

**HEALTH PROFESSIONS DIVISION MEETING**  
**Minutes, August 13<sup>th</sup>, 2008, 1:30 p.m. 1N1 – 1N2**

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

NUR: Sarah Brown, Michael Cole, Linda Cowan, Gina Edwards, Jackie Frock, Jen Halpin, Carol Heitkamper, Monica Holland, Peg Holleyman, Mary Holter, Karen Jordan, Judith Martin, Valerie McCartney, Robin McMurry, Debbie Myers, Cindy Neely, Beverly Schaeffer, Karla Schenk, Terri Walker, Stephanie Wallace, Kay Wetmore.

OTA: Tom, Kraft, Reeca Young

PTA: Jennifer Ball, Vicky Davidson

STAFF: Dr. Jo Ann Cobble, Martie Collin, Sherri Givens, Shelly Tevis, Debbie Martinez

ABSENT: Cindy Williams, Claire Echols, Rosemary Klepper

Held office open: Mary Gundlach

Jo Ann Cobble called the meeting to order at 1:39pm

**1. Welcome Back!**

Jo Ann welcomed the members back for the 2008-2009 Academic Year. She informed the members of Susan Mann and Susan Huffstutler's resignations.

**2. Introductions, new nursing faculty: Sarah Brown, Jen Halpin, Peggy Holleyman**

Jo Ann introduced the new faculty to the members, stating that the division is now at full staff. The new faculty's offices are located in the cubicles in the Division Office area.

**3. Celebration/Congratulation**

Jo Ann asked the members to share in the celebration of Tom Kraft's birthday on Aug. 4<sup>th</sup>. She also asked the members to share in congratulating Beverly Schaeffer on her recent marriage. Jo Ann also shared with the members Michael Cole's recent completion of her Master's Degree. The members joined Jo Ann in congratulating all three.

**4. Open Records Act, request for information: grade distribution, by section instructor**

Jo Ann informed the members that a request had been made in the Spring in accordance with the Open Records Act regarding student grades. The college has agreed to provide the information, student names omitted. In the future the college will provide the information requested in electronic format for sections and grades for those sections.

**5. Name change: Recreation and Community Service to Recreation and Fitness**

Jo Ann informed the members Recreation and Community Service has been changed to Recreation and Fitness. In support of the name change the department will do more to meet the community's needs.

**6. Reminder: Faculty Development Plans, meeting schedule on Jac's door to set up September meetings.**

Jo Ann reminded the faculty that their Development Plans are due. She asked the new faculty to schedule their appointments for review this next week. She also asked the returning faculty to review the signup sheet on her door and to begin signing up. She reminded the members to begin thinking of their plans and to report on FY08 their plans for FY09.

**7. Outlook update**

Jo Ann shared with the members the recent difficulties with the changeover from GroupWise to Outlook. Various members voiced their problems with the changeover. Jo Ann asked the members to be patient with the changeover and stated that as long as GroupWise is still in place there will be issues. GroupWise should be eliminated this weekend.

**8. Communications Lab Book Loan Program, no longer in place**

Jo Ann announced that the Communications Lab Book Loan Program has been discontinued. At present there are no plans to reinstate the program at a future date.

**9. Academic Calendars, special printing**

Jo Ann informed the members that the new academic calendars have been printed and distributed. She asked the members to retain their copies as color copying is expensive.

Jo Ann reminded the members of the need to backup information on individual computers. To aid in this process Jo Ann distributed flash drives to all of the members.

**10. Health and Safety Training: Bloodborne Pathogens – required for first quarter**

Jo Ann reminded the members to complete their quarterly Health and Safety Training. Assistance is available from 8am to 5pm. The training is federally mandated and monitored by Lisa Vaughn.

- 11. Handouts: New Travel Procedure, Institutional Committees**  
Jo Ann discussed the handouts with the members. She reminded the members that the deadline for turning in travel requests is Sept. 8, 2008. A new procedure will take place after the requests are turned in to the Program Directors. She also asked the members to review the Institutional Committee List closely and to let her know of any changes as soon as possible. The individual committee members should be hearing from the committee chairpersons soon.
- 12. Opening Day – thanks to Terri Walker for volunteering, one additional needed**  
Jo Ann thanked Terry Walker for volunteering to assist with Opening Day and made the request for an additional volunteer. In response Valerie McCartney volunteered. Debbie Martinez will be getting the supplies together for the volunteers.
- 13. Paperwork reminder:**  
-Outside Employment, Online Office Hours, due to your program director by the 18<sup>th</sup>;  
-Syllabi – due to Mary by the 18<sup>th</sup>  
-Office hours – due by the 18<sup>th</sup>: Nursing to Martie, EMS/OTA/PTA to Debby  
Jo Ann reminded the members of the above listed deadlines. She asked that the members comply in a timely manner.
- 14. Shelter in Place/Armed Intruder Procedure; update on drill**  
Jo Ann informed the members that a Shelter in Place drill had been held over the summer. The Division did well in the drill. Debbie Myers shared her humorous experience with the drill. Jo Ann asked the members to review their classrooms and make recommendation as to what may or will need to be done to those rooms to aid in the Shelter in Place procedures.
- 15. Economic picture**

  - a. Health insurance premiums went up 12.5% for FY 2009, implications/options**  
Jo Ann informed the members of the rise in insurance premiums. She also stated that the college will be covering this increase.
  - b. Tuition went up \$6/CH (7.7%), tuition and fees instate now total \$84.00 (\$60.55 tuition only), still 2<sup>nd</sup> or 3<sup>rd</sup> lowest, TCC up, OU/OSU up about 9.9%, regional colleges up about 9.5%, Panhandle is up 12%, OU has put a hiring freeze in place.**  
Jo Ann informed the members of the above stated economic facts. In light of these facts Jo Ann reported that everything in the new building has been ordered and is covered financially. Tom Kraft mentioned that the security of new equipment in the new building may present issues. Jo Ann responded that these issues have been taken under consideration.

**16. As May Occur**

Jo Ann shared with the members that Rosemary Klepper's daughter was in the hospital. Jo Ann also announced that Dr. Aquino and Greg Gardner will be speaking to the members. Tom Kraft, a member of the selection committee, voiced that he believed Greg Gardner was an excellent selection. He has a passion for the individual student's success. Jo Ann added her approval stating that Greg Gardner will be instrumental in pulling the college to where it needs to be.

**Dr. Aquino**

Dr. Aquino shared with the members that the update in Outlook has been a welcome change. He asked the members to be patient with the conversions and anticipates that the majority of the problems will be resolved with the elimination of GroupWise. He stated that there are instructions being emailed that will explain desktop icons for Outlook and how to access your emails through the employee website. He acknowledged that some computers will need to be updated to accommodate the conversion. As of midnight Friday all emails will be directed to Outlook.

**Greg Gardner**

Mr. Gardner introduced himself to the members. He stated he has been at the college for 6 weeks after 13 years in the state education system. He has taught Biology, Science and Math during his career. He expressed a positive approach towards education and looks forward to meeting with everyone in the division.

**Further Announcements:**

Jo Ann reminded the members that the Division Office will be held open until 6pm each day during Orientation and the first week of the semester. Jo Ann also shared that the former classrooms 1N4 and 1N5 are being reconstructed into a lab. The loss of classroom space will be replaced by MB1N2 and will be ready by Monday. She announced that the move into the new building is tentative and is currently expected to begin the week of August 25<sup>th</sup>.

**Jo Ann yielded the floor to Linda Boatwright for the following announcements:**

Linda asked the faculty to consider doing library orientations as part of their instruction. She also announced to the members that the Library will be using a new interface this semester. She again reminded the members that they can put textbooks on the reserve list whereby the students can use these textbooks in the library for 2 hours at a time. However, the textbooks must be put on the reserve list by the faculty. She reminded the members to remember the Faculty Garage Sale to be held Oct. 16 and 17. The proceeds from this sale will go to scholarships.

Jo Ann adjourned the meeting at 2:40pm.