

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

May 23, 2014

College of Nursing & Allied Health. Tower Hall, Room 105

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP		
PRESENT:	Vivian Branchick, President Isabel Milan, Vice President Barbara Collier	Minor Anderson Eve Cruz, RN Rosa Maria Hernandez	Tonia Jones, RN Margaret Lee Nancy Miller, RN	GUESTS: Jeffrey Anderson, RN Maria Caballero, RN Doris DeHart, RN Herminia Honda, RN Peggy Nazarey, RN	PUBLIC:
EXCUSED/ ABSENT:	Thomas Berne, MD Ernest Moreno				
CALL TO ORDER & INTRODUCTIONS	V. Branchick called the meeting to order and N. Miller was welcomed back to the Board.	Information	None		
APPROVAL OF MINUTES	Minutes of March 7, 2014 1. Approved with corrections.	Revise and post on website.	H. Honda		
MINUTES FOLLOW-UP	<ol style="list-style-type: none"> 1. <u>Minutes of November 22, 2013</u> – Corrected and posted both on the intranet and internet 2. <u>Board Membership</u> – Information updated. 3. <u>Board of Registered Nursing (BRN) Visit-Follow-Up</u> – Attrition/Retention and tutoring on the agenda. 4. <u>NCLEX –RN Pass Rate</u> – Included on the agenda. 5. <u>Department of Health Services (DHS) Hiring Rate</u> – Report on November meeting. 6. <u>2012-2015 College Strategic Plan</u> – Revised and posted on the intranet. M. Caballero will follow-up with R. Hernandez regarding the Nursing Career Awareness project. 7. <u>Printer Replacements</u> – Office of Educational Services (OES) and Financial Aid (FA) received the all-in-one HP printers. CIO is working with LAC+USC IT regarding the ordered 25 printers. 	<ol style="list-style-type: none"> 1. Information 2. Information 3. Information 4. Information 5. Information 6. Follow-up with R. Hernandez 7. Information 	<ol style="list-style-type: none"> 1. None 2. None 3. None 4. None 5. None 6. M. Caballero 7. None 		
ANNOUNCEMENTS	<ol style="list-style-type: none"> 1. <u>Award Ceremony</u> – The Award Ceremony was on 5/15/14 and was attended by families and friends. The pinning ceremony was also held. 2. <u>Graduation Ceremony</u> – The Graduation Ceremony was held on 5/21/14 with 41 graduates from Class 2014-I and 13 graduates from Class of 2013-II at the San Gabriel Mission Playhouse. V. Branchick was the master of ceremony and Steve Reyes from the first district, represented Supervisor Gloria Molina. The last day of spring 2014 is 5/24/14. 3. <u>DHS Hiring</u> – The Board of Supervisors approved a 4 –year plan of hiring of at least 700 + RNs, Licensed Vocational Nurses (LVN), Nursing Assistants (NA), and Medical Assistants (MA). LAC + USC Medical Center will be hiring at least 154 RNs. An email was sent to the graduates who have their RN license and they were encouraged to apply. B. Collier reported that D. Farris and L. Pineda, recruiters from LAC + USC have met with the graduating class regarding the hiring process. I. Milan stated that she would like a “Greet and meet” session between the potential RN applicants from the College and nurse managers to decipher what areas the applicants may be interested in. She would like the College and the nurse recruitment office to coordinate this as soon as possible. 4. <u>New member orientation</u> – N. Miller has been oriented to the Board and its bylaws and policies; she has met the Los Angeles County College of Nursing & Allied Health (CONAH) leadership. 	<ol style="list-style-type: none"> 1. Information 2. Information 3. M. Caballero will follow-up with the recruitment office. 4. Information 	<ol style="list-style-type: none"> 1. None 2. None 3. M. Caballero 4. None 		
PUBLIC COMMENT	1. No public comment.	1. Information	1. None		

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OLD BUSINESS			
ACCREDITATION	<ol style="list-style-type: none"> 1. <u>Accreditation Follow Up Report</u> – The Commission will review the Report at its June meeting and will issue the Action Letter by the end of July. The College is accredited for 6 years but a Midterm Report is due 2016. M. Caballero reported that the Commission has added a special assessment fee of \$ 250.00. 2. <u>BRN Site Visit Follow Up</u> – B. Collier reported: <ol style="list-style-type: none"> a <u>Attrition/Retention and Tutoring</u> – SON faculty continue to follow the Attrition/Retention and Tutoring Action Plans, with inconsistent student attendance of tutoring sessions. Faculty provide student tutoring every week. Faculty will evaluate progress at the June Program Review Workshop (PRW) scheduled for June 3, and 4, 2014. 3. <u>Research/Program Review/Planning</u> – H. Honda reported: <p>Employer Survey trends from Class of 2010-I to 2011-I. Document was distributed and discussed. Report includes specific items and ratings. Overall rating and multiple items for Class 2010-I are below the 3.5 threshold which is due to the fact that most graduates are in a specialty setting such as ICU with skills needed beyond an entry level RN. Overall, there were good comments from the employers. N. Miller commented that the threshold for action for Employer Survey was set at 3.0 to meet the competent level. M. Anderson inquired whether the report is shared with the faculty. H. Honda stated that the survey report will be discussed with the faculty at the PRW in June.</p> <ol style="list-style-type: none"> a <u>Surveys in Progress</u> <ol style="list-style-type: none"> 1) 2012-I Graduate Survey – Sent on 4/17/14 with 2 reminders 2) Employer survey for 2011-II – Sent on 4/30/14 with 1 reminder 3) Program Evaluation Survey for Class 2014-I – Sent on 5/15/14 with 2 reminders 4. <u>Technology/College Information Systems</u> <ol style="list-style-type: none"> a <u>Comprehensive Academic Management System (CAMS)</u> – M. Caballero reported that the OES Office Manager and staff are in the process of entering data into CAMS. All current students have been entered. b <u>Information Systems/Website</u> – H. Honda reported: <ol style="list-style-type: none"> 1) The College webmasters have been uploading the documents and making changes to the College internet as needed. 2) Intranet/Team Services – changes being made by H. Honda and V. Kieng, CIO per administrative team recommendations. Will review again prior to going live. 	<ol style="list-style-type: none"> 1. Information 2. Information 3. Information 4. Information 	<ol style="list-style-type: none"> 1. None 2. None 3. None 4. None
DIVISIONAL REPORTS	<ol style="list-style-type: none"> 1. <u>Allied Health</u> – P. Nazarey reported on the following: <ol style="list-style-type: none"> a. Background : <ul style="list-style-type: none"> • In November 2007, the new function of the division was identified as providing training courses for allied health staff of DHS. • In April 2008, during the Western Association of Schools and Colleges (WASC) survey visit, the College was told that the division did not meet the recommendation cited in 2001 WASC survey visit. • In January 2009, a substantive Change Proposal: Allied Health Education Change in mission was submitted to WASC. This change reflected the shift in the division's focus as agreed upon by the BOT in November 2007. 	<ol style="list-style-type: none"> 1. Information 	<ol style="list-style-type: none"> 1. None

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	<p>b. Current Focus:</p> <ul style="list-style-type: none"> • The current focus of the division reflects the drivers of healthcare reform such as the Affordable Care Act (ACA) and DHS priorities. The biggest shift is from the high cost hospital focused care to an integrated ambulatory care delivery system, with a focus on the establishment of medical homes. • The major priority during the last year has been the facilitation and support of the education of the CMA to meet DHS ambulatory care program goals. DHS has approximately 300 budgeted CMA positions. 219 are budgeted to the ambulatory care network and 81 to hospitals. The division has collaborated with Workforce Development in the coordination of the CMA training through the Pasadena City College and the on-site Boston Reed Program. Approximately 130 CMA students have been trained through these programs. <p>c. Future Work:</p> <ul style="list-style-type: none"> • Currently, there are no budgeted faculty positions for the Division of Allied Health. Continuing education for CMAs has been identified as a priority for DHS. This ongoing priority may need to be considered due to lack of budget and positions, so as not to compromise the integrity of the School of Nursing (SON) and Education and Consulting Services (EDCOS). <p>T. Jones inquired whether the division is focused solely on CMA, and P. Nazarey stated that the focus is more than the CMAs. N. Miller also inquired what the priority need of Allied Health is at this time and V. Branchick stated that that a need assessment needs to be completed as there are needs for training in areas such a phlebotomy, electronic health records and etc. She also added that a training session will need to be provided for both registered nurses (RNs) and MAs in understanding each other role and how to work together. She added that at this time, the RNs have difficulty embracing the role of the MAs and the MAs are not comfortable being supervised by the RNs.</p> <p>2. <u>Educational Resource Center</u> – J. Anderson reported on the following:</p> <p>a. For academic year 2012-2013, the Educational Resource Center (ERC) continued to exceed all thresholds both on student usage and survey items. Students continue to make positive remarks on ERC staff. 155 New books and 44 e-books have been added to the collection and all computers in the library and computer lab were updated in April 2013. Due to retirement of ERC director in 2013 and reassignment of a library assistant, this has resulted to decreased library hours and increase workload for the current staff.</p> <p>b. For the academic year 2013-2014, the following resources has been added to support student learning:</p> <ul style="list-style-type: none"> • Nursing Reference database • 1,300 e-book collection database • Additional Metiman simulation manikin • Development of a dedicated simulation lab • Replacement of 4 laptops • Creation of ERC inventory log to prioritize replacement and acquisition of equipment • Increasing library hours <p>c. The goal for 2013-2014 is to update the College’s clinical video collection and to implement the development of a dedicated simulation lab.</p> <p>T. Jones inquired whether volunteers could be utilized to help out with the library and J. Anderson stated that he had submitted request for volunteers but has not received any positive response at this time. V. Branchick emphasized</p>	<p>2. Information</p>	<p>2. None</p>

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	that the availability of library hours has been an issue with the past WASC visit and thus she recommended that the lost library item must be brought back to make sure there is adequate staff for the library. R. Hernandez inquired whether the laptop are also for student use. J. Anderson stated that laptops are solely for faculty use but there are at least 30 computers both in the computer lab and library available for student use.		
NCLEX-RN PASS RATE	NCLEX-RN Pass Rate – B. Collier reported that for the Class 2013-II there were 40 graduates and so far 26 have taken the NCLEX with a 100% passing rate. The graduates were having difficulty getting their authorization to test (ATT) because of the BRN problems in processing their applications. CONAH's passing rate continues to be above the California and National passing rate.	Report again in November 2013.	B. Collier, H. Honda
RECRUITMENT STATUS	1. <u>School of Nursing fall 2014 Projections</u> – M. Caballero reported that there are currently 30 LVN-RN students that were accepted for summer 2014. Once they have completed the transition course in the summer, students will be divided between fall 2014 and spring 2015 entry. 75 acceptance letters were sent for 55 slots for fall 2014 for first semester. There was much discussion whether priorities are given to LVNs who are currently working for the County. V. Branchick stated that there should be a focused on career advancement for LVNs as well as NAs. M. Caballero stated that she has not been getting any LVN-RN applicants who are currently County employees but she did emphasize that nurse managers must work with the employees regarding their schedule to be successful once in the program. M. Anderson inquired about the student who sent a letter to the BOT members regarding admission to the program and per M. Caballero the student reapplied but her total points is still below the cut off points at this time, thus the student is still not eligible to apply.	1. Information	1. None
NEW BUSINESS			
POLICY #200: ACADEMIC FREEDOM	College Administrative and Planning Committees reviewed Policy #200 for its triennial review. Sent to the faculty and staff on 4/1/14 and approved by Planning Committee on 5/8/14. Sent to BOT on 5/8/14 and N. Miller responded with recommendations which have been incorporated into the policy. Policy approved with the following recommendations: <ul style="list-style-type: none"> • Under policy, change "Faculty" to "Faculty members" • Change the supersedes and effective date as well as revision dates • Change format of the header 	Revise, forward to members, faculty and staff and post on the intranet.	H. Honda
POLICY #507: NONDISCRIMINATION	College Administrative and Planning Committees reviewed Policy #507 for its triennial review. Sent to the faculty and staff on 4/1/14 and approved by Planning Committee on 5/8/14. Sent to BOT on 5/8/14 and N. Miller responded with recommendations which have been incorporated into the policy. Policy approved with the following recommendations: <ul style="list-style-type: none"> • Change the supersedes and effective date as well as revision dates • Change the sequencing of References from Title V to Title IX 	Revise, forward to members, faculty and staff and post on the intranet.	H. Honda
OFF AGENDA ITEMS	1. <u>Provost Position</u> - M. Anderson inquired regarding the status of the Provost position and per V. Branchick, Human Resources (HR) is reviewing and clarifying the job specifications and qualifications with the assistance of D. DeHart. HR is currently using terms such as administrative experience at the level of Assistant Nursing Director which may limit the scope of experience to nursing to the exclusion of an experienced college candidate from a non-nursing field. D.	1. D. DeHart will follow-up with HR.	1. D. DeHart

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	<p>DeHart to send descriptions of administrative levels from another school's provost job description. Once the qualifications are finalized, the exam will be opened to accept applications.</p> <p>2. <u>Research Director Position</u> - V. Branchick reported that the qualifications and review criteria has been approved and examination is expected to open in July.</p> <p>3. <u>Staff Assistant II for Financial Aid</u> - The item has been included in the budget request annually. D. DeHart has met with V. Branchick and HR regarding the need to have an item at an appropriate level to recruit a Financial Aid Coordinator with experience from outside. D. DeHart will be initiating a reclass study to determine an appropriate item.</p>	<p>2. Information</p> <p>3. Information</p>	<p>2. None</p> <p>3. None</p>
NEXT MEETING	<p>August 22 , 2014 8:00 to 10:00 a.m. College of Nursing & Allied Health Tower Hall Room 105</p>	<p>B. Collier will forward agenda and minutes to members prior to meeting.</p>	<p>B. Collier</p>

Approved by: (Signature on file)
 Vivian Branchick

Prepared by: (Signature on file)
 Herminia Honda