MINUTES
COLLEGE OF MEDICINE JACKSONVILLE EXECUTIVE COMMITTEE
November 30, 2016
3:00 P.M.
W. A. "Mac" McGriff III Boardroom

The meeting of the College of Medicine Jacksonville Executive Committee was called to order by George R. Wilson, III, M.D., on Wednesday, November 30, 2016, at 3:00 p.m., in the W. A. "Mac" McGriff III Boardroom.

ATTENDING


Staff: Tina Bottini, Jessica Cummings, Nancy Stover, Cheryl Webber, Bill Young

Others: Russ Armistead, MBA; Jesef Williams

Approval of Minutes: The minutes of the October 26, 2016, meeting of the College of Medicine Jacksonville Executive Committee were approved.

Dean's Report: Dr. Wilson stated that there was a productive meeting with Dr. Haley in October during which he was updated on the practice plan, hospital, medical staff, College of Medicine and educational affairs. Dr. Haley will begin on January 3. Dr. Wilson reminded the group that UF Human Resources has specific rules and policies to address problems with faculty. Eric Conde should be consulted to provide guidance. Faculty should be reminded that outside activities are reported when they come up during the year and again every July. The activity must be approved before beginning. There are guidelines for recruiting faculty. Anything outside the guidelines requires prior approval. Leave must be approved in advance. Sick leave must be approved once the individual returns to work.

UF Health Jacksonville CEO Report: Mr. Armistead stated that the hospital is behind budget due to the hurricane. He stated that UF Health will be a network option for city employees next year. The legislative session will begin in March and CON's will be a major issue. Jon DeBardeleben has accepted the position of Vice President, Senior Counsel for UF Health Jacksonville. Dr. Edwards stated that a provider service agreement with the VA has been signed.

Faculty Council Update: Dr. Kerwin stated that Mr. Conde reported that faculty cannot perform outside clinical activities within a fifty-mile radius. Also, the Faculty Council will be developing a list of topics to discuss with Dr. Haley when he arrives.

Quality/Safety Update: Dr. Gray-Eurom reported on the quality and safety goals. Mortality and C. diff. infection rates have improved greatly. An educational video for patients after surgery has been purchased. There will be a project on transitions and trying to streamline the direct admit process.
**HIPAA Update:** Mrs. Webber stated that the privacy incident reported at the October meeting is closed.

**Administrative Update:** Mr. Conde stated that the promotion and tenure committees have met to review packets for faculty being considered for promotion to associate professor and next week they will review the packets for faculty being considered for promotion to professor. The results are expected in December. He stated that December 26 through January 2 are considered UF holidays and that chairs have the authority to reduce staff as needed. Faculty shall use the online module if they plan to take leave during that period. The holiday gift policy was distributed to the faculty. Gifts of cash or gift certificates cannot be given to UF employees, including student employees (and this includes items like restaurant and movie certificates) and have such expenditures reimbursed as a business expense from practice plan, UF or UFF funds. Mr. Conde stated that salaries in the requests to hire faculty and in the pro-formas should match.

**GME Update:** Dr. Edwards stated that the duty hours requirement has been reviewed by the ACGME and they have proposed revisions which are out for review and comment. She asked the chairs to send comments which can be submitted until December 19. These changes would become effective July 2017. One of the proposed changes is that clinical work done at home is included in the 80-hour work week. Physician wellness, burnout and depression is another proposed change. She stated that she will attend a meeting with other associate deans throughout the state to discuss these proposed changes. A CLER site review is anticipated the first part of next year.

**UGME Update:** No report.

**Research Update:** Mrs. Bottini stated that the deadline to apply for a Dean’s Fund Research award is February 10, 2017. The deadline to submit proposals to the Research Opportunity Seed Fund is January 28, 2017. The IRB board now includes more clinicians. All research submissions are now being done through MyIRB.

**Faculty Evaluations Presentation:** Mr. Conde gave a presentation on the importance of faculty evaluations in the P&T process, in SPEP and in disciplinary matters. Language in the annual evaluations should be specific and concise about expectations. A template should be used in annual and P&T letters.

**Development Update:** Mrs. Cummings stated that Dr. Haley will meet with some of our donors. The gift shop at UF Health North has been named in honor of the DuBow Foundation and the 4th floor family lounge will be named in honor of the J. E. Abercrombie company. There is verbal commitments for the green roof and two floors of art work. There will be a community volunteer leading an art tour at UF Health North. There will be a faculty and staff philanthropy plan and training module next spring. The Scott R. MacKenzie Foundation has awarded research grants to Dr. Angiolillo and to Dr. Heilig. The Jessie Ball duPont fund and Community Foundation of Northeast Florida hosted a summit with local foundations to learn about UF Health and our specialties. A direct mail piece was sent to patients to honor caregivers. Letters were sent to donors with endowed funds on how their donations are used.
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There being no further business, the meeting adjourned at 4:05 p.m.

[Signature]

Guy I. Benrub, M.D.