



Board of Education Minutes

Thursday, May 20, 2021 at 6:30 PM

2300 Crenshaw Boulevard, Torrance, CA 90501

1. Call Meeting to Order:

President Brach called the meeting to order at 6:30 p.m.,

1.1. Roll Call

Member McGhee was absent.

1.2. Pledge of Allegiance

Member Strutzenberg lead the pledge of allegiance.

2. Approval Agenda

Moved by: James Han

Seconded by: Jennifer Cochran

2.1. Approve the May 20, 2021 agenda.

Move: ___ Second: ___ Vote: ___

MB ___ NC ___ JC ___ BF ___ JH ___ CM ___ RS ___ MW ___

Carried

3. Commendations / Recognition:

Dr. Pesavento introduced Elizabeth Austin, DNP, RN, CNOR, Advanced Clinical Nurse Educator, Perioperative Services Clinical Education, Practice Nursing Research from Torrance Memorial.

Ms. Austin stated that the affiliation with SoCal ROC has been amazing. She said she had been looking to partner with a school for this up and coming profession for a number of years. She stated that she worked with Rebecca Clements to get this partnership established. Ms. Austin remarked that the Sterile Processing profession has a huge need for employees. The program at

SoCal ROC gives students a robust training that gives them experience in all aspects of sterilization. This will prepare the students well for entering the industry. Ms. Austin stated that an advantage that SoCal ROC has is that the low price. Private schools are charging up to \$35,000 for training. Torrance Memorial is excited and looking forward to when the students are able to start working.

4. Student Voices:

Dr. Pesavento introduced Maribel Batacan and Ferdinand Umpig, adult students in the Sterile Processing Distribution Technician.

Maribel Batacan shared that she is currently at Torrance Memorial Hospital fulfilling her externship hours. She commented that the Sterile Processing Distribution Technician has given her a strong foundation in achieving her career plan. Maribel thanked SoCal ROC and Torrance Memorial for their support and guidance.

Ferdinand Umpig remarked that the coursework and hands-on training in the Sterile Processing Distribution Technician program has increased his skills and expanded his interest in the field. He stated that the program has given him the skills necessary to become employed and hopes to work at Torrance Memorial Hospital.

5. Program Highlight:

Dr. Pesavento introduced Rebecca Clements, Sterile Processing Distribution Technician instructor.

Ms. Clements commented that students in the Sterile Processing Distribution course learn the responsibilities of sterilizing medical instruments and tools, stocking the surgical departments, the supplies necessary for surgeries, and the equipment within operating areas. Students will also learn about contagious infections and diseases present in a health care facility and how to prevent the spread of viruses and contamination. Ms. Clements stated that this course offers students the possibilities of working for hospitals, clinics, dental offices, and outpatient care centers.

6. Public Comment

None

- 6.1. Board Agenda Items: Any member of the audience may speak to any agenda item by submitting a request on socalroc.communitybydligent.com. This link can be accessed on the SoCal ROC website at the top right hand corner. Requests may also be made by emailing info@scroc.k12.ca.us.

- 6.2. Topics Not on Agenda: Anyone in attendance may address any issue by following the same procedure listed above. Since the Board cannot take action on items which are not on the agenda, such items may be referred to the Superintendent for handling. Individuals interested in speaking to items which are not on the agenda will be called upon at this time.

7. Acknowledgement of Correspondence to the Board

None

8. Superintendent's Remarks

Superintendent Helaire shared that SoCal ROC will have its annual Staff Appreciation luncheon for employees on May 26, 2021. He commented that staff is preparing to take on a great deal of work during the summer. These tasks include deep cleaning all facilities and ordering supplies and equipment necessary for the fall semester.

Superintendent Helaire stated that El Camino College responded to the letter requesting a meeting with the El Camino to discuss a possible partnership. Dr. Maloney will arrange a meeting with El Camino's Vice President, Iris Ingram.

Superintendent Helaire stated that he reached out to all of the local chamber of commerce organizations to get on their agendas. He will provide the board members an update on which chambers have responded and which ones have not.

Superintendent Helaire mentioned the Governor's May Revise included language stating there will be \$86.4M in one-time funding for ROC/Ps. Superintendent Helaire stated that he has reached out to the Department of Finance to inquire about how those funds will be allocated.

9. Staff Reports

Superintendent Helaire presented a PowerPoint presentation on the proposed budget for 2021-2022. He began by explaining the process and timelines for developing SoCal ROC's budget. Superintendent Helaire reviewed each fund and the projected revenue and expenditures. He also reviewed the two year Cash Flow, Multi-year Projections, and Criteria & Standards sections of the budget report.

10. Consent Calendar

Member Strutzenberg pulled item #1 and President Brach pulled item #9

10.1 APPROVE BOARD MINUTES OF APRIL 15, 2021

Member Strutzenberg stated that he was not present at the April meeting and will be abstaining on item #1, the minutes of April 15, 2021.

Moved by: Nancy Cobb

Seconded by: Jennifer Cochran

Ayes: Bill Fournell, James Han, Jennifer Cochran, Matthew Brach, Michael Wagner, and Nancy Cobb

Abstained: Rolf Strutzenberg

Carried 6-0

- 10.2. APPROVE PAYROLL A WARRANT REPORT MARCH & APRIL 2021

[Payroll Report March and April 2021.pdf](#) 

- 10.3. APPROVE B WARRANT REPORT APRIL 2021

[B WARRANT REPORT APR 2021.pdf](#) 

- 10.4. APPROVE B WARRANTS ISSUED WITHOUT PURCHASE ORDERS FOR APRIL 2021

[B WARRANTS WITHOUT PO APR 2021.pdf](#) 

- 10.5. APPROVE PERSONNEL ASSIGNMENT ORDER

[Personnel Assignment Order.pdf](#) 

- 10.6. APPROVE PURCHASE ORDER REPORT APRIL 2021

[Purchase Order Report April 2021.pdf](#) 

- 10.7. APPROVE REVOLVING CASH FUND APRIL 2021

[April Revolving Cash.pdf](#) 

- 10.8. APPROVE SOCAL ROC RECOGNITION ACCOUNT APRIL 2021

[SoCal ROC Recognition Account.pdf](#) 

- 10.9. APPROVE AFFILIATION AGREEMENTS

President Brach stated that the only reason he pulled this item was to give the affiliation sites recognition.

Moved by: Matthew Brach

Seconded by: Jennifer Cochran

Carried

10.10. APPROVE COURSE OUTLINES

**MOTION TO APPROVE CONSENT CALENDAR
NUMBERS 1 THROUGH 10**

Move:___ Second:___ Vote:___

MB ___ NC ___ JC ___ BF ___ JH ___ CM ___ RS ___ MG ___

Moved by: Nancy Cobb

Seconded by: Bill Fournell

Carried

11. Personnel

None

12. Business Services

- 12.1. Convene public hearing for SoCal ROC 2021-2022 "All Funds Budget" - President Brach

[Public Hearing on All Funds Budget 2021-2022 Transmittal.pdf](#)



Adjourn Public Hearing

Carried

Open Public Hearing - public hearing opened at 7:33 p.m.

There were no speakers on this item.

Adjourned Public Hearing - public hearing closed at 7:33 p.m.

Moved by: Matthew Brach

Carried

- 12.2. Adopt SoCal ROC 2021-2022 "All Funds Budget"

[All Funds Budget 2021-2022 ADOPTION Transmittal \(1\).pdf](#)



Move:___ Second:___ Vote:___

MB ___ NC ___ JC ___ BF ___ JH ___ CM ___ RS ___ MG ___

Moved by: James Han

Seconded by: Bill Fournell

Carried

- 12.3. Approve the 2020-2021 Year End Appropriation Transfers - A. Helaire

Superintendent Helaire stated that this allows LACOE to make transfers as needed to meet payment obligations.

Move: ___ Second: ___ Vote: ___

MB ___ NC ___ JC ___ BF ___ JH ___ CM ___ RS ___ MW ___

Moved by: Jennifer Cochran

Seconded by: Rolf Strutzenberg

Carried

13. General Services

- 13.1. Approve Agreement with Santa Ana Workforce Development Board

Superintendent Helaire remarked that he was recently contacted by the Santa Ana Workforce Development Board expressing their interest in the Center becoming a training provider for programs listed on the I-TRAIN website. Superintendent Helaire shared that this partnership will work just like the South Bay Workforce Investment Board.

Member Cobb commented that this is a great oppoportunity for the Center to expand with additional workforce centers.

Move: ___ Second: ___ Vote: ___

MB ___ NC ___ JC ___ BF ___ JH ___ CM ___ RS ___ MW ___

Moved by: Nancy Cobb

Seconded by: Bill Fournell

Carried

- 13.2. Discuss Future of SoCal ROC - A. Helaire

Superintendent Helaire provided a presentation to discuss the future direction of SoCal ROC. He presented a chart with the cost of each course. This chart included a breakeven point.

Member Cochran stated that we need to pay close attention to the course cost to ensure we are operating profitably. She also stated we would need to identify courses that may not be profitable, but provide other benefits for the students.

Member Fournell stated that we should have a cost comparison between courses to see the difference in instructional cost

regardless of the length of the courses.

President Brach stated that we need to monitor the course cost to ensure we are charging enough to stay profitable. Otherwise, the Center will not survive.

- 13.3. Discuss time frame for in-person Board Meeting - A. Helaire
Members of the Board shared that they have returned to in-person Board meeting with their perspective districts and are willing to do the same for the Center.

Member Cobb suggested that Zoom meetings can be done on certain occasions or when needed.

- 13.4. Idea Parking Lot

The following are items that were suggested by Board Members for staff to pursue:

1. Service Technician Program
2. Short Term Programs

14. Board Members' Remarks

Member Wagner shared that ESUSD sent an e-mail to high school students promoting SoCal ROC.

Member Strutzenberg commented that Superintendent Keller supports SoCal ROC.

Member Cobb had no comment.

Member Cochran had no comment.

Member Fournell had no comment.

Member Han had no comment.

President Brach had no comment.

15. Adjournment

Meeting was adjourned at 9:22 p.m.

Moved by: Nancy Cobb

Seconded by: Jennifer Cochran

- 15.1. Adjourn Meeting

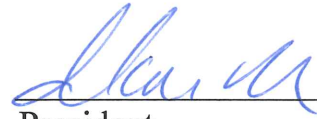
Move: ___ Second: ___ Vote: ___

MB ___ NC ___ JC ___ BF ___ JH ___ CM ___ RS ___ MW ___

Moved by: Nancy Cobb

Seconded by: Jennifer Cochran

Carried



President

18 AUG 21

Date