

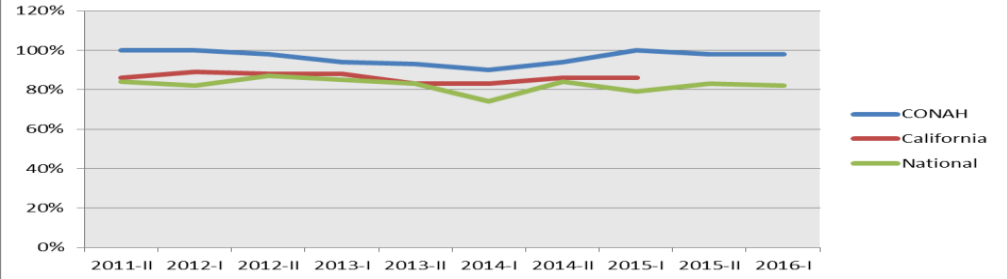
**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
BOARD OF TRUSTEES MINUTES**

**November 18, 2016**

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<b>PRESENT:</b>  <b>EXCUSED/ABSENT:</b>	Vivian Branchick RN Thomas Berne, MD Barbara Collier, RN Eve Cruz, RN  Margaret Lee  Rosa Maria Hernandez Tonia Jones, RN Isabel Milan, RN Nancy Miller, RN Ernest Moreno	<b>GUESTS:</b> Maria Caballero, RN Dan Castillo Doris DeHart, RN Herminia Honda, RN Leonece Myers, RN	<b>PUBLIC:</b>
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	I. Milan, Board Vice President called the meeting to order at 0815. She asked the members to introduce themselves. D. Castillo thanked the Board for inviting him and stated he will be leaving as the LAC + USC CEO effective January 31, 2017	Information	None
<b>APPROVAL OF MINUTES</b>	Minutes of August 19, 2016 reviewed and approved.	Post on website	H. Honda
<b>MINUTES FOLLOW-UP</b>	1. <u>Minutes of May 20, 2016</u> – Posted on the internet. 2. <u>Accreditation</u> – Distributed letter from ACCJC thanking the College for writing a letter of support to the US Department of Education. 3. <u>Vacant Local University Representative</u> – M. Caballero reported that she has contacted the USC Department of Social Work and they are interested in having a representative on the Board. Dr. M. Flynn, Dean of Social Work and Dr. E. Olshansky, Chair of the Department of Nursing are the possible candidates.	1. Information 2. Information 3. Information	1. None 2. None 3. None
<b>ANNOUNCEMENTS</b>	1. <u>Nomination of V. Branchick as the CONAH Provost</u> – B. Collier announced the V. Branchick has been nominated for the Provost position. A memo was sent by Dr. C. Ghaly, Chief Operations Officer. She announced that I. Milan will chair the meeting. The Board agreed that vote for approval of V. Branchick will take place after discussion of the agenda items. 2. <u>B. Collier's Retirement</u> – B. Collier will be retiring after 46 years of LA County Service. There will be a retirement party on 12/11/16 and she will be receiving a County scroll at the Board of Supervisor's meeting scheduled for December 13, 2016.	1. Information	1. None
<b>PUBLIC COMMENT</b>	1. No public comment	1. Information	1. None
<b>OLD BUSINESS</b>			
<b>ACCREDITATION</b>	1. <u>Accreditation Report</u> – M. Caballero reported that Self-Study is due in 2019. Dr. R. Rodriguez has assumed the role of the Commission Chair effective 11/1/16 and will be serving a 2-year term.  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. Continuing approval visit is scheduled for spring 2018. She added that the faculty provides tutoring to students and M. Caballero provides student support for any other issues affecting their academic performance.  3. <u>Associates Degree in Nursing (ADN) to Bachelors of Science in Nursing (BSN) Collaborative Project with California State</u>	1. Information  2. Information  3. Information	1. None  2. None  3. None

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	<p><u>University, Los Angeles (CSULA)</u> – M. Caballero reported that that CSULA representative will be giving a presentation regarding the Collaborative Project with the current students. There are nine CONAH students enrolled in the Collaborative Program at this time. D. Castillo inquired about other programs with collaborative project as LAC +USC's goal is to become a magnet hospital in the near future. M. Caballero reported that majority of our graduates receive their Bachelor's Degree in Nursing, two to three years after graduation. Much discussion ensued on Hospital Magnet Designation. V. Branchick explained that Magnet status is awarded by the American Nurses' Credentialing Center to hospitals meeting a set of criteria that includes: patient safety, patient satisfaction, patient outcomes, best practice, nurses' job satisfaction and etc. Magnet designation is nursing practice at its highest level.</p> <p>4. <u>Research/Program Review/Planning</u> – H. Honda reported that the following survey is in progress.</p> <ul style="list-style-type: none"> <li>▪ Graduate survey for 2014-II (Sent on 7/1/16) and at 47% (22/51) response rate as of 11/8//16. Will close the survey end of the month.</li> </ul> <p>She also presented the Employee Survey data for Cohort of 2013-I and 2013-II. Handouts were distributed and discussed. Better response rate than previous classes. All thresholds met. Employers rated our graduates as competent entry level RN's and they were specific on their comments regarding the graduates work performance. T. Jones recommended including the Likert Scale and threshold used in the report. She also recommended quoting the employer's comments.</p> <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 CAMS. M. Caballero reported that the plan is to be able to utilize the faculty portal end of Fall semester.</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. LA County has migrated to a new system (D2) in uploading website documents and it seems to be more efficient. M. Ly was contacted regarding the Domain name for the College. She stated that we have to purchase the name and has to go through approval process. She asked for domain names that we would like and the purpose for obtaining the .edu domain. We have provided answers to her inquiry and waiting for updates from her.</p>	<p>4. Revise document.</p> <p>5. Information</p>	<p>4. H. Honda</p> <p>5. None</p>
<p><b>DIVISIONAL REPORTS</b></p>	<p>1. <b>NCLEX Pass Rate</b> – B. Collier distributed and discussed NCLEX Pass Rate from Class 2011-II to 2016-I. Pass rate ranged from 90% to 100%. Average pass rate from the last 5 years is 96.5%. CONAH continues to be above the State and National average.</p>	<p>1. Information</p>	<p>1. None</p>

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	 <p>B. Collier discussed the different strategies utilized by faculty to ensure students are successful such as: tutoring, early interventions and student success workshops. She also added that faculty is committed to students' success and the excellent clinical experiences of students in all DHS facilities are factors contributing to the high NCLEX pass rate.</p> <p>2. <b>DHS Hiring Rate</b> – B. Collier distributed and discussed DHS Hiring Rate from Class of 2011-II to 2015-I. Average rate for the last 10 cohorts is 42%. Threshold is 50%. Data from 2014-II to 2015-II included only graduates hiring from LAC + USC Medical Center. Planning to work with other County hospital recruiters to get a more updated data. N. Miller recommended updating the document and indicating that data from other DHS facilities are not available for accuracy. I. Milan stated that RN applicants need to be reminded to fill out the applications accurately to ensure that their applications are processed in a timely manner. D. Castillo commented that the “Meet and greet” sessions have been an excellent way for the nursing management to get to know our graduates and graduates getting familiar with all the nursing departments.</p> <p>3. <u>Spring 2017 SON Student Projections</u> - M. Caballero reported that there are 55 students projected for the 2- year RN program and 4 LVN students who will be joining the third semester.</p>	<p>2. Revise DHS hiring document</p> <p>3. Information</p>	<p>2. H. Honda</p> <p>3. None</p>
<b>NEW BUSINESS</b>			
	<p>1.. <u>Policy # 120: Meetings</u> - Policy distributed, reviewed, and approved with the following recommendation:</p> <ul style="list-style-type: none"> <li>• Fix typos</li> </ul> <p>2. <u>Policy # 150: New Member Orientation</u> – Policy distributed, reviewed, and approved with the following recommendations:</p> <ul style="list-style-type: none"> <li>• Fix typos</li> <li>• Change “College issues” to “College operations”</li> <li>• Add ACCJC Guidelines to the Reference section.</li> </ul> <p>3. <u>2017 Board Meeting Schedule</u> – Sent to Board members on 11/9/16. Schedule distributed, reviewed, and approved.</p> <p>4. <u>Provost Selection</u> - I. Milan led the approval process of V. Branchick as the Provost. V. Branchick shared on how she was nominated for the position. She also mentioned the strategic initiatives she has been involved in and her accomplishments as the Director of Nursing Affairs, Department of Health Services. V. Branchick was excused during the approval process. Board reviewed Policy # 500: Provost Selection and BOT Bylaws before the discussion. The letter from C. Ghaly nominating V.</p>	<p>A. Revise document. Send to faculty and staff and post.</p> <p>B. Revise document. Send to faculty and staff and post.</p> <p>C. Finalize document and post.</p> <p>D. Notify ACCJC of V. Branchick’s approval</p>	<p>A.H. Honda</p> <p>B. H. Honda</p> <p>C.H. Honda</p> <p>D.M. Caballero</p>

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	Branchick as the Provost of DHS College of Nursing Allied Health was also distributed and reviewed. ACCJC eligibility requirements were also discussed as well as other relevant regulatory requirements. Board was very complimentary of V. Branchick's support of the College as the BOT President since 2006. She was unanimously approved. I. Milan, Vice President will be chairing the BOT meeting pending the hiring of the Director of Nursing Affairs, Department of Health Services who is designated as the Board President. V. Branchick thanked the BOT members for their support.		
<b>OFF AGENDA ITEMS</b>	None		
<b>ADJOURNMENT</b>	1015		
<b>NEXT MEETING</b>	February 17, 2017 8:00 to 10:00 a.m. College of Nursing & Allied Health Tower Hall Room 105	V. Branchick will forward agenda and minutes to members prior to meeting.	V. Branchick

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

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