

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

**Approved Minutes: January 16, 2020**  
Sheraton Cerritos, 12725 Center Court Dr. S, Cerritos, California 90703  
8:30 a.m.-9:45 a.m.

## **Voting Members present:**

- Nick Real, Cerritos Community College
- Michelle Yanez (Alternate), Citrus College
- Nancy Jones, Coastline Community College
- Lynell Wiggins (Alternate), Compton College
- Kathleen Reiland, Cypress College
- Virginia Rapp, El Camino College
- Ken Starkman, Fullerton College
- Jan Swinton, Glendale Community College
- Dorsie Brooks (Alternate), Golden West College
- Gene Carbonaro, Long Beach City College
- Priscilla Lopez, Los Angeles Harbor College
- Marla Uliana, Los Angeles Mission College
- Mon Khat, Los Angeles Pierce College
- Marcia Wilson, Los Angeles Trade-Tech College
- Laurie Nalepa, Los Angeles Valley College
- Jennifer Galbraith, Mt. San Antonio College
- Lisa Knuppel, Orange Coast College
- Salvatrice Cummo, Pasadena City College
- Mike Slavich, Rio Hondo College
- Anthony Teng, Saddleback College
- Kimberly Mathews (Alternate), Santa Ana College
- Patricia Ramos, Santa Monica College
- Elizabeth Arteaga, Santiago Canyon College
- Carmen Dones, West L.A. College

## **Voting Members absent:**

- Kendra Madrid, East Los Angeles College
- Debbie Vanschoelandt, Irvine Valley College
- Armando Rivera-Figueroa, Los Angeles City College
- Lawrence Bradford, Los Angeles Southwest College

- I. **Meeting called to order at 8:38 a.m. by Dr. Marcia Wilson, CRLC Chair and Dean Resource Associate Chair, LAOCRC**
- II. **Roll Call by Marbella Ruiz, LAOCRC Administrative Secretary**
- III. **Minutes from the December 12, 2019 CRLC Business Meeting were Approved**
  - a. **Motion:** Mike Slavich, Rio Hondo College; **Second:** Anthony Teng, Saddleback College; **Approved**

**IV. Informational Items**

*Dr. Marcia Wilson, CRLC Chair and Dean  
 Resource Associate Chair, LAOCRC*

**a. Program Data Requests**

Program Title	Top Code	College
1. HVAC Engineering Technology Certificate	0946	Glendale Community College
2. Certificate of Achievement in Jewelry: Fundamentals of Entrepreneurship	1009	Long Beach City College
3. Jewelry: Advanced Entrepreneurship Certificate of Achievement	1009	Long Beach City College
4. Jewelry: Entrepreneurship Certificate of Achievement	1009	Long Beach City College
5. Workers Rights Enforcement Specialist	0516	Los Angeles Trade-Technical College
6. DJ Production Artist	1005	Los Angeles Valley College
7. Associate of Science in Graphic Design	1030	Santa Monica College
8. Spanish-Multimedia Communication		Santa Monica College
9. User Experience Design Essentials (Certificate of Achievement)	1030	Santa Monica College
10. Web Essentials (Certificate of Achievement)	1030	Santa Monica College
11. Advanced Material Nanotechnology	0999	West Los Angeles College

- i. Dr. Marcia Wilson questioned Long Beach City College. What is Jewelry Entrepreneurship Certificate of Achievement?
- ii. Gene Carbonaro confirmed that those are the artists for commercial art.

**II. Action Items**

*Dr. Marcia Wilson, CRLC Chair and Dean Resource  
 Associate Chair, LAOCRC*

**a. Program Recommendation; Motion:** Mike Slavich, Rio Hondo College; Second: Jan Swinton, Glendale Community College; **APPROVED**

- 1. [Computerized Bookkeeping](#), LA Valley College
- 2. [Entertainment Art Certificate of Achievement](#), Orange Coast College
- 3. [Advanced Electronic Music](#), Rio Hondo College
- 4. [Advanced Sound Design](#), Rio Hondo College
- 5. [Advanced Songwriting and Arranging](#), Rio Hondo College
- 6. [Introductory Electronic Music](#), Rio Hondo College
- 7. [Introductory Songwriting and Arranging](#), Rio Hondo College
- 8. [Introductory Sound Design](#), Rio Hondo College
- 9. [Live Sound Engineer](#), Rio Hondo College
- 10. [Music Production](#), Rio Hondo College
- 11. [Recording Engineer](#), Rio Hondo College

- i. Jennifer Galbraith apologized to Mike Slavich to have missed information from RHC at an earlier time. Mt. SAC faculty were not aware or notified of all the video programs submitted by Rio Hondo. How is the process? Is it their role as a Dean to communicate?
- ii. Mike Slavich responded that he has no problem communicating. Mike assured that in the future, he will have faculty communicate with other colleges.
- iii. Dr. Patricia Ramos added that this is something we used to do routinely and it was noted at these meetings. She is not aware if faculty are communicating with other colleges.
- iv. Dr. Marcia Wilson mentioned that every time we talked about the informational items it is mentioned that we should encourage faculty to faculty contact. Dr. Wilson looks at the informational items and if any program is relevant to any of their departments, she forwards the information to faculty for further analysis and if they have any questions or concerns. However, she agrees with Dr. Ramos point that this is part of our role. This is what really we are supposed to be doing, when we provide recommendations is making sure that these programs are okay with our faculty to avoid competition issues. This is part of our responsibilities and how we do it or to what degree will vary at each college yet we need to make sure this process is done.
- v. Lisa Knuppel added that there is definitely a gap. We need to find what is currently missing.
- vi. Dr. Marcia Wilson stated that she no longer completes the applications, faculty complete the applications. Previously on the application there used to be a section where it indicated which colleges are being contacted, is that no longer part of the application?
- vii. CRLC members responded no. This is no longer part of the application.
- viii. Dr. Patricia Ramos added that it is important to know whether or not the decision to remove that section was a decision of our LAOCRC. Where is this shift coming from? And what is are other regions are doing? The real question is what is the Chancellor's Office saying about what our role is?
- ix. Dr. Marcia Wilson responded that the PCAH (Program and Course Approval Handbook) is clear on our goal, but not clear on the process to carry out the goal. This is a question that we want to put for Dr. Gustavo Chamorro and Dr. Karen Childers. She asked if this is a local decision.
- x. Dr. Adriene Davis clarified that there is caveat role there with the oversupply, a conversation needs to happen. She is not sure if the PCAH clearly states if there is an oversupply and what happens at that point. She added if the program goes through that has an oversupply, we are not setting that program up for success. This is something that we need to get resolved.
- xi. Jennifer Galbraith commented that we need to look at our processes before the recommendation. On the email that was distributed with the agenda, it stated that we have three days to be pulled from the agenda. We are allowed to pull items from the agenda during the CRLC meeting. She also mentioned that they need to have a bigger discussion regarding what exactly is their role and process.
- xii. Dr. Marcia Wilson asked the CRLC members if they would like to have that discussion as a business meeting agenda item or create a workgroup around some recommendations to help the process.
- xiii. Mike Slavich mentioned that technically, you can't stop a program but is highly recommended that it's approved. Mike will make sure for his faculty to communicate with other colleges.

- xiv. Dr. Marcia Wilson agreed that this is an awesome conversation to add in our next meeting agenda and share best practices to communicate with other faculty.
- xv. Jennifer Galbraith added that it needs to be something a bigger. What is our goal here as a voting member? And what is the recommendation process?
- xvi. Dr. Marcia Wilson added that Jennifer Galbraith had the responsibility to point out that her faculty were not contacted by Rio Hondo College for the programs that they submitted for recommendation. Is it our job and duty to make those conversations happen?
- xvii. Mike Slavich added that the regional plan is that we don't have competition.
- xviii. Dr. Marcia Wilson clarified that the word "competition" is not clearly stated on the PCAH but the definition it's what it means. This is the role of the regional consortium.
- xix. Lisa Knuppel commented that she has a different perspective on the concept of competition because doesn't supply for enrollment. Enrollment is the key factor for competition. Additional comment in regards the process; she stated that it's important to determine the role here as CRLC members since the process how now been automated, does it really matter if they recommend or not?
- xx. Dr. Marcia Wilson asked if anybody has taken a program to the State that has not successfully recommended by local consortium. No response from the CRLC members.
- xxi. Dr. Patricia Ramos suggested an idea to put together a group to develop the process. As they look at the value of regional coordination, one of them is to create coordinator along our program as well. This will help the external bodies that were appealing to the students or employers understand our programs. Moving forward, as we are developing the new occupations we should at least be aligning tiles.
- xxii. Dr. Lyla Eddington commented from historical perspective in regards competition it was not about what's in the market, it was more about program completion. Best practice discussion is needed.
- xxiii. Dr. Maria Wilson concluded that there is sufficient interest to develop a workgroup to discuss these issues and make some recommendations on the philosophy and process. Anyone interested being part of the group? **Jennifer Galbraith, Patricia Ramos, Lisa Knuppel, Mike Slavich, Anthony Teng, Kathleen Reiland, Lynell Wiggins, Julie Kiotas and Dorsie Brooks.**
- xxiv. Julie Kiotas pointed out that curriculum is a ten plus one shared government issue, suggested to have a president on the committee. We want to respect the work that faculty is doing while creating the process.
- xxv. Dr. Marcia Wilson asked CRLC members to ask their college president or curriculum chair if they would like to be part of the committee.

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

#### a. New LAOCRC Website

*Dr. Gustavo Chamorro, LAOCRC OC Director*

- i. Dr. Gustavo Chamorro briefly presented the new <http://www.laocrc.org> website. It's still in a work in progress, please communicate to our office any changes or errors that you may come across.
- ii. Dr. Adriene Davis mentioned to please contact Lupe Aramburo or Marbella Ruiz if you are missing your photo or would like to update your photo.

#### b. Fulfilling the Role of the DRA

*Dr. Marcia Wilson, CRLC Chair and Dean Resource Associate Chair, LAOCRC*

- i. Dr. Marcia Wilson opened the discussion by stating that the DRA had an opportunity to have a conversation and some questions were brought to up such as: What is our role of DRA? Are we properly serving the CRLC members?
- ii. Anthony Teng recapped when originally the bylaws were developed, the thought of the role of the DRA was for this group to have conversations with the Governance Council CEO's. As for his point of view, is there a really need to have a DRA? Because currently DRA are not being invited to the Governance Council meetings. The question is if the DRA is really doing its work representing the CRLC members if we don't have that voice?
- iii. Marla Uliana questioned what is the reasoning behind the DRA not being invited to the Governance Council meetings?
- iv. Jennifer Galbraith added if we look at the Governance Structure on the website, it displays how the DRA, CEO Executive Committee and College Presidents are all on the equal tier to communicate to the Governance Council. If this is not occurring, than we need to know why this structure is not being followed.
- v. Mike Slavich mentioned if they look at this by legal point of view, it's an open meeting and the DRA can attend. However, it would be better if there was a formal invitation.
- vi. Dr. Patricia Ramos agreed that these comments are valid considering that this body has been removed from future SWP allocations votes. We don't have the representation on the structure.
- vii. Jan Swinton commented that even with more reason now we should have the representation because those who will be making decisions funding the projects, may have no knowledge the outcomes that these projects may be achieving.
- viii. Lisa Knuppel asked what the nature of the conversation is and if there is room to change the Governance structure? Or what the role should be?
- ix. Dr. Marcia Wilson confirmed that this is a little of both the structure and role of the DRA.
- x. Anthony Teng questioned how the CEO Executive Committee or Governance Council want to communicate with us? Follow the chain of command, no need for DRA or are we bypassing what we have in our bylaws at the moment? This is seems to be happening since the DRA doesn't have much voice.
- xi. Mike Slavich commented that the DRA needs clarification who is being invited to the Governance Council meetings.

- xii. Lisa Knuppel asked if Anthony Teng question can be answered in order to move forward.
- xiii. Dr. Adriene Davis answered stating that the structure is currently being amended, based on the Governance Council survey. She also asked in regards DRA having a seat at the Governance Council meetings, there wasn't a resolution on that. She will be bringing that up to the Governance Council attention. In regards the DRA, the group should represent the vision of the region not just vision of your region that you belong to. One of the conversations that the DRA should also be having is, do you represent all 28 community colleges?
- xiv. Dr. Maria Wilson questioned represent in terms of what? Speaking on behalf of her fellows DRA colleagues, when they were selected for the region they were aware to have that regional lens. She also added that they have been very collaborative, the issue is what is the DRA supposed to be doing? What are we representing?
- xv. Dr. Adriene Davis responded when she was the chair, she convened the meetings and was proactive leading any issues that come from the body, we discussed those issues and how to resolve them instead of communicating to the Governance Council for resolution.
- xvi. Dr. Marcia Wilson commented that at the time Dr. Davis was not excluded from those meetings.
- xvii. Dr. Adriene Davis clarified that she was never invited to the meetings, she was never at the table with the Governance Council as a DRA member.
- xviii. Dr. Marcia Wilson commented that the DRA was invited twice and no further invitations.
- xix. Jennifer Galbraith added that they need to clearly have a voice on the amendment. If the structure is changing and the DRA is part of the structure, they need to have a voice. She would feel more comfortable to be included in the beginning of the dialog instead when is has been created, to include her thoughts what needs to be there. Jennifer as a CRLC member would like to recommend to the DRA to move their voices heard and speak to the Governance Council that there are some questions on their role.
- xx. Nick Real commented that part of the problem is lack of transparency. He would like to see the Governance Council minutes posted on the LAOCRC website.
- xxi. Kathleen Reiland stated that she was caught off guard with all the changes on the SWP and re-establishing the three priorities. She feels that they got pulled out, how they are going to grade our projects if they don't have a fully understanding of top codes. How are they going to do this without our response?
- xxii. Lisa Knuppel asked for clarification on the structure being amended, has the Governance Council made a proposal to amend the structure?
- xxiii. Dr. Adriene Davis responded if they participated on the Governance Council survey? There were some recommendations to implement certain elements into the regional consortium. One of those was advance notifications to CEO and CIO, another was to put together a workgroup to develop a process guided questions for SWP. An email was distributed of the survey recap. The changes are coming, can't provide exact date because some feedback is pending. Lastly, the structure and bylaws are being amended. Dr. Davis shares information via email to the field after every Governance Council meeting.
- xxiv. Kathleen Reiland confirmed that she read all emails but at no point saw that they were going to be taken out of the equation.

- xxv. Dr. Adriene Davis responded that they are not being taken out, the goal is to move closer to where we need to be for accountability. The CEO's make the decisions, please contact your CEO to express any concerns.
- xxvi. Jennifer Galbraith commented that she has communicated with her CEO. However, her CEO was surprised to know that the CRLC members are not receiving minutes or agendas of the Governance Council.
- xxvii. Anthony Teng added in spirit of collaboration while the decisions are being made at a CEO level, DRA don't need to make decisions but they can hear our input. Unfortunately, he is not allowed to make an appointment with his CEO, there is a chain of command that needs to follow.
- xxviii. Kathleen Reiland asked if there was an interest in voting for a message to the CEO's that they would like to be part of the process, reviewing proposals and making some kind of recommendation. She would like to have some input on the process.
- xxix. Kathleen Reiland moved that as a body we would like to have some opportunity to weigh in on proposals moving forward.
- Dr. Marcia Wilson asked if by proposing don't we have a say? We are the ones who decide what gets put forward to the score.
  - Dr. Patricia Ramos requested to amend the motion.
  - Second: None
- xxx. **Dr. Patricia Ramos moved** to recommend to the DRA communicating with the CEO Executive Committee. If the DRA is willing collectively represent all of CRLC members, we should send a one page memo with bullet points about what are the concerns and requests. It should include the SWP participation, Governance Structure and invitation to the meetings. Agreed to Jennifer Galbraith point, the CEO's really don't know what is happening at this level. Her President asks regularly, are you going to the meeting? Not realizing that she is not invited.
- **Second:** None
- xxxi. **Jennifer Galbraith moved** for the CRLC have the DRA meet with the Governance Council to convey our concerns of the Governance Structure, SWP recommendations, Curriculum recommendation and overall region recommendations. Request that the Governance Council follows that structure.
- **Dr. Marcia Wilson rephrased the motion** on behalf of the CRLC that the DRA will present our issues and concerns based on a generated list and our desire to be part of the process as to find the right preview of the Governance Council.
  - **Second:** Dr. Patricia Ramos
  - **Opposed:** Lisa Knuppel
  - **Abstentions:** Lynell Wiggins
  - All others voted in favor of the motion.
- xxxii. **Kathleen Reiland moved** for the LAOCRC voting members to have the opportunity to weigh in with endorsements for the SWP regional projects being proposed.
- **Second:** Jennifer Galbraith
  - Dr. Marcia Wilson commented if the motion should be clarified in what way or terms on the future.
  - Kathleen Reiland responded that she not sure how the endorsement would look, we can decide at a later time.
  - Jan Swinton commented to use the same current structure that we use for

program endorsement but do it as a project endorsement.

- Dr. Marcia Wilson stated that her issue with the regional projects involves multiple colleges.
- Anthony Teng commented to his understating the process has already been announced in terms this year selection. However, CRLC would like to provide feedback to the Governance Council. To provide them another element while they make a decision.

xxxiii. **Dr. Marcia Wilson moved** that CRLC provide recommendations to the CEO through the DRA with the information of thoughts of the projects and for Governance Council to do what they choose.

- **Second:** Lisa Knuppel

xxxiv. Marla Uliana questioned about the re-organization of Strong Workforce?

xxxv. Gustavo Chamorro added that the allocations stayed the same. The Chancellor's Office took 5 % from 248 million.

#### IV. Updates

*Dr. Marcia Wilson, CRLC Chair and Dean  
Resource Associate Chair, LAOCRC*

##### a. Districts

- i. Cerritos
- ii. Citrus:
  - Hired Career Pathway Specialist
- iii. Coastline:
  - On Tuesday our Cyber Security Program, Professor Tobi West received State Chancellors Office award.
- iv. Compton
- v. Cypress
- vi. East Los Angeles
- vii. El Camino:
  - For those who signed up for the training with Robin Harrington just a friendly reminder that on January 22<sup>nd</sup> from 10:00 a.m. - 2:00 p.m. Training for Deans or representatives. RSVP to Virginia Rapp.
- viii. Fullerton
- ix. Glendale:
  - Cloud Computing Regional Plan will be hosted at Glendale College.
  - Hosting LA County of Education for K-12.
- x. Golden West:
  - Re-opening search for associate dean of nursing. Challenging to find someone, would be good to bring it up regionally.
- xi. Irvine Valley
- xii. Long Beach
- xiii. Los Angeles City
- xiv. Los Angeles Harbor:
  - Closed Acting EWD dean position, will be interviewing soon.

**xv.** Los Angeles Mission

**xvi.** Los Angeles Pierce:

- Participating a statewide Cyber Security Program with partnership with CRC in Fresno, have about three cohort.

**xvii.** Los Angeles Southwest

**xviii.** Los Angeles Trade-Technical:

- Introduced VP of Pathway Innovation and Effectiveness, Dr. Kristi Blackburn.
- New President Dr. Katrina VanderWoude.

**xix.** Los Angeles Valley

**xx.** Mt. SAC:

- Hired VP of Administrative Services.

**xxi.** Orange Coast

**xxii.** Pasadena City

**xxiii.** Rio Hondo:

- Looking for 2 full time nurses
- Introduced Career Pathway manager, Lisa Lewenberg.

**xxiv.** Saddleback:

- Interviewing for the position Energy, Construction, & Utilities Regional Director.

**xxv.** Santa Ana

**xxvi.** Santa Monica:

- An email was sent to the LA voting members the Second Faculty Leadership Retreat Feb 3<sup>rd</sup> – 5<sup>th</sup>.

**xxvii.** Santiago Canyon:

- Advisory Committee Friday, February 21<sup>st</sup>, everyone is invited.
- Hiring a full time Computer Science instructor

**xxviii.** West Los Angeles

- Hiring Dean of Apprenticeship Programs, application closes on January 31<sup>st</sup>.
- Hired a VPAS Sylvia Barajas.

**b. Other**

1. Jan Swinton mentioned that she attended LACCD Board meeting and they are coming out with a new report on Blue Economy. New underwater drones and robotics, they are predicting to have the release by the end of January.
2. Lea Martinez shared that the Center of Excellence has put together a Teacher Occupation report.
3. Jennifer Galbraith questioned in regards last meeting motion to seat in round tables. She stated that she dislikes having her back to the door. What happened?
  - No comments

**V. Adjourn**

The next CRLC Meeting will be on **February 20, 2020** from 8:30 A.M. - 9:45 A.M.