

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH**  
**BOARD OF TRUSTEES MINUTES**  
May 25, 2007

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<b>PRESENT:</b>	Pete Delgado, President Irene Recendez, Vice President Nancy Miller, Secretary	Vivian Branchick, RN James Doughty, RN Rosa Maria Hernandez	Elizabeth Jones, RN Ernest Moreno Maria Torres Flores
		<b>EXCUSED/</b> Thomas Berne, MD <b>ABSENT:</b> Jeffrey Huffman, MD Joseph Van Der Meulen, MD	<b>GUESTS:</b> Maria Caballero Doris DeHart
<b>APPROVAL OF MINUTES</b>	Minutes of February 23, 2007. James Doughty was present at the meeting.	Approved with correction.	N. Miller
<b>MINUTES FOLLOW-UP</b>	<u>Department of Health Services (DHS), Network, and College Organizational Charts</u> – Distributed. College and BOT member positions in organizational chart identified and discussed. <u>Emeritus Membership</u> – Updated bylaws, which reflect emeritus membership approved at the February meeting, were distributed along with updated membership roster	Information only	
<b>ANNOUNCEMENTS</b>	1. <u>School of Nursing Commencement Exercise</u> – P. Delgado congratulated the College faculty and staff on another excellent ceremony. He particularly expressed appreciation for Herminia Lorca's outstanding keynote address. 2. <u>WASC Visits</u> – Members discussed the common thread of ACCJC recommendations throughout the Community Colleges related to student learning outcomes, planning in consideration of resources and budget, and program review.	1. N. Miller will congratulate H. Lorca and the faculty and staff on behalf of Mr. Delgado. 2. Information	1. N. Miller
<b>OLD BUSINESS</b>			
<b>SELF APPRAISAL SUMMARY</b>	2004 and 2006 summary of findings from member self-appraisal distributed. New format, which members approved for implementation with 2006 self-appraisal, allows for improved tracking. Next self-appraisal will be conducted in 2008.	Information only	
<b>WASC VISIT FOLLOW-UP</b>	The following documents were distributed and discussed: 1. <u>2007 Accreditation Visit Summary</u> – based on survey team exit interview and verbal report 2. <u>Summary of Possible Accreditation Actions</u> – 2001 visit resulted in reaffirmation of accreditation with a progress report and interim visit 3. <u>Draft Action Plans</u> – based on possible Accrediting Commission recommendations 4. <u>Accreditation Visit Preparation Timeline</u> – to ensure timely future reports. Timeline drafted by College Administrative Committee, approved by Planning Committee, distributed to all faculty and staff, and posted on College intranet site. P. Delgado informed members that three Los Angeles County (LAC) Board of Supervisors members as well as the LA Times were anonymously and erroneously informed that the Accreditation Commission of Community and Junior College (ACCJC) had denied the College ongoing accreditation. Board members from facilities, which are WASC/ACCJC-accredited, stated that this was not possible and reiterated the accreditation process and timelines. They emphasized the purpose and importance of maintaining the confidentiality of the survey team's preliminary report and stressed that failure to do so could actually jeopardize accreditation. They further stated that the accreditation visit summary recommendations reflect the same challenges faced by all Colleges and schools.	Information only	
<b>MEXICAN CONSULATE COLLABORATIVE PROJECT</b>	M. Caballero reported that the application to accept international students on F-1 visas was submitted. An inspector, contracted by Immigration and Customs Enforcement, will schedule a site visit within six to eight weeks. County Counsel, in collaboration with the Office of Nursing Affairs, the Healthcare Network, and the College, is conducting interviews of law firms to provide counsel regarding immigration of students	Information only	

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
RECRUITMENT STATUS	<p>and potential employees. The attorneys interviewed stressed the importance of F-1 visa students returning to their countries of origin.</p> <ol style="list-style-type: none"> <li><b>Fall 2007 Enrollment Projections</b> <ul style="list-style-type: none"> <li>LVN to RN Advanced Placement – 68 qualified applicants. 15 accepted for the Fall semester and 15 for the Spring semester 2008.</li> <li>Basic RN program – 150 qualified applicants. 70 accepted for Fall semester, 10 of these will attend clinical at Olive View Medical Center.</li> </ul> </li> <li><b>Workforce Development Program (WDP) Enrollment</b> <ul style="list-style-type: none"> <li>LVN to RN Advanced Placement – 20 LAC employees accepted for the Fall semester</li> <li>Basic RN program – 30 employees are projected for acceptance to Spring semester 2008.</li> </ul> </li> </ol> <p>M. Caballero stated that historically approximately 50% of the applicants from the general population pass the pre-entrance California Achievement Test. In contrast, 25% of the WDP applicants successfully complete the exam at the 12<sup>th</sup> grade level. This examination is used by California High Schools to evaluate math and English comprehension. Members recommend that WDP explore providing remediation prior to nursing school application.</p>	Information only	
RETENTION STRATEGIES	<p>N. Miller distributed:</p> <ol style="list-style-type: none"> <li><b>School of Nursing Attrition Rate</b> – Classes of 2002-1 to 2008-II. The average attrition rate for the generic classes is 12% and the average attrition for the two WDP classes is 58%, resulting in an overall attrition rate of 26%.</li> <li><b>NCLEX Pass Rate by Class</b> – Classes of 2002-1 to 2006-II. First time pass rate for most recent two graduating classes is 93%. Overall average first time pass rate is 87% and average repeat attempt pass rate is 99%.</li> <li><b>LAC Employment Rate for Students and Graduates</b> – Classes of 2003-1 to 2006-II. Average DHS hiring rate of SON graduates is 43% and retention rate for those RNs is 86%. Approximately 40% of each class becomes Student Nurse Workers (SNW) and 64% of the SNWs are hired as LAC RNs after graduation.</li> </ol> <p>Members discussed methods for improving the LAC hiring rate. D. DeHart pointed out that the tuition increase was implemented in the Fall of 2005 and effective for the class of 2007-I. She further stated that Expenditures Management exit interviews indicate that 60 (78%) of the graduates voiced intent to work for DHS.</p>	Information only	
COLLEGE INFORMATION SYSTEMS	<ol style="list-style-type: none"> <li><b>Student Information System</b> – M. Caballero reported that the software has been loaded on the Office of Educational Services computers. Staff training is pending transition of existing databases. Network Information Technology department is working with the vendor to determine the optimal process for transferring and preserving student records.</li> <li><b>Learning Management System</b> – M. Caballero reported that the College provided class-coding information to DHS Human Resources: Employee Development and Training unit, which is configuring the system. The College is in the process of providing course descriptions.</li> </ol>	Information only	
ALLIED HEALTH REPORT	<p>D. DeHart reported that she has been meeting with Tony Lu, Network Materials Management regarding implementation of a Central Service Technician (CST) program. D. DeHart is trying to identify an instructor for the theoretical content. T. Lu can provide employees to supervise the clinical component of the program. Current LAC affiliation contracts require affiliate schools to provide instructors for clinical supervision. However, Allied Health programs do not find it cost</p>	Information only	

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
	effective to supply an onsite clinical instructor. Revision of contract language is needed to permit county employees to function as the clinical instructor on County time.		
<b>NEW BUSINESS</b>			
<b>SATELLITE CAMPUS: OLIVE VIEW – UCLA MEDICAL CENTER</b>	LA Care Program Proposal distributed. N. Miller reported that OVMC-UCLA Medical Center wrote a proposal for the College to reopen a satellite campus. LA Care awarded \$3,000,000 in grant funding for three years effective January 1, 2007. The proposed campus will enroll 40 new students during the first academic year and 120 over three years. OVMC-UCLA currently has a 6% RN vacancy. N. Miller stated that in order for the College to support its current operations, it needs the additional support staff identified in the Fiscal Year 2007-2008 Budget Request reviewed with this Board at the August 2006 meeting. V. Branchick and P. Delgado agreed to discuss needed items, funding, and program flexibility with John Cochran, DHS Deputy Director.	Approved. N. Miller will resubmit list of needed positions to P. Delgado.	N. Miller
<b>OFF AGENDA ITEMS</b>	None		
<b>NEXT MEETING</b>	August 24, 2007 8:00 to 10:00 p.m. Tower Hall, Room 105	Information.	

Approved by: (Signature on file)  
 Pete Delgado

Prepared by: (Signature on file)  
 Nancy Miller