

Orange County Regional Consortium College Resource Leadership Council Business Meeting

Approved Minutes: January 13, 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: January 2022 Program Recommendation (CRLC Business Meeting)

Time: Jan 13, 2022 9:00 AM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/92914874755>

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Meeting ID: 929 1487 4755

International numbers available: <https://cccconfer.zoom.us/j/92914874755>

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Or Skype for Business (Lync):

[SIP:92914874755@lync.zoom.us](mailto:92914874755@lync.zoom.us)

Voting Members present:

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

Voting Members absent:

- Ken Starkman, Fullerton College
- Debbie Vanschoelandt, Irvine Valley College

- I. ***Call to Order – Meeting called to order at 9:03 a.m. by 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 December 09, 2021 CRLC Business Meeting were Approved***
 - a. ***Motion: Christopher Whiteside, Golden West College; Second: Kathleen Reiland, Cypress College; APPROVED***

- IV. ***Informational Items***

a. [Program Data Requests](#)

Program Title	Top Code	College	Contact
1. Dietary Management	1306.20	Coastline Community College	Merry Kim mkim170@coastline.edu
2. Community Health Worker	1261.00	Coastline Community College	Merry Kim mkim170@coastline.edu
3. CE Teacher Training	0802.00	Cypress College	Amanda Gargano agargano@cypresscollege.edu
Existing Low-Unit, Local Certificates For State Chaptering			
1. Accounting Data Analytics	0502.00	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu
2. Advertising	0509.10	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu
3. Entrepreneurship	0506.40	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu
4. Entry-Level Marketing	0509.00	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu
5. Finance Specialization	0504.00	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu
6. International Business	0509.00	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu
7. Leadership Studies	0506.00	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu
8. Management Institute	0506.00	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu
9. Not-for-Profit Management	0506.00	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu
10. Real Estate Salesperson	0511.00	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu
11. Sales	0509.40	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu
12. Welding - Orbital	0956.50	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu
13. Welding - Pipe	0956.50	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu

- Informational Items discussion:** Ms. Dorsie Brooks asked what is CE Teacher Training? Ms. Kathleen Reiland explained that as part of Perkins there was a call for us to train our CTE educators in several tools that we are using. Cypress is developing a very small three-course that includes an introduction to all kinds of educational technology, pedagogy, and lastly a former student to perform an internship with an existing CTE Teacher. We would be mentoring them in that program and hope to increase the quality of the pool that we have for adjunct faculty, three classes, and a certificate. Additionally, Ms. Lisa Knuppel requested clarification if this certificate was for existing teachers. Ms. Reiland confirmed that this was intended for individuals who are existing teachers, student tutors, and mentors. Due to COVID, there were many CTE faculty that never taught online and the quality was not great. Mr. Anthony Teng requested a copy of the details of the certificate to share with the CRLC members, as this is valuable information. Mr. John Jaramillo chatted a question in regards CE Teacher Training, he shared that there would be concerns if this is meant as a post associates degree program. It seems like this is more of a PD than a certificate program. Perhaps a Workforce Prep course in noncredit for CTE instruction would be a better choice. Ms. Reiland clarified that this is not a requirement, it is being offered as a professional development type course that students that faculty could use towards their continuing units. Mr. Jaramillo expressed that he sees this more as an attendance accounting issue and challenge. He just wants to bring the awareness and probably get good at this from a 5C, and this might fit better as a non-credit program because they already have a baccalaureate or associate's degree and they don't necessarily need units. Ms. Reiland agreed with Mr. Jaramillo and she will connect with him to discuss in further detail. Lastly, Mr. Anthony Teng asked if the dietary management is dietary or just nutrition-related? Ms. Mary Kim confirmed that it is dietary.

V. **Action Items**

Anthony Teng, CRLC Chair and Dean Resource Associate, OCRC

- a. **Program Recommendation; Motion:** *Christopher Whiteside, Golden West College; Second: Kathleen Reiland, Cypress College;*

Recommended: APPROVED

Program Title	TOP Code	College	Contact	Type of LMI Endorsement	LMI Criteria			Emerging*
					Supply Gap	Wages	Educ. Attain.	
1. Cloud Computing, Associate of Science	070800	Coastline Community College	Shelly Blair sblair12@coastline.edu	ES		✓	✓	
2. Cloud Computing Certificate of Achievement	070800	Coastline Community College	Shelly Blair sblair12@coastline.edu	ES		✓	✓	
3. Child Development Administration Specialization	130500	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓		✓	
4. Child Development Assistant Teacher	130540	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓		✓	
5. Child Development Associate Teacher	130500	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓		✓	
6. Child Development Associate Teacher	130500	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓		✓	

7. Child Development Core	130500	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓		✓	
8. Child Development Curriculum Specialization	130540	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓		✓	
9. Child Development Lead Teacher	130500	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓		✓	
10. Child Development Lead Teacher A.S.	130500	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓		✓	
11. Elementary Education Specialization	130550	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓		✓	
12. Infant and Toddler Specialization	130500	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓		✓	
13. Working with Exceptional Children	130500	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓		✓	
14. Yoga Instructor	083520	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓		✓	
15. Business Data Analytics and Database	070700	Saddleback College	Anthony Teng ateng@saddleback.edu	ES	✓	✓		
16. Data Analytics COA	070700	Saddleback College	Anthony Teng ateng@saddleback.edu	ES	✓	✓		

Key:

EA = Endorsed: All Criteria Met
ES = Endorsed: Some Criteria
MetNE = Not Endorsed
PA = Pre-Approved

NOTE: A check mark (✓) denotes that specific LMI Criteria was met.

*Emerging denotes there are gaps in the traditional labor market information.

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

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

a. **Orange County Regional Consortium**

Dr. Adriene "Alex" Davis, Executive Director OCRC

- Dr. Davis reminded the CRLC members if your college has new Voting or Alternative members, please contact Marbella Ruiz to update our records. OCRC will accept multiple individuals listed as "alternate members". Additionally, we are still under the existing governance structure; however, the draft that came from the field is on the docket this January 20th meeting. The CEOs are going to take action to assemble a subcommittee so that we can be responsive to the notes and the concerns that Sheneui Weber had with the government structure.
- Dr. Davis shared and reviewed 2021/2022 OCRC Funding Structures that provide a snapshot of all the funding that has been received. We did obtain our letter of intent from the Chancellor's Office for the regional collaboration and coordination grant and we are just waiting on our face sheet now. Also, we established a core group from the leaders of the employer engagement piece, the workplan is going to inform the sub-agreements that go out. There are four objectives for this workplan and we hope to have this completed by February 9, 2022. Dr. Davis asked Ms. Sarah Santoyo if we are going to be using sub-agreements are we going to use participation agreements to send the funding. Ms. Santoyo mentioned that the initial intention was to use the participation agreement because it just seems simpler. However, since all the colleges are here, we can discuss if they see value in having this separately. From us, we're thinking would just be easier to do an amendment to your participation agreement and distinguish those funds but we're open to new suggestions. Ms. Santoyo asked if the field wants a new and separate sub-agreement similar to prior years or to add it to your participation agreement?

Q&A:

- Ms. Dorsie Brook asked if the employer engagement was included in the master agreement and Ms. Santoyo confirmed yes.
- Mr. Anthony Teng asked is it better to do an amended participation agreement or a sub-agreement? Ms. Santoyo can provide a "pro or con" version spreadsheet listing the difference in the impact. For us, we think of expediting the process if it's part of the master agreement, we do an amendment and send those out and they don't need board approval. But on the other hand, is it does it help with the structure to track those completely separately. Mr. Teng mentioned that his concern is the board approval process, some other districts move at a different pace. Overall, the issue is what's the easiest way to get that approval to move forward. Dr. Davis recommended doing a separate sub-agreement. Ms. Dorsie Brooks agreed with Dr. Davis's recommendation. Ms. Kathleen Reiland would like to keep it as part of the master agreement but okay having it separate. Ms. Santoyo mentioned that another way, is to keep this under the master agreement but it's a completely separate participation agreement. This will not be included on the summary sheet like the rest of your projects.
- Dr. Davis shared a previous question in regards to any restrictions on the allowable costs for spending. For example; If a district didn't want to use it for personnel, say they already have a dedicated person could they use it for something else? In reading the RFA, yes personnel was an allowable call, but then there was also the ability to use it toward activities that support employee engagement. Dr. Davis asked Ms. Santoyo to include allowable costs in the sub-agreement so that all the districts know how they could spend the funds right.
- Dr. Davis mentioned that all the Foundation contracts were board-approved on January 10, 2022. We invited all of the Foundation partners to attend our collaborative meetings and the case you all need have questions for them, but for them to also provide you update on their outcomes.

- Dr. Davis lastly shared in regards to The Good Jobs Challenge grant, there are two competing applications in Orange County, OCRC will not be involved in the middle of the politics. We are leaving that decision to the CEOs if they want to support it.

Q&A:

- Ms. Dorsie Brook asked in regards to the additional strong workforce allocation. Does OCRC hear any communication from the Chancellor's Office? Dr. Davis answered that she does not have any further information but will be asking Sheneui Weber in today's meeting.

VII. Updates

c. Districts

1. **Coastline** – *New VPI; She will be starting next week upon board approval. Remote instruction will continue until January 18. Staff and managers are remote and probably extended a few weeks more into February.*
2. **Cypress** – *Remote instruction for the first two weeks of the semester. Kathleen's role has been extended as interim VPI until the end of December 2022. In the meantime, Cypress will be hiring an interim CTE Dean, if anyone is interested position it will be out soon. Additionally, Kathleen updated the region with Program Finder new features. One of the things that has been added is a location so students can put in their location and are able to see the map with college's information. Another feature is they added business partners, its currently not displaying on default. Lastly, San Diego is onboard and LA and Bay are interested in onboarding this year.*
3. **Fullerton**
4. **Golden West** – *Remote instruction to continue including staff and managers, on ground automotive, nursing and criminal justice. There are a large number of positions available and open recruitment.*
5. **Irvine Valley**
6. **Orange Coast** - *Remote instruction to continue including staff and managers. Across the campus the big topic of conversation is low enrollment in general and especially in CTE. Our college wants to know how to handle this and will there be an impact. Ms. Lisa Knuppel introduced new alternative voting member Dr. Christiaan Desmond.*
7. **Saddleback** – *School starts on January 18, any on campus or hybrid class that meets on campus online through February set the week of February 7. However, if a class needs to come on campus for any reasons or for lab purposes we're allowing them to come on campus what we've done within our student management system is that if a student doesn't put in a proof of vaccination or have an exemption or having the proof of vaccination. They will be automatically dropped out of the class. Saddleback is taking very aggressive stance when it comes to enrollment and hope we do not have a negative impact on enrollment. They are currently showing a 5% headcount from last year. The college is currently hiring 15-17 positions.*
8. **Santa Ana** – *SAC is pleased to announce the appointment of Dr. Anabelle Nery to serve as the next president effective January 3, 2022. Similar to other colleges with a third remote instruction and hybrid. Further more information will be discussed in the next meeting.*
9. **Santiago Canyon** – *Continuing the face to face classes in the Spring 2022, the only minor change us that they will only have a 75% of enrollment room capacity but are not changing any modalities at this point.*

VIII. Adjourn

The next will be on **February 17, 2022**, from 9:00 A.M. – 10:15 A.M.

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