

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

November 14, 2019

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

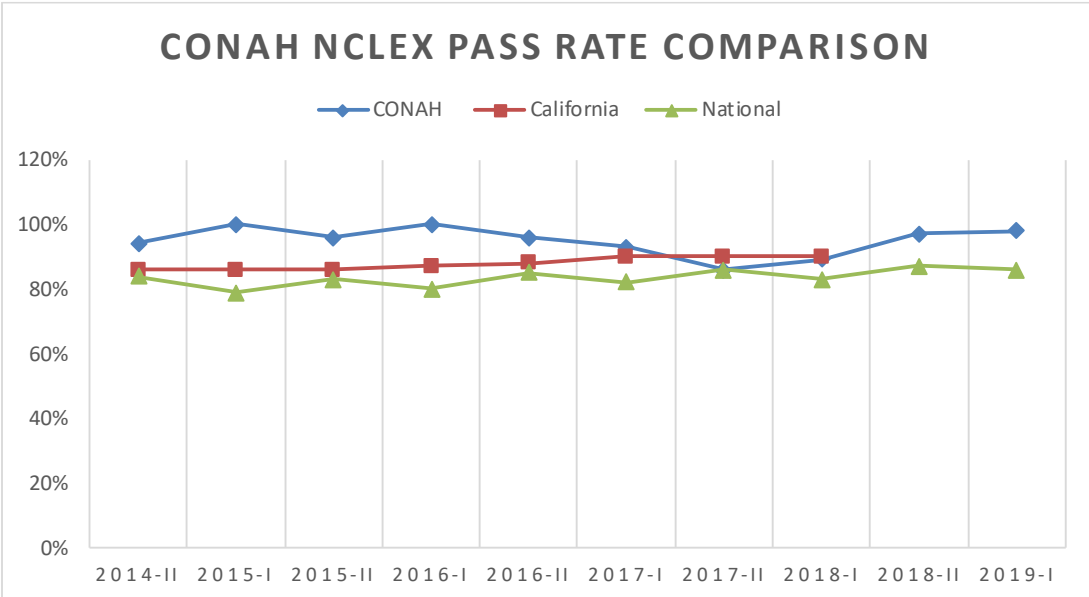
TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<p>PRESENT:</p> <p>EXCUSED/ABSENT:</p>	<p>Vivian Branchick, RN Rosa Maria Hernandez Kathy Hinoki, RN</p> <p>Tonia Jones, RN Nancy Miller, RN Isabel Milan, RN</p> <p>Ernest Moreno</p> <p>Jorge Orozco</p>	<p>ADMIN STAFF: Irene dela Torre, RN Sarah Granger, RN Mildred Gonzales, RN Herminia Honda, RN Trina Trongone, RN</p>	<p>PUBLIC: Doris DeHart (Public)</p>
CALL TO ORDER & INTRODUCTIONS	<p>R. Hernandez called the meeting at 0820. R. Hernandez introduced I. dela Torre, Director, Allied Health division and T. Trongone, newly appointed Director, OES. I dela Torre shared that she has been a nurse with LA County for at least 20 years and has been with the Office of Nursing Affairs for ten years and five years with the Workforce Development program. T. Trongone shared that she has been with the School of Nursing for at least ten years as a Nursing Instructor and Skills Lab, Director.</p>	Information	None
APPROVAL OF MINUTES	<p>Minutes of August 16, 2019 reviewed and approved with the following changes:</p> <ul style="list-style-type: none"> ➤ Correct typo and formatting on pages 1 and 3 ➤ Delete information on Allied Health update on page 3 which has been mentioned on page 2 under Accreditation report. <p>Five members present voted for approval.</p>	Revise and post on website	H. Honda
MINUTES FOLLOW-UP	<ul style="list-style-type: none"> ➤ Minutes of May 10, 2019 – Posted on the internet ➤ Policy # 300: Self-Appraisal – Finalized and posted ➤ Policy # 500: Provost Selection – Finalized and posted ➤ Evaluation of the Provost – On the agenda 	Information	None
ANNOUNCEMENTS	<p>V. Branchick announced that there will be a presentation by HMA consulting firm regarding the College's plan to transition to a BSN program. The presentation will be on 1/16/20 (Thursday) at the DHS Auditorium, 313 N. Figueroa. Dr. C. Ghaly, L. Jacobi and chief nursing officers from various DHS facilities are expected to attend. She invited the members to attend.</p>	Send invite to members	H. Honda
PUBLIC COMMENT	<p>D. DeHart was welcomed by the Board as a public representative.</p>	Information	None
OLD BUSINESS			
ACCREDITATION	<p>1. <u>Accreditation Report</u> – H. Honda reported on the following: 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 provide a pathway to postsecondary education and careers. M. Caballero has contacted ACCJC and they have also been notified of the ADN-BSN transition plan.</p> <p>2. <u>BRN Report</u> – M. Gonzales reported that she had notified C. Velas, BRN Nurse Education Consultant regarding the ADN-</p>	<p>1. Information</p> <p>2. Information</p>	<p>1. None</p> <p>2. None</p>

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	<p>BSN transition plan.</p> <p>3. <u>IE / Program Review/Research / Planning</u> – H. Honda reported on the following: Annual Provost e-copy survey was sent on 8/7/19. Per the ACCJC visit last March, they recommended to do an annual Provost evaluation. Threshold is 3.5 on a scale of 1-5. Threshold met. Criteria utilized to evaluate the Provost include the following: Mission and Vision = Average rating of 4.9 Academic Standards = Average rating of 4.71 Faculty and Personnel Relations = Average rating of 4.8 Accreditation and Regulatory Compliance = Average rating of 4.9</p> <p>Written comments include the following:</p> <ul style="list-style-type: none"> ➤ V. Branchick provided excellent leadership to the College of Nursing ➤ She has been visionary, creative, resourceful and sensitive leader. Much of what was noted on the last accreditation visit is due to her ongoing intervention and leadership role. ➤ A pleasure to serve with the provosts (past and present), the school is going to the right direction ➤ Some items are difficult to evaluate since Board members don't know about internal College operations or faculty relations. <p>H. Honda added that the College will be celebrating its 125 years of excellence in 2020. The Board will be notified of the planned activities.</p> <p>4. <u>Technology/College Information Systems</u> <u>Comprehensive Academic Management System (CAMS)</u> – S. Granger reported on the following:</p> <ul style="list-style-type: none"> ➤ Applicants, current students, faculty and staff are currently using CAMS. ➤ New faculty are being trained on how to use CAMS ➤ Plan is to implement the Financial aid module on CAMS spring 2020. Currently, financial aid information is manually tracked which could result to discrepancy of data ➤ A Supervising Administrative Assistant II has been hired for Financial Aid ➤ The College will take over the LAC + USC Expenditure Management responsibilities regarding CONAH's financial aid day to day operations. <p><u>Information System/Website</u> – H. Honda reported on the following: Students are currently using the computer lab and study rooms in Bldg. 10 which is available until 1000 pm and on weekends. Students have stated that they are very happy with the extended hours of the computer lab and study rooms. Much discussion ensued on the following:</p> <ul style="list-style-type: none"> ➤ K. Hinoki voiced her concern of the students' access to computers without staff supervision as well as their safety ➤ V. Branchick thanked K. Hinoki for bringing safety and security of students who are using the computer labs after hours and on weekends. She will discuss with the administrative team K. Hinoki's concerns. 	<p>3. Information</p> <p>4. Information</p>	<p>3. None</p> <p>4. None</p>
<p>DIVISIONAL REPORTS</p>	<p>1. <u>Office of Educational Services (OES)</u> – T. Trongone provided the 2018-2019 OES report and reported on the following:</p>	<p>1. Information</p>	<p>1. None</p>

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	<p><u>Goals</u> There were no identified annual goals from 2017-2018 evaluation report</p> <p><u>Program Evaluation / Assessment of OES Student Learning Outcomes</u></p> <ul style="list-style-type: none"> ➤ Faculty continued to refer students who failed a nursing course, were in jeopardy failing a nursing course, or identified personal issues that jeopardized their success in the program to OES ➤ At orientation, students continued to complete an “Hours in the Week” assessment given by the Director, Advisement & Counseling to determine how the new time commitments of the nursing program will affect their current responsibilities and identify resources to promote student success ➤ OES identified the need for additional study space and worked closely with facility manager to acquire additional rooms. Additional study room space and computer rooms were made available to students fall 2019 ➤ OES staff reserved study rooms for students requesting rooms during evening and weekend hours. <p><u>Program Performance Evaluation</u></p> <ul style="list-style-type: none"> ➤ There were multiple staffing changes in OES which resulted to some missed deadlines and led to the development and implementation of a yearly academic event that highlighted due dates of OES reports and responsibilities. ➤ Demographic information of new incoming students was discussed as shown below: <table border="1" data-bbox="417 824 1213 1187"> <thead> <tr> <th>Gender</th> <th>Fall 2018</th> <th>Spring 2019</th> </tr> </thead> <tbody> <tr> <td>New Student Enrollment</td> <td>40</td> <td>45</td> </tr> <tr> <td>Males</td> <td>25%</td> <td>42.2%</td> </tr> <tr> <td>Females</td> <td>75%</td> <td>57.8%</td> </tr> <tr> <th>Age Range</th> <td></td> <td></td> </tr> <tr> <td>20-25</td> <td>35%</td> <td>29%</td> </tr> <tr> <td>26-30</td> <td>25%</td> <td>22.2%</td> </tr> <tr> <td>31-40</td> <td>32.5%</td> <td>40%</td> </tr> <tr> <td>41-50</td> <td>7.5%</td> <td>4.4%</td> </tr> <tr> <td>51 +</td> <td>0%</td> <td>4.4%</td> </tr> </tbody> </table> <table border="1" data-bbox="417 1219 1213 1482"> <thead> <tr> <th>Ethnic Composition</th> <th>Fall 2018</th> <th>Spring 2019</th> <th>LA County % Residence</th> </tr> </thead> <tbody> <tr> <td>Caucasian</td> <td>10%</td> <td>15.5%</td> <td>26.5%</td> </tr> <tr> <td>Black</td> <td>7.5%</td> <td>2.2%</td> <td>9.1%</td> </tr> <tr> <td>Hispanic</td> <td>37.5%</td> <td>57.8%</td> <td>48.5%</td> </tr> <tr> <td>Native American</td> <td>0%</td> <td>0%</td> <td>1.5%</td> </tr> <tr> <td>Asian</td> <td>17.5%</td> <td>6.7%</td> <td rowspan="2">15.5%</td> </tr> <tr> <td>Filipino</td> <td>10%</td> <td>8.9%</td> </tr> </tbody> </table>	Gender	Fall 2018	Spring 2019	New Student Enrollment	40	45	Males	25%	42.2%	Females	75%	57.8%	Age Range			20-25	35%	29%	26-30	25%	22.2%	31-40	32.5%	40%	41-50	7.5%	4.4%	51 +	0%	4.4%	Ethnic Composition	Fall 2018	Spring 2019	LA County % Residence	Caucasian	10%	15.5%	26.5%	Black	7.5%	2.2%	9.1%	Hispanic	37.5%	57.8%	48.5%	Native American	0%	0%	1.5%	Asian	17.5%	6.7%	15.5%	Filipino	10%	8.9%		
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<p>ADMINISTRATIVE REPORT</p>	<p>V. Branchick reported on the following:</p> <ul style="list-style-type: none"> ➤ There will be a presentation on the feasibility study of a BSN Program for CONAH on 1/16/20 ➤ There are two options being considered at this time: <ul style="list-style-type: none"> ○ Independent stand- alone BSN program ○ Collaboration with California State University, Los Angeles or other California State University institutions ➤ Cost and the resources needed will be discussed during the presentation. 	<p>Information</p>	<p>None</p>																																												

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NEW BUSINESS			
	1. <u>Budget Request</u> V. Branchick reported that the budget for 2020-2021 has been submitted to LAC + USC and waiting for its approval. 2. <u>President's Tenure</u> V. Branchick asked M. Hernandez if she would be willing to continue her tenure as the Board President. Her current term will end May 2020. She accepted another three-year term.	1. Information 2. Information	1. None 2. None
OFF AGENDA ITEMS	None		
ADJOURNMENT	0940		
NEXT MEETING	February 13, 2020 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)

12/23/19