



**CCPS STEERING COMMITTEE MEETING  
TUESDAY, DECEMBER 6, 2011  
1300 – 1600  
NATIONAL UNIVERSITY  
20 RIVER PARK EAST  
Room 226**

**SUMMARY**

**1. Welcome and Introductions**

Lynne Ashbeck welcomed all to the meeting and self introductions were made. A copy of the sign in sheet is attached to this summary. Thank you to National University for graciously hosting and providing tasty beverages and snacks.

**2. Review of meeting minutes**

The minutes from the September 27, 2011, meeting were reviewed and accepted as presented.

**3. CCPS 2012 Operations**

- **Service Member Fee Structure**  
Kaweah clarified they have 3 licenses, but only use 2 locations for clinical. Kaweah agreed to the 2011 methodology of using locations (as opposed to licenses) and being charged as having 3 locations. A show of hands from service representatives presented approved the 2011 fee structure as presented. Invoices will be sent shortly.
- **Academia Member Fee Structure**  
Carolyn Drake explained the methodology of the 2011 fee structure and answered questions. The academia representatives accepted the fee structure with the following changes to be made:
  - Merced College: change from 100 to 140 students
  - Clovis Adult: change from 206 to 130 students
  - Visalia Adult: change from 45 to 51 students
  - Institute of Technology/Clovis: they were not represented at the meeting, but Lynne received email notification that they would not have any LVN students this year. According to the CCPS by-laws, if a hospital and/or academic provider chooses to discontinue utilization of the CCPS system, notification must be received in writing by September 1 for the following calendar year and provided to the Project Director. Failure to notify by that date will result in a charge of 50% of their annual fee. Therefore, the fee for IT/Clovis will be reduced by 50% for 2011.
  - The 2011 revised fee schedule is attached to these minutes.
  - All members present agreed that all clinical students (RT and MA) would be included in the CCPS for the year beginning 1.1.13.
- **Program Manager**  
Since Pilar has relocated to San Diego and will not be able to continue as CCPS Project Manager, Lynne asked those present for referrals for a neutral, retired RN; several names were given to her for follow up.

**4. Report on CCPS Upgrades**

- System update details are posted on the Message Board online.
- Floats may now be filtered out.
- Cancelled classes may be filtered out.
- Calendar: working on this function to show where your floats are
- Print option: allows the grid to be filtered, then printed
- Float and floor totals: columns show total #of students, total # of students to remain on floor, then total # of floats. Allows you to see at a glance how many student are floating and how many remain on the floor.
- Upload files: schools may not upload Rosters (excel files) to the request; **DO NOT INCLUDE SSNs on any Roster.** Jaspreet has a Roster Template in excel that she can forward to Sharon to post on the website.

**5. 2012 Planning Calendar**

- 3/30/12 is a **MANDATORY** conflict resolution meeting (an in-person meeting for schools to resolve scheduling conflicts based on the Conflict Report on the website). Meeting will be held at National University and Outlook invitations sent. After discussion, it was agreed that those schools not represented by someone with authority to resolve conflicts would not be given preference later in the scheduling process by hospitals. When Sharon releases the schedules to the hospitals, a list of those schools not present at the 3/30/12 conflict resolution meeting would be included for their information.
- Submit requests for “on the floor” only; not for “in the classroom”.
- First day rotation is orientation per the system in the unit.
- Steering Committee meetings will be scheduled, Outlook invitations sent and posted on the website. Meetings will be 1:30-3:30pm at National University.

**6. Immunization Policy Standardization**

- American DataBank *Proposal*: their Compliance Tracking program (\$30 per student per year) was discussed. Lynne will invite ADB to the first quarter 2012 Steering Committee meeting so they can make their presentation and answer all questions. The group would like to seek a discount for 100% participation. If it is determined that a pilot program is the preference, Clovis Adult School volunteered.
- Students and instructors are to check and follow your hospital facility immunization guidelines.

**7. Faculty/Student Orientation Booklet**

- Several changes were discussed; the Orientation Booklet will be updated and added to the 2012 Q1 meeting agenda for review and approval.
- Students and instructors are to check and follow your hospital facility guidelines.

**8. Operations Manual**

- Several changes were discussed; the Operations Manuel will be updated and added to the 2012 Q1 meeting agenda for review and approval.

**9. CCPS Issues/Concerns**

- Hospitals need Calendar reporting feature
- FCC will report to the hospitals those students who are failing.

10. Lynne adjourned the meeting at 2:45 pm and wished all Happy Holidays.