

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

### **APPROVED Minutes: April 19, 2018**

Sheraton Cerritos- 12725 Towne Center Dr., Cerritos, CA 90703

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

#### **Voting Members present:**

- Nick Real, Cerritos Community College
- Rocco Cifone, Citrus College
- Rodney Murray, Compton Community College
- Kathleen Reiland, Cypress College
- Mercedes Yanez, East Los Angeles College
- Virginia Rapp, El Camino College
- Jan Swinton, Glendale Community College
- Christopher Whiteside, Golden West College
- Merry Kim, Irvine Valley College
- Gene Carbonaro, Long Beach City College
- Adriene "Alex" Davis, Los Angeles City College
- Sandra Sanchez, Los Angeles Harbor College
- Marla Uliana, Los Angeles Mission College
- Tom Vessella, Los Angeles Pierce College
- Rick Hodge, Los Angeles Southwest College
- Marcia Wilson, Los Angeles Trade-Tech College
- Jemma Blake-Judd, Mt. San Antonio College
- Laurie Nalepa, Los Angeles Valley College
- Lisa Knuppel, Orange Coast College
- Salvatrice Cummo (Alternate), Pasadena City College
- Anthony Teng, Saddleback College
- Bart Hoffman, Santa Ana College
- Patricia Ramos, Santa Monica College
- Von Lawson, Santiago Canyon College
- Allison Tom-Miura (Alternate), West Los Angeles College

#### **Voting Members absent:**

- Nancy Jones, Coastline Community College
- Douglas Benoit, Fullerton College
- Mike Slavich, Rio Hondo College

- I. **Meeting called to order at 8:37 a.m. by Dr. Alex Davis, CRLC Chair and Dean Resource Associate Chair, LAOCRC**
- II. **Roll Call by Maria Madrigal, LAOCRC Administrative Secretary**
- III. **Minutes from the March 15<sup>th</sup>, 2018 CRLC Business Meeting were APPROVED**
  - a. Motion: Von Lawson, Santiago Canyon College; Second: Rodney Murray, Compton College; Approved
    - i. Abstain: Tom Vessella, Los Angeles Pierce College
- IV. **Update, Discussion, and/or Action Items**
  - a. **New Appointments**
    - i. Congratulations to Dr. Adriene "Alex" Davis who was recently appointed as the Assistant Vice Chancellor of Economic and Workforce Development, LAOCRC hosted at Rancho Santiago Community College District
      1. Dr. Davis explained the hiring process and announced that her last day at Los Angeles City College as Dean of Academic Affairs, Office of Economic Workforce Development is Friday, April 20, 2018. Dr. Davis is projected to start her new journey as Assistant Vice Chancellor on May 1<sup>st</sup>, 2018.
    - ii. Rocco "Rocky" Cifone was congratulated for his new appointment at Citrus College as the Dean of Career Technical and Continuing Education
  - ii. Congratulations to the new LA/OC Sector Navigators:
    1. Renah Wolzinger, Sector Navigator for Retail, Hospitality, and Tourism

2. Leah Goold-Haws, Sector Navigator for Global Trade
  3. Jannet Malig, Sector Navigator for Advanced Transportation & Logistics
  4. Steve Wright, Sector Navigator for ICT/Digital Media
- b. Dean Resource Associates (DRA) Memberships**
- i. Dr. Davis shared that Dr. Marcia Wilson, LA Trade-Tech College Voting Member, was elected as the Dean Resource Associate member representing LACCD
  - ii. Von Lawson, Santiago Canyon College Voting Member, and Anthony Teng, Saddleback College Voting Member, are currently representing Orange County Community Colleges
  - iii. 2 DRA member nominations are pending from the Ring Colleges:
    1. Mike Slavich, Rio Hondo Voting Member, is nominated by Marti DeYoung
      - a. Mike Slavich accepts the nomination
    2. Jan Swinton, Glendale Community College Voting Member, is nominated by Jemma Blake-Judd
      - a. Jan Swinton accepts the nomination
    3. **Motion to move forward with the above nominees for the DRA membership; APPROVED**
      - a. Motion: Rocky Cifone, Citrus College; Second: Rodney Murray, Compton College; Approved
- c. College Resource Leadership Council (CRLC) Chair Nomination**
- i. The CRLC Chair nominee/s have to be a DRA member
    1. Anthony Teng is nominated by Von Lawson; Tony withdraws the nomination
    2. Dr. Marcia Wilson is nominated by Bart Hoffman; Marcia Wilson accepts the nomination
    3. Mike Slavich is nominated by Patricia Ramos
      - a. This nomination was withdrawn as Mike Slavich was not present in this meeting
    4. **Motion to move forward Marcia Wilson as the CRLC and DRA Chair; APPROVED**
      - a. Motion: Von Lawson, Santiago Canyon College; Jan Swinton, Glendale Community College; Approved
      - b. Abstain: Marcia Wilson, Los Angeles Trade-Tech College
  - ii. **Bylaws**
    1. Richard Verches, LA Director, shared the most recent update of the Bylaws changing “CEO Council” to “Governance Council” was approved on the March 23<sup>rd</sup> CEO Council Meeting
      - a. Please see [Bylaws](#) and updated [LAO CRC Governance Chart](#)
    2. The Governance Council elected Dr. Francisco Rodriguez, Chancellor of LACCD, as the new Governance Council Chair
  - iii. **CRLC Workgroups**
    1. **Program Recommendation**
      - a. Dr. Gustavo Chamorro explained the need to develop a Program Recommendation workgroup to review the current Program Recommendation Process
        - i. He described the current Program Recommendation Process briefly; the following concerns and comments were discussed:
          1. The Chancellor’s Office wants to streamline a 30 day process, therefore, there will be instances in the future where a NOI and Program Application are submitted on the same agenda
            - a. Maria Madrigal uploads all NOIs to the LAO CRC website (<http://www.laocrc.org/educators/program-approval/program-intents> ) every Monday by noon; CRLC members can review the NOIs every Monday (it is public information)
          - ii. Dr. Chamorro shared that other regions do not use or submit NOIs
        - b. Dr. Marcia Wilson mentioned that two weeks is not enough time to have their faculty review NOIs and have a discussion with the College submitting the Program Intent

- i. In addition, she recommended that it would be helpful if the NOIs were listed by date submitted instead of the month
- c. Jan Swinton shared that it's difficult for faculty to use the new Regional CTE website to review Program Applications; it seems to be too much work to create an account and sign-in
  - i. She also mentioned that she preferred the old process in which Maria Madrigal sent an email listing and attaching the document links of all NOIs and Program Applications
    - 1. Dr. Chamorro responded that you are not required to be signed in to review Program Applications, but it would be easier to log-in for discussion purposes
      - a. Each application has a "Comment" box
- d. Laurie Nalepa, LA Valley College Voting Member, expressed her concern regarding submitting Program Applications to the Chancellor's Office without the recommendation of the CRLC members (Voting Members)
  - i. Dr. Chamorro responded that this is a concern the Program Recommendation Workgroup can discuss and maybe come up with a "Code of Conduct" that everyone can agree to
  - ii. Laurie added that it seems as if everything ends up being a "FYI" thus questioning the purpose of having a process
- e. Lyla Eddington mentioned that LAOCRC cannot be compared to other regions because we have colleges close to one another and the concerns discussed above are considered "destructive competition"; other regions have their colleges far apart from one another, hence, not needing a NOI
- f. Dr. Davis recommended to review the Ed Code and Title 5 because it has not changed
- g. Marla Uliana, LA Mission College Voting Member, suggested that if a Program Application is not recommended by the CRLC body then the college has the responsibility to take it back to their college and have a discussion
- h. Mercedes Yanez, East Los Angeles College (ELAC) Voting Member, communicated that the Programs ELAC submitted are due to Industry partnerships; in addition, they have provided proof that there is a gap to be filled
  - i. ELAC's faculty members have been working hard all this month to submit all the applications and potentially implement the programs in Fall 2018
- i. Rick Hodge, LA Southwest College Voting Member, suggest the following 3 guidelines for the Program Recommendation Workgroup:
  - i. Do courses have rigor?
  - ii. Is there overarching competition?
  - iii. Is regional and industry demand present?
- j. Dejah Swingle from Mt. San Antonio College asked if the COE can add anticipated student enrollment and completions to the LMI requests for New Programs
  - i. Lori Sanchez, COE Director, agreed
- k. **Program Recommendation Workgroup Members:**
  - i. Mercedes Yanez
  - ii. Shari Herzfeld
  - iii. Dorsie Brooks
  - iv. Marcia Wilson
  - v. Monica Thurston
  - vi. Lori Sanchez

2. **Bylaws**

- a. The DRA currently reviews the Bylaws and make recommendations

iv. **Signature Pages Memo Follow-Up**

1. LAOCRC sent an email on March with a Memo from the Chancellor's Office containing the language of the items that are required to process a program application
  - a. This memo shows that a Signature Page from the consortium is not needed only Minutes
  - b. Maria Madrigal will re-send the memo to all CRLC Members

v. **College Profiles**

1. Lorraine Vega, LA Administrative Secretary, disseminated College Profiles to their respective Voting Member or Alternate
  - a. Please update the information from your college contacts if needed and send the updated College Profile to either Maria Madrigal at [madrigal\\_maria@rscdd.edu](mailto:madrigal_maria@rscdd.edu) or to Lorraine Vega at [vega\\_loorraine@rscdd.edu](mailto:vega_loorraine@rscdd.edu)

vi. **Student Fellows Event**

1. The Student Fellows Event is a K-12 event and they are looking for a representative from the Region that can speak to the attendees about local colleges and distribute any collateral materials they have available
  - a. Dr. Chamorro emphasized that he will be working with them and make sure LAOCRC is aware of who will be representing the region colleges or each college
  - b. The event will on April 22<sup>nd</sup>-25<sup>th</sup> at the Anaheim Convention Center

vii. **Program Recommendation Webinar**

1. On Friday, April 20, 2018 from 10:00 a.m. – 11:00 a.m. we will be hosting a Program Recommendation Webinar to go over the process and answer questions
  - a. Maria Madrigal to forward invite to DSNs

V. **Informational Items**

*Alex Davis, CRLC Chair and Dean Resource Associate  
Chair, LAOCRC*

i. **Preapproved programs**

1. Business Information Worker II (BIW II), *East Los Angeles College*

ii. **Notices of Intent** (*highlighted NOIs have submitted a Program Application within the same month*)

1. Construction Management, *Citrus College*
  - a. NOI submitted September 2016
2. Pharmacy Technology, *East Los Angeles College*
3. ECG Technician/Telemetry Technician, *East Los Angeles College*
4. Engineering Technicians, *East Los Angeles College*
5. Health Information Technology (Medical Coding Specialist), *East Los Angeles College*
6. Business Information Worker II (BIW II), *East Los Angeles College*
7. Costume Design, *East Los Angeles College*
8. Substance Abuse Counselor, *East Los Angeles College*
9. Administration of Justice General Certificate & Law Emphasis Sociological Emphasis, Basic Academy Preparation, and Correctional Studies, *East Los Angeles College*
10. Tax Preparer Certificate of Achievement, *East Los Angeles College*
11. Workplace Communication and Critical Thinking, *El Camino College*
12. Project Management, *El Camino College*
13. Business Fundamentals, *El Camino College*
14. Songwriting, *Los Angeles Mission College*
15. Certificate of Achievement in Commercial Music, *Los Angeles Mission College*

16. Web Development Specialist, *Los Angeles Valley College*
17. Computer Programming Certificate, *Los Angeles Valley College*
18. Baking & Pastry Management Degree, *Mt. San Antonio College*
19. Baking and Pastry Certificate, *Mt. San Antonio College*
20. Advanced Culinary Certificate, *Mt. San Antonio College*
21. Global Trade and Logistics, *Pasadena City College*
22. Video Post-Production-AS, *Pasadena City College*
23. Game Design and Development, *Pasadena City College*
24. User Experience/Interaction Design (UI/UX), *Pasadena City College*
25. Urban Farming, *Saddleback College*
26. Wellness Gardening, *Saddleback College*
27. Audio and Visual Technician, *Santa Monica College*

**iii. Substantial Changes**

1. Administration of Justice Chemical Dependency Specialist in Criminal Justice-CoA, *East Los Angeles College*
2. Administration of Justice, Law Emphasis-CoA, *East Los Angeles College*
3. Basic Police Academy Preparation-CoA, *East Los Angeles College*
4. Basic Police Academy-CoA, *East Los Angeles College*
5. Extended Police Academy-CoA, *East Los Angeles College*
6. Field Probation Officer: Probation Department-CoA, *East Los Angeles College*
7. Fire Drill Tower-CoA, *East Los Angeles College*
8. Fire Technology, Company Officer-CoA, *East Los Angeles College*
9. Forensic Crime Scene Investigation-CoA, *East Los Angeles College*
10. Juvenile Corrections Officer Core Probation Department-CoA, *East Los Angeles College*

**VI. Action Items**

*Alex Davis, CRLC Chair and Dean Resource Associate  
Chair, LAOCRC*

- a. **Dr. Marcia Wilson proposed to pull program applications from 1-23 and 26-29 for discussion that are either missing a Notice of Intent or have a Notice of Intent listed on the same agenda as the applications**
  - i. Comments and/or Concerns:
    1. Los Angeles Trade-Tech College has not been able to review all the applications and discuss the submitted applications with their faculty and other colleges
      - a. Two weeks is not enough time to review and have a discussion in regards to NOIs or Program Applications
      - b. Dr. Wilson mentioned that in a previous Program Recommendation meeting it was discussed that there needed to be a month in between the Notice of Intent and the Program Application to allow for discussion between colleges
    2. Dr. Rocky Cifone, Voting Member for Citrus College shared that the NOI for Construction Management had originally been submitted on September 2016
      - a. **Dr. Wilson amends her motion to the following: Pull program applications from 2-23 and 26-29 for discussion that are either missing a Notice of Intent or have a Notice of Intent listed on the same agenda as the applications**
    3. Jemma Blake-Judd, Voting Member for Mt. San Antonio College, shared that the “Advanced Culinary Certificate” NOI that is listed on the agenda is not the NOI that was submitted for any Program Application listed on the agenda; the NOIs for number 26-29 were submitted in Fall 2016

- a. **Dr. Wilson amends her motion to the following: Pull program applications from 2-23 for discussion that are either missing a Notice of Intent or have a Notice of Intent listed on the same agenda as the applications**
4. Laurie Nalepa, LA Valley College, agrees with Dr. Marcia Wilson in regards to insufficient time to discuss the Program Applications submitted by ELAC with her faculty
5. Los Angeles Mission College does not agree with having the NOI and Program Application in the same agenda
6. Dr. Patricia Ramos, Voting Member from Santa Monica College, asked for reconsideration regarding ELAC's Program Applications as there has been other instances where programs have been recommended without a discussion between colleges
  - a. She asked ELAC if they can explain how pushing their applications to the month of May for recommendation will affect them
    - i. ELAC responded that they have the last fiscal year Curriculum Committee Meeting on May 15<sup>th</sup>; ELAC asked for support due to the circumstance
7. Fabiola Mora, Alternate Voting Member from Los Angeles City College, asked that she noticed some of the LMI data ELAC provided did not support some of ELAC's Programs; If the LMI shows an oversupply, how should this be approached?
  - a. Mercedes Yanez shared letters of support from employers stating there are jobs available in their companies
    - i. Lori Sanchez added that there have been instances where the data COE provides does not support a program, but if there is an employer that gives a specific number of job openings it should be shared and recorded
- b. **Due to Dr. Wilson's amendments to the first motion Tom Vessella, Voting Member from Los Angeles Pierce College, moved a motion to approve Program Applications 1 and 24-33 as there is no further discussion on these**
  - i. **First:** Tom Vessella Los Angeles Pierce College; **Second :** Marla Uliana, Los Angeles Mission College;  
**APPROVED**
- c. **Final motion moved by Dr. Marcia Wilson to pull Program Applications 2-23 for a latter CRLC Business Meeting as they either are missing a Notice of Intent or have a Notice of Intent listed on the same agenda as the applications. First:** Dr. Marcia Wilson, Los Angeles Trade-Tech College; **Second:** Laurie Nalepa, Voting Member from Los Angeles Valley College; **APPROVED**
  - i. **Oppose:**
    1. Mercedes Yanez, Voting Member from East Los Angeles College
    2. Rick Hodge, Voting Member from Los Angeles Southwest College
  - ii. **Abstain: N/A**
  - iii. **Program Applications (Approved: Green; Pulled for a latter CRLC Business Meeting: Red)**
    1. *Construction Management, Citrus College*
      - a. *Notice was submitted on September 2016*
    2. *Addiction Studies: Substance Abuse Assessor-CoA, East Los Angeles College*
    3. *Chemical Technology, East Los Angeles College*
    4. *Cloud Computing-CoA, East Los Angeles College*
    5. *Commercial Music: Music Arranging-CoA, East Los Angeles College*
    6. *Commercial Music: Music Notation-CoA, East Los Angeles College*
    7. *Commercial Music: Music Technology-CoA, East Los Angeles College*
    8. *Commercial Music-AA, East Los Angeles College*
    9. *Costume Design & Technology-CoA, East Los Angeles College*
    10. *Electrocardiogram Technician / Telemetry Technician Programs, East Los Angeles College*
    11. *Enrolled Agent: Advanced Tax Professional-CoA, East Los Angeles College*
    12. *Enrolled Agent: Tax Specialist-CoA, East Los Angeles College*
    13. *Fitness Specialist-CoA, East Los Angeles College*



14. *Hospitality Management Pathway-CoA, East Los Angeles College*
15. *Instrumental/Vocal Performer-CoA, East Los Angeles College*
16. *Jazz Studies-CoA, East Los Angeles College*
17. *Law, Public Policy, and Society, East Los Angeles College*
18. *Pharmacy Technician, East Los Angeles College*
19. *Physical Therapy Aide-CoA, East Los Angeles College*
20. *Physical Therapy Assistant, East Los Angeles College*
21. *Technical Theatre-CoA, East Los Angeles College*
22. *Theatre in the Community, East Los Angeles College*
23. *Unmanned Aerial Vehicle (UAV) Program, East Los Angeles College*
24. *Computer Information Systems, Glendale Community College*
25. *Information Technology, Glendale Community College*
26. *Culinary Arts, Mt. San Antonio College*
  - a. *Notice was submitted November 2016*
27. *Supply Chain Management, Mt. San Antonio College*
  - a. *Notice was submitted on September 2017*
28. *Unmanned Aircraft Systems (Drones), Mt. San Antonio College*
  - a. *Notice was submitted December 2016*
29. *Unmanned Aircraft Systems, Mt. San Antonio College*
  - a. *Notice was submitted December 2016*
30. *Archives and Digital Collections Assistant, Pasadena City College*
31. *Yoga Teacher Training, Pasadena City College*
32. *Construction Engineering Management, Rio Hondo College*
33. *3D Modeling and Animation C–Video Game and Interactive Media Art Emphasis Certificate, Santa Ana College*

## VII. Updates

*Alex Davis, CRLC Chair and Dean Resource Associate  
Chair, LAOCRC*

- a. Districts
  - i. Cerritos
  - ii. Citrus
  - iii. Coastline
  - iv. Compton
  - v. Cypress
  - vi. East Los Angeles
  - vii. El Camino
  - viii. Fullerton
  - ix. Glendale
  - x. Golden West
  - xi. Irvine Valley
  - xii. Long Beach
  - xiii. Los Angeles City
  - xiv. Los Angeles Harbor
  - xv. Los Angeles Mission
  - xvi. Los Angeles Pierce
  - xvii. Los Angeles Southwest
  - xviii. Los Angeles Trade-Technical
  - xix. Los Angeles Valley

- xx. Mt. SAC
- xxi. Orange Coast
- xxii. Pasadena City
- xxiii. Rio Hondo
- xxiv. Saddleback
- xxv. Santa Ana
- xxvi. Santa Monica
- xxvii. Santiago Canyon
- xxviii. West Los Angeles

**b. Other**

- i. Janeth Manjarrez recently resigned; if you have any fiscal agent questions or concerns please contact Sarah Santoyo at [Santoyo\\_Sarah@rscdd.edu](mailto:Santoyo_Sarah@rscdd.edu)

**VIII. Adjourn**

The next CRLC Meeting will be at Sheraton Cerritos on May 17<sup>th</sup>, 2018 from 8:30 A.M. – 9:30 A.M.

WiFi Password: **Sheraton2016**