

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

**November 20, 2015**

College of Nursing & Allied Health. Tower Hall, Room 105

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP
<p><b>PRESENT:</b></p> <p>Vivian Branchick RN, President Minor Anderson Thomas Berne, MD Barbara Collier, RN Eve Cruz, RN</p> <p><b>EXCUSED/ ABSENT:</b></p> <p>Margaret Lee</p>	<p>Rosa Maria Hernandez Tonia Jones, RN Isabel Milan RN, Vice President Nancy Miller, RN Ernest Moreno</p>	<p><b>GUESTS:</b></p> <p>Tammy Blass RN Maria Caballero, RN Doris DeHart, RN Herminia Honda, RN</p>	<p><b>PUBLIC:</b></p>
<p><b>CALL TO ORDER &amp; INTRODUCTIONS</b></p>	<p>V. Branchick called the meeting to order at 0825</p>	<p>Information</p>	<p>None</p>
<p><b>APPROVAL OF MINUTES</b></p>	<p>Minutes of August 21, 2015 1. Reviewed and approved.</p>	<p>Post on website</p>	<p>H. Honda</p>
<p><b>MINUTES FOLLOW- UP</b></p>	<p>1. <u>Minutes of June 26, 2015</u> – Reviewed approved and posted on the internet. 2. <u>ACCJC Midterm Report</u> – Included in the agenda. 3. <u>Allied Health Report</u>- B. Collier reported Nursing Instructor and Staff Assistant for Allied Health were included in the budget request. 4. <u>Data on Latino applicants</u> – M. Caballero distributed document on “On-Time Completion Rate for Class 2014-II and 2015-I” with disaggregated demographics data. She pointed out that this data will assist in exploring the number of Latino applicants. She also added that if the total cohort is less than 5 students, data should not be disaggregated as it is identifiable. 5. <u>Maud Scholarship Trust</u> – D. DeHart reported that she is still awaiting response from the County Counsel. 6. <u>Policy # 541: Sexual Harassment</u> – Posted on the intranet.</p>	<p>1. Information 2. Information 3. Information 4. Information 5. Information 6. Information</p>	<p>1. None 2. None 3. None 4. None 5. None 6. None</p>
<p><b>ANNOUNCEMENTS</b></p>	<p>1. <u>ABC New Article</u> - College of Nursing and Allied Health (CONAH) was mentioned on ABC News on the College Scorecard on a September 15, 2015. The article stated that CONAH graduates have a median earning of \$85,800.00 10 years after graduation. 2. <u>Working Nurse Magazine Cover</u> - Former Graduate of 2008-II who works at LAC + USC Medical Center was Featured in Working Nurse Magazine regarding her role as a Pulmonary Hypertension Coordinator. 3. <u>RN I Position</u> - Department of Health Services (DHS ) RN I position opened on 10/21/15 and email sent to former Graduates 4. <u>LAC + USC Strategic Priority</u> - B. Collier reported that LAC+USC Medical Center’s Strategic Priority is National Recognition/Magnet Status. There was much discussion on the employment of the CONAH graduates at the Medical Center as a certain percentage of the nursing staff must have a Bachelor’s of Science in Nursing (BSN) to be recognized as a magnet hospital. I. Milan added that this will be a 5 - year project and that they considering different avenues for current staff and student to get bridged into a BSN program. 5. <u>Provost Position</u> - There are six candidates qualified for the Civil Service interview scheduled for 11/23/15 and</p>	<p>1. Information 2. Information 3. Information 4. Information 5. Information</p>	<p>1. None 2. None 3. None 4. None 5. None</p>

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	11/24/15. N. Miller and I Milan will be in the interview panel. There was much discussion on the interview process and the time frame on how long the selection process is going to take.		
<b>PUBLIC COMMENT</b>	1. No public comment	1. Information	1. None
<b>OLD BUSINESS</b>			
<b>ACCREDITATION</b>	<p>1. <u>Accreditation</u> – M. Caballero reported that the Accrediting Commission for Community and Junior Colleges (ACCJC) Midterm Report is due March, 2016 and the administrative team has started working on the report. The 2016 Accreditation Midterm Report Preparation Checklist was distributed and reviewed. She added that a completed report will be presented to the BOT at the February 19, 2016 meeting.  Update on the following recommendations will be included in the report:</p> <ul style="list-style-type: none"> <li>a Planning and Decision-Making Process (Recommendation # 1)</li> <li>b Planning and Communication (Recommendation # 2)</li> <li>c Technology (Recommendation # 5)</li> </ul> <p>Update on the following from External Evaluation Team Report will also be included in the report:</p> <ul style="list-style-type: none"> <li>a Allied Health Division ( Recommendation # 3)</li> <li>b Catalog (Recommendation # 4)</li> </ul> <p>Update on 2013 Self Study Planning Agenda will be included as well.</p> <p>2. <u>BRN Report / Attrition/Retention and Tutoring</u>– B. Collier reported that SON faculty continues to follow the Attrition/Retention and Tutoring Action Plans. Course evaluation questionnaire included evaluation of the effectiveness of tutoring in fall 2015. Survey data will be discussed during the Program Review Workshop.</p> <p>3. <u>Associates Degree in Nursing (ADN) to Bachelors of Science in Nursing (BSN) Collaborative Project with California State University, Los Angeles (CSULA)</u> – M. Caballero reported:  There are 4 students from Cohort June 2014 who will be finishing June 2016. Two of the students had dropped out from this group due to inflexible class schedule and cost. There are 10 students from Cohort June 2015.</p> <p>4. <u>Research/Program Review/Planning</u> – H. Honda reported:  <u>Research/Program Review/Planning</u> –</p> <ul style="list-style-type: none"> <li>a 2015 Board Self-Appraisal Findings – Report distributed and reviewed. Ten of the eleven (91%) members completed the survey. The overall rating was 3.8 (scale 1-4, with 4 highest. Threshold 3.0). Survey questionnaire revised and survey provided as a hardcopy and online. Overall ratings improved for each category: <ul style="list-style-type: none"> <li>1) Board Organization &amp; Dynamics and for Decision Making Process – received the highest ratings: 4.0 for both categories</li> <li>2) Board Relationships to the Program – rating improved after survey item to read: “Board decisions reflect sensitivity to the needs of the community that the College serves”</li> <li>3) Goals – Revised item “Board sets and evaluates goals for its own functioning”. Rating improved</li> <li>4) Board Member Participation - Graduation received the lowest rating at 2.8. Board members were formally</li> </ul> </li> </ul>	<p>1. Information</p> <p>2. Information</p> <p>3. Information</p> <p>4. Information</p>	<p>1. None</p> <p>2. None</p> <p>3. None</p> <p>4. None</p>

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	<p>invited to the May 2015 graduation.</p> <p>b Employer Survey Trend – 2012-I to 2012-II. Report distributed and discussed. Threshold met but with poor response rate especially with LA County Managers which could be due to time conflict related to implementation of ORCHID. Comments mostly positive and employers describe our graduates as Advanced Beginner or Competent.</p> <p>Surveys in Progress:            Graduate survey for 2013-II sent 10/8/15 with 38% (15/40) response rate as of 11/5/15.            Employer Surveys for 2013-I sent on 10/26/15 with 60% response rate as of 11/5/15.</p> <p>5. <u>Technology/College Information Systems</u> – M. Caballero reported :</p> <p>a <u>Comprehensive Academic Management System (CAMS)</u> - Data on all incoming students are being entered on CAMS and plan to implement faculty and student portal in fall 2015</p> <p>b <u>Information Systems/Website</u> – H. Honda reported:            The College webmasters have been uploading the documents and making changes to the site content as needed to comply with regulatory agencies. Internet site was reviewed to ensure its content are accurate and recent and will be reviewed biannually.</p>	5. Information	2. None
<b>DIVISIONAL REPORTS</b>	<p>1. <u>Education and Consulting Services (EDCOS)</u> – T. Blass led the review of the 2014-2015 EDCOS Annual Report. She reported on the following:</p> <p>a Faculty positions– there are currently 12 full time educators. Six have MSNs and 6 have BSNs. A new Pediatric instructor has just been hired; the position has been vacant for three years. One ER instructor position remains vacant.</p> <p>b Continuing education (CE) and non-continuing education (non-CE) classes and programs – There were 423 classes and programs offered to 6483 workforce members to meet the College's mission of providing learning centered educational programs and career development opportunities for healthcare student. EDCOS faculty prepared 114 DHS nursing workforce members to safely care for the critically ill patients in the emergency department and critical care areas. In addition to nursing staff, participant categories included physicians who attended the Non-Violent Physical Crisis Intervention course. Mandatory programs – provides mandatory nursing education required by regulatory agencies such as orientation, DHS Competency validation, LAC + USC Annual Nursing Skills validation , Code Green Roles and Responsibilities and Life support courses; BLS, ACLS, PALS, Heartsavers. In addition, Mock Code Gold has been implemented at Augustus Hawkins and staff debriefings which have resulted in a decline in patient- related assault.</p> <p>c Specialty education– EDCOS provides critical care and emergency nursing didactic education for all DHS facilities as well as coordinates and teaches numerous specialty courses for LAC + USC nursing staff.</p> <p>d Committee memberships – Faculty are members/chairs of DHS, LAC + USC , and Nursing Service committees</p> <p>e Additional Contributions to DHS and the Community – Faculty are frequently consulted throughout the DHS and the community for their expertise in patient care management.</p>	1. Information	1. None
<b>NCLEX PASS RATE</b>	<p>B. Collier distributed NCLEX Pass Rate Data and reported:            Pass rates for Class 2014-II is 98% and 2015-I is 100% of the students who have taken the NCLEX. Five students are still pending. CONAH continue to be above National and State averages. She added that Nursing programs with less than</p>	Information	None

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	70% passing rate is placed on warning by the California Board of Registered Nursing (BRN).		
<b>RECRUITMENT STATUS</b>	<p>1. <u>SON Student Projections</u> - M. Caballero reported:          The goal for spring 2016 is to admit 55 students. Pre-registration is today, 11/20/15. There are 13 LVN students who will be enrolled for spring 2016. There were students who were not able to register for fall 2105 due faculty staffing shortage.</p> <p>2. <u>DHS Hiring Rate</u> - B. Collier reported:          DHS Hiring Rate from 2010-II to 2015-I average is 37%. Goal is 50%. Class 2013-II has the highest rate at 73% coinciding with opening of RNI position as a response to the Board of Supervisor's hiring plan in 2014. RNI position opened once again on 10/21/15 and information were sent to graduates of 2014-I to 2015-I. Most hired graduates are working at LAC+USC Medical Center. There was much discussion on the hiring rate and when the position for RN I is opened. I. Milan suggested that a recommendation will be given to Human Resources to open the item twice a year; March for the December graduates and September for May graduates. Thus, CONAH graduates would have received their licenses and will be eligible to apply. M. Anderson emphasized the importance of setting a hiring goal for the School. The goal is at 50% but it would be better if at least 75% of the graduates are hired within the DHS. There was also much discussion on the BSN requirement for non-county facilities. The College needs s to explore collaboration with other Colleges and other strategies for graduates to obtain their BSN degrees.</p>	<p>1. Information</p> <p>2. Information</p>	<p>1. None</p> <p>2. None</p>
<b>NEW BUSINESS</b>			
<b>POLICY # 300: GRADING POLICY</b>	<p>A. <u>Policy # 300: Grading Policy:</u>          SON Faculty, Admin &amp; Planning reviewed Policy # 300 due for its triennial review. Approved by Planning Committee on 9/10/15. Recommended revisions forwarded to BOT on 11/5/15. Received recommendations from N. Miller. Approved with changes.</p>	A. Make corrections, send to faculty and staff and post on the intranet	A. H. Honda
<b>BUDGET REQUEST/ REVENUE EXPENDITURE SUMMARY</b>	B. Collier reported that Budget Request for 2016-2017 has been submitted which included a request for Nursing Instructor and Staff Assistant for the Allied Health division. She also added that per the College Admin discussion, Allied Health will remain open to provide certification for Certified Medical Assistant, Nursing Assistants and Community Health Workers.	Information	None
<b>2016 MEETING DATES</b>	B. Collier distributed the 2016 BOT meeting schedule and reminded the members that it is every third Friday of February, May, August and November 2016.	Information	None
<b>OFF AGENDA ITEMS</b>	B. Collier reported that Librarian item will be opened to staff the College library.	Information	None
<b>NEXT MEETING</b>	February 19, 2016 8:00 to 10:00 a.m. College of Nursing & Allied Health Tower Hall Room 105	B. Collier will forward agenda and minutes to members prior to meeting.	B. Collier

Approved by: (Signature on file)  
 Vivian Branchick

Prepared by: (Signature on file)  
 Herminia Honda BOT.Agendas/Mins 12/23/15