

CHFM Administrative Staff Meeting Minutes July 21, 2005

Attendance: Pam Barbee, Maria Bolanos, Christina Kuruppacherry, Bethany Min, Michele Romano, Nancy Stuart, Sherri Swilley, Judy Walch, Venice Walker, Art Watson. Lavina Gramig, recording.

Maria:

- ❖ The terminations database has been completed.
- ❖ Instructions were developed for future users.
- ❖ Organization of the Contracts, Grants, and Clinical Trials is an on-going project.
- ❖ Gearing up for the Annual Report.
- ❖ Displayed the new Reimbursement Manual.

Lavina:

- ❖ Preparing for next week's Faculty Meeting. Please contact Lavina for announcements.
- ❖ Preparing Promotion packets for three faculty members: Dr. Feller to Associate Professor, Dr. Quillen to Associate Professor, and Dr. Wilson to Professor.

Venice:

- ❖ Preparing and organizing for the fall ethics course. 120 second-year medical students will take the course and will be broken down into fifteen small groups.

Nancy:

- ❖ Explained Clerkship grades are due next week.
- ❖ Preparing the Clerkship for the incoming third-years.
- ❖ Beginning work for the Annual Report

Bethany:

- ❖ Payroll distributions have been posted.
- ❖ Maintaining distributions.
- ❖ Working on Faculty Assignment Reports for Spring 05 and Fall 05
- ❖ Working on Faculty Activity Reports
- ❖ Explained the University employees must have direct deposit. When a banking establishment changes its name, problems may occur with direct deposit. Please see Bethany, Sherri or Judy for paper checks.

Art:

- ❖ Recovery complete from Wellness "anomaly." We still have three printers not working properly; Research, Admin inkjet, and Residency Directory. Have ordered equipment for the Research and Residency Directory printers. Inkjet options are under consideration.
- ❖ Has met with all but one new resident for computer and handheld orientation.
- ❖ Beginning with next year's incoming residents, standard Palm Pilot's will be issued. Residents will no longer be allowed to bring their own. Discussed difficulties maintaining numerous types of handhelds.
- ❖ Online Location Guide has been updated.

Judy:

- ❖ Dr. Barkley is recruiting for the return of Dr. Guy Nicolette at the Student Health Care Center.
- ❖ The Self Insurance Program would like all physicians trained in incident reporting and coverage.
- ❖ Dr. Tran's leave transfer was approved.
- ❖ The Tacacahle budget has been approved.
- ❖ The CSI budget has been approved.
- ❖ The Residency Education budget has been approved.
- ❖ Explained the difference between AQSA and Commerce contracts.

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- ❖ Cheryl is setting up a monthly distribution of clinic report cards.
- ❖ Working on Point of Service budgets.
- ❖ Working on the Annual Report.
- ❖ Announced that Dr. Dewar has been appointed Associate Dean of Continuing Medical Education and will continue his duties in Affiliations.
- ❖ Dr. Kamath officially joined the Department as a faculty member on July 1, 2005, but has been on vacation and will begin seeing patients at Fanning Springs on August 1, 2005.
- ❖ Discussed the Annual Report and the need for new photographs.
- ❖ Announced that next year the Department would like to hold a retreat at the beach.

Sherri:

- ❖ An administrative retreat will be held on Tuesday, August 23rd at the Harn Museum. Jodi Gentry will facilitate the retreat in the morning and there will be various activities in the afternoon.

Pam Barbee:

- ❖ Announced that the Fiscal section has completed all of their deadlines!
- ❖ She and Sherri met with the Clinical Trials Program to develop better communications.
- ❖ Michele is continuing to correct the shipping address for the Department.
- ❖ Cheryl has become certified as a backup for the P-card.
- ❖ The Tacachale issue that they have been working on for the past eleven months has been resolved.
- ❖ The negative balance in the Student Health Care Center account has been corrected.
- ❖ MG&G balances have been cleaned up.
- ❖ Have issued new purchase orders.
- ❖ Copy cards have been set up.
- ❖ Michele has conducted an audit of the phone lines we are being charged for which resulted in the cancellation of six lines.

Christina:

- ❖ Conducting individual meetings with the new residents.
- ❖ Will present a Noon Conference on Thursday, July 28th.

Meeting adjourned.