

WV Center for Nursing
Operations Committee
April 20, 2007 at 1:30 p.m.
WV Higher Education Policy Commission
9th Floor Conference Room

Minutes

Present: Denise Campbell, Dr. Cynthia Persily, Duane Napier, Mary Beth Barr, Amy Campbell

Absent: Connie Cantrell

Guests: Kelli Kirk, Judy McGill, Sue Painter

I. Call to order

Mary Beth Barr, Chair, called the meeting to order.

II. Approval of minutes from meeting of January 19, 2007

Ms. Barr asked for any changes or additions. With no changes; Dr. Persily moved to accept the minutes as written. Denise Campbell seconded and the motion passed unanimously.

III. Executive Director's Report

No report.

IV. Old Business

A. Advisory Board Meeting

Held April 3, 2007 at the University of Charleston. Cost to the West Virginia Center for Nursing was \$515.

B. Nursing Excellence Recognition Program

Duane Napier stated that the individual awards will cost \$28 each, and that he did not have a cost estimate for the certificates. He also stated that he did not yet have firm numbers on location rental and food; however, the bids are out.

C. Mailings

1. Recognition program - \$585.
2. Articulation mailing - \$125.

V. New Business

A. January, February, March 2007 budget reports

Mr. Napier stated that all the changes are in March budget; so that was the only budget reviewed in detail. Dr. Persily clarified that the increase in salary was due to legislatively passed pay raise and moved to add \$2,000 to line 025. Denise Campbell seconded the motion which passed unanimously.

Dr. Persily also moved that that Line Item 042 be increased by \$1,500; and Line Item 058 be increased by \$297.93, and also moved to make all corrections to March 2007 budget. Denise Campbell seconded and the motion passed unanimously.

B. Scholarship Program/Emergency Fund

As all the members attended the morning West Virginia Center for Nursing Board meeting where this topic was discussed, the Committee continued to the next agenda item.

C. Draft 2007 – 2008 Budgets (WVCN, Benedum, Recognition Program)

Duane Napier reviewed the proposed budget, which was based on the West Virginia Center for Nursing's expenditures for the past two years. Mr. Napier noted that the legislatively passed pay increase is included. Mr. Napier stated that he is estimating that there will be roughly \$78,000 for the scholarship program for the academic year 2007-08. The draft budget for 2007-08 is approximately \$286,000, with \$200,000 still to be allocated.

Mr. Napier also reviewed the amount budgeted for office telephones, which is being paid from a different line than where the funding is allocated and that the Committee needed to move funds to cover and to increase the advertising line item. Under cellular charges (Karen Hoschar's cell phone) that is the cost of the phone and monthly fee - \$80.00; Mr. Napier has allocated \$1,000 into budget for the next fiscal year.

The following changes were proposed by the Committee:

1. Increase Advertising line to cover Compass ad in State Journal.
2. Add \$500 to Line 077.
3. Increase Line 035 to \$1,326.12.

4. Reflect carryover.
5. Increase Emergency Fund to \$15,000 if decide to do.
6. Benedum Grant. To cover travel costs by Program Coordinator; increase Line 026 to \$6,000 for both 2007 and 2008 budgets.

Dr. Persily moved to accept 2007-08 budget as edited. Denise Campbell seconded, and the motion passed unanimously. Budget will be presented to the Board for approval.

Dr. Persily moved to approve the Benedum and Recognition program budgets as drafted; Denise Campbell seconded, and the motion passed unanimously.

VI. Strategic Plan

No report.

VII. Announcements

None.

VIII. Next Meeting Date and Adjournment

The next meeting was scheduled for July 20, 2007 at 9:00 a.m. in the President's Conference room; 9th Floor; WV Higher Education Policy Commission. The Committee moved the meeting to Tuesday, July 3rd at 11:30 a.m.

Signatures:

Chair

Date

Executive Director

Date