

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

**May 11, 2023**

In Person/ Microsoft Teams Meeting

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<p><b>PRESENT:</b></p> <p>Vivian Branchick, RN Nancy Blake, RN Anthony Flores Rosa Maria Hernandez</p> <p><b>EXCUSED/ ABSENT:</b></p> <p>Tonia Jones, RN</p>	<p>Nancy Miller, RN Ernest Moreno Jorge Orozco</p>	<p><b>ADMIN STAFF:</b></p> <p>Irene dela Torre, RN Ruby Gabbedon, RN Herminia Honda, RN Trina Trongone, RN</p>	<p><b>PUBLIC:</b></p>
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	R. Hernandez called the meeting to order at 0806 and welcomed everyone for the in-person meeting.	Information	None
<b>APPROVAL OF MINUTES</b>	Minutes of February 9, 2023, reviewed and approved with five members voting for approval.	Post on website	H. Honda
<b>MINUTES FOLLOW-UP</b>	<ul style="list-style-type: none"> <li>➤ Minutes of November 10, 2022 = posted on the internet</li> <li>➤ Policy # 300: BOT Self-Appraisal = finalized and posted</li> <li>➤ BOT Bylaws = finalized and posted</li> <li>➤ Policy # 301: Grading Clinical Courses = finalized and posted</li> </ul>	Information	None
<b>ANNOUNCEMENTS</b>	<p>The School of Nursing (SON) received its BRN continuing approval on March 16<sup>th</sup>, approval is good for five years. CONAH received its ACEN initial accreditation on April 20, 2023. V. Branchick will provide more details about the visit in her administrative report.</p> <p>LAC + USC's Medical Center's name has been changed to Los Angeles General Medical Center. Much discussion ensued and E. Moreno stated that it's always been called General Hospital. The inclusion of General Hospital and removal of USC will lessen confusion with the general public.</p> <p>The SON's graduation is scheduled on May 25, 2023, at 2:00 pm in Bob Hope Patriotic Hall. Save the date information has been included in the folders. Board members are invited to attend.</p> <p>W. Zambrano, the newly appointed student member is unable to attend the meeting. E. Moreno inquired about her voting rights. She is not a voting member, as she is a non-elected member per the BOT bylaws.</p>	Information	None
<b>PUBLIC COMMENT</b>	None	Information	None
<b>OLD BUSINESS</b>			
<b>ACCREDI-TATION</b>	<p>1. <u>ACCJC Report</u> – H. Honda reported on the following: The Midterm report was submitted on 3/15/23. The next ACCJC report on Institutional Actions will be available June</p>	1. Information	1. None

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	<p>2023. G. Momjian, the College's ACCJC staff liaison will present updates on the 2024 New Standards on June 5th from 1300 to 1700 at the CONAH. The College's next Self- Study report and site visit is scheduled for 2025-2026.</p> <p>2. <u>ACEN Report</u> - H. Honda reported on the following:                      The site visit went well, the School of Nursing received its initial accreditation. Finalization of the accreditation will be in October after reviewed by the ACEN Board of Commissioners. Initial accreditation process started in July 12, 2021, thus, this will be the date the school received its initial accreditation. V. Branchick reported that the admin team was busy during the visit providing documents as needed to clarify questions from the visiting team. There were three evaluators and they visited the College from 4/18/23 to 4/20/23, about 2 ½ days.</p> <p>E. Moreno commented that the Accreditation Commission had made some changes so hoping the next ACCJC visit should not be so difficult. He also inquired about the BRN visit. V. Branchick reported that BRN focused on the College's compliance with the CA Code of Regulations. They required an MOU between the College and the DHS hospitals. V. Branchick had to contact DHS Contracts and Grants for the documents. Neither ACEN nor the BRN visited the clinical sites.</p> <p>3. <u>BRN Report</u> – H. Honda reported on behalf of M. Gonzales:                      On April 6, 2023, the School received its post approval visit schedule and the school should receive its continuing approval certification after the June 22 Education and Licensing Committee meeting. There were no areas of non-compliance or recommendations. The visit was virtual and separate from the ACEN visit.</p> <p>4. <u>Program Review</u> - H. Honda reported on the following:                      Graduate surveys report for Class 2020-I and 2020-II.                      ➤ Response rate is at 34%, higher than the previous cohorts                      ➤ 74% of those that responded stated that they are working within the DHS                      ➤ LAC + USC is the site where at least 55% of those that responded are working. Thirty percent of responders are working at Harbor-UCLA and OVMC.                      ➤ 89% of those that responded reported that they are working in LAC.                      ➤ 67% of those that responded reported that they are working in inpatient setting = higher percentage than the overall 60 % data on recent graduates who responded to Health Impact study in 2020. It indicates that our graduates are ready to work in the inpatient setting due to their excellent clinical experience.                      ➤ Six graduates stated that they hold a leadership position.                      ➤ Positive written comments from graduates                      ➤ Action plan = increase DHS hiring of the graduates. There should be an increase in hiring due to the new item opened specific for CONAH graduates. Continue strategies of ongoing follow-up to increase survey response rate.</p> <p>Employer Survey:                      ➤ Response rate higher than the previous cohort and Dr. Blake reminded managers to respond to the survey. Likert scale items are above the threshold                      ➤ Employers provided positive comments regarding our graduates.                      ➤ Areas that need to be addressed based on employer responses: (Threshold 3.0)</p>	<p>2. Information</p> <p>3. Information</p> <p>4. Information</p>	<p>2. None</p> <p>3. None</p> <p>4. None</p>

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	<ul style="list-style-type: none"> <li>○ Item 2.2 Professionalism and accountability</li> <li>○ Item 2.6 Use of critical thinking</li> <li>○ Item 2.7 Application of the nursing process</li> <li>○ Item 2.10 Sociocultural sensitivity</li> <li>○ Comparison with other graduates</li> <li>○ Item 3.1 Skills performance</li> <li>○ Item 3.2 Adapting to the work environment</li> <li>○ Item 3.3 Work performance</li> <li>○ Item 3.4 Promotability</li> </ul> <p>➤ Even though threshold were met, significant number of respondents rated these items neutral or disagree on the Likert scale. These items will be discussed at the June 2023 Program Review Workshop with faculty and Admin team.</p> <p>5. <u>Technology/College Information Systems</u> – H. Honda reported on the following:                      CAMS –still working on Financial Aid (FA) module, piloting of students receiving FA and will be implemented fall 2023.</p> <p>V. Kieng, College IT personnel have been updating information on the website for currency and accuracy.</p>		
<p><b>DIVISIONAL REPORTS</b></p>	<p>1. FA – T. Trongone reported on the FA 2021-2022 annual report:  <u>Evaluation of 2021-2022 Goals</u></p> <ul style="list-style-type: none"> <li>➤ N. Lim has completed training in FA duties and responsibilities such as processing Federal and State grants, student loans and various scholarships.</li> <li>➤ Training for the FA and billing portals on CAMS are in progress and incoming students will be inputted in CAMS for fall 2023.</li> </ul> <p><u>Evaluation of Student Learning Outcomes</u></p> <ul style="list-style-type: none"> <li>➤ The most recent Cohort Default Rate for 2019 is 0% as there is a student loan payment pause until June 30, 2023.</li> <li>➤ Students positively provided positive comments on the FA office helping and providing information to students.</li> <li>➤ There were no student withdrawals in 2021-2022 due to financial hardship.</li> <li>➤ At least 97% of students signed the Tuition Agreement Contract (TAC). Students pay \$700 per semester with \$1,700 as deferred payment.</li> <li>➤ The office informally tracked the hiring of graduates. At least 55% of graduates are currently working within DHS. CONAH is working with DHS recruiters to assist graduates in getting hired within DHS. Recruiters have “Meet &amp; Greet” sessions with students.</li> </ul>	<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>																																																																													

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	<p>2. Educational Resource Center – R. Gabbedon reported on the ERC 2021-2022 annual report:</p> <ul style="list-style-type: none"> <li>➤ Purchased 63 laptops to assist students with access to technology and improve student learning outcomes.</li> <li>➤ Purchased four new Alaris pumps to enhance student learning outcomes and providing more opportunities for students to practice skills</li> <li>➤ Incorporated the use of HAL pediatric simulator and the Lucina birthing simulators to provide more opportunities for students to practice skills. Specialty areas did not have lots of patients during COVID.</li> <li>➤ In the process of acquiring the Pyxis machine utilizing CARES funding.</li> </ul> <p><u>ERC Trends:</u></p> <ul style="list-style-type: none"> <li>➤ Established criteria using DHS guidelines for lending laptops for students who do not have access during the semester</li> <li>➤ Working on incorporating the use of infusion management training in the skills lab with informatics</li> <li>➤ Incorporate the use of scanning feature on the Alaris pumps so that students are able to incorporate the safety feature of scanning during medication administration.</li> </ul> <p><u>ERC Usage Trends</u></p> <ul style="list-style-type: none"> <li>➤ There is an increased use of electronic resources for 2021-2022 from the previous AY and decreased use of hardcopy resources:</li> </ul> <table border="1" data-bbox="359 971 1524 1170"> <thead> <tr> <th data-bbox="359 971 894 1008">ERC Usage</th> <th data-bbox="894 971 1150 1008">2019-2020</th> <th data-bbox="1150 971 1360 1008">2020-2021</th> <th data-bbox="1360 971 1524 1008">2021-2022</th> </tr> </thead> <tbody> <tr> <td data-bbox="359 1008 894 1045">CINAHL</td> <td data-bbox="894 1008 1150 1045">10139</td> <td data-bbox="1150 1008 1360 1045">12381</td> <td data-bbox="1360 1008 1524 1045">13353</td> </tr> <tr> <td data-bbox="359 1045 894 1083">Nursing Reference</td> <td data-bbox="894 1045 1150 1083">4458</td> <td data-bbox="1150 1045 1360 1083">3302</td> <td data-bbox="1360 1045 1524 1083">4109</td> </tr> <tr> <td data-bbox="359 1083 894 1120">eBook Database</td> <td data-bbox="894 1083 1150 1120">3959</td> <td data-bbox="1150 1083 1360 1120">7243</td> <td data-bbox="1360 1083 1524 1120">13032</td> </tr> </tbody> </table> <p><u>ERC Expenditure:</u></p> <ul style="list-style-type: none"> <li>➤ ERC was within the budget for the AY 2021-2022. Additional expenses were due to cost of additional equipment obtained during the AY and utilizing the CARES funding:</li> </ul> <table border="1" data-bbox="359 1321 1524 1511"> <thead> <tr> <th data-bbox="359 1321 806 1359">ERC Expenditure</th> <th data-bbox="806 1321 1150 1359"></th> <th data-bbox="1150 1321 1360 1359"></th> <th data-bbox="1360 1321 1524 1359"></th> </tr> </thead> <tbody> <tr> <td data-bbox="359 1359 806 1396">Books</td> <td data-bbox="806 1359 1150 1396">\$8,596.29</td> <td data-bbox="1150 1359 1360 1396">\$2,251.37</td> <td data-bbox="1360 1359 1524 1396">\$910.00</td> </tr> <tr> <td data-bbox="359 1396 806 1433">Electronic Database: EBSCO</td> <td data-bbox="806 1396 1150 1433">\$24,087.00</td> <td data-bbox="1150 1396 1360 1433">\$25,290.00</td> <td data-bbox="1360 1396 1524 1433">\$27,228.00</td> </tr> <tr> <td data-bbox="359 1433 806 1471">Cyber Tools</td> <td data-bbox="806 1433 1150 1471"></td> <td data-bbox="1150 1433 1360 1471"></td> <td data-bbox="1360 1433 1524 1471">\$4,260.00</td> </tr> </tbody> </table>			ERC Usage	2019-2020	2020-2021	2021-2022	CINAHL	10139	12381	13353	Nursing Reference	4458	3302	4109	eBook Database	3959	7243	13032	ERC Expenditure				Books	\$8,596.29	\$2,251.37	\$910.00	Electronic Database: EBSCO	\$24,087.00	\$25,290.00	\$27,228.00	Cyber Tools			\$4,260.00
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<b>ADMINISTRATIVE REPORT</b>	<p>V. Branchick reported on the following:</p> <ul style="list-style-type: none"> <li>➤ The ACEN evaluators met with faculty and staff at the exit meeting, and they were impressed with the resources, program outcomes and commitment by the faculty and students to the nursing program.</li> <li>➤ The visit was very intense, and they focused on faculty and staff qualifications, such as checking diplomas and transcripts.</li> <li>➤ Two areas of strengths were identified:                             <ul style="list-style-type: none"> <li>○ The program has a dedicated Nursing Tutor who has increased his hours to support student learning and understanding of course content.</li> <li>○ The faculty of the Student Success committee developed a workshop on Medical Spanish for the students to provide the ability to communicate with Hispanic clients who are the majority demographic population they serve.</li> </ul> </li> <li>➤ The next accreditation visit is for AY 2025-2026 with ACCJC. V. Branchick has been assigned to be a vice chair for an ACCJC accreditation visit for 2024.</li> </ul>	Information	None																
<b>NEW BUSINESS</b>																			
	<p>1. <u>Policy # 300: Grading System SON</u> - Sent to Board members on 5/1/23                      Six members voted for its approval.</p>	1. Finalize and post	1.H. Honda																
<b>OFF AGENDA ITEMS</b>	<p>N. Blake congratulated the College for its National Accreditation and reported that nursing school enrollment throughout the country has decreased which is very concerning. In addition, 56 is the average age of nurses. She is hoping for an increased in numbers of hired CONAH graduates for 2021, 2022, and 2023. She also reported that K. McKenzie will be working on possible part time position for nurses within DHS.</p> <p>V. Branchick stated that more work is needed in regard to hiring nurses and a part time position will be beneficial to the DHS nursing vacancy.</p>																		
<b>ADJOURNMENT</b>	0920																		
<b>NEXT MEETING</b>	August 10, 2023 College of Nursing & Allied Health Tower Hall Room 105	V. Branchick will forward agenda and minutes to members prior to meeting.	V. Branchick																