



<b>San Joaquin Valley College Board of Governors Meeting September 1, 2016</b>	
<b>MEETING CALLED TO ORDER BY</b>	John Swiger, Chair
<b>ATTENDEES</b>	Mark Perry, Mike Perry, John Swiger, Jill Sozinho, Susan Good, and Carol McLellan
<b>ABSENT</b>	Marlea Lyon
<b>GUESTS AND PRESENTERS</b>	Joseph Holt, Chief Administrative Officer Anthony Romo, Director of Graduate Services Angela Heinz, Director of Growth & Development
<b>RECORDER</b>	Crystal VanderTuig
<b>QUORUM PRESENT</b>	Yes

I. **CALL TO ORDER:** Meeting was called to order at 9:14 a.m. by John Swiger.

II. **BOARD BUSINESS**

A. **Meeting Minutes:** Minutes from the May 5, 2016 Board of Governors meeting were reviewed. Corrections were noted.

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

B. **Academic Oversight Committee Report:** John advised the board that the committee reviewed and discussed the following program review reports: Aviation Maintenance Technology and Dental Assisting. He informed the board that further revisions will be made to the reports, therefore, the AOC will give a full report on these program reviews at the next board meeting.

C. **Annual Certifications/Disclosures:** The forms were distributed with instructions to complete and return them to Crystal before the next board meeting.

**D. Review Board Policies:** Board reviewed and discussed the Academic Honesty and Academic Freedom policies. Revisions were suggested for both policies along with the recommendation that the revised policies be reviewed by a faculty committee before approval by the board.

**E. Mid-Term Report:** See attached email from C. VanderTuig (09.06.2016)

### III. CAMPUS VISITS

#### A. Modesto Campus

**i. Introduction of Ron Gardner:** Mr. Gardner, the newly appointed Campus Director, introduced himself to the board. He gave an overview of his educational background and work history, including previous positions held at SJVC. Mr. Gardner informed the board of his vision for the campus and plans for growth.

**Voting Item:** Susan moved to ratify Mr. Gardner's promotion to Campus Director, Carol seconded the motion. All in favor.

#### ii. CAO Staff Presentations

**a) Graduation Rate:** Crystal VanderTuig, Director of Institutional Relations, reported that the year-to-date graduation rate is 63% against the institutional standard of 60% and the strategic goal of 70% graduation rate. She informed the board that the campuses have strategic initiatives in place to support attainment of the strategic graduation goal, which, at present, is to focus on re-enrollments.

**b) Graduate Placement:** Anthony Romo, Director of Graduate Services, presented on the new placement process and the likely impact the new process will have on SJVC's placement rate. He also informed the board of the placement rate by program and campus for 3Q2015 – 2Q2016. Anthony discussed the strategic initiatives in place to improve placement at under-performing (<75%) campuses and programs.

In the aggregate, during 3Q15-2Q16, SJVC achieved 74% placement rate at the campus and program levels against an institutional standard of 65% and the strategic placement goal of 75% (refer to attached handouts).

**c) Growth & Development Initiatives:** Angela Heinz, Director of Growth & Development, presented a proposal to migrate the Dental Assisting program to the SJVC Hesperia Campus. 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 need for the program, the equipment requirements, and approval process.

**Voting Item:** John moved to approve the migration of the Dental Assisting program to the SJVC Hesperia Campus, Carol seconded the motion. All in favor.

**d) Gainful Employment:** Joseph Holt, Chief Administrative Officer, gave an overview of the GE regulation and its likely impact on SJVC, the timeline for the final steps in the implementation process, as well as SJVC's plans and preparations for compliance with the regulation.

**iii. Campus Tour:** Alaine Johnson, Academic Dean and Anthony Alejandre, Enrollment Services Director gave the board a tour of the campus.

**iv. Board Recognitions:** The following student and employees were recognized:

- a) Silvestre Parra for exceptional academic performance and community service
- b) Dawn Stamper for exceptional performance in graduate placement
- c) Susie Disher for her role in the community and support of the campus
- d) Ashvindar Singh for her commitment to students and the improvement of their lives

**v. Student Life Presentation:** A presentation by Ashvindar Sing and ASB representatives was given on the opportunities available on campus and in the community for student involvement, including clubs, activities, and events (see attached handout, "**Student Life at the Modesto Campus**").

## **B. Rancho Cordova Campus**

**i.** Jeff Rutherford, Campus and Program Director, welcomed the board and gave a tour of the campus. During the tour, the board visited the following classrooms and interacted with students and instructors:

- a) RT 30 – Instructor, Julia Foss
- b) RT 10B – Instructor, James Maddox
- c) RT 41 – Instructor, Jodilee Prophet
- d) BIO 24 – Instructor Arthur Braden

Term 3 and 4 students conducted two real-life hospital scenarios using the “sim man” and demonstrated various respiratory skills and the type of decision-making required of practicing RT’s in this setting.

- ii. **Student Performance on RRT Exam:** Jeff gave an overview of the history behind the improvement of the RRT exam. When he became the Program Director, the pass rate was in the 50% range and is now in the 90% and the program has received the CoARC Distinguished RRT Credentialing excellence award. Jeff discussed the various changes that have been implemented over the years that are attributed to the increase in RRT pass rates.
- iii. **Board Recognitions: The following employees were recognized:**
  - a) Stephanie Taylor for exceptional performance in admissions
  - b) Amy Bianco for exceptional performance in graduate services
  - c) Jodilee Prophet, James Maddox, and Julia Foss for their role in preparing students for the RRT exam
  - d) Robert Vosper for negotiating and securing multiple contracts benefitting the RT program across the institution
- iv. **PLC/Synergy Team Meetings:** Amy Bianco and Julia Foss gave an overview of the Professional Learning Community in place at the campus. The PLC has been focused on revising the academic year structure to better align courses within the program to improve student learning.

There being no further business, the meeting adjourned at 4:32 p.m.



<b>San Joaquin Valley College Board of Governors Meeting December 8, 2016</b>	
<b>MEETING CALLED TO ORDER BY</b>	John Swiger, Chair
<b>ATTENDEES</b>	Mark Perry, Mike Perry, John Swiger, Jill Sozinho, Susan Good, and Marlea Lyon (by telephone)
<b>ABSENT</b>	Carol McLellan
<b>GUESTS AND PRESENTERS</b>	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)
<b>RECORDER</b>	Crystal VanderTuig
<b>QUORUM PRESENT</b>	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 9<sup>th</sup>).
- 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 1<sup>st</sup>, 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 9<sup>th</sup>, May 4<sup>th</sup>, August 3<sup>rd</sup> (campus visit), and November 21<sup>st</sup>.

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



<b>San Joaquin Valley College Board of Governors Meeting March 9, 2017</b>	
<b>MEETING CALLED TO ORDER BY</b>	John Swiger, Chair
<b>ATTENDEES</b>	<b>In-person:</b> Mark Perry, Mike Perry, John Swiger, and Jill Sozinho <b>By telephone:</b> Susan Good and Marlea Lyon
<b>ABSENT</b>	Carol McLellan
<b>GUESTS AND PRESENTERS</b>	Joseph Holt, Chief Administrative Officer Carole Brown, Vice President of Academic Affairs Mike Abril, Vice President of Legal & Regulatory Affairs Adrianna Ruiz, Campus Director (Porterville) Anthony Alejandro, Campus Director (Modesto)
<b>RECORDER</b>	Crystal VanderTuig
<b>QUORUM PRESENT</b>	Yes

- I. **CALL TO ORDER:** Meeting was called to order at 5:05 p.m. by John Swiger.
  
- II. **BOARD RECOGNITIONS:** John informed the board that this quarter’s recognition award is going to the Bakersfield Campus’ Clinical and Administrative Medical Assisting Club for their involvement in community service. Due to scheduling constraints, Mary Phillips - the recipient of the award, was unable to attend the meeting. Crystal will invite her to attend the next BoG meeting for purposes of receiving this award.
  
- III. **INTRODUCTION OF NEW CAMPUS DIRECTORS:** Mike Perry introduced two newly appointed SJVC campus directors to the BoG.
  - A. **Adrianna Ruiz:** Has been with SJVC for eight years and has served in various capacities within Career Services. She is currently the Director of SJVC’s newest campus in Porterville, CA. Adrianna reported that the community is very excited

about the new campus and informed the board that advertising for the three program offerings began this week (Business Administration, Medical Office, and Medical Assisting). Classes are scheduled to start on May 15<sup>th</sup>. Adrianna informed the BoG of various community activities and events she and her team are participating in to increase awareness of the new campus.

- B. Anthony Alejandro:** Has been with SJVC for two years as an Enrollment Services Director and has extensive industry experience through his previous employment at Heald College. Anthony informed the BoG that he intends to focus on the campus' academics and retention; his goal is to reach a census of 400 students by 2018.

After the introductions were made, the campus directors left the meeting. Mike then informed the BoG that a vote needs to be taken to ratify the appointments of these two new directors (board bylaw 4.3.4).

**Voting Item: Mike Perry moved to ratify the appointment of Adrianna Ruiz and Anthony Alejandro to the position of Campus Director. Jill seconded the motion. All in favor.**

- IV. AKT PRESENTATION:** Tabled to a future meeting.

- V. ONLINE TASK FORCE:** Carole Brown gave the BoG an overview of the rationale behind the creation of this task force (low online graduation and placement rates). To improve in these areas, a committee of academicians and representatives from online and student support services met and developed a quantified vision statement for online (50% graduation rate and 70% placement for the period of January through June 2018) along with four strategic initiatives for improvement: 1) restrict recruiting resources by state, 2) eCourse shopper, 3) online graded orientation, and 4) online remediation plan. Each strategic initiative is described in detail in the attached handout.

- VI. STRATEGIC PLANNING UPDATES:** In Nick Gomez' absence, Joseph Holt informed the BoG that the 2019 Strategy Map has been vetted by appropriate stakeholders (campus and corporate directors) and is now before the board for final approval and implementation. He also informed the BoG that a balanced scorecard has been created for the revised Strategy Map. A copy of both the map and the scorecard were provided to the BoG.

**Voting Item: Mark Perry moved to approve the 2019 Strategy Map and corresponding scorecard. Jill seconded the motion. All in favor.**

- VII. NEW SJVC POSITIONS:** John informed the BoG that he met and discussed the new position of Campus President with Mike Perry before the board meeting. John relayed to the BoG that he continues to have questions about the reporting structure for this

particular position and would like to see some data substantiating both the need for and the effectiveness of the position. As such, Nick will be asked to present this information to the full board at the next BoG meeting.

**VIII. GAINFUL EMPLOYMENT UPDATE:** Joseph informed the BoG of the latest update published by the U.S. Department of Education that extended the deadline to appeal the earnings data for GE impacted programs to July 1<sup>st</sup> (rather than mid-March). As SJVC had not filed an appeal, this extension is favorable for us in that it allows additional time to gather salary data on the impacted programs as well as continue to enroll students in the degree programs.

Joseph also informed the BoG of two pending state bills (AB 1619 and AB 1611); one of which is a derivative of the federal GE legislation; whereas, the other seeks to require 70% placement under new placement definitions. An institution's state authorization would be based upon the ability to meet the various elements of both proposed bills. Joseph informed the BoG of SJVC's work to exert influence in these two matters.

**IX. 2016 YEAR-IN-REVIEW:** All BoG members confirmed that they received a copy of the report. As not all members had the opportunity to review the document in advance of the meeting, decision was made to table any discussions about its content until the next BoG meeting.

**X. SENIOR ACCREDITATION:** Mike Perry, Mike Abril, and Crystal presented a proposal to the BoG recommending that SJVC pursue Eligibility with the WASC Senior Colleges and University Commission. The rationale for pursuing senior accreditation was presented in the handouts distributed for this meeting (see attached) as well as through the delivery of this presentation.

Mike Abril gave an overview of SJVC's history in pursuing senior accreditation, and, more recently, the initiative to gain approval for one baccalaureate degree program through the junior commission. He then gave an overview of the recent challenges faced by the junior commission in their recognition process, including the restoration of their scope to accredit one baccalaureate degree per accredited institution and their future plans to have this scope increased to more than one baccalaureate program per institution (timeline of 18 months). While ACCJC's restored scope will allow the Commission to approve SJVC's pending Baccalaureate Degree Completion in Respiratory Therapy, there is currently unmet need for additional baccalaureate degree programs in SJVC's academic disciplines. With an accreditor that currently only has authority to grant one baccalaureate degree and in light of the initiative to deliver a Physician's Assistant program (which must be offered at the Master's degree level), accreditation with WASC Senior is the clear pathway forward.

Crystal gave an overview of the steps in this process as well as the anticipated changes that need to be made to comply with the senior commission's Policy on Independent Governing Boards and the other action item (augmentation of the Vision Statement). She also discussed the potential timeline for completion of the eligibility application and emphasized that the timeline would be determined; in large part, on the implementation of the necessary BoG changes. To that end, one of the handouts distributed to the BoG was an overview of the senior commission's requirements for governing boards.

Mike Perry led a board discussion on how the board can demonstrate compliance with these requirements as well as specific changes that need to be made for compliance purposes. He then explained that – based upon where the institution is in its current accreditation cycle (1 ½ years from comprehensive visit) and in light of the increased board requirements and expectations of the senior commission, it is conceivable that board members will, in turn, have increased responsibilities. Mike asked all board members to consider their future ability to commit their time and expertise to the institution. Mike then asked that the board to take a vote on this proposal.

**Voting Item: Jill moved to approve the recommendation that SJVC pursue senior accreditation through the submission of an Eligibility Application. John seconded the motion. All in favor.**

## **XI. BOARD BUSINESS**

**A. BoG Terms:** Mike Perry led the BoG in a discussion concerning the language of our current bylaws on length of terms and term limits. The board recommended that the bylaws be modified to remove the cap on term limits; a modified version will be presented to the BoG at their next meeting for consideration and approval.

**B. Review/Approval of BoG Meeting Minutes:** Board reviewed and took action on minutes from the December 8, 2016 board meeting.

**Voting Item: John moved to approve the minutes as submitted. Mark seconded the motion.**

**C. Report by the Academic Oversight Committee:** John and Jill informed the BoG of their recent meeting where they reviewed the Registered Nursing and Pharmacy Technology program review reports. They noted the following:

- i. Registered Nursing:** Committee noted that the program had a slight dip in graduation rates (79% to 70%) and that employer survey results indicated a lack of clinical and critical thinking skills in SJVC graduates. The committee intends to seek answers on the reasons for the declining graduation rate and whether employers have consistently provided this input or whether it was a one off.

- ii. **Pharmacy Technology:** Committee noted that the Ontario program's 5-week retention was significantly lower than the other campuses whether this program is offered. The committee also noted that attendance is declining across the board. The committee will reach out to CAO staff for an explanation on these areas as well.

The committee also informed the BoG that the program review process has been revised to an asynchronous, computer-based process versus a face-to-face meeting. John explained that this change was made to increase faculty participation and support diversity of input among stakeholders such as career services, admissions, etc.

- D. **Professional Development:** Mike Perry and Crystal asked the board to identify potential professional development opportunities for this year. They also informed the BoG of their plan to see if Dr. Ralph Wolff will provide board professional development.
- E. **San Diego Campus and Dental Hygiene Program:** Mike Perry informed the BoG that the Senior Management's previous recommendation to close the campus and teach-out the program is being reconsidered and asked for board support of the same. Mike explained that SJVC's lease on the campus facility expires at the end of 2018 and the last Dental Hygiene cohort will graduate in November 2017. In an attempt to use (rather than sub-lease the facility), Mike suggested that there may be other opportunities in the San Diego market to provide a different program mix. He emphatically stated that unless a Dental Hygiene school in that area closes there is no opportunity to continue offering the program in this market. As such, he also asked the board for their approval to discontinue enrollments in the program. Lastly, Mike discussed the possibility of transferring the San Diego Campus' Dental Hygiene CODA approval to another existing SJVC campus or possibly a new location.

**Voting Item: John moved to approve the period of non-enrollment of Dental Hygiene students and evaluate other options for the San Diego Campus. Jill seconded the motion. Susan abstained from the vote due to her position as volunteer Vice President of the Dental Hygiene Committee of California and her appointment as public member to the Committee by Governor Brown. All others were in favor.**

- F. **Fifth Board Meeting of 2017 and 2018 BoG retreat:** Due to the campus visit scheduled for August 2017, Crystal asked the BoG if they were willing to have a fifth board meeting this year. All agreed that it is necessary and decided upon the date of September 7, 2017.

Crystal presented a proposal for a weekend BoG retreat at Avila Beach; spouses/significant others are welcome to attend. The actual retreat will be on a Saturday morning from 8:30 – 11:30 with an all-board dinner on Friday or Saturday.

Potential dates were presented and discussed; all agreed to hold the retreat on February 23-25, 2018.

**G. Ad Hoc**

- i. John informed the BoG that he sent an email to the Campus Directors asking how the BoG can be more involved in campus life. He stated that he received some feedback that includes being a graduation speaker or serving on committees. John will work with the CD's to provide this support.
- ii. Mark informed the BoG of SJVC's upcoming 40<sup>th</sup> anniversary celebration. Crystal will send out information to all board members.

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



<b>San Joaquin Valley College Board of Governors Meeting September 5, 2017</b>	
<b>MEETING CALLED TO ORDER BY</b>	John Swiger, Chair
<b>ATTENDEES</b>	<b>In-person:</b> Mark Perry, , John Swiger, Susan Good, Sue DeLong, and Jill Sozinho <b>By telephone:</b> Marlea Lyon
<b>ABSENT</b>	Mike Perry
<b>GUESTS AND PRESENTERS</b>	Joseph Holt, Chief Administrative Officer Carole Brown, Vice President of Academic Affairs Mike Abril, Vice President of Legal & Regulatory Affairs Angela Heinz, Director of Growth & Development Rajvir Ladhar, RN Program Director (Visalia) Laura Cervantez, MA Instructor (Porterville)
<b>RECORDER</b>	Crystal VanderTuig
<b>QUORUM PRESENT</b>	Yes

I. **CALL TO ORDER:** Meeting was called to order at 5:08 p.m. by John Swiger.

II. **BOARD RECOGNITIONS/ANNOUNCEMENTS**

- A. Sue Delong – the newest community board member was introduced. Sue gave a brief overview of her previous role and responsibilities as SJVC’s Director of Assessment as well as her current position of Academic Coach for Exeter High School.
- B. Laura Cervantez, MA Instructor, was recognized for her tremendous support and dedication to the success of the Porterville Campus. Her contributions include training new faculty, setting up the NCCT certification exam for MA students, training for the student center/library, tutoring, ordering and taking inventory of medical assisting supplies, and establishing the ASB club.



- C. Rajvir Ladhar, RN Program Director was recognized for her support and contributions to the success of the nursing program as it underwent re-approval with the BRN and for stepping into the program's top leadership role.

### III. GROWTH & DEVELOPMENT

#### A. New Proposals

- i. **Temecula Program Migrations:** Angela presented a proposal to add the following three existing SJVC instructional programs to the Temecula Campus: Electrical Technology, Industrial Maintenance Technology, and Criminal Justice: Corrections.

Angela reviewed the feasibility data that led to her recommendation to migrate these three programs (see attached "Evaluation Summaries & Recommendations"). Questions were asked and answered concerning various elements of the programs migrations such as existing competition, success of these programs at other SJVC campuses, job outlook, necessary approvals, and facility and space capacities.

The board acted to take a vote on each proposed program migration as set forth below:

- a) Electrical Technology: Susan moved to approve the migration of the Electrical Technology program to the Temecula Campus. Jill seconded the motion. All in favor.
- b) Industrial Maintenance Technology: Mark moved to approve the migration of the Industrial Maintenance Technology program to the Temecula Campus. John seconded the motion. All in favor.
- c) Criminal Justice: Corrections: Susan moved to approve the migration of the Criminal Justice: Corrections program to the Temecula Campus. Mark seconded the motion. All in favor.

### IV. INSTITUTIONAL PERFORMANCE STANDARDS

- A. **Course Completion:** Carole presented course completion data for 2017 disaggregated by campus. As an institution we are at 91% course completion against a standard of 90% for ground courses. Online course completion is at 77% against a standard of 75%. 2017 year-to-date highlights include: 1.) 11 of 15 campuses at or exceeding standard; 2.) 16 of 21 programs at or exceeding standard; 3.) success of the trades programs (ELEC @ 94%, HVAC @ 94%, and INDTEC @ 93%); and 4.) all linear programs are exceeding the standard.

Carole informed the board of initiatives and actions taken to improve online course completion rates, including curricular improvements, creation of a new

report to better identify reasons for academic under-performance, and focused course level changes.

- B. Graduation:** Carole informed the board that the 2017 graduation rate for ground campuses is 67% against a 65% standard; online is at 44% against a standard of 50%. The online graduation rate is up from 38%. She also presented and compared the 2016 and 2017 graduation rates by campus and noted that 10 campuses are above standard, and, overall, grad rates are up compared to those in the 2016 May-July timeframe.
- C. Licensure and Certification:** Carole presented the 2017 year-to-date licensure exam pass rates for programs with a pass rate standard set by a programmatic accreditor or state approval body (AMT, DH, ST, RT, LVN, RN, and LVN-RN). These programs meet or exceed the standards of their accrediting/approval bodies with the exception of the Ontario RN program. Carole explained that the board pass rates are those of the former Everest RN students. SJVC's first RN cohort will take their state boards in January 2018.

Carole then presented certification/licensure exam pass rates for the Medical Assisting (MA) and Pharmacy Technology (PT) programs. She explained that these programs are held to the SJVC standard of 75% pass rate. Carole then explained what initiatives have and are being taken to improve pass rates in these two programs. For example, PT licensure has been an area of focus for several years and the College has seen a significant improvement (20% to 80%). MA certification exam pass rates are still low (degree: 52%, cert: 31%) although a greater number of students are taking the exam. Carole went on to describe some of the initiatives planned and in place to increase pass rates.

- D. Graduate Placement:** Joseph reminded the board of the BPPE's new definitions and methods for calculating placements. He then presented 2Q17 placement data (by campus and by program) - the first available data set under the new definitions as well as the 3Q17 projections. While the second quarter data (63%) is just below the institutional standard of 65%, the institution fared better than expected under the new requirements. An increase in graduate placement is anticipated as continuous improvements are made to the process and as staff grow accustomed to the new changes and requirements.
- V. GRADUATE READINESS INITIATIVE:** Carole informed the board that this initiative arose out of an effort to improve placement at the smaller campuses (Delano, Hanford, Madera, and Lancaster). Using a cross-departmental, collaborative approach to tailoring the instructional experience to enhance student career-readiness, this initiative has improved placement outcomes (see "Graduate Readiness Procedure Sheet"). The initiative is now being implemented at all campuses.

**VI. ONLINE TASK FORCE:** Joseph informed the board of the strategic decision to focus marketing efforts for online programs (not including BSRT) within California only. This decision was made within the context of improving online graduation rates and the lower rates at which non-California based students graduate. The College has experienced an increase in California-based enrollments since this decision was implemented.

**VII. GAINFUL EMPLOYMENT UPDATE:** Joseph informed the board of the federal government’s decision to extend the timeframe for filing earnings appeals under the gainful employment legislation. As such, SJVC is working on its appeals and will submit them by February 2018. He also informed the board that the government has overturned the required 50% response rate for earnings surveys and will evaluate each survey individually to determine if a sufficient sample size has been achieved. Joseph also informed the board that the government has opened up the negotiated rulemaking process on gainful employment and borrower defense to repayment which should lead to more favorable revisions to both of these regulations.

**VIII. SENIOR ACCREDITATION:** Crystal gave an update on the status of the revisions to the vision statement. She informed the board that a faculty committee has reviewed and recommended additional revisions which will be presented to the Senior Management and the board for consideration.

Crystal informed the board that the College has hired a consultant to assist with the preparation of the WSCUC Eligibility Application. She discussed the timeline for achieving eligibility as well as additional programs that are being considered for the baccalaureate degree level.

**IX. INSTITUTIONAL PERFORMANCE STANDARDS**

- A. First Module Success:** Alyssa Perry presented disaggregated data on first module success (campus, modality, and programs of focus) (see “Enroll Capable Applicants” PowerPoint). She discussed both the successes and challenges experienced in 2017 for this area. Alyssa also informed the board of the actions in place for improvement.
- B. First Term Success:** Ash Carter discussed the academic focus to improve retention, including the roll-out of eObservation 2.0, ongoing emphasis on the Backward Design teaching methodology, and the lesson plan initiative.

**X. BOARD BUSINESS**

- A. Approval of meeting minutes:** Minutes from the May 5, 2017 board meeting were reviewed and approved as noted below.

Susan moved to approve the minutes as submitted. John seconded the motion. All in favor.

- B. Review and discuss results of BoG's annual evaluation of the President/CEO:**  
Tabled to the November 21, 2017 meeting.
- C. Academic Oversight Committee report:** John informed the board that the committee reviewed the Business Administration and Dental Hygiene program review reports. He also explained that he is waiting on clarification from Annette Austerman as to whether there will be any program reviews in 2018 given the thorough review each program underwent as a result of the learning outcome workshops. John also informed the board that the committee is actively considering additional ways to be involved in assuring academic quality.
- D. 2016/2017 Annual Evaluations and Forms:** Crystal asked board members to complete the annual evaluations as soon as possible and to complete the annual certifications no later than the next board meeting.
- E. Ad Hoc**
- Crystal brought up the possibility of inviting outside guests (who are being recognized by the board) to have dinner with available board members before the meeting. All were in agreement. This led to a discussion on starting the board meetings earlier. All agreed that the next meeting will begin at 4:30 p.m.
  - Susan asked whether the board wanted to reschedule the campus visit originally scheduled for August. All agreed to aim for a January campus tour; date will be determined at the next meeting. John also discussed the possibility of going down the day before to visit some of the evening classes.
  - John informed the board that he will be giving a speech at the Lancaster Campus graduation ceremony in October.

There being no further business, the meeting adjourned at 7:20 p.m.

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**From:** Mike Perry  
**Sent:** Tuesday, February 27, 2018 2:54:55 PM  
**To:** Board of Governors  
**Cc:** Senior Management; Crystal VanderTuig  
**Subject:** Fw: Draft email to BoG re GE

Dear Board Members,

The purpose of this email is to give you an update on the status of the Gainful Employment Regulations and the College's plan of action. For the benefit of our newer board members, background information and an overview on the regulation is also provided below:

### **Background**

The Education Department (ED) in the Obama administration developed regulations to define the term "Gainful Employment" (GE) used in the Higher Education Act. The first set of regulations, published in 2011, were struck down by the courts for being, in part, "arbitrary and capricious." The ED published revised regulations in 2014, which have mostly survived court challenges and are still in force today.

### **Overview**

The GE regulations establish standards for the relationship between the student loan debt and earnings of program graduates. Standards are applied to the whole institution at the program and credential level. If a program and credential level doesn't meet the standard for two years, it would lose eligibility for Federal financial aid.

### **Update**

As most of you know from previous board presentations on this topic, SJVC has been strategically preparing for the implementation of the GE regulation for many years. We recently learned that the first year of published debt to earning rates for SJVC graduates became final on February 1, 2018, and measured graduates between 2010 and 2012.

Five SJVC programs did not meet the standard at the Associate Degree level:

- Medical Assisting, A.S. Degree
- Business Administration, A.S. Degree
- Pharmacy Technology, A.S. Degree
- Veterinary Technology, A.S. Degree
- Medical Office Administration, A.S. Degree

As such, SJVC discontinued new associate degree enrollments in these programs, effective February 23<sup>rd</sup>. SJVC will also issue notices to students in these programs (see attached example). Meetings will be held at the campuses on Wednesday, February 28<sup>th</sup> to distribute the notices and further explain the regulation and its impact to students.

It is important to emphasize that – due to its strategic planning for this change, the College is fully prepared for this transition and will not experience any substantial changes to its operations. All of the impacted programs will be offered at the certificate level and we anticipate an increase in new starts in most programs. There may be a modest decline in total census, as the Certificate programs are shorter. However, with our pursuit of WASC Senior accreditation, the College will likely add several new baccalaureate degree program offerings over the new two years.

In the meantime, the College will continue to focus on excelling at achieving learning outcomes, improving graduation rates, and exceeding our goals for job placement rates. We will also focus on improving the upward mobility of our graduates after they enter the workforce.

### **Looking Ahead**

The ED (Trump Administration) is currently conducting negotiated rulemaking, with the intention of replacing GE Regulations effective July 2019. The ED has also substantially delayed current GE regulations, and is unlikely to publish second year GE rates before new regulations to into effect.

SJVC is stable, healthy, and has a bright future!

Sincerely,  
Mike Perry

**Michael D. Perry**  
*President & Chief Executive Officer*



**San Joaquin Valley College**  
Central Administrative Office  
[3828 W. Caldwell Ave](http://3828.W.Caldwell.Ave)  
[Visalia, CA 93277](http://Visalia.CA.93277)  
[P.559.734.9000](http://P.559.734.9000)  
[ceo@sjvc.edu](mailto:ceo@sjvc.edu)

[www.sjvc.edu](http://www.sjvc.edu)

**ECM**  
**The Path Ahead**  
*Meeting Agenda*

April 26, 2017

- 8:30 Welcome
- 8:40 The Path Ahead: 2017 – 2019 Strategic Map & Scorecard
- 9:30 Increase Campus & Program Offerings: A Vision
- 10:00 Talent Acquisition: Development
- 10:15 GnD: Opportunities & Intention
- 10:30 **Break**
- 10:45 Shared Value: Personally Developed Leads
- 11:00 Effective Communication: Disney Style!
- 11:45 Learning Outcomes: Architecture
- 12:15 **Lunch**
- 1:00 **Gainful Employment Update**

\*Please reference your syllabus for coverage details.

**Safe Travels!**

## The Path Ahead

ECM

April 26, 2017

### SYLLABUS

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**Subject:** The Path Ahead: 2017 – 2019 Strategy Map & Scorecard

**Presenter:** Nick Gomez, COO

#### Description

We will examine SJVC's strategy map and scorecard for 2017 – 2019. Focus will go to clarity of objectives and measures, towards achieving the College's vision. Participants will reflect on the map and scorecard.

#### Outcomes

Upon completion of this workshop, participants will:

- *Discern* institutional focus, objectives and associated measures
- *Inform* actions needed to close anticipated performance gaps

#### Assessment

- Participants will:
  - identify areas representing great opportunities for improvement
  - define actions they can take to support needed improvement
  - implement actions, in conjunction with their teams

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**Subject:** Increase Campus & Program Offerings: A Vision

**Presenter:** Mike Perry, President & CEO, Nick Gomez, COO

#### Description

We will examine an opportunity to pursue WASC senior accreditation. Recognizing a shift in perspective at the senior level, the group will have opportunity to provide feedback on a new SJVC vision statement.

#### Outcomes

Upon completion of this workshop, participants will:

- *Understand* opportunity and intent of pursuing senior accreditation
- *Inform* dialogue on an SJVC vision statement draft

#### Assessment

- Participants will:
  - Take part in evaluation of a current draft SJVC vision that better aligns with the senior commission
  - Turn-in group revisions to the current draft



## The Path Ahead

ECM

April 26, 2017

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**Subject:** Shared Value: Personally Developed Leads  
**Presenters:** Anthony Romo, Director of Graduate Services

### **Description** (*Review from 1.18.17 CDSM*)

Much of the perceived enrollment process is built around the quality and quantity of lead flow given to the campuses rather than building on the current population or reputation through PDLs. Small campuses require strong PDLs considering the lower lead flow in these rural areas. Larger campuses require PDLs to increase market share, enlarge census, and increase retention. Campuses need to continuously and effectively work both given leads and relationships through PDLs. Additionally, it is all departments responsibility to build our campuses:

**Admissions:** I want to meet more potential students like you, who else can I speak with?

**Academics:** I want to education more students like you, who else can I educate?

**Career Services:** I want to placement more students like you, who can you professionally recommend?

### **Outcomes**

Upon completion of this workshop, participants will:

- *Understand* that PDLs are not an optional practice or behavior, it is one of the strongest indicators of student engagement in the Admissions process
- *Determine* each departments role in PDLs

### **Assessment**

- *Define* outcomes achieved with the PDL initiative, at campus and across the College.
- 

**Subject:** Effective Communication: Disney Style!  
**Presenter:** Alyssa Perry, Angela Heinz, Anthony Romo, Ash Carter, and Scott Perry

### **Description**

An engaging group activity designed to exemplify the Disney's approach to effective communication.

### **Outcomes**

Upon completion of this workshop, participants will:

- *Compare and contrast* ineffective and effective communication styles and identify the benefits of effective communication techniques
- *Adjust* current communication style, or adopt a new effective communication technique, designed to produce better communication outcomes.

### **Assessment**

- Outcome 1: group discussion
- Outcome 2: individuals will independently identify and write one take-away that they plan to implement

# The Path Ahead

ECM

April 26, 2017

**Subject:** Learning Outcomes: Architecture!

**Presenter:** Pat Fox, Director of eLearning Curriculum & Instruction, Annette Austerman, Director of Curriculum & Assessment

## **Description**

In this session, participants will be introduced to the new Learning Outcome Architecture. The internal logic, data collection, and curriculum changes needed to implement the new system will be discussed.

## **Outcomes**

Upon completion of this workshop, participants will be able to:

- *Identify the differences in the data collection processes*
- *Describe the curriculum activities taking place to accommodate the new system*

## **Assessment**

- A quiz will be completed at the end of the presentation.

# Minutes of Senior Management Meeting - 01/24/18

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**Date and time:** 01/24/18 08:30 am to: 01/24/18 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

**Link:** <http://app.meetingking.com/meetings/234067>

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## Topics

### 1. Strategic Review

**Note** Reviewed the following objectives aligned to the Employee Success perspective:

- 1.) Attract High Performing People: Currently have two measures defined (time to hire and 90-day evaluation score); we have the data but are working on populating it into the scorecard. Nick reminded team of initiative to identify goals for specific classifications of employees during the first 90 days. This initiative has been in place since July 2017. Data shows us at a 2.06 score against a 2.02 target. Discussion took place on whether 2.02 is an appropriate target.
- 2.) Employee LO Achievement: Need to define measures and targets.
- 3.) Cultivate a High Performance Culture: Employees Achieving Quarterly Goals (currently at 50% against 80% target; these data represent Campus Presidents. Cohort size will increase as this process is rolled out to other classifications of employees); Retention of Employees Achieving Quarterly Goals (100% against 90% goal).

Reviewed initiatives in place that align with perspective and strategic objectives.

Reviewed late projects and milestones.

### 2. Year in Review

**Note** Reviewed draft of YIR/ILO/CCLO survey.

 [YIR\\_ILO\\_CCLO\\_Survey\\_2017.docx](#)

**Note** Reviewed and revised PPT presentation.


 [2017\\_Year\\_in\\_Review\\_Campus\\_Presentations\\_DRAFT\\_v1.pdf](#)

### 3. NDS Enrollment Practice

**Note** Considered motivation and implications of "bundling" multiple NDS general education course into a single SEA contract. Discussed possibility of offering a pre-requisite GE program. Decision was made to not bundle courses but offer individual courses on a cash pay basis.

### 4. Gainful Employment

**Note** Discussed alternate earnings appeal submission and next steps. Announcement regarding GE Disclosure template and related student notices is attached.

 [IFAP - EA for GE 1-19-18.pdf](#)

## 5. Ad Hoc

**Note** Mike A.: 1.) BPPE Annual Report deficiencies, 2.) Chula Vista non-enrollment agency disclosures, 3.) Burke mediation scheduled for tomorrow, and 4.) Update on new HR positions.

Carole B.: 1.) Gave update on phone call with Richard Winn re accreditation processes.

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### Next Meeting

Meeting title: [Senior management meeting](#)  
Date and time: 01/31/18 08:30 am to: 01/31/18 10:30 am  
Location: Oak Room

# Minutes of Senior Management Meeting - 01/31/18

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**Date and time:** 01/31/18 08:30 am to: 01/31/18 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

**Link:** <http://app.meetingking.com/meetings/235192>

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## Topics

### 1. Strategic Review

**Note** Strategic theme: Increase Campus and Program Offerings.

G&D timeline and compendium were reviewed; we're currently ahead of projected pace. Angela gave an overview of status of programs ready to launch. Decision was made to transition Phlebotomy to the Employer Training program. Joseph informed the team of two new hires (Account Executives) to solicit employer training contracts.

Angela presented proposed budget for OTA (high start up costs and projected 5-year re-coup). Increasing enrollments and clinical sites will result in a 2-year break even and higher profit margin. Team decided to re-direct consultant's focus to securing additional clinical slots and obtaining written agreements (versus curriculum development). Angela will report back in six weeks on the status of additional sites.

 [GnD\\_Timeline\\_2017-19.pdf](#)

 [Growth\\_and\\_Development\\_Compendium.xlsx](#)

 [OTA\\_Budget.xlsx](#)

**Note** Late project milestones were reviewed.

### 2. Year in Review

**Note** Team debriefed on BoG and first campus presentations.

### 3. Gainful Employment

**Note** Joseph debriefed the team on A. Lacey consultation and plan for next steps.

### 4. Board Retreat (Avila Beach, Feb. 23rd - 25th)

**Note** We have three rooms available for Senior Managers who are available to attend.

### 5. Ad Hoc

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## Next Meeting

Meeting title: [Senior management meeting](#)  
Date and time: 02/07/18 08:30 am to: 02/07/18 10:30 am  
Location: Oak Room

# Minutes of Senior Management Meeting - 02/07/18

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**Date and time:** 02/07/18 08:30 am to: 02/07/18 10:30 am

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

**Location:** Oak Room

**Link:** <http://app.meetingking.com/meetings/236023>

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## Topics

### 1. Additional Attendees:

**Note** Rachelle Serrano was present to take minutes.

Wendy Oliveira was present to discuss Five Week Success rates.

Sumer Avila and Crystal VanderTuig were present to discuss Credit Policy Hour.

### 2. Strategic Review

**Note** Enroll Capable Applicants

**Note** Carole Brown and Wendi Oliveira presented starts to budget: Leads are trending up, yet our enrollments are trending flat. We are doing well in inquiries and interviews but need to work on enrollment. We are about 96% over last five (5) mods. Senior Mangement (SM) held a discussion on how to approach the problem.

#### 2-1. Starts to Budget

**Note** Reports for review.

 [Master\\_Start\\_Budget\\_rev\\_2017-12.xlsx](#)

 [Enrollment\\_Drivers.xlsx](#)

 [Admissions\\_FTE\\_Analysis\\_JAN-17.pdf](#)

#### 2-2. Five-week Success

**Note** Joseph Holt presented on five-week success. We are currently at 85% but moving the goal to 90%. Our ground is at the best its ever been of 87%. If we remove BA from ground, we're at 88%. BA online is up 67% statistical analyst. SM discussed how to improve 5-Week Success rates.

### 3. WASC Sr. Credit Hour

**Note** .

 [Credit\\_Hour\\_Policy.pdf](#)

**Note** Sumer Avila and Crystal VanderTuig joined the SM meeting to discuss Credit Hour Policy. Carole Brown gave an overview of the history with credit hour. Sumer and SM discussed the mandated transition to WASC Senior and credit hour.

**Decision** SM voted to make the credit hour change and to change the look from bullet to a narrative.

#### 4. Year in Review

**Note** Nick gave an overview of the current schedule for the YIR on campuses. Brief discussion held.

#### 5. Gainful Employment

**Note** Kevin Robinson reported that we withdrew our appeals. USDE acknowledged receipt. SM held a discussion regarding compliance with Gainful Employment. SM confirmed that the GE timeline will commence as follows: Meeting with Campus President and Deans on 02/15/18 at the CP/SMM. Follow-up with faculty 02/23/18. Admissions and Financial Aid training will be held 02/26-27/18. GE warnings to be sent to all students via DocuSign on 02/28/18. Kevin Robinson will be the record keeper of the acknowledgment.

#### 6. Ad Hoc

**Note** Milestones: Nick reviewed outstanding milestones in Teamwork.

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#### Next Meeting

Meeting title: [Senior management meeting](#)  
Date and time: 02/21/18 08:30 am to: 02/21/18 10:30 am  
Location: Oak Room



# Minutes of Senior Management Meeting - 02/21/18

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**Date and time:** 02/21/18 08:30 am to: 02/21/18 10:30 am

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

**Location:** Oak Room

**Link:** <http://app.meetingking.com/meetings/237781>

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## Topics

### 1. Strategic Review

**Note** Tabled.

### 2. Gainful Employment

#### 2-1. Debrief CP/Dean Training

**Note** Team discussed overall impressions and take-aways from this training. Discussion took place on how best to prepare CP's for the campus presentations will take place this Friday and student presentations next Wednesday (2/28). CP's and deans will be given the PPT from the training, FAQ's, and final draft of student notice tomorrow. Nick will create a schedule for prep meetings with CP's; Carole, Joseph, and Nick will facilitate the meetings.

#### 2-2. Training Materials and Resources

**Note** CP's and deans will be given the PPT from the training, FAQ's, and final draft of student notice tomorrow. Nick will create a schedule for prep meetings with CP's; Carole, Joseph, and Nick will facilitate the meetings.

Team reviewed and discussed draft of Student FAQ's and made revisions.

#### 2-3. Admissions / FA Trainings

**Note** Joseph and Kevin gave an overview of training content.

#### 2-4. Schedule for CAO Participation in Campus Meetings

**Note** Team discussed whether physical presence at the meetings is necessary. Decision was made to have SM presence at specific locations for the Friday presentations. Schedule for Friday presentations was created. Schedule was also created for SM presence at Wednesday meeting.

### 3. Graduate Placement

**Note** Discuss poor Q1 outcomes, impact of resource allocation and alternatives for improvement. (Tabled)

## 4. Ad Hoc

**Note** Nick: Gave an update on the Bakersfield year-in-review presentation. Offer has been made and accepted for Aviation Campus President position.

Sumer: Reminded the team of upcoming year-in-review presentations.

Carole: Ontario RN at 75% NCLEX pass rate for quarters 1 and 2. Vet Tech Fresno's probationary status has been revoked; the program is back on Initial Accreditation.

**Note** Carole: Ontario RN at 75% NCLEX pass rate for quarters 1 and 2. Vet Tech Fresno's probationary status has been revoked; the program is back on Initial Accreditation.

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### Next Meeting

Meeting title: [Senior management meeting](#)  
Date and time: 03/07/18 08:30 am to: 03/07/18 10:30 am  
Location: Oak Room

# Minutes of Senior Management Meeting - 03/07/18

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**Date and time:** 03/07/18 08:30 am to: 03/07/18 10:30 am

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

**Location:** Oak Room

**Link:** <http://app.meetingking.com/meetings/239258>

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## Topics

### 1. Strategic Review

**Note** Ensure Career Readiness

**Note** Reviewed the following two measures and outcomes:

Exit Interview: The target for this measure is 85% of graduates will successfully complete an interview. 2017 ended at 61%. An electronic version of the Exit Interview form will be created and implemented to better capture completion and result rates.

Professionalism score: The target for this measure is 85% of faculty meet the classroom professionalism expectation as measured in the eObservation. Last quarter, the institutional score was 84% with six campuses meeting or exceeding the target.

### 2. Initiative Review

**Note** Team conducted their weekly review of Teamwork past due milestones and initiatives.

### 3. Gainful Employment

**Note** Team debriefed on notice meetings and discussed updates on next steps.

### 4. Textbook Bundling

**Note** Discussed compliance with regulation and new procedures. Decision was made to unbundle for April start and implement for the May start.

### 5. WASC Sr. Assessment Academy

**Note** Annette Austerman accepted to WASC Sr Assessment Leadership Academy. June - January 2019. Tuition is \$4700

### 6. Ad Hoc

**Note** Carole: Informed team of date of WSCUC Eligibility Review Panel phone call. She also reported that the Ash hosted an NFO dinner; Patrick Krebs attended and discussed curricular topics and processes. About 30% of training has been revised. Carole also informed the team of her trip to Corona and the training given to better position and equip student services personnel for supporting student success outcomes. Carole also reminded the team of the Fresno Vet Tech site visit.

Nick: Will be at Aviation tomorrow for Sky West presentation. Will be in Ontario next Wed-Thurs. to host Japanese students who will be visiting the campus and observing the RN program.

### **6-1. CAPPs Legislative Policy Conf. 4/16-17**

**Note** Mike P., Mike A., and Joseph will be attending.

### **6-2. HR: ATS Management and Training**

**Note** Joseph informed team of Anthony's availability for ATS support until responsibilities are formally transitioned to Mike A's team.

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## Next Meeting

Meeting title: [Senior management meeting](#)  
Date and time: 04/25/18 08:30 am to: 04/25/18 10:00 am  
Location: Oak Room