

AGENDA

Meeting with Dean and Program Directors/Department Chairs

February 26, 2019

2:00 PM – 3:30 PM

Meeting called by Dr. Paula Tropello

Location A-135

Welcome

Item #1

Topic March 1st deadline Budget Development.

- Online Budget Development and Workflow forms must be completed.
 - Signed Staffing Plan due back to Budget Office
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Item #2

Topic SHP Perkins Grant

Item #3

Topic Dr. Denis Wright's retirement event

- Please join us on Wednesday, February 27th from 1:00p.m. to 2:20p.m. AA-177
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Item #4

Topic Open House Feedback

Item #5

Topic CVT accreditation – Jeff Davis

Item #6

Topic STEM-Special Initiative Open House March 23rd

Item #7

Topic Open discussion as needed

Additional instruction: Next meeting March 12th Or TBA

SHP Leadership Meeting
February 26, 2019
Bldg. A Room 135

Dr. Tropello called the meeting to order at 2:03p.m. and welcomed all and thanked them for a warm welcome, ongoing assistance and work. Dr. Tropello stated that she has an open door policy and will do her best to assist everyone with their program needs. She has been very impressed with SHP.

Introductions from Attendees

Deborah Howard – Director of HIT- Medical Billing & Coding
Bobby Holbrook – Nursing Administrator- Charlotte campus
Marti Jenner – BSN faculty – Lee Campus
Terry McVannel-Erwin – Human Services - Department Chair/Faculty
Barbara Ward – RN-BSN faculty – Lee & Charlotte campuses
Debra Weeks – ASN- Faculty – Lee Campus
Wendy Ortiz – Nursing- Advisor
Jeff Davis – Cardiovascular Technology – Director
Sindee Karpel – Respiratory Care – Faculty, BS Cardiopulmonary – Dept. Chair & Faculty
Jean Newberry – Respiratory Care – Director, BS Cardiopulmonary Instructor
Jim Mayhew – Radiologic Technology – Director
Karen Molumby – Dental Hygiene – Director
Joe Washburn – EMT/Paramedic/Fire – Director

Budget Development

- In regards to the budget, Dr. Tropello assumed that everyone has approached Dr. Wright with any issues, requests and already directors have input online, knowing the operating budget usually remains constant.
- Dr. Tropello stated that she is aware Nursing needs for faculty. She noticed that Collier only has one full-time faculty for the ANEW program, for example, and additional faculty are needed.
- Bobby Holbrook stated that there are only 2 full-time faculty on the Charlotte campus.
- Dr. Tropello stated that new programs have a priority for obtaining additional faculty and staff; while current degree programs with faculty and staff requests may end up further down the priority list.
- Dr. Selman can prioritize the need to hire faculty when she returns and meets with Dr. Tropello.
- 90% of the ASN students are moving right into the BSN program instead of stepping out for a year or more, thereby increasing need for BSN faculty.

Perkins Grants

- Dr. Tropello stated that Karen Molumby is the only one that submitted her Perkins wish list and inquired if any other programs have needs that can be funded by Perkins grants. Everyone chimed in and said they have their wish lists.
- Debbie Psihountas, Dean of B&T, is looking for a spreadsheet of needs so she can purchase items with extra funds that are available from last year.
- Joe Washburn explained the previous process to make Dr. Tropello aware of her involvement and the decisions that need to be made to prioritize the needs from all programs.
- The final list is submitted to Debbie Psihountas and a committee determines what items are purchased with the grant funds.
- Dr. Tropello stated that if a program has a site visit, then the purchase of their equipment should be a priority. She heard this from Dr. Deluca and all of the meeting attendees agreed.
- The deadline to submit requests to Dr. Tropello is this Friday, March 1st, as announced by Dr. Wright, previous interim dean, at last meetings.

Retirement Event for Dr. Wright

- Please join us from 1:00p.m. to 2:30p.m. in AA-177 on Wednesday, February 27th for Dr. Wright's retirement party.

Open House on February 21st

- The spring open house took place on February 21st from 3:00p.m. to 5:00p.m. and we had a total of five tables set up for Health Professions.
- Tamra Pacheco stated that she got in a car accident between here and building U and Jean did a great job of getting the tables set up with the materials that were loaded on the cart beforehand.
- The RC students did a great job at explaining the program requirements and answering questions.
- Wendy Ortiz and Samantha Biamonte manned the Nursing table and provided information to all those prospective students.
- Tracy House and Joe Washburn from EMS had a nice table display and the ambulance was on display outside. It appeared that there was not a lot of prospective student traffic around their table this time.
- Tamra Pacheco manned the table for DH, HIT, RAD, HUS programs for those who could not attend.
- The original developer of the Human Services program in 1964 came to see if the program is still running and was shown the program curriculum plan. He was happy to see that it was still running.
- Dr. Tropello found it interesting that a program founder came to the open house and stated that they are good sources for donations to our programs. We should look further into it to determine his identity.

- Dr. Terry McVannel-Erwin stated that 100% of the Human Services students either gain employment or continue their education at a local university. There are 110 students enrolled in the program this semester.
- Tours were conducted for the college and housing and there were info sessions regarding scholarships. These sessions are nice, but they take the prospective students away from our tables.
- There was a low turnout to both the fall and spring open houses. There were more students last year and even more the year before.

STEM Event on March 23rd

- Dr. Tropello reviewed information she received about this event as it was scheduled in 2017. She was told that Susan Torres and Dr. Selman were in charge of the event this year but they will now be unavailable due to family commitments.
- Dr. McClinton also has some involvement in this event and, in previous years, HIT, EMT, RC, CVT, and Nursing provided 45 minute tours for the high school students that are bused in from various schools.
- Dr. Tropello needs a lead person from SHP for this event to replace Susan Torres and Dr. Selman.
- Joe Washburn stated that 80 kids will come and around 40 of them will visit SHP due to their interest in the medical field. He volunteers to run SHP event on March 23rd.
- Wendy Ortiz stated that Kim Devito-Young is the event coordinator. The faculty/staff participation is voluntary, but the SHP full-time faculty/staff were paid for their time in the past in some cases.
- EMT, RC, CVT, and Nursing will participate this year.
- Dr. Tropello stated that she will contact Dr. McClinton about the event planning and schedule.

CVT Site Visit for Reaccreditation

- Jeff Davis stated that the site visit will be on March 29th and he explained the schedule of the site visitors.
- Jeff Davis explained that we have multi-integration with other programs in simulation.
- The site visitors do not require feedback from other program staff and faculty for the SHP programs other than Respiratory.

Meeting Schedule and Attendees

- The Dean's meeting with Dr. Deluca is not scheduled until March 19th, therefore, it would be best to schedule the next leadership meeting after that date.
- Dr. Tropello inquired on the structure and frequency of the meeting and all of the attendees agreed with meeting twice a month and taking meeting minutes for every meeting is important.

- Debra Weeks, Marti Jenner and Barbara Ward here today on Dr. Selman's behalf. CE staff coordinator, Susan Davis, will be invited next time if available, as well as advisors.
- Dr. Tropello stated that the SHP runs beautiful programs and wants everyone to create goals for improvement and growth.

Open Discussion

- Millennium Physician Group is having an open house for employment on March 9th.
- Florida Cancer Specialists have many job openings for various positions.
- Dr. Tropello inquired if we have any articulations between our programs and the local universities for BS and MS. Marti Jenner stated that Nursing had a Sigma Theta Tau chapter with FGCU, but that tie has been broken. Susan Torres is working on getting a chapter here.
- Sindee Karpel stated that she needs to work on the accreditation for the BS Cardiopulmonary program.
- The college should absorb the cost of site visitations for all programs.
- Joe Washburn stated that we should have a more economical way to produce simulated medications and he brought a sample of the medications he uses in the EMT/Paramedic programs. He made the medications himself using supplies that have a total cost of a few dollars instead of the high price of simulated drugs they have ordered in the past.
- Sindee Karpel wrote a new edition of Charles Linz's textbook which also includes written contributions from the staff and faculty in the Cardiovascular and Respiratory Care programs. The book is called "Linz's Comprehensive Respiratory Diseases", is published by Jones & Bartlett, and will be released on March 14th. Dr. Deluca will share the release of the book in a college-wide announcement.

Meeting adjourned at 3:10p.m.; next meeting to be announced.