

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

DATE: February 23, 2007
TIME: 08:00 – 10:00
PLACE: College of Nursing & Allied Health
Tower Hall, Room 105

PRESENT: Pete Delgado President
Thomas Berne, MD
James Doughty, RN
Rosa Maria Hernandez, Ed.D.
Jeffrey Huffman, MD
Nancy Miller, RN, Ed.D. Secretary
Ernest Moreno
Maria Torres Flores
Joseph Van Der Meulen, MD

GUESTS: Maria Caballero, RN Dean, Administrative and Student
Services
Doris DeHart, RN CONAH Assistant Director,
Financial Aid & Affiliate Faculty

EXCUSED/
ABSENT: Vivien Branchick, RN
Elizabeth Jones, RN
Irene Recendez, RN Vice President

TOPIC: **ANNOUNCEMENTS**

DISCUSSION: P. Delgado introduced James Doughty, the new alumni
representative to the Board of Trustees (BOT). J. Doughty gave a
brief description of his educational and professional background
and expressed appreciation for his opportunity to support the
College.
The members introduced themselves.

ACTION: Information.

TOPIC: **MINUTES OF DECEMBER 1, 2006**

ACTION: Approved as written.

TOPIC: **MINUTES OF DECEMBER 1, 2006 – FOLLOW UP**

DISCUSSION: N. Miller stated that both new members were oriented to the BOT
and provided with a binder including:

- 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

- ACTION:** As stated
- TOPIC:** **ANNOUNCEMENTS: COLLEGE LEADERSHIP POSITIONS**
- DISCUSSION:** N. Miller updated the members on the status of College leadership positions:
Provost – The Los Angeles County Board of Supervisors approved the recommended reclassification of the Provost position. A bulletin advertising the position will be published in the next few weeks.
Deans, School of Nursing (SON) & Education & Consulting Service (EDCOS) – Zenaida Reyes was offered and accepted the Dean, SON position. Tammy Blass accepted the Dean, EDCOS. Their CVs are included in the meeting handout packet.
Dean, Administrative & Support Services and Educational Resource Center – Filling the vacant and funded positions is pending candidate completion of the application and banding process.
Dean, Allied Health – Pending identification of a position.
E. Moreno requested an updated College organizational chart.
- ACTION:** Thank you again to Irene Recendez and Elizabeth Jones for participating in the College leadership selection process.
N. Miller will bring a current organizational chart to the May meeting.
- TOPIC:** **MEMBERSHIP: EMERITUS STATUS**
- DISCUSSION:** After the December meeting, P. Delgado asked the Bylaws Subcommittee to reconvene to explore the possibility of BOT membership emeritus status.
M. Caballero identified draft language. T. Berne and N. Miller reviewed and recommended adding the content to the BOT bylaws: Article IV. Section 2: Terms of Elected Membership, Resignation and Removal of Elected Members. Add:
Emeritus membership may be offered to elected members in good standing whose active service has ended. Emeriti serve as nonvoting consultants to the Board. Emeriti are invited to attend meetings, serve on committees, receive information and attend College programs and events that allow them to be engaged with the College and its leadership.
- ACTION:** Members approved the addition to the bylaws as written. N. Miller will update bylaws and distribute to members via e-mail.
- TOPIC:** **MEMBERSHIP: EMERITUS MEMBER**
- DISCUSSION:** E. Moreno nominated Dr. Van Der Meulen as the first emeritus member to the College Board of Trustees.
- ACTION:** Members approved and Dr. Van Der Meulen accepted BOT

emeritus status. N. Miller will update the membership roster to reflect the new position.

TOPIC: **BOT SELF APPRAISAL**

DISCUSSION: N. Miller reported that she received completed forms from all members and that the 2006 findings have been summarized.

ACTION: N. Miller will bring a comparison of 2006 findings with those of previous years to the May meeting.

TOPIC: **WASC VISIT PLANNING**

DISCUSSION: **Self Study Approval** – M Caballero reported that the Self Study was not submitted to WASC within designated 45 day previsit time frame and that the report was not edited to the desired quality. Visit Team roster distributed. M. Caballero also reported that the Dr. Raul Rodriguez, Visit Team Chair, visited the College last Friday (2/16). He recommended that because of the late Self Study and resulting limited time for team member review, that the visit be postponed. However, Jack Pond, WASC Vice President, informed M. Caballero that the visit will go forward as scheduled and that many colleges submit “lousy” reports. Members expressed concern about implications of late report and the impact on ongoing accreditation of the College. Members also offered to assist in the survey and/or preparation for the survey.

ACTION: P. Delgado will represent the BOT upon request of the survey team. E. Moreno and M. Torres Flores will also be available. M. Caballero will forward final Self Study to members.

TOPIC: **MEXICAN CONSULATE COLLABORATIVE PROJECT**

DISCUSSION: M. Caballero reviewed the information shown in the handouts:

1. University of Michoacan – San Nicholas de Hidalgo (UMSNH) Project – describes the
 - Project goal
 - Challenges – educational, legal, & financial
 - Action plans to address the challenges
 - Accountability
 - Status
 - Comments/other information
2. Morelia Nurses Project Timeline – drafted by I. Recendez, projects the required action, accountability, and timeline for hiring UMSNH graduates to the Department of Health Services.

Dr. Van Der Meulen pointed out that international recruitment is a national movement. P. Delgado stated that Gloria Molina, Los Angeles County (LAC) Supervisor, and David Janssen, LAC Chief Administrative Officer, support the project.

ACTION: Will continue to report on progress of project.
TOPIC: **RECRUITMENT STATUS**

DISCUSSION: M. Caballero distributed and reviewed the enrollment numbers and demographics for the Spring 2007 School of Nursing (SON) Student Body and for the incoming class.

	Fall 2005	Spring 2006	Fall 2006	Spring 2007
Total Student Body	242	269	288	285
Two Year Basic	215	240	247	250
One-Year LVN to RN	27	29	41	35
Completions/ Graduates	47	66	53	78 projected

Males continue to represent 25-30% of the SON student body. Hispanic enrollment increased to 30% for the incoming class. Over 100 applicants met the eligibility requirements, 82 were offered and accepted slots, and only 57 enrolled, which is a 70% yield. M. Caballero attempted to determine eligible applicants' reasons for not enrolling in the SON. Many of them enrolled in nursing schools closer to their home.

ACTION: M. Caballero will continue to track and report.

TOPIC: **RETENTION STRATEGIES**

DISCUSSION: M. Caballero reported that the Workforce Development Program (WDP) will be unable to meet the number of graduates projected for the Grow Grant funding. In order to meet the goal of 50 DHS employees completing the program, the WDP plans to enroll DHS Student Nurse Workers (SNWs) under the Grow Grant. Approximately 23, 3rd and 4th semester SNWs are on DHS Tuition Agreement Contract and will receive WDP support for costs associated with remaining tuition, books, and uniforms. These graduates are expected to work for the DHS for at least three years after completing the nursing program.

ACTION: N. Miller will bring DHS hiring data to the May meeting.

TOPIC: **COLLEGE INFORMATION SYSTEMS**

DISCUSSION: **Student Information System** – M. Caballero reported that staff training is scheduled. However the Network Information Technology (IT) department does not have the manpower to migrate data from the old system to the new.
Learning Management System – M. Caballero stated that the College Office Manager continues to attend meetings related to

system configuration. Training was held this week for Network employees responsible for tracking mandatory education.

ACTION: P. Delgado will follow up with Network IT regarding assisting with data transfer.

TOPIC: **ALLIED HEALTH**

DISCUSSION: D. DeHart announced that the first LAUSD Radiologic Technology class graduated in December. The Network hired half the graduating class (11), which filled the existing vacancies. All 21 of the graduates wanted to work for LAC. LAUSD has started a 2nd clinical group at the Medical Center. Dr. Berne emphasized the importance of retaining these new employees.
D. DeHart explored the possibility of partnering with East Los Angeles Occupational Center (ELAOC) to offer a Magnetic Resonance Imaging program however; ELAOC was unable to find an instructor.
E. Moreno discussed the possibility entering into a partnership with East Los Angeles College and described the collaborative relationship between ELAC and the LAC Sheriff's department.

ACTION: E. Moreno will refer ELAC to D. DeHart to explore partnership.

NEW BUSINESS

TOPIC: **NEW BUSINESS/OFF AGENDA TOPICS**

DISCUSSION: None

ACTION: None

TOPIC: **NEXT MEETING**

DISCUSSION: DATE: May 25, 2007
TIME: 08:00 – 10:00
PLACE: Tower Hall, Room 105

RECORDER: N. Miller

