**LOS ANGELES VALLEY COLLEGE  
BUSINESS ADMINISTRATION DEPARTMENT  
ADIVISORY BOARD MEETING**

**May 3, 2019**

**12:40:   
Advisory Meeting started with a Welcome and Introductions**Tasos Sioukas welcomed everyone to the meeting and asked everyone introduce themselves. In addition to LAVC attendees (VP Karen Daar, Tasos Sioukas, Kevin Sanford, Siu Chung, Howard Levine, Ray Mathieu, Gjenaii Enciso-Givhan, Nikoo Berenji, Valeria Covarrubias, Amanda Davies, Rotha Koam),   
  
Business Advisors in attendance were: Anton Elyass, *General Manager at The T-Shirt Land Company,*  Chris Lebreton, *Regional Manager at West Coast Escrow*, Desmond Evans, *VP of Commercial Lending & Business Services*, Ford Roosevelt, *President & CEO at Project GRAD Los Angeles* Jaime Urquilla, *Personal trainer, entrepreneur*, Jocelyn Swinton, *Tax preparer*, Karina Mardirossian, *Associate HR Business Partner at Riot Games*, Mike Koch, *Senior Vice President, Professional Services*, Scott Miller, *Manager - Pension Assurance LLP*, Sean Hesami, *President of Exclusive Notary Company*, Sergio Baez, *Senior Manager, Licensing at Disney*, Victoria Greene, *Executive Vice President, Brand Marketing & Growth, R&C*, Tori Gutierrez, *Investment Adviser Representative - Foresters Advisory Services, LLC*, Zara Mosikian, *Data Governance Analyst at Western Asset Management*, and Jonathan Weinstein, *Talent Agent at United Talent Agency.*  
  
**Recommendations Implemented & Updates Discussed:**Tasos Sioukas gave an update of the advisory board recommendations that were implemented this academic year:   
  
1) Business Administration ranked second in completions (certificates and degrees) among career education department;   
  
2) the second entrepreneurial retreat and business start-up boot camp were a success;   
  
3) one-on-one mentoring was provided to over 400 students during the last five semesters through one of the Strong Workforce grants   
  
4) our 3rd Entrepreneurship Conference was held in Fall 2018 and was successful;   
  
5) we held an Accounting CPA night in cooperation with Cal-CPA with over 200 attendees; and   
  
6) we are going to develop a Business Essentials certificate.

**Business Essential Certificate Discussed:** Kevin Sanford initiated the information and discussion on the Business Essentials 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 management and 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 advisors, which included the following written details for all to view:

Business Essential Certificate Required courses (11 Units):  Intro to Business (BUS 001) 3-units, Business Law (LAW 001) 3-units, Intro to Accounting I (ACCTG 001) 5-units and Electives courses (5-6 units):  Business Communications (BUS 032) 3-units, Principles of Management (MGMT 001) 3-units, Principles of Marketing (MARKET 021) 3-units, Personal Finance & Investments (FINANCE 008) 3-units, Intro to Accounting II (ACCTG 002), 5-units

The discussion on Business Essential Certificate and the practicality of this certificate was discussed in great detail. The advisory members unanimously agreed to endorse this 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 certificate.

**Industries Represented:** The Industries/Disciplines represented at the meeting were: Consumer Products, Real Estate, Retailing, Accounting, Insurance, Non-Profit, Banking/Finance, Technology, Entertainment, Entrepreneurship, Health Care, Public Sector. The companies ranged from small to large in size. The advisors did not make any recommendations for including additional industries on the advisory committee.   
  
**Skills Exercise:** Kevin Sanford and Nikoo Berenji facilitated a brainstorm exercise where affiliated advisors identified the skills that they look for the most when hiring new employees.

The top skills recommended were:

|  |  |  |
| --- | --- | --- |
| * People/social skills * Analytical problem solving * Self-starter * Professionalism * Coachable/willingness to grow/learn * Time management skills * Better use of skill sets * Leadership skills * Ability to learn from mistakes * Oral/written communication * Being well prepared for interview | * Team building skills/attitude * International/cultural skills * Passion * Sense of humor * Culture Fit * Technical skills * Education/business acumen * Social intelligence * Reliability * Goal oriented * Adaptability/resourcefulness * Honesty/integrity * Mastery of skillset/expertise | * Speak confidently * Work under pressure * Strong work ethic * Think outside the box * Ability to work in agile environment * Negotiation skills * Accountability * Positive attitude * Good customer service * Strategic thinking * Continued learning * Listening skills |

**Affiliated advisors were asked to prioritize the most crucial skills. They were:**

|  |  |
| --- | --- |
| 1. Problem solving/analytical skills 2. People/social skills 3. Written/oral communication and listening skills | 1. Team Building skills/attitude 2. Truthfulness/integrity 3. Strong work Ethic |

**Advisory Board Survey:** The advisors were asked to fill out the advisory board survey. There were completed and submitted.

**Additional Announcement:** Nikoo Berenji made an announcement regarding the Young Women’s Initiative Group, and the advantage of students to join and prosper from being active members.   
  
**Adjournment:** Tasos Sioukas thanked all the advisors for their participation and support. The meeting was adjourned.