



ACCOUNTING-BUSINESS ADVISORY BOARD MINUTES

THURSDAY, NOV. 19TH, 2020, 3:30 p.m. VIRTUAL VIA ZOOM

I. Meeting called to order at 3:32 p.m.

II. ATTENDEES

Roxanne Frasier, ERS, LCC Alumni

Melissa Korsmo, Lower Columbia Human Resources Management Association (LHRM)

Tim Karnoski, Port of Longview

Kelsey Elwess, Opsahl-Dawson CPAs

K-12 Career and Technical Education

Taylor Beck, Mark Morris High School

Megan Thomas, Kelso High School

Jocelyn Schauer, Mark Morris High School

Sherry Allen, Castle Rock High School

Bill Ofstun, Longview School District

Ben Rood, Kelso High School

Rose Ruff, Woodland Public Schools

Lower Columbia College

Dana Cummings, faculty

Maggie Stuart, faculty

Lynell Amundson, Workforce Education

III. AGENDA ITEMS

a) Updates from LCC

Enrollment, class schedule

LCC faculty shared that classes are mostly online. Many of LCC's business and accounting classes have traditionally been delivered online so when COVID-19 hit and schools were required to move all classes to an online delivery format it had less of an affect on these courses. Maggie Stuart shared that she records her courses to accommodate any students who may miss sections.

Dana Cummings shared that enrollment is down 20% and many students are only attending part-time due to the fact they have children at home or other COVID-19 issues they may be dealing with.

b) K-12 partner updates

Share information regarding current status and progress, next steps



Rose Ruff shared labor market data with members and a list of courses Woodland High School is preparing to offer through its Career and Technical Education program. The courses were developed in response to what the school learned from the labor market information in order to better prepare students to go into business and accounting fields.

The advisory board unanimously approved the courses (Attached).

c) Industry partner updates

Business and industry partners will share information regarding their current status and how they are working during the current environment.

Tim Shared that Port of Longview has moved its administrative offices into the “Whitehouse” building at 10 Port Way in Longview. He said business at the Port has been steady with most employees working on site.

Melissa shared that there will be a human resources event offered virtually the second week of April with representation from Oregon, Washington and Alaska.

d) LCC updates and next steps

Plans for Winter Quarter 2021

Dana and Maggie shared that Winter Quarter will be operating much like Fall with classes being available online only. The remainder of the academic year, through the end of June 2021, will also most likely remain online as well with the exception of programs that are deemed essential as part of the COVID-19 pandemic, e.g. welding, diesel technology, automotive technology, nursing, medical assisting, machining.

IV. PROGRAM OR COMMUNITY EVENTS

Events that have been hosted by LCC in the past to introduce middle school and high school students to career options, as well as job or career fairs are cancelled indefinitely.

V. Meeting adjourned at 4:20 p.m.



Woodland School District

Career and Technical Education

Advisory Approval for: Business/Marketing

Date: 11/19/20

We, the undersigned Advisory Committee hereby give our approval for Woodland School District to offer the following courses:

cip code	course name
279998	Business Math
320107	Career Choices
100303	Art, Audiovisual Technology and communications
520401	Business Procedures and Administrative Support Services
521400	Introduction to Marketing
521401	Marketing Management
110601	Digital Communication Tools
110801	Web Page/Digital/Multimedia and information Design
521801	Marketing Operations
110699	Office User Specialist
520701	Entrepreneurship
520211	Project Management
100201	Foundations of Photography

We have reviewed Labor Market Data for our area and agree that these are courses needed to meet the job market, are in high demand and high wage categories.

Chairperson: Helsey Elness, CPA Date: 11/19/2020
(signature)

CTE Director or Assistant Director _____ Date: _____
(signature)