

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH**  
**BOARD OF TRUSTEES MINUTES**  
**February 10, 2022**  
Microsoft Teams Meeting

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<b>PRESENT:</b>  <b>EXCUSED/ ABSENT:</b>	Vivian Branchick, RN Nancy Blake, RN Rosa Maria Hernandez  Ernest Moreno Jorge Orozco  Nancy Miller, RN Tonia Jones, RN	<b>ADMIN STAFF:</b> Irene de la Torre, RN Mildred Gonzales, RN Herminia Honda, RN Trina Trongone, RN	<b>PUBLIC:</b>
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	V. Branchick called the meeting at 0810.	Information	None
<b>APPROVAL OF MINUTES</b>	Minutes of August 12, 2021, reviewed and approved as written. Five members present voted for approval.	Post on website	H. Honda
<b>MINUTES FOLLOW-UP</b>	<ul style="list-style-type: none"> <li>➤ Minutes of February 11, 2021, = Posted on the internet</li> <li>➤ Policy # 120: Board Meetings = finalized and posted</li> </ul>	Information	None
<b>ANNOUNCEMENTS</b>	Welcome, Dr. Nancy Blake, Chief Nursing Officer (CNO), LAC +USC Medical Center. N. Blake stated that she is happy to be involved with the College of Nursing and currently teaches Public Policy at UCLA School of Nursing. She has over 40 years of RN experience and has previously worked at Children’s Hospital, Los Angeles, and Harbor-UCLA prior to being the LAC+ USC Chief Nursing Officer. The rest of the board members and CONAH were introduced. E. Moreno stated that he has been the founding member of the College of Nursing Board of Trustees, together with R. Hernandez and has been involved with the College for over 20 years.	Information	None
<b>PUBLIC COMMENT</b>	None	Information	None
<b>OLD BUSINESS</b>			
<b>ACCREDI-TATION</b>	1. <u>ACCJC Report</u> – H. Honda reported on the following: The College has submitted a substantive change application due to the theory courses being given online at the start of the semester. Currently working on additional documents that will need to be submitted for the substantive change. The emergency temporary approval for programs that went 50% or more online expired in Fall 2021. Once the sub-change is approved, with any shift to Distance Education (DE), the College just need to notify ACCJC of the shift. The Midterm report is due March 15, 2023.  2. <u>ACEN Report</u> - H. Honda reported: Working on recommendation from ACEN on the candidacy application and working on the first draft for the Initial Accreditation application. Site visit will be scheduled for Spring 2023.  3. <u>BRN Report</u> – M. Gonzales reported on the following: BRN Nursing Education Consultant (NEC) has been contacted regarding the continuing approval visit for Spring 2023,	1. Information  2. Information  3. Information	1. None  2. None  3. None



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	<ul style="list-style-type: none"> <li>• Ethnic Composition:                             <table border="1" data-bbox="428 391 1178 722"> <thead> <tr> <th></th> <th>Total</th> <th>Class %</th> <th>LA County %*</th> </tr> </thead> <tbody> <tr> <td>Caucasian</td> <td>3</td> <td>6.1</td> <td>27.6%</td> </tr> <tr> <td>Black</td> <td>4</td> <td>8.2</td> <td>8.5%</td> </tr> <tr> <td>Hispanic</td> <td>20</td> <td>40.8</td> <td>48.7%</td> </tr> <tr> <td>Native American</td> <td>0</td> <td>0</td> <td>0.2%</td> </tr> <tr> <td>Asian</td> <td>13</td> <td>26.5</td> <td rowspan="2">14.7%</td> </tr> <tr> <td>Filipino</td> <td>7</td> <td>14.3</td> </tr> <tr> <td>Two or More</td> <td>2</td> <td>4.1</td> <td></td> </tr> <tr> <td>Unknown</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td style="text-align: center;">Total</td> <td>49</td> <td>100%</td> <td></td> </tr> </tbody> </table> <p>* <a href="https://publichealth.lacounty.gov/">https:// publichealth.lacounty.gov/</a></p> </li> <li>• Age Range:                             <table border="1" data-bbox="428 787 1182 1052"> <thead> <tr> <th></th> <th>Total</th> <th>Class %</th> </tr> </thead> <tbody> <tr> <td>20-25</td> <td>18</td> <td>36.7</td> </tr> <tr> <td>26-30</td> <td>12</td> <td>24.5</td> </tr> <tr> <td>31-35</td> <td>9</td> <td>18.4</td> </tr> <tr> <td>36-40</td> <td>6</td> <td>12.2</td> </tr> <tr> <td>41-50</td> <td>4</td> <td>8.2</td> </tr> <tr> <td>51 +</td> <td>0</td> <td>0</td> </tr> <tr> <td style="text-align: center;">Total</td> <td>49</td> <td>100%</td> </tr> </tbody> </table> </li> <li>• Point system continues to be used. Interview process has been resumed following one-year cancellation due to COVID-19 pandemic.</li> <li>• Several new incoming students postponed (4) starting until Fall 2022 or declined (2) starting program due to current COVID-19 surge.</li> <li>• The average science GPA of the admitted students was 3.88; minimum requirement is 3.0                             <ul style="list-style-type: none"> <li>○ Total applicants= 291</li> <li>○ Files reviewed= 218</li> <li>○ Qualified applicants=162</li> <li>○ Acceptance letters sent= 57 (16 waitlist)</li> <li>○ Deferments to Fall 2022 = 5</li> </ul> </li> </ul> <p>Much discussion ensued regarding student demographics:</p> <ul style="list-style-type: none"> <li>➤ R. Hernandez commented that it's good to see the high number of applications, but noted the older applicants which could indicate students may be trying new opportunities, and nursing provides more job security</li> </ul>		Total	Class %	LA County %*	Caucasian	3	6.1	27.6%	Black	4	8.2	8.5%	Hispanic	20	40.8	48.7%	Native American	0	0	0.2%	Asian	13	26.5	14.7%	Filipino	7	14.3	Two or More	2	4.1		Unknown	0	0		Total	49	100%			Total	Class %	20-25	18	36.7	26-30	12	24.5	31-35	9	18.4	36-40	6	12.2	41-50	4	8.2	51 +	0	0	Total	49	100%		
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	<ul style="list-style-type: none"> <li>➤ V. Branchick added, that increase in older applicants could be due to changing careers</li> <li>➤ N. Blake added that enrollment in all academic setting such as UC, Calstate system and the Community Colleges have seen an increased in applications as well.</li> </ul> <p>4. School of Nursing (SON): M. Gonzales reported on the SON 2020-2021 Annual Report:</p> <p><u>Evaluation of Annual Goals</u></p> <ul style="list-style-type: none"> <li>➤ All courses were above threshold</li> <li>➤ The faculty was able to transition to hybrid distance learning during the first surge of the COVID-19 pandemic</li> <li>➤ The library, skills labs, and computer labs were made available to students following health safety guidelines</li> </ul> <p><u>Student Performance Evaluation</u></p> <ul style="list-style-type: none"> <li>➤ There was an increase with student attrition at 10.6%, previous attrition rate was at 8%.</li> <li>➤ The top reasons for attrition were academic, personal, and clinical</li> </ul> <p><u>Faculty and Staff Interventions to Improve Student Learning</u></p> <ul style="list-style-type: none"> <li>➤ Ongoing student support provided to student during the pandemic</li> <li>➤ In Spring 2021, Student Success Workshops were resumed and included Medical Spanish, Clinical Prep sheets/Worksheets, Introduction to Problem-Based Care Plans and Skills Round-Up</li> <li>➤ Clinical remediation was provided to students who failed or withdrew prior starting the following semester</li> <li>➤ Faculty referred students to M. Caballero, counselor, and J. Anderson, tutor, to assist them in meeting their student learning outcomes</li> </ul> <p><u>College Intervention</u></p> <ul style="list-style-type: none"> <li>➤ Consistent communication and updates were given to faculty and students to keep them informed of the LAC DPH and Institute of Higher Education health guidelines</li> <li>➤ The College consistently followed the public health guidelines to keep everyone safe</li> </ul> <p><u>Problems and Changes related to Courses, Service, Structure and Processes</u></p> <ul style="list-style-type: none"> <li>➤ Technical glitches were encountered during the start of hybrid learning but were resolved</li> <li>➤ Faculty and students transitioned to the use of Microsoft Teams</li> </ul> <p><u>Effectiveness of Curriculum and Services Rendered</u></p> <ul style="list-style-type: none"> <li>➤ Students have consistently provided positive comments of their clinical experience in the Program Evaluation survey</li> <li>➤ The College continues to be above the State and National average for NCLEX-RN pass rates</li> <li>➤ SON curriculum is effective in meeting the needs of students, student learning outcomes, and in line with the College Mission, Vision, and Values</li> </ul> <p><u>Program Status</u></p> <ul style="list-style-type: none"> <li>➤ Semester 4 students graduated on time despite the COVID-19 pandemic</li> <li>➤ No significant change with attrition despite of the pandemic and faculty, staff, and students were kept safe</li> </ul>		

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	<ul style="list-style-type: none"> <li>➤ Plan to conduct more student success workshops in the next academic year to support students. Received an approval from Department of Public Health Institutional Review Board to conduct a study on “The Impact of Tutoring on Clinical Judgement of Nursing Students”</li> <li>➤ Continue to collaborate with nurse recruitment in hiring CONAH graduates and increase hiring of students’ nurses. Currently collaborating with Office of Nursing Affairs (ONA) and LAC + USC Medical Center CNO to increase graduate and student nurse hiring</li> <li>➤ In Spring 2021, Semester 4 incorporated the NCLEX Next Generation in their written competency</li> <li>➤ Faculty will be utilizing “flipped classrooms” to promote student engagement and active class participation.</li> </ul> <p>R. Hernandez congratulated M. Gonzales, faculty, and staff for a job well done during the pandemic.</p> <p>5. <u>NCLEX Pass Rate</u>: M. Gonzales reported:                  CONAH continue to be above the State and National average for the NCLEX-RN pass rate.</p> <div data-bbox="436 699 1087 1029" data-label="Figure"> <table border="1"> <caption>CONAH PASS RATE COMPARISON</caption> <thead> <tr> <th>Year</th> <th>CONAH</th> <th>California</th> <th>National</th> </tr> </thead> <tbody> <tr> <td>2016-II</td> <td>95%</td> <td>85%</td> <td>80%</td> </tr> <tr> <td>2017-I</td> <td>92%</td> <td>88%</td> <td>78%</td> </tr> <tr> <td>2017-II</td> <td>90%</td> <td>85%</td> <td>82%</td> </tr> <tr> <td>2018-I</td> <td>92%</td> <td>88%</td> <td>80%</td> </tr> <tr> <td>2018-II</td> <td>95%</td> <td>90%</td> <td>85%</td> </tr> <tr> <td>2019-I</td> <td>95%</td> <td>90%</td> <td>82%</td> </tr> <tr> <td>2019-II</td> <td>92%</td> <td>90%</td> <td>85%</td> </tr> <tr> <td>2020-I</td> <td>95%</td> <td>88%</td> <td>78%</td> </tr> <tr> <td>2020-II</td> <td>90%</td> <td>85%</td> <td>80%</td> </tr> <tr> <td>2021-I</td> <td>85%</td> <td>88%</td> <td>75%</td> </tr> </tbody> </table> </div> <p>6. <u>DHS Hiring Rate</u>: M. Gonzales reported on the following:</p> <ul style="list-style-type: none"> <li>➤ Fifty four percent of CONAH graduates are working within the DHS in the last five academic years</li> <li>➤ There has been a significant increase in the hiring of student nurse workers</li> <li>➤ Most of the graduates are staying within LA County to work</li> <li>➤ Currently working with ONA and recruiters to increase graduate hiring.</li> </ul> <p>Much discussion ensued:</p> <ul style="list-style-type: none"> <li>➤ N. Blake reported that it does take a long time to onboard nurses, and hiring process is delayed. She would like more student nurses to be hired and to have CONAH graduates on a separate list to expedite the hiring process. She also shared that CONAH graduates have a high retention rate once they get hired within DHS</li> <li>➤ V. Branchick thanked N. Blake for advocating for CONAH graduates. She is currently collaborating with HR to develop and new set of exam questions specific for CONAH graduates to expedite the hiring process.</li> </ul>	Year	CONAH	California	National	2016-II	95%	85%	80%	2017-I	92%	88%	78%	2017-II	90%	85%	82%	2018-I	92%	88%	80%	2018-II	95%	90%	85%	2019-I	95%	90%	82%	2019-II	92%	90%	85%	2020-I	95%	88%	78%	2020-II	90%	85%	80%	2021-I	85%	88%	75%		
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<b>ADMINISTRATIVE REPORT</b>	V. Branchick reported on the following: <ul style="list-style-type: none"> <li>➤ She acknowledged T. Trongone, M. Gonzales, and H. Honda for their hard work despite limited resources during the in-person, remote learning, and other changes due to COVID-19 pandemic. She also acknowledged I. dela Torre who continued to provide nursing assistants and LVN classes for the Allied Health division</li> <li>➤ She has received an approval for a FUSE fellow who will be assisting the College in its implementation of a BSN program. The next step is to interview the FUSE fellow.</li> </ul> V. Branchick responded to E. Moreno's inquiry regarding vaccination by stating the all faculty, staff and students must be fully vaccinated to return to the campus for in-person learning and working. She added that some students decided to withdraw from the program due to their refusal to be vaccinated.	Information	None
<b>NEW BUSINESS</b>			
	<ol style="list-style-type: none"> <li>1. <u>Policy # 507: Nondiscrimination</u> - Sent to Board members on 1/31/22. Four members voted for approval.</li> <li>2. <u>Policy #541: Sexual Harassment</u> – Sent to Board members on 1/31/22. Four members voted for approval.</li> <li>3. <u>Policy # 710: Program Approval</u> - Sent to Board members on 1/31/22. Four members voted for approval.</li> <li>4. <u>Policy # 711: Program Closure</u> – Sent to Board members on 1/31/22. Four members voted for approval.</li> <li>5. <u>Discussion of Board Membership</u>: V. Branchick reported that K. Hinoki has retired from CSULA and will not be able to serve in the Board. In addition. Dr. K. Gonzalez is moving to Roybal Clinic from LAC+USC Medical Center and have resigned from the Board. There are two open positions. She will discuss with R. Hernandez and the CONAH admin team the vacancies and possible replacements.</li> </ol>	<ol style="list-style-type: none"> <li>1. Finalize and post</li> <li>2. Finalize and post</li> <li>3. Finalize and post</li> <li>4. Finalize and post</li> </ol>	<ol style="list-style-type: none"> <li>1. H. Honda</li> <li>2. H. Honda</li> <li>3. H. Honda</li> <li>4. H. Honda</li> </ol>
<b>OFF AGENDA ITEMS</b>	V. Branchick stated that she is hoping the Board could meet in person for the May meeting. She also inquired whether the morning schedule works for everyone. No changes with the current meeting schedule.		
<b>ADJOURNMENT</b>	0917		
<b>NEXT MEETING</b>	May 12, 2022 College of Nursing & Allied Health Tower Hall Room 105	V. Branchick will forward agenda and minutes to members prior to meeting.	V. Branchick