

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

**February 13, 2020**

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<b>PRESENT:</b>  <b>EXCUSED/ABSENT:</b>	Vivian Branchick, RN Rosa Maria Hernandez  Karla Gonzalez, MD Ernest Moreno Tonia Jones, RN Jorge Orozco  Kathy Hinoki, RN Nancy Miller, RN Isabel Milan, RN	<b>ADMIN STAFF:</b> Irene dela Torre, RN Sarah Granger, RN Mildred Gonzales, RN Herminia Honda, RN Trina Trongone, RN	<b>PUBLIC:</b> Doris DeHart (Public)
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	R. Hernandez called the meeting at 0825	Information	None
<b>APPROVAL OF MINUTES</b>	Minutes of November 14, 2019 reviewed and approved as written. Five members present voted for approval.	Post website	H. Honda
<b>MINUTES FOLLOW-UP</b>	<ul style="list-style-type: none"> <li>➤ Minutes of August 16, 2019 – Posted on the internet</li> <li>➤ Data on students' residency – H. Honda will report under program review</li> <li>➤ Student Nurse Worker Data – Latest report from recruitment included the list of students working as student nurse workers.</li> </ul>	Information	None
<b>ANNOUNCEMENTS</b>	R. Hernandez attended the Health Management Associates (HMA) presentation regarding the College's transition plan to BSN program on 1/16/20. She reported that it was informative meeting. It was well attended by CONAH faculty, DHS leadership, DHS nurses and former students.	Information	None
<b>PUBLIC COMMENT</b>	D. DeHart was welcomed by the Board as a public representative.	Information	None
<b>OLD BUSINESS</b>			
<b>ACCREDITATION</b>	1. <u>Accreditation Report</u> – H. Honda reported on the following: <ul style="list-style-type: none"> <li>➤ ACCJC sent a memo on 1/27/20 regarding the resignation of Dr. R. Winn as ACCJC president</li> <li>➤ Dr. S. Droker started her tenure as President-elect on 2/8/20. Dr. Droker is very familiar with CONAH.</li> </ul> 2. <u>BRN Report</u> – M. Gonzales reported that CONAH has a new Nurse Education Consultant (NEC), H. Sands. C. Velas retired last month, January 2020.                     3. <u>IE / Program Review/Research / Planning</u> – H. Honda reported on the Graduate survey report for Class of 2017-I and 2017-II: <ul style="list-style-type: none"> <li>➤ Response rate continue to be above 50%</li> <li>➤ 71% of those that responded stated that they are working within the DHS</li> <li>➤ LAC + USC is the site where at least 90% of those that responded are working</li> </ul>	1. Information  2. Information  3. Information	1. None  2. None  3. None

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	<ul style="list-style-type: none"> <li>➤ 98 % of those that responded reported that they are working in Los Angeles County.</li> <li>➤ 84% of those that responded reported that they are working in inpatient setting = higher percentage than the overall 65 % data on recent graduates who responded to Health Impact study in 2018. It indicates that our graduates are ready to work in the inpatient settings due to their excellent clinical experience.</li> <li>➤ Only one respondent stated that he/she holds a leadership position and could be due to surveys being sent one year after graduation, not enough time to be promoted to a management position</li> <li>➤ Mostly positive written comments from the graduates regarding their educational experience and they are proud to be County grad.</li> </ul> <p>Action plan = increase DHS hiring of our graduates. The College is working with Human Resources (HR) to initiate the process of onboarding our grads even before their NCLEX result is obtained. S. Granger reported that once students have graduated, their transcripts will be sent to HR to start onboarding process. Once they obtained their RN license, their County employment could then get processed.</p> <p>Employer Survey;</p> <ul style="list-style-type: none"> <li>➤ Good response rate once again and responses to the Likert scale items are above the threshold</li> <li>➤ Employers rated our graduate higher when compared to graduates from other schools in the following areas: <ul style="list-style-type: none"> <li>○ adapting to work environment</li> <li>○ work performance.</li> </ul> </li> </ul> <p>H. Honda distribute the data on student residency per request by J. Orozco at the November meeting. The CONAH student consists mostly of students from the first district where the College is located followed by the fifth district where Olive View Medical Center is located. I Milan stated that she will give a copy of the report to J. Orozco.</p> <p>4. <u>Technology/College Information Systems</u>  <u>Comprehensive Academic Management System (CAMS)</u> – S. Granger reported on the implementation of CAMS financial aid module. The College is currently working with personnel from CAMS who is an expert on CAMS software as well as financial aid regulations. S. Granger stated that EDEExpress and other federal software will still be utilized.</p> <p><u>Information System/Website</u> – H. Honda reported that the website is regularly updated to ensure accuracy and currency of information.</p>	4. Information	4. None
DIVISIONAL REPORTS	<p>1. <u>School of Nursing (SON)</u> – M. Gonzales provided the 2018-2019 SON Annual report and reported on the following:  Evaluation of Annual Goals:</p> <ul style="list-style-type: none"> <li>➤ All course ratings met the threshold, but ratings in general were lower than the previous academic year due to some lectures that were not modified accordingly to match the content on the new textbook</li> <li>➤ Course objectives were modified per BRN recommendation and a mentorship program was developed to provide additional student support</li> <li>➤ The SON actively participated in the completion of the 2019 Institutional Self Evaluation Report and the very successful accreditation visit</li> <li>➤ All recommendations from the 2018 BRN continuing approval visit have been implemented.</li> </ul>	1. Information	1. None

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	<p>Student Performance Evaluation:</p> <ul style="list-style-type: none"> <li>➤ Attrition threshold for the academic year was met and the top three reasons for attrition are academic, personal and clinical. Personal reasons included stress, anxiety, and family and health issues.</li> <li>➤ Faculty intervention included:                             <ul style="list-style-type: none"> <li>○ Identification of at-risk students and early intervention</li> <li>○ Student Success Workshops and simulation experiences to enhance students' assessment, organization, clinical skills and clinical reasoning</li> <li>○ Student referral to counselor for support</li> <li>○ In fall 2019, the office of Counseling and Advisement and Tutoring and Mentoring Program were created to provide additional student support</li> <li>○ In fall 2019, Peer Mentorship program was also implemented to assist students.</li> </ul> </li> <li>➤ Student petition threshold was met but there was an increase from the previous academic year. Increase in petition was attributed to a newly implemented theory Course attendance policy. Policy was reviewed and revised to ensure the policy is fair and in good faith. Much discussion ensued regarding classroom attendance for lecture. I. Milan inquired whether the College will be providing courses online. Currently, the College's infrastructure will not be able to support an online course now.</li> </ul> <p>Program Performance Evaluation:</p> <ul style="list-style-type: none"> <li>➤ Survey ratings indicated that students have a positive educational experience and written comments included their appreciation of great clinical experience, being prepared and well-rounded as future nurses</li> <li>➤ There were comments on the teaching styles and approach of a few faculty. In spring 2019, formal counseling by Semester coordinators and Dean, SON with specific instructors were implemented. Improvement on instructors' ratings and comments were noted at the end of the semester.</li> <li>➤ CONAH continues to be above the State and National Averages for NCLEX-RN pass rates.</li> <li>➤ Pass rates for Classes of 2018-II and 2019-I are shown below:</li> </ul> <table border="1" data-bbox="415 1040 1470 1268"> <thead> <tr> <th data-bbox="415 1040 840 1101">NCLEX-RN</th> <th data-bbox="840 1040 1155 1101">Class 2018-II N=61 graduates</th> <th data-bbox="1155 1040 1470 1101">Class 2019-I N=49 graduates</th> </tr> </thead> <tbody> <tr> <td data-bbox="415 1101 840 1136">Students took exam</td> <td data-bbox="840 1101 1155 1136">60</td> <td data-bbox="1155 1101 1470 1136">48</td> </tr> <tr> <td data-bbox="415 1136 840 1172">Passed 1<sup>st</sup> time (%)</td> <td data-bbox="840 1136 1155 1172">58 (97%)</td> <td data-bbox="1155 1136 1470 1172">47 (98%)</td> </tr> <tr> <td data-bbox="415 1172 840 1208">Failed</td> <td data-bbox="840 1172 1155 1208">2</td> <td data-bbox="1155 1172 1470 1208">1</td> </tr> <tr> <td data-bbox="415 1208 840 1243">Repeated and Passed</td> <td data-bbox="840 1208 1155 1243">1</td> <td data-bbox="1155 1208 1470 1243">1</td> </tr> <tr> <td data-bbox="415 1243 840 1268">Not attempted to take exam</td> <td data-bbox="840 1243 1155 1268">1</td> <td data-bbox="1155 1243 1470 1268">1</td> </tr> </tbody> </table> <p>2. Student Demographics for Spring 2020 Admissions</p> <ul style="list-style-type: none"> <li>➤ Point system continues to be used for admission to the program with the newly implemented interview process</li> <li>➤ The average science GPA of the applicants was 3.79; minimum GPA requirement is 3.0</li> <li>➤ The following are the demographics data for the students entering spring 2020 (Class 2021-II)</li> </ul>	NCLEX-RN	Class 2018-II N=61 graduates	Class 2019-I N=49 graduates	Students took exam	60	48	Passed 1 <sup>st</sup> time (%)	58 (97%)	47 (98%)	Failed	2	1	Repeated and Passed	1	1	Not attempted to take exam	1	1		
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<b>ADMINISTRATIVE REPORT</b>	V. Branchick reported on the following: <ul style="list-style-type: none"> <li>➤ She acknowledged her administrative team; H. Honda, S. Granger, M. Gonzales and I. Dela Torre for doing a great job in enhancing policies and procedures to provide better educational experience for students and faculty</li> <li>➤ She summarized the presentation provided by HMA regarding CONAH options for the BSN transition:                             <ul style="list-style-type: none"> <li>○ No change = CONAH students graduates with ADN and with limited access to BSN education through the California State University, Los Angeles (CSULA) collaborative</li> <li>○ Enhanced Affiliation with Multiple BSN programs = Students would be encouraged to continue their education for BSN and beyond</li> <li>○ CONAH BSN Program = a. CONAH must provide undergraduate and upper division coursework as well as general education courses b. partnership with community colleges and other undergraduate institutions to develop student pipeline. The lower and upper division and general education courses are completed prior</li> </ul> </li> </ul>	Information	None																																																																								

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	<p>to entering CONAH</p> <ul style="list-style-type: none"> <li>○ Partnership with CSULA = CSULA will provide an exclusive and customized BSN program with CONAH. Students would enter CONAH with the expectation that they obtain their BSN. Most efficient and most financially possible.</li> </ul> <p>Much discussion ensued regarding the last option such as who will be teaching the didactic courses and where, increased CONAH tuition and increasing the time frame for the Tuition Agreement Contract (TAC) / forgiveness loan. SON's tuition comparison with other local nursing programs document was distributed and discussed. The Board members agreed that with TAC, CONAH's tuition is comparable with local Colleges.</p> <ul style="list-style-type: none"> <li>➤ She distributed and discussed the current budget for FY 2019-2020:                     <ul style="list-style-type: none"> <li>○ There is an increase budget allocated for faculty development</li> <li>○ Unused funds are not carried over to the next fiscal year</li> <li>○ At least half of the budget remains for the fiscal year</li> <li>○ There was an increase overtime for fiscal year 2018-2019 compared to the previous year which could be attributed to the accreditation preparation</li> <li>○ The current overtime of 0.5% for the current fiscal year is due to Skills Lab coverage</li> <li>○ There is an increase in expenditures due software maintenance cost.</li> </ul> </li> </ul>		
<b>NEW BUSINESS</b>			
	<ol style="list-style-type: none"> <li>1. <u>Policy # 710: Nursing Course Exemptions</u>                      Reviewed and approved by College Governance on 1/30/20. Sent to Board members on 2/6/20. Received feedback from N. Miller and okay with the policy written as is. Five members voted for approval of policy.</li> <li>2. <u>Alumni Representative Vacancy</u> – H. Honda reported that the Alumni had sent a letter to nominate D. DeHart for the alumni vacancy position. She reported that at the last accreditation visit, the visiting team's chair reminded the College to pay close attention to the current Board membership. It mostly consists of current LA County employees or retired LA County employees. Currently, there are nine members and only three members are not affiliated with LA County either as current employee or previous employee. Voting for the representative will be postponed until the May meeting.</li> </ol>	<p>1. Finalize and post policy</p> <p>2. Information</p>	<p>1.H. Honda</p> <p>2. None</p>
<b>OFF AGENDA ITEMS</b>	Need to reach out K. Gonzales, the newly elected member regarding the meeting schedule.	Send an email regarding the meeting schedule.	H. Honda
<b>ADJOURNMENT</b>	0940		
<b>NEXT MEETING</b>	August 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