

**MEDICAL ASSISTING ADVISORY COMMITTEE MINUTES
LOWER COLUMBIA COLLEGE**

MEETING: April 17, 2023 @ 6:00 p.m. via Zoom

I. CALL TO ORDER: 6:07 pm by Angela Orth

II. INTRODUCTIONS

a) New members, updated members, new student and faculty

Industry:

Ginny Albright, Valley View Health Center

Mary Alice McCubbins, Nurse Practitioner, Child and Adolescent Clinic

Angela Orth, Staff Manager, Child and Adolescent Clinic

Dana Clayton, Project Manager, Ferguson Enterprises

Education:

Bill Ofstun, CTE Director, Longview Public Schools

Vicky Soladey, Medical Assisting Director, Lower Columbia College

Guests:

Mikayla Lorentson, an LCC student in the current MEDA cohort

Tonya Fowler, Medical Assistant Student Educator, PeaceHealth Medical Group

b) Review and update Medical Assisting Advisory Committee Roster

Vicky presented the roster. This was briefly reviewed and no changes were made during the meeting. Vicky will reach out to those not present.

III. APPROVAL OF MINUTES

a) [October 17, 2022 meeting](#) - Approved via Google form.

b) Review tonight's agenda and adjust as needed: No adjustments were made.

IV. CONSENT CALENDAR:

a. APPROVALS - None at this time.

V. INDUSTRY UPDATES

a) Share what is going on out in the field.

- i) Angela shared that the Child and Adolescent clinic is settling into the post-COVID new norm, which is a good feeling. They are still struggling with recruiting. There are many openings across the field and there are not enough quality applicants. Child and Adolescent Clinic currently has a good team and things have settled down compared to the last two years, which makes the short staffing workable.
- ii) Tonya stated that PeaceHealth is still hiring, though they are not as strained as during COVID. They are no longer having travelers fill MA positions. The PeaceHealth MA Apprenticeship program has been helping to fill open positions. They are still hiring from outside as well. Tonya noted that it seems to be the same across the field. There are open positions, but it's challenging to find quality applicants.
- iii) Dana said that things are getting better in her industry. It's busy and people are coming back to their offices. They are fully staffed and it is feeling back to normal.
- iv) Bill reported that K-12 is getting back to the new norm. Kids are engaged. Fewer kids are falling between the cracks. It is still a struggle to find good teachers and there is a high need for new teachers at the K-12 level.
- v) Mary Alice concurred with Angela. She added that the no mask mandate and removal of COVID restrictions have helped with teaching and recognition of infectious diseases, recognizing when it's appropriate to be more protective and use universal precautions. She reported that the Kelso School District is also having the same issues as Longview. They are having challenges with student motivation and consistency, as far as faculty are concerned.

b) How are you retaining employees?

- i) Angela said that the Child and Adolescent Clinic focuses on making sure employees feel good about what they're doing and how things are going. They received recognition bonuses. They also received

thanks from the providers and it showed they have a good support network, which is one of the fundamentals that helps with retention.

- ii) Mary Alice reported that the Child and Adolescent Clinic gave two cost of living increases during COVID and two incentive bonuses to employees. She explained that their small business can't compete with large corporations' ability to retain through monetary compensation, so they empower employees to be part of the success.
- iii) Tonya shared that the unions have updated contracts, which included a significant raise, plus a 3% increase across the board for non-union staff. The union has started an education fund. Those who want to further their education will now have funding available. Their retention efforts have been put towards meeting industry expectations, similar to everyone else in the field.

VI. Education (LCC and K12) UPDATES

a. Labor Market (Spring) - Nothing at this time.

b. Student Success/Performance (Fall/Spring)

- i. Bill shared there has been success with bringing students back into classes. Interest in Medical Science has increased.

c. K12 Updates

- i. Bill stated that they're processing articulation agreements with LCC for dual credit. The idea is that students in the Medical Science classes would receive a couple of LCC credits for taking the course. This is a "priming pump for our kids" and encourages students to consider LCC programs.

d. LCC Updates

i. Campus and program updates

1. Vicky shared that LCC is working on strategic enrollment. The Strategic Enrollment Committee is working hard on K-12 alignment, adult reengagement in basic skills, onboarding and entry, persistence, retention, and completion, as well as financial access and support. The committee is looking at how to retain students and

increase new student enrollment. They are examining strengths in student retention, as well as weaknesses and why we lose students. One strong opportunity is the work on dual credits, which encourages high school students to continue their education at LCC. Enrollment is still low across the board and Medical Assisting enrollment is still very low.

ii. Current cohort

1. Vicky reported that the current Medical Assisting cohort is small. There are 8 students.

iii. Preceptorships for 2022-2023

1. Vicky has commenced preceptorship work. She has already received responses to her requests for possible placements and instructions for the next steps. Students turn in resumes and cover letters tomorrow and those will be distributed to clinical site supervisors and managers soon after.

iv. Annual Report [2022 ARF Revision.pdf](#)

1. Vicky informed the group that the Medical Assisting Annual Report to the Medical Assisting Education Review Board (MAERB) is due each February. The report data is always about a year behind. This year LCC had a very good report. The outcomes were good. Retention dropped a little low, likely due to COVID. There was great graduate participation, graduate satisfaction, and job placement. Exam participation is steady and exam passage has increased to 100% after a dip to 70% in 2020 (again, likely due to COVID and the associated move to online learning). All graduates were placed in jobs within 6 months. Employer satisfaction was 100%.

v. Accreditation update

1. Vicky reminded the committee that LCC received the award letter in July 2022 and that there was a request

for a few corrections to be submitted. The corrections were submitted at the end of January 2023. No response to that submission has been received at this point.

vi. Applications for Fall 2023-2024 Cohort

1. Vicky shared that the deadline for applications was today. Because there were only 8 applications, the deadline will be extended. There is still a struggle with the pathways, Nursing versus Medical Assisting. The hope is that if K-12 students receive dual credit that students will be better informed about Medical Assisting and increase their chances of entering the program.

vii. Any Recommendations for students, faculty, or program

1. Vicky opened the floor for recommendations or comments.
 - a. Mikayla has enjoyed the Medical Assisting program. She likes the way it is taught. She can comprehend and retain the information. She feels that when she enters the field she will be confident in her skills and well prepared.
 - b. Angela thinks that LCC sends out well-rounded, well-prepared students. She has no recommendations for improvement.
 - c. Tonya stated that PeaceHealth has always been happy with the LCC MA students. They have truly enjoyed having the students at PeaceHealth and have hired several. She has no feedback or recommendations for change or improvement.

VII. OLD BUSINESS: Follow up on Medical Assisting AAS-T BAS-OLTM

- a. Following up on expanding MEDA options, Vicky reported that the Medical Assisting AAS-T degree to transfer into the Organizational Leadership and Technical Management (OLTM) BAS program was developed and approved. This is effective Summer 2023. This will allow students to stay local for their bachelor's degree. The

difference between the Medical Assisting AAS and the new AAS-T is that students in the AAS-T will need to take a Natural Science course with a lab versus NUTR& 101 without a lab, which is often used to meet AAS requirements. Students will also need MATH& 107 or higher for the AAS-T. The AAS requirement is MATH 105, which is not transferable.

VIII. NEW BUSINESS: No new business.

IX. UPCOMING PROGRAM OR COMMUNITY EVENTS

- a. Bill shared that the Kelso/Longview Chamber of Commerce Pillars of Strength event will occur next month. This will honor both post-secondary teachers and administrators and the K-12 system as well. They will also award student scholarships.
- b. Vicky mentioned that LCC is trying to bring career fairs back to campus. Tours with middle and high school students are resuming. Try-a-Trade is coming back as well. There is a Rock Enroll event on July 27, 2023. This will be set up in the pavilion and will show students different programs and pathways to recruit new students. People will be allowed to get tickets to the Black Bears game scheduled that day.
- c. Vicky also shared that the health programs are brainstorming safe and fun activities to engage future students. Current ideas are to use the EKG simulator with magnets and to use the blood pressure simulator to try to hear blood pressure. She asked the group to send her other ideas for safe activities.

X. NEXT MEETING (DATE/TIME/PLACE): October 16, 2023 at 6:00 pm via Zoom.

XI. 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, this 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.

The meeting ended at 6:42 pm.

PREPARED BY: Nicole Buffham

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