

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

### APPROVED Minutes: February 21, 2019

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
- Rocky Cifone, Citrus College
- Nancy Jones, Coastline College
- Rodney Murray, Compton College
- Kathleen Reiland, Cypress College
- Kendra Madrid (Alternate), East Los Angeles College
- Virginia Rap, El Camino College
- Douglas Benoit, Fullerton College
- Jan Swinton, Glendale College
- Christopher Whiteside, Golden West College
- Gene Carbonaro, Long Beach City College
- Armando Rivera-Figueroa, Los Angeles City College
- Priscilla Lopez, Los Angeles Harbor College
- Marla Uliana, Los Angeles Mission 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
- Madelyn Arballo (Alterbate), 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
- Von Lawson, Santiago Canyon College

#### Voting Members absent:

- Debbie Vanshoelandt, Irvine Valley College
- Carmen Dones, West Los Angeles College

- I. Meeting called to order at 8:33 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 January 17, 2019 CRLC Business Meeting were approved unanimously

#### IV. Informational Items

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

##### a. Program Data Requests

1. Wildland Resources and Forestry-AS, *Citrus College*
2. International Business, *Citrus College*
3. AWS Cloud and Web Services, *Los Angeles Valley College*
4. Cloud Computing, *Mt. San Antonio College*
5. CIS Professional Certificate in iOS Programming, *Mt. San Antonio College*
6. CIS Professional Certificate in Android Programming, *Mt. San Antonio College*
7. CIS Professional Certificate in Windows Operating System Administration, *Mt. San Antonio College*
8. CIS Professional Certificate in Information and Operation Systems Security, *Mt. San Antonio College*
9. CIS Professional Certificate in Introduction to Computer Information

Technology, *Mt. San Antonio College*

10. Administrative Assistant - Level 1, *Mt. San Antonio College*
11. Immersive Media (AR/VR) Certificate of Achievement, *Orange Coast College*
12. Media Arts and Creative Entertainment Certificate of Achievement, *Orange Coast College*
13. Basic Fire Academy, *Rio Hondo College*
14. Computer Information Technology/Network Technician, *Rio Hondo College*
  - a. *Originally submitted June 2016*
15. Criminal Justice, *Rio Hondo College*
16. Certificate of Achievement in American Sign Language, *Rio Hondo College*
17. Deaf Studies, *Rio Hondo College*

**b. Pre-Approved Programs**

1. [Cloud Computing Practitioner](#), *Rio Hondo College*

**V. Action Items**

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

**a. [Program Recommendation](#) ; Motion: Tom Vessela, Los Angeles Pierce College; Second: Mike Slavich, Rio Hondo College; APPROVED unanimously**

1. [Character and Background Design for Animation and Game Art](#), *Cypress College*
2. [Motion Design](#), *Cypress College*
3. [Storyboarding](#), *Cypress College*
4. [Advanced Transportation Technology-CoA](#), *Long Beach City College*
5. [Electrical Technology, Automation Technician-AS CoA](#), *Long Beach City College*
6. [Electrical Technology, CISCO Certified Network Installation Associate-AS CoA](#), *Long Beach City College*
7. [Electrical Technology, General Industrial Electrician-AS CoA](#), *Long Beach City College*
8. [Electrical Technology, NETA High Voltage Test Technician-AS CoA](#), *Long Beach City College*
9. [Electrical Technology, Solar Installation and Maintenance-AS CoA](#), *Long Beach City College*
10. [Electrical Technology, Traffic Signal Technician-AS CoA](#), *Long Beach City College*
11. [Library Technician-AS](#), *Long Beach City College*
12. [HVACR Technician-AS CoA](#), *Los Angeles Trade-Tech College*
13. [Associate Preschool Teacher](#), *Orange Coast College*
14. [Meeting and Event Management A.S.](#), *Orange Coast College*
15. [Social Media Strategist Certificate of Achievement](#), *Orange Coast College*
16. [Accounting for Government and Nonprofit Organizations](#), *Rio Hondo College*
17. [Applied Geographic Information Systems AS Degree](#), *Rio Hondo College*
18. [Computer Information Technology/Network Technician](#), *Rio Hondo College*
19. [CyberSecurity/Information Security Analyst](#), *Saddleback College*
20. [Personal Training Specialist](#), *Saddleback College*
21. [Yoga Instructor](#), *Saddleback College*

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

**a. Executive Director Update**

*Dr. Adriene "Alex" Davis, Executive Director, LAOCRC*

**i. Los Angeles Director**

1. Karen Childers, has been offered the Los Angeles Director position and her hire date is March 6<sup>th</sup>, 2019.
  - a. She will be visiting the colleges to meet personally with Voting Members and staff.

ii. SWP 19/20

1. Dr. Davis introduced Ms. Esther Landin the new Director of Special Programs for SWP; she works directly with Sarah Santoyo.
2. Dr. Chamorro and Dr. Davis have already inputted the information into Nova for 19/20 applications.
  - a. There are some details that will be needed from the field in regards to the budget that need to be collected
    - i. Keep in mind that we have 30 months for each allocation, however, your budget plan doesn't have to reflect 30 months. You may have your budget for a certain allocation for 1 year, 1 ½ years, 2 years, etc. Due to the overlapping of the funds you might want to consider making your adjusting your plans.
    - ii. You will see an email from Dr. Davis' office regarding this information and templates requesting the information we need to input to Nova.
  - b. In addition to budget information, there will be a request for more information regarding your partners and their salaries.

b. Fiscal Agent Update

Ms. Esther Landin, Director of Special Programs  
for Strong Workforce Program

- i. Ms. Landin provided a brief presentations going over the "Strong Workforce Program Regional Funds: Expenditure Reports for 2016-2017 and 2017-2018.
- ii. For year 16-17 the region is about 76% spent; they still need to process all invoices. The deadline to submit invoices is **March 6<sup>th</sup>, 2019**.
- iii. In regards to the 16-17 and 17-18 expenditures, the region is about 92% spent.
  1. **Q & A**
    - a. Do the checks need to be cleared yet?
      - i. No; as long as you have it as an encumbrance you may submit your invoice.
      - ii. Any encumbrances that were included in the last report are included on these expenditures.
    - b. As the fiscal agent, are you monitoring the budget if funds are placed under salaries to hire an individual? If the individual is not hired yet, do you monitor to make sure the funds are staying on the salary accounts?
      - i. Yes; in the case the funds are re-purposed the colleges need to submit a project modification to the fiscal agent. There should be communication with the project lead.
- iv. Ms. Landin went over the roles to make sure the region has a clearer picture of who to contact regarding fiscal agent questions:
  1. Resource Development Coordinator (Francisco Villaseñor- [Villasenor francisco@rscdd.edu](mailto:Villasenor_francisco@rscdd.edu); Alejandra Landa- [landa\\_alejandra@rscdd.edu](mailto:landa_alejandra@rscdd.edu) )
    - a. Receive/Process Invoices
    - b. Invoice Reminders
    - c. Track Expenditures
    - d. Receive/Process PA
    - e. Receive/Process Budget Modifications
    - f. Outstanding Paperwork
  2. SWP Director (Ms. Esther Landin- [landin\\_esther@rscdd.edu](mailto:landin_esther@rscdd.edu) – 714-480-7471)
    - a. Develop/Approve PA
    - b. Develop/Approve Budget Modifications

- c. Approve Invoices
- d. Expenditure Reports
- e. Monitor Expenditures/Balances
- f. Manage NOVA Data Entry
- g. Develop/Implement/Align Processes & Structure
- h. Guidance/Technical Assistance on SWP, NOVA, CCCCC Directives
- i. Compliance
- j. Ad Hoc Reports by Request

- c. Welcome to Mr. Armando Rivera-Figueroa, new voting member for Los Angeles City College and Dean of CTE and Workforce.

**VII. Updates**

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

**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
- xiii.** Los Angeles City
- xiv.** Los Angeles Harbor
- xv.** Los Angeles Mission
  - 1. LA mission is re-opening the STEM Dean position during spring semester
- 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
  - 1. They are hiring for three new positions (Workbased Learning Coordinator/Manager, Job Developer, and Student Interviewer.
    - a. These are all for Classified positions.
    - b. They are working on the redesigning the Career Center and they are hoping it will open by the end of April 2019.
- xxiii.** Rio Hondo
  - 1. ECU Project: they currently hired Darrow Soares, ECU Director for the ECU project; he is an expert in the field
    - a. He has been contacting all the college partners
  - 2. Career Pathways Project: they updated their website so that the information can flow a lot easier sharing models

- a. Their project director has provided technical assistance to many sites in LA and capacity building
- b. thelaccwc.com
3. NetLab project: completed the MOU with Coastline
  - a. Moving forward with having the LA colleges using the NetLab HUB; some colleges are building their own NetLab Centers and Rio Hondo is assisting with this

**xxiv.** Saddleback

**xxv.** Santa Ana

**xxvi.** Santa Monica

1. Santa Monica is hosting a Perkins event with Mr. Burstein on April 4<sup>th</sup> from 8:30 a.m. – 12:00 p.m. and they have room for about 25 people extra
  - a. Ms. Kimberly Mathews asked if she could attend and Dr. Ramos agreed.

**xxvii.** Santiago Canyon

**xxviii.** West Los Angeles

**b. Other**

**VIII. Adjourn**

- a. **Motion:** Tom Vessela, Los Angeles Pierce College; **Second:** Rodney Murray, Compton College; **Approved unanimously**

The next CRLC Meeting will be at Sheraton Cerritos on March 21, 2019 from 8:30 A.M. – 9:45 A.M.

**WIFI: CAREMORE** (*no password required*)