



PARALEGAL ADVISORY COMMITTEE MINUTES

Thursday, June 12, 2014

Noon-2:00 p.m.

Scarpelli Hall, Room 214

Members Present: Lori Hughes, Miller Nash, LLP; Rhonda Kates, Landerholm, Memovich, et al

Members Absent: Mickey Thompson, Baumgartner, Nelson & Price; Stefanie Ellis, Vice Chair, Green & Ritchie PLLC; Lincoln Harvey, Attorney; Diane L. Thompson, CP, RP, Markowitz, Herbold, Glade & Mehlhaf PC; Dean Dean Goff, Charter Communications; Yolanda Morales, Miles & Miles, P.S.; Silvia Czafit, Joshua J Bean, PLLC; Greg Gonzales, Judge, Clark County Superior Court; George Middleton, CPA, Limoges Investment Management PC; Pat Janik, MacDonald Center

Clark College: Layne Russell, Director, Paralegal Department; Lynn Hissman, Paralegal Adjunct; Genevieve Howard, Dean of Workforce & Career Tech Ed.; Dedra Daehn, Director of Academic Services; John Maduta, Advising Divisional Manager; Andreana DiGiorgio, Secretary Sr., Advisory Committees

The meeting was called to order by Paralegal Director Layne Russell at 12:07 p.m. Layne stated there is no quorum present and so will defer any necessary votes to an email vote. He thanked the members for attending today's meeting.

Review of the Minutes of the Previous Meeting

The members who were present reviewed the November 1, 2012 and May 8, 2013 minutes. It was agreed that a vote would be taken via email.

Office of Instruction Updates-Advisory Committee Business

Adjunct faculty member update. Layne spoke about membership and mentioned the Oregon Paralegal Association. He said they meet once or twice per year and do some training here at Clark for the Law Club. Director of Academic Services, Dedra Daehn, spoke about new information that has come from the state about requirements on adjunct faculty and vendors. They cannot be voting members because of a possible conflict of interest.

Committee membership. Dedra told the committee members that one of the things that she likes to remind the committees to be mindful of is the 50-50 balance of employers/employees in the committee membership. She said this is important because when curriculum changes are submitted to the state, they ask for the member roster so that they can look at the ratio. She said that "employer" is defined as an employee with hire and fire responsibility. Layne said that he would like to see attorneys on the committee because currently they are underrepresented. Layne added that the ABA requires that committee have a "general" member. Pat Janik and George Middleton are the committee "general" members.

Committee bylaws. Dedra spoke about bylaws not being reviewed since 2005. She said that quorum can be a problem. Layne asked whether electronic voting was still permitted. However, Dedra said that electronic voting can take a toll on the Office of Instruction because they have to be tracked and

documented. She added that the state needs to see that committees are meeting and getting work done at the meetings. She recommended that the committee review the bylaws and update them where necessary. There was a discussion about meeting times and the importance of having a quorum at the meetings so work can be done and votes can be taken. It was agreed to take a poll to find out the best time for members: morning or afternoon.

Director/Division Chair Report

LLLT update. Layne reminded the committee that Washington has created the Limited Legal Licensed Technician. He is a member of a group composed of community college program directors whose programs are interested in supporting Washington's' LLLT initiative. He showed the committee a copy of a recent Sunday Columbian story where he and students were interviewed about the LLLT. The article was called, "Legally Speaking," and Layne said the article was nicely researched and written. He said he would send a link to the article so the members can read it in its entirety.

Update on enrollments. Enrollment overall has declined. He said there's is a correlation between unemployment and enrollments. FTE levels go up when unemployment goes up and down when unemployment goes down. Layne said the graduation rates are good but some do not complete the program which reflects on the program and has an impact on federal funding. Students may not all be completers, but he said that as the job market increases the paralegal students get hired before they finish the program. Layne says he has posted many job openings on the board in Scarpelli Hall added he's posted more this year than ever before.

Update on ABA application. Layne reported that the application was submitted about a month ago. The ABA has received it and are working on it. Layne said he expects the review to be finished and then sent back with their recommendations and/or changes. Once the updated application is re-sent to the ABA we wait again to hear of the team coming to tour the program and meet with the President, Vice President of Instruction, Deans, students, faculty members and the Counseling, Career Placement, and Advising Departments. He said they all need to be prepared for the site meeting; that it's a very big production, and he will need the advisory members to be available during the site visit as well.

Update on recent visit by the Washington State Supreme Court. Layne reported that about three weeks ago the Washington State Supreme Court visited Clark College and he has received letters from the court to Clark and to the students that they made a good impression and was a great opportunity. The Law Club did very well, as able and capable ambassadors. He said the first day was the social event and the next day the justices held open court. He told the committee Justice Yu was exuberant about the students and that the visit was amazing and over the top. Layne said he will continue to encourage students to visit the court in Olympia through the Law Club. As an aside, a new challenge for the Club is to go to London.

Work Plan

Layne and the committee members went through the work plan and updated where necessary. One thing that was mentioned was the law library. Layne said he had not been able yet to organize and go through the many books he has and asked if anyone was interested in helping with that effort to contact him.

Next Meeting Date:

A poll will be taken to find out the best time for the members to meet. A date will be set after the results are in.

The meeting was adjourned at 1:20 p.m.