

Minutes of Senior Management Meeting (10/10/2018) - 10/10/18

Date and time: 10/10/18 08:30 am to: 10/10/18 11:30 am

Present: Crystal VanderTuig, Scott Hager, Sumer Avila, Nick Gomez, Carole Brown, Anthony Romo

Absent: Liz Briseno, Russ Lebo, Tracey Hernandez, Rachelle Serrano, Michael Abril, Joseph Holt, alyssa perry, Judy Petty, Michael Perry, Kevin Robinson, mikep@sjvc.edu

Location: Oak Room

Link: <http://app.meetingking.com/meetings/261562>

Topics

1. Strategic Review - Enroll Capable Applicants

Note Review performance on strategic measures:

1.) Starts to Budget (Anthony Romo/Wendi Oliveira): Wendi reported that we are 94% of budget for the year against a target of 98%. She informed the team that the performance gap is due to staffing challenges (new hires not up to speed). Team discussed issues with building an admissions bench and potential strategies for improving performance such as increasing the referral bonus temporarily. Scott will roll-out referral training across the institution; we will leave the referral bonus as is. Wendi reported on the October starts that didn't meet budget (ST, DH in Visalia, RT in Temecula). She also reported on programs that have had good starts such as VA and the DH February start. Lizzy offered to connect with Henry Madrid to see what can be done to bolster starts with re-enrollments. Wendi reported that we will likely end in the 90's for the next start.

Wendi reported on the new BA redesign enrollments. As of today (day 12 in the cycle), we have 13 enrollments in the program against a budget of 48. Wendi discussed issues and challenges impacting performance as well as measures she is taking to garner buy-in for the program. She will be providing information to the campuses for trainings that will take place on Friday.

2.) 5 Week Success (Carole Brown/Lizzy Francis, Director of Student Services): Carole reported that we are at 88% year-over-year against a strategic target of 88%. Lizzy reported that we went from 84% in 2017 to 88%. She went on to report on both campus/modality and program successes. Following are a few examples: Online has experienced a 7% year-over-year increase in first module success. Nine campuses are above strategic target of 88%. Electrical Technology was at 88% first module success in 2017 (88 students); in 2018, the program achieved 94% (146 students). HVAC went from 93% to 94% first module success from 2017 to 2018 (190 to 237 students). Lizzie attributes these successes to the strategic initiatives or WIGs developed and implemented at the campuses.

Nick posed the question of whether we want to change the scorecard achievement target and at-risk criterion to better align with recent research findings that suggest that GPA bands are better predictors of success.

Lizzie reported on the following improvement plans: 1.) DSS calls (leader selects topic that represents a challenge to success and discussion takes place on best practices and action items), 2.) Early Intervention Survey taken during NSO, and 3.) Re-Entry Program: Lizzie is working with five campuses with high first module success rates but low census. 4.) Product knowledge training for adjunct faculty (awareness of student services).

2. Ad Hoc

2-1. ST Ribbon Cutting

Note Anthony informed the team that Sue Montgomery wrote an article on the Cordova ST Ribbon Cutting (attached) which was published by CECU within 24 hours of submission. Anthony posed the question of what other resources we might utilize for these recognitions in other areas. Sumer suggested having PD's provide list of publications that the programmatic accreditors and professional organizations publish. Other suggestions included local print, Chamber of Commerce, LinkedIn, and WASC. Nick directed Anthony to pulse Joseph to determine if this is a function that Ember will provide or if it is something we will do at the college level.

 [Surgical Technology program is welcome addition to SJVC's Rancho Cordova campus.pdf](#)

2-2. Recruitment Efforts: Rick Reilova

Note Anthony gave an update on Rick's recruitment efforts. Attached spreadsheet represents current hiring needs. Anthony shifted Rick's focus to linear staffing needs. As of his first week, Rick has submitted 27 candidates to the campuses, 2 interviews were conducted, and there was limited academics follow up. Anthony will follow-up with Campus Presidents on addressing submissions.

 [Requisitions.xls](#)

2-3. BA Redesign: Early Assessment

Note See "Starts to Budget," discussion.

2-4. Regional VP of Operations

2-5. Events

Note Sumer discussed upcoming Maxient training and roll-out. Carole informed the team of the focus of this Friday's CJ training. She also informed the team that the BRN meeting is scheduled for tomorrow. Scott and Nick are traveling to attend a Franklin Covey presentation. Anthony, Scott Perry, and Wendi are going to the CAPPS Conference.

3. Leadership Survey

Note Team reviewed results, confirmed training topical area, and primary facilitator. Discussed potential next steps including sending confirmation emails to participants and sending a list of those who expressed interest in advancement to campus leaders. Also discussed potential of hosting a call with Campus Presidents to discuss in greater detail.

Next steps: select a vertical, develop a timeline, and identify a facilitator. Sumer proposed that we launch a training focused on academics with Franklin Covey pieces integrated throughout. Offered to those who participated in the training.

 [Leadership Development Survey Results 2018 Raw Data.xlsx](#)

 [Leadership Development Survey Results Pivot.xlsx](#)

 [Leadership Training Survey Summary.docx](#)

Next Meeting

Meeting title: [Senior management meeting - 10/24/18](#)

Date and time: 10/22/18 04:11 pm to: 10/22/18 05:11 pm

Location: Oak Room

Open tasks from previous meeting(s)

Task Mike A. will review and recommend revisions to Tuition Assistance Policy.

Owned by Michael Abril due 08/22/18

Task Anthony: Follow-up with Kevin re FA implications of going to a 30 unit/35week MBC program design.

due 09/26/18

Task Sumer recommended that we have Institutional Research conduct an analysis, by program, of classroom professionalism scores against employment starts, prior to making revisions to the observation instrument. Carole will make the request. She will also initiate use of the form with other groups of observers (CSAs).

due 10/03/18

Task Sumer: Create and staff ISS review committee and provide their feedback to Senior Management.

due 10/10/18