San Joaquin Valley College – Temecula Campus
Campus Management and Staff Meeting
January 13, 2012

Attending

R.Whiles Campus Director, 12 faculty members, 6 key campus managers including: Career Services, Academic Dean, ESD, 4 admissions advisors, 2 representatives from FA, Facilities Manager, and Network Administrator.

Campus Communication

- SJVC - Temecula will be adding the Respiratory Program starting on 2/6/12 and are planning to add 3 more programs in the near future. The programs scheduled for the Temecula campus include PT for summer 2012, HVAC Fall 2012, and DA in early 2013. The department managers approved the selection of these three programs. Both externship and placement were discussed. Concerns were for training locations for HVAC. The concern will be addressed by Robyn with senior management but she did not feel this would be an obstacle. CS felt the DA program offered numerous opportunities for employment.

- R. Whiles introduced 2 new members to the Temecula Team. Tamara Earnhardt is going to be a GE Instructor and Karina Rodriguez is a Career Services Advisor.

- R. Whiles recognized the faculty and staff that were receiving their 90 day pin to include Aaron Garcia, Michael Schultz, Grace Plascencia, & Jennifer Cunanan.

- 3 year anniversary were Priscilla Carrasco and Rafael Oropeza in Feb.

- R. Whiles is very happy will our success!

Academic Affairs

- We have our first group of CMA students doing their externship.

- 171 Students, 21 drops and 7 on FA warnings.

- S. Koh praised the Student Resource Center (SRC) and faculty for outstanding study plan completion at 100% complete.

- We are going to hire a GE faculty member and possible CMA instructor.

Career Services

- D. Groen provided extern updates on the current 15 extern students. 1 is on LOA and 2 are employed. He let us know that we need 10 more placed to meet 75% placement. 9 more extern on 2/6/12

Facilities
- J. Duffin shared the completed construction projects and updates We are searching for a full time IS Staff member to relieve him of current duties so he may focus on Facilities Manager.

Admissions
- D. Santos shared admissions recent success with Respiratory Therapy Open House and Scholarship Seminar for the potential High School Students.

- Facebook day with Lauren Haney on Feb. 14. Professional Dress Day will be on January 26. We are going to have a pinning ceremony for the certificate students on April 20, 2012 and we are going to have a scholarship seminar on Jan. 18 and Feb 15 for HS Commitments.

Staff broke into groups to brainstorm different projects:

#1 Pinning Ceremony-Theme should be keys. Not sure if they want them to wear uniforms or professional dress. They would like to choose who will pin them, ie: family, instructor. Student Speaker and have a motivational video or slides of photo's. They would like to see refreshment being offered and felt we should limit the number of guests. Certificate should be presented with a cover or folder.

#2 How to improve pre-grad surveys directed toward job preparedness- Invite the community to an Open Clinic by SJVC, Have the HOSE club involved in a health Fair, Proved guest speakers to classrooms and focus on Business phone etiquette.

#3 Let's Can Hunger - Have a soup kitchen on campus, Nominate a Canned Food Ambassador to do community outreach, competition between the academic programs on who collected the most cans and reward with a pizza party, "Can-Help" personalized Acknowledgements and post in the student lounge, $1.00 jean day or bring a can and get Free jean day.

#4 Admissions involvement in the classroom - Purpose is to maintain retention by bringing admissions into the classroom and staying more involved with their original students. Ideas were for the advisors to lead an activity weekly for the classrooms with new students. Have the advisors each have one day per week to promote an open discussion or game during student break in the student lounge.

Robyn went of the Campus benchmark standards and then gave us an update on the Temecula Campus trends. See attachment for percentages.