

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

## Approved Minutes: October 15, 2019

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

### Zoom Video-Call Details

LAOCRC is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/724459400>

Or iPhone one-tap (US Toll): +16699006833,724459400# or +16468769923,724459400#

Or Telephone: Dial:

+1 669 900 6833 (US Toll)

+1 646 876 9923 (US Toll)

**Meeting ID: 724 459 400**

International numbers available: <https://zoom.us/j/724459400>

### Voting Members present:

- Nick Real, Cerritos Community College
- Michael Wangler, Citrus College
- Kathleen Reiland, Cypress College
- Kendra Madrid, East Los Angeles College
- Virginia Rapp, El Camino College
- Ken Starkman, Fullerton College
- Freddy Saucedo (Alternate), Glendale Community College
- Christopher Whiteside, Golden West College
- Debbie Vanschoelandt, Irvine Valley College
- Armando Rivera-Figueroa, Los Angeles City College
- Erica Mayorga (Alternate), Los Angeles Harbor College
- Mon Khat, Los Angeles Pierce College
- Rick Hodge, Los Angeles Southwest 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
- Julie Kiotas (Alternate), Pasadena City College
- Kimberly Mathews (Alternate), Santa Ana College
- Elizabeth Arteaga, Santiago Canyon College
- Carmen Dones, West L.A. College

### Voting Members absent:

- Nancy Jones, Coastline Community College
- Paul Flor, Compton College
- Gene Carbonaro, Long Beach City College
- Marla Uliana, Los Angeles Mission College
- Mike Slavich, Rio Hondo College
- Anthony Teng, Saddleback College
- Patricia Ramos, Santa Monica College

I. Meeting called to order at 8:39 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 September 19, 2019 CRLC Business Meeting were Approved

a. **Motion:** Jennifer Galbraith, Mt. San Antonio College; **Second:** Mon Khat, Los Angeles Pierce College; **Approved**



**IV. Informational Items**

**a. Program Data Requests**

<b>Program Title</b>	<b>Top Code</b>	<b>College</b>
1. Hospitality Management	1307.00	Cerritos College
2. Accounting Clerical	0502.00	El Camino College
3. California Tax Education Council (CTEC) Certificate	0502.10	El Camino College
4. Tax Preparer Certificate	0502.10	El Camino College
5. Electro-Mechanical Technician	0945.00	Fullerton College
6. Automatic Transmission Specialist Certificate	0948.00	Fullerton College
7. Automotive Emission Control Specialist Certificate	0948.00	Fullerton College
8. Automotive Engine Performance Certificate	0948.00	Fullerton College
9. Automotive Fabrication Specialist Certificate	0948.00	Fullerton College
10. Automotive Maintenance Specialist Skills Certificate	0948.00	Fullerton College
11. Automotive Technology Certificate	0948.00	Fullerton College
12. Conversational Programming	0956.00	Fullerton College
13. Fitness Specialist	0835.20	Glendale College
14. Fitness Trainers and Instructors	0835.20	Glendale College
15. Sports Coaching (Sports Coaches and Scouts)	0835.60	Glendale College
16. Biotechnology	0430.00	Irvine Valley College
17. Accounting	0502.00	LA Valley College
18. Computer Programming	0707.10	LA Valley College
19. Alternative Fuels Technology	0948.40	Pasadena College
20. Baking Certificate Achievement	1306	Pasadena College
21. Culinary Arts Foundation Certificate	1306	Pasadena College
22. Culinary Certificate of Achievement	1306	Pasadena College
23. Hospitality Business Operations Certificate	1307	Pasadena College
24. Hospitality Management Certificate	1307	Pasadena College
25. Hospitality Service Management Certificate: Supervision and Leadership	1307	Pasadena College
26. Jewelry	1009.10	Pasadena College
27. Laser Technology	0934.80	Pasadena College
28. Fitness and Sport Management	0835.60	Rio Hondo College
29. Biotechnology Lab Assistant	0430.00	Santa Ana College
30. Tax Preparer (Enrolled Agent)	0502.10	Santa Ana College
31. Design I	1302.00	Santa Monica College
32. Digital Design and Production	0953	Santa Monica College
33. Set and Production Design	1009.00	Santa Monica College



**b. Regional Automation certificate**

*Dr. Gustavo Chamorro, LAOCRC OC Director*

- i. Dr. Gustavo Chamorro shared a quick note; 5 to 6 OC Colleges have been working on the Automation Regional Certificate. Currently working on obtaining Regional LMI and Regional Advisory Board information. Would like to bring this to discussing to our next Business Meeting in November 2019. The goal is to create similar process as the AWS, BIW and IT Technician Pathway to have a regional pre-approve certificate. More details and further information will be shared at our November 2019 Business Meeting.
- ii. Dr. Julie Kiotas questioned if this would only apply to Orange County region?
- iii. Dr. Gustavo Chamorro confirmed if there is sufficient LMI, we can have this for both regions LA/OC.

**V. Action Items**

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

- a. **Program Recommendation; Motion to approve 1-7:** Jennifer Galbraith, Mt. San Antonio College; **Second:** Kendra Madrid, East Los Angeles College; **APPROVED**  
**Abstention:** Armando Rivera-Figueroa, Los Angeles City College

1. **Associate of Science in Digital Forensics and Incident Response**, Coastline College
2. **Global Business Relations**, East LA College
3. **Engineering Drafting Aide**, LA Mission College
4. **Surveying Aide I**, LA Mission College
5. **Surveying Aide II**, LA Mission College
6. **Electric Vehicle Technician**, Santa Ana College
7. **Small Business Tax Practice**, Santa Monica College

- b. **Program Recommendation; Motion to approve Certificate of Achievement in Show Business:** Mon Khat, Los Angeles Pierce College; **Second:** Kendra Madrid, East Los Angeles College; **APPROVED**  
**No:** Jennifer Galbraith, Mt. San Antonio College

8. **Certificate of Achievement in Show Business – Commercials, Voice-Over, Film Acting**, Long Beach City College  
**Correction:** Upload correct LMI Report to Regional CTE Website

- c. **Program Recommendation; Motion to approve Legal Support Professional:** Jennifer Galbraith, Mt. San Antonio College; **Second:** Erica Mayorga, Los Angeles Harbor College; **APPROVED**  
**No:** Jennifer Galbraith, Mt. San Antonio College

9. **Legal Support Professional**, East LA College  
**Correction:** Change Top code number or name of the program to align with one-another.



- i. Mt. SAC's CEO had concerns with two programs that were submitted for recommendation.
  - **Legal Support Professional.** Top Code submitted 1402 is mis-aligned to Paralegal. Further research was done on the Legal Support Professional which, in their opinion, should be under the top code for Business, it should not be under Paralegal.
  - Dr. Adriene Davis apologized for last minute communication that was received from CEO.
  - Jennifer Galbraith stated that the Top Code's that were submitted on the application were for Paralegal or Legal Secretary. Legal Support Professional does not fit either Top Code's. Mt. SAC's CEO noticed this discrepancy and asked to bring this forward. Jennifer tried to contact Kendra to make her aware of the situation as a courtesy.
  - Juan Madrigal confirmed that there is no Top Code for Legal Support, there's either Legal Office 0510 or 1402 Legal.
  - Kendra Madrid clarified that Top Code's, Program titles and Content are under faculty purview. Kendra will ensure to take any steps necessary for this program to get recommended.
- **Certificate of Achievement in Show Business – Commercials, Voice-Over, Film Acting.** The LMI report that was originally submitted to the Regional CTE website application was from Inland Empire region. LMI report must be developed by the LA/OC CEO. Gene Carbonaro will upload correct LMI Report to Regional CTE Website.
- ii. Dr. Adriene Davis will be sending Top Code list from Strong Workforce. It has all assigned industries and unassigned for future use.
- iii. Dr. Marcia Wilson reminded everyone of the role as a Dean and also to communicate to the CEO's the three day courtesy notice of notification, in order to submit corrections in a timely matter.
- iv. Dr. Adriene Davis will include (copy) all voting and alternate members when the Program Recommendation Advance Notice is sent to CEO's.

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

- a. N/A

## VII. Updates

- 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
    - Currently in the process of recruiting for a Cloud instructor with desire skills Network and Security. Deadline to submit application 10/25/2019.
  - xiii. Los Angeles City
    - Fabiola Mora has transferred to LA Mission College, Armando Rivera-Figueroa will now overseeing SWP Regional and Apprenticeship programs. Fabiola Mora will now be assisting Marla Uliana as Alternate member.
  - 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. Juan Madrigal, COE Director Position has been flown and deadline to apply 11/4/2019.

**VIII. Adjourn**

**The next CRLC Meeting will be on November 21, 2019 from 8:30 A.M. – 9:30 A.M at Sheraton Cerritos.**

