**EL CAMINO COLLEGE**

**Real Estate Department Advisory Committee**

**Minutes Date: December 5, 2019**

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| John Yeressian – Real Estate Faculty | Imran Khan – Berkshire Hathaway Home Services Gardena |
| Vince DeLuca – Real Estate Adjunct Faculty | Andy Smith – Home Inspector |
| Derf Fredricks – Real Estate Adjunct Faculty | Donna Landon– Keller Williams South Bay |
| Matt Hadnett – SB Equity Lending Loan Officer | Rady Math – Keller Williams (ECC RE Alumni) |
| Johan Cisneros – Pacific Properties Group | Rodrigo Naders – Property Manager (ECC RE Alumni) |
| Jack Pharris – Real Estate Adjunct Faculty |  |
| Danny Fredricks – TRG Realty |  |

**Other Attendees:** None

The meeting was held at the South Bay Association of Realtors office on Thursday December 5, 2019 1:30PM.

1. The committee discussed and proposed the addition of 8 new real estate certificates.
   * 1. **Real Estate Escrow**. Committee felt that it would be beneficial if students who completed the escrow course could walk away with a certificate to assist them in gaining an entry-level position in an escrow office. The current requirements to enter the field of escrow is having a high school diploma or equivalency. Most escrow officers learn the job through on the job experience typically starting as a junior escrow officer and work their way up as a journeyman to a full escrow officer with added responsibilities of overseeing entire transactions. Students completing the program would be qualified for positions in the following job categories: Escrow officers, Office support services (escrow), office support (escrow), sales agents, financial services, loan officers, home mortgage disclosure act specialists (HMDA), other job titles are also possible depending on experience and whether the student has passed the state sales agent examination.
     2. **Real Estate Finance.** Committee felt that it would be beneficial for students who complete the real estate finance courses along with our real estate principles and practice class to attain a real estate finance certificate to provide employers for entry-level finance positions. The committee identified the following jobs a student would be able to qualify for with such a certificate: Business banking officer, loan officer, commercial property coordinator, lease administration officer, portfolio manager, commercial banker, corporate banking officer (real estate loans).
     3. **Real Estate Investments**. The committee discussed adding a real estate investments certificate would be beneficial for students who want to specialize in real estate investments, but can also be applied for other general financial planning positions for those who want to provide clients with real estate investment guidance. This certificate also satisfies the large demand of student who are interested in becoming real estate investors, fix-and-flip investors, new development, and property rehab investors. It provides students with the fundamental investment calculations used in assessing if a property is a strong investment. The committee identified the following job titles: Financial center manager (real estate portfolio), credit administration manager, certified financial planner, financial consultant, financial counselor, sales agents specializing in investment properties, and other positions depending on a banking or investments career path.
     4. **Real Estate Mortgage Loan Brokering and Lending**. The committee felt that students would benefit form a real estate mortgage loan brokering and lending certificate. Many students take paths into the mortgage loan industry instead of the salesperson career path. The entry-level positions in mortgage loan brokering require little to no experience. Students having a certificate will give them an advantage in securing such positions. Typically, a student who enters the real estate mortgage industry would need a real estate sales agent license and a mortgage loan originator (MLO) license. Positions the committee identified in this certificate path include; Mortgage loan officer, mortgage loan originator, portfolio manager, residential loan officer, commercial loan officer, and other banking and financial planning positions.
     5. **Real Estate Property Management**. The committee felt that the students would benefit from a real estate property management certificate to obtain entry-level positions as property managers. The student will be able to initially assist property managers as an assistant and ultimately be responsible for a portfolio of properties to manage on their way towards becoming a certified property manager. The committee identified the following positions that a student will be able to attain with a real estate property management certificate: Real estate property/portfolio manager, community association manager, apartment manager, commercial property services coordinator and manager, condominium association property manager, consulting property manager, lease administration supervisor, leasing supervisor, on-site property manager, general property manager, and resident manager.
     6. **Real Estate Salesperson**. The committee reviewed the current real estate program certificate available in our program and recommended reducing the units required to obtain a real estate salesperson certificate. Currently the certificate required a total of 24-25 units for completion. However, the California Department of Real Estate only requires 3 college level real estate courses in order to be eligible for the state license exam. Most students only complete the 3 required courses and do not find a need to complete the certificate program. The committee recommended to create a low-level 9 unit real estate salesperson certificate. The committee identified the following positions that a student can be eligible to obtain upon completion; real estate assistant, real estate salesperson, realtor, realtor associate, and sales agent upon successfully passing the state exam.
     7. **Real Estate Appraisal**. The committee reviewed the existing real estate appraisal certificate and recommended reducing the units required for completion from the existing 24-25 units to 12 units. The curriculum would require students to take real estate principles (RE-11) and practice (RE-13) as foundational courses along with real estate appraisal (RE-40) as well as advanced real estate appraisal (RE-40). The curriculum recommended eventually adding a third real estate course called real estate appraisal report writing (RE-XX) and adding it to the certificate program. Currently we only have 2 courses in real estate appraisal. Adding a third course will help student achieve the 150 credit-hours required to sit for the real estate appraisers exam administered by the Bureau of Real Estate Appraisers (BREA).
     8. **Real Estate Brokering**. The committee reviewed the existing real estate certificate program and recommended adding a real estate brokering certificate to the program. This certificate allows for student to enter the field of real estate as a broker or broker-associate with an established college-education credibility. The committee identified the following career paths a student can obtain under this option; real estate broker assistant, real estate broker, designated broker, managing broker, real estate associate, real estate sales associate, associate-broker, realtor, supervising broker.

The committee commented that the El Camino College real estate program is doing an excellent job in producing quality real estate professionals. The consensus was that student who go through our college-level real estate program endure longevity in the real estate industry when compared to real estate licensee who have taken courses through private schools and online-only self-study courses. Additionally, our college educated real estate community had better knowledge and depth in the fundamentals of the real estate business when compared to those who went through self-study program. Many of the offices commented that their most successful agents were from our El Camino College’s real estate program.

1. The Committee discussed having internship opportunities with local real estate offices with ECC Real Estate students currently in the program to bridge the academic-industry gap.
2. The Committee voted on approving the new certificates. Der Fredricks made the motion to approve and Imran Khan seconded the motion to approve the new certificates.
3. Approval of proposed new certificates:

Real Estate Salesperson

Real Estate Broker

Property Management

Real Estate Mortgage loan & lending

Real Estate Investments

Real Estate Finance

Real Estate Escrow

Real Estate Appraisal

1. No further discussion
2. Adjournment

The meeting ended December 5, 2019 at 4:30PM