

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
BOARD OF TRUSTEES MINUTES
August 22, 2008

| TOPIC | DISCUSSION/CONCLUSIONS/RECOMMENDATIONS | ACTIONS | FOLLOW-UP |
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| PRESENT: | Vivian Branchick, President Irene Recendez, Vice President Nancy Miller, Secretary | Thomas Berne, MD James Doughty, RN Elizabeth Jones, RN | Ernest Moreno Joseph Van Der Meulen, MD |
| | | EXCUSED/ ABSENT: Minor Anderson Pete Delgado Maria Torres Flores Rosa Maria Hernandez | GUESTS: Jeff Anderson, RN Maria Caballero, RN Doris DeHart, RN Carol Bloch, RN Carolyn Bloch, RN Maryam Ibrahim, RN |
| CALL TO ORDER & INTRODUCTIONS | V. Branchick called the meeting to order. Members and guests introduced themselves. | Information | |
| APPROVAL OF MINUTES | Minutes of May 23, 2008 | Approved as written. N. Miller will post on CONAH website | N. Miller |
| MINUTES FOLLOW-UP | All follow-up actions are included on the agenda for this meeting. | | |
| ANNOUNCEMENTS | <u>East Los Angeles College</u> – V. Branchick reviewed excerpts from the East LA College (ELAC) Newsletter: President’s Corner, Spring 2008, which features E. Moreno in several of the articles. E. Moreno added that ELAC is a leading producer of solar energy. | Information | |
| OLD BUSINESS | | | |
| BOARD OF TRUSTEES BYLAWS | The revisions to the bylaws were e-mailed to members in May and distributed at this meeting. Members reviewed the changes to the following articles and sections: 1. Article II: Membership a. Section 1: Members (p. 3) b. Section 2: Terms of Membership (p. 4): “Ex-officio members are former Board officers and have voting privileges”. 2. Article III: Officers and Duty of Officers (p. 5): Section 1: Designation | Approved. V. Branchick will sign. N. Miller will file signed original in Board of Trustees’ binder and post in CONAH website. | |
| ACCJC/WASC VISIT FOLLOW-UP | 1. Members were notified of accreditation follow-up site visit findings via July 7 th e-mail. The College is fully accredited and is no longer on probation or warning. The LA County Department of Health Services (DHS) and the College are committed to completing all follow up activities to ensure ongoing compliance. Status reports will be included as standing agenda items for this meeting. 2. <u>Research</u> – Introduced Maryam Ibrahim, Research Director, whose CV was included in the May meeting materials. M. Ibrahim thanked V. Branchick for her role in obtaining new and updated software needed for data collection. Once baseline data is collected, aggregated, and analyzed, she will identify and recommend research projects and report findings at this meeting. To improve our graduate survey responses, the college is planning to involve the Alumni association in graduate data collection surveys. 3. <u>Program Review/Student Learning Outcomes</u> – M. Ibrahim reported that the SLOs are posted on the College intra and Internet sites. The intranet team service will be used to disseminate information more effectively within the college. The plan is to redesign the site and post program review reports including SLO assessment reports. Currently the program review is behind schedule due to delays in acquiring needed software. 4. <u>Planning</u> – College policies, the School of Nursing (SON) bylaws, program review process, and surveys are being updated to reflect revised planning-implementation-evaluation process and to ensure ongoing compliance with accreditation standards. The college is also improving its | Information | |

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| | <p>documentation system. M. Ibrahim will attend educational programs related to accreditation, program review, research, and quality assurance in order to stay current with trends and practices and to ensure that the college is in a state of accreditation readiness.</p> <p>5. <u>Allied Health</u> – D. DeHart reported that the requested position was allocated to the College budget, six candidates were interviewed, a job offer was made, and hiring is pending salary approval. The College will submit a substantive change proposal to the ACCJC for the change in the scope of Allied Health education from a degree granting to a professional development division.</p> <p>6. <u>Library & Skills Lab Access</u> – N. Miller reported that the expanded Skills Lab hours were piloted for the previous three semesters to correspond with skills competency testing schedules. Student participation was good. In addition, Library hours were expanded prior to final exams. Student participation was poor. The few students that took advantage of the weekend hours used the library primarily for study space not for resource materials.</p> <p>7. <u>Information Technology (IT) Support</u> – M. Caballero reported on the multiple IT issues:</p> <ul style="list-style-type: none"> a. IT Coordinator – Jack Love from DHS, has been assigned to temporarily coordinate the College IT updates. The IT coordinator position will be resubmitted with the 2009-2010 budget request. b. CAMS – (College Academic Management System) is the student database, which was purchased several years ago. Implementation was pending transition of current student data as well as identification of a system for securely archiving older data. The data has been transitioned and faculty and staff training is scheduled for next week. c. Learning Management System (LMS) – The College volunteered to pilot this LA Countywide system for tracking employee education and training in order to expedite implementation. "Go live" is scheduled for this month. d. Website & Intranet – An individual from DHS has been assigned to function as the Webmaster and the site has been reformatted and updated. M. Ibrahim will work with the Network IT department to update and reformat the intranet (Teamservice) site. e. Library Card Catalog – Margaret Lee from DHS has been assigned to work with D. Wagner, the College Educational Resource Center Director, to investigate options for acquiring, installing and maintaining an electronic card catalog system. | | |
| <p>SATELLITE CAMPUS: OLIVE VIEW – UCLA MEDICAL CENTER</p> | <p>Jeff Anderson, RN was introduced as the Nursing Director for the OVMC extended campus. J. Anderson reported on the status:</p> <p>1. <u>Admission Timeline</u> – Distributed and reviewed. V. Branchick, J. Anderson, Z. Reyes, and N. Miller met yesterday with Maria Bedroni, Senior Nurse Education Consultant from the Board of Registered Nursing (BRN). M. Bedroni will include approval of the extended campus proposal for the next BRN Education and Licensing Committee meeting scheduled for October. Pending Ed/Licensing Committee approval, the proposal will be submitted for full BRN approval at the November meeting. A substantive change proposal will be submitted to the February 2009 ACCJC meeting. Additional LVNs will be admitted in November, who will attend theory at the main campus and clinical at OVMC. They will be transitioned to the OVMC extended campus in Fall 2009, pending BRN and ACCJC approval.</p> <p>2. <u>OVMC Grant Accountability</u> – Outline of College, OVMC, and DHS accountability for OVMC</p> | <p>Will continue to report on the status of this and any other grants.</p> | |

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| | <p>extended campus grid distributed.</p> <p>3. <u>LVN to RN Transition Program</u> – Comparison of advantages and disadvantages of LVN to RN versus basic RN program distributed. The OVMC extended campus will be an LVN to RN track in order to more efficiently meet the grant specifications.</p> <p>4. <u>Schedules and Projections</u> – The following documents were distributed and discussed:</p> <ul style="list-style-type: none"> a. Projected student enrollment and faculty staffing per semester b. Cohort rotation schedule c. Transition course outline d. Operational budget: Fiscal Year 2008-2009 <p>5. <u>Faculty and Staff Hiring</u> – Faculty and support staff status roster distributed and reviewed. Program Director has been hired. Five instructors have been selected, three will start the first week of September, another will start in November, and the last is still in the hiring process. Clerical staff has been interviewed and a job offer is pending. A certification list for the Librarian position has been obtained and interviews will begin in September.</p> <p>6. <u>Facilities and Equipment</u> – OVMC is in the process of painting and upgrading the office and classroom space and has ordered office computers. List of needed student learning, library, computer lab, and skills lab items and associated costs distributed.</p> <p>7. <u>Discussion</u></p> <ul style="list-style-type: none"> a. T. Berne expressed concern regarding ongoing support for the extended campus once the grant has expired. V. Branchick stated that the BRN had the same concern and that the DHS has committed to ongoing funding for the program. b. E. Moreno inquired about general education requirements for students at the OVMC campus. He reminded members that the College has been affiliated with ELAC for general education prerequisites and corequisites since 1945. OVMC campus students generally attend Los Angeles Mission College for general education components. | | |
| <p>MEXICAN CONSULATE COLLABORATIVE PROJECT</p> | <p>1. I. Recendez reported that LA County Counsel retained an immigration lawyer to determine the Visa/immigration process. E. Vera from County Counsel is drafting a letter to the Board of Supervisors to inform the Board of the status of the project. County Counsel will also finalize a memorandum of understanding with the University of Michoacan San Nicolas de Hidalgo (UMSNH). Recent UMSNH graduates, with professional “B” visas, will attend a six-week professional development course at the College and will be responsible for costs such as tuition, faculty salary, texts, and other educational supplies. These program participants will return to Mexico and may elect to take the NCLEX. Upon successfully passing the NCLEX, they will be eligible to work in the USA on NAFTA visas, which must be renewed every three years.</p> | <p>Information</p> | |
| <p>NCLEX-RN PASS RATE</p> | <p>Data will available for the November meeting. It was reported at yesterday’s BRN meeting that the 7/1/07-6/30/08 first attempt pass rate for California was 85.9% and nationally was 85.5%.</p> | <p>N. Miller will bring updated data to the next meeting.</p> | <p>N. Miller</p> |
| <p>RECRUITMENT STATUS</p> | <p>1. <u>Fall 2008 SON Enrollment</u> – M. Caballero reported that school began on Monday of this week with 310 students enrolled, which are 30 more than last year. However, many students were ill and did not attend class, which may adversely affect their ongoing enrollment. Eighty eligible applicants were not admitted due to lack of vacant student slots.</p> <p>2. <u>DHS Hiring Process</u> – D. DeHart reported that Ad Hoc committee has not met due to the hiring</p> | <p>1. M. Caballero will continue to report enrollment and demographic data</p> <p>2. N. Miller will report on DHS</p> | <p>1. M. Caballero</p> <p>2. N. Miller</p> |

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| | freeze and subsequent inability to hire. The committee will not resume meeting until after the move into the new facility. D. DeHart also reported that the Victor Cortez, Administrator for Employee Health Services has agreed to investigate the medical record issues, which created redundancies and negatively impacted hiring. | Hiring Rate at next meeting | |
| NEW BUSINESS | | | |
| OFF AGENDA ITEMS | None | | |
| NEXT MEETING | November 21, 2008 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