

Accounting, Business Leadership, BTEC Advisory Committee Minutes

DATE: February 2, 2022

TIME: 5:30 pm - 6:30 pm

PLACE: ZOOM

I. CALL TO ORDER: Kathy Miller, chairperson, called to order the meeting of the Accounting, Business Leadership, BTEC Advisory Committee at 5:33 pm on February 02, 2022.

II. INTRODUCTIONS:

Roxanne Frasier - LCC Alumni
Melissa Korsmo - Cowlitz Indian Tribe
Kathy Miller, Red Canoe Credit Union
Mindy Tanner - Red Canoe
Bill Ofstun - Longview School District
Tauni Hatfield - Kelso School District
Elizabeth Roffler - Kelso School District
Mark Gaither - LCC
Nadine Lemmons - LCC
Maggie Stuart - LCC
Tamra Gilchrist - LCC
Jennie Bergman - LCC

III. APPROVAL OF MINUTES:

[Business Tech. Advisory Minutes 4-29-2021](#)

[Accounting-Business Advisory Minutes 11-19-2020](#)

Motion to approve minutes from 4-29-2021 and 11-19-2020 as presented- Kathy Miller

Motion 2nd

Motion approved

IV. CONSENT CALENDAR:

a. APPROVALS

i. K12 CTE CONDITIONAL CERTIFICATION - none at this time

ii. COURSES AND CIP CODES - none at this time

V. INDUSTRY UPDATES:

Melissa, Cowlitz Indian Tribe - The Tribe has several accounting openings. Hiring employees has been a challenge with the demanding wages and COVID mandates. It has been difficult to get qualified applicants. The Tribe recently hired an accountant and is currently looking for payroll assistants. It has been difficult to fill positions even when utilizing Employment Agencies. It takes a while to fill the positions. This is happening in all areas of the Tribe. Vaccinations are only mandated in the Health and Human Services Department or if staff are working with children. Masks are required for all staff. Either a KN95 or surgical mask. Our biggest issues have been COVID and wages.

Melissa is on the board of the Lower Columbia Human Resource Association and they offer \$3,000 in scholarships - up to \$1,500 per student. They have difficulty getting students to apply for the scholarships. They have made the application process simple and it is available on their website: <http://lchrma.org/scholarships/>.

VI. Education (LCC and K12) UPDATES:

a. Business Technology Program - LCC:

i. Business Achievement Center (BAC) - Current Operations

We completed a renovation in 2020 before COVID that encompassed the old BTEC lab. The new active learning center was added and includes a group setting, big monitors, and a meeting room. The goal was to try to set up the center to accommodate many learning styles. As we start to open back up, we will have people in the center for the first time since COVID. Next week we will be hosting an event in the new learning center. Currently, the lab is open from 9-2 M-Th. We also have online options for our students and the participation rate is good for our programs.

We would like to have an Open House. The goal would be to host the Spring Advisory Committee meeting and the Open House together.

- #### **ii. Standardized Patient Program (SPP) - Mark is in the process of creating this program at LCC. The SPP involves using individuals trained to portray the roles of patients, family members, or others to allow students to practice physical exam skills, history-taking skills, communication skills, and other exercises. Many other institutions are utilizing this process of creating Experiential Learning for students. A Standardized Patient (SP) is a person carefully recruited and trained to take on the characteristics of a real patient thereby allowing the student to learn and to be evaluated on learned skills in a simulated clinical environment. LCC would hire "actors" to portray the standardized patients. We are currently working on putting everything in place to hire the "actors". Some of the skills students will work on include case management and intake experience.**

iii. Curriculum (Fall)

1. Medical Scribe Course

- a. This course will be presented during the Spring 2022 meeting for committee approval. There is a need for this class as the industry is

documenting patient encounters in an electronic records system during patient visits. We have recognized that this course is important as charting correctly affects medical billing and coding. There are some prerequisites for the class: ENGL& 101, BTEC 181, AND MEDA 120 OR BIOL& 241 AND BIOL& 242.

2. Entrepreneurship Course -

The course is currently part of the program as an elective course right now and will be included in the program starting next Winter Quarter. Our business and community partners have been showing an interest in this class. It goes beyond the beginning process of entrepreneurship that is offered in a class that covers elements associated with starting, operating, and growing a small business. This course will look into the thought process and entrepreneurial thinking. Taking a broader look. It will be offered starting next Winter.

b. Business Department - LCC:

i. OLTM Program

The OLTM Full-time Cohort program is going well.

Applications for the new OLTM Summer Cohort are available now. This program will be a part-time cohort requiring 10 credits per quarter. During the Summer quarter, students will take two classes. During next Fall, Winter, and Spring quarters, the class format will change to a 5-week format. Students will focus on one class at a time during the 10-week quarter still earning 10 credits per quarter and completing two classes per quarter. Classes will be offered in the evenings and geared toward students with jobs.

**March 15th is the application deadline for the Summer 2022 OLTM Cohort.

ii. Articulation Agreements

All articulation agreements are now in place. The following are the Universities offering Baccalaureate Degree options at the Lower Columbia University Center.

1. Franklin University - Bachelor & Master Degrees - Dual Enrollment opportunities are available where students can take classes at LCC and transfer the credits earned to Franklin University credits. We have transfer guides in the following Business Programs: Accounting, Business, Medical Office Administration, and Administrative Services Manager. They also offer a discount for our students.
2. Western Governors University - Bachelor & Master Degrees
3. Grand Canyon University - Bachelor & Master Degrees
4. Washington State University Vancouver - Bachelor, Graduate, Minors and Certificates
5. Warner Pacific - Bachelor & Master Degrees

These degrees provide multiple options for our students. We have multiple 4-year degree options for all of our programs offered at LCC.

iii. K12 Career Exploration-OLTM Program would be a Great Resource:

High school and middle school students have career exploration requirements. The schools are looking for local career programs that can assist students in exploring their interests and options. Incorporating career exploration at the middle school level has been a challenge. LCC can help with K12 student career exploration by participating in K12 career days and by providing a list of LCC faculty organized by programs of study. K12 students can reach out to LCC faculty to ask career questions and find out what the higher education requirements are for their area of interest. Small group tours of the LCC campus can also be organized.

iv. Staffing Changes:

Dean Gilchrist provided an update to the committee regarding upcoming administrative staff changes for the next academic year. A new dean position will soon be posted for STEM, Business, and Information Technology. Gilchrist expressed much appreciation for the department and is looking forward to continued collaboration with the department and the new dean once hired.

c. Cooperative Education:

Nadine recommended that our partners utilize LCC students to help with the staff shortage issues. Students would earn credits while providing support through the Cooperative Education class. We are looking for work site opportunities for our students.

d. Facilities, Equipment, Technology (Fall/Spring)

LCC is in the early stages of a pre-design application for a new building to include the business department and student services. It is a very long process to get on the list at the state level to get funding approved.

LCC is further along the process with the new Vocational building which will house IT along with our trades programs. Building is scheduled to start in the next 5 to 7 years.

e. Student Success/Performance (Spring)

f. Labor Market (Spring)

VII. LCC Employment Navigator - Veronica De Jesus, Workforce & Career Services:

Veronica's role is focused on connecting students to meaningful employment during or after college by building a relationship with both the students and employers in our community and surrounding areas. Ultimately her role is to be a bridge between both parties by identifying needs and ensuring that she is listening to both sides in regards to qualifications, skills, knowledge, etc..

On the students' side, she helps them be better prepared. Whether that be gaining additional training, knowledge, skills, modifying their documents, and so forth to help them get ready for employment.

VIII. Action Item:

Create a list of LCC Faculty with contact information for each program of study. Send out this list to the area high schools and middle schools.

- IX. OLD BUSINESS:** None at this time
- X. NEW BUSINESS:** None at this time
- XI. UPCOMING PROGRAM OR COMMUNITY EVENTS:** None at this time
- XII. NEXT MEETING (DATE/TIME/PLACE):** Location: LCC Business Achievement Center. The option to meet in person and via Zoom will be available. A Doodle Poll will be sent out to schedule the meeting for the 3rd week of May.
- XIII. Adjournment: 6:57 pm**
- XIV. RESOURCES**
- a. [ADVISORY COMMITTEE HANDBOOK](#)
 - b. [LCC: Professional-Technical Advisory Committees Meeting Minutes](#)
 - c. [The Carl D. Perkins Vocational and Technical Education Act, Public Law 105-332](#)
 - d. [College Advisory Committee Procedures](#)
 - e. [K12 CTE Advisory Committee Procedures](#)
 - f. **Terms:**
 - i. **V-Code:** Vocational (V) Code. This is tied to the certification code and dictates the K12 courses that a teacher is certified to teach. The teachers' education or industry experience is reviewed to determine the V-codes for certification.
 - ii. **CIP Code:** Classification of Instructional Programs (CIP) Code. A federally accepted course and program code that identifies courses taught throughout the United States includes CTE courses. CIP codes are aligned to V-codes that clarify which courses the teacher has been certified to teach in K12. CIP codes are also used for reporting purposes from the district to OSPI and college to the SBCTC.

PREPARED BY: Jennie Bergman

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Longview, WA 98632, title9@lowercolumbia.edu, Phone number, [\(360\) 442-2120](tel:(360)442-2120), Phone number/TTY [\(800\) 833-6388](tel:(800)833-6388).