

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
BOARD OF TRUSTEES MINUTES
February 25, 2011

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP	
PRESENT:	Vivian Branchick, President Nancy Miller, Secretary	James Doughty, RN Minor Anderson	Rosa Maria Hernandez Tonia Jones Ernest Moreno	GUESTS: Maria Caballero, RN Doris DeHart, RN
EXCUSED/ ABSENT:	Irene Recendez, Vice President	Thomas Berne, MD	Margaret Lee Maria Torres Flores	
CALL TO ORDER & INTRODUCTIONS	V. Branchick called the meeting to order.			
APPROVAL OF MINUTES	Minutes of November 19, 2010.		Approved with corrections. Correct & post on website.	N. Miller
MINUTES FOLLOW-UP	<ol style="list-style-type: none"> 1. <u>Minutes of 8/27/10</u> – Were corrected and posted. 2. <u>ACCJC Special Report</u> – p. 2: R. Rodriguez recommended that the Board meeting agenda include an opportunity for public comment in compliance with the Brown Act. He further recommended in a follow up e-mail that every regular meeting agenda include an item entitled “Public Comment”. Brown Act Guide (Government Code 54950-54960.5) distributed and reviewed. 3. <u>Master Agenda</u> – Distributed and reviewed. Includes recommended “public comment” item, simplifies accreditation follow up, and adds “Divisional Report” topics and projected report dates. 4. <u>Policy #100: Policy Development, Review, and Approval</u> – Corrections made; approved policy distributed to members, faculty and staff; and posted on website. 5. All other follow-up actions are included on the agenda for this meeting. 	<ol style="list-style-type: none"> 1. Information 2. Information 3. Approved. Will schedule accordingly 4. Information 5. Information 	<ol style="list-style-type: none"> 1. None 2. None 3. N. Miller 4. None 5. None 	
ANNOUNCEMENTS	<ol style="list-style-type: none"> 1. <u>School Violence Conference</u> – M. Caballero announced that the Department of Mental Health is sponsoring a free conference in Santa Monica on March 9th and 10th. Their target enrollment is 1000 participants. 	<ol style="list-style-type: none"> 1. Information. 	<ol style="list-style-type: none"> 1. None 	
PUBLIC COMMENT	<ol style="list-style-type: none"> 1. None 	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. 	
OLD BUSINESS				
ACCJC/WASC ACCREDITATION	<ol style="list-style-type: none"> 1. <u>Special Report</u> –The ACCJC Action Letter dated 1/31/11 states that the “Commission notes that the College has resolved ER 3 and Std IV B ...regarding the issue of the governing board.” The Action letter and Evaluating Team Follow up Report were forwarded to members and College faculty and staff on 2/10/11 and are posted on the website. <ol style="list-style-type: none"> a Accreditation History – Summary of College Accreditation status including due dates, reports, Accrediting Commission actions, and recommendations distributed and reviewed. History was updated to reflect status of Special Report. Members commented that the WASC accreditation process changed within the last 10 years and that change resulted in over 50% of California institutions being in similar accreditation situations. b Accreditation Visit Preparation Timeline – Distributed and reviewed. Next accreditation report and follow up visit scheduled for 2013. College Admin & Planning Committee implemented the actions as outlined on the Accreditation Preparation timeline approved by 	<ol style="list-style-type: none"> 1. Information. 	<ol style="list-style-type: none"> 1. None 	

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	<p>this board. Will present status report at each meeting.</p> <p>2. <u>Research/Program Review/Planning</u> –</p> <p>3. <u>Information Technology (IT) Support and College Information Systems</u> V. Branchick reported that the Information System Analyst item requested in the FY 11-12 Budget Request reviewed at the December meeting was approved. The position will be budgeted under Health Services Administration and report to V. Branchick.</p> <ul style="list-style-type: none"> - CAMS – M. Caballero reported that Internal Services Division (ISD) continued the yearly maintenance agreement. Upgrade to an enterprise system has been approved and is pending vendor justification - Class Climate – Progress has been made. M. Ibrahim will report on the status at the May meeting. - Website – Carry over <p>4. <u>Allied Health</u> – D. DeHart reported that she continues to work with DHS Human Resources (HR) to come to an agreement on the hiring process forward.</p>	<p>2. Carry over to May meeting</p> <p>3. Information</p> <p>4. Information.</p>	<p>2. M. Ibrahim</p> <p>3. None</p> <p>4. None</p>
<p>DIVISIONAL REPORTS</p>	<p>1. <u>Administrative and Student Support Services</u> – M. Caballero reviewed:</p> <ul style="list-style-type: none"> - <u>Office of Educational Services (OES) Staffing</u> – This includes 7 members led by the Office Manager. - <u>OES Roles and Responsibilities</u> – 4.5 Full time equivalent (FTE) positions are dedicated to SON recruitment, admissions, registration, retention, and graduation activities. This includes processing over 500 applications annually for the generic program and 150 for the Advanced Placement LVN program. 1.5 FTEs are responsible for EDCOS registration, certificate distribution, and record keeping. - <u>Outreach/Partnership Activities</u> – Include the L.A. County Commission for Women, Grant participation, and Recruitment Fairs. In addition, M. Caballero provides 8 information sessions annually, and 30 – 50 potential applicants attend each session. <p>Members asked about the admissions process including the reason for the new screening exam. M. Caballero reported that the SON Admissions & Promotions Committee reviews the admissions process every 5 years. As part of the recent review, Admissions & Promotions noted that:</p> <ul style="list-style-type: none"> - The majority of California Community College (CCC) nursing programs have adopted the TEAS admissions tests - The TEAS content is more specific for required knowledge and a better predictor of success in for nursing programs - Applicants can take the exam at any testing site and submit copies of their results to the College - The administrator of the previous test (California Achievement Test) is anticipated to retire in the near future 	<p>1. Approved</p>	<p>1. None</p>

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	<p>Members asked about enrollment trends. M. Caballero reported that the SON received over 200 applicants for the Fall semester 2011 and the application deadline is March 1st. She expects that the application numbers will be about the same as for the previous two semesters. In addition, the same students may be applying to several local CCCs. Members discussed nursing program funding issues – Cal State is limiting enrollment in the RN to BSN programs and promoting the self supporting Entry Level Masters (ELM) programs. The CCC nursing program grant funding is running out and those programs are also contracting. The CCCs may also limit the number of units a student can take as well as the number of times a class may be attempted/repeated. M. Anderson offered to introduce M. Caballero to a contact for the USC Program which assists students with life style issues. Members discussed student generational differences, varied roles and responsibilities, and communication and learning styles.</p> <p>2. <u>Financial Aid</u> – D. DeHart distributed and summarized the Financial Aid Annual Program Evaluation Report for Fiscal Year 2009-2010. Topics reviewed included:</p> <ul style="list-style-type: none"> - Evaluation of Annual Goals – All were met with the exception of #5: Improve and automate financial aid reports with new student information system. Not met – pending implementation of CAMS system - Student Performance Evaluation – Cohort Default Rate (CDR) increased from 0% to 6.5%. Federal threshold for action is 25%. Contributing factors, including the economy and hiring freeze, reviewed. Graduates are unable to meet their service pay back option as agreed through the Tuition Agreement Contract (TAC) and as a result are required to pay back the County loan. - Interventions to improve Student Learning – Financial Aid met with County Counsel, DHS Controller, and Office of Nursing Affairs to extend grace period for classes of 2008-II and 2009-I. - Assessment of Student Learning Outcomes – 2009-II and 2010-I graduating student summary Program Evaluation Survey responses and comments reviewed. - Program Performance Evaluation – Problems encountered included 1) issues with Electronic Fund Transfers (EFTs) and 2) impact of increased enrollment on the lone Financial Aid Coordinator. - Effectiveness of Services – Overall summary Program Evaluation Survey responses indicate that the majority of students (66-73%) rated satisfaction with Financial Aid as "outstanding". - Program Accomplishments – 97% of the student body signed a TAC. Cash Management sources itemized. Total Financial Aid managed: \$1,474,246. Tuition revenue payments: \$339,413. - Quality Improvement Plans – Include methods for addressing the manpower shortage by assessing student reasons for contacting Financial Aid and developing relevant educational material as indicated. Explore software tools to decrease data entry and repetitive tasks. - Goals for 2010-2011 – reviewed 	<p>2. Approved</p>	<p>2. None</p>

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RECRUITMENT STATUS	<p>1. <u>School of Nursing (SON) Student Demographics Tracking Report</u> – M. Caballero distributed and reviewed the New Enrollment Capacity and Yield summary report for AY 07-08 through AY 10-11. Threshold for LVN-RN Program: 90% and 2-year Basic Program: 95%</p> <table border="1" data-bbox="373 415 1295 1271"> <thead> <tr> <th>Academic Year</th> <th>Capacity</th> <th>Enrolled</th> <th>Yield</th> <th>Threshold</th> </tr> </thead> <tbody> <tr> <td>AY 07-08</td> <td>155</td> <td>150</td> <td></td> <td>Met</td> </tr> <tr> <td>Fall 2007</td> <td>70</td> <td>70</td> <td>100%</td> <td>Met</td> </tr> <tr> <td>LVN-RN</td> <td>15</td> <td>14</td> <td>93%</td> <td>Met</td> </tr> <tr> <td>Combined Total</td> <td>85</td> <td>84</td> <td>99%</td> <td>Met</td> </tr> <tr> <td>Spring 2008</td> <td>60</td> <td>57</td> <td>95%</td> <td>Met</td> </tr> <tr> <td>LVN-RN</td> <td>10</td> <td>9</td> <td>90%</td> <td>Met</td> </tr> <tr> <td>Combined Total</td> <td>70</td> <td>66</td> <td>94%</td> <td>Met</td> </tr> <tr> <td>AY 08-09</td> <td>170</td> <td>154</td> <td></td> <td></td> </tr> <tr> <td>Fall 2008</td> <td>60</td> <td>68</td> <td>97%</td> <td>Met</td> </tr> <tr> <td>LVN-RN</td> <td>30</td> <td>26</td> <td>87%</td> <td>Not met</td> </tr> <tr> <td>Combined Total</td> <td>100</td> <td>94</td> <td>94%</td> <td>Met</td> </tr> <tr> <td>Spring 2009</td> <td>60</td> <td>53</td> <td>88%</td> <td>Not met</td> </tr> <tr> <td>LVN-RN</td> <td>10</td> <td>7</td> <td>70%</td> <td>Not met</td> </tr> <tr> <td>Combined Total</td> <td>70</td> <td>60</td> <td>86%</td> <td>Not met</td> </tr> <tr> <td>AY 09-10</td> <td>130</td> <td>121</td> <td></td> <td></td> </tr> <tr> <td>Fall 2009</td> <td>50</td> <td>49</td> <td>98%</td> <td>Met</td> </tr> <tr> <td>LVN-RN</td> <td>30</td> <td>27</td> <td>90%</td> <td>Met</td> </tr> <tr> <td>Combined Total</td> <td>80</td> <td>76</td> <td>95%</td> <td>Met</td> </tr> <tr> <td>Spring 2010</td> <td>50</td> <td>45</td> <td>90%</td> <td>Not met</td> </tr> <tr> <td>LVN-RN</td> <td>NA</td> <td>NA</td> <td>NA</td> <td>NA</td> </tr> <tr> <td>Combined Total</td> <td>50</td> <td>45</td> <td>90%</td> <td>Not met</td> </tr> <tr> <td>AY 10-11</td> <td>124</td> <td>111</td> <td></td> <td></td> </tr> <tr> <td>Fall 2010</td> <td>50</td> <td>47</td> <td>98%</td> <td>Met</td> </tr> <tr> <td>LVN-RN</td> <td>24</td> <td>20</td> <td>83%</td> <td>Not met</td> </tr> <tr> <td>Combined Total</td> <td>74</td> <td>67</td> <td>91%</td> <td>Not met</td> </tr> <tr> <td>Spring 2011</td> <td>50</td> <td>48</td> <td>88%</td> <td>Not met</td> </tr> </tbody> </table>	Academic Year	Capacity	Enrolled	Yield	Threshold	AY 07-08	155	150		Met	Fall 2007	70	70	100%	Met	LVN-RN	15	14	93%	Met	Combined Total	85	84	99%	Met	Spring 2008	60	57	95%	Met	LVN-RN	10	9	90%	Met	Combined Total	70	66	94%	Met	AY 08-09	170	154			Fall 2008	60	68	97%	Met	LVN-RN	30	26	87%	Not met	Combined Total	100	94	94%	Met	Spring 2009	60	53	88%	Not met	LVN-RN	10	7	70%	Not met	Combined Total	70	60	86%	Not met	AY 09-10	130	121			Fall 2009	50	49	98%	Met	LVN-RN	30	27	90%	Met	Combined Total	80	76	95%	Met	Spring 2010	50	45	90%	Not met	LVN-RN	NA	NA	NA	NA	Combined Total	50	45	90%	Not met	AY 10-11	124	111			Fall 2010	50	47	98%	Met	LVN-RN	24	20	83%	Not met	Combined Total	74	67	91%	Not met	Spring 2011	50	48	88%	Not met	1. Information	1. M. Caballero
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REVENUE & EXPENDITURE SUMMARY	<p><u>Statement of Expenditures and Revenues for Fiscal Year 2008-09</u> – Distributed and reviewed summary document prepared by Expenditure Management for ACCJC Report. Statement includes Administration, SON, Educational Resource Center, and OVMC Satellite Campus. It does not include EDCOS or Allied Health. Total annual expenditure is \$6.5 million; approximately 98% is salaries and employee benefits. Total revenues are \$1.5 million, which offsets approximately 22% of costs. Revenue sources include Medicare Pass Through Funds, Tuition Payments, Grant funding, and miscellaneous sources.</p>	Information	None																																																																																									
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NEXT MEETING	May 27, 2011 8:00 to 10:00 a.m. East Los Angeles College	N. Miller will forward agenda and minutes to members prior to meeting.	N. Miller

Approved by: (Signature on file)
 Vivian Branchick

Prepared by: (Signature on file)
 Nancy Miller