

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

DATE: December 1, 2006
TIME: 08:00 – 10:00
PLACE: Edmondson Faculty Center
USC Health Sciences Campus

PRESENT: Pete Delgado President
Thomas Berne, MD
Vivien Branchick, RN
Rosa Maria Hernandez, Ed.D.
Jeffrey Huffman, MD
Elizabeth Jones, RN
Nancy Miller, RN, Ed.D. Secretary
Ernest Moreno
Irene Recendez, RN Vice President
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: Maria Torres Flores

TOPIC: **MINUTES OF AUGUST 25, 2006**

DISCUSSION: Dr. Van Der Meulen was in attendance.

ACTION: Approved with correction.

TOPIC: **MINUTES OF AUGUST 25, 2006 – FOLLOW UP**

DISCUSSION: N. Miller distributed and reviewed the following financial documents, which were updated since the last meeting:

- College Budget Request History
- Fiscal Year 2007-2008 Budget Request Summary and Narrative Justification

ACTION: Budget request status will be tracked and reported.

TOPIC: **ANNOUNCEMENTS**

DISCUSSION: P. Delgado expressed appreciation to Dr. Van Der Meulen for his ongoing support and participation as a founding member.
P. Delgado introduced Dr. Huffman and thanked him for providing the hospitality for the meeting.

E. Moreno continues his year as interim President of Los Angeles Mission College. He offered Mission as a possible source of General Education requirements for CONAH students.

ACTION: Information.

TOPIC: **COLLEGE LEADERSHIP**

DISCUSSION: **Provost Reclassification** – N. Miller announced that the reclassification is complete and is pending a signing out letter from the Department of Human Resources and approval by the Board of Supervisors.

Dean, School of Nursing and Dean, Education & Consulting Service (EDCOS) – N. Miller and E. Jones will hold selection interviews next week. N. Miller thanked I. Recendez for participating in the banding interviews. D. Pascascio, Acting CNO KDMC; K. Wunch, CNO RLAMC; and A. Ternate, Nursing Director, LAC+USC also participated in the banding interviews.

Dean, Administrative & Support Service and Director, Educational Resource Center – Positions have been identified. Banding and selection process are pending.

Dean, Allied Health – Pending item acquisition/reclassification and identification of candidates.

ACTION: Will report interview outcomes at next meeting.

TOPIC: **MEMBERSHIP REPLACEMENT**

DISCUSSION: **Alumni Representative** – The Alumni Association recommended James Doughty, MSN, PNP, R.N.

N. Miller distributed and reviewed his resume:

Work History

- 1998 – Current: Pediatric Nurse Practitioner (PNP)/School Nurse LA Unified School District (LAUSD)
- 1994 – Current: Staff Nurse, Huntington Memorial Post Anesthesia Recovery
- 1993 – 1998: LAC+USC Medical Intensive Care Unit
- 1988 – 1993: LAC+USC Pediatric Emergency Room

Education

- 1998: PNP & MSN California State University Los Angeles (CSULA)
- 1995: BSN CSULA
- 1988: Diploma, LAC School of Nursing

Members agreed that one of Mr. Doughty's attributes would be familiarity with the College School of Nursing and EDCOS programs as well as with LAUSD.

Local University Representative – P. Delgado introduced Dr. Jeff Huffman, who is the Senior Associate Dean of Clinical Affairs for the University of Southern California, Keck School of Medicine. Dr.

Huffman will replace Dr. Van Der Meulen.

ACTION: Members approved both new members. N. Miller will notify J. Doughty and provide orientation materials to both new members.

TOPIC: WASC VISIT PLANNING

DISCUSSION: **Self Study Approval** – M Caballero reported that faculty completed the final draft of the College Self Study in preparation for the March 13-15, 2007 accreditation visit. She offered CDs of the draft Self Study for Board member review and approval and will e-mail electronic versions of the final edited document. The Self Study is due to WASC by mid January.
M. Caballero announced that the WASC Team Chair will be Dr. Raul Rodriguez, President of San Joaquin Delta College. P. Delgado again thanked E. Moreno and M. Torres Flores for agreeing to participate in the visit if needed. E. Moreno stated that Mission College is scheduled for a WASC accreditation visit the following week of March.
Policy Approval – N. Miller distributed and e-mailed College policies in late August for discussion and approval at today's meeting.
Membership Agreement & Code of Ethics – N. Miller e-mailed the form, which was approved at the August meeting, to members for signature and return at this meeting. All members signed and submitted the form.
Self Evaluation – N. Miller received completed forms from all members.

ACTION: Board members approved the following policies:

- College #100: Policy Development, Review and Approval Process
- College #507: Nondiscrimination
- College #200: Academic Freedom
- College #201: Academic Honesty and Professional Conduct
- School of Nursing #300: Grading System
- EDCOS # 300: Grading System
- School of Nursing #710: Nursing Course Exemptions/Challenges
- College #430: Student Records – Confidentiality
- College #830: Student Grievance
- College #541: Sexual Harassment Reporting
- College #160: Refunds of Student Charges

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

TOPIC: MEXICAN CONSULATE COLLABORATIVE PROJECT

DISCUSSION: P. Delgado and I. Recendez reviewed the status of the project.

Purpose – To establish employment "pipeline" between the University of Michoacan de San Nicolas de Hidalgo (UMSNH) and LAC+USC Healthcare Network, in collaboration with the office of the Los Angeles Mexican Consul General.

College Role – To evaluate UMSNH theoretical content and clinical experience potential to meet California Board of Registered Nursing (BRN) educational requirements and the graduates' potential for passing the NCLEX exam.

Background – UMSNH has been approached by other US organizations and is open to partnership. Many of the UMSNH nursing program graduates are unable to find work in Mexico.

Licensure Requirements – International nursing program graduates must meet California requirements:

- Transcripts must be evaluated and approved by the BRN
- Copy of license or diploma that allows practice of professional nursing in county where educated (or written explanation)
- Proof of passage of English comprehension examination e.g.: TOEFL

Status – Network and College administration visited the UMSNH and toured the college and clinical facilities. UMSNH administration and faculty visited the College and Healthcare Network.

- College and SON administration evaluated the UMSNH nursing program as likely to meet the BRN requirements and determined that the program should prepare the graduates to pass the RN licensing exam (NCLEX-RN). The clinical facilities and equipment seem comparable to those in the US. The primary barriers to the success of the project seem to be English competency and role differences/expectations. The UMSNH administration and faculty plan to revise the nursing program curriculum to teach classes in English.
- The BRN stated that none of the UMSNH transcripts reviewed indicated that additional training was needed and several UMSNH graduates have passed the NCLEX-RN.

P. Delgado, I. Recendez are working with L. Friedman from County Council and lead lawyers from the Mexican Consulate to determine candidates' professional and immigration status and develop contracts. V. Branchick volunteered to work with County Council to develop the pilot concept. Candidates who do not initially succeed in passing the NCLEX-RN may be eligible to work as LVNs.

ACTION: Will continue to report.

TOPIC: RECRUITMENT STATUS

DISCUSSION: M. Caballero stated that the College reviewed files from over 150 qualified applicants and sent 75 acceptance letters for 60 slots in the basic RN program beginning in January 2007. An additional 11 LVNs will enter the third semester of the basic RN program. M. Caballero reported that less than 50% of the applicants met the minimum criteria on the pre-entrance, math and English, screening examination.

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

TOPIC: RETENTION STRATEGIES

DISCUSSION: **School of Nursing Graduates' – DHS Employment Rate – N. Miller** distributed and reviewed the NCLEX Pass Rate by Graduating Class and LAC Employment Rate for Students and Graduates.

- NCLEX-RN average 1st time pass rate is 87% and overall average pass rate is 99%. This, in combination with a low attrition rate, indicates that the College is successful at graduating candidates who can pass the licensure examination.
- Average LAC hiring rate of graduates from the College as RNs is 43%; the two-year retention rate of these RNs is over 80%. An average 40% of each class hires on as Student Nurse Workers and 55% of these become LAC RNs upon graduation. More than 80% of graduates who are hired by LAC work in the Healthcare Network and a smaller percentage work at OVMC and H-UCLA. N. Miller thanked P. Delgado for obtaining access to this data.

D. DeHart reported that the first class to sign Tuition Agreement Contracts with the increased tuition will graduate in May 2007.

ACTION: Will continue to track and report.

TOPIC: COLLEGE INFORMATION SYSTEMS

DISCUSSION: **Student Information System – M. Caballero** reported that the Network Information Technology (IT) department has loaded the software and training is pending IT availability to migrate data from old system to new.
Learning Management System – M. Caballero stated that she and the College Office Manager are attending meetings related to system configuration and implementation of training.

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

TOPIC: **ALLIED HEALTH**

DISCUSSION: D. DeHart announced the first LAUSD Radiologic Technology Class graduates December 22nd, 2006. She will represent the College at the Graduation ceremony.
The Central Service Technology program is on hold pending identification of a qualified instructor.

ACTION: Information.

NEW BUSINESS

TOPIC: **2007 MEETING SCHEDULE**

DISCUSSION: Distributed

ACTION: Information

TOPIC: **OFF AGENDA TOPICS**

DISCUSSION: P. Delgado asked Dr. Van Der Meulen if he would consider remaining on the Board in a consultative role. Dr. Van Der Meulen accepted.

ACTION: Approved

TOPIC: **NEXT MEETING**

DISCUSSION: **DATE:** February 23, 2007
TIME: 08:00 – 10:00
PLACE: Tower Hall, Room 105

RECORDER: N. Miller