ACHE Business Plan
AY 2014-2015

The University of Scranton Student Chapter
Participant in the ACHE Higher Education Network

ACHE Executive Team
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Table of Contents

Mission, Vision, and Values ...........................................1-2
Strategic Goals and Objectives ......................................3-11
ACHE Executive Board AY 2014-2015 ..........................12
ACHE Board Signatures ..............................................13
Mission, Vision, and Values

Mission
Scranton’s ACHE Student Chapter is an independent organization serving the graduate students within the University of Scranton’s Health Administration Masters program. Our Mission is to meet the student’s needs for professional development, leadership growth, and educational advancement; to promote involvement with ACHE, and to sustain and improve the continued excellence of the graduate program.

Vision
To be the premier source for outstanding health administrators and committed to professional development, continuing education, and improving the healthcare industry.

Values
As members of ACHE and the University of Scranton’s Masters of Health Administration program, we are committed to the values of ACHE and the University of Scranton’s Masters of Health Administration Program:

ACHE Values:
Integrity
We advocate and emulate high ethical conduct in all we do.

Lifelong Learning
We recognize lifelong learning is essential to our ability to innovate and continually improve ourselves, our organizations and our profession.

Leadership
We lead through example and mentoring, and recognize caring must be a cornerstone of our professional interactions.

Diversity
We advocate inclusion and embrace the differences of those with whom we work and the communities we serve.

University of Scranton’s Masters of Health Administration Program Values:
- Respect for the dignity of each individual.
- Student-centered education.
- Continual personal and professional growth and development.
- Diversity in the educational community.
- Theory and practice.
- Openness to change and innovation.
- Continuous quality improvement.
- Effective relationships with all stakeholders.
- Collegiality and teamwork.
Development and dissemination of knowledge and practice.
Service to others.
Jesuit spirit and tradition.
Strategic Goals

Goal 1
Ensure a professional environment with involvement of all members and strive to be as transparent as possible.

1.1 Objective: Facilitate monthly general meetings.
   Responsible Party: Mathew Campo, President

1.2 Objective: Send all members an e-mail reminder 10 days prior to monthly meetings.
   Responsible Party: Aimee Miller, Secretary

1.3 Objective: Record and send meeting minutes following each general meeting to all members.
   Responsible Party: Aimee Miller, Secretary

1.4 Objective: Record who attends all general meetings and Executive Board meetings in an excel sheet.
   Responsible Party: Khushbu Shah, Historian

1.5 Objective: Email members who have not attended a general meeting and remind them that they must sign a copy of the meeting minutes and hand them into the Secretary to receive credit.
   Responsible Party: Aimee Miller, Secretary

1.6 Objective: Ensure financial transparency and viability by creating monthly reports for distribution to the Executive Board and Dr. Daniel West.
   Responsible Party: Robert Weiss, Treasurer

1.7 Objective: Develop criteria by which to nominate students for the end of the year awards by November 1st.
   Responsible Party: James Dalkiewicz, Vice President

1.8 Objective: Ensure all students receive a copy of the By- Laws, sign it, and return it to Secretary for documentation by October 1st.
   Responsible Party: Aimee Miller, Secretary

1.9 Objective: Create and implement a way to hold student’s accountable for failing to meet Chapter requirements by August 20th.
   Responsible Parties: Matthew Campo, President; James Dalkiewicz, Vice President

1.10 Objective: By October 1st, determine the requirements of community service to meet the requirements of the MHA program. Provide new information at a general meeting to all ACHE members.
   Responsible Parties: Matthew Campo, President; James Dalkiewicz, Vice President
1.11 Objective: Revise and implement new Bylaws by August 20th, 2014.

Responsible Parties: Matthew Campo, President; James Dalkiewicz, Vice President

1.12 Objective: Monitor the progression towards completion of all goal and objectives through the creation of an excel file and bi-weekly updates to that file.

Responsible Parties: Matthew Campo, President; James Dalkiewicz, Vice President

1.13 Objective: Have ACHE members voluntarily assign themselves to one of the committees of Fundraising, Social, Community Service, or Mentor Mentee by October 30th.

Responsible Parties: Matthew Campo, President; James Dalkiewicz, Vice President

1.14 Objective: After receiving attendance information on community service events, fundraising events, social events, mentor mentee events, mentor mentee meetings, general meetings, and Executive Board meetings, send an email with everyone’s recorded information every 6 weeks. Additionally, include community service total hours, everyone who has paid their dues, and each student’s total fundraised profit for each event. This should be done at a minimum of every 6 weeks.

Responsible Parties: Khushbu Shah, Historian; Aimee Miller, Secretary

1.15 Objective: Hold meetings for the fundraising, social, community service, and mentor mentee committees and inform the President that a meeting was held at least (2) per semester.

Responsible Parties: Robert Weiss, Treasurer; Layla Al-Turabi, Mentor Program Chair; Lindsey Jeanniton Social Chair; Mila Chernioglo, VP of Community Relations

Goal 2

Encourage and support a professional culture that is ethically and morally aligned with ACHE.

2.1 Objective: Ensure all students receive a copy of the ACHE Code of Ethics, sign it, and return it to the Mentor Program Chair for documentation by October 1st, 2014.

Responsible Party: Aimee Miller, Secretary

Goal 3

Encourage active involvement of MHA students within a professional association and push students to attend conferences, win professional competitions, and conduct research.

3.1 Objective: Ensure 100% enrollment in ACHE national and Student Chapter by the end of the fall semester.

Responsible Party: Mathew Campo, President

3.2 Objective: Ensure dues for ACHE national ($75) and ACHE Student Chapter ($40) are collected in full by the end of the fall semester.

Responsible Parties: Robert Weiss, Treasurer
3.3 Objective: Create an ACHE events calendar each semester and post to Google drive.
Responsible Parties: James Dalkiewicz, Vice President; Aimee Miller, Secretary

3.4 Objective: Develop a team of first and second year students to attend the UAB case competition and compete in the competition in February.
Responsible Party: James Dalkiewicz, Vice President

3.5 Objective: Give a presentation to first years on UAB, MBAA, and the ACHE event in Chicago in the first semester.
Responsible Parties: James Dalkiewicz, Vice President; David Linhares, VP of Professional Relations

Goal 4

Encourage student involvement in community.

4.1 Objective: Create at least three (3) community service projects per semester.
Responsible Parties: Mila Chernioglo, VP of Community Relations

4.2 Objective: Record everyone that has attended community service events and send this list to the Historian and Secretary every 6 weeks. Additionally, include all members’ community service total hours in the email.
Responsible Parties: Mila Chernioglo, VP of Community Relations

4.3 Objective: Serve as liaison between the Leahy Center and the ACHE Student Chapter. Report any important information to the President and Executive Board.
Responsible Party: Robbie Weiss, Treasurer

4.4 Objective: Work with the MHA secretaries to keep everyone’s file up to date with meeting their community service additional requirements.
Responsible Party: Mila Chernioglo, VP of Community Relations

Goal 5

Build a relationship with the University of Scranton’s Undergraduate Health Administration Society.

5.1 Objective: Attend (2) Undergraduate Healthcare Administration Society meetings per semester and report pertinent information back to the Executive Board.
Responsible Party: Emily Lang, VP of Professional Development

5.2 Objective: Present information to the undergraduate health administration students about the MHA program (Spinelli Fall Seminar Class) and encourage them to apply.
Responsible Party: Emily Lang, VP of Professional Development

5.3 Objective: Meet with the President of the Undergraduate Healthcare Administration Society at least once per semester.
Responsible Party: Emily Lang, VP of Professional Development
5.4 Objective: Invite a member of the Undergraduate Healthcare Administration Society to one of the ACHE Student Chapter meetings at least once per semester.

*Responsible Party: Emily Lang, VP of Professional Development*

**Goal 6**

*Increase visibility of the MHA program and the ACHE student organization.*

6.1 Objective: Create a Facebook page to keep the local, professional, and international community up to date with ACHE activities. Update these webpages on a regular basis.

*Responsible Parties: Alexander Bourne, VP of Marketing*

6.2 Objective: Chronicle organizational activities by taking photographs and keeping a record of all fundraising, social, educational, mentor-mentee, and community service events. Compile all contacts, locations, strategies, and suggestions for future development in a binder. Send relevant information to the VP of Marketing so this information can be utilized for public viewing.

*Responsible Party: Khushbu Shah, Historian*

6.3 Objective: Compose a minimum of 1 press release per semester in a university or community publications that details an ACHE activity, event, or accomplishment. Ex, PCPS newsletter, Royal News, Aquinas.

*Responsible Party: Alexander Bourne, VP of Marketing*

6.4 Objective: Upload pictures and written summaries of ACHE events, activities, and accomplishments to the DHA/HR webpage. Place an emphasis on attracting prospective students to our program.

*Responsible Party: James Dalkiewicz, Vice President; Alexander Bourne, VP of Marketing*

6.5 Objective: Create and distribute marketing pieces for all ACHE activities through necessary marketing channels.

*Responsible Party: Alexander Bourne, VP of Marketing*

6.6 Objective: Create a logo and brand for the ACHE student chapter by September 30th.

*Responsible Party: Alexander Bourne, VP of Marketing*

6.7 Objective: Create a T-shirt for the ACHE student chapter by the end of the fall semester.

*Responsible Party: Alexander Bourne, VP of Marketing*

6.8 Objective: Create a business card template for the ACHE student chapter by the end of the fall semester.

*Responsible Party: Alexander Bourne, VP of Marketing*

6.9 Objective: Research into the ACHE Student Chapter Award, and if applicable to their criteria, apply by November 30th.

*Responsible Parties: James Dalkiewicz, Vice President*
6.10 Objective: Have a speaker from GCESO present at an ACHE general meeting by the end of the first semester.

*Responsible Parties: Matthew Campo, President*

**Goal 7**

*Establish a lasting relationship with alumni of the MHA program in order to create networking, mentorship, internship, residency, and fellowship opportunities.*

7.1 Objective: Establish relationship with the President of MHA Alumni Society and make contact at a minimum of once per semester.

*Responsible Parties: Kelsey Murphy, VP of Alumni Relations*

7.2 Objective: Hold an event for recently graduated Alumni to present on their administrative residency and fellowship experiences in the Fall semester.

*Responsible Parties: Kelsey Murphy, VP of Alumni Relations; David Linhares, VP of Professional Relations*

7.3 Objective: Retrieve a list of all Alumni from the MHA program. If a list cannot be retrieved, begin creating one with any available information by the end of Fall Semester.

*Responsible Parties: James Dalkiewicz, Vice President; Kelsey Murphy, VP of Alumni Relations*

7.4 Objective: Contact Alumni who will be attending ACHE Congress and arrange an event for networking by February 30th.

*Responsible Parties: David Linhares, VP of Professional Relations; Kelsey Murphy, VP of Alumni Relations*

**Goal 8**

*Execute a successful 20th Annual Healthcare Symposium on Thursday, April 16, 2015.*

8.1 Objective: In conjunction with EPAHEN Programming Committee, decide on a topic for the annual Healthcare Symposium.

*Responsible Parties: Matthew Campo, President; James Dalkiewicz, Vice President*

8.2 Objective: Create a Symposium Action Plan with objectives and deadlines regarding advertising and planning activities by March 14th.

*Responsible Parties: James Dalkiewicz, Vice President; Matthew Campo, President; Jeanniton, Social Chair*

8.3 Objective: Successfully execute the action plan from 8.2 by April 17th.

*Responsible Parties: James Dalkiewicz, Vice President; Matthew Campo, President; Lindsey Jeanniton, Social Chair*

**Goal 9**

*Assist in professional and educational development of all MHA students.*

9.1 Objective: Plan and implement an Etiquette Dinner in the first semester.

*Responsible Parties: Emily Lang, VP of Professional Development*
9.2 Objective: Plan and implement a resume workshop in the first semester.

*Responsible Parties: Emily Lang, VP of Professional Development*

9.3 Objective: Plan and implement a networking workshop in the first semester.

*Responsible Parties: Emily Lang, VP of Professional Development*

9.4 Objective: Plan and implement a LinkedIn workshop in the second semester.

*Responsible Parties: Emily Lang, VP of Professional Development*

9.5 Objective: Plan and implement a mandatory clinical terminology and relationship workshop from a hospital perspective to be held in the second semester.

*Responsible Parties: Emily Lang, VP of Professional Development; David Linhares, VP of Professional Relations*

9.6 Objective: Present short presentations on a new Health Administration Buzzword and offer a short discussion (Ex. ACOs, Meaningful use, PCMH).

*Responsible Parties: Executive Board*

9.7 Objective: Offer a recommendation to the MHA Program Director on suggestions for improvement of the program once a semester.

*Responsible Parties: Matthew Campo, President; Executive Board*

**Goal 10**

*Increase annual income through fundraising efforts throughout the academic year.*

10.1 Objective: Hold at least (2) two fundraisers per semester.

*Responsible Parties: Robert Weiss, Treasurer*

10.2 Objective: Reach our target fundraising goal of $5,500.00.

*Responsible Parties: Robert Weiss, Treasurer*

10.3 Objective: Write a letter to Alumni asking them for financial support to help develop and grow our program by the end of Spring Semester.

*Responsible Parties: Robert Weiss, Treasurer; Kelsey Murphy, VP of Alumni Relations*

10.4 Objective: Record everyone that has attended fundraising events and send this list to the Historian and Secretary every 6 weeks. Within this list, include everyone that has or has not paid his or her dues and the total fundraised profit from each event for each student.

*Responsible Party: Robert Weiss, Treasurer*

10.5 Objective: Push for scholarship money from the School and Dean for research and attendance to conferences by November (UAB, ACHE, MBAA).
Responsible Parties: James Dalkiewicz, Vice President; David Linhares, VP of Professional Relations; Robert Weiss, Treasurer

10.6 Objective: Push for scholarship money for research and attendance of educational events from EPAHEN by November (UAB, ACHE, MBAA).

Responsible Parties: David Linhares, VP of Professional Relations; Robert Weiss, Treasurer

Goal 11
Increase coordination between EPAHEN and the ACHE student organization.

11.1 Objective: Attend EPAHEN meetings and report back pertinent information to the Executive Board.

Responsible Party: David Linhares, VP of Professional Relations

11.2 Objective: Keep students informed of EPAHEN educational events and encourage their attendance.

Responsible Party: David Linhares, VP of Professional Relations

11.3 Objective: Give a presentation at an ACHE student chapter general meeting on EPAHEN and its current activities during the first semester.

Responsible Party: David Linhares, VP of Professional Relations

11.4 Objective: Invite the EPAHEN Regent to give a presentation on a healthcare topic to all Student Chapter members

Responsible Party: David Linhares, VP of Professional Relations; Robert Weiss, Treasurer

Goal 12
Assist first-year MHA students in becoming adjusted to the MHA Program and ACHE student organization.

12.1 Objective: Implement the Student Mentor Program by assigning mentor-mentee pairs at the beginning of the Fall semester. Distribute surveys to first and second year students to determine best of fit.

Responsible Party: Layla Al-Turabi, Mentor Program Chair

12.2 Objective: Develop a mentor guide for all mentors and mentees by the beginning of the Fall Semester.

Responsible Party: Layla Al-Turabi, Mentor Program Chair

12.3 Objective: Plan and host a Welcome Back Mixer to orient first-year students to their mentors and the MHA program during by October 30th.

Responsible Parties: Matthew Campo, President; Layla Al-Turabi, Mentor Program Chair

12.4 Objective: Host at a minimum of two Mentor- Mentee events per semester.

Responsible Parties: Layla Al-Turabi, Mentor Program Chair
12.5 Objective: Record everyone that has attended Mentor- Mentee events and send this list to the Historian and Secretary every 6 weeks.
Responsible Parties: Layla Al-Turabi, Mentor Program Chair

12.6 Objective: Have all Mentors compile a record of attendance by their Mentees and send this to the Mentor Program Chair at the end of every month. The Mentor Program Chair will compile this mentor - mentee attendance record and send this to the Historian and Secretary every 6 weeks.
Responsible Parties: Layla Al-Turabi, Mentor Program Chair

12.7 Objective: At the first general meeting, present the chapter and program requirements, leadership opportunities, and upcoming events and activities.
Responsible Parties: Executive Board

12.8 Objective: Interview and select first year students to serve on the Executive Board by the end of the first semester. Two positions are currently needed (Secretary and VP of Alumni Relations).
Responsible Parties: Matthew Campo, President; James Dalkiewicz, Vice President

12.9 Objective: Contact the EPAHEN board and assist in the creation of their Mentor –Mentee program. Once completed, promote and gather interested MHA students to use as mentees in their program by the end of the first semester. This will count towards the MHA additional requirement.
Responsible Parties: Layla Al-Turabi, Mentor Program Chair; David Linhares, VP of Professional Relations

12.10 Objective: Hold an international meeting for all international members and help them get acclimated to the program during by October 1st.
Responsible Party: Layla Al-Turabi, Mentor Program Chair

12.11 Objective: Create and implement a roommate mixing process for interested incoming students. Offer them advice on where to live and how to navigate the city of Scranton by August 6th.
Responsible Parties: Matthew Campo, President; James Dalkiewicz, Vice President; Robbie Weiss, Treasurer

12.12 Objective: Record everyone that has attended social events and send this list to the Historian and Secretary every 6 weeks.
Responsible Party: Lindsey Jeanniton, Social Committee Chair

12.13 Objective: Hold at least (2) social events per semester and assist other members of the Executive board with setting up their events.
Responsible Party: Lindsey Jeanniton, Social Committee Chair

Goal 13
Develop opportunities to enhance cultural competence of MHA students.

13.1 Objective: Plan and implement a presentation for students who have studied abroad to share their experiences with MHA students by the second semester.
   Responsible Parties: Lindsey Jeanniton, Social Committee Chair

Goal 14
Ensure succession planning for future ACHE Executive Board members.

14.1 Objective: Monitor involvement and participation of first-year students throughout the academic year. Discuss possible candidates for Board positions at Executive Board meetings.
   Responsible Parties: Executive Board

14.2 Objective: Identify potential officers for the executive positions for the following year by the start of the fall semester. Hold discussions with first year teachers to determine their opinions on first year leaders in the class of 2016.
   Responsible Parties: Matthew Campo, President

14.3 Objective: Send out and receive Executive Board applications by the end of the 1st semester.
   Responsible Parties: Matthew Campo, President; James Dalkiewicz, Vice President

14.3 Objective: Recruit students to act as “shadows” to all Executive Board positions by the beginning of Easter vacation.
   Responsible Parties: Executive Board

14.5 Objective: Conduct final interviews of qualified candidates for all Executive Board positions and choose executive positions for AY 2015 – 2016 after Easter break.
   Responsible Parties: Matthew Campo, President; James Dalkiewicz, Vice President; Dr. Daniel West, Faculty Advisor

14.6 Objective: Work with the newly elected Executive Board member to develop their business plan for the following academic year by the end of the spring semester.
   Responsible Parties: Matthew Campo, President; James Dalkiewicz, Vice President

14.7 Objective: Offer an Annual report to all stakeholders that show key metrics and objectives accomplished throughout the academic year.
   Responsible Parties: Matthew Campo, President; James Dalkiewicz, Vice President
### ACHE Executive Board for AY 2014-2015

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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ACHE Executive Board Signatures

I, the undersigned, do hereby commit my time and efforts to the progression of the University of Scranton Student Chapter of the American College of Healthcare Executives. I promise to uphold the ACHE Code of Ethics, adhere to ACHE Student Chapter Bylaws, and accomplish goals and objectives set forth in the ACHE Student Chapter Business Plan for AY 2014-2015.

As a student leader in the MHA program I pledge to set an example for my fellow students in and out of the classroom. I will uphold the standards set forth by the ACHE Code of Ethics and The University of Scranton’s Standards of Conduct for Students (Ctrl+Click to access both documents). I pledge to always represent ACHE, the MHA program, and The University of Scranton in a positive way.

Matthew Campo, President  __________________________________________________
James Dalkiewicz, Vice President  __________________________________________________
David Linhares, VP Professional Relations  __________________________________________________
Mila Chernioglo, VP Community Relations  __________________________________________________
Khushbhu Shah, Historian  __________________________________________________
Robert Weiss, Treasurer/ VP of Fundraising  __________________________________________________
Aimee Miller, Secretary  __________________________________________________
Alexander Bourne, VP Marketing  __________________________________________________
Emily Lang, VP Professional Development  __________________________________________________
Kelsey Murphy, VP Alumni Relations  __________________________________________________
Layla Al-Turabi, Mentor Program  __________________________________________________
Lindsey Jeanniton, Social/Event Manager  __________________________________________________
Dr. Daniel West Jr., Faculty Advisor  __________________________________________________
Dr. Steven Szydlowski, MHA Program Director  __________________________________________________