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 ran 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