

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

May 25, 2012

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP		
<b>PRESENT:</b>	Vivian Branchick, President Irene Recendez, Vice President Nancy Miller, Secretary	Minor Anderson Thomas Berne, MD James Doughty, RN	Rosa Maria Hernandez Ernest Moreno	<b>GUESTS:</b> Maria Caballero, RN Doris DeHart, RN Maryam Ibrahim, RN Diana Wagner, RN	Ruth Berumen Munoz, Alumni Association
<b>EXCUSED/ ABSENT:</b>	Tonia Jones, RN	Margaret Lee	Maria Torres Flores		
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	V. Branchick called the meeting to order.				
<b>APPROVAL OF MINUTES</b>	Minutes of February 24, 2012. 1. Approved as written	Post on website.	N. Miller		
<b>MINUTES FOLLOW-UP</b>	1. <u>Minutes of November 18, 2011</u> – Posted on website. 2. <u>Retirement</u> –M. Anderson found us and is willing and able to stay on the Board until a replacement representative is selected. 3. <u>School of Nursing (SON) Policy #300: Grading System</u> – M. Caballero worked with Department of Health Services (DHS) Information Services (IS) to finalize the Transcript wording change from “NC – No credit” to “NC – No credit-course failure” in Access data base. 4. All other follow-up actions are included on the agenda for this meeting.	1. Information 2. Welcome back 3. Information 4. Information	1. None 2. None 3. None 4. None		
<b>ANNOUNCEMENTS</b>	1. None	1.	1.		
<b>PUBLIC COMMENT</b>	1. No members of the public present	1.	1.		
<b>OLD BUSINESS</b>					
<b>ACCJC/WASC ACCREDITATION</b>	1. <u>2013 Self Evaluation and Site Visit</u> –The next ACCJC College Self Evaluation and Accreditation Site Visit are scheduled for Spring 2013. a Accreditation Visit Preparation Timeline – Updated time line distributed and reviewed. Major accomplishments since last report include: 1) Steering Committee final draft documents are complete 2) Steering & Standards Committee completed review of second drafts of the Self Evaluation 3) Steering Committee scheduled weekly meetings to review and revise Standards Committee final drafts Plan to forward final draft to Board, faculty and staff by the first week of November for approval vote at the 11/16/12 Board meeting. 2. <u>Research/Program Review/Planning</u> – M. Ibrahim reported: a SON Graduate Survey findings – Report distributed. Surveys sent to the 107 graduates of the classes that graduated in 2010-I (61) and 2010-II (46). Nine follow up reminders, two weeks apart were sent yielding a 34% response rate. 91% of the responders are working as	1. Review status report at each meeting 2. a. Present findings from Employer survey at upcoming meeting	1. M. Caballero, M. Ibrahim, N. Miller 2. a M. Ibrahim		

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	<p>RNs. The report includes list of employers, specialty areas, leadership roles, graduate comments, areas requiring further investigation, analysis of issues, and possible actions. Overall the responders rated the program effectiveness as 4.39 (scale of 1-5 with 5 being the highest possible rating; threshold for action (TFA) is 3.5). The three areas for possible action that were discussed are the 1) survey response rate, 2) graduate employment rate, and 3) student comments regarding semester four.</p> <p>b SON Attrition – Summary report for the 8 classes that graduated from 2007-II to 2011-I and cohort detail distributed and reviewed. The average overall program attrition was 26%, generic program: 22%, generic Workforce Development Program (WDP): 65%, LVN Advanced Placement (AP): 20%, and LVN AP WDP: 29%. These are higher than the College TFA of 15%, and the Southern California ADN average of 21%. In comparison, the attrition for the four classes that graduated from 2005-II to 2007-I was 11% with 12% in the generic program and 3% in the LVN AP.</p> <p>Attrition reasons include academic failure, career change, financial/personal, and professional misconduct, with the majority identified as academic. Topics discussed include background and other contributing factors, current interventions to promote student success, examples of successful remediation, and proposed interventions to promote program completion/support student success.</p> <p>M. Caballero reviewed the purpose and history of the WDP. The program is currently on hiatus due to budgetary constraints and related hiring freeze. The last cohort was admitted in September 2011 and participants are currently in progress. WDP students have issues with study time and work/family obligations. Members discussed the potential impact on educational culture of these participants. Members also explored feasibility of looking at graduate success in Medical Center Continuing Education programs.</p> <p>c College Climate Survey – Distributed and reviewed. Purpose is to obtain snapshot of the SON student body perception of the College climate in order to identify opportunities for improvement. Survey was distributed electronically to all enrolled students and responses are currently being received. A similar survey is being developed for the SON faculty and will be distributed in the next few months.</p> <p>3. <u>Information Technology (IT) Support and College Information Systems</u></p> <p>a <u>Student Information Data Base</u> – M. Caballero reported that the On Line Requisition was approved by the Medical Center CFO and CEO and is currently with the DHS Internal Services Division. The plan is to install and implement the system over the summer.</p> <p>b <u>Information System Analyst</u> – M. Caballero reported that DHS Information Technology division obtained the candidate list from DHS HR and that the College is scheduling interviews. The College drafted interview questions in collaboration with DHS IT. J Love (DHS IT), M. Ibrahim, and M. Caballero interviewed five candidates this week and will make a job offer to one of them today.</p>	<p>b. Information</p> <p>c. Information</p> <p>3. Report status at next meeting.</p>	<p>b None</p> <p>c None</p> <p>3. M. Caballero</p>

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	<p>4. <u>Allied Health</u> – D. DeHart reported that the proposal to borrow an employee from another department to function as interim director was explored but is not feasible. She stated that a dedicated Human Resources (HR) technician needs to be assigned to resume the selection process.</p> <p>Discussion: The question was raised regarding the status of Radiologic Technician training. Members further discussed the status of Allied Health education needs. The Office of Nursing Affairs is currently working with the WDP to coordinate Certified Medical Assistant training through Pasadena City College. Clinical Lab Scientists are also in high demand and receive their education primarily through California State University Master's degree programs.</p>	4. Report status at next meeting	4. D. DeHart
DIVISIONAL REPORTS	<p>1. <u>Educational Resource Center Report</u> – D. Wagner, Educational Resource Center (ERC) Director distributed and reviewed the monitoring findings for:</p> <p>a. <u>2008-I through 2011-II</u> – SON Pre graduation Program Evaluation Survey: Library findings. Student perceptions of Library Hours, Learning Environment, Learning Resources, and Staff Helpfulness have remained well above the 3.5 threshold.</p> <p>b. <u>Academic Year 07-07 through May 2011</u> – Library Sign Ins.</p> <p>c. <u>2008-I through 2011-II</u> – SON Pre graduation Program Evaluation Survey: Skills Lab findings. Student perceptions of Hours, Learning Environment, Learning Resources, and Skills Kit Helpfulness remained well above the 3.5 threshold.</p> <p>d. <u>Skills Lab Appointments and Sign Ins</u></p> <p>e. <u>2008-I through 2011-II</u> – SON Pre graduation Program Evaluation Survey: Computer Lab findings. Student perceptions of Hours, Learning Environment, and Staff Assistance remained above the 3.5 threshold. All ERC ratings have been at or above 4.0 for the past three academic years.</p> <p>D. Wagner reported that the corrective actions initiated after the last full accreditation survey visit continue to be successful. She also reported on the success of the new simulation manikin. Example scenarios included a Mock Code and a deteriorating patient with gastrointestinal disease. V. Branchick reported that a second simulation manikin should be coming through remaining OVMC satellite grant funds. D. Wagner stated that she is exploring initiating an electronic book collection and will start incrementally.</p>	1. Information	1. None
NCLEX-RN PASS RATE	<p>N. Miller distributed and reviewed the NCLEX Pass Rate by Class for the 20 classes that graduated from Spring 2002 through December 2011. The average first time pass rate is 91% 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.</p>	Report again in November 2012	N. Miller
RECRUITMENT STATUS	<p>1. <u>School of Nursing Fall 2012 Projections</u> – M. Caballero reported that 50 students will enroll in the two year program this Fall and 20 LVNs will start the Nursing Program Transition course (N125) this June.</p> <p>2. <u>DHS Hiring Process</u> – N. Miller distributed and reviewed the LA County Employment Rate for SON students and graduates from the 17 classes that graduated from 2003-I through 2011-I. 1010 students completed the program and 454 of those were hired by DHS. Hiring reached a</p>	<p>1. Information</p> <p>2. Report again in November 2012</p>	<p>1. None</p> <p>2. N. Miller</p>

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	<p>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; 40% of the Class of 2010-II was hired by DHS. Once hired, approximately 80% of the graduates are retained by DHS for at least two years. DHS hiring location reflects SON clinical sites. The majority of graduates who were hired by DHS work at the Medical Center (80%), OVMC and H-UCLA hired about 7% each, and Rancho 3%. Members discussed renewing the conversation with the current HR Director regarding giving hiring priority to SON graduates.</p>		
<b>NEW BUSINESS</b>			
<b>BOARD OF TRUSTEES BYLAWS</b>	<p>The Bylaws are due for triennial review, update, and ongoing approval vote. The recommended revisions were forwarded to the members 5/7/12 for discussion at this meeting. These recommendations include:</p> <ul style="list-style-type: none"> <li>▪ Description – Clarify the governance vs. ownership of the College</li> <li>▪ Purpose – Simplify the purpose and move the detail into the Functions section</li> <li>▪ Functions – Incorporate language from the Purpose and from ACCJC Standard IV: Governance</li> <li>▪ Orientation – Expand the section to include Board Development</li> <li>▪ All sections – Standardize language (replace "shall")</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>▪ Article I. Section 1: Description – Recommended changes approved</li> <li>▪ Article I. Section 2: Purpose – Recommended changes approved</li> <li>▪ Article I. Section 3: Functions – Approved. Discussed and approved suggested language in the Functions related to the 1) Provost selection and evaluation and 2) Monitoring of financial status.</li> <li>▪ Article II. Section 1: Members – R. Munoz, Alumni Association Board member proposed adding an additional Board member from the Alumni Association. Members pointed out that Board has a representative from the Alumni and seeks recommendations from the Alumni Association when filling that position. Members expressed concern that narrowing the representation might result in a limited focus. In addition to the other recommended changes to this section, members proposed and approved 1) deleting "academic" from the requirements for the representative from a local university and 2) revising representative from a "SON feeder high school" to "School district with a feeder high school"</li> <li>▪ All other proposed additions and revisions were approved.</li> </ul>	<p>Approved with changes. Revise Bylaws and Membership roster. Forward to members and post on internet and intranet.</p>	<p>N. Miller</p>
<b>BOARD OF TRUSTEES SELF APPRAISAL</b>	<p>The triennial Board Self Appraisal of functions such as organization and dynamics, decision making processes, and orientation/development is due. The Self Appraisal form was forwarded to members on 5/7/12 with a request to return the completed form electronically or bring it to this meeting.</p>	<p>1. Aggregate findings and bring summary to next meeting</p>	<p>1. M. Ibrahim</p>
<b>OFF AGENDA ITEMS</b>	<p>J. Doughty announced that he will resign his Board position at the end of this calendar year due to his conflicting work, school, and family commitments. Members understand and appreciate his service.</p>	<p>Information</p>	<p>None</p>

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NEXT MEETING	August 24, 2012 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

BOT.Agendas/Mins

Prepared by: (Signature on file)

Nancy Miller

5/25/12