

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH**  
**BOARD OF TRUSTEES MINUTES**  
November 20, 2009

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<b>PRESENT:</b>	Vivian Branchick, President Nancy Miller, Secretary	James Doughty, RN Rosa Maria Hernandez	Ernest Moreno Maria Torres Flores
<b>EXCUSED/ ABSENT:</b>	Irene Recendez, Vice President	Minor Anderson	Thomas Berne, MD
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	V. Branchick called the meeting to order.		Information
<b>APPROVAL OF MINUTES</b>	Minutes of August 28, 2009		Approved as written. N. Miller will post on CONAH website.
<b>MINUTES FOLLOW-UP</b>	<ol style="list-style-type: none"> <li>Minutes of the May meeting and policies approved at the August meeting were posted.</li> <li>Board membership vacancies – E-mail to College faculty and staff requesting recommendations for Board of Trustees Department of Health Services (DHS) and Health Care Facility positions; membership guidelines; and list of members and positions reviewed. Margaret Lee, Associate Chief Information Officer and Director Information Systems: Budget and Planning, was recommended for the vacant DHS position and would accept if offered. She has been instrumental in organizing and implementing the action plan to address College needs for information technology (IT) support and related accreditation issues.</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>N. Miller will circulate M. Lee's resume for review and approval. M. Lee will be invited to the next Board meeting pending approval.</li> <li>Information</li> </ol>	<ol style="list-style-type: none"> <li>None</li> <li>N. Miller</li> <li>None</li> </ol>
<b>ANNOUNCEMENTS</b>	<ol style="list-style-type: none"> <li><u>Budget Request: Fiscal Year 2011-2012</u> – N. Miller reported that the forms for the next fiscal year have not yet been received. Expenditure Management is discouraging regarding budget approvals and upon inquiry stated that forms will be forwarded "at the appropriate time". The Network Chief Financial Officer, Chief Executive Officer, and Expenditure Management Director are meeting with all LAC+USC Network administrative staff to review budget reports and cost cutting strategies. The meeting with College administration is scheduled for next week. V. Branchick stated that she has directed the College not to volunteer to give up any positions. All items are needed to support accreditation requirements. N. Miller explained that the College budget of approximately \$6.5 million is based on the previous year's expenditures and is primarily salary. There are very little service and supply costs to be cut.</li> </ol>	<ol style="list-style-type: none"> <li>Information</li> </ol>	<ol style="list-style-type: none"> <li>None</li> </ol>
<b>OLD BUSINESS</b>			
<b>ACCJC/WASC ACCREDITATION</b>	<ol style="list-style-type: none"> <li><u>Midterm Report</u> – The report is due March 15, 2010. The report guidelines; College task list, due dates, and accountabilities; and Self Study Planning Agenda Status Report were distributed and discussed. The draft report will be completed in January and forwarded to members for review and approval at the February meeting. M. Torres-Flores inquired regarding adherence to timelines. N. Miller stated that target due dates have been set and are expected to be met.</li> <li><u>Research and Planning</u> <ul style="list-style-type: none"> <li>- The draft Evaluation of the College Strategic Plan 2010 to 2015 was distributed and discussed. The updates to the format were reviewed and approved at the August Board meeting. The Goals carry over from the current strategic plan. The objectives and strategies cascade from the DHS, Network, and College goals and strategies. E. Moreno complimented M. Ibrahim on the strategic plan format.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>N. Miller will forward the draft report for member review and approval at the February meeting.</li> <li>N. Miller will forward electronic version of the draft strategic plan for discussion/revision and approval vote at the February meeting.</li> </ol>	<ol style="list-style-type: none"> <li>N. Miller</li> <li>N. Miller</li> </ol>

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	<ul style="list-style-type: none"> <li>- Research – M. Ibrahim reported that, due to the ongoing Network firewall problems that prohibit return of completed electronic surveys, hard copies of Graduate Surveys (rather than electronic) will be sent in December.</li> <li>3. <u>Program Review</u> – M. Ibrahim reported that Program Evaluation Surveys will be conducted and available on line for the School of Nursing (SON) class that graduates this December.</li> <li>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.</li> <li>5. <u>Information Technology Support and College Information Systems</u> – M. Caballero reported that V. Branchick coordinated a meeting with College administration and DHS IT to discuss status and plans for completing the prioritized Project Implementation Request. <ul style="list-style-type: none"> <li>- CAMS – M. Caballero stated that DHS IT will provide support to implement the student information system. M. Lee will also request funding to upgrade the system and train staff.</li> <li>- Class Climate – M. Ibrahim reported that she continues to be unable to receive outside electronic surveys due to ongoing firewall issues and is currently unable to process surveys due to server and scanner problems. DHS IT will investigate and resolve the problems.</li> <li>- CONAH Internet and Intranet – M. Ibrahim reported that DHS is assisting with redesign of the Website and approved a College intranet site on the DHS website, which will provide a portal to allow student access.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>3. M. Ibrahim will present the Class of 2009-2 Program Evaluation findings at the February meeting.</li> <li>4. D. DeHart will report ongoing progress at next meeting.</li> <li>5. Will report ongoing progress at next meeting</li> </ul>	<ul style="list-style-type: none"> <li>3. M. Ibrahim</li> <li>4. D. DeHart</li> <li>5. M. Caballero &amp; M. Ibrahim</li> </ul>
<b>EXTENDED CAMPUS:  OLIVE VIEW – UCLA  MEDICAL CENTER</b>	<ul style="list-style-type: none"> <li>1. <u>LA Care Grant Status Report and Transition Proposal</u> – J. Anderson reported that the first cohort of students will graduate in December of this year and the second cohort next May. No further cohorts were admitted to the extended campus. The BRN was notified that the College will not continue the extended campus but will continue to use Olive View as a clinical site. Accrediting commission notification is pending Board of Supervisor notification.</li> <li>2. <u>Distance Learning</u> – J. Anderson reminded the members of the history of this Workforce Development Program-initiated grant, which was intended to provide a component of theoretical educational support to the OVMC extended campus. The grant has been modified to reflect current situation and educational intent and has been collapsed from ten sites to one sending site and a possible three receiver sites. Members discussed distance learning and its effectiveness as a teaching/learning methodology and cost savings mechanism. Advantages include additional student access. Disadvantages are related to costs associated with space, IT, and other support needs as well as communication delays. Members agreed that IT should fit the learning process rather than drive it.</li> </ul>	<ul style="list-style-type: none"> <li>1. Information</li> <li>2. Will report on status at meeting</li> </ul>	<ul style="list-style-type: none"> <li>1. None</li> <li>2. J. Anderson</li> </ul>
<b>NCLEX-RN PASS RATE</b>	<p>The National Council License Exam – Registered Nurse (NCLEX-RN) Pass Rate by Graduating Class was distributed and reviewed for the 15 classes that graduated from 2002-1 to 2009-1. The average first attempt pass rate for all 15 classes is 89%. The 1<sup>st</sup> time pass rate has remained higher than 85% since the class of 2005-II and has remained higher than 92% since the class of 2006-I. The repeat attempt pass rate is 100%. In addition, the CONAH pass rate has remained greater than state and</p>	<p>Information</p>	<p>N. Miller</p>

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<b>RECRUITMENT STATUS</b>	<p>national averages since the class of 2005-II.  Members were impressed with pass rate and explored possible contributing factors.</p> <p>1. <u>Fall 2009 School of Nursing Demographics</u> – M. Caballero distributed the SON demographic data for the 333 students enrolled in Fall 2009, including a comparison to the Spring and Fall new student demographics and to the Los Angeles County (LAC) population as well as to state and national RN programs.  SON Fall 2009 Student Body Demographics</p> <table border="1" data-bbox="373 440 1314 846"> <thead> <tr> <th>Demographics</th> <th>SON Student Body (333)</th> <th>SON New Students (49)</th> <th>LA County population</th> <th>State RN programs</th> <th>National RN programs</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>77%</td> <td>63%</td> <td>51%</td> <td>83%</td> <td></td> </tr> <tr> <td>Male</td> <td>23%</td> <td>37%</td> <td>49%</td> <td>17%</td> <td></td> </tr> <tr> <td colspan="6">Ethnicity</td> </tr> <tr> <td>Minorities</td> <td>77%</td> <td>75%</td> <td>69%</td> <td>54%</td> <td>18%</td> </tr> <tr> <td>Caucasian</td> <td>23%</td> <td>25%</td> <td>29%</td> <td></td> <td></td> </tr> <tr> <td>Black</td> <td>10%</td> <td>10%</td> <td>9.5%</td> <td></td> <td></td> </tr> <tr> <td>Hispanic</td> <td>39%</td> <td>35%</td> <td>47%</td> <td></td> <td></td> </tr> <tr> <td>N. American</td> <td>0%</td> <td>0%</td> <td>1%</td> <td></td> <td></td> </tr> <tr> <td>Asian</td> <td>11%</td> <td>20%</td> <td rowspan="2">13.5%</td> <td></td> <td></td> </tr> <tr> <td>Filipino</td> <td>17%</td> <td>10%</td> <td></td> <td></td> </tr> <tr> <td>Undeclared</td> <td>0%</td> <td>0%</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>2. <u>Spring 2010 Projections</u> – M. Caballero distributed the SON capacity and actual enrollment figures for Academic Years (AY): 2007-2008, 2008-2009, and 2009-2010. Total enrollment per semester for AY: 2004-2005 through 2009-2010 was also reviewed. Total enrollment has increased from 230 in Fall semester 2004 to 333 for Fall semester 2009.</p> <p>3. <u>DHS Hiring Process</u> – The LAC Employment Rate of Students and Graduates was distributed and reviewed. It is a summary LAC employment for the classes of 2003-2009. The hiring rate for the seven classes that graduated from 2003-II to 2006-II averaged 45%; class of 2007-I increased to 65%, and 2007-II to 83%. In response to FY 08-09 budget &amp; item constraints, hiring from the class of 2008-II declined to 5% (2 graduates). DHS hired no graduates from the class of 2009-1. Approximately 70% of the graduates who were hired were retained for two years or longer. An average of 40% of students became Student Nurse Workers (SNWs) and about half of these SNWs were hired as DHS RNs. The majority of graduates who were hired by DHS work at the Medical Center (83%), OVMC and H-UCLA hired about 7% each, and the rest were hired by the other DHS facilities  Members discussed the nursing shortage, economic situation, and current and potential future impact on hiring of new graduates as well as changing demographics of LAC population.</p>	Demographics	SON Student Body (333)	SON New Students (49)	LA County population	State RN programs	National RN programs	Female	77%	63%	51%	83%		Male	23%	37%	49%	17%		Ethnicity						Minorities	77%	75%	69%	54%	18%	Caucasian	23%	25%	29%			Black	10%	10%	9.5%			Hispanic	39%	35%	47%			N. American	0%	0%	1%			Asian	11%	20%	13.5%			Filipino	17%	10%			Undeclared	0%	0%				<p>1. Information</p> <p>2. Information</p> <p>3. Information</p>	<p>1. None</p> <p>2. None</p> <p>3. None</p>
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<b>TUITION AGREEMENT CONTRACT</b>	<p>D. DeHart reviewed the Tuition Agreement Contract (TAC), which is a tuition deferral to a LAC loan that the graduate pays back through LAC service. Since the County does not have vacant positions, the graduates are unable to provide County service and are unable to meet the requirements of the</p>	<p>D. DeHart will continue to report on TAC status.</p>	<p>D. DeHart</p>																																																																							

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	<p>TAC. The grace period for beginning loan pay back was extended to the new Fiscal Year for the class that graduated in December, in hopes that hiring would open up. The grace period was extended again until October to allow graduates the opportunity to find employment. V. Branchick coordinated a conference call between College Administration, County Council, and Contracts &amp; Grants division, in which it was agreed to allow the same ten-month grace period to the May 2009 graduating class. Members reflected on the contrast of the 100% NCLEX pass rate by the class of 2009-1 and the 0% DHS hiring rate.</p>		
SELF APPRAISAL	<p>M. Ibrahim stated that she has received completed Self Appraisals surveys from all but one member. Preliminary findings show an overall score of 3.5 (1-5 scale).</p>	<p>M. Ibrahim will bring summary and comparison findings to February meeting.</p>	<p>M. Ibrahim</p>
<b>NEW BUSINESS</b>			
2010 MEETING SCHEDULE	<p>Distributed</p>	<p>Approved pending no conflicts. N. Miller will forward electronic copies.</p>	<p>N. Miller</p>
OFF AGENDA ITEMS	<p>None</p>		
NEXT MEETING	<p>February 26, 2010        8:00 to 10:00 p.m.        College of Nursing and Allied Health        Tower Hall, Room 105</p>	<p>N. Miller will forward agenda and minutes to members prior to meeting.</p>	<p>N. Miller</p>

Approved by: (Signature on file)  
 Vivian Branchick

Prepared by: (Signature on file)  
 Nancy Miller