

5/8//2019

NSC Meeting

Faculty Lounge 8th Floor

3:45 - 5:00PM

Present:

President: Charles Park

Vice President: Brandon Smith

Treasurer: Catharine Chen

Secretary: Veronica Wang

Graduate Representative: Anselm Lalla

Updates:

1. Charles Park
 - a. Emory Global Health Case Competition
 - i. After many emails to remind them, neither Ian Lambert or Jane Alleyne have submitted the required documents for reimbursement for the competition for the amount of \$300. As a result, they have been notified that they will not be reimbursed.
2. Catharine Chen
 - a. Budget for fiscal year 2019-2010
 - i. Budget proposal was submitted last week on 5/1. However, since we are aiming to decrease the amount to spend on convocation, we may consider reallocate some funding from the convocation line to another line in the budget. We will discuss this further in the next fiscal year.

New Business:

1. Charles Park
 - a. Convocation planning
 - i. We have yet to receive a concrete number of guests for convocation. I created a google forms document to get a better idea of attendees in order to avoid overspending for convocation. Ernest, from Cafe 101, apparently is generous with the portions so even if we have over 200 guests, we should be okay.
 - ii. Estimated costs:
 1. Food from Cafe 101
 - a. For 150 guests, the cost for food is roughly \$5,000. However, we are considering increasing to 200 guests, which will make the cost \$6,600. The max the NSC will be responsible for is \$5,500 for food as per our agreement

with the CON, which has agreed to pay any food costs exceeding \$5,500.

- b. Charles: Motion to use up to \$5,500 from account 40-70301-014-30001 (RN-BS & GRAD CONVOCATION CURRENT FY) to spend on food for convocation, which will be provided by Cafe 101, Inc.
 - c. Second: Brandon Smith
 - d. Motion: unanimously approved
2. Flower costs - from Midtown Florist
- a. Should be between \$200 and \$300.
 - b. Charles: Motion to use up to \$300 from account 40-70301-014-30001 (RN-BS & GRAD CONVOCATION CURRENT FY) to spend on flowers for convocation, which will be provided by Midtown Florist, LLC.
 - c. Second: Catharine Chen
 - d. Motion: unanimously approved
3. Photography costs - from the Office of Communication-Biomedical from Downstate
- a. Should not exceed \$300. The photographer charges \$100/hr so we need to make sure he stays 2 hrs max.
 - b. Charles: Motion to use up to \$300 from account 40-70301-014-30001 (RN-BS & GRAD CONVOCATION CURRENT FY) to spend on photography for convocation, which will be provided by the Office of Communication-Biomedical from Downstate.
 - c. Second: Brandon Smith
 - d. Motion: unanimously approved
4. Gift for Dr. Bailey - we need to shop for a gift for Dr. Bailey, who is retiring, that is under \$100. Some ideas include desk clock, engraved plaque, or other type of award.
- a. Charles: Motion to use up to \$100 from account 40-70301-014-30001 (RN-BS & GRAD CONVOCATION CURRENT FY) to spend on a gift to present on behalf of the nursing students.
 - b. Second: Veronica Wang
 - c. Motion: unanimously approved

2. Brandon Smith

a. New ABSN student mentorship

- i. We need to ask current students who'd like to mentor the incoming students and compile a list. We should wait until after finals and closer to orientation to pair mentors with mentees in case students decide to attend other schools.

3. Catharine Chen

a. Reimbursement deadline

- i. The reimbursement deadline is Friday, May 17th so we need to make sure all reimbursement forms are submitted no later than that date. We will follow up with Marcell Kennedy from the College of Nursing for invoices from convocation.

4. Charles Park

a. Summer job fair

- i. I am trying to start planning for a job fair for the ABSN and RN-BS students this summer. So far I've reached out to representatives from NYP and Northwell. We need to decide on a date. Sometime in July or August seems to make most sense.



Charles Park