

Minutes
WV Center for Nursing
Board Meeting
August 26, 2005

Attending: Amy Campbell, Dr. Shelia Kyle, Duane Napier
Attending via teleconference: Pamela Alderman, Mary Beth Barr, Vickie Parlier Jones, Janice Maynard, Dottie Oakes, Dr. Cynthia Persily
Not Attending: Melissa Aguilar, Eugenia Basham, Denise Campbell, Theresa Witt
Guests: Alicia Tyler

The meeting was convened and chaired by Dr. Cynthia Persily.

Agenda:

I. Approval of May 24th Minutes

Dr. Persily asked members if they had any changes for the minutes. Duane Napier listed several typographical and grammatical changes. Motion made by Mr. Napier to accept minutes with the changes; second by Pamela Alderman. Motion passed unanimously. Mr. Napier then moved that future minutes include new and old business section. Motion seconded by Dr. Sheila Kyle, and passed unanimously.

II. Recommendations on Meeting Schedule for Full Board

The Board discussed the proposed dates for meetings and concluded that the Board needs to meet monthly until a director is hired. Dates for the meetings: September 23, 2005, October 28, 2005, November 18, 2005 and December 16, 2005. The full Board will meet from 3:00 to 4:30 p.m. at the offices of the WV Higher Education Policy Commission. Dr. Persily asked for a motion to accept these dates. Motion made by Dr. Sheila Kyle; seconded by Duane Napier. Motion passed unanimously.

III. Establishment of working teams of the Board

The next agenda item involved discussing committees to carry out the work of the Board. Board reviewed the list of committees and proposed members. After realignment of some members, Dr. Persily asked for volunteers to chair each committee. Dr. Persily asked for a motion to approve the working committees and chairs as discussed, and the ad hoc committee for the search for the executive director. Motion made by Pamela Alderman and seconded by Amy Campbell. Motion passed unanimously.

IV. Schedule next team meetings and appoint co-chairs

Dr. Persily asked the members to schedule meeting dates and times for all the committees. Suggestion made that the committees meet one hour before the full board meeting. Dr. Persily then asked for a motion on this suggestion. Motion made by Dr. Sheila Kyle; second by Duane Napier, and passed unanimously.

V. Discussion of Executive Director search process and salary range

Dr. Persily and board members reviewed the draft position description for the executive director. Suggestions were made for minor revisions, noting that the description could be revised if there is a lack of qualified applicants and that the search area could be expanded. Dr. Persily asked for motion to accept the position description as edited and direct the ad hoc Search Committee to use it to develop the advertisement for distribution to newspapers in WV and other identified sources. Motion so made by Duane Napier; seconded by Pamela Alderman. Motion passed unanimously.

The Board discussed the timeframe and salary range for the position. Dr. Persily asked for a motion to direct the Search Committee to move expeditiously to start search, to place regional and statewide ads and have the benefit package and salary range in place once the Operations Committee fleshes out the budget; and to have director hired by January 1, 2006. Moved by Dr. Sheila Kyle; seconded by Dottie Oakes; and passed by board unanimously.

VI. Old Business and New Business

Old Business: None.

New Business:

- Notification of meetings dates to be sent out to the full board and all committees.
- Board and committee member lists to be updated and sent out to all members.
- Notification to be sent to the Secretary of State's office to comply with open meetings law for board meetings and committee meetings.
- Executive director position description will be updated and sent out to board members.
- Budget information to be provided to the Chair of the Operations Committee.
- Dr. Persily will talk with Ron Radcliff about Melissa Aguilar continuing as the representative for workforce development to the WV Center for Nursing Board.

VII. Adjournment

Dr. Persily called for any further business for discussion. With no further discussion, the meeting was adjourned at 4:00 p.m.