

**Los Angeles County College of Nursing and Allied Health**

**College Governance Committee**

**November 30, 2017**

<b>Members Present:</b> Vivian Branchick, Chair Jeffrey Anderson Tammy Blass Maria Caballero	Sarah Granger Herminia Honda Visna Kieng David Lane	Leonece Myers Jonathan Sedberry Lydia Thompson	<b>Excused Absence:</b> Maritess Fernandez-Najera Lori Saillant	<b>Guests:</b> Edeline Lim
Topic	Discussion/Conclusions/Recommendations		Actions	Follow-Up
<b>CALL TO ORDER</b>	V. Branchick called the meeting to order at 1305 in Tower Hall room 105. E. Lim will take the minutes in the absence of L. Saillant.		Information	None
<b>APPROVAL OF MINUTES</b>	Minutes of October 26, 2017 were approved with minor corrections.		Revise minutes and post	H. Honda
<b>MINUTES FOLLOW-UP</b>	V. Branchick stated that almost all offices/classrooms have already been retiled. The front office is scheduled to be retiled by December 7 <sup>th</sup> . Awaiting for Carlson Bldg. and SIM Lab retiling quotes.		Information	None
<b>ANNOUNCEMENTS</b>	V. Branchick announced that Joan Kohl is taking over as Program Director/Dean of School of Nursing.		Information	None
<b>POLICY/DOCUMENT APPROVAL</b>	<ol style="list-style-type: none"> <li>1. <b>Policy #200: Academic Freedom-</b> Reviewed by Faculty Org, SON Planning and EDCOS Planning, and approved with minor correction “Planning” to “Governance”.</li> <li>2. <b>Policy #507: Nondiscrimination-</b> Reviewed by Faculty Org, SON Planning and EDCOS Planning, and approved with correction “Planning” to “Governance”. Also to capitalize “Nondiscrimination”. Other corrections are “educational” to “education” and remove the word “policy” and change it to “statement”.</li> <li>3. <b>Policy #508: Student Right-Religion and Belief Systems-</b> Distributed, reviewed and approved just added SON Planning and approved as written.</li> <li>4. <b>Policy #800: Medication – IV Administration Evaluation-</b>Distributed, reviewed and approved.</li> </ol>		<ol style="list-style-type: none"> <li>1. Update policy with changes and post.</li> <li>2. Update policy with changes and will bring to BOT for approval.</li> <li>3. Update policy with changes and post.</li> <li>4. Finalize policy and post</li> </ol>	<ol style="list-style-type: none"> <li>1. H. Honda</li> <li>2. H. Honda</li> <li>3. H. Honda</li> <li>4. H. Honda</li> </ol>



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	<ul style="list-style-type: none"> <li>• International Night that was held 11/09/17 was successful. Raised \$441 in donations.</li> <li>• Holiday decorations is going to be up by Monday 12/4/2017. Need to check with H. Honda and make sure moving of lobby furniture.</li> <li>• Ugly sweater contest will be next Thursday 12/7/2017.</li> <li>• J. Anderson reported they are getting ready to order table and umbrella for the space next to the SIMLab. ASB is discussing ideas regarding courtyard landscapes and inspirational murals.</li> <li>• ASB elections is open for President and Secretary positions. J. Sedberry will re-run for the President position.</li> <li>• Holiday toy drive will move to spring semester.</li> <li>• Nurse Wellness Day will be rescheduled for next semester and planning to have a hike day for students.</li> <li>• CSNA meeting has lots of students attending and received more feedback that there's a lot more that are interested.</li> <li>• Next ASB meeting is scheduled for 12/07/17 at 1230 in Tower Hall room 109</li> </ul>	<p>2. Information</p> <p>3. Information</p> <p>4. Information</p>	<p>3. None</p> <p>4. None</p> <p>5. None</p>
<p><b>DIVISIONAL REPORTS</b></p>	<ol style="list-style-type: none"> <li>1. Student Support Services             <ol style="list-style-type: none"> <li>a. Office of Education Services: M. Caballero reported that they notified 75 prospective students for spring 2018, has 60 students in registration but only taking 50 students but also said 55 students still good. The 5<sup>th</sup> Cohort a Collaborative Project with CAL State LA will start summer 2018. The school can submit eight candidates.</li> <li>b. Education Resource Center: J. Anderson reported that they interviewed 2 candidates for Medical Librarian I item and will offering the position to the one they interviewed but stating that both candidates are really good. He added that new furniture are being ordered for the library.</li> <li>c. Financial Aid: V. Branchick reported that Doris DeHart will be giving 2 book scholarship to be named Jeff DeHart/Doris DeHart Scholarship.</li> </ol> </li> <li>2. Education and Consulting Services: T. Blass reported that next week will be the make-up for annual staff competencies and anticipating the 2018 competencies. At least 2,400 + staff came to the Annual Skills Validation. The second group</li> </ol>	<p>1 a-c. Information</p> <p>2. Information</p> <p>3. As stated</p>	<p>1. None</p> <p>2. None</p> <p>3. None</p>

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	<p>of students started the standardized ICU and ER programs. EDCOS will begin working on advanced ICU programs.</p> <p>3. Allied Health Continuing Education Division: No report</p>		
<p><b>OPERATIONAL REPORTS</b></p>	<ul style="list-style-type: none"> <li>• Human Resources: No report</li> <li>• Information Technology Report: V. Kieng reported that workstations have been installed in TH 108 and 109.</li> <li>• CAMS Database Update: D. Lane reported:            Sent changes to the vendor regarding the application portal: making ethnicity a mandatory field, removing free text on how they heard about us and making proposing to have a drop down on Anatomy, Micro and Physiology grades. They had questions and we responded to their inquiry but will use the same format for the Application period starting 12/1/17. Class of 2018-I classes and grades will be added on CAMs. Team had done a test run and will take about 45 minutes to input one student's info. Staff will be asked to do overtime to accomplish the tasks. We have scheduled data input of students for 12/7-12/8 and Computer Lab Rm: 104 has been reserved. There are about 55 students that needs to be loaded in CAMS and if needed they will be given overtime hours.            Info on all semester syllabus sent to coordinators so there is standardization with formatting and it could be uploaded on CAMS.</li> <li>• Financial Report: Next report will be on February 2018.               <ul style="list-style-type: none"> <li>○ Item Control</li> <li>○ Budget</li> </ul> </li> </ul> <p>Reporting will be quarterly (February, May, August &amp; November). But V. Branchick mention that there is currently \$156,000.00 remaining funds. All items need to be purchased, paid, and delivered by June 2018.</p> <p>4. Facility Management: M. Calloway retired as of today 11/30/17. R. Ochoa started as Staff Assistant effective today taking all job responsibilities of M. Calloway.</p>	<p>1. As stated            2. Information</p> <p>3. Information</p> <p>4. Information</p>	<p>1. None            2. None</p> <p>3. None</p> <p>4. None</p>
<p><b>BOARD OF TRUSTEES REPORT</b></p>		<p>Information</p>	<p>None</p>

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<b>OFF AGENDA ITEM</b>	<ul style="list-style-type: none"> <li>• V. Branchick reported that there will be changes in OES and she will be meeting with D. Lane and M. Caballero to discuss changes.</li> <li>• T. Blass reported that the 2018 Competency meeting is still pending.</li> </ul>	Information	None
<b>NEXT MEETING</b>	Date: January 25, 2018 Time: 1300 Place: Tower Hall, Room 105 Recorder: M. Najera		
<b>ADJOURNMENT</b>	1500		

Approved by: V. Branchick (signature on file)

Prepared by: E. Lim (signature on file)