

Minutes of Senior Management Meeting - 11/09/16

Date and time: 11/09/16 08:30 am to: 11/09/16 10:30 am

Present: Russ Lebo, Joseph Holt, Carole Brown, Michael Abril, wendym@sjvc.edu, Michael Perry, mikep@sjvc.edu, Kevin Robinson, Nick Gomez, Crystal VanderTuig

Absent: Judy Petty, Liz Briseno, Rachelle Serrano, Tracey Hernandez, alyssa perry

Location: Oak Room

Link: <http://app.meetingking.com/meetings/188586>

Topics

1. Strategic Review: Increase SJVC Presence

1-1. Measures: Census, Revenue from New Sources

Note Reviewed the following measures aligned to this initiative: census (4,379 against a target of 4,800) and revenue from new sources (\$1,874,380 YTD).

1-2. GnD Execution Proposals

Note Angela presented the following execution proposals:

Migration of the ST program to COR and TEM: Team discussed existing ST competition in both markets and facility considerations. Decision was made to go forward with the ST program.

Phlebotomy Short Course: Team discussed feasibility and viability of this offering. Decision was made to pilot the program at one or two sites with CAO driving.

 [ST-COR and TEM- Execution Proposal vf.docx](#)

 [ST COR and TEM appendices.pdf](#)

 [Phlebotomy- Execution Proposal.docx](#)

 [Phlebotomy Appendices.pdf](#)

Note Carole presented on the IT program design and discussed opportunity for a short program. Decision was made to implement the new short-term program.

 [IT Current Cert-Degree.docx](#)

 [IT Short Program Cert.xlsx](#)

2. Microsoft Office 365

Note Adam presented on MS 365 (see attached PPT). Decision was made to implement as per the timeline presented.

 [O365 SM Presentation.pptx](#)

3. Sr. Accreditation

Note Mike A. and Crystal presented on the WASCUC Eligibility process and next steps in the process. Detailed discussion took place on governance issue. Decision was made to go forward with meeting with individuals from other WSCUC's private institution to gain more insight on how this issue is addressed.

 [Comparison_of_ACCJC_to_WSCUC.docx](#)

 [Attachment_1.docx](#)

4. Ad Hoc

Note Joseph: Conference call with Steve Gunderson and CECU members scheduled for tomorrow to discuss ramifications of election results. Discussion took place on GE and defense to repayment implications.

Nick: Will be in Bakersfield tomorrow.

Next Meeting

Meeting title: [Senior management meeting](#)
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San Joaquin Valley College Board of Governors Meeting December 8, 2016	
MEETING CALLED TO ORDER BY	John Swiger, Chair
ATTENDEES	Mark Perry, Mike Perry, John Swiger, Jill Sozinho, Susan Good, and Marlea Lyon (by telephone)
ABSENT	Carol McLellan
GUESTS AND PRESENTERS	Joseph Holt, Chief Administrative Officer Russ Lebo, Chief Financial Officer Carole Brown, Vice President of Academic Affairs Nick Gomez, Chief Operating Officer Angela Heinz, Director of Growth & Development Heather Blunt, Medical Assisting Instructor (Lancaster Campus) Jerry Franksen, Associate Director, Administration (Madera Campus)
RECORDER	Crystal VanderTuig
QUORUM PRESENT	Yes

- I. **CALL TO ORDER:** Meeting was called to order at 5:09 p.m. by John Swiger.

- II. **BOARD RECOGNITION:** The following employees of the Lancaster Campus were recognized for their contributions to and support for student and employee involvement in community service: Cheri Johnson, Campus Director and Heather Blunt, Medical Assisting Instructor.

Heather then gave a short presentation on the various events that the Lancaster Campus students and staff have been involved in.

- III. **INTRODUCTION OF JERRY FRANKSEN:** Mike Perry introduced Jerry Franksen, the Associate Director, Administration of the Madera Campus. Jerry gave an overview of his

educational and experiential background, including his history with SJVC. He also informed the board of the goals he and his team will be working toward in 2017, including improving job placement and credentialing rates and increasing the campus' presence within the local community.

- IV. NEW SJVC POSITIONS:** Nick Gomez informed the board of two newly created campus leadership positions: Associate Director, Administration and Campus President. Nick explained the purpose for these new positions – that is, to better reflect the responsibilities and complexities of the oversight of the SJVC campuses. He explained that the Campus President is a regional position by the leader of a large campus with a diversity of academic offerings (modular and linear) at the certificate and associate degree levels. This position provides oversight of the large campus as well as the smaller campuses within a geographical region. The Associate Director, Administration position is for a smaller campus with the three core certificate credentials (MA, BA, and MOA). Lastly, SJVC's current Campus Director Position reflects the responsibilities of one managing a medium-sized campus with a variety of certificate and associate degree programs.

Nick advised the board that this model has been implemented in the Fresno region with Dr. Sumer Avila serving as the Campus President with oversight of the SJVC Madera and Fresno Aviation campuses. If successful, Nick advised that the model will be rolled out in other geographical regions.

Board engaged in discussion about the impacts of the new model, including the reporting structures for student and employee grievances, potential confusion over the Campus and College President roles and titles, and the community viewpoint on the various leadership titles. The board requested that more consideration be given to the new structure as well as the new titles. Nick will present any proposed revisions to the new structure at the first meeting in 2017.

- V. AKT PRESENTATION:** The presentation has been re-scheduled for the first board meeting in 2017 (February 9th).
- VI. STRATEGIC PLANNING UPDATES:** Nick Gomez presented the new Strategy Map for 2017-2019. He discussed the review process, including the next steps in the process which is to review the document with the Campus Directors. Nick also described the revisions that were made as a result of the Senior Management's review of the Strategy Map. Discussion took place concerning the strategic goals set for the next two years as well as SJVC's progress on reaching the 2016 strategic goals.

Voting Item: Susan moved to approve the draft of the Strategy Map for dissemination to campus leadership. Mike seconded the motion. All in favor.

VII. GAINFUL EMPLOYMENT (GE) UPDATE: Mike, Joseph, and Russ gave an overview of preparations that have been made for the implementation of the GE regulation as well as those that are planned for 2017. Joseph informed the board that – from the time of the last GE update (9/1/16), the earnings data has been received. Based upon the data, five SJVC degree programs failed the calculation and one certificate program is in the “zone.” Joseph then described the sanctions associated with the various categories (pass, fail, and zone) and the 2017 plans to address this issue. Questions were asked and answered concerning the impact of the regulation on college operations.

VIII. STUDENT VALUE PROPOSITIONS: At the request of the board, Joseph Holt presented on the student value propositions that distinguish SJVC from other educational providers: 1.) career outcomes aligned to academic program offerings, 2.) time to completion, and 3.) exceptional student services.

IX. GROWTH & DEVELOPMENT

A. Surgical Technology: Angela Heinz presented a proposal to migrate the Surgical Technology program to migrate the Surgical Technology program to the SJVC Rancho Cordova and Temecula campuses. She gave an overview of the Evaluation Summary & Recommendation (attached) which highlights the rationale for this change through the lens of SJVC’s strategic plan. Discussion took place concerning the local competition, need for the program, and timeline for the approval processes.

Voting Item: Mike moved to approve the migration of the Surgical Technology program to the SJVC Rancho Cordova and Temecula campuses, Susan seconded the motion. All in favor.

B. PHLEBOTOMY COURSE: Angela informed the board of an initiative to offer a short-term phlebotomy course. The course will be offered on a cash pay basis to meet need for training in this area. The course will be piloted at one campus. Continuance of the course and expansion to other campuses will be determined after an evaluation of the course and its outcomes.

X. INSTITUTIONAL PERFORMANCE DATA

A. Graduation and Licensure: Carole reported on the institution’s progress toward its strategic graduation goal of 70% (59-64% over last four years). She further explained the student success challenges that the Online Division continues to experience. Carole informed the board that a task force has been established to identify the root causes of the under-performance and recommend improvements.

Carole reported on the academic programs that are not meeting the institutional or programmatic accrediting body licensure pass rate requirement. These

programs include: RT (Visalia), RN (Ontario), VT (Fresno), and MA. Carole then described the actions that have and will continue to be taken to improve licensure pass rates in these programs.

- B. Graduate Placement:** Joseph informed the board that – due to the BPPE’s new placement definitions (which went into effect on July 1, 2016), SJVC does not have placement data that complies with the new definitions for the third quarter of 2016. He reported that SJVC has been working under the new definitions for two modules and that employment starts are being counted as a leading indicator of placement outcomes (placement rates will not be available until March 2017). Joseph reported that the employment starts in the first module of the new cycle were good; whereas, the starts in the second module were not.

XI. BOARD BUSINESS

- A. San Diego Campus:** Mike informed the board of the Senior Management’s recommendation to close this campus and provided the rationale for doing so. Questions were asked and answered concerning current students and the completion of their education.
- B. Finance Committee Report:** Marlea informed the board that the committee met on November 21, 2016 (see attached Finance Committee meeting minutes). She informed the board that SJVC is in compliance with the Department of Education’s composite score and 90:10 ratio. Marlea also informed the board that the ACCJC has placed SJVC on Category “M” status (Enhanced Monitoring). She explained that this status was conferred on the basis of the data provided in SJVC’s 2015 Annual Financial Report. Marlea then stated that the committee reviewed the data and concluded that SJVC is was below the Commission’s threshold for the primary reserve ratio and operating revenue ratio. She reported that the committee has recommended that SJVC’s CFO contact the ACCJC to get a copy of their calculations for SJVC’s Composite Financial Index.

Marlea then discussed current financial view as well as the 2017 forecast and the implications of the GE regulation on SJVC finances.

- C. Accreditation Updates:** Crystal informed the board of the ACCJC’s recent decision to approve the following substantive changes reviewed at the October 27, 2016 Substantive Change Committee meeting: New branch campus (Porterville); new educational program in Veterinary Assisting (Bakersfield and Fresno campuses); and migration of the Dental Assisting program (Hesperia Campus).
- D. Minutes from September 1st, 2016 BoG Meeting:** Minutes from this meeting were reviewed.

Voting Item: Susan moved to approve the minutes with the noted corrections, Mark seconded the motion. All in favor.

- E. Report by the Academic Oversight Committee:** Committee members, John and Jill, reported that they met just prior to the board meeting. The committee reviewed the Dental Assisting, Aviation Maintenance Technology, and Surgical Technology program review reports. John reported that – based upon this review, the committee had no substantial concerns but did note the following:
- i. Surgical Technology:** The graduation and licensure pass rates for the Bakersfield program are declining.
 - ii. Dental Assisting:** There are some variations in licensure and graduation rates.
- F. Discuss results of annual BoG Self Evaluation:** The results of the 2015-2016 board self-evaluation were discussed. Based upon the overall results, members are in agreement that the board is satisfactorily fulfilling its duties and responsibilities. Discussion took place concerning the longevity of a few members and whether there is need for a larger or smaller board; especially, in light of SJVC's pursuit of accreditation by WASC Senior.
- G. Academic Honesty and Freedom policies:** Board reviewed the faculty recommendations to these policies.

Voting Item: Mike moved to approve the minutes the policies as revised. Jill seconded the motion. All in favor.

- H. 2017 BoG Meeting Dates and Campus Visits:** Board members reviewed dates for 2017 meetings and decided upon the following: February 9th, May 4th, August 3rd (campus visit), and November 21st.

There being no further business, the meeting adjourned at 8:20 p.m.