

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

**November 9, 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 Anthony Flores Rosa Maria Hernandez  Tonia Jones, RN  Ahrum Hong, SN Nancy Miller, RN Ernest Moreno Jorge Orozco	<b>ADMIN STAFF:</b> Irene dela Torre, RN Mildred Gonzales, RN Herminia Honda, RN Zenobia Ivory, RN Trina Trongone, RN	<b>PUBLIC:</b>
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	R. Hernandez called the meeting to order at 0810. A. Hong, ASB President / student member welcomed by R. Hernandez, and the rest for the Board members. A. Hong shared that he is a Semester 3 student, has a degree in Graphics design and have been in the Design industry for years before going into nursing.	Information	None
<b>APPROVAL OF MINUTES</b>	Minutes of August 10, 2023, reviewed with one change; change Anthony Flores to Charles Flores. Seven members voted for approval.	Post on website	H. Honda
<b>MINUTES FOLLOW-UP</b>	➤ Minutes of May 11, 2023 = posted on the internet ➤ Policy # 510: BOT New Member Orientation = finalized and posted	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 College will be working on the timeline for the ISER, and site visit is scheduled for 2025-2026. In June 2023, G. Momjian presented to faculty and staff the new standards and expectations on the ISER. The new 2024 standards will be utilized for the Self-study report. The standards were revised; from 136 to 30 standards and reaffirmation of accreditation for eight years instead of seven. J. Orozco inquired what is the difference between ACCJC and ACEN. ACCJC accredits the College with Allied Health while ACEN accredits only the nursing program. H. Honda has been assigned as a peer review team member for Victor Valley College's fall 2023 reaffirmation accreditation. V. Branchick has been assigned to be the Vice Chair for a site visit in 2024.  2. <u>ACEN Report</u> – M. Gonzales reported on the following: The final Site Visit Report was received on 6/16/23. The letter of accreditation was received on 10/13/23 after the initial visit. Information has been posted on the website per the ACEN Policy#9 Disclosure of Information About Accredited Program. M. Gonzales reported that she will also be participating as a Peer Review team member for ACEN in 2024 and will be assigned to nursing programs outside California.	1. Information  2. Information	1. None  2. None

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	<p>3. <u>BRN Report</u> – M. Gonzales reported on the following: The school of nursing is waiting for the BRN's final continuing approval letter on the visit last March 2023.</p> <p>4. <u>Program Review</u> H. Honda reported that the data collection of SLO's, committee reports, and outcomes data for 2022-2023 has been completed. SLO's have been posted on the website as required.</p> <p>5. <u>Technology/College Information Systems</u> – H. Honda reported on the following: CAMS –FA portal has been implemented with all semester 1 students and inputted on CAMS as well as a group of pilot students from Semester 2. Students are able to see their award, its approval, and disbursement of funds through CAMS.</p> <p>V. Kieng, College IT personnel has been updating information on the website for currency and accuracy.</p>	<p>3. Information</p> <p>4. Information</p> <p>5. Information</p>	<p>3. None</p> <p>4. None</p> <p>5. None</p>
<b>DIVISIONAL REPORTS</b>	<p>1. Office of Educational Services (OES) – Z. Ivory reported on the AH 2022-2023 annual report:</p> <p>a. <u>Assessment of Student Learning Outcomes</u></p> <ul style="list-style-type: none"> <li>➤ Faculty continued to refer students who failed a nursing course, were in jeopardy of failing a nursing course, or identified personal issues that jeopardized their success in the program to OES.</li> <li>➤ At-Risk Students were identified using pre-admission indicators: low TEAS scores, repeated science courses, self-identified testing weaknesses and plans to work full time. List of at-risk students was provided to coordinator, counselor, and tutor.</li> <li>➤ Areas/ topics covered during Orientation, presented by FA &amp; OES include “ Hours in the Week” assessment given by the Director, Advisement and ORCHID training.</li> <li>➤ Assisted students with the set-up of Outlook, MS TEAMS, and CAMS (initiated Fall 2023)</li> <li>➤ Hardcopy of the policies affecting students were distributed and discussed during the orientation week. Z. Ivory responded to R. Hernandez's inquiry that the Student Handbook has policies and procedures.</li> </ul> <p><u>Accomplishments for 2022-2023</u></p> <ul style="list-style-type: none"> <li>➤ The remaining CAMS portal has been implemented and OES is working closely with financial aid, so far there are no issues.</li> <li>➤ The applicant interview process will determine final admission to the program and will be effective Fall 2024 admission.</li> <li>➤ The Spring 2023 cohort were the first group to take the Next Generation NCLEX and first attempt is at 96.8% pass rate.</li> </ul> <p><u>Quality improvement plans</u></p> <ul style="list-style-type: none"> <li>➤ OES will continue to work on keeping transcripts for prerequisite courses current on CAMS.</li> </ul> <p>b. <u>SON Student Projections</u></p> <ul style="list-style-type: none"> <li>➤ For fall 2022-2023 admission, 26% were male and 74% female.</li> </ul>	<p>1. Information</p>	<p>1. None</p>

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	<ul style="list-style-type: none"> <li>➤ Ethnic composition reflected the LA county data with 45% consisting of Hispanic students.</li> <li>➤ Point system was used with a minimum 3.0 GPA for science courses.</li> <li>➤ There was a total of 420 applicants</li> <li>➤ 310 files were reviews and 177 met the requirements</li> <li>➤ OES plan to initiate marketing strategy to increase application pool by targeting community college students who are interested in nursing</li> <li>➤ Partner with LA General Nurse recruitment department during community health fairs and career days</li> <li>➤ Place billboard around major freeways</li> <li>➤ OES researched on application deadlines of surrounding community colleges and CONAH is within the timeframe.</li> </ul> <p>c. <u>CSULA Collaborative</u></p> <table border="1"> <thead> <tr> <th></th><th>Summer 2021 (Cohort 9)</th><th>Summer 2022 (Cohort 10)</th><th>Summer 2023 (Cohort 11)</th></tr> </thead> <tbody> <tr> <td>Number of Students Admitted</td><td>12</td><td>13</td><td>12</td></tr> <tr> <td>Number of Students Attrited</td><td>3 withdrew completely</td><td>1 withdrew completely</td><td>0 (as of 11/27/23)</td></tr> <tr> <td>Continued after CONAH Graduation</td><td>6 (Two postponed to Cohort 10. One postponed to Cohort 11)</td><td>7 (Five students postponed to Cohort 11)</td><td>—</td></tr> <tr> <td>Graduated with BSN</td><td>6 graduated Spring 2023</td><td>7 (anticipated Spring 2024)</td><td>12 (anticipated Spring 2025)</td></tr> </tbody> </table>		Summer 2021 (Cohort 9)	Summer 2022 (Cohort 10)	Summer 2023 (Cohort 11)	Number of Students Admitted	12	13	12	Number of Students Attrited	3 withdrew completely	1 withdrew completely	0 (as of 11/27/23)	Continued after CONAH Graduation	6 (Two postponed to Cohort 10. One postponed to Cohort 11)	7 (Five students postponed to Cohort 11)	—	Graduated with BSN	6 graduated Spring 2023	7 (anticipated Spring 2024)	12 (anticipated Spring 2025)		
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<b>ADMINISTRATIVE REPORT</b>	<p>V. Branchick reported on the following:</p> <ul style="list-style-type: none"> <li>➤ The Budget Idea Request for the ADN-BRN project has been submitted and will be discussed with the leadership team.</li> <li>➤ If approved, planning to request for additional items (e.g., four nursing instructors)</li> <li>➤ Also, planning to increase CONAH tuition for additional funds and once finalized, will need BOT approval.</li> <li>➤ There are two possible partners for the project: Mt.St. Mary's University (MSMU) and California State University, Los Angeles (CSULA).</li> <li>➤ Currently, CSULA does not have distance learning available with their nursing program.</li> <li>➤ Possible implementation is Fall 2024 or Spring 2025.</li> </ul> <p>Much discussion ensued:</p> <ul style="list-style-type: none"> <li>➤ J. Orozco wanted to know what the possible schedule for the students is and would like to have a clearer picture on how this will work from the student's perspective.</li> <li>➤ T. Trongone responded that CONAH students will be taking BSN courses while at CONAH and they will have</li> </ul>	Information	None																				

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	<p>summer sessions. Tuition for the BSN course will be the same with CONAH courses. However, once they have their ADN, they will be paying the MSMU tuition.</p> <ul style="list-style-type: none"> <li>➤ C. Flores reported that he has tried to follow-up with CSULA's school of nursing about the partnership, but they have not responded. He also reported that setting up online nursing courses will be difficult and will take time.</li> <li>➤ N. Blake reported that DHS offers tuition reimbursement for nurses who are pursuing higher nursing degrees.</li> </ul> <p>I. Dela Torre reported on Allied Health update:</p> <ul style="list-style-type: none"> <li>➤ There were at least 30 students who completed the Nurse Assistant Training Program (NATP).</li> <li>➤ She has been attending career days and health fairs to recruit students for the programs.</li> <li>➤ Majority have received their certification, but the lengthy hiring process have prevented them to be hired after they are certified.</li> <li>➤ During the application process they have to take an exam and if they fail, they have one year to reapply. This has been changed to 30 days but still is a problem.</li> <li>➤ She had worked with HR leadership to have an item open only to AH graduates and to possibly remove the exam requirement.</li> </ul> <p>Much discussion ensued:</p> <ul style="list-style-type: none"> <li>➤ J. Orozco reported that the newly approved assembly bill to increase the minimum wage will impact the nursing assistant's wage.</li> <li>➤ There is about 100 CNAs on the list but when contacted, only 30 will respond.</li> <li>➤ N. Blake stated that DHS may need to be more flexible with hiring such as hiring part time RN's, LVN's and NA's.</li> <li>➤ J. Orozco stated he will be contacting C. Ghaly and A. Limbaga to discuss the hiring process for those that completed the NATP training and to expedite the hiring process.</li> </ul>		
<b>NEW BUSINESS</b>			
	<p>1. <u>2024 Meeting Schedule</u></p> <ul style="list-style-type: none"> <li>➤ The 2024 BOT meeting schedule was distributed and no changes.</li> </ul>	1. Finalize and post	1.H. Honda
<b>OFF AGENDA ITEMS</b>	<p>Discussion of Policy # 830: Grievance:</p> <ul style="list-style-type: none"> <li>➤ M. Gonzales discussed the recommendations from N. Miller.</li> <li>➤ N. Miller stated that since there is Policy # 201 that list behaviors constituting to academic dishonesty and misconduct, the section "non-grievable acts" is not necessary. She added that the section negates the due process for the students.</li> <li>➤ N. Miller also added that whether the violation is grievable or not should be decided during the Preliminary hearing and thus, providing students due process. She emphasized that patient safety is important when students are providing care but if their action compromises patient safety, Policy # 201 should be utilized for whatever disciplinary action is needed</li> <li>➤ R. Hernandez added that due process is important to provide to students, even though they may have violated policies and procedures.</li> <li>➤ N. Miller also added that Colleges have a much stronger case in a student lawsuit, if the student has participated in a formalized grievance process that includes a student panel. There is less risk of the appearance of administrator/faculty bias.</li> </ul>	Review and revise the policy as needed and discuss with faculty.	M. Gonzales.

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ADJOURNMENT	0920		
NEXT MEETING	February 8, 2024 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)

11/7/23