**EAST LOS ANGELES COLLEGE**

**DEPARTMENT OF BUSINESS ADMINISTRATION**

**Advisory Committee Meeting**

Friday, November 17th, 2017

12:00 – 2:00 p.m.

Technology Center E3-313

**Purpose:** Advisory Committee Meeting

**Chaired by:** Isabel Yeung

**ADVISORY COMMITTEE MEMBERS PRESENT**

 Mr. David Lau

 Former Mayor, City of Monterey Park

Mr. Cynthia Amador

 CEO, Azul Management Systems Institute

 Ms. Constance Anderson

 Director, Small Business Development Center

 Mr. Javier Lepe Arreola

 Attorney, Law Offices of Javier Lepe

 Ms. Jacky Chen

 Principle Solution Architect

 Ms. Lillian Conroe

 Governor’s Office for Small Business

 Ms. Nadia Haddad

 President, Freeway Towing

 Ms. Katyna Hernandez

 Wells Fargo, Manager/Vice President

 Ms. Amy Kaizuka

 Senior Staff Attorney, OneJustice

 Ms. Kat Delgado Kirkwood

 Businessperson

 Mr. Lee Brian

 Owner, Relion

 Mr. Steve Lo

 Application Development Supervisor, Community Development Commission County

 Mr. Daniel Morales

 College Instructor – Computer Science

 Mr. Jose Juan Vega

 FVP Manager, Small Bus Development, Small Bus Lending Dept.

 Mr. David Alexander

 Chief Info Sec Officer, LADWP

 Mr. Gonzales Luis

 Wells Fargo

 Mr. Frank J. Gomez

 Tax, Block Advisors

**ADJUNCT FACULTY OF ELAC BUSINESS DEPARTMENT PRESENT**

 Mr. Oliver Hsu

 Operation Administration Manager, LA County

 Adjunct Instructor of Accounting, ELAC

 Mr. Ryan Toma

 Accountant, Adjunct Instructor of Accounting, ELAC

 Mr. Donald Dennis

 Attorney, Adjunct Instructor of Law, ELAC

**FULL TIME FACULTY OF ELAC BUSINESS DEPARTMENT PRESENT**

 Mr. Frank Aguirre

 Assistant Professor of Business

Ms. Jennifer Alvarado

 Assistant Professor of Accounting

Mr. Adolfo Espinoza

 Assistant Professor of Accounting

Mr. Harvey Hihara

 Assistant Professor of Accounting

 Mr. Babak Khollesi

 Assistant Professor of Computer Science Information Technology

 Mr. Satoshi Kojima

 Professor of Accounting

 Ms. Laura E. Ramirez

 Assistant Professor of Business

Mr. Filemon Kevin Samson

 Assistant Professor of Law

 Ms. Helen Sheran

 Professor of Computer Science Information Technology

Ms. Isabel Yeung, Business Administration Department Chairperson

 Professor of Accounting

**EAST LOS ANGELES COLLEGE ADMINISTRATION & STUDENT REPRESENTATIVE**

 Ms. Mercedes Yanez

 Dean, Academic Affairs / Career Technical Education

 Mr. Armond Aghakhanian

 Foundation

Mr. Rodrigo Aguirre

 ASU

Ms. Lynette Dolatre

 CGCA, Elac

 Mr. Kahna Song

 Student, Major Accounting

 Mr. Yewen Zhou

 Student, Major Economics

1. **Lunch and Informal Networking (12:00-12:30 PM)**

Lunch, refreshments and social time were enjoyed by Advisory Committee members who attended.

1. **Call to Order (12:30 PM)**

East Los Angeles College Business Administration Department Chairperson Isabel Yeung called the Business Administration Department Advisory Committee Meeting to order in the E7 Technology Center Building Conference Room, E3-313, at 12:30 p.m.

1. **Welcome: Isabel Yeung, Department Chair**

Ms. Yeung – Welcome Speech

* Purpose of the meeting: To gather a group of professionals and community leaders together from the community in order to learn from their advices on how the Department can be improved. The Department will seek for suggestions on course and program development, and recent technologies.
1. **Introduction of Guests**

The Committee members and Faculty members present introduced themselves. (Please see the guest list)

1. **Discussion: Impact of Technology to Millennials in the Business World**
2. What is the impact of technology to millennials in the business world?
* Students need to bring value to their employer
* Expectation that students know social media and are willing to share their knowledge with their employer.
* Students with presentation skills are add value to a business.
* Knowledge of geocoding and how to put together a social media marketing campaign are desirable skills.
	1. Internships are a good way to learn need of employers.
* Fee processing using Vimeo, mobile apps, Eventbrite as well as direct deposit are skills employers seek.
* Marketing through social media is a valuable skill.
1. What does the business expect from ELAC students?
* Employers expect students to adjust their expectations for an entry-level job and learn quickly.
	1. Even a photocopy job is an opportunity to see a business from the inside.
* Students need good interpersonal skills, communication skills.
* Students need to respect the process of the workplace and introduce new tools like social media respectfully.
* Students need to understand the unwritten culture of a workplace regarding conflict resolution, and develop their personal power.
* Students need to dress professionally.
* Students need good business ethics and need to embrace peer learning.
1. **New Programs and Certificates that have been Approved**
2. Accounting
* Forensic Accounting
* CPA Accounting Requirements Certificate – 24 units
1. Business, Finance, Management, Marketing and Supervision
* Hospitality Management
* Organizational and Theory Management
* Accredited Financial Counselor Pathway
* Public Relations in Business
* Business Communications
* Business Ethics
* Work Readiness Skills
* Internet Marketing
* Essentials of Social Media Marketing
* Business Financial Management
* Sales Psychology
1. Computer Science
* Cyber Security Certificate
	+ - * Intro to Comp. Security / Network Info System Security
			* Intro to Comp. Forensics
* Cloud Computing Certificate
	+ - * Intro to Cloud Computing
			* Database Essentials in Amazon Web Service
			* Compute Engines in Amazon Web Service
			* Security in Amazon Web Service
			* Server-side Ruby Web Programming
* Web Development Certificate
	+ - * Intro to Web Scripting
			* Database-Driven Webpage Development
* Courses that fall under more than one certificate:
	+ - * Mobile App – Android
			* Mobile App – iOS
			* Linux-Unix OS
			* Python programming
			* Xamarin – MS Visual Studio
1. Law & Real Estate
* Legal Assistant / Paralegal Skills Certificate
1. **Summary and Closing Remarks**

The Department Chairman, Ms. Yeung thanked the members for participating in the meeting and adjourned the meeting