

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH**  
**BOARD OF TRUSTEES MINUTES**  
February 26, 2010

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<b>PRESENT:</b>	Vivian Branchick, President Irene Recendez, Vice President Nancy Miller, Secretary	Thomas Berne, MD James Doughty, RN Rosa Maria Hernandez	Margaret Lee Ernest Moreno
<b>EXCUSED/ ABSENT:</b>	Minor Anderson Maria Torres Flores		
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	V. Branchick called the meeting to order.	Information	
<b>APPROVAL OF MINUTES</b>	Minutes of February 26, 2010. M. Lee requested correction of her title and responsibilities.	Approved with correction. N. Miller will correct and post on website.	N. Miller
<b>MINUTES FOLLOW-UP</b>	<ol style="list-style-type: none"> <li>Minutes were posted.</li> <li><u>Midterm Report</u> – Draft report e-mailed to members 2/17/10</li> <li><u>Strategic Plan</u> – Draft plan for 2010-2015 e-mailed to members on 11/23/09</li> <li><u>Program Review</u> – Carry over</li> <li>All other follow-up actions are included on the agenda for this meeting.</li> </ol>	<ol style="list-style-type: none"> <li>Information</li> <li>Information</li> <li>Information</li> <li>M. Ibrahim will present the Class of 2009-2 Program Evaluation findings at upcoming meeting.</li> <li>Information</li> </ol>	<ol style="list-style-type: none"> <li>None</li> <li>None</li> <li>None</li> <li>M. Ibrahim</li> <li>None</li> </ol>
<b>ANNOUNCEMENTS</b>	1. None	1. None	1.
<b>OLD BUSINESS</b>			
<b>ACCJC/WASC ACCREDITATION</b>	<ol style="list-style-type: none"> <li><u>Midterm Report</u> –The draft was forwarded to members February 17<sup>th</sup> for review and approval at this meeting. The report must address the status of each of the recommendations from the 2007 accreditation team visit and the eligibility requirements cited in the follow up action letter. The required format for each section is 1) progress made on all recommendations, 2) analysis of progress, 3) evidence to support progress, and 4) additional plans. The report covers the time frame from the 2007 Progress Report and return visit to March 2010. N. Miller reviewed progress, analysis, and status of each eligibility requirement and recommendation. The addenda will be formatted and added and the report will be mailed to ACCJC by the end of next week. Members discussed recent regional accreditation actions and resources required to compile data and write reports. M. Caballero stated the ACCJC Office Staff will review report and forward their comments and recommendations to the reviewing team. The Commission will review the report, vote on approval at the June meeting, and notify the College by early July. The next self study and site visit are scheduled for 2013.</li> <li><u>Research and Planning</u> <ul style="list-style-type: none"> <li>The draft College Strategic Plan 2010 to 2015 was distributed at the last meeting and e-mailed to members November 23<sup>rd</sup> for review and approval at this meeting. The revised format was reviewed and approved at the August meeting. The goals carry over from the</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>Approved. N. Miller will cc the members on the ACCJC electronic mailing.</li> <li>Approved. N. Miller will include plan in ACCJC Midterm Report addenda and post on CONAH</li> </ol>	<ol style="list-style-type: none"> <li>N. Miller</li> <li>N. Miller</li> </ol>

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	<p>current strategic plan. The objectives and strategies cascade from the DHS, Network, and College goals and strategies.</p> <ul style="list-style-type: none"> <li>- Research – Carry over.</li> </ul> <p>3. <u>Program Review and Student Learning Outcomes</u> – Carry over</p> <p>4. <u>Allied Health</u> – D. DeHart reported that Human Resources continues to move forward with the process for interviewing and selecting a Director for Allied Health education. The screening components are completed and applicants are submitting resumes.</p> <p>5. <u>Information Technology Support and College Information Systems</u> – M. Caballero reported that V. Branchick coordinated follow up meetings with College administration and DHS IT to discuss status and plans for completing the prioritized Project Implementation Request.</p> <ul style="list-style-type: none"> <li>- CAMS – M. Caballero stated that DHS IT will provide a support person to implement the student information system.</li> <li>- Class Climate – M. Caballero reported that the DHS IT support person has also been assigned to resolve the ongoing firewall issues. He worked with M. Ibrahim last week to back up the system and investigate the problems. One issue identified is that the server needs to be in the same building as the program.</li> <li>- CONAH Internet and Intranet – DHS continues to assist with redesign of the Website. The updated faculty profiles will be uploaded this week.</li> </ul>	<p>website.</p> <p>Carry over</p> <p>3. M. Ibrahim will present the Class of 2009-2 Program Evaluation findings at an upcoming meeting.</p> <p>4. D. DeHart will report ongoing progress at next meeting.</p> <p>5. Will report ongoing progress at next meeting</p>	<p>M. Ibrahim</p> <p>3. M. Ibrahim</p> <p>4. D. DeHart</p> <p>5. M. Caballero &amp; M. Ibrahim</p>
EXTENDED CAMPUS: OLIVE VIEW – UCLA MEDICAL CENTER	<p>1. <u>LA Care Grant Status Report and Transition Proposal</u> – V. Branchick reported that there is no new information.</p> <p>2. <u>Distance Learning</u> – N. Miller and D. DeHart reported on behalf of J. Anderson. The \$100,000 grant provides for 1 sending site and 3 receiving sites. The College will be the sending site and the three receiving are Martin Luther King, Olive View, and Harbor-UCLA Medical Centers. Workforce Development Program is coordinating purchase and installation of equipment, which is targeted for Spring 2010. Implementation will probably be piloted for the June School of Nursing (SON) advanced placement LVN transition class.</p>	<p>1. Information</p> <p>2. Information</p>	<p>1. None</p> <p>2. None</p>
NCLEX-RN PASS RATE	Report is given at May and November meetings	Will report in May	N. Miller
RECRUITMENT STATUS	<p>1. <u>Spring 2010 School of Nursing Demographics</u> – M. Caballero distributed the SON demographic data for the Spring 2010 student body of 276 and for the 45 new two-year students. The student body ages range from 20-59 with an average age of 31.</p> <p>SON Spring 2010 Student Body Demographics</p>	<p>1. Information</p>	<p>1. None</p>

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		Demographics	SON Student Body (276)	SON New Students (45)	LA County population	State RN programs	National RN programs		
		Female	77%	78%	50%	83%			
		Male	23%	22%	50%	17%			
		Ethnicity							
		Minorities	75%	69%	69%	54%	18%		
		Caucasian	20%	42%					
		Black	8%	4%					
		Hispanic	39%	31%					
		N. American	0%	0%					
		Asian	12%	11%					
		Filipino	16%	9%					
		Undeclared/Other	1%	2%					
	M. Caballero reported that 190 complete applicant files were reviewed, 117 met entry criteria, 67 were accepted for Spring 2010, and 45 enrolled (67% student yield). All applicants met the minimum science GPA of 2.5 and the majority had 3.25 and above.								
	2. <u>DHS Hiring Process</u> – Report is given at May and November meetings. N. Miller reported that hiring of graduates has increased from the last report however it is still very low. I. Recendez stated that the hiring reflects the conversion of limited registry funds to permanent RN salaries. The patient volume/demand for nurses still exists however there is no money to hire.								
SELF APPRAISAL	Board member self appraisals are conducted in accordance with the Membership Agreement and Code of Ethics. The 2009 individual responses to each survey item and the summary comparison of 2006 and 2009 responses were distributed and reviewed. Ten members responded. The findings show an overall score of 3.5 (5-1 scale; 5 – highest & 1 – lowest) for 2009 and 3.7 for 2006.							No action required. Will conduct again as scheduled.	None
NEW BUSINESS									
MISSION, VISION, VALUES	1. The draft updates to the Mission, Vision, and Values were forwarded to members on 2/17/10 for discussion and approval vote at this meeting. They were reviewed and revised as part of the strategic plan development as well as the scheduled triennial review. The College Planning Committee approved the updates at their February meeting. Recommended language change from “our priority is responding” to “our priority is to respond”.  2. Members also discussed the meaning and possible interpretations of the College motto “There’s no education like it in the world”. They suggested that the faculty, staff, alumni, and students be asked their opinion on maintaining the current motto and to recommend alternatives.							1. Approved with correction. N. Miller will forward final version and post on website.  2. D. DeHart will contact alumni association and students for recommendations	1. N. Miller  2. D. DeHart
POLICY #200: ACADEMIC FREEDOM	The draft updates to this policy were forwarded 2/17/10 for discussion and approval vote at this meeting. The policy was reviewed and revised as part of the scheduled triennial review process and							Approved as written. N. Miller will forward final version and post on	N. Miller

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	was approved at the February College Planning Committee meeting. ACCJC standards require Board approval for this policy. Members discussed the intent of the policy as well as examples of adverse outcomes.	website.	
OFF AGENDA ITEMS	<u>Grant Status</u> – M. Caballero reported that the Office of Statewide Health Policy Development (OSHDP) awarded the College: 1) \$160,000 capitation grant to support 8 students and 2) \$125,000 to continue the NCLEX-RN Review course. Both grants are for two years, effective July 1, 2010. The College also applied for a Department of Labor grant for \$2million, which was not awarded.	Information	None
NEXT MEETING	May 28, 2010 8:00 to 10:00 p.m. College of Nursing and 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