

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

## Approved Minutes: May 21, 2020

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

### Zoom Video-Call Details

LAOCRC is inviting you to a scheduled Zoom meeting.

Topic: April 16, 2020 CRLC Business Meeting

Time: Apr 16, 2020 08:30 AM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/484232562>

Or iPhone one-tap (US Toll): +16699006833,484232562#

Or +13462487799,484232562#

Or Telephone: Dial:

+1 669 900 6833 (US Toll)

+1 646 876 9923 (US Toll)

**Meeting ID: 484 232 562**

International numbers available: <https://cccconfer.zoom.us/j/484232562>

Or Skype for Business (Lync):

SIP:484232562@lync.zoom.us

### Voting Members present:

- Nick Real, Cerritos Community College
- Michael Wangler, Citrus College
- Nancy Jones, Coastline Community College
- Lynell Wiggins (Alternate), Compton College
- Kathleen Reiland, Cypress College
- Kendra Madrid, East Los Angeles College
- Virginia Rapp, El Camino College
- Ken Starkman, Fullerton College
- Jan Swinton, Glendale Community College
- Christopher Whiteside, Golden West College
- Debbie Vanschoelandt, Irvine Valley College
- Gene Carbonaro, Long Beach City College
- Armando Rivera-Figueroa, Los Angeles City College
- Mercy Yanez, Los Angeles Harbor College
- Marla Uliana, Los Angeles Mission College
- Mon Khat, Los Angeles Pierce College
- Lawrence Bradford, 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
- 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

- I. **Call to order** – Meeting called to order at 8:36 a.m. by Dr. Marcia Wilson, CRLC Chair and Dean Resource Associate Chair, LAOCRC

II. **CRLC Member Roll Call – Lupe Aramburo, LAOCRC Administrative Secretary, called roll – a Quorum of Voting Members was verified.**

III. **Minutes from the April 16, 2020 CRLC Business Meeting were Approved**

a. **Motion:** Anthony Teng, Saddleback College; **Second:** Kendra Madrid, East Los Angeles College; **Approved**

IV. **Informational Items**

a. **Program Data Requests**

Program Title	Top Code	College
1. Automotive T-TEN Air Conditioning Specialist Certificate	0948.00	Cypress College
2. Automotive T-TEN Brake and Alignment Specialist Certificate	0948.00	Cypress College
3. Automotive T-TEN Electrical Certificate	0948.00	Cypress College
4. Automotive T-TEN Engine and Driveline Specialist Certificate	0948.00	Cypress College
5. Automotive T-TEN Performance and Driveability Specialist Certificate	0948.00	Cypress College
6. Automotive T-TEN Toyota and Lexus Specialist Certificate	0948.00	Cypress College
7. Digital Supply Chain Management	0510.00	Cypress College
8. T-TEN Certified Technician Associate in Science Degree	0948.00	Cypress College
9. T-TEN Certified Technician Certificate	0948.00	Cypress College
10. T-TEN Maintenance Technician Associate in Science Degree	0948.00	Cypress College
11. T-TEN Maintenance Technician Certificate	0948.00	Cypress College
12. T-TEN Toyota Certified Technician	0948.00	Cypress College
13. Business Administration Associate in Arts Degree (Fully Online)	0505.00	Fullerton College
14. Business Networking and Sales Certificate	0509.40	Fullerton College
15. Cinematography	0612.20	LA City College
16. Costume Design Level 1	1006.00	LA City College
17. Directing	0612.20	LA City College
18. Post Production	0612.20	LA City College
19. Producing	0612.20	LA City College
20. Fashion Merchandising	1303.20	LA Trade-Technical College
21. Engineering Technology and Surveying	0924.00	Mt. San Antonio College
22. Mechanical Engineering Technology	0924.00	Mt. San Antonio College
23. Basic Law Enforcement Academy Certificate of Achievement	2105.50	Santa Ana College
24. Music Composition	1005.00	Rio Hondo College
25. Advanced Culinary Arts Certificate	1306.30	Santa Ana College
26. Certificate in Financial Services	0504.00	Santa Ana College

- Program Data Requests on Agenda – Dr. Marcia Wilson asked if number 16, Costume Design Level 1 by Los Angeles City College, is that through Theater Tech. Dr. Armando Rivera-Figueroa responded, yes.

Existing low-unit, local certificate for state chaptering		
1. Professional Actor Training Level 1	1007.00	LA City College
2. Professional Actor Training Level 2	1007.00	LA City College
3. Professional Actor Training Level 3	1007.00	LA City College
4. Technical Theater - Entertainment Technology Level 1	1006.00	LA City College
5. Geographic Information Systems	2206.10	Pasadena City College

**b. Exploratory**

- Escrow, El Camino College

**c. Modified Programs**

1. AS Degree Automotive Engine Management/Specialist 1 Technician, Cypress College
2. AS Degree Automotive Line Technician 1 Specialist, Cypress College
3. AS Degree Automotive Line Technician 2 Specialist, Cypress College
4. AS Degree Automotive Line Technician 3 Specialist, Cypress College
5. AS Degree Automotive Technology - Electric/Hybrid Vehicle Technician, Cypress College
6. AS degree/Automotive Air Conditioning Technician, Cypress College
7. AS Degree/Automotive Speed, Tuning, and Performance Technician, Cypress College
8. AS Degree/Automotive Supplemental Vehicle Systems Technician, Cypress College
9. AS Degree/Automotive Technology Subaru Technician, Cypress College
10. AS degree/Automotive Undercar Systems Technician, Cypress College
11. AS Degree/Powertrain Systems Technician, Cypress College
12. Automotive Line Technician 1 Specialist, Cypress College
13. Automotive Technology Air Conditioning Specialist Certificate, Cypress College
14. Automotive Technology Certificate, Cypress College
15. Automotive Technology Electric/Hybrid Vehicle Maintenance Technician Certificate, Cypress College
16. Automotive Technology Engine Management Specialist 1 Certificate, Cypress College
17. Automotive Technology Line Technician 1 Specialist Certificate, Cypress College
18. Automotive Technology Line Technician 2 Specialist Certificate, Cypress College
19. Automotive Technology Line Technician 3 Specialist Certificate, Cypress College
20. Automotive Technology Powertrain Specialist Certificate, Cypress College
21. Automotive Technology Speed, Tuning, and Performance Specialist Technician, Cypress College
22. Automotive Technology Subaru Technician Certificate, Cypress College
23. Automotive Technology Supplemental Vehicle Systems Specialist Certificate, Cypress College
24. Automotive Technology Undercar Technician Specialist Certificate, Cypress College
25. Cinema Studies, Santiago Canyon College  
*Changing the name from TV/Video to Cinema Studies.*
26. [Geographic Information Systems](#), Pasadena City College  
*Changed from the current Skills Certificate to 12 unit, low unit CoA.*

V. **Action Items**

*Mike Slavich, CRLC Vice Chair and Dean  
Resource Associate, LAOCRC*

- a. **Program Recommendation; First motion to approve all programs excluding 7, 12, 18, 19, 20: Jennifer Galbraith, Mt. San Antonio College; Second: Anthony Teng, Saddleback College; APPROVED**
- **Nay:** Kathleen Reiland, Mike Slavich, Lisa Knuppel
  - **Abstain:** Anthony Teng
1. [Educational Studies: ECE Unit Concentration- Certificate of Achievement](#), Coastline Community College
  2. [Educational Studies: STEM: Instructional Technology Support Concentration Certificate of Achievement](#), Coastline Community College
  3. [Educational Studies: STEM: Math Concentration](#), Coastline Community College
  4. [Educational Studies: Teach Your Career/Community College Teaching Certificate](#), Coastline Community College
  5. [Acting and Performance Level 1 Certificate](#), Fullerton College
  6. [Business Economic Certificate](#), Fullerton College
  8. [Stage and Screen Combat Level 1 Certificate](#), Fullerton College
  9. [Certificate of Achievement, Cyber Security](#), Long Beach City College
  10. [Certificate of Achievement: STEAM Education](#), Long Beach City College
  11. [Certificate of Achievement: Teacher Education](#), Long Beach City College
  13. [Business Essentials](#), Los Angeles Valley College
  14. [Yoga Instructor Training Program](#), Pasadena City College
  15. [Alternative Fuels and Hybrid/Electric Vehicles](#), Santa Ana College
  16. [Manufacturer Specific Technologies](#), Santa Ana College
  17. [Smog and Emissions Diagnosis](#), Santa Ana College
- b. **Program Recommendation; Second motion to approve 7, 12, 18, 19, 20: Jennifer Galbraith, Mt. San Antonio College; Second: Anthony Teng, Saddleback College; APPROVED**
7. [Marketing Management Skills Certificate](#), Fullerton College
  12. [Full Stack Web Application Developer](#), Los Angeles City College
  18. [Commercial Music, AA Degree](#), East LA College
    - *Changed it to require MUSIC 101 and removed MUSIC 295 that was just archived*
  19. [Nursing, R.N. AS Degree](#), East LA College
    - *Making curriculum changes as requested by the BRN. ELAC has low NCLEX passage rates and was put on warning.*
  20. [Pharmacy Technology](#), East LA College
    - *Externship hours were increased from 81 to 120 hours.*

- 1) Program Recommendation “cautiously endorse” discussion – Mr. Anthony Teng requested to have a further conversation on the programs that received LMI report “cautiously endorse” from COE. Mr. Teng opened the discussion by recalling to an email that was sent to the CIO’s from Dr. Adriene Davis. The main concern with the fifteen programs that were submitted for recommendation is the LMI that was provided from COE was “cautiously endorse.” Mr. Teng looked at these “cautiously endorse” LMI reports and majority are due to low wages and supply gaps. He wants to avoid issuing a blanket approval without having any kind of discussion or commentary from the proposer that they have addressed these issues. In addition, he also wants to assure that there is enough disclosure in the minutes to demonstrate that they are executing their role as CRLC member. Mr. Ken Starkman mentioned from the COE perspective, he does not see in the reports any stratification of the data based on degree or certificate attained, when we are comparing wages; we should compare them as group not strata within the group. Wages tend to increase depending on credentials; the cautious endorsement reflects the view of the whole world. We are here taking people from making minimum wage to move to a higher wage-paying job. Dr. Julie Kiotas added in regards the Geographic Information System Certificate; this was cautiously endorsed because it’s emerging similar to Full Stack development. Mr. Anthony Teng agreed with Mr. Starkman and Dr. Kiotas comments because a lot of these are emerging areas that this is the first of many steps that a person will taking to get the higher wage. His concern for example is number 15, Alternative Fuels and Hybrid/Electric Vehicles; there is almost no LMI data when it comes to that area. However, industry experts claim to be the future. He may agree or disagree with the programs but that is a decision for the college to make, from a procedural standpoint, when it’s listed as “cautiously endorse” we can’t just have blanket approval process without any commentary to show CEO’s and CIO’s that we are considering all variables before recommendation. Nick Real agreed to have these discussions noted on the minutes, but the CTEOS survey validates what we do for students at the lower level and eventually gets them at a higher level. Jesse Crete added that when COE looks at wages, they specifically are looking for entry-level wages on the twenty-fifth percentile, to avoid using the lowest wages. Education attainment is also included in the report, they show both the educational attainment from what the Bureau of Labor Statistics traditionally says is a part of this, but they also go a step further to show what is being ask for in the job descriptions. Ms. Crete clarified that “cautiously endorse” is an approved program but they want the deans or college know that there are items to consider. Ms. Laurie Nelepa mentioned from her experience, these “cautiously endorse” LMI reports have been a good second step to reconsider moving forward with a program. Ms. Lisa Knuppel added that this is significant question and it goes to the validity of their process and responsibility as a Dean/ Voting member. However, she feels not to be expedient with this, as this topic should be handle by the workgroup/task force and come up with some solutions. Mr. Mike Slavich suggested a friendly agreement. If you have a “cautious endorse” LMI report, the Dean that has submitted it would go to their Chief Instructional officer and address any possible concerns moving forward for recommendation.

i. Q&A / Discussion

- Q: Mr. Anthony Teng suggested/asked to the CRLC members to list the programs that are being “cautiously endorse” separately in a form or document that they can present to the group as supplement to the agenda. Describing why “cautiously endorse” was and what did the sponsoring college do to answer those concerns.
- A: Dr. Davis responded that this is a great recommendation. In addition, wants to remind the group that when the advance notices for program recommendation were send last month to the CEO’s, there was language in her communication with the CEOs that there was a workgroup and that was discussing these endorsements and how to mitigate them and move forward.
- Q: Ms. Kendra Madrid asked if a conversation prior to the meeting or having a discussion during the meeting to address these issues. Ms. Madrid would like to avoid completing another form or document, since there is already a large amount of work to submit for new program applications and modifications.

- A: Mr. Anthony Teng understands the large amount of work and having to fill out another form can be overwhelming. The main goal is to be proactive and provide the CEO's a documentation or information that these programs "cautiously endorse" were looked and discussed.
- Q: Ms. Jennifer Galbraith asked if in the meantime; of you are one of those Deans that has a "cautiously endorse" LMI report, that you will be prepare to discuss this at our monthly meetings.
- A: Mr. Anthony Teng agreed with Jennifer Galbraith, perhaps a two-minute pitch. Provide a reasoning why they received a "cautiously endorse" LMI report and what actions took place. If there is not document or form, in our next meeting we can discuss this verbally. Unless the workgroup has another suggestion. Dr. Gustavo Chamorro mentioned that the workgroup will be looking at the modify program's and we can add this item for them to discuss and provide us with a solution. Ms. Kendra Madrid recommended to add the "cautiously endorse" programs under recommendation /action items and listed them separately as part "b". Mr. Anthony Teng and Mr. Mike Slavich agreed to have these programs listed separately on the agenda for next CRLC Business meeting.
- Q: Ms.Laurie Nelepa mentioned that she will be submitting a "cautiously endorse" program, she asked what do I need to be prepared to answer?
- A: Mr. Mike Slavich answered to provide reasoning why you decided to move forward despite the LMI.

2) Program Recommendation STEM /STEAM programs discussion – Ms. Kathleen Reiland questioned a couple of programs that were submitted with the title STEM and STEAM are missing the CTE in the tile. She shared that CTE, STEM and STEAM are closely align. Number 10, Certificate of Achievement: STEAM Education by Long Beach City College, top code is 0802, which is Teacher Education Program that falls under CTE. Ms. Lisa Knuppel added that this goes to the question to education programs and education pathways; she feels this is Teacher Preparation and it is not limited to teachers of CTE programs. Ms. Megan Kaplinsky from Long Beach City College responded that it is correct, this under the educational aid teacher assistant top code and related top codes. Los Angeles City College is part of the regional collaboration and have Teacher Preparation and Child Development combo pathways in the region. The goal is to increase Career Technical Education and STEM. The idea behind Teacher Education and stackable STEAM Education Certificate, to help student to enter the field in these teacher aid, educational tutor, after school program roles as part of their pathway to enter eventually into the Professional Teaching. Ms. Nancy Jones commented that in Coastline and Orange County the course is Teach Free Program, which is Teacher Aid Training that will eventually lead into the profession of teaching. Ms. Kathleen Reiland recommended adding CTE to the titles, such as CTE STEM or CTE STEAM. Mr. John Jaramillo added that we should look at when the majority of the programming is non CTE is adding a single one or two courses of CTE to six non CTE courses, make it a CTE program, it's worth the discussion. Ms. Lisa Knuppel, Ms. Jan Swinton and Ms. Jennifer Galbraith agreed with Mr. John Jaramillo comment. Lastly, Ms. Megan Kaplinsky mentioned that Long Beach City College certificates are not as Ed Tech focus as other colleges. However, she understands the idea of looking at the title and being misleading and perhaps adding Teacher Assistant to the title.

i. Q&A / Discussion

- Q: Mr. John Jaramillo questioned the usage of the word "education" with different top codes and titles while all are doing the same thing. He feels that this causing confusion to our students and community. Having several tiles and no consistency between the titles and top codes overall is going to hinder us. Ms. Kendra Madrid commented that ELAC has come across this issue, deciding what top code and title to use. This is under the faculty purview and we cannot force the faculty to change the name or title. We can only suggest to the faculty but sometimes faculty is not open to those changes.

- A: Mr. Anthony Teng responded that he understands the decision that faculty make but they also bear the risk that do not get a recommendation. Yes, curriculum is the purview of the faculty, but we are here looking for appropriateness and reassure it falls under the CTE level. Mr. Teng suggested if the Education workgroup could get together and do something similar to the BIW and create multiple regionally approved certificates that everyone can latch on that is already been pre-approved.

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

**a. LAOCRC Role in Program Modifications**

*Mr. Mike Slavich, CRLC Chair and Dean  
 Resource Associate, LAOCRC*

- 1) LAOCRC Role in Program Modifications updates – Dr. Gustavo Chamorro reminded the group that our office list any program modification as informational item, all other six regions in the state do the same. However, we have encounter an issue with ELAC this is the reason Ms. Kendra Madrid program modifications were move to recommendation. ELAC Curriculum Committee stated that page 92 of the PCAH it states that regional consortium needs to recommend. Our office moved ELAC three program modifications to satisfy ELAC Curriculum Committee needs. Dr. Chamorro has checked with the Chancellor’s Office to obtain something in writing to any modifications to the PCAH. There was a memo that was released before the final edition; stating that it does not need to come to the regional consortium. Pending any information that we get from the chancellor’s office, we want to have a discussion with the work group on modify progress and see if there is a better way that we can have those on the agenda in the future. Ms. Karen Childers added the importance for this small group to meet and discuss in further detail why to have them listed in the agenda.

**b. Governance Structure and Bylaws Updates**

*Dean Resource Associates*

- 1) Governance Structure and Bylaws updates – Mr. Mike Slavich shared that the DRA sent an email this week with the bylaws and structure. We need you input, please look at both (old and new). This is an opportunity to hear our voice.

**c. SWP Regional Project Funds**

*Dr. Adriene Davis, Executive Director LA/OC Regional Consortium*

- 1) SWP Regional Project Funds updates - Dr. Adriene Davis shared through a PowerPoint presentation some soft projections for 2020/ 2021 base on the 2019/2020 allocations for SWP. Ms. Sarah Santoyo office has validated these soft projections numbers. Dr. Davis clarified that these projections are not from the Chancellor’s Office; this is an internal analysis to see where we may land with the 60% reduction of SWP.

**i. Q&A / Discussion**

- Q: Ms. Kendra Madrid asked, as we are getting ready to submit applications for funding for the 2021 year, this is definitely going to affect the proposals. What is your recommendation?
- A: Dr. Adriene Davis responded that there is need to have a conversation with the field first, knowing that there is much less funding available. In addition, we need to adjust the timeline and perhaps the process, as we need to be responsive to the COVID-19 guidelines and regulations. Please email Dr. Davis any recommendations that you may have, she will be meeting with the district leaders and would like to present recommendations and strategies how to move forward changing the timelines and process. Dr. Davis also mentioned that our CEOs want you to consider responding to COVID-19 and the challenges that we have with our students and faculty.

This will take priority when it comes to making investment with small funding available.

- Q: Ms. Jennifer Galbraith questioned if the CEOs will be looking at a different kind of a breakdown into the categories.
- A: Dr. Adriene Davis answered that this topic is on the CEOs table for discussion. However, she is open to recommendations to share with CEOs. If you all have any considerations that you want to send forward, please send them to Dr. Davis, anything is possible moving forward.
- Q: Mr. Anthony Teng asked in regards the regional consortium budget allocations what are the 3% and 2% expenditures. What is that 5%?
- A: Dr. Adriene Davis responded that it has spent on infrastructure 90% goes to salaries; we have been trimming our budget prior to the state reductions. Dr. Davis stated that she would put a summary of the consortium infrastructure and expenditures.
- Q: Ms. Jennifer Galbraith mentioned that the bylaws state to review the consortium budget and work plan. Is there a possibility to see the Perkins budget allocations to the regional consortium?
- A: Dr. Adriene Davis responded that at this moment, the regional consortium does not have a number for Perkins allocations; the Board of Governors just approved that on May 18. We still have more scope of work that needs to develop in relationship with regional directors, industries and employers. Dr. Davis added that she would share the regional consortium scope of work and infrastructure. Ms. Jennifer Galbraith thanked Dr. Davis for developing the scope of work / budget summary to share with the field. Dr. Marcia Wilson suggested to agenized LAOCRC budget allocations to a future meeting. Dr. Davis agreed to add this item to a future agenda.
- Q: Dr. Patricia Ramos thanked Dr. Davis for accepting to share the scope of work and budget allocations with the field. However, she would also like to know how the leftover SWP funds are going to be distributed and how the CEOs are going to make decisions. In addition, Dr. Ramos would like to advocate for a reconsideration of the funding guidelines that were propose by the CEOs. Lastly, she asked for clarification for the timeline extension.
- A: Dr. Adriene Davis responded yes, the timeline is flexible. However, she recommends that you all keep the momentum going and continue to have conversations about correcting course on your projects and making sure that they are responsive to the needs of the workforce which different from month ago. A strategic planning meeting needs to take place, where you all can look at what is going on in the economy and with our students.
- Q: Mr. Michael Wangler questioned if there has been any rationale given for the deep cuts for strong workforce, especially given the directive in the May revise. In the joint analysis, its highlighted the expectation is that strong workforce is to focus on economic recovery. For example, rescheduling, upscaling and job placement. How can we do that if we do not have any funding?
- A: Dr. Adriene Davis understands his concerns but the budget does not increase unless there is federal relief to the state, what happens is that money gets shifted around. Dr. Davis also mentioned that the Community Colleges are in position more than CSU and UC to influence economic recovery and economic impact as it relates to work force. Dr. Davis will be able to provide you with more feedback once she meets with the CEOs on Tuesday; she will recap the meeting and share any information immediately.
- Q: Mr. Anthony Teng asked if the CEOs can provide some flexibility and to re-look at the percentages, or even giving up on the percentages this year. Mr. Teng understands the percentages were guidelines, but at this point if the directive has been less program development and more program execution, we have to drop those three categories and really focus on what the governors and the Chancellor's office has been asking us to do. Mr. Teng request more flexibility with the categories/percentages.



Dr. Marcia Wilson agreed with Dr. Patricia Ramos and Mr. Anthony Teng request to have more flexibility with the percentages. Dr. Marcia Wilson suggested a recommendation to the CEOs to eliminate those categories and buckets and provide some priorities that align with the program execution. In addition, the timeline needs to be modify; not just couple of weeks but more. As we need to redo our projects, budgets and rethink the entire concept of the project. Flexibility on categories and extension of the timeline are Dr. Wilson biggest recommendation to the CEOs.

- A: Dr. Davis responded if you want to make a recommendation to have flexibility with those categories. What is your recommendation for having direct impact on the metrics? Is there a recommendation, how you all can do that instead of focusing on the three categories. Dr. Davis added the initial concern with the CEOs was that the projects were not influencing the outcomes. Ms. Jennifer Galbraith commented that this is part of their job and responsibility with any of the proposed projects, to reassure we are meeting the metrics and making an impact. Dr. Davis suggested if they could put together a rationale for removing the categories and send it to her, in order to articulate that for you at the meeting.
- Q: Ms. Jennifer Galbraith asked if the timeline can be extended to August due to the uncertainties of the budget allocations. Ms. Galbraith feels that it is a lot of work that needs to be completed and working without a budget can be challenging.
- A: Dr. Adriene Davis answered that this is the reason she created soft projections, to have an estimate of the amount of funding. Dr. Davis suggested putting the timeline on the table; she will communicate back to all after the meeting with the CEOs. For right now, the timeline will be extended.
- Q: Dr. Patricia Ramos asked if we could continue the meetings through the summer since news may be evolving. Dr. Ramos requested to ask a procedure question prior to announcements.
- A: Dr. Maria Wilson accepted Dr. Ramos request.

2) Fiscal Agent update - Ms. Alejandra Landa initiated the discussion by thanking everyone for submitting final invoices and quarter 3 invoices. They are still reviewing those final invoices and are reaching out to some of the colleges for additional backup documentation that they may need to justify those expenditures that ended December 31. In addition, her office will be sending out Q4 provisional invoice templates and those will be due at the end of June, and will be requiring a final invoice for Q4, and that will be due in July 31.

i. Q&A / Discussion

- Q: Dr. Patricia Ramos asked when they would know if there are any leftover funds to be considered for redistribution to the field.
- A: Ms. Alejandra Landa answered definitely by next month, because they still have colleges that have not submitted their invoices.
- Q: Mr. Michael Wangler asked if there is an extension on deadlines for 18/19 and 19/20 expenditures. Citrus College is closed; all projects and purchases have been on hold since they cannot receive any deliveries.
- A: Dr. Adriene Davis responded that this would be an action item to discuss on Tuesday with the CEOs and work with Ms. Sarah Santoyo office for further arrangements. Dr. Davis will share updates of the outcomes.

d. Other

i. Q&A / Discussion

- Q: Ms. Jennifer Galbraith shared that they have the Perkins application due soon and need the consortium signature. Do we have a process of how you want us to send you the page or what you want us to send you to get the signature and then get back to us?
- A: Dr. Karen Childers clarified that in the Perkins webinar they mentioned that the application needed consortium signature; this is not signature of approval but signature of acknowledgement that the plan was receive.

Dr. Adriene Davis recommended to both of the LAOCRC directors to create google document folder where those plans can just be uploaded with the with the signature page.

- Q: Dr. Patricia Ramos shared that Santa Monica College submitted an application for AS Degree in Cloud Computing to the Chancellors Office. The application was rejected because the in the minutes it was reflected as certificate of achievement. They are having another advisory meeting that CCW will be hosting next. Program Data request will be on the June agenda and would like to request to have a July CRLC Business meeting to move forward with recommendation. Dr. Ramos wants to avoid getting this program recommended until September. Can we have a July meeting? Any thoughts?
- A: Mr. Mike Slavich answer yes, some comments from the chat box have been supportive since we are zooming in, and there is no big issue to have a meeting in order to support programs receiving recommendation.

## VII. Updates

*Mr. Mike Slavich, CRLC Vice Chair and Dean  
Resource Associate, LAOCRC*

### a. Districts

- i. Cerritos - Summer school is fully online. Fall semester will have some CTE labs on campus.
- ii. Citrus – for summer semester, they are working on a plan to bring back our automotive and diesel labs, all lecture-based materials online and more of a competency approach. Fall semester, plan to bring some additional CTE programs but everything else will be online.  
Fall plan to bring additional CTE programs.
- iii. Coastline – Summer and Fall semesters everything for CTE will be by distance learning. They will be utilizing some synchronous zoom meetings for some of the lectures that the faculty really want to make sure the students get a strong lecture. Staff might be returning by August with a modified work schedule. Lastly, Ms. Nancy Jones is retiring and this is her last CRLC Business meeting that she will be joining. Ms. Shelly Blair, Dean of Distance Learning and Innovation will be taking role as a voting member for Coastline.
  - Dr. Gustavo Chamorro shared a few words about Ms. Nancy Jones. She started as a ROP instructor and worked at Santa Ana College as an instructor. Ms. Jones has been at Coastline since 1996, she is known as the “queen of grants.” She has been a champion in our OC region; lead some meaningful projects such as Cyber Patriot and NetLabs. Our region will definitely miss you and Thank you for everything that you have done.
  - Dr. Adriene Davis congratulated and thanked Ms. Jones for her contribution, we certainly are going to miss you and don't know how will be able to capture all that tacit knowledge that you're taking with you, but hopefully you'll come back and consult with us in some kind of way. Good luck.
- iv. Compton – They extended June 15 return date to sometime mid-August. CTE courses that did not get to finish their labs this past semester of course will be finishing over the summer. All of the programs accumulated hours that were required and identified. They had to minimize and pull some of our positions that we were looking to hire for welding and a few other areas.
- v. Cypress – Remote instruction for fall has been confirm. They allowed about 3% of our courses to do an online component, we have still have some of our auto programs leftover from spring that are going to come back and do eight hours of hands on. The college has decided to do incomplete for a couple of reasons, one is has to do with the IP having the students would have to re-enroll and incur additional costs. Same classes and situation applies to summer session, hopes to get all requirements met in August. If not, they will just keep pushing them until they are able to come back on campus. In addition, they are also proposing that faculty do a five-hour TE training (title five) currently in negotiations.
- vi. East Los Angeles – Remote instruction for summer and fall. Looking to bring back a few CTE lab courses. College campus is completely close to faculty, staff and students. Buildings are being sanitize due to a couple of positive of COVID-19 cases. Auto tech is one of their biggest CTE programs outside of health program that has been impact by the current situation.

In addition, if anybody has theater program like stage production in terms of building out the stage and even the costume design process, please email Ms. Kendra Madrid with any guidance/recommendations.

- vii.** El Camino – Completely online for summer and remote for fall. They are looking to try to bring some classes back at the eight-week mark. Labs for welding, auto and cosmetology are able to come back with a modify schedule to comply with the social distance requirement.
- viii.** Fullerton – Remote for summer and fall, although they trying to get a number of CTE programs back. Developing plans for potential approval, there will be a hybrid with reduced numbers. One if their biggest challenges in operating online is software. The district purchased computer for students, but they are limited how robust they are.
- ix.** Glendale – Campus is operating a case-by-case basis, everything is remote. The fire academy has a complete efficient protocol. However, programs such a welding are building a case of why they need to be on campus. They are growing on enrollment; Ms. Jan Swinton suggested advocating with our Legislators, CEOs to the Chancellor’s Office to allow us to grow.
- x.** Golden West – Remote for summer and fall. CTE programs that are lab heavy are working on hybrid models. Ms. Dorsie Brooks recommended if we could start getting faculty work-group together, to leverage some of the best practices for what we are doing. Their nursing, cosmetology and auto are heavy programs with labs that are working on figuring out how to do staggered laps.
- xi.** Irvine Valley – Remote for summer and fall. They are working on a plan for the hard to convert courses, which would probably include a few of the CTE lab components.
- xii.** Long Beach – Started returning in spring for the suspended classes. They have about 50 classes, starting in the first week of June and staggered throughout the summer to complete all of the suspended classes. For the fall semester, they will be on campus but not all CTE programs. Returning on the first week of school are the fashion courses, nutrition courses, cyber classes, allied health, auto advanced transportation construction electrical, welding, metal fabrication, culinary and nursing. All lectures are online and labs are on campus. Social distancing plan is completed.
- xiii.** Los Angeles City – Same as other colleges were waiting for district direction to send the guidelines on how they are going to meet the hard to move classes for the fall classes. In the meantime, everything continued to be online. In terms of programs, we are having a virtual Exploratorium targeting rising seniors and that is going to be the last two weeks of June, then offer a dual enrollment class in July. At the end of July, they are offering workshop for high school teachers on cloud computing.
- xiv.** Los Angeles Harbor – Remote instruction for summer and fall. Waiting for district direction on those hard to convert classes such as health and culinary.
- xv.** Los Angeles Mission – Working on bringing some labs for spring classes on campus in the summer to finish. In addition, they are working on a plan for summer and fall and looking at health and culinary arts for possibly bringing them to campus for labs portions.
- xvi.** Los Angeles Pierce – Same as other colleges were waiting for district direction to send the guidelines. They have plans of bringing students back or stagger them in the fall, maybe for the hard to convert classes. The lecture online and lab are in person.
- xvii.** Los Angeles Southwest
- xviii.** Los Angeles Trade-Technical
- xix.** Los Angeles Valley – Same situation and progress as other LA colleges.
- xx.** Mt. SAC – Moved some spring nursing labs to the clinical sites. As of yesterday, they had planned to have 44 sections on campus. However, they must obtain approval from the Department of Health first. They have everything online for now, except for lab in the fall. Need to create a plan B, in case they cannot do those labs.
- xxi.** Orange Coast
- xxii.** Pasadena City – Dr. Julie Kiotas announced that she would like to host a zoom meeting for those who will be having live lab classes in the fall, please let her know if you’re interested in joining the call to share some words of wisdom; what are you doing to protect our students, staff and get students moving forward to finishing. They are trying to mount and finish labs for welding and automotive starting next week. Summer is going is going to be completely online and in the fall, critical labs will go face to face.

- xxiii.** Rio Hondo – They have the fire academies police academy open. Mr. Slavich is doing automotive, welding and heavy equipment in the summertime, sort of as a hybrid the meaning the lectures online and the lab will be on the campus. For fall, the plan is to do the same thing with the CTE courses and they are going to bring back biology lab and the chemistry labs on the campus but the lecture would be online. On June 1, Mr. Slavich will open up his offices and the classified will be on rotating rotation. Therefore, there will only be one or two people in the whole office on any given day, but somebody will be there to answer the phone. In addition, they have noticed a spike in enrollment. They already have their fall schedule live and have many sections already closed because they are full.
- xxiv.** Saddleback – Spring was remote instruction. Only had three programs in the entire campus that could not be done online. Therefore, they are bringing them back. Summer is 100% online. They made sure in the scheduling that there is no conflict when returning on campus for the summer. Fall semester lectures will be online for the entire college with some labs coming back. Mr. Anthony Teng mentioned that they had to make proposals to the administration on how much time they needed to come back. Most of them are either coming back or two for six or eight weeks with a maximum of eight weeks. Therefore, they are limiting the amount of time that the labs will be on campus and with the same idea of rotating students keeping this class sizes down one of their biggest issues. Lastly, purchasing a PPE and sanitation supplies for CTE programs, whether it is going to be something that cost the program department or college. This can make a huge impact to the department budget since the prices for the items are increasing.
- xxv.** Santa Ana
- xxvi.** Santa Monica – Remote instruction for summer and fall. Only labs for nursing and respiratory care. Dr. Ramos wants to participate in the zoom call that Dr. Julie Kiotas will be putting together. Regarding the cloud computing advisory board employer advisory board, which would be hosted by CCW next Friday, it is open to everybody. Dr. Ramos sent Dr. Karen Childers the announcement and is in coordination with the ICT Regional Director, but let her know if you need the announcement.
- xxvii.** Santiago Canyon – In the spring they had biotech labs coming into the campus obviously practicing social distancing. For the summer, remote instruction. They still have not decided for the fall semester, they should have an answer by Friday.
- xxviii.** West Los Angeles – Same for other LA college. At this point, they have not had any programs to come back to campus.

**b. Announcements**

- i.** Retirements – Ms. Nancy Jones from Coastline Community College

**VIII. Adjourn**

The next CRLC Meeting will be a Conference Call on **June 18, 2020** from 8:30 A.M. - 9:45 A.M.