

**HEALTH PROFESSIONS DIVISION MEETING MINUTES**  
**February 5, 2008, 12:30 p.m., 1N1-1N2**

**Present:** EMS: Leageay Barnes, Harvey Conner, Bruce Farris, Brent Stafford

NUR: Michaele Cole, Linda Cowan, Jackie Frock, Carol Heitkamper, Monica Holland, Mary Holter, Susan Huffstutler, Karen Jordan, Susan Mann, Judith Martin, Valerie McCartney, Robin McMurry, Debbie Myers, Cindy Neely, Beverly Schaeffer, Karla Schenk, Stephanie Wallace, Terri Walker, Kay Wetmore, Cindy Williams, Chris Young

OTA: Reeca Young

PTA:

STAFF: Dr. Jo Ann Cobble, Martie Collin, Sherri Givens, Mary Gundlach, Lloyd Kingsbury, Shelly Tevis

ADVISOR: Claire Echols

LIBRARIAN: Linda Boatright

ABSENT: Jennifer Ball, Vicky Davidson, Gina Edwards, Rosemary Klepper, Tom Kraft

Held office open: Debby Martinez

Jo Ann Cobble called the meeting to order.

- 1. Celebration!** Everyone acknowledged the birthdays for this month with applause.

Karla Schenk, 7th  
Gina Edwards, 11th  
Karen Jordan, 27th

**2. HPEC Update**

- **Name**
- **Progress**
- **FFE**

We were told about a month ago that the name of our new building would be changing. They looked at several options but it appears they have decided not to change the name. The current HP room numbers will be renumbered so that it flows with the new building. We will no longer have duplicate room numbers. The new building is ahead of schedule at this time. We are currently looking at the tables, chairs, office furniture, etc.

**3. Print Shop Possibilities**

- Color Printing**
- New Process/Online**
- Possible Change/Charges**

The college has purchased a new printing system. By this summer or fall all Print Shop requests must be submitted electronically. Any handouts that are not electronic must be scanned and saved on your computer and then submitted electronically. Currently the only charges for printing are for color printing, although that may change.

**4. Strategic Planning**

We have been informed that it is going to be a tight budget for this year. We still do not have a prioritized list of requests for supplies, etc. for Academic Affairs.

**5. Changes in 403 (b) Annuity, Rhonda Simpson**

Currently the college will continue to contribute 4 1/2 percent if you put 1 1/2 percent into an annuity. The plan allows participants to direct their accounts into separate annuities or custodian accounts. There are currently about 50 separate vendors. The proposed changes are to reduce the number of vendors from 46 to no more than 5 or 6 to facilitate control and ease of administration. Any new money will need to go into these accounts. The college is looking to get a consultant hired to help us look at the request for proposals that will go out to current vendors and anyone else who will want to participate. They are looking at hiring Gallagher Benefits Services to help with the RFP. This must go into effect in January 2009 per federal legislation. This will allow everyone all of the fall semester to look at the funds. They will hire a "master recordkeeper" who will provide recordkeeping services for the plan. They will

hire an investment consultant to provide ongoing monitoring of investment options offered under the plan.

**6. Appraisals**

Appraisals are now in full swing. SII's are available for faculty to view. We did not receive all of them. Report to your Team Leader if you did not get all of yours back and Jo Ann will notify Institutional Effectiveness.

**7. Committee/Program Updates**

**Faculty Scholarship Association – Susan Mann**

The Make-It-Bake-It sale is scheduled for Tuesday, April 8, 2008. The sign up list for goodies will be posted on Jo Ann's door. Jackie Frock has volunteered to make baskets for the silent auction.

**Benefits Committee – Jo Ann Cobble**

Committee discussed the 403 (b) Retirement Plan.

**As May Occur**

**Fall Break**

The discussion of a fall break is on the table again. The following possibilities are as follows:

- Start Orientation Week the Thursday and Friday before the normal Orientation Week and start classes the following Thursday and Friday.
- Shorten Prep and Planning Week to three days.
- Cancel classes on the first Thursday and Friday in October and keep the Thanksgiving Holiday as they are now.

**Global Education**

Academic Affairs has agreed that if we utilize global education assessment it should only apply to AA and AS degree programs. This would require AA and AS students to take as one of their humanities a non western humanities course.

The other way they could fulfill this requirement is if they had lived or studied abroad for one semester, completed an international internship, or lived abroad. If they are an international student they would be required to take a western humanities course. They could also make a special request to the Vice President for Academic Affairs.

### **Content Management System for the Website**

Must have one person designated from each division with a code to act as the resource person, etc. They do not make the changes on the website. Martie has been selected to be the manager and go through the initial training.

### **Wayfinder Signage**

The college is looking at renaming areas throughout the college. Center is what they are going to use instead of building. Their goal is to have more user friendly names throughout the campus. After that will come renumbering the areas and then the signage comes up.

### **Material Safety Data Sheets – Lloyd Kingsbury**

Lloyd reported that he will have MSDS books in all of the labs. He will send an email as to their location. The lab coordinators, assistants will have to go through in class training. Everyone else will have online training. Everything that we have in stock will have to be updated on a weekly basis.

### **Use of Personal Vehicles for College Business**

If an accident occurs the College is not responsible.

The meeting adjourned at 1:15 p.m.

Submitted by Mary A. Gundlach