

Florida Center for Nursing Quarterly Board of Directors Meeting

Thursday, September 12, 2024

Fort Myers Technical College
800 Michigan Ave
Fort Myers, FL 33916

Mission:

The Florida Center for Nursing was established to research and address issues of supply and demand for nursing, including issues of recruitment, retention, and utilization of nurse workforce resources.

Vision:

The vision of the Florida Center for Nursing is to ensure that the health care needs of the residents and visitors of Florida are met by a competent and sufficient nursing workforce.

Values:

- Accountability–We commit to delivering the FCN’s statutory goals.
- Integrity–We practice high ethical standards through interpersonal and interprofessional relationships.
- Respect–We cultivate collaborative partnerships that promote access for everyone.
- Courage–We take bold steps to create innovative best practices to advance the nursing profession.

Business Meeting Minutes

9:07 a.m. - Business meeting called to order and roll call conducted.

Attendance:

FCN Board of Directors in Attendance:

Ms. Kristina Cloversettle, Ms. Julianne Colle, Ms. Suzanne Depew, Dr. Mary Anne Enns, Dr. Michele Heston, Ms. Joanne S. Hoertz, Dr. Louisana Louis, Dr. Jacqueline Munro, Ms. Monica Puga, and Dr. Leslie Rogers

Excused: Dr. Robert M. Keiser, Dr. Robin McGuinness, and Ms. Michele Panetta

Quorum established: Yes

FCN Staff in Attendance: Dr. Rayna Letourneau, Ms. Ana Sanchez and Ms. Vincenza Shaw

Recorders: Ms. Ana Sanchez and Ms. Vincenza Shaw

1. Approval of June 13, 2024, Minutes

Motion to approve the June 13, 2024, FCN BOD quarterly meeting minutes by Dr. Mary Anne Enns. Seconded by Dr. Jacqueline Munro.

Approved unanimously. Motion carried.

2. Florida Center for Nursing Well-Being Advisory Board

In alignment with Florida Statute §464.0196(3)(e), the Florida Center for Nursing Board of Directors shall appoint a multidisciplinary advisory council for input and advise on policy matters. Recognizing that the well-being of the nursing workforce may impact issues of supply, including issues of recruitment and retention, the Florida Center for Nursing Well-Being Advisory Board (FCN-WAB) shall be established.

Motion to appointment 22 individuals to the FCN-WAB by Ms. Monica Puga (see attachment A). Seconded by Dr. Jacqueline Munro.

Approved unanimously. Motion carried.

3. FCN Bylaws Committee Charter

On behalf of the FCN Bylaws Committee, Dr. Michele Heston provided an update regarding the need for a committee charter. The Florida Center for Nursing Bylaws Committee drafted a charter (see attachment B) for review by the full Board of Directors.

Motion to approve the FCN Bylaws Committee Charter by Dr. Mary Anne Enns. Seconded by Ms. Julianne Colle.

Approved unanimously. Motion carried.

4. Approval of FCN Bylaws changes

On behalf of the FCN Bylaws Committee, Dr. Michele Heston provided information on the changes to Article IV. Board of Directors section of the bylaws related to special elections (see attachment C). Specifically, the FCN Bylaws Committee recommends adding criteria regarding a special election for Officers, such that “if neither Chairperson nor Chairperson-Elect positions are filled, the Board of Directors will hold an emergency election following the standard election process.”

Motion to approve changes to the FCN Bylaws by Dr. Leslie Rogers. Seconded by Dr. Jacqueline Munro.

Approved unanimously. Motion carried.

5. Approval of the FCN Travel Policy

Dr. Rayna Letourneau provided information on updates to the University of South Florida travel reimbursement process and proposed changes to the FCN Board of Directors travel policy (see attachment D).

Motion to approve changes to the FCN Board of Directors travel policy by Dr. Mary Anne Enns. Seconded by Dr. Jacqueline Munro.

Approved unanimously. Motion carried.

Meeting break at 10:06 a.m.

Meeting resumed at 10:23 a.m.

6. FCN Committee Updates

Dr. Rayna Letourneau provided information on FCN's various committees' purpose and structure.

- Bylaws Committee. The purpose of the bylaws committee is to assist the Board of Directors in fulfilling its oversight responsibilities related to the creation and maintenance of the FCN bylaws.
- Finance Committee. The purpose of the finance committee is to evaluate the execution of fiscal year budget and provide recommendations for the upcoming fiscal year.
- Research Committee. The purpose of the research committee is to provide feedback to the FCN staff regarding the research agenda and goals.
- Performance Appraisal Committee. The performance appraisal committee is responsible for the annual appraisal of the Executive Director of the FCN.

Informational.

7. BOD Allowance Process FY23 and FY24

Ms. Ana Sanchez provided information regarding the Allowance distribution process for the FCN Board of Directors.

Informational.

8. Strategic Planning

Dr. Rayna Letourneau led a discussion on FCN's Strategic Planning Framework. The 2-year strategic plan utilizes three strategic priorities. The FCN Board of Directors developed strategic goals for each of the strategic priorities.

Generating new knowledge and information

Strategic goal: Identify and analyze issues and opportunities r/t supply and demand for the nursing and health care workforce.

Developing and implementing new interventions

Strategic goal: Provide statewide resources to address issues of recruitment and retention of the nursing workforce.

Promoting recognition

Strategic goal: Develop, enhance and promote recognition, reward, and renewal activities for nurses in the state.

Informational.

Meeting break at 11:37 a.m.

Meeting resumed at 1:30 p.m.

9. Florida Board of Nursing Update (FBON)

Mr. Joe Baker and Ms. Amanda Gray, Executive Directors of FBON, provided updates pertaining to nursing regulation issues at the state and national levels.

Informational.

10. Executive Director Updates

Quarterly update of ongoing strategic initiatives and report release timeline.

Informational.

11. BOD Individual Updates

Directors provided updates regarding topics that are pertinent to their specialty areas as well as geographical locations. Items discussed included:

- Elevated programs to increase LPN graduates
- Northeast region funding from Career Source
- Workforce Development grants
- Partnership with local hospital systems

- LPN to RN diploma program
- Collaboration with state nursing associations
- Hospital system sponsorship of DNP program

Informational.

Meeting break at 3:02 p.m.

Meeting resumed at 3:12 p.m.

12. Public Comments

Dr. Rayna Letourneau reviewed public comments that are received via FCN's communication platforms.

Informational.

13. Family Nurse Practitioner (FNP) Pass Rates

Motion to table discussion regarding FNP pass rates until the next quarterly meeting by Dr. Mary Anne Enns. Seconded by Dr. Leslie Rogers.

Approved unanimously. Motion carried.

14. Upcoming Quarterly Full Board of Directors Meetings

- Tuesday, December 3, 2024, location Tampa, FL
- Wednesday, March 5, 2025, location Tallahassee, FL
- FY25 4th Quarter – to be determined
- FY26 1st Quarter – to be determined
- FY26 2nd Quarter – to be determined

Motion to adjourn at 3:59 p.m. by Dr. Mary Anne Enns. Seconded by Ms. Julianne Colle.



Memo

To: Florida Center for Nursing Board of Directors

From: Rayna Letourneau, PhD, RN

Date: 09/13/2024

RE: Florida Center for Nursing Well-Being Advisory Board (FCN-WAB)

The Florida Center for Nursing aims to establish an advisory board focused on well-being of Florida's nursing workforce.

Objectives:

1. Establish a statewide advisory board for input and advice on policy matters related to the well-being of nurses and future nurses in Florida. [alignment with Florida Statute §464.0196(3)(e)]
2. Convene various groups representative of nurses, other health care professionals, consumers, business and industry, lawmakers, and educators to review and comment on data analysis prepared for the center, and recommend systemic changes, including strategies for implementation of recommended changes. [alignment with Florida Statute §464.0195(2)(c)]

Roles and Responsibilities of FCN-WAB Members:

FCN-WAB members will:

- support the FCN's mission, vision, and values,
- provide feedback and input as a representative of their community(ies) of interest,
- recommend changes, including strategies for implementation,

- provide vision and strategy to increase the impact of FCN's long-term efforts toward the well-being of the nursing workforce,
- participate in an annual evaluation of the FCN-WAB, and
- submit quarterly updates to the FCN Executive Director regarding progress and challenges, which will be presented to the FCN Board of Directors.

Membership:

FCN-WAB membership will consist of nurses, other health care professionals, consumers, representatives of business and industry, lawmakers, and educators with the relevant skills, expertise, and insights required to provide input and advice on policy matters related to the well-being of nurses and future nurses in Florida.

FCN-WAB members shall serve two-year terms, after which they may be reappointed or replaced.

The following list of individuals are presented to the FCN Board of Directors for appointment to the FCN-WAB.

1. Lisa Baumgardner, DNP, APRN, CNS-BC, NEA-BC
2. Joana Bringas, DNP, APRN, FNP-BC
3. Amanda B. Brown, PhD, RN, CPN, CNL, FAB
4. Kathleen Cappo, PhD, RN, CNE
5. Michelle Crawford, NBC-HWC, MSMIS, MBA
6. Jennifer S. Crews, RN, MSN, MBA, NE-BC
7. Amy Anne Felix, MSN, RN, CRNP
8. Patricia A. Gagliano, PhD, RN
9. Kristina Valiente Garcia, DNP, APRN, FNP-BC
10. Lauren Hartman
11. Rodney “Rocky” Hauch, DNP, RN, PCCN
12. Crystal Jackson, BSN, RNC-MNN, PMH-C, LCCE, CLC
13. Patricia Marie Kenney, DNP, MN, FNP, CPXP, MBA-CH(c)
14. Alyssa M. King, DNP, CPNP-PC, PMHNP-BC, CLC, CNE

15. Pamela Lambert, MBA, MSN, RN, CRRN, CHSE
16. Andrew Lombardi, Jr., APRN, FNP, BSN, RN, CNN
17. Christine Moffa, APRN, PMHNP-BC
18. Valerie Morrison, DBA, MSM, BSN, RN, NEA-BC, SHRM-SCP
19. Kasey Pacheco-Moran, BSN, RN, HBN-BC
20. Elizabeth “Liz” S. Robinson, EdD, CNE, CHSE-A
21. Kathleen Perrott Wilson, PhD, APRN, CPNP, FNP-BC, BC-ADM, FAANP, FNAP, DipACLM Certified Lifestyle Medicine Professional
22. Heidi Wright, MSN, RN



Bylaws Committee Charter

Overview:

The Florida Center for Nursing (FCN) conveys “The Florida Center for Nursing is established to research and address issues of supply and demand for nursing, including issues of recruitment, retention, and utilization of nursing workforce issues.”

The FCN board of directors is established as a policy-setting board of directors based on the Florida Statutes 464.0196.

Role of the Committee/Purpose:

The Bylaws Committee shall assist the Board of Directors in fulfilling its oversight responsibilities related to the creation and maintenance of the FCN’s bylaws.

Committee Responsibilities as determined by the FCN Board of Directors:

The Bylaws Committee shall conduct an annual review of the bylaws and address changes necessary to enhance FCN’s governance structure and make recommendations to the Board of Directors.

Committee Membership:

The Florida Center for Nursing (FCN) Bylaws Committee shall have a chairperson selected by the FCN Board of Directors. The FCN Bylaws Committee shall be comprised of 3 members. Membership shall be open to all members of the FCN Board of Directors. The FCN Bylaws Committee chairperson will recruit members for the committee. Members shall serve for a two-year term, after which they may be reappointed or replaced.

Committee Meetings:

The FCN Bylaws Committee chairperson shall facilitate committee meetings. The FCN Bylaws Committee is supported administratively by FCN staff. Meetings shall be held twice annually, and additional meetings may be called as needed. The FCN staff shall provide notice of meetings in advance of the meeting.



BYLAWS

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Article I.

Name and purpose

The name of the organization is the Florida Center for Nursing (FCN), which hereafter shall also be known as the Center.

The Florida Center for Nursing is a state workforce center established in Florida statute (F.S. 464.0195) to address issues of supply and demand for nursing, including issues of recruitment, retention, and utilization of nurse workforce resources. The purpose of the Florida Center for Nursing is to be the definitive source of information and strategies addressing the dynamic workforce needs of the state. The Legislature finds that the Center will repay the state's investment by providing an ongoing strategy for the allocation of the state's resources directed towards nursing.

Article II.

Goals

The primary goals for the Center shall be to:

- A. Develop a strategic statewide plan for nursing manpower in this state by:
 1. Conducting a statically valid biennial data-driven gap analysis of the supply and demand of the health care workforce. Demand must align with the Labor Market Estimating Conference created in s. 216.136. The center shall:
 - a. Establish and maintain a database on nursing supply and demand in the state, to include current supply and demand.
 - b. Analyze the current and future supply and demand in the state and the impact of this state's participation in the Nurse Licensure Compact under s. 464.0095.
 2. Developing recommendations to increase nurse faculty and clinical preceptors, support nurse faculty development, and promote advanced nurse education.
 3. Developing best practices in the academic preparation and continuing education needs of qualified nurse educators, nurse faculty, and clinical preceptors.
 4. Collecting data on nurse faculty, employment, distribution, and retention.
 5. Piloting innovative projects to support the recruitment, development, and retention of qualified nurse faculty and clinical preceptors.

6. Encouraging and coordinating the development of academic-practice partnerships to support nurse faculty employment and advancement.
7. Developing distance learning infrastructure for nursing education and advancing faculty competencies in the pedagogy of teaching and the evidence-based use of technology, simulation, and distance learning techniques.

B. Enhance and promote recognition, reward, and renewal activities for nurses in the state by:

1. Promoting nursing excellence programs such as magnet recognition by the American Nurses Credentialing Center;
2. Proposing and creating additional reward, recognition, and renewal activities for nurses; and
3. Promoting media and positive image-building efforts for nursing.

C. Convene various groups representative of nurses, other health care providers, business and industry, consumers, lawmakers, and educators to:

1. Review and comment on data analysis prepared for the center;
2. Recommend systemic changes, including strategies for implementation of recommended changes; and
3. Evaluate and report the results of these efforts to the Legislature and other entities.

Article III.

Collaboration with Florida Board of Nursing and Medical Quality Assurance Division

The Board of Nursing shall include on its initial and renewal application forms a question asking each nurse to voluntarily contribute to funding the Florida Center for Nursing in addition to paying the fees imposed at the time of licensure and licensure renewal. Revenues collected from nurses over and above the required fees shall be transferred from the Medical Quality Assurance Trust Fund to the Grants and Donations Trust Fund within the Department of Health and shall be used solely to support and maintain the goals and functions of the Center. Before giving a nurse the opportunity to contribute to funding the center at the time of licensure renewal, the Board of Nursing shall provide the nurse with a summary of the Center's work, a link to the Center's Internet website, and the following statement: "The Florida Center for Nursing's operating revenues are derived in part from

your donation. In order for the Florida Center for Nursing to continue its work on behalf of nurses, please donate.”

The center may request from the board, and the board must provide to the Center upon its request, any information held by the board regarding nurses licensed in this state or holding a multistate license pursuant to s. 464.0095 or information reported to the board by employers of such nurses, other than personal identifying information.

Article IV. Board of Directors

The Florida Center for Nursing shall be governed by a policy-setting board of directors. The board shall consist of 16 members, with a simple majority of the board being nurses representative of various practice areas. Other members shall include representatives of other health care professions, business and industry, health care providers, and consumers.

Members

The members of the board shall be appointed by the Governor as follows:

- (a) Four members recommended by the President of the Senate, at least one of whom shall be a registered nurse recommended by the Florida Organization of Nurse Executives and at least one other representative of the hospital industry recommended by the Florida Hospital Association;
- (b) Four members recommended by the Speaker of the House of Representatives, at least one of whom shall be a registered nurse recommended by the Florida Nurses Association and at least one other representative of the long-term care industry;
- (c) Four members recommended by the Governor, two of whom shall be registered nurses;
- (d) One nurse educator recommended by the Board of Governors who is a dean of a College of Nursing at a state university; and
- (e) Three nurse educators recommended by the State Board of Education, one of whom must be a director of a nursing program at a Florida College System institution.

The members of the board are entitled to receive per diem and allowances prescribed by law for state boards and commissions. [464.0196 (4)]

Terms

The initial terms of the members shall be as follows:

- (a) Of the members appointed pursuant to paragraph (1)(a), two shall be appointed for terms expiring June 30, 2005, one for a term expiring June 30, 2004, and one for a term expiring June 30, 2003.
- (b) Of the members appointed pursuant to paragraph (1)(b), one shall be appointed for a term expiring June 30, 2005, two for terms expiring June 30, 2004, and one for a term expiring June 20, 2003.
- (c) Of the members appointed pursuant to paragraph (1)(c), one shall be appointed for a term expiring June 30, 2005, one for a term expiring June 30, 2004, and two for terms expiring June 30, 2003.
- (d) Of the members appointed pursuant to paragraph (1)(d), the terms of two members recommended by the State Board of Education shall expire June 30, 2005; the term of the member who is a dean of a College of Nursing at a state university shall expire June 30, 2004; and the term of the member who is a director of a state community college nursing program shall expire June 30, 2003.

After the initial appointments expire, the terms of all the members shall be for 3 years, with no member serving more than two consecutive terms.

Roles and Responsibilities

The board shall have the following powers and duties:

- (a) To employ an executive director.
- (b) To determine operational policy.
- (c) To elect a chair and officers, to serve 2-year terms. The chair and officers may not succeed themselves.
- (d) To establish committees of the board as needed.
- (e) To appoint a multidisciplinary advisory council for input and advice on policy matters.
- (f) To implement the major functions of the center as established in the goals set out in s. 464.0195.
- (g) To seek and accept nonstate funds for sustaining the center and carrying out center policy.

Allowance

Florida statute 464.0196 states “the members of the board are entitled to receive per diem and allowances prescribed by law for state boards and commissions.” The FCN

board of directors will be issued a \$50 daily allowance when they are on official business, to include travel days and meeting days.

Officers

The officers of the Florida Center for Nursing shall consist of a Chairperson and Chairperson-elect.

Board Chairperson Role Description

The chair's term will be a two-year term as chairperson. The primary responsibilities of the chair are to facilitate board meetings and ensure that the board is effective in setting and implementing the FCN's statewide strategic plan. The chairperson represents the Florida Center for Nursing during internal and external functions. The chairperson is responsible for upholding the FCN's mission and working collaboratively with the Board of Directors, Executive Director, and FCN staff.

Board Chairperson- Elect Role Description

The chairperson-elect's term will be a one-year term as chairperson-elect immediately preceding the transition to the role of chairperson. The chairperson-elect shall act as chairperson in the absence of the chairperson. The primary responsibility of the chairperson-elect is to learn from and assist the chairperson with organizational duties.

Election Process

Step 1: Nominations

Officer nominations shall be accepted before the biennial election meeting. Nominations will be considered by the full Board. Those receiving a majority vote will be considered for the chairperson-elect election.

Step 2: Election Process

Elections will be conducted through an electronic vote or a vote during the biennial election meeting. The candidate with the majority of votes for each position shall be declared the chairperson elect.

Step 3: Tiebreaker

In the event of a tie, a runoff election shall be held between the tied candidates.

Special Election

If neither Chairperson nor Chairperson-Elect positions are filled, the Board of Directors will hold an emergency election following the standard election process.

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Removal from Office

Any officer may be removed from office for misconduct, failure to fulfill duties, ineptitude, or ineffectiveness, or if deemed to be a poor representation of the values of the Florida Center for Nursing. Removal requires a two-thirds vote of the membership.

Board Meetings and Quorum

The Board shall have regularly scheduled meetings each quarter. The chairperson of the Board may call additional meetings of the Board of Directors as the business of the Center may require.

A simple majority, 50% plus one of the appointed Board of Directors, shall constitute a quorum at any scheduled and/or called meeting of the Board of Directors.

Voting

Voting may be conducted in person by ballot or voice, by email, proxy, or abstentions. Abstentions will be counted as votes for the prevailing side. No vote/blank ballots are not counted in the final tally of votes for majority or 2/3 vote. All votes will be recorded in the meeting minutes. The voting policy shall provide clarification and guidance on the purpose, process and definitions related to FCN voting.

Article V.

Appraisal Process for FCN Executive Director

FCN Board of Directors will evaluate the FCN Executive Director based on the role and responsibility associated with the statutory requirements of 464.0195. The Executive Director is to be evaluated per the academic evaluation model as required by USF-CON. Additionally, the FCN Board of Directors, specifically the Appraisal Committee, will evaluate the productivity and deliverables of the Executive Director.

Appraisal Committee

The Board of Directors shall appoint an Appraisal Committee of at least three members. The Committee shall be comprised of Board of Director members.

The Appraisal Committee shall elect its own Chairperson, who will lead the appraisal process.

The Appraisal Committee shall establish procedures and timelines for conducting the appraisal.

Appraisal Process for Executive Director

The Appraisal Committee shall conduct the appraisal process on an annual basis.

The Executive Director shall provide a self-evaluation, including a description of their achievements and challenges during the previous year.

The Appraisal Committee shall collaboratively complete an annual appraisal form and deliver the appraisal to the Executive Director. The method of communicating the appraisal is to be done in a format and means of communication that provides an opportunity for two-way feedback.

The Appraisal Committee shall recommend the rate of compensation of the Executive Director to the entire Board of Directors. The Board of Directors will affirm or recommend revision of the proposed rate of compensation in writing or via a formal 2/3 vote.

Article VI. Committees

The purpose of these by-laws is to establish guidelines for the formation and functioning of working committees within the FCN. The role of each committee will be outlined in the FCN Policy and Procedures Manual. Standing committees are Appraisal, Finance, Research. All other committees which are deemed necessary for the sound operation of the Center shall be created by the Chairperson and the Board of Directors. Each committee shall meet at minimum twice, annually.

Committee Formation

The Chairperson shall propose the formation of the committee to the Board of Directors.

The Board of Directors shall review the proposal and determine if the committee is necessary. If the Board of Directors approves the proposal, they shall appoint a Chairperson and determine the size and scope of the committee.

The Committee Chairperson shall then recruit members for the committee.

Committee Membership

Committee membership shall be open to all members of the Board of Directors.

Members shall serve for a term determined by the Board of Directors, after which they may be reappointed or replaced.

Committee Meetings

The committee chairperson shall schedule and conduct committee meetings.

Meetings shall be held on a regular basis, and additional meetings may be called as needed.

The committee chairperson shall provide notice of meetings in advance of the meeting.

A quorum shall be required for meetings, and decisions shall be made by a majority vote of the members present.

Committee Responsibilities

Each committee shall have a specific mandate and responsibilities as determined by the Board of Directors.

Committees shall develop and submit reports to the Board of Directors, Chairperson of the Board, and the Executive Director outlining their progress and recommendations.

Committees shall make recommendations to the Board of Directors, but final decisions shall be made by the Board of Directors.

Committee Disbandment

A committee may be disbanded by the Board of Directors if its mandate has been fulfilled, or if it is deemed no longer necessary.

The committee shall provide a final report to the Board of Directors before being disbanded.

Article VII. Parliamentary Authority

The rules contained in the current edition of “Robert’s Rules of Order” shall govern the Center in all cases in which they are applicable and consistent with the Bylaws.

Article VIII. Enabling Acts

All provisions of the above Bylaws shall take effect upon adoption by vote of the Board of Directors subject to Article VIII.

Article IX. Amendments

These Bylaws may be amended or repealed by a two-thirds (2/3) vote of the votes cast by the Board of Directors at any annual or special meetings of the Board, via presence, proxy, or electronic vote. Such changes shall be provided in writing to the FCN Board thirty (30) days prior to such meetings.



Board of Directors

Travel Policy

Purpose: The purpose of this policy is to identify domestic travel procedures funded by the Florida Center for Nursing (FCN). Travel can take place for reasons including, but not limited to, business meetings, professional development, conference presentations, training, and nursing workforce and educational site visits.

Procedure:

1. The individual Board Director will complete the USF College of Nursing's pre-travel authorization request form. The only exception is for BOD quarterly meetings for which the FCN staff will submit the pre-travel authorization request form. Procedures will be followed as identified in USF College of Nursing's standard operating procedure (SOP) number FIN-001 (see attachment).
2. Once travel is authorized by the FCN Associate Director, the FCN Senior Administrative Assistant will notify the individual Board Director (or their designee). and the Board Director (or their designee) may begin making their travel arrangements.
3. For FCN Board of Directors meetings, the FCN Administrative Team will book the hotel accommodations only. For all travel that is not related to an FCN Board of Directors meeting, the individual Board Director will be responsible to make their own travel arrangements to include conference registration fees.
4. All travel expenses must be submitted to the FCN Administrative Team via flcenterfornursing@usf.edu within 30 days to be reimbursed.

Attachment.

University of South Florida College of Nursing. Standard Operating Procedure. Travel.

STANDARD OPERATING PROCEDURE



Business Office
SOP No: FIN-001
SOP Title: Travel Procedure

SOP Number **FIN-001**
SOP Title **Travel Procedures - Domestic**

	NAME	TITLE	SIGNATURE	DATE
Author	Michael Melanson	Fiscal & Business Analyst		
Reviewer	Jean Vaccaro	Manager, Fiscal & Business Administration		
Authoriser	Jessica Gelabert	Assistant Dean, Finance & Administration		

Effective Date:	3/17/2022
Review Date:	3/17/2023

READ BY			
NAME	TITLE	SIGNATURE	DATE



1. PURPOSE

This SOP covers all domestic college travel regardless of funding source.

2. INTRODUCTION

Travel in the College of Nursing can take place for many reasons including professional development, conference presentations, training, etc.

3. SCOPE

This covers domestic travel. For foreign travel, all steps apply but there are additional requirements.

4. DEFINITIONS

When appropriate, a list of definitions should be included for terms used in the SOP. Acronyms and abbreviations should be explained at the point of use within the SOP and not listed in this section.

5. RESPONSIBILITIES

Travel Coordinator – processes all travel paperwork submitted by traveler.

Traveler – responsible for submission of all travel documents prior to expenses being incurred and after trip completion, for submission of all expense receipts.

6. SPECIFIC PROCEDURE

For all travel that is for In-Person Attendance, a “**Pre-Travel Authorization Request Form**” must be completed and submitted in advance at **least 4 weeks prior to your initial travel date**. This lead time is necessary to secure all appropriate approvals.

Submit the completed and unsigned “**Pre-Travel Authorization Request Form**” including the conference agenda, directly to con-finance@usf.edu.

A designated Travel Coordinator in the Business Office will process the form. The completed form and documentation will be sent via DocuSign to the traveler and the traveler’s supervisor for signatures.

Once the completed form and documentation has been signed by all parties and returned to the Travel Coordinator, along with the funding source and the appropriate chartfield, all information will be entered into the Archivum system to secure final approval and a Travel Request (TR) #. Once the Travel Request (TR) # has been issued, the traveler will be notified and may begin making reservations and payments.

University of South Florida College of Nursing

12901 Bruce B. Downs Blvd., MDC Box 22 / Tampa, FL 33612 / 813-974-2191 / health.usf.edu/nursing



USF business travel must always be approved in advance. Do **not** pay for any expenses, airfare, conference fees, lodging, etc. until you have been notified that an approved Travel Request (TR) # has been issued. (You may, however, **without paying**, register for the conference and/or make lodging reservations at any time.) Any payments made prior to approved travel may jeopardize reimbursement.

All travel expenses must be submitted **within 30 days of the last travel date** to con-finance@usf.edu.

Registration

Prepayment of registration fees for conferences, conventions, formal meetings, seminars and workshops is often required or advisable. Pre-payment should be via **Pcard** (an authorized university purchasing card). Someone will be available in the Business Office on Thursdays, should you want to register and have them pay the registration fee with a **Pcard**.

The traveler may also pre-pay or pay on site and request reimbursement.

Airfare

Airfare reservations should be made using any commercial airline. It requires the most efficient and economical means of travel, considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required. USF Travelers will be reimbursed for all airline fares in economy and coach, or equivalent classes.

If airfare exceeds \$500 for North America (including Puerto Rico and US Virgin Islands), documented airfare comparisons from an aggregator showing the full range of fares across carriers are required to be completed at the time of booking and included in the Receipt Package.

If the airline used charges additional fees for checking baggage, USF Travelers will be reimbursed for up to a maximum of two (2) bags. A receipt is required for each baggage expense claimed over \$25.*

USF does not pay for cancellation or change fees for airfare unless there is a valid business reason for the change. Any additional charges for changing flight plans due to personal reasons or for the convenience of the Traveler will be borne by the Traveler.



If a traveler chooses a multi-destination or otherwise circuitous air route for personal reasons, or chooses to drive to a long-distance destination rather than flying, the traveler will be reimbursed only the amount that round trip airfare to and from the business event would have cost. Any additional expenses incurred for personal travel should be paid out of pocket rather than prepaid on PCard. In such cases, the traveler is responsible for pulling comparable airfare prior to the travel—showing the range of fares available, if only the round-trip business fare were being purchased.

Domestic Lodging

For domestic lodging, justification in Archivum Travel is required if the nightly hotel cost per person (including taxes and fees) exceeds \$250.

If the hotel cost exceeds \$250 and is the conference or convention location, “conference hotel” may be used as justification in Archivum.

Domestic lodging will be reimbursed at the single occupancy rate unless a room is shared by multiple USF travelers resulting in a cost savings to the University.

- An itemized lodging receipt showing zero balance due must be included with the Receipt Package sent to Travel.

Car Rental

University employees in need of a rental car for official business are required to use the State of Florida contract with Avis Budget Group. The Avis AWD code A113400 or the Budget BCD code T417600 must be provided at the time of reservation and pick-up and it is the responsibility of the traveler to ensure that the contract terms are applied. Avis and Budget contract rates are available for both in-state and out of state rentals.

The terms of the contract are inclusive of fees and provide collision/loss damage waiver insurance and reasonable daily price points. To avoid incurring unallowable expenses, all travelers on USF business should use the contracted vendors whenever possible.

USF allows for the rental of compact class cars. An exception to the vehicle class rule is allowed when the car is shared with other USF business Travelers or when transporting materials or equipment; business justification must be provided in Archivum Travel.

University of South Florida College of Nursing

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Other Ground Transportation

Receipts are required for all ground transportation. This includes limos, taxis, Uber and Lyft. Maximum tips for reimbursement cannot exceed 18%.

Incidentals

Actual incidental expenses incurred while on USF business will be reimbursed. While it is strongly advised that receipts be obtained whenever possible, receipts are always required for PCard expenses and for all out of pocket incidental expenses over \$25.

Travelers should use the most efficient and economical available parking. In Tampa, that would be the Economy lot.

Portage will be reimbursed at \$1 per bag, with a maximum of \$5 per incident. Receipts are not required for portage.

A receipt is required for the following expenses and should be included with the Receipt Package:

- Supplies for events (Limit \$100)
- Services (Limit \$200)
- Communication expenses (phone calls, internet access, fax needed for business purposes)
- Photocopies needed for business purposes

Domestic Meals

Domestic Travelers will be paid meal allowances pursuant to F.S. 112.061 (6) (a-c) as follows:

Breakfast	\$6
Lunch	\$11
Dinner	\$19
Total for day	\$36

Meals for first and last days of Domestic Travel are based on times of departure and return. On first and last days, travel must begin before 6am and extend past 8am to qualify for breakfast; begin before noon and extend past 2pm to qualify for lunch; and begin before 6pm and extend past 8pm to qualify for dinner.



Deductions from the meal allowance will be made for any meals provided or included in a conference registration.

There is currently no meal reimbursement for one day travel not involving an overnight stay.

Grant Funded

Faculty attending conferences or presenting research will be reimbursed consistent with the appropriate grant provisions. Contact Earle Trott @ etrott@usf.edu for assistance.

7. FORMS/TEMPLATES TO BE USED



Pre-Travel

Authorization Request

Pre-Travel Authorization Form:

8. EXTERNAL REFERENCE

University of South Florida Travel Website: [Travel \(usf.edu\)](http://Travel.usf.edu)

9. CHANGE HISTORY

SOP no.	Effective Date	Significant Changes	Previous SOP no.
FIN-001	3/17/2023	Initial version	N/A