

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH**  
**BOARD OF TRUSTEES MINUTES**  
August 24, 2007

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS			ACTIONS	FOLLOW-UP	
PRESENT:	Pete Delgado, President Irene Recendez, Vice President Nancy Miller, Secretary	Thomas Berne, MD James Doughty, RN	Elizabeth Jones, RN Joseph Van Der Meulen, MD	EXCUSED/ Vivian Branchick, RN ABSENT: Jeffrey Huffman, MD Rosa Maria Hernandez Ernest Moreno Maria Torres Flores	GUESTS: Maria Caballero Doris DeHart	
APPROVAL OF MINUTES	Minutes of May 25, 2007.			Approved as written.	N. Miller	
MINUTES FOLLOW-UP	All follow up actions completed			Information		
ANNOUNCEMENTS	None					
OLD BUSINESS						
WASC VISIT FOLLOW-UP	The following documents were distributed and discussed: 1. <u>Accrediting Commission for Community &amp; Junior Colleges (ACCJC) Action Letter</u> – The College was placed on warning for reasons enumerated in the ACCJC Accreditation Report. The College is required to complete two progress reports. The first is due by October 15, 2007 and the second progress report is due by March 15, 2008. 2. <u>ACCJC Accreditation Report</u> – Previously e-mailed to members along with the action letter. 3. <u>Cover Letter to Interested Parties Summarizing the Report</u> 4. <u>Accreditation Deficiency Needs</u> – List of Resources needed to address deficiencies and previous budget request history 5. <u>Accreditation Needs Costs</u> – Costs associated with requested positions and services and supplies 6. <u>Follow-Up Action Plans</u> – For each of the five recommendations 7. <u>Accreditation Progress Report: October 15, 2007 (Draft #2)</u> – College will complete draft by end of September and e-mail to members for review prior to submitting to ACCJC. Members discussed the issues cited in the report and the difficulties associated with obtaining needed resources. Members also stated that the goal is to obtain ongoing permanent positions for the Dean of Allied Health and for the Research Director rather than temporary fixes. The importance of maintaining the RN program and on implementing a Radiology Technologist program was emphasized.			N. Miller will forward draft Progress Report to members for review by the end of September.		N. Miller
RETENTION	1. <u>LAC Employment Rate for Students &amp; Graduates</u> - Distributed and reviewed hiring data for the nine classes graduating from May 2003 to May 2007. Average hiring rate is 44%. Retention rate for two years or more is 86%. 40% of students in each class are employed as Student Nurse Workers (SNWs) and 64% of SNWs are hired as LAC RNs after graduation. 2. <u>Class of 2007-I Hiring Status</u> – Distributed and reviewed. Thirty graduates are currently hired or in the process of being hired (49% of the class) and another 14 graduates have expressed intent to hire pending successful completion of NCLEX-RN, which would bring the hiring rate for this class to 72%. 3. <u>Radiology Technologist Hiring Status</u> - Clinical affiliate hiring status discussed. Dr. Berne stressed the importance of hiring Radiology Technologists because of their role in facilitating patient flow and in disimpacting the Emergency Rooms. D. DeHart stated that many of the graduates of the affiliate school Radiology programs expressed interest in working at the			1. N. Miller will update hiring data and report findings at the November meeting. 2. N. Miller & D. DeHart will report on RN hiring process obstacles and recommendations at next meeting. 3. D. DeHart will investigate hiring status of Radiology Technologists and limiting factors. She will also inquire about MRI items.		1. N. Miller  2. D. DeHart & N. Miller  3. D. DeHart

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	<p>Medical Center but that factors such as the HR hiring process create obstacles. P. Delgado inquired about the status of the Magnetic Resonance Imaging position classification and compensation.</p> <p>Members discussed the same factors impacting Radiology also impact RN hiring. P. Delgado stated that in order to affect change, the steps of the hiring process need to be delineated and the barriers identified. N. Miller stated that D. DeHart, R. Nott, Nursing Instructor, and S. Mortimer, Nurse Recruitment were in the process of scheduling a meeting to discuss issues related to recruitment from the SON and to recommend actions.</p> <p>I Recendez stated that the Workforce Development Program is working with LAUSD High Schools to promote health care as a career. Wilson and Lincoln High Schools have two-year Special Learning Center (SLCs), programs through which students volunteer at LAC+USC or Harbor-UCLA Medical Centers and progress to employment in some capacity upon graduation. Bravo High School was not included since it is already a Medical Magnet High School.</p>		
<b>MEXICAN CONSULATE COLLABORATIVE PROJECT</b>	<p>M. Caballero reported that the application to accept international students on F-1 visas was submitted. An inspector, contracted by Immigration and Customs Enforcement, visited the College on June 11<sup>th</sup> and a decision is expected by mid September.</p> <p>County Counsel, in collaboration with the Office of Nursing Affairs, the Healthcare Network, and the College, completed the law firm interview process and will meet on August 30<sup>th</sup> to review the candidates and to present their recommendations regarding the Temporary Nursing (TN) visa.</p> <p>M. Caballero stated that County Counsel expects that the next step is Board of Supervisor approval. P. Delgado pointed out the B. Chernof, DHS Director has approved the project.</p>	Information	
<b>SATELLITE CAMPUS: OLIVE VIEW – UCLA MEDICAL CENTER</b>	<p>M. Caballero reviewed the OVMC-UCLA Medical Center grant proposal for the College to reopen a satellite campus. LA Care awarded \$3,000,000 in grant funding to enroll 120 students for three years. The funding is for six instructors, a librarian, and a clerical position. The grant start date has been moved from January 1 to July 1, 2007. Twenty students will be enrolled for the Spring semester 2008.</p> <p>OVMC is drafting proposal for ACCJC approval, in consultation with M. Caballero and for BRN approval, with assistance from Z. Reyes, Dean, SON. Hiring instructors is pending receipt of items in College budget. Program implementation is also contingent upon obtaining the additional support staff identified in the College's Budget Request, which are also needed to address ACCJC recommendations.</p>	Information	
<b>RECRUITMENT STATUS</b>	<ol style="list-style-type: none"> <li><u><b>Fall 2007 Student Body Overview</b></u> <ul style="list-style-type: none"> <li>Total Student Body: 286, which includes 255 two-year basic students, 31 one-year LVN advanced placement.</li> <li>Semester 1: 71 students, Semester 2: 66, Semester 3: 90, including 20 enrolled through WDP; Semester 4: 59, including 13 WDP.</li> <li>Clinical sites include LAC+USC Medical Center &amp; CHCs, OVMC, H-UCLA, and RLA-MC</li> <li>Demographics – Male: 28%, Caucasian: 30%, Hispanic: 26%, Filipino: 23%, Asian: 11%, African-American: 9%, and Native American: 1%</li> </ul> </li> <li><u><b>Fall 2007 New Enrollees</b></u> <ul style="list-style-type: none"> <li>LVN to RN Advanced Placement – 14 LVNs + 13 LVN employees (enrolled through WDP)</li> </ul> </li> </ol>	Information	

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	<p>admitted to 3<sup>rd</sup> semester and will graduate in May 2008.</p> <ul style="list-style-type: none"> <li>Basic RN program – 70 new two-year basic students (no WDP). 10 of these students will have clinical experience at OVMC.</li> <li>Demographics – Male: 24%, Caucasian: 43%, Hispanic: 20%, Filipino: 20%, Asian: 13%, African-American: 4%, and Native American: 0%</li> <li>159 applicant files were complete and reviewed. 106 acceptance letters were sent and 70 students enrolled (66% yield). All new students had a minimum GPA of 2.5 in the sciences and most had 3.0 and above.</li> </ul> <p>M. Caballero expects to receive over 350 applicants by the mid September deadline for the Spring semester 2008. She described the SON point system components. The California Community College system is in the process of eliminating the lottery admission system and moving towards a merit based system wherein only applicants who meet academic admission criteria are eligible.</p>		
COLLEGE INFORMATION SYSTEMS	<ol style="list-style-type: none"> <li><b>Student Information System</b> – M. Caballero reported that implementation of the system is still pending transition and/or archiving of existing databases. Network Information Technology department identified a vendor to determine the optimal process for transferring and preserving student records, the College submitted a purchase order, which P. Delgado signed. Approval of contract is currently pending Internal Service Division review. P. Delgado contacted the DHS IT Director to facilitate the process.</li> <li><b>Learning Management System</b> – M. Caballero reported that the College provided class-coding information and course descriptions to DHS Human Resources: Employee Development and Training unit, which is configuring the system. The College volunteered to assist with implementation of this system, which should contribute to facilitating employee education tracking and record keeping.</li> </ol>	Information	
ALLIED HEALTH REPORT	D. DeHart reported that she has been meeting with Tony Lu, Network Materials Management and Myrlene Decatur, OR Nursing Director, regarding implementation of a Central Service Technician (CST) program. She is also in the process of obtaining approval for an affiliation contract with a school for CST training.	Information	
<b>NEW BUSINESS</b>			
CONAH GOALS 2007 – 2008	College annual goals distributed for member review	Information	
OFF AGENDA ITEMS	<b>Comparison of Kaiser vs. County Loan Program</b> – D. DeHart created and distributed a comparison document to address questions raised by V. Branchick at the May meeting. The Kaiser scholarship program is modeled after CONAH's Tuition Agreement Contract (TAC). Kaiser loans \$25,000 for tuition only to Mt St Mary students, who must be in their senior year and agree to work for Kaiser for 24 months after graduation. The Kaiser program, implemented in academic year 2005-2006, awarded 17 loans, 34 were given in '06-'07, and 29 for '07-'08. Failure to hire at Kaiser results in repayment at 10% interest over 5 years. Mt St Mary would not disclose how many of the recipients actually worked for Kaiser after graduation. LAC's TAC program has higher recruitment potential as all 286 CONAH students are eligible to participate with approximately 120 students graduating each academic year.	Information	
NEXT MEETING	November 30, 2007	M. Caballero will investigate having	1. M. Caballero

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	8:00 to 10:00 p.m. Tower Hall, Room 105 or To Be Determined	WASC guest speaker. P. Delgado will explore obtaining USC Faculty lounge.	2. P. Delgado

Approved by: (Signature on file)  
Pete Delgado

Prepared by: (Signature on file)  
Nancy Miller

BOT.Agendas/Mins

10/4/07