

WV Center for Nursing
Operations Committee
April 11, 2008 at 9:00 a.m.
President's Conference Room, 9th Floor
WV Higher Education Policy Commission

Minutes

Present: Duane Napier
Via Conference Call: Denise Campbell and Mary Beth Barr
Absent: Dr. Cynthia Persily and Connie Cantrell

I. Call to order

The was called to order by Ms. Barr

II. Approval of minutes, January 4, 2008

The minutes of January 4, 2008 were approved as written

III. Old Business

No old business

IV. New Business

A. Review of current budget

The current budget expenditures are in line credit expenditures- Travel 026, Advertising 035, and WVOPEB calculated are all budgeted amounts. The Executive Director will move funds to balance.

B. Scholarship progress report

i. Nursing Scholarship

\$87,700 of \$95,000 has been expended

ii. Emergency Fund

\$5,900 of \$15,000 has been expended

iii. Faculty Scholarship

\$39,332 of \$40,000 has been expended

C. Recruitment and Retention Grant program

The committee recommended the approval of three grants.

D. Benedum Grant report

i. Continuation of CareerPACE project (costs)

The expected costs to continue the careerPACE project will be \$125,971.

- a. Salary \$60,436
- b. Licenses and per nurse charges \$65,535
 - a. Plateau medical \$6,535
 - b. Thomas Memorial \$34,315
 - c. Jackson General \$13,240
 - d. Elkins \$7,715

ACTION: It was recommended that the search for further funds begin. It was also recommended that that all those participating make a commitment in writing by May 15th. The Executive Director was asked to send a letter to each facility to garner a commitment of the project. In addition, these facilities not currently utilizing CareerPACE will make a commitment to do so within 90 days.

E. Associated costs for new staff

- i. Furniture
- ii. Telephones
- iii. Computers

Approximately \$500 dollars has been spent on desks and chairs. Also, five new phones were ordered for approximately \$500 dollars. The computers that are being used by the staff of the Center were purchased by HEPC and the Center did not incur any costs.

F. Associated costs for attendance at Taking the Long View Conference, June 12-13, 2008, Denver, Colorado

It is approximated that the cost for this Conference will be around \$6,000. This would include the costs for air and ground travel, lodging, food, etc...

G. Linda Lacey, Associate Director of Research, North Carolina Center for Nursing. Presentation to Advisory Committee and Strategy session with Board of Director – associated costs.

Linda Lacey will be coming to discuss the North Carolina Center for Nursing for the Advisory and Board Meetings in April. The estimated costs will be \$1,300.

H. 2008-2009 Budget

Increases were discussed in the following areas: display boards/office supplies, payroll/benefits, travel, car rental and interns.

ACTION: recommended Board of Directors pass budget

- I. The Committee discussed the need for LPN faculty to obtain a state department of education, teaching certificate (except for New River and BM Spurr- as they are not state funded as a community college). The teaching certificate classes may to be up to three years to completion and costs in the range of \$5,000 tuition and associated costs are paid for by the faculty members.

ACTION: Recommend to Board of Directors to transfer \$7,000 from The Scholarship Program and moved into a new Scholarship Program.

V. Strategic Plan

VI. Announcements

VII. Next Meeting Date and Adjournment

The next meeting is scheduled for July 14, 2008 at 1:30 p.m. in the President's Conference room at the offices of the WV Higher Education Policy Commission.

Signature:

Chair

Date