

Business Division

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MINUTES PARALEGAL ADVISORY MEETING 12-8-11

1. Introduction of members: Bart Hoffman, Tom Imboden, Alicia Roane, Joanna Burchell, Ed Keck, Kristen Robinson, Rick Manzano, Allen Dooley, Sylvia Lebeda, Roxie McClintock, Brad McGirr, Coreen Mueller, Linda Nunn, Barb Pollinger, Sheri Webb, Kai Williamson.
2. The new Dean Allen and Full Time Faculty Member.
3. Discussion on Assessment Activities. Roxie McClintock an alumni of the program indicated that one of the main barriers she found for employment was her lack of experience in a law office setting. She has been in the workplace for over 30 years, but it was the lack of legal experience that seemed to be a barrier. The committee discussed the importance of developing the practical work experience/ intern program. Kristen who will be the coordinator of the intern program has begun preliminary discussions with the Legal Aid Society of Orange County.
4. The relationship/partnership with the Orange County Paralegal Association was discussed. It was agreed that the college sponsoring the OCPA student section job conference would be a benefit to students and the legal community. Rick will explore the partnership with Alicia and Kai.
5. ABA status Report has been submitted and we are awaiting the response from the ABA.

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