

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

August 24, 2012

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<b>PRESENT:</b>	Irene Recendez, Vice President Nancy Miller, Secretary Thomas Berne, MD	<b>GUESTS:</b> Doris DeHart, RN Barbara Collier, RN Maryam Ibrahim, RN	Meg Hamabe, Alumni Association President
<b>EXCUSED/ ABSENT:</b>	Vivian Branchick, President Minor Anderson Tonia Jones, RN Margaret Lee		
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	1. Recendez called the meeting to order.		
<b>APPROVAL OF MINUTES</b>	Minutes of May 25, 2012. 1. Approved as written	Post on website.	N. Miller
<b>MINUTES FOLLOW-UP</b>	1. <u>Minutes of February 24</u> – Posted on website. 2. <u>Bylaws</u> – Revised Bylaws forwarded to members and posted on internet and intranet. V. Branchick thanked and informed M.T. Flores in writing of the conclusion of her service. Letter reviewed. Updated membership roster included in meeting materials 3. All other follow-up actions are included on the agenda for this meeting.	1. Information 2. Information  3. Information	1. None 2. None  3. None
<b>ANNOUNCEMENTS</b>	1. I. Recendez announced her retirement from her position as Medical Center Chief Nursing Officer (CNO). Isabel Milan, interim CNO, will be oriented to the Board and will function as Board Vice President. I. Milan was the Clinical Nursing Director for OB/GYN, Pediatrics, and Orthopedics. Members discussed CNO selection process and potential interview panel members. 2. Members proposed that I. Recendez be nominated for the Community representative position. Motion was made, seconded and carried.	1. Orient I. Milan to the Board and the College  2. Update membership and related documents	1. N. Miller  2. N. Miller
<b>PUBLIC COMMENT</b>	1. No members of the public requested to address the Board.	1. Information	1. None
<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) Standards Committee final draft documents were submitted to Steering Committee 2) Steering Committee is holding weekly meetings to review and revise Standards Committee final drafts. Steering Committee completed first round of review of all Standards. 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. Discussion: Members requested clarification of areas of potential concern. College administrative members perceive that the College is well in compliance with the standards with the exception of the ongoing issues with Information Systems (IS) and Allied Health.	1. Review status report at each meeting a. Keep M. Lee informed of IS status and concerns. Implement existing version of CAMS.	1. M. Caballero, M. Ibrahim, N. Miller a. M. Caballero

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	<p>Status of Senior Information Systems Analyst (SISA) new hire and Student Information Systems Data Base (CAMS) described. Members recommend that the Office of Educational Services continue with implementing the existing version of CAMS ASAP rather than waiting for the SISA.</p> <p>Members discussed the accreditation status of several California Community Colleges.</p>		
	<p>2. <u>Research/Program Review/Planning</u> – M. Ibrahim reported:</p> <p>a 2012 Board Self Appraisal Findings – Report distributed and reviewed. Ten of the eleven (91%) of the members returned the survey. The overall rating was 3.6 (scale 1-4, with 4 highest. Threshold 3.5).</p> <p>1) Board Organization &amp; Dynamics and for Decision Making Process – received the highest ratings: 3.9 for both categories</p> <p>2) Board Orientation &amp; Development – all three items improved. Improvement may be attributed to new board members, who recently underwent orientation; expansion of meeting agenda to include annual departmental presentations; and ongoing discussions of healthcare trends and A.D.N. program changes</p> <p>3) Board Relationships to the Program – improved for two of the three items. The third survey item “Board is aware of community attitudes and interest groups” was rated 3.4, which is below threshold. Members discussed the intent of the item and recommended revision: “Board decisions reflect sensitivity to the needs of the community that the College serves”</p> <p>4) Goals, Objectives &amp; Priorities – ratings were above threshold with the exception of “Board sets and evaluates goals for its own functioning”. Members discussed the feasibility and necessity for goals apart from the functions specified in the Bylaws.</p> <p>5) Member participation in the past year – had the lowest scores, which were for participation in campus events such as graduation/tours/meeting students. Members recommended that the Board be formally invited attend College events such as Graduation and offered the opportunity to tour the College annually.</p> <p>b Employer Survey Findings – Carry over</p> <p>c College Climate Survey Findings – Carry over</p>	<p>2.</p> <p>a. Revise Self Appraisal form. Bring Bylaws to next meeting for discussion of functions vs. goals. Formally invite members to graduation. Offer College tours annually</p> <p>b. Present findings at upcoming meeting</p> <p>c. Present findings at upcoming meeting</p>	<p>2.</p> <p>a M. Ibrahim, N. Miller, M. Caballero</p> <p>b M. Ibrahim</p> <p>c M. Ibrahim</p>
	<p>3. <u>Information Technology (IT) Support and College Information Systems</u></p> <p>a <u>Student Information Data Base</u> – N. Miller reported for M. Caballero. The On Line Requisition, which was approved by the Medical Center CFO and CEO, is with the Medical Center Supply Chain Operations division. The plan was to install and implement the system over the summer. M. Caballero will contact the division director for status.</p> <p>b <u>Information System Analyst</u> – N. Miller reported for M. Caballero. The panel interviewed five candidates and identified two as excellent. The first candidate selected declined for family</p>	<p>3.</p> <p>a. Implement existing version of CAMS.</p> <p>b. Keep M. Lee informed of IS status and concerns</p>	<p>3.</p> <p>a M. Caballero</p> <p>b M. Caballero</p>

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	<p>reasons. The second candidate accepted; his PAR and CEO exception form are being processed. He currently works for the County, has experience with systems and programs, has completed several major projects, and has a nice affect.</p> <p>4. <u>Allied Health</u> – D. DeHart informed members that V. Branchick approved P. Delgado's request to use the Assistant Hospital Administrator (AHA) IV position for an essential Medical Center department head position. He will replace the AHA IV with an AHA III. The AHA IV was allocated for the Allied Health Director position.</p> <p>Ms. DeHart reminded members that the proposal to borrow an employee from another department to function as interim director was explored but was not feasible. She stated the selection process must be resumed.</p> <p>Discussion: Members questioned the significance of the change from AHA IV to AHA III. I. Recendez explained that it represents a decrease in salary, which becomes significant once an incumbent reaches the top step of the item.</p> <p>Members discussed at length the importance of Allied Health provider training and the impact of lack of an adequate number of qualified professionals. They also explored the hiring process, obstacles to hiring, job specifications, comparison salaries, and required items/positions. Members strongly recommend continued efforts to hire a director and implement Allied Health training programs, especially in crucial areas of need such as radiologic technology. Members acknowledged the current financial difficulties in funding Allied health programs. Dr. Berne pointed out that plans should be in place to implement when funding becomes available.</p>	<p>4. Obtain information on Radiologic Technician and Instructor vacancies and report at next meeting.</p>	<p>4. D. DeHart</p>
DIVISIONAL REPORTS	<p>1. <u>School of Nursing Report</u> – B. Collier, School of Nursing (SON) Dean provided an overview of the School including status of Academic Year (AY) 2011-2012 Goals, Accreditation and Board of Registered Nursing (BRN) visit preparation, curriculum revisions, remediation for re-entry students, and faculty remediation to required BRN content areas. She also distributed and reviewed the 2013 BRN Approval Visit Preparation Timeline. The BRN Site Visit is scheduled for April 8-10, 2012. Members inquired as to possible areas of concern. Ms. Collier assessment to date is that the SON is in compliance with the BRN regulations.</p>	<p>1. Provide update at November meeting</p>	<p>1. B. Collier</p>
NCLEX-RN PASS RATE	Reported in May and November	Report again in November 2012	N. Miller
RECRUITMENT STATUS	<p>1. <u>School of Nursing Fall 2012 Demographics</u> – B. Collier distributed and reviewed the Student Demographic report for M. Caballero.</p> <p>a Applicant Pool</p> <p>1) Applications – 402 were received, 125 (31%) did not meet minimum eligibility criteria, 277 (69%) were processed and invited to take the pre-entrance screening (TEAS-V) examination</p> <p>2) Files were reviewed for 183 qualified applicants who successfully completed all pre-entrance requirements.</p> <p>3) Point System was implemented. Maximum possible points: 93.</p> <p>b New Enrollment</p>	<p>1. Bring recommendations to next meeting</p>	<p>1. B. Collier</p>

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	<div><div><div>1) Acceptance letters were initially sent to 65 eligible applicants for 50 slots. Follow up letters were sent for a total of 98. 43 students enrolled. (a) Capacity yield: 86% (43/50). Target is 90% of capacity (b) Enrollment yield: 44% (43/98)</div><div>2) Age range: 20 to 41 years. Total student body 20-60, average of 32 years.</div><div>3) Highest education: (a) GED/HS: 51% (b) AA: 21% (c) BA/BS: 28% (d) MA: 0%</div><div>4) Majority had GPA in 3 science courses: Anatomy, Physiology, and Microbiology of 3.5 or higher. Minimum admission requirement: 2.5</div></div><div>a Summary Fall 2012 Demographic data:</div><table><tr><th>Demographics</th><th>SON Student Body (211)</th><th>SON New Students (43)</th><th>LA County Population</th><th>State RN Programs</th><th>National RN Programs</th></tr><tr><td>Female</td><td>80%</td><td>86%</td><td>50%</td><td>83%</td><td>87%</td></tr><tr><td>Male</td><td>20%</td><td>14%</td><td>50%</td><td>17%</td><td>13%</td></tr><tr><td colspan="6">Ethnicity</td></tr><tr><td>Minorities</td><td>40%</td><td>56%</td><td>72%</td><td>54%</td><td>18%</td></tr><tr><td>Caucasian</td><td>27%</td><td>14%</td><td>28%</td><td></td><td></td></tr><tr><td>Black</td><td>4%</td><td>5%</td><td>9%</td><td></td><td></td></tr><tr><td>Hispanic</td><td>35%</td><td>49%</td><td>48%</td><td></td><td></td></tr><tr><td>Native American</td><td>1%</td><td>2%</td><td>&lt;1%</td><td></td><td></td></tr><tr><td>Asian</td><td>18%</td><td>18%</td><td rowspan="2">14%</td><td></td><td></td></tr><tr><td>Filipino</td><td>13%</td><td>12%</td><td></td><td></td></tr><tr><td>Other/2 or more races</td><td>2%</td><td>0%</td><td></td><td></td><td></td></tr></table><div>Discussion: Members discussed the importance in nursing of emotional intelligence in addition to academic intelligence, which has become even more important with the current emphasis on patient satisfaction and its connection to health care reimbursement. Members explored possible methodologies for assessing emotional intelligence/effective interpersonal communication. They also discussed the feasibility of screening for communication abilities/style and the impact of restricting access to education. B. Collier reported that the A.D.N. Program Directors group expressed similar concerns and is also exploring possible remedies. Members recommend re-evaluation of the point system, assessing the impact of requiring applicants to have health care experience, and adding a statement regarding communication as an essential nursing quality to screening documents/program objectives.</div></div>	Demographics	SON Student Body (211)	SON New Students (43)	LA County Population	State RN Programs	National RN Programs	Female	80%	86%	50%	83%	87%	Male	20%	14%	50%	17%	13%	Ethnicity						Minorities	40%	56%	72%	54%	18%	Caucasian	27%	14%	28%			Black	4%	5%	9%			Hispanic	35%	49%	48%			Native American	1%	2%	<1%			Asian	18%	18%	14%			Filipino	13%	12%			Other/2 or more races	2%	0%					
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<b>NEW BUSINESS</b>			
<b>POLICY #711: PROGRAM CLOSURE</b>	College policy #711: Program Closure is due for triennial review, update, and ongoing approval vote. College Administrative and Planning Committee recommended revisions, which were forwarded to the Board members on 7/26/12 for discussion at this meeting. Recommended updates reviewed. T. Jones forwarded corrections, which will be incorporated into approved policy. Members recommend specifying the academic divisions in the definitions.	Approved with changes. Revise policy, forward to members, and post on internet and intranet.	N. Miller
<b>POLICY #803: SATISFACTORY ACADEMIC PROGRESS</b>	College policy #803: Satisfactory Academic Progress is a new policy drafted by College Administrative Committee to meet Department of Education regulations. It was reviewed and approved by College Planning Committee and forwarded to the Board members on 7/26/12 for discussion at this meeting. D. DeHart requested postponement to allow for assessment of impact of recent change implemented by faculty regarding student withdrawal from all courses on pace of progression and financial aid. B. Collier explained that faculty intent of change was to maintain concurrency of courses in order to decrease attrition and improve student learning and completion rates.	Review at next meeting. Forward recommended changes to N. Miller for distribution to faculty & staff a minimum of three weeks prior to October Planning Committee meeting.	D. DeHart
<b>2012-2013 COLLEGE GOALS</b>	The Annual College, Education and Consulting Services, and SON Goals were drafted by College Administrative Committee, reviewed and approved by College Planning Committee, and forwarded to the Board members on 7/26/12 for discussion at this meeting.	Approved. Forward to members, faculty, and staff, and post on intranet.	N. Miller
<b>2011-2012 COLLEGE GOAL REPORT</b>	The 2011-2012 College Goal Report reviewed.	Information	None
<b>OFF AGENDA ITEMS</b>		Information	None
<b>NEXT MEETING</b>	November 16, 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)  
Irene Recendez

Prepared by: (Signature on file)  
Nancy Miller