

**Health & Human Performance  
Department Meeting Minutes  
February 12, 2008**

Present: Jay Johnson, Kim Rankila, Ray Reinertsen, Char Matheson, Don Mulhern, Jeff Engstrom, Bill Simpson, Dave Buchanan, Dave Kroll, Glenn Carlson.

Minutes from the January 29, 2008 department meeting were approved. (Buchanan/Reinertsen)

**Business**

HHP 102 Update: Attendance reminders should be operational by the end of the week. A student is currently entering Microfit data for the department.

Advisement Changes: The new PSAM Audit will be online starting in March. The audit format was reviewed, with questions and clarifications noted by Glenn to be forwarded to the Registrar's Office.

Sick Leave Reports: As of this year, employees who have submitted yellow sick leave reports late twice will not be allowed to accrue sick leave for the remainder of the year. Please remember to get these reports turned in on time.

Sick leave should be reported when illness keeps an employee from discharging scheduled duties, including during spring and winter breaks. Surgery scheduled over a break must be reported as sick leave.

A standard 40-hour work schedule must be on file in the department chair's office. Char will forward a template to department members. Please return to Glenn as soon as possible.

Meeting adjourned (Reinertsen/Engstrom)

Submitted by: Char Matheson

Next Department Meeting: February 26, 2007