

SoHP Leadership Meeting
December 3, 2019 at 1:00 pm in A-137
Agenda

Dr. Tropello calls the meeting to order at 1:00 pm in A-137 after a holiday cheer gathering at 12.

- I. Welcome and recognition for service for Lynne Crandell and Deborah Selman
- II. Minute approvals for November
- III. Request of Provost for building leaders
- IV. Grades and Plans for break and our return on 1/2/2020
- V. STEM camp/Tour dates
- VI. Committee Reports
- VII. Faculty Excellence Award Nominations

**SoHP Leadership Meeting
December 3, 2019
Bldg. A Room 137**

Dr. Tropello called the meeting to order at 1:15 pm.

Attendees

Dr. Paula Tropello – Dean, School of Health Professions
Bobby Holbrook – Program Director, Nursing
Terry McVannel-Erwin – Human Services - Department Chair/Faculty
Susan Davis – CE Coordinator for BLS, ACLS, and PALS
Jeff Davis – Cardiovascular Technology – Director
Jean Newberry - Program Director, Respiratory Care
Sindee Karpel – Respiratory Care – Faculty, BS Cardiopulmonary – Chair & Faculty
Jim Mayhew – Radiologic Technology – Director
Karen Molumby – Dental Hygiene – Director
Tamra Pacheco – Instructional Assistant (scribe)

November meeting minute approval was postponed. Deborah Selman is on the Collier campus for the pinning ceremony.

Dr. Tropello inquired if anyone can perform a presentation for One Book as requested by Dr. Deluca. All of the attendees stated that they do not incorporate the book within their coursework, since the book topics do not coincide with the lessons in their courses.

Building Safety Leader

- Dr. Tropello inquired if anyone would like to be designated as the building leader. Susan Davis stated Joe Washburn may want to be the leader for building B.
- Deborah Howard inquired about having a leader for the evening classes.
- Bobby Holbrook agreed that there could be issues with safety in the evenings. Karen stated that a recent issue that occurred in the evenings has been resolved.
- Dr. Tropello stated that they should have security that travels around campus throughout the evening. Jim Mayhew stated that security is often understaffed.
- Jim Mayhew stated that he is surprised that they don't have fire drills at the college. They have not performed on in the last 15 years that he has been employed here.
- The opticianry lab now has a door knob instead of a keyhole, which allows for two exits from the lab.

Committees

- Jim stated that they took a draft of the background check policy to Mark Lupe and Susan Marcy in General Counsel to review.

- Jeff Davis will continue to review the FDLE reports for the background checks for the allied health programs and Bobby Holbrook reviews the ones for Nursing.

Hiring Faculty and Staff

- Dr. Tropello stated that we may redefine the position in the simulation lab. She is hoping to get a grant for additional hiring for simulation along with funds from Children's Charity to remodel the simulation lab on the Charlotte campus.
- The new dean for pure and applied science was selected to replace Dr. McClinton who is now the Assistant Provost for Student Academics.
- Dr. Patty Voelpel starts on January 2nd as the Associate Dean of Nursing.
- Dr. Tropello stated that ANEW does not have a director on site, only one that is on call.
- Dr. Tropello stated that we may need a head of simulation for SHP. With Jeff Davis leaving, we have to see if Leslie is taking his place or if we should use that position for the head of simulation.
- Dr. Tropello asked Jeff Davis if he wants to be involved in the succession of his position.
- Bobby Holbrook stated that they are interviewing for 2 coordinators for the Charlotte simulation lab this week.
- Dr. Tropello inquired on hiring an Associate Dean for the allied health programs and stated that the job description would need to be revised.
- Karen Molumby stated that there was a fluctuation with hiring deans and associate deans in the past. She also questioned if the person should be a dean or director who often gets behind in processes for the school as a whole. A specialist in certain areas such as background checks may be more beneficial.
- Jeff Davis stated that it is important to have an associate dean because our number of students is equal between all of our programs and nursing.
- Dr. Tropello asked the attendees about their preference for the required experience needed for a new associate dean. Jean Newberry stated that it does not matter what degrees they have, just as long as they have an academic background, experience, and skills. A majority of the attendees agreed with Jean Newberry's statement.
- **Dr. Tropello stated that we need to have the job description for the Associate Dean for Allied Health revised by spring.**
- Dr. Tropello stated that they are all very good and self-sustaining directors.
- Dr. Tropello stated that she sees that hiring for simulation is a priority, but she would like to hear Dr. Voelpel's perspective when she arrives in January.
- They may hire another Assistant Provost to be over workforce.
- Dr. Tropello stated that Jodi Gootkin and Georgie Davis are interested in starting a PTA program on the other campuses. Bobby Holbrook stated that since it is an AS program it could be funded by grants. Sindee Karpel stated that her first position was funded by grants.
- Deborah Howard stated that she could extend her programs to the other campuses, but she would like to have faculty support on those campuses.
- Jim Mayhew stated that the Radiologic Technology program will be losing a lot of faculty and staff, since many of them will be retiring in the next 4 to 5 years.

- Karen Molumby stated that her program has been short staffed for years. She also stated that there will be 3 people retiring from her program as well.
- Jean Newberry stated that Sindee Karpel is instructing 5 different classes each semester that require different means of preparation and testing, unlike the A&P courses that are all the same each semester. Dr. Tropello inquired with Jean if she has requested additional staffing, since Dr. Deluca is currently focusing on this area.
- Dr. Tropello stated that we may need to invite Dr. Deluca to a leadership meeting to go over faculty needs.
- Karen Molumby inquired if Dr. Deluca is focusing on faculty or staff needs. Dr. Tropello stated that she will assist with either and she should be invited sooner than later since she is looking for our needs before creating the budget. Jim Mayhew stated that the allied health programs should meet separately from Nursing since the hiring process has already begun for Nursing and they have different needs.
- Dr. Tropello stated that she does not want to hire people just to fill the vacancies. She would prefer to look for all the areas first.
- The college has provided the land for a vocational training center to be built on the Collier campus, but the project is on hold due to lack of equipment and faculty.

Faculty Excellence Award Nominations

- Dr. Tropello requested that everyone nominate a faculty member for the award before the December 13th deadline.
- Dr. Tropello stated that she nominated Cassie Steves for the award and others agreed with her choice due to all that she does for the programs.
- Jean stated that Cassie is working on a flyer for BS Cardiopulmonary Science

The next meeting will be scheduled on January 28th to include Dr. Deluca. Everyone will need to provide her with their faculty needs at that time.

Meeting adjourned at 2:25 pm