**MEETING: SoHP Leadership Meeting**

February 28th, 2:00 -3:30 pm Zoom

**PURPOSE:** SoHP Monthly Meeting

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

**Meeting Minutes**

* **Welcome:** Megan Davis- Program Manager, EMS, Lynn DiSomma-Sentner- Program Coordinator, EMS
* **New Hire/Search Updates:** Manager, Nursing Clinical Coordination, Coordinator, Nursing x2 (clinical coordination support); ASN Faculty positions (Lee) x2; OPS temp-Office Assistant (Collier); Clinical Coordinator, Simulation Education
* ***KUDOS:*** 
  + Heartland STEM Event went well. The students did a great job presenting their prospective programs.
  + Francine Gomberg Conference- Lee Health
  + FSW Workforce Day- Lee District Schools
  + Work on various Curriculum Change/Course proposals over the next few months.

**AGENDA ITEMS:**

* Library Resources Discussion- guests/introduction of Dr. Richard A. Hodges, Ed.D, Director of Libraries, Anthony Valenti, SoHP’s Liaison Librarian and Peter Van Leeuwen, Electronic Resources Manager. Discussion regarding changes within our library database offerings (Nursing), associated concerns were shared.
* One Book, One College- guest Dr. Brandon Jett - The One Book One College (OBOC) committee is currently going through a transition to the One Theme One College (OTOC) committee. The change was motivated by the desire to encourage more participation in the initiative both from FSW employees as well as students and members of the community at large while adhering to our original objectives:   
  + To provide a common intellectual experience.
  + To create an opportunity for students to explore values and ethics.
  + To raise awareness and tolerance of diverse perspectives.
  + To promote a sense of community among all FSW stakeholders.
  + To that end, the OTOC committee is now seeking suggestions for a theme for the 2023 – 2024 academic year through a Qualtrics survey, which was linked through a chat box, deadline was Thursday, March 2nd.
* Budget Planning Process- Currently is underway, and we are hoping that all benefitted from Esther Puig’s Budget Training and by working with Tommy and Dr. Holland. March 3rd, new position requests are due, March 10th, all budget requests are due. Course Fee needs will be reviewed next and we will need to determine if changes are necessary. We will not know of final budget determinations for next fiscal year until the budget is approved by the Board of Trustees in June.
* P-Card Reconciliation Process- Donna Marie – shared that reconciliation is a time consuming, in-depth process, which only accepts pdf formatted receipts. It is best to scan or give to her directly. Deadlines are 10 days from the charge. Include the date, vendor, Index, Account, TA# or ID#. She will scan and input information into Banner for processing. Thank you to Donna Marie for all of her hard work and assistance with this process.
* A-137 use by reservation with Donna Marie can be coordinated for important/community facing meetings and interviews. Student tests are not to occur in this conference room, and should instead occur in the testing center, or alternative secure and supervised environment. A-138 can also be used for program meetings/other conference room space needs, and the calendar outside the door of this room should be used to reserve this space. This calendar has now been updated and is ready for use.
* Advising Guides - Tommy Mann- Program plans of study/advising guides have been drafted for each program and he will meet with each Director to make sure that all is correct. We will be adding these to the brochures and our program websites.
* Gulf Coast State College Donations – We received 22 gift cards from Gulf Coast State College Faculty, Staff and Students in support of us during the difficult time following Hurricane Ian. They also provided a banner which we will hang up near Starbucks. Activity occurred during the meeting to select those who will receive the gift cards. Winners of the Wheel of Names game were: Michelle Sherman, James Mayhew, Alexis Augustenborg, Ray Lenius, Tamra Pacheco, Mariel Espinal, Jason Ballard, David Logan, Stacy Dennis, Sandra Oestrike, Dr. Magdaline Britto, Joanne Sabo, Elizabeth Whitmer, Pamela Peters, Tiffany Thomas, Michael Knoop, Cristy Clarke, Marsha Weiner, Nora Stadelmann, Janice Cousino, Dr. Jennifer Ortiz, DonnaMarie Rich.
* Outlook Calendars – Update for all… ie: classes taught, appointments, working remotely, etc. Directors were reminded of the need to share your calendar with Donna Marie and use it with the purpose of scheduling of classes, vacation, working remotely, sick, etc. so that DonnaMarie can easily view it to see if you are in the office in case a student or faculty is looking for you, or to schedule appointments. Time off requests do also still need to be requested and approved by your direct supervisor in addition to adding them to your Outlook calendar.
* Workforce Newsletter submissions – Reminder to please continue to provide information to Whitney Rhyne with pictures and events, planned SoHP highlights in next newsletter:
  + CVT- Thank you!
  + STEM Event

**Important Reminders**:

* Faculty Evaluations
  + ePortfolio/Mini-portfolio due: February 24th (done)
    - Program Director/Supervising Admin has until 1 week after Spring semester end to evaluate Adjunct Mini-ePortfolio
    - Adjunct/Instructional Staff Mentors- Mentor Checklist due to Dr. Jester by March 31st.
  + Form 1 (self-evaluation of goals) due to Program Director: 2nd Friday in February (done)
  + Form 2 (supervisor/Program Director evaluation) due: End of March (meetings for evaluation with Faculty to occur in March)
    - Submit copy of all faculty evaluations (Form 2) to Dean
  + Form 3 (goals for next year) to Program Director due: End of March
* Agile Performance
  + Reminder for goal and objective development & Director approval
  + Minimum of 2 check-ins per year (IE: every 6 months)
  + Minimum quarterly feedback
  + New Program Directors- Training per Melissa Rainey
* Grades Due:
  + 2/27, noon- Mini-A term
  + 5/3, noon- Full and Mini-B terms
  + Attendance Verification due 3/9 for Mini-B
* Commencement- May 5
  + 2 ceremonies: 10am Workforce Programs, 2pm AA and Collegiate HS
  + SoHP Gonfalon Bearer
    - Elizabeth Whitmer, both ceremonies
  + Mace Bearer- Sindee Karpel for 10am ceremony

**Upcoming Meetings:**

* Reminder of next SoHP monthly meeting Room A-105, March 28th at 2pm
* Spring Break March 13th – March 19th! Enjoy!!

**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
* Organizational Chart
* Charlotte Renovation Plans
* Use of Testing Center for Student Testing Needs
* Study Abroad in Belize
* Castlebranch Update

##### SHP Leadership Meeting February 28th, 2023 Zoom

**A**bsent or **P**resent Attendees:

(P) Dr. Tami Such, Dean, School of Health Professions

(P) Tommy Mann – Sr. Director of Health Professions & Simulation Education, Acting

(P) Dr. Susan Holland – Associate Dean of Nursing

(P) Bobby Holbrook –Program Director RN to BSN

(P) Dr. Lisa Fox – Program Director ASN

(A) Mariel Espinal – Program Coordinator ASN at Lee

(A) Judith Sweeney – Program Coordinator ASN at Charlotte

(A) Jennifer Ortiz – Program Coordinator ASN at Collier

(P) Joann Sabo – Academic Advisor II, Nursing at Collier

(P) Sarah Hamula – Academic Advisor II, Nursing at Charlotte

(P) Dr. Joseph Buhain, Program Director of Continuing Education & Simulation

(P) Lena Scott – Program Director Cardiovascular Technology

(A) Heather O’Connell – Department Chair Cardiopulmonary Sciences

(P) Karen Molumby – Program Director Dental Hygiene

(P) Dr. Susan Foster – Director HIT and HIM Programs

(P) Cristy Clark - Program Director Social & Human Services

(P) Jean Newberry – Program Director of Respiratory Care

(P) Jim Mayhew – Program Director Radiologic Technology

(P) Cassie Billian – Program Director of EMS

(P) Alexis Augustenborg – Academic Advisor II, HP at Lee

(P) DonnaMarie Rich – Administrative Assistant to the Dean, School of Health Professions (Scribe)

(P) Tamra Pacheco – Health Professions Support Specialist (co-scribe)

\*\*Invited Guests - Richard Hodges, Director, Library Services (Discussion on Library Resources)

Brandon Jett, Professor History, School of Arts, Humanities and Social Sciences (One Book, One College)

***Meeting is called to order at 2 pm by Dr. Such***