

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

November 12, 2020

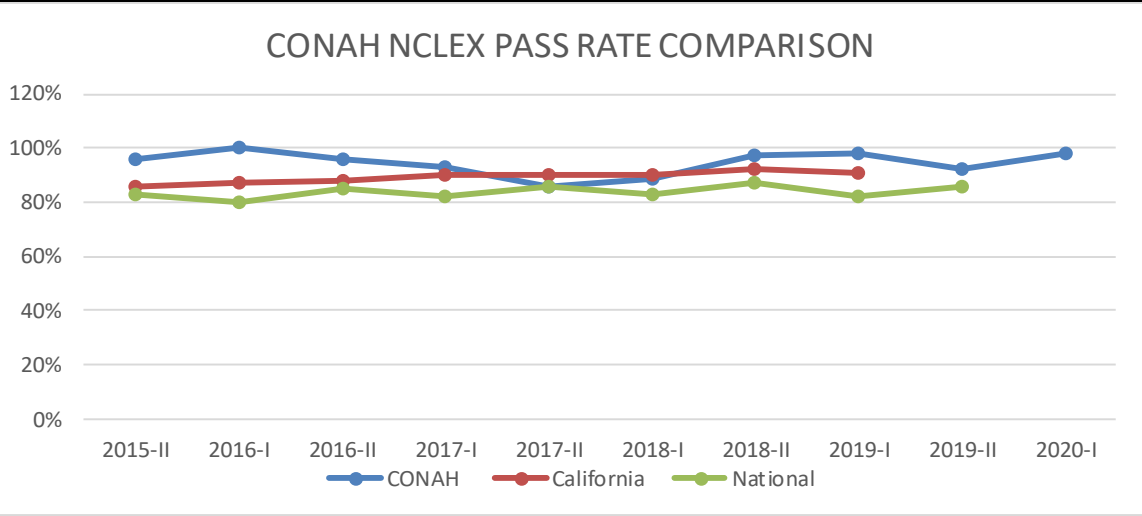
Microsoft Teams Meeting

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<p>PRESENT:</p> <p>Vivian Branchick, RN Karla Gonzalez, MD Rosa Maria Hernandez</p> <p>EXCUSED/ ABSENT:</p> <p>Tonia Jones, RN Ernest Moreno</p>	<p>Kathy Hinoki, RN Annie Marquez, RN Nancy Miller, RN</p> <p>Jorge Orozco</p>	<p>ADMIN STAFF:</p> <p>Irene De La Torre, RN Ruby Gabbidon, RN Sarah Granger, RN Mildred Gonzales, RN Herminia Honda, RN</p>	<p>PUBLIC:</p>
CALL TO ORDER & INTRODUCTIONS	<p>R. Hernandez called the meeting at 1302. R. Hernandez welcomed A. Marquez who is the Interim CNO for LAC +USC Medical Center. A. Marquez shared that she has held the position for about a month. She stated that there are a lot of changes and she is trying to manage all her responsibilities. She also explained that since this is her first BOT meeting, she will be learning her role and hoping to be able to contribute in the future. Other members welcomed A. Marquez. The BOT handbook will be sent out to A. Marquez as well as K. Gonzalez.</p>	Information	None
APPROVAL OF MINUTES	<p>Minutes of August 13, 2020 reviewed and approved as written. Six members present voted for approval.</p>	Post on website	H. Honda
MINUTES FOLLOW-UP	<ul style="list-style-type: none"> ➤ Minutes of February 13, 2019 – Posted on the internet ➤ Policy # 710: Nursing Course Exemptions – Finalized and posted. 	Information	None
ANNOUNCEMENTS	<p>I. Milan had her retirement celebration on 9/24/20. The appointed CNO, A. Marquez will be the Vice President and non-elected member of the Board.</p>	Information	None
PUBLIC COMMENT	None	Information	None
OLD BUSINESS			
ACCREDITATION	<ol style="list-style-type: none"> 1. <u>Accreditation Report</u> – H. Honda reported on the following: <ul style="list-style-type: none"> ➤ Plans for spring 2021 distance learning will need to be submitted to ACCJC by December 1, 2020. If the College decides to continue distance learning in fall 2021, then a Substantive Change must be submitted to the commission. ➤ CONAH has received notice of eligibility for national accreditation with the Accreditation Commission for Education in Nursing. CONAH must submit a written report for candidacy by June 30, 2021. Having national accreditation will give the College opportunity to apply for available federal grants. K. Hinoki shared that a few of her graduate students noted that there is a notice on the ACEN website regarding its pending recognition as an accrediting body by the US Department of Education. 2. <u>BRN Report</u> – M. Gonzales reported on AB 2288 Nursing Programs: State of Emergency. This bill would authorize an approved nursing program to submit a request to the nursing education consultant to revise certain clinical experience requirements, including reducing the required direct patient hours and using preceptorships for enrolled students until the end of the 2020–21 academic year and whenever the Governor declares a state of emergency. K. Hinoki shared that CSULA's nursing education consultant is not allowing reduction of clinical hours at this time. M. 	<ol style="list-style-type: none"> 1. Check the ACEN accreditation status. 2. Information 	<ol style="list-style-type: none"> 1. H. Honda 2. None

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	<p>Gonzales reported that the bill was approved September 29, 2020 and should be in effect.</p> <p>3. <u>IE/Planning</u> - H. Honda reported that graduate surveys and employer surveys are currently open but noticed that students are not as responsive and could be due to COVID-19 pandemic. IERP department has been assisting, faculty, and students with distance learning and teleworking.</p> <p>4. <u>Technology/College Information Systems Comprehensive Academic Management System (CAMS)</u> – S. Granger reported that CAMS continues to be used by prospective students for application and current students for handouts, grades and communicating with faculty. The implementation of the Financial Aid (FA) portal has been put on hold due to COVID-19. There is a weekly meeting with Unit 4 regarding the FA portal. The plan is to utilize the portal spring 2021.</p> <p><u>Information System/Website</u> – H. Honda reported that DHS has migrated its website and the College is reviewing its content to ensure ACCJC requirements and Department of Education posting requirements are adhered to. The College created an online registration portal for skills and computer labs usage. Students must preregister to use the skills and computer labs to adhere to COVID-19 protocols.</p>	<p>3. Information</p> <p>4. Information</p>	<p>3. None</p> <p>4. None</p>
<p>DIVISIONAL REPORTS</p>	<p>1. Financial Aid (FA) – S. Granger reported on the FA 2019-2020 annual report:</p> <ul style="list-style-type: none"> ➤ The most recent Cohort Default Rate for the for the class of 2017 is 2.1% which is below the 25% threshold set by the Department of Education ➤ At least 90% of students sign the Tuition Agreement Contract (TAC). Students pay \$700 per semester with \$1,700 as deferred payment. The TAC agreement was revised to reflect 6 months deferment period after graduation. It could take at least 6 months for graduates to take the NCLEX exam and go through the hiring process. Students who started in Fall 2020 signed the updated contract ➤ The office informally tracked the hiring of graduates. At least 59% of graduates are currently working within DHS. S. Granger is currently working with DHS Office of Nursing Affairs and DHS recruiters to assist graduates in getting hired within DHS ➤ The College has created a Business Office with the hiring of a Supervising Administrative Assistant III separate from the Financial Aid office, to ensure separation of duties and check and balances of FA funds. The business office will assume responsibilities of disbursing FA monies from LAC +USC finance department for AY 2020-2021. 	<p>1. Information</p>	<p>1. None</p>

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	<p>2. Educational Resource Center (ERC) = R. Gabbedon reported on the ERC 2019-2020 annual report:</p> <ul style="list-style-type: none"> ➤ The ERC is comprised of the library, computer labs, skills labs and Sims labs. There is decreased use of ERC due to COVID -19, but DHS staff continued utilizing the available resources following COVID-19 protocols. ➤ There is an increase use of Cumulative Index of Nursing and Allied Health Library (CINAHL) and decrease use of Nursing Reference Center ➤ Completed the installation of the replay system in the simulation lab in Bldg. 10. No simulation clinical experiences in the latter part of spring 2020 due to COVID-19. ➤ An additional workstation on wheels was obtained for student use and planning to include infusion management training program on the workstation for students to utilize ➤ The total expenditure (books, journals, software maintenance, etc.) for AY 2019-2020 is \$62,076.08. <p>5. Allied Health (AH) = I. De La Torre reported on the AH 2019-2020 annual report:</p> <ul style="list-style-type: none"> ➤ There were four LVN classes and 22 CNA classes for the 2019-2020 ➤ Participants were from different DHS facilities and correctional health ➤ Allied Health Division is approved by BRN for continuing education for two years, by the LVN Licensing Board, and CA Department of Public Health for CNAs ➤ Assisted in training front liners for their deployment in critical areas during the pandemic surge ➤ Currently working on developing an educational training program for central service technicians who are working in the central sterile processing departments. These personnel are needed by all DHS facilities ➤ A director and nursing instructor were hired for academic year 2019-2020. <p>N. Miller congratulated I. De La Torre for the all the accomplishments of Allied Health for academic year 2019-2020.</p> <p>6. SON NCLEX Pass Rate – M. Gonzales reported on the following:</p> <ul style="list-style-type: none"> ➤ The average 5-year pass rate is 94.5% which continues to be above the state and national averages ➤ The class of 2020-I has a pass rate of 98% and they graduated during the COVID-19 pandemic ➤ There are still graduates from the Class 2019-II that have not taken the NCLEX and this could be due to the pandemic. <p>R. Hernandez and K. Gonzalez stated that they are very proud of the graduates for passing the NCLEX despite of the pandemic. R. Hernandez thanked the faculty, staff and Administrative team for their support of the students.</p>		

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	<p style="text-align: center;">CONAH NCLEX PASS RATE COMPARISON</p>  <p>The chart displays the NCLEX pass rates for CONAH, California, and the National average from the second semester of 2015 to the first semester of 2020. The Y-axis represents the pass rate percentage from 0% to 120%. The X-axis lists the semesters. CONAH (blue line) maintains a pass rate between 90% and 100%. California (red line) stays between 85% and 95%. The National average (green line) fluctuates between 80% and 90%.</p> <p>7. DHS Hiring Rate – M. Gonzales reported on the following:</p> <ul style="list-style-type: none"> ➤ The DHS hiring rate is at 59 % which is above the threshold. There was an increase in hiring for graduates of May 2019 but a decreased for graduates of December 2019. The decrease could be attributed to the COVID- 19 pandemic ➤ There are seventeen student nurse workers for Class 2020-I and by next reporting cycle will be able to provide data on their hiring rate ➤ Graduates were hired at LAC + USC, Harbor UCLA, Olive View UCLA and Rancho Los Amigos which reflects clinical sites placements ➤ Overall hiring rate is at 75% and most graduates are working within LA County. <p>N. Miller reminded the members that CONAH’s mission is for the graduates to be working within DHS.</p> <table border="1" data-bbox="331 1146 1499 1446"> <thead> <tr> <th></th> <th>Avg</th> <th>2015-II</th> <th>2016-I</th> <th>2016-II</th> <th>2017-I</th> <th>2017-II</th> <th>2018-I</th> <th>2018-II</th> <th>2019-I</th> <th>2019-II</th> <th>Totals</th> </tr> </thead> <tbody> <tr> <td>Graduates (#)</td> <td></td> <td>45</td> <td>44</td> <td>46</td> <td>44</td> <td>37</td> <td>47</td> <td>61</td> <td>49</td> <td>55</td> <td>428</td> </tr> <tr> <td>Pass (#)</td> <td></td> <td>45</td> <td>43</td> <td>45</td> <td>44</td> <td>36</td> <td>47</td> <td>60</td> <td>49</td> <td>48</td> <td>417</td> </tr> <tr> <td>RNs (#) Hired</td> <td></td> <td>23</td> <td>37</td> <td>37</td> <td>33</td> <td>28</td> <td>36</td> <td>49</td> <td>41</td> <td>27</td> <td>311</td> </tr> <tr> <td>RNs (%)</td> <td></td> <td>51%</td> <td>86%</td> <td>82%</td> <td>75%</td> <td>78%</td> <td>77%</td> <td>82%</td> <td>84%</td> <td>56%</td> <td>75%</td> </tr> <tr> <td>Hiring Rate</td> <td>75%</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Employment Location %</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LA County</td> <td>98%</td> <td>22</td> <td>36</td> <td>37</td> <td>32</td> <td>28</td> <td>35</td> <td>47</td> <td>41</td> <td>27</td> <td>305</td> </tr> <tr> <td>CA</td> <td>1%</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>2</td> <td>0</td> <td>0</td> <td>4</td> </tr> <tr> <td>Other</td> <td>1%</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>2</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>311</td> </tr> </tbody> </table>		Avg	2015-II	2016-I	2016-II	2017-I	2017-II	2018-I	2018-II	2019-I	2019-II	Totals	Graduates (#)		45	44	46	44	37	47	61	49	55	428	Pass (#)		45	43	45	44	36	47	60	49	48	417	RNs (#) Hired		23	37	37	33	28	36	49	41	27	311	RNs (%)		51%	86%	82%	75%	78%	77%	82%	84%	56%	75%	Hiring Rate	75%											Employment Location %												LA County	98%	22	36	37	32	28	35	47	41	27	305	CA	1%	1	1	0	0	0	0	2	0	0	4	Other	1%	0	0	0	1	0	1	0	0	0	2												311		
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ADMINISTRATIVE REPORT	<p>V. Branchick reported on the following:</p> <ul style="list-style-type: none"> ➤ First, she thanked the Board members for continued support of the College. She is hoping the members would be able to meet in person soon. ➤ She reported that faculty, staff and the Administrative team have responded wonderfully in dealing with COVID-19 pandemic and in being responsive to the needs of the faculty, staff, and students ➤ Currently working on the Strategic Plan, specifically on the 2019-2020 goals such as the completion of CAMS FA portal and working on the budget in which the College does not have much control ➤ She is also working on possible creation of a non-profit foundation for the College. Currently LAC + USC Medical Center and Rancho Los Amigos have their own foundations to support the hospital's programs and services. The goal is for CONAH to be self-reliant and not only rely on DHS and LA County for funding. The resources from the foundation could be utilized for capital equipment needs. This will be included in CONAH's future long-term goals. <p>R. Hernandez clarified that foundation funds will be set aside for CONAH and it will not affect resources designated for CONAH from LA County.</p>	Information	None
NEW BUSINESS			
	<ol style="list-style-type: none"> 1. <u>Policy # 510: New Member Orientation</u> – Reviewed by the Admin team and sent to Board members on 11/2/20. Six members voted for approval. 2. <u>2021 BOT Meeting Schedule</u> - Sent to Board members on 11/2/20. The 2021 meetings are scheduled on second Thursday of February, May and August except for November which is scheduled for the 18th due to the Veterans Day holiday. 	1. Finalize and post policy 2. Finalize	1. H. Honda 2. H. Honda
OFF AGENDA ITEMS	None		
ADJOURNMENT	1413		
NEXT MEETING	February 11, 2021 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)

3/24/20