

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

February 17, 2017

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
PRESENT:	Vivian Branchick RN Tonia Jones, RN	Isabel Milan, RN Nancy Miller, RN	GUESTS: Tammy Blass, RN Maria Caballero, RN Doris DeHart, RN Herminia Honda, RN Leonece Myers, RN
EXCUSED/ ABSENT:	Thomas Berne, MD Rosa Maria Hernandez Eve Cruz, RN	Margaret Lee Ernest Moreno	PUBLIC:
CALL TO ORDER & INTRODUCTIONS	I. Milan, Board Vice President called the meeting to order at 0810.		Information None
APPROVAL OF MINUTES	Minutes of November 18, 2016 reviewed and approved with the following recommendations: <ul style="list-style-type: none"> • Add information on B. Collier's retirement under Announcement • Fix typos • Fix formatting under New Business. 		Post on website H. Honda
MINUTES FOLLOW-UP	<ol style="list-style-type: none"> 1. <u>Minutes of August 19, 2016</u> – Posted on the internet. 2. <u>Employee Survey data for 2013-I and 2013 - II</u> – Document revised and posted 3. <u>DHS Hiring Data</u> – Document revised and hiring data updated. V. Kieng, H. Honda and E. Lim were granted access to the DHS hiring database. 4. <u>Policy # 120</u>: Revised and posted. 5. <u>Policy # 150</u>: Revised and posted. 6. <u>2017 Board Meeting Schedule</u>: Posted. 7. <u>Provost Selection</u>: ACCJC was notified of V. Branchick's approval. 		<ol style="list-style-type: none"> 1. Information 2. Information 3. Information 4. Information 5. Information 6. Information 7. Information
ANNOUNCEMENTS	1. <u>B. Collier Retirement</u> – B. Collier's last day was 1/31/17 after 46 years of County Service. Her retirement celebration was on 12/11/17 and she received a County Scroll from the Board of Supervisors on 12/13/17.		1. Information 1. None
PUBLIC COMMENT	No public comment		Information None
OLD BUSINESS			
ACCREDITATION	<ol style="list-style-type: none"> 1. <u>Accreditation Report</u> – M. Caballero reported that Self-Study is due in 2019. ACCJC 2017 Conference is scheduled for 4/4/17 to 4/7/17 at Hotel Irvine in Irvine. V. Branchick, L. Myers, and H. Honda will be attending. 2. <u>BRN Report / Attrition/Retention and Tutoring</u> – L. Myers reported that SON faculty continues to follow the Attrition/Retention and Tutoring Action Plans. Continuing approval visit is scheduled for spring 2018. On-site visit is scheduled for March 13 and 		<ol style="list-style-type: none"> 1. Information 2. Information

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
	<p>14. Timeline and assignments were distributed and discussed with SON faculty on 1/23/17. First draft of the report is due on 6/6/17.</p> <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 are 13 applicants for 8 available slots for the 4th Cohort for 2017. Current applicants are from 2nd and 3rd semester students. There are currently 10 students continuing that started in summer 2016. I. Milan reported that she had discussed with UCLA Medical Center Chief Nursing Officer, (CNO) that they currently have a collaborative program with Mount St. Mary’s College which allow their students to take a senior elective course on specialty areas and provide them certification upon graduation.</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"> ▪ Graduate survey for 2015-I (Sent on 12/27/16) and at 38% (16/42) response rate as of 2/6/17. Three reminders have been sent. Employer Survey for Class of 2014-II was sent on 2/15/17. The improving response rate could be due to the new graduates being able to find nursing jobs within 1 year of graduation. I. Milan added that there has been an increase in hiring of registered nurses throughout the DHS facilities due to Nursing Staffing Plan. In addition, there are items available for student nurse workers. L. Myers also thanked I. Milan for assisting CONAH graduates to obtain interviews once they are on the County list for RN I positions. <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 under the Admissions module. H. Honda and V. Kieng will be working with the CAMS vendor to schedule training for full implementation of the entire CAMS module.</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. She also gave update on the .edu domain name for the College. It is put on hold at this time as the other CONAH Uniform Resource Locator (URL) such as the Class Climate (Survey software) and CAMS is under the .gov domain. We need to ensure all CONAH URL are using a standardized domain.</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>
<p>DIVISIONAL REPORTS</p>	<p>1. <u>Education and Consulting Services (EDCOS)</u> - T. Blass distributed and discussed the 2015-2016 EDCOS Annual Program Report. She reported on the following: Faculty:</p> <ul style="list-style-type: none"> • There are currently 12 full-time faculty (6 senior nursing instructors and 6 clinical instructors) • There is one vacant ER clinical instructor position and currently interviewing for the position. <p>Continuing Education Classes / Specialty Education:</p> <ul style="list-style-type: none"> • There were 402 classes and programs offered to 6,656 workforce members during 2015-16 • R. McFee and M. Hollinger are leading the standardization of ER and ICU training programs throughout DHS; Additional psych content was added to the ER training program and several topics were added to the ICU 	<p>1. Information</p>	<p>1. None</p>

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
	<p>training program. Clinical training will be provided by the preceptors with the support of EDCOS educators ICU preceptors are currently buddying up with EDCOS ICU educators to learn their new role. Feedback from the preceptors has been very positive.</p> <ul style="list-style-type: none"> • Currently, investigating how best to restructure and standardize the Advanced Critical Care Training Program to prepare critical care nurses to take the CCRN exam using the American Association of Critical Care Nurses (AACN) standards as a guide • Frequency of Non-violent Crisis Intervention training for psychiatric and ED staff needs to be increased from biennial to annual. Code gold training for all nursing staff needs to be increased in frequency from biennial to annual training to comply with SB 1299: Workplace Violence Prevention Plans: Hospitals. This will require EDCOS to double the number of Non-violent Crisis Intervention classes offered annually. <p>Competency: Written tests will be completed online via the Learning Net and discussion is still ongoing regarding whether the psychomotor Portion will also be completed online.</p> <p>Faculty Development:</p> <ul style="list-style-type: none"> • Active Shooter Class will be provided to faculty, staff and students to comply with regulatory standards. A. Avignone is working on implementing the class. • T. Jones reported that the Department of Mental Health has a 1 ½ hours of Active Shooter class. She will give more detailed information to T. Blass. <p>Committee Membership:</p> <ul style="list-style-type: none"> • EDCOS faculty are members/chairs of College committees as well as many DHS, LAC+USC, and Nursing Department committees. <p>Contributions to DHS and Community:</p> <ul style="list-style-type: none"> • EDCOS faculty are frequently consulted throughout DHS and the Community and are well-known for their expertise in patient care management <p>2. <u>Administrative and Student Support Services</u> – M. Caballero distributed and discussed the 2015-206 Office of Educational Services (OES) Annual Program Report. She reported on the status of the two goals:</p> <ul style="list-style-type: none"> • Preliminary report regarding the Assessment Technologies Institute (ATI) comparison study of TEAS V will be provided May, 2017. • Continue to increase the number of applicants on the waiting list and inviting them to pre-registration sessions to meet the enrollment goal. <p>Recruitment Update:</p> <ul style="list-style-type: none"> • CONAH continue to have a large applicant pool • Decrease number of applicants with Bachelor's degree • Age range of applicants are from 21 to 54 years of age • CONAH need to increase recruitment activities that will attract more Veterans • CONAH continue to attract male students with the student body comprising of 18% to 20% male students <p>Program Evaluation Survey Results:</p>	<p>2. Revise tables of applicant pool and demographics for clarity</p>	<p>2. M. Caballero</p>

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP																																																																																
	<p><i>Program Evaluation Survey Results:</i></p> <table border="1"> <thead> <tr> <th>Class</th> <th>13-I</th> <th>13-II</th> <th>14-I</th> <th>14-II</th> <th>15-I</th> <th>15-II</th> <th>16-I</th> </tr> </thead> <tbody> <tr> <td><i>I was aware:</i></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>14.5 Courses needed to be completed</td> <td>96%</td> <td>98%</td> <td>100%</td> <td>98%</td> <td>100%</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>14.7 Counseling was available</td> <td>77%</td> <td>80%</td> <td>91%</td> <td>88 %</td> <td>86%</td> <td>91%</td> <td>86%</td> </tr> <tr> <td>14.10 Emergency services provided</td> <td>75%</td> <td>59%</td> <td>71%</td> <td>69%</td> <td>82%</td> <td>65%</td> <td>82%</td> </tr> <tr> <td>14.13 Directory of health services is in library</td> <td>70%</td> <td>58%</td> <td>58%</td> <td>69%</td> <td>82%</td> <td>78%</td> <td>82%</td> </tr> <tr> <td><i>I was aware:</i></td> <td>13-I</td> <td>13-II</td> <td>14-I</td> <td>14-I</td> <td>15-I</td> <td>15-II</td> <td>16-I</td> </tr> <tr> <td>14.14 Mental health referrals available</td> <td>86%</td> <td>45%</td> <td>58%</td> <td>73%</td> <td>64%</td> <td>58%</td> <td>64%</td> </tr> <tr> <td>14.8 Requests processed in ten days</td> <td>98%</td> <td>90%</td> <td>95%</td> <td>98%</td> <td>100%</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>14.9 OES staff professional & helpful [good/adequate/outstanding ratings]</td> <td>88%</td> <td>85%</td> <td>88%</td> <td>96%</td> <td>100%</td> <td>98%</td> <td>100%</td> </tr> </tbody> </table> <p><i>Plan:</i> Information related to items 14.10, 14.13, 14.14 will continue to be highlighted during new student orientation and incorporated in information distributed to continuing students during registration either in writing or via email.</p> <p>Improvement Plans:</p> <ul style="list-style-type: none"> V. Branchick and M. Caballero are discussing strategies to improve admission and student clearance. In addition, they will be working on revising application processing timelines. Full implementation of the CAMS database to improve application and admission process. <p>3. <u>SON Student Demographics</u> - M. Caballero reported the following: <u>Class of 2018-II Demographics:</u></p> <p><u>New Admissions:</u> 46 Admission Goal = 50 •Gender: Males = 7 (13%) Females = 39 (85%) •Age: Average = 27 Median = 28 ; Range = 20-45 •Ethnic Composition 76% Degrees: GED/HS: = 24 (3/21) ; Cred Eval = 2; AA = 7; BA/BS = 10 ;</p>	Class	13-I	13-II	14-I	14-II	15-I	15-II	16-I	<i>I was aware:</i>								14.5 Courses needed to be completed	96%	98%	100%	98%	100%	100%	100%	14.7 Counseling was available	77%	80%	91%	88 %	86%	91%	86%	14.10 Emergency services provided	75%	59%	71%	69%	82%	65%	82%	14.13 Directory of health services is in library	70%	58%	58%	69%	82%	78%	82%	<i>I was aware:</i>	13-I	13-II	14-I	14-I	15-I	15-II	16-I	14.14 Mental health referrals available	86%	45%	58%	73%	64%	58%	64%	14.8 Requests processed in ten days	98%	90%	95%	98%	100%	100%	100%	14.9 OES staff professional & helpful [good/adequate/outstanding ratings]	88%	85%	88%	96%	100%	98%	100%	<p>3. Revise tables for clarity</p>	<p>3. M. Caballero</p>
Class	13-I	13-II	14-I	14-II	15-I	15-II	16-I																																																																												
<i>I was aware:</i>																																																																																			
14.5 Courses needed to be completed	96%	98%	100%	98%	100%	100%	100%																																																																												
14.7 Counseling was available	77%	80%	91%	88 %	86%	91%	86%																																																																												
14.10 Emergency services provided	75%	59%	71%	69%	82%	65%	82%																																																																												
14.13 Directory of health services is in library	70%	58%	58%	69%	82%	78%	82%																																																																												
<i>I was aware:</i>	13-I	13-II	14-I	14-I	15-I	15-II	16-I																																																																												
14.14 Mental health referrals available	86%	45%	58%	73%	64%	58%	64%																																																																												
14.8 Requests processed in ten days	98%	90%	95%	98%	100%	100%	100%																																																																												
14.9 OES staff professional & helpful [good/adequate/outstanding ratings]	88%	85%	88%	96%	100%	98%	100%																																																																												

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP															
	<p><u>CONAH Comparison to CA Schools and Nationwide:</u></p> <table border="1" data-bbox="363 326 1560 456"> <thead> <tr> <th></th> <th>SON</th> <th>LA County Population</th> <th>CA RN Programs</th> <th>Nationwide RN Programs</th> </tr> </thead> <tbody> <tr> <td>Ethnic Minorities</td> <td>84%</td> <td>72%</td> <td>60.8%</td> <td>26%</td> </tr> <tr> <td>Gender / Male</td> <td>21%</td> <td>49.6%</td> <td>19.2%</td> <td>15%</td> </tr> </tbody> </table>		SON	LA County Population	CA RN Programs	Nationwide RN Programs	Ethnic Minorities	84%	72%	60.8%	26%	Gender / Male	21%	49.6%	19.2%	15%		
	SON	LA County Population	CA RN Programs	Nationwide RN Programs														
Ethnic Minorities	84%	72%	60.8%	26%														
Gender / Male	21%	49.6%	19.2%	15%														
NEW BUSINESS																		
	<p>1. BOT Bylaws - Sent to BOT members on 2/6/17, due for its triennial review. Discussion ensued regarding the Presidency. V. Branchick reported that she will continue to report to Dr. Christina Ghaly, DHS Chief Operations Officer, to ensure continued direct oversight of the college by DHS. Dr. Ghaly recommended that the Board Presidency be elected from current membership. The current Bylaws indicate, "The President is the Department of Health Services, Director of Nursing Affairs. Revised Bylaws will be sent electronically to the members with the following recommendations:</p> <ul style="list-style-type: none"> • Elect the Board President from the current Board membership • The President will be rotated on a three year term. <p>Once the revised Bylaws has been approved, the Board President could be elected at the May 19, 2017 meeting.</p>	A. Send revise Bylaws to the members	A.V. Branchick															
OFF AGENDA ITEMS	<p>V. Branchick reported on the following:</p> <ol style="list-style-type: none"> Dean / Nursing Director Exam has been opened The Office of Nursing has a new Chief Nursing Officer who will start effective the first week of March H. Honda and V. Kieng has contacted the CAMS vendor regarding faculty and staff training for its full implementation. 	Information	None															
ADJOURMENT	1000																	
NEXT MEETING	May 19, 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)
 Isabel Milan

Prepared by: (Signature on file)
 Herminia Honda