

HEALTH PROFESSIONS DIVISION MEETING

Minutes

January 13, 2010, 9:00 am, HPC 223

- Present: EMS:** Harvey Conner, Bruce Farris, Brent Stafford
- NUR:** Traci Boren, Sarah Brown, Michaele Cole, Linda Cowan, Jackie Frock, Jen Halpin, Carol Heitkamper, Monica Holland, Peg Holleyman, Mary Holter, Karen Jordan, Rosemary Klepper Valerie McCartney, Robin McMurry, Judith Martin, Cindy Neely, Beverly Schaeffer, Karla Schenk, Kay Wetmore, Cindy Williams.
- OTA:** Tom Kraft, Reeca Young
- PTA:** Vicky Davidson
- STAFF:** Dr. Jo Ann Cobble, Martie Collin, Claire Echols, Sherri Givens, Debbie Martinez, Kristen McMurray, Shelly Tevis.
- OTHER:** Linda Boatright
- ABSENT:** Leaugeay Barnes, Jennifer Ball, Gina Edwards, Tom Kraft, Debbie Myers, Stephanie Wallace, Terri Walker,
- Held office open:** Jennifer Dodson

Jo Ann Cobble called the meeting to order at 9:05am.

1. **Celebration!**

Jo Ann announced, and the members joined in congratulating the following people on their birthdays.

Mary Holter, 3rd
Bruce Farris, 29th
Rodney Johnson, 29th
2. **Additional reasons to Celebrate**
 - a. **Leaugeay Barnes, Master of Science in Fire and Emergency Management**

Jo Ann shared with the members that Leaugeay has received her Masters degree in Fire and Emergency Management. The members joined in congratulating Leaugeay's accomplishment.
 - b. **Kristen McMurray, Division Clerical Assistant**

Jo Ann introduced Kristen McMurray to the members. Kristen is the latest addition to the Division Staff. The members joined in welcoming Kristen.
 - c. **One more reason to celebrate! HPS!**

Jo Ann shared with the members that the college has been in touch with a lobbyist who has managed to aid in securing additional funds for the college; the results being a new Human Patient Simulator for the Division. There will also be an

additional one million dollars for the college next year. This announcement was met with enthusiasm by the members.

3 CLP-Glenne' Whisenhunt

Glenne' shared with the members that the Center for Learning and Teaching now has another full time position. She will be available to assist the faculty with more than just Angel issues. They will be planning additional workshops for faculty. These workshops will be on a come and go basis, hopefully making the information more easily available to the faculty.

4. Initial Attendance Reports going online this semester.

Jo Ann shared with the members that the initial attendance reports will be done online this semester. This is a change from the blue sheets. More information will be available a little later describing the process.

5. Performance appraisals-sign ups should begin by the middle of next week.

Jo Ann reminded the members of the upcoming performance appraisals. Sign up will be ready next week. Please sign up with the Program Directors. Jo Ann expects the process to be completed by the end of February.

6. OACC is February 25-26, if you wish to attend, but have not yet signed up, send your request to me by January 22nd.

Jo Ann reminded the members of the upcoming OACC conference. She asked the members to submit request to attend by January 22nd.

7. Forms: Electronic Office Hours, Outside Employment

Jo Ann reminded the members to submit their online office hour form. She also reminded the members to submit the Outside Employment form only if there have been any changes in their employment since the fall semester.

8. Evening counseling, Heather Murphy, Monday-Thursday, 4:00-8:00pm

Jo Ann advised the members that a new on campus counselor has been hired and will be available in the evenings from 4pm to 8pm.

9. Common area furniture, possible January 25

Jo Ann announced that the furniture for the common areas of the Health Professions Center has been ordered and could possibly be delivered on January 25th. She stated that it should all compliment the décor of the building.

10. Opening Day volunteers needed.

Jo Ann informed the members that volunteers are needed for Opening Day. If any are interested, they are to email Jo Ann. Vickie Davidson asked about signage for the building. Jo Ann replied that signage is in the plan. She also informed the members that the Nursing Center area has been given new room numbers and will be in use for this semester.

11. Leadership OCCC Class III, applications due 2/15/10

Jo Ann reminded the members of the upcoming deadline, February 15th, for the Leadership OCCC Class III.

12. Required Health and Safety Training, 3rd quarter, Hazardous Communication, Thursday 3:40, CU 1, 2, 3 and Friday 3:40, CU 1, 2, 3

Jo Ann reminded the members that they will need to complete Hazardous Communication training this quarter. Two sessions have been added as well as an online session. Debbie Martinez will send out instructions. The college is very serious about everyone completing this training.

13. Enrollment

Jo Ann informed the members that enrollment at the college is up about 15%.

14. Committee Reports/Program Update

-Tom Kraft reported on behalf of the Institutional Administrative Procedure Committee. They are reviewing and have recommended changes in AP40-16, Academic Integrity. There has been a piece missing in the process. A modification has been recommended and is in process for approval.

-Jo Ann reported on behalf of the Benefits Taskforce, a sub-committee of the Benefits Committee. They will be looking at the self insured process. They will be attending an all day meeting on Friday to hear proposals from insurers. The college has not made a substantial change in benefits in 10 years.

-Rosemary Klepper reported on behalf of the Nursing Program. She shared that Debbie Myers and Terri Walker are attending a Safety in Nursing Conference. The conference will cover patient safety goals. They will share what they learn with the division at the next division meeting. She stated the QSEN.org was the website for additional information. There will also be a webinar on February 10th covering Test blueprints. It is on the WOW schedule and will be held in the Library room 407 from 1:00pm to 2:00pm. She also shared that the Board of Nursing Review is scheduled for January 27th.

-Linda Boatright invited the members to review the recent changes made in the Library web page. She also asked the members to please call ahead if they are going to be bringing a group of students to the library. The advance notice will aid the library staff in being prepared to meet the student's needs.

15. As May Occur

No new announcements at the time.

Jo Ann adjourned the meeting at 10:00am.