

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

### Approved Full Discussion Minutes: March 21, 2024

#### Zoom Video-Call Details

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

Topic: March 2024 Program Recommendation (CRLC Business Meeting)

Time: Mar 21, 2024 9:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://rscdd-edu.zoom.us/j/89820873917>

**Meeting ID: 898 2087 3917**

One tap mobile

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Find your local number: <https://rscdd-edu.zoom.us/j/89820873917>

#### Voting Members present:

- Andrea Gallyon (Alternate), Coastline Community College
- Rick Hodge, Cypress College
- Carlos Ayon (Alternate), Fullerton College
- Dorsie Brooks, Golden West College
- Debbie Vanschoelandt, Irvine Valley College
- Raine Hambly, North Orange Continuing Ed.
- Lisa Knuppel, Orange Coast College
- John Jaramillo, Saddleback College
- Larisa Sergeyeva, Santa Ana College
- Denise Foley, Santiago Canyon College

#### Voting Members absent:

- I. **Call to Order – Meeting called to order at 9:04 a.m. by Mr. Mr. John Jaramillo, CRLC 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 2024 CRLC Business Meeting (full discussion) were Approved**
  - a. **Motion: Dorsie Brooks, Golden West College *Second*: Larisa Sergeyeva, Santa Ana College: **APPROVED****

IV. **Informational Items**

a. **Program Data Requests**

Program Title	Top Code	College	Contact
1. Court Reporting Technology Certificate	0514.30	Cypress	Carolee Freer <a href="mailto:cfreer@cypresscollege.edu">cfreer@cypresscollege.edu</a>
2. Cybersecurity Essentials	0708.10	Cypress	Behzad Izadi <a href="mailto:bizadi.cypress@gmail.com">bizadi.cypress@gmail.com</a>
3. Criminal Law Specialty Certificate	1402.00	Fullerton	Michael Moore <a href="mailto:MMoore1@fullcoll.edu">MMoore1@fullcoll.edu</a>
4. Real Estate Law Specialty Certificate	1402.00	Fullerton	Michael Moore <a href="mailto:MMoore1@fullcoll.edu">MMoore1@fullcoll.edu</a>
5. Law School Track (1st Year Prep) Specialty Certificate	1402.00	Fullerton	Michael Moore <a href="mailto:MMoore1@fullcoll.edu">MMoore1@fullcoll.edu</a>
6. eDiscovery & Technology Specialty Certificate	1402.00	Fullerton	Michael Moore <a href="mailto:MMoore1@fullcoll.edu">MMoore1@fullcoll.edu</a>
7. Community Health Worker	1261.00	Saddleback	Safiah Mamoon <a href="mailto:smamoon@saddleback.edu">smamoon@saddleback.edu</a>
8. Professional Mariner Deckhand Certificate of Achievement	0959.00	Orange Coast	JohnPaul Nguyen <a href="mailto:jpnguyen@occ.cccd.edu">jpnguyen@occ.cccd.edu</a>
<b>Existing Low-Unit, Local Certificate for State Chaptering</b>			
1. Global Business and Entrepreneurship	0508.00	Santa Ana	Gabriel Shweiri <a href="mailto:shweiri_gabriel@sac.edu">shweiri_gabriel@sac.edu</a>
2. Small Business	0506.40	Santa Ana	Gabriel Shweiri <a href="mailto:shweiri_gabriel@sac.edu">shweiri_gabriel@sac.edu</a>
<b>Noncredit Vocational Program</b>			

1. Esthetician	3007.00	North Orange Continuing Education	Raine Hambly <a href="mailto:rhambly@noce.edu">rhambly@noce.edu</a>
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**Discussion:** Mr. John Jaramillo pointed out that there is a statewide budget deficit. The governor announced a proposal last Sunday; please remain alert. There has been considerable discussion about sweeping existing funds and moving them to new funds in some areas, specifically SWP and Regional SWP, as well as some other categorical financing. They may be reallocated or swept if you have not spent your funds.

Ms. Dorsie Brooks inquired about Fullerton Law tracks; is this part of the pre-law grant what direction is Fullerton heading in? Mr. Carlos Ayon responded, that not currently. These are part of the paralegal program. Additionally, Ms. Brooks asked Mr. John Jaramillo if the Community Health Worker was credit or non-credit? Mr. Jaramillo confirmed that is credit.

Ms. Lisa Knuppel indicated that the Professional Mariner Deckhand Certificate of Achievement program data request should be listed as a new program rather than an existing low-unit certificate. Ms. Knuppel indicated they want to incorporate a low unit certificate into the bigger professional mariner certificate and degree program. Mr. Jacob Poore indicated that when the LMI request was submitted, it was stated as existing; we will modify this on our tracking end and add a comment here to move it as a new program data request.

**V. Action Items**

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

- a. **Program Recommendation**; **Motion:** Lisa Knuppel, Orange Coast 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="#">Management (Applied) Associate of Science</a>	050630	Coastline Community College	Shelly Blair <a href="mailto:sblair12@coastline.edu">sblair12@coastline.edu</a>	ES		✓	✓	
2. <a href="#">Forensic Technician Certificate</a>	210540	Fullerton College	Kenneth Starkman <a href="mailto:kstarkman@fullcoll.edu">kstarkman@fullcoll.edu</a>	EA	✓	✓	✓	
3. <a href="#">Sports Nutrition Certificate</a>	130600	Fullerton College	Kenneth Starkman <a href="mailto:kstarkman@fullcoll.edu">kstarkman@fullcoll.edu</a>	ES	✓		✓	
4. <a href="#">Air Conditioning and Heating Service and Installation</a>	094600	Orange Coast College	Lisa Knuppel <a href="mailto:lknuppel@occ.cccd.edu">lknuppel@occ.cccd.edu</a>	EA	✓	✓	✓	
5. <a href="#">Professional Advancement: Speech-Language Pathology Assistant</a>	122000	Orange Coast College	Lisa Knuppel <a href="mailto:lknuppel@occ.cccd.edu">lknuppel@occ.cccd.edu</a>	ES	✓		✓	✓
6. <a href="#">Refrigeration Service</a>	094600	Orange Coast College	Lisa Knuppel <a href="mailto:lknuppel@occ.cccd.edu">lknuppel@occ.cccd.edu</a>	EA	✓	✓	✓	

7. <a href="#">Early Childhood Education Apprenticeship Program</a>	130500	Santa Ana College	Larisa Sergeyeva <a href="mailto:sergeyeva_larisa@sac.edu">sergeyeva_larisa@sac.edu</a>	ES	✓		✓	
8. <a href="#">Criminal Justice and Administration</a>	210500	Santiago Canyon College	Denise Foley <a href="mailto:foley_denise@sccollege.edu">foley_denise@sccollege.edu</a>	ES		✓	✓	
9. <a href="#">Environmental Technology (Environmental Science/Public Health Technology)</a>	030300	Santiago Canyon College	Denise Foley <a href="mailto:foley_denise@sccollege.edu">foley_denise@sccollege.edu</a>	ES	✓		✓	
10. <a href="#">Water Utility Management</a>	095800	Santiago Canyon College	Denise Foley <a href="mailto:foley_denise@sccollege.edu">foley_denise@sccollege.edu</a>	ES		✓	✓	

<p><b>Key:</b> EA = Endorsed: All Criteria Met ES = Endorsed: Some Criteria Met NE = Not Endorsed PA = Pre-Approved</p>	<p><b>NOTE:</b> 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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**Discussion:** Ms. Lisa Knuppel agreed with Mr. John Jaramillo in regard to Air Conditioning and Heating Service and Installation and Refrigeration Service programs to be listed back the four digit top code. They're trying to build these stackable sorts of beginning foundational skill certificates. Mr. Jaramillo explained the top code 094610 is energy systems, technology and it's basically like theory and methods of energy conservation applied to heating, cooling, and associated systems. It's more about becoming a diagnostician, an energy auditor, or anything like that. The potential issue is that the top codes do not match, so this may be returned to you. Dr. Jesse Crete noted that we can change the agenda and update the correct top code to reflect on the minutes, then return to the program and make the necessary corrections to ensure that all forms use the same top code. Ms. Lisa Knuppel confirmed that she wants to change the top code to 094600. Ms. Marbella Ruiz updated agenda and March 2024 action item minutes to reflect new updated top code. Dr. Jesse Crete confirmed that the initial request to Center of Excellence back in October 2023 was listed with top code number 094610.

Ms. Dorsie Brooks inquired whether Santiago Canyon College's Criminal Justice and Administration program was a fully new degree or whether they would be establishing an academy. Dr. Denise Foley confirmed that they are not starting academy, this will only be a degree. Faculty member has proposed a certificate and a AS. Degree, and the certificate would be a 24-unit certificate. Ms. Elizabeth Arteaga noted that SCC has been teaching one class for the past few years, which is an introduction to criminal justice. This will only be an extension of the class. Ms. Brooks mentioned the upcoming new modern police legislation. All police officers will be required to have a degree. Even if you do not have an academy program, it may be beneficial for everyone to have modern policing so that people can do so before attending an academy. Mr. Jaramillo further stated that there is a distinction between police science and administration of justice and criminal law. So there are a variety of opportunities, courses available, and public administration is usually a fantastic curriculum for police personnel. Moving further, you must have a degree upon entry. Lastly, Dr. Larisa Sergeyeva stated that the SAC Associate Dean of Criminal Justice is collaborating with the Golden West College director on how this transition will not be an option; if you have criminal justice, you must have a modern police degree. The sole point of contention is the deadline for proceeding with this new course.

*Ms. Lisa Knuppel inquired Fullerton College Forensic Technician, is that related to CSI? Mr. Carlos Ayon responded yes.*

**b. Modified Programs**

1. [Accounting, Associate in Arts](#), Golden West College
2. [Bookkeeping, Certificate of Achievement](#), Golden West College
3. [Enrolled Agent Tax Specialist. Certificate of Achievement](#), Golden West College
4. [Staff Accountant, Certificate of Achievement](#), Golden West College
5. [Technical Theatre](#), Santa Ana College

**Discussion:** *Ms. Dorsie Brooks explained that there programs were changed since they had some recommendations from the advisory group around 4 years ago, which we followed but did not work out as planned. Also, convert the QuickBooks class from one to two classes.*

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

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

**Discussion:** *Ms. Dorsie Brooks praised Mr. John Jaramillo for sharing his work experiences, educational materials, and resources with the OC region. Ms. Brooks inquired as to whether any others had already made changes to their board policy on work experience and education. Mr. Jaramillo stated that Saddleback College has passed the board policy administrative regulation committee and is moving forward with the board of trustees on the agenda. They do not anticipate any opposition from the board of trustees, since they have previously implemented the district plan as the authorization by the board to do CWE. However, the plans are technically still valid until you replace them, but they're not really required, and they disappeared out of Ed code. In essence, you do need to transition, some people are not choosing to do a board policy and are just doing an administrative regulation and that's kind of a local call, though Mr. Jaramillo would recommend a VP even if the VP is as simple as the board or the district may offer CWE. Mr. Jaramillo also stated that many things must be written in such a way that they are more flexible and easier for CWE to understand. If your previous plan had limitations, consider including hourly impacts for both occupational and non-occupational activities. You'll be terribly out of date because the new hours are 48 to 54. Ms. Lisa Knuppel asked Mr. Jaramillo is employer agreement required in the case of on campus internships. For example in the Fashion program, we have employers come and then we have internships. In this case, who is the employer? Mr. Jaramillo responded that a employer agreement should be in place, someone who is directly supervising the work so they can verify the hours. If the student is not being paid, then it should be a volunteer status and have volunteer form that have all your legal protections. Ms. Brooks asked if anyone is doing both credit opportunities and non-credit opportunities for work experience, education? Mr. Jaramillo said that they have not yet created the curriculum but there is an intent to bring this forward for non-credit. Ms. Lisa Knuppel asked if there could be a workgroup to discuss this topic because there seemed to be disconnect. Ms. Raine Hambly also agreed to have a regional workgroup on this topic would be great. Non-credit is accepted on your campuses, and recurrence is not an issue. You know, once our students have completed their internship on your credit side, they will be able to transfer to the non-credit side to continue doing so without having to pay for it or use up more units. So, this is something to keep in mind. Mr. Brooks questioned Ms. Hambly if the transcripts included hours of completion. Ms. Hamble stated that while several certificates reflect the hours of completion, it is unclear whether they do the same on all transcripts.*

*Ms. Chrissy Gascon from SCC added that all of CTE certificates have class hours stated on them. She also mentioned that there is a special thing within our district that if our employees are classified employees take courses there, they can incrementally get an increase in pay, and they must have the hours. So, it was one of the reasons we implemented it on the certificates, but I'll have. I'm double checking on our transcripts.*

*Dr. Adriene Davis mentioned that this item can be discussed in a regional level during our OCRC Retreat; April 18, 2024 or during one of our OC Dean Meeting.*

## **VII. Updates**

### Colleges

1. **Coastline** – *Ms. Andrea Gallyon stated that last week Coastline received the intent to award 2 of our CAI applications, the California apprenticeship initiative. So, we have a planning grant for a teachers aid pathway as well as an implementation grant for our supply chain management program. We are excited to add this to their Cyber Security apprenticeship.*
2. **Cypress** – *Mr. Rick Hodge shared that there are a couple of events happening. One of the events is focused on entrepreneurship and we are expecting a lot of vendors on campus as well as marketing and outreach to all of students. Entrepreneur Summit will take place on April 18, 2024. The second event will be focus on AI and we'll be working with all 10 colleges in OC and Microsoft. The focus will be the impact that AI is having on education. Flyer and information will be shared by email.*
3. **Fullerton** -
4. **Golden West** – *Ms. Dorsie Brooks shared that the VPI position close yesterday. So, we will be in that process and hopefully have a new VPI by the end of the semester.*
5. **Irvine Valley**
6. **North Orange Continuing Education** – *Ms. Raine Hambly stated that Sharon Corsova is the area state representative. Came to our trauma-informed conference a few weeks ago, and she was talking to us about the strong workforce and how the Legislature wants to reduce that funding, so we invited her to our campus to see how it affects us, particularly non-credit and all of CTE. So, we are hosting her next week. We have academic and student speakers lined up for a student panel, and we'll show her around our lab that has benefited from the funding.*
7. **Orange Coast** -
8. **Saddleback** – *Mr. John Jaramillo informed the region that Mr. Anthony Teng has submitted his retirement notice and will be retiring at the end of June. We wish him the best. The current plan is for John to do Tony area in addition to his own.*
9. **Santa Ana** - *Dr. Larisa Sergeyeva shared that SAC received the CI intent memo of our second teaching Assistant apprenticeship program. This is Implementation Grant and San Anna College was one of the 3 institutions awarded implementation grant in our region.*
10. **Santiago Canyon** – *Ms. Elizabeth Arteaga reported that SCC had received three planning grants. One of them is for a bookkeeper, accountant, or auditing clerk. That is on the credit side; on the continuing side, we receive the Certified Assistant Nursing Assistant and Medical Assistance. Also, if anybody that might be interested as an associate Dean of Educational Partnership SCC is hiring this position. The closing date is March 29, and this is going to be focused on, dual-enrollment and working with our partners at the juvenile hall and external partners.*

**VIII. Action Item**

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

**Minutes March 21, 2024, CRLC Business Meeting (Action Items) were Approved**

- **Motion to approve all action items minutes:** John Jaramillo, Saddleback College; **Second:** Larisa Sergeyeva, Santa Ana College; **APPROVED**