

WV Center for Nursing
Operations Subcommittee
July 14, 2006
9:00 to 10:00 a.m.
WV Higher Education Policy Commission
5th Floor Conference Room
Minutes

Members Present: Denise Campbell and Mary Beth Barr, via
teleconference, Duane Napier
Members Absent: Dr. Cynthia Persily, Vickie Parlier Jones

I. Call to order

Meeting was called to order by Mary Beth Barr, Chair.

II. Approval of minutes from meeting on May 19, 2006

Ms. Barr asked for any changes to the minutes. With none forthcoming, Denise Campbell moved to accept as written; motion passed unanimously.

III. Executive Director Report

Duane Napier reviewed the monthly budget for June 2006, the final budget for FY 2005-06 and the budget projections for FY 2006-07. WVCN has an operating budget of \$482,000 for next fiscal year.

After discussion of the budget by line item, the subcommittee agreed on the following:

- Increase Rental Expense line item to \$13,000.
- Increase Dues and Membership line item to \$500.
- Increase Travel line item to \$10,000.
- Increase PEIA Reserve line item to \$1,000.
- No change in Computer Equipment line item; which is now \$4,000.
- No change in the Training & Development line item; which is now \$5,000.
- No change in the Miscellaneous line item; which is now \$100.
- No change in the Postal & Freight line item; which is now \$300.
- Correction to Administrative Assistant salary as it appears has been made.

The subcommittee also recommended that a laptop computer be purchased for WVCN staff.

Action Item:

- The executive director will work with HEPC IT staff to obtain cost of a laptop computer and printer.

IV. Old Business

A. Administrative Assistant Salary Correction

Discussed under the Executive Director's report.

B. Signature authority for Executive Director.

Mr. Napier stated that the forms have not yet been provided for the new fiscal year.

C. Board Training and Development.

Mr. Napier stated that a one day training session has been scheduled for September 12th at the Summit Center in Charleston. More information will be forthcoming.

V. New Business

A. WVCN Recognition Program – “WV Finest”

Mr. Napier stated that there is \$1,000 allotted to prepare the program. He has also contacted a media firm looking to get a cost. He has contacted Fenton, Blenko, and Pilgrim glass to see what cost will be to have a unique award designed. He also discussed waiting until school starts and then ask the programs if there is any student nurses or faculty who would be interested in designing the award.

Action Item:

- Executive Director to continue with plans for recognition program.

B. Policy and Procedures

Mr. Napier reviewed the two draft policy and procedures for budget development. Ms. Barr asked if there was a timeframe for close out. Mr. Napier stated that he has requested that information from HEPC's Finance Office; but has tentatively used the 15th.

The member unanimously approved the policy and procedures as written; with the addition or correction of the close out date.

Action Item:

- Executive Director to correct policy for close out date from previous monthly accounts.

C. Advertising in Compass for State Journal

Mr. Napier stated that the State Journal is producing a careers booklet that will target juniors in high school. He has reserved a one quarter page for the WVCN; however WVCN has no advertising developed to use. Has contacted a media consulting firm; will be asked to produce something quickly. Have to have to the State Journal by August 15th.

The subcommittee unanimously agreed to proceed with the ad development and placement.

Action Item:

- Executive Director to work with media group to design advertisement for "COMPASS".

VI. Strategic Plan

Mr. Napier stated that the subcommittee is meeting its responsibilities and legislative mandates that are in the plan. Need to add costs of activities to Action Plan.

VII. Announcements

There were no announcements.

VII. Next Meeting Date and Adjournment

The subcommittee unanimously agreed to adjourn. The next meeting is scheduled for August 25, 2006 at 9:00 a.m.

Signatures:

Chair

Date

Executive Director

Date