

IN BRIEF

CENTER FOR ADVANCED LEGAL STUDIES

"The Paralegal People"

Accredited by the Council On Occupational Education • Approved by the American Bar Association

Spring, 2005

Center's Stability BENEFITS STUDENTS

Two indicators of an educational organization's success are its longevity and the continuity of its faculty and staff. With continued fluctuations in the economic climate, it is reasonable to expect a moderately high turnover rate in these positions. Not so at the Center, which recently began its 19th year of operation.

In reviewing our history recently, I noted the continuity of both faculty and staff. In addition to Gail Armatys and me who co-founded the Center in 1987, two of our legal faculty members Tom

Swanson and Jim Wiedemer have been with us since our inception. Three others—Pam Wilson, Judge Ana Otero and Robert Freedman—have been part of our faculty 10 years or more and several others have at least five years of service.

Our administrative staff, too, has three members—Lori Baggett, Debra Garcia and Dianne Dallman—who have 10 years of service or more.

Several of our Advisory Committee members have been providing guidance for many years, including Gary Deserio who has been offering his counsel since we began.



Doyle Happe, Co-Founder and Director

We think that is pretty impressive.

What is the benefit to our students? First of all, we are able to provide a family atmosphere. We receive continual testimonials to that effect, as the students feel recognized and appreciated. They immediately sense that they will get the necessary attention from a committed faculty and administration. The learning potential is accentuated by faculty members who like being in the classroom and who enjoy sharing their extensive legal and practical experiences with the students.

Staff continuity is important as well. Our staff members know their jobs. They provide assistance while the students are at the Center, and continued support after gradu-

2005 SPRING SEMESTER

Class Start Dates

Day Classes:	April 25 June 6
Evening Classes:	May 23 July 25
Break:	April 18–21 (Day) May 16–19 (Night)

Register

800-446-6931 Call for your appointment

Applications Accepted Now!

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Graduate Profile

MARK MATSON

Mark Matson graduated from the Center's certificate program in 1989, while serving in the U.S. Air

Force as an air traffic controller at Ellington's air reserve base. He left the military the next year after 10 years service to pursue a career in the legal community. It took perseverance, initially working free for the Legal Aid Society, but ultimately leading to his current position at Jay A. Taylor, PC, a collection law firm handling debt collection for some of the nation's largest retail and commercial firms. He has been in this field for more than seven years and has been extremely successful in this niche. His job as operations manager

entails supervising a staff of 26 including seven paralegals, call center employees and an administrative staff.

Mark has been a great supporter of the Center over the years, providing externships for students and assisting in job searches for graduates. He talks to them about his experiences and how he used his paralegal degree, and persistence, to find a lucrative and upwardly mobile position in the legal community. He and his wife Cora have three children. His activities outside of the office are family-centered, including his volunteer work with the Boy's Club and the Boy Scouts. We appreciate Mark's continued involvement with us at the Center.

Center Gets ABA RE-APPROVAL

The American Bar Association (ABA) provides stringent criteria for the operation of paralegal programs like the Center's. In February, the Center was re-approved by the ABA's standing committee of legal assistants after a thorough review, conducted once every seven years. During the audit process, the Center has to conduct its own self-study according to ABA guidelines.

The association then performs an on-site audit that includes interviewing students, faculty and administration. The auditors conduct teacher evaluations through classroom observation and review the curriculum syllabus to test its relevance. The ABA re-approval process was lengthy and thorough, confirming the Center's excellence in paralegal education.

Welcome to HMPA

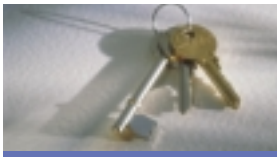
More than 700 members of the 26 year-old organization formerly known as the Houston Legal Assistants Association (HLAA) have a new name. As of January 2005, its members will belong to the Houston Metropolitan Paralegal Association (HMPA). This new name is in keeping with the State Bar of Texas' recommendation to use the designation "paralegal" in place of "legal assistant."

Center's Stability BENEFITS STUDENTS

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ation. During the course of their programs, the students are able to develop a close working relationship with our administration and realize that they can rely on their advice. They also know that they have a personal contact at the Center whenever a question arises for them after they enter the legal workplace.

Stability is important in any organization. At the Center, it is another facet of our reputation as "The Paralegal People."



Placement News

"Placement News" includes a list of graduates from the Center who have obtained permanent employment. Employed graduates are eligible to continue to use the Center's placement services. This impressive list demonstrates how the Center prepares its students to enter the legal community.

Gabriela Alor	Sonya Laurence
Jennifer Arispe	Melody Lavin
Cara Baker	Melissa Lopez
Richard Blair	Yvette Martinez
Tiffany Calloway	Kimberly McDonald
Claudia Capistran	Monica Moreno
LaWanda Carey	Hollis Norton
Jamika Carrier	Sharon O'Dell
Barbara Clark	Denise Orynowa
Rhonda Daniel	Danyel Parker
James Davis	Rosie Pena
Elizabeth Davis-	Natalie Pennington
Mabry	Beatriz Pirela Thielen
Jaime DeAlejandro	Autumn Piernie
Aleida DeLeon	Crystal Platz
Margaret Dickerson	Rugina Poelinitz
Shoko Ekhaese	Jasmeen Rana
Marc Gallegos	Darlene Shelton
Rachel Gallien	Jacob Siegel
Rosaura Garcia	Floyd Smith
Ruth Gonzales	Jennifer Smith
Diana Herrington	Corbette Soria
Katina Hightower	Nigel Stokes
Kathryn House	Ted Swanson
Sarah Howe	Michelle Turner
Kristen Janicek	Blanca Valle
Sonya Jolly	Ally Wang
Josh Juettmeyer	Gaye Weintraub
Katrina Kelly	Anna Zoes
Laura Latimer	

Lambda Epsilon Chi (LEX) Inductees

The following students have qualified for induction into Lambda Epsilon Chi (LEX), the national honor society in paralegal/legal assistant studies during the third and fourth quarters of 2004. The society is sponsored by the American Association of Paralegal Education (AAfPE).

Ann Adams	Ben McGuire
Andrea Beinhauer	Monica Moreno
Richard Blair	Angel Nails
Kelley Brady	Patricia Newbaker
Claudia Capistran	Ivy Nguyen
Deborah Clements	Alfred Norris
Kelly Davidson	Hollis Norton
Mark Davis	Shannon Paul
Gerardo de Leon	Maurin Phillips
Margaret Dickerson	Robert Pinder
Veronica Garcia	Autumn Pirnie
Michael Harrington	Crystal Platz
Katina Hightower	Debra Refsland
Kristin Janicek	Kimberly Rose
Laura Latimer	Kristen Smith
Melody Lavin	Tammeriol Smith
Kimberly McDonald	Rosaura Trejo-Garcia

These students have demonstrated "superior academic performance," a standard which is determined by each institution at which a chapter of LEX is established. The Center's standard is 95% attendance, 95% grade average and completion of at least two-thirds of the program.

Thank You STANLEY LOW



Stanley Low, J.D., has long been a trusted advisor to the Center, with almost 12 years as a valued member of our Advisory Committee. He has recently taken a position with the city of Albuquerque, New Mexico as Project Manager in its Information Systems Division under the direction of the city's Chief Financial Officer. Early in our history, Stanley taught law and computer classes. He has also been an adjunct professor at the University of Houston's College of Technology. He is a computer specialist in addition to having practiced law. We greatly appreciate Stanley's years of service and dedication to the growth and continued improvement of our program. We will miss his counsel but wish him the very best in his new position.



Facts on File

Graduation

June 2005, Westin Galleria Hotel
Saturday, June 25, 2005, 10:00 a.m.

Summation Seminar

Saturday, April 9, 2005, 8:30 a.m.—4:00 p.m.

Call for reservations

Register

713-529-2778

*A person can succeed at
anything for which
there is enthusiasm.*

Charles Schwab



Winter GRADUATION

On January 15, 2005, the Center held its winter graduation ceremonies at the Westin Galleria Hotel. The occasion recognized the accomplishments of 42 Paralegal certificate recipients and 28 Associate of Applied Science program graduates. Almost 500 graduates, families and friends packed the Westin's ballroom for this momentous occasion. Before the diplomas were awarded by Director Doyle Happe, the graduates were welcomed by the Center's co-founder and Compliance Liaison Gail Armatys, followed by an introduction by Placement Director Tami Riggs. The keynote speaker was Julee Prentice, CP, PHP. Julee is a graduate of both the Center's certificate pro-

gram and the Associate of Applied Science Degree program. She is the current president of Houston Metropolitan Paralegal Association (HMPA), the largest paralegal association in Texas and the nation's 2nd largest. Professionally she works at the local firm of Beck, Redden & Secrest, L.L.P., specializing in complex commercial litigation. She was also the focus of an article in the Fall 2004 issue of *In Brief*, as one of the Center's most distinguished graduates.



Center's co-founders Doyle Happe (l) and Gail Armatys (r) surround commencement speaker and alumnus Julee Prentice.



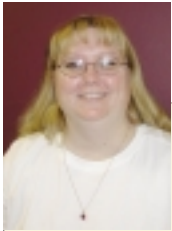
The Center's "ARRESTING CHARACTER"

James Huston, professor of *Introduction to Speech* at the Center, recently appeared in the movie "Ray." In his role,

Jim arrests Ray Charles (Oscar-winner Jamie Foxx) for heroin possession in the early 1960's, an event that helps turn the blind singer's life around. The sequence was filmed in New Orleans and not without difficulty. Jim relates that the scene took much longer to film than expected since several of the period automobiles used continued to break down, causing the need for a retake. Once his part was finished, he returned to Houston only to find out that the

scene had to be re-shot, causing him to return for yet another day of shooting in New Orleans.

Jim has been in numerous film, television and stage productions, with local performances at The Alley Theatre and Stages, as well as appearing in serials such as "Walker, Texas Ranger" and "Spenser for Hire." In addition to teaching at the Center, Jim is a professor at the University of Houston, teaching acting and history of the theatre. His hectic career includes being a member of the national board of the Screen Actors Guild (SAG) and being president of the local chapter of that organization.



Brooke Weeks is our NEW REGISTRAR

We are pleased to announce that Brooke Weeks is the Center's new Registrar.

For the past four years, Brooke has been the

Center's staff secretary and the first administrative person students saw upon entering the office. In her new position, Brooke will be responsible for overseeing student records. Randi Jerding has joined the staff as Secretary.



Center Advisor Robin Kessler PUBLISHES A VALUABLE BOOK

Advisory Committee member Robin Kessler has recently published a new book entitled "Competency-Based

Resumes: How To Bring Your Resume To The Top Of The Pile." The book is perhaps the first that explains how to target resumes to employers who focus on competencies as a major part of their hiring process. At least one-half of the Fortune 500 companies use this measure as a means of identifying and screening job candidates as well as evaluating their performance. The competency-based tools are increasingly being

used in training and remuneration programs within corporations and in the legal community.

Robin, a six-year member of the Advisory Committee is a Human Resources expert and consultant who is president of The Interview Coach, Inc. She is also an adjunct professor in communication at the University of Houston – Downtown, a sought-after conference speaker and a frequently-interviewed expert on radio and television.

Robin's book is currently on sale locally at Barnes & Noble and is available online at Amazon.com. It is a worthwhile buy before starting a job search.



Graduate Gratitude

The staff at the Center is excellent. I have learned a great deal about the legal field. This knowledge has been very valuable to me.

Sheryl L. Lanther

The Center is an excellent program in terms of both academic and practical application. It has provided me the tools and knowledge I need to make me feel confident in starting my paralegal career.

Marc Gallegos

The teachers at this school became more than just teachers to me. They became my role models. These instructors are some of the most intelligent people I have ever met.

Ben McGuire

This school goes above and beyond the other schools I looked at when researching a paralegal certificate program. I am very satisfied with the education I received here.

Kristin Janicek

CENTER FOR ADVANCED LEGAL STUDIES

Program Director
Doyle Happe

Compliance Liaison
Gail Armatys

Academic Dean / Tom Swanson

Director of General Education
Pamela R. Wilson

Placement Director / Tami Riggs

Admission Team
Debra Garcia/Director
Marsba Elam

Financial Aid Director
Lori Baggett

Financial Aid Assistant
Pete Becerra

Registrar / Brook Weeks

Secretary / Randi Jerding

Librarian / Dianne Dallman

Library Assistant / Debby Davis

Technology / Eric Happe/Director

The mission of the Center For Advanced Legal Studies is to provide students with the skills, practical knowledge and requisite abilities which will allow them to excel as paralegals as they meet the needs of the legal, governmental and corporate environments within the community.

ADDRESS SERVICE REQUESTED

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