

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

November 13, 2025

In Person/ Microsoft Teams Meeting

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<p>PRESENT:</p> <p>Vivian Branchick, RN Brenda Gallardo, RN Charles Flores Rosa Maria Hernandez</p> <p>EXCUSED/ ABSENT</p> <p>Gabriela Casillas, SN Tonia Jones, RN Jorge Orozco</p>	<p>Nancy Miller, RN Ernest Moreno</p>	<p>ADMIN STAFF: Irene dela Torre, RN Zenobia Ivory, RN Trina Trongone, RN</p>	<p>PUBLIC:</p>
CALL TO ORDER & INTRODUCTIONS	R. Hernandez called the meeting to order at 8:00 AM. She welcomed Brenda Gallardo, the Interim CNO of LA General Medical Center. B. Gallardo introduced herself and shared that she still has many things to learn in her new role.	Information	None
APPROVAL OF MINUTES	The minutes of August 14, 2025, were reviewed and approved with all members voting for approval.	Post on the website	H. Honda
MINUTES FOLLOW-UP	<ul style="list-style-type: none"> ➤ Minutes of April 10, 2025, posted on the internet. ➤ Mission, Vision, Values: finalized, posted, and distributed to faculty and staff. ➤ Policy # 100: Policy Development finalized, posted, and distributed to faculty and staff. ➤ Policy # 430: Student Records-Confidentiality finalized, posted, and distributed to faculty and staff. ➤ Policy # 820: Academic Failure finalized, posted, and distributed to faculty and staff. ➤ Policy # 850: Awards and Graduation finalized, posted, and distributed to faculty and staff. 	Information	None
ANNOUNCEMENTS	<ul style="list-style-type: none"> ➤ The College is grateful to Dr. Nancy Blake for her service with the BOT. She retired from LA General Medical Center on 10/31/25. 	Information	None
PUBLIC COMMENT	None	Information	None
OLD BUSINESS			
ACCREDITATION	<p>1. <u>ACCJC Report</u>: V. Branchick reported on behalf of H. Honda: After the team reviewed the ISER, the College received the Core Inquiries report on September 30, 2025. The report requested additional evidence and posed other inquiries, totaling 37 items that were addressed. The responses were submitted on October 6, 2025.</p> <p>On October 22, 2025, the College received the follow-up Core Inquiry report. Three items will be validated during the Focus Site Visit:</p> <p>Core Inquiry 1= The team wants to know how disaggregated data is used to guide decision-making in relation to program</p>	1. Information	1. None

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	<p>improvement and innovation.</p> <p>Core Inquiry 2 = The team wants to further understand how needs for resources are identified through program review, are addressed, and how additional resources to support improvement are secured.</p> <p>Core Inquiry 3 = The team would like to learn more about the institution's mentoring program.</p> <p>The deadline to submit our responses is 2/16/26, and the inquiries will also be utilized to schedule meetings with the staff, faculty, and students. The site visit is scheduled for March 2-3, 2026.</p> <p>2. <u>ACEN Report / BRN</u>: The ACEN annual report was submitted on 10/21/25.</p> <p>3. <u>IE /Program Review/Research /Planning / Graduate Survey</u>: V. Branchick reported on behalf of H. Honda. ➤ Working on the end-of-semester surveys and other surveys needed for the regulatory agency report. ➤ Will be sending the BOT Self Evaluation via Class Climate, it's due every three years.</p> <p>4. <u>Technology/College Information Systems</u> – V. Branchick reported on behalf of H. Honda. ➤ Continuously reviewing the website information for accuracy and working with DHS IT to make sure all posted documents are ADA-compliant. Effective 1/1/26, all posted DHS documents must be ADA-compliant</p>	<p>2. Information</p> <p>3. Information</p> <p>4. Information</p>	<p>2. None</p> <p>3. None</p> <p>4. None</p>
<p>DIVISIONAL REPORTS</p>	<p>1. Office of Educational Services (OES) – Z. Ivory reported on the OES 2024-2025 annual report: <u>Assessment of Student Learning Outcomes</u></p> <ul style="list-style-type: none"> ➤ At-Risk Students were identified using pre-admission indicators: repeated science courses, self-identified testing weaknesses, and plans to work full-time. A list of at-risk students was provided to the coordinator, counselor, and tutor. ➤ Students who failed a course were asked to review their options and discuss changes required to succeed in the program. ➤ 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, are discussed with the students. ➤ Students who struggled with test-taking or study habits were referred to the Office of Tutoring & Mentoring. ➤ Students facing personal and mental issues were referred to the Office of Advisement & Counseling and to the Employee Assistance Program (EAP). Names and phone numbers of counseling resources within the community were provided. <p><u>Evaluation of 2024-2025 Goals</u></p> <ul style="list-style-type: none"> ➤ The Intermediate Clerk position was filled. ➤ Erik Burgos-Nava has been promoted to the new CAMS manager. ➤ Telephone etiquette can help identify behaviors affecting applicants' success. The aim is to incorporate it into the 	<p>1. Information</p>	<p>1. None</p>

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	<p>communication requirement during the admission phase. The goal is still pending further discussion.</p> <ul style="list-style-type: none"> ➤ The OES annual calendar has been revised. ➤ Maintain one consistent venue for graduates. Goal partially met: Bob Hope Patriotic Hall for Fall and San Gabriel Mission Playhouse for Spring graduations. ➤ The onboarding process for off-site facilities during pre-registration presents challenges for new students, particularly with online application completion, leading to rejections and delays. Orientation activities had to be rescheduled due to wildfires in January 2025. ➤ Increase admission application pool: Application pool increased without intervention; goal met. Dr. N. Blake suggested the use of social media for a broader reach. Goal not met. <p><u>Accomplishments for this Academic Year</u></p> <ul style="list-style-type: none"> ➤ The onboarding process for students attending clinicals at other DHS facilities has been streamlined. ➤ The College can create classes on Talent Works for faculty development courses, and certificates can be downloaded via the portal. <p>➤ <u>SON Student Projections</u></p> <table border="1" data-bbox="348 781 1530 1317"> <thead> <tr> <th>Gender</th> <th>Fall 2024</th> <th>How many in numbers</th> <th>Spring 2025</th> <th>How many in numbers</th> </tr> </thead> <tbody> <tr> <td>New Student Enrollment</td> <td></td> <td>55</td> <td></td> <td>43</td> </tr> <tr> <td>Males</td> <td>34.5%</td> <td>19</td> <td>49%</td> <td>21</td> </tr> <tr> <td>Females</td> <td>65.5%</td> <td>36</td> <td>51%</td> <td>22</td> </tr> <tr> <td><u>Age Range</u></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>17-19</td> <td>0%</td> <td>0</td> <td>0%</td> <td>0</td> </tr> <tr> <td>20-24</td> <td>29%</td> <td>16</td> <td>44.18%</td> <td>19</td> </tr> <tr> <td>25-29</td> <td>20%</td> <td>11</td> <td>23.25%</td> <td>10</td> </tr> <tr> <td>30-34</td> <td>10.9%</td> <td>6</td> <td>13.95%</td> <td>6</td> </tr> <tr> <td>35-39</td> <td>12.7%</td> <td>7</td> <td>6.97%</td> <td>3</td> </tr> <tr> <td>40-44</td> <td>5.45%</td> <td>3</td> <td>2.32%</td> <td>1</td> </tr> <tr> <td>45-49</td> <td>3.6%</td> <td>2</td> <td>4.65%</td> <td>2</td> </tr> <tr> <td>50 +</td> <td>0%</td> <td>7</td> <td>2.32%</td> <td>1</td> </tr> </tbody> </table>	Gender	Fall 2024	How many in numbers	Spring 2025	How many in numbers	New Student Enrollment		55		43	Males	34.5%	19	49%	21	Females	65.5%	36	51%	22	<u>Age Range</u>					17-19	0%	0	0%	0	20-24	29%	16	44.18%	19	25-29	20%	11	23.25%	10	30-34	10.9%	6	13.95%	6	35-39	12.7%	7	6.97%	3	40-44	5.45%	3	2.32%	1	45-49	3.6%	2	4.65%	2	50 +	0%	7	2.32%	1		
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	<p><u>Central Service Technician Training Program</u></p> <ul style="list-style-type: none"> ➤ One cohort was completed from February to April 2024. ➤ Five participants completed, and all were hired within DHS. ➤ Course evaluation ratings ranged from 4.76 to 5.0 /5.0 with positive written comments. <p><u>Additional AH Division Accomplishments for 2023-2024</u></p> <ul style="list-style-type: none"> ➤ The AH division has been granted affiliation with the American Heart Association (AHA) training center to offer Basic Life Support (BLS) classes for non-County students who need a BLS card before attending the AH certification programs. ➤ In collaboration with DHS HR, Employee Health Services, and the Recruitment Office, AH implemented its first hiring fair for students who completed the AH training programs. <p>Much discussion ensued:</p> <ul style="list-style-type: none"> ➤ Classes for NATP are paused until 2025 due to the DHS hiring freeze, but they will resume in spring 2026. ➤ There is a plan to charge the AH training programs and disseminate information to neighboring communities to increase the number of students. ➤ J. Orozco mentioned that AH might be able to seek funding from the Department of Economic Development to support the AH program. 		
ADMINISTRATIVE REPORT	<p>V. Branchick reported on the following:</p> <ul style="list-style-type: none"> ➤ She emphasized that she is exploring various strategies to keep the college open and accessible to the surrounding community, as the school plays a valuable role in providing graduate nurses for LA County. Additionally, the graduates from the Allied Health program are helping to meet the workforce needs of the Department of Health Services (DHS). ➤ Due to DHS being in a budget crisis, each department is asked to do 5% cost containment. The College will be freezing two nursing instructor positions. ➤ Non-essential college memberships will not be renewed. ➤ There was a rumor that the school was closing, which was detrimental and resulted in fewer applicants, but numbers are slowly rising again. ➤ There is a plan to increase the tuition and to continue the cost-cutting efforts to keep CONAH expenses low. ➤ Sixteen offices were allotted to the LA General Medical Center staff. ➤ Currently working with MSMU for a possible partnership. 	Information	None
NEW BUSINESS			
	<ol style="list-style-type: none"> 1. Policy # 500: Provost Selection – Sent to the Board on 11/4/25 and minor changes made. Policy approved. 2. 2026 Meeting Schedule - Sent to Board members on 11/4/25, and schedule approved. 3. Provost Annual Evaluation – Report distributed and discussed. 	<ol style="list-style-type: none"> 1. Finalize and post. 2. Finalize and post. Email to E. Moreno 3. As stated, 	<ol style="list-style-type: none"> 1. H. Honda 2. H. Honda 3. None

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OFF AGENDA ITEMS	None		
ADJOURNMENT	0940 am		
NEXT MEETING	April 9, 2026 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 Rosa Maria Hernandez (Signature on file)

Prepared by: Edeline Lim / Herminia L. Honda (Signatures on file)