



San Joaquin Valley College Board of Governors Meeting November 21, 2017	
MEETING CALLED TO ORDER BY	John Swiger, Chair
ATTENDEES	Mark Perry, Mike Perry, John Swiger, Susan Good, Sue DeLong, Marlea Lyon, and Jill Sozinho
ABSENT	None
GUESTS AND PRESENTERS	Joseph Holt, Chief Administrative Officer Carole Brown, Vice President of Academic Affairs Mike Abril, Vice President of Legal & Regulatory Affairs
RECORDER	Crystal VanderTuig
QUORUM PRESENT	Yes

- I. **CALL TO ORDER:** Meeting was called to order at 4:34 p.m. by John Swiger.
- II. **BOARD RECOGNITIONS:** The board gave recognition awards to Allyn Monge (Ontario Campus Dental Hygiene Student), Santiago Orozco (Modesto Campus Criminal Justice graduate), Cindy Carney (Modesto Campus Instructor), and Rachelle Serrano and Crystal VanderTuig (Central Administrative Office employees).
- III. **INFORMATIONAL UPDATES:** Mike Perry informed the board of Carole Brown’s title change from Vice President of Academic Affairs to Provost Vice President of Academic Affairs. He also informed the board of the creation of a Vice Provost position which has been filled by Sumer Avila. In this capacity, Sumer will be overseeing the accreditation function and will implement a new faculty recruiting, on-boarding, and evaluation process. Mike further informed the board of Mike Abril’s reassignment to oversight of the human resources department. These changes went into effect on November 1, 2017.
- IV. **INSTITUTIONAL PERFORMANCE STANDARDS:** Carole gave an update on licensure and graduation as detailed below:
 - a. **Graduation:** Institutional graduation rate is at 65%; online is at 46% (against a target of 50%). Online grad rate has seen year-over-year improvement (39% to 46%). Medical Assisting, which has been an area of focus, is now at 70%

graduation rate. Areas of concern are the Bakersfield and Aviation campuses. Carole and Sumer reported on the initiatives and actions in place to address underperformance, including maximization of the faculty coach role and standardization of best practices in the online environment, a mystery shop, and identifying faculty/staff interactions with students that produce the greatest outcomes and aligning processes and protocols accordingly.

- b. **Licensure:** Carole informed the board that the institutional standard for licensure is 90% of programs achieving the programmatic standard. She reported that all linear programs meet the standard; the exception is the Ontario RN program which is at 70% (against the Board of Registered Nursing's (BRN) 75% threshold). Carole explained that for BRN purposes, SJVC is in good standing as both the Ontario and Visalia campus' pass rates are combined. However, the Ontario Campus program is working toward improving pass rates to achieve the 75% requirement.

Carole also reported on the effort to improve Medical Assisting credentialing rates. At the institutional level, the program is currently at 42%. Carole discussed the initiatives in place for improvement, including the graduate readiness plans, creation and implementation of a test prep course, and better integrating exam content into the curriculum.

- V. **PROGRAMMATIC ACCREDITATION UPDATES:** Agenda item tabled to next board meeting.

VI. SENIOR ACCREDITATION: Updates were given on the following areas:

- a. **Vision Statement:** Crystal informed the board of the steps taken to revise the institutional vision statement, including review by the Senior Management, Executive Council, and a faculty committee. The latest draft is scheduled to be reviewed by the Senior Management and will be presented to the board thereafter for consideration and approval.
- b. **Recommendations to board structure and bylaws:** Crystal and Mike informed the board of that SJVC's consultant assessed the degree of alignment with the 16 eligibility criteria and presented her recommendations to board structure and bylaws (see attachment). The board discussed the impact of implementing these changes and identified the need to discuss the level of involvement of board committees, meeting frequency, and composition. After discussing these matters, board elected to take action on the recommendations via an electronic vote in order to give the members additional time to consider and process the proposals. Crystal will initiate an electronic vote in the next two weeks.
- c. **Institutional Learning Outcomes (ILOs):** Sumer informed the board of the College's intent to review and potentially revise its ILOs. She explained that both course and program learning outcomes have undergone a full review and that now the College is considering revising ILOs to better reflect characteristics

expected of an SJVC graduate. She explained that input will be sought from multiple sources, including employers, industry expectations, faculty, and administrators. Sumer explained that the board will receive additional updates as this project unfolds.

Sue Delong made a recommendation that SJVC consider sending a faculty member or another employee to the WASC Senior Assessment Leadership Academy. Sumer advised that Annette Austerman, SJVC's Director of Curriculum & Assessment, has applied and other employees are being considered.

VII. BOARD BUSINESS

- a. **Approval of meeting minutes:** Minutes from the September 5, 2017 board meeting were reviewed and approved as noted below.

Jill moved to approve the minutes as submitted. Marlea seconded the motion. All in favor.

- b. **Review and discuss results of BoG's annual evaluation of the President/CEO:**

John informed the board of the results of the annual evaluation of the President/CEO. He explained that he normally meets with Mike to go over the results, however, he did not feel it was necessary given the overall positive ratings.

- c. **2018 Meeting Dates:** Following dates were identified for next year's meetings: January 24th; February 23-25th (retreat); April 10th, July 17th, September 18th, and November 27th.

- d. **2016/2017 Annual Evaluations and Forms:** Crystal asked board members to complete the annual evaluations as soon as possible and to complete the annual certifications no later than the next board meeting.

- e. **Ad Hoc:** Mike Abril informed the board of the upcoming Trustee Retreat sponsored by the Association of Governing Boards (April 22-24, 2018). The retreat will be held during the same week as the WASC Academic Resource Conference (April 25-27, 2018). Both events will be held in San Francisco. Board members were encouraged to attend these events.

There being no further business, the meeting adjourned at 6:41 p.m.

1. **Quorum**
 - a. Redefine quorum required for action as being the majority of independent members
2. **Standing Committees** (Academics; Audit Review; Finance, Budget, and Planning; Executive/Nominations)
 - a. Add Executive/Nominations
 - b. Split Finances into two separate committees (Audit Review and Finances, Budget, Planning)
 - c. Define qualifications for committee membership (see **proposed qualifications** below)
 - d. Amend bylaws to state that committees must have a minimum of three members (two of whom are independent)
 - e. Amend bylaws to state that no one member may serve as chair of multiple committees
3. **Procedures for Nominating and Selecting New Members**
 - a. Create a process for nominating and selecting new members and amend bylaws to state that this is a function of the Executive/Nominations committee.
 - b. Committee's nomination(s) are brought before the full board for action. In order for the motion to pass, the affirmative vote of both Board of Directors members is required.
4. **Procedures for Hiring, Evaluating, Retaining, and Discharging the CEO**
 - a. Revise bylaws to state that the Executive/Nominations committee is responsible for these functions.
 - b. Committee recommendations on actions for evaluation, review and proposals for action related to CEO is taken to full board for action.

PROPOSED QUALIFICATIONS

Academics: Relevant experience as an instructor, student support services personnel or administrator at a college or university. A master's degree or higher is desirable.

Finances: Expertise in this area is demonstrated as follows:

- An understanding of generally accepted accounting principles (GAAP), generally accepted auditing standards (GAAS), and financial statements.
- The ability to assess the general application of such principles and standards in connection with the accounting for estimates, accruals, and reserves.
- Experience in preparing, auditing, analyzing, or evaluating financial statements that present a breadth and level of complexity of accounting issues that can reasonably be expected to be raised by the organization's financial statements, or experience actively supervising (that is, direct involvement with) one or more persons engaged in such activities.
- An understanding of internal controls and procedures for financial reporting.
- An understanding of audit committee functions.
- A general understanding of for-profit financial issues.

Relevant experience in an industry such as banking, finance, auditing, etc. is also required. Possession of a master's degree or higher is desirable.

Governance: Relevant experience in serving on a governing board. Experience in a leadership role such as chair or vice chair (or equivalent positions) is desirable as is experience in providing, directing, or planning new member orientation, training and board training and development.



San Joaquin Valley College Board of Governors Meeting January 24, 2018	
MEETING CALLED TO ORDER BY	John Swiger, Chair
ATTENDEES	John Swiger, Chair and Community-at-Large Member Susan Good, Community-at-Large Member Jill Sozinho, Community-at-Large Member Sue Delong, Community-at-Large Member Marlea Lyon, Community-at-Large Member (via phone) Mark Perry, Board of Directors Member Mike Perry, SJVC President/CEO and Board of Directors Member
ABSENT	None
GUESTS AND PRESENTERS	Joseph Holt, Chief Administrative Officer Carole Brown, Provost and Vice President of Academic Affairs Mike Abril, Vice President of Legal & Regulatory Affairs Nick Gomez, Chief Operating Officer Sumer Avila, Vice Provost
RECORDER	Crystal VanderTuig
QUORUM PRESENT	Yes

- I. **CALL TO ORDER:** Meeting was called to order by John Swiger at 4:35 p.m.
- II. **INFORMATIONAL UPDATES:** No updates were given.
- III. **GROWTH & DEVELOPMENT (J. Holt)**
 - A. **New program proposals:** Joseph presented proposals for the following new, online baccalaureate degree bridge programs. He provided an overview of

need/demand, career opportunities, existing programs, and marketing strategies (see **Execution Proposals** for detail). Questions were asked and answered on the following topics: program structure, securing qualified faculty, anticipated census, admission requirements, and transfer of credit.

Joseph explained that the plan going forward is to deliver these programs within six months of achieving Initial Accreditation by the WSCUC. Board action on each program proposal is set forth below.

- i. **Baccalaureate Degree Completion, Nursing**
Susan moved to approve the addition of the program. Jill seconded the motion. All in Favor.
- ii. **Baccalaureate Degree Completion, Dental Hygiene**
Jill moved to approve the addition of the program. Mike seconded the motion. All in favor.
Susan Good abstained from the vote due to her membership in the Dental Hygiene Committee of California.
- iii. **Baccalaureate Degree Completion, Health Care Management**
Susan moved to approve the addition of the program. John seconded the motion. All in favor.

- IV. **YEAR- IN-REVIEW (Senior Managers):** Joseph gave an overview of the process and preparation of the Year-in-Review report; he explained that changes in the report’s structure are the product of the mid-year review process. Carole informed the board that the Senior Managers will be delivering Year-in-Review presentations to all stakeholders starting this Friday (January 26th).

Report was provided to all board members in advance of the meeting. As such, board engaged in dialogue about areas of interest within the report and had opportunities to ask questions and/or seek clarification about the contents

V. **SENIOR ACCREDITATION (M. Perry, S. Avila, and C. VanderTuig)**

A. **Proposed Recommendations to Board Structure and Bylaws:** As a follow-up to the discussion that took place at the November 21, 2017 board meeting on the proposed recommendations and bylaw amendments, the board considered, discussed and acted to:

- i. **Re-Define Quorum for Board Action:** “A majority of community-at-large members (3) and at least one (1) Board of Directors members constitutes a quorum for voting purposes.”
John moved to approve the new definition of a quorum for board action. Susan seconded the motion. All in favor.
- ii. **New Board Committees:** Establish two new standing board committees 1.) Executive/Nominations Committee, and 2.) Finance, Budget, and Planning Committee. With the establishment of the Finance, Budget, and

Planning Committee, the board's current Finance Committee will be re-named "Audit Review" Committee.

John moved to approve the addition of the two new standing board committees. Mike seconded the motion. All in favor.

- iii. **Committee Member Qualifications:** Adopt qualifications for the areas of Academics, Finance, and Governance, to include the revisions recommended by board members.

Mark moved to approve the adoption of the committee member qualifications. Jill seconded the motion. All in favor.

- B. **Institutional Learning Outcomes (ILOs) and Co-Curricular Learning Outcomes (CCLOs) (S. Avila):** Sumer informed the Board that the ILO's have undergone a revision process, that resulted in an enhanced and expanded version of outcomes. She also discussed the development process for the Co-Curricular Learning Outcomes. Sumer informed the Board that she will be soliciting input from a variety of stakeholders on appropriate outcome assessments. She indicated that this process will be completed in March.
- C. **Submission of Eligibility Application:** Crystal and Sumer informed the board of the intent to submit the application by next Wednesday. Discussion took place on the next steps in the process. Discussion also took place on the timeline and impact to the ACCJC re-accreditation process.

VI. PROGRAMMATIC ACCREDITATION UPDATES (tabled)

VII. BOARD BUSINESS

- A. Review minutes from 11/21/2018 Board of Governors meeting. (J. Swiger)
Mike moved to approve the minutes as submitted. John seconded the motion. All in favor.
- B. Ad Hoc
 - i. Susan posed the question of whether it would be possible for the California Dental Hygiene of Committee to hold their fall meeting at the Visalia or Fresno campus. Mike and Mark expressed support for this. Sumer will follow-up with Susan on logistics.