**CCPS STEERING COMMITTEE MEETING**
**WEDNESDAY, FEBRUARY 13, 2013**
**1:30 – 3:30 PM**
**NATIONAL UNIVERSITY**
**20 RIVER PARK EAST, Room 226**
**Summary**

1. **Welcome and introductions**
   Gloria Fitzgerald welcomed all to the meeting at 1:40 pm and self introductions were made around the room. Our guests from American Data Bank were introduced and thanked for providing the refreshments for the meeting. Thanks also to National University for the use of their classroom and coffee and water.

2. **Review of the November 14, 2012 Minutes**
   The November 14, 2013 minutes were sent electronically to the members of the steering committee for review. It was moved and seconded to accept them as presented.

3. **CCPS 2013 Operations**
   Sharon Andrews-Boock gave a system report: (placed on message board on 12/13/12)
   A. The hover on the grid showing the latest changes to a request is only activated when you hover over the Consortium #.

   B. Student Name Field: has been added to the preceptorship request edit screen. Once a name has been entered into the field hovering over the # of students on the grid will activate a pop-up that tells you the name(s) of the students.

   C. Message and Email Alerts are done by Request Type: In other words, if you are an Allied Health user, you will just get Allied Health alerts and a Nursing user would just get nursing alerts unless the user is designated as both Allied Health and Nursing.

   D. 2 new exports: (As with all but the All Fields one, these meet certain needs for certain users.)
      1) Limited by day of the week. This puts important request info into Excel based on days of the week. You can filter for what you want and then export it. It may make it easier for some sites to schedule.
      2) Limited Sch-Ag: This is based on a special request to have all the school info first on the export. This is followed by pertinent agency.
      3) If anyone has a specific export that they would like developed, please use the all export and delete the columns that you don't want and send me an example so that I can send it to the webmaster. Any export is possible; all we have to do is "ASK".

   E. Update Request: I asked the webmaster about controlling the student numbers on a clinical site. His response, "We will not be adding this option. It is something that the agency must control by either putting limits on their profile or designating certain schools having certain numbers of requests/unit, etc. Limiting numbers takes away the even playing field where schools with valid contracts enter requests that are all seen according to the release date decided upon."

F. Reminders:
   1) If schools are putting in staff as the instructor, please update as soon as you know the name of the instructor.
   2) When entering new requests, please check the hospital profile for limits on units.
   3) Hospitals need to make sure that your hospital profiles are up-to-date.
   4) There are still approximately 150 requests for this year on the website waiting for approvals.
   5) Schools are now in the process of building their 2013-2014 schedules. The deadline to submit requests to me is March 15th.
   6) The conflict resolution meeting will be held on March 22nd and every school must be in attendance! I cannot stress enough the importance of this meeting. Conflicts cannot be resolved if you are not there. Also, if schools do not attend, the hospitals will be notified of their absence. This will put you on their naughty list and you may not get your placements.

G. Budget report: The final 2012 budget results were given to the committee and the projected 2013 budget was presented with the added expenses identified last year. Those present were invited to discuss with Gloria any questions they have on the budget as presented.

H. MOU: The proposed changes to the MOU were presented to the group in draft form. The changes were introduced to include the Allied Health students. The committee was asked to review the changes and we will act on it at the next meeting.

I. Invoice payment status: The status of the 2013 invoices was presented. At least a third of the membership has paid. Everyone was encouraged to bring their account up to date.

J. Instructor CVs. It was decided at the last meeting after a lengthy discussion that Instructor CVs would be shared with the clinical sites upon a request to the school, but would not be placed on the website due to privacy issues. The clinical sites were assured that the appropriate background checks had been handled thru the BRN prior to instructor approval. If there are questions concerning the instructor, they are to be taken directly to the school for clarification.

4. **American Data Bank Presentation**
   Susan Bourdelais and Angela Kwon from American Data Bank gave an update on the status of the new Applicant Management System available to the San Joaquin Valley CCPS members. Questions regarding the thoroughness of background checks were answered and school access to the information was discussed. Clinical site access is still being worked on and there are other more extensive options available. There were questions asked about how clinical sites got access to the background check results. Angela will forward the process to Gloria, who will forward to our membership for clarification as an attachment with this meeting summary. Only one or two sites are utilizing the process at this time.

   American Data Bank is working on a new Clinical module as well as some new reports and an Alumni site. Angela and Susan gave their cards to all attendees and asked that if there were questions, or if we needed more information, to feel free to call and discuss it with them.

5. **CCPS Issues/Concerns/Items for next agenda**
   It was the consensus of the group that we should have a designated strategy meeting prior to our next steering committee meeting.  This will be set up and an announcement will go out to everyone within the next few weeks so it can be put on our calendars.  Everyone is being encouraged to attend so we can get updated and correct information for our decision making.

6. **Next Scheduled Meetings**
   Steering Committee meeting:  Wednesday May 22, 2013, 1:30—3:30 at National University, Room 226

   Conflict Resolution Meeting (Mandatory for Schools):  Friday March 22, 2013, 9:00 am to 12:00 pm, National University, Room 223

7. **Adjournment**
   There being no further business at this time, the meeting was adjourned at 3:26 pm.