

Accounting, Business Leadership, BTEC Advisory Committee Agenda

Date: November, 7, 2023

Time: 5 - 6:30 p.m.

Place: Zoom or Business Achievement Center (AAR 110)

I. CALL TO ORDER

Roxanne called the meeting to order at 5:06 p.m.

II. INTRODUCTIONS

Roxanne Frasier - Alumni/Business Owner

Kathy Miller - Red Canoe

Melissa Korsmo - Alumni/LCHRMA

Jamie Martin - LCC

Mark Gaither - LCC

Dana Cummings - LCC

Maggie Stuart - LCC

Justin Core - LCC

Bob Ofstun - K12

Elizabeth Roffler - K12

Jodi Kruse - K12

Tamra Higgins - K12

Ken Kelly - K12

III. APPROVAL OF MINUTES

- a. [Fall 2022 ACCT/BUS/BTEC Advisory Committee Minutes](#)
- b. [Spring 2023 ACCT/BUS/BTEC Advisory Minutes](#)

Motion made and votes are in-process. Mark and Roxanne will follow up with committee members still needing to vote to finalize approvals.

IV. INDUSTRY UPDATES

Kathy discussed the continual struggle with hiring and retention— limited applicants, attendance, and finding candidates that can work within various systems. Requests for remote work continue, though there are not enough hybrid/remote positions to fit the demand. Remote limits engagement and collaboration and is not possible for all positions.

Roxanne noted many career changes among applicants, making it difficult to find candidates with relevant or transferable experience.

Melissa shared mental health continues to be a barrier for employees, and a challenge for employers.

V. Education (LCC and K12) UPDATES

a. Curriculum

i. New Course Adoptions

1. BUS 100 (credit change) - (Mark)

Prior to COVID, BUS 100 was a 5-credit class. With the addition of College Success (COLL 101), BUS 100 curriculum was changed to 3 credits. The proposal will change BUS 100 back to 5 credits, and act as an alternative for COLL 101. Skills that are learned in College Success will be contextualized with the curriculum change.

Mark shared the data informing this update.

Roxanne - motion made

Bill seconded the motion

Kathy and Melissa vote to approve. Follow up email will be sent out to voting members not in attendance.

2. BTEC 168 Billing & Coding Exam Prep (NEW) - (Mark)

Prep course to prepare students preparing for Medical Billing & Coding exams. Students typically sign up for a prep-course that is an additional expense for students; this would mitigate that need and cost.

Roxanne motioned to approve. Melissa seconded. Mark and Roxanne will follow up with committee members still needing to vote to finalize approvals.

b. Facilities, Equipment, Technology

Hold for Spring

c. Student Success/Performance

none at this time

d. K12 Updates

i. Invite all K12 partners (Woodland, Toutle, Wahkiakum, etc.)

Bill shared that many Longview schools articulate LCC business & marketing classes through LCC. He is looking for a committee to help develop these areas specifically for Longview schools.

Elizabeth Roffler is CTE certified and now is able to teach/certify students in Microsoft before they reach Kelso High School, where they can go on to earn dual credit and earn their Excel certification.

Ken shared that the silver lining of the pandemic was the students' ability to use various programs.

LCC Updates

- LCC is nearing the end of their Presidential search.
- Jamie Martin joined LCC as the Dean of STEM & Business/IT.

e. APPROVALS

i. K12 CTE CONDITIONAL CERTIFICATION - not at this time

ii. COURSES AND CIP CODES

- Longview School District needs [CIP approval](#) for Intro to Business (CIP 52000)
 - Motion was made to approve spring 2023. Mark and Roxanne will follow up with committee members still needing to vote to finalize approvals.

VI. OLD BUSINESS

none at this time

VII. NEW BUSINESS:

- Mark proposed a Winter quarter after-hours Meet & Greet for potential members. Mark can help organize the Rotaract club to host and invite other Rotary Clubs to attend. This would serve as a networking opportunity for students, and recruitment for additional advisory committee members. Stay Tuned for details!

VIII. UPCOMING PROGRAM OR COMMUNITY EVENTS (Members)

Melissa shared [information](#) for several professional development opportunities. Human Resources: Leading, Working, Expanding conference on January 31, 2024, and LCHRNA's Crucial Series on April 25 & 26, 2024.

IX. NEXT MEETING (DATE/TIME/PLACE): TBD

Meeting adjourned at 6:11

X. NON-DISCRIMINATION NOTICE

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IX, access, equal opportunity and/or grievance procedures should be directed to Vice President of Foundation, HR & Legal Affairs, 1600 Maple Street, PO Box 3010, Longview, WA 98632, title9@lowercolumbia.edu, Phone number, (360) 442-2120, Phone number/TTY (800) 833-6388.

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.

PREPARED BY: Karissa Vickaryous