

Orange County Regional Consortium College Resource Leadership Council Business Meeting

Approved Minutes: February 17, 2022

9:00 a.m.-10:15 a.m.

Zoom Video-Call Details

Orange County Regional Consortium is inviting you to a scheduled Zoom meeting.

Topic: February 2022 Program Recommendation (CRLC Business Meeting)

Time: Feb 17, 2022 9:00 AM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/92559242209>

Or iPhone one-tap (US Toll): +16699006833,92559242209# or +13462487799,92559242209#

Telephone /Dial:

+1 669 900 6833 (US Toll)

+1 346 248 7799 (US Toll)

+1 253 215 8782 (US Toll)

+1 646 876 9923 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

Meeting ID: 925 5924 2209

International numbers available: <https://cccconfer.zoom.us/u/abYE9FdiXh>

SIP: 92559242209@zoomcrc.com

Or Skype for Business (Lync):

SIP:92559242209@lync.zoom.us

Voting Members present:

- Merry Kim, Coastline Community College
- Kathleen Reiland, Cypress College
- Ken Starkman, Fullerton College
- Christopher Whiteside, Golden West College
- Debbie Vanschoelandt, Irvine Valley College
- Lisa Knuppel, Orange Coast College
- Anthony Teng, Saddleback College
- Kimberly Mathews (Alternate), Santa Ana College
- Elizabeth Arteaga, Santiago Canyon

- I. **Call to Order – Meeting called to order at 9:02 a.m. by Mr. Anthony Teng, CRLC Chair and Dean Resource Associate, OCRC**

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

- III. **Minutes from the January 13, 2022 CRLC Business Meeting were Approved**
 - a. **Motion: Christopher Whiteside, Golden West College; Second: Ken Starkman, Fullerton College; APPROVED**

IV. **Informational Items**

a. **Program Data Requests**

Program Title	Top Code	College	Contact
1. Crime Scene Investigation Certificate	2105.00	Fullerton	Kelly Robertson krobertson@fullcoll.edu
2. Health Information Technology	1223.00	Golden West	Dorsie Brooks dbrooks28@gwc.cccd.edu
3. Business in Horticulture and Landscape Design	0109.10	Saddleback	Ken Lee klee@saddleback.edu
Existing Low-Unit, Local Certificates For State Chaptering			
1. 30-Unit Non-Degree Option Career Mobility: Licensed Vocational Nurse to Non-Degree Registered Nurse	1230.10	Cypress College	Jane Walker jwalker@cypresscollege.edu
2. Fine Woodworking	0952.50	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu

V. **Action Items**

Anthony Teng, CRLC Chair and Dean Resource Associate, OCRC

a. **Program Recommendation**; Motion: Kathleen Reiland, Cypress College; Second: Lisa Knuppel, Orange Coast College; Recommended:

APPROVED

Program Title	TOP Code	College	Contact	Type of LMI Endorsement	LMI Criteria			Emerging*
					Supply Gap	Wages	Educ. Attain.	
1. CE Instructor Training Associate in Science Degree	086000	Cypress College	Kathleen Reiland kreiland@cypresscollege.edu	ES		✓	✓	
2. CE Instructor Training Certificate	086000	Cypress College	Kathleen Reiland kreiland@cypresscollege.edu	ES		✓	✓	
3. Multimedia Communications Certificate (Journalism)	060200	Fullerton College	Ken Starkman kstarkman@fullcoll.edu	ES	✓	✓		
4. Advertising	050910	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓		✓	
5. Finance	050500	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓		✓	
6. International Business	050600	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES		✓	✓	
7. Leadership Studies	050600	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES		✓	✓	
8. Management Institute	050600	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES		✓	✓	
9. Not for Profit Management	050600	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES		✓	✓	
10. Geriatric Nutrician	130600	Saddleback College	Anthony Teng ateng@saddleback.edu	ES			✓	
11. Interior Design Digital Production COA	130200	Saddleback College	Anthony Teng ateng@saddleback.edu	ES	✓	✓		
12. Sports Nutrition	130600	Saddleback College	Anthony Teng ateng@saddleback.edu	ES			✓	
13. Sustainable Food Systems	130600	Saddleback College	Anthony Teng ateng@saddleback.edu	ES	✓		✓	

<p>Key: EA = Endorsed: All Criteria Met ES = Endorsed: Some Criteria MetNE = Not Endorsed PA = Pre-Approved</p>	<p>NOTE: A check mark (✓) denotes that specific LMI Criteria was met. *Emerging denotes there are gaps in the traditional labor market information.</p>
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• **Action Items discussion:**

Mr. Ken Starkman mentioned that he submitted a program for approval request, and received a notification from OCRC office to submit/upload new advisory committee minutes. This was a surprised to him because he was not aware that advisory minutes expired. Ms. Marbella Ruiz confirmed that there is a two year expiration term for the advisory committee minutes. Dr. Jesse Crete requested to make an exception to add Fullerton College program to the Action Items due to that he previously communicated with OC COE. Ms. Marbella Ruiz confirmed that Fullerton Colleges program will be added as an action item to this month original agenda and reflected on the minutes.

Ms. Lisa Knuppel commented that previously she had the same request from the Regional Consortium to update advisory minutes because minutes were too old. This information should be documented for further reference. Dr. Crete shared her personal opinion that the minutes should not be considered “indefinitely” there should be a time that the minutes need to be looked and updated. A two year is a reasonable expiration period. Mr. Christopher Whiteside also shared in the chat box that the CCCCCO rejected a program due to the 2 year advisory committee minutes issue. Dr. Davis stated that this is something that the CRLC Voting members need to take action, as a local decision.

Motion moved by John Jaramillo from Saddleback College to communicate to the Chancellor’s Office and ask for clarification on the lifespan program advisory recommendation. Seconded by Ken Starkman from Fullerton College. Motion approved unanimously.

- *Ms. Lisa Knuppel commented that she has evidence of rejection from CCCCCO due to expired (two year timeframe) advisory minutes.*
- *Mr. Ken Starkman mentioned that it takes a year to have the advisory committee minutes to get approved due to the committee meets once a year.*
- *Mr. John Jaramillo shared that he had a program rejected due to one word difference in the title.*

vi. **Update, Discussion, and/or Action Items**

a. **Regional Marketing**

Anthony Teng, CRLC Chair and Dean Resource, Associate, OCRC

- Mr. Anthony Teng shared that the Regional Marketing program recently did a research study on non-credit. They survey all listed students and there is great information/ feedback on the report. During the Collaborative Meeting, Tony will share the link to that report. The report is from a regional perspective but also individual report from each college. Additionally, there is a data poll request from each of the colleges. If your colleges wants to participate, there are two regional projects that regional marking will be performing. One, is an alumni survey in terms community college experience. Second, a survey of students who don’t complete. Several PIO’s asked if they can do a report why students don’t complete their college education and how can we assist students to complete their education.
- Ms. Kathleen Reiland shared that the San Diego region on boarded Program Finder. One of the request they had was to add an additional button for non-credit. Mr. Teng and Mr. Jaramillo commented that this will be valuable feature. Lastly, Ms. Raine Hambly suggested to label “tuition free”.

b. Orange County Center of Excellence

Dr. Jesse Crete, Director, Orange County Center of Excellence

- Dr. Crete shared that they will be releasing the full briefs Orange County Sector Analysis Refresh next week by Wednesday. This report will be used for the CNLA with all the updated data.

VII. Updates

c. Districts

1. **Coastline** – *Welcomed new VPI. They are currently working on various grant applications related to Career Ed.*
2. **Cypress** – *Fall semester will no longer be on emergency mode. College enrollment was low due to the vaccine mandated. For Fall semester Ms. Reiland recommendation was to allow everyone to register and the unvaccinated to continue to test. Lastly, in-person campus classes were lower compared to online classes.*
3. **Fullerton** – *Similar situation as Cypress College.*
4. **Golden West** – *Transitioning to in-person classes for the Spring Semester.*
5. **Irvine Valley** – *Back to the office and in-person classes will resume.*
6. **Orange Coast** – *Back to the office and in-person classes. They have about over 70% of their classes back to campus. Additionally, they did notice early preference online classes. Ms. Knuppel mentioned that the recommendation the Ms. Reiland has for Cypress College is the one they have on place at OCC.*
7. **Saddleback** – *Staff and Students returning fully back to campus. They noticed a low attendance in-person classes and high online enrollment. Additionally, Open Chancellor position.*
8. **Santa Ana** – *Currently working with students on the vaccine mandated effective Summer 2022. Employee vaccine mandate, managers are responsible for record keeping for faculty testing. Hybrid or online classes have been high demand.*
9. **Santiago Canyon** – *Managers and administrators have been back since June 2021. Staff are still working on a staggered schedule and the goal is to bring them back 100% as soon as negotiation is completed with union. In the Fall Semester, They noticed online enrollment was much higher online than in-person. However, leadership wants more face to face.*

VIII. Adjourn

The next **Orange County CRLC Meeting** will be on April 17, 2022, from 9:00 A.M. – 10:00 A.M.

Please note, due to COVID-19 we will be holding all meetings via conference call.