



<b>San Joaquin Valley College</b> <b>Board of Governors Meeting – SJVC Mission Oaks Office</b> <b>February 27, 2014 (5:00 p.m. – 7:45 p.m.)</b> <b>Minutes</b>	
<b>MEETING CALLED TO ORDER BY</b>	Donn Ritter, Chair
<b>ATTENDEES</b>	Nina Clancy, Joanne Farnsworth, Mark Perry, Mike Perry, Donn Ritter, Susan Good (telephonically), and Carole McLellan
<b>ABSENT</b>	None
<b>RECORDER</b>	Crystal VanderTuig
<b>QUORUM PRESENT</b>	Yes
<b>GUEST PRESENTERS</b>	Carole Brown, Vice President of Academic Affairs Wendy Mendes, Vice President of Administration Kevin Robinson, Vice President of Student Financial Services Joseph Holt, Chief Administrative Officer Russ Lebo, Chief Financial Officer Nick Gomez, Chief Operations Officer

**I. CALL TO ORDER:** Donn called the meeting to order at 5:05 p.m.

**II. ANNUAL INSTITUTIONAL EFFECTIVENESS REVIEW:** Members of the Senior Management Team reported on their respective areas of responsibility and expertise. Each presentation included a discussion of the strategic initiatives or operational projects undertaken in 2013 to improve performance, the impact of each initiative/operational project on institutional effectiveness, and plans and priorities for 2014. The packet of handouts distributed for these presentations (SMM: Year in Review, Critical Issue Updates) is attached hereto as part of the official minutes of this meeting.

**A. Carole Brown, Vice President of Academic Affairs**

- i. Retention
- ii. SLO Assessment Cycle

**B. Wendy Mendes, Vice President of Administration**

- i. Accreditation: Programmatic/Institutional
- ii. Human Resources

**C. Kevin Robinson, Vice President of Student Financial Services**

- i. Default Prevention

**D. Joseph Holt, Chief Administrative Officer**

- i. Starts
- ii. Placement

**E. Russ Lebo, Chief Financial Officer**

- i. Census
- ii. IS Resources/Priorities

**F. Nick Gomez, Chief Operations Officer**

- i. Operational Efficiency
- ii. Strategic Planning

**III. BOARD BUSINESS**

**A. Finance Committee Report:** Donn Ritter gave an overview of the results of the February 24, 2014 Finance Committee meeting. The following items were covered in his report:

- i. **Overview of Finance Committee and Responsibilities**
- ii. **Presentation of Department of Education Ratios**
- iii. **Presentation of 90:10 Rule**
- iv. **Review of Financial Statements**

The Committee found that SJVC was in compliance with the Department's Education Ratios and the 90:10 Rule. Further, the Committee verified that the College underwent a financial audit by an independent auditing firm for calendar year end December 31, 2012 and 2013 and that the auditors provided an unqualified opinion on SJVC's financial statements in 2012. The 2013 Audited Financials should be available after March 31, 2014 and will be sent to the Department of Education by June 30, 2014.

The minutes from the 2/24/2014 Finance Committee meeting were distributed to all in attendance and are attached hereto.

**B. Approval of Meeting Minutes:** The minutes from the November 14, 2013 Board of Governors' meeting were reviewed.

**Action Item: Nina moved to approve the minutes, Carole seconded the motion. All in favor.**

- C. Annual Evaluations:** Tallied results of the board's annual self-evaluation and evaluation of the president and CEO were distributed to all in attendance. Donn led the board in a discussion concerning the evaluation results. Specific discussion and action items for each evaluation are noted below.
- i. **Board of Governors' Self-Evaluation (2012):** Based upon the ratings received, the following topics were discussed in detail:
    1. **Sufficient information on College's Financial State:** Donn provided an overview of the role and responsibilities of the Finance Committee of staying abreast of the College's financial health. He also explained that the Committee's reports served as the method for keeping the full board informed of the financial state of SJVC.
    2. **Adherence to the Ethical Code of Conduct:** Donn reminded the board members of their responsibility to annually review and sign a statement agreeing to abide by the Ethical Code of Conduct.
    3. **Awareness of Accreditation-Related Matters:** Donn posed the question of whether more presentations on accreditation were required in order for board members to have a thorough understanding of the process and requirements. Board members unanimously agreed that there have been a sufficient amount of presentations and updates on accreditation-related matter during the evaluation period. All agreed that they felt adequately prepared for the ACCJC reaccreditation site visit. Crystal will continue to schedule presentations and updates on accreditation; both institutional and programmatic, to ensure ongoing board awareness in this area.
  - ii. **Board of Governors' Evaluation of the President and CEO (2012):**
    1. Board discussed the exceptional quality with which Mark and Mike oversee the College. Donn commented that the caliber of their leadership skills is demonstrated in how they have delegated appropriate authority to institutional leaders, such as the Senior Managers that presented earlier in the meeting.
- D. Miscellaneous:** Donn advised the board of some changes to improve performance; primarily, by increasing the number of meetings per year, and starting meetings on time. All agreed that quarterly meetings will allow the board to better fulfill its role and responsibilities in a timely manner and shorten meeting times.
- Action Item: Crystal will send out potential dates for the spring, summer, and fall meetings for 2014.**

There being no further business, the meeting adjourned at 7:45pm.  
Respectfully submitted,  
Crystal VanderTuig