

**WV Center for Nursing**  
Operations Committee  
July 14, 2008 at 9:00 a.m.  
President's Conference Room, 9<sup>th</sup> Floor  
WV Higher Education Policy Commission

**Minutes**

In Attendance: Mary Beth Barr, Denise Campbell, Connie Cantrell, Duane Napier

Absent: Cynthia Persily

Guests: Rose Anne Michaels

I. Call to order

Mary Beth Barr called the meeting to order at 9:03 am.

II. Approval of minutes, April 11, 2008

Amend the typo error of \$60,000 for the cost of Career Pace for one of the hospitals and make it the correct \$6,000.

The minutes were approved after the motion by Denise Campbell and seconded by Connie Cantrell.

III. Old Business

A. Scholarship Progress Report

i. Nursing Scholarship

\$96,350 was the starting amount. \$7,000 went to fund LPN Certification Scholarship and \$36,459.40 remaining.

ii. Emergency Fund

\$16,200 starting amount. \$4,000 went to the Faculty Scholarship Program. \$1,021 remains in this account.

iii. Faculty Scholarship

\$40,000 starting, plus the \$4,000 from Emergency Fund which gave a total of \$44,000. \$668 remains in this account.

iv. LPN Teacher Certification Scholarship

\$7,000 starting amount, all monies were used.

B. Recruitment and Retention Grants Program

We have \$5,000 left in this account. \$15,000 were award. Those receiving awards were sent their materials. No reports will be due for the month of July, but will be in October due to a late receipt of their monies.

C. Benedum Grant

There is money left from this grant. All monies must be spent before seeking more money from Benedum due to their policies.

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D. Linda Lacey consultation to the Board and Taking the Long View conference in Denver, CO

Funds were budgeted to cover these expenses. Linda Lacey's consultation cost \$926 (budgeted amount \$1,300.) and the Long View Conference cost \$4875 (budgeted amount \$6,000).

IV. New Business

A. Review of current budget

Current budget is approved and ok, but the Executive Director will double check the insurance.

The Previous budget (2007 – 2008) will be amended to include the Executive Assistant and Associate Director as well as receipts received late to cover the Associate Director advertisements in the newspaper. The Executive Director will balance out the budget.

B. Scholarship Program 2008

Due to current funds, the next school year's scholarship program will about \$114,000 (\$103,666. from 08-09 budget and \$11,000 of unused funds from (07 – 08).

C. Grant Program

There is currently nothing planned for the initiative program, will wait until after the Strategic Planning Meeting on July 17, 2008.

D. Moving

The Center may have to move due to the growth of staff. If the move occurs, there will be changes in moving expenses as well as rent. Further information will be provided in October.

V. Strategic Plan

The Operations Committee is meeting the intent of the Plan

VI. Announcements

Reminders that Thursday, July 17, 2008 will be the Strategic Planning Session facilitated by Becky King at The University of Charleston. Also, Friday, July 18, 2008 will be the Board of Directors Meeting at 1018 Kanawha BLVD E in the 9<sup>th</sup> floor conference room.

VII. Next Meeting Date and Adjournment

The next meeting is scheduled for October 3, 2008 in the President's Conference room at the offices of the WV Higher Education Policy Commission.

Signature:

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Chair

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Date

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