

SAC Paralegal Advisory Committee Meeting

Spring 2013 – May 9th, 2013

Meeting Minutes

1. In Attendance:

Allen	Dooley	Dean Business Division
Julie	Hallsted	Paralegal/OCPA
Tom	Imboden	Retired Orange County Sheriff
West	Imboden	Graduate of Santa Ana College Paralegal Program
Kristen	Robinson	Attorney/Full-Time Faculty, Santa Ana College
Ed	Keck	Law Office Administrator Law office of Michael Procopio
Francie	LeonGuerrero	Paralegal, Knobb Martens
Rick	Manzano	Attorney/Chair Paralegal Department Santa Ana College
Sheniece	Smith	Attorney, Childrens' Hospital Orange County
Kai	Williamson	Vice President Orange County Paralegal Association
Scott	Barnes	Attorney – LASOC
Tammy	Zutler	Student – Santa Ana College Paralegal Program
Manny	Diaz	Private Paralegal
Kim	Smith	Attorney – Solo Practioner

2. Welcome by Rick Manzano

3. Introduction of New Members

4. Discussion of New Marketing Materials

- a. Kristen Robinson gave each member of the committee a copy of the new program brochure. Rick Manzano reviewed the program's new website and updated social media accounts. The committee thought the brochure looked excellent and provided clear information about the program.

5. Program Needs/CTEA Grant

- a. Rick Manzano noted that the program had recently purchased with CTEA grant funds apple TV converters. These devices allow instructors to use their Ipads to teach a class from anywhere in the room.
- b. Rick also informed the committee that the faculty was given CTEA grant funds to attend several conferences this year to improve teaching methods and to stay current in the legal market.
- c. The committee agreed that these were a good use of CTEA funds, and that the faculty should be given funds to attend the AAFPE conference and the California Bar Association Conference.

6. Discussion on Materials available in A130

- a. Rick Manzano explained that with the closure of the Orange County Law Library, we have had to come up with other options for our students in the legal research class. We have had several donations of library materials that we value at \$100,000. Keith Lamarra secured a donation of the California Reporter. Kristen Robinson secured a donation of the California Digest as well as other materials from the Los Angeles County Courthouse library system that was closing. Rick explained that we were in the process of creating a classroom set of library materials that would ensure our students had access to the proper books.
- b. Kim Smith suggested that Legal Aid's library at their Orange County office could serve as a library resource for the program. Kim also suggested that the program subscribe to some legal newspapers and publications.
- c. Sheniece Smith noted that it is very important to teach students the online legal search engines. Kim Smith also agreed.
- d. Ed Keck noted that students can access Lexis for free on the California Court's website. Although the search engine has some limitations, it is a great tool for the students.
- e. Ed also questioned whether or not the classroom set would be available outside of a specific scheduled class. Could students use the classroom set of books in A130 when there was not a paralegal class scheduled (as they can with the library)? Sheniece Smith agreed this was an important issue. Tammy Zutler also felt this was important. Rick Manzano and Kristen Robinson stated that they would look into the access of these books to the students outside of class time.
- f. Kim Smith also stated that Legal Aid has several packets of forms that would be a good resource for students and could be made available.

7. Review Program Changes

- a. Rick Manzano reviewed the recent changes to the program. PARA 150 is the new legal transactions class that combines contracts, real estate and business organizations. PARA 146 combines Torts and Alternative Dispute Resolution. Both of these courses will now be required. The courses were combined to create a stronger sense of sequencing. The committee felt these changes would enhance the program.
- b. Julie Hallsted noted that requiring students to complete work experience would ensure that they had "real-world" experience

and make them more employable. Julie thought it was a great idea to create the new PARA 150 course as this mirrors the workplace.

8. Cooperative Work Experience
 - a. Rick also discussed that the faculty are considering making the cooperative work experience a requirement of the program.
 - b. Kim Smith noted that this would be a great idea and that Legal Aid has several clinics on Family Law and Workers Comp that could be combined with the relevant classes; a student could take Family Law and at the end of the course participate in a family law clinic.
 - c. Rick noted that some of these courses could be tailored for new attorneys and working paralegals as well. The PSI could offer these courses and charge a fee for training or CLE's.
9. General Discussion from the Committee
 - a. Tammy Zutler suggested offering more 8-week and 4-week classes to meet the needs of the students.
 - b. Sheniece Smith noted that UCI offers several classes on Saturdays. Rick Manzano noted that Santa Ana's Saturday classes have been very well-attended over the years.
 - c. Kim Smith suggested a short course covering Mechanics Liens.
10. Legal Market Survey
 - a. Rick Manzano explained that with our ABA reapproval report due in December, we needed to get a legal market survey completed.
 - b. A survey was passed out to the committee members, and most of the members filled one out.
11. Fall 2013 Meeting
 - a. Kristen Robinson asked the committee members if they would prefer a lunch or evening meeting for Fall Semester. The committee unanimously felt that an evening meeting would be best for Fall Semester 2013.
12. The meeting was adjourned.