



# MEMORANDUM

<b>DATE</b>	July 9, 2018
<b>TO</b>	Board Members
<b>FROM</b>	Geralyn Maracino, Education Analyst
<b>SUBJECT</b>	Education Committee Meeting Report (Minutes)

**1. Call to Order**

Committee Member, Dr. Bernice Bass de Martinez, called to order the Education Committee Meeting at 2:11 pm on Monday, July 9, 2018, at the Department of Consumer Affairs-HQ1, 1625 North Market Blvd, Hearing Room South, Room 102, Sacramento, CA 95834.

**2. Roll Call**

The following Committee Member was present:  
 Dr. Bernice Bass de Martinez, Public Member, Chair

The following Committee Member was absent:  
 Mr. Ken Maxey, Public Member

The following staff were present:  
 Elaine Yamaguchi, Executive Officer  
 Jessica Gomez, Nursing Education Consultant  
 Margarita Valdes, Nursing Education Consultant  
 Geralyn Maracino, Education Analyst  
 Kenneth Swenson, DCA Senior Legal Counsel

**3. Pledge of Allegiance**

The pledge of allegiance was led by Legal Counsel Swenson.

**4. Agenda Item: Update and Discussion of Education Fee Structure Legislation.**

Ms. Yamaguchi presented a verbal report:  
 Language updating our individual or applicant and licensee fee structures, contained in Senate Bill 1480 (Hill) is moving rapidly and is waiting to be heard in Assembly Appropriations. The Board had also authorized language to create a new fee structure for educational institutions.

The Senator and the Committee staff asked that the Board engage in community and stakeholder outreach to inform and engage them regarding the proposed educational fees and the history of how the proposal was developed, including the Board's overall fiscal structure.

Board staff met with the Community Colleges Office of Chancellor and individual organizations and hosted a series of five conference calls with stakeholders, colleges and school administrators. Discussions were positive and productive. Many individuals expressed their belief that educational fees were appropriate given the amount of support the Board's Nursing Education Consultants provide.

- It was emphasized that education fees would provide a significant amount of the Board's budget.
- Many individuals stated that the proposed education fees would create a hardship for some schools if the language was in legislation right now.
- Board staff acknowledged their concerns over the amount and timing of the proposed education fees.
- Ms. Yamaguchi stated that, if the Board is unable to put the language into a bill this year (2018), and it would specifically need to happen within the next month, then Board staff would need to conduct further outreach, analysis and consultation to look at the proposal and bring back ideas to the Board for discussion and resolution.

Public Comments: None

5. **Agenda Item: Discussion and Possible Action to Make Recommendations to the Board Regarding Program Placement on Provisional Approval and/or Consideration of Request to Admit Students for the Institute of Technology (IOT) at Clovis.**

Ms. Valdes, Nursing Education Consultant (NEC), presented her recommendations:

1. Place IOT at Clovis on provisional approval for the period of May 18, 2018, to May 31, 2020.
2. Approve the request to admit one class of 30 students beginning August 27, 2018, ending September 2, 2019, to replace the class graduating August 17, 2018.
3. Continue to require the program to obtain Board approval prior to admission of each class.
4. Continue to monitor the program's licensure examination pass rates.
5. Require the director to submit follow-up reports in 6 months, no later than February 1, 2019, and 12 months after that.

Ms. Valdes confirmed that her prior experience with the IOT at Modesto campus was one point of reference as a means of validating her recommendations for IOT at Clovis.

Ms. Richards, IOT's Director, was present and agreed with the NEC's recommendations. She stated they implemented the ATI (a test remediation tool) at the IOT at Modesto campus last March and would like to implement the full package at the IOT at Clovis campus in August 2019. All their instructors are ATI Champions, meaning they have gone through the full series of proctoring and implementing. She emphasized that IOT pass rates were previously as low as 40% but have since improved to 70%. Ms. Richards mentioned the pass rate increase is also due to IOT undergoing a total curriculum revision, changing its attendance policy, and

requiring candidates to pass entrance exams: a critical thinking piece (with a pass score of 750) and the HESI-A2.

Dr. Bass de Martinez confirmed that the school will go before the full Board in August 2018.

Public Comments: None.

**6. Agenda Item: Discussion of Education Division Strategic Planning.**

Ms. Yamaguchi commented that the issues surrounding the Board's work to reduce the backlog of school approvals in the Education Division continue. There are only four full-time NECs doing the work of six. Simply stated, qualified NECs are difficult to find and hire.

Ms. Yamaguchi listed the Board's targets in 2019:

- Continue to work with the department and the DCA Budget Office.
- Continue to look at school applications and reduce the size of the waiting list.
- Request a new NEC position to work remotely.
- Refresh the existing recruitments for one NEC and one SNEC to work in Sacramento.
- Look at other staffing configurations, including how other states are utilizing personnel.
- Consider creating a new position, such as an LVN or a PT to look at facilities and faculties.
- Examine the school application evaluation processes.
- Examine the pace of processing school applications.
- Consider not having the NECs do all the steps they are currently doing.
- Continue working on the legal obligation to improve the Continuing Education program.

Dr. Bass de Martinez stated that she looks forward to hearing more including a follow-up from the Board about possibly hiring a licensed vocational nurse or licensed psychiatric technician.

Public Comment:

Ms. Richards, IOT Director, suggested the Board emphasize training directors on how to fill out the Board's various school application forms; targeted training would in turn help speed up the overall process.

**7. Agenda Item: Suggestion for Future Agenda Items.**

Dr. Bass de Martinez stated she would like to hear more about the education fee structure; how we could better manage the number of applications from schools; and about training and development for directors and others.

Dr. Bass de Martinez asked if there were any public comments on agenda items and in general.

Public Comment:

Ms. Leffler, Supervising Administrator, Riverside Adult School, agreed with Ms. Richard's statement about the Board needing to provide directors and school staff with more training, so that paperwork is filled out correctly the first time around and program delays are avoided.

Ms. Leffler said she would welcome any training the Board had to offer. She currently oversees ten thousand students, is not a nurse and healthcare is just one area in her oversight.

Further Public Comment: None.

**8. Adjournment.**

The meeting was adjourned at 2:41 pm.

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Dr. Bernice Bass de Martinez, Public Member

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Date

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Mr. Ken Maxey, Public Member

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Date