



San Joaquin Valley College
Board of Governors Meeting
September 17, 2012, 5:00 p.m. – 6:31 p.m.
SJVC Corporate Office
Minutes

MEETING CALLED TO ORDER BY	
ATTENDEES	Mark Perry, Mike Perry, Joanne Farnsworth, Susan Good, Matt Kneeland, Donn Ritter
ABSENT	Carol McLellan, Nina Clancy
RECORDER	Crystal VanderTuig
QUORUM PRESENT	Yes
GUESTS	Russ Lebo, Chief Financial Officer Carole Brown, Vice President of Academic Affairs

I. CALL TO ORDER: Meeting called to order at 5:04 p.m. (Matt Kneeland, Chair)

II. BOARD BUSINESS

A. Results of President/CEO annual evaluation (Matt Kneeland, Chair):

The tallied results of the board’s annual evaluation of the President and CEO were reviewed and discussed. (See attachment) No recommendations for improvement were made.

B. Review and ratification of minutes from 6/18/2012 board meeting (Matt Kneeland, Chair):

Minutes were reviewed. No corrections were noted.

Action Item: Joanne moved to approve the minutes, Mike seconded the Motion. All in favor.

C. Results of Board’s Self-Evaluation (Matt Kneeland, Chair):

Tabled to allow additional time for board members to complete the evaluation and return the form to Crystal for compilation of the results. Results will be discussed at the board’s next regularly scheduled meeting.

D. Review of Board Policies (Mike Perry, Board Member):

Drafts of new board policies 1-11 and the following ACCJC publications were disseminated for review and discussion:

- “Accreditation and Governing Board Roles and Responsibilities” (Summer 2012 Newsletter)
 - “Guide to Accreditation for Governing Boards” (Draft – 2012 Edition)
- Discussion took place concerning the ACCJC’s interpretation of the roles and responsibilities of governing boards as described in the two publications. In light of this information, the Board confirmed the need to develop specific policies and practices to better conform with the accreditation standards pertaining to governing boards. Questions were asked and answered about specific examples of compliance cited in the article.

Board reviewed the newly proposed board policies (1-11). Matt Kneeland suggested that the discussion be tabled to the next meeting to allow the board members additional time to review the policies prior to discussion.

Action Item: Matt moved to table the item, Joanne seconded the Motion. All in favor.

E. Mission Statement Review (Carole Brown, VPAA):

Carole presented the Board with a data portfolio containing:¹

- Results from the 2011 college-wide review of the mission statement
- Student Demographic Data (education levels, ethnicity, and dependent vs. independent status)
- 2009 Graduation rates
- Licensure pass rates for 2006-2012
- Graduate placement rates for 2008-2011

Board engaged in discussion concerning how well the College is fulfilling its mission based upon the data examined. In particular, the Board noted that the survey participation rate and responses were particularly good.

Concerning the student demographic data distributed, the board noted that the ethnicity of SJVC students represented the broad-based demographics representative of the communities served by SJVC. Board also engaged in discussion as to whether different age or socio-economic levels would have a positive impact on student success. Carole advised the Board that students with no children or career obligations typically tend to experience greater success than those with outside responsibilities.

Carole explained that graduation rates were provided up to 2009 only because the College is in the process of collecting information on recent graduations. She explained that graduation rates are tracked in real-time by cohort and program. She also gave an overview of the considerable resources invested in improving Term 1 retention over the last several years. The Board noted the 5% increase in graduation rates over the last three years.

¹ Please see attached handouts.

Board also noted that with the exception of the Respiratory Therapy and Registered Nursing programs, all other academic programs met the institution's standard of 70% licensure/certification pass rate. Carole gave an explanation as to the decline in these two programs' pass rates. Questions were asked concerning whether other programs experienced fluctuations in pass rates.

Based upon the data examined, the Board concluded that the College is successfully fulfilling its mission. No recommendations for improvement were given. Carole asked the board to reaffirm the College's Mission Statement as written.

Action Item: Donn moved to approve, Joanne seconded the Motion. All in favor.

- F. Board Member Reappointments (Mark and Mike Perry, Board Member):** Mike advised the board of the need to reappoint them to new terms of office. Crystal distributed letters to each member confirming his/her reappointment to the board.
- G. WASC Conference for Presidents/Trustees (Crystal VanderTuig, Secretary):** Crystal reminded the board of this upcoming opportunity and asked that if any members' are interested in attending that they notify her as soon as possible so that travel arrangements can be made.
- H. Audit Review Committee Report (Matt Kneeland, Chair):** Matt Kneeland gave an overview of the Audit Review Committee (ARC) meeting held on September 10, 2012. He briefly discussed the duties and responsibilities of the ARC as required by the ACCJC Standards of Accreditation. Matt advised the board that the Committee reviewed the College's December 31, 2011 audited financial statements, the December 2011 ratio calculation worksheet, and the 90:10 excel report. Copies of the minutes were distributed to all in attendance. (See attachments.) He also advised that the College is in compliance with DOE regulations and the DOE 90:10 rule. Matt also advised the board that the committee noticed a peak in revenues as the economy went down; however, the College is now experiencing a decline in tuition revenue as the economy begins to stabilize. Matt assured the board that the committee was provided sufficient information concerning the College's actions to adjust the budget and right-size the company to ensure its fiscal longevity.

Based upon the review of the College's 2011 audited financial statements, the Committee verified that an independent audit was conducted for calendar year end December 31, 2011 and that the auditors provided an unqualified opinion on SJVC's financial statements. Matt asked the board to approve the Committee's report.

Action Item: Susan moved to approve the ARC's annual report of the College's fiscal standing. Joanne seconded the motion. All in favor.

III. QUALITY EDUCATION

- A. Overview of Self-Study Process (Crystal VanderTuig, Secretary):** Crystal updated the Board on the status of the Self-Study process. The timeline for completing the process and finalizing the report was discussed as was the board's involvement in reviewing and approving the final version of the report.

- B. **Academic Oversight Committee Report (Nina Clancy):** Tabled due to Nina's absence.

IV. **OUR SUCCESS**

- A. **Institutional Planning Update (Russ Lebo, CFO):** Russ gave an update on the status of the College's implementation of the strategic plan. He distributed copies of the Strategy Map and advised the board that the dates may be subject to revision. A copy of the institutional scorecard was distributed and discussed. Russ advised the board that the Senior Management uses the scorecard to review and assess the College's progress toward its institutional goals and identify the need for new initiatives. He explained that the team is currently reviewing the targets for each objective which may be subject to revision based upon their review. He also advised the board that a comprehensive gap analyses will be performed by the Senior Management Team which may influence further revisions to strategy and initiatives. He explained the last 6 months have been devoted to developing and reviewing the campus' operations dashboards. The next milestone in the implementation of the process is the development of campus and department scorecards.

V. **MISCELLANEOUS DISCUSSION ITEMS**

- A. **Visalia Campus Visit:** Matt Kneeland updated the Board on a recent to the Visalia Campus he attended with the Senior Management Team. Matt indicated that it was a valuable experience and encouraged other members' to attend the visits if their scheduled permit.

There being no further business, the meeting adjourned at 6:31 p.m.

Respectfully submitted,
Crystal VanderTuig



**San Joaquin Valley College
Board of Governors Meeting
November 28, 2012, 5:00 p.m. – 7:00 p.m.
SJVC Corporate Office
Minutes**

MEETING CALLED TO ORDER BY	
ATTENDEES	Mike Perry, Joanne Farnsworth, Susan Good, Matt Kneeland, Carol McLellan, Nina Clancy
ABSENT	Mark Perry and Donn Ritter
RECORDER	Crystal VanderTuig
QUORUM PRESENT	Yes
GUESTS	Russ Lebo, Chief Financial Officer

I. **CALL TO ORDER:** Meeting called to order at 5:03 p.m. (Matt Kneeland, Chair)

II. **BOARD BUSINESS**

A. **Introduction and Ratification of new Campus Director and Senior Managers¹ (Mike Perry, Board Member):**

1. Jean Honny, Campus Director (San Diego Campus): Jean appeared, via telephone, and introduced herself to the Board. She gave a brief overview of her educational history and previous experience in the Dental Hygiene field. She reports that she is making good community connections and has joined several chambers. She has also reached out to the high school population to generate publicity and interest in the DH program. She is also fostering relationships with various community groups to form alliances in providing services to the medically under-served in the area.
2. Nick Gomez, Chief Operations Officer: Mike Perry gave an overview of Nick Gomez' history with SJVC, including his experience as an instructor, campus, director, assistant vice president, and finally his

¹ Board bylaw 4.3.2

promotion to the Senior Management. Mike explained that campus operations will be Nick's primary focus in this new position. He will continue to work with the Senior Management in directing and managing the College's strategic planning efforts.

3. Michael Abril, VP of Legal and Regulatory Affairs: Mike Perry provided an introduction of Michael Abril. Mike Abril has been the College's corporate attorney for many years and specializes in contracts and real estate. Due to the increase in regulatory compliance and oversight, the Board of Directors offered him an in-house position. The details of Mike's employment have been finalized and he will start in his new position on December 3, 2012.

Action Item: Susan moved to ratify the hire and promotions of these individuals, Carol seconded the Motion.

B. Review and ratification of minutes from 9/17/2012 board meeting (Matt Kneeland, Chair):

Minutes were reviewed. No corrections were noted.

Action Item: Carol moved to approve the minutes, Nina seconded the Motion. All in favor.

C. Results of Board's Self-Evaluation² (Matt Kneeland, Chair):

Due to the number of board members that still need to complete their evaluation, this item was tabled. Mike Perry reiterated the importance of this process and requested that all members complete their evaluations. Results will be tabulated and discussed at the Board's next meeting.

D. Review and discuss revisions to Board Handbook and new board policies³ (Mike Perry, Board Member):

For the board members who did not attend the last meeting, Mike explained the purpose for the revisions to the Handbook and the establishment of the new board policies. After brief discussion concerning the Board's execution of its duties and responsibilities through policy governance, the following took place:

1. Review and discussion of revisions to the Board of Governor's Handbook: Copies of the revised handbook were presented to the board. Mike went through each and every revision; and, for those revisions that represented a significant departure from current board policy/practice, he gave an overview of the rationale behind the need for the change. Lengthy discussion ensued on the scope and magnitude of the changes and how they will be operationalized. Specific discussion items include:
 - a. Expansion of the duties and responsibilities of the Audit Review Committee and their resultant name change. Also discussed how the requirement that committee members have financial expertise will be determined.

² Board bylaw 4.1.8.

³ Board bylaw 4.1.5.

- b. Discussed how the Board will ensure that program reviews are taking place every two years and the role of the Academic Oversight Committee.
 - c. Discussed how bylaw 4.3.1 (responsibility for selection, evaluation, and termination of President and CEO) will be fulfilled.
2. Review new board policies (1-18 and 20): Mike explained the reason for the establishment of the new policies – that is, to communicate the board’s expectations to the college community. Each of the noted policies was reviewed and discussed.

After thorough review and discussion of the revisions to the handbook and establishment of new board policies, Mike requested that a vote be taken to approve these documents. Board members requested that the vote include the formation of a committee to review the new roles and responsibilities of the Board and develop and implement procedures to execute the newly adopted/revised bylaws and policies.

Action Item: Mike moved to approve the revised Handbook and Board Policies 1-18 and 20, Matt seconded the Motion. All in favor.

E. Review Board policies and codes⁴ (Mike Perry, Board Member):

Board members reviewed the following policies and codes:

- 1. Conflict of Interest Policy
- 2. Code of Ethical Conduct
- 3. Policy for Addressing Violations to the Code of Ethical Conduct

As there were no suggested changes to the above-referenced policies/codes, members’ renewed their commitment to uphold the tenets expressed in these documents by signing the annual acknowledgements and list of institutional affiliations.

F. Review 2012/2013 Budget Projections (Russ Lebo, CFO): Russ presented the 2013/2013 operational budget projections. He explained that the College’s actual budget fluctuates approximately every two weeks based tuition-generated revenue and operating expenses. Brief discussion took place concerning the decline in enrollments and subsequent decline in expenditures. Russ explained that occupancy expenses are going up due to the establishment of the two new campuses (Lancaster and San Diego) and the relocation of the Rancho Cucamonga Campus. He also explained that the College currently has some additional expenditures associated with its growth initiatives. However, some of the expense has been defrayed by reusing furniture and equipment from the Cordova Campus.

Action Item: Joanne moved to approve the budget projections as presented, Carol seconded the Motion. All in favor.

G. ACCJC Accreditation Basics Course (Crystal VanderTuig, Secretary): Crystal reminded the board members to take this online course to further their understanding of the accreditation process and to better prepare themselves for the upcoming self-study site visit.

III. QUALITY EDUCATION

⁴ Board bylaw 4.1.5.

- A. **Update on Self-Study Process (Crystal VanderTuig, Secretary):** Crystal updated the Board on the status of the Self-Study process. The timeline for completing the process and finalizing the report was discussed as was the board's involvement in reviewing and approving the final version of the report.
- B. **Academic Oversight Committee Report (Nina Clancy, Board Member):** Nina advised the Board that the committee had its first meeting in July 2012. She explained that the primary purpose of that meeting was to familiarize the committee members with the College's biennial program review process. She gave a brief overview of how SLO and student achievement data is collected and used in program reviews to analyze the effectiveness of the program and to improve student learning. Her presentation concluded with an overview of the committee's review of the Vocational Nursing program review and how it plans to fulfill its duties going forward.

IV. OUR SUCCESS

- A. **Institutional Planning Update (Russ Lebo, CFO):** Russ presented the most recent iteration of the institutional strategy map. He explained that the dates in the vision statement have been adjusted based upon business needs. He also went over the adjustments to the strategic objectives. Specifically, he explained that strategic objective related to the establishment of the IT Portfolio was removed from the Employee Success perspective as that component of the strategy is embedded throughout the institutional plan. In the perspective covering the College's success, Russ explained that the objective addressed "Increase Value" was changed to "Control Costs" as that more appropriately reflects the recent measures taken by the campuses to be more cost-efficient. Russ explained that the strategy map has been aligned with the mission statement and that the College continues to build the institutional scorecard by identifying strategic objectives that will further its progress toward achieving the institutional vision. He explained that the next step in the process is to roll out the scorecard to the campuses. Russ also presented a list of descriptions that further define the intent of each strategic objective. Russ explained that the effectiveness of this particular process continues to be affirmed by the improvements to educational quality and institutional effectiveness that have occurred as a result of utilizing this strategic management system. As a case on point, he explained that a few SJVC campuses reached the strategic goal of 75% placement with no change in industry or the economy.

When asked how SJVC's graduate placement fares in comparison to other "like" institutions, Russ and Mike explained that it depends upon the program; however, the College's standard is 65% placement in each program.

Action Item: Nina moved to approve the revised strategy map, Joanne seconded the Motion. All in favor.

There being no further business, the meeting adjourned at 7:05 p.m.

Respectfully submitted,
Crystal VanderTuig