

Los Angeles Orange County Regional Consortia

March 2015 Meeting Agenda

California Community Colleges Association for Occupational Education (CCCAOE) Conference
March 26, 2016, 10:15 a.m. - 12:00 p.m.
Gold Rush B

Welcome

Steven Glyer, *LAOCRC Chair*
Lynn Shaw, *LAOCRC Vice Chair*

[TED Talk Video](#): The workforce crisis of 2030- and how to start solving it now

Career Technical Education Enhancement Funds (CTE EF) Janeth Manjarrez, *Interim CTE EF Director*

LAOCRC Leadership/ Support Postings

Lynn Shaw

Regional Survey

Steven Glyer

LAOCRC 2015/2016 Workplan

Financial Aid

Jan Swinton, *Dean, Workforce Development, Glendale Community College*

California Community College Chancellor's Office Report

Laura Casillas, *Program Assistant II, Policy Alignment and Outreach Unit, California Community Colleges Chancellor's Office*

The next **LAOCRC meeting** will be on **Thursday, April 16th, from 9:30 a.m. to 10:30 a.m.** (registration & breakfast at 9:00 a.m.) at the **Sheraton Cerritos**, 12725 Towne Center Dr. Cerritos, CA 90703.



ATTENTION: INTERIM CO-CHAIR POSITION AVAILABLE

March 10, 2015

Los Angeles and Orange County Regional Consortia
California Community Colleges

Dr. Lynn Shaw will be going on sabbatical for the 2015-2016 academic year returning to her role as Co-Chair July 1, 2016. The consortia is seeking an individual(s) to serve for one year as the Interim Co-Chair. If you are interested in a portion of this job (policy, operations, and program approval) please apply for the area(s) that interest you.

If you have a desire to expand your network across the colleges in region and throughout the state and are interested in taking on a regional leadership role, this may be the position for you!

Desirable Qualifications:

- ✓ Effective leader in Career Technical Education and Workforce Development on college campuses
- ✓ Experience in working with Chief Executive Officers, Chief Instructional Officers, Career Technical Education Deans, and the California Community College Chancellor's Office
- ✓ Experience in developing and implementing regional projects
- ✓ Experience with local or regional curriculum approval process
- ✓ Excellent constituency management and interpersonal skills
- ✓ Ability to coordinate multiple initiatives while advancing a regional strategy
- ✓ Effective in convening and leading workforce partners outside the Community College system

The position will begin on July 1, 2015 and end June 30, 2016. A job sharing by two to three individuals will be considered. Compensation is available.

Please submit a short letter of interest by April 30, 2015 to laocrc@sccollege.edu. Interviews will be conducted in May, and final selection determined by Rancho Santiago Community College District/Santiago Canyon College. If you have questions please call Lynn Shaw at 562-708-3803.

ADMINISTRATIVE CLERK

CLASS SUMMARY

Under direction – performs difficult and specialized clerical work requiring detailed knowledge of a department's procedures, policies, and precedents; supplies information involving facts and interpretations; initiates and completes difficult tasks independently; assumes responsibility for special projects and prepares related reports; assists in research for special reports; may lead and coordinate the work of clerks of a lower grade; assumes responsibilities for execution of projects without close review; interprets rules and procedures in supervisor's absence with supervisor's approval; coordinates clerical work-flow among office staff; prepares complex documents; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Coordinates the processing, recording and filing of a variety of documents involving administrative procedures; maintains cost records and complex attendance or other statistical records; assumes responsibility for a specific clerical function or specialized unit of a department where knowledge of the departmental operation is fundamental and where its impact on the public is substantial; performs technical work requiring a thorough knowledge of departmental policies and procedures; assists in the development of District procedures and policies relative to the assignment; handles difficult and complex public relations; coordinates data for computer input related to continuing and special projects; may perform sub-professional administrative duties as assigned; may lead and coordinate the work of clerical assistants; may maintain schedule or calendar for a number of workers; updates schedules and catalogues; may coordinate office work flow.

ORGANIZATIONAL RELATIONSHIPS

This class reports to designated supervisor or director and may be responsible for determining work flow to lower grade clerks or for resolving factual or procedural questions.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

High school diploma or equivalent and any combination of training and/or experience equivalent to four years of progressively responsible experience in general clerical work including one year in work involving some independent responsibility for a clerical activity.

ADMINISTRATIVE CLERK cont'd

Knowledge and Abilities

Thorough knowledge of: office machines and filing systems; modern office practices and procedures, departmental practices and procedures as well as College rules, regulations, programs and policies; suitable or designated formats for presenting reports.

Ability to: make decisions in accordance with laws, ordinances, regulations and established procedures of the department; establish and maintain effective public relations; prepare accurate financial and statistical reports; operate office equipment including, personal computer terminal and a variety of word processing/business applications.

Skills: Must complete keyboarding, clerical (filing and checking) and software skills evaluation. Screening Committee will use results as one of the selection criteria.

Financial Aid for Career Technical Education Students

Did you know?

Generally, a program of one academic year assumes full-time attendance and is 24 units. The minimum number of units for a program to qualify for federal financial aid at an institution of higher education is 16 units. Vocational schools can have shorter programs if they are offered in clock hours and have a 70% placement rate. This is the federal definition of an eligible program from the United States Department of Education's 2014-2015 Financial Aid Handbook (Vol. 2, p. 16):

BASIC TYPES OF ELIGIBLE PROGRAMS

Eligible programs at an institution of higher education

At a school that qualifies as a public or private nonprofit institution of higher education, the following types of programs are eligible for FSA purposes:

- a program that leads to an associate, bachelor's, professional, or graduate degree,
- a program of at least two academic years in duration that is acceptable for full credit toward a bachelor's degree,
- a program of at least one academic year in duration that leads to a certificate or other nondegree recognized credential and prepares students for gainful employment in a recognized occupation, or
- a certificate or diploma training program that is less than one year (if the school also meets the definition of a postsecondary vocational institution).

Note that a nondegree program at a public or private nonprofit institution is subject to the rules for a "gainful employment program" (unless the program is at least a 2-year transfer program). Gainful employment programs are explained later.

Eligible programs at a proprietary or postsecondary vocational institution

There are three types of eligible programs at a proprietary institution or a postsecondary vocational institution. All of these programs must have a specified number of weeks of instruction and must provide training that prepares a student for gainful employment in a recognized occupation.

1. The program provides at least 600 clock hours, **16 semester or trimester hours**, or 24 quarter hours of undergraduate instruction offered during a minimum of 15 weeks of instruction. The program may admit as regular student's persons who have not completed the equivalent of an associate degree.
2. The program provides at least 300 clock hours, 8 semester hours, or 12 quarter hours of instruction offered during a minimum of 10 weeks of instruction. The program must be a graduate or professional program or must admit as regular students only persons who have completed the equivalent of an associate degree.
3. The program is known as a short-term program, which qualifies for the Direct Loan program only. This type of program must provide at least 300 but less than 600 clock hours of instruction offered during a minimum of 10 weeks of instruction. The program must admit as regular students some persons who have not completed the equivalent of an associate degree. There are several additional requirements that a short-term program must meet. The program must—
 - a. have verified completion and placement rates of at least 70% (see below),
 - b. not be more than 50% longer than the minimum training period required by the state or federal agency, if any, for the occupation for which the program of instruction is intended, and
 - c. have been in existence for at least one year