

Minutes of Senior Management Meeting - 05/03/17

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>

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.

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

Minutes of Senior Management Meeting - 06/28/17

Date and time: 06/28/17 08:30 am to: 06/28/17 10:00 am
Present: Russ Lebo, Joseph Holt, Carole Brown, Michael Abril, wendym@sjvc.edu, Michael Perry, mikep@sjvc.edu, Nick Gomez, Tracey Hernandez, alyssa perry, Crystal VanderTuig
Absent: Kevin Robinson, Judy Petty, Liz Briseno, Rachelle Serrano
Location: Oak Room
Access meeting at: <http://app.meetingking.com/meetings/213064>

Topics

1. Strategic Review

Tabled.

1-1. Strategic Theme: Tabled

1-2. Strategic Initiatives - Tabled

2. OTA Consulting contract

Angela Heinz sought and received SMM approval for consulting expense for OTA program while in G&D evaluation phase.

 [Request_to_SM_to_approve_consulting_contract_06.2017.docx](#)

3. Disney training proposal

Alyssa and Angela presented a training proposal (based on Disney seminar) aimed at better aligning employee behaviors to Core Values. They recommended utilization of consulting service aimed at developing such a program. Alyssa gave details on the scope of the services and associated costs. Team directed Angela and Alyssa to identify outcomes for consulting work product, how success would be measured, and where this proposal fits within the Strategy.

4. GE Notice to Students

SM reviewed and finalized GE Notice to students, terms and timeline. Alyssa and Carole provided feedback on behalf of Academic Affairs, including page numbering details, wording, tone, length, and positive conclusion.

 [SJVC_GE_Notice_to_Students_DRAFT_v2.docx](#)

5. Faculty Prep time

Wendy raised the issue of prep time allotted to part-time faculty and potential legal exposure for time worked over and above this allotment (but not paid). She and Carole have reached out to educational professionals for input on prep time allocations at other institutions. All agreed that current policy is sufficient as is when appropriately applied by management. Mike recommended that this topic be addressed at next Executive Council meeting; deans will be invited.

6. Debrief on CODA phone call re Chula Vista DH accreditation

Mike A. gave an overview on the CODA phone call he and Greg had with the CODA representatives regarding transferring the San Diego approval to a different location.

7. Lancaster strategy

Reviewed Lancaster strategy in light of GE developments. Decision was made to extend lease to the end of June and discontinue degree enrollments.

8. Ad Hoc

Nick: Will be in Bakersfield today re facility needs and issues.

Russ: Discussed possibility of MA student externships at prisons. Additional insurance is required (\$25k annually). Decision was made to further explore this proposition.

Informed the team that IS team will be inundated over next few months. Russ also informed the team of new corporate facility lease and move schedule.

Joseph: Updated team of provision of California bill (1619) that addresses future eligibility of discontinued programs and how to determine "discontinued" status. He will have our attorney look into this matter. Joseph also informed the team of the change in Wendi O's position (hybrid role of CD of Admissions and Visalia ESD).

Mike A: Informed team of his observations on OTA program offerings by other institutions. He also informed the team of yesterday's meeting with Jeb Egbert to discuss WASC senior requirements.

Wendy: Informed team of student who underwent gender change and campus director's request for sensitivity training.

Minutes of Senior Management Meeting - 07/26/17

Date and time: 07/26/17 08:30 am to: 07/26/17 10:30 am

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

Absent: Russ Lebo, Judy Petty, Liz Briseno, Rachelle Serrano, Tracey Hernandez

Location: Oak Room

Access meeting at: <http://app.meetingking.com/meetings/216074>

Topics

1. Growth and Development

Growth & Development Evaluation Rubrics were reviewed and discussed.

Angela informed the group of two dismissals: Temecula DH and Cordova DMS. She went on to explain the rationale as to why these programs will not do well in these markets.

Evaluation rubrics were reviewed for the Temecula program expansion (CJ, IMT, and ET). Discussion took place on facilities, staffing, and existing competition. All agreed to move proposals forward to evaluation.

DH Cordova: Angela discussed pros and cons of transferring the DH approval to this location. Discussion took place on facility and equipment needs. Mike A. informed the team of the issues concerning the transfer of the programmatic approval. Decision was made to discontinue evaluation efforts.

2. Strategic Review

2-1. Strategic Theme: Achieve Course Success

Ash, Pat and Annette presented on the following three measures linked to Achieve Course Success.

Classroom Engagement Score: Ash reviewed campus-level engagement scores. Of the fourteen campuses, eight are exceeding standard; two are within 1-2 points; and four are under the minimum threshold (see PPT for details). Ash informed the team of the improvements to increase classroom engagement.

Pat informed the team of the measures and thresholds established for online classroom engagement scores.

Course completion: Ash presented a comparison between classroom engagement scores and course completion rates by campus. He gave the rationale for some of the disparity seen at the campuses in scores between these two measures. Mike recommended that Ash capture allocation of his time to focus on under-performing campuses. Ash reviewed 2017 course completion highlights as well as areas of focus.

Pat presented on online course completion and actions taken to improve in this area.

Learning Outcome Achievement: Annette gave an update on the progress of the new LO architecture.

 [eObs-Course_Comp-LO_Architecture.pptx](#)

2-2. Strategic Initiatives

Tabled.

3. Leadership Next Steps (Disney Group)

Disney team presented update on Being First consulting proposal. Discussion took place on how concept translates into training, implementation, and assessment of learning outcomes. Decision was made to approve first step in the proposal - that is, to engage with consultant to create 90 - 120 day plan.

 [Being_First_consultant_mtg_notes_7.12.17.docx](#)

4. ACCJC ISER training (9/28/17)

Decision was made that Crystal, Carole, Nick, and possibly Mike A. and Mike P. will attend.

5. LMS exploration and Moodle

Carole discussed expense increases with D2L and future options. IS and C&I team exploring migration to Moodle.

6. Ad Hoc

Mike: Informed team of potential partnership or collaboration between SJVC and Mitsui.

Carole: Secured an APD for Ontario who has potential to assume the PD role. She anticipates receiving a decision on the November cohort shortly. Temecula Campus' RT program won the Sputum Bowl.

Nick: A replacement has been hired for Sherry Toman's position. She started on Monday.

Mike A: Briefed the team on his upcoming travel plans.

Minutes of Senior Management Meeting - 09/27/17

Date and time: 09/27/17 08:30 am to: 09/27/17 10:30 am

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

Absent: Russ Lebo, Judy Petty, Liz Briseno, Rachelle Serrano, Tracey Hernandez


Location: Oak Room

Access meeting at: <http://app.meetingking.com/meetings/222845>

Topics

1. Change Leadership Team: CPSM Plans

Reviewed process and plans for Change Project and presentation at CPSM.

 [CPSM_Oct._11_Agenda.docx](#)

2. Strategic Review

2-1. Strategic Theme: Increase Campus and Program Offerings

Reviewed strategic measures (approval of execution proposals and new sources of revenue) and corresponding initiatives. Joseph explained the relationship between both measures and recommended targets. 2016-2018 G&D timeline was reviewed.

 [GnD_Timeline.pdf](#)

3. AMT Degree Format

Reviewed implications and actions required to put all Gen Ed at the end of the program, taught on the Fresno campus. Students will be enrolled into the cert program with the option to transfer into the degree program. Tuition committee will consider tuition increases for the degree offering; will also look into the possibility of reducing the program's hours.

4. RN Update

Carole informed the team that she and Greg have been meeting with nursing faculty (from both locations) on a regular basis. Per Laura's request, a phone call will take place with her tomorrow. Carole and team are working closely with Martha for upcoming ELC meeting (10/4). A group of SJVC representatives will be attending the meeting. Carole also informed the team of staffing changes and plans for going forward.

4-1. Exploration: Including Gen Ed Pre-reqs in RN Program

Carole presented potential model for all-inclusive program (GE pre-reqs and core). Kevin informed team that funding is available for block preparatory course offering. Joseph will further explore feasibility from a business perspective through the G&D process.

5. ACCJC Peer Review Personnel Update

Reviewed and updated the list of evaluators and considered new nominations (Alyssa and Ash). Justin Halligan, Melissa Brewer, and Jerry Franksen were also identified as potential candidates.

 [Peer_Reviewers_from_your_College_09_20_2017.pdf](#)

 [San_Joaquin_Valley_College.rtf](#)

 [New_Evaluators_Recommended_for_Team_Service_Form_09_12_2017.docx](#)

6. Ad Hoc

Carole: Posed question of what our institutional disaster plan in light of the hurricanes and issues with Korea. Question tabled to a meeting where Russ will be in attendance. Will be meeting with Sumer on academic plan. Will be in Hesperia for DA site visit next Wednesday and at the ELC meeting on Thursday.

Wendy: Updated team of her travel schedule and areas of focus.

Nick: Will be in Corona/Ontario/Temecula on Friday for various business. Will be in Bakersfield on Monday.