

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

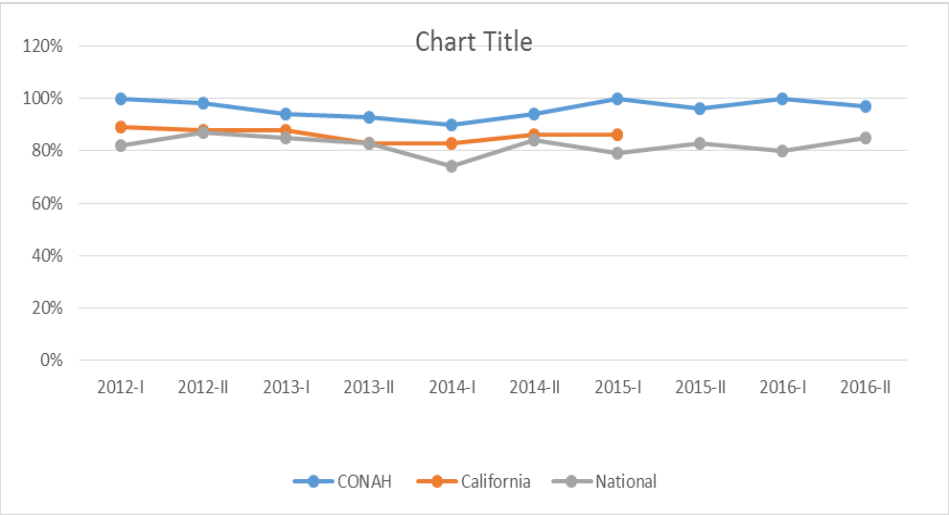
May 19, 2017

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<p>PRESENT:</p> <p>Vivian Branchick RN Eve Cruz, RN Rosa Maria Hernandez</p> <p>EXCUSED/ ABSENT:</p> <p>Thomas Berne, MD Tonia Jones, RN Isabel Milan, RN</p>	<p>Nancy Miller, RN Ernest Moreno (Via PC)</p>	<p>GUESTS:</p> <p>Maria Caballero, RN Herminia Honda, RN Leonece Myers, RN Lori Saillant, RN</p>	<p>PUBLIC:</p>
<p>CALL TO ORDER & INTRODUCTIONS</p>	<p>V. Branchick, Provost called the meeting to order at 0817. She welcomed E. Moreno, who was joining the meeting via phone conference. She also welcomed L. Saillant, Director of Allied Health.</p>	<p>Information</p>	<p>None</p>
<p>APPROVAL OF MINUTES</p>	<p>Minutes of February 17, 2017 reviewed and approved.</p>	<p>Post on website</p>	<p>H. Honda</p>
<p>MINUTES FOLLOW-UP</p>	<ol style="list-style-type: none"> 1. <u>Minutes of November 18, 2016</u> – Posted on the internet. 2. <u>Administrative and Student Support Services Report</u>– Document revised and posted 3. <u>SON Student Demographics</u> – Tables revised and filed. 4. <u>BOT Bylaws</u> – Revised and sent via email and approved. 	<ol style="list-style-type: none"> 1. Information 2. Information 3. Information 4. Information 	<ol style="list-style-type: none"> 1. None 2. None 3. None 4. None
<p>ANNOUNCEMENTS</p>	<ol style="list-style-type: none"> 1. <u>D. DeHart Retirement</u> – Retired from the County on 3/31/17 after 39 years of County Service. 2. <u>M. Lee Retirement</u> - Retired from the County on 3/31/17, vacating another Board position. 3. <u>Graduation Ceremony</u> – Graduation is scheduled on 5/25/17 at 2pm in San Gabriel Mission Playhouse. Members were invited to attend. 	<ol style="list-style-type: none"> 1. Information 	<ol style="list-style-type: none"> 1. None
<p>PUBLIC COMMENT</p>	<p>No public comment</p>	<p>Information</p>	<p>None</p>
<p>OLD BUSINESS</p>			
<p>ACCREDITATION</p>	<ol style="list-style-type: none"> 1. <u>Accreditation Report</u> – M. Caballero reported that the College is due for Self-Study report and site visit spring 2019. V. Branchick, L. Myers, and H. Honda attended the ACCJC 2017 Conference on 4/5/17 to 4/7/17 at Hotel Irvine in Irvine and have started the preparation for the Institutional Self Evaluation Report. ACCJC is looking for a permanent director due to B. Beno's retirement. 2. <u>BRN Report</u> – L. Myers reported continuing approval visit is scheduled for spring 2018. On-site visit is scheduled for March 13 and 14. SON committees /faculty received their BRN report assignments and first draft is due on 6/6/17 and second draft is due on August 28, 2017. 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 8 students and 5 alternates for the summer 2017 	<ol style="list-style-type: none"> 1. Information 2. Information 3. Information 	<ol style="list-style-type: none"> 1. None 2. None 3. None

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	<p>cohort. There are students scheduled to graduate from the last cohort.</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 reminders have been sent. Response rate as of 5/11/17 is at 55% (23/42). Planning to send Graduate survey for Class 2015-II end of the spring semester. Program Evaluation Survey has been sent to the graduating students. <p>V. Branchick announced that H. Honda's new title will be; Dean, Institutional Effectiveness (IE), Research and Planning. In addition, Research Department will be changed to IE, Research and Planning.</p> <p>5. <u>Technology/College Information Systems</u> – H. Honda reported :</p> <p>a. <u>Comprehensive Academic Management System (CAMS)</u> -</p> <ul style="list-style-type: none"> • Admissions data on students that are currently enrolled the program is on CAMS. • Class of 2018-II, (Semester I) have their prerequisite courses and grades in CAMS as well as their N112 grades. During spring 2017, some semester I faculty were given access to the faculty Portal. Nine students were given access to test the Student Portal. They were been able to view their grades and communicate with their instructors. Working closely with the vendor (Unit 4) to coordinate the review of the system and additional training for staff and faculty. • Incoming fall 2017 students will be given access to Student Portal. <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</p>	<p>4. Information</p> <p>5. Information</p>	<p>4. None</p> <p>5. None</p>
DIVISIONAL REPORTS	<p>1. <u>Financial Aid (FA) Report</u> – V. Branchick distributed and discussed the 2015-2016 FA Annual Program Report that was submitted by D. DeHart and B. Baker, FA Coordinator.</p> <p>Cohort Default Rate (CDR) - CONAH's –CDR is 1.6% and below the $\geq 25\%$ threshold for action set by US Department of Education. A CDR of > 25% results in sanctions and may lead to provisional certification of the school with its student Financial Aid Assistance Programs.</p> <p>Tuition Agreement Contract (TAC) - 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. At least 99% of students utilized the TAC.</p> <p>Assessment of Student Learning Outcomes - Student responses /comments regarding financial aid services and eligibility for assistance from the Classes 2015-II and 2016-I respectively exceeded threshold.</p>	<p>1. Information</p>	<p>1. None</p>

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	<p>Cash Management Totals</p> <table border="1" data-bbox="457 326 1375 1307"> <thead> <tr> <th colspan="4" data-bbox="457 326 1375 358">CASH MANAGEMENT TOTALS: 2015-2016 Academic Award Year</th> </tr> <tr> <th data-bbox="457 358 709 407">TYPE OF AID</th> <th data-bbox="709 358 884 407"># AWARDED</th> <th data-bbox="884 358 1121 407">AMOUNT</th> <th data-bbox="1121 358 1375 407">COMMENTS</th> </tr> </thead> <tbody> <tr> <td data-bbox="457 407 709 440">PELL GRANT</td> <td data-bbox="709 407 884 440">99</td> <td data-bbox="884 407 1121 440">\$289,640</td> <td data-bbox="1121 407 1375 440"></td> </tr> <tr> <td data-bbox="457 440 709 472">FSEOG</td> <td data-bbox="709 440 884 472">63</td> <td data-bbox="884 440 1121 472">\$9,901</td> <td data-bbox="1121 440 1375 472"></td> </tr> <tr> <td data-bbox="457 472 709 505">CAL GRANTS</td> <td data-bbox="709 472 884 505">58</td> <td data-bbox="884 472 1121 505">\$150,325</td> <td data-bbox="1121 472 1375 505">INCLUDES \$122,372 IN TUITION PAYMENTS</td> </tr> <tr> <td data-bbox="457 505 709 537">SDS</td> <td data-bbox="709 505 884 537">0</td> <td data-bbox="884 505 1121 537">\$0.00</td> <td data-bbox="1121 505 1375 537"></td> </tr> <tr> <td data-bbox="457 537 709 570">SUB LOANS</td> <td data-bbox="709 537 884 570">88</td> <td data-bbox="884 537 1121 570">\$256,812.00</td> <td data-bbox="1121 537 1375 570"></td> </tr> <tr> <td data-bbox="457 570 709 602">UNSUB LOANS</td> <td data-bbox="709 570 884 602">59</td> <td data-bbox="884 570 1121 602">\$260,228.00</td> <td data-bbox="1121 570 1375 602"></td> </tr> <tr> <td data-bbox="457 602 709 634">PERKINS LOANS</td> <td data-bbox="709 602 884 634">6</td> <td data-bbox="884 602 1121 634">\$14,576.00</td> <td data-bbox="1121 602 1375 634"></td> </tr> <tr> <td data-bbox="457 634 709 667">PLUS LOANS</td> <td data-bbox="709 634 884 667">0</td> <td data-bbox="884 634 1121 667">\$0.00</td> <td data-bbox="1121 634 1375 667"></td> </tr> <tr> <td data-bbox="457 667 709 699">ALT. 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Branchick also reported that the Director, Financial Aid Director position exam has been opened.</p> <p data-bbox="327 1435 1591 1494">2. <u>NCLEX Pass Rate</u> – L. Myers reported on NCLEX Data from 2012-I to 2016-II. Latest classes of 2016-I and 2016-II have pass rates of 100% and 97% respectively. However, there are still 8 graduates who have not attempted to take the NCLEX 5</p>	CASH MANAGEMENT TOTALS: 2015-2016 Academic Award Year				TYPE OF AID	# AWARDED	AMOUNT	COMMENTS	PELL GRANT	99	\$289,640		FSEOG	63	\$9,901		CAL GRANTS	58	\$150,325	INCLUDES \$122,372 IN TUITION PAYMENTS	SDS	0	\$0.00		SUB LOANS	88	\$256,812.00		UNSUB LOANS	59	\$260,228.00		PERKINS LOANS	6	\$14,576.00		PLUS LOANS	0	\$0.00		ALT. 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	<p>months after graduation. CONAH continued to be above the State and National average as shown in the chart below.</p>  <table border="1"> <caption>Chart Data (Estimated)</caption> <thead> <tr> <th>Year</th> <th>CONAH (%)</th> <th>California (%)</th> <th>National (%)</th> </tr> </thead> <tbody> <tr><td>2012-I</td><td>100</td><td>88</td><td>80</td></tr> <tr><td>2012-II</td><td>98</td><td>86</td><td>85</td></tr> <tr><td>2013-I</td><td>95</td><td>85</td><td>82</td></tr> <tr><td>2013-II</td><td>93</td><td>83</td><td>80</td></tr> <tr><td>2014-I</td><td>90</td><td>82</td><td>75</td></tr> <tr><td>2014-II</td><td>95</td><td>85</td><td>80</td></tr> <tr><td>2015-I</td><td>100</td><td>85</td><td>78</td></tr> <tr><td>2015-II</td><td>95</td><td>83</td><td>82</td></tr> <tr><td>2016-I</td><td>100</td><td>85</td><td>80</td></tr> <tr><td>2016-II</td><td>98</td><td>85</td><td>85</td></tr> </tbody> </table> <p>3. <u>SON Student Projections</u> - M. Caballero reported that there 20 to 22 students for the summer 2017 LVN to RN program and planning to accept 50 students for fall 2017 generic program.</p>	Year	CONAH (%)	California (%)	National (%)	2012-I	100	88	80	2012-II	98	86	85	2013-I	95	85	82	2013-II	93	83	80	2014-I	90	82	75	2014-II	95	85	80	2015-I	100	85	78	2015-II	95	83	82	2016-I	100	85	80	2016-II	98	85	85	3. Information	3. None
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ADMINISTRATIVE REPORT	<p>V. Branchick reported on the following facility assessment and improvements:</p> <ul style="list-style-type: none"> • Closely working with facility management to manage building temperature • Fixed bathroom toilet paper holders • Working with CAMS vendor on system assessment and training needs • Enhanced AV equipment with the mounting of 70" TV's in the large classrooms • Installed new tile to faculty resource center and meeting rooms • New tiles installation scheduled for June 2017 in the Library, Tower Hall, Admin Lobby and Hallway • Installed LED lighting throughout the campus. <p>She also reported that the College 2016-2019 Strategic Plan is being reviewed and she had met with ASB, faculty and staff for their input.</p>	Information Review draft at the August meeting	None V. Branchick																																												
NEW BUSINESS	<p>1. <u>BOT Bylaws Membership</u> - Sent to Board Members and approved via email in March</p> <p>2. <u>Policy # 710: Nursing Course Exemptions/Challenges</u> - Reviewed by Planning 4/13/17 and sent to the Board 5/8/17. Policy revised to comply with SB 466: Effective 1/1/17, nursing schools are required to have a process to evaluate and grant credit as defined for military education and experience. Much discussion ensued regarding the role of Admissions and Promotions (A & P) committee</p>	1. Information 2. Bring back policy to A & P for review and respond to inquiry.	1. None 2. L. Myers																																												

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	<p>3. <u>Policy # 201: Academic Honesty & Professional Conduct</u> - Reviewed by Planning 5/11/17 and sent to the Board 5/11/17. College Planning recommended approval at the May BOT so revised policy could be included in the 2017-2018 Catalog. Policy approved.</p> <p>4. <u>Election of BOT President</u> – R. Hernandez was nominated by N. Miller for the President and she was unanimously elected and had accepted the position.</p> <p>5. <u>BOT Vacancy</u> - There was much discussion on Board membership as M. Lee has retired from the County and there are two vacancies. V. Branchick proposed that T. Jones could be DHS representative and the remaining vacancies are Community Health Care Organization and Local University representatives. There is a nominee for the Local University representative. Her curriculum vitae will be sent out to the Board via email for approval.</p>	<p>3. Finalize policy and post.</p> <p>4. As stated</p> <p>5. Send local university nominee CV via email</p>	<p>3. H. Honda</p> <p>4. None</p> <p>5.V. Branchick</p>
OFF AGENDA ITEMS	None	Information	None
ADJOURNMENT	0905		
NEXT MEETING	<p>August 18, 2017 8:00 to 10:00 a.m. College of Nursing & Allied Health Tower Hall Room 105</p>	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