



<b>San Joaquin Valley College</b> <b>Board of Governors Retreat: Reflections &amp; Opportunities</b> <b>Visalia Marriott Hotel</b> <b>February 6, 2016</b>	
<b>MEETING CALLED TO ORDER BY</b>	John Swiger, Chair
<b>ATTENDEES</b>	Mark Perry, Mike Perry, John Swiger, Marlea Lyon, Jill Sozinho, and Susan Good
<b>ABSENT</b>	Carol McLellan
<b>GUESTS AND PRESENTERS</b>	Mike Abril, Vice President of Legal and Regulatory Affairs Joseph Holt, Chief Administrative Officer Wendy Mendes, Vice President of Administration Russ Lebo, Chief Financial Officer Kevin Robinson, Vice President of Student Financial Services
<b>RECORDER</b>	Crystal VanderTuig
<b>QUORUM PRESENT</b>	Yes

- I. **CALL TO ORDER:** Retreat was called to order at 9:15 p.m. by John Swiger.
- II. **ICE BREAKER:** All attendees engaged in a group activity designed to help them to get to know one another on a more personal level. At the conclusion of this activity, each attendee gave an overview of his/her personal and professional history (e.g., family, hobbies/interests, and previous careers/employers).
- III. **REFLECTION AND GOAL SETTING:** Each board member in attendance gave an overview of his/her experience on the BoG. Members shared both positive and some of the challenging aspects of serving on SJVC's governing board. For example, Susan noted that during the last 3-4 years, the BoG members have been given more information and

tools to better equip them for their role and responsibilities. Susan also expressed that she feels more involved in the governance and oversight of SJVC.

Lengthy discussion took place on how the BoG has evolved and matured over the years and how changes in accreditation leadership have impacted the board’s evolution. Concerning reaccreditation site visits, BoG members expressed more confidence in participation in this process due to the regular updates on institutional performance given at quarterly meetings and their increased involvement in other aspects of quality assurance.

Discussion also took place on the board’s role as a policy-making body. Specific board and institutional policies were reviewed and discussed (Board policies (BP) 5, 12, and 13 and institutional policies on Academic Honesty and Academic Freedom). John asked members to review BP’s 12 and 13 and the Policies on Academic Freedom and Honesty for discussion at the next BoG meeting. Clarification was requested on the purpose for BP#5. Crystal explained that – similar to the academic program review process, student support departments are evaluated to ensure their effectiveness in contributing to student success. Crystal also advised that the review process has recently been restructured and that three reviews have been completed under the restructured process. Crystal will provide these reports to the BoG members.

Susan asked how board bylaw 4.5 is fulfilled in relation to the BoG’s approval of the institutional budget. Marlea explained that budget projections are included in the annual financial review. Board members asked to see a break-down of the expenditures associated with areas of college operations. Discussion also took place on the language of the bylaw (4.5) as to whether SJVC needs to change auditing firms every few years. Recommendation was made to strike that language from the bylaw and replace it with a requirement that the board evaluate the auditing company to determine whether a change in firms needs to be made.

Based upon this dialogue, the following goals and action items were identified for 2016:

<b>Goals</b>	<b>Action Items</b>
<b>Increase BoG presence on the SJVC campuses</b>	<ol style="list-style-type: none"> <li><b>1. Hold at least one regular BoG meeting at an SJVC campus</b></li> <li><b>2. More BoG members accompany John for the all staff-faculty presentations</b></li> </ol>
<b>Better preparedness for upcoming BoG meetings</b>	<ol style="list-style-type: none"> <li><b>3. Agenda and all supporting materials given to BoG members at least one week in advance of the meeting</b></li> </ol>
<b>Drive knowledge sharing on SJVC value propositions</b>	<ol style="list-style-type: none"> <li><b>4. Presentation to the BoG on the student value propositions for selecting SJVC.</b></li> </ol>

Ensure effectiveness of financial auditing firm	5. Presentation to the BoG by AKT re their qualifications for conducting SJVC's financial audits
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Although not specifically identified as a goal, all members in attendance confirmed the value of and expressed support for future board retreats.

**IV. QUALITY EDUCATION**

**A. Growth & Development**

- i. **New Initiative:** Joseph presented a new initiative to establish an Electrician program for board for approval. (see **Evaluation Summary & Recommendation – January 2016**). Joseph explained that the program is planned for delivery at the Ontario Campus and may be rolled-out at the Bakersfield, Fresno and Modesto Campuses as well. Susan asked whether SJVC had considered a partnership with the local electrician union in Fresno. In the interest of forging positive and mutually beneficial relationships with stakeholders, the board encouraged Joseph and team to further analyze the opportunity for a union training partnership for the central valley sites.

**Voting Item: Mike moved to approve the submission of a Substantive Change Proposal for the Electrician Program for the Ontario, Bakersfield, Fresno, and Modesto campuses, John seconded the motion. All in favor.**

**V. STUDENT SUCCESS**

- A. Institutional Performance Standards:** Joseph Holt presented SJVC's placement performance for 2015 (see **Graduate Placement Report – YE 2015**). The year ended with a 74% institutional placement rate and 16 of 23 programs above standard, 3 meeting standard, and 4 below standard. The board requested additional information on what is being done to close the gap with the under-performing programs and campuses. The board also requested that a legend be included in the report for the various acronyms.

In response to questions posed by BoG members, Joseph explained that SJVC's institutional accrediting and regulatory bodies have placement reporting and disclosure requirements; however – at this time, SJVC is not held to an external placement standard. Joseph also informed the BoG of the BPPE's current efforts to redefine their definition of a placement and how the proposed changes will impact SJVC. For example the proposed changes will – for the most part, exclude part-time placements. Joseph explained that SJVC is providing input into the proposed changes; however, depending upon the outcome, SJVC may need to revise its institutional placement goals.

When asked how SJVC fares compared to other like institutions, Joseph explained that it is hard to make that determination as other private, for-profit institutions may be accredited by an accreditor with different placement definitions than the definition used by SJVC. However, a comparison to other BPPE approved schools may be done by reviewing their School Performance Fact Sheets.

## VI. OUR SUCCESS

**A. Strategic Planning:** Russ Lebo presented the final version of the 2016 Strategy. He explained that the number of objectives has decreased from the previous Strategy due to the fact that many of the former objectives have been operationalized.

**Voting Item: John moved to approve the 2016 Strategy, Jill seconded the motion. All in favor.**

## VII. BOARD BUSINESS

**A. Review minutes from November 5, 2015 Board of Governors meeting:** Minutes were reviewed and acted upon as follows:

**Voting Item: Mike moved to approve the minutes as submitted, Jill seconded the motion. All in favor.**

**B. Stipend Policy:** John recommended that the BoG adopt a written policy concerning payment of quarterly stipends. He further recommended that a contingency clause be added that ties payment of the stipend to attendance at board meetings. Pros and cons of this modification were discussed. All agreed that additional time to reflect upon the modification was required. Crystal will distribute the proposed policy to board members. A vote will be taken at the next quarterly board meeting.

**C. ACCJC Mid-Term Report:** Crystal reminded the board that SJVC's Mid-Term Report is due in March 2016. She gave a succinct overview of the purpose of the report as well as the requirements for the board's involvement in the review and approval process. To that end, Crystal suggested that the board establish an ad-hoc committee to review the report and report its findings back to the full board for action.

**Voting Item: John moved to approve the establishment of an ad-hoc committee to review the Mid-Term Report, Marlea seconded the motion. All in favor.**

Marlea and Susan volunteered to serve on the committee. Mark suggested that an invitation be extended to Carol McLellan to serve as the third member of the committee. John volunteered to contact Carol regarding this and indicated that if she isn't able to serve on the committee, he will serve as the third member.

**D. ACCJC Action Letters:** Crystal informed the board of the recent actions on SJVC's substantive change submissions in fall 2015: approval of the Registered Nursing program at the Ontario Campus and deferment of SJVC's proposal to offer a Baccalaureate of Science Degree in Respiratory Therapy (BSRT). Crystal further informed the board that she is developing an addendum to the BSRT proposal for submission in March 2016.

One of the issues that will be addressed in the addendum is how the institutional mission will reflect this new, higher degree level. To comply with current accreditation standards (IA.1), Crystal suggested that the mission statement be revised to reflect SJVC's current credential levels. Copies of the revised mission statement were distributed.

**Voting Item: Susan moved to approve the revisions to the Mission Statement, Marlea seconded the motion. All in favor.**

Crystal further explained that the mission statement would need to be revised again to reflect the addition of the baccalaureate degree program pending ACCJC's approval of the same.

**E. Remaining 2016 BoG meetings:** The following dates were identified for the remaining 2016 board meetings: 5/5, 9/1 (campus visit), and 12/1.

There being no further business, the meeting adjourned at 2:24 p.m.



<b>San Joaquin Valley College Board of Governors Meeting May 4, 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, Susan Good, Carol McLellan, and Jill Sozinho <b>By telephone:</b> Marlea Lyon
<b>ABSENT</b>	None
<b>GUESTS AND PRESENTERS</b>	Joseph Holt, Chief Administrative Officer Nick Gomez, Chief Operating Officer Carole Brown, Vice President of Academic Affairs Mike Abril, Vice President of Legal & Regulatory Affairs Angela Heinz, Director of Growth & Development Ash Carter, Director of Instruction Alyssa Perry, Director of Student Services Mary Phillips, Dean of Student Services (Bakersfield) Michael Rugnao, Academic Dean (Bakersfield Campus)
<b>RECORDER</b>	Crystal VanderTuig
<b>QUORUM PRESENT</b>	Yes

- I. **CALL TO ORDER:** Meeting was called to order at 5:11 p.m. by John Swiger.
  
- II. **BOARD RECOGNITIONS/ANNOUNCEMENTS**
  - A. The Board recognized the Bakersfield Campus' Clinical and Administrative Medical Assisting Club for their involvement in community service.
  - B. John announced that Carol McLellan will be retiring as a community-at-large member. Carol was recognized for her years of service and contributions to the board.

### III. AKT PRESENTATION (Tabled)

### IV. GROWTH & DEVELOPMENT

#### A. New Proposals

- i. Angela presented a proposal and recommendation to start a new SJVC branch campus on the central coast (Atascadero or Paso Robles) that offers certificates in medical assisting, business administration, and medical office. (See “Evaluation Summary & Recommendation – April 2017”)

Questions were asked and answered concerning various elements of the proposal, including existing competition, student recruitment, leadership for the site, and accreditation approval.

Susan moved to approve the recommendation to establish a new SJVC campus on the central coast. Carol seconded the motion. All in favor.

- ii. Angela informed the board of the preliminary plans for an Occupational Therapy Assisting (OTA) program. She gave an overview of the career outcomes, employment projections, existing California programs, and accreditation approval processes (programmatic then institutional) for the program. Due to the length of the approval processes (extend out until spring 2018), Angela requested board approval to begin engagement with a content expert for the purpose of developing the program, securing sites, and taking the lead on the programmatic approval process.

Susan moved to approve the request to engage with a content expert and proceed with the official programmatic approval process pending further analysis on the feasibility of the program. Carol seconded the motion. All in favor.

- B. **Updates on Previously Approved Proposals:** Angela gave updates on Growth & Development initiatives, including programs (new creations and migrations), locations, and employer training contracts (see “Growth & Development” PowerPoint) and how these initiatives have contributed to the SJVC Strategy.

### V. STRATEGIC GOALS AND INITIATIVES

- 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.

**VI. CAMPUS PRESIDENT POSITION:** At the request of the board, Nick Gomez presented further information on the Campus President position, including the reporting structure, supporting data from pilot program, and use of title among “like” institution. Questions were asked and answered regarding this proposed structure and board members raised several points for consideration such as the need to revise policy and procedure to reflect the new structure, org chart revisions, plans for expanding the new structure to other regions, and potential title confusion by accreditors and the public.

Based upon this discussion, the board recommended that the following titles be used in lieu of those that were proposed:

- Campus Directors will be referred to as “Campus Presidents”
- Campus Presidents will be referred to as “Regional Presidents”

Mike moved to approve this structural change to campus leadership and sought approval to use the titles of Campus Presidents and Regional Presidents. Susan seconded the motion. All in favor.

**VII. 2016 YEAR-IN-REVIEW REPORT:** Mike reminded the board that this agenda item was tabled from the last meeting to give board members additional time to review the report and formulate any questions. Joseph informed the board that the Senior Management disseminate copies of the report to the Executive Council and then give a modified presentation at all staff-faculty meetings. He informed the board of the Senior Management’s effort to complete the presentations by the end of April so that the information delivered is still relevant and timely. Joseph also informed the board of the Senior Management’s intent to evaluate the effectiveness of the process in July and identify any improvements.

**VIII. 2019 ACCJC SELF-STUDY PROCESS:** Crystal gave the board an overview of the process and timeline for completion of the self-study process.

**IX. SENIOR ACCREDITATION:** Mike informed the board that the timeline for the ACCJC self-study process may be impacted by SJVC’s move to senior accreditation. Crystal then explained the various steps involved in the senior commission’s approval process, including the eligibility application. Mike informed the board that the Notice of Intent to Apply for Accreditation and the fee (\$12,500) will be sent to the senior commission early next week. Discussion ensued on the timeline for achieving Eligibility. Discussion then moved to the revision of the SJVC Vision Statement. Drafts of the three iterations of the vision statement were presented to the board. Feedback was received and



documented. Crystal and Mike will continue to work on this effort and ensure that the board's feedback is reflected in the next iteration presented (September 2017).

**X. BOARD BUSINESS**

- A. Approval of meeting minutes:** Minutes from the March 9, 2017 board meeting were reviewed and approved as noted below.

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

- B. Academic Oversight Committee report:** Jill reported that she and John reviewed the following program review reports:

- Respiratory Therapy (RT)
- Heating, Ventilation, Air Conditioning and Refrigeration (HVAC)
- Veterinary Technology (VT)

Jill informed the board that the Visalia RT program's licensure rates were lower than those for Rancho Cordova yet the Visalia Campus' learning outcome achievement rate was higher than Cordova's. She informed the board that she requested clarification from the Campus Directors who informed her that this can be attributed to LO assessment tools and practices (which are currently being streamlined). Nick added that the Cordova Program Director has worked in a consultant capacity for the Visalia and other campuses that offer RT.

Nothing of note was reported for HVAC and VT.

- C. Institutional Accreditation updates:** Crystal reported that the ACCJC approved SJVC's proposals to migrate the Surgical Technology program to the Rancho Cordova and Temecula campuses and offer a baccalaureate Respiratory Therapy Degree Completion program. A copy of the approval letter was provided in the board handouts.
- D. Days and times of future board meetings:** Discussion took place concerning the best days for board meetings. All agreed that future meetings will be held on Tuesdays (with the exception of the August 3<sup>rd</sup> campus visit).
- E. Lancaster Campus discussion:** Mike informed the board that the Senior Management is engaged in strategic planning regarding the future of this location. Mike will visit the campus next Tuesday and will keep the board apprised of this matter.
- F. Ad Hoc:** John reminded the board of the email he sent out to all campus directors at the beginning of the year concerning board participation in campus events and activities. He informed the board that a few campuses have responded and that he take initiative to facilitate scheduling the board's appearance at some of these events.

Susan commended Mark and Mike on the quality of the 40<sup>th</sup> anniversary celebration.

There being no further business, the meeting adjourned at 8:09 p.m.



<b>San Joaquin Valley College Board of Governors Meeting April 10, 2018</b>	
<b>MEETING CALLED TO ORDER BY</b>	John Swiger, Chair
<b>ATTENDEES</b>	John Swiger, Chair and Community-at-Large Member Susan Good, Community-at-Large Member Jill Sozinho, Community-at-Large Member Sue Delong, Community-at-Large Member Marlea Lyon, Community-at-Large Member (via phone) Mike Perry, SJVC President/CEO and Board of Directors Member
<b>ABSENT</b>	Mark Perry, Board of Directors Member
<b>GUESTS AND PRESENTERS</b>	Carole Brown, Provost and Vice President of Academic Affairs Sumer Avila, Vice Provost Anthony Romo, Director of Graduate Services Greg Osborn, Director of Program Compliance
<b>RECORDER</b>	Crystal VanderTuig
<b>QUORUM PRESENT</b>	Yes

- I. **CALL TO ORDER:** Meeting was called to order by John Swiger at 4:44 p.m.
- II. **BOARD RECOGNITIONS:** The following employees were recognized for their commitment to student learning and achievement:
  - A. **Cindy Ovard:** Board recognized Cindy for her commitment to student success and achieving an 88% RDA exam pass rate (highest of all DA programs across the institution) and 99% course completion rates. Her support for fellow faculty was also recognized along with her contributions to the start-up of the Hesperia Campus DA program.

- B. Brenda Serpa:** Board recognized Brenda for her commitment to student success and for achieving 100% pass rates for last five cohorts taking the clinical exam.

**III. INFORMATIONAL UPDATES:** No updates were given.

**IV. INSTITUTIONAL PERFORMANCE STANDARDS:** Anthony Romo presented on graduate placement statistics for the fourth quarter of 2017 and those projected for first quarter of 2018 (see **SMM Placement Rate Summary** handout). He informed the board of the likely reasons for under-performance (<65%) within modalities and at specific campuses as noted below as well as the planned improvements:

**Online:** Anthony explained that the following transitional changes and staffing challenges are the likely reason for under-performance within the online modality: 1.) The online Career Services function for online was recently decentralized, including the transition from an onsite Career Services Manager to a regional oversight model, and 2.) The College recently restricted new student recruitments to California residents only. The lower than desired online placement rates reflect the challenges of placing students outside of the state. Anthony reported that, in time, the College anticipates a reasonable increase in online placement rates once it is placing California-based students only and after staff have adjusted to the new service model.

**Hesperia Campus:** Anthony attributed the lower placement rates to employer performance issues. He explained that he is working closely with the campus to rectify these issues.

**Delano Campus:** Anthony reported that student professionalism issues contribute to the lower placement rates at this location. He discussed how the graduate readiness plans are expected to improve graduate placement by focusing on development of soft-skills early in the educational experience.

## **V. ACCREDITATION**

**A. Programmatic Accreditation Updates:** Greg Osborn gave an overview of the broad range of approvals across campuses and programs, including programmatic accreditations and state approvals. He also informed the board of the current statuses of the various approvals and those that are in progress (ACOTE accreditation for the Occupational Therapist Assistant and ARRT accreditation for the Diagnostic Medical Sonography program).

### **B. Institutional Accreditation Updates**

- i. WASC Junior:** Crystal reviewed the timeline for the Self-Evaluation process with the board and gave an update on where the College is in this process. She also advised the board of the upcoming milestones in the process and preparations that are being made.

ii. **WASC Senior:** Crystal informed the board that the Eligibility Application has been submitted and the date of the Eligibility Review Panel call. She further informed the board of the College's engagement with additional consultants to facilitate mock ERP calls to better prepare participants and identify areas of focus. Discussion took place on the timelines for both the WASC Junior and Senior Commissions and how any overlap might be addressed.

**VI. EMPLOYEE SUCCESS:** Sumer Avila presented on a strategic initiative to build a comprehensive plan that supports all stages of the academic employee lifecycle. The goal for this effort is to ensure instructional quality in every course. This will be accomplished through a series of faculty training and development and training for faculty managers. An overview of the steps in the action plan was given.

**VII. BOARD BUSINESS**

**A. Minutes from the 1/24/2018 Board of Governors meeting were reviewed.**

Susan moved to approve the minutes with the noted correction to use the word "feasible" versus "possible" concerning the use of the Visalia Campus facility for the California Dental Hygiene Committee's fall 2018 meeting (agenda items VII.A.) Jill seconded the motion. All in favor.

Action Item: Take vote to approve minutes.

**B. Annual Evaluations:** Crystal informed the board that she will be sending out the annual Presidential evaluation for completion.

There being no further business, the meeting adjourned at 6:49 p.m.