

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

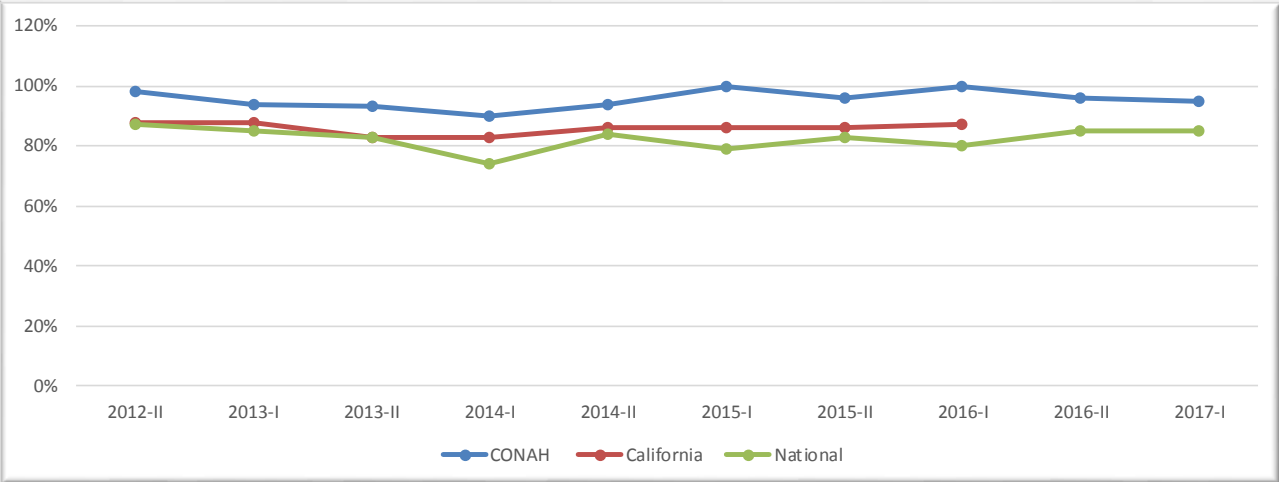
**November 17, 2017**

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP	
<b>PRESENT:</b>	Vivian Branchick, RN Eve Cruz, RN Kathy Hinoki, RN Rosa Maria Hernandez	Tonia Jones, RN Nancy Miller, RN Isabel Milan, RN Ernest Moreno	<b>Admin Staff:</b> Tammy Blass, RN Sarah Granger, RN Herminia Honda, RN	<b>PUBLIC:</b>
<b>EXCUSED/ ABSENT:</b>	None			
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	R. Hernandez, Board President called the meeting to order at 0810 and asked to take a moment of silence to honor and remember Dr. Berne who passed away on 10/27/17. He has served on the Board since 2001 and has been a big supporter of the students and the College. He will surely be missed.		Information	None
<b>APPROVAL OF MINUTES</b>	Minutes of August 17, 2017 reviewed and approved with the following changes: <ul style="list-style-type: none"> <li>• Fix typos on page 2</li> <li>• Fix typos on page 3</li> <li>• Fix typos on page 4 and add CONAH threshold of 15% on Student Performance Evaluation</li> <li>• Change "governance" to "governance structure" on page 6</li> </ul>		Post on website	H. Honda
<b>MINUTES FOLLOW-UP</b>	<ol style="list-style-type: none"> <li>1. <u>Minutes of May 19, 2017</u> – Posted on the internet.</li> <li>2. <u>2016-2019 Strategic Plan</u> – On the agenda.</li> <li>3. <u>Berne Wilshire Scholarship Fund</u> – In the August meeting, Dr. Berne inquired on the Balance of the fund and how much is allocated to the students. Information on the Scholarship will be included in the Financial Aid report in February 2018.</li> </ol>		<ol style="list-style-type: none"> <li>1. Information</li> <li>2. Information</li> <li>3. Information</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> <li>3. None</li> </ol>
<b>ANNOUNCEMENTS</b>	V. Branchick introduced S. Granger, Dean, College Operations to the Board members.			
<b>PUBLIC COMMENT</b>	No public comment		Information	None
<b>OLD BUSINESS</b>				
<b>ACCREDI TATION</b>	<ol style="list-style-type: none"> <li>1.) <b>Accreditation Report</b> – H. Honda reported that the College is due for Self-Study report and site visit spring 2019. On September 20, 2017, V. Branchick, M. Caballero, T. Blass, L. Myers and H. Honda attended an ACCJC Presentation on ISER completion. Colleges with site visits scheduled for spring 2019 were invited. On October 12, 2017, an ISER Workshop was presented to the faculty and staff. Standards committees were assigned and first draft of each committee's report is due 1/11/18.</li> <li>2. <u>BRN Report</u> – V. Branchick reported that the continuing approval visit is scheduled for spring 2018 with onsite visit on March 13</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>and 14, 2018. Self-evaluation report was sent to the Board for review on 11/2/17. She also discussed facility changes to support student learning. E. Cruz commented that as a guest lecturer the improvements in the classroom and audio visual equipment enhance the presentation and provide a better learning environment for the students.</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) – No report</u></p> <p>4. <u>IE / Program Review/Research / Planning</u> – H. Honda reported on the following:  The IERP department has started analyzing data for the fall 2017 courses and the following surveys are in progress: Class of 2016-I graduate survey and Classes of 2015-I and 2015-II employer surveys. Data collected by the departments from 2013 to the present were incorporated into the 2018 BRN self-evaluation report.</p> <p>5. <u>Technology/College Information Systems</u></p> <p>a. <u>Comprehensive Academic Management System (CAMS) - H. Honda reported:</u></p> <ul style="list-style-type: none"> <li>• In fall 2017, Semester I and II faculty and students utilized the student and faculty portals. Students were able to access their grades online as well as lecture handouts from faculty. CAMS also provided a communication tool between faculty and students.</li> <li>• In spring 2018, all students and faculty will be utilizing CAMS.</li> <li>• The CAMS manager set up cost and fees on the financial aid module so that it could be utilized beginning in spring 2018.</li> </ul> <p>b. <u>Information Systems/Website – No report.</u></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><b>DIVISIONAL REPORTS</b></p>	<p>1. <u>Education &amp; Consulting Services (EDCOS) Report – T. Blass distributed and discussed the 2016-2017 EDCOS Annual Program Report.</u>  Overview: Distributed a photo of EDCOS faculty and a collage of the various classes provided by the department during the academic year 2016-2017.  Faculty:</p> <ul style="list-style-type: none"> <li>• There are currently 13 full-time faculty (6 senior nursing instructors and 7 clinical instructors)</li> <li>• The majority are nationally certified in their area of specialization, e.g. CCRN, or MICN</li> <li>• Two instructors are licensed Nurse Practitioners.</li> </ul> <p>Continuing Education (CE) &amp; Non- CE Courses:</p> <ul style="list-style-type: none"> <li>• During 2016-2017, EDCOS offered over 350 classes, in-services and programs to 6,600+ workforce members</li> <li>• Faculty prepared 139 DHS nursing workforce members to safely care for critically ill patients in the emergency department (56) and critical care areas (83).</li> </ul> <p>Mandatory Programs:</p> <ul style="list-style-type: none"> <li>• Faculty provided mandatory nursing education required by regulatory agencies including orientation, DHS competency validation, Annual Nursing Skills validation, and Life Support courses.</li> </ul>	<p>1. Information</p>	<p>1. None</p>

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	<p>Specialty Education:</p> <ol style="list-style-type: none"> <li>1. Core Critical Care Program</li> <li>2. Pathophysiology</li> <li>3. Emergency Nurse Training Program</li> <li>4. Basic Arrhythmia Review Course</li> <li>5. Non-Violent Physical Crisis Intervention (NVPCI)-initial (2-day) &amp; refresher (1-day) courses</li> <li>6. Nursing Attendant Development Program (CDPH-approved CNA CE provider)</li> <li>7. Psychiatric-specific education: Code Gold Team training, psychiatric series</li> <li>8. Annual Trauma Update</li> <li>9. Intra-Aortic Balloon Pump</li> <li>10. Clinical Coach course</li> <li>11. ICU Coach course</li> <li>12. Unit-specific in-services/classes (e.g. trauma education, etc.)</li> </ol> <p>Much discussion ensued regarding the Core Critical Care Program, which is a standardized program for all DHS facilities. T. Blass emphasized that the didactic component had minimal curriculum changes, but the clinical experience has been changed to a preceptor led experience with the EDCOS faculty providing clinical expertise and working closely with the unit preceptors. Evaluation data from the preceptor experience concluded that there was collaboration between the preceptors, instructors, and managers. I. Milan added that there is need for providing additional mentorship for the preceptors so that they understand their role fully and will be better prepared and more effective during the preceptorship experience.</p> <p>Additional 2016-2017 Contributions to DHS and the Community</p> <ol style="list-style-type: none"> <li>1. Led the standardization of critical care and emergency nursing training programs</li> <li>2. Coordinated 2017 competency validation for the first time online for 3500 LAC+USC nursing staff</li> <li>3. Developed and implemented an Emergency Response training program for over 60 correctional health nurses</li> <li>4. Attended 2-day Health Agency Just Culture Train-the-Trainer program to assist with training LAC+USC staff on the use of Just Culture System</li> <li>5. Participated in Health Agency Community Outreach Effort by going door-to-door to local households to gather information about health concerns and provide educational materials</li> <li>6. Involved in implementing and coordinating CEs for DHS TeamSTEPPS program throughout LAC+USC.</li> <li>7. Participated in Annual Countywide Sidewalk CPR event, in which hundreds of lay people were trained to perform hands-only CPR</li> <li>8. Coordinated "Death and Dying: Nursing Care at the End of Life", an all-day seminar, with Palliative Care Consult Service</li> <li>9. Assisted with planning and implementation of Countywide and Statewide disaster drills, including moulaging of disaster victims</li> <li>10. Participated in interviewing and selecting LAC+USC Nurse of the Year candidates</li> <li>11. Collaborated with DEM and Harbor educators to plan and implement MICN program, taught DEM residents and MICNs to competently answer paramedic radio calls, and provided lectures radio simulations in completion of their MICN licenses.</li> </ol> <p>T. Blass added that the online testing during competency went well, but there was discussion regarding the value of hands-on competency testing.</p>		

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	<p>Committee Membership:</p> <ul style="list-style-type: none"> <li>EDCOS faculty are members/chairs of College committees as well as many DHS, LAC+USC, and Nursing Department committees.</li> </ul> <p>2.) <b>NCLEX Pass Rate –H. Honda reported on behalf of L. Myers and distributed and discussed the 2012-II to 2017-I NCLEX pass rates. Latest classes of 2016-II and 2017-I have pass rates of 96% and 95% respectively. However, there are still 2 graduates who have not attempted to take the NCLEX 6 months after graduation. The NCLEX scores of CONAH graduates continued to be above State and National averages. The School will try to contact the two students to investigate what is causing the delay and assist the students if necessary.</b></p> <p style="text-align: center;"><b>NCLEX Pass Rates: CONAH, State, National</b></p>  <table border="1" data-bbox="338 610 1608 1089"> <caption>NCLEX Pass Rates: CONAH, State, National</caption> <thead> <tr> <th>Year</th> <th>CONAH (%)</th> <th>California (%)</th> <th>National (%)</th> </tr> </thead> <tbody> <tr> <td>2012-II</td> <td>98</td> <td>88</td> <td>88</td> </tr> <tr> <td>2013-I</td> <td>95</td> <td>88</td> <td>85</td> </tr> <tr> <td>2013-II</td> <td>95</td> <td>82</td> <td>82</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>85</td> </tr> <tr> <td>2015-I</td> <td>100</td> <td>85</td> <td>80</td> </tr> <tr> <td>2015-II</td> <td>95</td> <td>85</td> <td>82</td> </tr> <tr> <td>2016-I</td> <td>100</td> <td>88</td> <td>80</td> </tr> <tr> <td>2016-II</td> <td>95</td> <td>85</td> <td>85</td> </tr> <tr> <td>2017-I</td> <td>95</td> <td>85</td> <td>85</td> </tr> </tbody> </table> <p>3.) <b>DHS Hiring 2012-II to 2016-II – V. Branchick reported on the following: DHS Hiring rates for the Classes of 2012-II to 2016-II averaged 52%. The majority are employed at LAC + USC Medical Center, which is higher than the previous reports. In fall 2016, DHS began hiring student nurse workers and they are included in the data. Discussion ensued on the 2013-II and 2014-I incorrect percentage data.</b></p>	Year	CONAH (%)	California (%)	National (%)	2012-II	98	88	88	2013-I	95	88	85	2013-II	95	82	82	2014-I	90	82	75	2014-II	95	85	85	2015-I	100	85	80	2015-II	95	85	82	2016-I	100	88	80	2016-II	95	85	85	2017-I	95	85	85	<p>2. Information</p> <p>3. Revise table to reflect correct data</p>	<p>2.None</p> <p>3. H. Honda</p>
Year	CONAH (%)	California (%)	National (%)																																												
2012-II	98	88	88																																												
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<p><b>ADMINISTRATIVE REPORT</b></p>	<p>V. Branchick reported on the following:</p> <p><b>BRN 2018 Self Study Report:</b></p> <ul style="list-style-type: none"> <li>Self-Study Report reviewed by faculty and admin staff. Conference call with BRN Nurse Education Consultant on 11/14/17.</li> </ul> <p><b>Hiring Status of Key Personnel:</b></p> <ul style="list-style-type: none"> <li>Sr.Nursing Instructors (2): 2 Nursing Instructors will be offered promotions</li> <li>Nursing Instructors {3}</li> </ul>	<p>Information</p>	<p>None</p>																																												

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	<ul style="list-style-type: none"> <li>• Intermediate Typist Clerk admissions office (filled in July)</li> <li>• Assistant Nursing Director, College Operations and Financial Aid (filled in November)</li> <li>• Nursing Director, Education for Dean, School of Nursing (continuing to interview candidates)</li> <li>• Medical librarian (interview scheduled)</li> </ul> <p><b>Facility Enhancement Project:</b></p> <ul style="list-style-type: none"> <li>• The college received \$350K in capital expenditure dollars for purchase of much needed supplies and equipment for faculty and students</li> <li>• Most classrooms and faculty offices have been tiled with easy to clean floor tiles except for the admissions office and SIM Lab, which are scheduled in early December.</li> <li>• New lobby furniture will be installed on 11-28-17; Courtyard renovation project is being evaluated</li> <li>• SIM Lab cardkey access has been installed for easier faculty access; awaiting installation of alarm system by Johnson Control</li> <li>• Purchased 27 computer chairs for computer lab</li> <li>• Purchased ergonomic chairs for staff in the admissions office</li> </ul> <p><b>Classroom and Faculty Enhancement Project:</b></p> <ul style="list-style-type: none"> <li>• Large TVs have been mounted in all the big classrooms; 3 smaller TVs to be installed on portable stands</li> <li>• 8 new podium and presentation lecterns with wireless microphones were purchased so faculty can walk around during lectures</li> <li>• 10 additional Microsoft Surface PROs were purchased for faculty</li> </ul> <p><b>Skills Lab Enhancement Project:</b></p> <p>The following supplies / equipment were ordered and delivered:</p> <ul style="list-style-type: none"> <li>• AEDs and rhythm simulators (delivered)</li> <li>• IV training arm with blood pump (delivered)</li> <li>• Laryngoscopes (delivered)</li> <li>• Suction aspirators (delivered)</li> <li>• Blankets (delivered)</li> </ul> <p>The following supplies / equipment were ordered and awaiting delivery:</p> <ul style="list-style-type: none"> <li>• Horizontal Patient Service Consoles (13 for skills lab and 1 for SIM lab)</li> <li>• 8 IV trainers; 10 arms</li> <li>• 1 Geri manikin and 1 set of CPR Family manikins (adult, infant, and pediatric)</li> <li>• 30 stackable skills lab chairs</li> </ul> <p><b>CAMS Database:</b></p> <ul style="list-style-type: none"> <li>• Faculty training completed</li> <li>• Semester 1 and 2 students are currently in database; by Spring 2018 all semester students will be in database; Syllabi, handouts, grades are in CAMs.</li> </ul>		

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<b>NEW BUSINESS</b>	<p>1. <u>Bylaws Matrix College Committees</u>: Reviewed and approved at College Governance on 9/28/17 and sent to BOT members on 11/3/17. V. Branchick led the review of the document. E. Moreno recommended that an Org Chart of the College be provided to help with the review.</p> <p>2. <u>CONAH 2016-2019 Strategic Plan</u> - Discussed at the College meeting on March 13, 2017 and changed from 5 year to 3-year plan to coincide with DHS and LAC + USC Medical Center timeframe. Work session occurred on April 3, 2017. ASB reviewed Strategic Plan draft on 5/18/17. Approved at the College Governance meeting on 8/10/17 and sent to BOT for review on 11/3/17. V. Branchick led the review of the document. N. Miller and T. Jones made the following comments/recommendations:</p> <ul style="list-style-type: none"> <li>• Time Frame is for 2016-2019 but the annual progress column does not address 2016</li> <li>• Timeline should not be included in the Key Performance Metric</li> <li>• Under Goal II change "good" to either "supportive", "safe", or "effective"</li> <li>• Under Goal III change "Pursue academic partnership" to "Pursue academic partnership with other academic institutions"</li> <li>• Add EDCOS under Accountability column in Goal IV</li> <li>• Fix typos.</li> </ul> <p>3. <u>2018 Board Meeting Schedule</u> - Sent to BOT members on 11/3/17 for review. Distributed to the Board members and approved.</p>	<p>1. Send Org Chart to the Board</p> <p>2. Revise document and resend to the Board</p>	<p>1. H. Honda / V. Branchick</p> <p>2. H. Honda</p>
<b>OFF AGENDA ITEMS</b>	None	Information	None
<b>ADJOURNMENT</b>	1005		
<b>NEXT MEETING</b>	February 23, 2018 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: Rosa Maria Hernandez (Signature on file) \_\_\_\_\_

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