

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

DATE: August 25, 2006
TIME: 08:00 – 10:00
PLACE: Tower Hall, Room 115

PRESENT: Pete Delgado President
Elizabeth Jones, RN
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 Director, Financial Aid & Affiliate Faculty; Assistant Director of Continuing Education

EXCUSED/
ABSENT: Thomas Berne, MD
Vivien Branchick, RN
Rosa Maria Hernandez, Ed.D.
Irene Recendez, RN Vice President

TOPIC: **MINUTES OF MAY 26, 2006**

DISCUSSION: All follow-up actions were completed or are on this meeting agenda.

ACTION: Approved as written.

TOPIC: **ANNOUNCEMENTS**

DISCUSSION: P. Delgado announced that E. Moreno was named the new one-year, interim President for Los Angeles Mission College.

ACTION: Information.

TOPIC: **WASC VISIT PLANNING**

DISCUSSION: **Self Study Approval** – M Caballero reported that faculty are in the process of completing the final draft of the College Self-Study in preparation for the March 13-25, 2007 accreditation visit. The standard committees presented their drafts and related questions and planning agendas to the College Planning Committee. The Self Study will be mailed to the Board members in early November for approval at the December 1st meeting. Members inquired about their role in the accreditation visit. Maria stated that in addition to the Self-Study and policy review, they may

be asked to meet with the visitors. P. Delgado asked E. Moreno and M. Torres Flores if they would be willing to participate if needed. Both agreed and stated that their facilities will also undergo WASC accreditation visits in March.

Policy Approval – N. Miller distributed ten College policies for Board review and approval at the December meeting. She will also forward electronic versions so that Board members can return their comments and recommendations prior to the meeting.

Financial Status Review – N. Miller distributed and reviewed a summary Statement of College Expenditures and Revenues for fiscal year 2004-2005. She stated that, to date, FY 05-06 numbers are comparable. 95% of costs are salaries and benefits. Tuition, Medicare Pass Through funds and other revenues offset approximately 15-20% of expenditures. Los Angeles County subsidizes $\geq 80\%$ of the College operating costs. Members inquired about significance of tuition as a revenue source. E. Moreno stated that tuition is not a major revenue source for the California Community Colleges either, which are primarily subsidized by taxes.

N. Miller also distributed and reviewed the College Budget Request History for Fiscal Years 2005 – 2006 and 2006 – 2007. The College will resubmit the request for Allied Health next year and request clerical support for the expanded financial aid, information technology, and office management. Members discussed the financial priorities of LAC Department of Health Services, which include Martin Luther King – Drew Medical Center and the Medical Center move to the new facility.

Self Evaluation – N. Miller distributed the Board of Trustees' Self Appraisal form, which the Board Bylaws state the members will complete every two years. She asked the members to return the completed forms to her prior to the December meeting. N. Miller will e-mail the form to members not present.

Membership Agreement & Code of Ethics – N. Miller presented the draft, combined Membership Agreement and Code of Ethics form for review. The members present recommend approval.

ACTION:

Board members will vote on College policy approval at the December meeting.

N. Miller will summarize Self Evaluation responses and present findings at the December meeting.

N. Miller will forward the Membership Agreement & Code of Ethics form to the members not present and request approval and individual Board member signatures at the December meeting.

TOPIC:

MEMBERSHIP REPLACEMENT

DISCUSSION:

Alumni Representative – N. Miller reported that this is still pending Alumni Board recommendation. Their Board has a candidate and will finalize their recommendation at the September meeting.

Local University Representative – P. Delgado will obtain J. Van Der Muelen's recommendation for a candidate to fill his seat on the

Board.

ACTION: P. Delgado and N. Miller will report on Board member replacement at next meeting.

TOPIC: **MEXICAN CONSULATE COLLABORATIVE PROJECT**

DISCUSSION: I. Recendez, M. Caballero, and N. Miller met with the Mexican Consulate's office on July 26th to discuss next steps for the project:

- M. Caballero and P. de la Garza, Mexican Consulate's office, will meet next week with legal consultants regarding immigration and visa issues.
- I. Recendez will meet with other possible sponsor/partners.

M. Caballero reported that the California Board of Registered Nurses (BRN) Foreign Graduate Licensing Manager responded to her inquiry regarding BRN assessment of graduates from the Universidad Michoacan de San Nicolas de Hidalgo (UMSNH). Fourteen records were submitted and none of the files reviewed indicated that additional training was needed. In addition 5 graduates of the program have passed the NCLEX-RN and another 4 are eligible to take the exam.

ACTION: As stated

TOPIC: **RECRUITMENT STATUS**

DISCUSSION: M. Caballero distributed and reviewed the Fall 2006 Student Body Overview and Fall 2004 – Fall 2006 New Student Demographics comparison charts.

M. Caballero pointed out that Hispanic representation is again increasing. She recommended that the College continue to look at retention and methods for assisting students with a myriad of personal issues.

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

TOPIC: **RETENTION STRATEGIES**

DISCUSSION: **School of Nursing Graduates' – DHS Employment Rate –** N. Miller reported that G. Zappaterreno, Dean of Allied Health and Director of Research accepted a promotion and transfer to the Medical Center Move Transition project. Tracking and reporting of College quality control and performance improvement outcomes is pending identification of a position and individual to fulfill these functions.

ACTION: Information

TOPIC: COLLEGE INFORMATION SYSTEMS

DISCUSSION: N. Miller reported that M. Caballero has assumed responsibility for this function until a Research Director/Dean is selected and hired. **Student Information System** – M. Caballero stated that a vendor, Three Rivers, has been selected, the Network IT department is loading the software and training should begin next month. **Learning Management System** – M. Caballero stated that the College Office Manager is participating in configuring the system and will be implementing training.

ACTION: M. Caballero will continue to report on status.

TOPIC: ALLIED HEALTH

DISCUSSION: D. DeHart announced that she has assumed temporary responsibility for allied health clinical affiliation agreements until a new Dean of Allied Health is identified. She is working on establishing a Central Service Technician program in collaboration with Medical Center Operating Room Nursing and Central Services directors.
P. Delgado stated that pending College acquisition of leadership/infrastructure resources, he would like to move towards College oversight of Network nonphysician clinical affiliation agreements.

ACTION: Information.

NEW BUSINESS

TOPIC: OFF AGENDA ITEMS

DISCUSSION: **Specialty Services** – P. Delgado reported that there is a national shortage of specialty service healthcare providers. The Healthcare Network plans to address this by hiring additional Nurse Practitioners. Members discussed Nurse Practitioner educational history and requirements.

ACTION: Information.

TOPIC: NEXT MEETING

DISCUSSION: DATE: December 1, 2006
TIME: 08:00 – 10:00
PLACE: Tower Hall, Room 105

RECORDER: N. Miller

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