what exactly is needed, the faculty, dean, or both? Dr. Marcia Wilson responded that everyone should have a roster of the college deans, but it would be helpful to have the faculty member. Dr. Salvatrice Cummo suggested to include the CTE dean since oftentimes voting members do not have the contact information, and would have to go to that dean. Ms. Jennifer Galbraith asked if COE asks for the voting member or dean. Ms. Jesse Crete confirmed that the application asks for voting member, but most of the time faculty puts their dean; nevertheless, COE always includes the voting member deans in their email communication. She stated that the application is a state form that is used throughout the entire state. Ms. Lisa Knuppel suggested it is easier to add a column. Ms. Jennifer Galbraith agreed with Ms. Lisa Knuppel and added to have information for the voting member and the requestor.

b. Exploratory

1. Sports Coaching, Cerritos College

c. Modified Programs

1. [Medical Coding Assistant](#), Glendale Community College

2. [Medical Office Administration](#), Glendale Community College

- **Modified Programs** – Dr. Marcia Wilson asked if units are being changed on these programs. Ms. Jan Swinton responded that they are doing less units and name changes, although the courses have not changed.

II. **Action Items**

*Dr. Marcia Wilson, CRLC Chair and Dean Resource
 Associate Chair, LAOCCRC*

a. **Program Recommendation/Endorsed Programs; Motion:** Mike Slavich, Rio Hondo College; Second: Jan Swinton, Glendale Community College; **APPROVED**

1. [Auto Collision 1 Detail Technician Certificate](#), Cypress College
2. [Accounting Clerical Certificate](#), El Camino College
3. [Accounting Certificate – Tax Preparation](#), El Camino College
4. [Basic Law Enforcement Academy](#), Santa Ana College

b. **Program Recommendation/Cautiously Endorsed Programs; Motion:** Kathleen Reiland, Cypress College; Second: Jennifer Galbraith, Mt. San Antonio College; **APPROVED**

1. [Certificate of Achievement: Educational Studies: General](#), Coastline Community College
2. [Educational Studies: STEM: Science Concentration](#), Coastline Community College
3. [Automotive T-TEN Air Conditioning Specialist](#), Cypress College
4. [Automotive T-TEN Brake and Alignment Specialist](#), Cypress College
5. [Automotive T-TEN Electrical Certificate](#), Cypress College
6. [Automotive T-TEN Engine and Driveline Specialist](#), Cypress College
7. [Automotive T-TEN Performance and Drivability Specialist](#), Cypress College
8. [Automotive T-TEN Toyota and Lexus Specialist Certificate](#), Cypress College
9. [T-TEN Certified Technician Associate in Science Degree](#), Cypress College
10. [T-TEN Certified Technician Certificate](#), Cypress College
11. [T-TEN Maintenance Technician Associate in Science Degree](#), Cypress College
12. [T-TEN Maintenance Technician](#), Cypress College
13. [Commercial Music](#), Los Angeles Valley College
**Program data request originally submitted as, "DJ Production Artist"*
14. [Certificate of Achievement – Applied Design: 3D Materials And Processes](#), Long Beach City College
15. [Artificial Intelligence in Business](#), Mt. San Antonio College
16. [Geographic Information Systems and Technology](#), Pasadena City College
17. [Advanced Culinary Arts](#), Santa Ana College

- **Cautiously Endorsed Programs** – Ms. Jennifer Galbraith would like to ensure that everyone is carefully reviewing the cautiously endorsed programs considering that they can be either not entry level skill or wages. She added that Mt. SAC's programs are a fairly new field and the concerns falls on whether they are a bachelor's versus not a bachelor's. Also, a major concern is noticing that the majority of the programs for recommendation are cautiously endorsed. Dr. Kathleen Reiland indicated that with regards to the T-Ten series of certificates, students are typically at higher skill level than typical automotive with 6.4 ASEs upon graduation, starting at \$14 - \$16/hour, with some outliers at \$18. Upon graduation, students with 6 or more ASEs are upgraded to \$24/hour. Dr. Gustavo Chamorro mentioned that there will be a call with the work group that will be discussing these concerns, the week of June

29th. He added that prior to the call, he will have everyone submit some of the items or questions that they would like to address. Ms. Jan Swinton suggested a discussion item for the work group can be to include a reason on the agenda, as to why it is cautiously endorsed. She added that maybe there can be a glossary of terms that can make it clear for the Chancellor's Office.

III. Update, Discussion, and/or Action Items

Dr. Marcia Wilson, CRLC Chair and Dean Resource Associate Chair, LAOCRC

a. CRLC Business Meeting 2020/2021 Calendar Approval

1. Motion: Kendra Madrid, East Los Angeles College; Second: Mon Khat, Los Angeles Pierce College; **APPROVED**

b. Posting of the Perkins CLNA by the LAOCRC

- Dr. Marcia Wilson indicated that deans had a concern about their CLNA being posted, and what utility it would have by doing so. Dr. Karen Childers confirmed that they will not be posted. She added that the Chancellor's Office has seen the assessment document, and have confirmed that it will be vetted with regional consortium governing bodies as appropriate. Furthermore, that was the vetting portion which was the reason for making them available; however, they do not have to go on the website. Instead, to address the vetting part, a Google Drive will be shared with the Governance Council.

c. LAOCRC Operations Budget Update

Dr. Adriene Davis, Executive Director, LAOCRC

- Dr. Adriene Davis discussed the operations budget for fiscal year 2019-20 as follows: 29% salaries; 34% benefits; 2% non-instructional supplies; 31% contracts and service including Sheraton for both business meeting and Governance Council meetings, Los Angeles Area Chamber office, printing services for the Los Angeles Area Chamber office, sponsorships for the Los Angeles Colleges with LAEDC, and the San Gabriel Valley partnership, as well as travel and mileage reimbursements. The budget for fiscal year 2020-21 are still being allocated, but the following is tentative: 65% salaries; 32% benefits; 3% contingency, are still being allocated. For encumbrances and projections, some will move forward to 2021, the same as 2018-19 will be moving forward to 2019-20. Perkins is as follows: 59% salaries; 29% benefits; 6% contracted services; 6% travel. For the Sheraton, there was a split between Perkins and Strong Workforce. Ms. Sarah Santoyo clarified that for encumbrances and projections, employees' salaries and benefits are automatically anticipated; they are treated as actuals although they are pre-encumbered. Dr. Adriene Davis mentioned that the total budget for 2018-19 allocation is \$820,899 and the total projected for 2019-20 is \$807,983. Ms. Jennifer Galbraith asked for clarification on the funds that were previously used for the Sheraton, and if they are receiving the funds back. Dr. Adriene Davis responded that there was a Governance Council meeting for the future. Ms. Maria Madrigal added that the funds were reimbursed from the Sheraton for the Governance Council meeting that was to be held in April. She continued with explaining that the CRLC Business meetings as well as the Collaborative meetings were a month to month contracts. Dr. Adriene Davis mentioned that once the budget for 2019-20 is solidified, it is important to make sure that there is a quarterly professional development as it relates to Perkins. In addition, she shared that the Board of Governors approved for the Chancellor's Office to work on the possibility of the \$372,000 changing to about \$850,000. Also, she announced that Regional Directors for Employer Engagement will be more involved with the regional consortium across the state, not just with the LAOCRC, and there are also additional scopes of work for Perkins. Dr. Karen Childers pointed out that the \$858,000 that was on the agenda item also includes the 1% K-12 SWP funds that were set aside for the administrative costs. It was funding that

was previously separate, but now accounts for large portion of the new total. Dr. Adriene Davis indicated the funds have not been placed with the consortium, and as of now it is unknown what will happen to K-12 SWP if there is a decrease and the 1% is lost.

i. Q&A / Discussion

- Q: Ms. Jennifer Galbraith asked if the work plan can be presented to the voting members, for them to have input.
- A: Dr. Adriene Davis agreed that the consortium needs to hear from the voting members on some of the activities and will share with the group.
- Q: Dr. Marcia Wilson asked for a brief breakdown of the individuals that are paid out of the salary line items.
- A: Dr. Adriene Davis responded, Dr. Gustavo Chamorro, Ms. Marbella Ruiz, Ms. Lupe Aramburo, and herself are paid out of the Strong Workforce funds. Furthermore, Dr. Gustavo Chamorro, Dr. Karen Childers, and Ms. Maria Madrigal are partially paid out of Perkins and the rest are allocated onto Strong Workforce funds.
- Q: Dr. Patricia Ramos asked if it is possible to have the work plan and detailed budgets.
- Q: Dr. Marcia Wilson asked if the LAOCRC can highlight the benefit and value of the memberships that were discussed earlier for professional development, and how they impact the technical systems.
- A: Dr. Adriene Davis responded that the voting members are to advise if the memberships are valuable to them. The body receives communication for the events with those who the consortium has memberships with, and she would like to know if anyone has attended those events and found utility in doing so. Moreover, those costs will be removed since the consortium will not afford the memberships. In addition, for the 2019-20 fiscal year, the funds were taken out of the unspent funds for 2016-17. One thing to consider is having a periodic Perkins training. Dr. Patricia Ramos mentioned she was informed that the CCCCCO will be releasing a new RFP to lead the Regional Consortium. Anyone will be able to apply to be the new FA, and the colleges in the LAOC will vote, which is information on budgets and work plan that should be public.
- Dr. Gustavo Chamorro suggested to provide professional development activities based on the feedback received from the body. Dr. Patricia Ramos expressed that there was lack of support with Perkins training, and some campuses had to contract Robin directly. Dr. Adriene Davis replied the consortium is working the Chancellor's Office to provide more training for Perkins and that Robin was hired to go in and inform everyone on Perkins. She added that the consortium was not aware that the contracts with Robin were in existence at the campuses. The office will make adjustments and will make sure that everyone receives the training in the future.
- Q: Dr. Marcia Wilson asked if in order to see how the fiscal agent utilizes the funds, would that be a separate request, considering the LAOCRC is a separate entity than the fiscal agent. Specifically, the interest is in learning what they do with the funds that colleges do not expend in their Strong Workforce projects that are then reclaimed by the fiscal agent.
- A: Dr. Adriene Davis responded the decision lies on the Governance Council. If there are any questions regarding details on budgets, the questions go to Ms. Sarah Santoyo.
- Q: Dr. Salvatrice Cummo asked if the group can have a meeting to discuss and plan out some activities and the next year with possible objectives.
- A: Dr. Adriene Davis responded yes, as soon as there is information on 2021. This may happen after the fiscal year begins, possibly late July or early August.

IV. Updates

*Dr. Marcia Wilson, CRLC Chair and Dean Resource
Associate Chair, LAOCRC*

a. Districts

- i. Cerritos – summer will be fully online and some labs will be held on campus for fall semester.
- ii. Citrus
- iii. Coastline – fully remote for summer and planning to remain remote for the fall with the exception of some labs, if possible. They have a teacher camp for their Cyber Program in the summer with 31 teachers already signed up. This was fully converted to a virtual event by a faculty member.
- iv. Compton
- v. Cypress – fully remote with the exception of about 3% of their courses that have labs, which are going to be on campus, everything else is online for summer and fall.
- vi. East Los Angeles
- vii. El Camino – fully remote summer and fall, with hopes of bringing auto welding and others back.
- viii. Fullerton
- ix. Glendale – mostly remote, with a few courses with justification and protocols will be allowed to be face to face. There is a huge waitlist and no place to accommodate due to lack of funding. Dr. Adriene Davis responded that it is something that can be included in the advocacy letter. She will discuss with the CEO's and include it as one of projects.
- x. Golden West – fully remote for the summer and fall, except for a few assessment type labs. There is a new VP, who will be introduced as soon as they are official.
- xi. Irvine Valley – fully online for summer and fall with the possibility of some hard to convert lab classes, but nothing definitive.
- xii. Long Beach – fully online for summer with exception of completing suspended spring lab classes. Fall, will have about 16 on-campus lab programs only, all else will be online.
- xiii. Los Angeles City – fully online; there are three courses that are hard to convert which they hope to take back for a few hours in July, it's the Dental Technology Program, Kinesiology, and Cinema Theatre. They are also launching their CTE Exploratorium for high school students for two weeks, three hours a day. There are about 50 students and their goal is 75. The last week of July they will be offering high school teachers, Cloud computing training. There are only 15 spaces left as of today, and they have about 45 people enrolled. If anyone has a Dental Tech Program and has recommendations of any software, especially anatomy for dental tech, email Dr. Armando Rivera-Figueroa at LA City.
- xiv. Los Angeles Harbor - Currently remote and started summer session on the June 9th. Planning to remain remote for the fall, and there was an extension to the Nursing Program, ending on June 30th.
- xv. Los Angeles Mission – finishing some of the spring labs in July, also they are doing a biotech camp in the summer.
- xvi. Los Angeles Pierce – fully remote for summer and fall. There is an opening for a VP of Academic Affairs. If anyone has virtual software for some of the hard to convert classes, please email Mr. Mon Khat at LA Pierce.
- xvii. Los Angeles Southwest – fully remote for summer and fall, except three programs that had to be put on hold, CNA, phlebotomy, and construction.
- xviii. Los Angeles Trade-Technical – fully remote for summer and fall. There are interim positions; Interim VP of Instruction, Interim VP of Innovation. They are working on making sure that they are on track to be 100% spent before December 31st.
- xix. Los Angeles Valley
- xx. Mt. SAC – intending to go on campus slightly in the summer, if possible; however, it is looking like they will be mainly online with the exception of health areas and construction in the fall.
- xxi. Orange Coast – Mostly all online, with a number of health programs held on campus this summer for lab and skills. The same will happen for fall, campus labs will include industrial tech areas, manufacturing, welding, aviation maintenance, and a couple others for the hands-on portion with

safety protocols. Dr. Marcia Wilson asked for anyone who has safety guidelines to share.

- xxii.** Pasadena City
- xxiii.** Rio Hondo – they opened up labs; this is the first full week and it has been smooth. Face to face counseling appointments started in the CTE area. Furthermore, they are looking to continue into the fall, and eventually open chemistry and biology labs with virtual lectures.
- xxiv.** Saddleback – remote for summer and fall with lab classes to return to campus in the fall. Currently using the Long Beach City College model for their Welding Program and modifying it to fit into Saddleback needs. The document is posted on the LAOCRC website. During the spring, there were four classes that could not be completed due to the necessity to go into campus. The first one was done last week and it was a CPR class that needed to do testing.
- xxv.** Santa Ana – primarily remote but a handful of face to face labs for the hard to convert courses.
- xxvi.** Santa Monica
- xxvii.** Santiago Canyon – remote instruction for the summer. For the fall they will be mostly remote, with a few classes face to face. They are losing their VP of Academic Affairs to a sister college for one year at Santa Ana College. Also, Dr. John Hernandez is going to Irvine College starting in August.
- xxviii.** West Los Angeles – new Dean of Apprenticeship, Tiffany Miller started a couple weeks ago.

V. Adjourn

The next CRLC Meeting will be a Conference Call on **July 16, 2020** from 8:30 A.M. - 9:45 A.M.