

Accounting, Business Leadership, BTEC Advisory Committee Minutes

DATE: May 17, 2022

Time: 3:30 pm - 5 pm

Place: [Zoom](#) & LCC Business Achievement Center, AAR 110

- I. **CALL TO ORDER:** Kathy Miller, chairperson, called to order the meeting of the Accounting, Business Leadership, BTEC Advisory Committee at 3:34 pm on May 17, 2022.

II. INTRODUCTIONS:

Roxanne Frasier - LCC Alumni
Melissa Korsmo - Cowlitz Indian Tribe
Kathy Miller - Red Canoe Credit Union
Tim Karnoski - Port of Longview
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
Karissa Vickaryous - LCC
Guest:
Sara Tsybikova - LCC Business Student

III. APPROVAL OF MINUTES:

[Accounting, Business Tech, Business Advisory Committee Minutes 2-2-2022](#)

Motion to approve minutes from 2-2-2022 as presented - Bill Oftsun

Motion 2nd

Motion approved

Email for electronic approval

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:

Kathy Miller, Red Canoe Credit Union - Currently have some employees working remotely, therefore an increase in remote technology is being applied. This is new to Red Canoe and many industries and has become permanent in some cases. Staff retention has been good.

Melissa Korsmo, Cowlitz Indian Tribe - Many departments within Cowlitz Indian Tribe continued in-person work through the pandemic, except for some billing department

and mental health/counseling employees. Most people have returned onsite, but some prefer to continue remote work which is being granted in some cases. Supervisors find it easier to connect, orient, and coach staff as in-person work returns.

Tim Karnoski, Port of Longview - Most employees continued in-person work throughout the pandemic as facilities allowed social distancing. The Port had nearly a record year. Wind blades will continue through the next year.

Roxanne Frasier, LCC Alumni - The supply chain has been a challenge.

VI. EDUCATION (K12 and LCC) UPDATES

- a. **LCC Student Spotlight** - As a regular agenda item, Mark and Nadine would like to invite students to share their experiences and program involvement.

Sara Tsybikova, a second-year LCC student, shared her experience studying business management. In-person classes and support have been more helpful to her learning experience. Classes and materials are up to date and provide information for her employment.

Tauni shared that 7th grade student, Xander, from Coweeman Middle School is the first middle school student to pass associate Excel certification. He has since passed Microsoft Word and Excel expert and now has the title, Microsoft Specialist-Expert. Nadine and Tamra said he could potentially get college credit for prior learning.

b. **Curriculum:**

i. **LCC: BTEC 156 Social Determinants of Health (Gaither)**

Chemical Dependency Studies is dropping two courses next year which will be replaced with BTEC 156 and BTEC 157. BTEC 156 looks at the social aspects of health – food, security, economic status, mental & physical health, and education – and how they contribute to overall health.

ii. **LCC: BTEC 157 Trauma Informed Care (Gaither)**

Trauma Informed Care is centered around how adverse childhood experiences impact an individual's life and the possible outcome of early death. Trauma-informed care met with resiliency skills can reverse the impact of trauma.

These classes are tied to the national push for more community health centers. There is currently a HRSA grant for 1 million per year for 3 years to increase the training of community health workers. Mark is looking to partner with Cowlitz Family Health Center, Youth & Family Link, Child and Adolescent Clinic, and the Cowlitz Indian Tribe. Application is due June 14.

Motion made to approve curriculum items i & ii - Melissa Korsmo

Motion 2nd

No quorum, sent out electronically for voting.

c. Labor Market Review (Cowlitz-Wahkiakum Counties):

Demand/Decline/Neutral	CIP Code	Job Title	Salary Annual/Hourly
↔	433031	Bookkeeping, Accounting, and Auditing Clerks	\$48,216/\$23.18
↓	433051	Payroll and Timekeeping Clerks	\$51,236/\$24.63
↓	439061	Office Clerks, General	\$41,665/\$20.03
↓	436014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	\$46,014/\$22.12
↓	436011	Executive Secretaries and Executive Administrative Assistants	\$66,772/\$32.10
↔	434171	<u>Receptionists and Information Clerks</u>	\$35,798/\$17.21

	434161	Human Resources Assistants, Except Payroll and Timekeeping	\$45,991/\$22.11
	119151	Social and Community Service Managers	\$68,766/\$33.06
	119111	Medical and Health Services Managers	\$118,207 \$56.83
	113051	Industrial Production Managers	\$121,259/ \$58.30
	113010	Administrative Services Managers	\$112,821/ \$54.24

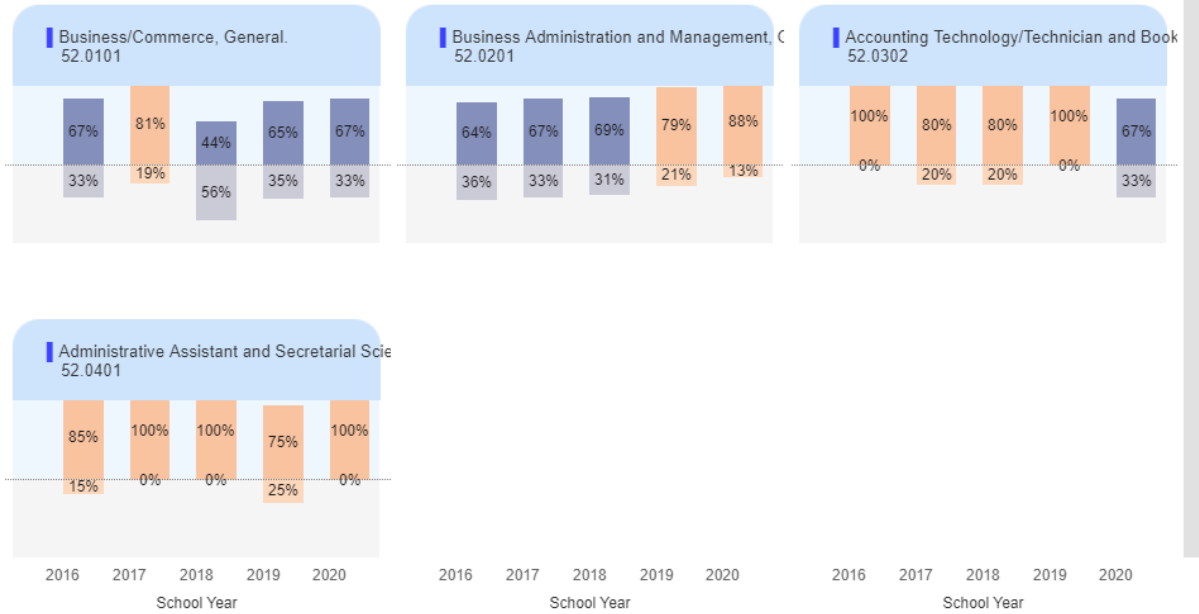
Data Source: <https://esd.wa.gov/labormarketinfo/learn-about-an-occupation#/details>

Kathy shared that technology and automation are eliminating the need for labor, especially with remote work. Roxanne added positions are changing and being combined, changing job titles and how they are administered. Job titles in the report are dated compared to current needs. Melissa said wages are increasing to fill the demand for jobs and to compete with other employers. Retention is a struggle because of competing wages.

d. Student Success/Performance (LCC):

Business, Management, Marketing, and Related Support Services 3 - Associate's degree by Gender
 female-to-male CIP enrollment ratios for each year by CIPs within Business, Management, Marketing, and Related Support Services.

■ Female ■ Male ■ Outside 75/25 ratio



Equity & Access

Percentage Point Difference +/- from Fall Enrollment

	2016	2017	2018	2019	2020
Male	-15	-5	+1	-8	+8
Female	+15	+5	-1	+8	-8
American Indian or Alaska Native	+0	+4	+0	+4	+2
Asian	-1	-1	-1	-3	-3
Black or African American	+0	-1	-1	-1	-2
Hispanic or Latino	-4	+0	+9	+1	+2
Native Hawaiian or Other Pacific Islander	+0	+0	+0	+0	+0
Nonresident alien	-1	-1	-1	+3	-1
Race/ethnicity unknown	-3	-4	+0	+2	+2
Two or more races	-1	-2	-4	-2	+4
White	+11	+5	-2	-5	-5

Data Source: Lower Columbia College: <https://www.numetrics.org/lcc/cte>

Estimated Employment Data by Program

Estimated Employment Rates for LCC Completers (3 Year Rate) (excludes self-employed and out of state workers)

	2017-18 to 2019-20 (16-17, 17-18, & 18-19 grads)
	Rate
Accounting Technician	78%
Automotive Technology	62%
Business Management	74%
Business Tech: Administrative	92%
Business Tech: Medical	71%
Chemical Dependency	85%
Commercial Truck Driving	94%
Criminal Justice	83%
Diesel/Heavy Equipment	58%
Early Childhood Education	65%
Info Tech Systems	58%
Machine Trades	70%
Manufacturing	*
Medical Assisting	77%
Nursing Assistant	71%
Associate Degree Nursing	92%
Welding	96%

Source: Data Linking Outcomes Assessment (DLOA) database, excludes the self-employed and individuals working out of state. Beginning 2014-15, SBCTC Estimated Employment Rate Report no longer available; LCC IR replicated State Board query for Estimated Employment Rate Report based on SQL code provided by State Board. Most recent data available. *Indicates fewer than ten students (not reportable).

Note: beginning 2017-18, combined three years of employment data to maximize the number of programs to report on, due to small n size (to protect student privacy).

Data Source: <https://services4.lowercolumbia.edu/info/webresources/Institutional-Research/FactBook2020-21.pdf>

Tamra discussed data for student success for non-traditional students. Invited feedback from the industry concerning equity and access for special populations. Bill said the data doesn't show any red flags.

e. K12 UPDATES/ROUNDTABLE

Bill, Longview School District - High school articulation agreements and Smarter Balanced testing are in progress. K12 has been back to in-person learning all year, increasing engagement. The challenge is with students shifting their mindset and being active participants. There has been a recent resurgence of positive cases among students and staff, but managing with testing and isolating.

Elizabeth Roffler, Huntington Middle School - Has completed CTE requirements, but needs a class observation by South Seattle Community College to finish a degree. The challenge is the lack of staff available for observations.

Tauni Hatfield, Kelso School District - Behavior and interaction are difficult for students as they adjust back to in-person learning.

Mark Gaither, Lower Columbia College - Convenience is driving adult learning, creating a demand for online classes.

- VII. **OLD BUSINESS:** not at this time
- VIII. **NEW BUSINESS:** Mark and Nadine proposed the committee meet more than twice a year, monthly or quarterly, to improve community connections and encourage industry partner participation.
- IX. **UPCOMING PROGRAM OR COMMUNITY EVENTS:**
Tim worked with Jennie Bergman to get an internship at LCC.
- Veronica invited industry partners to the first career fair since the pandemic, taking place June 1st and 2nd. The registration link will be shared by Tamra. Reach out to Veronica with any questions.
- X. **NEXT MEETING (DATE/TIME/PLACE):** A fall advisory kick-off event hosted by LCC is being discussed as an option. Details from Tamra and Karissa to follow.
- XI. **Adjournment:** 4:51 pm
- XII. **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.

PREPARED BY: [Karissa Vickaryous](#)

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