



MEDICAL ASSISTING ADVISORY COMMITTEE MINUTES

OCTOBER 13, 2025 / 6:00 PM / HSB 244 AND ZOOM

I. Call to Order

Vicky Soladey called the meeting to order at 6:03 pm.

II. INTRODUCTIONS

A. New members, updated members, new student faculty

a. Industry:

Barbara Poole, Medical Assisting Educator, Peacehealth
Dana Clayton, Inside Sales Manager, Ferguson Enterprises
Angela Orth, Staff Manager, Child and Adolescent Clinic

b. Education:

Hanna Burleson, Biomedical Sciences, R.A. Long High School
Sara Al Bassam, I-Best Support Faculty, Lower Columbia College
Vicky Soladey, Medical Assisting Director, Lower Columbia College
Merry Bond, Dean for Nursing and Allied Health, Lower Columbia College
Julianna Crisman, Nurse Practitioner and Lower Columbia College Nursing Faculty
Keauna Doughten, Medical Assisting Student, Lower Columbia College

c. Guests:

Nicole Buffham, Staff, Lower Columbia College (recorder)

B. Review and update Medical Assisting Advisory Committee Roster

[MEDA Advisory Committee Roster](#)

The committee reviewed the roster. Vicky will make minor corrections.

C. Meeting minutes from 4/14/2025

[MEDA Advisory Committee Mtg Minutes 4/14/2025](#)

4 of 6 voting members have approved

III. BUSINESS/INDUSTRY/LABOR EMERGING TRENDS

Barbara shared that work continues on the new priority care clinic. The location will serve patients without PeaceHealth primary care providers. There will be opportunities for student externships and job placements.

Dana reported that there are many large jobs in progress in her industry with steel pipe, valves, and fittings. Her perception as a medical patient is that it is still challenging to obtain a doctor's appointment, and this hasn't changed much since COVID.

Hanna stated that the high school's CNA program is full, and students are enthusiastic about medical careers. Her students are excited for Vicky's planned visit on October

20th, as well as their upcoming visit to the hospital at the end of the month.

Vicky noted that she has been hearing questions about the CDC.

Merry replied that there is a great deal of confusion because people receive different messaging depending on the source. There is a lack of consistency between CDC recommendations and those in the field.

IV. ADD TOPICS FOR REVIEW AND INPUT FROM BUSINESS/INDUSTRY/LABOR

A. Curriculum & Environment

a. Review labor market information

There was nothing to report.

B. Facilities, Equipment, Technology & Training

a. Facilities and Technology

b. Training/Professional Development

There was nothing to report.

C. Implementation of Pathways & CTE Programs of Study

a. Alignment with K12 and CTE Dual Credit

b. Stackable Credentials

c. Opportunities for graduates-Higher Education & Career Advancement

Vicky had nothing new to report, and Hanna reported the same at the high school.

Merry shared that the ESD 112 CTE advisory group will meet soon (in the next week) to discuss streamlining pathways from K-12 through Allied Health programs in order to increase student participation. The approach will be regional and includes both Lower Columbia and Clark College.

D. Student Success, Performance & Equity

a. Sharing Data and Discussion

Vicky had nothing to report.

E. K12 General updates

a. Around the Table - any other updates from K12 attendees

There were no additional updates.

V. LCC General updates

A. Year Seven Accreditation Site Visit (NWCCU): October 15-17, 2025 (Evaluation of Institutional Effectiveness)

Vicky reported that Lower Columbia College will have its year seven accreditation site visit from NWCCU on October 15 through the 17th. There is a focus on the evaluation of institutional effectiveness. Staff, faculty, and students will attend forums hosted by the NWCCU evaluators.

B. Campus Projects

Vicky shared that construction has commenced for the new Center for Vocational and Transitional Studies. This has resulted in the closure of two parking lots. The parking challenges are compounded by the other project that is currently underway for the

new indoor softball and soccer facilities. Additionally, the city will close Maple Street on October 15, 2025, to add additional parking. This will result in changing Maple Street to a one-way street.

VI. OLD BUSINESS

A. [MEDA Advisory Committee Resource Survey 2025](#)

Vicky reviewed the MEDA Advisory Resource Survey sent several weeks ago. It is used for annual reporting. Three or four committee members participated. The surveys assess resources and are sent to students, faculty, and the committee.

VII. NEW BUSINESS

Cohort 2024-2025 Update

Cohort 2025-2026

[MAERB Annual Report for 2025](#)

Vicky shared that the 2024-2025 cohort had 12 graduates. Of those 12, eight have passed the AAMA and applied for licensure. She noted that there have been significant licensure delays due to a backlog at the Department of Health, dating back to June. Some students have applied for interim licenses, though not all employers accept them.

The current 2025-2026 cohort has 14 students. Vicky will reach out to the committee's industry members in winter or spring for clinical placements.

Vicky informed the committee that the Medical Assisting Education Review Board (MAERB) has moved LCC's submission due date from February to October. Vicky completed the report last February and has just submitted a new report for October. She said some of the material was duplicated, which made the process a little easier. The latest report was shared. The program is in full compliance on all indicators. There was 100% employer satisfaction. For job placement, four of five students have been placed (one moved out of state).

Vicky shared that the current cohort started at 18 students, but is currently at 14. The withdrawals were all for personal reasons, not academic issues. MAERB looks at general education courses, cohort (program) courses, and non-academic reasons for withdrawal. Vicky would be concerned if attrition were due to academic reasons. She did note that English Language Learners (ELL) struggle with the academic component, particularly testing. LCC offers extended test time and I-BEST support. It seems ELL students typically do not seek help. Vicky asked the committee for recommendations on how to persuade struggling ELL students to seek help.

Merry stated that the nursing program has similar struggles. There, they focus on creating a safe environment for students to ask for help, as well as building in supports for all students.

Vicky explained that ELL students do well on their skills, but the cognitive portion and testing are significant challenges for them. She wants students to test well to be prepared for passing the national exam, and she is looking for additional ways to encourage students to seek the help they need.

VIII. UPCOMING PROGRAM OR COMMUNITY EVENTS

Medical Assisting Recognition (MAR) Week - October 20-24, 2025

MA Recognition Day - October 22, 2025

Healthcare (focused) Career Fair - Wednesday, November 12, 2025, 12:00-2:00 pm, at
Lower Columbia College, Student Center (STC) 120

IX. NEXT MEETING (DATE/TIME/PLACE)

Monday April 13, 2025 @ 6:00 pm HSB 244 or Zoom

X. ADJOURNED: 6:33 pm

RESOURCES:

ADVISORY COMMITTEE HANDBOOK

AFTER MEETING:

Voting Members - Ethics training

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Advisory Committee Voting Member Approvals:

Ginny Albright:

Dana Clayton:



10/15/2025

Charlotta Laulainen:



10/22/2025

Mikayla Lorentson:

Angela Orth:



10/15/2025

Barbara Poole:



10/15/2025