

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

June 9, 2022

In Person/ Microsoft Teams Meeting

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<p>PRESENT:</p> <p>Vivian Branchick, RN Nancy Blake, RN Anthony Flores Rosa Maria Hernandez</p> <p>EXCUSED/ ABSENT:</p>	<p>Tonia Jones, RN Nancy Miller, RN Ernest Moreno Jorge Orozco</p>	<p>ADMIN STAFF: Irene de la Torre, RN Ruby Griggs Gabbedon, RN Mildred Gonzales, RN Herminia Honda, RN Trina Trongone, RN</p>	<p>PUBLIC:</p>
<p>CALL TO ORDER & INTRODUCTIONS</p>	<p>R. Hernandez called the meeting at 0807 and welcomed everyone for the in-person meeting.</p> <p>Welcome, Dr. Anthony Flores, Assistant Professor of Educational Administration, California State University, Los Angeles, and the Board's local university representative. Dr. A. Flores introduced himself stating he is excited to be part of the Board. V. Branchick asked the Board members and the College staff to introduced themselves to Dr. A Flores. She also acknowledged her Admin team and the Board for their hard work and support and making sure students graduate on time during the COVID-19 pandemic.</p>	<p>Information</p>	<p>None</p>
<p>APPROVAL OF MINUTES</p>	<p>Minutes of February 10, 2022, reviewed and approved with one typo correction. Seven members present voted for approval.</p>	<p>Post on website</p>	<p>H. Honda</p>
<p>MINUTES FOLLOW-UP</p>	<ul style="list-style-type: none"> ➤ Minutes of August 12, 2021 = Posted on the internet ➤ Policy # 506: Nondiscrimination = finalized and posted ➤ Policy# 541: Sexual Harassment = finalized and posted ➤ Policy # 710: Program Approval = finalized and posted ➤ Policy# 711: Program Closure = finalized and posted 	<p>Information</p>	<p>None</p>
<p>ANNOUNCEMENTS</p>	<ul style="list-style-type: none"> ➤ A new item/exam Y5133D: Registered Nurse I (College of Nursing and Allied Health) opened on 2/25/22. The examination is specific for CONAH graduates; non-CONAH graduates RN will not be able to apply for this exam. Hoping this will expedite hiring of CONAH graduates within the DHS. Most of the members were delighted with the approval of item specific for CONAH graduates. ➤ N. Blake reported that she is currently in Sacramento working on strategic plan with other nurse leaders regarding nursing shortage, discussion on how schools could expand their nursing programs and other nursing issues. She inquired whether if there are issues that must be brought up for discussion and currently impacting the school. V. Branchick reported that the BRN should support the ADN-BSN proposals and create a more streamlined pathway for its implementation. She added that there are too many regulations. M. Gonzales reported that during the pandemic BRN required a newly created clinical affiliation forms to be updated and signed. It was a lot of work and the SON met the requirements on time. There is also a plan to create a more efficient way to renew licenses, check for credentials, and validate continuing education courses. In fall 2022, they are going to start with a new online verification of faculty approvals. This will streamline the work of program directors on getting BRN faculty approval before hiring. 	<p>Information</p>	<p>None</p>
<p>PUBLIC COMMENT</p>	<p>None</p>	<p>Information</p>	<p>None</p>

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	<p>recommended adding "Graduates" to the Exam title</p> <ul style="list-style-type: none"> ➤ N. Blake also stated that she would be happy to ask LAC + USC managers to respond to the employer survey and she could also send an email on behalf of the College to increase survey participation. <p>5. <u>Technology/College Information Systems</u> – H. Honda reported on the following: CAMS –Plan to pilot the Financial Aid portal Fall 2022.</p> <p>V. Kieng, College IT personnel have been updating information on the website for currency and accuracy.</p>																																														
<p>DIVISIONAL REPORTS</p>	<p>1. Financial Aid (FA) – H. Honda reported on the FA 2020-2021 annual report:</p> <ul style="list-style-type: none"> ➤ The most recent Cohort Default Rate for 2018 is 2.6% 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 office informally tracked the hiring of graduates. At least 54% of graduates are currently working within DHS. CONAH 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 had assumed responsibilities of disbursing FA monies from LAC +USC finance department for AY 2020-2021. <table border="1" data-bbox="470 964 1272 1500" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="4" style="background-color: #ADD8E6;">CASH MANAGEMENT TOTALS: 2020-2021 Academic Award Year</th> </tr> <tr> <th style="background-color: #ADD8E6;">TYPE OF AID</th> <th style="background-color: #ADD8E6;"># AWARDED</th> <th style="background-color: #ADD8E6;">AMOUNT AWARDED</th> <th style="background-color: #ADD8E6;">COMMENTS</th> </tr> </thead> <tbody> <tr> <td>PELL GRANT</td> <td>64</td> <td>\$221,882.00</td> <td></td> </tr> <tr> <td>FSEOG</td> <td>24</td> <td>\$10,216.00</td> <td></td> </tr> <tr> <td>CAL GRANTS</td> <td>45</td> <td>\$23,167.00</td> <td>STIPENDS & BOOKS & SUPPLIES</td> </tr> <tr> <td>SUB LOANS</td> <td>58</td> <td>\$359,667.00</td> <td></td> </tr> <tr> <td>UNSUB LOANS</td> <td>43</td> <td>\$260,228.00</td> <td></td> </tr> <tr> <td>PLUS, LOANS</td> <td>0</td> <td>\$0.0</td> <td></td> </tr> <tr> <td>ALT. LOANS</td> <td>5</td> <td>\$19,832.00</td> <td></td> </tr> <tr> <td>BW SCHOLARSHIP</td> <td>1</td> <td>\$1,000.00</td> <td></td> </tr> <tr> <td>NIENSTEDT SCHOLARSH</td> <td>0</td> <td>\$0.00</td> <td></td> </tr> </tbody> </table>	CASH MANAGEMENT TOTALS: 2020-2021 Academic Award Year				TYPE OF AID	# AWARDED	AMOUNT AWARDED	COMMENTS	PELL GRANT	64	\$221,882.00		FSEOG	24	\$10,216.00		CAL GRANTS	45	\$23,167.00	STIPENDS & BOOKS & SUPPLIES	SUB LOANS	58	\$359,667.00		UNSUB LOANS	43	\$260,228.00		PLUS, LOANS	0	\$0.0		ALT. LOANS	5	\$19,832.00		BW SCHOLARSHIP	1	\$1,000.00		NIENSTEDT SCHOLARSH	0	\$0.00		<p>1. Information</p>	<p>1. None</p>
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	<p>➤ Additional Funding was received from the Higher Education Emergency Relief Fund due to COVID-19 pandemic. It consisted of the Public and Nonprofit Institution Grant Funds for Students – The Coronavirus Aid, Relief and Economic Security (CARES) Act 2020 and Coronavirus Response and Relief Supplemental Appropriations Act, 2021. H. Honda presented that the grant is specific for students’ needs. There is additional funding for Institutional use.</p> <table border="1" data-bbox="476 883 1302 953"> <thead> <tr> <th>TYPE OF AID</th> <th># AWARDED</th> <th>AMOUNT AWARDED</th> </tr> </thead> <tbody> <tr> <td>CARES</td> <td>All Students</td> <td>\$229,000.00</td> </tr> </tbody> </table>				TYPE OF AID	# AWARDED	AMOUNT AWARDED	CARES	All Students	\$229,000.00																								
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	<p>2. Educational Resource Center – R. Gabbedon on the ERC 2021-2022 annual report:</p> <ul style="list-style-type: none"> ➤ ERC provided PPE for all students, faculty and staff and face shields as needed during the pandemic as preventative safety measures against the virus while assisting students in meeting their SLOs. Instructors were provided thermometers to monitor the temperature of the students prior to entering the hospital during their clinical rotation ➤ Installed five mid-fidelity Gaumard Simulators in the skills lab; one adult high-fidelity Gaumard simulator and one high-fidelity Pediatric Gaumard manikin in the simulation lab ➤ The College received 17 laptops from CARES funding that will be used for the “Loaner Program” with the incoming student this Fall 2022 semester ➤ In the process of acquiring the Pyxis machine utilizing CARES funding. <p><u>ERC Usage Trends:</u></p> <ul style="list-style-type: none"> ➤ Incorporated the use of infusion management training for students ➤ Explored the conversion of the Library to a R2 Digital library ➤ Will purchase more Alaris pumps to assist student with learning 				2. Information	2. None																												

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	<p><u>ERC Expenditure:</u></p> <ul style="list-style-type: none"> ➤ There is decrease cost in book purchases ➤ There is a decrease use of the resource center due to campus closure ➤ There is an increase in expenditure for 2021-2022 due to the Acquisition for Skills/Simulation equipment for \$129, 471.84 and A/V equipment for \$ 25, 500.00 with funding from CARES ➤ Maintenance agreement has decreased for this academic year as the simulation manikins were on its end-of life status. <p>T. Jones inquired about the 2019-2020 and 2020-2021 usage statistics which are similar in number. H. Honda will verify the data provided.</p>		
ADMINISTRATIVE REPORT	<p>V. Branchick reported on the following:</p> <ul style="list-style-type: none"> ➤ Most of the initiatives for the 2017-2022 Strategic Plan has been met ➤ Opening of the RN I Exam for the CONAH graduates was part of the Strategic Initiative ➤ CARES funding has been utilized to purchase more equipment, supplies, laptop and Pyxis to support student learning ➤ The two main priorities are the expansion of the Allied Health Department and the ADN-BSN transition: <ul style="list-style-type: none"> ○ Allied Health (AH) is focusing on Central Service Technician Certificate program approved by ACCJC in 2021 ○ There will be a FUSE fellow who will be assisting the College in the implementation of the ADN to BSN program. <p>Much discussion ensued:</p> <ul style="list-style-type: none"> ➤ V. Branchick responded to N. Miller's inquiry and reported that the College continues to collaborate with CSULA for the ADN-BSN program ➤ M. Gonzales reported that other universities such as Cal State Fullerton, Azusa Pacific University and Grand Canyon University are also interested in collaborating with ADN Programs ➤ I. dela Torre reported that AH is hoping to be able to offer certificate programs like other community colleges such as Radiology Tech, Phlebotomy Tech etc. She reported that AH has two instructor positions but is having difficulty hiring and retaining instructors. She is hoping to find faculty who will be willing to stay and will enjoy teaching allied health students. She also added that there is a shortage of allied health professionals within the DHS. ➤ V. Branchick also shared that DHS facilities utilize the registry for allied health personnel needs. 	Information	None
NEW BUSINESS			
	<p>1. <u>Policy # 430- : Student Records Confidentiality</u> - Sent to Board members on 5/24/22. Approved by seven members with the following changes:</p> <ul style="list-style-type: none"> ➤ Under definition, remove disciplinary committee for clarity ➤ Under policy section, delete the word "misleading" as it is covered by the word "inaccurate". 	1.Finalize and post	1.H. Honda
OFF AGENDA ITEMS	None		

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ADJOURNMENT	0930		
NEXT MEETING	August 11, 2022 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)

7/5/22