

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

DATE: February 17, 2006
TIME: 08:00 – 10:00
PLACE: Tower Hall, Room 115

PRESENT: Pete Delgado President
Rosa Maria Hernandez, Ed.D.
Nancy Miller, RN, Ed.D. Secretary
Ernest Moreno
Joseph Van Der Muelen, MD
GUESTS: Maria Caballero, RN Dean, Administrative and Student Services
Doris DeHart, RN Director, Financial Aid & Affiliate Faculty; Assistant Director of Continuing Education
Gloria Zappaterreno, CLS Dean, Allied Health & Director, College Research

EXCUSED/
ABSENT: Thomas Berne, MD
Vivien Branchick, RN
Maria Torres Flores
Elizabeth Jones, RN
Irene Recendez, RN Vice President

TOPIC: **ANNOUNCEMENTS**

DISCUSSION: P. Delgado thanked Rosa Maria Hernandez for her outstanding service to the College and for her dedicated leadership. He presented her with a certificate of appreciation.
P. Delgado reviewed the East Los Angeles College (ELAC) – “President’s Corner” and congratulated E. Moreno, on twelve years of successful leadership. ELAC’s budget has more than tripled in the last ten years and the college graduated and transferred more Hispanic-surnamed students to four-year institutions than any other college in the state.
V. Branchick, Department of Health Services’ (DHS) Director of Nursing Affairs, has agreed to be the DHS representative on this Board and planned to attend today’s meeting.

ACTION: E. Moreno invited the members to attend the ELAC President’s Fourth Annual Gala: A Celebration of the Arts in Education, which will be held Thursday, March 9th at the Omni Hotel.

TOPIC: **MINUTES OF NOVEMBER 18, 2005**

ACTION: Approved as written.

TOPIC: MINUTES OF NOVEMBER 18, 2005 – FOLLOW UP

DISCUSSION: **Member Contact Information** – Updated list distributed.
Los Angeles County – Department of Health Services: Health Services Administration Organizational Chart – Distributed. P. Delgado reviewed the Network, College, and V. Branchick's and his position on the organizational chart.
Graduation Petition – N. Miller notified the class president of the Board's decision and reviewed administrations' summary findings and the Board's decision at the November 2005 School of Nursing faculty meeting.
Alumni Representative – Pending receipt of candidates' CVs.

ACTION: Information

TOPIC: MEXICAN CONSULATE COLLABORATIVE PROJECT

DISCUSSION: P. Delgado, I. Recendez, N. Miller, and M. Caballero met with Mexican Consul General and legal council last month to review options for students and/or program graduates visiting the Healthcare Network. The University of Michoacan faculty visit is tentatively scheduled for this Spring. Student clinical evaluation and NCLEX preparation is scheduled for June 2006.
The School of Nursing (SON) semester coordinators reviewed the Michoacan school of nursing curriculum and agreed that it appears to adhere to BRN criteria. Graduates of the program should have the theoretical content to pass the NCLEX-RN.
Board members questioned the potential ethical issues associated with hiring healthcare providers from Mexico to work in the USA. The University of Michoacan administration, nursing faculty and Morelian hospital nursing staff reported to the Network visitors that many of their graduate nurses are unable to find employment in local hospitals. As a result, they work in clinics or are unemployed. The University of Michoacan administration and faculty supports developing an employment "pipeline" between the university and the Healthcare Network.

ACTION: The members continued to approve College participation in this project. This includes evaluating 1) the RN program's theoretical content and clinical experience in relationship to the California Board of Registered Nursing (BRN) educational requirements and 2) the graduates' potential for passing the NCLEX exam.

TOPIC: ALLIED HEALTH

DISCUSSION: **Affiliate Agreements** – G. Zappaterreno reported that the Modern Technology School program began December 2005 and the LAUSD educational affiliation agreement is still pending release of the contract by Contracts and Grants.

Grant Funding Sources – G. Zappaterreno reported that the Radiology program and MRI program are developed and pending funding. Last year's budget request was not approved. Funding for these programs was resubmitted in the 2006-2007 budget request but will probably only be approved through the supplemental budget process if at all.

Two grant applications are in progress. One was submitted through LA Care and another through the Health Research Association in collaboration with K. Hurtado and the Regional Health Occupational Resource Center (RHORC).

Radiology and MRI Programs – G. Zappaterreno distributed and reviewed the Return on Investment (ROI) for Radiologic Sciences Training Programs. Costs for 10 students include:

- Program start-up
- Recruitment
- Salary and labor
- Maintenance

Missing costs include employee benefits and shift differentials. The benefit:cost ratio for the Radiology program is 7.01 and 6.93 for the MRI program.

Members agreed that regardless of missing cost factors, the ROI findings provide another argument in support of the program vs. continuing to pay for registry.

MRI InSight Registry Contract – G. Zappaterreno reported that the MRI vendor is willing to provide the clinical site and instruction to program participants. The contract revisions are pending program start-up, budget approval, and faculty items.

ACTION: G. Zappaterreno will follow up on LA Care grant funding status.

TOPIC: **RECRUITMENT STATUS**

DISCUSSION: M. Caballero distributed and reviewed the Spring 2006 School of Nursing (SON) Student Body Overview. 269 students are currently enrolled. 240 are enrolled in the basic, two-year, RN program and 29 are in the one-year, LVN-advanced-placement, RN program. 68 students are expected to graduate in May 2006.

SON student demographics:

- Males: 25%
- Caucasian: 25%
- Hispanic: 24%
- Filipino: 23%
- Asian: 10%
- Black: 11%
- Other: 6%

M. Caballero reported that the SON has gradually increased enrollment by approximately 40 students since Fall 2004 and expects to add another 50 in Fall 2006.

M. Caballero also stated that applicants in the LA area are applying to more than one school and are often accepted by more than one

school. The SON sent out 75 letters of acceptance for the Fall semester 2005 and only 50 students enrolled. Many of the students, who were accepted but did not enroll, came to the preregistration meeting but did not show up for registration and did not let the Office of Educational Services know that they would not be registering. The SON was unable to backfill these vacant slots because there was insufficient notification time. As a result, M. Caballero is surveying applicants regarding their reasons for deciding to enroll in the SON. Her preliminary findings indicate that the factors may be commute time and tuition.

ACTION: M. Caballero will continue to track applicants and will report findings to the Board.

TOPIC: **RETENTION STRATEGIES**

DISCUSSION: **School of Nursing Graduates' – DHS Employment Rate – G.** Zappaterreno distributed and reviewed the DHS employment rate for the classes that graduated in Spring 2003 through Fall 2004. The statistics are obtained from CWTAPPS, which is the countywide employee database. The average SON RN graduate hiring rate is 38%, average hiring of SON student nurse workers to DHS RNs is 60%, and two-year retention of hired SON graduates is 82%.

Members discussed factors affecting graduates' hiring decisions. These include implementation of the nurse to patient ratio in 2004, which led to aggressive competition for graduates; bonuses and benefits offered by competing facilities; and implementation of the SON tuition increase and waiver, which will affect the classes of Fall 2007 and later.

Recruitment/Retention Survey – G. Zappaterreno distributed and reviewed the Class of 2006-1 responses to question #12 – "Do you have any suggestions for improvement? What could the County do to help you decide to work here?" Responses included:

- Sign on bonuses/incentives (7)
- Speed up/simplify hiring process e.g.: employee health (9)
- Encourage nursing staff to welcome/support nursing students (19)

Clinical Unit Evaluation Survey – SON and affiliate nursing school students are surveyed at the completion of their clinical rotations. The summary of findings is pending scanning and compilation of comments. The results may help in identifying potentially controllable hiring factors such as specific areas and nursing staff that need improvement and those areas/nurses that can be congratulated and used as role models.

ACTION: G. Zappaterreno will summarize Recruitment/Retention Survey responses for May meeting. She will also present Clinical Unit Evaluation Survey findings and summary comments.

TOPIC: COLLEGE INFORMATION SYSTEMS

DISCUSSION: G. Zappaterreno reported that three vendors were evaluated in collaboration with the Network Information Technology division. The lowest quote of \$63,000 was accepted; the highest was for \$261,000. The purchase order was approved by P. Delgado and submitted. Materials Management is expediting the request and expects to receive the system within 30 days.

ACTION: G. Zappaterreno will report status at next meeting.

TOPIC: SCHOOL OF NURSING EXPANSION

DISCUSSION: **Basic RN Cohort** – Twenty-four (70%) of the original 34 students who entered the Workforce Development Program (WDP), basic RN program remain enrolled in the program. The students completed the Assessment and Professional Role courses and are currently completing Pharmacology, basic Medical-Surgical Nursing, and the clinical course. M. Caballero is looking at individual participants' California Achievement Test scores, overall GPA, science grades, and other entrance criteria.

LVN to RN Cohort – A WDP cohort of 20 – 30 LVN, advanced placement students are scheduled to begin in the Spring 2006.

Basic RN Cohort – The College was awarded \$800,000 of Workforce Investment Act, Governor's Discretionary Funds for the WDP Basic RN and LVN to RN cohorts (GROW Program). There were 215 applicants and 32 grants were awarded. The College received the maximum funding available. G. Zappaterreno is working with Expenditure Management and WDP to track and report costs.

ACTION: M. Caballero, in collaboration with the Institutional Effectiveness Committee will track and report student predictors of success and actual outcomes for the WDP cohort.

NEW BUSINESS

TOPIC: STRATEGIC PLAN

DISCUSSION: N. Miller distributed and reviewed the College Mission, Vision, and Values; Strategic Plan for 2000 – 2005; and draft plan for 2006 – 2010. The current and draft plans were e-mailed to members for discussion and approval at this meeting. The College Planning Committee conducted a SWOT evaluation/environmental scan, which provided the basis for the revisions to the strategic plan. Several items on the old plan such as update of student and faculty computers and evaluation of initiating a basic LVN program were completed. Many of the objectives and strategies were revised to reflect student learning needs and expansion of the college.

ACTION: Strategic plan approved pending recommendations from members not in attendance.

TOPIC: **2006 MEETING SCHEDULE**

DISCUSSION: P. Delgado asked the members if they would be willing and able to reschedule the Board meetings for either the 2nd or 4th Fridays. He has an overlapping meeting and does not want to eliminate time from this meeting. The members present agreed to the 4th Fridays.

ACTION: N. Miller will e-mail members who are not present, confirm new meeting dates with all members, and e-mail revised meeting schedule.

TOPIC: **NEXT MEETING**

DISCUSSION: DATE: May 26, 2006
TIME: 08:00 – 10:00
PLACE: Tower Hall, Room 105

RECORDER: N. Miller