

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

August 31, 2018

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<p>PRESENT:</p> <p>Vivian Branchick, RN (via phone conference) Eve Cruz, RN Rosa Maria Hernandez</p> <p>EXCUSED/ABSENT:</p> <p>Kathy Hinoki, RN Tonia Jones, RN</p>	<p>Nancy Miller, RN Isabel Milan, RN Ernest Moreno</p>	<p>ADMIN STAFF: Frances Cervantes, RN Sarah Granger, RN Herminia Honda, RN Joan Kohl, RN</p>	<p>PUBLIC:</p>
<p>CALL TO ORDER & INTRODUCTIONS</p>	<p>V. Branchick welcomed and introduced F. Cervantes, as the Director, Office Services. She thanked M. Caballero as the former Dean of Administrative and Student Support Services and who is now the Director of the Office of Counseling and Advisement. She added that M. Caballero is an excellent choice for the position who will be providing much needed help and resources to students.</p> <p>F. Cervantes introduced herself as a graduate of CONAH in 1996 with experience in trauma and emergency nursing. She has been an instructor at CONAH for the last five years.</p>	<p>Information</p>	<p>None</p>
<p>APPROVAL OF MINUTES</p>	<p>Minutes of May 18, 2018 reviewed and approved with changes.</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 February 16, 2018</u> – Posted on the internet. 2. <u>Mrs. Berne follow-up</u> – E. Cruz has no report at this time. 3. <u>Policy # 100: Policy Development. Review and Approval</u> – Policy finalized and posted. 4. <u>Policy # 810: Refunds of Student Charges</u> – Document finalized and posted. 5. <u>December Graduation</u> – J. Kohl reported that the majority of the Board members approved via email to hold a December graduation. Much discussion ensued regarding the venue. H. Honda reported that CONAH has reached out to Supervisor Solis' office for availability of County venues. I. Milan recommended the use of LAC + USC conference rooms A and B. J. Kohl shared that Rancho Los Amigos new auditorium as well as the GH front steps may be possible venues. 	<ol style="list-style-type: none"> 1. Information 2. Information 3. Information 4. Information 5. Information 	<ol style="list-style-type: none"> 1. None 2. None 3. None 4. None 5. None
<p>ANNOUNCEMENTS</p>	<p>CONAH ranked # 2 in the list of Junior Colleges with the highest earning graduates, 10 years after entry in the country and ranked first in California. The ranking is available through zippia.com. Discussion ensued reading the quality education that the students receive as well as the quality of CONAH graduates who pursued advanced degrees in nursing and eventually have mid-management and upper management positions. R. Hernandez stated that the ranking is something that CONAH should be proud of. I. Milan asked for the link to be forwarded to her as she would like to share the information to her staff.</p>	<p>Information</p>	<p>None</p>
<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> – H. Honda reported that Steering Committee is meeting every month and members are working on the third draft and incorporating the evidence in the report. The Board will be able to review the documents prior to the 	<ol style="list-style-type: none"> 1. Information 	<ol style="list-style-type: none"> 1. None

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	<p>November meeting. G. Momjian, ACCJC Vice President, met with faculty and steering committee on 6/13/18:</p> <ul style="list-style-type: none"> ➤ She reviewed the draft for the Quality Focus Essay, a new component of the ISER and will be evaluated for the Midterm report ➤ She praised the College for its student achievement data on graduation rate, NCLEX pass rate and employment rate ➤ She will recommend a 2-day visit instead of a 4-day due to the size of the school and less number of accreditation team members ➤ She will be on campus during the visit to assist the team members. <p>E. Moreno inquired whether CONAH need to maintain the facility for the next visit. V. Branchick responded that we are currently working on heating /cooling and other resources. She added that in the last visit, R. Rodriguez, ACCJC team chair commented that the building's old infrastructure does not reflect the kind of nursing education we provide the student as well the achievement data of the College.</p> <p>2. <u>BRN Report</u> – J. Kohl reported that she is currently receiving the NCLEX pass rate from the BRN. The BRN continuing program approval certificate has been received and is posted on the bulletin board as well as the website.</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> – No report</p> <p>4. <u>IE / Program Review/Research / Planning</u> – H. Honda reported on the following: BOT self- appraisal was sent out via Class Climate on 8/21/18. Board member who have not completed the online survey will be given a paper survey today. Class 2017-I graduate survey was sent out 7/10/18, a year after graduation. Hoping to get a better response rate.</p> <p>5. <u>Technology/College Information Systems</u> <u>Comprehensive Academic Management System (CAMS)</u> – S. Granger reported that Student and Faculty portals are fully implemented. All students have access to course handouts, grades online. This semester, at risk students will be tracked on CAMS so they are provided early interventions and other resources to be successful in the program. She added that the currently we are currently working on implementing the financial aid portal and plan of roll out is Fall 2019. Planning to test the portal spring 2019. V. Branchick commended S. Granger on the excellent job she is doing to ensure the full implementation of CAMS.</p> <p><u>Information System/Website</u> – H. Honda reported that the College webmasters continue to upload documents and making changes to the site content as needed to comply with regulatory agencies. Also changes were made to reflect staffing changes. She added that having the webmaster onsite made it so much easier to make changes. Revisions were made on the website regarding BOT membership information as recommended by N. Miller.</p>	<p>2. Information</p> <p>3. Information</p> <p>4. Information</p> <p>5. Information</p>	<p>2. None</p> <p>3. None</p> <p>4. None</p> <p>5. None</p>
DIVISIONAL REPORTS	<p>1. <u>SON Demographics</u> – Defer to November meeting. Discussion ensued regarding ACCJC requirements and making sure CONAH meets the requirements for accreditation. R. Hernandez emphasized that ACCJC have the same expectations for</p>	<p>1. Information</p>	<p>1. None</p>

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	<p>all Colleges thus, we have to ensure we meet the standards for continued accreditation. V. Branchick also emphasized that since she became the Provost she made some changes to ensure that the processes are more efficient and to support the existing infrastructure. I. Milan inquired how many students are enrolled for the fall semester. F. Cervantes reported that there are 46 new students for this semester. V. Branchick added that the goal is to have six faculty per semester. Currently there are 24 total instructor items with 2 vacant positions. J. Kohl is scheduling interviews to fill the vacancies.</p>		
NEW BUSINESS			
	<ol style="list-style-type: none"> 1. <u>Policy # 300: Grading System</u>- Reviewed and approved at College Governance on 5/17/18 and sent to BOT members on 8/20/18. Reviewed and approved with the following changes: <ul style="list-style-type: none"> ➤ Include Allied Health in the policy and header ➤ Add “must “to the first statement on pg. 2. 2. <u>Policy # 820: Academic Failure, Dismissal</u> - Reviewed and approved at College Governance on 6/28/18 and sent to BOT members on 8/20/18. Reviewed and approved with the following changes: <ul style="list-style-type: none"> ➤ Add definition of “Good academic standing” in the policy for clarity ➤ Spell “military health occupations” in lower cases ➤ Change “Dean of Administrative and Student Services” to “Director, Office of Educational Services” throughout the document ➤ Under procedure, add “Submit course withdrawal form to OES” ➤ Under procedure, add “Files Readmission / Remediation Plan form” ➤ Add “Dismissal to Program Withdrawal”. 3. <u>Policy # 830: Student Grievance</u> - Reviewed and approved at College Governance on 6/28/18 and sent to BOT members on 8/20/18. Reviewed and approved with the following changes: <ul style="list-style-type: none"> ➤ Add “Grievance Hearing Coordinator” to Ombudsperson under notifying student or preliminary hearing outcome ➤ Change “Dean of Administrative and Student Services” to “Director, Office of Educational Services” throughout the document. 4. <u>Board Code of Ethics and Membership Agreement</u> – Sent to BOT members on 8/20/18, due for its triennial review. Reviewed and approved with the following change: <ul style="list-style-type: none"> ➤ On # 13, delete “every three years”. <p>Members need to sign the revised membership agreement at the November meeting.</p> 5. <u>BOT Bylaws</u> - Sent to BOT members on 8/20/18. Need to review Article II: Membership to reflect the changes on DHS Organizational Chart, effective 7/2018. Reviewed and approved with the following changes: <ul style="list-style-type: none"> ➤ Under Article II: Membership, change verbiage on the introduction and remove the Director of Nursing affairs as a non-elected member ➤ Replace the Director of Nursing Affairs with Chief Executive Officer, LAC + USC Medical Center ➤ Remove Executive Director, LAC + USC Medical Center as an ex-officio member. 	<ol style="list-style-type: none"> 1. Finalize policy and post 2. Finalize policy and post 3. Finalize policy and post 4. Finalize document and post 5. Finalize document and post 	<ol style="list-style-type: none"> 1. H. Honda 2. H. Honda 3. H. Honda 4. H. Honda 5. H. Honda

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OFF AGENDA ITEMS	<p>I. Milan inquired when is the best time for Meet and Greet with students so they will have the chance to meet the nurse managers to assist them with getting hired at LAC + USC Medical Center. J. Kohl recommended to have the meeting in November and April to capture both the spring and fall graduates. I. Milan and J. Kohl, will discuss dates and the contact person in recruitment.</p> <p>I. Milan will discuss with T. Blass the component of the orientation that the student nurse workers attend so it can be streamlined and it's scheduled on the day that students do not have their class such as a Friday. She also wanted to follow-up regarding the collaboration with Bravo Medical Magnet school and LAC + USC Medical Center. R. Hernandez stated that she will contact Dr. L. Lopez, the school's principal.</p>	Information	None
ADJOURNMENT	0945		
NEXT MEETING	November 16, 2018 (Board members were reminded that pictures will be taken at the next meeting to update the website BOT photo) 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)

8/24/18