## ADSPN COMMITTEE MEETING

**MINUTES**

**6/5/2020**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TOPIC** | **DISCUSSION** | **CONCLUSIONS/**  **RECOMMENDATIONS** | **ACTIONS/**  **FOLLOW UP** | **RESPONSIBLE**  **PERSON** |
| **CALL TO ORDER**  **Review of Minutes**  **Treasurer's**  **Report**  **Annual Committee Reports**  **Membership**  **Professional Action**  **NJ Action Coalition**  **Education**  **Scholarships**  **Education**  **Nominating (2021 Nominations)**  **Website**  **Proposed Budget**  **2020-2021**  **2019-2020 Annual Report**  **2020-2021**  **Meeting Dates**  **School Updates/NCLEX**  **NCLEX**  **Upcoming Site Visits**  **Adjournment** | Minutes 2/14/2020  D. Penn reported that Martha Shemin is stepping down as Treasurer  R. Beecher  T. Merola  S.Moore-Jervis  S. Richardson  J. Gazdick  C. Campbell  D. Penn  D. Penn  D. Penn  Our Lady of Lourdes  Holy Name  Muhlenberg  Our Lady of Lourdes  St. Francis Medical Center  1st quarter not posted  ACEN | Meeting called to order by D. Penn  D. Penn introduced Joan Merz who is to be part of the executive board. Joan is a faculty member Holy Name Medical Center Sister Claire Tynan School of Nursing.  D. Penn reported that Holy Name did not have a visit with name change and change of location. This was done with a substantive change letter.  D. Penn reported the need to fill the treasurer position. D. Penn stated she will hold the checkbook and could sign checks. Do not need new checks. S. Richardson stated when this happens and no one on the board takes position will have to go through the membership.  D. Penn reviewed the budget from 2019 – 2020. Checks written for where the two $1000 Scholarships.  R. Beecher reported that individual membership coincides with the academic year. A welcome packet and an individual application is mailed in September. A second mailing is done in November as a reminder to encourage individual membership.  The cost for individual membership remains at $25 and have 33 members. Membership fees generated $825. There are three lifetime members. Individual members received membership cards. C. Cebik sends the mailings.  Board members do pay $25 membership dues. To qualify for applying for the $1000 Faculty Scholarship, the individual must be an individual member.  No report  S. Moore-Jervis reported there were two student scholarship recipients. A senior student from Our Lady of Lourdes and a freshman student from Trinitas.  S. Moore-Jervis will supply students' names and month awarded for the annual report. Will have information for the September meeting.  Faculty scholarship applications were not reviewed due to COVID, not able to access. Applications are received by C. Cebik then given to S. Moore-Jervis.  S. Richardson reported the ADSPN program was held on October 4. Dr. Kathryn Schaffer presented Clinical Creativity to Foster Clinical Judgment. Attendees received 4.5 CEU's  S. Richardson reported ADSPN will not plan for a Fall program and postponed due to Governor Murphy's COVID-19 executive order and social distancing. A program will be planned for fall, 2021.  The NCHASCN's spring conference was cancelled due to COVID.  J. Gazdick reported nominations for 2020 and 2021.  2021 – C. Kumar – president  J. Merz – president-elect  Ending 2019-2020 Starting 2020-2021  Slate of Officers  President: D. Penn  President-Elect: C. Kumar  Treasure – vacant – D. Penn will  be responsible until position  filled  Membership – R. Beecher  Education:  Scholarships – S. Moore-Jervis  Programs – S. Richardson  Nominating – J. Gazdick  Website – C. Campbell  Secretary – M. Montufar  NJCCN Rep – T. Merola  (Attached table)  C. Campbell reported that Bluehost hosts the website. Changes made to scholarships were completed. Members of the schools and board members were updated. All recommended updates were completed.  D. Penn discussed budget for 2020-2021.  Three areas that make money:  1. Annual Meetings/Educational Program – actually this does not generate revenue  Registration - $3,650  2. Dues: individual membership $1,200  3. Dues: School Membership - $6,000. Each school membership due is $1,500. If all schools paid total should be $7,500. Muhlenberg has not paid dues.  Discuss the current school membership dues. National Coalition fee is $300 a school, but more schools belong. However, do we want to go below $1,000? S. Richardson stated hospitals are being hit financially and need to reduce fee. C. Kumar stated can make case to hospitals to reduce to $1,000.  D. Penn discussed items to be taken out of budget:  Annual Meetings/Educational Program  Board/General & other meetings  Advertising  Audit  Items to leave in budget:  Conference/Summit Expenses - $2,000 – have not sent anyone to e.g. ATI, National Conference.  All agreed to leave in  Scholarships - $3,000  $2,000 for students  $1,000 for faculty  $4,000 for NJHA contract – D. Penn said maybe can bring down cost if meeting virtually and using the room. C. Cebik does get monies and do not want to lose her as point person.  (Attached Table)  D. Penn stated reports were all sent in and need to look over the draft. C. Cebik has not printed. Any changes needed contact C. Cebik.  D. Penn stated the meetings would be the first Friday of the month.  September 4, 2020  November 6, 2020  February 5, 2021  June 4, 2021  M. Montufar asked if these dates should be submitted to C. Cebik if looking to hold the meetings virtually. D. Penn stated she would work with C. Cebik on the dates.  S. Richardson reported the school held a virtual graduation.  D. Penn reported the school also held a virtual graduation. Did take the school photo all wearing masks and socially distancing.  Working on Concept base revision and will go to the board 2021.  LPN program curriculum pending State Board approval will know 6/4/2020.  Admitted:  90 students to RN program  10 students to LPN/RN program  10 students to LPN program  C. Kumar reported graduated 76 students. Hospital needing help due to COVID population. Eight volunteered and completed early graduation and three of the eight tested and passed NCLEX. The eight are already employed.  Moving to concept base – just starting the process will take a couple of years. NCLEX 93.6 1st quarter – January graduates – 86 and 83 passed.  Admitting 110 students  LPN/RN program admitting 31 students.  COVID monitoring – students do not have to be tested for antibodies but temperature needs to be taken. Signed a waiver to use the lab. Got permission from collaborative. Students were in small groups – 5. They were staggered and there was no one at the same time.  S. Richardson reported admitting 63 students for the fall and 47 for the spring. Students are coming back for skills testing next week. Transitioning to fall. Held a virtual graduation, which went very well. Used a ZOOM platform. Working on concept based curriculum and just starting now defining concepts. ATI has good resources, Ann Smith from ATI came out to work with faculty, and there will be many revisions.  New Health Care System and getting to understand the # of hours reflects pass through monies. Based on % to get amount of money Got getting a lot of money for clinical hours for direct patient care in home hospitals. Paid like CMS – reimbursed for training. If take pass through money away will not have schools without clinical experience. We are not at University level and cannot promise no one will contract COVID.  Faculty share offices in cubicles. Would have to stagger. Week of June 15th leadership going to do a walk through to identify needs. Moving to another building not a new building. Will be using Castlebranch COVID to monitor student. Have purchased PPE. Purchased Exam Soft to do remote proctoring.  S. Moore-Jervis reported that the Mental Health course is virtual for didactic and clinical. LPNs-RN Health Assessment course is virtual but students will come back to lab to do skills test out. All precautions taken following CDC – Institute Higher Ed. Guidelines and much of which already doing.  Purchasing plastic covers for computers keyboards because can be destroyed with cleaners, masks, signs, etc. Put on Website admission date extended. Admitting 40 Freshman, 25 LPN-RN and waiting list for LPNs. Uniform store closing had to find a new vendor. Coming back in the fall, St. Chris's requiring students bring own PPE. Mercer County Community College doing virtual  S. Richardson states held open house 50 signed up and 33 attended. Checking temps and using Castlebranch COVID monitoring.  S. Moore-Jervis reported two students took and passed had 60 questions. Had to schedule in NY no places in NJ. ATI is opening more sites. .  S. Moore-Jervis stated ACEN visit in September will be virtual. The visit will be four days in length and if any issues with virtual visit will stop visit. Will do clinical via phone or web cam with managers. Will need to get permission for virtual.  IT security very strict and need shared file access to T Drive. Preparing a virtual resource room  Meeting adjourned at 11:45  Next meeting:  September 4, 2020 - virtual | Motion to approve minutes with the identified correction made by C. Kumar, 2nd  S. Richardson.  Unanimously accepted.  Motion to approve slate of officers  1st C. Campbell  2nd R. Beecher  Unanimously accepted.  Motion made by C. Campbell to reduce schools' membership fees from $1,500 to $1,000  Starting 2020-2021 Academic Year.  1st J. Merez  2nd S. Richardson  Unanimously accepted.  Motion made to accept proposed budget.  Unanimously accepted. |  |

Respectfully submitted by:

Marilyn Montufar, Secretary

**Time**: 10 am **Committee:** ADSPN

**Place**: Conference Call **Chairperson:** Donna Penn, President

**Members Present: Absent:**

Donna Penn Terri Merola

Shirley Richardson

Sharnee Moore-Jervis

Colleen Kumar

Carol Campbell

Jennifer Gazdick

Rose Beecher

Joan Merz

**ADSPN Executive Board**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position** | **2017** | **2018** | **2019** | **2020** | **2021** | **2022** |
| **President** | Shirley Richardson | Shirley Richardson | Donna Penn | Donna Penn | Coleen Kumar | Coleen Kumar |
| **President Elect** | Donna Penn | Donna Penn | Coleen Kumar | Coleen Kumar |  |  |
| **Past President** | Bonny Ross  Scholarship | Bonny Ross  Scholarship | Shirley Richardson  Education | Shirley Richardson  Education | Donna Penn |  |
| **Treasurer** | Martha Shemin | Martha Shemin | Martha Shemin | **Open** |  |  |
| **Secretary** | Marilyn Montafur | Marilyn Montafur | Marilyn Montafur | Marilyn Montafur |  |  |
| **Board Member**  **(Even Year)** | Carol Hernandez  Education | Carol Hernandez  Education | Sharnee Moore-Jervis  Scholarship | Sharnee Moore-Jervis  Scholarship |  |  |
| **Board Member**  **(Even Year)** | Rose Beecher  Membership | Rose Beecher  Membership | Rose Beecher  Membership | Rose Beecher  Membership |  |  |
| **Board Member**  **(Odd Year)** | Andrea Schapire  Nominating | Andrea Schapire  Nominating | Jennifer Gazdick  Nominating | Jennifer Gazdick  Nominating |  |  |
| **Board Member**  **(Odd Year)** | Carol Campbell  Website | Carol Campbell  Website | Carol Campbell  Website | Carol Campbell  Website |  |  |
| **NJCCN Rep.** | Terri Merola | Terri Merola | Terri Merola | Terri Merola |  |  |

**ASSOCIATION OF DIPLOMA SCHOOLS OF PROFESSIONAL NURSING**

**PROPOSED BUDGET 2020 – 2021**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVENUE** |  | **Actual Current**  **Year to Date** | **Actual**  **2019 – 2020** | **Proposed**  **2020 - 2021** |
|  | 1. Annual Meetings/ Educational Program | 3,650 | 3,650 | 0 |
|  | 1. Dues: Individual Membership | 700 | 1,200 | 1,000 |
|  | 1. Dues: School Membership | 6,000 | 6,000 | 6,000 |
|  | 1. Interest: Money Market Account |  | 5.00 | 5.00 |
|  | **TOTAL** | **$10,350.00** | **$10,855.00** | **$7,005.00** |
| **EXPENSES** |  |  |  |  |
|  | 1. Annual Meeting/ Educational Program | 4,204.83 | 4,204.83 | 0 |
|  | 1. Board/General & Other Meetings | 136 | 200 | 0 |
|  | 1. Advertising | 0 | 250 | 0 |
|  | 1. Conference/ Summit Expenses | 2,000 | 2,000 | 2,000 |
|  | 1. Scholarships | 2,000 | 3,000 | 3,000 |
|  | 1. NJHA Contract | 4,000 | 4,000 | 3,500 |
|  | 1. NJHA Membership Fee | 384 | 400 | 400 |
|  | 1. Audit | 0 | 0 | 0 |
|  | 1. Bank Activity/ Service Charges | - | 10 | 10 |
|  | 1. Miscellaneous Expenses | - | 100 | 100 |
|  | 1. Website (Master - 2 yrs.) | 36 | 50 | 25 |
|  | 1. Website Host (Domain Renewal – 2 yrs.) | 228 | 100 | 200 |
|  | 1. Printing/ Office Supplies | - | 25 | 25 |
|  | 1. Special Projects | - | 200 | 200 |
|  |  |  |  |  |
|  | **TOTAL** | **$12,988.83** | **$14,539.83** | **$9,460.00** |
|  |  |  |  |  |
| **Current Balances as of 6/5/2020** | **Checking Account** |  | **$8,317.42** |  |
|  | **Money Market** |  | **$3,975.75** |  |
|  | **Total** |  | **$12,993.17** |  |