



WVCN Board of Directors Meeting Minutes

Wednesday, July 17, 2019 9:30 am

Dial in

Tara Hulseley
Pam Alderman

Attending

Gerald Bragg
Sheila Kyle
Ron Moore
Cheryl Basham
Frank Mace
Shevona Lusk

Guests

Sue Painter

Staff

Lissa Gonzalez, Administrator

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

Standing Business:

Approval of Minutes Board Meeting of March 20, 2019 minutes discussed with no changes. Cheryl Basham moved to approve, and Tara Hulseley gave second, minutes approved.

Ron introduced Michele Starks, hired as the temporary assistant for the Center until a permanent administrator position can be filled.

Administrator position search update will be discussed in Executive Session at the end of meeting.

Financial Report

Lissa Gonzalez, administrator presented the March, April, May and June financials. Lissa presented a proposed budget for FY 2020 total expenditure of \$524,370. Lissa answered any question regarding specific line items. Sheila Kyle moved to approve, Gerald Bragg seconded the approval, the motion carried without opposition.

Lissa informed the board that the Center was granted permission by the Vice Chancellor to draft legislation to introduce a change of the Center's spending procedures to align with the Higher Education Policy Commission.

Outreach

Ron and Lissa reported on key takeaway points from the workforce conference. Ron reported on ideas to consider in the future for the Center, including educational opportunities for nursing instructors. Other topics that were discussed were organization leadership, RN and APRN educational trends.

Lissa informed the board of the National Forum of Workforce Centers and the changes the organization has made and the networking opportunities available.

Nursing Scholarship Program

Ron presented the 2019 scholarship information. To date, \$295,950 has been currently awarded to students with an anticipated of additional \$144,700 to be awarded later in the year once student meet their midpoint in programs. The committee approved a budget of \$375,000 for the scholarship program.

Summer Scholarship program

Guest Brian Weingart discussed the logistics of the summer scholarship program as it is implemented currently and discussed other options to consider. The board consensus was to keep the current summer scholarship in place and will re-evaluate the summer scholarship program in following years, due to new nursing program implementations around the state.

Policy and Procedure Manual

Lissa presented draft nursing scholarship policy and procedure manual. Discussion was held regarding the "full-time" implementation. Lissa informed the board we were not able to reflect the full-time work requirement on the scholarship agreement for the 2019 award year. Therefore, we will not be able to enforce a full-time work requirement for students that received monies from 2019 and before. In the 2020 cycle, we will be able to enforce a full-time work requirement.

Gerald Bragg moved to approve the policy and procedure manual as presented, Cheryl Basham 2nd the motion. The board approved the policy and procedure manual unanimously.

Data Management Committee Report

Lissa Gonzalez presented a written summary of the data committee and the work that has been accomplished since last data committee meeting in February 2019.

Presented the 2017 Urban/Non-urban Snapshots and 2018 full Data snapshots for board approval. Gerald Bragg moved to approve the 2017 and 2018 data snapshots as presented and Cheryl Basham 2nd the motion. 2017 and 2018 snapshots were approved without opposition.

2019 Workforce Summit Presentation

Lissa reported was available on our website for review. Discussed key takeaway points from the meeting that were highlighted in the written data committee report.

WVCN Website

Lissa shared updates of the layout of the website to the Board.

Expansion Capacity of Nursing Programs/Resources

Lissa updated the board on continually planning overlap meetings in April and October each year. Expansion of the clinical scheduling tool is in the works and the information was given to the program developer. All 5 Jr. Nursing Academy grants were approved and processed for payments.

Lissa presented a formal version for request for proposals for next years Jr. Nursing Academy. She presented a draft proposal. Sheila Kyle motioned to approve the formal request for proposals and Gerald Bragg seconded the motion. Board approved the Jr. Nursing Academy Request for Proposal Document.

Executive Session

The board entered executive session. Following the conclusion of executive session, Ron presented the motion to interview the current qualified applicant for the Center's vacant administrator's position. Frank Mace seconded the motion. The Board approved the motion unanimously.

2019 Board Meetings

- Wednesday September 18, 2019
- Wednesday November 20, 2019

Adjournment: Ron moved to adjourn the meeting at 11:30am.