

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

November 21, 2014

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
PRESENT: Isabel Milan, Vice President Minor Anderson Thomas Berne, MD EXCUSED/ ABSENT: Vivian Branchick, President Tonia Jones, RN	Barbara Collier, RN Eve Cruz, RN Rosa Maria Hernandez Margaret Lee	GUESTS: Tammy Blass, RN Maria Caballero, RN Doris DeHart, RN Herminia Honda, RN	PUBLIC:
CALL TO ORDER & INTRODUCTIONS	1. Milan called the meeting to order at 0800.	Information	None
APPROVAL OF MINUTES	Minutes of August 22, 2014 1. Reviewed and approved.	Post on website.	H. Honda
MINUTES FOLLOW-UP	1. <u>Minutes of May 23, 2014</u> – Corrected and posted on the internet 2. <u>DHS Hiring</u> – Included on the agenda 3. <u>Provost Position</u> – B. Collier spoke with V. Branchick regarding drafting a letter to Human Resources (HR) to hasten opening of Provost Examination. 4. <u>Technology / College Information Systems</u> - V. Kieng, CIO has been made aware of adding IT in the reporting schedule. 5. <u>School of Nursing</u> – Board to discuss faculty recognition event further. 6. <u>School of Nursing Recruitment and Demographics</u> - Included in the agenda.	1. Information 2. Information 3. Information 4. Information 5. Information 6. Information	1. None 2. None 3. None 4. None 5. None 6. None
ANNOUNCEMENTS	1. <u>Award Ceremony</u> – The Award Ceremony will be on December 18, 2014. The last day of school is December 20, 2014.	1. Information	1. None
PUBLIC COMMENT	1. No public comment.	1. Information	1. None
OLD BUSINESS			
ACCREDITATION	1. <u>Accreditation</u> – The College is accredited for 6 years and a Midterm Report is due in 2016. The Commission is planning an Accreditation Standards Conference on April 23-24 in San Diego. 2. <u>BRN Site Visit Follow Up</u> – B. Collier reported: a. <u>Attrition/Retention and Tutoring</u> – SON faculty continue to follow the Attrition/Retention and Tutoring Action Plans, and other strategies discussed at the Program Review Workshop in June. B. Collier discussed the letter received from the Board as a follow-up to a school visit by L. Shainian, Nursing Education Consultant on October 30 th as a result of students/graduates complaints. She concluded that there is no evidence to substantiate the complaints and thus no further action is needed. B. Collier added that complaints consist of the curriculum being hard and student's perception that faculty wanted to fail them. 3. <u>Research/Program Review/Planning</u> – H. Honda reported: Surveys in Progress:	1. Information 2. Information 3. Information	1. None 2. None 3. None

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	<ul style="list-style-type: none"> ▪ 2012-I Graduate Survey closed. Thirteen reminders were sent. 4/29 = 14% response rate. Not sure of the reason for the low response rate but Original Cohort started with 47 students but only 29 graduated. A later report will be presented together with the completion of 2012-II Graduate Survey. The 2012-II Graduate survey was sent on 11/12/14. By 11/17/14, there was already a 15% response rate. 4. <u>Technology/College Information Systems</u> <ul style="list-style-type: none"> a <u>Comprehensive Academic Management System (CAMS)</u> – M. Caballero reported that the OES Office Manager and staff are entering data into CAMS. All current students have been entered. The next step is to work on the student and faculty portals. I. Milan inquired about the different features of CAMS. b <u>Information Systems/Website</u> – M. Caballero reported: The College webmasters have been uploading documents and making changes to the site content as needed. Working on adding a “Student Consumer Information” page to comply with State, Federal and Department of Education regulations. 	4. Information	4. None
DIVISIONAL REPORTS	<ol style="list-style-type: none"> 1. <u>Education and Consulting Services (EDCOS)</u> – T. Blass led the review of the 2013-2014 EDCOS Annual Report She reported on the following: <ol style="list-style-type: none"> a Faculty positions– there are currently 11 faculty and 13 available positions. Two faculty have resigned and have not yet been replaced. b Continuing education (CE) and non-continuing education (non-CE) classes and programs – 238 classes and programs were offered for 4194 workforce members. Threshold was met. c Mandatory programs – provides mandatory nursing education required by regulatory agencies such as orientation and skills validation. d Specialty education– focus is on training nurses for areas of critical need such as the intensive care units and emergency rooms (ER). Back to back ER programs were offered to support the Medical Center’s needs. Basic EKG and arrhythmia courses were offered to support the staff working in the telemetry unit. The Trauma Update program was expanded to four times/year to further support trauma education needs. More classes were also offered for Clinical Coach / Preceptorship. e Committee memberships – Faculty are members/chairs of DHS, LAC + USC , and Nursing Service committees f Additional Contributions to DHS and the Community – Faculty are frequently consulted throughout the DHS and the community for their expertise in patient care management. Faculty had developed Code Grey Team training program to prepare Augustus Hawkins staff for their roles as part of the new Code Grey team. Faculty had also participated in planning and implementing the DHS and LAC + USC Ebola training. Discussion ensued on Ebola and Code Grey training. 	1. Information	1. None
NCLEX-RN PASS RATE	<p>NCLEX-RN Pass Rate – B. Collier led the discussion on the NCLEX Pass Rate document and reported that there has been a decrease in the passing rate in the National level due to changes made by NCLEX regarding passing criteria effective April of 2013. NCLEX passing rate changes have impacted classes of 2013-I to 2014-I. CONAH is still above State and National rate. CONAH action threshold is 85%.First time passing rate average since 2009-I is 96%. There was much discussion on the cause of the decrease in passing rate and M. Caballero reported that for the Class of 2014-I, students who were taking the NCLEX Prep Class were in and out of the class and some did not attend all of the review sessions.</p>	Information	None

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RECRUITMENT STATUS	<ol style="list-style-type: none"> 1. <u>School of Nursing Student Projections</u> – M. Caballero reported that 65 students were accepted for 55 slots for spring 2015 and others are on the waiting list. 2. <u>DHS Hiring Rate</u> - B. Collier reported that DHS average hiring rate since 2003-I is 45%. Expectation is 50% of graduates are hired by DHS. The Class of 2013-II had a hiring rate of 58% with graduates mostly working at LAC + USC Medical Center. B. Collier also presented on the LAC + USC Hiring Data from 8/18/14 to 11/1/14 as a response to the Board of Supervisors approved hiring plan. During that time, 101 total registered nurses were hired and 32 were CONAH graduates from classes of 2011, 2012 and 2013. There was much discussion on the importance of having the graduates hired into the DHS. E. Moreno emphasized that the fundamental worth of the College is to support the staffing needs of DHS. B. Collier stated that graduates are being advised to call the Recruitment and Retention office once they have passed the DHS examination. I Milan recommended having another "Meet and greet" session so graduates and current students could network with Nurse Managers. M. Anderson also recommended that it will be a good idea to know what percentage of the total LAC+USC nurses are CONAH graduates. N. Miller stated there seem to be difficulty in getting an accurate data for CONAH graduates that are currently LAC + USC employees. 	<ol style="list-style-type: none"> 1. Information 2. Information 	<ol style="list-style-type: none"> 1. None 2. None
NEW BUSINESS			
BUDGET REQUEST	B. Collier reported that the Budget Request has been submitted.	Information	None
2015 MEETING SCHEDULE	B. Collier led the review of the quarterly meeting schedule which is 4 th Friday of February, May, and August and 3 rd Friday of November due to the Thanksgiving Holiday. Board approved the 2015 Meeting Schedule	Post the 2015 Meeting Schedule	H. Honda
OFF AGENDA ITEMS	<ol style="list-style-type: none"> 1. <u>Provost Position</u> – D. DeHart distributed a document on the Provost Job Duties and the minimum requirements. She reported that HR and the Administrative team of the College could not agree on what to post as the minimum requirement. The Administrative team would like to revise the current minimum requirement as the verbiage may disqualify good candidates for the position. Much discussion ensued on the Minimum Requirements. M. Anderson and R. Hernandez stated that the Board wanted to be notified of the progress of the Provost posting prior to the February 27, 2015 meeting. They are very concerned that the delay of hiring a Provost could jeopardize the accreditation status of the College. The following are proposed changes to the HR verbiage: A Master's degree <i>or higher</i> from an accredited college in <i>the field of</i> Education, Administration (e.g. MPA, MBA, MHA, MHS, MPH, etc) Nursing, or Health Sciences AND Four years experience teaching in an accredited college AND Four years management experience at the level of Assistant Nursing Director, Education, including supervision of professional level staff in a health sciences related department in an accredited college or in a health services environment. 	<ol style="list-style-type: none"> 1. D. DeHart will follow-up with HR 	<ol style="list-style-type: none"> 1. D. DeHart

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NEXT MEETING	February 27 , 2015 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)
Herminia Honda