

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

**February 23, 2018**

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<p><b>PRESENT:</b></p> <p>Vivian Branchick, RN Eve Cruz, RN Kathy Hinoki, RN Rosa Maria Hernandez</p> <p><b>EXCUSED/ ABSENT:</b></p> <p>Tonia Jones, RN Isabel Milan, RN</p>	<p>Nancy Miller, RN Ernest Moreno</p>	<p><b>ADMIN STAFF:</b> Maria Caballero, RN Sarah Granger, RN Herminia Honda, RN Joan Kohl, RN</p>	<p><b>PUBLIC:</b></p>
<p><b>CALL TO ORDER &amp; INTRODUCTIONS</b></p>	<p>R. Hernandez, Board President called the meeting to order and asked the members to take a moment of silence to commemorate the victims of the Florida school shooting and other victims of gun violence.</p> <p>R. Hernandez introduced J. Kohl as the new Director/Dean after being appointed by Dr. C. Ghaly, DHS Director. J. Kohl introduced herself stating she is a graduate of the Los Angeles County College of Nursing. She started her nursing career as an OB nurse at LAC + USC Medical Center and she continued on to be a Nursing Instructor, Senior Nursing Instructor, and Assistant Director for CONAH.</p>	<p>Information</p>	<p>None</p>
<p><b>APPROVAL OF MINUTES</b></p>	<p>Minutes of November 17, 2017 reviewed and approved.</p>	<p>Post on website</p>	<p>H. Honda</p>
<p><b>MINUTES FOLLOW- UP</b></p>	<p>1. <u>Minutes of August 18, 2017</u> – Posted on the internet. 2. <u>Bylaws Matrix College Committees</u> – Org Chart sent to the Board on 12/26/17 for review and approval. 3. <u>CONAH 2016-2019 Strategic Plan</u> – Sent to the Board on 12/26/17 for review and approval.</p>	<p>1. Information 2. Information 3. Information</p>	<p>1. None 2. None 3. None</p>
<p><b>ANNOUNCEMENTS</b></p>	<p>The College is ranked # 19 with a Score of 95.15 on the 2018 Top Ranked Schools in CA by the Registered Nursing .org. One of the criteria is the NCLEX pass rate. Discussion ensued regarding the list of Schools and the criteria. H. Honda provided the link to all the members. R. Hernandez emphasized that the ranking is something that the College should be proud of.</p>		
<p><b>PUBLIC COMMENT</b></p>	<p>No public comment</p>	<p>Information</p>	<p>None</p>
<p><b>OLD BUSINESS</b></p>			
<p><b>ACCREDI TATION</b></p>	<p>1. <u>Accreditation Report</u> – M. Caballero reported that the College's Institutional Self- Evaluation Report (ISER) first drafts were submitted by assigned committees on 1/18/18 via CONShare link and has been reviewed by the Admin group. WASC visit is scheduled for March 11-14, 2019. 2. <u>BRN Report</u> – J. Kohl reported that BRN self-study report and documents were delivered to C. Velas, BRN NEC on 1/23/18 and e-copy was uploaded on the BRN given link on the same day. BRN continuing approval visit is scheduled for March 28 and 29. The consultant would like to visit the clinical sites and will schedule meetings with faculty and students. 3. <u>Associates Degree in Nursing (ADN) to Bachelors of Science in Nursing (BSN) Collaborative Project with California State</u></p>	<p>1. Information  2. Information  3. Information</p>	<p>1. None  2. None  3. None</p>

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	<p><u>University, Los Angeles (CSULA)</u> – M. Caballero reported that the 4<sup>th</sup> Cohort for the collaborative project will be starting summer 2018. There are currently nine applicants which is a lesser number from previous cohorts which could be attributed to the cost of the program. Much discussion ensued regarding the following:</p> <ul style="list-style-type: none"> <li>➤ Numerous number of available online BSN programs</li> <li>➤ Quality of the online programs with limited clinical experience</li> <li>➤ Difference in basic nursing skills between a BSN and ADN graduate</li> <li>➤ BSN programs focus on improving critical thinking skills, planning and leadership.</li> </ul> <p>4. <u>IE / Program Review/Research / Planning</u> – H. Honda reported on the following:                      Reviewed the program evaluation survey for the Class of 2017-II. Met with Class of 2018-I in fall 2017 semester to discuss and clarify written comments from course evaluations. Student were reminded that the purpose of the meeting is to ensure that the College is able to provide a supportive learning environment for both the faculty and students. Themes that transpired from the discussion included: typos on handouts and exams, faculty and student interaction, and faculty not providing a very supportive environment during clinical experience. The Admin group had met to discuss action plans and will be discussed with faculty at the Program Review Workshop in the summer.</p> <p>Discussion regarding faculty and student interaction included the following: different personalities clashing, and emotional intelligence (EQ) vs. intelligence quotient. K. Hinoki shared that CSULA uses the interview process as part of their admission criteria into the nursing program which E. Moreno identified as may not be the best strategy as there are applicants with questionable integrity.</p> <p>5. <u>Technology/College Information Systems</u> – H. Honda reported:                      a. <u>Comprehensive Academic Management System (CAMS)</u> -                      In spring 2018, all students and faculty are utilizing CAMS. Handouts, syllabi and other course documents are posted in CAMS. Students are able to access their grades through CAMS. S. Granger will be taking over CAMS. Financial Aid portal is being piloted this semester.</p>	<p>4. Information</p> <p>5. Information</p>	<p>4. None</p> <p>5. None</p>
<p><b>DIVISIONAL REPORTS</b></p>	<p>1. <u>Financial Aid (FA) Report</u> – S. Granger distributed and discussed the 2016 - 2017 FA Annual Program Report:</p> <p>Cohort Default Rating (CDR):</p> <ul style="list-style-type: none"> <li>➤ CDR for 2014 is 5.1% which is higher than previous years but remains below the 10% College threshold.</li> <li>➤ A CDR of &gt;25% results in sanctions and may lead to provisional certification of the school when applying for recertification to participate in the Student Financial Assistance programs.</li> </ul> <p>Assessment of Student Learning Outcomes:</p> <ul style="list-style-type: none"> <li>➤ Student responses were positive regarding the assistance and information received from the FA office</li> <li>➤ Students were notified of scholarships and opportunities and were assisted with applying for grants and loans as needed</li> <li>➤ Students stated that they are being informed of the criteria for financial aid eligibility and are notified of financial aid programs</li> </ul>	<p>1. Information</p>	<p>1. None</p>

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	<ul style="list-style-type: none"> <li>➤ Data from Class of 2015-II to Class 2018-II shows that almost all students have applied for the Tuition Agreement Contract (TAC)</li> <li>➤ Graduates actively sought employment within the Department of Health Services to fulfill their TAC.</li> </ul> <p>Accomplishment:</p> <ul style="list-style-type: none"> <li>➤ Financial Aid Coordinator received initial training for the implementation of the CAMS FA portal</li> </ul> <p>Goals:</p> <ul style="list-style-type: none"> <li>➤ Revise the TAC fact sheet and contract to include an offer of employment disclaimer and lengthen the default time period from 4 to 6 months following graduation</li> <li>➤ Collaborate with the CAMS manager in building the FA portal spring 2018</li> <li>➤ Full implementation of FA portal fall 2018.</li> </ul> <table border="1" data-bbox="457 667 1472 1455" style="margin: 10px auto; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="background-color: #e1eef6;">CASH MANAGEMENT TOTALS: 2016-2017 Academic Award Year</th> </tr> <tr> <th style="background-color: #e1eef6;">TYPE OF AID</th> <th style="background-color: #e1eef6;"># AWARDED</th> <th style="background-color: #e1eef6;">AMOUNT AWARDED</th> <th style="background-color: #e1eef6;">COMMENTS</th> </tr> </thead> <tbody> <tr> <td>PELL GRANT</td> <td>105</td> <td>\$271,564.00</td> <td></td> </tr> <tr> <td>FSEOG</td> <td>63</td> <td>\$9,901.00</td> <td></td> </tr> <tr> <td>CAL GRANTS</td> <td>134</td> <td>\$195,613.00</td> <td><b>INCLUDES \$163,028 IN TUITION PAYMENTS</b></td> </tr> <tr> <td>SUB LOANS</td> <td>146</td> <td>\$265,211.00</td> <td></td> </tr> <tr> <td>UNSUB LOANS</td> <td>109</td> <td>\$295,411.00</td> <td></td> </tr> <tr> <td>PERKINS LOANS</td> <td>2</td> <td>\$8,190.00</td> <td></td> </tr> <tr> <td>PLUS LOANS</td> <td>1</td> <td>\$4,308.00</td> <td></td> </tr> <tr> <td>ALT. LOANS</td> <td>1</td> <td>\$8,500.00</td> <td></td> </tr> <tr> <td>BW SCHOLARSHIP</td> <td>3</td> <td>\$2,300.00</td> <td></td> </tr> <tr> <td>NIENSTEDT SCHOLARSHIP</td> <td>2</td> <td>\$1,300.00</td> <td></td> </tr> <tr> <td>MW RICHARDS SCHOLARSHIP</td> <td>7</td> <td>\$10,000.00</td> <td></td> </tr> </tbody> </table>	CASH MANAGEMENT TOTALS: 2016-2017 Academic Award Year				TYPE OF AID	# AWARDED	AMOUNT AWARDED	COMMENTS	PELL GRANT	105	\$271,564.00		FSEOG	63	\$9,901.00		CAL GRANTS	134	\$195,613.00	<b>INCLUDES \$163,028 IN TUITION PAYMENTS</b>	SUB LOANS	146	\$265,211.00		UNSUB LOANS	109	\$295,411.00		PERKINS LOANS	2	\$8,190.00		PLUS LOANS	1	\$4,308.00		ALT. LOANS	1	\$8,500.00		BW SCHOLARSHIP	3	\$2,300.00		NIENSTEDT SCHOLARSHIP	2	\$1,300.00		MW RICHARDS SCHOLARSHIP	7	\$10,000.00			
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<p>2. <u>SON New Student Demographics</u> - M. Caballero distributed and reported on the SON New Student demographics for the Class of 2019-II:</p> <ul style="list-style-type: none"> <li>➤ Average age is 29</li> <li>➤ There are 25% male and 75% female</li> <li>➤ There is increasing number Asian students identifying themselves as Korean, Chinese, Japanese and Vietnamese</li> <li>➤ There is decreasing number of Filipino students</li> <li>➤ Point system continue to be used for admission with 77 points as the cut off this application period</li> <li>➤ There were a total of 196 files that were processed and met the minimum requirements</li> <li>➤ Eighty - one letters of acceptance were sent</li> <li>➤ Not many students decline the offer of acceptance during the spring semester compared to the fall semester.</li> </ul> <p style="text-align: center;">Data Comparison to California Schools &amp; Nationwide</p> <table border="1"> <thead> <tr> <th>Ethnicity and Gender</th> <th>SON</th> <th>County Population</th> <th>California 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>	Ethnicity and Gender	SON	County Population	California RN Programs	Nationwide RN Programs	Ethnic Minorities	84%	72%	60.8%	26%	Gender /male	21%	49.6%	19.2%	15%																							
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<b>ADMINISTRATIVE REPORT</b>	<p>V. Branchick reported on the following: BRN 2018 Self Study Report:</p> <ul style="list-style-type: none"> <li>• Self- Study Report completed, reviewed by faculty and admin staff, and hand delivered to BRN Nurse Education Consultant as requested.</li> </ul> <p>Hiring Status of Key Personnel:</p> <ul style="list-style-type: none"> <li>• Sr. Nursing Instructors: 2 Nursing Instructors promoted and functioning as Semester I and II Coordinators</li> <li>• Nursing Instructors: 4 new hires started orientation; 4 more vacancies will be filled</li> <li>• Nursing Director, Education for Dean, School of Nursing filled by Joan Kohl, a SON graduate</li> <li>• Medical Librarian hired with a start date of February 16th but decided at the last minute not to accept the offer</li> </ul> <p>Facility Enhancement Project:</p> <ul style="list-style-type: none"> <li>• All classrooms and faculty offices have been tiled including admissions office. SIM Lab is expected to be retiled next month.</li> <li>• New lobby furniture arrived; furniture for admissions office, library, and Carlson classroom have been ordered and should be delivered soon</li> <li>• New desks for Carlson classroom ordered</li> <li>• New furniture for outside patio has been ordered</li> <li>• Lobby and admissions office currently getting a paint makeover</li> <li>• Long awaited card catalog for the library has been approved for funding but delay in the approval process is making it difficult for the company to do the project; will follow up with IT</li> <li>• New computer chairs have been delivered</li> </ul> <p>Skills lab Enhancement Project:</p> <ul style="list-style-type: none"> <li>• All previously ordered equipment and supplies have been delivered.</li> <li>• Awaiting delivery of OB manikin</li> </ul> <p>CAMS Database:</p> <ul style="list-style-type: none"> <li>• Faculty training completed</li> <li>• All semester students are on CAMS database</li> <li>• Syllabi, handouts, and grades are uploaded by faculty</li> </ul>	Information	None
<b>NEW BUSINESS</b>	1. <b>Policy # 507: Nondiscrimination</b> - Sent to BOT members on 2/8/18 and input received from N. Miller on 2/10/18. V. Branchick led the review, policy approved.	1. Finalize policy and post	1. H. Honda

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	2. <u>Policy # 803: Satisfactory Academic Progress</u> - Sent to BOT members on 2/8/18 and input received from N. Miller on 2/10/18. V. Branchick led the review, policy approved. 3. <u>Mission, Vision, Values Statements</u> - Sent to BOT members on 2/8/18 and received input from N. Miller on 2/10/18. V. Branchick led the review. Document approved with the following changes: ➤ On bullet # 6, change "support systems" to "support systems needs" ➤ On bullet # 7, change "are essential" to "is essential".	2. Finalize policy and post 3. Revise document and post	2. H. Honda 3. H. Honda
<b>OFF AGENDA ITEMS</b>	None	Information	None
<b>ADJOURNMENT</b>	0945		
<b>NEXT MEETING</b>	May 18, 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)