

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
BOARD OF TRUSTEES MINUTES
November 30, 2007

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
PRESENT:	Irene Recendez, Vice President Nancy Miller, Secretary Thomas Berne, MD Vivian Branchick, RN James Doughty, RN Rosa Maria Hernandez Elizabeth Jones, RN Ernest Moreno	EXCUSED/ ABSENT: Pete Delgado, President Jeffrey Huffman, MD Maria Torres Flores Joseph Van Der Meulen, MD	GUESTS: M. Anderson C. Bloch Cyn Bloch Maria Caballero Doris DeHart
CALL TO ORDER & INTRODUCTIONS	I Recendez called the meeting to order and announced that P. Delgado expressed regret that he was unexpectedly called to an out-of-town meeting and sincerely thanks the Board members for their ongoing support of the College. Carol Bloch and Carolyn Bloch, Senior Instructors in the School of Nursing and members introduced themselves.	Information	
APPROVAL OF MINUTES	Minutes of August 24, 2007.	Approved as written.	N. Miller
MINUTES FOLLOW-UP	All follow up actions are on the agenda for this meeting.	Information	
ANNOUNCEMENTS	<ol style="list-style-type: none"> <u>Member Photographs</u> – Will be scheduled for February meeting. <u>Member Nomination</u> – Dr. Jeff Huffman is temporarily stationed in Iraq. Minor Anderson has been nominated to replace Dr. Huffman as the academic representative from a local university. Mr. Anderson's resume and the Board bylaws distributed and reviewed. <u>College Reporting Structure</u> – I. Recendez announced that the Department of Health Services (DHS) is exploring College reporting structure options i.e.: the College report directly to the DHS through the Office of Nursing Affairs, Chief Nursing Officer in order to more effectively meet accreditation needs. The College currently reports to the LAC+USC Healthcare Network and P. Delgado, CEO. Members expressed concern regarding impact on accreditation considering current warning status and issues related to stabilizing administrative structure and long-term integrated planning. M. Caballero stated that she sent an inquiry to the accrediting commission earlier this week regarding whether this would constitute a "substantive change" and require commission approval. Members also asked about impact on College financial status and Board bylaws if any. I. Recendez reiterated that there is nothing formal to announce/propose at this time. 	<ol style="list-style-type: none"> Members are encouraged to attend Membership approved. N. Miller will orient M. Anderson. M. Caballero will report on accrediting commission response at February meeting. 	<ol style="list-style-type: none"> Members N. Miller M. Caballero
OLD BUSINESS			
ACCJC/WASC VISIT FOLLOW-UP	<ol style="list-style-type: none"> <u>Progress Report #1: 10/15/07</u> – Final draft was sent to members for review on September 21st. Final version was sent electronically and hard copy to the accrediting commission on October 5th in order to demonstrate compliance with submission deadlines. The report was forwarded to members via e-mail. Hard copies are available upon request. <u>Progress Report #2: 3/15/08</u> – Final draft will be sent to members for review and approval prior to the February Board meeting. Target date for submission to the commission is February 28th. Progress Report #1 addressed the Eligibility Requirements. Progress Report #2 addresses the 2001 and 2007 accreditation visit recommendations. <u>Accreditation Resource Needs Costs</u> – Distributed and reviewed: <ul style="list-style-type: none"> - Allied Health and Research Director positions: Nursing will loan two RN items to the College and submit requests for approval to fill these positions at a higher pay scale. 	<ol style="list-style-type: none"> Information N. Miller will forward draft Progress Report #2 to members prior to February meeting Information 	<ol style="list-style-type: none"> N. Miller

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	<ul style="list-style-type: none"> - Administrative Assistant and Staff Assistant – Requests will be submitted for additional duty bonuses for the two employees currently performing these unique duties. <p>4. Allied Health Scope – The accreditation visit report recommends that the college either commit resources to developing this division or narrow its scope. Proposed options:</p> <ul style="list-style-type: none"> - Maintain Allied Health as a certificate program and continue to pursue implementation of Radiologic Technology and other certificate programs. Costs include salaries for Allied Health Director, faculty, and support staff - Limit scope to specialized education division: computer classes; management/leadership programs; affiliate allied health school placements, which provide DHS the opportunity to hire graduates e.g.: radiologic technology, magnetic resonance imaging, central service technician; and coordination and or contracting of education for special projects. Costs: salary of Director. - Eliminate division <p>Members discussed the significant need for the Allied Health division as a certificate program because of the severe shortage of radiologic technologists and other allied health personnel essential to facilitating patient flow. Discussion included the DHS priority of patient care vs. employee education in face of limited resources. Members concurred that the current focus is to support the College in meeting immediate needs related to accreditation. However, it was pointed out that limiting the scope of Allied Health may cost LA County more in the long run. Members agreed that supporting Allied Health, as a professional development division, would preserve a foundation for expanding to certificate and degree-granting programs when funding is available. Several members wanted to make it clear that they felt that this path might not be in the best, long-term interest of the DHS and patient care.</p>	<p>4. Approved narrowing the scope of Allied Health to specialized education division</p>	
<p>DHS HIRING PROCESS</p>	<p>At the August Board meeting, Mr. Delgado requested a report on the obstacles to the RN hiring process and any related recommendations for improvement. An Ad Hoc Recruitment Committee was convened and membership includes N. Miller, D. DeHart, L. Myers (SON faculty), R. Nott (SON faculty), S. Mortimer (Nurse Recruitment & Retention Center), and B. Hekmatnia (process improvement expert). D. DeHart reviewed the Recruitment Process handout, which outlines each of the steps a nursing student takes from enrollment in the SON through being hired as a RN. Repetitive hiring process include:</p> <ul style="list-style-type: none"> - Fingerprint/background check – May be done as many as five times in two years - Complete & process application - May be done as many as five times in two years - Physical exam – May be done as many as four times <p>D. DeHart pointed out that these obstacles also impact hiring of allied health personnel. Ad hoc committee recommends that new SON students have complete employee physicals at time of enrollment or when they first apply for LAC position e.g.: student nurse worker. Thereafter, they would complete annual physicals as required of all employees.</p> <p>Members discussed the significance of these obstacles on the ability to fill vacancies and cited examples. I. Recendez stated that the RN hiring process has decreased from 90 to 30 days.</p>	<p>D. DeHart will report on ad hoc committee recommendations and action steps for improvement at next meeting</p>	<p>1.</p>
<p>MEXICAN CONSULATE COLLABORATIVE</p>	<p>M. Caballero reported that County Counsel, in collaboration with the Office of Nursing Affairs, the Healthcare Network, and the College, continues to work on the immigration issues.</p>	<p>M. Caballero will report on progress at next meeting</p>	<p>M. Caballero</p>

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PROJECT			
SATELLITE CAMPUS: OLIVE VIEW – UCLA MEDICAL CENTER	<ol style="list-style-type: none"> 1. <u>Regulatory Agency Approvals</u> - Implementation timeline reviewed. Proposal to open satellite campus delivered to Board of Registered Nursing (BRN). BRN Education & Licensing Committee will review at January 2008 meeting and recommend approval to the full BRN, which meets in February. The BRN will conduct a site visit in the Spring 2008 to evaluate student-learning resources. Draft substantive change proposal for extended campus in progress for the Accrediting Commission for Community and Junior Colleges (ACCJC). The commission will review the proposal after BRN approval received. 2. <u>Faculty and Staff Hiring</u> – Program Director interviews completed and Jeff Anderson, nursing instructor, SON selected. Mr. Anderson currently teaches in the 3rd and 4th semester theory classes and supervises students in clinical at OVMC. 	Information	
NCLEX-RN PASS RATE	<ol style="list-style-type: none"> 1. <u>National Council Licensure Exam – Registered Nurse (NCLEX-RN) Pass Rate by SON Graduating Class</u> – distributed and reviewed. Average 1st attempt pass rate/graduating class has improved from 84% for the Class of 2005-1 to 94% for the last three graduating classes. Average pass rate for the last 11 graduating classes is 88% and average pass rate for repeat attempts is 99%. 2. <u>NCLEX-RN Pass Rate by California College</u> – distributed and reviewed. Report shows College with 94% pass rate, which is among the highest in the state. 	Information	
RECRUITMENT STATUS	<ol style="list-style-type: none"> 1. <u>Spring 2008 Enrollment Projections</u> – M. Caballero reported that 300 applications were received and 160 complete files were reviewed for 60 basic RN program and 12 Workforce Development Program (WDP) openings in the 1st semester and 8 advanced placement LVN openings in the 3rd semester. The WDP students have the same enrollment qualifications as the basic RN program students. 2. <u>DHS Hiring Statistics</u> – N. Miller distributed and reviewed the updated Employment Rate for SON Students and Graduates from the nine classes graduating between 2003-I to 2007-1. The class of 2007-1, which graduated in May has an employment rate of 47%, which is an increase of 6% from the class of 2006-II. The 47% hiring rate includes 4 graduates scheduled to start 12/3/07 pending release of the LAC hiring hold. Nine more graduates are in the hiring process and if hired, will bring the hiring rate up to 58%. The two-year retention rate is 84%, SNW rate/class is 40%, and SNW to LAC RN rate is 58%. The Healthcare Network, Harbor-UCLA, and OVMC, which reflects the sites where they had their clinical educational experience, hire the majority of the graduates. 	Information	
COLLEGE INFORMATION SYSTEMS	<ol style="list-style-type: none"> 1. <u>Student Information System</u> – M. Caballero reported that implementation of the system, which was purchased in 2006 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. Approval of contract is currently pending Internal Services Division review. 2. <u>Learning Management System</u> – M. Caballero reported that the College continues to work with DHS Human Resources: Employee Development and Training unit, in an effort to expedite implementation of the system, which should contribute to facilitating employee education tracking and record keeping. 	Information	
ALLIED HEALTH	D. DeHart reported that allied health affiliate school contract requirement of instructor presence at	Information	

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REPORT	clinical site is a major obstacle to technology programs. The schools are unable to provide the faculty and while the clinical areas are willing to supervise students, current contract language prohibits county employees from assuming the liability. Affiliate school students are a potential LAC allied health employee hiring pool.		
NEW BUSINESS			
2008 BOARD MEETING SCHEDULE	Not included in member packet.	N. Miller will distribute via e-mail and bring copies to February meeting	N. Miller
OFF AGENDA ITEMS	1. <u>Partnership for Nursing Awareness</u> – J. Doughty and M. Caballero reported on a collaborative project between the LA Unified School Nurses and the College. An initial meeting was held with the Director of the School Nurses. First phase of the project will focus on increasing the awareness of nursing as a career in District 5 schools.	Information	
NEXT MEETING	February 22, 2008 8:00 to 10:00 p.m. College of Nursing and Allied Health Tower Hall, Room 105	N. Miller will forward agenda and minutes to members prior to meeting	N. Miller

Approved by: (Signature on file)
 Irene Recendez

Prepared by: (Signature on file)
 Nancy Miller