# MEETING: SoHP Leadership Meeting

May 23rd, 2:00 -3:30 pm Room AA - 177

**PURPOSE:** SoHP Monthly Meeting

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

# Meeting Minutes

* **Welcome** - EMS, Program Coordinator- Ron Martin, past Fire Chief Fort Myers Beach to start on June 2nd. Janice Cousino, new Department Chair, Nursing.
* **AHA**
	+ BLS/CPR certification Courses, for FSW employees – Adam Millis wellness initiative has wellness money of $5,000 per year not used since 2020 to spend for employee wellness, and will be prioritized for regular full-time and part-time employee CPR training. Recent signup for CPR course filled up immediately. Email Frank if you want to take BLS which will include recertification or new certification.
	+ Incoming students should schedule their CPR via the following website:

<https://www.fsw.edu/corporatetraining/aha>

* **Search Updates:** Manager, Nursing Clinical Coordination Coordinator, Nursing x2 (clinical coordination support), ASN Faculty positions (Lee) x5 (now includes frozen position opened for hire and 1 new Copham position), OPS temp-Office Assistant (Collier), Respiratory Care- Program Coordinator, EMS – Program Coordinators x2, Dental Hygiene - Clinical Coordinator Position
* **Kudos:**
	+ Human Services Professionals Week 5/15 – 5/19
	+ Nurse’s Week 5/8 – 5/12
	+ Mental Awareness Month
	+ EMS week 5/21 to 5/27
	+ Nat’l Medical Coder’s Day 5/23
	+ ASN Graduate Pinning Ceremony
	+ Leadership Lee County Health Professions Visit- 5/19/23 – Feedback from Leadership Lee was that this was the best experience that they have had in higher education. There was a lot of information sharing and it gave FSW an opportunity to highlight all of our great work and success. Thank you to all who participated!
	+ Cristy Clark will soon be married, her new last name will be Estes.
* **Budget Reminders:** - Thank you for putting an effort into spending down your budgets to purchase needed equipment. Reminder to login and check your budget balance before and after July 1 (Suggest taking a screenshot before yearend closeout and again after July 1st). If there are budget reductions, let your director supervisor know right away so alternative planning can occur.
* **Office Relocations:** - Dr. Tawill & TLC offices are now relocated in Q-Building. Sherolyn Crawford is moving there as well as an Administrative Coordinator Teaching and Learning Center, Academic Success & Learning Resources. Jeanne Cortes is now Dr. Bilsky’s Executive Assistant. Dental Hygiene to temporarily use AA-166 during construction. This space will be utilized for Nursing office space to follow, early in fall semester. New office move workflow has not yet gone live, reminder that there will now be a charge back to the department/program for any office moves. Formal requests for office moves will be completed once each month, on a designated day. More details to be shared once the new workflow is accessible.
* **Summer/Fall FLAC:** – Summer FLAC review and approval has been completed by Dr. Such, Dr. Holland, and Tommy. Fall FLAC review will be occurring in late May/June and may require meetings with Program Directors. Continue to update the schedule and workload assignments, particularly as new faculty/instruction staff and adjunct hires are added.
* **Foundation Donation Updates:** – SWFL Children’s Charities Foundation donation of $139,000 will be used for AA-216, renovations and furniture to occur in fall 23; $250,000 donation to Nursing-Charlotte campus is being used to purchase equipment/enhance lab and simulation spaces. Timeline of associated purchass across summer and fall semesters. New $100,000 Nursing ASN Collier Endowment will produce ongoing student scholarships from earned interest beginning in December 2026, 3 years from now.
* **Copham Funding:**  - $1,000,000 donated to AS-Nursing to increase program enrollment. New positions to be hired for fall 23: Manager, Simulation & Laboratory Experiences, Student Success Advisor II- Lee campus, and 1 of 3 faculty positions will soon be posted.
* **Victory Park Development:** – Blue Waters Group would like to partner with us to establish health professions campus to include Nursing, Dental, Radiology and EMS programs on the 140-acre property they are developing near the VA Clinic in Cape Coral. The time frame would include a minimum of 18 months for a grey shell and then internal space design and development would follow. Various potential funding sources have been discussed, over $20 million dollars. This development is referred to as Victory Park – A Life Science Campus. We are in early stages of exploration, and the next step will include signing of an MOU to continue exploration of our potential partnership with Blue Waters Group for this project. Dr. Such, Dr. Holland, and Tommy will be brainstorming ideas around the noted programs in the coming months as/if this progresses.
* **HUS Therapy Dog- Chip:**  - Christy Clark, HUS Program Director provided a formal introduction of Chip, our new SoHP Therapy Dog (Brown Chocolate Lab). She highlighted key ideas on how we can fully immerse Chip in our school and across FSW to benefit students, faculty, and staff; particularly during times of anticipated/known increased stress. Faculty and staff can request Chip’s presence in their classes whenever desired. Summer semester will be a trial period for having Chip on campus, with the possibility of extension/long-term presence to follow if the trial period is successful.
* **Independent Study Electronic Form – Tamra:** - Independent Study course requests are now to be submitted electronically. Tamra sent everyone the link

 <https://cas.fsw.edu/cas-web/login?service=https%3A%2F%2Fwebapps.fsw.edu%2Fenterprise_apps%2Fwebforms%2Fshowform.php%3Fform%3Dstipend_pa4>

and directions for the Independent Study Electronic form. For which Banner ID, Position # is required. For staff and adjuncts that teach, the rate for this example is $200 x 3 students = $600 for the course. According to the COP:

**F. INDEPENDENT STUDY, INDIVIDUAL PRACTICA AND INDIVIDUAL COOPERATIVE INTERNSHIPS:**

Adjunct professors will be paid $200.00 per student up to $1,200.00 for a group of six students. Any practica taught in groups of seven or more would be compensated according to the existing wage and salary schedule. These hours will not count toward total faculty load hours.



You may contact Melissa Raney for assistance with the position codes and job codes needed to complete this form. Dr. Such has the position codes for everyone that needs to be listed at the bottom.

\*Make sure you attach the class roster for the course to show the student enrollment. You can use the list in the portal, if it is one of your courses, or use Banner under SFASLST.

If your support staff completes these contracts for your department, please share this email with them and they will put your information in the bottom section of the form.

Once it is submitted, it will not go to the instructor. It may come to you for approval and then to your supervisor and HR as other workflow forms are processed.

* **AI Excellence Taskforce/committee:** - Gayle Dean, Jean Newberry, Dr. Foster SoHP Representatives, committee has been established. Related trainings will be developed for all to undergo early in fall semester.
* Program Interview/Admission Activities: CVT, RES, RAD, EMS, ASN have admission processes underway, thanks to all for your efforts with these processes.

**Important Reminders:**

* Workforce Newsletter submissions – Chip; continue to contribute to Whitneys’s newletter.
* Training for Simple Syllabus is in June for support staff,

 directors and faculty in July.

* 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

# Upcoming Meetings:

* Reminder of next SoHP monthly meeting on Zoom, August 1st at 2pm.

# 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 Costa Rica
* Castlebranch Update

##### **SoHP Leadership**

##### **Meeting May 23rd, 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

(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

(A) 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) Janice Cousino – Nursing Chairperson

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

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

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

***Meeting was adjourned at 3:08pm by Dr. Such***