

MINUTES  
 JABSOM Executive Committee  
 Friday, June 20, 2014  
 9:00A.M. – 10:30A.M.

Next scheduled meeting: July 18, 2014

Topic	Discussion	Action
Dean's Message – Jerris Hedges	<p>Dean Hedges working with OME to expand rural training and neighbor island rotations for medical students.</p> <p>Dean asking Department Chairs to take a closer look at academic activities/ clinical learning in three areas: Research &amp; Scholarship, Undergraduate Education &amp; Graduate Medical Education.</p> <p>Mission based budget to be discussed at a later date.</p> <p>Rory Kaneshiro to replace Lauren Kwok in Office of Risk &amp; Clinical Affairs.</p>	
JABSOM IGC Matching Gift Challenge – Lawrence Burgess	<p>Kickoff Matching Gift Challenge - \$20,000</p> <p>Participation Challenge - \$4,000</p> <p>Larry Burgess Department Participation Challenge - \$8,000</p>	
Alumni Reception – Elaine Evans	<ul style="list-style-type: none"> <li>• Alumni Reception on July 26<sup>th</sup> at Honolulu Zoo, 3pm – 7pm</li> <li>• \$65 early bird price, \$75 regular rate, \$30 kids, \$50 residents</li> <li>• Clam bake, shave ice, entertainment etc.</li> </ul>	
Campus Security – Ed Ohlson	<p>Facilities and security are currently creating emergency plan in the event of a shooting. Plans will be reviewed in August and September. A tabletop drill will take place in October and a physical drill with full evacuations will take place in November.</p> <p>Current protocol for a shooting:        Run – And take people with you        Hide – If you are unable to exit        Fight – If confident and committed to doing so</p> <p>Elwyn Watkins discussed procedures for potential shooting at JABSOM including items such as: a crisis plan and working with HPD/response teams, containing the scene, identify witnesses, communication with Administration, contacting necessary family &amp; kin, counseling for faculty, staff and students, statements to the media, reports after the event, maintain schooling at alternative site and maintaining continuity of business etc.</p>	

<p>PHI/HIPPA – Kathleen Connolly</p>	<ul style="list-style-type: none"> <li>• Website is being created for HIPPA training and to log those trainings</li> <li>• Quiz at end of each module requires 100% score to pass</li> <li>• Required to complete survey at end of modules</li> <li>• Can print completion certification and records will be in the database</li> <li>• Website in final stages and will be completed by early July</li> </ul>	
<p>JABSOM Website – Hank Glaspie</p>	<p>Following the HIPPA discussion, Hank briefly talked about the security of confidential information such as: Personally identifiable information, student data, patient data etc.</p> <p>JABSOM IT can provide a variety of security services including: Tracking services, anti-virus, remote wipes, encryption, access control lists etc.</p> <p>Hank showed the new JABSOM website which is currently in its final phase of testing before going live.</p> <p>Highlights of the new website:</p> <ul style="list-style-type: none"> <li>• Social media links</li> <li>• Faculty and admin profiles</li> <li>• Departments’ can update their own content</li> <li>• Event roll outs</li> <li>• Polling &amp; information collection, etc.</li> </ul>	
<p>Electronic SF1s – Coco Seymour, Jeff Long, and Steven Chung</p>	<p>Steven showed new electronic SF1 system for new hires and eventually renewals and other employment changes etc. System is in test phase currently.</p> <p>One key feature in the new system is “see to preview”.</p> <p>System will automatically generate some of the relevant classification codes based on the accounts you enter.</p> <p>System requires “sign off” from multiple individuals.</p>	