



**BOARD OF GOVERNORS MEETING**  
**February 5, 2015**  
**SJVC Caldwell Office**

Attendees:

- Present: Mark Perry, Board of Directors Member  
Mike Perry, Board of Directors Member  
Carol McClellan, Community Board Member  
Susan Good, Community Board Member  
John Swiger, Community Board Member (Interim Chair)  
Marlea Lyon, Community Board Member (via telephone)
- Absent: Joanne Farnsworth, Community Board Member
- Guests: Cheri Johnson, Campus Director (Lancaster) (via video)  
Joseph Holt, Chief Administrative Officer  
Russ Lebo, Chief Financial Officer  
Nick Gomez, Chief Operating Officer  
Carole Brown, Vice President of Academic Affairs
- Recorder: Crystal VanderTuig, Secretary

**I. CALL TO ORDER:** Meeting was called to order by Mike Perry at 5:05 p.m.

**II. EMPLOYEE SUCCESS (*Develop Strategic Competencies*)**

- A. Introduction and Ratification of New Campus Director Appointment:**  
Cheri Johnson – Campus Director of the Lancaster Campus, introduced herself to the board and gave an overview of her educational and professional background and employment history with SJVC. She discussed her goals for the Lancaster Campus which is as follows: 1.) Developing the leadership team, 2.) Increasing student census, and 3.) Increasing SJVC’s presence in the local community.

**Voting Item: Mike moved to ratify Cheri’s appointment to the position of Campus Director, Carol seconded the motion. All in favor.**

**III. ANNUAL INSTITUTIONAL EFFECTIVENESS REVIEW**

- A. **2014 Year-In-Review:** Members of the Senior Management Team presented highlights from the 2014 Year-In-Review. Each presentation included a summary of institutional performance for each manager's respective areas of responsibility – as it relates to the SJVC Strategy Map, objective assessment of progress toward strategic goals, and plans for 2015. At the end of each presentation, board members were given the opportunity to ask questions. (See 2014 Year-In-Review and corresponding PowerPoint Presentation)

#### IV. BOARD BUSINESS

- A. **Remaining 2014 board meetings:** Potential months, days, and times for the remaining 2014 board meetings were discussed. Once the meeting months were identified (May, August, November), the suggestion was made to select one uniform day and time (e.g., second Thursday of every quarter) rather than poll board members' available by date.

**Action Item:**

- 1.) Crystal will send out the next three quarterly meeting dates via email.

- B. **Campus Visits:** John informed the board of his intention to visit the SJVC main and branch campuses throughout 2015 to present on the role and responsibilities of the Board of Governors at the all-staff meetings. Other board members expressed interest in joining him for some of the visits. Discussion took place on possibly visiting each campus two times per year: the first visit would be dedicated to the all-staff presentation with ample opportunity for college employees to speak with the attending board members, and the second visit would entail classroom observations and meetings with students. John and other board members discussed the idea of creating a PowerPoint Presentation to guide the all-staff presentations. Discussion concluded with a list of action items to get this initiative rolled out (see below).

**Action Items:**

- 1.) Crystal will ensure that this topic is addressed at the March 2015 Executive Council Meeting (ECM).
- 2.) Crystal will contact the Campus Directors and ask them to bring the dates for their all-staff meetings to the ECM.
- 3.) John and Crystal will work together to create the PowerPoint.

- C. **Madera Campus Grand Opening and Ribbon Cutting Ceremony:** Crystal encouraged the board members to attend this event and informed them of the option to ride to and from the event in the chartered bus.

- D. Review minutes from 07/30/14 Board of Governors meeting:** Minutes were reviewed and acted upon as follows:

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

- E. Review and discuss results of the 2013 annual evaluations:** Tallied results of the BoG's Self-Evaluation and the BoG's Evaluation of the President and CEO were distributed. Mike informed the board that he and the former BoG Chair – Donn Ritter, met and discussed the results of the board's evaluation of the President and CEO. Mike expressed his thanks to the board for the critical feedback and suggestions for improvement. Board members were given the opportunity to discuss the results.

Brief discussion took place concerning the possibility of refining the evaluation instruments.

- F. Board Officer Vacancy:** Mike informed the board of the BoG chairperson vacancy and explained that – at the July 30<sup>th</sup>, 2014 meeting, John agreed to serve as the interim chair. Mike gave an overview of John's educational and employment qualifications and made an official nomination to serve as the chair.

**Voting Item: Carol moved to approve John's nomination as chair of the board, Susan seconded the motion. All in favor.**

- G. Revisions to SJVC Mission Statement:** Mike led a discussion on the need to revise the SJVC mission statement based upon a revision to the 2014 ACCJC Accreditation Standard (1.A.1) that requires a description of the "types of degrees and other credentials offered," in the institutional mission. Crystal advised the board that a comprehensive review of the mission statement will occur later this year; however, this type of revision does not necessitate a college-wide review of the mission. (Mike Perry)

**Action Items:**

- 1.) Crystal will work with the Senior Management to revise the mission statement to reflect the new requirements noted above and presented to the full board for approval at their next quarterly meeting.

- H. Board Stipends and Professional Development:** Mike advised the board that – effective immediately, SJVC will pay a quarterly stipend (4x per year) of \$250.00 to each community member and \$350.00 to the chair. He further advised that the College will support the board’s travel to the campuses by paying related expenses (e.g. mileage, meals, overnight stays).

Mike led a discussion to gauge the board’s interest in internal and external professional development. Specifically, Mike advised the board that he is interested in sending a few members to the upcoming WASC Academic Resource Conference. Carol expressed interest in attending the conference and John will check his availability. Members also expressed great interest in attending an all-day or overnight “off-site” retreat – facilitated by an outside party, with members of the Executive Council. Discussion took place on potential meeting locations.

**Action Items:**

- 1.) Board members are to return completed W-9 forms to Crystal.
- 2.) Crystal will present a proposal for the Board/Executive Council retreat.
- 3.) Crystal will coordinate with BoG members to facilitate attendance at the WASC ARC.

- I. Academic Oversight Committee Report** (Tabled to next board meeting)

There being no further business, the meeting adjourned at 7:29 p.m.