

**WV Center for Nursing
Recruitment & Retention Initiatives Subcommittee Meeting Minutes
May 19, 2006
1:00 p.m. – 5:00 p.m.
President’s Conference Room
WV Higher Education Policy Commission**

Attending: Duane Napier, Amy Campbell, Pam Alderman, Dr. Sheila Kyle,
Denise Campbell
Not Attending: Theresa Witt

I. Call to Order

Amy Campbell called the meeting to order.

II. Approval of minutes from meeting dated (March 29, 2006)

Ms. Campbell asked for any changes to the minutes from the Meeting of 3/29, and members present requested the following:

- On page 2, bottom of page - additional categories of: BSN/LPN – need to delete.
- Move “underserved” over – students – and displaced workers.
- Page 3 first paragraph – under amount of when most institutions receive - - instead of which.
- Action items – add maximum to each #4 and #5
- On first page 2nd paragraph so that institutions know what the program is targeted when they apply. Change – to “targeting”

Ms. Campbell asked for motion to accept the minutes of March 29th with the above changes. Dr. Kyle moved, Pam Alderman seconded, and the motion passed unanimously.

III. Executive Director’s Report

Mr. Napier requested to provide his information once discussion moved to the recognition program.

IV. Old Business:

A. Scholarship letters, application, and participation agreement

Mr. Napier stated that there were still a few editorial changes that need to be made to the documents before they were released, but that there was no change to the meaning or intent.

Scholarship Letter:

- First paragraph: Add accepting applications from schools... for the academic year....
- Since this is an introductory letter, need explanation to explain how this will work.
- In original paragraph #3, second line - participation and agreement, as well as an emergency fund application.
- Last paragraph - instead of "we hope" change to "it is the Boards intention".

Application:

- On the application cover page - do we need a deadline date? The problem is that most of the schools are not in session. Mr. Napier stated that he had been asked to give a presentation at the May 25-26 AADNE meeting; and afterward the packet would be mailed out. After further discussion, the members agreed on a deadline date of August 14th.
- Change to the "purpose of this scholarship program" from "The purpose of the program".
- In the selection criteria #1 - move LPN first, then ADN, etc.
- Discussed changing the wording and placement of the faculty pursuing a doctorate degree; but decided it was appropriate as written.
- On the second page of the application form, after discussion, changed side heading from "Funding Categories" to "Funding Examples".

Participation Agreement:

- There were no comments or changes.

Emergency Fund:

- On the form, under definition - add "emergency events" under examples - delete food.

Notice of Grant Award:

- Dr. Kyle requested that the language of the form ensures that the schools understand that the awards are to go to WV students. Dr. Persily also had expressed this concern. The wording of the scope and condition section of the form, under "a", was changed to read: "Provide up to \$1,000 awards to RN students or up to \$500 awards for LPN students who meet scholarship program priorities and criteria. Members also discussed whether or not to add the

word “maximum” after the amounts in this section. It was the consensus that “up to” was enough for the meaning and intent of the condition.

After this discussion Ms. Campbell asked for a motion to accept all the changes as stated. Dr. Kyle moved, Denise Campbell seconded, and the motion passed unanimously.

Action Item:

Mr. Napier stated that the changes would be made to the forms and sent out by Tuesday, May 23 for a final review by the R&RI Subcommittee members. He will be giving a presentation to the ADDNE meeting on May 25-26, and the scholarship materials will be released at the time.

B. RWJ/North West Foundation Proposal submission.

Mr. Napier reviewed the site visit information. WV has been chosen to have a site visit on Monday, May 22. Funds will be distributed by July 1 if chosen to receive an award.

V. New Business

A. “WV Finest” Recognition Program

Duane reviewed what he has developed for the program. He has created broad categories for nominations and written the criteria and will share with the subcommittee members at the next meeting. Has been investigating the creation of a trophy. Fenton Glass in Vienna will make a personalized item. Blenko in Milton may design something for us – so if we continue this program – it would be recognized as from the WVCN award. Once the applications are in, then the committee can look at the criteria going to have to notify people ahead of time – and get pictures – and ask that they not tell that they are going to receive the award. Current plan is to do presentation at the Nursing 100 Year Gala in October. Problem is funding. May have to have another event to give out our awards. Will have more information at next meeting.

Dr. Kyle if something doesn’t work out with WVNA – feels Nurses’ Week isn’t getting enough recognition – may need to bolster that and present the award then.

B. Website

Mr. Napier informed the members that interest has been expressed at posting job openings to the WVCN website for RNs and LPNs. Also, staff will be making some changes to the website and will add the individual pictures of board members. All of the scholarship applications will be put on the site after the ADDNE presentation on Friday, May 26. Once recognition program is ready to go, that will also be added.

Action Item:

- Pictures of Board to be placed on website.
- Explore job postings on WVCN website.
- Add scholarship program and forms to website.

C. License Plate

Denise Campbell updated the members on her discussion with Amy Campbell and Duane Napier about getting a license plate either for nurses or the WVCN. She has contacted several legislators and Sen. Rockefeller - would be great to get it out for the 2007 celebration. The sponsoring agency will receive a small percentage from the sale of the plates. Must have 100 people committed to buy one. It was suggested that she bring this to the Board in July as new business. Suggestion made to use the WVCN logo for the plate.

VI. Strategic Plan

One suggestion was made for the Action Items - need to include each thing that the committee is supposed to work on.

VII. Announcements

- AADNE meeting is next Friday, May 26th.
- The RN board is changing CEUS - from every 2 years to yearly - 12 contact hours per year.
- Request to renew RN licenses by 10/31 - instead of 12/31. Goes into effect 2008.
- Denise Campbell related that her district for WVNA - #7 - always does a dinner for Nurses week. She was asked to speak about the WVCN - 125 people attended.
- Duane Napier stated that the State Register is going to send out something on careers to junior high students - as the WVCN is legislated to do advertising - reserving ¼ page to advertise about

the center and develop something on the website that promotes nursing.

VIII. Next Meeting Date and Adjourn

With no other business, the next meeting was scheduled for July 14, 2006 from 1:30 to 3:30 p.m. Amy Campbell asked for a motion to adjourn. Dr. Kyle moved, Denise Campbell seconded, motion passed unanimously.

Signatures:

Chair

Date

Executive Director

Date