

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

**August 10, 2023**

In Person/ Microsoft Teams Meeting

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<b>PRESENT:</b>  <b>EXCUSED/ ABSENT:</b>	Vivian Branchick, RN Nancy Blake, RN Charles Flores Rosa Maria Hernandez  Ernest Moreno Jorge Orozco  Tonia Jones, RN Nancy Miller, RN	<b>ADMIN STAFF:</b> Irene dela Torre, RN Mildred Gonzales, RN Herminia Honda, RN Trina Trongone, RN	<b>PUBLIC:</b>
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	R. Hernandez called the meeting to order at 0800 and welcomed everyone for the in-person meeting.	Information	None
<b>APPROVAL OF MINUTES</b>	Minutes of May 11, 2023, reviewed and approved with six members voting for approval.	Post on website	H. Honda
<b>MINUTES FOLLOW-UP</b>	<ul style="list-style-type: none"> <li>➤ Minutes of February 9, 2023 = posted on the internet</li> <li>➤ Policy # 300: Grading System SON = finalized and posted</li> </ul>	Information	None
<b>ANNOUNCEMENTS</b>	None	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 Midterm report submitted on 3/15/23 was accepted by ACCJC on 6/15/23. The acceptance letter from ACCJC was distributed to the board members.  2. <u>ACEN Report</u> - H. Honda reported on the following: The final Site Visit Report was received on 6/16/23. The findings will be reviewed at the next ACEN Evaluation Review Panel/Board of Commissioners meeting in September 2023.  3. <u>BRN Report</u> – M. Gonzales reported on the following: The school of nursing is waiting for the BRN's final approval letter on the continuing approval visit last March 2023.  4. <u>Program Review</u> H. Honda presented on the CONAH applicant interview process: <ul style="list-style-type: none"> <li>➤ At the Institutional Effectiveness meeting on April 5, 2018, it was reported that the on-time completion rate for 2016-2017 is 63.5 % which is below the 68% threshold. The completion rates ranged from 56% to 64%.</li> <li>➤ Faculty recommended strategies to improve the on-time completion rate.</li> <li>➤ Faculty also reported students that students who struggled in clinical were having difficulty communicating with</li> </ul>	1. Information  2. Information  3. Information  4. Information	1. None  2. None  3. None  4. None

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	<p>patients, staff, and faculty</p> <ul style="list-style-type: none"><li>➤ Faculty recommended to use a tool such as an interview process to assess applicants entering into the program</li><li>➤ The plan was presented to faculty, Governance and BOT and in May 2019, the first cohort was interviewed</li><li>➤ See data below:</li></ul> <table><tr><th>Interview Date</th><th>Admission (Semester)</th><th>Cohort</th><th>Applicants Interviewed</th><th>Total Admitted</th><th>Unsatisfactory Interview but</th><th>Outcome of Unsat and Admitted Students</th></tr><tr><td>5/3/2019</td><td>Fall 2019</td><td>2021-I</td><td>72</td><td>42</td><td>2</td><td>Both did not Complete on time</td></tr><tr><td>9/20/2019</td><td>Spring 2020</td><td>2021-II</td><td>86</td><td>53</td><td>3</td><td>Two completed on time and one did not</td></tr><tr><td>No Interview</td><td>Fall 2020</td><td>2022-I</td><td>N/A</td><td>N/A</td><td>N/A</td><td>N/A</td></tr><tr><td>2/21/2020 LVN-RN</td><td>Summer 2020 but d/t COVID delayed till 2021 (No new students for Spring 2021)</td><td>2022-II</td><td>36</td><td>19</td><td>0</td><td>N/A</td></tr><tr><td>No Interview</td><td>Fall 2021</td><td>2023-I</td><td>N/A</td><td>N/A</td><td>N/A</td><td>N/A</td></tr><tr><td>9/17/2021</td><td>Spring 2022</td><td>2023-II</td><td>85</td><td>55</td><td>1</td><td>Student on Track</td></tr><tr><td>4/9/2022</td><td>Fall 2022</td><td>2024-I</td><td>83</td><td>62</td><td>1</td><td>Student Failed in Sem 1</td></tr><tr><td>9/16/2022</td><td>Spring 2023</td><td>2024-II</td><td>71</td><td>54</td><td>3</td><td>Two Resigned from the Program</td></tr><tr><td>2/24/2023</td><td>Summer 2023</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td><b>Total= 433</b></td><td><b>Total= 285</b></td><td><b>Total = 10</b></td><td><b>Total Not on Time= 6</b></td></tr><tr><td></td><td></td><td></td><td></td><td>Percentage Admitted/Interviewed = 65.81%</td><td>Percentage Unsat/Admitted = 3.50%</td><td><b>Percentage Not on Time/Unsat = 60.00%</b></td></tr></table> <ul style="list-style-type: none"><li>➤ The data showed that 60% of those who were unsatisfactory in the interview but still were admitted to the program did not complete the program on time or resigned from the program.</li><li>➤ The IE committee and the Interview panel recommended for the Interview Process / Communication Assessment as the final determining factor for admission to the program.</li><li>➤ At the June 2023 Program Review Workshop, the faculty voted for the IE committee and Interview panel recommendations.</li><li>➤ V. Branchick stated that faculty reported students have difficulty communicating in the clinical area and the interview process was utilized to be able to assess the applicant's communication skill.</li><li>➤ N. Blake shared that most recent graduates only had simulation for their clinical experience, and they are also seeing the same pattern of problems with communication with the new hires particularly the non-CONAH graduates. She also added that her team are also looking at possibly changing LA General's interview process.</li><li>➤ She also reported that the CONAH December 2022 graduates are more professional with their interaction with their peers.</li><li>➤ The Board voted for the Interview process to be the determining factor for admission to the program</li><li>➤ The new interview process will be implemented for the 2024 Fall Admission. The IE committee and the Interview panel have started brainstorming on the changes to the process.</li></ul> <p>5. <u>Technology/College Information Systems</u> – H. Honda reported on the following: CAMS –FA and OES staff working together for the implementation of the FA module in Fall 2023. Student will be able to check their FA status on CAMS.</p>	Interview Date	Admission (Semester)	Cohort	Applicants Interviewed	Total Admitted	Unsatisfactory Interview but	Outcome of Unsat and Admitted Students	5/3/2019	Fall 2019	2021-I	72	42	2	Both did not Complete on time	9/20/2019	Spring 2020	2021-II	86	53	3	Two completed on time and one did not	No Interview	Fall 2020	2022-I	N/A	N/A	N/A	N/A	2/21/2020 LVN-RN	Summer 2020 but d/t COVID delayed till 2021 (No new students for Spring 2021)	2022-II	36	19	0	N/A	No Interview	Fall 2021	2023-I	N/A	N/A	N/A	N/A	9/17/2021	Spring 2022	2023-II	85	55	1	Student on Track	4/9/2022	Fall 2022	2024-I	83	62	1	Student Failed in Sem 1	9/16/2022	Spring 2023	2024-II	71	54	3	Two Resigned from the Program	2/24/2023	Summer 2023									<b>Total= 433</b>	<b>Total= 285</b>	<b>Total = 10</b>	<b>Total Not on Time= 6</b>					Percentage Admitted/Interviewed = 65.81%	Percentage Unsat/Admitted = 3.50%	<b>Percentage Not on Time/Unsat = 60.00%</b>	5. Information	5. None
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	V. Kieng, College IT personnel have been updating information on the website for currency and accuracy.		
<b>DIVISIONAL REPORTS</b>	<p>1. Allied Health (AH) – I. De La Torre reported on the AH 2021-2022 annual report:</p> <p><u>Intravenous Therapy and Blood Withdrawal Certification Course for LVNs</u></p> <ul style="list-style-type: none"> <li>➤ There were three participants for the July 2021-June 2022 class.</li> <li>➤ Participants were from LA General Medical Center.</li> <li>➤ Ratings ranged from 4.67 to 4.81/5.0 with positive written comments.</li> </ul> <p><u>Nursing Attendant Enrichment Program</u></p> <ul style="list-style-type: none"> <li>➤ There were 289 participants from July 2021-June 2022 classes.</li> <li>➤ There were 24 classes provided</li> <li>➤ Participants were from Correctional Health Services, LA General Medical Center, Harbor UCLA Medical Center, Olive View Medical Center, and Rancho Los Amigos National Rehabilitation Center</li> <li>➤ Ratings ranged from 4.15 to 5.0 /5.0 with positive written comments.</li> </ul> <p><u>BRN Continuing Education Courses</u></p> <ul style="list-style-type: none"> <li>➤ There was once class offered from July 2021-June 2022.</li> <li>➤ There were 35 participants from Nursing Education Department and CONAH.</li> <li>➤ Rating ranged from 4.5 to 5.0 / 5.0 with positive comments.</li> </ul> <p><u>Program Progress to Date</u></p> <ul style="list-style-type: none"> <li>➤ All nursing instructor positions, and ITC position filled. AH division fully functioning.</li> <li>➤ AH division is actively implementing continuing education training courses scheduled for the academic year 2022-2023 to support the educational needs of workforce members from various nursing and allied health disciplines from hospitals, ambulatory care network, and correctional health.</li> <li>➤ As of August of 2021, the curriculum developed for the continuing education program for Certified Nurse Assistants to obtain a provider renewal for the period of 2021-2023 was granted by the Department of Public Health (CDPH), Training &amp; Certification Division (TCD).</li> <li>➤ Currently, a curriculum has been submitted to CDPH for 2023-2025 renewal period.</li> <li>➤ As of March of 2022, the Allied Health Division was approved for the renewal of the Continuing Education Provider # by the Board of Registered Nursing (BRN).</li> <li>➤ As of October 2022, the Allied Health Division was granted an approval for the implementation of the Nurse Assistant Training Program (NATP) by the Department of Public Health (CDPH). Approval granted for the certification period of 2022-2024. This crucial educational effort is in response to the urgent need to fulfill hundreds of NA positions open at Los Angeles General Medical Center (LAGMC).</li> <li>➤ To date 22 students have graduated from NATP.</li> <li>➤ The Allied Health Division is currently working on the ongoing development of the Career Technical Education Training and Certification Program for Central Service Technicians (CST).</li> </ul> <p>R. Hernandez stated that the Board is happy with what is going on with Allied Health. N. Blake stated that the CNA program provides the needed workforce for LA General. V. Branchick stated that the CNA is a pathway for the underserved members</p>	1. Information	1. None

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	of the community who are interested in health- related career. She also added that there might be a need for an LVN program in the future. Currently, there is a nurse shortage in CA once again and the forecast is not looking good. There is a discussion of possibly reaching out to local high schools to recruit for the NATP.		
<b>ADMINISTRATIVE REPORT</b>	<p>V. Branchick reported on the following:</p> <ul style="list-style-type: none"> <li>➤ She will give an update on the ADN-BSN project at the November Board meeting.</li> <li>➤ The College had many facility issues since May: <ul style="list-style-type: none"> <li>○ The sudden closure of Lot 10 utilized for student parking created some logistics issues to accommodate students and staff at the College's Lot 14 as well as the available surrounding LA General parking lots.</li> <li>○ The HVAC was not working due to copper wire being stolen within the premises. Since there were no AC, faculty, staff, and students had to deal with high summer temperature. Facility manager managed to obtain fans to mitigate the unbearable temperature.</li> <li>○ Once HVAC was fixed, there were also issues with very low temperature. The ongoing issues with temperature control is something the facility manager continues to discuss with facilities management.</li> <li>○ The elevator leading to the Skills Lab is non- operational and waiting for a service part which is difficult to find due to the older model of the elevator. It has been emphasized to the facility management the need for an operational elevator to accommodate ADA students and staff.</li> </ul> </li> <li>➤ During the spring semester and summertime, there were a few students' grievance issues. <ul style="list-style-type: none"> <li>○ Faculty are reviewing the Grievance and Academic Honesty and Professional Conduct Policy</li> <li>○ Once reviewed, the policies and related forms will be sent to the Board via email for approval</li> <li>○ Plan is to implement both policies in the Fall semester</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>			
	1. <u>Policy # 510: BOT New Member Orientation</u> - Sent to Board members on 8/1/23. Six members voted for its approval.	1. Finalize and post	1.H. Honda
<b>OFF AGENDA ITEMS</b>	N. Blake reported that majority of CONAH graduates have been hired and the hiring process is getting better. HR is aware that the onboarding process is not efficient. To expedite hiring, one person is processing the onboarding of the applicant from beginning to end. In the past, multiple personnel handled the application causing backlogs and delays. In addition, the applicant is able to see where they are in the hiring process. So far, 71% of the Class of 2022-I has been hired in LA General and hoping for more CONAH graduates to be hired.		
<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

Approved by Rosa Maria Hernandez (Signature on file)  
BOT.Agendas/Mins

Prepared by: Herminia L. Honda (Signature on file)

6/12/23