



WVCN Board of Directors Meeting Minutes

Wednesday, March 20, 2019 9:30 am

Dial in

Tara Hulsey
Rachel Bowman
Gerald Bragg
Cynthia Persily
Sheila Kyle

Attending

Pam Alderman
Ron Moore
Cheryl Basham

Guests

N/A

Staff

Lissa Gonzalez, Administrator
Laura Boone, Director, Health Sciences

Call to Order 9:32 am Ron Moore, Board Chair

Standing Business:

Approval of Minutes Board Meeting of January 16, 2019 minutes discussed with no changes. Cheryl Basham moved to approve and Pam Alderman gave second, minutes approved.

Data Management Committee Report

Cynthia Persily, Chair

Cynthia reported that the Data Committee met 2/13/2019. The Faculty Survey was updated to include simulation questions and updated for timing accuracy. The nursing scholarship application form was updated to obtain information on Jr. Nursing Scholarship attendees and the employment verification form was updated as requested (license # and hours worked). The faculty survey link has been distributed to deans and directors thus far. The committee hopes to have enough respondents to report preliminary data at the workforce summit in April.

Department of Labor snapshots have been finalized and brought to the Board for approval. Sheila Kyle moved to approve the updated DOL data snapshots and Pam Alderman seconded the motion. The board approved the DOL data snapshots as presented. Cynthia reminded the board of the upcoming nursing workforce summit. Lissa asked for any interest for board members and there was a consensus for the WVCFN to pay for registration fees for any board member that wished to attend.

Financial Report

Lissa Gonzalez, Administrator, presented the January and February financials showing an ending balance of \$327,212. Lissa discussed that we have not seen the anticipated revenue from the RN board due to system issues. However, this was expected to be resolved with the RN board within the next month. Tara reported that this was also reported at the last RN board meeting. Lissa reported due to the multistate licensure, the center anticipates approximately a \$40,000 loss in future revenue. Rachel moved to approve and Cheryl seconded, financial reports were approved. Lissa presented the board with a spreadsheet for a proposed budget. This budget will be further refined and presented at the next board meeting for approval. Lissa requested spending authority for a new laptop computer for specific WVCFN activities. Pam moved the motion to approve the expenditure of a new laptop computer; Ron seconded the motion. The board approved the expense for a laptop computer. Cynthia gave a motion to give Lissa spending authority of purchases under \$1000 that are within an approved budget. Lissa is to obtain the board chair's approval for any expenditure over \$1000. Lissa will draft a spending authority policy to present to the next meeting.

Outreach

Lissa and Ron will be attending the national Forum in June 2019. Lissa advised the board of three requests to sit on the advisory councils (Garnet, University of Charleston, and BridgeValley). After discussion, the board agreed to these positions and there were no oppositions to Lissa pursuing these positions on advisory councils. Lissa informed the board that she along with Aila Accad, director for the Future of Nursing presented an abstract for a co-presentation at the Student Success summit in July. Information for the Governance forum was given to the board.

Nursing Scholarship Program

Ron Moore, Chair Education/recruitment-retention Committee

Lissa presented a spreadsheet outlining the last three years of award amounts and the actual award payments thus far. The retention and recruitment committee will take this information into consideration for the next scholarship cycle. Also, this information will be considered during the budget approval. Two press releases have been submitted to the WV nurse and WV RN nursing news advertising the nursing scholarship. Flyers were developed and will be distributed to both financial aid directors/contacts and nursing directors at each school. At this time, the board decided against any further advertising ad costs for the scholarship program. Will consider

There was discussion on the verification of full time working status of scholarship recipients. Currently there is not a full time work requirement in place. Discussion included on the variability in employment statuses between clinical and faculty work requirements. Lissa will further research this and bring back suggestions to update the scholarship work requirements at the next board meeting.

Lissa demonstrated the video for the award letter. There was a motion by Cheryl to approve a one-time funding of \$1000 for the WVCFN video development specific to the scholarship award letter. Pam seconded the motion. Approval for \$1000 expense for video development specific to the nursing scholarship award development was approved.

There was discussion for the need of policy development to further clarify the intent of the scholarship program. Ron and Lissa will begin to draft policy for the scholarship to outline fulltime employment. Laura suggested drafting a policy for a waiver submission for certain circumstances. A policy will be presented to the next board meeting for approval prior to the next award cycle.

WVCN Website

Lissa shared current user statistics. Plans to continue to update website as data reports are approved.

Expansion Capacity of Nursing Programs/Resources

Lissa updated the board on the most recent key clinical scheduling user group meeting that was held February 21, 2019. There will be a two button system developed by the web builder to resolve overlaps between two schools. There was a consensus among the user group that processes needed changed and valued the face to face meetings to resolve their overlaps using the clinical scheduling tool as a platform for the meeting. After discussion, Pam expressed agreement and value that the WVCFN facilitating this meeting as a neutral party. Lissa updated that there has still been discussion with lead contacts in Beckley to expand the clinical scheduling tool to that region.

Jr. Nursing Academy applications to date were discussed with the board. There was discussion on the need for additional funding for larger programs. Lissa plans to attend some of the various programs that have applied for the grant and will report back to the board.

Legislative Update

Lissa updated the board on the relevant issues that occurred during the recent legislative session. SB 2407 did not run in committee during the last week of session, therefore no changes were made to the language of the RN board specific to the licensure fees. Second, the legislative rules passed without issue allowing the board to continue to assess fees that support the WVCFN.

Other Issues

Recruitment and Retention committee meeting will plan to meet in June after scholarship data has been received.

Data committee will meet quarterly. Next meeting TBD.

2019 Board Meetings

- Wednesday May 15, 2019, 9:30-11:00am Conference Room, HEPC Offices
- Wednesday July 17, 2019
- Wednesday September 18, 2019
- Wednesday November 20, 2019

Adjournment: Ron moved to adjourn the meeting at 11:10am.

Approved