

WV Center for Nursing
Board of Directors Meeting
October 17, 2008
President's Conference room, 9th Floor
WV Higher Education Policy Commission

Minutes

Present: Cheryl Basham, Cindy Persily, Janice Maynard, Dottie Oakes, Denise Campbell, Duane Napier, A. Campbell, Connie Cantrell and Sheila Kyle (phone)

Absent: Pam Alderman, Melissa Aguilar, Mary Beth Barr

Guests: Joy Maramba and Rose Anne Michaels

I. Call to Order

C. Persily called the meeting to order.

II. Approval of Minutes. July 18, 2008

Minor punctuation and spelling errors were found in the previous minutes.

MOTION: D. Oakes moved to accept minutes with said corrections, Basham second the motion. Motion passes.

III. Executive Director Report

A. Leadership Training

The Center has joined the Charleston Area Chamber of Commerce. This has allowed staff to attend a leadership training seminar offered for members.

B. Committee and Board Meeting Attendance

Issues with attendance and lack of quorum have been noticed over the past year. Starting in 2009, RSVPs to all committee meetings will be sent out to ensure attendance at all meetings. This will allow for any rescheduling to be completed in advance.

C. Letter of Dissatisfaction

The Center was contacted about a nurse in the community

expressing their concern over the \$10 surcharge that is given towards funding the Center. The Executive Director will write a letter in response to this person's concerns.

D. Nurse Education Capacity Summit

15 out of 49 organizations were chosen to participate in the Nursing Education Capacity Summit. All those who applied received a packet of information about the summit. This included information from a webinar and white paper of information. The Nursing Education Capacity Summit may chose to conduct this project again in 2009 with more participation.

IV. Old Business

A. Appointment and Reappointment of Board of Directors June 2006 & 2008 Updates and Progress

As of October 1, 2008 Scott Cosco reported to the Executive Director that all appointments are being worked on at this time.

V. New Business

A. Bylaws changes

1. Research and Data committees will merge into one committee. The committee will most likely include three more additional members and also include six new objectives. Discussion was held on making editorial corrections to the objectives.

Discussion was held concerning using more than Board members to be considered for committee membership.

2. An Education Committee will be created in 2009. Discussion was held concerning the objectives of the new committee.

MOTION: C. Basham moved to apply these amendments to the bylaws, second by J. Maynard. Motion passes.

B. New Printer

The Center is not relocating as pervious though. Though the Higher Education Policy Commission has moved several departments throughout the building. These changes have resulted in the Center needing to purchase a new fax machine and fax line,

and a color printer (which will be maintained and warranted by the Higher Education Policy Commission).

MOTION: D. Oakes moved to allow for the Center to make the listed purchases, A. Campbell second. Motion passes.

C. Meeting Schedule

2009 Meeting schedule was shared with those in attendance. Meetings for the newly created Research & Data Committee and the Education Committee were also included on the schedule. It was noted that Data and Operations have switched the order in which they meet for more effectiveness. The Planning Committee will now meet on the same days as the Advisory Committee.

VI. Committee Reports

A. Advisory

No report

B. Planning

1. Strategic Plan rewrite will be conducted following the board meeting. D. Oakes expressed interest in obtaining more involvement from members outside of the Board. The committee will also be continuing their efforts to complete the framework of the 2008 Strategic Plan.

C. Data

1. The 2007 Annual Report has been reviewed and modified with feedback. A final review will be completed. White papers will be completed in the future in replacement of a larger Annual Report.

MOTION: C. Basham moved to approve and release the 2007 Annual Report, D. Campbell second. Motion passes.

2. RN Faculty Survey 2008 has started. As of date, only five institutions have yet to complete the survey.
3. LPN Faculty Survey 2008 reported that more data is forthcoming.

4. The Nurse Employers (Acute and Long Term Care) 2008 survey is ready to be shared. The survey tool was shared with J. Kranz and J. Samples who agreed that the tool is ready to be circulated.

MOTION: C. Basham moved to begin survey, A. Campbell second. Motion passes.

5. Quick Facts information was shared. The Florida Center for Nursing completes and shares this information.

D. Executive

1. Career Pace was the topic of the Executive Committee meeting. When participation dropped from four to two institutions, the staff for the project were made part-time. \$21,000 were transferred to this project to cover any licensing fees and salaries as needed. Remaining facilities were given until August 15, 2008 to indicate if they believed they could implement the next step of the project, Career Ladder. Both hospitals have since dropped out before the fees needed to be paid. All four facilities will go through their final evaluations of the project. The staff for this project have since moved on to new career opportunities outside of the Center.

E. Nominations

1. The ballot count was presented and the following Board Members will hold the following positions. Chair- Dr. Cynthia Persily, Vice Chair- Pam Alderman, Treasurer Officer- Mary Beth Barr, Secretary Officer- Amy Campbell. All Board Officer positions will remain the same.
2. Committee appointments will be completed after reformation of committees for the 2009 year.

F. Recruitment and Retention

1. Current R&R projects
 - a. The framework for The Nurse Residency Program was shared with the committee. It is currently under review for feedback and amendments.
 - b. The Nursing and Nursing Related Careers Manual is currently under review with the committee/
 - c. The Junior Nurse Academy is being researched as a possible recruitment tool for young adolescents as it may foster an interest in the nursing profession.
 - d. Articulation

- e. Information is being collected for the Principles of Magnetism project.
 - f. All grants that were given out by the Center have reported their progress. All grant projects are in the implementing stages.
 - g. A Scholarship Information Luncheon was held by the Center staff to inform the participating institutions of the changes made for the 2008-2009 scholarship year.
2. The Clinical Scheduling Program has been taken over by the Center from the University of Charleston. Presently, it is only being conducted for schools in the Kanawha Valley area. Forms have been created and given to those who participate in this program. Health agencies have been contacted for updated information concerning where they may place students and the maximum they may take at a given time.

Quotes have been reviewed for the future costs to implement this project utilizing the Maricopa County Model. Center staff will conduct the work on the project, saving money on the costs for additional staff members. It was noted that one more formal bid would be needed before proceeding any further.

RECOMMENDATION OF COMMITTEE: Move forward to bids for the project.

G. Operations

1. The Budget report for August 2008-2009 is on target.
2. Benedum Grant has a balance of \$62,086 as of August 2008 before salary and benefits were deducted.
3. New position descriptions were discussed.
 - a. Marketing Intern
 - b. Contracted Project Coordinator to be used for the possibility of future projects.

RECOMMENDATION OF COMMITTEE: D. Oakes moved to approve both positions and their descriptions, C. Basham second.

H. WV WorkForce Development Report

No Report

VII. Legislative Issues

- A. The Legislative Review will not be completed on the Center until sometime in 2009.
- B. A presentation of Potential Legislative Proposals was shared with the board by Patricia Maramba, DNP student at WVU.

VIII. Strategic Plan

No report

IX. Announcements

No announcements

X. Next Meeting Date and Adjournment

MOTION: A. Campbell moved to adjourn, second by C. Basham.

The next scheduled meeting will be on. January 16, 2009 @ 9:00 AM in the 9th Floor Conference Room.