



Business, Information Systems & Technology Advisory Meeting  
Thursday, April 25 from 6-7:30 pm  
RCCD District Office  
*Business Breakout Session Minutes*  
6:45-7:30 pm

**Facilitated by Co-Chair:** Laneshia Judon

**Faculty & Advisory Members present:** Francisco Range, Ron Pardee, Mary Baez, Amy McKenzie, David Brennen, Bryan Bolitwell, Laura Mendez, Jodi Czillill

1. **First Business Administration Pathway Cohort** will graduate this June (1st class cohort of 5 students) - All accepted into a minimum of 5 Colleges.
2. **Just finished our 2nd year of VITA** (volunteer income tax assistance) for our community. Assisted almost 300 individuals.
3. We are reaching out to the **American Management Association**, and The American Marketing Association to get their assistance in rewriting both our Management and Marketing mini-certificates, full certificates, and AS Concentration Degrees.
4. **Pathway to MBA**  
MOU signed in March with La Sierra University School of Business with 50% scholarship for our students over 24 and 30% scholarship for those under 24  
MOU with University of Redlands will be signed in May  
MOU with Azusa Pacific University will be signed in late May
5. **Working toward a MOU Pathway to MBA with:**  
The University of California, Riverside  
Cal State University, San Marcos  
Cal State University, San Bernardino
6. **Pathway to LAW**  
Law Scholars currently at UC Berkeley, UC Davis, UC Irvine, UCLA & Cal Poly  
USC Law School Exploration Workshop hosted by USC in early spring.  
Law School Forum last October, 2018  
UCLA Law School Visit and UCLA STOMP, student participation  
ABA Law School Mock Trial Competition last November, 2018  
Continuing curriculum for *Self-Help Legal Aid Assistants*, ongoing:
  - Family Law
  - Bankruptcy
  - Unlawful Detainer
  - Probate
  - Criminal Law

**7. Law Day Outreach, May 1**

Law Society and Law Scholars will assist with an Expungement Clinic on Campus, May 4<sup>th</sup> and June 1<sup>st</sup>.

**8. Pathways to Law Open House on May 17, 2019 from 9:30-1:30 pm**

Legal Panelist (Judge, Immigration Attorneys, Assistant District Attorneys from the Riverside DA's Office). Amy McKenzie from the District Attorney's Office to present on the Citizens' and College Academy

Laura Mendez, will speak on the panel of legal professionals

Law Scholar Panelist (UCLA Spring 2019 graduate, accepted into CLEO with guaranteed admission to 4 law schools with partial or full tuition paid)

Law Scholar Panelist, currently attending UC Berkeley

Law School Representatives

**9. Working with our Cyber Security Expert, Skip Berry, in developing a Cyber Technician Certificate to obtain an NSF (National Science Foundation) grant.**

**10. Hiring two new faculty: General Business and Accounting**

**11. Programs and certificates within programs for approval:**

**A. Human Resources:**

Core classes updated to reflect industry standards via PIRHA (Professionals in Human Resources Association) and the assistance of our new advisory member Christina Gonzales-Hicks. Once students complete these courses they will be eligible to take PIRHA exam and once passed earn the HR Entry Level Title. We will update AS Concentration in Human Resource Management transferable certificate. These will be offered as credit, noncredit, and distance education. Courses, programs, and certificates all approved. **(Brian Bolitwell/Mary Baez)MC**

Further noted: Advisory was impressed with keeping up to date with industry. See the change is going in the right direction.

**B. Entrepreneurship:**

Development of 8 new courses; 3 stackable mini-certificates; combined equals a full non-transfer certificate, and we will update AS Concentration in Entrepreneurship transferable certificate. These will be offered as credit, noncredit, and distance education. Program, Courses, certificates (credit and noncredit), and Distance Education all approved. **(Mary Baez/David Brennen)MC**

**C. International Business:**

We will become a Certified Global Business Profession Training Center. We will align the NASBITE Accreditation requirements with our existing program earn accreditation and offer our students the opportunity to this National CGBP Designation. We will update AS Concentration in International Business transferable certificate. These will be offered as credit, noncredit, and distance education. Program, Courses, certificates (credit and noncredit), and Distance Education all approved. **(David Brennen/Francisco Rangel)MC**

Further noted: Advisory was impressed with up keeping up to date with industry. See the change is good.

## **12. New Programs/Certificates/Classes for approval:**

### **A. 21 Century Skills:**

Working with the state of California, we have developed 17 new courses that will provide our students with the necessary employment "soft" skills. Each class can earn the students a badge and we will group courses to provide students with the opportunity to earn mini-certificates. These will be offered as noncredit distance education badge and we will group courses to provide students with the opportunity to earn mini-certificates. These will be offered as noncredit distance education.

Advisory members gave several examples of what students should possess as "soft skills." Some mentioned were: Dress, appropriate business language, interviewing skills, interaction, appropriate modes of communication and how to use; business situations, and skills related to attitude based learning. Stressed the importance of these skills that are needed outside of the classroom instruction and for the workplace. Students should be provided several scenarios of appropriate engagement, communication and skills needed for employability and sustainability. Basis workplace etiquette courses, as well as "risk management" courses, with basic skills. Also, need these skills for entrepreneurs when dealing with clients, as well as developing courses specific to industry, and financial management and planning. Also, in particular to contractors in the construction industry. Consideration also for licensing classes and continued education: Contract law for licenses contractors. Development of a certificate and/or courses geared toward contractor professionals: Contract law, Basic Law & Ethics, and Salesmanship.

Program, Courses, certificates (credit and noncredit), and Distance Education for 21 Century Skills was all approved. **(Amy McKenzie/Brian Bolitwell)MC**

### **B. Registered Income and Small Business Tax Preparer:**

Develop 2 new state-required courses and add to our existing VITA class to offer a mini-certificate in tax preparation which will qualify the students to earn the State CTEC designation. These will be offered as credit, noncredit, and distance education.

Francisco Rangel, further spoke on the updates of the VITA program. QuickBooks was an emphasized course for professionals as well as Accounting 65.

Program, Courses, certificates (credit and noncredit), and Distance Education all approved. **(Brian Bolitwell/Laura Mendez)MC**

### **C. Six Sigma**

We are developing the Six Sigma Yellow Belt courses so our students can qualify to take the exam to earn the designation. Once done we will add Green and Black Belt. These will be offered as credit, noncredit, and distance education. Discussion on Quality Assurance and being productive in the workplace.

Program, Courses, certificates (credit and noncredit), and Distance Education for Six Sigma was all approved. **(Amy McKenzie/Brian Bolitwell)MC**

### **13. BILT (Business and Industry Leadership Team)**

Informed members that they as our Advisors are industry leaders-the boots on the ground. Moving toward model of "co-leading " our programs and curriculum with future industry trends and needs/what our graduates need. Advisory members will help "drive our curriculum" and help improve our programs. Advisory area of expertise/involvement with specific discipline(s), was provided thru the sign-in sheet. Members were asked to indicate area (s) they would like to co-lead. Only 4 meetings a year (1 face-to- face and 3 Zoom).

Bases on this discussion, reiteration of courses geared toward entrepreneurs, in particular to construction contractors. A need for basic contract law specifically for contractors, salesmanship (law and skills), and continuing education for contractors. It was mentioned that many contractors lack knowledge of actual contract law, and need to know the different areas of which their license actually covers. Additional courses for self-employment, personal finance and professional courses. Many members signed up for the different

#### **discipline areas of business:**

General Business  
Accounting  
Management  
Marketing  
International Business  
Entrepreneurship  
Human Resources  
Paralegal (and Pathway to Law School)  
Real Estate

Support and vote to Move to the BILT model for the upcoming year: **(Mary Baez/David Brennen)MC**

### **14. Meeting adjourned at 7:40 pm.**

Minutes submitted by Laneshia Judon