

**North Central College Health Association
Executive Board Meeting, February 1, 2008
Bloomington, Minnesota**

In attendance: Members – Dana Mills, Corie Beckermann, Jenny Ciske, Paul Baumert, Ruth Swisher, Julie Bonner, Jo Ellen Anderson, Dagny Oliver, Wendy Schuh, Keven Syverson, Madonna McDermott

Guest: Brian Allen

II. The meeting was called to order at 8:17 am.

III. Paul Baumert welcomed everyone and introductions were made.

IV. NCCHA Annual Conference

a. 2007 Annual Conference Report and Summary:

Conference Planner and current President distributed a written report. This is not the final budget but the bottom line is that the conference was \$1200.00 ahead. Initially the budget was based on more participants than the actual 138 participants. They partnered with the Center for Continuing Education who recommended the \$1000 for the people at booths. While most speakers were local there was a cost of some of the keynotes. A summary notebook was given to the 2008 planning coordinator.

b. 2008 Annual Conference Plans:

There was a discussion of survey results sent out by NCCHA in terms of topics for the 2008 meeting. Approximately 100 surveys were sent with 38 replies. Top topics were evidence based STI screening, cervical cancer screening and Gardasil. HIPAA, emergency planning and identification of risk behavior was also addressed. UW-Lacrosse will focus on topics that received 50% or more high interest by respondents. Other content topics were considered as well as overall schedule of the conference and CME offerings. The recognition of the ACHA's attempt to engage pharmacists and physicians was noted and discussed in terms of NCCHA. The goal of the meeting is to provide our diverse college health community with a range of topics that will encourage individuals from all backgrounds and all size health centers to attend.

An update on the Letter of Agreement presented at the October meetings was given and ACHA has approved it. One of the purposes of review was to assure the Office of Continuing Education of our commitment. A motion was made and seconded (Mills/Swisher) to accept the Letter of Agreement between UW- Lacrosse and NCCHA for the purpose of planning and implementing the 2008 annual meeting. The motion passed unanimously. A \$5,000 contribution was provided to UW LaCrosse Continuing Education and Extension to continue their efforts in this process.

V. Agenda/minutes/roster: There were no major additions to the agenda. A motion was made and seconded (Schuh/Mills) to approve minutes from 10/18/07 Executive

Board Meeting, 10/18/07 General Business Meeting and 10/19/07 Executive Board Meeting as corrected. A motion was moved and seconded (Mills/Beckermann) to approve the roster as corrected and add to the website the past 2 year's roster in addition to the updated one. Both motions were unanimously passed.

VI. Brief Reports/Updates

a. Treasurer Report (McDermott)

A written report was distributed. The organization is in good financial condition with a 5 month certificate of deposit of approximately \$23,000, a checking account of \$7,000 and a savings account to avoid fees of \$5,000. The total assets are \$30,757.94.

- b. Membership report (Schuh)** – Total number of 2008 members is with 8 nonrenewing. State representatives will contact those not returning. Not a clear pattern of nonrenewing although there is a trend that it was smaller schools. Between 2006 and 2007 14 members were lost and between 2007 and 2008 15 members were lost. Wendy has 2007 email addresses only and ACHA has ownership of the 2008 email addresses. There is no objection from ACHA of NCCHA maintaining a separate email list to use for individual communication however for membership wide communication we will use the ACHA procedure. We will review the timeline and impact of this change as there is concern for any time lag or for our members recognizing the regional message from ACHA. Wendy will update our membership page and Julie will update this on the web.

We moved to discussing VII -3 regarding NCCHA scholarships and professional development. In October the Board approved in general scholarships to towards schools membership, regional and national conference. A subcommittee of Paul, Corie and Jennifer reviewed with ACHA and other regional affiliates who have programs. Goal is to widely reach out to small schools who were concerned about the higher cost of membership with united membership. Another goal is for membership in general to grow and involvement in the regional meeting to grow which would require ongoing discussion with ACHA based on overall membership rates and consideration of our regional meeting costs. Extensive discussion of application process/form included discussion of membership requirement, size of institution, required use of funds, total amount, determination of recipients, marketing. The final form will be developed based on the discussion by the subcommittee and sent to the Board for review. The timeline was to try to start this with the 2008 regional meeting.

Another discussion was if all individuals of an institutional member can attend the regional meeting at a member rate which has been the case previously and clarifying that this will continue.

- c. Newsletter Report (Baumert for Chair)** A written copy of the newsletter was distributed for review and comments. Secretary will forward the Chair the updated roster for the Newsletter.

- d. **Members-at-Large Report** –(Baumert). Ellie has a few names for the still vacant SD seat.
- e. **Student Representatives** - The student rep currently will rotate off next year and we still have a vacant position for a 2nd student rep. In the past the student rep has usually been from the President's state but has been just to facilitate travel to the meetings. The current PD was reviewed for student representatives and a revision may be considered in the future along with the total number of students on the board.

VII. Items for Board Action

a. Awards, Grants and Scholarships

1. Affiliate New Professional Award – We nominated Dr. Ann Laros, a staff gynecologist at U of Iowa to ACHA. She has spoken at college health meetings and been very active at University of Iowa and during the mumps outbreak.
2. Student Grants – Written report from last year's recipient was distributed. No applications received this year to date.

b. NCCHA Board Position Descriptions Review

It was identified that the Position Descriptions were last formally updated in 12/03 and needed some revisions. Each person will review their own and send comments to the bylaw subcommittee. Comments in the discussion have included separating the Secretary and Treasurer and most recently evaluating the role of the Membership Chair with united membership as well as the need for a historian/archivist. A motion was made and seconded (Dana/Ruth) for all board members to collect and deliver to Wendy Schuh material to be considered for archives. A motion was made and seconded (Beckermann/Swisher) to change the name of the Membership Chairperson to Membership Coordinator/Historian. Both motions passed unanimously.

Keven left the meeting at this point in the discussion. Quorum remains with 8 board members present.

- c. NCCHA Bylaws Review – The written bylaws as posted on the web entitled the Constitution were distributed at the meeting. The last update was October 1994. Due to the need for revision a subcommittee was formed to review the bylaws and report at our June meeting. Dana Mills and Ruth Swisher volunteered to facilitate the review. Dana then stated that ACHA is working on a template for by-laws so they will hold off their review until he determines the timeline under which

ACHA is working. If it's going to be a year or more, he and Ruth will continue their plan to review our by-laws.

d. Articles of Incorporation – Teleconference

There was a teleconference that Paul, Ruth and Madonna participated in with ACHA. Questions of incorporation and liability protection have been previously discussed and were taken on by ACHA for all their affiliates. ACHA advised that all regional groups should be incorporated through ACHA in Maryland. This would be at no cost to affiliates. The steps board to review, submit ACHA will maintain annual reports. If incorporated NCCHA will be covered by the ACHA insurance and the cost of the increase to ACHA policy will be split among the regions that are covered. Comments were made and reported during the meeting by phone directly to ACHA which included covering students in general and those under 21 and international students. A motion was made and seconded (Mills/McDermott) to approve the Articles of Incorporation pending adequate explanation from ACHA on the questions above. The motion passed unanimously. President will share with Board Members ACHA response.

VIII. Miscellaneous

a. New Business

Dana Mills, Chair of the ACHA Health Insurance Task Force, gave an update to the Board regarding the Task Force's activity. The updated recommendations were presented to ACHA and supports mandatory health insurance. ACHA Board and the Task Force went on record to support Michelle's Law which is related to covering students after they take medical leave.

Dana Mills, Co-Chair of the ACHA Benchmarking Task Force, reports that a facilities/staffing benchmarking project will be starting in the next few weeks. Another upcoming benchmarking project will be patient satisfaction. Sarah Van Orman is the other Co-Chair of the Task Force and lead on patient satisfaction. Following that is the funding benchmarking project and considering clinical benchmarks. Utilization project data should be available soon. Comment of consideration of different models of care delivery including facilities that are combined counseling/medical vs. medical only in benchmarking.

b. 2008 ACHA Annual Meeting – Orlando 6-3-08 to 6-7-08

The increasing costs of annual meeting and membership was discussed for Paul to present to the the Region II Representative.

1. NCCHA Board Meeting Tues 730-9 pm 6-3-08
2. NCCHA Affiliate Open Meeting Wed 6-4-08

c. Potential Region II Joint Meeting

A discussion of this possibility instead of a regional meeting occurred. There is general interest and we do not have a 2009 location at this time.

d. **Other** Discussion by Corie and Madonna regarding as we look at the job descriptions it was mentioned that the Board members have significant costs to participation as currently structured however with current technology we may be able to reduce this financial burden. Today's conference call was \$75.00 as an example of cost.

2. Dana reminded to consider Region II Representative position that will be opening up in 2009.

IX. A motion and seconded (Beckermann/Oliver) The meeting was adjourned at approximately 3:10.

Respectfully submitted,
Julie Bonner, Secretary