

## HEALTH PROFESSIONS DIVISION MEETING

### Minutes

January 9, 2008, 9:00 a.m., 1N1-1N2

**Attended:**

**EMS:** Harvey Conner, Brent Stafford, Bruce Farris,  
Leaugeay Barnes

**NUR:** Michaele Cole, Linda Cowan, Gina Edwards, Jackie Frock,  
Carol Heitkamper, Monica Holland, Mary Holter, Susan  
Huffstutler, Karen Jordan, Rosemary Klepper, Susan Mann,  
Judy Martin, Valerie McCartney, Robin McMurry,  
Deborah Myers, Cindy Neely, Beverly Schaeffer,  
Terri Walker, Stephanie Wallace, Kay Wetmore,  
Cynthia Williams, Chris Young

**OTA:** Tom Kraft, Reeca Young

**PTA:** Vicky Davidson, Jennifer Ball

**STAFF:** Dr. Jo Ann Cobble, Shelly Tevis, Debby Martinez, Sherri  
Givens, Mary Gundlach, Lloyd Kingsbury

**ADVISOR:** Claire Echols

**LIBRARIAN:** Linda Boatright

**ABSENT:** Karla Schenk

**Held Office Open:** Martie Collin

1. **Happy New Years!**

Jo Ann Cobble welcomed everyone back, and then Dr. Aquino addressed the group. Dr. Aquino informed the group that enrollment was up 1.1% but the credit hours were down 8.8% as of yesterday. The cooperative alliances will not be in until the first week of class. The actual head count was up 15% in the Health Professions Division. The progress on the new building is coming along as planned and should be ready this summer. Dr. Aquino had done a tour and the sheet rock is up on the inside now.

2. **Celebration!**

Jo Ann along with the division wished a happy birthday to the following:

Mary Holter, 3<sup>rd</sup>  
Bruce Farris, 29<sup>th</sup>

3. **IP phone test today, 9:30**

The IP phone test went off at the designated time. If there had been a real emergency the phone would have displayed a text message of the actual emergency instead of testing.

4. **Update: drug testing**

○ **Pre-employment for clinical faculty**

Since it can be an issue getting the adjuncts to the random testing they are going to do the drug testing as pre-employment then do a random later on. They will draw about 10% for the random.

The testing must be the same overall so the pre-employment testing will be the same as it is now and then the random will be the same as security does.

○ **Ongoing random for clinical faculty**

Some of the adjuncts can not get off or be here in the time allotted when it is the random, and they will not be eligible to teach or go to clinicals until they are actually tested.

This could create a problem in getting adjuncts to substitute for any adjuncts that are not compliant.

Another adjustment is the offsite clinic that the school is using will be staying open later hours and the 24 hour window will be extended to 48 hours.

HR will try to arrange testing so it has the least possible impact on clinicals.

○ **If they don't work for a semester must do another pre-employment test and another background check**

Not required to have the results of the test before they begin work but are required to have the testing.

This expense is covered by the college.

5. **Quarterly Health and Safety Training: PPE**

**This training is required, and we have to have documentation of the date, time, course content and the CV of the instructors. Most of us can't**

**provide that so we are doing for everyone now. All adjuncts who go to clinical or lab must complete as well – they can do theirs on line.**

**My thanks to Terri Walker and Cindy Williams for developing this presentation for us.**

Terri Walker and Cindy Williams presented the group with the PPE Training. This was accomplished with power point and presentation.

6. **Appraisal meetings**

**Did everyone get a copy of the documents sent out electronically before the holiday?**

Jo Ann asked if everyone had received the documents for the Appraisal meetings and not everyone had, so Jo Ann was going to resend.

**The sign up sheet is being reviewed by the program directors to verify their availability and will be posted on the door to my office this week. I will send out an e-mail when it is posted.**

Jo Ann will have the sign up sheet on her door. She asked that they sign up when their program director will be available. If the program director's initials are on a date that means they will not be available that day.

7. **Enrollment update**

This was covered at the beginning of the meeting.

8. **Assessment changes/general education**

Jo Ann commented when they first started assessing general education she was concerned the students of the AAS degree only had to have 18 hours of general education. The mark used was the completion of a certain amount of hours. They are finally realizing that this is not ideal and should be assessing the amount of general education completed. Our students should not be getting assessed for general education in the future, just AA and AS degrees.

9. **Committee reports**

There is nothing to report at this time.

10. **As May Occur**

When they talked about the five new faculty positions that had been approved for advertising contingent on funding our OTA and Nursing positions were not in the top five. The College is focusing on things related to Achieving the Dream so that the study skills and developmental education received more emphasis.

Jo Ann received approval to announce that Monica Holland as our NISOD recipient for this year.

The new employee hand books are available in the Division office. There is a form that must be filled out by each employee and turned in. Jo Ann asked that everyone go by and sign today.

There was a Higher Learning Commission meeting and a handout was provided in a meeting yesterday. A visit is scheduled in 2011 and a review of some of the core components was discussed in the Division meeting.

Online office forms have been handed out and the faculty hours are due Friday.

Meeting was adjourned 10:02am