

Chaffey College
Advisory Board Meeting Minutes
Business and Logistics
March 10, 2017, 9:00AM – 12:00PM

Members Present: **Thierry Brusselle** (Full-time Faculty, Chaffey College), **Joseph Cascio** (Administrative Assistant II, Chaffey College), **Abel Chen** (Full-time Faculty, Chaffey College), **Jenny Darby** (Part-time Faculty, Chaffey College), **David Dillon** (Instructor, Riverside Virtual High School), **Derek Dokter** (Part-time Faculty, Chaffey College), **Michele Eckersall** (Chino Valley Unified School District), **Carol Facciponti-Malcolm**, **Thalia Garibay** (CTE Counselor, Chaffey College), **Lonzie Johnson** (Instructor, Baldy View ROP), **Don Jones** (Chino Valley Unified School District), **David Karp** (Coordinator and Full-time Faculty, Chaffey College), **Frankie Lin** (Associate Dean of Information Decision Systems, California State University San Bernardino), **Wendy Lu** (Assistant Principal, Fontana Unified School District), **Garth Masik** (Fontana Unified School District), **Art Olivia** (Assistant Manager, Distribution Services), **Michael Patton** (Walmart eCommerce Fulfilment Center), **Meridith Randall** (Associate Superintendent of Instruction and Institutional Effectiveness, Chaffey College), **Vicki Robertson** (Upland High School), **Sergio Rodriguez** (Fontana Unified School District), **Karen Sabath** (Upland High School), **Conrad Shayo** (California State University San Bernardino), **Vanessa Thomas** (CTE Project Director and Full-time Faculty, Chaffey College), **Javad Varzandeh** (Professor of Information Decision Systems, California State University San Bernardino) - *24 Present*

Welcome

- a. Coordinator David Karp began by expressing the importance of building pathways. Due to this importance he explained that the committee joining him today was comprised of mostly high school, ROP, and university representatives. His goal is to establish relationships that improve the programs we serve by building additional pathways from high Schools into careers.
- b. Assistant Superintendent of Instruction Dr. Meridith Randall– Shared the creation of those pathways is so important for our students. Chaffey College is trying to become a guided pathways college. She explained that our goal is to find out and assist student in determining their ultimate goal when coming into the college. Getting students interested in a career path early on will inspire them to become successful in pursuing their goals.

Articulation

- Business Professor and Career Transitions Project Direct, Vanessa Thomas stated that she has recently worked with Fontana High School on building a robust program that she would like to see done at other high school, ROPs and districts. Fontana Instructor, Sergio Rodriguez, expressed his gratitude with Chaffey College and stated that the commitment to high schools is visionary. Thomas shared with the committee that Logistics and Business Management courses are currently articulated. She is also seeking to articulate another, that being Global Business. However, the course is taking a long

time to approve due to developing the curriculum. Thomas thanked Fontana High School and Professor Rodriguez for their support.

Logistics

- a. Thomas also stated that she is now coordinating the creation of a wide range of programs in Logistics. The committee member expressed a common misconception that many are uninformed on what logistics is, often considering it another math class or learning how to drive trucks and forklifts. Several committee members also shared that capturing students interest in logistics is difficult due to the lack of information and knowledge on the program.
- b. Cal State San Bernardino- Dr. Frankie Lin: Expressed his desire to see the committee work as a group to prepare talent for the Inland Empire region. He stated that he looks forward to developing articulation agreements with Chaffey College.
- c. Professor Rodriguez- Shared that he doesn't know how to reach the industry professionals in the area. To which, Dr. Lin further expressed his desire to see a more formal committee organized to inform individuals and reach out to counselors.
- d. Michael Patton, Walmart Industry Professional- Stated that he has a designated time in which he can meet with committee members. He encouraged the group to reach out to him and schedule a meeting.
- e. Don Jones- Would like to see a written pathway creating for students that can be universally advertised. Coordinator Karp responded that the schools are putting together materials for students showing the different jobs and different pays at the various degrees levels. Jones further added that the different classes that students can take should be explained. He suggested that the committee should work from the same created book so that students hear the same wording repeatedly.
- f. Jay Varzandel- States that logistics is one of the oldest and most important career fields. He wants to works with high schools and colleges and extends and open invitation to contact him and that he is open to visiting colleges and high schools. He considers the Inland Empire the Silicon Valley of logistics. He added that if students can graduate with some form of interpersonal skills, they may see a salary increase of up to 70 percent. Logistics begins with the supply chain and spreads all over the world. He shared that that there is so much opportunity for hiring in the industry right now.
- g. Conrad Shayo- Wants to develop an ecosystem of successful students by catching them early and have them complete a program early. He explained the importance of having role models in front of students and would like to invite logistics professionals into the classroom.
- h. With the interest on starting early and explaining Logistics to high school and ROP students, Professor Thomas asked if any schools are interest in articulating those courses. Professor Rodriguez stated that last year he had 110 students in the program and noticed that the word was growing and that student are seeking those classes. Committee members expressed interest in articulating logistic classes.
- i. Jay Varzandeh - Explained the University articulation process. He stated that they look for similarities in courses. Typically, community colleges offer lower division classes. At

the conclusion of a program, students can transfer lower division credits, take a challenge exam, or take additional classes that give them an opportunity to earn a certificate for other programs.

- j. Coordinator Karp stated that the department has been working on aligning Chaffey's courses with Cal State San Bernardino for three years now. One of the new chancellor's goals is to break down those barriers between community college courses and university courses. He stated that Chaffey is already doing this. Jay- would like to change syllabus for courses to make them more articulated. Conrad- helps students take challenge exam, provides study guide to prepare them for success. Dr. Lin stated that San Bernardino tries to coordinate with colleges to ensure that students take the challenge exam in a timely to increase the results and success of students. Thomas shared that high school, community colleges, and universities are now trying to use the same textbooks due to articulation agreements.
- k. Dr. Lin- Expressed that San Bernardino is building scholarships for students. They were given \$200,000 to start with and the college and department will support the first two years of the scholarship. The scholarship will require working internships and as an ambassador for the program. Karp stated he would like to work on allowing students to participate in receiving this scholarship.
- l. Lonzie Johnson- Stated that Baldy View ROP has agreements for students to work at select stores. Students receive 10 weeks of in-class lecture then go to work at a store. Creates and complete different assignments with companies. Professor Rodriguez shared his concern that CTE ROP classes are being used as recovery credit for problematic students.
- m. Upland Director Vicki Robertson- Last year's CTE enrollment was around 3,200. She states that she is seeing a shift to AVID programs and courses that are A-G certified. She further expresses that counseling support hasn't been beneficial in this regard. She hopes that in the future she sees a greater push for the promotion of CTE courses that will be more beneficial to student's careers than a standard elective.
 - o CTE Counselor Thalia Garibay- responded by sharing that the CTE counselors are developing a Welcome event for high school student to come and meet with Chaffey Colleges coordinators. She also strongly suggested that schools host career expos.
- n. Professor Thomas introduced and recognized Derek Dokter for leading the Logistics Night event. The event included invited professionals that served as mentors and interacted with students. Over 100 students attended Logistics Night. Thomas stated that the next event is planned for April 12. She extended an invitation to all those interested in attending. Dokter added that it's an eye-opening event for students.

General Comments

- a. Art Olivia- Shared that he has visited several classes and spoke about the various aspects of logistics. He recommends students are shown and lead to believe they will start at the top of a Logistics giant such as Walmart or Amazon. Students should also be shown the bottom and explained that they will need to work up to the top.

- b. Dave- expressed that he would like to host a larger career day for Logistics b not enough of us, dealing with administration, recommends a larger career day for logistics, find the right people to sponsor the event, invite administrators, funding is also a problem.
- c. Thomas shared that the next Job Fair at Chaffey College is tentatively planned for April 20 from 10:00 AM to 1:00 PM. On April 21, students are visiting Cal State San Bernardino. She also invited all committee attendees and their students to both events.
- d. Derek Dokter- Stated that he is also working with a nonprofit called the Distribution Management Association (dmasocal.org). The organization is having a summit in April. They also offer scholarships to students.

International Business

- a. Brusselle– Stated that after three years, the college was in the final stages of creating a new International Business program. Coordinator Karp stated that the combination of an International Business degree along with another degree would be very beneficial to students. He is looking forward to working with San Bernardino on creating transfer opportunities.
- b. Professor Brusselle stated that logistics exist in the inland empire due to imports from other nations. International Business is crucial for these import and export partnerships to exist. Professor Abel Chen agreed and added that international law is critical to the certificate and degree.
- c. Coordinator Karp and Professor Chen expressed their appreciation to Cal State San Bernardino and thanked them for their appreciation to students and being accommodating to Chaffey College. Professor Brusselle stated that students are coming out with incredible experience and education, and are getting amazing jobs in their desired fields.
- d. Dr. Lin stated that sustainability is becoming increasingly important. The San Bernardino Applied Research Institute is working to identify interested companies to work, share ideas, and increase participation with. He is also looking forward to a partnership with Chaffey College regarding the international business program. The group unanimously agreed to support these types of partnerships.

Legal Pathway

- a. Coordinator Karp shared that Chaffey College has a paralegal and prelaw program. He stated that the legal industry lacks diversity, and to combat this, the state has created the 2+2+3 pathway to diversify the legal students. Students in the 2+2+3 pathway are provided with certain advantages and assistance. Partnership schools are in discussions to waive admission interviews and are close to agreeing to terms that enable all students guaranteed admission through the pathway.
- e. He shared that this is the second year students will be graduating from the program. Many of those students are transferring to one of the partnered schools. Students will have a robust resume once completed. Coordinator Karp expressed his interest in creating a pathway from high schools and ROPs.
- f. Externships- Professor Chen expressed that the number one factor when hiring in legal and paralegal field is work experience. Due to this, he has worked tirelessly to develop

three externships: one with San Bernardino Superior Court, one with the San Bernardino Superior Court Self-help Center, and one. Student externs experience many of the same duties and interactions as paid professionals in those fields and work with ADA district attorneys. Due to the success and commitment of Chaffey College's students, the Self-help Center is now only accepting Chaffey externs.

- g. Coordinator Karp finds that students are more likely to be successful in college when starting their career path in high school and ROP.
- h. Lonzie Johnson- Asked if Chaffey College offers a **claims adjuster course** Coordinator Karp responded that the closest course to that would be however, he would be open to offering one in the future.
- i. Johnson also inquired about what other high school and ROP legal occupations courses are articulated. Karp responded, stating that Chaffey College has Law Enforcement and Criminal Justice courses that may be appropriate for articulating with the high schools. Vicki Robertson stated that Upland High School offers a Civil Justice course through an ROP, as well as some other courses she would like to pursue articulation agreements with.
- j. Professor Chen asked the committee how they felt about pursuing these potential pathways, and if they were worth exploiting. The committee unanimously agreed that these pathways are critical to the success of students and the future industries.
- k. Rodriguez stated that Fontana High School has a large population of students that are interested, but does not offer any legal classes. He stated that the school simply does not have the room or instructors to support another subject. Garth Masik responded, stating that the more programs offered at a school affects other offered programs such as International Business. He added that schools need to work with counselors to promote CTE classes. Articulation agreements and dual enrollment will push students into successful pathways. Johnson further explained that is a great benefit for a high school student to take an articulated CTE course that gives credit at Chaffey College. Professor Thomas stated that she would like to articulate classes that are transferable to universities. An example of this would be Introduction to Business (BUS 10) which could then also be articulated through high schools and ROPs. Students that take those articulated course will not need to take them at Chaffey College or a 4-year university. Jones would like to see general education courses articulated. Coordinator Karp once again asked the committee if there was interest at the high school level. Michele Eckersall responded that she was interested and was not aware of the high school articulation process or pathways.
- l. Numerous high school representatives were active and participated at the summit. Chen stated that he would like our high school partners to be invited and represented.
- m. Sergio Rodriguez shared that at Fontana High School, over 300 new freshmen in that F.A.S.T. articulated course will be introduced into the business realm this year. It is the high school's goal to start exposing students to business as they enter the high school.
- n. Lonzie Johnson shared that he would like to explore teaching via teleconference. Professor Chen responded that CCCconfer is very robust program that can assist with that. Students are able to setup a camera and participate over the internet as if they were

attending a class session. Chen asked the committee if anyone would like someone to visit their school and present the tool and information.

- o. Don Jones stated that articulation officers and school presidents should have been invited to this meeting. It is now up to the attending members to bring the information back to their schools and sell the concept. Professor Thomas asked committee members to send contact information to the department so that they can be included in the next meeting.
- p. Coordinator Karp shared that many of Chaffey Colleges' Business students transfer and complete programs at 4-year universities.

Real Estate

- a. Coordinator Karp began discussion on the Real Estate program by stating that the program is now returning after a brief discontinuation. He added that since its return, classes are filling up and had large waitlists. Phone calls regarding the program have been coming in regularly. He and the program instructors are working on figuring out the course sequence and hopes that students will be able to finish the program in two to three semesters.
- b. Coordinator Karp shared with the committee that Chaffey's existing Real Estate Salesperson's certificate and the Real Estate Associate's degree and certificate do not align with California Department of Real Estate requirements. He proposed that the department modify the programs to bring them into alignment with state requirements to prevent students from taking courses that will not qualify them for state exams. The committee unanimously agreed that this should be done.
- c. Thalia Garibay also shared that she has been receiving countless inquiries regarding the Real Estate program. She thanked the committee for bringing the program back. She also asked if Real Estate course are planned to be offered in Summer. Coordinator Karp stated that Real Estate-10 will always be offered in summer. Instructor Jenny Darby stated that Real Estate professionals need to have 45 hours of continued education every four years.
- d. The committee unanimously agreed to continue growing the Real Estate program.
- e. Professor Brusselle stated the with Professor Darby's leadership in providing feedback on developing a more robust program. As a result students will be very successful in the program and industry. Darby stated that she would like to start teaching appraisals. In the course, she would like to invite previous Chaffey College Real Estate students to speak with current students regarding their career after graduating from Real Estate program. Eighteen years old is the minimum age to be a Real Estate Agent. Chaffey College allows anyone to join the program. There are no prerequisites or general education requirements. Darby stated that the quality of the program at Chaffey College is of the highest level. As a realtor there are many challenges to overcome but it's rewarding.
- f. Coordinator Karp explained that Business Ethics is usually a course that industry professions request. He added that Business Ethics is a core component for all (or most) of our Career Technical Education Business degrees. The exception would be our Associates of Science of Transfer degree due to transfer negotiations.
- g. Professor Brusselle shared that John Husing was invited to speak with his class. In class he shared that he has interviewed several in industry managers and that they have a zero-

tolerance policy for a lack of ethics in their organization. Lonzie Johnson stated that Business Ethic was included on each of Baldy Views' 15 pathways.

- h. Darby asked the committee if their schools offer any classes regarding selling? Vicki Robertson stated that Upland High School has a marketing course. Don Jones stated that they have business selling components such as negotiating.
- i. Garth Masik this courses without prerequisites would be a good place to start offering dual enrollment. Students can start their course work at age 17, and by time they are 18 they can transfer to a college and be done early.
- j. Darby provided the committed with two handouts. She explained that the Real Estate Broker License can be earned while working as a Real Estate salesperson. Wendy Lu asked if a Bachelors was required to be a broker. Darby responded that a BA is not required, however, there are talk that they will require a BA, but it's not there yet and she doesn't for foresee it happening.
- k. Wendy Lu asked if an individual can become a broker with law degree. Darby responded with a yes, however they would not be allowed to practice full-time. Lu also expressed her concern regarding a lack of a safety and security class regarding information. Coordinator Karp responded that a program like that does not currently exist at Chaffey College. However, as a business major there is a pathway into San Bernardino's Cybersecurity program. The program has a 100% employment rate and extends full scholarships to students in that program. The Chaffey College Computer Information Systems program is looking into starting a Cybersecurity program.
- l. Students in the Real Estate program complete open house assignments, and interview four Real Estate offices that are present to the class.

Facilities Management Program

- a. Professor Thomas stated that Chaffey College is launching a Facilities Management program in the fall. Chaffey will be the first school to implementing the program in the state. The program will deal provide background on managing large facilities, such as Walmart, Costco, college campuses, as well as skill such as dealing will HVAC units and sustainability.
- b. This is another program the college would like to start at the high school level. Professor Thomas stated that a launching party will be held on May 3, 2017 at the InTech Center in Fontana at 5:00PM to 9:00PM, tentative. Students that attend the event must be dress professionally. Students will have an experience and a foot in the door for a job once completing the Facilities Management program. The industry will have very high demand soon due to several retiring baby boomers. A typical program like this could cost anywhere from \$50 - \$60,000 dollars. The Essentials of Facilities Management course will enable students to tour facilities. Offered to students at an extreme discount, internships will be required. Lonzie Johnson asked how does the 1- 4 units get determined for the internship class. Professor Thomas stated that the unit count depends on the hours of the internships worked.
- c. Sergio Rodriguez asked to hear from Michael Patton, Walmart, on industry needs. Patton explained that he is looking to hire managers in his facilities. Upper management ranks

can earn \$60,000 and up. He finds that leadership skills are wholly lacking in the industry. When hiring, he hopes candidates have an Associates or better, though it is not necessary. He also stated that many managers are going back to school for those degrees. Professor Thomas asked how Patton how he felt about offering classes on site. He responded that he is open to it and may have space available.

Advisory Meeting Wrap-up

- a. The committee expressed that a public speaking course, including how to communicate effectively, was highly recommended by industry professionals. Professor Brusselle stated that many of our courses include a requirement that students make a presentation. Michael Patton shared that impromptu speeches were incredibly beneficial to him. It requires thinking on your feet, which he sees as a real world skill. Patton added that he was honored to be invited and is a product of community colleges. He is very excited regarding the high school pathways. Karen Sabath asked Michael Patton where in the interview do applicants typically stumble. He responded that thinking critically and on their feet is a challenge. He finds that he can teach experience, but has difficulty teaching positive attitudes and soft skills
- b. Coordinator Karp thanked the committee for their time and commitment to the college and its students. He stated that the college will continue building pathways for students.