

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

**April 10, 2025**

In Person/ Microsoft Teams Meeting

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<p><b>PRESENT:</b></p> <p><b>EXCUSED/ ABSENT:</b></p>	<p>Vivian Branchick, RN Nancy Blake, RN</p> <p>Rosa Maria Hernandez Ernest Moreno</p> <p>Charles Flores Tonia Jones, RN Nancy Miller, RN Jorge Orozco</p>	<p><b>ADMIN STAFF:</b> Irene dela Torre, RN Mildred Gonzales, 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 0804.	Information	None
<b>APPROVAL OF MINUTES</b>	Minutes of November 14, 20024, reviewed and approved. Four members voted for approval.	Post on website	H. Honda
<b>MINUTES FOLLOW-UP</b>	<ul style="list-style-type: none"> <li>➤ Minutes of August 8, 2024- posted on the internet</li> <li>➤ 2025 BOT meeting schedule approved and emailed to E. Moreno</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>	<ol style="list-style-type: none"> <li>1. <u>ACCJC Report</u> – H. Honda reported on the following: Working on the 2025 ISER’s second draft and will discuss with the committee chairs for their review, and the Board for review.</li> <li>2. <u>ACEN Report</u> – M. Gonzales reported on the following: Dr. Ard from ACEN contacted the college during the January wildfire to check if the college, its faculty, staff, and students are okay. She also asked whether the college needs anything from ACEN.</li> <li>3. <u>BRN Report</u> – No update on BRN.</li> <li>4. <u>Program Review</u> H. Honda reported that she will be sending out the 2024-2025 Provost Annual Evaluation via Class Climate online survey.</li> <li>5. <u>Technology/College Information Systems</u> – H. Honda reported on the following: Class Climate, the College’s survey and evaluation software has been migrated to the Cloud. The process is much faster, and so far, no issues post-migration.</li> </ol>	<ol style="list-style-type: none"> <li>1. Information</li> <li>2. Information</li> <li>3. Information</li> <li>4. Information</li> <li>5. Information</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> <li>3. None</li> <li>4. None</li> <li>5. None</li> </ol>

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	<p>V. Kieng, College IT personnel, has been updating the College information on the website for currency and accuracy.</p>		
<p><b>DIVISIONAL REPORTS</b></p>	<p>1. School of Nursing (SON) – M. Gonzales reported on the SON 2023-2024 annual report:</p> <p><u>Evaluation of the previous annual goals</u></p> <ul style="list-style-type: none"> <li>➤ Four of the five annual goals were met.</li> <li>➤ The goal of supporting the College’s strategic plan for transitioning to the ADN-BSN Collaborative Program has not been met. The project has been put on hold.</li> </ul> <p><u>Petitions</u></p> <ul style="list-style-type: none"> <li>➤ The petition rate for the academic year is currently at 2.6%, which is within the college’s established threshold.</li> <li>➤ - Most of the petitions submitted in Semester 1 were attendance policy waivers.</li> <li>➤ - Two petitions regarding Academic Dishonesty were denied in both Semesters 2 and 3.</li> <li>➤ - In Semester 2, petitions requesting a waiver of the 10% deduction for makeup exams due to illness and military training were approved.</li> </ul> <p><u>Attrition Rate</u></p> <ul style="list-style-type: none"> <li>➤ The attrition rate was at 12.6%</li> <li>➤ Semester 1 has the highest attrition rate, which is expected.</li> <li>➤ There were five program attritions due to double failure.</li> <li>➤ There were two program dismissals due to professional misconduct.</li> <li>➤ The following interventions have been implemented to improve attrition rates:                             <ul style="list-style-type: none"> <li>○ Early interventions for at-risk students</li> <li>○ Utilize teaching strategies that enhance clinical judgment and retention of fundamental concepts.</li> <li>○ Being innovative with teaching strategies.</li> </ul> </li> </ul> <p>R. Hernandez emphasized the importance of student engagement in helping them succeed in the program. In response, N. Blake noted that these early interventions are beneficial, as there are challenges facing the new graduate nurse. It appears that there may be a generational difference affecting their competency and behavior.</p> <p><u>Tutoring and Mentoring</u></p> <ul style="list-style-type: none"> <li>➤ Tutoring topics consist of Drug and Dosage Competency. Clinical competencies, strategies for studying, test-taking strategies, and preparation for the next semester.</li> <li>➤ Eighty percent of students who received tutoring were successful in Fall 2023, and 90.9% of students were successful in Spring 2024.</li> <li>➤ Semester 3 and 4 students are mentors to Semester 1 and 2 students.</li> </ul> <p><u>Advisement and Counseling</u></p> <ul style="list-style-type: none"> <li>➤ M. Caballero has retired as the College counselor. While the search for a new counselor was ongoing, faculty provided counseling to their respective students, and T. Trongone provided additional assistance and access to mental health services and resources.</li> </ul>	<p>1. Information</p>	<p>1. None</p>

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	<p><u>Evaluation of Student Learning Outcomes (SLOs)</u></p> <ul style="list-style-type: none"> <li>➤ The evaluation of outcomes is based on two direct measures: the Clinical Performance Evaluation and the NCLEX Pass Rate. The Systematic Plan of Evaluation has been shared to provide comprehensive details.</li> <li>➤ Indirect measures include Program Evaluation Surveys and Employer Surveys.</li> <li>➤ Certain components of the Expected Level of Achievement were not met and will be discussed with the faculty during the Program Review Workshops in June 2025. For example, a review of the Mastery Level for the Lippincott PassPoint will be discussed.</li> <li>➤ Students have reported positive clinical experiences in the Program Evaluation Survey. However, they also highlighted challenges related to having different faculty members teach the same course, noting the variations in teaching styles and test construction. These issues will be discussed in the Faculty Organization meetings.</li> </ul> <p><u>Goals for 2025-2026</u></p> <ul style="list-style-type: none"> <li>➤ Implement a student skills competency and practice readiness improvement plan to hold students accountable for their learning and reinforce foundational concepts and skills for safe patient care.</li> <li>➤ Incorporate clinical judgment competency questions in simulations, case studies, and/or written competencies.</li> <li>➤ Continue to analyze data on NCLEX PassPoint and implement action plans to meet the EPSLOs.</li> <li>➤ Continue to provide opportunities for students to participate in classroom discussions on Anti-racism, Diversity, Inclusion, and Equity.</li> <li>➤ Maintain all course survey ratings above the 3.5 threshold for action.</li> </ul> <p><u>Program Accomplishments</u></p> <ul style="list-style-type: none"> <li>➤ Collaborative efforts of administration, faculty, and staff led to student success as evidenced by the high NCLEX pass rate.</li> <li>➤ Song-Brown Grant Award of \$150,000 – data collection and grant application were collaborative efforts of administration and faculty.</li> </ul> <p>2. NCLEX Pass Rate = The table below shows the NCLEX pass rate data from 2020-I to 2024-I</p> <p style="text-align: center;">NCLEX-RN Pass Rates: CONAH, CA State, and National</p>	<p>2. Information</p>	<p>2. None</p>

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	<p>➤ CONAH continues to be above the State and National level pass rates.</p> <p>3. DHS Hiring Rate and Overall Job Placement</p> <p>➤ The average DHS hiring rate from 2019 to 2024 is 64%.          ➤ The December 2023 hiring rate is at 82% and this is the goal for all the graduating classes.</p> <p>N. Blake reported that LA General Medical has launched a pilot program in Spring 2025 called the Practice Readiness Improvement Plan, which includes an assessment of nursing skills and new graduates' readiness to provide patient care. She noted that new graduates often lack critical thinking skills. Additionally, she mentioned that she is currently collaborating with HR and Nurse Recruitment to expedite the hiring of CONAH graduates, who she believes are significantly better prepared compared to graduates from other programs.</p> <p>M. Gonzales mentioned that the School of Nursing has established Skills Competencies; however, faculty members noted that students only practice these skills before the competency evaluation. Additionally, there is a Skills Checklist that each student is responsible for completing. The school is also looking for ways to enhance the nursing skills competency of its graduates.</p> <p>R. Hernandez thanked M. Gonzales for a comprehensive report.</p>	3. Information	3. None
<b>ADMINISTRATIVE REPORT</b>	<p>V. Branchick reported on the following:</p> <p>➤ Currently, there are no plans to relocate the College due to budget cuts. However, we are experiencing ongoing issues with the heating and cooling systems. The facility manager is working closely with the facility management team to ensure the safety of faculty, staff, and students.          ➤ The ADN-BSN program has been put on hold</p> <p>E. Moreno inquired about the County budget and how it is affecting the College.</p> <p>V. Branchick reported that each department is being asked to monitor its costs. However, the primary expenses for the College are salaries and benefits. Due to the recent wildfires, the County is facing increased expenses, along with payouts from the Juvenile Department for abuse cases. Additionally, 50% of the funding for County Social Services comes from the Federal Government.</p>	Information	None
<b>NEW BUSINESS</b>			
	<p>1. Policy # 710: Course Exemptions and Course Equivalency Form – Sent to the Board on 4/3/25, due for triennial review, and no changes.          2. Policy # 120: Board of Trustees Meeting - Sent to the Board on 4/3/25, due for triennial review. Current practice needs to reflect on the policy.          3. Policy # 300 Grading and Competency Remediation Plan = Sent to the Board on 4/3/25 and minor change on the Skill Competency grading.</p>	<p>1. Finalize policy and post          2. Finalize policy and post          3. Finalize policy and post</p>	<p>1. H. Honda          2. H. Honda          3. H. Honda</p>

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	4. Policy # 200: Academic Freedom-Faculty = Sent to the Board on 4/3/25, due for triennial review, and no changes. 5. Policy # 810: Refunds of Student Charges and Refund request Form = Sent to the Board on 4/3/25, due for triennial review. Current practice needs to reflect on the policy.  All policies approved.	4. Finalize policy and post 5. Finalize policy and post	4. H. Honda 5. H. Honda
<b>OFF AGENDA ITEMS</b>	N. Blake shared the following on the LA General Medical Center Magnet journey: <ul style="list-style-type: none"> <li>➤ LA General is nearing the completion of its Magnet designation journey, which emphasizes establishing effective structures and processes within the hospital to achieve positive outcomes.</li> <li>➤ Currently, only half of the hospitals in Los Angeles County have received Magnet Designation due to its rigorous requirements.</li> <li>➤ A site visit is scheduled for May 2025, with feedback expected to be available by June or July.</li> <li>➤ The Magnet Commission will review the findings from this visit.</li> <li>➤ -If approved, LA General Medical Center will become one of the few County hospitals in the nation and the first in California to obtain Magnet designation.</li> </ul>		
<b>ADJOURNMENT</b>	0912		
<b>NEXT MEETING</b>	August 14, 2025 College of Nursing & Allied Health Tower Hall Room 105	V. Branchick will forward the agenda and minutes to members prior to the meeting.	V. Branchick

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

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