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**Staff Meeting Minutes**

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| **INSTITUTION NAME:** | Florida SouthWestern State College | | |
|  |  | **DATE, TIME, + LOCATION OF MEETING:** | FSW LEE campus 10/18/2021 Zoom |

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| **ATTENDANCE** |

| **Community of Interest** | **Name(s) –** *List all members. Multiple members may be listed in the same category.* | **Present –** *Place an ‘x’ for each person present* |  |
| --- | --- | --- | --- |
| Program Director | Joe Washburn | x |  |
| Medical Director | Alex Rodi |  |  |
| Program Coordinator | Chris Clemens |  |  |
| Program Coordinator | Megan Davis |  |  |
| Program Coordinator | Matt Stachler |  |  |
| Program Coordinator | Rima Stevens |  |  |
| EMS Support Specialist | Mike Knoop | x |  |
| EMS Support Specialist | Tracy House | x |  |
| EMS Support Specialist | Tammy Mole’ | x |  |
| EMS Support Specialist | Linda Welch | x |  |
| Other |  |  |  |
| Program Coordinator | Mike Jimenez |  |  |
| Program Coordinator | Gene Etchevery |  |  |
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| **Agenda Item** | | **Discussion** | **Action Required** | **Lead** | **Goal Date** |
| --- | --- | --- | --- | --- | --- |
|  | **Call to order** | Joe Washburn | Yes / No | Joe |  |
|  | **Roll call** | n/a | Yes / No |  |  |
|  | **Review and approval of meeting minutes** | n/a | Yes / No | NA |  |
|  | * Monthly Staff Meeting | **Joseph Washburn**  Alright, good morning everybody let's start off by letting everyone know that Megan is teaching, Matt unfortunately had some car trouble in Orlando so he's not going to be back until later today and Chris had an engagement that got changed for her so she's unable to attend this morning's meeting.  So I only have a few items to bring it up. We have a Halloween event coming up on the 29th we're going to take a couple ambulances over to the Zion Lutheran Church where they have a daycare school and we're going to be there from around nine to noon, with two ambulances. Handing out coloring packets, and some candy and we've got four or five students from the paramedic class that are going to help participate in that.  So Mike I just need you to make sure I get two units up and running, if you can just fire them up and make sure we don't have any issues that you can think of that would be great.  We have some EMS and fire science brochures. We thought we had the final ones completed but Dr Norman and the new Dean felt like we needed to revamp them. So I’ll be working with marketing and someone from the dean's office to figure out how to get that updated once we have that updated I’ll show you guys the brochures.  With that being said, I just want to let you know that we do have a new dean of the school of health professions her name is Dr Such first name Tammy and she begins on December 6 of this year. I think she's going to get a quick start before we go on break and then she'll be hit the ground running when we return.  Rima has if you don't already remote has submitted her resignation, at the end of this term and we're in the process now of looking to fill that position. With somebody who is very similar in credentials as Rima to work, the hospital and the ride time affiliates. We will miss Rima dearly and, hopefully, whoever fills her shoes can, can fill her shoes, because those are hard shoes to fill So hopefully we'll find someone that will be able to compliment everything that we're doing.  I have yet to hear back about the Perkins request our request was for six of those I-simulates or five more I-simulates. That is probably all we are going to get on Perkins, I think the Perkins money is going to other departments. But not us so that's what we're looking for.  Just let Mike know of any issues that you're having with our current equipment, so that might can either get it fixed or let me know if he's going to replace it.  Linda can you just give us an update on where we're at on our enrollment numbers for spring.  **lwelch**  Yes, for firefighters 69 applications and then Emt there's 28 in only Lee, 20 in Collier, 7 Charlotte.  For total I didn't add that up.  **Joseph Washburn**  We're sitting at 55 yeah okay. Let's hope we get some more numbers otherwise we'll have to make a decision on just running collier and lee.  **Tamara Mole'**  What's the minimum number of students, that you can run a class with?  **Joseph Washburn**  15 So we'll see.  Linda what date did we say we extend the application to that you felt comfortable with.  **Lwelch**  EMT we're supposed to start at the 29th of this month. I would say, maybe. Well Mike's going to be doing the uniform fitting hopefully the 18th and 19th of November, so if we extend it there might be a lot of students that don't make the uniform fitting if we can't get them processed and you know enough time. Because I hate to have them come for uniform fitting in if they don't get everything. Thinking they're going to get everything done and then, if they don't. And they order to you I don't know.  **Joseph Washburn**  And we'll take will take Apps until the 12 the week before you uniform fitting.  **lwelch**  yeah okay.  **Joseph Washburn**  That work for everybody.  **Michael**  hey Joe. yeah just worst-case scenarios of what Linda was saying, maybe make them come for the fitting and then. We got their sizes in case something gives or something like that they're not you know paid, you know, paid for, and there were there were about give them their money back you know it gives us just a little bit of wiggle room where they don't actually purchase it, but we know their sizes. And I don't know if that would work for some of the students have some of the stuff is towards the tail end, you know.  **Joseph Washburn**  Linda do you have I know you don't because you're not normally ask, but of that 55 do we know where that 55 is at as far as actually completing all of the paperwork at all do we know?  **lwelch**  No.  **Joseph Washburn**  So, for all we know we don't even know if the 55 is ready to go.  **Lwelch**  So I would say, I would say, the majority of them have their forms back and the majority of them have their fingerprinting and drug screening done by them have completed it, it seems like a lot of them completed it off quicker this time than last time we don't have as many stragglers. I don't have an exact count.  **Joseph Washburn**  Okay well we'll just see what happens. Okay I’m in with the fire that 69 those are ones that have ever again so far, yes.  **lwelch**  Yes, one thing I can tell you um I have marked down here. Out of the 28 at Lee 2 students have issues testing issue, Castle branch, whatever it may be so that would be 26 without minus that 2. The 20 in Collier. That is two students with issues and one retake. So that would take that down to 17 new students without issues and then Charlotte is at seven and there's no student issues.  **Joseph Washburn**  Are the seven that are in Charlotte did they choose, Charlotte as their first choice, do you know.  **lwelch**  Initially they did, but the last few we sort of are telling students, now that Lee is full. So, moving the students that's why I called that's why each Collier and Charlotte have a little more in them than they did last time I told you, because we've been pushing the students, now that wanted Lee as their first choice to Collier or Charlotte.  **Joseph Washburn**  I'm just trying to figure out where I'm going to put those seven.  **lwelch**  And, most of the ones that we were sending to Charlotte though you know they live in Fort Myers not South like one student lived in Estero so he went to Collier but they're living in Fort Myers Cape Coral North Fort Myers are the ones that usually go to Charlotte that we steer to Charlotte.  **Joseph Washburn**  Well, we have to steal equipment from Charlotte because we're not running the class up there that's what we'll have to do.  **Joseph Washburn**  Okay. What else have anything for me.  **Tamara Mole'**  I have something for you, and it was really for the instructors, but you are one of the instructors, so the SOS surveys go out today. From the Effectiveness and Joe Van Galens office, so they start going out to the students.  **Joseph Washburn** Okay  **Tamara Mole'**  I'm going to email every all the instructors what it looks like because he did send me an email of that, and if we can start getting, pushing the students to fill those out we're only, we're only getting one or two students per class per semester to fill those out, and we really need to push that number up to like I think we set a goal of like 15 % so depending on the class size, I need at least four or five students to fill those out literally takes two minutes and they can actually do it through canvas through each canvas course if they don't, for whatever reason, get the email so.  **Tamara Mole'**  two classes, if you could start talking to them and pushing them to do that, or maybe it put an announcement on canvas that would be really helpful.  **Joseph Washburn**  All right. Would you want me to say about the open or closed list Tracy.  **Tracy House**  I guess Linda it's only you and I, that look at the opening close so as far as I'm concerned it's good, are you good with it.  **lwelch**  um. Well, I was off Thursday and Friday I'll have to look at it, I hadn't looked at today.  **lwelch**  I just read. It just reopened it right for you to.  **Tracy House** Yes, okay.  **lwelch**  I'll look at.  **Joseph Washburn**  Anything else. Anything else. Anything else. Yeah Mike you have anything.  **Michael**  nope.  **Joseph Washburn**  I noticed a short meeting for everybody, because the other participants were evil, but I will send them a copy of the meeting for them to review and then, if it requires some more information to be sent out to everybody i'll have to get it sent out if not. We will have them participate, obviously in our next meeting should be a month from now and we'll get these Minutes uploaded into the College website. So, thank everybody for their time and. see your own. | Yes / No |  |  |
|  | **Next meeting(s)** |  | Yes / No |  |  |
|  | **Adjourn** |  | Yes / No |  |  |

Minutes prepared by Tamara Mole’ Date 8/28/2020

Minutes approved by Date

*If item #5 above was acted on, then:*

Medical Director’s signature Date