



**Florida Center for Nursing  
Quarterly Board of Directors Meeting**

**Wednesday, March 5, 2025**

Florida State University  
FSU College of Nursing  
98 Varsity Way  
Tallahassee, FL 32308

**Mission:**

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 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

*Business meeting called to order and roll call conducted at 9:33 a.m.*

### **Attendance:**

FCN Board of Directors in Attendance:

Ms. Kristina Cloversettle, Ms. Julianne Colle, Ms. Suzanne Depew (virtual), Dr. Mary Anne Enns, Dr. Michele Heston, Ms. Joanne S. Hoertz (virtual), Dr. Robin McGuinness (virtual), Dr. Jacqueline Munro, Ms. Michele Panetta (virtual), Ms. Monica Puga (virtual), Dr. Robert Keiser (virtual) and Dr. Leslie Rogers.

Excused: Dr. Louisiana Louis.

*Quorum established: Yes.*

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

Recorders: Ms. Ana Sanchez and Ms. Vincenza Shaw (virtual).

### **1. Approval of December 3, 2024, Minutes**

Motion to approve the December 3, 2024, FCN Board of Directors quarterly meeting minutes by Dr. Mary Anne Enns. Seconded by Dr. Jacqueline Munro.

Approved unanimously. Motion carried.

### **2. Strategic Thinking Session with Mr. John Spence**

Mr. Spence facilitated the directors through a strategic thinking session, to identify the strategic direction and impact of the FCN.

Informational.

Meeting break at 12:05 p.m.

Meeting resumed at 1:01 p.m.

### 3. FCN Committee Updates

- Research Committee.
  - The next virtual meeting is scheduled for April 10, 2025, at 1:00 p.m.

Informational.

- Finance Committee.
  - Dr. Keiser provided a summary of the FCN finances.
  - Reviewed the memo from the University of South Florida College of Nursing Finance Office regarding the allowance for the Board of Directors of the Florida Center for Nursing (see Appendix A).
  - Reviewed the memo from the University of South Florida College of Nursing Associate Dean of Finance and Administration, Chief Operating Officer regarding a revised timeline for the annual review of the FCN executive director (see Appendix B). Recommend to defer evaluation of the FCN executive director to fall instead of spring.

Motion to extend the fiscal year 2025 stipend for the FCN executive director through September 30, 2025, by Dr. Mary Anne Enns. Seconded by Dr. Jacqueline Munro.

Approved unanimously. Motion carried.

- Bylaws Committee.
  - Dr. Keiser provided a recommendation to revise the FCN Bylaws to remove the language in Article IV that states “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.”

Motion to remove the allowance section from Article IV of the Bylaws by Dr. Jacqueline Munro. Seconded by Ms. Julianne Colle.

In favor of motion: Ms. Kristina Cloversettle, Ms. Julianne Colle, Ms. Suzanne Depew, Dr. Michele Heston, Ms. Joanne S. Hoertz, Dr. Robin McGuinness, Dr. Jacqueline Munro, Ms. Michele Panetta, Ms. Monica Puga, Dr. Robert Keiser and Dr. Leslie Rogers.

Opposed: Dr. Mary Anne Enns.

Motion carried.

- Reviewed revisions to travel guidelines for the FCN board of directors (see Appendix C).

Motion to approve revised travel guidelines to allow directors to handle individual travel accommodations by Ms. Kristina Cloversettle. Seconded by Dr. Mary Anne Enns.

Approved unanimously. Motion carried.

- Performance Appraisal Committee.
  - Next meeting pending based on new timeline for review of FCN Executive Director's appraisal.

Informational.

#### **4. Review of FCN Reports**

Reviewed the Florida Center for Nursing Impact Report 2024 (<https://flcenterfornursing.org/about-us/annual-impact-reports/2024-impact-report/>) and key findings from The State of Nursing Education in Florida 2025 (<https://flcenterfornursing.org/research-data/nursing-education-reports/the-state-of-nursing-education-in-florida-2025/>)

Informational.

#### **5. National FNP Pass Rates (Article Discussion)**

Reviewed article published by Advanced Practice Education Associates (APEA). FNP pass rates drop for 5<sup>th</sup> consecutive year (<https://www.apea.com/blog/FNP-pass-rates->

[drop-for-fifth-consecutive-year-62/#:%7E:text=Pass%20rates%20on%20the%20most,a%2013%25%20drop%20since%202018](#)).

Informational.

## 6. Executive Director Update

Dr. Letourneau provided a quarterly update to the directors. Information included a review of state and national bills and resolutions that impact Florida's nursing workforce and recent presentations to the Florida Legislators on February 12, 2025, to the Florida Senate Appropriations Committee on Higher Education and on February 19, 2025, to the Florida House Health Professions and Programs Subcommittee. Additionally, collaboration with communities of interest was discussed.

Informational.

## 7. Chairperson-Elect Update

The chairperson-elect expressed gratitude to the FCN staff and board of directors.

Informational.

## 8. BOD Individual Updates

The directors provided updates regarding topics that are pertinent to their specialty areas as well as geographic locations. Items discussed included:

- Workplace violence and its impact on retention.
- Florida's first cohort of the LPN to RN curriculum will graduate June 30, 2025.
- Potential to change statewide PN education curriculum to include intravenous therapy as part of the curriculum instead of post-program content.

Informational.

## 9. Upcoming Quarterly Full Board of Directors Meetings

Future quarterly BOD meetings are tentatively scheduled at the following locations:

- June 18, 2025, at the University of South Florida, Tampa, FL.
- September 18, 2025, at the State College of Florida, Avon Park, FL.
- December 10, 2025, TBD.

Motion to adjourn at 3:40 p.m. by Dr. Mary Anne Enns. Seconded by Ms. Kristina Cloversettle.

DRAFT

## Memo

**To:** FCN Administration

**From:** USF College of Nursing Finance Office

**Date:** March 6, 2025

**Re: Allowance for Board Directors of the Florida Center for Nursing**

Upon consultation with the University of South Florida's legal personnel, the information below discusses the Florida Center for Nursing Per Diem and Allowance noted on Florida Statute 464.0196 and how it directly relates to Florida Statute 112.061.

Since the allowable expenses for the FCN Board of Director's travel are reimbursed according to Statute 112.061 by USF, these reimbursements would be considered the Per Diem and Subsistence Allowance mentioned in FCN Statute 464.0196. The \$50 allowance voted on by the board is not stated in the FCN statute below (464.0196) and would not be considered a separate amount owed to the board.

### **Florida Statute 464.0196**

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

### **Florida Statute 112.061**

*Per diem and travel expenses of public officers, employees, and authorized persons; statewide travel management system.*

Florida Statute 112.061 was referred to us for this per diem and allowance. The information below in section (6) discusses the statute regarding Per Diem and Subsistence Allowance

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*(6) RATES OF PER DIEM AND SUBSISTENCE ALLOWANCE. —For purposes of reimbursement rates and methods of calculation, per diem and subsistence allowances are provided as follows:*

*(a) All travelers shall be allowed for subsistence when traveling to a convention or conference or when traveling within or outside the state in order to conduct bona fide state business, which convention, conference, or business serves a direct and lawful public purpose with relation to the public agency served by the person attending such meeting or conducting such business, either of the following for each day of such travel at the option of the traveler:*

- 1. Eighty dollars per diem; or*
- 2. If actual expenses exceed \$80, the amounts permitted in paragraph (b) for subsistence, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefor.*

Please note that the information after this section of the statute discusses Class C travel, which USF does not provide.



Memo to the Florida Board of Directors  
Subject: Stipend Review for Director of the Center

Dear Members of the Florida Board of Directors,

I am requesting a change to the timeline associated with the annual review and associated stipend with the executive director position. For the past few years, the board has conducted the annual review and approved the stipend as part of the May board meeting with a stipend implementation date of July 1st.

After careful consideration, I propose an adjustment to the timeline. Specifically, I request that the discussion of the review and stipend decision be deferred to the September meeting, with a stipend effective date of October 1st. This adjustment will allow the board to have a more accurate understanding of the director's base salary after the completion of the college's faculty annual review process which is concluded at the end of June.

In order to align with this revised schedule for the current year, I kindly request approval of the existing stipend through September 30, 2025.  
Thank you for your attention to this matter and your understanding.

Sincerely,  
Jessica Gelabert  
Associate Dean, Finance and Administration  
Chief Operating Officer  
February 24, 2025



## Board of Directors

APPENDIX C

### 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 all authorized travel the individual Board Director is responsible for making their own travel arrangements, including conference registration fees, transportation, and lodging. These arrangements must follow USF's travel guidelines.
4. All travel expenses must be submitted to the FCN Administrative Team via [flcenterfornursing@usf.edu](mailto:flcenterfornursing@usf.edu) within 30 days to be reimbursed.

Effective Date: March 5, 2025

**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

	<b>NAME</b>	<b>TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Author</b>	<b>Michael Melanson</b>	<b>Fiscal &amp; Business Analyst</b>		
<b>Reviewer</b>	<b>Jean Vaccaro</b>	<b>Manager, Fiscal &amp; Business Administration</b>		
<b>Authoriser</b>	<b>Jessica Gelabert</b>	<b>Assistant Dean, Finance &amp; Administration</b>		

<b>Effective Date:</b>	<b>3/17/2022</b>
<b>Review Date:</b>	<b>3/17/2023</b>

<b>READ BY</b>			
<b>NAME</b>	<b>TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>



**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](mailto: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.

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**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](mailto: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.

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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.

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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
<u>Dinner</u>	<u>\$19</u>
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.

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**STANDARD OPERATING PROCEDURE**



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

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](mailto: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

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