

# Orange County Regional Consortium College Resource Leadership Council Business Meeting

## Approved Minutes: March 17, 2022

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

### Zoom Video-Call Details

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

Topic: March 2022 Program Recommendation (CRLC Business Meeting)

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

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/98934418402>  
Or iPhone one-tap (US Toll): +16699006833,98934418402# or +12532158782,98934418402#

Telephone/Dial:

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 346 248 7799 (US Toll)

+1 646 876 9923 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

Meeting ID: 989 3441 8402

International numbers available: <https://cccconfer.zoom.us/j/98934418402>

SIP: [98934418402@zoomcrc.com](mailto:98934418402@zoomcrc.com)

Or Skype for Business (Lync):

[SIP:98934418402@lync.zoom.us](https://cccconfer.zoom.us/j/98934418402)

### 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
- John Jaramillo, Saddleback College
- Fernando Ortiz (Alternate), Santa Ana College
- Elizabeth Arteaga, Santiago Canyon

- I. **Call to Order – Meeting called to order at 9:02 a.m. by Mr. John Jaramillo, 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 February 17, 2022 CRLC Business Meeting were Approved**
  - a. **Motion:** Christopher Whiteside, Golden West College; **Second:** Kathleen Reiland, Cypress College; **APPROVED**
  
  - b. **Motion** moved by Kathleen Reiland from Cypress College to revise February 17, 2022 Minutes, Action Items # 1 and 2. Removing the word “Teacher” and replacing to Instructor. Second by Christopher Whiteside from Golden West College. Motion approved unanimously.

IV. **Informational Items**

a. **Program Data Requests**

Program Title	Top Code	College	Contact
1. Business Administration	0505.00	Golden West College	Dorsie Brooks <a href="mailto:dbrooks28@gwc.cccd.edu">dbrooks28@gwc.cccd.edu</a>
2. Business Fundamentals	0505.00	Golden West College	Dorsie Brooks <a href="mailto:dbrooks28@gwc.cccd.edu">dbrooks28@gwc.cccd.edu</a>
3. Business & Management	0505.00	Golden West College	Dorsie Brooks <a href="mailto:dbrooks28@gwc.cccd.edu">dbrooks28@gwc.cccd.edu</a>
Noncredit Vocational Program			
4. CSR/RPR Skills Certificate	0514.30	Cypress College	Carolee Freer <a href="mailto:cfreer@cypresscollege.edu">cfreer@cypresscollege.edu</a>
5. Practicum in Beginning Machine Shorthand	0514.30	Cypress College	Carolee Freer <a href="mailto:cfreer@cypresscollege.edu">cfreer@cypresscollege.edu</a>
6. Practicum in Intermediate Shorthand	0514.30	Cypress College	Carolee Freer <a href="mailto:cfreer@cypresscollege.edu">cfreer@cypresscollege.edu</a>

- **Informational items discussion:** Ms. Kathleen Reiland shared that these skills development courses are being listed as non-credit due to students can take them repeatedly. She asked if these will get submitted just like we do everything else, through the consortium, or do they just go straight to the state? Mr. John Jaramillo confirmed that these don’t have to go through the consortium, but it’s a good practice to list them as information item to keep our region informed. Ms. Merry Kim asked if Golden West College Business Administration courses were new or existing. Mr. Christopher Whiteside confirmed that these programs are going revision and trying to streamline the programs and having to run through a quicker process. Ms. Dorsie Brooks added that they are splitting them out to be stackable certificates, so the fundamentals is three classes and then the other, to build on each other. Fundamentals and business and management are new, and certificates not degrees.

Mr. Merry Kim questioned the approval process, how we used to have the chairs reach out to their peers and other colleges when they're implementing new programs confirm that there wasn't duplication efforts or completion. We've kind of remove that step from our process. Mr. Anthony Teng responded that it was part of procedurally because when we were working as a consortium with 27 institutions in the approval process, we found that no one was contacting each other. Mr. Teng recommends to go back to that model due to that communication is helpful. Mr. Jamarillo suggested to have this as a discussion item for future action on approval process. Mr. Ken Starkman mentioned that this group needs to have a consistent rule on the process, he was under the impression that Voting Members had to share the Preliminary Agenda with faculty members. If they had any questions, concerns, or interest they would have time to carry that discussion prior to our monthly CRLC Business Meeting. Dr. Jesse Crete shared that back in 2019 during the focus groups, many faculty repeatedly mentioned how thankful they were to be able to talk to their peers at other colleges because they don't do it enough.

**V. Action Items**

*Mr. John Jaramillo, CRLC Chair and Dean Resource Associate, OCRC*

**a. Program Recommendation; Motion: Merry Kim, Coastline Community 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. <a href="#">Certificate of Achievement in Cisco Networking (CCNA)</a>	070800	Irvine Valley College	Debbie Vanschoelandt <a href="mailto:dvanschoelandt@ivc.edu">dvanschoelandt@ivc.edu</a>	EA	✓	✓	✓	
2. <a href="#">Accounting Data Analytics</a>	050200	Orange Coast College	Lisa Knuppel <a href="mailto:lknuppel@occ.cccd.edu">lknuppel@occ.cccd.edu</a>	ES	✓		✓	
3. <a href="#">Entrepreneurship</a>	050640	Orange Coast College	Lisa Knuppel <a href="mailto:lknuppel@occ.cccd.edu">lknuppel@occ.cccd.edu</a>	EA	✓	✓	✓	
4. <a href="#">Entry-Level Marketing</a>	050900	Orange Coast College	Lisa Knuppel <a href="mailto:lknuppel@occ.cccd.edu">lknuppel@occ.cccd.edu</a>	ES	✓		✓	
5. <a href="#">Orbital Welding</a>	095650	Orange Coast College	Lisa Knuppel <a href="mailto:lknuppel@occ.cccd.edu">lknuppel@occ.cccd.edu</a>	ES	✓		✓	
6. <a href="#">Sales</a>	050940	Orange Coast College	Lisa Knuppel <a href="mailto:lknuppel@occ.cccd.edu">lknuppel@occ.cccd.edu</a>	ES	✓		✓	
7. <a href="#">Welding- Pipe</a>	095650	Orange Coast College	Lisa Knuppel <a href="mailto:lknuppel@occ.cccd.edu">lknuppel@occ.cccd.edu</a>	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.

- **Action Items discussion:**

Ms. Lisa Knuppel asked where she can find all the archived minutes. Dr. Davis confirmed that all CRLC Program Recommendation approved minutes are posted at our old LAOCRC website. <https://www.laocrc.org/program-recommendation>

## VI. Update, Discussion, and/or Action Items

### a. **Approval of Minutes**

*Ms. Dorsie Brooks, Golden West College*

Ms. Brooks reminded the group that during the last LAOCRC CRLC Business Meeting the LA Region mentioned that they were changing their policies, so that at the end of every program recommendation meeting they were approving the Minutes at least the part of the Recommendation/Action items, to obtain the minutes a month ahead faster. Ms. Brooks recommended to have a conversation about doing similar to have an approval of minutes after each CRLC Business Meeting. Ms. Kathleen Reiland agreed. Mr. John Jaramillo agreed but asked how this would affect procedurally once the recommendation is approved. Additionally, would the Chancellor's Office required all the conversations and questions that are discussed during the meeting? Or approval of just action items would that suffice. Ms. Brooks agreed to have a conversation with the Chancellor's Office to know what they need and required in the minutes in order for us to move our process quickly. Ms. Merry Kim suggested to have Minutes Part A with all the Recommendations/ Action Items listed and later approve Part B with all the discussion comments and questions. Ms. Maria Madrigal mentioned that there will be a few barriers due to some programs being adjusted or modified during the meeting discussion. Also, recommended to obtain clarification from the Chancellor's Office in the next Collaborative Meeting to what is required in action items approved minutes.

### b. **Employee Engagement**

*Dr. Adriene "Alex" Davis, OCRC Regional Chair and Vice Chancellor of EWD*

Dr. Davis shared that OCRC offices has been having some issues with RSCCD HR department in getting these two positions on the docket. It's confirmed that the positions will be on April docket to acquire board approval.

## VII. Updates

### c. Districts

1. **Coastline** – *Currently interviewing for accounting, business and cybersecurity faculty. We have two teams presenting at CCCAOE.*
2. **Cypress** – *CTE Dean Position closed, interviews will be conducted shortly. Additionally, they had a security issue with college data.*
3. **Fullerton** – *No update*
4. **Golden West** – *Search for full-time faculty, small group of applicants/interviews. Temporary one year computer science faculty position opening up fairly soon.*
5. **Irvine Valley** – *No update*
6. **Orange Coast** – *13 hiring process, small applicants/interviews. Additionally, 70% of the classes back on campus. We are planning our fall schedule and there's a lot of active discussion about how to respond to hybrid instruction, providing more access, increasing online offering and balancing modalities on what to do with low enrollment.*

7. **Saddleback** – *Tony Teng is moving into a new advanced technology and applied sciences building on the saddleback campus that will house, a lot of our manufacturing and architecture design. It is the first full size building built on our campus for a CTE programming. Additionally, we have some open positions such as director of technology position. Our sister college actually has an open position for a Vice President of instruction for those that are looking at taking the next step.*
8. **Santa Ana** – *SAC held a big Career Fair on campus for CTE Career and Academic Pathways part of our guided pathways. We had about 250 high school students on campus exploring many different options. Ms. Kimberly Mathews has moved on to another CTE Dean position, Dr. Fernando Ortiz is managing the best of his ability in her absence, we will be flying an interim associate Dean to backfill her position.*
9. **Santiago Canyon** – *No update*

#### VIII. Adjourn

**Motion:** Kathleen Reiland, Cypress College; **Second:** Christopher Whiteside, Golden West College

The next **Orange County CRLC Meeting** will be on **April 21, 2022, from 8:00 A.M. – 9:00 A.M.**  
*Please note, due to COVID-19 we will be holding all meetings via conference call.*