



## PARALEGAL ADVISORY COMMITTEE MINUTES

Wednesday, April 22, 2015

11:00 am-1:00 pm

Joan Stout Hall, room 245

**Members Present:** Lori Hughes, Miller Nash, LLP; Rhonda Kates, Landerholm, Memovich, et. al.; George Middleton, CPA, Limoges Investment Management PC; Pat Janik, Retired, MacDonald Center; Holly Swoford, Shumsky & Backman

**Members Absent:** Yolanda Morales, Committee Chair, Tana Bieniwezc; Lori Smith, Committee Vice Chair, Horenstien Law Group; Silvia Czafit, Joshua J. Bean, PLLC; Leslie Hinton, Clark County Skills Center

**Clark College:** Layne Russell, Paralegal Program Director. Genevieve Howard, Dean of Workforce & Career Tech Education; Cathy Sherick, Associate Dir. Of Instructional Planning & Innovation; Brittany Brist, Advising; Brianna Lisenbee, Career Services; Andreana DiGiorgio, Secretary Sr., Advisory Committees

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The meeting was called to order by member Lori Hughes at 11:05 am and introductions were made.

The committee then voted on the December 10, 2014 meeting minutes and they were unanimously approved.

### **Office of Instruction Updates**

O.O.I. Associate Director Cathy Sherick made some announcements.

- **Advisory Breakfast March 18<sup>th</sup>** Speaker, Scott Bailey, Economist and Clark Faculty spoke about the regional economic outlook. Looking forward to Advisory Members joining us for the 2016 Advisory recognition event, during spring term. Cathy asked what people thought of the event, and if they might share any specific recommendations for next year. Layne said he received an email from committee chair Yolanda Morales who said the event was great.
- **Upcoming Advisory Training** for advisory chairs and vice chairs on the Advisory Committees' responsibilities, processes and schedules. Slated for the week of September 14<sup>th</sup>, 2015, it will be on the Clark main campus. The inter-active event will be from 5:30 to 8:30 p.m. and will include dinner. Question was raised if there were any items that committee members would like to see included in the training.
- **Advisory web page** will be the primary location for all information regarding the committees. Office of Instruction will be posting articles of interest, economic studies and other information. Members are encouraged to send links and information of interest to post on the site, too.
- **Clark College Strategic Plan 2015-2020** was adopted in March of 2015. The organizational management process was used to set priorities, focus energy and resources, strengthen operations and ensure that stakeholders are working toward common goals. The plan will be the over-arching document linking academic, enrollment, retention and other future plans for the college. **Clark College Academic Plan is in the works!** The academic plan process is under way at Clark with faculty and staff gathering ideas and building consensus. Under construction over the coming months it is anticipated to be adopted in the fall of 2015.

### **Director/Division Chair Report**

Layne reported on the following items:

- **New library space for final collections.** Layne reported that Cannell Library has made room for the final library resources which the Program has been holding in storage. A library liaison, Kitty Mackey, took on

the project, moved books, and removed outdated books with Layne's help and guidance. There are no longer library resources in storage. All resources are housed in the Library for student access.

- **ABA approval - In "review" process.** Layne said the ABA requested some changes to the application and he's been working on reformatting the application.
- **Limited License Legal Technician (LLLT) News** – Since the Washington State Supreme Court has approved the Limited License Legal Technician (LLLT), Layne on behalf of Clark College, other Community College Program Directors, and the Washington State Board for Community & Technical Colleges (SBCTC) along with the Washington State Bar Association, have been working together to develop the Court's vision. Layne will be attending a scheduled SBCTC board meeting at Clark College on May 6 at Noon to review the directive of the Court. Steve Crossland from the Washington State Bar will speak as will some Clark students, who will talk about their experience in the program. Layne invited the committee members to attend this event. Layne further discussed the LLLT and the strict limitations on what the LLLT can and cannot do.
- **Enrollment and Budget.** Overall College Enrollment has been on a decline over the last few years. It correlates with the job market; when the market is good, enrollment decreases. Overall, campus-wide, enrollment is down 7%. Clark's Instructional Council is looking at how to best allocate our resources. Along with other programs, the Paralegal program has seen a drop in numbers. Clark has never had an academic plan as we will have in place in fall. It will go hand in hand with the strategic plan. The Strategic plan directs the Academic plan. The college is reevaluating who we are as a college and what we do. Members were requested to review the Academic Plan in the fall and provide feedback to Layne, Cathy Sherick or the Dean. Discussion was then regarding the Paralegal Program as a "night" program. Holly asked if some courses can be combined, such as legal writing classes, and have two levels in the same class. Layne said it's possible, but would depend on the course. He further discussed how any Paralegal program in any college will never be huge. However, paralegals will always be in need in the legal system, either in traditional employment, such as law firms or non-traditional employment, such as in corporations.
- **New Faculty.** Bruce Bornholdt & Leni Tupper have been hired. Leni will teach legal research and Bruce will teach bankruptcy.

### **Work Plan**

The committee reviewed the work plan and updated it for 2015-16. Some of the highlights follow:

- Add "Review Academic Plan" in fall and members to report their thoughts at the next meeting.
- Ongoing recruitment of members. Layne will suggest to Yolanda to contact alumni to join the committee.
- Added "Feasibility of a Baccalaureate degree (BAS)" in Paralegal.

For a complete look at the work plan, please visit the paralegal web page at <http://www.clark.edu/advisory/>.

Layne said Yolanda would like to review the advisory committee function, possibly improve policies, and re-look at the action of the committee.

### **Next Meeting Date**

The committee agreed to meet again on Wednesday, November 10, 2015. This will be a lunch meeting from 11:00 a.m. to 1:00 p.m.

The meeting was adjourned at 12:39 p.m.