

# Orange County Regional Consortium College Resource Leadership Council Business Meeting

## Approved Full Discussion Minutes: January 19, 2023

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: January 2023 Program Recommendation  
Time: Jan 19, 2023 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86244599801>

**Meeting ID: 862 4459 9801**

One tap mobile

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Find your local number: <https://us06web.zoom.us/j/kUBx1Kkbp>

Join by Skype for Business

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### Voting Members present:

- Shelly Blair, Coastline Community College
- Margaret Fernandez, Cypress College
- Ken Starkman, Fullerton College
- Dorsie Brooks, Golden West College
- Debbie Vanschoelandt, Irvine Valley College
- Raine Hambly, North Orange Continuing Education
- Lisa Knuppel, Orange Coast College
- John Jaramillo, Saddleback College
- Elizabeth Arteaga, Santiago Canyon
- Matt Valerius, Santa Ana, College

### Voting Members absent:

- I. **Call to Order – Meeting called to order at 9:03 a.m. by Mr. John Jaramillo, CRLC Chair and Dean Resource Associate, OCRC**
- II. **CRLC Member Roll Call – Ms. Marbella Ruiz, Administrative Secretary, OCRC called roll – a Quorum of Voting Members was verified.**
- III. **Minutes from the December 2022 CRLC Business Meeting (full discussion) were Approved**
  - a. **Motion:** Dorsie Brooks, Golden West College; **Second:** Ken Starkman, Fullerton College: **APPROVED**  
**Abstain:** Shelly Blair, Coastline Community College

IV. **Informational Items**

a. **Program Data Requests**

Program Title	Top Code	College	Contact
1. Small Business Basics - NC Certificate	0506.40	Golden West College	Dorsie Brooks <a href="mailto:dbrooks28@gwc.cccd.edu">dbrooks28@gwc.cccd.edu</a>

V. **Action Items**

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

- a. **Program Recommendation; Motion:** Shelly Blair, Coastline Community College; **Second:** Dorsie Brooks, Golden West College; **Recommended:** **APPROVED**

Program Title	TOP Code	College	Contact	Type of LMI Endorsement	LMI Criteria			Emerging*
					Supply Gap	Wages	Educ. Attain.	
1. <a href="#">Automatic Transmission Certificate</a>	094800	Fullerton College	Ken Starkman <a href="mailto:KStarkman@fullcoll.edu">KStarkman@fullcoll.edu</a>	ES	✓		✓	
2. <a href="#">Automotive Chassis Certificate</a>	094800	Fullerton College	Ken Starkman <a href="mailto:KStarkman@fullcoll.edu">KStarkman@fullcoll.edu</a>	ES	✓		✓	
3. <a href="#">Automotive Emission Control Certificate</a>	094800	Fullerton College	Ken Starkman <a href="mailto:KStarkman@fullcoll.edu">KStarkman@fullcoll.edu</a>	ES	✓		✓	
4. <a href="#">Automotive Engine Performance Certificate</a>	094800	Fullerton College	Ken Starkman <a href="mailto:KStarkman@fullcoll.edu">KStarkman@fullcoll.edu</a>	ES	✓		✓	
5. <a href="#">Automotive Fabrication Certificate</a>	094800	Fullerton College	Ken Starkman <a href="mailto:KStarkman@fullcoll.edu">KStarkman@fullcoll.edu</a>	ES	✓		✓	

6. <a href="#">Automotive Light Repair Certificate</a>	094800	Fullerton College	Ken Starkman <a href="mailto:KStarkman@fullcoll.edu">KStarkman@fullcoll.edu</a>	ES	✓		✓	
7. <a href="#">Automotive Maintenance Certificate</a>	094800	Fullerton College	Ken Starkman <a href="mailto:KStarkman@fullcoll.edu">KStarkman@fullcoll.edu</a>	ES	✓		✓	
8. <a href="#">Automotive Manual Drive Train Certificate</a>	094800	Fullerton College	Ken Starkman <a href="mailto:KStarkman@fullcoll.edu">KStarkman@fullcoll.edu</a>	ES	✓		✓	
9. <a href="#">Automotive Service Advisor Certificate</a>	094800	Fullerton College	Ken Starkman <a href="mailto:KStarkman@fullcoll.edu">KStarkman@fullcoll.edu</a>	ES	✓		✓	
10. <a href="#">Automotive Service Management Certificate</a>	094800	Fullerton College	Ken Starkman <a href="mailto:KStarkman@fullcoll.edu">KStarkman@fullcoll.edu</a>	ES	✓		✓	
11. <a href="#">Automotive Technology Associate in Science Degree</a>	094800	Fullerton College	Ken Starkman <a href="mailto:KStarkman@fullcoll.edu">KStarkman@fullcoll.edu</a>	ES	✓		✓	
12. <a href="#">Automotive Technology Certificate</a>	094800	Fullerton College	Ken Starkman <a href="mailto:KStarkman@fullcoll.edu">KStarkman@fullcoll.edu</a>	ES	✓		✓	
13. <a href="#">Cosmetology Associate in Science</a>	300700	Fullerton College	Ken Starkman <a href="mailto:KStarkman@fullcoll.edu">KStarkman@fullcoll.edu</a>	ES			✓	
14. <a href="#">Cosmetology Certificate</a>	300700	Fullerton College	Ken Starkman <a href="mailto:KStarkman@fullcoll.edu">KStarkman@fullcoll.edu</a>	ES			✓	

<b>Key:</b> <b>EA = Endorsed: All Criteria Met</b> <b>ES = Endorsed: Some Criteria Met</b> <b>NE = Not Endorsed</b> <b>PA = Pre-Approved</b>	<b>NOTE: A check mark (☑) denotes that specific LMI Criteria was met.</b> <b>*Emerging denotes there are gaps in the traditional labor market information.</b>
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- Discussion:** Ms. Elizabeth Arteaga asked Mr. Ken Starkman if the cosmetology certificates are edits/ revisions. Mr. Starkman responded that they have the certificate and degree. The changes are the program hours. They used to have the 1,600 hour program and now its 1,100 hour program. Mr. Starkman confirmed that they will keep both of the programs (1,600 and 1,100) but probably will soon delete the 1,600 if approved by the advisory committee. Ms. Arteaga asked if the certificates will stay on the credit side. Or transition to the non-credit? Mr. Starkman confirmed that they will remain in the credit side. Additionally, Mr. Starkman shared they there has been discussion to bring apprenticeship to cosmetology. Ms. Dorsie Brooks added that the state board has an apprenticeship program as well. Mr. John Jaramillo asked Mr. Starkman if he anticipates 75 completers for both degree and certificate. Mr. Starkman confirmed that degree completer is lower than 75, it should be around 20. Lastly, Mr. Jaramillo noticed that it states that is a 5 semester sequence. Mr. Starkman mentioned that they have a maximum 5 semesters to complete the program, it's designed for a working person.

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

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

- OCRC Bylaws – Governance Council Structure

*Dr. Adriene “Alex” Davis, Executive Director of OCRC*

**Discussion:** Dr. Davis informed the CRLC members that the team and deans met on January 9, 2023, to assess our current situation with the OCRC Bylaws and Governance Council. Dr. Davis mentioned that the first draft is almost finished, but there are still some edits and revisions to make. Please take note that there were some gaps between the structures, and the Governance Structure needs to be in line with the bylaws. The CRLC members will be given a link to review the first draft by tomorrow. These revisions to the bylaws will go to the governance structure committee for consideration. We can review the changes and have a thorough discussion at the Deans meeting in February, according to Dr. Davis.

- Employer Engagement / Regional Needs Assessment

*Mr. Michael Sacoto, K-14 Technical Assistant Provider, OCRC*

**Discussion:** Mr. Michael Sacoto updated the CRLC members that a candidate has been selected for the Work Base Learning position. Rancho Santiago Community College District will soon connect with candidate to move forward with employment process. Our plan is to have this person onboard by February. In regards to the regional needs assessment, the third assessment is out. Please connect with Martha Payan who is available to provide with some technical assistance.

- OC COE Update

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

**Discussion:** Dr. Jesse Crete made an official announcement about Jacob Poore becoming the COE Assistant Director on Tuesday. Dr. Crete thanked Mr. Anthony Teng and Ms. Dorsie Brooks for serving on the committee and helping with the hiring process.

## VII. Updates

### c. Districts

1. **Coastline** – *Classified employees requested to have some portion of their schedule be remote. These request is being reviewed by Human Resources and will need to go through several of district leaders to acquire approval. Generally, they have been asked to be back onsite.*
2. **Cypress** – *Currently, employees work two days remotely and three days onsite. Lab Technicians are back fulltime. Spring semester is starting on Monday, the enrollment numbers look good. The fraudulent students who are still enrolled at the college cause the college some concern. To ensure that those students are not adding classes, they are working to identify them.*
3. **Fullerton** - *Employees work two days remotely and three days onsite. In order for the employee to request a hybrid working model, your direct manager needs to provide justification on the remote request. Dr. Cynthia Olivo has been named as the new president of Fullerton College. 4,000 fraudulent students were dropped, and enrollment increased 15% from spring to spring.*

4. **Golden West** – New process for classified is a permanent process and evaluated each year. Managers have been back 5 days a week since July 2022. Automotive and Policy academy is back fulltime. Enrollment (CTE) is up 14%. The College has a strong strategy to remove and avoid fraudulent students. Lastly, CTE Dean position is opening in February.
5. **Irvine Valley** – College managers have been back fulltime since January 2022. Classified employees will be starting a new pilot program this spring semester, 2 days a week working remotely. Same to other districts, there is an application and approval process that needs to take place. These are for very specific areas where no face-to-face is required such as foundation, marketing, creative services etc.
6. **North Orange Continuing Education** – Similar schedule as Cypress College, employees work two days remotely and three days onsite. There is a potential to move this forward district wide to incorporate a hybrid schedule. Non-credit side is mostly online and administration is mostly online of hybrid. Leaning distance education is 100% and has increased enrollment.
7. **Orange Coast** – Same as Coastline and Golden West College with classified remote schedule process. In addition, there are some supervisors that are also incorporating remote work. In terms of classes coming back, the college is still trying to find the way in terms of student demand for classes. Overall, about 70% of classes are back on campus.
8. **Saddleback** – Managers are not able to work remotely. Remote work for classified employees are evaluated by job category. This strategy was based on student connection and focus. The elimination of the vaccination requirement has led to a slight increase in on-campus enrollment. Despite this, 70% of students are still active online.
9. **Santa Ana** – The remote work policy is still under development. All classified managers are expected to be in the office fulltime 5 days a week. Due to student demand, this semester the college is about 60 % on campus and 40% online. Enrollment is looking strong 10% to 12% increase. SAC is still significantly below what the peak of enrollment was, but heading on the right direction.
10. **Santiago Canyon** – Managers and College administrators have been back fulltime since June 2021. As of April 2022 all classified staff have been back fulltime 5 days a week (credit side). Additionally, The college also deleted vaccination records. This may be cause of the increased enrollment. Dr. Jeannie G. Kim is Santiago Canyon College's (SCC) new and permanent president. Overall everyone is back fulltime on campus, but Ms. Arteaga noticed a large demand of online classes. The faculty determines their schedule preference. Ms. Arteaga has not encountered any challenges with faculty coming back to operate fully in-person. SCC is back to normal.

**VIII. Action Item**

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

**Minutes January 19, 2023 CRLC Business Meeting (Action Items) were Approved**

- a. **Motion to approve all action items minutes:** Ken Starkman, Fullerton College; **Second:** Shelly Blair, Coastline Community College; **APPROVED**

**IX. Adjourn**

The next **Orange County CRLC Meeting** will be on **February 16, 2023** from 9:00 A.M. – 10:00 A.M.  
Please note, we will be holding all meetings via conference call.