LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH **BOARD OF TRUSTEES MINUTES** August 8, 2024 In Person/ Microsoft Teams Meeting

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW- UP
PRESENT:	Vivian Branchick, RN Ernest Moreno Nancy Blake, RN Jorge Orozco Rosa Maria Hernandez Tonia Jones, RN	ADMIN STAFF: Irene dela Torre, RN Ruby Gabbedon, RN Mildred Gonzales Herminia Honda, RN	PUBLIC:
EXCUSED/ ABSENT:	Anthony Flores Nancy Miller, RN	Trina Trongone, RN	
CALL TO ORDER & INTRODUCTIONS	R. Hernandez called the meeting to order at 0805 and welcomed everyone for the in-person meeting.	Information	None
APPROVAL OF MINUTES	Minutes of February 8, 2024, were reviewed and approved with four members voting for approval.	Post on website	H. Honda
MINUTES FOLLOW- UP	 Minutes of November 9, 2023 = posted on the internet Will report actual numbers and percentage of hiring for each class instead of the averages for more accurate data. 	Information	None
ANNOUNCEMENTS	Thank you Dr. Hernandez for attending the ACCJC conference in May and representing the CONAH BOT.	Information	None
PUBLIC COMMENT	None	Information	None
OLD BUSINESS			
ACCREDITATION	 ACCJC Report: H. Honda reported on the following: At the Program Review Workshop in June, the committee membership was distributed. The new standards were also discussed. The first draft will be due in October. N. Shaw, the college's ACCJC liaison met with the leadership team on 8/7/24 to discuss ISER preparation. The focus of the 2024 standards is on continuous improvement and the effective utilization of data for improvement. She will meet with the faculty and staff on 9/5/24 to discuss the ISER and site visit. The ACCJC liaisons have been actively providing to colleges undergoing accreditation. 	1. Information	1. None
	 <u>ACEN Report</u>: M. Gonzales reported on the following: The 2023 Standards have been implemented, with a change from 6 to 5 standards. Standard 5: Resources have been added to Standard 1: Administrative Capacity. 		
	 2. <u>BRN:</u> M. Gonzales reported on the following: > Roybal Comprehensive Health Center will be utilized as a clinical site for Fall 2024. The request for a new clinical placement has been submitted to the BRN and is pending approval. 	2. Information	2. None

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	 3. IE /Program Review/Research /Planning / Graduate Survey Graduate surveys report for Class 2021-1 and 2021-II. The response rate is at 32%, lower than the previous cohort. 48% of those who responded stated that they are working within the DHS (Current graduates reported that their DHS CONAH application is getting processed in 1 week.) With a follow-up email, graduates stated that 51% of them are working with DHS) LA General Medical Center is the site where at least 75% of those who responded are working. Eight percent of responders are working at Habor-UCLA and OVMC. 96% of those who responded reported that they are working in an inpatient setting = a higher percentage than the overall 60% data on recent graduates who responded to the Health Impact study in 2020. It indicates that our graduates are ready to work in the inpatient setting due to their excellent clinical experience. Seven respondents stated that they hold a leadership position. Positive written comments from graduates I enjoy my job and feel well-prepared with prioritization and safety. Thank you staff at CONAH for your time and guidance. I am confident in my abilities and that has allowed me to become a productive member of a great team. Action plan = Continue strategies of ongoing follow-up to increase the response rate. Continue to work with HR and recruitment to assist our students in getting hired within the DHS. On 8/7/24, LA General had a hiring fair. Employers provided mostly positive comments regarding our graduates. I temps areas that need improvement based on employer responses: (Threshold 3.0 has been met) 2.2 Professionalism and Accountability 2.7 Application of the nursing process 2.11 Participate in improvement activities. 3.4 Promotability These items will be discussed with faculty. 	3. Information	3. None
	 <u>Technology/College Information Systems</u> – H. Honda reported on the following: V. Kieng, College IT personnel have been updating information on the website for currency and accuracy. Some of the college software such as the Class Climate server will be migrated to the Clouds. This has been discussed with IT leadership. The migration to the Clouds is a DHS initiative. 	4. Information	4. None

DIVISIONAL REPORTS 1. Financial Aid (FA) – T. Trongone reported on the FA 2022-2023 annual report: Evaluation of 2022-2023 Coals 1. Information 1. Information Y Training for the FA and billing portals on CAMS is in progress and a pilot group was created in spring 2023. 1. Information 1. Information Y Training for the FA and billing portals on CAMS is in progress and a pilot group was created in spring 2023. 1. Information 1. Information Y Training for the FA and billing portals on CAMS is in progress and a pilot group was created in spring 2023. 1. Information 1. Information Y Training for the FA and billing portals on CAMS is in progress and a pilot group was created in spring 2023. 1. Information 1. Information Y The most recent Cohord Default Rate for 2020 is 0% as there is a student loan payment pause until June 30, 2023. 2023. Y Students positively provided positive comments on the FA office. There were no student withinxwais in 2022-2023 Academic Award Year Y The office informally tracked the hiring of graduates. CONNAH is working with DHS recruiters to assist graduates in getting hired within DHS. LA General has started hiring fairs. Y TYPE OF AID # AWARDED AMQUNT COMMENTS PELL GRANT 18 \$251522.00 SUPLIES IN BLOANS 62 \$227,692.00 UNSUPLIES UNSUB LOANS 6	TOPIC	D	SCUSSION/CON	CLUSIONS/REC	COMMENDATIONS		ACTIONS	FOLLOW- UP
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		SCHOLARSH	6	\$2,100.00				
		MW RICHARDS	19	\$10,000.00				

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS					ACTIONS	FOLLOW- UP	
	HORATIO ALGER	2	\$2,500.00					
	BOOK SCHOLARSHIP	14	\$2,100.00					
	HIGHLAND PK EBELL	0	\$0.00					
	TUITION PAYMENTS	261	\$402,354.00	CAL GRANTS				
	HEALTH PROFESSIO	0	\$0.00					
	GRAND TOTAL		\$1,158,453.00					
	fund. 2. Educational Resource ➤ There is an increase ➤ The increase in cost ➤ The laptop loan prog <u>Goals:</u> ➤ Incorporate the use of ➤ Incorporate the use of ➤ Explore the use of m ➤ Explore the conversi <u>ERC Usage Trends</u>	5 students in Spring 2023 ce Center (ERC) – R. Gab in the electronic databas for 2022-2023 included th gram has been utilized to s of the Pyxis machines for of Avkin Wearable Simula iovable cameras during th on of the library to a Digit	for a total of \$78 obedon reported e maintenance c he cost of the Py support student I medication admi tors to enhance he simulation exp al library.	,454.00. This is on the ERC 20 ost compared t xis machine wit earning. inistration and s student learnin erience to enha	the last disburser 22-2023 annual ro the last academ th funding from the storage. g outcomes.	nent of the relief eport: ic year. e CARES grant.	2. Information	2. None
	I here is an increase	d in-person visit to the lib ERC Usage Academic `	- / I	Skills Lab: 21-2022	2022-2023	Г		
	-	CINAHL		13353	16349	1		
	-	Nursing Reference		4109	645	1		
		eBOOK Database		13032	8467	1		
		Circulation				1		
		Books		214	857	1		
		Laptops		N/A	102]		
		Patrons]		
		Library		2840	2889]		
		Computer Labs		1406	1259	1		
		Skills Lab		1721	1945			

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS					ACTIONS	FOLLOW- UP
		udget for the AY 2022-2023. Additional eluring the AY and utilizing the CARES fu	nding:	Ţ]			
		ERC Expenditures	2021-2022	2022-2023			
		Books	2,251.00	4,619.00			
		Electronic Database: EBSCO	25,290.00	28,595.00			
		Cyber Tools	4,260.00	0.00			
		Library World	0.00	495.00			
		AV Equipment (Laptops)	25,500.00	1,305.00			
		Skills/Simulation Equipment	129,472.00	184,543.00			
		Maintenance Agreement	12,764.00	28,767.00			
		Total Expenditure	199,537.00	248,324.00			
	 N. Blake reported that electronic databases Allied Health (AH) – I Intravenous Therapy an There were three part Some classes were c Participants were from Ratings ranged from 4 Nursing Attendant Enrichth There were 18 classes Participants were from and Rancho Los Amig Ratings ranged from 4 BRN Continuing Education Three were three class 	cipants from July 2022-June 2023 classe as provided. In Correction Health Services, LA Genera gos National Rehabilitation Center 4.0 to 5.0 /5.0 with positive written comm	h the digital library a , to name a few. 2023 annual report: <u>for LVNs</u> ss. ents. al Medical Center, Ha ents.	nd that staff have also u	sed	3. Information	3. None

ΤΟΡΙϹ	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW- UP
	 N. Blake asked for the Acute Stroke Class roster since it was open to non-CONAH staff. <u>Program Progress to Date</u> All nursing instructor positions, and ITC positions are filled. AH division is fully functioning. AH division is actively implementing continuing education training courses scheduled for the academic year 2023-2024 to support the educational needs of workforce members from various nursing and allied health disciplines from hospitals, ambulatory care networks, and correctional health. The Nurse Assistant Training Program (NATP) has been fully implemented offering three cohorts every year. To date, 35 students have completed the training and have successfully passed the CA State examination. Thirty-one have been hired and accepted positions in different nursing specialty areas of the LA General Medical Center. Nine students will be completing the training on 8/15/24 and will take the state examination in September. In February 2024, the first Central Service Technician Training (CST) program was offered. Five participants completed and have been hired at LA General Medical Center. Much discussion ensued: J. Orozoo stated that the number of participants for the NATP should be increased, and he acknowledged the department for their work in training 35 students. V. Branchick reported that another skilled nursing facility will be needed as a clinical training site if the number of participants is increased. Each facility would only allow a limited number of students. In addition, it is quite difficult to find facilities for clinical placement, as the CA Department of Public Health would not allow placement in any facility with citations. N. Blake stated that the CST program is intense, but she is very happy with the positive outcome of the program. 		
ADMINISTRATIVE REPORT	 V. Branchick reported on the following: The latest heat wave resulted in an unbearable temperature at the college. The facility personnel have been working with the college lately as the air conditioning for the admin building turned off. They have been patching the heat/cold issues for the past few years, and they are trying to find a permanent solution. The ACCJC 2024 standard has been rolled out; there is a change from 127 to 30 standards. The admin team, some faculty, and R. Hernandez attended the ACCJC conference in Garden Grove on May 9 and 10th. The Business Idea Request for the ADN-BSN project has been submitted and is waiting for its review. A budget for additional faculty has been submitted for the project. An MOU was signed between Dr. T. Barrera and the college for the newly created Joan F. Barrera Memorial Scholarship, which will provide scholarships for students to cover the cost of tuition and books. He has endowed monies to UCSB and UCLA and he will be a good addition to the Board. Currently brainstorming on different ways to get more resources such as donations, grants, etc. to support the students. There are grants available for the community colleges, but CONAH does not qualify since we don't belong to the community college districts. The collaboration with CSULA's BSN program is ending. 	Information	None

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	 Much discussion ensued: N. Blake shared that there are federal grants available that are not part of the community college, and she will share the information with the Admin team. R. Hernandez shared that she was glad she was invited to the ACCJC conference. N. Blake also shared she works with Dr. Chin of CSULA's School of Nursing on public policy that affects nursing education. She will share any available resources that may apply to the college. 		
NEW BUSINESS			1
	1. Policy # 800: Admissions - Sent to Board members on 7/29/24, four members voted for its approval.	1. Finalize and post	1. H. Honda
	 <u>Mission, Vision, and Values</u> – Sent to Board members on 7/29/24. Review and incorporate diversity, equity, and inclusion (DEI) in the Mission, Vision, and Values statements. N. Blake stated that the LA General Nursing Department revised its mission, vision, and philosophy incorporating DEI. She is happy to share the revised documents as a reference. 	2. Send the nursing department revised Mission, Vision, and Values documents.	2. N. Blake
	3. <u>Policy # 300: Grading</u> - Sent to Board members on 7/29/24. N. Miller provided recommendations on pages 2 and 5. Discussion ensued on the calculation of the Semester and Cumulative GPA. It was recommended to include a formula or example for clarity. Members voted for its approval.	3. Include a formula or example for calculating Semester and Cumulative GPA.	3. H. Honda
	4. <u>Policy #830: Grievance</u> - Sent to Board members on 7/29/24. Much discussion ensued on page 2 under the section: "Students shall continue to attend class while the grievance is being resolved unless deemed unsafe". The members found the statement under this section confusing and did not state what is its intended purpose.	4. Bring the policy back to Fac. Org	4. M. Gonzales
OFF AGENDA ITEMS	R. Hernandez requested for the November meeting to be moved to November 14, 2024.		
ADJOURNMENT	0941		
NEXT MEETING	November 14, 2024 College of Nursing & Allied Health Tower Hall Room 105	V. Branchick will forward the agenda and minutes to members before the meeting.	V. Branchick

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

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