

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

August 14, 2025

In-Person/ Microsoft Teams Meeting

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
PRESENT: EXCUSED/ ABSENT:	Vivian Branchick, RN Nancy Blake, RN Charles Flores Rosa Maria Hernandez Nany Miller, RN Ernest Moreno Tonia Jones, RN Jorge Orozco	ADMIN STAFF: Irene dela Torre, RN Mildred Gonzales, RN Herminia Honda, RN Trina Trongone, RN Ruby, Gabbedon, RN	PUBLIC:
CALL TO ORDER & INTRODUCTIONS	R. Hernandez called the meeting to order at 0810.	Information	None
APPROVAL OF MINUTES	Minutes of April 10, 2025, reviewed and approved. Six members voted for approval.	Post on website	H. Honda
MINUTES FOLLOW-UP	<ul style="list-style-type: none"> ➤ Minutes of November 14, 2024 = Posted on the internet ➤ Policy # 710: Course Exemptions finalized, posted, and distributed to faculty and staff. ➤ Policy # 120: BOT Meetings finalized, posted, and distributed to faculty and staff. ➤ Policy # 300: Grading = finalized, posted, and distributed to faculty and staff. ➤ Policy # 200: Academic Freedom = finalized, posted, and distributed to faculty and staff. ➤ Policy # 810: Refunds of Students' Charges = finalized, posted, and distributed to faculty and staff. 	Information	None
ANNOUNCEMENTS	LA General Medical Center received its Magnet Designation on July 22, 2025. Congratulations to Dr. N. Blake and her team. N. Blake reported that LA General is one of the only five County hospitals in the country with Magnet Designation.	Information	None
PUBLIC COMMENT	None	Information	None
OLD BUSINESS			
ACCREDI-TATION	<p>1. <u>ACCJC Report</u> – H. Honda reported on the following: The report was uploaded on July 24, 2025, and we received confirmation that it was received. The deadline was 8/1/2025. The documents included the ISER report, evidence, and required documents.</p> <p>There will be five reviewers assigned, chaired by Dr. Brian Sanders, President of Modesto Junior College. They will be reviewing the ISER and are scheduled to meet in person on October 15, 2025. If they require additional documents, we can submit them by October 1, 2025. We will be working closely with Nickawanna Shaw, our liaison.</p> <p>The site visit is scheduled for March 2-6, 20026, but it will not cover the entire week. The ACCJC has a portal for uploading documents.</p> <p>2. <u>ACEN Report</u> – M. Gonzales reported on the following: ACEN and BRN were both informed of the work stoppage in April 2025 and the successful implementation of contingency plans. During this period, student clinical activities and alternative assignments were conducted by the</p>	<p>1. Information</p> <p>2. Information</p>	<p>1. None</p> <p>2. None</p>

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	<p>CONAH Administrative team and faculty members who were released by LA General during re-deployment. Both agencies expressed support and appreciation for our efforts and the action plan, which ensured that students' progress and completion remained on schedule without disruption.</p> <p>3. <u>BRN Report</u> – M. Gonzales reported on the following: The BRN conducts a meticulous review of remediation plans for specialty areas prior to granting approvals. Recently, new faculty member W. Kim received approval to teach Pediatrics, Medical-Surgical Nursing, and Geriatrics, in addition to her previous approval for Obstetrics.</p> <p>4. <u>Program Review</u> -H. Honda reported on the following: Graduate surveys report for Class 2022-I and 2022-II.</p> <ul style="list-style-type: none"> ➤ Response rate is at 42%, higher than the previous cohorts. ➤ 75% of those who responded stated that they are working within the DHS, a higher percentage than in the past. LA General Medical Center is the site where at least 78% of those who responded are working. Eleven percent of responders are working at Harbor-UCLA and OVMC. This is an indicator that the College mission is met. ➤ 97% of those who responded reported that they are working in Los Angeles County. ➤ 84% of those who responded reported that they are working in an inpatient setting = 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. ➤ Six respondents stated that they hold a leadership position. ➤ Positive written comments from graduates <ul style="list-style-type: none"> ○ The clinical practice I received from CONAH was outstanding and considered the strongest candidate in the ER training ○ CONAH provided the best clinical experience any school could offer. ○ I highly recommend CONAH to any prospective nurses and am grateful for all the teachers. ➤ Action plan = Continue strategies of ongoing follow-up to increase response rate. Continue to work with HR and recruitment to assist our students in getting hired within the DHS. <p>Employer Survey:</p> <ul style="list-style-type: none"> ➤ Response slightly higher than the previous cohort, and Likert scale items are above the threshold of 3.0. ➤ Employers generally provided positive feedback about our graduates, except for one graduate who had disciplinary issues. The employer highlighted that the performance of the graduates reflects the individual rather than the school. ➤ Items areas that need improvement based on employer responses: (Threshold 3.0 has been met) <ul style="list-style-type: none"> ○ 2.7 Application of the nursing process ○ 2.11 Participate in improvement activities. Comparison with other graduates ○ 3.4 Promotability ➤ These items were discussed with faculty and staff at the Program Review Workshop in June. <p>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</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>

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	<p>faster, so far, no significant issues.</p> <p>V. Kieng collaborated with the DHS webmaster to ensure that the accreditation information is accessible with one click from the College's landing page, fulfilling the accreditation requirement.</p>																																										
DIVISIONAL REPORTS	<p>1. Financial Aid (FA) – T. Trongone reported on the FA 2023-2024 annual report:</p> <p><u>Evaluation of 2023-2024 Goals</u></p> <ul style="list-style-type: none"> ➤ Cost of Attendance Policy # 820 and Return of Cal Grant Funds Policy # 840 were developed and approved by the College Governance. ➤ All semester 1 student financial aid was processed through CAMS for AY 2023-24. ➤ All new students during AY 2023-2024 signed a promissory note at the time of submitting the Tuition Agreement Contract. Business Office personnel verified the promissory note on file for each student completing semester or program checkout and had the promissory note completed as necessary. <p><u>Evaluation of Student Learning Outcomes</u></p> <ul style="list-style-type: none"> ➤ The most recent Cohort Default Rate for 2021 is 0% as there is a student loan payment pause until June 30, 2023. ➤ Students provided positive comments on the FA office. ➤ There were no student withdrawals in 2023-2024 due to financial hardship. ➤ At least 84% of students signed the Tuition Agreement Contract (TAC). Students pay \$700 per semester with \$1,700 as deferred payment. ➤ The office informally tracked the hiring of graduates. CONAH is working with DHS recruiters to assist graduates in getting hired within DHS. LA General has started hiring fairs. <table border="1"> <thead> <tr> <th colspan="4">CASH MANAGEMENT TOTALS: 2023-2024 Academic Award Year</th></tr> <tr> <th>TYPE OF AID</th><th># AWARDED</th><th>AMOUNT AWARDED</th><th>COMMENTS</th></tr> </thead> <tbody> <tr> <td>PELL GRANT</td><td>92</td><td>\$311,156.00</td><td></td></tr> <tr> <td>FSEOG</td><td>92</td><td>\$9,901.00</td><td></td></tr> <tr> <td>CAL GRANTS</td><td>28</td><td>\$18,204.00</td><td>STIPENDS & BOOKS & SUPPLIES</td></tr> <tr> <td>SUB LOANS</td><td>65</td><td>\$209,085.00</td><td></td></tr> <tr> <td>UNSUB LOANS</td><td>51</td><td>\$247,455.00</td><td></td></tr> <tr> <td>PLUS, LOANS</td><td>0</td><td>\$0.0</td><td></td></tr> <tr> <td>ALT. LOANS</td><td>6</td><td>\$40,965.00</td><td></td></tr> <tr> <td>BW SCHOLARSHIP</td><td>10</td><td>\$3,725.00</td><td></td></tr> </tbody> </table>	CASH MANAGEMENT TOTALS: 2023-2024 Academic Award Year				TYPE OF AID	# AWARDED	AMOUNT AWARDED	COMMENTS	PELL GRANT	92	\$311,156.00		FSEOG	92	\$9,901.00		CAL GRANTS	28	\$18,204.00	STIPENDS & BOOKS & SUPPLIES	SUB LOANS	65	\$209,085.00		UNSUB LOANS	51	\$247,455.00		PLUS, LOANS	0	\$0.0		ALT. LOANS	6	\$40,965.00		BW SCHOLARSHIP	10	\$3,725.00		1.Information	1. None
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	NIENSTEDT SCHOLARSH	8	\$2,100.00			
	MW RICHARDS	15	\$10,000.00			
	HORATIO ALGER ASSN.	5	\$2,500.00			
	BOOK SCHOLARSHIP	13	\$2,100.00			
	NURSING ANGELS FDN	4	\$11,200.00			
	HIGHLAND PK EBELL	0	\$0.00			
	TUITION PAYMENTS	292	\$438,920.00	CAL GRANTS INCLUDED		
	MISC SCHOLARS	2	\$7,000.00			
	GRAND TOTAL		\$1,329,886.00			
	<p>Much discussion ensued:</p> <ul style="list-style-type: none"> ➤ All CARES funding has been used to purchase essential equipment for student learning. ➤ The federal government requires gainful employment data to ensure that students receive a good return on their investment in their degrees. CONAH graduates incur lower educational expenses compared to graduates from other institutions but have a higher return on their investments. They can easily find jobs after graduation. ➤ N. Blake shared that her team is working on the Sandra Shells Scholarship to support students. She expressed her appreciation for the scholarships available to students. ➤ T. Trongone reported that the Perkins Loan has been closed out. This loan was available to students from 1967 to 2017. ➤ E. Moreno inquired whether there were any changes regarding the financial aid disbursement. T. Trongone responded that there have not been any major changes and that current students are able to receive their financial aid funds. ➤ E. Moreno stated that the College has a wealth of data, and it would be beneficial to review the long-term data to evaluate how it is used for curriculum development. <p>2. Educational Resource Center (ERC) – R. Gabbedon reported on the ERC 2023-2024 annual report:</p> <ul style="list-style-type: none"> ➤ There is an increase in the electronic database maintenance cost compared to the last academic year. ➤ The laptop loan program has been utilized to support student learning. 				2. Information	2. None

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	<p><u>Goals:</u></p> <ul style="list-style-type: none">➤ Incorporate the use of the Pyxis machines for medication administration and storage.➤ Explore the use of movable cameras during the simulation experience to enhance communication.➤ Explore the conversion of the library to a Digital library. <p><u>ERC Usage Trends of Skills Lab:</u></p> <table><tr><th>ERC Usage Academic Year</th><th>2022-2023</th><th>2023-2024</th></tr><tr><td>CINAHL</td><td>16,349</td><td>4,924</td></tr><tr><td>Nursing Reference</td><td>645</td><td>368</td></tr><tr><td>eBook Database</td><td>8,467</td><td>4,742</td></tr><tr><td colspan="3">Circulation</td></tr><tr><td>Books</td><td>857</td><td>1,634</td></tr><tr><td>Laptops</td><td>102</td><td>101</td></tr><tr><td colspan="3">Patrons</td></tr><tr><td>Library</td><td>2,889</td><td>2,574</td></tr><tr><td>Computer Labs</td><td>1,259</td><td>1,249</td></tr><tr><td>Skills Lab</td><td>1,945</td><td>1,622</td></tr></table> <p><u>ERC Expenditure:</u></p> <table><tr><th>ERC Expenditures</th><th>2022-2023</th><th>2023-2024</th></tr><tr><td>Books</td><td>\$4,619.00</td><td>\$4,661.00</td></tr><tr><td colspan="3">Electronic Database:</td></tr><tr><td>EBSCO</td><td>\$25,290.00</td><td>\$28,596.00</td></tr><tr><td>Library World</td><td>\$495.00</td><td>\$495.00</td></tr><tr><td>A/V Equipment {laptops}</td><td>\$1,305.00</td><td>0</td></tr><tr><td>Skills/Simulation Equipment</td><td>\$184,543.00</td><td>\$817.96</td></tr><tr><td>Maintenance Agreements</td><td>\$28,767.00</td><td>\$25,871.00</td></tr><tr><td>Total Expenditures</td><td>\$245,019.00</td><td>\$60,440.96</td></tr></table>	ERC Usage Academic Year	2022-2023	2023-2024	CINAHL	16,349	4,924	Nursing Reference	645	368	eBook Database	8,467	4,742	Circulation			Books	857	1,634	Laptops	102	101	Patrons			Library	2,889	2,574	Computer Labs	1,259	1,249	Skills Lab	1,945	1,622	ERC Expenditures	2022-2023	2023-2024	Books	\$4,619.00	\$4,661.00	Electronic Database:			EBSCO	\$25,290.00	\$28,596.00	Library World	\$495.00	\$495.00	A/V Equipment {laptops}	\$1,305.00	0	Skills/Simulation Equipment	\$184,543.00	\$817.96	Maintenance Agreements	\$28,767.00	\$25,871.00	Total Expenditures	\$245,019.00	\$60,440.96		
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	<p>Much discussion ensued:</p> <ul style="list-style-type: none"> ➤ N. Blake reported that due to cost-cutting efforts, the DHS is reviewing the possibility of reducing library services and is considering a move to virtual libraries. However, they want to ensure that students, faculty, and staff are able to access resources online. ➤ She also added that there are a few institutions that have access to a good clinical experience, and thus, their graduates are not ready to practice. CONAH's students can utilize DHS hospitals and clinics. 		
ADMINISTRATIVE REPORT	<p>V. Branchick reported on the following:</p> <ul style="list-style-type: none"> ➤ All departments have been requested to reduce their expenditures in response to the Big Beautiful Bill passed by Congress. ➤ The CONAH Administration has been discussing a possible increase in tuition, as the last increase was in 2005. However, there will be careful consideration regarding the amount of the increase to ensure that it does not place an additional burden on the students and their families. 	Information	None
NEW BUSINESS			
	<ol style="list-style-type: none"> 1. Mission, Vision, Values – The document was sent to the Board on August 5, 2025, and is due for a triennial review. While there are no changes to the overall mission of the College, the Board approved the addition of “inclusive and supportive, learning-centered educational programs”. The Board noted that this is already being implemented, but emphasized that it needs to be explicitly stated. Since the College serves a diverse student population, the Board also approved the inclusion of the words "diverse" and "inclusion" in the vision and values statements. 2. Policy # 100: Policy Development - Sent to the Board on 8/5/25, due for triennial review. Current practice needs to reflect on the policy. 3. Policy # 430: Student Records-Confidentiality - Sent to the Board on 8/5/25 and minor change on the Skill Competency grading. 4. Policy #820: Academic Failure -Sent to the Board on 8/5/25. It is due for a triennial review, and changes were recommended by N. Miller, including reformatting and reorganization of bullets. Changes were approved for clarity. 5. Policy #850: Awards and Graduation -The policy was sent to the Board on August 5, 2025, and is due for a triennial review. The policy needs to align with the current practice N. Miller recommended that the JF Barrera scholarship not be specified instead, it should be included among all available scholarships. <p>All policies approved.</p>	<ol style="list-style-type: none"> 1. Finalize policy and post 2. Finalize policy and post 3. Finalize policy and post 4. Finalize policy and post 5. Finalize policy and post 	<ol style="list-style-type: none"> 1. H. Honda 2. H. Honda 3. H. Honda 4. H. Honda 5. H. Honda
OFF AGENDA ITEMS	<ul style="list-style-type: none"> ➤ The Board discussed the current financial issues and challenges facing Los Angeles County and their potential impact on the future of the College. ➤ N. Blake emphasized that graduates from the CONAH play a vital role in caring for the most vulnerable populations in the County. A significant percentage of CONAH graduates provide essential support to the DHS hospitals and clinics. As a result, she consistently advocates for the students. 		

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ADJOURNMENT	0915		
NEXT MEETING	November 13, 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)