Medical Assisting Advisory Committee Minutes

October 12, 2026 | 6:00 pm | LCC - HSB 244 and Zoom

Present:

Industry:
Dana Clayton, Inside Sales Manager, Ferguson Enterprises
Angela Orth, Medical Assistant, Child and Adolescent Clinic
Barbara Poole, Medical Assistant, Independent

Education:
Hanna Burleson, Biomedical Sciences, R.A. Long High School
Vicky Soladey, Medical Assisting Program Director and Faculty, LCC
Merry Bond, Dean of Nursing, Allied Health, and Wellness, LCC
Sara Al Bassam, Faculty, LCC
Lauryn Nelson, Student, LCC

Recorder:

Nicole Buffham, Administrative Assistant, LCC

I. Call To Order

a. Vicky Soladey called the meeting to order at 6:01 pm.

II. Introductions

a. Introductions were made, and the Medical Assisting Advisory Committee Roster was reviewed. No changes were made during the meeting.

III. Approval Of Minutes

a. MEDA Minutes 4/13/2026 (Approved - 5 of 6)
b. Vicky reported that 5 of 6 voting members had approved the spring meeting minutes. The group declined the opportunity to review the minutes.

IV. Industry Updates

a. Child and Adolescent Clinic (Angela): Shifted from summer sports physicals to illness season; seeing high positive cases of Influenza and COVID-19. Overall, clinic operations are running smoothly.
b. Ferguson Enterprises (Dana): Operations remain busy; no major new industry updates.
c. Cowlitz Family Health Center (via Vicky, as reported by Julianna Crisman, absent): In dire need of MAs; several clinics are operating with zero MAs. There is a shortage of applicants at CFHC, even with their apprenticeship program. Barbara commented that PeaceHealth had paused their apprenticeship program

at St. John's because they couldn't place students after they completed the program and were certified.

V. Education Updates

a. Curriculum (fall)
    i. Course Plan Review: Vicky is evaluating current course plans to determine where credits/hours can be shortened or streamlined to reduce student costs and program length without impacting core requirements.
    ii. Allied Health Reclassification: Discussions are ongoing to reclassify select general courses as "Allied Health" to broaden appeal and attract students beyond Medical Assisting.

b. Facilities, Equipment, Technology (fall)
    i. Campus-wide equipment requests are active; the Medical Assisting program currently has no new equipment/facility requests.

c. Student Success/Performance (spring)
    i. Not addressed.

d. K12 Updates
    i. Hanna reported that K-12 is off to a good start. Kids are getting into the swing of things, and they look forward to visits from LCC about the programs.

e. LCC Updates
    i. Construction: Construction on the new Vocational Building is ongoing; demolition of the science building is underway; construction of the grandstands is actively progressing.
    ii. Leadership Transitions:
        1. Interim President: Kristen Finnel (serving through ~2028).
        2. Interim VP of Instruction: Stephanie Gilberti.
        3. Dean of Student Services: Currently in the hiring process to oversee financial aid, advising, and student services.

VI. Old Business

a. Follow up on Advisory Committee Resource Survey
    i. Advisory Committee Resource Survey: Completed with positive feedback. Discussion held clarifying the Likert scale (1 = Lowest, 5 = Highest; 6 = Not Applicable).

b. Ethics Training: Mandatory training required again this year. Nicole will email the training link to committee members to complete asynchronously.

VII. New Business

a. Share the Annual Report for 2026
    i. Status: Annual report turned in ahead of schedule. Most metrics meet target standards (Green), with Retention flagged in the Red zone due to external non-academic factors.

ii. Retention Action Plan: Students left due to non-academic reasons (career re-evaluation, work/financial hardship, family obligations). One student has already re-entered via independent study.
iii. Program Statistics & Metrics:
1. Cohort Size: Currently, 8 students are in the new cohort (1 dropped before the cutoff to switch to Office Administration; 1 re-entry student resuming in spring).
2. Graduates (2025): 12 graduates.
3. Surveys & Placement: 75% graduate survey response rate; positive employer survey feedback; strong job placement across the region.
4. Credentialing Outcomes: 83% exam pass rate / 90% program completion metric.
iv. Credit & Hour Requirements: Program remains 5–7 quarters (~15 months for AAS, 70 credits for Certificate). Requires formal admission at the start of clinical due to the prerequisite structure. Requires >700 clinical/lecture hours to satisfy Washington state requirements.

b. Feedback from the 70th Annual AAMA conference
i. Advising & Marketing: Vicky identified the need to meet with pre-nursing/general campus advisors to better educate them on the Medical Assisting pathway and improve internal LCC marketing.
ii. On-the-Job Training & Apprenticeships:
1. Discussion on clinic-based RMA/apprenticeship pathways (PeaceHealth, Vancouver Clinic, Cowlitz Family Health).
2. PeaceHealth's apprenticeship program is currently paused.
3. Angela noted marketing the program as an AI-resilient trade/skill path to younger prospective students.

c. Re-visiting Medical Assisting Educators Communities of Practices
i. Educator Community: Rebooting the Canvas-based Medical Assisting Educator Community (led by Olympic College) on October 23rd to share best practices on enrollment and student engagement.

d. IBEST Support:
i. Discussion regarding decreased test scores following the loss of I-BEST support due to qualification changes (low enrollment, transfer degrees, past degrees, high school/running start status). Vicki conducted in-class review sessions and encouraged student study groups; follow-up with advising/support staff planned.

VIII. Upcoming Program Or Community Events

a. Medical Assistants Recognition Week 10/19-23/2026
b. Healthcare Career Fair - Monday 10/19/2026 12:00-2:00 pm LCC Student Center

IX. Next Meeting:

a. Monday, April 19, 2027, @ 6:00 pm. The meeting will transition to fully online via Zoom due to low in-person attendance.

Adjournment: Meeting adjourned by Vicky at 6:42 pm.

X. 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.