

EAST LOS ANGELES COLLEGE
Computer Applications & Office Technologies Department
Technology & Logistics Program
International Trade

ADVISORY COMMITTEE MEETING
February 1, 2017
10:30-12:00 p.m.

MINUTES

I. WELCOME AND INTRODUCTIONS: Rebecca Hsiao, chair of the Computer Applications and Office Technologies Department (CAOT), called the eleventh annual Technology & Logistics Advisory Committee meeting to order at 10:35 a.m. Dr. Armida Ornelas, vice president of continuing education and workforce development, welcomed the committee. In her remarks, she stressed the importance of the contributions of the committee's collective expertise in the logistics industry to guide the college in developing innovated programs/curriculum to train and promote employment for our students.

Professor Hsiao expressed appreciation for the Committee's service, given their busy work schedules, and invited them to introduce themselves:

Tai Aimi	Principal Training & Development Specialist, L. A. Metro
Brenda Baity	Adjunct Faculty, CAOT Department, ELAC
Dray Banks	Career Counselor, ELAC
Julie Benavides	Vice President, Student Services, ELAC
Raul Carpio	Management Coord, GAIN/GROW Division, L. A. County of Education
Lisa Chan	Career Development Program Supervisor, L. A. County of Education
Andrea Chavez de Armas	College Academic Counselor, Aspire Pacific Academy
Linda Choy	Career Development & Program Specialist, L. A. County of Education
Marion Jane Colston	Sr. Director, L. A. Metro
Karen Cross	Faculty, CAOT Department, ELAC
Ruth DePieri	Adjunct Faculty, International Trade, CAOT Department, ELAC
Candyce Fabre	Transportation Associate, L. A. Metro
Jessica Gladney	Director, Community College Relations, National University
Christian Gonzalez	Student, Logistics Program and a tutor, CAOT Department, ELAC
Eliana Gonzalez-Alfaro	Program Coordinator, Los Angeles-Coastal Workforce Services Division
Leah Goold-Haws	Deputy Sector Navigator, Global Trade and Logistics for Calif. Community Colleges
Rebecca Hsiao	Chair, CAOT Department, ELAC
Aslya Khawaja	Transportation Associate, L. A. Metro
Michael Kim	Faculty, Schurr High School
Nick Kochek	Vice President of Operations, UPS
Regina Lomeli	Operations Management Supervisor, UPS
Tim McElligott	Main Street Preload Operations Manager, UPS
Leo Medina	Faculty, Technology & Logistics, CAOT Department, ELAC

Dennis Melendez	Director, Mail and Warehouse Services, Pepperdine University
Monique Mozov	Pathways, ELAC
Maria Navarro	CalWORKS Case Manager, ELAC
Maria Nevarez	Trade Adjustment Assistant Specialist, EDD – East L. A. Workforce Services
Armida Ornelas	Vice President, Continuing Education & Workforce Development, ELAC
Jessica Peak	Counselor, Veterans Center, ELAC
Colleen Perez	Pathways Coordinator, Montebello Unified School District
Crystal Prendiz	Employment Program Manager, EDD – East Los Angeles Workforce Services
Josue Moises Reyes	Industrial Engineer, UPS
Reuben Roque	CGCA – Veterans Center, ELAC
Pietro Rosetti	Chief Executive Officer, FVO Solutions
Carlos Ruiz	Senior Account Manager, UPS Sales
Jaz Sawyer	Preload Supervisor, Main Street Division, UPS
Silvia Serrano	Instructional Assistant, CAOT Department, ELAC
Wing Shum	Instructional Assistant in Technology, CAOT Department, ELAC
Eric Serva	Student, Logistics program student and Operations Supervisor, UPS
Alberto Uribe	Executive Director, Community Career Development
Devin Waller	Exhibit Project Manager, California Science Center Foundation

II. MINUTES FOR THE 2016 MEETING: Members received the minutes for the last Advisory Committee meeting held on February 3, 2016, in their information packets.

III. OVERVIEW OF LOGISTICS PROGRAM - BACKGROUND AND EXPANSION

A. The Logistics Program literally began from scratch in 2006 under the leadership of the former chair of the department, Elaine Shibata. The Technology & Logistics Advisory Committee has been instrumental in helping the program to move forward and grow. The program has been awarded eight separate grants since its inception. The committee members received a brochure in their packet of materials presenting all of the courses in the skills certificates (4 opportunities consisting of 9 to 17 units), certificates of achievement (2 opportunities consisting of 19 or 27 units), and an associate degree (60 units) available to our students. In 2016 National University partnered with ELAC to provide a 15 percent tuition discount to ELAC students who transfer to National.

IV. 2016 ACCOMPLISHMENTS (“WINS”): Professor Medina led the discussion regarding the program’s accomplishments in 2016.

A. **High School Pathway:** We have partnerships with LAUSD-area high schools to develop pathways for their students to give them an early start to make them college and career ready. This year we solidified a partnership with the Montebello Unified School District. Colleen Perez from Montebello shared what the district is doing in the development of 11 pathways integrated for college prep and CTE. Students will spend four years in a cohort in the global business and logistics pathway. She expressed appreciation for how helpful Ms. Perez invited Michael Kim, instructor at Schurr High School, to speak about the success he is having with his Business Finance course that includes advanced skill sets. Ms. Perez described “maker space” consisting of four joined classrooms where

students can work on projects in a simulated work environment, such as for global logistics. Both Ms. Perez and Mr. Medina invited committee members to visit the class and assist in developing ideas about what might work in maker space for global logistics.

- B. **Cal State University and National University:** We expect our students to transfer – employment opportunities are much better if one has a degree.
- All program course offerings are CSU transferable, including to Cal State, Los Angeles; Cal State, Dominguez Hills; and Cal State, San Bernardino. We're working on developing partnerships with Cal State, San Diego; Cal Poly, Pomona; and Cal State, Northridge.
 - Jessica Gladney is Director of Community College Relations at National University, a 28-campus accredited, private, nonprofit university that has graduated about 200,000 students since 1971. National actively recruits business professionals. Their accelerated-paced programs cater to adult learners. A degree can be completed in about 1½ years. Most programs are hybrid model; several online-degree program options are offered. There is open enrollment, with new courses offered every month. The university fosters partnerships with the California community colleges and with businesses and organizations, both public and private.
- C. **CSCMP Scholarship Awardee:** The Council of Supply Chain Management Professionals awarded a \$1,000 scholarship to an ELAC logistics student in 2016.
- D. **Industry Education Conference:** The Department hosted a UPS-sponsored conference for about 200 employees. Nick Kocheck, Vice President of Operations at UPS, described the necessity for companies to partner with higher education. UPS has many employees and supervisors, full-time and part-time, who can earn career advancement through educational opportunities supported by UPS. Professor Medina noted that such arrangements represent a win-win situation – an investment in human capital.
- E. **International Trade Discipline:** International Trade is now part of the CAOT discipline. A certificate of achievement (39-40 units) is now available in international trade.
- F. **Student Success:** Several students shared stories about their success in the program as well as employment opportunities which have resulted. Christian Gonzalez talked about the confidence he has gained while participating in the program. He has earned his Associate's degree and will transfer to CSULA this fall. Josue Reyes, came to ELAC from Cal State, Los Angeles, and enrolled in logistics courses where his potential was recognized. He started last November at UPS as an operations supervisor and was promoted to industrial engineering in January. Regina Lomeli is also a great example of success as an operations supervisor at UPS. Eric Serva, a Marines veteran, enrolled at ELAC two years ago. His first major did not work out. He gained experience in logistics in the military. That experience led him to enroll in the ELAC program, which he learned about at a campus vets meeting. He is now a part-time operations supervisor at the UPS Main Street facility. He plans to finish the ELAC program and transfer to CSULA to continue his education in logistics.

V. INPUT FROM ADVISORY COMMITTEE

- A. **Co-operative Education:** Participation by the Logistics program in the ELAC co-op education program will provide working students with the opportunity to earn credit for

college work if their work aligns with their college courses. The program's proposal to participate in the co-op program will be sent to the Curriculum Committee next month for approval and will be live by April. Students/Employees will be encouraged to remain in the logistics program to earn an associate degree or a certificate. Marion Colston, MTA, shared that about six years ago, MTA was involved with the ELAC PACE program, a fast-track way for working students to take courses. Since PACE is no longer available, she is pleased to see a co-op program coming online in which MTA employees can participate. Advisory committee members were encouraged to identify their needs for employee training that might be accompanied by college classes that align with their jobs, and the department will work to give college credit to their employees.

B. Internships: For over two years, we have been discussing how can we develop internships for our students as this is a missing piece in our program. Internship opportunities need to be identified. We want employers to develop summer internships to enable students to get their feet wet and be able to continue their course work throughout the regular school year.

- ELAC Career Counselor, Dray Banks, supports the idea to immerse students in situations where they can actually see employment opportunities rather than just see numbers and facts. Internships would go through the college Career Center.
- Professor Medina stated that MTA has taken on high school students as interns in the past. Tai Alimi, MTA, noted that the MTA internship program goes on all year round and also includes college students. They must meet certain requirements, including unit load and GPA. Ms. Colston cautioned that logistics jobs are union tied and certain union requirements must be met.
- Leah Goold-Haws, Deputy Sector Navigator for Global Trade and Logistics, California Community Colleges, spoke about how her office can assist in this area by developing a network of potential mentors who can work with students on projects where they can earn digital badges that recognize competence. The opportunities will be uploaded to LinkedIn so that communication will occur electronically.

C. Certificate Name Change – Logistics Levels 1 and 2: Professor Medina proposed name changes for the Logistics Level 1 and Logistics Level 2 Skill Certificates to make them more descriptive. He proposed that since Level 1 builds to earning the *Logistics Materials Handling Certification Skill Certificate* that it might be renamed *Order Processor* while Level 2 might be renamed *Logistics Coordinator*. Ms. Colston from MTA stated that it would be wise to research other related industries to see what they are calling their entry-level employees. For example, "Transportation Specialist 1" and Transportation Specialist 2," might be more appropriate for MTA entry-level employees. Dennis Melendez, Pepperdine University, also cautioned that we should take care with the name selection so as not to silo/limit a name/title. It was generally agreed that *Technology and Logistics Skill Certificate - Level 2* could be changed to *Logistics Coordinator – Level 2*. Suggested name changes for Level 1 included *Operations Clerk – Level 1*, *Operations Coordinator – Level 1*, *Operations Processor Specialist - Level 1*, and *Operations Specialist – Level 1*.

D. Change Discipline Name from *Technology and Logistics* to *Global Trade and Logistics*: Since its inception in 2006, the Technology and Logistics program has grown and now

encompasses a broader scope. All of the courses have a global flavor. Therefore, the program is seeking the inclusion of the term “global” in its title.

- Mr. Kochek noted that “Global” definitely enhances the scope of the discipline.
- Ms. Gould-Haws stated that the global trade has been identified as one of the 10 sectors in the state that is of great importance to business logistics growth and that the suggested title for the discipline is what her organization uses. She is working with 19 community colleges and their feeder schools in Southern California.
- Professor Ruth DePieri highly endorsed the inclusion of international trade courses in such areas as international marketing and compliance in export and imports. Training in international trade would certainly broaden the job opportunities in logistics. CSULA has an excellent program in international trade. She noted that the research conducted by the Global Trade & Logistics - Deputy Sector Navigator for California community colleges found high unemployment rates in international trade and job training is needed in these areas.

VI. PLANS FOR 2017-2018

- A. Student Scholarships: The Foundation at ELAC funnels** all donated proceeds to our students. Professor Medina invited organizations to support our foundation for scholarships for our logistics students.
- B. New Certificate – *Logistics Fundamentals*:** The new certificate would be offered at our feeder high schools. In junior year, a student would take a combination of Logistics 101, 102, and 103 for a certificate. In senior year, the student would continue with the program by taking Logistics 104 and 105 and earn a *Logistics Material Handling Certification*. In the summer after graduation, the student would attend ELAC to earn the *Leadership in Global Logistics Skill Certificate* after completing a boot camp for training in Leadership in Global Logistics by taking Logistics 106.
- C. E-Commerce for Global Trade & Entrepreneurs:** Tabled.
- D. OSHA Safety Certificate:** The department would like to implement an *Industry Safety Standards Certificate* that consists of three courses: Logistics 104, Logistics 105, and a new course, *Logistics 108 - Industry Safety Fundamentals*. A company’s highest priority is a safe and secure environment. Professor Medina will take a one-week intensive course at CSU, Dominguez Hills, on such safety topics as how to read OSHA standards and navigate through OSHA, to become OSHA certified. Then he will take one more intense course, *Train the Trainer*. He will teach the course at the employer’s site as well as at ELAC. For a student to have knowledge of OSHA before going to work instead of after is a valuable quality. It is hoped that Logistics 108 will go live by this fall – no later than next spring – once it goes through the curriculum process.

VII. RECOMMENDATIONS FROM ADVISORY COMMITTEE: The following motions were unanimously approved by the Advisory Committee.

- **M/S/Passed unanimously (Melendez/Colston) that the Technology & Logistics Advisory Committee endorses the change of the discipline name to *Global Trade and Logistics*.**

- **M/S/Passed unanimously (Melendez/Gonzalez) that the Technology & Logistics Advisory Committee endorses the name change for the *Technology and Logistics Skill Certificate – Level 1 to Operations Clerk* and endorses the name change for the *Technology and Logistics Skill Certificate - Level 2 to Logistics Specialist Skill Certificate*.**
- **M/S/Passed unanimously (Kochek/Nevarez) that the Technology & Logistics Advisory Committee endorses the development of a new course, *Logistics 108 – Industry Safety Fundamentals*, and a new certificate, *Industry Safety Standards Certificate* consisting of the courses, Logistics 104, 105, and 108.**
- **M/S/Passed unanimously (Yesenia/Carpio) that the Technology & Logistics Advisory Committee endorses the development of the certificate, *Logistics Fundamentals*, for high school students.**

VIII. ADJOURNMENT: The meeting was adjourned at 12 p.m. for lunch during which Advisory Committee members continued their discussions and gathered for a group picture.

Respectfully submitted,

Brenda Baity, Professor Emeritus
CAOT Department