



Board of Directors Conference Call- Meeting Minutes

February 16, 2017

12pm PST/ 1pm MST/ 2pm CST/ 3pm EST

Board members present: Steve Johnson, Sharron LaFollette, Jim Dingman, Laura Suppes, Tim Murphy. **Absent:** Mike Fletcher

EHAC Staff: Chuck Treser, Leslie Mitchell

Contractor: Carla Brown

1.0 Call to Order

- Chair Tim Murphy called the meeting to order at 3:03pm Eastern Time

1.1 Approval of the Agenda –

- LaFollette moved to approve the agenda, Laura Suppes seconded the motion. There was discussion on the motion. Mitchell noted that policy updates had not been submitted, so suggested that item be removed from the agenda. Dingman requested keeping this item in the agenda as a discussion of the current EHAC ballot. Murphy called the question and the motion passed unanimously.

2.0 Approval of Meeting Minutes from January 4 2017 Board meeting:

- Suppes moved to approve the minutes. LaFollette seconded the motion. No discussion. Motion passed unanimously.

3.0 Financial Reports – Carla Brown (Mike Fletcher absent)

- Brown provided an update of EHAC finances:
 - EHAC invoices were emailed via Quick Books. Programs were given the option to pay by EFT (Electronic Fund Transfer).
 - Brown made another draw down of \$2,000 from the CDC cooperative agreement.
 - Murphy questioned Brown regarding current spending, asking how long will EHAC's funding last? EHAC is budgeted to bring in \$38,000 per year in dues – so how long can we keep AEHAP afloat? Brown explained that EHAC is viable through December 2017, but needs to conduct strategic planning to address long term funding issues.
 - Treser added that AEHAP can support EHAC as long as AEHAP is around. Murphy commented that it is imperative to find project based money but imperative to first determine a strategic plan.

- Brown commented on the challenge of moving forward in an academic world. EHAC relies on highly skilled volunteers but their numbers are decreasing and this needs to be addressed quickly.
- Dingman gave kudos to Brown for her thorough work on the finances.

4.0 EH Program Accreditation

- **Ohio University:** Murphy is meeting with Michele Morrone on March 3 to discuss her curriculum challenges related to accreditation. Murphy will refresh his memory of this issue from minutes of January board meeting and will take detailed notes at his meeting to share with the Board. He expressed sympathy for her situation because of Chemistry dept. changes – but emphasized that that is not an EHAC problem to solve.
- **Eastern Kentucky University:** EHAC was notified of a change in program director. Dr. Vonja L. Grabeel has been appointed to that position.
 - Dingman moved to forward motion to change Program Director at EKU. LaFollette seconded the motion. In discussion, Murphy outlined her practical experience/qualifications, approved of her experience and cited that there is nothing in EHAC bylaws that requires that a terminal degree has to come from a science related background. Dingman has known Grabeel for many years and is in total support of her as the program director. Treser her cited limited experience in an academic setting but agrees that her position as department chair as an assistant professor is impressive. Murphy cited that a terminal degree in the subject that one teaches is required in many state universities but that must not be the case in Kentucky. The motion to accept the ECU program director change carried unanimously.
- **Mississippi Valley State University:** LaFollette stated that MVSU has apparently had a change in program directors – according to a notice which she received by email. They have requested help with explaining their current conditions related to EHAC accreditation and assistance with revising their self-study.
 - **Action Item:** Leslie will write a letter requesting an update on their situation.
- **Site Visitors**
 - Dingman stated his concern that former Council members are allowed to conduct site visits. Dingman does not feel this should be a policy as the requirements to serve on the EHAC Council are to participate in site visits and self-study reviews – end of story. Dingman requested a thorough discussion of this issue at the next meeting. Treser added to remember that the entire Council is who makes the decision regarding accreditation. LaFollette sites lack of volunteers within Council who are willing to conduct site visits and self-study reviews. Dingman reiterated that Council members are obligated and expected to participate and must agree to the conditions of Council membership.
 - **Action Item:** Add this item to agenda for next month.

5.0 Office Reports

- **Chronic Disease Tracking Network Opportunity:** Treser reported on his meeting with this new group which has been formed by CDC. It is similar to the Environmental Public Health tracking network, but will be focused on tracking chronic diseases. He noted that it was an organizational meeting – nothing concrete happened but participants were willing to continue talking.
- **EHAC Staff Update**
 - Mitchell stated that the development of the new EHAC website by AEHAP is proceeding on schedule under the terms of the continuation funding from CDC.

6.0 Undergraduate and Graduate Requirements/Guidelines

- There is a need to develop an explanatory Document re: UG/G requirements/guidelines:
 - LaFollette suggested having an overarching procedural document and then UG and G specific requirements. Murphy agreed and cited that this is how ABET presents their procedures and requirements.
 - A question was raised as to whether or not the Board can make and implement this change or whether it needs to be approved by the entire Council. LaFollette commented that the board has been given Council's authority to make the documents consistent. No changes will be made to the content of the document, just the structure so no Council involvement is necessary.
 - **Action Item:** LaFollette will help work on revising the documents
 - **Action Item:** Murphy asked that an agenda item be added for the March meeting – to create a committee to work on re-formatting these documents for clarity.
- Consistency is needed between UG/G requirements/guidelines titles of documents.
 - Consistency will be addressed through the above exercise in creating one procedural document and two explanatory documents – one undergraduate and one graduate. Changes will be presented to Council in July.

7.0 Elections:

- Dingman expressed concern over the inclusion of Chuck Treser as a candidate on the EAHC ballot, as he is interim ED and that presents a conflict of interest. Treser commented that he is already serving on the Council and has agreed only to be the ED until July. Dingman pointed out the obvious conflict of interest in this situation. Treser asked Board to consider whether he is more valuable as ED or as a Council member. He also noted that he will be traveling a good bit this year and his time for EHAC will be limited.

8.0 EHAC Strategic Planning

- **Strategic Planning/Facilitator Update:**

- Treser made contact with a facilitator recommended by AEHAP's lawyer and will send this out to the board for consideration. LaFollette – doesn't think EHAC can afford paying a facilitator. LaFollette suggested going to the ECU community health faculty for help? Strong feeling from Treser and Murphy that the facilitator needs to be on board very soon and also be from outside the EHAC/EH community.
- Treser pointed out that this is AEHAP driver but needs to involve EHAC.
- Brown and Mitchell strongly recommended finding someone outside the organization in order to identify and address current looming challenges to both organizations. Main goal needs to be to address how EHAC and AEHAP work together and to start early enough to have a productive meeting in July. Brown's concern is that there are challenges with volunteer management within EHAC, etc.

9.0 Follow up on Policy Adoption Procedures by Board

- LaFollette has been working on determining the most current version of EHAC policies and struggling with the header at the top of policy pages – conclusive dates and who and how things were approved have not been tracked properly and in a timely fashion. LaFollette suggested just having an approval date and noting who approved the policy – board or Council.
- Treser suggested getting as close as we can with determining current policy documents and then start anew with document tracking/control. Simply establish an initial approval date and move forward from that new date.
 - **Action Item:** Current policies will be presented to Council *en mass* at the Annual Meeting and approved for tracking from that date onward.

10.0 EHAC Annual Meeting – Time, place, agenda, dinner?

- Networking dinner – will be paid for by EHAC as it is in the budget. \$25 gift cards will be eliminated.

11.0 Schedule Next Meeting

- Mitchell will email a poll for the period March. – 3rd week in March – Monday-Wednesday

12.0 Adjourn – Murphy adjourned the meeting at 1:02pm EST.

ACTION ITEMS:

1. Two items for inclusion on the March Board meeting agenda:
 - a. Discussion of Policy allowing former Council members to serve as site visitors.

- b. Create a committee to reformat UG Requirements and G Guidelines documents to include one overarching procedural document and a document describing UG requirements specifically and a document describing G guidelines specifically.
2. Mitchell will write a letter to MVSU asking for an update on their program director status, and explaining how they move forward.
3. Mitchell will write a letter of welcome to Vonja Grabeel and send along pertinent new program director information.
4. LaFollette will work with Treser and Mitchell to update policy documents in preparation for submitting to Council *en mass* for approval and to initiate a tracking “origin” date.