

MEETING: SHP Leadership Council

September 25, 2014, 2-4:15pm, A-137

PURPOSE: Standing Meeting

ATTENDEES: **DEAN** - M. Collins
CPS/EMER – J. Elsberry (Assoc Dean), J. Davis (CVT/RESP CARE), J. Washburn (EMS/FIRE)
DH – K. Molumby, **HIT** – D. Howard, **HUS** - S. Brown,
RAD – J. Mayhew
NURS –S. Wells (Assoc Dean), B. Holbrook (Lee, PM/Wkn), B. Ward (Charlotte), M. Kruger (Collier), C. Paul (Lee, Day)
OPT – ~~R. McCoy~~, **PTA** – ~~J. Gootkin~~

GUEST: Megan Just, Coordinator, Effectiveness
Office of Research, Technology, Accountability

AGENDA & MINUTES

1. Records Disposition – Fall 2014 project will be led by Myrtha and Adriana. HIT question about a scanning and storage service. Access important. Various types of records question asked by Joe. Shred day on Collier/Charlotte 1-2 times per semester but in the meanwhile, files can be brought to Lee campus where there is regularly scheduled pick up. **ACTION:** verify types of documents, general health, admissions, Criminal Background, etc.
2. FQF (FT/Adjuncts who meet Fac Qual) and QF (Clinical Associates) – electronic processes needed. Some have been CA continuously for many semesters. **ACTION:** How often do we need to renew QF for Adjuncts/Clinical Associate who teach every semester, every other semester, and once a year?
3. State Rule effective **3/25/13** AS degree is a TRANSFER degree into related bachelor's degree. This directly affects SACS faculty qualifications. See 2 documents attached. All who do not meet this criteria will need alternative qualification memos completed (done Sept 2014 for existing faculty/staff)
4. Email access for Adjuncts – changed from removal after one semester to two semesters. Can we ask for an exception to our steady instructors? Are they

rehired/new application? At what point are Adjuncts rehired? **ACTION:** send latest announcement from VPAA about this and ask other questions.

5. Original Transcripts – can program director open? Some have been lost. How long are transcripts kept on file in HR? **ACTION:** Marie inquire with HR and inform all
6. Full-time Faculty – 15-16 hours normal. 6 OV max. 21 total. Per load report or CA hourly pay.
7. Load and Overload for Non-Faculty.
8. Course Proposals – if load is not correct, please submit proposals to Curriculum (see attached ICS load for the past 3 semesters)
9. Clinical Associate – To avoid overpay and duplicates, please attach original PAF to all SUPERCEDE PAFs. Contact HR for the latest PAF on file if you do not have access to it.
10. Computer Testing Space an Issue for Fall 2014
11. Perkins – equipment purchases. Can AA-216 be converted into a computer room?
12. Printed publications – YES: HIT, EMS, CPS/BAS, CVT/BAS, RESP/BAS, RAD, HUS. NO: ASN, BSN, DH. Margaret suggested updates to mini brochure.
13. Scantrons – AA167 is available for use. Those programs who use Scantrons agree to split costs. Those who do not will not cost share.
14. Megan Just – Compliance Assist, Qualtrics Overview
15. **A-137 Conference Room.** AV available for program meetings. Marie will ask IT to install GO TO MEETING so we can have interactive meetings without requiring campus travel for all meetings. Please see staff in the A building for laptop and conference room reservations. Personal laptops can also be used if you prefer.
16. **Faculty Grievances** – under most circumstances, written documentation should occur prior to request for formal reprimand. Work closely with the dean/VPAA on these matters as College policies have evolved. The faculty member should be aware of his/her Weingarten Rights. From the 2013-2016 faculty union agreement (Marti was correct that it states ‘member of the Union’). However, I am not privy to a listing of which faculty are members and which are not, so all direct reports will need to assume that this section applies. If the Union denies representation, that will be beyond our purview.

6.3 UNION REPRESENTATION (WEINGARTEN RIGHTS)

A faculty member who is a member of the Union and who has the reasonable expectation that disciplinary action may result from a meeting with an administrator has the right to Union representation during the meeting.

17. **Faculty/Staff Resignation** – must be received in writing and submitted to their direct report. Direct Report submits to Dean. I will submit to HR and VPAA to seek permission to post the vacancy and for HR to send the faculty/staff out-processing details/COP, etc.

9/25/14 mac. **Revisions/Additions in blue 9/26/14 mac.**

18. **Student Grievances/Meetings** – please work closely with dean and student services. Many of the existing COPs are out of date. Remember to follow FERPA guidelines and do not discuss/release student information, without the student's consent.
19. **All IT Issues** (especially those recurring on the Collier campus) – please ask your faculty and staff to submit IT tickets for all problems that need resolution at <http://www.fsw.edu/helpdesk> The form is quick and easy to complete. **PER DR. WRIGHT message to me yesterday:** It is now required as PROOF that there is a problem that needs addressing. Verbal reports are not evidence of problems going forward.
20. **NEXT MEETING AGENDA** – Mandatory Training for Staff, Faculty, Students – Biomedical Waste, HIPAA, Medical Errors, Additional Printer in A, Physicians Regional Medical Center – Clinical Associates, are drug screens required (college does not include drug, Criminal Background Procedures, S25 Scheduling Process Update, Clinical Agreement Changes/increasing demands from sites, Program Reports, Web Site updates
21. **Please forward any additional AGENDA ITEMS to me for future meetings.**

Next Meeting is October 9, 2014, 2pm, A-137. Guest: Dr. Eric Goldsmith, LMHS Medical Education Director