

**KALAMAZOO VALLEY COMMUNITY COLLEGE
MAT ADVISORY COMMITTEE MEETING MINUTES
APRIL 20, 2016 at 6:00 pm
Room 7334**

I. Attending:

Ken Brink – Public Member	Cindy Lee, CPC – Employer
Sarah Aviles, CMA (AAMA) – Faculty	Kathy Stuu, CMA-A (AAMA) –Faculty
Lori Haley, CMA (AAMA) –Faculty	Patti Hostetler, CPC – Faculty
Kim Terpstra, CMA (AAMA), CPC	Cindy Welch, CMA-AC (AAMA)
Annette Stewart – current Student	Mary Dey, CMA-AC (AAMA) – Program Director
Jim Taylor – Dean of Health and Public Services	LaShonda Wells – Counseling
Rusty Dowling, CMA (AAMA)	Jill Vroegindewey, CMA (AAMA) – late arrival

Absent:

Kathy Higashi, CMA (AAMA)	Donna Roberts – current student
Michael Ku, MD – Medical Advisor (sent regrets)	
Lindsey Tomancik, CMA (AAMA) – recent graduate	Amanda Palik, CMA (AAMA) - recent graduate

II. Minutes of the November 18, 2015 meeting – approved as distributed.

III. Report of the Program Director:

- a. Graduate Surveys for medical assistants were sent.
- b. Surveys (per CAAHEP requirements), were received and results were passed around the table for review by the attending members of the Advisory Committee. These were the Graduate Surveys, Student Resource surveys and Employer Surveys. Survey Monkey was tried but there were zero responses. We will try this again next time but have it sent from my office and returned to my office.
- c. Changes to program –
 1. The typing speed requirement of 40 wpm was eliminated. The MAT Program requirement form was distributed - #7 pertaining to the typing requirement will be removed and the form reprinted.
 2. The prereqs for MAT: HCR 116 (Medical Terminology) and Math 100 (Health Careers Math) are in place for Fall. This will temporarily impact enrollment, and will be a requirement for both the Certificate and AAS Degree Programs.
 3. Competitive enrollment: Application process began April 1 and continued thru April 15. Currently, there are 11 applicants for Fall.
- d. Annual Report Form – Was distributed to the Committee and discussed. KVCC is fine per the letter received from the Chair of the Medical Assistant Education Review Board (MAERB).
- e. MAT Advisory Committee – everyone’s term has expired. New contact forms were distributed for completion by the Advisory Committee members wishing to continue. The term is for three years. For those not wishing to continue, a thank you letter from the College will be sent. Forms will be mailed to Dr. Ku, Amanda Palik and Lindsey Tomancik.

- f. Per Dr. Ku's recommendation, Mary contacted Cindy Gaines, COO of Borgess Medical Group to arrange a meeting. That meeting has not been held as of this date. Once the semester ends, she will initiate another contact with Ms. Gaines. Mary and Lori met with the Borgess Recruiter, Ron Brosofske, on March 16 at Borgess. They shared with him information related to our program, externship requirements, etc. Borgess was holding a "speed dating" session with applicants and practice managers that day.
- g. As a reminder - students may take the certification examination up to 1 month prior to graduation. Their scores are withheld pending confirmation of graduation from the Program Director.

IV. Unfinished Business:

- a. Capital Budgeting for 2016-2017.
 - 1. Renovation of lab space \$12,500 (design services and \$235,973 (for renovation)
 - 2. 2 drawing chairs \$2,000
 - 3. New centrifuge \$1400

At this point, the department is still holding pending the decision on the capital budget requests. Per faculty and student input - Room 4120, the setup is not conducive to replicating the workplace environment. The projected renovation is intended to simulate the workplace as much as possible in both front and back office areas, and allow a more efficient workflow during sessions.

V. New Business:

- a. The request for new products and/or services recommendations from the Committee that should be considered for incorporation into the teaching?

The committee questioned the state of the current lab equipment - the blood chemistry machine is in need of repair and is very expensive to either repair or replace. Committee members suggested maybe in lieu of repairing to maybe purchase a PT/INR machine. Members of the Committee expressed concern about the lack of equipment so more than one student can practice at a time. The need for additional equipment was also expressed by current student Annette Stewart.

Discussion regarding access to water in the lab area. With the renovation, there will be water, but no bathroom. This raised major concern with the Advisory Committee especially as students do UA testing. The Committee strongly urged reconsideration and highly recommended putting in a bathroom.

- b. Dean Taylor provided the Committee with an update on the downtown campus. The open house for all three buildings will held on April 24th. Shuttle service from the Crosstown buildings (the old Sears building) will be provided to the building downtown.

Adjournment: 7:15 pm.
Rusty Dowling, CMA (AAMA)