

# Orange County Regional Consortium College Resource Leadership Council Business Meeting

## Approved Full Discussion Minutes: March 20, 2025

### Zoom Video-Call Details

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

Topic: March 2025 OCRC Program Recommendation Meeting  
Time: Mar 20, 2025 9:00 AM Pacific Time (US and Canada)

### Join Zoom Meeting

<https://rscdd-edu.zoom.us/j/88121686848>

**Meeting ID: 881 2168 6848**

One tap mobile  
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+1 689 278 1000 US

Find your local number: <https://rscdd-edu.zoom.us/u/kbsWmDSeqc>

### Voting Members present:

- Peggy Bilbruck, Coastline College
- Ken Starkman, Fullerton College
- Dorsie Brooks, Golden West College
- Tina McClurkin, North Orange Continuing Ed
- Lisa Knuppel, Orange Coast College
- John Jaramillo, Saddleback College
- Matthew Morin, Santa Ana College
- Elizabeth Arteaga, Santiago Canyon College (Alternate)

### Voting Members absent:

- Rick Hodge, Cypress College
- Debbie Vanschoelandt, Irvine Valley College

- I. **Call to Order – Meeting called to order at 9:01 a.m. by Ms. Dorsie Brooks, CRLC and Dean Resource Associate, OCRC**
  
- II. **CRLC Member Roll Call – Ms. Maria Lepe, Interim OCRC Director, Special Programs, conducted the roll call, and quorum for voting members was confirmed.**
  
- III. **February 2025 CRLC Business Meeting Full Discussion Minutes were Approved**
  - a. **Motion:** Lisa Knuppel, Orange Coast College; **Second:** Ken Starkman, Fullerton College; **APPROVED**
    - **Abstention:** Dorsie Brooks, Golden West College
  
- IV. **November 2024 CRLC Business Amended Minutes were Approved**

Adding “Certificate” to Program Data Request #1 (Artificial Intelligence in Business Certificate). Adding Program Data Request # 8 & 9 as they were originally missed by the college when submitting the “Artificial Intelligence in Business Program Data Request”.

  - a. **Motion:** Ken Starkman, Fullerton College; **Second:** John Jaramillo, Saddleback College; **APPROVED**
  
- V. **Informational Items**

a. **Program Data Requests**

| Program Title  | Top Code | College           | Contact   |
|--|----------|-------------------|---|
| 1. Art Handling & Installation Certificate             | 1099.00  | Cypress College   | Janet Owen Driggs<br><a href="mailto:jdriggs@cypresscollege.edu">jdriggs@cypresscollege.edu</a> |
| 2. Construction Administrative Assistant Certificate   | 0952.00  | Fullerton College | Ken Starkman<br><a href="mailto:kstarkman@fullcoll.edu">kstarkman@fullcoll.edu</a>              |
| 3. Construction Inspection Associate in Science Degree | 0952.00  | Fullerton College | Ken Starkman<br><a href="mailto:kstarkman@fullcoll.edu">kstarkman@fullcoll.edu</a>              |
| 4. Construction Management Certificate                 | 0952.00  | Fullerton College | Ken Starkman<br><a href="mailto:kstarkman@fullcoll.edu">kstarkman@fullcoll.edu</a>              |
| 5. Facilities Management Associate in Science Degree   | 0952.00  | Fullerton College | Ken Starkman<br><a href="mailto:kstarkman@fullcoll.edu">kstarkman@fullcoll.edu</a>              |
| 6. Facilities Management Certificate                   | 0952.00  | Fullerton College | Ken Starkman<br><a href="mailto:kstarkman@fullcoll.edu">kstarkman@fullcoll.edu</a>              |
| 7. Facilities Maintenance Technician                   | 0952.00  | Fullerton College | Ken Starkman<br><a href="mailto:kstarkman@fullcoll.edu">kstarkman@fullcoll.edu</a>              |

|   |         |                       |   |
|---|---------|-----------------------|---|
| 8. Food Science Associate in Science Degree and Food Science Certificate      | 1306.00 | Fullerton College     | Ken Starkman<br><a href="mailto:kstarkman@fullcoll.edu">kstarkman@fullcoll.edu</a>  |
| 9. Residential Construction Technician  | 0952.00 | Fullerton College     | Ken Starkman<br><a href="mailto:kstarkman@fullcoll.edu">kstarkman@fullcoll.edu</a>  |
| 10. C++ Programming Certificate of Achievement                                | 0707.10 | Golden West College   | Dorsie Brooks<br><a href="mailto:dbrooks28@gwc.cccd.edu">dbrooks28@gwc.cccd.edu</a> |
| 11. Hybrid Electric Vehicle Maintenance Specialist Certificate of Achievement | 0948.40 | Golden West College   | Dorsie Brooks<br><a href="mailto:dbrooks28@gwc.cccd.edu">dbrooks28@gwc.cccd.edu</a> |
| 12. Java Programming Certificate of Achievement                               | 0707.10 | Golden West College   | Dorsie Brooks<br><a href="mailto:dbrooks28@gwc.cccd.edu">dbrooks28@gwc.cccd.edu</a> |
| 13. Public Safety Dispatch- Basic   | 2199.00 | Golden West College   | Dorsie Brooks<br><a href="mailto:dbrooks28@gwc.cccd.edu">dbrooks28@gwc.cccd.edu</a> |
| 14. Python Programming Certificate of Achievement                             | 0707.10 | Golden West College   | Dorsie Brooks<br><a href="mailto:dbrooks28@gwc.cccd.edu">dbrooks28@gwc.cccd.edu</a> |
| 15. Biotechnology Technician (Not a part of name: AS)                         | 0430.00 | Irvine Valley College | Emalee Mackenzie<br><a href="mailto:emackenzie@ivc.edu">emackenzie@ivc.edu</a>      |
| 16. Biotechnology Technician (Not a part of name: COA)                        | 0430.00 | Irvine Valley College | Emalee Mackenzie<br><a href="mailto:emackenzie@ivc.edu">emackenzie@ivc.edu</a>      |

**VI. Action Items**

*Ms. Dorsie Brooks, CRLC and Dean Resource Associate, OCRC*

- a. Program Recommendation: Motion:** Lisa Knuppel, Orange Coast College; **Second:** John Jaramillo, Saddleback College;  
**Recommendations APPROVED**

| Program Title   | Program Award Type | TOP Code | College                     | Contact  | Type of LMI Endorsement | LMI Criteria |       |               | Emerging* |
|---|--------------------|----------|-----------------------------|--|-------------------------|--------------|-------|---------------|-----------|
|   |                    |          |                             |  |                         | Supply Gap   | Wages | Educ. Attain. |           |
| 1. <a href="#">Artificial Intelligence, Associate of Science</a>            | AS Degree          | 070700   | Coastline Community College | Peggy Bilbruck<br><a href="mailto:pbilbruck@coastline.edu">pbilbruck@coastline.edu</a> | EA                      | ✓            | ✓     | ✓             |           |
| 2. <a href="#">Artificial Intelligence, Certificate of Achievement</a>      | Certificate        | 070700   | Coastline Community College | Peggy Bilbruck<br><a href="mailto:pbilbruck@coastline.edu">pbilbruck@coastline.edu</a> | EA                      | ✓            | ✓     | ✓             |           |
| 3. <a href="#">Data Science, Associate of Science</a>                       | AS Degree          | 070700   | Coastline Community College | Peggy Bilbruck<br><a href="mailto:pbilbruck@coastline.edu">pbilbruck@coastline.edu</a> | EA                      | ✓            | ✓     | ✓             |           |
| 4. <a href="#">Artificial Intelligence in Business Associate in Science</a> | AS Degree          | 050600   | Fullerton College           | Ken Starkman<br><a href="mailto:kstarkman@fullcoll.edu">kstarkman@fullcoll.edu</a>     | ES                      | ✓            |       | ✓             |           |

|   |             |        |                   |  |    |   |  |   |  |
|---|-------------|--------|-------------------|--|----|---|--|---|--|
| 5. <a href="#">Artificial Intelligence in Business Certificate</a>                          | Certificate | 050600 | Fullerton College | Ken Starkman<br><a href="mailto:kstarkman@fullcoll.edu">kstarkman@fullcoll.edu</a> | ES | ✓ |  | ✓ |  |
| 6. <a href="#">Artificial Intelligence Foundations Certificate</a>                          | Certificate | 050600 | Fullerton College | Ken Starkman<br><a href="mailto:kstarkman@fullcoll.edu">kstarkman@fullcoll.edu</a> | ES | ✓ |  | ✓ |  |
| 7. <a href="#">Automotive Hybrid, Electric, and Alternative Fuel Technology Certificate</a> | Certificate | 094840 | Fullerton College | Ken Starkman<br><a href="mailto:kstarkman@fullcoll.edu">kstarkman@fullcoll.edu</a> | ES | ✓ |  | ✓ |  |
| 8. <a href="#">Intelligent Systems Programming Certificate</a>                              | Certificate | 070710 | Fullerton College | Ken Starkman<br><a href="mailto:kstarkman@fullcoll.edu">kstarkman@fullcoll.edu</a> | ES | ✓ |  | ✓ |  |

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

*Ms. Dorsie Brooks, CRLC and Dean Resource Associate, OCRC*

*a. Regional SWP Application Deadline – April 21 at 5PM*

*Mr. Michael Sacoto, OCRC Interim Executive Director*

Maria provided a quick update on behalf of Michael. The deadline to submit applications for the 25-27 SWP Regional Project Applications has been extended to April 21, 2025. Michael sent an email with details to everyone in the region; if anyone hasn't received it, they should let Maria or Michael know ([lepe\\_maria@rscdd.edu](mailto:lepe_maria@rscdd.edu) or [Sacoto\\_michael@rscdd.edu](mailto:Sacoto_michael@rscdd.edu)).

*b. COE Update*

*Dr. Jesse Crete, OC COE Director*

Jesse shared updates from the COE meeting, mentioning that Orange County COE has received over 150 labor market requests in the last 30 days, with Fullerton being at the forefront. Due to this high volume, there is a 5-week turnaround time, which may extend further. Jesse apologized for the delays and requested patience, highlighting that they are also working on overdue reports. She encouraged anyone with urgent needs to reach out. Additionally, she mentioned that a significant portion of the requests is related to program reviews, especially for Fullerton and Santa Ana College, which are undergoing major reviews. Jesse reminded that Ed Code requires CTE programs to be reviewed every two years and advised planning reviews in manageable chunks to avoid overwhelming the process.

John Jaramillo clarified the terminology, noting that the Ed Code (78016) requires a \*review of CTE programs\* every two years—not to be confused with internal college \*program reviews\*, which vary in cycle and scope. This distinction is important for correctly understanding data needs and compliance. Jesse acknowledged the confusion and agreed to improve clarity on the COE website, especially in terminology like “program review” versus “modification.”

Jesse also shared that due to workload, COE reports for CTE reviews will be shortened for now, focusing on data and summaries only. Meanwhile, a statewide transition is underway from TOP to CIP/SOC codes, with implementation targeted by Fall 2027. **Colleges are asked to begin aligning these codes now, and SIP codes will soon be included in agenda items to help with familiarity and preparation.**

Lastly, Jesse announced the reopening of a second research analyst position to help manage the increased workload and emphasized continued support from the COE during these transitions.

c. *Regional Employer Engagement Update**Ms. Ruth Cossio-Muniz, OCRC Interim Workforce and EE Director*

Ruth shared final details for the upcoming Employer Engagement Work Groups Forum happening next Wednesday, March 26, 2025, which has reached full capacity with 60 attendees. All who RSVP'd should have received a calendar invite and agenda. The forum will include:

- A welcome and OC Works demo featuring a student and industry panel
- A presentation on apprenticeship programs
- Roundtable breakout sessions based on selected work groups
- Share-outs and discussion of next steps

Lunch and parking are provided. A few business/community representatives (e.g., chambers, SBDC, Work for Warriors) will attend, but the forum is intentionally limited to foster internal progress before broader employer engagement in future events. Students participating in the panel will be incentivized. Anyone unable to attend should notify Ruth, and last-minute openings may allow additional attendees.

**VIII. Updates**

**Coastline:** Peggy announced that the NSA invited their college—out of 450—to be the only community college pilot for an AS in AI degree program. This is a major achievement and current priority. She also confirmed an AI-related regional event happening the following day.

**Fullerton:** Ken shared that several full-time faculty positions are open in Accounting, Construction, and Administration of Justice, and encouraged interested adjuncts to apply via the NOCCCD website. Additionally, a Fullerton student will be competing in an international autonomous drone competition in Abu Dhabi alongside UCI students.

**Golden West:** Golden West College has full-time openings in Cosmetology, Automotive, and Ethnic Studies. They're also in the process of interviewing candidates for two open Dean positions.

**Saddleback:** Saddleback College's ATEP facility, housing Culinary Arts and Automotive programs, will now open in August instead of July. A grand opening is planned, and the space will be available for small events starting in fall. A manager position for the ATEP center will open soon. Additionally, faculty positions in Automotive and Surgical Tech are currently open.

**Santiago Canyon:** The Dean of Business and Career Education position will be opening for recruitment in the next few days.

**IX. Action Item***Ms. Dorsie Brooks, CRLC and Dean Resource Associate, OCRC***March 20, 2025, CRLC Business Meeting Action Item Minutes were APPROVED.**

- **Motion to approve March 20, 2025, action item minutes:** John Jaramillo, Saddleback College; **Second** Tina McClurkin, North Orange Continuing Education; **APPROVED**

***X. Adjourn***

The next **Orange County CRLC Meeting** will be on **April 17, 2025** from 9:00 A.M. – 10:00 A.M.  
*Please note, we will be holding all meetings via conference call.*