

## Business Advisory Committee Meeting | Agenda

Date: **May 19, 2023** | Time: **1pm-2:30pm** | Location: Online Meeting: [Zoom Meeting Link...88949328929](https://laccd.zoom.us/j/88949328929)

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Zoom ID: **88949328929**

<p>Department Members</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dr. Kevin Sanford, Dept Chair (Business)</li> <li><input type="checkbox"/> Nikoo Berenji (Law, Real Estate)</li> <li><input type="checkbox"/> Siu Chung (Accounting)</li> <li><input type="checkbox"/> Kendrick Kim (Real Estate, Business)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Howard Levine (Accounting, Business)</li> <li><input type="checkbox"/> Ray Mathieu (Accounting, Business)</li> <li><input type="checkbox"/> Dr. Brandi Payne (Business)</li> <li><input type="checkbox"/> Dr. Tasos Sioukas (Business)</li> </ul>
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Business Advisors in attendance were: Chris Lebreton, Regional Manager at West Coast Escrow (**Real Estate/Business/HR**), Desmond Evans, VP of Commercial Lending & Business Services (**Real Estate/Business/HR**), Ford Roosevelt, President & CEO at Project GRAD Los Angeles (**Business/HR**). Jaime Urquilla, entrepreneur (**Business/HR**), Jocelyn Swinton, Tax preparer (**Accounting**), Karina Mardirossian, Associate HR Business Partner at Riot Games (**Business/HR**), Mike Koch, Senior Vice President, Professional Services (**Business/HR**), Scott Miller, Manager - Pension Assurance LLP (**Accounting/Management**), Victoria Greene, Executive Vice President, Brand Marketing & Growth, R&C (**Marketing/Business/HR**), Zara Mosikian, Data Governance Analyst at Western Asset Management (**Accounting/Real Estate**), Peter Weinberger, Esq., Mediator (**Law/Legal**), Jenny Tsay, JD, Securities Litigation (**Law/Legal**), Noelle Nicolai, JD, Employment Law (**Law/Legal**)

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The meeting began at 1:05. After a welcome from Kevin, the advisors and faculty introduced themselves. It was noted the diverse backgrounds of the advisors.

The following department updates were discussed:

### New Course(s) (1)

- Kevin brought up a pending new course, starting in Spring 2024. Business Statistics will be contextualized, focusing on business topics and interpretation.

### New Programs (2)

#### 1. **Human Resource Management (HRM) Certificate of Achievement**

- Kevin Sanford initiated the information and discussion on the HRM Certificate. The above members and affiliated advisors were informed on the details of the Certificate of Achievement, and how it will benefit students entering the job market after the completion of the certificate. It was discussed that students will be prepared to work as first-level human resource management and related supervisory jobs, and other areas of the business environment. A run-down of the classes were shown on the white board to all members and affiliated HR advisors, which included the following written details for all to view:
- **Human Resource Management (HRM) Certificate of Achievement Required courses (18 Units):**  
 MGMT 031 - Human Relations for Employees,  
 MGMT 001 - Principles of Management,  
 MGMT 033 - Human Capital Management,  
 BUS 001 - Introduction to Business,  
 BUS 032 - Business Communications,  
 LAW 001 - Business Law
- The discussion on Human Resource Management (HRM) Certificate and the practicality of this certificate was discussed in great detail. The advisory members unanimously agreed to endorse the HRM certificate, based on the information provided. Additionally, the advisory members present confirmed that they would be more likely to hire our students, once they have completed this HRM certificate.

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## 2. Legal Administrative Assistant Certificate of Achievement (18 units)

### Nikoo Berenji, JD discussed **Legal Administrative Assistant Certificate**

The above members and affiliated advisors were informed on the details of the Certificate of Achievement, and how it will benefit students entering the legal job market after the completion of the certificate. It was discussed that students will be prepared to work to provide clerical support in a Paralegal or Law Office. A run-down of the classes were shown on the white board to all members and affiliated legal/law advisors, which included the following written details for all to view:

- **Legal Administrative Assistant Certificate of Achievement Required courses (18 Units):**

PALEGAL 014 - Law Office Management and Procedures

PALEGAL 017 - Legal Writing

PALEGAL 011 - Intro to Civil Litigation

PALEGAL 012 - Tort Law

PALEGAL 041 - Contract Law for Paralegals

LAW 001 - Business Law

- The discussion on Legal Administrative Assistant Certificate and the practicality of this certificate was discussed in great detail. **The advisory members unanimously agreed that they whole heartily endorse this program, based on the information provided.** Additionally, the affiliated advisory members present confirmed that they would be more likely to hire our students, once they have completed the Legal Administrative Assistant certificate.

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### Skills Exercise

- Nikoo and Brandi explained that the skills exercise is designed to get feedback on employment skills. Two videos were shared as an introduction.
- A survey was shared asking for their feedback on: The top 5 skills that they are looking for when hiring.
- The groups were put in breakout rooms, with the goal being to narrow the list to the one top skill that they believe is important. The groups reported back with the following observations as their top skill:
  - The ability to learn and adapt.
  - Ethics and critical and moral thinking.
  - Basic communication skills.

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- It was suggested that having a public relations representative might help with the communications suggestions. Also suggested was having a technology representative on the committee would be helpful.
  - A survey was circulated to the members. A discussion was held about the impact of AI in not only the school but also in the workplace.
  - Prior to conclusion, one of the advisory members reiterated their support and the community need for LAVC to expand their legal class offerings and they are excited about this new Legal Administrative Assistant Certificate.
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### Conclusion

- After the advisors were thanked, the meeting was concluded at 2:15. There will be events in the Fall, and the advisors will be notified and invited.