

West Los Angeles College
Advisory Board Meeting
5/8/14
CNA/HHA/Medical Assisting
Minutes

In attendance: Ezra Babtnesh; Grigorjan Mary; Jennifer Miller, Newton Janis; Joanna, Kim; Robert Rihardson; Yervant Boghos; Carmen Dones; Nezy Pulllukalayal; Anne-Marie Serulien; Barbara Hickman.

Welcome and introductions

Skills: Strengths and weaknesses from a program stand point. Weaknesses identified are interviewing skills and resume writing. We discussed possibly bringing in a representative from one of the companies to present to students what they look for in candidates. We will discuss this with the faculty at the division meeting to come up with ways to improve job readiness.

Employment opportunities: five of the companies present are willing to hire graduates from the Certified Nurse Assisting program and two of the five are willing to hire Medical Assistants in addition to HHA/CN As. Comfort Keepers informed us that they will train the students in what ever the need of the patient to prepare them for the job. Therefore, the students do not have to have past experience. Ezra stated that they are ready to hire 10 students today from our program and the other companies stated they are also hiring.

All of the attendees stated that they are happy to serve on our advisory board and one asked for a member of our staff to be on their advisory board. We indicated that we plan to have job fairs in 2x annually and will invite the advisory board members to participate.

Meeting adjourned at 7pm and the job fair started.