

# Accounting, Business Leadership, BTEC Advisory Committee Agenda

Date: April 24, 2023

Time: 3-4:30 pm

Place: Hyflex | [Zoom](#) or LCC Business Achievement Center

## I. CALL TO ORDER

Mark called the meeting to order at 3:05 p.m.

## II. INTRODUCTIONS

Industry

Roxanne Frasier | Alumni & Business Owner

Kathy Miller | Red Canoe Credit Union

Tim Karnoski | Alumni & Port of Longview

Education

Bill Ofstun | K12

Maggie Stuart | LCC

Mark Gaither | LCC

Nadine Lemmons | LCC

Dana Cummings | LCC

Veronica DeJesus | LCC

## III. APPROVAL OF MINUTES

[Fall 2022 ACCT/BUS/BTEC Advisory Committee Minutes](#)

Motion made to approve 10/3/22 minutes - Nadine Lemmons

Motion seconded - Roxanne, Tim, and Kathy voted to approve.

Will send out an email for a final vote to meet the quorum.

## IV. RENEWING MEMBERSHIP

Continued membership and recruitment were discussed. Please email Karissa Vickaryous at [kvickaryous@lcc.ctc.edu](mailto:kvickaryous@lcc.ctc.edu) to confirm membership or decline continuation.

Send contact information to Mark Gaither at [mgaither@lcc.ctc.edu](mailto:mgaither@lcc.ctc.edu) and Karissa Vickaryous for any prospective or recommended members.

## V. EDUCATION (LCC and K12)

### a. [LCC: Program \(Degree and Certificates\) Overview](#)

Shared current degree and certificates offered at LCC. Overview of the Community, Health, and Wellness Advocate certificate that the committee voted to approve last year. Three more community colleges need to sign that there is no competition, and then it goes to SBCTC for final approval.

### b. Exploring new areas

- Nadine shared an overview of the proposed changes to the Administrative Services Manager AAS Degree. Keeping the degree the same, but adding 10 credits where students can choose a focus area that works within the community and increases marketability. Students can choose either Hospitality & Convention Services Management or Recreation, Entertainment, & Sport Management.
- Business Ethics hasn't been taught at LCC since the early 2000s. The curriculum was updated to be more relevant and include updated terminology. This can be used as an elective for other degree paths and hopefully lead to a future ethics-based BAS class.
- The question was asked how enrollment is impacted by adding courses - does it create competition between classes, ultimately diluting enrollment across classes? Some classes that were retired had not been replaced. Class Schedule development ensures that classes are distributed across quarters/modalities to be optimal for students.
- Social Media and hy-flex work/meeting skills were suggested by Industry partners as new areas of study.

**c. List of articulation agreements**

New software for articulation agreements - process on hold at the moment.

**d. K12 updates**

Longview School District participated in a Comprehensive Program Review with OSPI. Approval is needed for Intro to Business (CIP 520000) to continue offering the class. Karissa will send out the CIP Code and Labor Market review to vote on for approval.

**VI. INDUSTRY UPDATES**

- Hiring continues to be difficult - low applicant pool with less experience and many candidates are looking for remote work.
- Students are looking for administrative jobs, but do not always have the work experience.
- The Port of Longview had a record year in 2022. Recently hired four new positions – Accountant, Environmental Technician, IT Specialist and COO.

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

**VIII. NEW BUSINESS:**

- LCC Business Club has been working on a Rotaract Club for the last six months. It was approved by ASLCC and three local Rotary Clubs, making it official.
- The Small Business Incubator is a designated space and technology where business owners will be able to host drop-in hours to help others with their start-ups.

- A coalition made up of Federal, State, Local, and Tribal groups have been working for 20 weeks to address the silt problem on Mt. St. Helens. A dozen LCC students attended a workshop to learn how to mitigate the silt issue. This is a long-term investment to stimulate the economy by flipping the model from mitigation to a tourism/research model.

## IX. UPCOMING PROGRAM OR COMMUNITY EVENTS

- April 29, 8 am - 5 pm | [Kelso Rotary Kid's Fish-in](#), Martin Dock at Lake Sacajawea
- May 4, 5 - 8 pm | Pillars of Strength and Crystal Apple Awards, Cowlitz Event Center
- May 25, 10 am - 2 pm | LCC Spring Career Fair. Please reach out to Veronica DeJesus at [vdejesus@lowercolumbia.edu](mailto:vdejesus@lowercolumbia.edu) with any questions.
- June 16 | LCC Commencement, Kelso High School

## X. NEXT MEETING (DATE/TIME/PLACE): TBD - Fall 2023

The meeting adjourned at 4:17 p.m.

## XI. RESOURCES

- [ADVISORY COMMITTEE HANDBOOK](#)
- [LCC: Professional-Technical Advisory Committees Meeting Minutes](#)
- [The Carl D. Perkins Vocational and Technical Education Act, Public Law 105-332](#)
- [College Advisory Committee Procedures](#)
- [K12 CTE Advisory Committee Procedures](#)

### f. Terms:

- 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.
- CIP Code:** Classification of Instructional Programs (CIP) Code. A federally accepted course and program code that identifies courses taught throughout the United States 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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