

WESTERN INSTITUTE OF NURSING PROPOSAL TO SERVE AS NEXus LEAD ORGANIZATION

Presented by
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Background: Article III of the NEXus Bylaws provides for a lead organization to be responsible for NEXus administrative functions. The Western Institute of Nursing (WIN) is submitting a proposal to serve as the NEXus Lead Organization for the next five years, effective July 1, 2027.

WIN is a 501(c)(3) nonprofit organization which is housed at the Oregon Health & Science University through a management agreement. WIN is incorporated through the nonprofit corporation laws of the State of Oregon.

In accordance with the NEXus Policies and Procedures, WIN is submitting the following plan for:

- 1) **Staffing.** The Project Director will be Anne Boerner at a 1.0 FTE. The FTE levels are the same as currently in operation.

Anne Boerner has served as the Project Director since August 2020 and previously served as the Project Coordinator beginning in September 2018. Anne manages the day-to-day implementation of the project and has established positive working relationships with the member representatives, Campus Faculty Coordinators and Campus Staff Coordinators. Anne represents NEXus to TAAWUN, which contractually provides the course catalogue by which NEXus members list courses and identify seats to be available to students in consortium member programs.

The NEXus staff utilizes the hiring practices of Oregon Health & Science University.

Accounting services are undertaken by outside consultants (currently Accounting Help 4 You, Inc.). An agency accountant create quarterly financial statements and balance sheets. The year-end accounting review will be completed using a CPA consultant. Currently, that firm is Kern & Thompson, Portland, OR.

- 2) **Financial Budget.** The budget for FY 2026-2027 is attached, along with budget justification. Care has been taken to remain within existing financial resources and to promote sustainability of the project over the long term.
- 3) **Office Space and Equipment Availability.** As noted above, WIN is housed at Oregon Health & Science University School of Nursing through a management contract. A shared private office and cubicle space is available for the Project Director. NEXus documents, including the original copies of the signed MOUs, are located in a secure area in the office space assigned to WIN/NEXus. OHSU supplies each workspace with a computer with Internet access and printer. Other services, such as photocopying, are charged to the WIN account on a rental or usage basis. Staff salaries for the FTE allocated to NEXus are also charged to the WIN account. The accountant referenced above assigns all these charges to NEXus on a monthly basis.
- 4) **Responsibilities of the Lead Organization:**
 - 4.1. Oversight of Financial Management. NEXus annual dues, tuition split, and any other source of revenue are collected using common financial principles. Expenditure of funds is done according to the Executive Committee directives. WIN uses a double entry bookkeeping program for accounting. At a minimum, semi-annual statements of

income, expenditures and assets will be supplied to the Executive Committee. WIN will collaborate with the NEXus Treasurer on an annual spending plan. The financial status will be reviewed with the NEXus Treasurer at least annually and will involve the Treasurer in the recommendation on the establishment of the annual common price for NEXus tuition.

- 4.2. Management of NEXus Operations. WIN, via NEXus Project Director, will maintain NEXus minutes, program reports, financial reports, bylaws, and Memorandums of Understanding. Secure filing cabinets are available for this purpose, and the documents will be archived electronically. WIN staff will:
 - Develop and maintain the NEXus calendar and notify participants of upcoming meetings and deadlines.
 - Assist the NEXus chair in the preparation of the annual NEXus report of accomplishments.
 - Submit to the NEXus Executive Committee an annual report of Lead Organization accomplishments, including a financial report and budget for the next fiscal year.
 - Maintain a complete collection of publications, presentations, videos, promotional materials and other historical documents about NEXus and its development; and
 - Facilitate and/or coordinate proposal development for external funds.
- 4.3. Coordinate NEXus Communications. WIN/NEXus staff will maintain the names and contact information of Executive Committee members, institutional members, Campus Staff Coordinators, Campus Faculty Coordinators, and other relevant institutional administrators as needed. WIN/NEXus staff will coordinate email communications for Executive Committee members, other functional teams as needed, and for functional and cluster committees; and will arrange for meetings as requested for NEXus committees, Campus Faculty Coordinators and Campus Staff Coordinators. Cluster committees consist of the representatives of NEXus members who teach in courses clustered under a grouping, such as Nursing Education.
- 4.4. Support NEXus Governance. WIN/NEXus staff will support NEXus governance in the following ways:
 - Maintain written and electronic NEXus documents, such as meeting minutes, and will incorporate amendments and other changes to the documents as approved by the Executive Committee. These documents will be posted on the winnexus.org website.
 - Update and provide current copies of the Bylaws, Policies and Procedures Manual, and other NEXus core documents for use by NEXus members.
 - Prepare and distribute all notices of meetings, either in writing or electronically, as directed by the NEXus Executive Committee Chair.
 - Prepare minutes for review by the Executive Committee or committee chairs and distribute copies of the minutes of all meetings to each member of the Executive Committee or respective committee or cluster.
 - Arrange for the annual meeting, including agenda, meeting documents, and any on site or remote logistics.
 - Support planning initiatives of the Executive Committee by analyzing data, reviewing relevant publications, and recommending changes in programs, practices, and policies.
 - Analyze university tuition on a bi-annual basis and provide a summary of findings to the Treasurer and Executive Committee.

- 4.5. Support Campus Staff Coordinators, Campus Faculty Coordinators, and other institutional participants. WIN/NEXus staff will:
- Coordinate and maintain the course catalog website, including the negotiation of best prices for enhancements as the NEXus budget allows;
 - Train new Campus Staff Coordinators and Campus Faculty Coordinators;
 - Support NEXus program initiatives;
 - Maintain and update enrollment databases for courses and programs;
 - Collect data and compile an annual summary of academic program participant data;
 - Ensure that programs implement assessment plans and submit annual reports.
- 4.6. Collaborate with programs as directed by the Executive Committee and coach faculty interested in developing inter-institutional programs. WIN/NEXus staff will coordinate marketing efforts for NEXus to:
- Maintain and upgrade the NEXus website;
 - Maintain active links to NEXus Academic Collaborators and NEXus Academic Affiliates;
 - Work with program administrative liaisons to keep program information on the website current;
 - Work with Campus Staff Coordinators to keep the course catalog information current.
- WIN/NEXus staff will also facilitate marketing campaigns for NEXus programs, including:
- A NEXus program brochure distributed to professional associations and their members, strategically place ads in professional journals and newsletters, email notices to national listservs, and interest articles distributed to journals and newsletters.
 - Apply for recognition awards for the work of NEXus members as appropriate.
 - In conjunction with members of the Executive Committee, attend professional association meetings and make presentations to recruit new members to NEXus.
- 4.7. Coordinate evaluation efforts for NEXus. In conjunction with the Executive Committee and with appropriate other committees, WIN/NEXus staff will coordinate NEXus evaluation activities.
- 4.8. Undertake other responsibilities as requested by the NEXus Executive Committee and the program administrative liaisons.

Summary

In summary, the WIN/NEXus staff have been performing these activities and functions over the past 20 years and look forward to continuing a mutually productive relationship. Desired mutual outcomes are growth of the consortium; enhancement of the sustainability of the consortium; and continual improvement of operations to achieve the goal of a user-friendly system which enhances the experiences of students and of project members.