

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

**May 20, 2016**

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<p><b>PRESENT:</b></p> <p><b>EXCUSED/ ABSENT:</b></p>	<p>Vivian Branchick RN, President Thomas Berne, MD Barbara Collier, RN Eve Cruz, RN</p> <p>Rosa Maria Hernandez Tonia Jones, RN Isabel Milan, RN Nancy Miller, RN</p> <p>Margaret Lee Ernest Moreno</p>	<p><b>GUESTS:</b> Maria Caballero, RN Doris DeHart, RN Herminia Honda, RN</p>	<p><b>PUBLIC:</b></p>
<p><b>CALL TO ORDER &amp; INTRODUCTIONS</b></p>	<p>V. Branchick called the meeting to order at 0815</p>	<p>Information</p>	<p>None</p>
<p><b>APPROVAL OF MINUTES</b></p>	<p>Minutes of February 19, 2016 reviewed and approved.</p>	<p>Post on website</p>	<p>H. Honda</p>
<p><b>MINUTES FOLLOW- UP</b></p>	<ol style="list-style-type: none"> <li>1. <u>Minutes of November 20, 2015</u> – Posted on the internet.</li> <li>2. <u>Discussion of Board Bylaws</u> – On the agenda.</li> <li>3. <u>Accreditation Midterm Report</u> - Received by the Accrediting Commission. Received the letter acknowledging receipt of the report. Commission is appreciative of the timely submission of the report.</li> <li>4. <u>Policy # 711: Program Closure</u> - Revised, distributed to faculty and staff and posted.</li> <li>5. <u>Policy # 430: Student Records-Confidentiality</u> - Revised, distributed to faculty and staff and posted.</li> </ol>	<ol style="list-style-type: none"> <li>1. Information</li> <li>2. Information</li> <li>3. Information</li> <li>4. Information</li> <li>5. Information</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> <li>3. None</li> <li>4. None</li> <li>5. None</li> </ol>
<p><b>ANNOUNCEMENTS</b></p>	<ol style="list-style-type: none"> <li>1. <u>Dr. J. Van Der Meulen's death</u> –B. Collier reported that an email was sent to BOT regarding Dr. Van Der Meulen's death who was one of the founding members of the Board.</li> <li>2. <u>Graduation Ceremony</u> - Scheduled on 5/25/16 at the San Gabriel Playhouse at 2 pm. Board members are invited to attend. I Milan will give the commencement address. There are 44 graduates from Class of 2016-I and 45 from Class of 2015-II. Sixty graduates will be attending the ceremony.</li> <li>3. <u>2016 LA County Nurse of the Year</u> – L. Juarez, RN Class of 2011-II was awarded the 2016 LA County Nurse of the Year.</li> <li>4. <u>Graduate Accomplishment</u> - Former grad wrote a book, "Death of the Queen of Hearts".</li> </ol>	<ol style="list-style-type: none"> <li>1. Information</li> <li>2. Information</li> <li>3. Information</li> <li>4. Information</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> <li>3. None</li> <li>4. None</li> </ol>
<p><b>PUBLIC COMMENT</b></p>	<ol style="list-style-type: none"> <li>1. No public comment</li> </ol>	<ol style="list-style-type: none"> <li>1. Information</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> </ol>
<p><b>OLD BUSINESS</b></p>			
<p><b>ACCREDITATION</b></p>	<ol style="list-style-type: none"> <li>1. <u>Accreditation (2016 Midterm Report)</u> – Submitted to ACCJC and will be reviewed at the June 8-10, 2016 Accrediting Commission meeting. The College should receive the Commission's response in July.</li> <li>2. <u>BRN Report / Attrition/Retention and Tutoring</u> – B. Collier reported that SON faculty continues to follow the Attrition/Retention and Tutoring Action Plans. Next BRN visit is scheduled for 2018. Tutoring is incorporated into each semester's master schedule. M. Caballero reported that the availability of an MSW student who assisted students with counseling during the AY 2014-2015 was very helpful to students. She is currently working on getting another Social Worker student to provide counseling. B. Collier reported that two new faculty were hired for the school and EDCOS still needs a DEM faculty.</li> </ol>	<ol style="list-style-type: none"> <li>1. Information</li> <li>2. Information</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> </ol>

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	<p>3. <u>Associates Degree in Nursing (ADN) to Bachelors of Science in Nursing (BSN) Collaborative Project with California State University, Los Angeles (CSULA)</u> – M. Caballero reported that there have been 3 cohorts for the collaborative project: Cohort I = 6 students enrolled, Cohort II - 9 students enrolled, and Cohort III- 9 students enrolled. Four students are expected to graduate from the first cohort in the spring and summer 2016. Two students dropped out because of cost and schedule conflict. V. Branchick inquired about the interview process and requirements. M. Caballero reported that students must meet both the CSULA and CONAH requirements.</p> <p>4. <u>Research/Program Review/Planning</u> – H. Honda reported:  <u>The following surveys are in progress:</u></p> <ul style="list-style-type: none"> <li>▪ <u>Graduate survey for 2014-I (Sent 1/7/16) and at 37% (16/43) response rate as of 5/19/16</u></li> <li>▪ <u>Sent out the 2015-2016 CONAH Employee Survey on 5/9/16 and will be closed on 5/31/16.</u></li> </ul> <p><u>Graduate Survey for Class 2013-I and 2013-II</u>  <u>Document distributed and reviewed. Good response rate at 40% and 45%. At least 45% of respondents are employed by DHS. Most are employed by LAC + USC at 41% followed by Olive View Medical Center. Hiring location reflects SON clinical sites. Seventy-four percent of the College grads are working in the acute care areas as compared to only 47.7% for ADN graduates according to BRN Annual Report 2013-2014. Items on Program Effectiveness are above threshold at 4.8 and 4.68</u></p> <p><u>Graduate Comments include:</u></p> <ul style="list-style-type: none"> <li>a. <u>As a preceptor, I now realize how advanced County nurses are as opposed to other programs.</u></li> <li>b. <u>I am proud to be a LA County School of Nursing graduate and feel that I received a strong nursing foundation.</u></li> <li>c. <u>Due to my education at LAC +USC, I get praised for my ability to organize, prioritize, document and critically think. I am currently being trained for Trauma and General ICU. Thank you.</u></li> <li>d. <u>I am so thankful that I attended this school. I feel that I need experience, but felt that I have a strong foundation</u></li> <li>e. <u>The School of Nursing would benefit from some post graduate guidance to ease the pressure of securing employment while also directing graduates toward an equally excellent BSN program.</u></li> <li>f. <u>I would suggest that end-of life care be provided as part of curriculum. The small amount of geriatric care did not cover these issues with any significance. The population is aging and we will all die so even if not practicing in this area, the need for understanding and advocacy is great.</u></li> </ul> <p><u>Graduates Professional Awards and Distinctions:</u></p> <ul style="list-style-type: none"> <li>-<u>Daisy Award 1/15 at LAC + USC</u></li> <li>-<u>DHS "Hero of the Week" for exceptional patient care</u></li> <li>-<u>Nomination for Nurse of the Year for Oregon State</u></li> <li>-<u>Received the Shining Award twice</u></li> <li>-<u>Class Actor Award-Positive feedback from clientele</u></li> </ul> <p>5. <u>Technology/College Information Systems</u> – M. Caballero reported :</p> <p>a. <u>Comprehensive Academic Management System (CAMS)</u> – Data on all incoming students are being entered on</p>	<p>3. Information</p> <p>4. Information</p> <p>5. Information</p>	<p>3. None</p> <p>4. None</p> <p>5. None</p>

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	<p>CAMS. Projected timeline for piloting access to Faculty and Student Portals is fall 2016.</p> <p>b. <u>Information Systems/Website</u> – H. Honda reported:                      The College webmasters have been uploading the documents and making changes to the site content as needed to comply with regulatory agencies. Having local webmasters have made it easier to post handouts for students.                      Students' course and program survey comments have been positive regarding the accessibility of lecture handouts online.</p>																																																										
<p><b>DIVISIONAL REPORTS</b></p>	<p>1. <u>Financial Aid (FA)</u> – D. DeHart led the review of the 2014-2015 FA Annual Report. She reported on the following:                      Status of the 2014-2015 Goals:</p> <ul style="list-style-type: none"> <li>a Financial Aid succession planning is in progress. The plan is to hire a consultant once D. DeHart retires to handle financial aid issues for the College.</li> <li>b Needs to follow-up with reclassification study for the FA Coordinator to be able to attract someone with experience.</li> <li>c Need to follow-up with County Counsel regarding the transfer of the executorship of the Maud Scholarship funds.</li> <li>d Working on the Tuition on Agreement Contract to include a section emphasizing that LA County does not guarantee LA County employment after graduation.</li> </ul> <p><u>Cohort Default Rate:</u>                      CONAH CDR received from the U.S. Department of Education, September 2014:                      3-year CDR 2013—1.6% (60 STUDENTS, 1 IN DEFAULT)                      DEFAULTED AMOUNT = 12,679                      TOTAL IN REPAYMENT = 681,061</p> <p>The following U.S. Department of Education annual fiscal report for CONAH trends show County students understand and meet their loan responsibilities after graduation.</p> <table border="1" data-bbox="317 1003 1591 1291"> <thead> <tr> <th>Repayment Year</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2011</th> <th>2012</th> <th>2013</th> </tr> </thead> <tbody> <tr> <td>Cohort Default Rating</td> <td>6.5%</td> <td>1.3%</td> <td>1.3%</td> <td>2.7%</td> <td>9.4%</td> <td>1.4%</td> <td>1.6%</td> </tr> <tr> <td># Students Defaulting</td> <td>5</td> <td>1</td> <td>1</td> <td>2</td> <td>7</td> <td>1</td> <td>1</td> </tr> <tr> <td># Students Entering Repayment</td> <td>76</td> <td>74</td> <td>74</td> <td>74</td> <td>74</td> <td>71</td> <td>60</td> </tr> <tr> <td>\$ Defaulted</td> <td>\$ 53,678</td> <td>\$ 9,218</td> <td>\$ 6,190</td> <td>\$14,308</td> <td>\$87,687</td> <td>\$3,654</td> <td>\$12,679</td> </tr> <tr> <td>\$ In Repayment</td> <td>\$510,198</td> <td>\$755,676</td> <td>\$801,971</td> <td>\$913,690</td> <td>\$913,690</td> <td>\$837,928</td> <td>\$681,061</td> </tr> <tr> <td></td> <td></td> <td></td> <td>2 year ave</td> <td>2 year ave</td> <td>3 year ave</td> <td>3 year ave</td> <td>3 year ave</td> </tr> </tbody> </table> <p>Threshold for action: ≥25% results in sanctions and may lead to provisional certification of the school when applying for recertification to participate in the Student Financial Aid Assistance Programs.</p> <p>The College continues to focus loan counseling and mandatory financial literacy sessions on student budget planning as part of the loan decision making process.</p> <p><u>Tuition Agreement Contract (TAC):</u></p>	Repayment Year	2008	2009	2010	2011	2011	2012	2013	Cohort Default Rating	6.5%	1.3%	1.3%	2.7%	9.4%	1.4%	1.6%	# Students Defaulting	5	1	1	2	7	1	1	# Students Entering Repayment	76	74	74	74	74	71	60	\$ Defaulted	\$ 53,678	\$ 9,218	\$ 6,190	\$14,308	\$87,687	\$3,654	\$12,679	\$ In Repayment	\$510,198	\$755,676	\$801,971	\$913,690	\$913,690	\$837,928	\$681,061				2 year ave	2 year ave	3 year ave	3 year ave	3 year ave	<p>1. Information</p>	<p>1. None</p>
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	<p>Hiring of graduates at DHS facilities is showing a positive trend with positive impact on the ability of the graduate to utilize their employment forgiveness option along with improving retention of graduates in the County system.</p> <table border="1" data-bbox="569 383 1283 686"> <thead> <tr> <th colspan="3">INFORMAL FOLLOWUP GRADUATE EMPLOYMENT REPORT</th> </tr> <tr> <th>CLASSES</th> <th>DHS HIRING GRID</th> <th># GRADUATED</th> </tr> </thead> <tbody> <tr> <td>2013-II</td> <td>23</td> <td>43</td> </tr> <tr> <td>2014-I</td> <td>5</td> <td>43</td> </tr> <tr> <td>2014-2</td> <td>13</td> <td>51</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>2015-1</td> <td>15</td> <td>43</td> </tr> <tr> <td>2015-2</td> <td>No info</td> <td>45</td> </tr> </tbody> </table> <p><u>Effectiveness of services rendered:</u>                      Overall Program Evaluation Survey shows service satisfaction rating from classes of 2014-II and 2015-I <b>as exceeding threshold rating 4.73 and 4.88</b> respectively on a 5 point scale:</p> <p style="text-align: center;"><b>Overall Rating</b></p> <table border="1" data-bbox="438 881 1549 1305"> <thead> <tr> <th></th> <th>2014-II</th> <th>2015-I</th> </tr> </thead> <tbody> <tr> <td>#Respondents/#Surveys</td> <td>43/51</td> <td>34/43</td> </tr> <tr> <td>% Rated Outstanding</td> <td>37/43 =86%.</td> <td>32/34 = 94</td> </tr> <tr> <td>% Rated Good</td> <td>1/43 =2%x4=.08</td> <td>0/34 = 0% (x4=0)</td> </tr> <tr> <td>% Rated Adequate</td> <td>5/43 =11.6% (</td> <td>2/34 = 6%</td> </tr> <tr> <td>% Rated Poor</td> <td>0</td> <td>0</td> </tr> <tr> <td>% Rated Very Poor</td> <td>0</td> <td>0</td> </tr> <tr> <td>Overall Rating on 5 Point Scale</td> <td>4.73</td> <td>4.88</td> </tr> </tbody> </table> <p><u>Goals for the upcoming 2015-2016 academic year:</u></p> <ul style="list-style-type: none"> <li>○ Execute the Program Participation Agreement between the College and the California Student Aid Commission</li> <li>○ Continue a reclassification study for Financial Aid Coordinator</li> <li>○ Continue search for an approved vendor to enter an agreement for Office of Financial Aid to have</li> </ul>	INFORMAL FOLLOWUP GRADUATE EMPLOYMENT REPORT			CLASSES	DHS HIRING GRID	# GRADUATED	2013-II	23	43	2014-I	5	43	2014-2	13	51				2015-1	15	43	2015-2	No info	45		2014-II	2015-I	#Respondents/#Surveys	43/51	34/43	% Rated Outstanding	37/43 =86%.	32/34 = 94	% Rated Good	1/43 =2%x4=.08	0/34 = 0% (x4=0)	% Rated Adequate	5/43 =11.6% (	2/34 = 6%	% Rated Poor	0	0	% Rated Very Poor	0	0	Overall Rating on 5 Point Scale	4.73	4.88		
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	<p>an experienced consultant as a future resource</p> <ul style="list-style-type: none"> <li>o Follow up on the transfer of the executorship of the Maud Scholarship funds from an external private trust to a County trust account with the cooperation of County Counsel</li> <li>o Train on the building of the financial aid component for CAMs</li> <li>o Revise the Tuition Agreement Contract Fact Sheet to include offer of employment disclaimer.</li> </ul>		
<b>RECRUITMENT STATUS</b>	<p>1. <u>SON Student Projections</u> - M. Caballero reported that there are 20 LVN-RN students that will be starting middle of June. Ten students will be entering 3<sup>rd</sup> semester in Fall and 10 in Spring. There was much discussion on opening the LVN-RN pool for County employees. V. Branchick emphasized that there needs to be a discussion on how to assist County NA, LVN and CMA to further their education. D. DeHart added that at the Harbor UCLA Education Fair held recently, LVN employees were very interested about the LVN-RN program. M. Caballero added that the issue that came up in the past with the Workforce development program was conflict with school and work schedule and also the difficulty of completing prerequisite classes. In addition, most LVN's are working in the clinic which is not as flexible with work schedule. I. Milan added that an information session may be needed regarding the Transition Course for the LVN employees. The College is hoping to admit at least 55 students for the Basic program Fall 2016.</p>	1. Information	1. None
<b>NEW BUSINESS</b>			
<b>Board Bylaws</b>	<p>A. <u>Board Bylaws</u>: Bylaws was distributed for review and reference during discussion of current vacancy on the Board.</p>	A. Information	A. None
<b>Board Membership</b>	<p>B. <u>Board Membership</u>: Membership guideline was distributed and discussion ensued on the vacancy of the Local University representative. I. Milan recommended Z. Fitzhugh from CSULA and M. Caballero will inquire on a USC representative that may be able to serve on the Board. T. Jones will be representing a Community Health Care Organization instead of the Health care Facility. Each Board member was also asked about the extension of their terms. N. Miller reviewed the BOT website and recommended the update of the BOT Bylaws and membership information. There was also a discussion to invite D. Castillo, CEO, LAC+USC Medical Center to attend the November Board meeting as per the Bylaws he is an ex-officio member. Dr. T. Berne emphasized that it is a good idea to invite D. Castillo so he will have a better understanding of the importance of the school, its day to day operations and an understanding of the dedication of the Board members to ensure the College thrive.</p>	B. Contact USC representative and Z. Fitzhugh. Update BOT section of the website.	B. M. Caballero, D. DeHart, H. Honda, V. Kieng
<b>OFF AGENDA ITEMS</b>	None		
<b>NEXT MEETING</b>	<p>August 19, 2016              8:00 to 10:00 a.m.              College of Nursing &amp; Allied Health              Tower Hall Room 105</p>	Forward agenda and minutes to members prior to meeting.	B. Collier

Approved by: (Signature on file) \_\_\_\_\_

Vivian Branchick

BOT.Agendas/Mins

Prepared by: (Signature on file) \_\_\_\_\_

Herminia Honda