

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

June 26, 2015

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

TOPIC	DISCUSSION/CONCLUSIONS/RECOMMENDATIONS	ACTIONS	FOLLOW-UP		
PRESENT:	Vivian Branchick RN, President Isabel Milan RN, Vice President Thomas Berne, MD	Barbara Collier, RN Eve Cruz, RN Rosa Maria Hernandez	Nancy Miller, RN	GUESTS: Maria Caballero, RN Doris DeHart, RN Herminia Honda, RN	PUBLIC:
EXCUSED/ ABSENT:	Minor Anderson Tonia Jones, RN	Margaret Lee Ernest Moreno			
CALL TO ORDER & INTRODUCTIONS	V. Branchick called the meeting to order at 0805.	Information	None		
APPROVAL OF MINUTES	Minutes of November 21, 2014 1. Reviewed and approved.	Post on website.	H. Honda		
MINUTES FOLLOW- UP	1. <u>Minutes of August 22, 2014</u> – Corrected and posted on the internet 2. <u>2015 Meeting Schedule</u> – Posted on the internet 3. <u>Provost Position Follow-up</u> – Position opened on 6/16/15 and posted. V. Branchick emphasized that the position is open to both County and non-County employees	1. Information 2. Information 3. Information	1. None 2. None 3. None		
ANNOUNCEMENTS	1. <u>Graduation Ceremony</u> – Graduation was held on May 27, 2015 at San Gabriel Mission Playhouse with Supervisor Hilda Solis giving the Commencement address 2. <u>120 Years Celebration</u> - School is celebrating its 120 years	1. Information 2. Information	1. None 2. None		
PUBLIC COMMENT	1. No public comment	1. Information	1. None		
OLD BUSINESS					
ACCREDITATION	1. <u>Accreditation</u> – M. Caballero reported that the Accrediting Commission for Community and Junior Colleges (ACCJC) Midterm Report is due March, 2016. The Admin team will start working on the report in July. She also reported that the ACCJC Accreditation Standards Conference at Sheraton San Diego Hotel & Marina were attended by M. Caballero (ALO) and H. Honda. She reported that new standards were presented to decrease redundancy. N. Miller inquired regarding areas needing follow-up report which are Decision-Making Process and Technology. There was much discussion on the other areas that needed follow-up. It was agreed upon to discuss all the recommendations in the August meeting. D. DeHart reported that there is an issue regarding signing a contract with a vendor on an e-resource that will be purchased by the students to meet recommendations on technology. V. Branchick recommended to follow-up with County Contracts and Grants. 2. <u>BRN Site Visit Follow Up</u> – B. Collier reported on: <u>Attrition/Retention and Tutoring</u> – SON faculty continue to follow the Attrition/Retention and Tutoring Action Plans.	1. Bring ACCJC Recommendations to the August meeting. Follow-up with County Contracts and Grants 2. Information	1. B. Collier D. DeHart 2. None		

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	<p>She also added that on fall 2014 and spring 2015 there was a Social Work Graduate student who provided counseling for the students. She provided valuable help to the students and hoping that another graduate student/counselor will be obtained.</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> - B. Collier reported that there are presently 5 students enrolled in the first cohort that started in June 2014 and 10 students started on June 15, 2015. The project is collaboration with other 10 colleges within the area. After graduating from CONAH, the students have 1 year to complete their BSN degrees at CSULA. The program is through extended education.</p> <p>4. <u>Research/Program Review/Planning</u> – H. Honda reported: <u>Graduate Surveys Summary for Class of 2012-I and 2012-II</u> - Document distributed and reviewed. Poor response rate for the Class 2012-I, only at 14% and 32% for 2012-II. At least 58% of respondents are employed by DHS. Most are employed by LAC + USC at 46% followed by Harbor UCLA. Hiring location reflects SON clinical sites. Eighty-four percent of the College grads are working in the acute care areas as compared to only 47.7% for ADN grads according to BRN Annual Report 2013-2014. R. Hernandez inquired whether there were any negative comments and I. Milan added that the “Meet and greet” session had a good turnout.</p> <p>Graduate Comments include:</p> <ul style="list-style-type: none"> ➤ “Compared to other nursing students from other schools, I now can see how great the training I had at CONAH was” ➤ “It would be great to implement a BSN program” ➤ “School prepared me well to work at a County facility or anywhere for that matter. I was able to adjust quicker than the others from other schools while working at Olive View” ➤ “The training received at LAC + USC effectively prepared me to begin.” <p>5. <u>Technology/College Information Systems</u></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:</p> <ul style="list-style-type: none"> ➤ The College webmasters have been uploading the documents and making changes to the site content as needed ➤ Student Consumer Information page has been added to the College website to comply with State, Federal and Dept. of Education regulations ➤ Intranet/Team Services – College is utilizing the new SharePoint Intranet with migrated data from the old site ➤ Updated Class Climate software on 2/3/15 to Version 6.1. Program is utilized to create, process, aggregate, and trend survey data ➤ Submitted a collage for posting on DHS Webpage slider to celebrate the College’s 120 years of excellence. 	<p>3. Information</p> <p>4. Information</p> <p>5. Information</p>	<p>3. None</p> <p>4. None</p> <p>5. None</p>
DIVISIONAL	1. <u>Office of Educational Services (OES) Annual Report</u> – M. Caballero led the review 2013-2014 OES Annual Review	1. Collect data on Latino	3. M. Caballero

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REPORTS	<p>and reported on the following:</p> <ul style="list-style-type: none"> ➤ For spring 2015, 300 applications were received and 145 files were reviewed. Seventy five applicants met the minimum requirements and the goal is to accept at least 50 students each semester. There are students in the waiting list in case the accepted applicants decide not to enroll to meet the 50 admissions per semester. M. Caballero added that some decide to drop at the last minute due to distance if they are admitted to other schools. She emphasized that tuition cost does not seem to be an issue for students but rather their commute to and from the school. She added that there seem to be more Asian applicants which are quite a new trend. R. Hernandez inquired about the Latino applicants and there was much discussion on the exact number of Latino applicants and those that are actually meeting the minimum requirements. M. Caballero stated that the College needs to recruit from the Olive View and San Gabriel Valley areas to increase Latino applicants / admissions. V. Branchick also added that at Martin Luther King Jr. Hospital, the majority of patients are Hispanic but not enough Spanish speaking nurses to provide care. T. Berne added that maximum patient care is provided if healthcare providers are able to communicate with patients. He also inquired if County still provides bilingual pay to nurses. I. Milan recommended that it will be a good idea to see how many Latino students are applying and how many are actually meeting the minimum requirements. ➤ OES is still working on the follow-up study on Cut Score for TEAS. ATI agreed to work with the College regarding the TEAS Cut Score study but it has not been providing necessary information. M. Caballero added that other schools are also working with ATI regarding the same study. <p>2. <u>Financial Aid (FA) Annual Report - D. DeHart</u> led the review of the 2013-2014 FA Annual Report. She reported on the following:</p> <ul style="list-style-type: none"> ➤ FA office had successfully completed a California Student Aid Commission Audit in 2014. There were 5 corrective actions needed, two of which were policy revisions reducing the corrective actions to three. The initial repayment finding or \$20,000 was reduced to \$ 2,390 (based on eligibility issues e.g. conflict with out of service date which impacted enrollment status). The College is fully authorized and recertified to participate in the US Department of Education Federal Student Aid program ➤ The FA office needs assistance from the County counsel to recover funds from the Maud Scholarship Trust which provided scholarship to students for 10 years. The executor has withdrawn all the funds and the account has been closed. There was much discussion on how to recover the funds and I. Milan recommended to inquire with M. Corbet regarding the fund recovery as he seem to be familiar with trust account related to LAC + USC Medical Center ➤ Cohort Default Rate for the College is at 9.4% which is below the 25% threshold for action ➤ Due to increase DHS hiring in the end of 2014, there is a much better implementation of the Tuition Agreement Contract ➤ FA office has assisted 18 of 371 students with the monthly tuition payment plan. It is a non-advertised assistance plan that assists high risk students who are having difficulty paying their tuition and other school expenses ➤ B. Baker, Financial Aid Coordinator continue to receive excellent ratings on student surveys on services rendered ➤ 100% of the students responded on Program Evaluation Surveys that that were notified of available financial aid ➤ Amount awarded for the academic year 2013-2014 is \$ 1, 173, 741.00. (See table below) 	<p>applicants</p> <p>2. Contact M. Corbet</p>	<p>3. D. DeHart</p>

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Miller reminded the Board that B. Baker's position must be included in the budget request for the upcoming fiscal year.</p>	CASH MANAGEMENT TOTALS: 2013-2014 Academic Award Year				TYPE OF AID	# AWARDED	AMOUNT AWARDED	COMMENTS	PELL GRANT	96	\$260,371		FSEOG	48	\$9,901		CAL GRANTS	54	\$119,165.00	INCLUDES \$99,237 IN TUITION PAYMENTS	SDS	0	\$0.00		SUB LOANS	92	\$267,933		UNSUB LOANS	76	\$313,613		PERKINS LOANS	1	\$1,300		PLUS LOANS	1	\$16,125		ALT. LOANS	1	\$10,267		BW SCHOLARSHIP	3	\$1,600.00		NIENSTEDT SCHOLARSHIP	3	\$925.00		MW RICHARDS SCHOLARSHIP	10	\$10,000.00		MJ ROBINSON SCHOLARSHIP	0	\$0.00		BOOK SCHOLARSHIPS	18	\$2,700.00		TUITION PAYMENTS		\$316,141.00		HEALTH PROFESSION FDN	6	\$60,000.00		HIGHLAND PK EBELL	1	\$500.00		QUEENSCARE	0	\$0.00		ELEANOR BARRY MEM	1	\$12,800		GRAND TOTAL		\$1,173,741.00		ISIR RECEIVED 2013-2014	2,300				
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<p>NCLEX-RN PASS RATE</p>	<p>B. Collier distributed graph on the NCLEX Pass Rate and reported on the following:</p> <ul style="list-style-type: none"> ➤ 2014-I: 1st time pass rate is 90%, 2014-II: 1st time pass rate is 98% ➤ Graph has data from 2010-I to 2014-II. CONAH continues to be above the State and National average for 	<p>Information</p>	<p>None</p>																																																																																												

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	<p>passing rate</p> <ul style="list-style-type: none"> ➤ The average pass rate for first attempt since 2010-I to 2014-II is 96% ➤ The graph indicates a decrease in passing rate for the classes of 2013-I, 2013-II and 2014-I which corresponds when NCLEX difficulty level was increased. The drop is also consistent with both the State and National passing rate. The Class of 2014-II has a passing rate of 98% ➤ The National Council of State Boards of Nursing is again planning to increase the difficulty but there is no specific date yet of when it will be implemented. 																																																																																																																																		
<p>RECRUITMENT STATUS</p>	<p><u>School of Nursing Student Demographics</u> – M. Caballero reported that there are 24 students enrolled in the LVN to RN Transition Course for summer 2015 and that fall 2015 will start in August 17, 2015.</p> <p style="text-align: center;">School of Nursing Demographics Fall 2014-Spring 2015</p> <table border="1" data-bbox="338 574 1430 1149"> <thead> <tr> <th>Fall 2014</th> <th colspan="2">Total Student Body</th> <th colspan="2">= 204</th> <th></th> <th></th> <th></th> </tr> <tr> <th>Ages</th> <th>Mean 32</th> <th>Median 40</th> <th colspan="2">Range 21-57</th> <th></th> <th></th> <th></th> </tr> <tr> <th>Ethnicity</th> <th>M</th> <th>%M</th> <th>F</th> <th>%F</th> <th>Total</th> <th>College %</th> <th>County %</th> </tr> </thead> <tbody> <tr> <td>Caucasian</td> <td>10</td> <td>5%</td> <td>35</td> <td>17%</td> <td>45</td> <td>22%</td> <td>28</td> </tr> <tr> <td>African-American</td> <td>1</td> <td>0%</td> <td>9</td> <td>4%</td> <td>10</td> <td>5%</td> <td>9.3</td> </tr> <tr> <td>Hispanic</td> <td>19</td> <td>9%</td> <td>60</td> <td>29%</td> <td>79</td> <td>39%</td> <td>48.</td> </tr> <tr> <td>Native American</td> <td>0</td> <td>2%</td> <td>1</td> <td>0%</td> <td>1</td> <td>0%</td> <td>1</td> </tr> <tr> <td>Asian</td> <td>9</td> <td>4%</td> <td>31</td> <td>15%</td> <td>40</td> <td>20%</td> <td></td> </tr> <tr> <td>Filipino</td> <td>5</td> <td>2%</td> <td>23</td> <td>11%</td> <td>28</td> <td>14%</td> <td>13.7</td> </tr> <tr> <td>Other (2 or more races)</td> <td>0</td> <td>0%</td> <td>1</td> <td>0%</td> <td>1</td> <td>0%</td> <td></td> </tr> <tr> <td>Total</td> <td>44</td> <td>22%</td> <td>160</td> <td>79%</td> <td>204</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> <table border="1" data-bbox="338 1187 1430 1474"> <thead> <tr> <th>Spring 2015</th> <th colspan="2">Total Student Body</th> <th colspan="2">= 200</th> <th></th> <th></th> <th></th> </tr> <tr> <th>Ages</th> <th>Mean</th> <th>Median</th> <th colspan="2">Range = 21-58</th> <th></th> <th></th> <th></th> </tr> <tr> <th>Ethnicity</th> <th>M</th> <th>%M</th> <th>F</th> <th>%F</th> <th>Total</th> <th>College %</th> <th>County %</th> </tr> </thead> <tbody> <tr> <td>Caucasian</td> <td>11</td> <td>6</td> <td>28</td> <td>14</td> <td>39</td> <td>20</td> <td>28</td> </tr> <tr> <td>African-American</td> <td>5</td> <td>3</td> <td>13</td> <td>7</td> <td>18</td> <td>9</td> <td>9.3</td> </tr> </tbody> </table>	Fall 2014	Total Student Body		= 204					Ages	Mean 32	Median 40	Range 21-57					Ethnicity	M	%M	F	%F	Total	College %	County %	Caucasian	10	5%	35	17%	45	22%	28	African-American	1	0%	9	4%	10	5%	9.3	Hispanic	19	9%	60	29%	79	39%	48.	Native American	0	2%	1	0%	1	0%	1	Asian	9	4%	31	15%	40	20%		Filipino	5	2%	23	11%	28	14%	13.7	Other (2 or more races)	0	0%	1	0%	1	0%		Total	44	22%	160	79%	204	100%	100%	Spring 2015	Total Student Body		= 200					Ages	Mean	Median	Range = 21-58					Ethnicity	M	%M	F	%F	Total	College %	County %	Caucasian	11	6	28	14	39	20	28	African-American	5	3	13	7	18	9	9.3	<p>1. Information</p>	<p>1. None</p>
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	<table border="1"> <tr> <td>Hispanic</td> <td>21</td> <td>11</td> <td>55</td> <td>28</td> <td>76</td> <td>38</td> <td>48.</td> </tr> <tr> <td>Native American</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>Asian</td> <td>5</td> <td>3</td> <td>38</td> <td>19</td> <td>43</td> <td>22</td> <td></td> </tr> <tr> <td>Filipino</td> <td>5</td> <td>3</td> <td>19</td> <td>10</td> <td>24</td> <td>12</td> <td>13.7</td> </tr> <tr> <td>Other (2 or more races)</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Total</td> <td>47</td> <td>24</td> <td>153</td> <td>77</td> <td>200</td> <td>100%</td> <td>100%</td> </tr> </table>	Hispanic	21	11	55	28	76	38	48.	Native American	0	0	0	0	0	0	1	Asian	5	3	38	19	43	22		Filipino	5	3	19	10	24	12	13.7	Other (2 or more races)	0	0	0	0	0	0		Total	47	24	153	77	200	100%	100%		
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NEW BUSINESS																																																			
POLICY # 301: GRADING FOR CLINICAL COURSES	A. Policy # 301: Grading for Clinical Courses: SON Faculty, Admin & Planning reviewed Policy # 301 for its triennial review. Approved by Planning Committee on 3/12/15. Recommended revisions forwarded to BOT on 4/20/15. Received recommendations from N. Miller. Policy discussed and approved.	A. Make corrections, send to faculty and staff and post on the intranet	A. H. Honda																																																
POLICY # 541: SEXUAL HARASSMENT REPORTING	B. Policy # 541: Sexual Harassment Reporting: Admin & Planning reviewed Policy # 541 for its triennial review. Sent to faculty and staff and approved by Planning Committee on 3/12/15. Recommended revisions forwarded to BOT on 4/20/15. Received recommendations from N. Miller. N. Miler recommended to discuss her recommendations back in College Planning and then to bring back to BOT for approval.	B. Review policy in August College Planning	B. B. Collier																																																
POLICY # 300: GRADING SYSTEM	C. Policy # 300: Grading System EDCOS, Admin & Planning reviewed Policy # 300 for its triennial review. Approved by Planning Committee on 3/12/15. Recommended revisions forwarded to BOT on 4/20/15. Received recommendations from N. Miller. Policy discussed and approved.	C. Make corrections, send to faculty and staff and post on the intranet	C. H. Honda																																																
OFF AGENDA ITEMS	1. <u>Allied Health Report</u> – N. Miller recommended keeping Allied Health Report on the agenda to comply with ACCJC requirements. 2. <u>Public Hearing on USC Campus Construction</u> - M. Caballero inquired from T. Berne regarding the public hearing of a construction of a hotel or a dorm at the USC Campus. T. Berne stated that indeed there is a plan to build both hotel and dorm at the USC Campus.	1. Information 2. Information	1. None 2. None																																																
NEXT MEETING	August 21 , 2015 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
 BOT.Agendas/Mins

Prepared by: (Signature on file)
 Herminia Honda