



<b>San Joaquin Valley College</b> <b>Board of Governors Retreat: Reflections &amp; Opportunities</b> <b>Visalia Marriott Hotel</b> <b>February 6, 2016</b>	
<b>MEETING CALLED TO ORDER BY</b>	John Swiger, Chair
<b>ATTENDEES</b>	Mark Perry, Mike Perry, John Swiger, Marlea Lyon, Jill Sozinho, and Susan Good
<b>ABSENT</b>	Carol McLellan
<b>GUESTS AND PRESENTERS</b>	Mike Abril, Vice President of Legal and Regulatory Affairs Joseph Holt, Chief Administrative Officer Wendy Mendes, Vice President of Administration Russ Lebo, Chief Financial Officer Kevin Robinson, Vice President of Student Financial Services
<b>RECORDER</b>	Crystal VanderTuig
<b>QUORUM PRESENT</b>	Yes

- I. **CALL TO ORDER:** Retreat was called to order at 9:15 p.m. by John Swiger.
  
- II. **ICE BREAKER:** All attendees engaged in a group activity designed to help them to get to know one another on a more personal level. At the conclusion of this activity, each attendee gave an overview of his/her personal and professional history (e.g., family, hobbies/interests, and previous careers/employers).
  
- III. **REFLECTION AND GOAL SETTING:** Each board member in attendance gave an overview of his/her experience on the BoG. Members shared both positive and some of the challenging aspects of serving on SJVC's governing board. For example, Susan noted that during the last 3-4 years, the BoG members have been given more information and

tools to better equip them for their role and responsibilities. Susan also expressed that she feels more involved in the governance and oversight of SJVC.

Lengthy discussion took place on how the BoG has evolved and matured over the years and how changes in accreditation leadership have impacted the board’s evolution. Concerning reaccreditation site visits, BoG members expressed more confidence in participation in this process due to the regular updates on institutional performance given at quarterly meetings and their increased involvement in other aspects of quality assurance.

Discussion also took place on the board’s role as a policy-making body. Specific board and institutional policies were reviewed and discussed (Board policies (BP) 5, 12, and 13 and institutional policies on Academic Honesty and Academic Freedom). John asked members to review BP’s 12 and 13 and the Policies on Academic Freedom and Honesty for discussion at the next BoG meeting. Clarification was requested on the purpose for BP#5. Crystal explained that – similar to the academic program review process, student support departments are evaluated to ensure their effectiveness in contributing to student success. Crystal also advised that the review process has recently been restructured and that three reviews have been completed under the restructured process. Crystal will provide these reports to the BoG members.

Susan asked how board bylaw 4.5 is fulfilled in relation to the BoG’s approval of the institutional budget. Marlea explained that budget projections are included in the annual financial review. Board members asked to see a break-down of the expenditures associated with areas of college operations. Discussion also took place on the language of the bylaw (4.5) as to whether SJVC needs to change auditing firms every few years. Recommendation was made to strike that language from the bylaw and replace it with a requirement that the board evaluate the auditing company to determine whether a change in firms needs to be made.

Based upon this dialogue, the following goals and action items were identified for 2016:

<b>Goals</b>	<b>Action Items</b>
<b>Increase BoG presence on the SJVC campuses</b>	<ol style="list-style-type: none"> <li><b>1. Hold at least one regular BoG meeting at an SJVC campus</b></li> <li><b>2. More BoG members accompany John for the all staff-faculty presentations</b></li> </ol>
<b>Better preparedness for upcoming BoG meetings</b>	<ol style="list-style-type: none"> <li><b>3. Agenda and all supporting materials given to BoG members at least one week in advance of the meeting</b></li> </ol>
<b>Drive knowledge sharing on SJVC value propositions</b>	<ol style="list-style-type: none"> <li><b>4. Presentation to the BoG on the student value propositions for selecting SJVC.</b></li> </ol>

Ensure effectiveness of financial auditing firm	5. Presentation to the BoG by AKT re their qualifications for conducting SJVC's financial audits
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Although not specifically identified as a goal, all members in attendance confirmed the value of and expressed support for future board retreats.

**IV. QUALITY EDUCATION**

**A. Growth & Development**

- i. **New Initiative:** Joseph presented a new initiative to establish an Electrician program for board for approval. (see **Evaluation Summary & Recommendation – January 2016**). Joseph explained that the program is planned for delivery at the Ontario Campus and may be rolled-out at the Bakersfield, Fresno and Modesto Campuses as well. Susan asked whether SJVC had considered a partnership with the local electrician union in Fresno. In the interest of forging positive and mutually beneficial relationships with stakeholders, the board encouraged Joseph and team to further analyze the opportunity for a union training partnership for the central valley sites.

**Voting Item: Mike moved to approve the submission of a Substantive Change Proposal for the Electrician Program for the Ontario, Bakersfield, Fresno, and Modesto campuses, John seconded the motion. All in favor.**

**V. STUDENT SUCCESS**

- A. Institutional Performance Standards:** Joseph Holt presented SJVC's placement performance for 2015 (see **Graduate Placement Report – YE 2015**). The year ended with a 74% institutional placement rate and 16 of 23 programs above standard, 3 meeting standard, and 4 below standard. The board requested additional information on what is being done to close the gap with the under-performing programs and campuses. The board also requested that a legend be included in the report for the various acronyms.

In response to questions posed by BoG members, Joseph explained that SJVC's institutional accrediting and regulatory bodies have placement reporting and disclosure requirements; however – at this time, SJVC is not held to an external placement standard. Joseph also informed the BoG of the BPPE's current efforts to redefine their definition of a placement and how the proposed changes will impact SJVC. For example the proposed changes will – for the most part, exclude part-time placements. Joseph explained that SJVC is providing input into the proposed changes; however, depending upon the outcome, SJVC may need to revise its institutional placement goals.

When asked how SJVC fares compared to other like institutions, Joseph explained that it is hard to make that determination as other private, for-profit institutions may be accredited by an accreditor with different placement definitions than the definition used by SJVC. However, a comparison to other BPPE approved schools may be done by reviewing their School Performance Fact Sheets.

## **VI. OUR SUCCESS**

- A. Strategic Planning:** Russ Lebo presented the final version of the 2016 Strategy. He explained that the number of objectives has decreased from the previous Strategy due to the fact that many of the former objectives have been operationalized.

**Voting Item: John moved to approve the 2016 Strategy, Jill seconded the motion. All in favor.**

## **VII. BOARD BUSINESS**

- A. Review minutes from November 5, 2015 Board of Governors meeting:** Minutes were reviewed and acted upon as follows:

**Voting Item: Mike moved to approve the minutes as submitted, Jill seconded the motion. All in favor.**

- B. Stipend Policy:** John recommended that the BoG adopt a written policy concerning payment of quarterly stipends. He further recommended that a contingency clause be added that ties payment of the stipend to attendance at board meetings. Pros and cons of this modification were discussed. All agreed that additional time to reflect upon the modification was required. Crystal will distribute the proposed policy to board members. A vote will be taken at the next quarterly board meeting.
- C. ACCJC Mid-Term Report:** Crystal reminded the board that SJVC's Mid-Term Report is due in March 2016. She gave a succinct overview of the purpose of the report as well as the requirements for the board's involvement in the review and approval process. To that end, Crystal suggested that the board establish an ad-hoc committee to review the report and report its findings back to the full board for action.

**Voting Item: John moved to approve the establishment of an ad-hoc committee to review the Mid-Term Report, Marlea seconded the motion. All in favor.**

Marlea and Susan volunteered to serve on the committee. Mark suggested that an invitation be extended to Carol McLellan to serve as the third member of the committee. John volunteered to contact Carol regarding this and indicated that if she isn't able to serve on the committee, he will serve as the third member.

**D. ACCJC Action Letters:** Crystal informed the board of the recent actions on SJVC's substantive change submissions in fall 2015: approval of the Registered Nursing program at the Ontario Campus and deferment of SJVC's proposal to offer a Baccalaureate of Science Degree in Respiratory Therapy (BSRT). Crystal further informed the board that she is developing an addendum to the BSRT proposal for submission in March 2016.

One of the issues that will be addressed in the addendum is how the institutional mission will reflect this new, higher degree level. To comply with current accreditation standards (IA.1), Crystal suggested that the mission statement be revised to reflect SJVC's current credential levels. Copies of the revised mission statement were distributed.

**Voting Item: Susan moved to approve the revisions to the Mission Statement, Marlea seconded the motion. All in favor.**

Crystal further explained that the mission statement would need to be revised again to reflect the addition of the baccalaureate degree program pending ACCJC's approval of the same.

**E. Remaining 2016 BoG meetings:** The following dates were identified for the remaining 2016 board meetings: 5/5, 9/1 (campus visit), and 12/1.

There being no further business, the meeting adjourned at 2:24 p.m.

San Joaquin Valley College prepares graduates for professional success ***by offering Associate of Science Degrees and Certificates of Completion*** in business, medical, and technical career fields. The College serves a diverse student population with a common interest in professional development through career-focused higher education. The College is committed to student development through the achievement of measurable learning outcomes, emphasizing a balance of hands-on training and academic instruction. The College identifies and responds to the educational and employment needs of the communities it serves. *The College is committed to the success of every student.*