

## **Minutes of the Medical Assisting Advisory Committee Meeting**

**Time:** 9:00am to 10:00am, **Date:** Friday, Dec 12, 2025 @ 9am

**Place:** ZOOM

### **Core Community Committee Members as shown on District approved 2025-2026 Career Technical Education (CTE) Advisory Committee Members List:**

- Lisa Arciga - Siyan Clinical
- Judy Dittmer (retired, Shannon Tinsley is proxy) – Providence
- Marco Guzman - Sutter Pacific Medical Foundation
- Michelle Marble – Kaiser

### **Core Community Members in Attendance:**

- Marco Guzman - Sutter Pacific Medical Foundation
- Michelle Marble – Kaiser

### **Other Community Members in Attendance: None**

**Absent:** Lisa Arciga, and Judy Dittmer/Shannon Tinsley

### **SRJC Faculty, Staff, and Administrators in Attendance:**

- Kat Slusser (SRJC MA Program Coordinator)
- Jessica Longoria (SRJC Counselor)

**Invited Guests in Attendance: None**

**Was there a quorum: No**

- 1. Call to Order:** Kat Slusser - Opened the meeting at 9:04am
- 2. Welcome/Introductions:** All members, guests, and faculty introduced themselves
- 3. Approval of Minutes of Last Meeting:** All approve as submitted
- 4. Confirmation of Core Members, Committee Chair and updated contact information**
  - Committee Chair - Marco Guzman (Sutter) agrees to remain Chair
  - Committee members who agreed to remain as core members:
    - Marco Guzman for Sutter Pacific Medical Foundation (Chair)
    - Michelle Marble for Kaiser
- 5. Public Comments**
  - **Job Growth/Skills Needs –**
    - Marco (Sutter) –

- Regarding training for MAs in primary care, Sutter is looking for a more hybrid MA role with MAs doing both front and back office work. Insurance, EPIC, referral title training, radiant and cadence training in EPIC is done upon orientation.
- Looking for MAs who are trained in splinting, which is usually done by ortho techs. So having MAs who are trained and certified in ortho techniques would be helpful to Sutter. Marco is aware of an ortho certification program and will send Kat the info.
- Now hiring directly into primary care, and also specialty clinics, as opposed to only float pool.
- Need for program accreditation = No need
- Certification = Not required, but it is preferred
- Phlebotomy = No need
- Michelle (Kaiser) -
  - Very impressed with externs from our program.
  - No sharing of PSR and MA role.
  - MAs can now support Kaiser's medication distribution program, where an MA keeps track of patients on certain medication that need tracking and follow up, so an MA having the administrative skills (as opposed to just the clinical skills) is very important for Kaiser.
  - Have some MAs that are asking for management/leadership positions (which we do teach in this program).
  - Kaiser is continuing to expand the MA role to do injections.
  - Need for program accreditation = No need
  - Certification = Not required, but preferred
  - Phlebotomy = No need

## 6. Unfinished Business:

- None

## 7. New Business:

- There have been no significant changes to the JC MA program.
- This program will continue to be offered with the current curriculum, which is a combination of both clinical and administrative skills.
- The MA program currently takes 30 new students every Fall. They continue through Spring, then they are ready to start externship every Summer.
- MA has been doing more outreach to high school students, and working with the counselors to get students connected from high school into the MA program.
- MA program has also been doing some social media advertising.

- The current class has 25 students, and externship requests will come to clinical partners in March/April for Summer 2026.

**8. Discussion Items:**

- None

**9. Update From the Dean:**

- None

**9. Action Items:**

- Next MA Advisory Board Meeting tentatively scheduled for Fri, December 18, 2026 from 9-10am on zoom.

**10. Adjournment:** Meeting was adjourned at 9:35am.