

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
BOARD OF TRUSTEES MINUTES
August 12, 2021
Microsoft Teams Meeting

| TOPIC | DISCUSSION/CONCLUSIONS/RECOMMENDATIONS | ACTIONS | FOLLOW-UP | |
|--|---|--|---|----------------|
| PRESENT: | Vivian Branchick, RN Rosa Maria Hernandez Kathy Hinoki, RN | Tonia Jones, RN Ernest Moreno Jorge Orozco | ADMIN STAFF: Ruby Gabbedon, RN Mildred Gonzales, RN Herminia Honda, RN | PUBLIC: |
| EXCUSED/ ABSENT: | Karla Gonzalez, MD | | | |
| CALL TO ORDER & INTRODUCTIONS | R. Hernandez called the meeting at 1305 | Information | None | |
| APPROVAL OF MINUTES | Minutes of February 11, 2021 reviewed and approved as written. Six members present voted for approval. | Post on website | H. Honda | |
| MINUTES FOLLOW-UP | <ul style="list-style-type: none"> ➤ Minutes of November 12, 2020 = Posted on the internet ➤ Policy # 200: Academic Freedom = finalized and posted ➤ Policy # 201: Academic Honesty and Professional Conduct = finalized and posted. | Information | None | |
| ANNOUNCEMENTS | The Spring 2021 cohort that has been deferred will be starting on August 16, 2021, there are 58 new students. Trina Trongone, Director, Office of Educational Services, has been promoted to Dean, College Operations and Student Support Services. Congratulations T. Trongone. | Information | None | |
| PUBLIC COMMENT | None | Information | None | |
| OLD BUSINESS | | | | |
| ACCREDI-TATION | <ol style="list-style-type: none"> 1. <u>ACCJC Report</u> – H. Honda reported on the following: <ul style="list-style-type: none"> ➤ No pending report with ACCJC. Midterm Report is due in 2023. 2. <u>ACEN Report</u> - H. Honda reported: On July 07/12/21, CONAH's ACEN application for candidacy was granted. The candidacy status is valid for two years. A self-study report will be submitted before the site visit. Candidacy status has been posted on the website per ACEN guidelines. E. Moreno inquired about the significance of the ACEN accreditation. H. Honda explained that a national accreditation would allow the College to receive federal grants. ACEN was chosen instead of Commission on Collegiate Nursing Education (CCNE) as the latter accredits bachelor's degree programs. 3. <u>BRN Report</u> – M. Gonzales reported that Heather Sands, BRN NEC has been notified of the in-person classroom teaching this fall semester. BRN visit is scheduled for 2023. The College is tracking the number of students who had received the COVID vaccine. They are required to submit a copy of their vaccine card during registration. The new LAC | <ol style="list-style-type: none"> 1. Information 2. Information 3. Information | <ol style="list-style-type: none"> 1. None 2. None 3. None | |

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| | <p>health order requires DHS workers to show proof of vaccination or get regular testing for COVID-19. This will also apply to CONAH students. To date, 90% of the student body have been fully vaccinated. Students have been notified to submit their vaccination cards by August 19, 2021. DHS workers that are not vaccinated will be regularly tested for COVID. Much discussion ensued:</p> <ul style="list-style-type: none"> ➤ T. Jones inquired whether students will be using personal time, or school time for the COVID testing. Who will be paying for the cost testing and are they requiring PCR or rapid test? ➤ Students from affiliate schools are also required to submit their vaccination status ➤ Will medical and religious reasons be accepted for exemptions? ➤ E. Moreno commented that vaccinated individuals could still be infected with COVID ➤ CONAH students and staff will be required to always masks while on campus regardless of vaccination status ➤ Social distancing will still be required while on campus ➤ R. Hernandez commented that there will be lots of things to consider and due to the variants, the College will have to deal with these issues daily and consider the impact of the processes in place for faculty, staff, and students. The College will have to adhere to public health orders. <p>4. <u>IE/Planning</u> - H. Honda reported that IERP is reviewing/analyzing course evaluations, committee reports, and student learning outcomes reports for AY 2020-2021.</p> <p>5. <u>Technology/College Information Systems</u> - H. Honda is currently receiving training on financial aid CAMS portal with T. Trongone, V. Kieng and N. Lim. Students' financial aid info has been uploaded on CAMS.V. Kieng and N. Lim have been updating information on the website. The College is ready to assist faculty and staff if the College revert to online learning.</p> | <p>4. Information</p> <p>5. Information</p> | <p>4. None</p> <p>5. None</p> |
| <p>DIVISIONAL REPORTS</p> | <p>1. Educational Resource Center (ERC) – R. Gabbedon reported on the ERC 2020-2021 annual report: ERC had to rearrange the setting in the ERC to adhere to COVID restrictions. Staff and students continued to utilize the library, skills lab and computer labs during the restrictions and changes implemented were received positively. Adapted the use of webcams for online support of students.</p> <p><u>ERC Usage Trends:</u></p> <ul style="list-style-type: none"> ➤ Ordered more laptops for students' use ➤ Incorporated the use of infusion management training for students ➤ Explored the conversion of the Library to an R2 Digital library ➤ Submitted the request to purchase Gaumard for simulators to enhance student learning outcomes ➤ Added more Alaris pumps to assist student with learning <p><u>ERC Expenditure:</u></p> <ul style="list-style-type: none"> ➤ There is decrease cost in book purchases ➤ Maintenance software agreement costs were the same as last academic year. <p>N. Miller recommended to put the usage trend in graph form for clarification for the next reporting period.</p> | <p>1. Information</p> | <p>1. None</p> |

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|-----------------|--|---------|--------------|---------|-------|----|------|---------|----|------|-------|----|------|--|-------|---------|--------------|-----------|----|------|-------|-------|---|-----|------|----------|----|------|-------|-----------------|---|---|------|-------|---|------|-------|----------|---|-----|-------------|---|-----|--|---------|---|------|--|-------|----|------|--|--|-------|---------|-------|----|------|-------|----|------|-------|----|------|-------|---|------|-------|---|------|------|---|---|-------|----|------|----------------|---------|
| | <p>SON Student Projections and Demographics – H. Honda reported on behalf of T. Trongone: Basic Two-year Program- Fall 2021 Admission Goal = 60 Total = 60 (58 new admissions, 2 readmissions) Capacity yield = 100% Threshold (90%) met</p> <p>New two-year students - Graduate Spring 2023 (Class 2023-I)</p> <ul style="list-style-type: none"> Gender: <table border="1" data-bbox="428 544 1182 678"> <thead> <tr> <th></th> <th>Total</th> <th>Class %</th> </tr> </thead> <tbody> <tr> <td>Males</td> <td>16</td> <td>27.6</td> </tr> <tr> <td>Females</td> <td>42</td> <td>72.4</td> </tr> <tr> <td>Total</td> <td>58</td> <td>100%</td> </tr> </tbody> </table> Ethnic Composition: <table border="1" data-bbox="428 735 1178 1065"> <thead> <tr> <th></th> <th>Total</th> <th>Class %</th> <th>LA County %*</th> </tr> </thead> <tbody> <tr> <td>Caucasian</td> <td>10</td> <td>17.2</td> <td>31.1%</td> </tr> <tr> <td>Black</td> <td>1</td> <td>1.7</td> <td>9.7%</td> </tr> <tr> <td>Hispanic</td> <td>26</td> <td>44.9</td> <td>44.6%</td> </tr> <tr> <td>Native American</td> <td>0</td> <td>0</td> <td>0.8%</td> </tr> <tr> <td>Asian</td> <td>9</td> <td>15.5</td> <td rowspan="2">12.3%</td> </tr> <tr> <td>Filipino</td> <td>3</td> <td>5.2</td> </tr> <tr> <td>Two or More</td> <td>1</td> <td>1.7</td> <td></td> </tr> <tr> <td>Unknown</td> <td>8</td> <td>13.8</td> <td></td> </tr> <tr> <td>Total</td> <td>58</td> <td>100%</td> <td></td> </tr> </tbody> </table> <p>* https://lacounty.gov/</p> Age Range: <table border="1" data-bbox="428 1130 1182 1396"> <thead> <tr> <th></th> <th>Total</th> <th>Class %</th> </tr> </thead> <tbody> <tr> <td>20-25</td> <td>13</td> <td>22.4</td> </tr> <tr> <td>26-30</td> <td>18</td> <td>31.0</td> </tr> <tr> <td>31-35</td> <td>14</td> <td>24.1</td> </tr> <tr> <td>36-40</td> <td>7</td> <td>12.1</td> </tr> <tr> <td>41-50</td> <td>6</td> <td>10.4</td> </tr> <tr> <td>51 +</td> <td>0</td> <td>0</td> </tr> <tr> <td>Total</td> <td>58</td> <td>100%</td> </tr> </tbody> </table> <p>• Point system continues to be used. Interview process was canceled due to COVID-19 pandemic. • Cohort originally admitted for Spring 2021. Entry postponed until Fall 2021 due to COVID-19 surge.</p> | | Total | Class % | Males | 16 | 27.6 | Females | 42 | 72.4 | Total | 58 | 100% | | Total | Class % | LA County %* | Caucasian | 10 | 17.2 | 31.1% | Black | 1 | 1.7 | 9.7% | Hispanic | 26 | 44.9 | 44.6% | Native American | 0 | 0 | 0.8% | Asian | 9 | 15.5 | 12.3% | Filipino | 3 | 5.2 | Two or More | 1 | 1.7 | | Unknown | 8 | 13.8 | | Total | 58 | 100% | | | Total | Class % | 20-25 | 13 | 22.4 | 26-30 | 18 | 31.0 | 31-35 | 14 | 24.1 | 36-40 | 7 | 12.1 | 41-50 | 6 | 10.4 | 51 + | 0 | 0 | Total | 58 | 100% | 2. Information | 2. None |
| | Total | Class % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Males | 16 | 27.6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Females | 42 | 72.4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 58 | 100% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Total | Class % | LA County %* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Caucasian | 10 | 17.2 | 31.1% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Black | 1 | 1.7 | 9.7% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hispanic | 26 | 44.9 | 44.6% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Native American | 0 | 0 | 0.8% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Asian | 9 | 15.5 | 12.3% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Filipino | 3 | 5.2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Two or More | 1 | 1.7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unknown | 8 | 13.8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 58 | 100% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Total | Class % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20-25 | 13 | 22.4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26-30 | 18 | 31.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31-35 | 14 | 24.1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 36-40 | 7 | 12.1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 41-50 | 6 | 10.4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 51 + | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 58 | 100% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|------------------------------|---|---|-----------------------------------|
| | <ul style="list-style-type: none"> • The average science GPA of the admitted students was 3.77; minimum requirement is 3.0 <ul style="list-style-type: none"> ○ Total applicants= 191 ○ Files reviewed= 141 ○ Qualified applicants=137 ○ Acceptance letters sent= 62 ○ Deferments to Spring 2022 =0 <p>K. Hinoki shared that CSULA continued their interview process via zoom. H. Honda will discuss with K. Hinoki how they implemented the zoom interview just in case in-person interview will not be feasible for the students applying for the Spring 2022 entry.</p> | | |
| ADMINISTRATIVE REPORT | <p>V. Branchick reported on the 2020-2024 CONAH Strategic Plan (SP). The SP was sent to the Board members for review. She reported on the following highlights:</p> <ul style="list-style-type: none"> ➤ Fall 2016 – 2019 goals have been accomplished ➤ Financial Aid CAMS portal is fully functional ➤ Counseling and tutoring by M. Caballero and J. Anderson have provided a supportive learning environment to the students ➤ Budget for faculty development and training have enabled faculty to attend courses on NCLEX-the next generation, and clinical judgement ➤ Computer, skills and simulation labs have been updated. CONAH applied and was approved for funding from CARES Act to purchase equipment and supplies for the skills lab and simulation lab. ➤ In the process of obtaining national accreditation which would allow the College to apply for federal grants ➤ Submitted a proposal to ACCJC for AH division to develop technical programs and grant a degree/certification upon completion. <p>N. Miller inquired about the CARES funding for Higher Education emergency Relief Fund (HEERF). H. Honda reported that CONAH received both the student portion and the institutional portion grant funding. The student portion need to be distributed solely to the students and the institutional portion could be used for College supplies and equipment. However, some portion of the institutional grant funding must be available for students for emergency needs. Currently, there is about \$400,000.00 available from the CARES Institutional portion of which about \$200,000. 00 will be utilized for supplies and equipment.</p> | Information | None |
| NEW BUSINESS | | | |
| | <ol style="list-style-type: none"> 1. <u>Policy # 120: Board Meetings</u> – Sent to Board members on 7/29/21. Policy reviewed by N. Miller and correction made on a typo on page 1. Five members voted for approval. 2. <u>Board membership/bylaws</u> – V. Branchick reported that the Board should review the membership and bylaws since there have been vacancies since 2017. The vacant positions are Community Health Care Organization and Alumni, SON representatives. H. Honda shared that it might be the best time to review the BOT Membership to adhere to ACCJC | <p>1. Finalize and post</p> <p>2. Information</p> | <p>1. H. Honda</p> <p>2. None</p> |

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| | <p>recommendations back in 2019; to have a more diversified membership and not just DHS employees/past employees. Currently there are 11 positions, 3 non-elected and 8 non-elected. Much discussion ensued:</p> <ul style="list-style-type: none"> ➤ Local Colleges have the following membership: <ul style="list-style-type: none"> ○ Pasadena Community College= 9 ○ LACCD = 8 ○ Glendale Community College = 6 ○ Cerritos College =8 ○ Mt. San Jacinto College = 5 ➤ Vice President position to be rotated among BOT membership. ➤ J. Orozco stated that N. Blake, the newly appointed CNO for LAC + USC will be a good addition to the Board with her unique and professional experience such as being a nursing faculty member at UCLA School of Nursing ➤ Possibly decreasing the number of members ➤ Per the bylaws LAC +USC Medical Center has three representatives, and should the membership be given to other DHS facilities? ➤ T. Jones asked to be moved to the Alumni, SON representative rather than DHS. <p>After much discussion, no changes with membership. T. Jones will become the Alumni, SON representative. N. Blake will be invited to the November meeting. The two vacancies are DHS and Community Health Care Organization representatives.</p> <p>3. <u>LA County Requirement on Vaccination and Testing</u> R. Gabbedon inquired from J. Orozco if he has any other update regarding the vaccination mandate. J. Orozco stated that currently all County workforce members are required to have vaccination by October 1, 2021, and religious and medical exceptions will be admitted. Those that are not vaccinated will be tested weekly but the processes on how this will be implemented are not in place yet. Much discussion ensued:</p> <ul style="list-style-type: none"> ➤ E. Moreno inquired who will pay for the cost of testing ➤ County will be paying an outside agency to do the testing ➤ E. Moreno stated that BOT can mandate COVID vaccination requirements for the College ➤ J. Orozco made the following motion: The School of Nursing will comply with the LA County orders regarding vaccination and testing requirements for faculty, staff and students. Five members voted for its approval. Will adhere to the motion at this time and will make modification pending updated public health orders. | | |
| OFF AGENDA ITEMS | Next meeting is scheduled for November 18, 2021 and hoping for an in-person meeting. | | |
| ADJOURNMENT | 1430 | | |
| NEXT MEETING | November 18, 2021 College of Nursing & Allied Health Tower Hall Room 105 | V. Branchick will forward agenda and minutes to members prior to meeting. | V. Branchick |