

University of Scranton Student Chapter
The American College of Healthcare Executives

AY 2015 - 2016

Business Plan

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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: Streamline communication and formalization while maintaining 100% transparency in a professional environment.

- 1.1 Objective: Revise Bylaws by August 20th, 2015
Responsible Parties: James Dalkiewicz, President; Aimee Miller, Vice-President
- 1.2. Objective: Facilitate monthly general meetings.
Responsible Party: James Dalkiewicz, President
- 1.3. Objective: Record and send meeting minutes following each general meeting to all members.
Responsible Party: Shannon Browne, Secretary
- 1.4 Objective: Record who attends all Executive Board meetings and general meetings.
Responsible Party: Shannon Browne, Secretary
- 1.5 Objective: Email members who have not attended a general meeting and remind them they can sign a copy of the meeting minutes to receive credit for attendance.
Responsible Party: Shannon Browne, Secretary
- 1.6 Objective: Ensure financial transparency by creating monthly reports for distribution to the Executive board and Dr. West.
Responsible Party: Ryan Heidt, Treasurer
- 1.7 Objective: Develop criteria for the Leadership Award and Outstanding Contribution Award by August 20th, 2015.
Responsible Party: James Dalkiewicz, President; Aimee Miller, Vice-President
- 1.8 Objective: Ensure that all students receive a copy of the By-laws, sign it, and return it to the Secretary for documentation by October 1st, 2015.
Responsible Party: Shannon Browne, Secretary
- 1.9 Objective: Hardwire dates and book rooms for Fall 2015 Executive Board meetings & general meetings by August 2015, and by December 2015 for the Spring 2016 Semester.
Responsible Parties: James Dalkiewicz, President
- 1.10 Objective: Utilize GroupMe App for Executive Board as a discussion platform and means of communication by August 2015.
Responsible Parties: James Dalkiewicz, President

- 1.11 Objective: Utilize GroupMe App for the entire ACHE Student Chapter by September 2015 as a means of communication and discussion platform.

Responsible Parties: Aimee Miller, Vice-President

- 1.12 Objective: Develop “Program Evaluation” sheet in Survey Monkey to measure Scranton ACHE events and track what can be improved.

Responsible Parties: Ryan Stillman, VP Process Management

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, 2015.

Responsible Party: Shannon Browne, Secretary

Goal 3: Encourage active involvement of MHA students in a professional association and attend conferences, professional competitions, and conduct research.

- 3.1 Objective: Ensure dues for ACHE National (\$75) and the ACHE Student Chapter (\$40) are paid in full by the end of the Fall 2015 semester.

Responsible Party: Ryan Heidt, Treasurer/VP of Corporate Fundraising

- 3.2 Objective: Compete in the 10th Annual UAB Case Competition, Birmingham, AL February 24-26th, 2015.

Responsible Parties: Aimee Miller, Vice-President

- 3.3 Objective: Compete in the 20th Annual Everett V. Fox Student Case Competition, October 13-16, 2015 in New Orleans, LA

Responsible Parties: Aimee Miller, Vice-President

- 3.4 Objective: Compete in the 2016 International Emory Global Health Case Competition, March 2016.

Responsible Party: James Dalkiewicz, President

- 3.5 Objective: Compete in the 3rd Annual Cleveland Clinic Case Competition, April 2016.

Responsible Parties: James Dalkiewicz, President

- 3.6 Objective: Compete in the APICS Northeast District: Operations Management: 7th Annual Student Case Competition February 19 and 20, 2016, Albany, NY.
Responsible Party: James Dalkiewicz, President
- 3.7 Objective: Reserve a table and send a minimum of 10 students to the 6th Annual Misericordia Health Care Symposium on November 6, 2015.
Responsible Parties: Christopher Maglione, VP Professional Relations; Emily Lang, VP Professional Development
- 3.8 Objective: Give a presentation to first year students on opportunities including case competitions, MBAA, and the 2016 Congress on Healthcare Leadership.
Responsible Parties: Aimee Miller, Vice-President
- 3.9 Objective: Get a minimum of thirty (30) student members to attend EPAHEN's 5th Annual Healthcare Symposium: "Transformational Leadership: Change, Challenge & Opportunity" September 16th, 2015 at The Inn at Pocono Manor.
Responsible Party: Executive Board
- 3.10 Objective: Get a minimum of ten (10) student members to attend the 5th Annual ACHE Fellowship Event by CTACHE & NYHLN at Yale University, New Haven CT and reimburse those students who carpool a portion of expenses.
Responsible Parties: Ryan Stillman, VP Process Management; Jack Burtis, VP of Alumni Relations
- 3.11 Objective: Apply for ACHE Higher Education Network Award through nomination by the local Regent, Kevin McGovern, by the end of Fall 2015 semester.
Responsible Party: James Dalkiewicz, President; Aimee Miller, Vice-President; Christopher Maglione, VP Professional Relations
- 3.12 Objective: Develop an event "How to Survive a Golf Outing" in September 2015 at Pine Hills Country Club.
Responsible Parties: Christopher Maglione, VP of Professional Relations; David Holler, VP of Marketing
- 3.13 Objective: Organize a combined LinkedIn & Resume Workshop for all MHA Students
Responsible Parties: Emily Lang, VP of Professional Development

Goal 4: Encourage student service in the local healthcare community.

- 4.1 Objective: Create a list of service opportunities in the local community which are approved by faculty by October 1st, 2015.
Responsible Parties: Dayton Beasley, VP of Community Relations

- 4.2 Objective: Serve as liaison between The Leahy Clinic & Family Center and the student chapter for AY15-16.

Responsible Parties: Dayton Beasley, VP of Community Relations

- 4.3 Objective: Record all valid student service hours in an excel document.

Responsible Party: Dayton Beasley, VP of Community Relations

- 4.4 Objective: Report to DHA/HR secretaries to keep student's program service requirements up-to-date.

Responsible Party: Dayton Beasley, VP of Community Relations

- 4.5 Objective: Facilitate the Leahy Clinic Food Drive on 4th Floor MGH starting Fall 2015 semester.

Responsible Parties: Dayton Beasley, VP of Community Relations

- 4.6 Objective: Set up a meeting to discuss the continuation of MHA Projects in the Leahy Clinic with Mrs. Andrea Mantione, MS, MHA, CRNP by September 2015

Responsible Party: Dayton Beasley, VP of Community Relations; James Dalkiewicz, President

Goal 5: Increase visibility of the ACHE student chapter brand and build brand awareness.

- 5.1 Objective: Create and maintain Facebook, Instagram, and Twitter accounts by July 2015

Responsible Party: Aimee Miller, Vice-President

- 5.2 Objective: Engage 200 Scranton MHA Alumni through online platforms by end of Fall 2015 semester.

Responsible Party: Aimee Miller, Vice-President; David Holler, VP of Marketing

- 5.3 Objective: Link ACHE Scranton social media accounts to DHA/HR department webpage by September 2015.

Responsible Party: James Dalkiewicz, President

- 5.4 Objective: Develop MHA program newsletter of student accomplishments in the previous academic year by August 2015 which will then roll out annually.

Responsible Party: Aimee Miller, Vice-President; Executive Board

- 5.5 Objective: Continue participation in intramural sports at The University of Scranton as the "Health Administrators" and inform all students of the extracurricular activities available on campus.

Responsible Party: Christopher Maglione, VP of Professional Relations, David Holler, VP of Marketing

Goal 6: Connect current students with alumni of the MHA program in order to create networking, mentorship, internship, residency, and fellowship opportunities.

- 6.1 Objective: Establish a relationship with the President of the MHA Alumni Society
Responsible Parties: Jack Burtis, VP of Alumni Relations
- 6.2 Objective: Hold a residency panel of recent graduates and current residents of the MHA program on November 17th, 2015 in MGH 402 at 7:30pm.
Responsible Party: Emily Lang, VP of Professional Development, Jack Burtis, VP of Alumni Relations
- 6.3 Objective: Contact alumni who will be attending the 2016 Congress on Healthcare Leadership and arrange a social event in Chicago, IL.
Responsible Party: Jack Burtis, VP of Alumni Relations
- 6.4 Objective: Organize and invite all alumni to the “MHA Alumni Golf Outing” in May 2016.
Responsible Party: James Dalkiewicz, President; Jack Burtis, VP of Alumni Relations; Dr. Steven Szydlowski, Program Director
- 6.5 Objective: Make a conscious effort to engage alumni throughout the academic year by brainstorming incentives to get alumni back on campus and inviting them to all ACHE events.
Responsible Party: Jack Burtis, VP of Alumni Relations; Emily Lang, VP of Professional Development
- 6.6 Objective: Organize the “3rd Annual MHA Bowling Tournament” at Southside Bowl in the Fall 2015 Semester.
Responsible Party: Lindsey Jeanniton, Social Chair

Goal 7: Host the 21th Annual Healthcare Symposium offering ACHE Category I Credits.

- 7.1 Objective: Create a Symposium Strategic Planning Committee by October 2015.
Responsible Parties: James Dalkiewicz, President
- 7.2 Objective: Select a topic through ACHE national, which is then approved by the Executive Board, Dr. West, and other stakeholders.
Responsible Parties: Executive Board

- 7.3 Objective: Apply for 1.5 ACHE Category I Face-to-Face Education credits
Responsible Parties: James Dalkiewicz, President; Aimee Miller, Vice-President
- 7.4 Objective: Create an EventBrite account for online payment and registration, also look into the feasibility of an early registration discount.
Responsible Parties: Aimee Miller, Vice-President
- 7.5 Objective: Request sponsorship from local healthcare organizations to support the symposium.
Responsible Parties: Ryan Heidt, Treasurer/VP of Corporate Fundraising
- 7.6 Objective: Send out a “Save the Date” to local health care professionals when the topic is finalized.
Responsible Parties: James Dalkiewicz, President; Aimee Miller, Vice-President
- 7.7 Objective: Assess the financial viability of re-instituting a cocktail hour
Responsible Parties: Ryan Heidt, Treasurer/VP of Corporate Fundraising
- 7.7 Objective: Utilize forecasting models and scenario analysis to ensure a profit on the healthcare symposium
Responsible Parties: Ryan Heidt, Treasurer/VP of Corporate Fundraising
- 7.8 Objective: Lead and develop an advertising and marketing strategic plan for the healthcare symposium to create awareness and sell the maximum number of tickets
Responsible Parties: David Holler, VP of Marketing

Goal 8: Increase fundraising efforts throughout the academic year

- 8.1 Objective: Record value added fundraised dollars to the ACHE account for each member
Responsible Parties: Ryan Heidt, Treasurer/VP of Corporate Fundraising
- 8.2 Objective: Implement a tier system of Gold, Silver and Bronze fundraising levels by August 20th, 2015 to recognize those students who achieve the highest levels at the end of the year BBQ.
Responsible Parties: Ryan Heidt, Treasurer/VP of Corporate Fundraising
- 8.3 Objective: Utilize forecasting models to provide revenue and expense projections for all ACHE events and report at all Executive Board meetings.
Responsible Parties: Ryan Heidt, Treasurer/VP of Corporate Fundraising
- 8.4 Objective: Develop RFP to EPAHEN to provide support for 21st Annual Healthcare Symposium and 2016 Congress on Healthcare Leadership by September 2015.
Responsible Parties: Christopher Maglione, VP of Professional Relations

- 8.5 Objective: Develop RFP to Dean Deb Pellegrino, Provost, and Research Center to request financial support for students attending case competitions, MBAA, and 2016 Congress on Healthcare Leadership.
Responsible Parties: Aimee Miller, Vice-President
- 8.6 Objective: Track all cash flows in and out of the ACHE Account in an Excel spreadsheet.
Responsible Parties: Ryan Heidt, Treasurer/VP of Corporate Fundraising
- 8.7 Objective: Hold at least two fundraising events per semester
Responsible Parties: Ryan Heidt, Treasurer/VP of Corporate Fundraising
- 8.8 Objective: Serve as a liaison to the undergraduate HADM Society and invite to all ACHE events, in particular fundraising events
Responsible Parties: Emily Lang, VP of Professional Development

Goal 9: Assist first-year MHA students in becoming adjusted to the MHA Program and ACHE student organization.

- 9.1 Objective: Plan the annual Welcome Back Mixer and assign Mentor/Mentee pairing on September 12th, 2015.
Responsible Parties: Lindsey Jeanniton, Social Chair; Marissa Vinansky, Mentor Program Chair
- 9.2 Objective: Record everyone who attends all Social Events and send the list to the Secretary.
Responsible Parties: Lindsey Jeanniton, Social Chair
- 9.3 Objective: Plan the International Dinner on November 3, 2015 on 1st Floor MGH Reading Room at 6:30 pm.
Responsible Parties: Lydia Nappa, VP of International Relations
- 9.4 Objective: Interview and select first year students to serve on the Executive Board for AY15-16 (VP of Alumni Relations & VP of Process Management)
Responsible Parties: James Dalkiewicz, President; Aimee Miller, Vice-President
- 9.5 Objective: Create, distribute and collect a "Mentor/Mentee" survey for all ACHE members to fill out by September 11, 2015.
Responsible Parties: Marissa Vinansky, Mentor Program Chair
- 9.6 Objective: Plan the 2015 ACHE Holiday Party on December 4, 2015.

Responsible Parties: Lindsey Jeanniton, Social Chair

- 9.7 Objective: Introduce international students to the Study Abroad Office on campus including the “International Club” and “Asian Club”

Responsible Parties: Lydia Nappa, VP of International Relations

- 9.8 Objective: Follow up with all Mentors monthly to remind them to keep contact their Mentees, if a Mentor opts out of the program, assign the Mentee a new willing and available Mentor.

Responsible Parties: Marissa Vinansky, Mentor Program Chair

- 9.9 Objective: Survey International students by September 1st, 2015 to find out what type of social events they would like the ACHE student chapter organize this academic year, discuss the results at the September Executive Board meeting.

Responsible Parties: Lydia Napa, VP of International Relations

Goal 10: Ensure succession planning for future ACHE Executive Board members.

- 10.1 Objective: Identify potential officers for the executive positions for the following year by the start of the fall semester. Hold discussions with first year Professors to determine their opinions on first year leaders in the Class of 2016.

Responsible Parties: Executive Board

- 10.2 Objective: Send out and receive Executive Board applications by March 1st, 2016.

Responsible Parties: James Dalkiewicz, President; Aimee Miller, Vice-President

- 10.3 Objective: Conduct final interviews of qualified candidates for all Executive Board positions and choose executive positions for AY 2016 – 2017 in April 2016.

Responsible Parties: James Dalkiewicz, President; Aimee Miller, Vice-President

- 10.4 Objective: Work with the newly elected Executive Board member to ensure a clear transfer of all electronic files and information.

Responsible Parties: Executive Board; VP of Process Management

- 10.5 Objective: Offer an Annual report to all stakeholders that show key metrics and objectives accomplished throughout the academic year.

Responsible Parties: Executive Board; VP of Process Management

ACHE Executive Board Members for AY 2015-2016

President	James Dalkiewicz
Vice President	Aimee Miller
VP of Professional Relations	Christopher Maglione
VP of Community Relations	Dayton Beasley
VP of Professional Development	Emily Lang
Treasurer/ VP of Fundraising	Ryan Heidt
VP of Marketing	David Holler
Secretary	Shannon Browne
VP of International Relations	Lydia Nappa
VP of Alumni Relations	Jack Burtis
VP of Process Management	Ryan Stillman
Social and Event Manager	Lindsey Jeanniton
Mentor Program Chair	Marissa Vinansky
Faculty Advisor	Dr. Daniel West Jr.
MHA Program Director	Dr. Steven Szydlowski

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 2015-2016.

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. I pledge to always represent ACHE, the MHA program, and The University of Scranton in a positive way.

James Dalkiewicz, President	_____
Aimee Miller, Vice President	_____
Christopher Maglione, VP Professional Relations	_____
Dayton Beasley, VP Community Relations	_____
Ryan Stillman, VP Process Management	_____
Ryan Heidt, Treasurer/ VP of Fundraising	_____
Shannon Browne, Secretary	_____
David Holler, VP Marketing	_____
Emily Lang, VP Professional Development	_____
Jack Burtis, VP Alumni Relations	_____
Marissa Vinansky, Mentor Program	_____
Lindsey Jeanniton, Social/Event Manager	_____
Dr. Daniel West Jr., Faculty Advisor	_____
Dr. Steven Szydlowski, MHA Program Director	_____