



SJVC Board of Governors Handbook



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HISTORY AND PHILOSOPHY



San Joaquin Valley College (SJVC) was founded in April 1977 as a private career college dedicated to providing high quality occupational training. The lack of vocational education in the San Joaquin Valley inspired founders Robert and Shirley Perry to establish the first campus in Visalia, California to train health care professionals.

The College offers associate of science degrees and certificates of completion in the areas of health, business, and technology. In 2017, SJVC offered its first baccalaureate degree completion program. Expanding from its original location in Visalia, the College now has multiple campuses throughout the State of California.

Through an SJVC education, students garner career skills, critical thinking, professionalism, and learning for the classroom, workplace, and life. To support its vocation-centered instruction, the College delivers real world-inspired education by designing learning spaces that model actual medical, technical, and business settings; equipping classrooms with industry-specific technology, machines, and tools; providing interactive software with true-to-life scenarios; and taking students on field trips to work sites.

Though welcoming students from all backgrounds, SJVC has a special commitment to transforming the lives of those who have been educationally and economically disadvantaged. Galvanizing SJVC's owners, administrators, and faculty to deliver high-quality career-centered education is a shared dedication to enhancing students' opportunities to secure good jobs that will enable them and their families to live better lives. The College is intentionally designed to provide the structure and personalized services necessary for the success of students who have the ability and drive to succeed but lack the background that provides the implicit knowledge needed to readily navigate more traditional institutions of higher learning. Offering students the individual attention they need to achieve their goals is an SJVC guiding principle.

INSTITUTIONAL ACCREDITATION

SJVC is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC/WASC), a regional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Accrediting Commission for Community and Junior Colleges of the
Western Association of Schools and Colleges
10 Commercial Boulevard, Suite 204
Novato, CA 94949
(415) 506-0234
Phone: (415) 506-0234
Email: accjc@accjc.org
Web Address: www.accjc.org

Several instructional programs are accredited/approved by a programmatic accrediting or state approval body. These accreditations are listed in the College Catalog.



MISSION STATEMENT

San Joaquin Valley College prepares graduates for professional success by offering Baccalaureate and Associate of Science Degrees and Certificates of Completion in business, medical, and technical career fields. The College serves a diverse student population with a common interest in professional development through career-focused higher education. The College is committed to student development through the achievement of measurable learning outcomes, emphasizing a balance of hands-on training and academic instruction. The College identifies and responds to the educational and employment needs of the communities it serves. *The College is committed to the success of every student.*

*Approved by the Board of Governors, July 2008
Revised May 2017*

CORE VALUES

As a premier leader in career-focused education, SJVC values an education and employment environment which promotes:

Success – The College Community is committed to the personal, academic, and professional success of its students, employees, and graduates by providing high-quality education programs, instruction, professional development opportunities, support services, and guidance.

Integrity – The College Community expects personal and professional integrity in the fulfillment of its mission.

Excellence – The College Community sets excellence as a standard in all areas of operation.

Diversity – The College Community celebrates and embraces diversity; emphasizing inclusion and open dialogue.

Community Involvement – The College Community encourages and supports student and employee involvement in their respective communities to mutually enhance civic, personal, and intellectual development.

Lifelong Learning – The College Community fosters an environment where students and employees actively pursue lifelong learning.

Adopted by the Board of Governors (September 2009).

VISION STATEMENT

SJVC will be a recognized community leader in transforming lives, achieving exceptional graduation and placement rates for a growing and diverse student population.

Adopted by the Board of Governors (October 2011).

MANAGEMENT STRUCTURE

SJVC works under a decentralized organizational structure with direction, guidance, and technical support being provided by the Board of Directors, Senior Management, Board of Governors, and Executive Council. Most of the day-to-day operational decisions are made and implemented by campus management and faculty. While the College is not a district or system, a multi campus institution presents its own unique challenges. The leadership of the College provides structure, stability, and a high standard of professionalism to the entire college community.

SJVC is under the leadership and management of the Board of Governors, Board of Directors, Senior Management, Executive Council, and Campus Management Teams.

1. The **Board of Governors** is comprised of the:
 - Two Board of Directors' Members
 - Five appointed community-at-large members with no employment, family, or personal financial interest in the institution.

The Board represents the interests of students, the business communities served by the College, and the public-at-large and is responsible for ensuring SJVC's educational quality, financial stability, ethical integrity, and the fulfillment of its mission. The Board fulfills these responsibilities by setting institutional policies and delegating authority to implement said policies to the President/CEO. The Board also endows the President/CEO with responsibility for the pursuit of the college mission. The Board meets no less than twice a year; however, the Board convenes more frequently when needed to satisfy its obligations. At its meetings, the Board receives reports from administrators, faculty, and staff regarding academic programs, student support services, institutional plans, goals, and initiatives, financial reports, and accreditation activities.

2. The **Board of Directors** is comprised of:
 - Mark A. Perry (owner/primary shareholder)
 - Michael D. Perry (owner/primary shareholder)
 - Robert Perry (co-founder and non-owner)

Under California corporate law, the State entrusts the Board of Directors with fiduciary duties to the institution. The Board represents the Perry family's interest in ensuring the longevity and reputation of the institution.

3. **Senior Management** is comprised of the:
 - President/CEO
 - Chief Administrative Officer
 - Chief Operating Officer
 - Chief Financial Officer
 - Vice President of Administration

- Vice President of Academic Affairs
- Vice President of Student Financial Services
- Vice President of Legal & Regulatory Affairs

The President/CEO is responsible for the day-to-day internal operations of the College, meet weekly with the rest of the Senior Management Team. The Team is responsible for decision-making, planning, and execution of college operations. The Team often seeks counsel and direction from SJVC employees who have direct knowledge and experience in given areas. Regular meetings with Campus and Corporate Directors ensure shared understanding of policies, processes, and practices and coordination of institutional activities.

4. The **Executive Council** is comprised of the:

- Senior Management
- Campus Directors
- Controller
- Corporate Directors

The Council meets no less than twice a year and participates in institutional planning sessions. A substantial portion of their meetings are devoted to discussions and updates related to college-wide goals, objectives, and initiatives, campus activities, emerging challenges and opportunities in the internal and external institutional environment, and accreditation activities. Their meetings often include professional development.

5. **Campus Leadership Teams** are comprised of the:

- Campus President (I or II)
 - Campus Director's Administrative Assistant
- Enrollment Services Director
- Deans (Academic and Student)
- Career Services Manager

The Teams provide the day-to-day leadership and supervision of the SJVC campuses. They meet weekly to discuss and make decisions concerning campus operations, the application of institutional policies to campus-specific processes and procedures, course scheduling and facility usage, delivery of student support services, campus improvement initiatives and plans, student club activities, and campus finances. Decisions that represent significant change or departure from past-practice are reviewed by the Senior Management Team and/or Corporate Directors prior to implementation.

6. The **Corporate Directorship** is comprised of:

- Director of Learning Assessment
- Director of Instruction

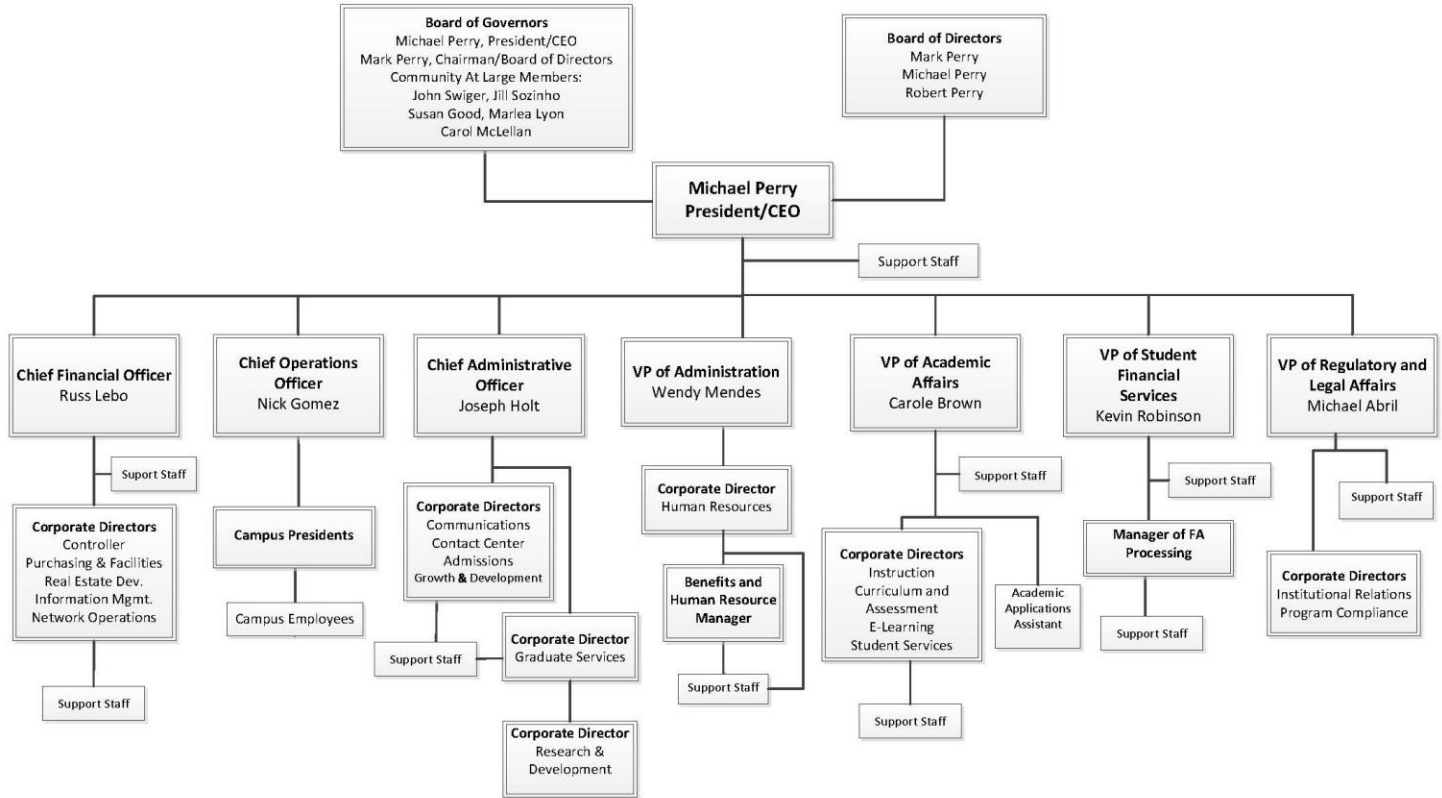
- Director of e-Learning Curriculum & Instruction
- Director of eLearning Operations
- Director of Program Compliance
- Director of Purchasing and Facilities
- Director of Real Estate Development
- Director of Human Resources
- Director of Network Operations
- Director of Information Management
- Director of Communications
- Director of Admissions
- Director of Institutional Relations
- Director of Graduate Services
- Director of Call Center Operations
- Controller
- Director of Growth & Development
- Director of Student Services

They provide system-wide leadership and oversight of the College's operational areas. The Team meets weekly and discusses matters pertaining to specific areas of interest relating to other corporate departments.

ORGANIZATIONAL CHART



SJVC Institutional Organizational Chart



BYLAWS OF THE BOARD OF GOVERNORS

1. PURPOSE OF THE BOARD OF GOVERNORS

Established in 1993, SJVC's Governing Board represents the interests of students, the business communities served by the College, and the public-at-large by exercising responsibility for the following matters:

- Mission
- Educational Quality and Student Success
- Managerial Oversight
- Institutional Goals, Plans, Policies, and Initiatives
- Budget
- Financial Integrity and Sustainability
- Legal Matters
- Accreditation
- Board of Governor's Self Governance
- Ethical Integrity

2. STRUCTURE AND MEMBERSHIP

2.1 Appointments

The Board of Governors shall be made up of seven members: two members of the Board of Directors and five appointed community-at-large members. Appointments of community members are effective on July 1 of the first year and end on June 30 of the last year of the term.

2.2 Representatives of the SJVC Board of Directors

The members of the Board of Directors serve non-expiring terms as Governors and are responsible for appointing community members to the Board.

2.3 Community At Large Representatives

Members for the three year term on the Board of Governors shall be appointed by the Board of Directors. Candidates for membership may be nominated by any college employee. Nominations are made with prior approval of the candidate and are submitted to the Board of Directors. The final selection will be determined by the Board of Directors, and may be based on interviews conducted by the Board of Governors. Community member terms are staggered to provide an orderly rotation of new and retiring members.

2.3.1 New Members

New Board members will be given an orientation which will be facilitated by the Board's Chairperson and Secretary.

2.4 Officers

2.4.1 Board of Governors Chairperson

The members of the Board of Governors will select a Chair Person, from among the Community members, by simple majority vote to serve a three-year term. Neither the President/CEO nor members of the Board of Directors may serve as Chairman of the Board of Governors.

2.4.2 Board of Governors Secretary

The Board of Directors will appoint an employee of the College to serve as Secretary to the Board of Governors.

2.5 Length of Terms

Community members are appointed by the Board of Directors for up to a 3-year term of service. Terms are staggered to provide an orderly rotation of membership. Any current member may be re-appointed for up to three additional consecutive terms of service by the Board of Directors (maximum of 12 consecutive years of service).

2.6 Vacancies

A vacancy in mid-term will be filled by a Board of Directors appointment for the time remaining in the term.

3. MEETINGS, VOTING, AND COMMITTEES

3.1 Meetings

The Board of Governors will meet in closed sessions no less than four times per year at a location to be announced.

3.2 Voting

Board voting shall consist of a minimum of five votes (a quorum). Voting is typically conducted in closed sessions at Board of Governors meetings, but may, with approval from the Board of Directors, be conducted telephonically and/or electronically.

3.3 Conflicts of Interest

All Board members must abstain from voting in any matters for which they have or may be perceived to have a conflict of interest, as per the Conflict of Interest Policy. They should also absent themselves during the discussion of any matter regarding which they have a conflict of interest or their presence may inhibit members' willingness to speak candidly.

3.4 Committees

The Board of Directors and the Board's Chair may establish committees as needed in order to allow for a more thorough exchange of information and better fulfill the Board's duties and responsibilities.

The Board of Governors has two standing committees responsible for ensuring SJVC's educational quality and financial stability and integrity as set forth below:

3.4.1 Academic Oversight Committee:

In accordance with Board Policy #3, the Academic Oversight Committee ensures the educational quality of SJVC's academic programs through the following activities:

- Reviews educational effectiveness and student success data and reports back to the full board
- Use the data to identify matters needing attention.

At least two Community Board members will serve on the committee. At its discretion, the committee may choose to consult with the President/CEO, the Vice President of Academic Affairs, the Director of Assessment, program directors, and faculty.

3.4.2 Finance Committee

The Finance Committee ensures the financial stability and accountability of the College through the following activities:

- Meeting annually with SJVC's Chief Financial Officer to review the institutional two-year budget projections in accordance with the Policy on the Principles of Budget Development (BP#2).
 - Reporting its findings and recommendations (if any) to the full board.
- Annually, the committee will meet with SJVC's Chief Financial Officer, Controller, and an objective, third-party with appropriate financial expertise, to review the results of the College's annual financial audit and financial performance reports.
 - The committee will report back to the full board its findings and any recommendations for action.

At least two Community Board members, with financial expertise, will serve on the committee. At its discretion, the committee may choose to consult with the accounting firm that prepared the audit or with SJVC's President, Chief Executive Officer, Chief Financial Officer, or Controller.

4. DUTIES AND RESPONSIBILITIES OF THE BOARD OF GOVERNORS

4.1 Responsibility for the Mission

In its responsibility for SJVC's mission, the Board of Governors should:

4.1.1 Annually review the College's mission statement. As part of its review of the mission statement and in accordance with BP#6, the Board may review relevant data such as:

- Community Demographics
- Academic Programs and Support Services Offered
- Student Learning Outcomes Achievement
- Student Achievement
- Results of college-wide review of the mission statement, as applicable (See 4.1.2)

4.1.2 Ensure that the President/CEO initiates a college-wide review of the mission statement every three years to ensure that it appropriately reflects the College's intended student population, educational goals, and purposes. (See Board Policy #7)

4.1.3 Ensure that all policies and institutional plans, goals, and objectives it establishes and approves align with the College's mission.

4.2 Responsibility for Educational Quality and Student Success

In its responsibility for the quality of education that SJVC students receive, the Board of Governors should:

4.2.1 In accordance with BP#3, review educational effectiveness data and corresponding standards no less than annually and recommend action to the President/CEO.

4.2.2 Mandate that each academic program undergo a review every two years. (BP#3)

4.2.3 Require that faculty participate in the program review process and fulfill the duties and responsibilities enumerated in the Statement of Faculty Responsibilities. (BP#4)

4.2.4 Ensure that SJVC makes timely progress on addressing educational quality concerns raised by regional and programmatic accreditors.

4.2.5 Review and approve or reject proposals for new educational programs, the migration of existing programs to SJVC campuses that do not offer the program, and the elimination of programs.

4.2.6 Approve and support all policies protecting faculty and students' academic freedom.

4.2.7 Approve and support all policies on student academic honesty.

4.2.8 Mandate that each student support service department undergo a review every two years. (BP#5)

4.2.9 Review student learning outcome and success data and corresponding standards no less than annually and recommend action to the President/CEO.

4.3 Responsibility for Managerial Oversight

In its responsibility to oversee SJVC's management, the Board of Governors should:

4.3.1 With substantial input from the Board of Directors, select the President/CEO.

4.3.2 Annually evaluate, manage, and, with substantial input from the Board of Directors, replace the President/CEO as necessary. (Appendix A-1.)

4.3.3 Delegate full authority for college operations to the President/CEO.

4.3.4 Ratify all hires and promotions to college leadership positions as set forth in BP#8.

4.3.5 Support the success of the President/CEO.

4.4 Responsibility for Institutional Goals, Initiatives, and Policies

In its responsibility for SJVC's institutional priorities, goals, initiatives, and policies, the Board of Governors should:

4.4.1 Participate, with significant input from the Senior Management Team, in the establishment of the College's goals and the initiatives for accomplishing institutional goals.

4.4.2 Use quantitative and qualitative data to regularly monitor SJVC's progress on achieving its institutional goals and recommend action to the President/CEO when minimum standards are not met.

4.4.3 Review and approve or ratify proposals for new key institutional policies, including eliminations of or major revisions to existing policies.

4.5 Responsibility for the Budget

In its responsibility for SJVC's budget, the Board of Governors should:

4.5.1 Annually review, provide input into, and approve or reject the two-year budget projects developed by the Senior Management Team. (BP#2)

4.5.2 Monitor the College's budget and, if warranted, make recommendations for adjustments to the budget.

4.5.3 Consider cost effectiveness and expected educational outcomes when making recommendations and decisions.

4.6 Responsibility for Financial Integrity and Sustainability

In its responsibility for SJVC's financial integrity and sustainability, the Board of Governors should:

4.6.1 Monitor SJVC's financial performance by annually reviewing financial reports to ensure sufficient funds are allocated to the fulfillment of the mission and that an adequate cash reserve is available for emergencies.

4.6.2 Require SJVC to obtain an annual financial audit and management letter from a certified public accountant that has expertise in higher education and no other relation to the College other than auditor.

4.6.3 Review SJVC's College's independent financial audits and related financial reports on an annual basis as a means of ensuring the institution's financial sustainability and the adequacy of its financial management and controls.

4.6.4 Evaluate auditing firms to determine whether any changes are required.

4.7 Responsibility for Legal Matters

In its responsibility for SJVC's legal matters, the Board of Governors should:

4.7.1 Be apprised by the President/CEO of any legal actions as defined in BP#10.

4.7.2 Ensure to the best of its knowledge that SJVC complies with all local, state, and federal laws

4.8 Responsibility for Institutional Accreditation

In its responsibility for WASC accreditation, the Board of Governors should:

4.8.1 Understand WASC's accreditation process, including the Eligibility Requirements and Accreditation Standards.

4.8.2 Participate as needed in the institutional Self Evaluation process

4.8.3 Approve or reject all proposals to submit an application to WASC for a specific accreditation activity (e.g., re-accreditation or substantive change).

4.8.4 Review and approve or reject accreditation reports to WASC, as appropriate (e.g., Mid-Term Report, Follow-Up Reports, and Special Reports).

4.8.5 Review action letters and team reports from WASC.

4.8.6 Be kept apprised of SJVC's progress toward addressing any recommendations or concerns raised by WASC and ensure that matters are addressed in a timely fashion.

4.9 Responsibility for Programmatic Accreditation

In its responsibility for programmatic accreditation, the Board of Governors should:

4.9.1 Review action letters from programmatic accrediting bodies

4.9.2 Be kept apprised of SJVC's progress toward addressing any recommendations or concerns raised by programmatic accrediting bodies and ensure that the College does so in a timely fashion.

4.10 Responsibility for Self-Governance

In its responsibility to govern itself, the Board of Governors should:

4.10.1 Govern as a unit – that is, speak with one voice and act as a whole

- 4.10.2** Members of the Board of Governors, including members of the Board of Directors, have no authority *in their role as board members* to direct college employees or operations.
- 4.10.3** Members of the Board of Governors, with the exception of the members of the Board of Directors, are not permitted to act individually on behalf of the Board of Governors or the College without being officially authorized to do so by the Board of Governors and Board of Directors.
- 4.10.4** Conduct board business with a high level of ethics and integrity, including but not limited to, the following:
- 4.10.4.1** Reviewing and signing the Board of Governors' Certification form each year affirming that one has no employment, family, or financial interest in the institution. (See Appendix B.)
 - 4.10.4.2** Reviewing and signing SJVC's Conflict of Interest Policy statement each year. (See Appendix C.)
 - 4.10.4.3** Completing the Institutional Affiliations form annually listing all of the organizations with which they are associated and the roles they play in those organizations. (See Appendix D.)
- 4.10.5** Promote a climate of respect, collegiality, and candor.
- 4.10.6** Advocate for and protect the College from undue influence or pressure.
- 4.10.7** Reflect the interests of the students, business communities whom the College serves, and the public in board activities and decisions.
- 4.10.8** Ensure that fiscal or policy commitments set by the Board will not jeopardize institutional effectiveness, integrity, or stability.
- 4.10.9** Publish Board of Governors operating procedures, bylaws, policies, and codes specifying the board's work and how it is to be conducted.
- 4.10.10** Act in a manner consistent with the procedures, bylaws, policies, and codes described in this handbook.
- 4.10.11** Regularly evaluate its procedures, bylaws, policies, and codes and revise them as necessary.
- 4.10.12** Annually assess the Board of Governors' performance. (Appendix A-2)
- 4.10.13** Uphold and advance SJVC's good reputation.
- 4.10.14** Maintain a program for ongoing development of the Board of Governors
- 4.10.14.1** Every year identify and communicate the Board's professional development needs to the President/CEO.
- 4.10.15** Report to the chairperson and the Board of Directors any concerns,

complaints, and criticisms of the College from the community-at-large.

4.11 Responsibility for SJVC's Ethical Integrity

By following its procedures, bylaws, policies, and codes, the Board of Governors takes responsibility for SJVC's ethical integrity.

As the members of the Board of Governors strive for quality and adherence to these values, they serve as models and leaders in encouraging all members of the SJVC staff, faculty, and student body to pursue and achieve excellence.



POLICIES AND CODES

Conflict of Interest Policy

The term “conflict of interest” is defined as an act, interest, or will that may interfere with the impartiality of serving on the Board or that may interfere with the duty to secure and ensure the academic and fiscal integrity of the College. Conflicts of interest refer to situations in which outside relationships or activities may adversely affect a Board member’s commitment to his/her Board duties and/or responsibilities.

The Board of Governors recognizes that members of the Board may find themselves in a position where their personal interests may conflict with their duties to the College. Each member is expected to self-reflect and assess his or her own involvement with outside interests to ensure that these are not in conflict with their Board service. If a member(s) feel that any potential conflict of interest exists, he/she is expected to discuss this issue immediately with the Board of Directors.

Any Board member who believes a conflict of interest exists with another member’s service on the Board should immediately bring this to the attention of the Board of Directors. Reporting a known or suspected conflict of interest is not considered an act of disloyalty, but is an action that shows a sense of responsibility that will help safeguard the reputation of the College and its constituents.

A conflict may arise regarding a particular issue in which case that member would abstain from voting on that issue. A general conflict to serving on the Board may result in removal from the Board at the discretion of the Board of Directors. Upon receipt of information of a possible conflict of interest exists for a Board member, the Board of Directors will review and properly weigh relevant facts and circumstances and take appropriate corrective action.



Code of Ethical Conduct

SJVC is committed to quality and integrity as guiding principles for its leaders, employees, students, educational methods, and administrative acumen. SJVC is committed to the success of its students and to meeting the needs of the community employers. SJVC values the individual. SJVC values high standards. SJVC is committed to financial responsibility. SJVC is committed to quality and integrity in all of its operations.

It is vital to the success of the College that the communities in which it operates grant it the opportunity to prosper, an environment in which to attract outstanding educators and associates, and give fair consideration to its plans. In return, SJVC strives to produce good citizens and to contribute to every community in which it serves. This means SJVC must conduct business with the highest ethics and integrity; and contribute its resources, time and talent to community improvement.

The purpose of establishing a Code of Ethical Conduct is to provide the framework of best practices by and of the Board of Governors. The following standards are critical to ensure best practices are consistently exercised.

Community-at-Large Board of Governors shall:

- Refrain from using the influence of its position for private gain or advantage, including, but not limited to, personal financial gain.
- Certify individually that he/she has no employment, family, ownership, or personal financial interest in the institution (see last page of Handbook).
- Disclose information to the Board of Directors if at any time there is a situation that could be construed as a conflict of interest.

Board of Governors shall:

- Refrain from issuing false or misleading statements to or about the College or its constituents.
- Safeguard all confidential information disclosed at Board meetings.
- Exercise diligence on behalf of the Board and the College.
- Commit to supporting student learning as its primary mission.

Policy on Violations to the Code of Ethical Conduct

Violation: An act that breaches or infringes established codes, rules, or policies; a disrespectful act.¹

Each member of the Board of Governors is expected to be alert and sensitive to situations that could result in unethical or otherwise improper actions, either by him or herself or other members. All Board members have the same basic rights and responsibilities and are subject to the Board of Governors Code of Ethical Conduct (herein referred to as the Code).

Each member is expected to self-reflect and assess his or her own actions and/or beliefs to ensure these are of the highest quality and adhere to the moral and ethical principles as set forth in the Code. A member, who feels he or she has potentially violated any standard of the Code, either willingly or unwillingly, is expected to discuss the issue with the Board of Directors immediately.

Any Board member who suspects another member(s) of violating any standard of the Code should report the activity immediately to the Board of Directors. Reporting a known or suspected violation is not considered an act of disloyalty, but is an action that shows a sense of responsibility that will help safeguard the reputation of the College and its constituents.

Upon receipt of information of an alleged Code violation by or of a Board member, the Board of Directors will conduct a subsequent investigation in order to properly weigh relevant facts and circumstances, including, but not limited to, the extent to which the behavior was contrary to the express language or general intent of the Code as well as other factors which the Directors deem appropriate. Within reasonable confirmation that an unacceptable violation did occur, and at the Board of Directors' discretion, appropriate corrective action will be taken, up to and including removal from the Board.

The College and the Board of Directors reserve the right to take necessary action to protect the safety and well being of the entire college community.

¹www.wordnet.princeton.edu

Code of Procedural Conduct

Each member is responsible for having knowledge of and support for the mission and philosophy of SJVC, to have knowledge of the fiscal and legal responsibilities of the College, to commit the time and energy required to be an effective Board member and to support the College in the community.

The following standards are critical to ensure meetings involve optimal discussions related to the efficacious integrity of institutional operations and educational programs, whereby student learning is consistently interwoven.

Board of Governor Members Shall:

- Devote the time needed to thoughtfully prepare for full participation in each meeting.
- Strive to follow the established rules of order for each meeting.
- Work with fellow Board members to support an environment where differing views and opinions may be voiced.
- Vote with consideration to the Mission Statement.
- Actively solicit input from students, employees, and the community at large, and consider this input when serving on the Board.
- Consider the welfare of the students as a primary concern during decision-making discussions.
- Support the College's stated mission of equality of opportunity for all students and employees regardless of race, creed, sex, religion, age, physical ability or national origin.



Appendix A-1



PRESIDENT/CHIEF EXECUTIVE OFFICER EVALUATION Completed by Board of Governors Members

NAME _____

DATE _____

EVALUATION
PERIOD

FROM _____

TO _____

Purpose of Evaluation: Board
Evaluation of the
President/Chief Executive
Officer

GENERAL PERFORMANCE

Please answer each question to the best of your ability using the below scale:

- 1 **Rarely/Poor:** this rating is used to describe, as appropriate, those behaviors, attitudes or skills that are not demonstrated by the President/Chief Executive Officer within the College's standards of professionalism and quality.
- 2 **Sometimes/Fair:** this rating is used to describe, as appropriate, those behaviors, attitudes or skills that would, with more attention by the President/Chief Executive Officer, reach the College's standards of professionalism and quality.
- 3 **Usually/Meets Expectation:** this rating is used to describe, as appropriate, those behaviors, attitudes, or skills by the President/Chief Executive Officer that are within the College's minimum standards of professionalism and quality.
- 4 **Frequently/Good:** this rating is used to describe, as appropriate, those behaviors, attitudes or skills by the President/Chief Executive Officer that are above the College's standards of professionalism and quality.
- 5 **Always/Exceeds Expectation:** this rating is used to describe, as appropriate, those behaviors, attitudes or skills by the President/Chief Executive Officer that serve as a role model of the College's standards of professionalism and quality.

Performance Evaluation of the President/CEO	1	2	3	4	5
The President and CEO:					
Commit full time to the institution.					
Possess requisite authority to administer Board policies.					
Provide effective leadership in planning, organizing, budgeting, selecting, and developing personnel, and assessing institutional effectiveness.					
Plan, oversee, and evaluate an administrative structure organized and staffed to reflect the institution's purposes, size, and complexity.					
Delegate authority to administrators and others consistent with their responsibilities, as appropriate.					
Guide institutional improvement of the teaching and learning environment.					
Establish a collegial process that sets values, goals, and priorities.					
Ensure that evaluation and planning rely on high quality research and analysis on external and internal conditions.					
Ensure the educational planning is integrated with resource planning and distribution to achieve student learning outcomes.					
Establish procedures to evaluate overall institutional planning and implementation efforts.					
Assure the implementation of statutes, regulations, and governing Board policies and assure that institutional practices are consistent with institutional mission and policies.					
Effectively control budget and expenditures.					
Work and communicate effectively with the communities served by the institution.					

ADDITIONAL COMMENTS:

Board Member's Signature

Date

Appendix A-2



San Joaquin Valley College Board of Governors BOARD - EVALUATION

Completed by Member

NAME _____

DATE _____

EVALUATION
PERIOD

FROM _____

Purpose of Evaluation:
Annual Evaluation

TO _____

GENERAL PERFORMANCE

Please answer each question to the best of your ability using the below scale:

- 1 Rarely/Poor:** this rating is used to describe, as appropriate, those behaviors, attitudes or skills that are not demonstrated by the Board within the College's standards of professionalism and quality.
- 2 Sometimes/Fair:** this rating is used to describe, as appropriate, those behaviors, attitudes or skills that would, with more attention by the Board, reach the College's standards of professionalism and quality.
- 3 Usually/Meets Expectation:** this rating is used to describe, as appropriate, those behaviors, attitudes, or skills by the Board that are within the College's minimum standards of professionalism and quality.
- 4 Frequently/Good:** this rating is used to describe, as appropriate, those behaviors, attitudes or skills by the Board that are above the College's standards of professionalism and quality.
- 5 Always/Exceeds Expectation:** this rating is used to describe, as appropriate, those behaviors, attitudes or skills by the Board that serve as a role model of the College's standards of professionalism and quality.

Performance Evaluation of the Board of Governors	1	2	3	4	5
Board of Governors:					
Ensures the quality, integrity, effectiveness, and mission alignment with student learning programs and services.					
Confirms the financial stability of the institution.					
Affirms that the mission is being carried out.					
Ensures the financial resources of the College are used to provide a sound educational program.					
Confirms membership is sufficient in size and composition to fulfill all Board responsibilities					
Adheres to Board bylaws and policies.					
Evaluates Board bylaws and policies regularly and revises them as necessary.					
Reflects the public interest in Board activities and decisions.					
Acts as a whole in the decision-making process.					
Advocates for and defends the institutions and protects it from undue influence or pressure.					
Maintains policies for Board development.					
Maintains policy for new member orientation.					
Maintains policy for continuity of Board membership.					
Maintains policy for staggered terms of office.					
Complies with the Board's Code of Ethics.					
Understands the policy for dealing with behavior that violates the Board's Code of Ethics.					
Is informed about and involved in accreditation processes.					
Evaluates the President/Chief Executive Officer regularly.					

ADDITIONAL COMMENTS:

Board Member's Signature

Date

Appendix B



Board of Governors Certification

Name of Board Member _____

I certify that as a member of the SJVC Board of Governors, I have no employment, family, or personal financial interest in the institution.

Signed _____ Date _____

Appendix C

San Joaquin Valley College Board of Governors' Conflict of Interest Policy: Signed Statement

The San Joaquin Valley College Board of Governors' Conflict of Interest Policy, which can be found on page 19 of the Board of Governors' Handbook (September 2017), is as follows:

The term "conflict of interest" is defined as an act, interest, or will that may interfere with the impartiality of serving on the Board or that may interfere with the duty to secure and ensure the academic and fiscal integrity of the College. Conflicts of interest refer to situations in which outside relationships or activities may adversely affect a Board member's commitment to his/her Board duties and/or responsibilities.

The Board of Governors recognizes that members of the Board may find themselves in a position where their personal interests may conflict with their duties to the College. Each member is expected to self-reflect and assess his or her own involvement with outside interests to ensure that these are not in conflict with their Board service. If a member(s) feel that any potential conflict of interest exists, he/she is expected to discuss this issue immediately with the Board of Directors.

Any Board member who believes a conflict of interest exists with another member's service on the Board should immediately bring this to the attention of the Board of Directors. Reporting a known or suspected conflict of interest is not considered an act of disloyalty, but is an action that shows a sense of responsibility that will help safeguard the reputation of the College and its constituents.

A conflict may arise regarding a particular issue in which case that member would abstain from voting on that issue. A general conflict to serving on the Board may result in removal from the Board at the discretion of the Board of Directors. Upon receipt of information of a possible conflict of interest exists for a Board member, the Board of Directors will review and properly weigh relevant facts and circumstances and take appropriate corrective action.

I agree to abide by the spirit and letter of SJVC's Board of Governors' Conflict of Interest Policy as stated above.

Date:

Signature

Print Name

Appendix D



San Joaquin Valley College Board of Governors Members' Institutional Affiliations

Institution	Role*
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I testify that I have listed above all of the organizations with which I am formally affiliated.

Signature

Print Name

Date

*Roles include sole proprietor, partner, board member, employee, paid consultant, and volunteer.