

**ADSPN COMMITTEE MEETING  
MINUTES  
9/4/2020**

TOPIC	DISCUSSION	CONCLUSIONS/ RECOMMENDATIONS	ACTIONS/ FOLLOW UP	RESPONSIBLE PERSON
<b>Call to Order</b>		Meeting called to order by D. Penn at 10am.		
<b>Review of Previous Minutes</b>	Minutes 6/5/2020		Motion to approve minutes with the identified correction made by J. Merz, seconded by J. Gazdick. Unanimously accepted.	
<b>Treasurer's Report</b>	D. Penn reported that Martha Shemin has stepped down as Treasurer	D. Penn gave an update on Martha's health status asking for prayers for her recovery and discussed the need to fill the treasurer position. D. Penn stated she has had her name added to the bank accounts and will hold the checkbook and can sign checks. D. Penn asked for volunteers to step in as treasurer until the end of her term as	Motion to approve the treasurer's report as presented was made by C. Kumar and seconded by S. Moore-Jervis was Unanimously accepted.	

<p><b>Committee Reports: Membership</b></p>	<p>R. Beecher</p>	<p>President when she would happily assume the responsibilities. D. Penn suggested putting C. Kumar on the account as a second name because she is the President elect.</p> <p>D. Penn reviewed the treasurer's report. Emphasized that our sole income is from dues this year as there will be no Educational program due to the coronavirus.</p> <p>Expenses include the contract with the NJ Hospital Association and the annual scholarships. D. Penn urged the board to encourage individual membership. Schools are now paying \$1000/year which is reduced from the previous years of \$1500/year. Please see attached report.</p> <p>The applications for school membership and individual memberships are sent out at the end of the year. They are not back in the office yet but membership forms will be emailed to all members. School directors are asked that each school pay their membership</p>		
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<p><b>Professional Action NJ Coalition</b></p>	<p>T. Merola</p>	<p>dues if they have not already done so.</p> <p>T. Merola presented the following:</p> <ul style="list-style-type: none"> <li>• Nurse Residency Gain grant</li> <li>• National Forum State Nurses' Association</li> <li>• Cares: Covid 19 remove barriers for program completion</li> <li>• Turnover/ new grads How is the pandemic affecting this?</li> <li>• NJSNA fundraiser has been postponed</li> <li>• D. Penn discussed a recent report regarding "Homecare Promoting Telehealth" how is this impacting our frontline workers especially our new grads. D. Penn will share this report with all those present.</li> </ul>		
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<p><b>Education Scholarships</b></p>	<p>S. Moore-Jervis</p>	<p>S. Moore-Jervis reported there was no update. S. Moore-Jervis needs the scholarship applications. 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).  These will be sent by C. Cebik. C. Cebik will update the deadline for applications for a scholarship on the website and upload an application to the website. Faculty scholarships still have not gone out. Question raised will C. Cebik be returning to the office or should a mailing be sent directly to the chairs of membership and scholarship. Faculty scholarship for the present year and student scholarships for 20-21 need to be decided.</p>		
<p><b>Educational Programs (ADSPN and NCHASCN)</b></p>	<p>S. Richardson</p>	<p>S. Richardson reported that the ADSPN program is on hold. ADSPN will not plan for a Fall program due to Governor Murphy's COVID-19 executive order and social distancing policy. A program will be planned for fall, 2021. S.</p>		

<p><b>Nominating (2021 Nominations)</b></p>	<p>J. Gazdick</p>	<p>Richardson suggested a speaker from Nurse Tim for this event.</p> <p>No report</p>		
<p><b>Communication/Website</b></p>	<p>C. Campbell</p>	<p>C. Campbell needs updates on scholarships. Meeting updates: All meetings will be the first Friday of the month. November 6, 2020 February 5, 2021 June 4, 2021 November and February meetings will be remote. June meeting TBD. Website updates:</p> <ul style="list-style-type: none"> <li>• Update list of Board members: remove M. Shemin and add J. Merz.</li> </ul> <p>C. Campell reported that Bluehost hosts the website. Recommended updates will be made.</p>		
<p><b>School Updates/NCLEX Results</b></p>	<p>Our Lady of Lourdes</p>	<p>S. Richardson reported that restart plans include remote lectures with face to face labs and clinical. Use of the student lounge will be limited and a scheduled rotation will be provided for students to have their meals. Labs will be limited to no more than 10 students at</p>		

	Holy Name	<p>time. Social distancing will be maintained and students have been directed to self-monitor. Students will wear masks while in attendance at the school. S. Richardson stated that they have 169 students on campus and 120 applicants to the school with 43 admitted. They are currently reviewing files for Fall 2021 class. S. Richardson reported that she sent the certification letter to the NJBON with edits to reflect the state of learning and adjusting day to day. S. Richardson reported that there will be no religious exemptions for the flu vaccine- issue was referred to the hospital attorney for clarification.</p> <p>D. Penn reported that Holy Name will be presenting lectures remotely and continue with face to face labs and clinical. Labs will be limited to no more than 10 students at time. Social distancing will be maintained and students have been directed to self-monitor. Students will wear masks while in attendance at the school. Attendance tracker will track attendance and</p>		
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	Muhlenberg	<p>the symptomatic plan. They have established a policy for contact tracing with Infection Control. D. Penn reported that Holy Name had a senior class of 91. 35/47 grads from Spring 2020 successfully passed NCLEX. The LPN program has been approved by the NJBON 6/4/20. They have admitted 7 students. Holy Name's curricular revisions are ongoing and will be submitted to the NJBON in Spring 2021.</p> <p>C. Kumar reported that restart plans include that all lectures will be presented remotely and the school will continue with face to face labs and clinical as done in the summer 2020. Students will be given the appropriate PPE by the hospital but will not be assigned to any COVID patients. Labs will be limited to no more than 10 students at time. Social distancing will be maintained and students have been directed to self-monitor. Students will wear masks while in attendance at the school.</p> <p>C. Kumar reported that of the graduated 78 graduates from Spring 2020 67 have tested with 1 failure. Will be adopting</p>		
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	St. Francis Medical Center	<p>Examsoft fall 2020. Reports from other programs very positive and encouraging. S. Richardson reported that the faculty at Our Lady of Lourdes was very happy working with Examsoft. Discussion ensued regarding components of Examsoft such as exam ID (picture of the student for exam security purposes) and exam monitor (which identifies a potential violation during exams). Last NCLEX pass rate was 95%.</p> <p>C. Kumar reported that Muhlenberg admitted 130 students.</p> <p>S. Moore-Jervis reported that restart plans for St. Francis will include clinical and lab in person with lectures offered remotely. Students will sign a waiver and all recording of Covid screening including temperature taking will be done using Castlebranch. Students will be given goggles for the lab and PPE will be provided by the hospital at clinical. All students will be fit tested.</p> <p>S. Moore-Jervis reported that the they had 43 grads and 33</p>		
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<p><b>Upcoming Site Visits</b></p>	<p>St. Francis Medical Center</p>	<p>have tested with 1 failure. Currently there are 90 students enrolled at the school</p> <p>S. Moore-Jervis stated ACEN visit is scheduled for a site visit to St. Francis for the week of September 14, 2020 and will be virtual. Preparations have been made to have cameras and links to “Go to meetings” available. The visit will be four days in length and will be followed up at a time to be determined by an onsite visit. There will be no clinical visits and they will view classrooms remotely. S. Moore-Jervis will report on the visit at our November meeting. There are no other site visits scheduled for this cycle.</p>		
<p><b>Announcements</b></p>	<p>D. Penn</p>	<p>D. Penn reported that Governor Murphy, in response to the nursing shortage enhanced by the Coronavirus pandemic will allow immigration status and undocumented individuals to get licenses to practice in the state of NJ as long as they meet all requirements of the professions. In addition, D. Penn stated that Nursing Major applicants have</p>		

<p><b>Adjournment</b></p>		<p>increased in contrast to the very real dangers related to the present day healthcare environment.</p> <p>Meeting adjourned at 11:45</p> <p>Next meeting: November 6, 2020 - virtual</p>		
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Respectfully submitted by:

Coleen Kumar, President-elect

**Time:** 10 am

**Place:** Conference Call

**Committee:** ADSPN

**Chairperson:** Donna Penn, President

**Members Present:**

Donna Penn  
 Shirley Richardson  
 Sharnee Moore-Jervis  
 Coleen Kumar  
 Carol Campbell  
 Jennifer Gazdick  
 Rose Beecher  
 Joan Merz  
 Terri Merola

**Excused:** Marilyn Montufar

### ADSPN Executive Board

<b>Position</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>President</b>	Shirley Richardson	Shirley Richardson	Donna Penn	Donna Penn	Coleen Kumar	Coleen Kumar
<b>President Elect</b>	Donna Penn	Donna Penn	Coleen Kumar	Coleen Kumar		
<b>Past President</b>	Bonny Ross Scholarship	Bonny Ross Scholarship	Shirley Richardson Education	Shirley Richardson Education	Donna Penn	
<b>Treasurer</b>	Martha Shemin	Martha Shemin	Martha Shemin	<b>Open</b>		
<b>Secretary</b>	Marilyn Montafur	Marilyn Montafur	Marilyn Montafur	Marilyn Montafur		
<b>Board Member (Even Year)</b>	Carol Hernandez Education	Carol Hernandez Education	Sharnee Moore-Jervis Scholarship	Sharnee Moore-Jervis Scholarship		
<b>Board Member (Even Year)</b>	Rose Beecher Membership	Rose Beecher Membership	Rose Beecher Membership	Rose Beecher Membership		
<b>Board Member</b>	Andrea Schapire Nominating	Andrea Schapire Nominating	Jennifer Gazdick Nominating	Jennifer Gazdick Nominating		

<b>(Odd Year)</b>						
<b>Board Member (Odd Year)</b>	Carol Campbell Website	Carol Campbell Website	Carol Campbell Website	Carol Campbell Website		
<b>NJCCN Rep.</b>	Terri Merola	Terri Merola	Terri Merola	Terri Merola		

**ASSOCIATION OF DIPLOMA SCHOOLS OF PROFESSIONAL NURSING  
PROPOSED BUDGET 2020 – 2021**

<b>REVENUE</b>		<b>Actual Current Year to Date</b>	<b>Actual 2019 – 2020</b>	<b>Proposed 2020 - 2021</b>
	1. Annual Meetings/ Educational Program	3,650	3,650	0
	2. Dues: Individual Membership	700	1,200	1,000
	3. Dues: School Membership	6,000	6,000	6,000
	4. Interest: Money Market Account		5.00	5.00
	<b>TOTAL</b>	<b>\$10,350.00</b>	<b>\$10,855.00</b>	<b>\$7,005.00</b>
<b>EXPENSES</b>				
	1. Annual Meeting/ Educational Program	4,204.83	4,204.83	0
	2. Board/General & Other Meetings	136	200	0
	3. Advertising	0	250	0
	4. Conference/ Summit Expenses	2,000	2,000	2,000
	5. Scholarships	2,000	3,000	3,000

	6. NJHA Contract	4,000	4,000	3,500
	7. NJHA Membership Fee	384	400	400
	8. Audit	0	0	0
	9. Bank Activity/ Service Charges	-	10	10
	10. Miscellaneous Expenses	-	100	100
	11. Website (Master - 2 yrs.)	36	50	25
	12. Website Host (Domain Renewal – 2 yrs.)	228	100	200
	13. Printing/ Office Supplies	-	25	25
	14. Special Projects	-	200	200
	<b>TOTAL</b>	<b>\$12,988.83</b>	<b>\$14,539.83</b>	<b>\$9,460.00</b>
<b>Current Balances as of 6/5/2020</b>	<b>Checking Account</b>		<b>\$8,317.42</b>	
	<b>Money Market</b>		<b>\$3,975.75</b>	
	<b>Total</b>		<b>\$12,993.17</b>	