

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
PRESENT:	Pete Delgado, President Irene Recendez, Vice President Nancy Miller, Secretary M. Anderson Thomas Berne, MD Vivian Branchick, RN James Doughty, RN Maria Torres Flores Rosa Maria Hernandez Elizabeth Jones, RN Ernest Moreno Joseph Van Der Meulen, MD	EXCUSED/ ABSENT:	GUESTS: Carolyn Bloch Maria Caballero Doris DeHart Sylvia Estrada
CALL TO ORDER & INTRODUCTIONS	P. Delgado called the meeting to order. Guests and members introduced themselves.	Information	
APPROVAL OF MINUTES	Minutes of November 30, 2007.	Approved as written. N. Miller will post on CONAH website	N. Miller
MINUTES FOLLOW-UP	1. <u>Member Photographs</u> – Will be rescheduled 2. <u>Member Nomination</u> – Minor Anderson was oriented to the Board of Trustees (BOT) and provided with a binder including: <ul style="list-style-type: none"> • BOT membership information and meeting schedule • BOT Bylaws, policies, and forms • Recent meeting agendas, minutes, and handouts • College mission, vision, values; strategic plan; and organizational chart. 3. <u>Member Contact Information</u> – Updated contact information distributed.	1. D. DeHart will reschedule 2. Information 3. N. Miller will bring updates to next meeting.	1. D. DeHart 2. 3. N. Miller
ANNOUNCEMENTS	1. <u>State Grant Award</u> – Governor Schwarzenegger awarded the College \$287,000 for RN training. The funds will be made available through the Song-Brown program, administered by the Office of Statewide Health Planning Development (OSHPD). The Grant will be handled by the Workforce Development Program (WDP). <ul style="list-style-type: none"> • \$200,000 – for support services (coaching & tutoring) to bring ten employees into the nursing program • \$87,000 – for NCLEX review for two years M. Caballero represented the College at the grant review meeting in San Francisco.	1. Information	1.
OLD BUSINESS			
REPORTING STRUCTURE PROPOSAL	1. <u>Purpose</u> – P. Delgado proposed handing chairmanship of the BOT and administrative oversight of the College to V. Branchick, Chief Nursing Officer, Department of Health Services (DHS) and Director of Nursing Affairs. This change in reporting structure will address the ACCJC/WASC recommendation related to long term integrated planning. DHS oversight will provide the focus needed to improve access to funding and resources. 2. <u>Impacting factors</u> <ul style="list-style-type: none"> • <u>ACCJC/WASC Substantive Change</u> –M. Caballero, Accreditation Liaison Officer, summarized the proposed change in reporting structure in an e-mail sent to ACCJC/WASC Associate Vice President, L. Owyang. E-mail inquired whether the change would constitute a “change in the legal status, form of control, or ownership of the institution” and therefore require submission of a substantive change proposal. (e-mail, ACCJC/WASC Substantive Change policy, organizational charts, and BOT Bylaws distributed.) M. Caballero reported that L. Owyang responded that the change in reporting structure does not constitute a substantive change and would require ACCJC President written notification only. 	1. Resume discussion at May meeting.	1. P. Delgado

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	<ul style="list-style-type: none"> • <u>Medicare Reimbursement</u> – The Medical Center receives over \$400,000 in Medicare education pass-through funds to offset costs incurred by the hospital's School of Nursing program. H. Jew, Chief Program Audits/Reimbursement, reviewed the regulations in relationship to the proposed change in reporting structure (e-mail distributed). Recommendations: <ul style="list-style-type: none"> - Nursing Program operational costs remain on LAC+USC books. A "Provider-operated program" is required in order to be eligible for pass-through funding. Currently LAC+USC is the sponsoring institution for the approved and accredited "provider-operated program". Should the operational costs be moved to DHS, Medicare could construe this as a "non-provider operated program". - OVMC satellite campus – Faculty payroll costs will remain with LAC+USC. OVMC overhead costs related to the program should be billed to LAC+USC. - Reporting structure – V. Branchick management/oversight of the nursing program will not jeopardize Medicare reimbursement. 3. <u>Discussion</u> – P. Delgado restated the advantages of DHS ownership and accountability. V. Branchick reviewed the accomplishments to date including hiring Research Director, interviewing for Allied Health Director, assigning individual to update Website, and developing IT Plan. N. Miller reviewed the advantages in relationship to each of the accreditation visit recommendations. Members discussed the possible implications. These included concerns regarding ongoing support, financial/budgetary responsibilities, impact on Board bylaws and membership, and implications if structure is not changed. 		
<p>ACCJC/WASC VISIT FOLLOW-UP</p>	<ol style="list-style-type: none"> 1. <u>Action Letter: January 31, 2008</u> – Included in member information packet. Progress Report #1 accepted. CONAH must demonstrate compliance with Eligibility Requirements 10, 11, and 21, 2001 Recommendations 1, 2, and 3 and 2007 Recommendation #2 by June 2008. Progress Report #2, due March 15, must demonstrate resolution of the deficiencies. 2. <u>Progress Report #2: 3/15/08</u> – Draft of body of report distributed. Status of each recommendation reviewed: <ul style="list-style-type: none"> • #1 (2001) – Research Director hired • #2 (2001), #1 (2007) & Eligibility Requirement #21 – Proposal to formally change reporting structure to provide greater access to funding and resources pending BOT approval. CONAH has been included in Network strategic planning initiative in order to ensure long-term planning is aligned with DHS and Healthcare Network • #3 (2001) – Scope of Allied Health division finalized. Allied Health Director hiring in process • #2 (2007) – Institutional effectiveness plan, which incorporates a clearly defined and detailed program review process is in place • #3 (2007), Eligibility Requirements #10 & #11 – College, General Education, Program, and Course Student Learning Outcomes developed, incorporated into program review and strategic plan, and will be posted on Website • #4 (2007) – Online nursing and allied health literature index purchased and installed. Library, computer, and skills lab hours expanded to improve student access 	<ol style="list-style-type: none"> 1. Information 2. N. Miller will e-mail final report by March 10th. 	<ol style="list-style-type: none"> 1. 2. N. Miller

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	<ul style="list-style-type: none"> #5 (2007) – Action plan for IT support developed in collaboration with DHS and Network IT departments. <p>Please submit any comments to N. Miller. A follow up visit by commission representative is expected in late March or early April.</p>						
SATELLITE CAMPUS: OLIVE VIEW – UCLA MEDICAL CENTER	<ol style="list-style-type: none"> <u>Regulatory Agency Approvals</u> – The Board of Registered Nursing (BRN) conducted a site visit on February 7th to evaluate student-learning resources. The BRN will take the expanded campus proposal to the Education and Licensing Committee once the ACCJC accreditation issues are resolved. The BRN recommends that a representative from DHS/Network finances be present at that meeting to confirm ongoing funding for the program after the grant expires. <u>Faculty and Staff Hiring</u> – Issues pertaining to grant funded items resolved through V. Branchick's interventions with Human Resources. Program Director accepted the position. <u>Facilities</u> – Adequate classroom, skills lab, computer lab, library, and office space has been identified. OVMC is providing furniture, equipment, and supplies. 	<ol style="list-style-type: none"> Information 					
MEXICAN CONSULATE COLLABORATIVE PROJECT	<ol style="list-style-type: none"> P. Delgado reviewed the background, history, purpose, and advantages of the project. M. Caballero reported that Homeland Security approved the College's application to accept students on F1 Visas, who enroll in the full two-year program. County Counsel, in collaboration with the Office of Nursing Affairs, the Healthcare Network, and the College, continues to work on the immigration issues related to bringing in international students for professional development classes or clinical experience only. 	<ol style="list-style-type: none"> Information M. Caballero will report on progress at next meeting 	M. Caballero				
NCLEX-RN PASS RATE	<ol style="list-style-type: none"> <u>National Council Licensure Exam – Registered Nurse (NCLEX-RN) Pass Rate by SON Graduating Class</u> – distributed and reviewed. Average 1st attempt pass rate/graduating class has improved from 84% for the Class of 2005-1 to 94% for the last three graduating classes. Average pass rate for the last 11 graduating classes is 88% and average pass rate for repeat attempts is 99%. The attrition rate remains at approximately 15%. 	Information					
RECRUITMENT STATUS	<ol style="list-style-type: none"> <u>Spring 2008 Enrollment</u> – M. Caballero reported that 72 students entered the first semester basic RN program and 9 LVNs entered the third semester as advanced placement students. Fourteen of the basic students are enrolled through the Workforce Development program. <u>New Student Demographics</u> – Distributed and reviewed. <table border="1" data-bbox="363 1479 1308 1511"> <tr> <td>Demographics</td> <td>Basic Program</td> <td>WDP</td> <td>Total</td> </tr> </table>	Demographics	Basic Program	WDP	Total	<ol style="list-style-type: none"> M. Caballero will continue to report enrollment and demographic data Information 	<ol style="list-style-type: none"> M. Caballero M. Caballero
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<p>COLLEGE INFORMATION SYSTEMS</p>	<p>1. <u>Student Information System</u> – M. Caballero reported that implementation of the system, is pending transition and archiving of existing databases. Network Information Technology department identified a vendor, obtained a contract and funding, and hired a contractor who is in the hiring process.</p> <p>2. <u>Learning Management System</u> – M. Caballero reported that the College volunteered to be the pilot area for DHS and is initiating employee training on the Learning Net system and will go live in June for nursing professional development classes.</p>	<p>Information</p>																																																	
<p>ALLIED HEALTH REPORT</p>	<p>D. DeHart reported that East Los Angeles City College graduated the second class of students who completed their clinical affiliation at the Medical Center and will be ready to hire in the next several months. However, registries are offering \$35.00/hour and the DHS offers \$25.00/hour.</p>	<p>Information</p>																																																	
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<p>OFF AGENDA ITEMS</p>	<p>1. <u>Partnership for Nursing Awareness</u> – J. Doughty reported that he continues to work with LA Unified School District RNs to improve the nursing workforce pipeline.</p> <p>2. <u>Commendation</u> – P. Delgado complemented College Administration for their focus and continued success in implementing College programs with few resources.</p>	<p>1.</p>	<p>1.</p>																																																
<p>NEXT MEETING</p>	<p>May 25, 2008 8:00 to 10:00 p.m. College of Nursing and Allied Health</p>	<p>N. Miller will forward agenda and minutes to members prior to meeting</p>	<p>N. Miller</p>																																																

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	Tower Hall, Room 105		

Approved by: (Signature on file)
Pete Delgado

Prepared by: (Signature on file)
Nancy Miller