

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

**August 22, 2014**

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP	
<b>PRESENT:</b>	Barbara Collier, RN, Chair Thomas Berne, MD Eve Cruz, RN Rosa Maria Hernandez Nancy Miller, RN Ernest Moreno	<b>EXCUSED/ ABSENT:</b> Minor Anderson Vivian Branchick, RN Tonia Jones, RN Margaret Lee Isabel Milan, RN	<b>GUESTS:</b> Maria Caballero, RN Doris DeHart, RN	<b>PUBLIC:</b>
<b>CALL TO ORDER</b>	B. Collier called the meeting to order at 0815.	Information	None	
<b>APPROVAL OF MINUTES</b>	Minutes of May 23, 2014 1. Approved with corrections.	Revise and post on website.	H. Honda	
<b>MINUTES FOLLOW-UP</b>	<ol style="list-style-type: none"> <li>1. <u>Minutes of March 7, 2014</u> corrected &amp; posted both on intranet and internet</li> <li>2. <u>2012-2015 College Strategic Plan</u> – M. Caballero will follow-up with LAUSD partnership with R. Hernandez</li> <li>3. <u>DHS Hiring</u> – “Meet and Greet” session discussed at the May meeting was held on 6/16/14. Notice was sent to the last 3 CONAH graduating classes. <ul style="list-style-type: none"> <li>• Event was attended by at least 46 graduates from Class 2012-II to 2014-I</li> <li>• D. Castillo, CEO, I. Milan CNO, Clinical Directors and recruitment representatives met with graduates.</li> <li>• A list of graduates will be provided to Recruitment and Retention every semester</li> </ul> </li> <li>4. <u>NCLEX Pass Rate</u> - Report scheduled for November meeting</li> <li>5. <u>Policy # 200</u> – Revised, forwarded to faculty and staff and posted</li> <li>6. <u>Policy# 507</u> – Revised, forwarded to faculty and staff and posted</li> <li>7. <u>Provost Position</u> – Status is still pending from Human Resources (HR) per D. DeHart</li> </ol>	<ol style="list-style-type: none"> <li>1. Information</li> <li>2. As stated</li> <li>3. Information</li> <li>4. Information</li> <li>5. Information</li> <li>6. Information</li> <li>7. Information</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. M. Caballero</li> <li>3. None</li> <li>4. None</li> <li>5. None</li> <li>6. None</li> <li>7. None</li> </ol>	
<b>ANNOUNCEMENTS</b>	<ol style="list-style-type: none"> <li>1. <u>DHS Hiring</u> - B. Collier reported: <ul style="list-style-type: none"> <li>• Nursing hired 52 RNs</li> <li>• 200 Interviews have been allocated to each facility by HR.</li> <li>• Discussion ensued regarding interviews at each facility.</li> <li>• Film “Code Black” about General Hospital’s Department of Emergency Medicine highlighted the need for nurses in the DEM.</li> <li>• A. Chavez has been transferred to Recruitment to support the needed hiring.</li> </ul> </li> <li>2. <u>BRN Visit October 30</u> - Purpose: to interview students regarding received student concerns about difficulty of program and some faculty practices: <ul style="list-style-type: none"> <li>• B. Collier reported: <ul style="list-style-type: none"> <li>– Faculty issues have been addressed and have demonstrated improvement</li> <li>– Course evaluations have improved</li> <li>– Content experts are reviewing all semester exams</li> </ul> </li> <li>• E. Cruz commented that Nursing presented a topic on how to respond and behave with staff—might be helpful as a faculty development topic</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. E. Moreno requested a hiring report/process outcome for the next meeting.</li> <li>2. Information</li> </ol>	<ol style="list-style-type: none"> <li>1. B. Collier/ H. Honda</li> <li>2. None</li> </ol>	
<b>PUBLIC COMMENT</b>	1. No public comment.	1. Information	1. None	

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<b>OLD BUSINESS</b>			
<b>COLLEGE POSITIONS</b>	<ol style="list-style-type: none"> <li>1. Provost Position – HR is working on it. <ul style="list-style-type: none"> <li>• Motion was made, voted, and approved that the BOT submit a letter of concern to HR regarding: <ul style="list-style-type: none"> <li>– Vacancy is a critical issue/concern to the BOT</li> <li>– College is placed at risk of failing future WASC accreditation surveys and not complying with eligibility requirements and standards.</li> </ul> </li> </ul> </li> <li>2. Director, Allied Health <ul style="list-style-type: none"> <li>• D. DeHart reported that D. Castillo, LACUSC CEO called to discuss taking the Asst. Hospital Administrator IV item on the College item control dedicated for the Director, Allied Health. Medical Center plans to cut many item to cover positions required for the Ambulatory Care Services. After the discussion, D. Castillo acknowledged the need to keep the item with the College and agreed to revisit this discussion in another year.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. CONAH to draft a letter to HR for BOT approval</li> <li>2. Information</li> </ol>	<ol style="list-style-type: none"> <li>1. B. Collier</li> <li>2. None</li> </ol>
<b>ACCREDITATION</b>	<ol style="list-style-type: none"> <li>1. <u>Accreditation Follow Up Report</u> – The Commission accepted the Follow up Report at its June meeting. Action Letter was received for continuous accreditation. The College is accredited for 6 years and a Midterm Report is due 2016.</li> <li>2. <u>BRN Site Visit Follow Up</u> – B. Collier reported: <ul style="list-style-type: none"> <li>• <u>Attrition/Retention and Tutoring</u> – SON faculty continue to follow the Attrition/Retention and Tutoring &amp; Counseling Action Plans, with inconsistent student attendance to tutoring sessions. Faculty offer student tutoring every week.</li> <li>• <u>Next Visit</u> – Expected in 2018.</li> <li>• <u>SON Program Review Workshop</u> – Held 6/3/14- 6/4/14— discussed attrition/retention outcomes</li> </ul> </li> <li>3. <u>Research/Program Review/Planning</u> – B. Collier reported for H. Honda: <p>Surveys in Progress:</p> <ul style="list-style-type: none"> <li>• <u>Class 2011-II Employer Survey</u> closed with 100% response rate but sample size was small</li> <li>• <u>Class 2012-I Graduate Survey</u> sent on 4/17/14 with multiple reminders sent. Survey will be closed after the next reminder</li> <li>• <u>Class 2014-I Program Evaluation Survey</u> sent to the graduating class</li> </ul> </li> <li>4. <u>Technology/College Information Systems</u> – M. Caballero reported: <ul style="list-style-type: none"> <li>• <u>Comprehensive Academic Management System (CAMS)</u> – M. Caballero reported that the OES Office Manager and staff are continuing to enter student data into CAMS. Faculty and student portal will be the next project.</li> <li>• <u>Information Systems/Website</u> –M. Caballero reported: <ol style="list-style-type: none"> <li>1) The College website is current and up-to-date</li> <li>2) Dr. Berne made the recommendation that IT be added to the reporting schedule. V. Kieng, College Information Officer for the College can report on the IT plan, annual updates etc. required for WASC.</li> </ol> </li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Information</li> <li>2. Information</li> <li>3. Information</li> <li>4. IT to be added to reporting schedule.</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> <li>3. None</li> <li>4. B. Collier</li> </ol>

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<b>DIVISIONAL REPORTS</b>	<ol style="list-style-type: none"> <li>1. <u>Allied Health</u> – No report</li> <li>2. <u>School of Nursing</u> – B. Collier presented an overview of program accomplishments:               <ol style="list-style-type: none"> <li>a. NCLEX pass rate &gt;90% first time attempts</li> <li>b. Course evaluations showed threshold was met on all courses with ratings &gt;3.5</li> <li>c. Student Success Workshops presented for Stress Management, How to Succeed in Nursing School, and Clinical Prep Sheets Preparation</li> <li>d. Tutoring is being provided on a rotation basis by each semester faculty in the absence of a dedicated tutor</li> <li>e. School and CSULA have an ADN-&gt;BSN collaboration – 7 students enrolled</li> <li>f. Articulation agreement with Chamberlin College continued to be discussed</li> <li>g. Discussion ensued regarding recognition of College of Nursing and Allied Health faculty</li> <li>h. Implementations:                   <ul style="list-style-type: none"> <li>• 1 on 1 student remediation during the summer</li> <li>• Added OB rotations at the Olive View site due the decreased LACUSC OB census</li> <li>• Faculty attended outside seminars</li> <li>• Added student representative to College Planning</li> </ul> </li> <li>i. Workforce Development – last cohort supported by the Union completing with 2 students pending graduation. No plans for another cohort.</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Information</li> <li>2.g. Board to discuss faculty recognition event further</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. BOT</li> </ol>
<b>RECRUITMENT STATUS</b>	<p><u>School of Nursing Fall 2014 Recruitment and Demographics</u> – M. Caballero:</p> <ul style="list-style-type: none"> <li>• Goal to admit 55/sem → started 54</li> <li>• Average science GPA 3.5</li> <li>• Cutoff from 78-75 points;</li> <li>• 75 acceptance letters sent → 34 declined</li> <li>• Fall 2014 student body enrollment is 204</li> <li>• Minorities: CONAH has more than California average</li> <li>• Overall many colleges had less applications → didn't fill all slots, possibly due to change in screening criteria</li> </ul>	Information—Spring projections on next meeting agenda	M. Caballero
<b>NEW BUSINESS</b>			
<b>2013/2014 COLLEGE GOAL REPORT</b>	<p>B. Collier presented the College annual goal accomplishments:</p> <ol style="list-style-type: none"> <li>1. ACCJC recommendations were met:           <ul style="list-style-type: none"> <li>• Decision making process was defined and faculty/staff/students were included</li> <li>• IT plan was refined, formalized, and implemented: Chief Information Officer hired and assigned to the College.</li> <li>• Process and changes were described in the Follow Up Report submitted and approved at the ACCJC June 2014 meeting.</li> </ul> </li> <li>2. CAMS implementation met:           <ul style="list-style-type: none"> <li>• CAMS installed. System established by L. Vigil, V. Kieng and M. Caballero</li> </ul> </li> </ol>	Information	None

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	<ul style="list-style-type: none"> <li>• Input of student data in progress</li> <li>• Online grades soon to be available</li> </ul> <p>3. EDCOS:</p> <ul style="list-style-type: none"> <li>• New telemetry unit was provided extensive education and support. Two 3-day Telemetry Monitor Technician programs for nursing attendants implemented along with an EKG Review class</li> <li>• CMA orientation program created and implemented</li> <li>• Competency program implemented</li> </ul> <p>4. School of Nursing:</p> <ul style="list-style-type: none"> <li>• BRN action plan implemented to improve student retention and decrease attrition</li> <li>• Faculty tutoring plan in progress</li> </ul> <p>5. Allied Health:</p> <ul style="list-style-type: none"> <li>• Continuing to investigate (Continuing Education)CE division</li> <li>• Department is still in developmental stage</li> <li>• BOT awaiting needs assessment report for Allied Health to determine budget and future</li> </ul> <p>6. Stretch Goal:</p> <ul style="list-style-type: none"> <li>• Dedicated Simulation Lab – Old Clinic trailer has been prepared to house high tech manikin from DHS. Scenario development in progress. As a goal for next year, all semesters will have scenarios. Incorporation of simulation into all courses will be carried over to 2014-2015 Goals. While the College has access to the patients at the Medical Center, evaluations show students like the use of simulation for practice before going into the real setting. Ad Hoc committee formed</li> </ul> <p>7. 2014-2015</p> <ul style="list-style-type: none"> <li>• Goals reviewed and accepted by a unanimous vote</li> </ul>		
<b>OFF AGENDA ITEMS</b>	None	None	None
<b>NEXT MEETING</b>	November 21 , 2014 8:00 to 10:00 a.m. College of Nursing & Allied Health Tower Hall Room 105	B. Collier will forward agenda and minutes to members prior to meeting.	B. Collier

Approved by: (Signature on file)  
 Vivian Branchick

Prepared by: (Signature on file)  
 Doris DeHart