

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
BOARD OF TRUSTEES MINUTES**

**November 22, 2013**

College of Nursing & Allied Health. Tower Hall, Room 105

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP		
<b>PRESENT:</b>	Vivian Branchick, President Isabel Milan, Vice President Nancy Miller, Secretary	Minor Anderson Thomas Berne, MD Eve Cruz, RN	Tonia Jones, RN Ernest Moreno	<b>GUESTS:</b> Tammy Blass, RN Maria Caballero, RN Barbara Collier, RN Doris DeHart, RN Herminia Honda, RN	<b>PUBLIC:</b>
<b>EXCUSED/ ABSENT:</b>	Rosa Maria Hernandez Margaret Lee	Irene Recendez, RN			
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	V. Branchick called the meeting to order:	Information	None		
<b>APPROVAL OF MINUTES</b>	Minutes of August 23, 2013. 1. Approved with correction of typos.	Revise and post on website.	N. Miller		
<b>MINUTES FOLLOW-UP</b>	<ol style="list-style-type: none"> <li>1. <u>Minutes of May 24 2013</u> – Corrected and posted on website.</li> <li>2. <u>Board Member Orientation</u> – E. Cruz has been oriented to the Board and its bylaws and policies, she has met the Los Angeles County College of Nursing &amp; Allied Health (CONAH) leadership and many of the faculty, toured the College, signed the Membership Agreement and Code of Ethics, and was provided with a Board member handbook.</li> <li>3. <u>College Goal Report for Academic Year (AY) 2012-2013</u> – Approved report forwarded to members, faculty, and staff, and posted on the Internet and intranet.</li> <li>4. <u>AY 2013-2014 College Goals</u> – Approved goals forwarded to members, faculty, and staff, and posted on the Internet and intranet.</li> <li>5. <u>Policy #810: Refunds of Student Charges</u> – Changes made. Approved policy forwarded to members, faculty, and staff, and posted on the Internet and intranet.</li> <li>6. <u>School of Nursing (SON) Policy #300: Grading System</u> – Changes made. Approved policy forwarded to members, faculty, and staff, and posted on the Internet and intranet.</li> <li>7. <u>SON Policy #820: Academic Failure, Dismissal, Withdrawal</u> – Changes made. Approved policy forwarded to members, faculty, and staff, and posted on the Internet and intranet.</li> <li>8. <u>College Policy #201: Academic Honesty and Professional Conduct</u> – Changes made. Approved policy forwarded to members, faculty, and staff, and posted on the Internet and intranet.</li> <li>9. All other follow-up actions are included on the agenda for this meeting.</li> </ol>	<ol style="list-style-type: none"> <li>1. Information</li> <li>2. Information</li> <li>3. Information</li> <li>4. Information</li> <li>5. Approved</li> <li>6. Information</li> <li>7. Information</li> <li>8. Information</li> <li>9. Information</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> <li>3. None</li> <li>4. None</li> <li>5. None</li> <li>6. None</li> <li>7. None</li> <li>8. None</li> <li>9. None</li> </ol>		
<b>ANNOUNCEMENTS</b>	1. Isabel Milan was appointed Chief Nursing Officer of the LAC+USC Medical Center	1. Congratulations!	1. None		
<b>PUBLIC COMMENT</b>	1. No public comment.	1. Information	1. None		
<b>OLD BUSINESS</b>					
<b>ACCJC/WASC ACCREDITATION</b>	1. <u>Accreditation Follow Up Report</u> – The status report on the three recommendations from the March 2013 Accreditation Visit is due March 15, 2014. N. Miller distributed the action plans for each of the recommendations and for report completion. Members reviewed and discussed: a Recommendation #1: Planning & Decision Making	1. Send draft report to members for discussion and approval vote at February 2014 meeting.	1. N. Miller		

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
	<ol style="list-style-type: none"> <li>1) College and divisional committee organizational structure was revised to simplify and clarify the reporting process. The bylaws were updated to distinguish the different committee purposes, to more clearly specify the committee functions, and to expand support staff and student participation. The divisional committee chairs are currently leading the committees in reviewing the recommended changes.</li> <li>2) Several college policies were revised and a new policy drafted to more clearly describe the decision making processes.</li> <li>3) The report narrative is in progress.</li> </ol> <p>b Planning &amp; Communication</p> <ol style="list-style-type: none"> <li>1) Current methods of assessing the effectiveness of the governance and decision-making processes have been identified and evaluated.</li> <li>2) Next steps are to finalized the evaluation process and ensure that the process, which includes communication of findings is documented in policy.</li> </ol> <p>c Technology</p> <ol style="list-style-type: none"> <li>1) The College Information Officer, Educational Resource Center Director, and Skills Lab Coordinator updated the inventories of technology hardware, software, and related instructional equipment. These inventories were incorporated into a technology maintenance and replacement plan</li> <li>2) College Institutional Effectiveness Committee will draft technology items to be added to various student and employee surveys to assess College effectiveness in meeting technology needs.</li> </ol> <p>d Report Preparation Timeline – Reviewed actions and due dates.</p> <p>2. <u>Board of Registered Nursing (BRN) Site Visit Follow Up</u> – B. Collier, SON Dean, reported that the BRN, at its September 11, 2013 meeting voted “continued approval of the Los Angeles County College of Nursing and Allied Health Associate Degree Nursing Program”. This is confirmed in the BRN letter dated 9/16/13. The SON developed action plans for the two recommendations related to student attrition and access to tutoring services.</p> <p>3. <u>A.D.N. to BSN Collaborative Track</u> – B. Collier reported on the California State University Los Angeles (CSULA) collaborative project to meet the state mandate for “seamless transition from ADN to BSN”. The goal is for the ADN program graduate to be able to complete the BSN within 3 years, including the 2 years spent in the ADN program. B. Collier distributed and reviewed the ADN to BSN Collaborative Track Roadmap:</p> <ol style="list-style-type: none"> <li>a Prerequisites for CONAH and for CSULA</li> <li>b CONAH semester 1 &amp; 2 courses</li> <li>c CSULA Summer quarter courses through extended education</li> <li>d CONAH semester 3 &amp; 4 courses</li> <li>e CONAH graduation with ADN, NCLEX-RN</li> <li>f CSULA quarter 1, 2, 3, &amp; 4 courses</li> <li>g CSULA graduation with BSN</li> </ol> <p>Cost is \$320/unit for CSULA extended program classes. Members agreed that the project does not require</p>	<p>2. Information</p> <p>3. Report status at upcoming meetings</p>	<p>2. None</p> <p>3. M. Caballero/B. Collier</p>

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	<p>Board approval since it is not part of the College curriculum.</p> <p>4. <u>Research/Program Review/Planning</u> – H. Honda reported for M. Ibrahim.</p> <p>a. SON Class of 2011-I Graduate Survey findings distributed and discussed. 50 surveys were sent via e-mail and face book; 21 responses (42%) were received. 100% are working as RNs, 76% work within Los Angeles County, and 33% are employed by the Department of Health Services (DHS).</p> <p>b. Employer satisfaction surveys will be sent pending receipt of graduate surveys. Members reviewed:</p> <ol style="list-style-type: none"> <li>1) Place of employment</li> <li>2) Nursing specialty area in comparison to California data – 81% of graduates are employed in acute care, whereas only 54% of California RN new graduates are working in acute care.</li> <li>3) Leadership roles – 67% of this class are working in leadership roles including charge nurse, team leader, and preceptor</li> <li>4) Graduate comments – All comments received were positive and reflected that the respondents perceived themselves to be well prepared for their roles</li> <li>5) Analysis of findings – Discussion regarding DHS graduate hiring. I. Milan reported that over 80 students applied for 19 Student Nurse Worker positions and interviews are in process. V. Branchick stated that the RNI positions do not require banding so recruiters and managers can select any candidate on the list. She recommends that the SON give the list of graduate names to recruiters and managers. I. Milan further stated that the managers prefer the SON graduates because they are already oriented to the facility and its policies, procedures, and practices. Members also recommended that students let Nurse Managers know that they are interested in working in their area and notify them again when they get on the RNI list. Members also discussed concerns regarding the lifestyle, work assessment, prehire screening test recently implemented by LA County Human Resources (HR), which some applicants are not passing. V. Branchick stated that DHS administration is working with HR to review the issues.</li> </ol> <p>5. <u>Technology/College Information Systems</u></p> <p>a. <u>Student Information Data Base</u> – M. Caballero reported that she and the College Information Officer and Office Manager are participating in weekly conference calls with the vendor. They are testing systems prior to upload.</p> <p>b. <u>Information Systems/Website</u> – H. Honda distributed and reviewed the revised and updated five-year technology action plan, presented at the August Board meeting. Column headings were clarified and completion dates/status information was added for all tasks.  H. Honda further reported that the College Information Officer is leading the redesign of the College intranet.</p>	<p>4. Information</p> <p>5. Information</p>	<p>4. None</p> <p>5. None</p>
<p><b>DIVISIONAL REPORTS</b></p>	<p>1. <u>Allied Health</u> – Carry over</p> <p>2. <u>Education and Consulting Services (EDCOS)</u> – T. Blass, EDCOS Dean, distributed and led review and discussion of the 2012-2013 EDCOS Annual Report. She provided an overview of the division and reviewed:</p> <p>a. Faculty positions and credentials – new faculty member joined EDCOS this week. Hiring for the other</p>	<p>1. Include report on upcoming meeting agenda</p> <p>2. Information</p>	<p>1. N. Miller</p> <p>2. None</p>

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	<p>vacant position is pending initiation of the interview process</p> <ul style="list-style-type: none"> <li>b Continuing education (CE) and non continuing education (non-CE) classes and programs – 234 classes and programs were offered for 6162 workforce members.</li> <li>c Mandatory programs</li> <li>d Specialty programs – immediate focus is on training nurses for areas of critical need such as the intensive care units and emergency rooms. Two new classes were added to support the Medical Center’s newly opened Telemetry Unit: EKG Monitor Technician Program and Basic Arrhythmia Review Course. The Trauma Update program was expanded to four times/year to further support trauma education needs.</li> <li>e Professional development courses</li> <li>f Committee memberships – Faculty are members/chairs of DHS, Medical Center, and Nursing Service committees</li> <li>g Nursing Clinical Protocols, Procedures, and Patient Teaching Protocols – Faculty chair these committees and lead the development and revision of Nursing Service protocols, procedures, and patient teaching protocols. All protocols and procedures in the process of being updated in preparation for the Joint Commission visit.</li> <li>h Additional Contributions to DHS and the Community – Faculty provide expertise and consultation on numerous topics for a variety of organizations</li> </ul>																																																													
<b>NCLEX-RN PASS RATE</b>	N. Miller distributed and reviewed the NCLEX Pass Rate by Class for the 23 classes that graduated from Spring 2002 through May 2013. The average first time pass rate is 92% and the repeat attempt pass rate is 99%. The first time pass rate has remained above 96% and above state and national averages since 2006.	Report again in May 2013.	N. Miller																																																											
<b>RECRUITMENT STATUS</b>	<p>1. <u>School of Nursing Spring 2014 Projections</u> – M. Caballero reported that fifty new students will start the first semester Spring 2014. Ten of these will do their clinical rotations at Olive View Medical Center.</p> <ul style="list-style-type: none"> <li>a Faculty Demographics – M. Caballero provided a follow up report per member request at the August meeting:</li> </ul> <table border="1" data-bbox="331 1084 1402 1468"> <thead> <tr> <th>Demographics</th> <th>CONAH Employees</th> <th>SON Faculty (24)</th> <th>EDCOS Faculty (12)</th> <th>SON Fall 2013 Students (185)</th> <th>LA County Population</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>50</td> <td>24</td> <td>9</td> <td>78%</td> <td>50%</td> </tr> <tr> <td>Male</td> <td>6</td> <td>0</td> <td>3</td> <td>22%</td> <td>50%</td> </tr> <tr> <td>Caucasian</td> <td>36%</td> <td>29%</td> <td>42%</td> <td>25%</td> <td>28%</td> </tr> <tr> <td>Black</td> <td>18%</td> <td>17%</td> <td>17%</td> <td>4%</td> <td>9%</td> </tr> <tr> <td>Hispanic</td> <td>21%</td> <td>25%</td> <td>25%</td> <td>38%</td> <td>48%</td> </tr> <tr> <td>Native American</td> <td>0%</td> <td>0%</td> <td>0%</td> <td>1%</td> <td>&lt;1%</td> </tr> <tr> <td>Asian</td> <td>14%</td> <td>12%</td> <td>18%</td> <td>19%</td> <td rowspan="2">14%</td> </tr> <tr> <td>Filipino</td> <td>11%</td> <td>17%</td> <td>8%</td> <td>11%</td> </tr> <tr> <td>Other/2 or more races</td> <td>0%</td> <td>0%</td> <td>0%</td> <td>2%</td> <td></td> </tr> </tbody> </table>	Demographics	CONAH Employees	SON Faculty (24)	EDCOS Faculty (12)	SON Fall 2013 Students (185)	LA County Population	Female	50	24	9	78%	50%	Male	6	0	3	22%	50%	Caucasian	36%	29%	42%	25%	28%	Black	18%	17%	17%	4%	9%	Hispanic	21%	25%	25%	38%	48%	Native American	0%	0%	0%	1%	<1%	Asian	14%	12%	18%	19%	14%	Filipino	11%	17%	8%	11%	Other/2 or more races	0%	0%	0%	2%		1. Information	1. M. Caballero
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	<p>2. <u>DHS Hiring Process</u> – N. Miller distributed and reviewed the LA County Employment Rate for SON students and graduates from the 21 classes that graduated from 2003-I through 2013-I. 1189 students completed the program and 529 of those were hired by DHS. Hiring reached a peak in 2007 when 66% of the class was hired then declined with the economic crisis. In 2008, hiring dropped to 25% but has gradually improved; 51% of the Class of 2010-II was hired by DHS. Once hired, approximately 83% of the graduates are retained by DHS for at least two years.</p> <p>DHS hiring location reflects SON clinical sites. The majority of graduates who were hired by DHS work at the Medical Center (77%), OVMC: 9%, H-UCLA 8%, and Rancho 3%.</p> <p>Members discussed hiring process and recommended that students notify nurse managers that they are interested in working in their areas and when they get on the hiring certification list. Members emphasized the importance of DHS hiring to the future of the College.</p>	2. Report again in May 2014.	2. N. Miller
<b>NEW BUSINESS</b>			
<b>2014-2015 COLLEGE BUDGET REQUEST</b>	<p>College Budget Request for Fiscal Year 2014-2014 distributed and discussed. The College requested funding for:</p> <p>1. <u>Appropriate Staffing</u> – The request is to add and fund Student Support Service positions for the Financial Aid Administrator and for the College Office Manager. Both positions are currently at the same level as the office clerical staff, the requested positions are commensurate with community salaries. The cost will be offset by three vacant clerical positions. This request has been submitted for the past several years.</p> <p>2. <u>Item Reconciliation</u> – This request is to fund an “ordinance only” Nursing Director Education position, which is currently encumbered by the EDCOS Director. The request is based on the CEO directive to resolve unbudgeted positions. The position allocation was approved by DHS Classification and Compensation Unit. Expenditure Management informed the College that the Appropriate Staffing request will be included in the Medical Center’s budget submission. Medical Center Chief Executive Officer wrote that the Nursing Director, Education request will be included in the budget priority list.</p>	Information.	None
<b>MISSION, VISION, VALUES</b>	<p><u>The College Mission, Vision, and Values</u> – are due for triennial review, update, and ongoing approval vote. College Administrative and Planning Committees and the Associated Student Body reviewed them and recommended minimal changes. These recommendations were forwarded to the Board on 11/5/13 for discussion and ongoing approval vote at this meeting. R.M. Hernandez submitted a written recommendation which was incorporated. T. Jones recommended adding a reference to safe patient care, which was also approved.</p>	Approved with changes. Revise, forward to members, faculty, and staff, and post on the Internet and intranet.	N. Miller
<b>MEMBERSHIP AGREEMENT AND CODE OF ETHICS</b>	<p><u>The Board of Trustees’ Membership Agreement and Code of Ethics</u> – is due for triennial review, update, and ongoing approval vote. The recommended revisions reflect the 2012 changes to the Bylaws. These recommendations were forwarded to the Board on 11/5/13 for discussion and ongoing approval vote at this meeting. Members recommended adding “values” to sentence #1.</p>	Approved with changes. Revise, forward to members, faculty, and staff, and post on the Internet and intranet.	N. Miller
<b>APPLICANT</b>	In closed session, M. Caballero distributed a SON applicant letter requesting consideration for entry into the	Draft letter for V. Branchick’s	N. Miller

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<b>COMPLAINT</b>	class starting Spring 2014. M. Caballero reviewed the application process and timelines, which are posted in the College website. Members clarified whether applicant had adhered to the process and circumstances under which the requirements might be modified. Members unanimously agreed to uphold College policy.	signature on behalf of the Board and forward to County Counsel for review.	
<b>MAUD ROBINSON TRUST ACCOUNT</b>	D. DeHart reported on the follow up status of the Maud Robinson Trust account. The College wants to transition the funds from the current trustee to the County of Los Angeles. With I. Recendez assistance, D. DeHart contacted the attorney who handles the Medical Center Foundation account who provided valuable information and assistance. Members discussed the status of the Berne-Wilshire and Neinstadt accounts and endorsed the recommendation that the Maud Robinson account be handled similarly.	Follow up with County Counsel	D. DeHart
<b>2014 MEETING SCHEDULE</b>	The draft 2014 Board meeting schedule was mailed to members on 11/5/13.	Approved. Forward to members and staff and post on the Internet.	N. Miller
<b>OFF AGENDA ITEMS</b>	1. None	1. Information	1. None
<b>NEXT MEETING</b>	February 28, 2014 8:00 to 10:00 a.m. College of Nursing & Allied Health Tower Hall Room 105	N. Miller will forward agenda and minutes to members prior to meeting.	N. Miller

Approved by: (Signature on file)  
Vivian Branchick

Prepared by: (Signature on file)  
Nancy Miller