

**KALAMAZOO VALLEY COMMUNITY COLLEGE  
EMERGENCY MEDICAL SERVICES PROGRAM  
ADVISORY BOARD MEETING MINUTES**

<b>Date:</b> 06/08/2018		<b>Time:</b> 1300-1500	<b>Location:</b> CAH
<b>Leader:</b> Dan Benard		<b>Recorder:</b> Faith Bentley	
<b>Members:</b>	Present:  Daniel Benard William Fales, MD Patti Henning Ryan Cronk Connie Cook Robert Lohrberg Karen Robeyn John Pinkster Chris Stroven Michael Bentley	Absent:  Moriya Hurst (A) Maria Byrwa (A)	<b>Guests:</b>  John Storer Mike Bentley (W-Med) Craig Dieringer (KCMCA)
<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>CONCLUSIONS/ RECOMMENDATIONS</b>	<b>FOLLOW UP/ RESP. PARTY</b>
<b>Call to Order</b>	Called to Order at 1300	<i>N/A</i>	<i>N/A</i>
<b>Minutes</b>	Review of Previous Minutes: no changes or corrections to the previous meeting minutes	<i>John and Michael</i>	
<b>Election of Advisory Board Chair</b>	John Pinkster was elected		
<b>Introductions</b>	Patti Henning, Dean of Instruction for Health Careers & Sustainable Foods beginning December of 2017 Amy Murray, Health Careers Coordinator Faith Bentley, Office Manager, BHLC		
<b>Accreditation Issues:</b>			
<b>Associate Medical Director</b>	A proposal was made to move forward with an offer to Chris Milligan to serve under Dr. Fales as our Associate Medical Director. Dr.	<i>Unanimous</i>	

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	Milligan currently serves as the Medical Director for St. Joe County. Associate Medical Director is a board certified EM physician who will fulfill responsibilities as delegated by the medical director, Dr. Fales.		<i>Dan Benard: Meet with physician directors regarding duties.</i>  <i>Patti Henning: Instructional Services Agreement</i>
<b>Graduate &amp; Employer Survey Administration</b>	Survey Monkey will be used for all graduate and employee surveys	<i>Employers continue to encourage recent grads to complete</i>	<i>Dan deploy survey by 8/15</i>
<b>Course Completion Certificates</b>	Currently, students must upload this certificate before they may receive licensing. A decision was made to place a .pdf copy of the students' certificate into Moodle as an ungraded assignment. This will allow access to the certificate to all students with a 70% passing grade or better on the final written exam.		<i>Office support will place a copy of the certificate in each class.</i>
<b>Classes and Enrollments</b>			
<b>Competitive Admissions</b>	Amy Murray reported that to date the Paramedic program has 11 applications; this time last year, there were 2 applications. The EMT program has 2 applications, however, EMT enrolled 14 students on 5/06 for the summer cohort. Competitive Admissions may institute a point system which would attract NURS, RCP students to EMT classes to be more competitive.	<i>EMT remains open enrollment.</i>	
<b>EMT</b>	The regional medical control is discussing a proposal to use \$10,000 of state grant towards recruitment and retention of EMS students. A marketing video for the EMS program, including our advisory board employers discussing job opportunities was discussed.	<i>Continue to include middle school students in our target market.</i>  <i>Create a link to EMS in our Early Middle College brochure.</i>	<i>Dan Benard</i>

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		<p><i>Tap the W.Med pipeline for “at risk” students.</i></p> <p><i>PA students that need 1000 volunteer hours.</i></p> <p><i>Create a taskforce for to follow up and create new marketing practices for EMS.</i></p>	Amy Murray
<b>Paramedic</b>	<p>Significant discussion and time spent discussing recruiting these students. The EMS profession is experiencing a significant workforce reduction that in John’s words is in a “staffing crisis”. Several aspects of this were discussed including the aging workforce and the need to attract the 18-25 year olds to the profession, education requirements including how to make paramedic level education available to rural communities, and the need for higher salary and upward career mobility.</p> <p>There was a long discussion in regards to the CoA definition of distance learning and education: that online and web delivery does not meet the definition and does not require a satellite approval or site visit; however if the program were to do off site labs that would require satellite approval with an additional site visit. The need for local medical direction was also discussed.</p>	<p><i>Contact EMS agencies (Life Support,) volunteer fire departments.</i></p> <p><i>Work to include these agencies in career fairs and informational events.</i></p> <p><i>Pursue schedules and discussions with rural agencies that would support students to attend more easily: ie, travel only one day per week for lab.</i></p>	Dan
<b>Clinical Update</b>			
<b>Contract and clinical requirements to reveiw</b>	We are currently in discussion with Metro Hospital in Grandville.		Dan

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<b>Review of clinical competencies: the NEW APPENDIX G</b>	Dr. Fales has reviewed and approved the new Appendix G guidelines for implementation for July of 2019. For sake of time, Dan will distribute by email for electronic comment and voting.	<i>Distribute by email.</i>	<i>Dan</i>
<b>National Registry Standings</b>			
<b>Pass Rates</b>	Tabled		
<b>Curriculum Changes</b>			
<b>AAS Degree approved</b>	Students entering EMT Basic fall of '18 will fall under the new curriculum changes. Students entering Paramedic for fall of '18 will be the final Paramedic certificate cohort.	<i>Dan to attend Kalamazoo MCA to discuss program changes to MFR.</i>	
<b>Review of new course structures and sequencing</b>	<ol style="list-style-type: none"> <li>1. Include contract hour breakdowns</li> <li>2. Simulation activities</li> </ol>		
<b>Program Information sheet presentation</b>	Details of cost structures information sheet distributed. Only discussion EMT costs have risen due to decreased enrollment but are still in alignment with other Allied Health programs at KVCC.		
<b>Capital Equipment Purchases and Budget</b>			
<b>Recommendations</b>	Stair chair and AED		
<b>EMS Program Future Directions and Goals</b>			
<b>Reinstatement Policy</b>	Presented and approved unanimously.	<i>John Pinkster motioned and second by Mike Bentley, motion passed</i>	
<b>Basic, Advanced Disaster Life Support Course</b>	Tabled		
<b>Provider Certifications: ACLS, PHTLS, EPC</b>	Tabled		
<b>Other</b>	<ol style="list-style-type: none"> <li>1. Dan distributed program information sheets.</li> <li>2. Dan provided copies of updated MDHHS program sponsor sheets.</li> </ol>		

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	3. Amy specifically to work with Linda Depta in Marketing to promote EMT programs.		
<b>Next Meeting</b>			
<b>Date and Time</b>	TBD	<i>TBA</i>	<i>Dan</i>

Respectfully Submitted,  
 Dan Benard MBA, EMT-P I/C  
 EMS Program Director

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