

## Accounting, Business Leadership, BTEC Advisory Committee Agenda

Date: October 3, 2022

Time: 3:30 pm - 5 pm

Place: Zoom - <https://lowercolumbia.zoom.us/j/4460300644>

I. **CALL TO ORDER** called to order 3:38 p.m.

### II. INTRODUCTIONS

#### Industry

Tim Karnoski | Port of Longview

Melissa Korsmo | Cowlitz Indian Tribe

Roxanne Frasier | LCC Alumni

#### Education

Tauni Hatfield | Kelso School District

Bill Ofstun | Longview School District

Tamra Higgins | Longview School District

Nadine Lemmons | LCC

Tamra Gilchrist | LCC

Mark Gaither | LCC

Dana Cummings | LCC

Tim Allwine | LCC

### III. APPROVAL OF MINUTES

[Minutes Acct/Bus/BTED Advisory Fall 21.22](#) [Spring 2022 ACCT/BUS/BTEC Advisory Committee Minutes](#)

Motion to approve minutes from 2-2-2022 and 5-17-2022 - Roxanne Frasier

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

- a. Melissa Korsmo at Cowlitz Indian Tribe shared that the Cowlitz Indian Tribe has several positions open including Payroll Clerk, Payroll Specialist, HR Recruiter, HR Generalist, HR Administrative Assistant/Generalist. Have become more flexible in offering remote work options to increase applicants. Southwest Washington Society

of Human Resource Management. Has scholarships open for business students as well as a business student conference.

- b. Tim Karnoski shared that the Port of Longview has its first LCC intern.
- c. Roxanne Frasier and other employers are having difficulty finding applicants with basic administrative and computer skills. She is going to connect with Veronica DeJesus and the Career Center.

## **VI. Education (LCC and K12) UPDATES**

### **a. Curriculum**

#### **i. Certificate of Proficiency for CHWA: Community Health Wellness Advocate.**

- One year certificate of proficiency
- 68-70 credit program
- Includes four new courses: Community Health Advocacy, Social Determinants of Health, Trauma Informed Care, and Adverse Childhood Experience
- Students can go on to work in social work.

Motion to approve Certificate of Proficiency for CHWA as presented - Melissa Korsmo

Motion 2nd

Motion approved

### **b. Facilities, Equipment, Technology**

#### **i. Upgrade to MOS 2021**

Nadine Lemmons shared that LCC is in the process of switching to MOS 2021 - effective winter quarter. Articulations will be for the 2021 and 2019 versions and will only be able to accept certification credit for 2019 and 2021 versions beginning January 2023.

### **c. Student Success/Performance**

Tamra Higgins' students are working in MOS 2019. Many promising students who are working ahead.

### **d. K12 Updates**

Bob Osftun shared CIP codes for Cowlitz County were organized through a google form – they are prepared and ready for General Advisory.

**e. LCC Updates**

BUS 100 will be added to the program planner as a Business Management and Accounting course requirement.

The Business Club is coming back for the first time since the pandemic. The Business Club has historically helped with Squirrel Fest, Nano Con, etc. The Club will be working with the Rotary Club to develop a college-level rotary club.

**VII. OLD BUSINESS:** none at this time

**VIII. NEW BUSINESS:**

**a. Monthly After-Hours Events for ACCT/BUS/BTEC**

Mark Gaither will be organizing monthly, informal meet-and-greets/social hours for industry partners, K12, LCC, and students. The goal is to help students learn soft skills and networking skills. Mark will develop a schedule to involve various school districts – more information to come.

**IX. UPCOMING PROGRAM OR COMMUNITY EVENTS**

There will be a career fair at the Expo Center for K12 students. Businesses and vendors will have raffle tickets to engage children. They can also sign up for job shadows occurring November 7-10.

**X. NEXT MEETING (DATE/TIME/PLACE):** Karissa will send out a Doodle poll to schedule the Spring meeting.

**Adjourned at 4:26 p.m.**

**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.

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