



San Joaquin Valley College Board of Governors Meeting – SJVC Mission Oaks Office November 5, 2015	
MEETING CALLED TO ORDER BY	John Swiger, Chair
ATTENDEES	Mark Perry, Mike Perry, John Swiger, and Jill Sozinho
ABSENT	Susan Good, Carol McLellan, and Marlea Lyon
GUESTS AND PRESENTERS	Mike Abril, Vice President of Legal and Regulatory Affairs Joseph Holt, Chief Administrative Officer Carole Brown, Vice President of Academic Affairs Nick Gomez, Chief Operating Officer Ash Carter, Director of Instruction Brandon Nunez, Senior Developer & Systems Engineer Tameira Thomas, SJVC Medical Assisting Graduate (SJVC Visalia Campus) Sujanna DeAlmeida, Medical Assisting Instructor (SJVC Visalia Campus) Sheryl Rounsivill, Medical Assisting Instructor (SJVC Fresno Campus) Nicole Weiss, Medical Assisting Instructor (SJVC Fresno Campus) Jeanne Hobson, Retired Medical Assisting Instructor (SJVC Fresno Campus) Patricia Hruby, Campus Director (SJVC Delano Campus)
RECORDER	Crystal VanderTuig
QUORUM PRESENT	Yes

I. **CALL TO ORDER:** Meeting was called to order at 5:12 p.m. by John Swiger.

II. BOARD RECOGNITIONS

A. Medical Assisting Program

- i. **Tameira Thomas:** Ms. Thomas was honored for her outstanding academic performance and for receiving the 2015 “Student of the Year” award from the American Medical Technologists.
- ii. **Sheryl Rounsivill:** Ms. Rounsivill was honored for her dedication to the Medical Assisting program and for receiving the 2015 “Medallion of Merit” from the American Medical Technologists.

III. EMPLOYEE SUCCESS

- A. InfoZone Navigational Tour:** Brandon gave an overview of the InfoZone features and capabilities available to SJVC employees. He provided various use statistics, descriptions of the reporting and business intelligence features, the institutional as well as department-specific sites, integration with the learning management platform and social media sites, and the promotional aspects used to inform and market both internal and external activities and events.

All BoG members have access to InfoZone. Crystal will review the members’ current permissions to determine if access to additional permissions is warranted.

IV. STUDENT SUCCESS

A. Review of Institutional Performance Standards

- i. **Placement:** Joseph Holt distributed the Placement Rate Summary Report for graduate determination dates for the third quarter of 2015 as well as the previous four quarters; placement data is disaggregated by campus and program for each reporting period. Joseph reminded the board of SJVC’s internal performance standard which requires 65% placement (program, campus, and institutional) and the strategic goal of 75% placement that the institution is currently working toward (program, campus, and institutional).

Joseph reported that in 3Q2015, SJVC hit its goal of 75% placement and is at 72% for the last four quarters. He stated that SJVC will likely hit its goal of 75% placement in 4Q2015 as well.

Joseph provided an analysis of the causation for under-performance at the campus and program levels, as set forth below:

CAMPUSES

Modesto Campus: The recent transition in the Career Services Manager position at this campus has led to performance issues. However, improvements in graduate placement have recently occurred as

evidenced by the campus' 72% placement rate for 3Q15. It is probable that the campus will hit goal (75%) by the end of 4Q15.

Hanford Campus: Lack of professionalism has been identified as a likely factor in the campus' placement issues. As such, the campus is specifically focusing on instilling this quality in students.

Online Division: Challenges with providing career services to distance students has resulted in placement challenges. However, with the recruitment of Career Services leadership professionals with regional or national experience, SJVC has seen an upward trend in online placement rates.

PROGRAMS

Respiratory Therapy: Market saturation and availability of jobs in areas requiring relocation are two primary challenges to graduate placement.

Construction Management: Program is offered online and at the Ontario Campus; however, most enrollments are for the online option. Due to the above-referenced modality challenges, placement in this program has remained a challenge but is expected to improve as SJVC continues to refine delivery of graduate services to its distance education students.

Pharmacy Technology: Issues with the state licensure process continue to impact graduate placement. Joseph informed the board of measures currently taken to ensure receipt of licensure pre-graduation and SJVC's ongoing involvement in the political process to change the licensure process.

Human Resources Administration: Strategic initiatives to improve this program's placement are being explored. Due to the fact that the program is only offered on the Visalia Campus and in the Online Modality, it is more difficult to properly diagnose placement issues.

Computer Support Administration: Due to the forward movement toward mobile computing, the program has had ongoing placement issues as there are fewer and fewer jobs in this field. Joseph advised the board that the Career Services executive leadership will be working on identifying strategic initiatives to enhance the program and improve placement.

ii. Licensure and Graduation

- a) **Licensure:** Ash reported on the 2015 (to date) licensure pass rates for programs with a BPPE licensure reporting requirement and all other programs resulting in licensures/certifications. All programs with a BPPE reporting requirement are in compliance with their accreditation agency exam pass rate requirements.

Ash explained that the programs with a licensure/certification component but no BPPE licensure reporting requirement are held to SJVC's internal threshold of 75% licensure pass rate. Of these six programs, two meet or exceed the standard.

Ash gave an overview of the efforts taken to increase student participation in the Medical Assisting program certifications, including – to the extent possible, incorporating exams into the curriculum and aligning course test questions to certification exam questions.

- b) **Graduation:** Ash provided the institutional graduation rates for 2013 – 2015 (to date) which show year over year improvement (5% increase). He highlighted some of the campuses with notable graduation rates and provided the 2015 grad rates by program.

Ash discussed some of the strategies to improve graduation, including, increased value in the classroom and helping to instill stronger student ties and connectedness to SJVC. Following are some of the actions and initiatives in place to support these strategies:

- Faculty Professional Development
- Instructional Coach – focusing on faculty onboarding process
- Use of eObservations
- Add additional features to Instructor Summary Cards to better assess instructor health
- Culture building
- Support services to better assist students
- Emphasis on re-enrollment

V. OUR SUCCESS

- A. **Strategic Planning:** Nick Gomez presented the proposed Strategy Map for 2016. He explained the rationale behind the development of a one versus three year plan has to do with the pending implementation of the Gainful Employment Regulations – that is, if they go forward as anticipated, SJVC's strategic plan will need to be revised to support continued success in light of the challenges posed by these regulations.

Nick explained the upcoming steps in the process of approving the 2016 Strategy Map, including the solicitation of reflective feedback on the Strategy Focused Organization (SFO) process from key stakeholders. Stakeholder input will be used to further inform strategic planning and the SFO process.

VI. BOARD BUSINESS

- A. Review minutes from August 6, 2015 Board of Governors meeting:** Minutes were reviewed and acted upon as follows:

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

- B. Campus Visits:** John gave an update on his progress with visiting the campuses. Thus far, he has visited eight campuses and anticipates visiting the other six by the end of the first quarter of 2016. John reported that the presentations have been well received and he discussed some of the feedback he has gotten from one-on-one conversations with employees.

The second phase of the campus visits – which will be student focused, will commence in spring 2016.

- C. Review and Discuss Annual Evaluation Results:** John led the board in a discussion of the results of the 2014-2015 annual evaluations. He noted that there were no areas of concern; however, a few of the ratings given suggest that there is opportunity for improvement in board relations and cohesiveness. To that end, John stated that the upcoming board retreat will provide opportunity to better strengthen relationships and gain fresh perspective and focus for 2016.
- D. Board Retreat:** John reminded the board of the plans to hold a board retreat on a Saturday from approximately 9 a.m. to 2 p.m., at a local venue to be determined.

All agreed that John and Crystal will work together to identify potential dates and then coordinate with the Senior management and the Board of Governors to identify the date that works best for the majority.

VII. QUALITY EDUCATION

- A. Academic Oversight Committee Report:** Jill gave an overview of the Committee's findings and impressions of the Vocational Nursing Program based upon its review of the 2015 Vocational Nursing Program Review Report. Jill specifically mentioned that students are passing their licensure exams at an acceptable rate and that the CLO data suggests that students are grasping the key concepts in their courses.

Jill indicated that both she and John plan to attend an upcoming program review to better prepare them for their role and responsibilities on the Academic Oversight Committee.

- B. Institutional Accreditation Update:** Due to early board member departures, Crystal requested to send the highlights of her presentation on the 2016 ACCJC Mid-Term Report to the board members via email.

The above-referenced email is attached to and made part of these minutes.

There being no further business, the meeting adjourned at 7:22 p.m.