

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

May 10, 2019

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
PRESENT: EXCUSED/ ABSENT:	Vivian Branchick, RN Rosa Maria Hernandez Nancy Miller, RN Isabel Milan, RN Eve Cruz, RN Kathy Hinoki, RN Tonia Jones, RN Ernest Moreno Jorge Orozco	ADMIN STAFF: Mildred Gonzales, RN Herminia Honda, RN	PUBLIC:
CALL TO ORDER & INTRODUCTIONS	R. Hernandez called the meeting at 0815.	Information	None
APPROVAL OF MINUTES	Minutes of February 15, 2019 reviewed and approved. Four members present voted for approval.	Revise and post on website	H. Honda
MINUTES FOLLOW-UP	Minutes of November 16, 2018 posted on the website.	Information	None
ANNOUNCEMENTS	<ul style="list-style-type: none"> ➤ The College accreditation visit was completed on 3/14/19 and there are no areas of non-compliance. Congratulations to the Board, administrative team, faculty, staff and students for a job well done. ➤ Award ceremony is scheduled for May 22, 2019 at the steps of the old General Hospital @ 3 pm. ➤ Graduation is scheduled for May 23, 2019 at Bob Hope Patriotic Hall in downtown LA @ 2 pm. The venue is free as it's a County building. Board members are invited to attend. 	Information	None
PUBLIC COMMENT	No public comment	Information	None
OLD BUSINESS			
ACCREDITATION	1. <u>Accreditation Report</u> – H. Honda reported on the following: Congratulations once again for an outstanding accreditation visit. The following are the findings that the visiting team will submit to the Commission. <ol style="list-style-type: none"> 1. There are no areas of non-compliance 2. There are three (3) recommendations for improvement that do not require immediate action plan to be submitted to the Commission. These recommendations will be addressed in the midterm report due in four years. 3. There are several recognitions that are unanimously voiced by the survey team members at the document reviews, campus tour and faculty/staff/student interviews. The three recommendations for improvement: <ol style="list-style-type: none"> 1. Information Technology Long Term Plan 2. Long-range planning for cost of maintaining operations as it relates to facility maintenance 3. Stretch Goals: this is a new standard that requires all institutional goals to include a stretch goal. For example, if the goal is to have 85% NCLEX pass rate, the stretch goal should be 95%. Recognitions: <ol style="list-style-type: none"> 1. Clinical Sites: CONAH has availability of clinical sites within DHS that enables students to have an excellent clinical 	1. Information	1. None

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
	<p>rotation</p> <p>2. Skills Lab and Simulation Lab: CONAH has well-equipped skills and simulation labs that provide excellent learning opportunities for students to practice their skills; the team loved the high-fidelity birthing manikin purchased in 2018</p> <p>3. Faculty and staff commitment to student success: this was evident during interviews and interactions with students and faculty. The chair was very impressed with student testimonials during the open forum. Students were vocal about the availability of resources and how supportive the instructors are in making sure they are successful in the clinical setting</p> <p>Governance Structure: recognition of the Provost for implementing a new governance structure that works to support the goals of the college. It is apparent that there is active student participation in College Governance.</p> <p>Currently, the ACCJC is piloting a new process in submitting the self-study report. They will be asking institutions to submit the report one semester ahead of the site visit to provide institutions and the visiting team ongoing dialogue before the visit.</p> <p>2. <u>BRN Report</u> - M. Gonzales distributed BRN recommendations and discussed the following:</p> <ul style="list-style-type: none"> ➤ Timeline for Grievance has been shortened to ensure students filing the grievance will have a timely resolution and to ensure students meet their clinical hour requirement per semester ➤ Objectives reflecting progress from simple to complex has been approved by the Nursing Education Consultant (NEC) ➤ Working on the Clinical Performance Evaluation with the curriculum committee to ensure progression of objectives from simple to complex. <p>3. <u>IE / Program Review/Research / Planning</u> – H. Honda reported on the following: Currently, working on Stretch Goals of the Institutional Set Standards and revising templates for committee and program annual reports for clarity per recommendations of the visiting team. Interview process for admission led by Institutional Effectiveness Committee was implemented on 5/3/19. Seventy- nine applicants were interviewed.</p> <p>4. <u>Technology/College Information Systems</u> <u>Comprehensive Academic Management System (CAMS)</u> – H. Honda reported on behalf of S. Granger: Continuing the use of CAMS for course handouts, attendance, student notes, grade posting, transcripts, and financial aid receipts. This summer, CAMS will be utilized to generate financial aid ledgers for all payments and receipts of monies from state and federal agencies as well as scholarships.</p> <p><u>Information System/Website</u> – H. Honda reported. Will present and discuss with M. Hai, current DHS IT representative overseeing the College, the IT 5-year plan and the team recommendations to support student learning.</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>
DIVISIONAL REPORTS	<p>1. <u>Office of Educational Services (OES) Report</u> – H. Honda distributed the 2017-2018 OES Annual Program Evaluation Report (APER) and reported on behalf of S. Granger:</p> <ul style="list-style-type: none"> ➤ Met enrollment goal for the academic year 2017-2018 by increasing the number of applicants on the waiting list and inviting them to attend pre-registration sessions ➤ Recruitment activities resulted to adequate pool of qualified applicants for enrollment in the School of Nursing 	<p>1. Information</p>	<p>1. None</p>

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
	<ul style="list-style-type: none"> ➤ Point system continues to be used for student selection as the “number of qualified applicants” continue to exceed openings ➤ Continue to provide information sessions about the program requirements for both the basic and LVN-RN programs ➤ Acceptance to the program continues to require a GPA of 3.0 and above in science courses <p>Student Learning Outcomes:</p> <ul style="list-style-type: none"> ➤ Students are able to access counseling and academic resources to successfully complete their chosen programs. In Fall 2018, M. Caballero became the full time Director, Office of Advisement and Counseling. ➤ Program Evaluation Surveys results indicated that students are aware of their personal responsibility and accountability to balance school and personal responsibilities. <p>Program Performance Evaluation:</p> <ul style="list-style-type: none"> ➤ Students were registered efficiently. Providing both early and regular registration times allowed students to manage and plan time for school, family, work and vacation ➤ Reports for Department of Education, accreditation agencies, BRN, Board of Trustees, CA Student Aid Commission (CSAC) and DHS completed in a timely manner ➤ Results of the Program Evaluation Survey indicated that OES staff are professional and helpful with a good to outstanding ratings. <p>2. <u>Educational Resource Center (ERC) Report</u> – H. Honda distributed the 2017-2018 ERC report and reported on behalf of R. Griggs-Gabbedon:</p> <p>Accomplishments for 2017-2018:</p> <ul style="list-style-type: none"> ➤ Hired a Librarian ➤ Expanded ERC’s operational hours and opened all Fridays ➤ Upgraded the paper card catalog to an electronic database (Cybertools) ➤ Upgraded the simulation Lab with the purchase of audio-visual replay equipment. Purchased two new high fidelity simulators (Lucina Birthing Manikin and Pedia Sims) ➤ All surveys succeeded threshold. <p>2018- 2019 Update:</p> <ul style="list-style-type: none"> ➤ Implemented the use of electronic card catalog ➤ Relocated the Skills and Simulation Labs to Bldg. 10 acquired by the College ➤ Designate an additional Computer Lab in Bldg. 10 which will house 30 more computers for student use ➤ Designate study rooms for students in Bldg. 10. <p>Discussion ensued on the College’s acquisition of Bldg. 10 providing more educational resources to students. V. Branchick reported that the acquisition of Bldg. 10 enabled the College to have a centralized area for Student Support Services.</p> <p>ERC Usage 2017-2018:</p> <ul style="list-style-type: none"> ➤ CINAHL journal database searches – 25,830 - ↓ 6% ➤ Nursing Reference Center searches – 42,667- ↑ 36 % ➤ eBook database searches – 19,146 ↑ 10.3% 	2. Information	2. None

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
	<ul style="list-style-type: none"> ➤ Books – 1,474 - ↓ 11.5 % ➤ Journals – 0 - ↓ 100 % ➤ Library Patrons – 1, 221 - ↓ 21% ➤ Computer Lab Use – 1,148 - ↓ 10% ➤ Skills Lab Use – 965 - ↓ 5.5 % <p>There is an increase usage of electronic resources compared to hard copies. Furthermore, there is a decrease in library, computer lab and skills lab usage which could be attributed to students not signing in while using the above resources. Faculty will remind students the importance of signing as data could be utilized when prioritizing resources. ERC 2017-2018 operating cost is lower than the previous academic year due to decreased use of books and journals and increase use of electronic resources.</p> <p>3. <u>SON Student Projections</u> – H. Honda reported on behalf of S. Granger: Projected summer enrollment: 23 LVNs of which 6 are DHS LVNs and 2 are 30-unit options (One student contacted us this week to withdraw her acceptance in the program. Enrollment decreased from 24 to 23). There was much discussion about the LVN 30-unit option. H. Honda reported that students who complete the option are non-graduate but are allowed to take the NCLEX exam. They may have difficulty finding jobs in other states.</p> <p>Projected fall enrollment: Semester 1: 55 students (possibly 50 new and 5 repeating students)</p>	3. Provide additional information about the LVN-RN 30 unit option	3. H. Honda
ADMINISTRATIVE REPORT	<p>V. Branchick reported on the following:</p> <ul style="list-style-type: none"> ➤ CONAH has acquired the whole ORCHID Bldg. (Bldg. 10). Skills and Simulation Labs have been relocated ➤ Allied Health will continue to offer continuing education classes for CNA's ➤ Submitted budget has been approved which included hardware and software maintenance cost, and faculty development training ➤ CONAH is currently working with the LA County CEO's office regarding workforce initiatives. CONAH will play a big role in the implementation of the project. <p>I. Milan shared the County's effort to provide a career pathway to train CNA and clerks and be employed at LAC + USC Medical Center or any other County facility.</p>	Information	None
NEW BUSINESS			
	<p>1. <u>Revised Bylaws</u> – Changes made per recommendations from ACCJC visiting team and sent to BOT members on 4/29/19. Policy approved with the following revisions:</p> <ul style="list-style-type: none"> ➤ Non-elected members are non-voting members of the Board ➤ Ex-officio and emeritus members serve as nonvoting consultants to the Board ➤ Yes: 4, No: 0, and Abstention: 0 <p>2. <u>Policy # 300: Grading System</u> - Approved by Governance in March and sent to the Board 4/29/19. Due for its triennial review. Policy approved with the following revisions:</p> <ul style="list-style-type: none"> ➤ Changes on procedures on Incomplete Grade and Distribution of Grades sections 	1. Finalize bylaws 2. Finalize policy	1. H. Honda 2. H. Honda

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
	<p>➤ Yes: 4, No:0 and Abstention: 0</p> <p>3. <u>Policy # 541: Sexual Harassment</u> - Approved by Governance in March and sent to the Board 4/29/19. Due for its triennial review. Policy approved. Yes: 4, No: 0 and Abstention: 0.</p> <p>4. <u>Policy # 800: Grievance</u> - Approved by Governance in April and sent to the Board 4/29/19. Timeline shortened per BRN recommendations and to ensure policy match with current practice. Policy approved with the following revisions: ➤ Change on policy regarding ASB being notified by the Dean of the Ombudsperson selected ➤ Changes on procedures on the Formal Resolution Petition Phase ➤ Yes: 4, No:0, and Abstention: 0</p> <p>5. <u>Administrative Fee Increase</u> – V. Branchick reported that there is an increase in cost for the services that is paid through the Administrative fee such as award and graduation supplies, cost of the NLN diagnostic exam for the Semester 4 students and etc. There has been no increase in fees in the last ten years. Miscellaneous fees for other nursing programs could range from \$400 to \$800. The College proposes an increase to \$250. Currently students are paying \$125. In addition, the Board agreed to increase the cost of regular transcript request from \$3 to \$5. Board approved the fee increased and will be implemented in the fall 2019 semester. Yes: 4, No: 0 and Abstention: 0.</p> <p>6. <u>Evaluation of the Provost</u> - Accrediting team recommended a regular evaluation of the Provost. Draft document distributed which include the following areas to be evaluated: Mission and Vision, Academic Standards, Faculty and Personnel Relations, and Accreditation and Regulatory Compliance. R. Hernandez recommended to add a section on written comments. The provost will be evaluated annually.</p> <p>7. <u>Meeting Days</u> – Board meeting is currently scheduled quarterly on Fridays. Discussion ensued on polling the members if an alternative day will work better for the members. H. Honda will create a survey to be sent to all Board members via Survey Monkey.</p>	<p>3. Finalize policy</p> <p>4. Finalize policy</p> <p>5. Update SON Costs and Fees and post on the website</p> <p>6. Finalize questionnaire</p> <p>7. Send survey</p>	<p>3. H. Honda</p> <p>4.H. Honda</p> <p>5. H. Honda</p> <p>6. H. Honda</p> <p>7. H. Honda</p>
OFF AGENDA ITEMS	<p>I. Milan inquired about the vacant LAC + USC Medical staff position and whether Dr. K. Gonzalez had send her resume via email for the Board's approval. H. Honda reported that the College is still waiting for her resume.</p>	<p>Contact K. Gonzalez again regarding her resume</p>	<p>H. Honda</p>
ADJOURNMENT	<p>1010</p>		
NEXT MEETING	<p>August 16, 2019 College of Nursing & Allied Health Tower Hall Room 105</p>	<p>V. Branchick will forward agenda and minutes to members prior to meeting.</p>	<p>V. Branchick</p>

Approved by: Rosa Maria Hernandez (Signature on file)
 BOT.Agendas/Mins

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