

<b>2018 PINNING MEETING MINUTES</b> <b>Associate in Science in Nursing</b>	
Meeting Date	Friday, February 2, 2018: Lee – Room AA 166
Facilitator	Bobby Holbrook and Dr. Deborah Selman
Minutes	Chris Renda
Participants	Faculty & Staff – Pat Arcidiacono, Debra Ebaugh, Judy Sweeney, Nora Stadelmann, Debra Weeks, Andrea Storrie, Angela Vitale, Christopher Renda, Deborah Selman, Bobby Holbrook
Excused	
Absent	

<b>Agenda Item</b>	<b>Accreditation Standards for AS -otherwise indicated</b>	<b>Discussion</b>	<b>Action Due Date</b>	<b>Responsible Reporting Party</b>
<b>Call to Order</b>		Meeting Called to order at 1:00p		Deb Selman
<b>Purpose of the Meeting</b>		All faculty agree that the Pinning ceremonies should have the same principles and be as similar as possible across all 3 campuses.		
<b>Lamps vs Candles</b>		The Collier Campus is given lamps by NCH for the students to keep (Charlotte and Lee use candles). We will need to review the cost of the Lamps and compare to the cost of the candles. All were in agreement that the lamps would be nicer for the students. Dr. Selman suggested that we may even be able to buy lamps that we could collect after the show if the cost is too prohibitive to let the students keep them as they do the candles.	Compare costs of candles and lamps.	

<b>Bookmarks</b>		Currently Lee campus is the only campus who uses the bookmarks with the pledge. Other campuses use piece of paper. It was suggested to remove the Pinning Date, update Logo, and attach the Nursing Pin to it so we can make it generic across all 3 campuses so we can order in bulk instead of making them ourselves with the lamination.	Chris will design and work on finding a cost for ordering the bookmarks.	
<b>Ceremony Programs</b>		All 3 campuses use different programs currently. Lee campus Program was selected as the template we should use across all 3 campuses. Chris will coordinate with Wendy and Edna to format the inside of the Program with the flow of their campus ceremonies.		
<b>Invitations</b>		Collier invitation was not present to compare. Collier uses a folding invite, Lee and Charlotte use a single invitation card. The consensus was that we should use a single card invite with front and back printing. Chris Renda will make up the sample for all to approve.	Add – “Dress: Business Attire” to the invitation.	
<b>Flowers and Stage Decorations</b>		<p>Stage decorations and the atmosphere are important.</p> <ul style="list-style-type: none"> <li>• Charlotte NSNA gives \$400 to the Graduating class to use for whatever they would like.</li> <li>• Flowers/Plants will be emphasized on stage and included for the photo backgrounds. Ideas for improving this and expenses for each campus to be determined. <ul style="list-style-type: none"> <li>○ Charlotte has corsages donated to the students to wear at pinning.</li> <li>○ Collier cost for flowers was \$280.</li> <li>○ Lee borrows stage decorations from Home Depot and then returns them.</li> </ul> </li> </ul>		
<b>Hats</b>		We will leave hats a student choice.		
<b>Wardrobe</b>		Wear white uniforms (Clinical Attire and appearance per handbook, with exception of hair does not need to be pulled back, hairstyle can be left as student choice as long as it’s appropriate.).		
<b>Speakers</b>		Any Speakers and all people present on stage will need to dress in appropriate business (professional) attire.		

		<ul style="list-style-type: none"> <li>Idea - Have 50<sup>th</sup> anniversary Keynote speakers be campus Alumni</li> </ul>		
<b>Photographer</b>		Students pay for their photographer.		
<b>Banner for Backdrop</b>		We will be ordering a Banner that we can use as a backdrop at pinning ceremonies for students to take pictures in front of.	Myrtha will order the Banner to be made.	
<b>Who is Pinning Students</b>		Only ASN Faculty will be allowed to Pin the graduate Nurses.		
<b>Reception</b>		Charlotte Campus has their cakes donated. Lee Reception is purchased by NSNA fundraising Collier Campus provided by NCH	Need further discussion on how to make this 50 <sup>th</sup> Year celebration better and equal across all 3 campuses.	
<b>Next Meeting:</b>		<ul style="list-style-type: none"> <li>Need to discuss October '18 pinning for the summer '17 ANEW class.</li> <li>Send in ideas to Chris Renda</li> </ul>		