

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

APPROVED Minutes: January 17, 2019

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

Voting Members present:

- Nick Real, Cerritos Community College
- Rocky Cifone, Citrus College
- Nancy Jones, Coastline College
- Rodney Murray, Compton College
- Kathleen Reiland, Cypress College
- Mercy Yanez, East Los Angeles College
- Virginia Rap, El Camino College
- Douglas Benoit, Fullerton College
- Freddy Saucedo (Alternate), Glendale College
- Christopher Whiteside, Golden West College
- Gene Carbonaro, Long Beach City College
- Tom Vessella, 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
- Mike Slavich, Rio Hondo College
- Anthony Teng, Saddleback College
- Kimberly Mathews (Alternate), Santa Ana College
- Patricia Ramos, Santa Monica College
- Elizabeth Arteaga (Alternate), Santiago Canyon College

Voting Members absent:

- Debbie Vanshoelandt, Irvine Valley College
- Fabiola Mora, Los Angeles City College
- Marla Uliana, Los Angeles Mission College
- Priscilla Lopez, Los Angeles Harbor College
- Salvatrice Cummo, Pasadena City College
- Carmen Dones, West Los Angeles College

I. Meeting called to order at 8:40 a.m. by Dr. Marcia Wilson, CRLC Chair and Dean Resource Associate Chair, LAOCRC

II. Roll call by Maria Madrigal, LAOCRC Interim Executive Secretary

III. Minutes from December 13, 2018 CRLC Business Meeting were approved unanimously

- a. **Motion:** Mike Slavich, Rio Hondo College; **Second:** Mercy Yanez, East Los Angeles College; **APPROVED unanimously**

IV. **Informational Items**

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

a. **Program Data Requests**

1. Clean Energy and Vehicle Electrification Certificate, *Citrus College*
2. Motion Design, *Cypress College*
3. Character and Background Design for Animation and Game Art Certificate, *Cypress College*
4. Storyboarding Certificate, *Cypress College*
5. Automation Fundamentals Certificate, *Fullerton College*
6. AS Autonomous Systems Development, *Fullerton College*
7. Vocational Media, *Long Beach City College*

LAOCRC is supported by the CA Community College Chancellor's Office and Carl D. Perkins IV grant #13-150-003.
Adriene "Alex" Davis, Assistant Vice Chancellor of Economic & Workforce Development
Gustavo Chamorro, OC Director
Revised: 2/5/2019

8. Associate Preschool Teacher, *Orange Coast College*
9. Meeting and Event Management-AS, *Orange Coast College*
10. Social Media Strategist-CoA, *Orange Coast College*
11. Animation & Motion Arts, *Pasadena City College*
12. Interactive Art & Design, *Pasadena City College*
13. Website Design & Development, *Pasadena City College*

b. Substantial Changes

- i. [Networking Certificate](#), *Santa Monica College*
- ii. [Graphic Design](#), *Pasadena City College*

V. Action Items

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

- a. [Program Recommendation](#) ; **Motion:** Jennifer Galbraith, Mt. San Antonio College; **Second:** Mercy Yanez, East Los Angeles College; **APPROVED unanimously**

1. [Diesel Engine Service, Diagnosis and Repair Technician](#), *Citrus College*
2. [Medium and Heavy-Duty Truck Master Technician](#), *Citrus College*
3. [Children’s Book Illustration Certificate](#), *Fullerton College*
4. [Storyboarding Certificate](#), *Fullerton College*
5. [Aircraft Dispatcher Certificate of Achievement](#), *Orange Coast College*
6. [Design/Media Arts Foundation](#), *Pasadena City College*
7. [Game Design & Development](#), *Pasadena City College*
8. [Interactive Art & Design](#), *Pasadena City College*
9. [Animation & Motion Arts](#), *Pasadena City College*
10. [Web Design & Development-CoA AS](#), *Pasadena City College*
11. [Essentials of Robotics](#), *West Los Angeles College*

VI. Update, Discussion, and/or Action Items

a. Substantial Change Notification Protocols

- i. Dr. Gustavo Chamorro had a conversation with Jackie Escajeda from the Chancellor’s Office to discussed substantial changes. There was a team of five people who were streamlining the process. Now, substantial and non-substantial changes have been merged and called “Modify Programs”
 1. The Chancellor’s Office does not require approval or recommendation from the consortium. During a previous meeting it was agreed to include “Substantial Changes” as informational items since we were under the impression that the Chancellor’s Office required the items to be listed on the agenda and the region wanted to see the applications to view the changes.
 2. Dr. Chamorro and Dr. Wilson asked the region the following questions:
 - a. Is there something that you all want to see?
 - b. Should WE ADD THE “Modified Programs” on the agenda? If so, what type of modification?
 3. *Concerns and Comments*
 - a. Dr. Nancy Jones mentions that she likes the idea of seeing them because it will allows them to collaborate on projects.
 - b. Dr. Patricia Ramos would like to see the memo. Dr. Chamorro mentioned that LAOCRC will re-send the memo to the region. In addition, Jackie Escajeda is leaving the Chancellor’s office to become a Dean and Dr. Chamorro will be sharing the contact information of the person that will be replacing her.
 - c. Dr. Wilson asked the region how much they want to see or what they would like to know about the modified programs (TOPs, similar programs, etc.).

- d. Ms. Jan Swinton recommended that we upload them to the LAOCRC website instead of the agenda.
- e. Dr. Wilson mentioned that there can be an item on the agenda for “Program Modifications” where the modified programs will be listed.
 - i. Maria Madrigal to see if the Regional CTE website can add a “Program Modification” option in order to have the region submit their modified programs. This will allow the region to see the programs. In case anyone has questions of any modified program it can be discussed during the business meeting.
- f. Dr. Wilson clarified once more that substantial and non-substantial changes are now formally “Modify Programs.” LAOCRC process will be to submit the modified programs through the Regional CTE website and choose “Program Modification” before submitting.
- g. If there are any local programs that need to be submitted to the Chancellor’s Office please submit the program application via the Regional CTE website as a “New Program.”
- h. Dr. Davis asked if the PCAH was changing with the new language; Dr. Chamorro to look into it.

b. Round 2 Participation Agreements and Contracts/Agreements

- i. Due to multiple questions Dr. Wilson received from the region regarding “Round 2” funding she shared the following:
 - 1. Round 2 is composed of two years, 17/18 and 18/19, which refers to the year the allocation are being released. Many people did not notice that when Sarah Santoyo sent the email with the “Round 2” participation agreements it included both participation agreements for 17/18 and 18/19. Only one cover sheet was used, but there are two participation agreements in the email that need to be approved if anyone in the region is being funded for both years.
 - 2. Mr. Mike Slavich mentioned that the confusion was in receiving one cover letter with two budgets. Depending on the regions college procedures they might need a separate cover letter for the 2nd year.
- ii. Dr. Patricia Ramos asked if the region had to do another participation agreement.
 - 1. A: No. Colleges might need another cover letter.
- iii. Mr. Nick Real recommended to have Rancho send a cover letter for Round 2 year 2 to everyone instead of Rancho receiving multiple emails from the region asking for the same document.
- iv. Dr. Davis reminded the region that the Districts have a master agreement that has been approved and these can be used to attach as cover sheets to their participation agreements. The participation agreements are like a scope of work, but if a face sheet is need please let Sarah know and she will send it to you.
- v. Dr. Patricia Ramos shared that for Round 2-year 1 (17/18) there was \$50,000 allocated to each LA college, but there was a duplication error for Round 2-year 2 (18/19) and now all the LA colleges received an addition \$50,000 for local marketing.
- vi. Dr. Rocky Cifone recommends for an agreement in the region to use the funding years instead of rounds, which is the same language the Chancellor’s Office is using.
- vii. Dr. Ramos mentions that the LAOCRC website as a timeline and it refers to them as rounds. Dr. Chamorro responds that the calendar needs to be updated, but agrees that it is easier going by fiscal year.
- viii. Dr. Wilson recommends to go by year instead of fiscal year because it is a 30 month period.
- ix. Dr. Cifone shared that things need to be standardize in order to make it easier for everyone to manage the funds.

- x. Dr. Rick Hodge mentioned that during the last CCCAOE conference the state monitor said to spend your money, but we know that there is money that was not spent from SWP 16/17 funds; do we have an idea how much was left and how is the chancellor's office responding?
 - 1. Dr. Adriene Davis responded that 16/17 should be ready today, we are reviewing the LA/OC region's expenditures that were submitted. We are pending to hear back from the Chancellor's Office in regards to next steps.
- xi. Ms. Dejah Swingle asked about the first in first out language and how that works with 16/17 funds that were not spent. Dr. Adriene Davis responded that it is still fluid language, but she will follow-up and send clarifications next week.
- xii. Ms. Kathleen Reiland had a concerned about having a project encumbered and if this was something they can submit/show. Dr. Adriene Davis responded, "Yes;" those encumbrances are included on the burn rate as long as they were encumbered by December 31st.
 - 1. Does this also apply to local?
 - a. Yes.
- xiii. Mr. Mike Slavich asked if anyone received anything regarding local funds and no one has received anything.

c. Executive Director Update

- i. Dr. Davis shared a brief update regarding the LA Director hiring process.
 - 1. The hiring committee met to go over the LA Director's candidates; HR office will be contacting the individuals for interviews. After the interviews there will be a forum; you will receive a doodle for the forum from the LAOCRC office.
- ii. During the Governance Council meeting we will be honoring the retiring presidents and chancellor's
 - 1. Dr. Raul Rodriguez, Rancho Santiago Community College District
 - 2. Dr. Rajen Vurdien, Pasadena City College
 - 3. Theresa Dreyfuss, Rio Hondo College
 - a. The 19/20 projects will be presented to the district leaders during the Governance Council Quarterly meeting.
 - b. Those who have registered for the LAOCRC Governance Council Annual Retreat will receive an email today of the engagement.
 - i. Check your spam; if not send us an email. Van Ton-Quinlivan is presenting at the retreat and she will be given an appreciation recognition for all she has contributed in the state.

VII. Updates

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

a. Districts

- i. Cerritos
 - 1. Mr. Nick Real welcomed and introduced Katherine Mishler, Advanced Transportation & Logistics DSN, and Judy Fox, Business and Entrepreneurship DSN, hosted at Cerritos College.
- ii. Citrus
- iii. Coastline
- iv. Compton
- v. Cypress
- vi. East Los Angeles
 - 1. Ms. Kendra Madrid welcomed and introduced Ozzie Lopez, Health DSN hosted at ELAC.

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2. They are hosting the second training for Cloud Computing
3. They will be hosting the Mayor Cyber competition
- vii.** El Camino
- viii.** Fullerton
- ix.** Glendale
 1. They are on the board of trustees of Glendale Unified District and they are meeting with counterparts to make sure they are in the same page with K-12 SWP project planning; ensuring there is alignment
- x.** Golden West
 1. Ms. Dorsie Brooks welcomed and introduced Jaime Gonzalez, OC DSN for Advance Transportation and Logistics, which is hosted at GWC.
- xi.** Irvine Valley
- xii.** Long Beach
- xiii.** Los Angeles City
- xiv.** Los Angeles Harbor
- xv.** Los Angeles Mission
- xvi.** Los Angeles Pierce
- xvii.** Los Angeles Southwest
 1. Dr. Rick Hodge shared that on March 1st, 2019 they are hosting the Game to Career event in Downtown LA; expecting 300-400 people (students, faculty, and community). This will be Part 1 and Part 2 will be in May 2019.
- xviii.** Los Angeles Trade-Technical
- xix.** Los Angeles Valley
- xx.** Mt. SAC
- xxi.** Orange Coast
- xxii.** Pasadena City
 1. Julie Kiotas is the new Dean of Business, Engineering & Technology at Pasadena.
- xxiii.** Rio Hondo
 1. Mr. Mike Slavich introduced and welcomed Barbara Hernandez, new Director of Strong Workforce at Rio Hondo College.
 2. CTE faculty implementing more dual enrollment classes for recruitment spring.
 3. Update on NetLabs: Finalizing an MOU with Coast CCD make sure they have enough bandwidth with the system.
 4. Held noncredit directors meeting for improving data collection
 5. Congratulations to Mr. Mike Slavich for their alternative fuel program- from Dr. Rocky Cifone.
- xxiv.** Saddleback
 1. New president Dr. Elliot Stern; he came from Washington State.
- xxv.** Santa Ana
 1. Ms. Kimberly Mathews asked who is representing the Chancellor's Office now that Robin Harrington retired. John Jaramillo responded that they will be sharing the information of the new contact person.
 - a. Perkins funding keeps going down, would like to obtain ideas, or tips of best practices for data collection.
 - i. Dr. Marcia Wilson mentioned to include this item on the agenda to discuss further
 - b. Ms. Virginia Rap shared that she has been communicating with Robin and they are rescheduling the training for Perkins

- c. Dr. Patricia Ramos shared that Brustein usually comes down to LACCD and he has the comparison of Perkins IV and V and they can also host a Perkins workshop at SMC if need be.

xxvi. Santa Monica

1. McKinze and Company is doing the strategy work in regards to the LA Marketing project. 18 colleges have been represented in the Marketing meetings. Last workshop for Marketing is on the January 25th; if you are interested in attending send an email.

xxvii. Santiago Canyon

xxviii. West Los Angeles

1. Joy Hermsen, SN Retail /Hospitality / Tourism, is welcomed to LAOCRC
2. Leah Goold-Haws, SN Global Trade, is welcomed to LAOCRC

b. Other

- i. Ms. Jan Swinton asked when they will receive a new list of all the DSN.
 1. A list of the new DSNs will be shared as soon as it becomes available
- ii. Mr. Nick Real:
 1. CCCAOE Spring Conference April 3rd - 5th in Sacramento Hyatt. Registration will open January 22nd, if you are planning to attend please register early.
 - a. Pre and Pro Conferences are being finalized. There will be advocacy training and legislative.
 - b. If you are interested in presenting make sure go to website and submit application.
 - c. There are 4 tracks: K-14 Model Programs, K-14 Collaboration, Strong Work Force in action, and Strategies for new funding programs.
 - d. Board Nominations 19/20: Due June 22nd, send an email to admin@cccae.org
 - i. Two positions: Communication Officer and President Elect (3 year commitment).
 2. They will send a "Thank You" letter to Van Ton-Quinlivan for advancing the mission of Community Colleges in CTE.
 3. Advocacy for new governor budget
- iii. Dr. Marcia Wilson mentioned that all community colleges need to start marketing Regional SWP for programs and events that are funded by SWP.
- iv. Dr. Gustavo Chamorro shared that there are two DSN positions that are being finalize for the LA ICT/DM DSNs. Next meeting we will introduce them formally.
- v. Dr. Chamorro introduced and welcomed both Lupe Aramburo and Lorena Ruiz who joined the LAOCRC recently.

VIII. Adjourn

- **Motion:** Mike Slavich, Rio Hondo College; **Second:** Virginia Rap, El Camino College; **APPROVED unanimously**

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