

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

**November 14, 2024**

In Person/ Microsoft Teams Meeting

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<p><b>PRESENT:</b></p> <p>Vivian Branchick, RN Nancy Blake, RN Charles Flores Rosa Maria Hernandez</p> <p><b>EXCUSED/ ABSENT:</b></p> <p>Madison Criollo, ASB Tonia Jones, RN Jorge Orozco</p>	<p>Nancy Miller, RN Ernest Moreno</p>	<p><b>ADMIN STAFF:</b></p> <p>Irene dela Torre, RN Mildred Gonzales Herminia Honda, RN Zenobia Ivory, 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 0807. She acknowledged the beautiful fall table decoration.	Information	None
<b>APPROVAL OF MINUTES</b>	The minutes of August 8, 2024, were 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 February 8, 2024 – Posted on the internet</li> <li>➤ Policy # 800: Admissions = Finalized and posted</li> <li>➤ Mission, vision, and values =Documents have been received from N. Blake.</li> <li>➤ Policy # 300: Grading = The calculations for semester and cumulative GPAs have been added to the policy. The policy has been finalized and posted.</li> </ul>	Information	None
<b>ANNOUNCEMENTS</b>	<ul style="list-style-type: none"> <li>➤ Graduation is set for December 12, 2024, at 2:00 PM, taking place at Patriotic Hall, located at 1816 S. Figueroa St., Los Angeles, CA.</li> <li>➤ Madison Criollo is the new student representative and ASB president, currently in her third semester. She is unable to attend due to a scheduling conflict with a course exam.</li> </ul>	Information	None
<b>PUBLIC COMMENT</b>	None	Information	None
<b>OLD BUSINESS</b>			
<b>ACCREDITATION</b>	<p>1. <u>ACCJC Report</u>: H. Honda reported on the following:</p> <ul style="list-style-type: none"> <li>➤ The committees have submitted the initial draft of the ISER. We will review it and prepare the necessary evidence. The report is due on August 1, 2025.</li> </ul> <p>2. <u>ACEN Report / BRN</u>: M. Gonzales reported on the following:</p> <ul style="list-style-type: none"> <li>➤ AB 2015, approved by the Governor in September 2024, states that a nationally accredited (ACEN) or approved School of Nursing is not required to report the following faculty changes to the BRN: <ul style="list-style-type: none"> <li>○ Change in faculty teaching areas (BRN remediation approval)</li> </ul> </li> </ul>	<p>1. Information</p> <p>2. Information</p>	<p>1. None</p> <p>2. None</p>

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	<ul style="list-style-type: none"> <li>○ Offer of employment for faculty member (BRN approval before hiring)</li> <li>○ Termination of employment of faculty.</li> </ul> <p>3. <u>IE /Program Review/Research /Planning / Graduate Survey</u>: H. Honda reported:</p> <ul style="list-style-type: none"> <li>➤ Currently working on preparing the survey report and other documents required for the ISER.</li> </ul> <p>4. <u>Technology/College Information Systems</u> – H. Honda reported on the following:</p> <ul style="list-style-type: none"> <li>➤ V. Kieng is updating the website to ensure the information is current and accurate.</li> <li>➤ Collaborating with the DHS IT team to ensure that the College’s website complies with Web Access Compliance requirements mandated by federal regulations. These regulations require government agencies to provide individuals with disabilities with equal access to electronic information and data that is comparable to those without disabilities.</li> </ul>	<p>3. Information</p> <p>4. Information</p>	<p>3. None</p> <p>4. None</p>
<b>DIVISIONAL REPORTS</b>	<p>1. Office of Educational Services (OES) – Z. Ivory reported on the OES 2023-2024 annual report: <u>Assessment of Student Learning Outcomes</u></p> <ul style="list-style-type: none"> <li>➤ At-risk students were identified using pre-admission indicators, including repeated science courses, self-identified testing weaknesses, and plans to work full-time. A list of these at-risk students was provided to the coordinator, counselor, and tutor.</li> <li>➤ Students who struggled with test-taking or study habits were referred to the Office of Tutoring &amp; Mentoring.</li> <li>➤ Students facing personal issues were referred to the Office of Advisement &amp; Counseling.</li> <li>➤ Alternative options for pursuing other nursing programs or careers in the healthcare industry, such as becoming a Certified Nursing Assistant or a Licensed Vocational Nurse, were discussed with students enrolled in the program and have left during the semester or program. Students have withdrawn as early as Semester 1.</li> </ul> <p><u>Evaluation of 2023-2043 Goals</u></p> <ul style="list-style-type: none"> <li>➤ The onboarding process for students participating in clinicals at other DHS facilities has been streamlined.</li> <li>➤ The final component of the CAMS database, which is the Financial Aid (FA) system, has been implemented without any issues so far.</li> <li>➤ The college can now create classes on Talent Works for courses offered through faculty development. Additionally, faculty members can directly sign up from Talent Works.</li> </ul> <p><u>Quality Improvement Plans</u></p> <ul style="list-style-type: none"> <li>➤ Make student files digitally accessible.</li> <li>➤ Increase marketing for the college and partner with LA General to create a YouTube video.</li> <li>➤ Place billboards along major freeways to advertise the college.</li> </ul> <p>2. <u>SON Student Projections</u></p> <ul style="list-style-type: none"> <li>➤ For fall 2023-2024 admission, 42% were male and 58% female.</li> <li>➤ Ethnic composition reflected the LA county data with 62% consisting of Hispanic students.</li> </ul>	<p>1. Information</p> <p>2. Information</p>	<p>1. None</p> <p>2. None</p>

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	<ul style="list-style-type: none"> <li>➤ The point system was used with a minimum 3.0 GPA for science courses.</li> <li>➤ There was a total of 475 applicants</li> <li>➤ 351 files were reviewed and 177 met the requirements</li> <li>➤ Much discussion ensued regarding students:                             <ul style="list-style-type: none"> <li>○ Z. Ivory mentioned that students are seeking online classes.</li> <li>○ R. Hernandez inquired about local universities that offer online nursing courses. Z. Ivory mentioned that CSU Dominguez Hills (CSUDH) provides online nursing courses.</li> <li>○ C. Flores noted that in the graduate education programs, there has been an increase in male student enrollment; however, overall enrollment has decreased.</li> <li>○ N. Blake stated that in the last two cohorts of LA General's residency program, they observed that graduates are not practice-ready, as they have relied heavily on simulations during their clinical experiences. They are currently conducting a study and will share the data once it becomes available.</li> <li>○ V. Branchick reported that CONAH offers more direct patient clinical experiences by utilizing LA General and other Department of Health Services (DHS) facilities.</li> </ul> </li> </ul> <p>3. <u>CSULA Collaborative</u> – Z. Ivory reported on the following:</p> <ul style="list-style-type: none"> <li>➤ As of July 29, 2024, the CSULA program has been discontinued due to low enrollment.</li> <li>➤ The following chart shows the latest status of CONAH students attending the program:</li> </ul> <table border="1" data-bbox="342 841 1512 1222"> <thead> <tr> <th></th> <th>Summer 2021 (Cohort 9)</th> <th>Summer 2022 (Cohort 10)</th> <th>Summer 2023 (Cohort 11)</th> <th>Summer 2024 Cohort 12</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Numbers of Students Admitted</td> <td>12</td> <td>13</td> <td>12 (29 Submitted)</td> <td>10 (14 Submitted)</td> <td>47</td> </tr> <tr> <td>Number of Students Attrited</td> <td>6 (3 withdrew, 3 postponed to Cohort 10)</td> <td>7 (5 withdrew, 2 postponed to Cohort 11)</td> <td>3 postponed to Cohort 12</td> <td>TBD</td> <td>8</td> </tr> <tr> <td>Continued after CONAH Graduation</td> <td>6</td> <td>6</td> <td>9</td> <td>TBD</td> <td>21</td> </tr> <tr> <td>Graduated with BSN</td> <td>9 (6 graduated on track with Cohort 9 in Spring 2023; 3 graduated with Cohort 10 in Spring 2024)</td> <td>8 (6 graduated on track with Cohort 10 in Spring 2024; 2 returned with Cohort 11 in Fall 2024 and are on track to graduate in Spring 2025)</td> <td>9 are on track to graduate in Spring 2025</td> <td>TBD</td> <td>17</td> </tr> </tbody> </table> <p>N. Miller inquired whether graduating students return to work for LA County after graduation and asked about their Tuition Agreement Contract (TAC). H. Honda reported that graduates do apply to the Department of Health Services after completing their studies and TAC payments are paused while they are attending CSULA.</p>		Summer 2021 (Cohort 9)	Summer 2022 (Cohort 10)	Summer 2023 (Cohort 11)	Summer 2024 Cohort 12	Total	Numbers of Students Admitted	12	13	12 (29 Submitted)	10 (14 Submitted)	47	Number of Students Attrited	6 (3 withdrew, 3 postponed to Cohort 10)	7 (5 withdrew, 2 postponed to Cohort 11)	3 postponed to Cohort 12	TBD	8	Continued after CONAH Graduation	6	6	9	TBD	21	Graduated with BSN	9 (6 graduated on track with Cohort 9 in Spring 2023; 3 graduated with Cohort 10 in Spring 2024)	8 (6 graduated on track with Cohort 10 in Spring 2024; 2 returned with Cohort 11 in Fall 2024 and are on track to graduate in Spring 2025)	9 are on track to graduate in Spring 2025	TBD	17	<p>3. Information</p>	<p>3. None</p>
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<p><b>ADMINISTRATIVE REPORT</b></p>	<p>V. Branchick reported on the following:</p> <ul style="list-style-type: none"> <li>➤ She expressed her gratitude to the Board for their continued support.</li> <li>➤ She introduced a new scholarship, the Joan F. Barrera Memorial Scholarship, which will begin in Fall 2024. Joan Barrera graduated in 1991, and her husband, Dr. T. Barrera, wishes to establish the scholarship in her memory. The scholarship will provide funding for textbooks and tuition throughout the program. Dr. Barrera, a former</li> </ul>	<p>Information</p>	<p>None</p>																														

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	<p>Boeing engineer will be the graduation speaker.</p> <ul style="list-style-type: none"> <li>➤ The School of Nursing has applied for a Song-Brown Grant, and R. Hernandez will be asked to write a letter of support to be submitted with the other documents.</li> <li>➤ The College is preparing for ACCJC accreditation. V. Branchick and H. Honda served as peer reviewers for ACCJC, and M. Gonzales was a peer reviewer for ACEN. The College should be well-prepared.</li> <li>➤ She expressed her appreciation for her administrative team and all the hard work they do for the College.</li> </ul>		
<b>NEW BUSINESS</b>			
	<p>1. <u>2025 Meeting Schedule</u> - Sent to Board members on 11/4/24 and meeting schedule for 2025 has been approved. E. Moreno stated that he did not receive the schedule.</p>	<p>1. Finalize and post and email the schedule to E. Moreno,</p>	<p>1. H. Honda</p>
<b>OFF AGENDA ITEMS</b>	<p>N. Blake reported on the following:</p> <ul style="list-style-type: none"> <li>➤ The Magnet Journey for LA General Medical Center is currently 90% complete but still pending. All necessary documents must be submitted by January 2025.</li> <li>➤ LA General Medical Center will be receiving a productivity award from the County. A total of 98 departments participated in the competition.</li> <li>➤ Collaborating with CSUN on an RN-BSN project, with the possibility of offering online classes.</li> <li>➤ Currently, 60% of the nurses at LA General have a BSN.</li> <li>➤ Several nurses have reapplied to LA General after working outside the county.</li> </ul>		
<b>ADJOURNMENT</b>	0857		
<b>NEXT MEETING</b>	<p>April 10, 2025  College of Nursing &amp; Allied Health  Tower Hall Room 105</p>	<p>V. Branchick will forward the agenda and minutes to members before the meeting.</p>	<p>V. Branchick</p>

Approved by Rosa Maria Hernandez (Signature on file)

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