

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

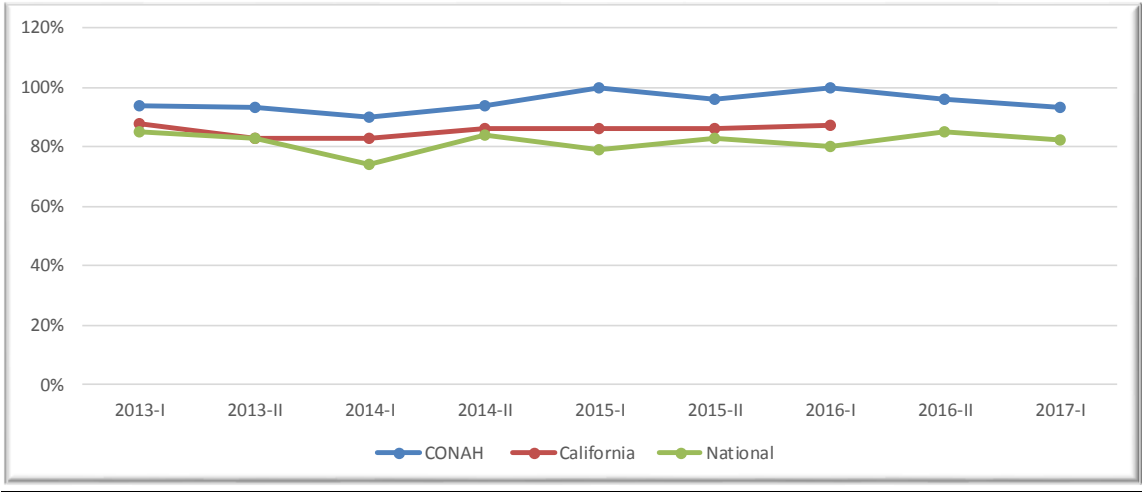
May 18, 2018

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
PRESENT: EXCUSED/ABSENT:	Eve Cruz, RN Kathy Hinoki, RN Rosa Maria Hernandez Nancy Miller, RN Isabel Milan, RN Ernest Moreno Vivian Branchick, RN Tonia Jones, RN	ADMIN STAFF: Jeffrey Anderson, RN Sarah Granger, RN Herminia Honda, RN Joan Kohl, RN	PUBLIC:
CALL TO ORDER & INTRODUCTIONS	R. Hernandez welcomed everyone and introduced Dr. L. Lopez, principal of Bravo Medical Magnet school. He introduced himself as a graduate of Franklin High School and Occidental College. He also added that R. Hernandez was his mentor as well. He emphasized that his goal is to renew Bravo's relationship with the College as well as LAC + USC Medical Center. He wanted a partnership with the College and the Medical Center to fulfill Bravo's mission and vision.	Information	None
APPROVAL OF MINUTES	Minutes of February 16, 2018 reviewed and approved.	Post on website	H. Honda
MINUTES FOLLOW-UP	1. <u>Minutes of November 17, 2017</u> – Posted on the internet. 2. <u>Policy # 507: Nondiscrimination</u> – Policy finalized and posted. 3. <u>Policy # 803: Satisfactory Academic Progress</u> – Policy finalized and posted. 4. <u>Mission, Vision, Values Statements</u> – Document finalized and posted.	1. Information 2. Information 3. Information 4. Information	1. None 2. None 3. None 4. None
ANNOUNCEMENTS	1. Graduation is scheduled on May 24, 2018, Thursday at the San Gabriel Mission Playhouse at 1400. Board members were invited to attend. 2. Voice Over Internet Protocol (VOIP) has been deployed as the College's new phone system and the College's main number changed to 323-409-5911. 3. I. Milan is featured in "Working Nurse" May-June issue regarding the Annual CNO roundtable discussion. Congratulations, I. Milan. 4. E. Cruz shared that Dr. T. Berne's wife expressed interest in joining the Board. Currently, there are two vacancies in the Board; representative of the medical staff of LAC + USC Medical Center and one nursing representative from a community health care facility. Much discussion ensued and Board agreed to get more information about her background and to evaluate whether she meets the membership criteria.	1. Information 2. Information 3. Information 4. Contact Mrs. Berne	1. None 2. None 3. None 4. E. Cruz
PUBLIC COMMENT	No public comment	Information	None
OLD BUSINESS			
ACCREDITATION	1. <u>Accreditation Report</u> – H. Honda reported Gohar Momjian, ACCJC Vice President assigned to the College will be meeting the faculty on 6/13/18 to discuss ACCJC standards and the steering committee to discuss preparation for the visit. Steering committee is meeting monthly to prepare for the Institutional Self-Evaluation Report (ISER). The second draft of the ISER is due 5/30/18 from the Standards committee. The third draft will be presented to the Board at the August meeting. 2. <u>BRN Report</u> – J. Kohl reported the following recommendations received from the BRN:	1. Information 2. Information	1. None 2. None

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	<ul style="list-style-type: none"> ➤ Review and consider revising the grievance policy regarding the student not being allowed to complete the clinical rotation during the grievance process. Determine if the grieving student is considered unsafe in the clinical area. ➤ Consider the review and revision of course objectives to ensure it progresses from simple to complex across the curriculum ➤ Consider review and revision of the Clinical Evaluation Tool to make objectives progress from simple to complex as students' advance through the program <p>Much discussion ensued regarding the grievance policy and J. Kohl recommended that faculty must thoroughly document student's behavior in the clinical area. She added that faculty reassignments will be made in fall 2018 to improve faculty and student interaction.</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> – H. Honda reported on behalf of M. Caballero:</p> <ul style="list-style-type: none"> ➤ There are 11 students who will be graduating from the 2016 Summer cohort that started with 14 students ➤ The students started either in 2nd or 3rd semester. ➤ One student did not continue for summer 2017 ➤ Two had to start working and their employers were not flexible with the schedule. <p>4. <u>IE / Program Review/Research / Planning</u> – H. Honda reported on the following: Employee satisfaction survey was sent out on 5/8/18 and administered every two years. There are currently 58 College employees compared to 50, two years ago. BOT self- appraisal is due in August, it will be sent via email and hardcopy will also be provided at the next Board meeting.</p> <p>5. <u>Technology/College Information Systems Comprehensive Academic Management System (CAMS)</u> – S. Granger reported that D. Lane, CAMS Manager will be leaving County and has accepted another job offer. All four semester have access to CAMS and students are able to access course handouts online, and check their grades electronically. E. Moreno voiced his concern about the confidentiality of the system. CAMS is accessible only to students once they are given access and IT security is maintained by DHS IT.</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>
DIVISIONAL REPORTS	<p>1. <u>Educational Resource Center (ERC Report – J. Anderson distributed and discussed the 2016 - 2017 ERC Report: Academic Year (AY) 2016 - 2017:</u></p> <ul style="list-style-type: none"> • Four of the five major classrooms have mounted 50" TVs • Card Catalog project has cleared security review and being considered by IT leadership to be implemented throughout DHS • HR is in final process of opening the librarian item • Upgraded the research database and doubled the number of full text journals <p><u>AY 2017-2018 to Date:</u></p>	<p>1. Information</p>	<p>1. None</p>

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	<ul style="list-style-type: none"> • Card catalog project has been approved and in the process of being implemented • Hired a medical librarian and start date pending. Medical librarian will implement the Card Catalog project and she is familiar with the system • Obtained Obstetrics and Pediatric simulation manikins with AV systems. <p><u>ERC Usage Trend:</u></p> <ul style="list-style-type: none"> • Increased demand for computers to complete clinical assignments • Students have preference for electronic materials. <p><u>ERC Usage AY 2015-2016</u></p> <ul style="list-style-type: none"> • Increased CINAHL journal database searches • Increased Nursing Reference Center searches • Increased eBook searches • Alexander Street discontinued in 2016 • Decreased use of journals • Decreased sign-in for library and computer lab • Increased usage in the Skills Lab. <p><u>ERC Expenditures 2016 to date:</u></p> <table border="0"> <tr> <td>• Books / Journals -</td> <td style="text-align: right;">\$ 23,457.98</td> </tr> <tr> <td>• Electronic Databases -</td> <td style="text-align: right;">\$ 25,690.31</td> </tr> <tr> <td>• Skills Lab Equipment</td> <td style="text-align: right;">\$ 40,2443.72</td> </tr> <tr> <td>• A/V Equipment</td> <td style="text-align: right;">\$ 21,924.42</td> </tr> <tr> <td>• Maintenance Agreements</td> <td style="text-align: right;">\$ 12,526.28</td> </tr> <tr> <td>• Simulation Lab</td> <td style="text-align: right;">\$ 229,491.61</td> </tr> <tr> <td>• Furniture</td> <td style="text-align: right;">\$ 26,332.64</td> </tr> <tr> <td>• Card Catalog</td> <td style="text-align: right;">\$ 5,306.40</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">\$ 384,973.36</td> </tr> </table> <p>The College received a onetime allocated budget of \$ 350,000 from DHS which covered the cost of the Simulation Lab equipment and furniture. Much discussion ensued on the amount of the expenditures and J. Anderson reported that the Simulation Lab cost are a one-time cost due to the purchase of two high fidelity manikins. The simulation lab will provide a more expanded and creative learning experiences for students.</p> <p>2. <u>Allied Health</u> - H. Honda reported on behalf of L. Saillant, Allied Health Director. She reported on the following:</p> <p>Current Focus:</p> <ul style="list-style-type: none"> ➤ Support the diagnosis, recovery and quality of life ➤ Integrated ambulatory care delivery system ➤ Support the Allied Health professional with continuing education and to maximize their scope of practice. <p>Specific Focus:</p>	• Books / Journals -	\$ 23,457.98	• Electronic Databases -	\$ 25,690.31	• Skills Lab Equipment	\$ 40,2443.72	• A/V Equipment	\$ 21,924.42	• Maintenance Agreements	\$ 12,526.28	• Simulation Lab	\$ 229,491.61	• Furniture	\$ 26,332.64	• Card Catalog	\$ 5,306.40	TOTAL	\$ 384,973.36	2. Information	2.None
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	<p>➤ LVN Blood Withdrawal and Phlebotomy Certification Course (Scheduled for June 2018)</p> <p>➤ Nursing Attendant Enrichment Program (Scheduled for September 2018)</p> <p>Future Focus:</p> <p>➤ Certified Medical Assistants (Recertification required every 5 years)</p> <p>Much discussion ensued regarding the continuing education hours required of registered nurses to renew their license. Thirty hours is required every two years for license renewal and faculty is provided training hours to comply with the requirement.</p> <p>3. <u>NCLEX Pass Rate</u> - J. Kohl reported on the following:</p> <ul style="list-style-type: none"> • NCLEX pass rate for Class 2016-II and 2017-I are 96% and 93% respectively • Still pending data for Class 2017-II • CONAH continues to be above the state and national average.  <p>There are at least three students who have no records of attempting the exam since 2013. It is difficult to follow-up with these students as their contact information may have changed. In addition, they might have a change in name or may have taken the NCLEX in other states.</p> <p>4. <u>SON Student Projection</u> – H. Honda reported on behalf of M. Caballero. LVN-RN projected number for summer 2018 is 25 students. Projected number of generic students for fall 2018 is 50 to 55.</p> <p>5. <u>DHS Hiring Rate</u> - J. Kohl reported on the following:</p> <ul style="list-style-type: none"> ➤ DHS hiring rate for the last five academic years is 53%, threshold of 50% met ➤ ACCJC had included overall placement rate in their 2018 annual report for AY 2015-2016 	<p>3.Information</p> <p>4.Information</p> <p>5. Information</p>	<p>3. None</p> <p>4. None</p> <p>5. None</p>

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	<ul style="list-style-type: none"> ➤ CONAH has job placement rate of 85%. <p>Much discussion ensued regarding the improved percentage of CONAH graduates being hired in DHS but the Board agreed that the number could better. I. Milan and J. Kohl will meet to discuss the “Meet and greet” with nurse managers which has been successfully attended by former graduates.</p> <p>I. Milan reported that the hiring process is a lengthy process:</p> <ul style="list-style-type: none"> ➤ Application process can take at least three months ➤ Applicants need to wait for authorization to test online ➤ HR onboarding can take six to eight weeks. <p>I. Milan added that nurse managers want to hire CONAH graduates because they are familiar with LAC + USC policies and documentation. She added that nurse internship maybe something that will need to be investigated.</p>		
NEW BUSINESS			
	<ol style="list-style-type: none"> 1. <u>Policy # 100: Policy Development, Review & Approval</u> - Reviewed and approved at College Governance on 2/26/18 and sent to BOT members on 5/7/18. Received input from N. Miller on 5/10/18. Approved with the following recommendation: <ul style="list-style-type: none"> ➤ Under policy statement, change “appropriate” to “relevant” 2. <u>Policy # 810: Refunds of Student Charges</u> - Reviewed and approved at College Governance on 3/15/18 and sent to BOT members on 5/7/18. Received input from N. Miller on 5/10/18. Approved with the following recommendation: <ul style="list-style-type: none"> ➤ Under policy, EDCOS section, change statement to read, “The refund policy will be included on course advertisements/flyers for non-county employees”. 3. <u>December Graduation</u> - Class of 2018-II sent a request to V. Branchick to hold their own graduation in December. J. Kohl read the student’s request and much discussion ensued. E. Moreno stated that the ceremony should be routine and should not be a problem. Discussion also ensued regarding the venue. N. Miller recommended that details regarding graduation such as preparation time, staff involvement and other specifics should be provided to the Board before the decision is made. Per policy, the College has one graduation to be held in May. 4. <u>Board Vacancy</u> - H. Honda reported that currently, there are two vacant Board positions: Representative of the Medical Staff of the LAC + USC Medical Center and one nursing representative from a community health care facility. I Milan stated that she will inquire among the medical staff if they are interested to be a part of the Board. 	<ol style="list-style-type: none"> 1. Finalize policy and post 2. Finalize policy and post 3. Send graduation info to the Board 4. Information 	<ol style="list-style-type: none"> 1. H. Honda 2. H. Honda 3. V. Branchick 4. None
OFF AGENDA ITEMS	None	Information	None
ADJOURNMENT	1015		
NEXT MEETING	August 10, 2018 (Possible date change to 8/17/18. An email will be sent to the Board once the date is finalized) 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)
BOT.Agendas/Mins

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

5/15/18