

MEETING: **SoHP Meeting**

April 26th, 2022 2:00 -3:00 pm

Zoom Meeting:

<https://fsw.zoom.us/j/81720774873?pwd=cTdiUXE2OVU1bnFBc3JacXJwMXV5dz09>

PURPOSE: Internal Department Meeting

ATTENDEES: Dean, Associate Dean, Directors, Department Chairs, Advisors and ASN
Campus Site Coordinators

AGENDA

- Update budget approval process
- Budget spend-down
- PR fund requests
- Budget training
- Castlebranch
- Space Updates- AHA, Phlebotomy, EMS, K-Building Relocations
- Program Brochure Development Updates
- Vacant and new position updates
- State reports
- Program job descriptions modifications
- ARPA scholarship funding
 - Florida job growth grant proposal - Dental
- Shady Rest Foundation scholarship funding
- School of Health Professions vision presentation for Foundation
- Sharing Outlook calendar
- Summer vacation schedule
- Review catalog pages
- Housing for Out of State Students
- A & P priority topics by program

Farewell and Best Wishes - Retirees

Dr. Weeks, June Davis, Wendy Morris

Important Dates:

- Grades are due by April 28th at noon for Spring and B-term courses
- First faculty duty day August 15th
- Fall semester starts August 22nd
- TLC summer institutes – watch email
- **Commencement 2022**
 - April 29th, 6:00pm (Suncoast Arena)

Upcoming Meetings:

- Cancel May meeting
- June meeting as scheduled
- July meeting changed to 1st week of August (Tuesday, August 2nd)
- Anticipated meetings at semester start
- Resume monthly meetings (Tuesday, September 27th 1400-1500)

Budget Spend-Down

Expenditure Type	Purchase Requisition Deadline	Check Request Deadline	Online/Store Purchases	Product Delivery Deadline**
Capital Equipment (Account Codes 70000-79999)	5/5/22	N/A	N/A	6/30/22
All Other Supplies/Services (Account Codes 60000-69999)	6/3/22	N/A	N/A	6/30/22
Check Requests (All Indexes)	N/A	6/24/22	N/A	6/30/22
PCard Charge (If traveling between 6/20-6/30/22, PCard expenditures allowed)	N/A	N/A	6/20/22	6/30/22

Future Agenda Items:

- Social media Marketing
- Website Development
- Proposed SoHP Student Progression & Concerns Committee

- Process Development for Student Concerns & Discipline
- Community Partnership Meeting Updates
- Program and other Fees
 - Application Fees
 - CA pay
- Organizational Chart
- Pathways Initiative
- Charlotte Renovation Plans
- Anticipated meetings at semester start
- Resume monthly meetings (Tuesday, September 27th 1400-1500)

SHP Leadership Meeting
April 26, 2022

Attendees:

Dr. Tami Such
Tommy Mann
Karen Molumby
James Mayhew
Nicole Cobb
Jean Newberry
Cristy Clark
Deborah Howard
Bobby Holbrook
Dr. Terrance Hays
Cassie Billian
Heather O'Connell
Matthew Stachler
June Davis
Sarah Hamula
Judy Sweeney
Angela Vitale
Adriana Figueroa
Tamra Pacheco (scribe)

Meeting was called to order at 2:00 pm.

Budget

- Dr. Such stated that Cabinet had a budget retreat to go over budgets
- There is a great deficit of \$3 million to overcome across the college
- Budget is based on a 5% decrease in enrollment. Come August or September, increased funds may be available if enrollment is higher than budgeted.
- They are processing all of the requests we have sent them, but the fund 10 accounts may be reduced in particular areas.
- The next Cabinet budget retreat is mid-May and they will have more answers for us then.
- Course fee requests may move forward; however, some may end up under operating expenses and may not be approved. She will work with Dr. Deluca when needed for those funds.
- Encourage students to register now since they are basing the budget on enrollment.
- Budget spend down for FY22 is important since the funds will not be replaced if they are not used.

- There is some funding through the Provost office for equipment for those who do not have the funding in their program accounts. These extra funds come from position vacancies, or lap salaries reallocated to the Provost.
- PR funding for meetings, public relations, or activities must be requested well in advance. The Provost has received requests at the time of the event, and those will not be approved moving forward. If you are paying for food out of pocket, you should request the funds from Dr. Such and she will inquire with Dr. DeLuca. All Program Directors are asked to provide anticipated PR requests for next year so Dr. Such can request these from Dr. DeLuca.
- There are budget binders with information on budget training and Dr. Such and Tommy Mann will work to schedule training during the summer to provide training on POs and travel requests.

Castlebranch

- Tommy stated that they have raised some of the fee structures that have affected college cost and cost to students.
- They are wanting us to pay for a service that allows the hospitals to access our student records in Castlebranch.
- We are informing Castlebranch that we do not want our students to incur an additional cost.
- We have not allowed Castlebranch to establish this access for student information.

Space Updates

- AHA has been moved to A-215
- The Phlebotomy program will still be in AA-216
- EMS has reacquired the space AHA had in the B-Building and two personnel will be moving from A to AA for office space.
- The two vacant offices in our area may be filled with Title IX employees temporarily.
- K building renovations will happen in the fall which will relocate many faculty to the A building for office and classroom space.

Program Brochure Updates

- Adriana is updating the contract info and trying to make it broader for program contact information, not a single person in the program area. They will use emails such as EMS@fsw.edu.
- If you have any updates to your program, please get the changes to Adriana as soon as possible.
- Adriana is working with the vendor to get the new brochures at the end of the week and they should be received in 14 days and they are ordering 500 per program.

Vacant & New Positions

- We currently have 4 ASN nursing faculty positions to fill and 2 are being offered at this time and 2 are still open. These are due to 2 retirements and 2 resignations.
- The 2 simulation positions (Director and Coordinator of Corporate Training and Simulation Education) are open and will close in May
- The EMS Director is vacant and Matt Stachler is an interim at this time and the job is posted.
- The Associate Dean of Nursing position will be posted and a national search will be done.
- We have a verbal approval to hire a new nursing director for ASN and June Davis will be interim in the role until June 15th and a person will be hired in June. Bobby Holbrook continues as the Director of RN-to-BSN program. Eventually Nursing will have a 3-person leadership team.
- Dr. Such thanks everyone for their time in the search committee processes.

State Reports

- We provided Baccalaureate program information for our state reports for our BS-CPS and RN-to-BSN programs, and Bobby and Heather provided the needed information.
- The program inventory report was completed for our program offerings and Cassie put in the effort to get that information compiled.
- Articulation agreements are being updated with local Technical Colleges and Cassie assisted with compiling needed information.

Program Director Job Descriptions

- The ASN Nursing and EMS Director job descriptions were reviewed and updated.
- Dr. Such appreciates the program directors that teach and she supports it. She also knows that directors have full time jobs and that a balance between teaching and director responsibilities is essential. We are moving toward inclusion of required teaching of one class per semester (fall and spring) for all Program Directors as positions become vacant and new hires are hired. All current Program Directors if they do not otherwise already have in load teaching in their job description will not be required to have in load teaching at this time.
- There are some directors that have 3 courses required in their job descriptions and that is too much. Some courses also may have too much load for a director.
- She wants to review to determine the realistic time and load a director should have and may eliminate teaching from a semester periodically if/once established as in load requirement, as needed due to time needed for other large projects.
- She is not looking to make the changes immediately, but she wants to make sure that the job descriptions clearly state the courses that they will teach or that are required as in load responsibility.

- Courses listed in the job description or required as in load assignment will not include the overload pay.

Grants and Funding

ARPA scholarship funds

- These will support EMT, Nurse Refresher, and Phlebotomy.
- The fund totals \$1 million and will also support certifications in other areas.
- The fund is for Lee County residents only.
- It will be given on a first come first serve basis and we have 2 years to spend the money.
- Additional information will be provided by Whitney Rhyne and Adrian Kerr, contact them if questions or related needs.

Florida Job Growth Grant

- We have applied for the grant in the past, but have not been approved
- We are requesting funding this year to expand the dental hygiene program to expand the space to the end of the hall with 5 additional dental chairs, and to add classroom and lab space expansion/enhancements.
- The grant application will be completed in a few weeks and take months to receive a response once submitted. FSW internal approvals and signatures will also need to be obtained. Dental Hygiene is one of the targeting programs of interest/formalized on the state priority needs list and that is why they were selected.

Shady Rest Foundation

- Recent notice of \$300,000 donation, not sure if it a bulk donation or over 3 years. Anticipate additional information in the near future.
- It is designated for Health Professions and Dr. Such will be requesting additional details and will share this information to follow.

Vision Presentation for HP to Foundation

- SoHP Vision presentation will soon take place with the FSW Foundation Board of Directors.
- We are drilling down to each program and ideas for growth in quality and enrollment are welcomed.
- Tommy and Dr. Such would like to meet with each program director to brainstorm in ideas for this presentation with the foundation.

Outlook Calendar

- Please make sure that you post your activities or off campus events
- Share your Outlook calendar with Adriana so she can share info with Dr. Such.
- If you call in sick, you will still contact your supervisor and others to note on your door.
- This allows for others to know your whereabouts throughout the day.
- You can email, call or text Dr. Such if you report directly to her.
- Summer vacation schedules should also be on your Outlook calendar.
- Adriana requested summer vacation schedules to set up meetings around those times.
- Dr. Such thanks everyone for scheduling vacation around their program needs.
- It is best to identify a coordinator/contact person that we can reach for assistance in your absence.

Catalog Pages

- We have been asked to look over catalog pages to make sure the information is correct
- Cheryl has been reviewing the catalog and has pointed out paragraphs that don't make sense.
- They will be requesting a review of the program descriptions and policies soon.

Housing for Out of State Students

- Karen has a couple people that are out of state and expressed that space in the dorms may no longer be available when their program admission processes are completed.
- Dr. Such states that she is not familiar with the process for housing and how they prioritize applications. Jean states that athletes are accepted first.
- Dr. Such will reach out to housing to see how the process is working and to assist in coordinating space availability around our application/acceptance timelines if possible.

Anatomy & Physiology I Prerequisite

- Recent meeting of Dean and Nursing representatives with the Science faculty.
- A&P faculty voiced concern regarding students are not as prepared without the Intro to Biology course as a pre-req to A&P I, and Nursing students are mostly affected.
- We need to consider what topics need emphasis in A&P for each program.
- A&P faculty are trying to meet the needs of our students in the HP programs.
- Jim stated that we had discussions with them regarding Intro to Biology when they removed it. They are having a difficult time getting their adjuncts to teach it the same as the full-time faculty do to cover what we need.

- They currently spend a few weeks at the beginning of their course on Biology material to give a good introduction to A&P.
- The faculty was not willing to give us a list of topics they cover. They will stick to their lessons, but may go more in depth for our students if needed.
- By August 1st, we can have a list established of priority topics/concepts we would like A&P faculty to cover and meet with A&P instructors that are willing to be on a team to share ideas.

Emails to Faculty

- There are emails that were not received by faculty with important dates
- Dr. Such will help to share these communications when sent and will forward those emails.
- Commencement attire is regalia and directors, faculty, and staff that supports students must attend.
- If you are not able to attend at 6pm, you need to attend at 10am or 2pm.
- Adriana will send information on commencement scheduling tomorrow.

Farewell Wishes

Dr. Weeks, June Davis, and Wendy Morris. Dr. Such wishes them well.

Important Dates – see agenda

There is no May meeting. We will have a meeting in June and the July meeting will be moved to the first week of August. Monthly meetings will resume in September.

Meeting adjourned at 3:20pm.