

# **Strategic Theme: OUR SUCCESS**

# Minutes of Senior Management Meeting - 05/24/17

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Date and time: 05/24/17 08:30 am to: 05/24/17 10:30 am  
Present: Russ Lebo, Joseph Holt, Carole Brown, Michael Abril, Michael Perry, mikep@sjvc.edu, Kevin Robinson, Nick Gomez, Crystal VanderTuig  
Absent: wendym@sjvc.edu, Judy Petty, Liz Briseno, Rachelle Serrano, Tracey Hernandez, alyssa perry  
Location: Oak Room  
Access meeting at: <http://app.meetingking.com/meetings/209295>

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## Topics

### 1. Strategic Review

#### 1-1. Strategic Theme: Ensure Financial Stability

Reviewed the strategic objectives aligned to the Ensure Financial Stability theme:

Campuses achieving margin: Hit the target for net margin. Russ explained this is largely due to eliminating bad debt, the outreach to students who drop and the ensuing collection efforts, and advertising expenses are down. More than half of the sites are profitable.

Discussed spreadsheet data and whether it meets the need to assess performance.

#### 1-2. Strategic Initiatives

Reviewed milestones completed since last SMM, and all past due strategic projects and milestones.

 [Completed\\_Milestones\\_Report.xlsx](#)

### 2. Program Review

The following program review reports were reviewed and discussed.

 [2017\\_DH\\_Program\\_Review\\_Report.docx](#)

 [2017\\_BA\\_Program\\_Review\\_Report.docx](#)

### 3. Vet Tech and Vet Assist Certificate Update

Carole informed the team that her team has created a 45-week Vet Assist certificate program that will be rolled out in July. She also informed the team that Bakersfield does not have approval for animals onsite. All animals have been removed; students are completing their surgical skills offsite. Carole also discussed challenges both campuses are having with securing a veterinarian. She posed the question about when her team should gear up for the new certificate.

#### 4. Online Strategy

Joseph reported that the sub-committee has reviewed various budget and staffing modeling for the teach-down. The committee determined that California-only recruiting will improve all key areas and recommends making the transition as soon as possible. All in attendance agreed with the recommendation. Discussed necessary logistics for smooth transition.

Discussion took place on setting the tuition for the BSRT program.

#### 5. CAO Facilities

Russ informed the team of the four options for the CAO facility relocation. Discussion took place on the pros and cons of each and which teams will go to which sites (as applicable).

#### 6. Ad Hoc

Carole: Delivered YiR @ Modesto and was in Bakersfield on Monday working with Trish on personnel issues.

Russ: Informed Mike of three potentials options for Rancho Cordova facility. Mike, Russ, and Steve will further explore these sites next month.

Joseph: Brought up need to strategize investment of employee time at CECU.

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### Next Meeting

Meeting title: [Senior management meeting](#)  
Date and time: 05/31/17 08:30 am to: 05/31/17 10:30 am  
Location: Oak Room

# Minutes of Senior Management Meeting - 05/03/17

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Date and time: 05/03/17 08:30 am to: 05/03/17 10:30 am

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

Absent: Kevin Robinson, Judy Petty, Liz Briseno, Rachelle Serrano, Tracey Hernandez

Location: Oak Room

Access meeting at: <http://app.meetingking.com/meetings/205998>

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## Topics

### 1. Strategic Review

#### 1-1. Strategic Theme: Increase SJVC Presence

Census: Joseph reviewed institutional and campus-level census data for 2015-2017 (04.10.17). Discussion took place on specific campus' performance, potential reasons for decreases, and actions taken to make up for deficits. Joseph also noted continued decline in enrollments in modular programs and the increase in linear. Team also reviewed enrollments by credential level (AS degree and certificates) which has shown a year-over-year increase in the number of certificate-level enrollments (likely due to the opening of campuses offering certificates only).

Revenue from new sources: New revenue for 2016 and Q1 2017 was reviewed. 2016 revenue from new sources was slightly down from previous year. Discussion took place on need to establish appropriate growth targets based upon impacting external factors. Joseph also previewed new revenue sources for 2017-2018 and their individual contributions.

#### 1-2. Strategic Initiatives

Tabled to next SMM.

Tabled to next SMM.

### 2. Disney presentation

Alyssa, Angela, Anthony, Scott, and Ash facilitated an activity and then shared what they learned at the Disney Leadership course and their recommendation that we further explore alignment between Core Values and employee behaviors.

### 3. Growth and Development

Angela presented the following G&D proposals:

SLO Execution proposal  
OTA Consulting agreement  
Non-RDA program launch in HES

Following decisions were made:

- 1.) SLO proposal was approved for execution;
- 2.) OTA consulting agreement was approved, including signing bonus for PD; and
- 3.) Timeline for starting RDA program in Hesperia will be extended to accommodate construction of the lab.

 [SLO\\_Execution\\_Proposal\\_2017.04\\_vf.docx](#)

### 4. Submission for VA approvals

Application has been submitted for Ontario and Aviation. Outstanding programs that need approval: Delano, Madera and Porterville campuses, DA Hesperia, ST Temecula, ST Cordova, ET Modesto, BSRT Online, Vet Assist Fresno & Bakersfield.

Tabled to next SMM.

### 5. InfoTech Program changes

Discussion took place concerning online operations and decision was made to adopt a regional (versus national) recruitment strategy and downscale staffing. Carole, Nick and Joseph will meet and discuss further. In light of pending decisions, team agreed to revisit the launch of the shorter certificate options (20, 25, & 30) in eight weeks.

### 6. Program Review

HVAC and CSA program review reports were reviewed and discussed.

 [2016\\_HVAC\\_PR\\_Report.docx](#)

### 7. Lancaster campus

Russ informed the team that the lease is going to expire in February 2018. He discussed the campus' margin of error and asked the team for input on future plans for this site. Business committee will explore alternative business models.

### 8. Revised Vision Statement

Team reviewed and provided input on revised vision statement. .

 [Draft\\_iterations\\_of\\_VS.docx](#)

## 9. CAO dress code when colocated on campus

Wendy informed the team that she has requested (but not yet received) the Visalia Campus' dress code. All agreed that when CAO staff relocate to the campus they will adhere to the campus dress code.

## 10. Ad Hoc

Mike P.: Discussed how we can get greater faculty and campus leadership involvement in governance. Suggested inviting ADs to EC meetings - all agreed with this suggestion.

Carole: Reported that BSRT program can accommodate up to 200 enrollments and that existing PT faculty have expressed interest in enrolling in the program. Carole informed the team that she has encouraged them to apply. Brief discussion took place on how the tuition discount should be applied to part-timers as the policy currently covers full-time employees only. All agreed that ad hoc decisions will be made as requests come in.

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### Next Meeting

Meeting title: [Senior management meeting](#)  
Date and time: 05/10/17 08:30 am to: 05/10/17 10:30 am  
Location: Oak Room

**Strategic Theme:**  
**STUDENT SUCCESS**

# Minutes of Senior Management Meeting - 04/12/17

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Date and time: 04/12/17 08:30 am to: 04/12/17 10:30 am  
Present: Russ Lebo, Joseph Holt, Carole Brown, wendym@sjvc.edu, Michael Perry, mikep@sjvc.edu, Kevin Robinson, Nick Gomez, Crystal VanderTuig  
Absent: Michael Abril, Judy Petty, Liz Briseno, Rachelle Serrano, Tracey Hernandez, alyssa perry  
Location: Oak Room  
Access meeting at: <http://app.meetingking.com/meetings/205027>

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## Topics

### 1. Strategic Review

#### 1-1. Strategic Theme: Achieve Graduate Professional Success

The following measures aligned to this strategic objective were reviewed:

Graduate Placement: Joseph informed the team that placement data is being compiled for the first performance report under the new methodology which will be published by the end of June. We are currently at 53%.

CDR: Scott Hager reviewed statistics since converting to an in-house CDR campaign, including contact and transfer to servicer rates. Since taking these functions in-house, there has been improvements to contact rates. Scott also reviewed the most recent CDR rate for the institution (2013 and 2014) and by campus. Kevin noted that the rates are higher than usual and Scott mentioned that ECMC told him that they are seeing an upward trend at other institutions as well.. Scott gave an overview of his plan to improve contact and conversion rates. He also reported on the performance results on student accounts (as of April 10th) and iGrad utilization. Although registration has remained steady, completion has declined.

 [CDR\\_and\\_Student\\_Accounts\\_SMM\\_04122017.docx](#)

 [SM\\_CDR.xlsx](#)

#### 1-2. Strategic Initiatives

Reviewed milestones completed since last SMM, and all past due strategic projects and milestones.

 [Completed\\_Milestones\\_Report.xlsx](#)

### 2. Program Review



Annette Austerman discussed the results of the following program reviews: IMT, RT, and HVAC. Team provided input and recommendations for improvement.

 [2016\\_IMT\\_Program\\_Review\\_Report.docx](#)

 [2016\\_RT\\_Program\\_Review\\_Report.docx](#)

### 3. Health Insurance Renewal *by Russ Lebo*

Russ reported on a change in third party administrator (Continental) and new network of providers, effective July 1st. He discussed the financial savings that will occur as a result of this change. Employees will be informed of this change at open enrollment meetings.

### 4. Discussion: Optional Practical Training, F-1 International Students

Kevin informed the group that we currently have one student that has requested this training. Approval is contingent upon the school official's recommendation. The program of study (CM) is eligible. Kevin informed the group of his challenges with making this recommendation (which is geared toward helping individuals advance within their program of study), when other program graduates are considered "job ready" and are placed. He asked for input on the rationale for the recommendation.

Team agreed that we need to create policy to address this area. Kevin and Nick will discuss further.

### 5. IMT Employer Training CapEX

Joseph asked the team whether we should charge the employer for the equipment (~\$60k) or purchase it outright and include costs in each contract. Russ informed the team that he believes he can get the equipment for a little more than a quarter of the costs. He also discussed possibility of utilizing the equipment at the ground campuses as well. Decision was made to purchase the equipment.

### 6. Ad Hoc

Carole: Reported on changes to online new student orientation recommended by our consultant as well as website improvements. She also identified student difficulties in navigating I/Z and eCourses. The consultant will be giving us feedback on online courses and has recommended an outcome alignment product.

IT short-term certificates have been approved by ACCJC and BPPE. Carole discussed preparations for and impacts of the new certificates.

She will be in Hesperia tomorrow working on their graduate readiness plan.

Wendy: Attended Title IX training delivered by Glenn Kramer's firm. As a result of this training, Wendy will be developing and implementing bystander training. Four SJVC employees attended the second day of the training on "How to Conduct a Campus Investigation." Wendy will be meeting with these individuals to check for understanding.

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## Next Meeting

Meeting title: [Senior management meeting](#)  
Date and time: 05/03/17 08:30 am to: 05/03/17 10:30 am  
Location: Oak Room

# Minutes of Senior Management Meeting - 04/05/17

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Date and time: 04/05/17 08:30 am to: 04/05/17 10:30 am  
Present: Russ Lebo, Joseph Holt, Carole Brown, Michael Perry, mikep@sjvc.edu, Kevin Robinson, Nick Gomez, Crystal VanderTuig  
Absent: Michael Abril, wendym@sjvc.edu, Judy Petty, Liz Briseno, Rachelle Serrano, Tracey Hernandez, alyssa perry  
Location: Oak Room  
Access meeting at: <http://app.meetingking.com/meetings/204156>

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## Topics

### 1. Strategic Review

#### 1-1. Strategic Theme: Achieve Academic Success

Carole informed the team that the target for licensure is 90% (not the 100% reflected in the scorecard). She further informed the team that not all of the licensure data for 2016 has been collected, however, the data looks promising. Carole then reviewed the certification/licensure spreadsheet. She gave updates on the following programs that have had licensure challenges: RN Ontario, RT Visalia, and MA (specifically Fresno, Madera, and online). She informed the group of the struggles that these locations (and modality) are having with getting graduates to participate in, and, to an extent, pass the certification exam. Discussion took place on how to improve both participation and pass rates, including reducing tuition for graduates who take and pass the exam. Ash will reach out to campuses that have had significant progress (Ontario and Temecula) in this area and implement their strategies at the struggling campuses. Carole also informed the team of the new licensure standard identified for the CRT credential (RT program).

Nick then gave an update on graduation rates. Rate went down in 2016 (from 64% in 2015 to 63%). Disaggregating the data by modality shows that the ground campuses are meeting the graduation standard and continues to improve; online continues to have challenges.

#### 1-2. Strategic Initiatives

Reviewed milestones completed since last SMM, and all past due projects and milestones.

 [Completed\\_Milestones\\_Report.xlsx](#)

### 2. Course Completion Rates: standard and goal.

Discussion took place on standard versus goals for this area and what is to be reported externally.

### 3. Westech Closure

Discussed possibility of transfer scholarship or other special treatment of impacted Westech students. Todd is mapping the Westech courses to comparable SJVC courses. Team also discussed how our current Transfer of Credit policy applies to this situation. Decision was made to assist any students who may approach us.

### 4. Growth and Development

Angela reviewed evaluation proposals for OTA & PTA. Team moved forward with her recommendation to start DMS in Cordova and OTA for Modesto, Fresno, and Bakersfield.

 [DMS\\_Rad\\_Tech\\_OTA\\_PTA\\_SM\\_presentation\\_04.05.17.docx](#)

### 5. IMT Equipment and Pricing Proposals

Discussed the possibility of purchasing capital equipment for IMT employer training proposals, including impact on pricing. Russ will follow up with Ralph to discuss our current inventory and what might be used for this purpose. Next step is to develop a pricing proposal. Angela will start feasibility research for IMT Temecula.

### 6. Online strategic plan

Joseph informed the team of the continuing effort to downsize operations to reduce costs. He encouraged all managers to identify potential consequences of making that change. Discussion took place on impacts and potential changes. Russ is working on a financial analysis.

### 7. Ad Hoc

Joseph: Met with legislators, staff, and lobbyists yesterday for the legislative advisory committee for the new BPPE bills. Half of these individuals have never read the bill which allowed him and others to exert influence in this area. He informed the team of a conversation he had with a lobbyist on the opposing side. Joseph further informed the team of the intent to maximize GE in the California bill. He reported about the uncertainty of the McCarty placement bill. He informed the team that both bills are being amended.

Nick: Reported on his attendance at the aviation conference and topics of interest, including working within existing SOC codes and efforts being made for revision as well as the expected growth of the industry. He made some good contacts and is working on what we can do to maximize this space. Nick also informed the team about a potential acquisition (Macy flight school); he will be speaking with S. Montgomery regarding feasibility. He also informed the group that he and others are working toward enrolling the second Korean AMT student. Will be in Vancouver on the 21st to attend a national recruiters convention.

Mike: Received a student request for reimbursement for PC 832 course. Mike encouraged the student to make a written request to the campus director.

## 8. Program Review

Due to Carole's early departure, this item is tabled to next Senior Management Meeting.

 [2016\\_IMT\\_Program\\_Review\\_Report.docx](#)

 [2016\\_RT\\_Program\\_Review\\_Report.docx](#)

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### Next Meeting

Meeting title: [Senior management meeting](#)  
Date and time: 04/12/17 08:30 am to: 04/12/17 10:30 am  
Location: Oak Room

**Strategic Theme:**  
**QUALITY EDUCATION**

# Minutes of Senior Management Meeting - 03/29/17

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Date and time: 03/29/17 08:30 am to: 03/29/17 10:30 am

Present: Russ Lebo, Joseph Holt, Carole Brown, Michael Abril, wendym@sjvc.edu, Michael Perry, mikep@sjvc.edu, Kevin Robinson, Nick Gomez, Judy Petty, Liz Briseno, Rachelle Serrano, Tracey Hernandez, alyssa perry, Crystal VanderTuig

Location: Oak Room

Access meeting at: <http://app.meetingking.com/meetings/203024>

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## Topics

### 1. Strategic Review

#### 1-1. Strategic Theme: Ensure Career Readiness

Carole Brown and Anthony Romo gave an update on the Placement/Exit Interview training for the Hanford, Madera, Lancaster, and Delano campuses. SM discussed the Extern Completion rate chart and the process of the trainings. All remaining campuses will complete training by May 2017.

 [Extern\\_Completion\\_Rate.docx](#)

#### 1-2. Strategic Initiatives

SM reviewed the strategic initiative milestones completed since last SMM were reviewed as well as all past due projects and/or milestones.

Kevin advises that it takes up to 60 days for funding to be approved for our new BSRT approval.

 [Completed\\_Milestones\\_Report.xlsx](#)

### 2. Growth and Development

Angela Heinz gave an overview of her evaluation of DMS migration and RadTech. SM discussed the pro's/con's and other considerations. Matter is tabled to allow Angela to present OTA and PTA at next SMM.

 [GnD\\_Exploration\\_SM\\_presentation-\\_03.29.17.docx](#)

### 3. Ad Hoc

Joseph and Mike Perry debriefed group on the legislative conference they attended.

Joseph: out tomorrow and Friday

Carole/Nick: reminded SM they will be presenting the YIR for CAO tomorrow and for the Visalia campus on Friday.

Carole: Informed group that RN stand alone is active and she may not be at the next SMM due to Jury Duty.

Wendy: Informed group that she will be attending a Title IX Training on Tuesday with HK and gave a status update on two former SJVC students.

Russ: will not be at SMM next week but will be calling in via GoToMeeting.

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## Next Meeting

Meeting title: [Senior management meeting](#)  
Date and time: 04/05/17 08:30 am to: 04/05/17 10:30 am  
Location: Oak Room



# Minutes of Senior Management Meeting - 03/22/17

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Date and time: 03/22/17 08:30 am to: 03/22/17 10:30 am

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

Absent: wendym@sjvc.edu, Judy Petty, Liz Briseno, Rachelle Serrano, Tracey Hernandez

Location: Oak Room

Access meeting at: <http://app.meetingking.com/meetings/202562>

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## Topics

### 1. Strategic Review

#### 1-1. Strategic Theme: Achieve Course Success

 [LO\\_Data\\_Architecture.pptx](#)

Carole and team presented on the following strategic measures to support this strategic objective:

**Learning Outcome Achievement:** Annette discussed the four tiers that support course learning analysis and the new and revised tools that support this process, including program workshops, curriculum repositories and gradebook features, faculty professional development. She is working toward aligning all programs with new architecture by end of the year.

**Course Pass Rate:** Ash gave an update on the instructor eObservation process that supports this strategic objective. He reminded everyone that we are currently working toward a 90% course completion rate and have held steady at ~87% (if online is excluded the standard is met). Ash discussed specific campus and program performance and gave an explanation for under-performing campuses/programs and the initiatives in place for improvement. He then informed the team of an upcoming initiative to create a course in a box to better support instruction; especially, for part-time faculty.

**Classroom Engagement:** Ash also discussed the progress of the second phase of the revised eObservation process. He will be providing initial training to the campuses in the next few weeks. Pat then discussed the adjustments that have been made to better calibrate the online observation process, including redistribution of points to give more weight to areas that have greatest impact, distinction between qualitative and quantitative evaluation criteria (versus lumping them together into one criterion), and the addition of new evaluation criteria. The revised evaluation form is scheduled for roll-out this month.

#### 1-2. Strategic Initiatives

Milestones completed since last SMM were reviewed as well as all past due projects and/or milestones. Joseph informed the group that only two campuses have yet to receive the strategic training (Cordova and Modesto).

 [Completed\\_Milestones\\_Report.xlsx](#)

## 2. IS - Power BI (Adam)

Gave an introduction and demonstration on MS' Power Business Intelligence (BI) features as well as the development/implementation process. Training will be held next week for those who will act as content experts. Conversion is scheduled for completion by end of 2018.

## 3. Online Strategy

Nick informed the team of an upcoming departure of an employee who currently holds a key leadership position and raised various issues regarding continuance of this modality. Business committee will further explore this issue and identify next steps.

Carole reported that the online strategic initiatives are coming along well; in particular, Pat is moving forward with the remediation plan. Discussion took place as to which initiatives should continue in light of the upcoming leadership vacancy.

## 4. RN Program Leadership

Discussed updates and next steps on Visalia RN Program Leadership. A plan will be created today and will then be communicated to BRN.

## 5. Ad Hoc

Carole: Reported on graduate readiness meeting with Bakersfield Campus this afternoon and preparation of faculty for Porterville. She also reported on YIR presentation last Friday at Fresno. She also reported on communication with Sherry Toman for weekend student services support.

Nick: Reported on the success of the AMT's last two starts. Will be in Hanford giving the YIR presentation on Friday.

Joseph: Will be in Madera on Friday giving the YIR presentation.

Mike A.: Reported on travel plans for next three weeks, including YIR presentation at Cordova on the 29th.

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### Next Meeting

Meeting title: [Senior management meeting](#)  
Date and time: 03/29/17 08:30 am to: 03/29/17 10:30 am  
Location: Oak Room

# Minutes of Senior Management Meeting - 03/15/17

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Date and time: 03/15/17 08:30 am to: 03/15/17 10:30 am  
Present: Russ Lebo, Joseph Holt, Carole Brown, Michael Abril, wendym@sjvc.edu, Michael Perry, mikep@sjvc.edu, Kevin Robinson, Judy Petty, alyssa perry, Crystal VanderTuig  
Absent: Nick Gomez, Liz Briseno, Rachelle Serrano, Tracey Hernandez  
Location: Oak Room  
Access meeting at: <http://app.meetingking.com/meetings/201761>

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## Topics

### 1. Strategic Review

#### 1-1. Strategic Theme: Enroll Capable Applicants

 [First\\_Mod\\_Retention.pptx](#)

Start reports.

 [Start\\_Budget\\_2017\\_03.xlsx](#)

 [Start\\_Budget\\_2017\\_01.xlsx](#)

 [Start\\_Budget\\_2016\\_Summary.xlsx](#)

Starts: Reviewed starts to budget by module, year to date, and year over year. No further strategic initiatives are planned; continuing to focus on executing new and revised processes and practices implemented last year. Wendi discussed campus challenges (staffing and management) and the plans place to improve performance. Kevin mentioned that some of the same performance issues are being seen in FA. He suggested that the poor performance in admissions may be attributed to utilizing employees in both departments. Joseph advised the team that he and Wendi are re-working the on-boarding process. He also gave an update on the scholarship program.

Retention: Alyssa gave an update on campus performance in first module retention (broke even with 2016) and the institutional initiatives in place to improve and the impact those initiatives have on retention. She also reported on retention in BA program (ground only) and online.

#### 1-2. Strategic Initiatives

Reviewed milestones completed since last SMM, and all past due milestones and projects. Joseph reported that he conducted a phase two strategic training for six campuses yesterday; only two campuses left in the training cycle. Content will be reviewed at ECM.

 [Completed\\_Milestones\\_3-8\\_3-14.xlsx.xls](#)

## 2. Credentials available for June HS Starts

Discussed plans for credential level(s) offered to HS students starting in June (and following), considering potential impact of GE. Decision was made to offer degrees to HS enrollments. Joseph will follow up with direction to campuses for enrollment campaigns in progress.

## 3. Request for SJVC presentation at Annual CECU Meeting

Kelly Blanchard reached out to Mike Abril requesting a curricular presentation/demonstration at CECU. Decision was made to not participate this time.

## 4. Ad Hoc

Wendy: Gave an update on the preparations for the 40th anniversary celebration. She also reported on the status of training for Title IX investigators; four additional individuals have been identified for the training (S. Toman, J. Danforth, S. Koh, and B. Hurlbutt).

Mike A.: Informed the group of recent news releases: 1) identification of new under-secretary for federal DoE, and 2) the democratic movement for mass FA increase.

Joseph: Gave an update on the proposed state bills directed toward career college. Our lobbyist will be working to improve the parameters of the bills.

Carole: Reported that the RN self-study was submitted on Saturday. She also reported that she is working with Nick to schedule the YIR with Nick.

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### Next Meeting

Meeting title: [Senior management meeting](#)  
Date and time: 03/22/17 08:30 am to: 03/22/17 10:30 am  
Location: Oak Room

# Minutes of Senior Management Meeting - 03/01/17

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Date and time: 03/01/17 08:30 am to: 03/01/17 10:30 am  
Present: Russ Lebo, Joseph Holt, Carole Brown, Michael Abril, wendym@sjvc.edu, Michael Perry, mikep@sjvc.edu, Kevin Robinson, Nick Gomez, alyssa perry, Crystal VanderTuig  
Absent: Judy Petty, Liz Briseno, Rachelle Serrano, Tracey Hernandez  
Location: Oak Room  
Access meeting at: <http://app.meetingking.com/meetings/200078>

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## Topics

### 1. Strategic Review

#### 1-1. Strategic Theme: Increase Campus & Program Offerings

Reviewed Growth & Development timeline for 2016-2018 initiatives. Discussed rationale for dismissed initiatives as well as those recommended for exploration. Based upon the research, decision was made to have Jeff Rutherford explore the feasibility of securing clinical sites in the north for a nursing program.

-  [Increase\\_Program\\_Campus\\_Offerings\\_SM\\_presentation\\_03.01.17.pdf](#)
-  [Growth\\_and\\_Development\\_Compndium.xlsx](#)

#### 1-2. Strategic Initiatives

Reviewed milestones completed since last SMM, and all past due projects and milestones.

-  [Completed\\_Milestones.xls](#)

### 2. GE Updates

#### 2-1. RGEES Survey update

Reviewed updated survey data. Will discontinue efforts on securing additional responses for VT grads.

#### 2-2. Student notification process

Reviewed notification requirements, communication plan, and CD training.

 [Critical\\_Gainful\\_Employment\\_Milestones.docx](#)

### 3. Publication of 2016 Year in Review

Report has been completed and will be distributed to the BoG and ECM and then campus presentations will launch. The Power Point was reviewed and revised; each Senior Manager was asked to review the slides for their respective areas and add notes for the presenters.

### 4. Ad Hoc

Carole: Is expecting a phone call from Richard Winn to discuss ACCJC's scope to accredit baccalaureate degree programs and the status of SJVC's BSRT program. Discussed Visalia RN Self Study due date.

Joseph: Beth will return on Monday. Crystal and Beth will switch offices.

Russ: Planned server outage will not go forward this weekend.

Nick: Reported on leadership changes in Bakersfield region.

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#### Next Meeting

Meeting title: [Senior management meeting](#)  
Date and time: 03/08/17 08:30 am to: 03/08/17 10:00 am  
Location: Oak Room

**Strategic Theme:  
EMPLOYEE SUCCESS**



# Minutes of Senior Management Meeting - 02/22/17

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Date and time: 02/22/17 08:30 am to: 02/22/17 10:30 am  
Present: Russ Lebo, Joseph Holt, Michael Abril, wendym@sjvc.edu, Michael Perry, mikep@sjvc.edu, Kevin Robinson, Nick Gomez, Crystal VanderTuig  
Absent: Carole Brown, Judy Petty, Liz Briseno, Rachelle Serrano, Tracey Hernandez, alyssa perry  
Location: Oak Room  
Access meeting at: <http://app.meetingking.com/meetings/199432>

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## Topics

### 1. Strategic Review

#### 1-1. Strategic Theme: Employee Success

Anthony Romo and Tammie Zaczek gave an update on Talent Acquisition initiatives. Discussed campus challenges and noted which have been addressed and those that are in progress, and those that will be rectified in the future. Reviewed and confirmed measures for strategic objectives.

 [Talent\\_Acquisition\\_Update.pptx](#)

 [BSC\\_2017.xlsx](#)

#### 1-2. Strategic Initiatives

Reviewed milestones completed since last SMM, and all past due milestones and strategic initiatives. Joseph gave an update on the status of the campus strategic training.

 [Milestones.xls](#)

### 2. Home folder migration to One Drive

Adam provided a brief overview of this feature and answered questions pertaining to use. He also discussed timeline for implementation.

 [OneDrive\\_Intro.docx](#)

### 3. GE Updates

Discussed actionability of lawsuit filed by cosmetology school. Reviewed latest version of program survey data for Vet Tech and how that impacts our opportunities on appeal as well as plan of action and timeline for implementation.

### 3-1. RGEES Survey update

#### 4. Ad Hoc

Mike A.: Reported on his attendance at the 2017 Republican Party Lincoln Dinner. Focus was on water and intelligence.

Joseph: Reported on his attendance at the BPPE advisory committee meeting and the opportunity he had to meet Margaret Ryder. He also informed the group of Joanne Wenzel's upcoming retirement and the SJVC graduate who is applying for the open student position. He also informed the group of his upcoming meeting with Beth to discuss her new position, job duties, and reporting structure.

Russ: Advised the group of the status of the temporary P'ville campus facility. Two meetings have taken place concerning CAO relocation to Visalia Campus - should have options by March.

Nick: Informed the group of his debrief with Ash and Trish on campus swap and Anthony A.'s training and his plan for the leadership of the Bakersfield Campus.

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#### Next Meeting

Meeting title: [Senior management meeting](#)  
Date and time: 03/01/17 08:30 am to: 03/01/17 10:30 am  
Location: Oak Room