

Northwestern Health Sciences University
Employee Council Minutes
Thursday, Mar. 20th, 2008, in the Employee Lounge

Members Present:

Lisa Franczak, Andy Hoppin, Norman Horns, Gail Kleckner, Anne Mackereth, Mario Resendez, Susan Ricketts, Kari Ruschmeyer, Jacklyn Sanford, Kathy Turek, Paulette Vogt

Members Absent:

Pam Anderson, Brianna Busch, Diane Dormady, Marcia Grimmus, Lori Hanegraaf, Deborah Hogenson, Nancy Johnson, Alyssa Kluver, Arne Krogsveen, Nick Linde, Shawn Mack, Christine Quam, Kimberly Ross, Rita Russella, Greg Steinke, Laura Thieret, Thai Xiong

I. Review of February 2007 minutes:

No changes were requested to the February minutes. Due to the lack of a quorum, the Council could not vote to accept them. **Need to vote on February minutes at the April meeting.**

II. Cabinet Report:

Lisa Franczak said the Cabinet did not meet, but are scheduled to meet next week.

III. Treasurer's Report:

Kari Ruschmeyer reported that a check was taken out of the Emergency Fund and she thinks all the receipts have been turned in from the Holiday Party and we were under budget by \$1100. **Need to vote on the Treasurer's report at the April meeting.**

IV. Department Updates:

Continuing Education - we survived Homecoming and the Massage Symposium, we have the Great River Symposium coming up at the end of the month and are waiting to hear about our temporary move that is suppose to happen in April.

MCAOM - Great River Symposium coming up at the end of the month, other than that, business as usual.

Physical Plant - Ducks are back in the pond in the Courtyard and they are patiently waiting for the new building to be done and then they will be busy.

SRFS - Working on financial aid and the upcoming Summer term.

Bookstore, Accounting and Clinic Billing - Business as usual.

Library - Preparing for the move, in August, to the new building.

Faculty - Had an Interdisciplinary meeting with DC's from St. Cloud, Dr. Spicer is hoping to put on a Symposium next year for Chiro's and Allopathic.

Communications - John Healy is interviewing to fill Nicky Simon's position; position will change to Project & Event Coordinator - some events will be dropped and others kept.

HR - Lisa Franczak has been resolving all the claim problems with Genisis for the VEBA and Flex accounts. Claims submitted after 2/29 are not being processed at this time, but are hoping to have all claims paid by 4/1 or the latest 4/15. Deborah will be sending an email out tomorrow. NO claims should be submitted to Genisis, send ALL claims to Lisa at this time. Jeff Graham is hiring for positions. Health Fair is April 4th from 10 am-2 pm in the Gym.

V. Campus Safety/Security Report:

Lori Hanegraaf was not at the meeting, nothing reported.

VI. Subcommittee Updates:

Social Activities:

Andy Hoppin reported the Plant Sale is coming up and will check with Pam Anderson to find out more.

Employee Development/Seminars:

Lisa Franczak reported that Deborah Hogenson is planning on resurrecting the committee.

Go Green:

Kari Ruschmeyer reported that they have not met.

Community of Sharing:

Lisa Franczak reported that we have the Richfield Symphonic Band scheduled for April 29th, tickets are made and a poster is being developed and will be displayed soon around campus. We will be planning the Garage Sale next.

VII. Planning Team Update:

Jacklyn Sanford reported that she was not at the meeting last Monday, but according to the agenda they were going to be going over the Strategic Plan.

VIII. Old Business:

State of the University Address:

Lisa Franczak reported that the University address was a success and everyone enjoyed the cookies and beverages provided by Employee Council.

IX. New Business:

Plant Sale:

Andy Hoppin will find out if Pam Anderson is leading it. Others want to help, but aren't able to lead. Plants are usually delivered the week of Mother's Day. Should get flyers out soon to be returned by mid-April.

Online Banking:

Kari Ruschmeyer reported that she wanted to set-up Online banking for the Employee Council accounts to better track monies. **Need to vote at the April meeting.**

X. Adjournment of Meeting:

Anne Mackereth moved to adjourn the meeting at 10:25 a.m.; Norman Horns seconded her motion.

XI. The next scheduled meeting is lunch on Thursday, April 17, 2008. Time and place are to be determined.

Submitted by: Jacklyn Sanford, Council Vice President

Approved by: Lisa Franczak, Council President