

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

November 16, 2012

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
PRESENT:	Vivian Branchick, President Isabel Milan, Vice President Nancy Miller, Secretary	Minor Anderson James Doughty, RN Rosa Maria Hernandez	Tonia Jones, RN Margaret Lee Ernest Moreno
EXCUSED/ ABSENT:	Thomas Berne, MD Irene Recendez, RN		
CALL TO ORDER & INTRODUCTIONS	V. Branchick called the meeting to order and introduced and welcomed I. Milan. Members introduced themselves. V. Branchick also informed members that P. Delgado resigned as LAC+USC Medical Center CEO, effective end of this month. Dr. Christina Ghaly will be the interim CEO. She is currently the Department of Health Services (DHS) Deputy Director for Strategic Planning.		
APPROVAL OF MINUTES	Minutes of August 24, 2012. 1. Approved as written	Post on website.	N. Miller
MINUTES FOLLOW-UP	1. <u>Minutes of May 25</u> – Posted on website. 2. <u>New Member Orientation</u> – I Milan has been oriented to the Board and its bylaws and policies, she has met the CONAH leadership and many of the faculty, toured the College, and signed the Membership Agreement and Code of Ethics. 3. <u>Membership Roster</u> – Updated copy included in meeting materials. 4. <u>Board Self Appraisal</u> – Request approval to carry over follow up discussion of Bylaws functions and Board goals. Will revise form prior to 2015 self appraisal. The next SON graduation is scheduled for May 22, 2013. All members are welcome to join us on the stage or in the audience. 5. College policy #711: Program Closure and the 2012-2013 College and divisional goals were distributed and posted. 6. All other follow-up actions are included on the agenda for this meeting.	1. Information 2. Members introduced themselves and welcomed I. Milan 3. Information 4. Carry over 5. Information 6. Information	1. None 2. None 3. None 4. N. Miller, M. Ibrahim 5. None 6. None
ANNOUNCEMENTS	1. <u>Fiscal Year 2013-2014 Budget Request</u> – compiled and submitted with minimal notice. Essentially the same request as last year: fund ordinance only Nursing Director Education and ten faculty positions. Establish and fund support service positions for Office Manager, Financial Aid Coordinator, and Administrative Secretary. Fund technologic resources: server, scanner, and survey generation site licenses. N. Miller will provide copies if requested. 2. <u>Revenue and Expenditure Summary Report</u> – Will bring to February 2013 meeting for review and discussion. 3. <u>Pre-entrance Examination Fee</u> – M. Caballero requested approval to raise the fee for the Test of Essential Academic Skill, Version V (TEAS, V) from \$35 to \$40 to cover the cost of materials. The money is deposited into the Associated Student Body Fund. 4. <u>2013 Board Meeting Schedule</u> – Distributed and reviewed	1. Information 2. Bring report to 2/2012 meeting 3. Approved. Update fee schedule. 4. Approved. Distribute to members	1. None 2. N. Miller 3. M. Caballero 4. N. Miller
PUBLIC COMMENT	1. No members of the public present.	1. Information	1. None

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OLD BUSINESS			
ACCJC/WASC ACCREDITATION	<ol style="list-style-type: none"> 1. 2013 Self Evaluation and Site Visit –The next ACCJC College Self Evaluation and Accreditation Site Visit are scheduled for March 4-7, 2013. <ol style="list-style-type: none"> a Accreditation Visit Preparation Timeline – Updated time line distributed and reviewed. Major accomplishments since last report include: <ol style="list-style-type: none"> 1) Steering Committee completed: <ol style="list-style-type: none"> (a) Third and final revisions of Standards Committee final drafts (b) Final review and edits of all ancillary documents. 2) Final draft distributed for review and comment. T. Jones volunteered to read for editing. Will add addenda, finalize formatting, obtain signatures, and mail to ACCJC by the first week of January 2013. M. Caballero stated that the Evaluation Team Chair will be Dr. Susan Lorimer, Vice Chancellor of Education and Technology at Los Rios Community College District. She has participated in four Site Visits; this will be her first experience as chair. Another Team member will be Sal Jones, RN, nursing faculty from Contra Costa College. No other names are known as yet. The Team Chair will visit the College to develop the Site Visit schedule and coordinate logistics sometime in January/February. b Guide to Accreditation for Governing Boards. M. Caballero reviewed the Guide including: <ol style="list-style-type: none"> 1) Purpose: <ol style="list-style-type: none"> (a) Accreditation is to assure/improve quality of higher education to support student success (b) Leadership responsibilities: College mission, institutional quality/improvement and integrity, and student success (responsible for the “what”, not the “how”) 2) Boards carry out their purpose through: <ol style="list-style-type: none"> (a) Policy development (b) Delegation of operations responsibility to the CEO. Link to staff is through the CEO. <p>M. Caballero cited the “ACCJC News: Summer 2012 – Accreditation and Governing Board Roles and Responsibilities”:</p> <ol style="list-style-type: none"> 1) 2009-2012: Institutional sanctions related to governing board performance rose from 46% to 71%. Problems included board performance; financial management/stability; institutional assessment, planning, and effectiveness. 2) Recommendations: <ol style="list-style-type: none"> (a) Clearly defined Board roles/responsibilities (b) Attention/focus on external financial and accreditation reports (c) Adopt and enforce strong policies on ethics and conflict of interest (d) Focus on the mission (e) Act as a whole once a decision is made (f) Act in the best interest of the institution, not in response to constituencies or 	<ol style="list-style-type: none"> 1. Review status report at each meeting <ol style="list-style-type: none"> a. Send electronic copy to Board for approval via e-mail b. Discuss Board role in Site Visit at next meeting 	<ol style="list-style-type: none"> 1. M. Caballero, M. Ibrahim, N. Miller <ol style="list-style-type: none"> a N. Miller b M. Caballero

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	<p>special pleaders if not aligned with mission (g) Long and short range fiscal plans. M. Caballero also reviewed highlights from the "Dashboard Metrics: Board of Trustees Grapple with Assessment": 1) Three major duties: 1) Policy review and approval; 2) fiscal oversight; 3) hiring, nurturing, replacing the president, and managing a succession plan Discussion: Members requested further review and discussion at the next meeting in preparation for the Site Visit.</p> <p>2. BRN Self Study and Site Visit – B. Collier, School of Nursing (SON) Dean, reported: a BRN 2013 Visit Preparation Timeline – reviewed status to date. Will review final drafts this month and complete edits in December b Committee Assignments – reviewed status of committee/individual assignments related to specific report sections.</p> <p>3. <u>Research/Program Review/Planning</u> – M. Ibrahim reported: a Employer Survey Findings for the Classes of 2007 through 2010-II – Report distributed and reviewed findings related to: 1) Number of graduates per class 2) Number of graduates that participated in the graduate survey 3) Number of employer surveys sent (based on e-mail addresses obtained from graduate survey responses) 4) Graduate performance – observation score 5) Program effectiveness – graduate comparison score 6) Employer comments 6 classes completed between May 2008 and December 2010, with an average of 59 graduates/class. Approximately 15 graduates/class responded to the graduate survey and provided employer e-mail addresses. A total of 70 surveys were e-mailed to these employers and 31 (44%) responded. Average performance score was 3.5 (scale 1-5, 5-highest). Average program effectiveness comparison was 3.8. Comments were primarily positive. Ongoing problems with obtaining accurate employer e-mail addresses. Will continue to explore methods for obtaining responses. Members agreed that the number of responses is too small to be significant. b College Climate Survey Findings – Carry over</p> <p>4. <u>Information Technology (IT) Support and College Information Systems</u> a <u>Student Information Data Base</u> – M. Caballero reported the On Line Requisition, which was approved by the DHS CEO, should be with the Internal Services Department but has been held by the Medical Center Supply Chain Operations division. b Information System Analyst – M. Caballero reported that the new College Information</p>	<p>2. Information</p> <p>3. Information</p> <p>4. . a. E-mail contact information to M. Lee b. Information</p>	<p>2. None</p> <p>3. None</p> <p>4. M. Caballero</p>

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	<p>Officer, Visna Kieng, has completed orientation with DHS and Medical Center IT departments. He is currently orienting with College administration, faculty, and staff. His priorities are to implement CAMS and conduct an assessment of College IT resource needs. He was provided with a copy of the College Statement of Work generated by the DHS information technology division.</p> <p>5. <u>Allied Health</u> – D. DeHart reminded members that the Assistant Hospital Administrator (AHA) IV allocated to the College for the Allied Health Director position was borrowed by the Medical Center. It will be replaced by an AHA III. Human Resources must resume the identification of qualifications and screening process.</p>	5. Information	5. None
DIVISIONAL REPORTS	<p>1. <u>Education and Consulting Services Report</u> – T. Blass, Education and Consulting Services (EDCOS) Dean provided an overview of the division and reviewed:</p> <ul style="list-style-type: none"> a Faculty and credentials – She anticipates one resignation and one retirement in the immediate future b 2010-2011 continuing education (CE) and non continuing education (non-CE) classes and programs c Mandatory programs d Specialty programs – immediate focus is on training nurses for areas of critical need such as the intensive care units and emergency rooms. e Professional development courses f Committee memberships g Nursing Clinical Protocols, Procedures, and Patient Teaching Protocols h Additional Contributions to DHS and the Community. 	1. Information	1. None
NCLEX-RN PASS RATE	Formal report not available. However, 100% of the students that graduated in December 2011 and May 2012 attempted and passed the exam.	Report again in May 2013.	N. Miller
RECRUITMENT STATUS	<p>1. <u>School of Nursing Spring 2013 Projections</u> – M. Caballero reported that she will be conducting a preregistration information session this afternoon. Fifty new students are expected to enter the program in January for the spring semester. Potential issues relate to faculty retirements and military duty and the limited ability to backfill vacated instructor positions. The SON attempts to maintain a ratio of one faculty member for approximately ten students in the clinical area to ensure patient safety and support optimal student learning.</p> <p>2. <u>DHS Hiring Process</u> – Report not available. Request approval to report again in May 2013.</p>	<p>1. Information</p> <p>2. Approved. Report again in May 2013.</p>	<p>1. None</p> <p>2. N. Miller</p>
NEW BUSINESS			
POLICY #803: SATISFACTORY ACADEMIC PROGRESS	College policy #803: Satisfactory Academic Progress – drafted by College Administrative Committee to meet Department of Education regulations. It was returned to the Administrative Committee to ensure correlation with updates to the SON Academic Failure and Withdrawal policy. Recommended	Approved. Forward to members, faculty, and staff, and post on Internet and intranet.	N. Miller

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	updates were reviewed and approved by College Planning Committee and forwarded to the Board members on 10/12/12 for discussion at this meeting.		
POLICY #830: STUDENT GRIEVANCE	College policy #830: Student Grievance is due for triennial review, update, and ongoing approval vote. SON Admissions/Promotions and Faculty Organization Committees and College Administrative and Planning Committees recommended revisions, which were forwarded to the Board members on 10/12/12 for discussion at this meeting. Members questioned the necessity of including applicants in this procedure. M. Caballero stated that applicant complaints are handled at the preliminary grievance phase and to her recollection, none have progressed to grievance. Recommend removing reference to applicant on pages one and two and creating separate, simpler process for applicant grievances.	Approved with changes. Revise policy, forward to members, faculty, and staff, and post on Internet and intranet.	N. Miller
BOARD POLICY #120: MEETINGS	Board policy #120: Meetings is due for triennial review, update, and ongoing approval vote. It was forwarded to the Board members on 10/12/12 for discussion and approval vote at this meeting. Members recommend adding reference to Brown Act to the References.	Approved with change. Forward to members and post on Internet and intranet.	N. Miller
BOARD POLICY #510: NEW MEMBER ORIENTATION	Board policy #510: New Member Orientation is due for triennial review, update, and ongoing approval vote. It was forwarded to the Board members on 10/12/12 for discussion and approval vote at this meeting.	Approved with correction of typo. Forward to members and post on Internet and intranet.	N. Miller
OFF AGENDA ITEMS	E. Moreno announced that he is a candidate for the Los Angeles Community College District Board of Trustees. The election will be held March 2013.	Information	None
NEXT MEETING	February 22, 2013 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