**ORGANIZATIONAL LEADERSHIP & TECHNICAL MANAGEMENT (OLTM)**
**ADVISORY COMMITTEE MINUTES**
Wednesday, May 17, 2023
2:00 - 3:30 p.m.
Health & Science Building, Room 107

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I. **Call to order**: 2:05 p.m.
II. **Attendance**:
    a. Present:
        1. Michaela Jackson, LCC Director BAS Programs
        2. Jim Coffee, CEO Cowlitz Family Health Center
        3. Penny Andrews, HR Director Longview School District
        4. Monica Seidl, CWCOG, Small Business Development
        5. Tamra Gilchrist, LCC Dean of Instruction
        6. Bailey Roberts, Community Development, Fibre Federal CU
        7. Justin Core, LCC OLTM Faculty
        8. Tricia Junker-Rodman, Core Health
        9. Jenny Smith, Lower Columbia College, BAS Program Support
        10.     Travis Wallace was called out
    b. Guest: Jennie Bergman, LCC Workforce Education Manager, Ethics Training
III. **ETHICS TRAINING** with Jennie Bergman
    a. Follow up on advisory members/volunteers attending open training and/or training sessions
    b. Policies and procedures drive the ethical boundaries of training and other types of activities.
    c. This is a good question to take to HR - Scenarios Question 5 of the ethics training.
IV. **ADVISORY COMMITTEE OVERVIEW**
    a. We meet twice a year - generally fall and spring
    b. Purpose - Advise, assist, and support Organizational Leadership program in the following areas: Curriculum, Staff Development, Recruitment, Program Review, Community Relations, Student Organization, Job placement, Community Resources, Legislative processes
    c. Membership and expectations
        i. We will need to elect a chair
        ii. Members agree to participate in good faith and respect concerns of others
        iii. Members are expected to participate professionally and constructively with respect and commitment to collaboration.
        iv. We are looking for diversity in community membership and look forward to referrals

      v.   Represent industry perspectives
     vi.   Ask questions and invite clarification
    vii.   Avoid characterizing the motives of others - be mindful of audiences

V. **Motion Item: ELECT A COMMITTEE CHAIR**
   a. Responsibilities
      i. Attend bi-annual meetings (3 if desired)
      ii. Agenda will be co-created (guided process)
      iii. Quorum is 5 industry partners
      iv. 3-year commitment requested
      v. Student terms are limited to 1 year in order to get more students into and through the advisory
   b. Monica Seidl self-nominated (Many thanks!)
      i. Second: Jim Coffee
      ii. Unanimous support - motion passed

VI. **INDUSTRY UPDATES - Generally listed first**
   a. Hopscotch is closed as of today - How do we keep our businesses open and thriving?
   b. Evaluation of support structures and opportunities to share success methods
   c. Bailey: Offered low-cost budget classes and there was zero sign ups
   d. How do we recruit in mental\behavioral health and business to attend college and meet community needs?
   e. Tricia: In WA state, bachelor degree recipients are able to provide counseling services
   f. Penny: There is a struggle with mental health. More than half the day is spent engaged in crisis situations

VII. **OLTM UPDATES**
   a. Partnership with Perry Tech - Graduates can attend LCCs Leadership program
   b. New flexible enrollment options - Both full and part-time models are available annually now.
   c. Monica: Challenging courses? Credit for Prior Learning typically applies to 100 and 200 level courses. There haven't been challenges to our Leadership program yet. There have been a minimal number of Teacher Education students and CLEP testers
   d. This cohort is fully online
   e. We are negotiating 1 night per week on campus with a 5-week course followed by another 5-week course for accelerated learning. One online course is woven into the 2 sequential campus-based classes. We are piloting this but there are some financial aid impacts.
   f. Data
      i. Enrollment - Applied
         1. Cohort 1 - 26
         2. Cohort 2 - 22
         3. Cohort 3 - 28
      ii. Started
         1. Cohort 1 - 22

 2. Cohort 2 - 20
 iii. Graduates –
 1. Cohort 1 - 16 are on-track to graduate
 2. Cohort 2 - 9 but we may recover more
 iv. Committee ideas on retention are invited - childcare is a barrier
 v. Labor Market - Table this for the next meeting
 g. OLTM Student Projects -
 i. Project management with change implementation built in.  A cultural garden project walked students through feasibility studies, design, unexpected natural disasters, and how to recover.
 ii. Press conferences followed for experiential practice.
 iii. Project ideas? Help inform curriculum!
 iv. How will we engage students in the same way when fully online?
**VIII. GRAD SURVEY QUESTIONS –** Tabled for next meeting
 **IX. UPCOMING PROGRAM OR COMMUNITY EVENTS**
 a. Leadership After Hours - May 18th 5:30 p.m. HSB 123 - Retention effort that encourages networking.
 b. Graduation Reception June 12th 5:30 p.m. LCC Student Center
 c. LCC Commencement- June 16th 6:30 p.m. Kelso High School
 d. Chamber Small Business Bootcamp, Cowlitz-Wahkiakum Council of Government, Jun 16, 2023 is an opportunity to meet and network with the community from 7:30 - 9 a.m. at American Workforce.
 e. LCC Career and Networking Fair, May 25, 2023
 f. SCORE is teaching classes at the Longview Library this Saturday and next Saturday
 g. We would like to get a community calendar re-established
 h. The Rotaract Club was approved.
 i. Sue Bennett is having students visit the chamber in order to volunteer civically and report back.
 j. Pillars of strength happened 2 weeks ago. Jim Stanley won. Bailey got to present the award.
 **X. NEXT MEETING (DATE/TIME/PLACE):**
 a. We would like to meet more than 2 times per year - but faculty are out in August.
 b. We would like to meet quarterly until we are settled.
 c. 10-12-2023 @ 2 p.m.
 XI. **Meeting adjourned** at 3:55 p.m.

**Action Items**:
 ☒Allow board members /volunteers to log in

**Tabled Items**:
Labor Market Information
Grad Survey Questions