

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

February 15, 2019

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<p>PRESENT:</p> <p>EXCUSED/ ABSENT:</p>	<p>Vivian Branchick, RN Rosa Maria Hernandez Jorge Orozco</p> <p>Nancy Miller, RN Isabel Milan, RN</p> <p>Eve Cruz, RN Kathy Hinoki, RN Tonia Jones, RN Ernest Moreno</p>	<p>ADMIN STAFF: Mildred Gonzales, RN Sarah Granger, RN Herminia Honda, RN</p>	<p>PUBLIC:</p>
<p>CALL TO ORDER & INTRODUCTIONS</p>	<p>V. Branchick called the meeting at 0820 and introduced M. Gonzales as the Interim Dean, SON. Dr. Gonzales received her PhD from Azusa Pacific University and is currently the Semester I coordinator. She was also the BRN approved Assistant Dean for one year. J. Orozco was introduced as the new non-elected Board member representing</p>	<p>Information</p>	<p>None</p>
<p>APPROVAL OF MINUTES</p>	<p>Minutes of November 16, 2018 reviewed and approved with the following changes:</p> <ul style="list-style-type: none"> ➤ On pg. 2, restate second statement under CSULA collaborative for clarity ➤ Fix typo on pg. 2 under Technology ➤ Fix typo on pg. 4 under SON Annual report. 	<p>Revise and post on website</p>	<p>H. Honda</p>
<p>MINUTES FOLLOW- UP</p>	<p>Minutes of August 31, 2018 posted on the website.</p>	<p>Information</p>	<p>None</p>
<p>ANNOUNCEMENTS</p>	<p>None</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>ACCREDI TATION</p>	<p>1. <u>Accreditation Report</u> – H. Honda reported on the following:</p> <ul style="list-style-type: none"> ➤ The College is getting ready for the visit scheduled for March 11-13 and confirmed on 2/8/19. The Admin Team had a phone conference with the team chair, Dr. D. Daniels and assistant, Mr. O. Bespalov. ➤ IT forms were sent and signed forms received for permission to access DHS shared sites where CONAH intranet is located ➤ M. Caballero had made arrangements for hotel accommodation ➤ Waiting for the team to send out the visit schedule so it could be shared with the Board members ➤ Waiting for recommendation from ACCJC what we need to do regarding the return of EDCOS to LAC + USC Medical Center. There is no need for name change and College's mission remains the same. G. Momjian was notified of the plan back in June 2018 and she stated that there should not be a problem as SON's focus is prelicensure and EDCOS's focused is post licensure ➤ Will also discuss with G. Momjian the possibility of AH providing not only CE units but also provide Career Technical Education credentials/credits. The focus will be the Certified Nursing Assistants and the Licensed 	<p>1. Information</p>	<p>1. None</p>

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	<p>Vocational Nurses. Much discussion ensued and regarding the expansion of Allied Health. I. Milan reported that currently there is a push to onboard Central Sterilized Technicians to address the needs of the hospital. They are from Southwest College and will be training in the OR.</p> <p>2. <u>BRN Report</u> – V. Branchick reported on the following: ➤ Received BRN's approval for the appointment of M. Gonzales as the Interim Dean and BRN was also notified of J. Kohl's retirement. V. Branchick reported that all faculty must be approved by BRN and they are notified of faculty's status such as new appointments and retirement</p> <p>3. <u>IE / Program Review/Research / Planning</u> – H. Honda distributed the Class of 2016-I and 2016-II Graduate surveys and reported on the following: ➤ Class 2016-I and 2016-II graduate survey has better response than previous classes ➤ 99% of the respondents are working in LA County ➤ 96% of those that responded are working in LAC + USC Medical Center ➤ Program effectiveness ratings are 4.63 and 4.77, well above the 3.5 threshold ➤ Written comments about the program are mostly positive ➤ One comment on completion of nursing care plan as being a waste of time. Much discussion ensued about the care plan which is a BRN requirement in regard to incorporating the nursing process in the curriculum H. Honda distributed the Employer survey for Class 2016-I and 2016-II and reported on the following: ➤ Responses to survey questions regarding graduate observation and program effectiveness were above the threshold. Written comments are mostly positive and are specific to the graduates' performance Much discussion ensued of encouraging Nurse Managers to respond to survey and I. Milan recommended that the survey could be discussed at the combined nurse manager meeting for better response rate from the managers. J. Orozco also reported that LAC + USC is working with the local community in providing access for job opportunities and also to ensure that CONAH is recruiting students within the community. V. Branchick shared that CONAH participates in elementary and high school career events with the local community.</p> <p>4. <u>Technology/College Information Systems</u> <u>Comprehensive Academic Management System (CAMS)</u> – S. Granger reported on the following: Faculty, staff and students are using CAMS for applications, compiling student data registration, posting of lecture handouts and communication between faculty and students. In Fall, tracking of at risk students were entered in CAMS to ensure early interventions are provided to at risk students. The addition of tutor and mentor is being tracked so we could evaluate its effectiveness.</p> <p><u>Information System/Website</u> – H. Honda reported. BOT pictures are posted on the internet. Accreditation information has been posted on the internet.</p>	<p>2. Information</p> <p>3. Information</p> <p>4. Information</p>	<p>2. None</p> <p>3. None</p> <p>4. None</p>
<p>DIVISIONAL REPORTS</p>	<p>1. <u>Financial Aid (FA) Report</u> – S. Granger distributed the 2017-2018 FA Annual Program Evaluation Report (APER) and discussed the following: ➤ The Cohort Default Rating continues to be below CONAH's threshold of <10 % at 1.7% in 2015.</p>	<p>1. Information</p>	<p>1. None</p>

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	<p>➤ In regard to assessment of Student Learning Outcomes, there were no withdrawals due to financial hardship and students are aware of the available financial resources</p> <p>➤ Almost all students participated in the Tuition Agreement Contract (TAC)</p> <p>➤ Financial aid services continued to be rated highly by students on the Program Evaluation survey</p> <p>➤ The Financial Aid coordinator has been described the students as knowledgeable about all aspects of financial aid, helpful, and always available /welcoming to students</p> <p>➤ Goals for the upcoming academic year include the full implementation of the financial aid portal to include generation of reports to track financial aid received and automatic receipt of payment through CAMS.</p> <table border="1" data-bbox="457 545 1432 1482"> <thead> <tr> <th colspan="4" data-bbox="457 545 1432 605">CASH MANAGEMENT TOTALS: 2017-2018 Academic Award Year</th> </tr> <tr> <th data-bbox="457 609 747 659">TYPE OF AID</th> <th data-bbox="751 609 947 659"># AWARDED</th> <th data-bbox="951 609 1213 659">AMOUNT AWARDED</th> <th data-bbox="1218 609 1432 659">COMMENT</th> </tr> </thead> <tbody> <tr> <td data-bbox="457 662 747 688">PELL GRANT</td> <td data-bbox="751 662 947 688">102</td> <td data-bbox="951 662 1213 688">\$304,895.00</td> <td data-bbox="1218 662 1432 688"></td> </tr> <tr> <td data-bbox="457 691 747 717">FSEOG</td> <td data-bbox="751 691 947 717">73</td> <td data-bbox="951 691 1213 717">\$10,421.00</td> <td data-bbox="1218 691 1432 717"></td> </tr> <tr> <td data-bbox="457 721 747 747">CAL GRANTS</td> <td data-bbox="751 721 947 747">50</td> <td data-bbox="951 721 1213 747">\$31,367.00</td> <td data-bbox="1218 721 1432 747">STIPENDS & BOOKS & SUPPLIES</td> </tr> <tr> <td data-bbox="457 750 747 776">CAL GRANTS TUITION</td> <td data-bbox="751 750 947 776">68</td> <td data-bbox="951 750 1213 776">\$143,733.00</td> <td data-bbox="1218 750 1432 776"></td> </tr> <tr> <td data-bbox="457 779 747 805">SUB LOANS</td> <td data-bbox="751 779 947 805">75</td> <td data-bbox="951 779 1213 805">\$232,404.00</td> <td data-bbox="1218 779 1432 805"></td> </tr> <tr> <td data-bbox="457 808 747 834">UNSUB LOANS</td> <td data-bbox="751 808 947 834">48</td> <td data-bbox="951 808 1213 834">\$252,210.00</td> <td data-bbox="1218 808 1432 834"></td> </tr> <tr> <td data-bbox="457 837 747 863">PLUS LOANS</td> <td data-bbox="751 837 947 863">1</td> <td data-bbox="951 837 1213 863">\$4,308.00</td> <td data-bbox="1218 837 1432 863"></td> </tr> <tr> <td data-bbox="457 867 747 893">ALT. 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	<p>2. <u>SON Student Demographics</u> – S. Granger reported on the following:</p> <ul style="list-style-type: none"> ➤ Fall 2018 Admission capacity yield was at 90% with 40 new admissions. There were a number of withdrawals in the first two weeks due to numerous psychosocial factors ➤ Spring 2019 has a capacity yield of 100% with male students comprising at 42% of the new admissions ➤ Ethnic compositions for both semesters reflected the LA County composition ➤ The majority of new admissions for both semesters are from 31-40 age group. <p>Much discussion ensued regarding the importance of interpersonal skills and emotional intelligence to be successful in the nursing program. R. Hernandez shared that high school curriculum is emphasizing importance of social emotional learning.</p>	2. Information	2. None
ADMINISTRATIVE REPORT	<p>V. Branchick reported on the following:</p> <ul style="list-style-type: none"> ➤ J. Kohl has retired as the Dean, School of Nursing ➤ She thanked R. Hernandez, K. Hinoki, I. Milan and J. Orozco for attending the December graduation ➤ There was an electrical fire in the College on 1/30/19 and the Board an email was sent to the Board on 1/31/19 to notify the Board ➤ ORCHID building will be moving to a new location and CONAH had asked for the available space to move the Sim Lab. V. Branchick asked J. Orozco that the College would like to have the entire ORCHID building if possible. 	Information	None
NEW BUSINESS			
	<p>1. <u>Program Closure Policy</u> – Reviewed and approved at College Governance on 1/31/19 and sent to BOT members on 2/7/19. Policy approved.</p>	1. Finalize policy	1. H. Honda
OFF AGENDA ITEMS	<p>There are still two vacant Board positions:</p> <ul style="list-style-type: none"> ➤ One representative of the Medical Staff of the LAC + USC Medical Center ➤ One nursing representative from a community health care facility. <p>I. Milan reported that she has a physician in mind who will be a good candidate. She will go ahead and contact her regarding the position. Discussion ensued that a representative from a community health care facility should come from Oscar Romero clinic since it's within the community or someone from a Mental Health clinic facility who would be able to assist and provide additional resources to the students.</p>	Information	None
ADJOURNMENT	0935		
NEXT MEETING	<p>May 17, 2019 College of Nursing & Allied Health Tower Hall Room 105</p>	V. Branchick will forward agenda and minutes to members prior to meeting.	V. Branchick