

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

August 16, 2019

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
PRESENT: EXCUSED/ABSENT:	Vivian Branchick, RN Tonia Jones, RN Rosa Maria Hernandez Nancy Miller, RN Kathy Hinoki, RN Isabel Milan, RN Eve Cruz, RN Ernest Moreno Jorge Orozco	ADMIN STAFF: Sarah Granger, RN Mildred Gonzales, RN Herminia Honda, RN	PUBLIC:
CALL TO ORDER & INTRODUCTIONS	R. Hernandez called the meeting at 0815. R. Hernandez announced that Dr. K. Gonzalez has been elected as the new member of the Board, representing the medical staff at LAC + USC Medical Center. Unfortunately, due to a prior commitment, she could not attend the meeting.	Information	None
APPROVAL OF MINUTES	Minutes of May 10, 2019 reviewed and approved with the following changes: <ul style="list-style-type: none"> ➤ Correct typo and spacing on pages 2 and 3 ➤ Change “hard time” to “challenges” ➤ Correct typo on page 5. Five members present voted for approval.	Revise and post on website	H. Honda
MINUTES FOLLOW-UP	<ul style="list-style-type: none"> ➤ Minutes of February 15, 2019 – Posted on the internet ➤ The College received its reaffirmation for accreditation on 6/28/19. The College’s Midterm report is due on March 15, 2023 and the next comprehensive visit is due spring term 2026. ➤ LVN-RN option update, H. Honda to report ➤ All policies and documents approved in May have been finalized and posted ➤ SON fee increase (Administrative and regular transcript request) were implemented 8/1/19 and information posted on the website ➤ Provost evaluation questionnaire was finalized and sent online ➤ Dr. K. Gonzalez was approved as the new Board member 	Information	None
ANNOUNCEMENTS	There is a retirement celebration in honor of Eve Cruz on 8/23/19 at the Inpatient Tower, Conference Room D, LAC + USC Medical Center from 1300 to 1500. Everyone is 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: <ul style="list-style-type: none"> ➤ Final report and certificate of accreditation from the Commission have been received and posted per ACCJC requirement 	1. Information	1. None

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	<ul style="list-style-type: none"> ➤ In addition, on July 18, 2019, a letter was received notifying the College that a substantive change is not required for EDCOS' return to LAC + USC Medical Center ➤ M. Caballero, Accrediting Liaison Officer and H. Honda are working on program substantive change; Allied Health to provide not only continuing education units but to provide Career Technical Education credential/credits and a pathway to postsecondary education and careers. <p>2. <u>BRN Report</u> - M. Gonzales reported that all recommendations from the 2018 continuing approval visit have been completed led by the Curriculum committee.</p> <p>3. <u>IE / Program Review/Research / Planning</u> – H. Honda reported on the following: Reviewing program review documents from Curriculum, Admission and Promotion and semester committees to ensure program reports are completed and filed for academic year 2018-2019.</p> <p>LVN-RN 30-unit option is designed as a career ladder for California Licensed Vocational Nurses wishing to become registered nurses. Thirty-unit option (Non-Graduate) program is a three-semester program for the applicant with a valid California Vocational Nurse license, who wishes to quickly meet the requirements to take the NCLEX-RN examination as a non-graduate. H. Honda also reported that historical data regarding the LVN-RN 30-unit option is difficult to obtain.</p> <p>4. <u>Technology/College Information Systems Comprehensive Academic Management System (CAMS)</u> – S. Granger reported on the following. The implementation of CAMS continues to be smooth and new students have been inputted on CAMS. Faculty has uploaded documents for fall 2019. The goal for the next semester is the full implementation of the Financial Aid portal. S. Granger reported the hiring of the new financial aid personnel. She has some financial aid background and is currently in Arizona planning her move to California. Discussion ensued regarding the Human Resources bureaucracy in hiring.</p> <p><u>Information System/Website</u> – H. Honda reported. The College computers were refreshed on 8/10/19. The newly deployed computers consist of a tap card system and has Virtual Desktop Infrastructure (VDI). Additionally, a new computer lab was created with 22 additional computers for students' use in Bldg. 10 and will be open from 0630 to 2100. A new study room with computers will also be provided for the students.</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><u>Allied Health (AH) Report</u> – H. Honda distributed the 2018-2019 AH Report on behalf of T. Prudencio and reported on the following:</p> <p><u>Programs Offered to LVN for academic year 2018-2019</u></p> <ul style="list-style-type: none"> ➤ Therapy and Blood Withdrawal Certification Course for LVN. This is a certification course for the Licensed Vocational Nurse (LVN) to receive certification in Intravenous (IV) Therapy and Blood Withdrawal. The course consists of 27 hours of theory and 8 hours of clinical. Upon successful completion of the course, the LVN will be eligible to apply for IV certification through the LVN licensing board. ➤ Eleven students have attended from different facilities and is scheduled again for October 	<p>1. Information</p>	<p>1. None</p>

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	<p><u>Nursing Attendant Enrichment Program</u></p> <ul style="list-style-type: none"> ➤ Courses are approved for Continuing Education Units (CEU) credit for re-certification. CNAs are required to obtain 48 hours of in-service or Continuing Education units every two years. Trainings are provided to all Nursing Attendants county-wide at no cost. There are 6 to 7 hours of Continuing Education hours that can be obtained per class. Upon completion of all 4 Modules, the CNAs obtain 25.25 CEU credits which fulfills half of their required In-service training. ➤ Fourteen CNA's have attended for the 2018 classes from different DHS facilities as well as the Correctional Health Services ➤ Three hundred eighty-four CNAs have attended for 2019 ➤ Classes are divided in Modules <p><u>Program Evaluation</u></p> <ul style="list-style-type: none"> ➤ Mostly positive comments ➤ CNAs' were very thankful for being offered the classes ➤ They would like classes to continue ➤ They are impressed with the organization of the classes <p><u>Program Update</u></p> <ul style="list-style-type: none"> ➤ Allied Health Director interview was completed and there is a job bulletin for the Nursing Instructor position. 		
ADMINISTRATIVE REPORT	<p>V. Branchick reported that a video will be shown to highlight the College's accomplishment in the last two years which include the following:</p> <ul style="list-style-type: none"> ➤ New signage ➤ Courtyard with added tables and umbrellas ➤ Renovated lobby ➤ Newly tiled and painted hallways ➤ Zen waiting area ➤ Newly tiled and painted Bldg. # 10 ➤ Relocated Skills Labs 1-4 ➤ Acquisition of Pediatric and Lucinda High fidelity simulators ➤ New computer lab ➤ Refreshed computers with tap card access and virtual desktop infrastructure technology. <p>She also added that I. dela Torre has been hired as the new Director, Allied Health and there is a newly hired financial aid personnel to assist the financial aid office.</p>	Information	None

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NEW BUSINESS			
	<ol style="list-style-type: none"> 1. <u>Policy # 300: Self-Appraisal</u> – Reviewed by Admin Team in June and sent to the Board on 8/7/19 and received feedback from K. Hinoki and N. Miller. Board voted to keep “Goals, objectives and priorities under the functional categories and to revise the questionnaire to match the policy. ➤ Yes: 5, No:0, and Abstention: 0 2. <u>Policy # 500: Provost Selection</u> - Reviewed by Admin Team in June and sent to the Board on 8/7/19 and received feedback from H. Hinoki. Policy approved. ➤ Yes: 5, No: 0 and Abstention: 0 3. <u>Evaluation of the Provost</u>- E-Copy of the surveys were sent on 8/7/19 via Class Climate and hardcopy given to the members who have not filled out the electronic survey. 4. <u>Meeting Days</u> - Survey was sent via Survey Monkey and two selected days for BOT meetings are Thursday and Friday. K. Hinoki and K. Gonzalez have stated that they would prefer the Thursday meetings as they are not available on Fridays for the 2019-2020 academic year. Board voted to have the meetings on the 2nd Thursday of February, May, August and November. Meeting schedule for 2020 was distributed. 	<ol style="list-style-type: none"> 1. Finalize policy and revise self-appraisal form 2. Finalize policy 3. Compile data 4. Information 	<ol style="list-style-type: none"> 1. H. Honda 2. H. Honda 3. H. Honda 4. None
OFF AGENDA ITEMS	None		
ADJOURNMENT	0855		
NEXT MEETING	November 14, 2019 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)

8/15/19