Health Unit Coordinator
Advisory Board Meeting Agenda
South Central College-North Mankato E119
December 11, 2013

Present: Laura Attenberger, Mary Caster, Geralyn Kassel, Laura Danials, Cristen Cox
Not Present: Barb Embacher, Jody Bloemke, Patti Cornelius, Nicole Lidstrom,

A. Welcome & Introductions: Laura Attenberger welcomed the advisory board members to the meeting and members made their introductions.

B. Approval of Previous Meeting Minutes: The advisory board members reviewed the minutes for approval. Laura shared that the HUC program was developed and functioned previously under the Department of Labor Grant which has now closed and the HUC program is functioning independently within South Central. Cristen Cox motions to approve the minutes and Mary Caster seconds the motion.

C. Program Review: Laura shared that with some of the DOL final funds were able to fund 11 HUC graduates who took part in the DOL grant to take their HUC Certification Exam. Out of the 11 graduates 8 of them passed 2 of them did not pass and one was ill and not able to take the exam in which they registered for. There were also 4 students who were not a part of the DOL grant also took the exam this past Summer Semester and passed the HUC Certification Exam.

D. Graduate/Placement: This upcoming Fall Semester there will be 11 HUC graduates; with these 11 graduates there are already 2 students who have already accepted HUC positions. There will be 10 Spring Semester graduates. Spring enrollment is right on track along with two more STAR student orientation sessions left this year which may increase expectations for enrollment for Spring Semester. Mary verified that enrollment included both North Mankato and Faribault campuses.

E. Program Redesign: Electronic Health Records is a new course which will be included in the HUC program and will be offered starting Fall 2014. Medical Office Procedures which is also included in the new HUC Program Redesign and will be offered starting Fall 2014. Laura did share the process in which new curriculum is approved along with explain the committee in which approves these changes and why the committee is in place what they look for and

HUC Fundamentals and HUC Procedures: Laura A. shared she had quite bit of feedback on having the HUC Fundamental class be an online course rather than the HUC Procedures course so students have more of the hands on experience with these competencies. Laura D. said that having these competencies being hands on would be truly beneficial. She said she was able to work through them but felt she would have valued the immediate feedback on her work. Laura D. also shared that with this possible program redesign having the HUC Procedure course being an in-house course she is working with more simulation and scenarios in both the simulation labs on the North Mankato and Faribault
campuses. Mary shared that she was in approval of these Program Redesign changes. Laura A. shared she will give an update on these redesign changes in the Spring Semester Advisory Board Meeting.

F. **Marketing:** Laura A. shared during Spring Semester marketing within the Allied Health Programs had a bigger approach and now this Fall Semester has slowed down a little more and will become program specific. Cristen did share that marketing might have been slower due to no marketing director with the college for a good 6 months and now the college has a new Marketing Director since mid-November, so we should see more marketing in each Allied Health Program. Laura A. shared an upcoming marketing event coming up this spring which is the Verizon Wireless Center Career Fair which includes a number of high schools in the southern Minnesota which take part in this career fair. Geralyn Kassel did ask about job shadowing and Mary shared that there is a process within Mayo Clinic Health System that the student could initiate through the Organizational Learning Department with the facility. Laura A. shared that this experience is very valuable for the student and it is a goal for her to build this hands-on learning experience back into the HUC program. Laura D. did share that she would like to see if there is a possible opportunity in working with a point of contact in resume building and cover letters to prepare for the job market here in the near future. Geralyn did ask if there a department within the college for job placement and Laura A. did share the point of contacts within the college to direct students to. Laura D. did share her concerns with a close friend who has had trouble finding a HUC position after graduation. Mary shared that she couldn’t answer Laura’s concern directly due to not being involved, but did share the hiring process with Talent Plus within Mayo Clinic Health System.

Mary shared that she is very excited to see the Electronic Health Record course being included within the HUC Program Redesign. Laura A. said this is a course she is very excited as well and shared the laddering from the previous program design to the new redesign.

**Adjournment:** Laura A. asked the Advisory Board if this time still works for the members and they shared the time works well. Laura said she would stay in contact via email on the details for the Spring Semester. Laura A. motioned to adjournment and Geri seconded the motion.
Health Unit Coordinator Advisory Board Meeting Minutes  
April 2, 2013, 3:30-5:00pm  
South Central College, Room E106

Members present: Laura Attenberger, Jody Blomeke, Mary Caster, Deborah Reichwald, Cady Gappa, Patti Cornelius, W.C. Sanders, Nicole Lidstrom, Cristen Cox.

Members absent: Anne Willaert

Call to order: Laura Attenberger welcomed everyone to the Advisory Board Meeting; board members went around and introduced themselves and the organization they worked for.

Marketing: Laura shared with the Advisory Board the marketing campaign which the HUC program is looking at to use in the future. Laura shared some samples and pictures of what items are being looked at right now. The Advisory Board was very interested and enjoyed the pictures and samples shared. Patti shared this is a great idea for marketing of the HUC program and other Allied Health programs as well. Cady said she would like to see the products after they are finished as well.

Dept. of Labor Grant Updates: Laura shared that the Dept. of Labor grant will be ending the end of June. With the Dept. of Labor grant Laura shared that there will be a total of 48 HUC graduates. W.C. said that this DOL grant was extremely successful and the programs developed under it will be sustained after the grant is complete. With this success the college and many of these programs have developed many partnerships with local industry and other organizations which have been proven to be very beneficial. W.C. did share his concern with clinical placements and talked with the advisory board. The internship piece does not currently have an affect on the HUC program but to bring back this concern to their facilities as to please be open and considerate of placement of other allied health students within their facilities. Patti did ask for clarification on why the HUC internship was pulled from HUC program. W.C. shared that the HUC was the least intrusive internship at the time, in which the program was not under accreditation with a professional organization and would alleviate potential competition with other SCC programs which required internship due to accreditation.

Program Review: Laura asked the Advisory Board their feelings on including a field experience or job shadow and Patti along with Cady and Deb shared much interest in this opportunity. Laura shared that she found that Mayo Clinic Health System does not provide tours anymore but does offer the opportunity to do a job shadow which could be an option. Laura did share some concern with the back log of possible job shadows at the hospital, Patti didn’t hear of any back log on job shadows but to have Laura be in contact with her and Mary with this opportunity as they felt it would be beneficial to the students to have this exposure to the industry prior to graduation.

W.C. did share that the OTEC program was redesigning their curriculum to include a common core then allow for additional areas of emphasis to specialize, one of these areas may be medical. W.C. shared
years ago there was a Medical Secretary program. W.C. also shared that this may be a great pathway into the HUC program.

Laura mentioned she is looking into the opportunity for some of the remaining funds left in the Dept. of Labor grant will pay for the current students to take their HUC certification exam. Laura shared that she felt that this would be beneficial to the student and the program as well.

Laura shared that the HUC program will participate in the Interdisciplinary Action Day which will be April 13. The HUC students will work with a number of other programs within the college for the success of this event.

Laura asked the students their feelings on satisfaction with the HUC program. Nichole did share that she wishes there was some industry exposure or have the internship back as Cady shared with the HUC procedures course it would be helpful to have this course in house rather than online as there are many times she feels working with other students on these assignments or having her questions answered in class would be more helpful to her.

Laura said she truly appreciates this feedback and finds it valuable in the possibility of redesigning the program.

**Program Course Modifications**: Laura brought to the Advisory Board the changes to the HUC program with the potential changes being looked there would be the incorporation of the Office Procedures course which would integrate the Intro to Healthcare Course along with the HUC 1200, the HUC1200 course would be redesigned to take a more simulated stance giving the students more of a hands on experience which would beneficial when moving into the workforce. Laura also shared that another new course which would be added would be Electronic Medical Records. Patti said this would be truly beneficial especially for the older population, finding some have a difficulty transitioning to electronic technology. The board all agreed that these would be great additions to the curriculum. Laura shared that Intro to Healthcare and Safety would be taken out of the curriculum and asked if this was fine and a good move for the program, all advisory members agreed to move forward with these changes.

Jody shared her recent visits in the classrooms, preparing students for job placement by working with their cover letters and resumes. Jody asked the advisory board what they are most looking for when interviewing potential employees. Mary shared for her, there was a large importance on the interview with the potential employees, Patti shared that she has run into issues with students not including on their resume their anticipated graduation date and this was a little of a hold up when reviewing resumes. Jody asked if the HUC students needed to have their certification prior to applying. Mary shared that this is not a requirement, but is required 6 months after obtaining the position. Patti shared more in areas to work on with students and preparing them for interviews. Patti shared that the communication piece, answering questions that are asked in the interview along with professional dress. Patti shared that it is so important to maintain this professionalism even after obtaining your job;
examples would be how you answer the phone and greet patients in the workplace along with their fellow coworkers.

Jody shared the Second Annual Health Symposium which will be coming up Monday, April 29 here at South Central College which will have a focus on end of life decisions and planning which would be open to all medical personnel.

Cristen thanked the board for their attendance and how important their input is to our programs.

The meeting adjourned at 4:30pm