CLARK COLLEGE
— EST. 1933 —

HIM -MINUTES
November 13th, 2024, at 5:30 PM
Zoom

Members Present: Chasity Palacios (Committee Chair) Billing Specialist/Coder, Northwest Urology, LLC; Merryl Blatnik (Vice-Chair) Medical Coding Specialist, Columbia River Mental Health Services; April Andrews, Release Specialist and Lead of Medical Records, Columbia River Mental Health Services

Guests:

Members Absent: Sean Moore, Business Solutions Consultant, Workforce SW WA; Karin LaValla, Business Services Manager, Workforce SW WA

Labor Representative:

Clark College: Scot Headley, Dean of Business & Health Sciences, Clark College; Olga Lyubar, Faculty Lead, Clark College; Janine Reick, Instructor, Clark College; Elizabeth Flores, Advisory Coordinator, Clark College; Lindsay Earl, Academic Advisor, Clark College

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The meeting began at 5:32 PM

NEXT MEETING DATE
The committee will meet next on February 26th, 2025, at 5:30 PM

MINUTES OF THE PREVIOUS MEETING
The minutes from the previous meeting on October 26th, 2022, February 21st, 2024, and May 8th, 2024 were approved.

ETHICS TRAINING
Elizabeth conducted the Advisory Committee Ethics Training.

ORIENTATION TRAINING
Elizabeth conducted the Advisory Orientation Training.

COLLEGE UPDATES

Scot shared that the Allied Health programs are working to engage and strengthen partnerships with ESD 112. Current efforts aim to increase further outreach and recruitment with local middle schools and high schools. Olga is taking a leadership role in this grant project with the support of Perkins funding to support faculty.

Scot shared that the College welcomed Dr. Terry Brown as the Vice President of Instruction.

Scot shared the news of a recent successful accreditation site visit with the Medical Assistant program. The Pharmacy Tech program prepares for its first accreditation visit this week.

Scot welcomed committee members to inform Olga or Elizabeth if they know of colleagues interested in joining the committee.

Scot announced that the Surgical Tech program will begin fall of 2025, however, students can enroll and begin prerequisites.

DEPARTMENT UPDATES

Olga announced that three graduates were recently hired and discussed summer 2024 graduate updates.

Olga discussed selective admissions data. Currently, there are twenty applicants for the Certificate of Proficiency and twenty-three for the Associate degree. In January the program will evaluate who has completed the certificate or associates.

Olga announced recent changes to the program's landing page on the website which now displays the program cost sheet for student financial planning.

Olga shared that Janine's tenure track process is almost complete.

Marketing

Olga discussed the efforts of the program to increase marketing. Olga welcomed industry members to volunteer as guest speakers at local high schools.

Janine discussed the past graduate CPC credentials and hopes to find resources to provide students with low-cost practice exams. Janine will collaborate with the librarian associate to explore these resources.

Janine shared that two coding courses were recently approved under quality matters certifications.

BYLAWS

The committee reviewed the bylaws.

Chasity motioned to change section three of article one from a one-year term to a two-year term, Merryl seconded and all unanimously approved.

WORKPLAN

Elizabeth discussed the work plan development.

The committee will review and discuss the 2024-25 work plan at the winter meeting.

INDUSTRY FEEDBACK

April shared that the recent interns have been going well and students arrive knowledgeable about ROI's and policies.

Merryl shared that Columbia River Mental Health hired another graduate from the program.

Merryl recommended recruiting from the AAPC Chapter.

The meeting adjourned at 6:32 PM

Prepared by Elizabeth Flores