MINUTES OF PLANNING MEETING
BOARD OF TRUSTEES
KALAMAZOO VALLEY COMMUNITY COLLEGE

A Planning meeting of the Board of Trustees of the Kalamazoo Valley Community College District, 6767 West O Avenue, Kalamazoo, Michigan was held on Tuesday, October 14, 2008 at the KVCC Groves Campus, 7107 Elm Valley Drive, Kalamazoo, Michigan in Conference Room A1025.

Chairman Patton convened the meeting at 5:30 p.m., and in the absence of Trustee Whitten and Trustee Oberlin, he appointed Trustee Young as Secretary and Trustee Schauer as Treasurer.

ROLL CALL

Present: Trustees Gustas, Miller, Patton, Schauer, Whitten (arrived at 5:42 p.m.), and Young
Marilyn J. Schlack, President
Michael Collins, Vice President for College and Student Relations
Patricia Niewoonder, Recording Secretary

Excused: Trustee Oberlin

Guests: Louise Anderson, Lauren Beresford, Dennis Bertch, Steve Cannell, Laura Cosby, James DeHaven, Bruce Kocher, and Amy Louallen

APPROVAL OF AGENDA

It was MOVED by Trustee Gustas, SECONDED by Trustee Miller and CARRIED that the agenda be approved as presented.

CONSENT AGENDA

It was MOVED by Trustee Young and SECONDED by Trustee Gustas that the Consent Agenda Items for the month of October 2008 which includes the Secretary’s Report, the Treasurer’s Report, the Modification of the Budget, and the Curriculum Report be approved as presented and that copies of the reports be attached to and made an official part of the minutes of the meeting. After a brief discussion, the motion CARRIED.

PUBLIC PARTICIPATION

There was no one present who desired to address the Board.

BOARD MONITORING REPORTS

Managing Our Enrollment
President Schlack introduced the co-chairs of each of the five managing our enrollment committees who gave status reports on the progress toward the Board’s goals.
Curriculum and Program Review Committee
Dennis Bertch, associate vice president for academic services, and Bruce Kocher, vice president for academic services, shared a brief overview of the curriculum/course review process and on the on-going efforts to make the course scheduling process more efficient and responsive.

Human Resources Committee
Amy Louallen, human resources manager, briefly reviewed the goals of the committee, the progress toward employee training and development, and on the implementation of Strengths training throughout the institution.

Recruitment and Communications Committee
Mike Collins, vice president for student and college relations, and Jim DeHaven, vice president for economic and business development, shared an update on the progress with the Branding initiative, the work to revamp the College’s web-site, and on the initiative to develop an alumni program.

Research Committee
Lauren Beresford, director of operations/M-TEC, and Steve Cannell, director of planning and research, reported on the committee’s review of reports and data that can be used by the other committees.

Retention Committee
Mike Collins and Laura Cosby, director of the student success center, summarized some of the initiatives being explored to improve student retention throughout the organization.

**ACTION ITEMS**

Approval of Fees for New Academy – Hospitality

Jim DeHaven briefly shared some background information regarding the proposal to establish the Hospitality Academy which would provide training for entry-level careers in the hospitality field.

It was MOVED by Trustee Miller, SECONDED by Trustee Schauer and CARRIED that, upon the recommendation of the President, registration fees for an academy in hospitality be authorized in the amount of $750 per student.

Approval of Texas Township Campus Projects

It was MOVED by Trustee Young, SECONDED by Trustee Gustas and CARRIED that upon the recommendation of the President the Capital Outlay projects as referenced in the State of Michigan Public Act 278 of 2008, Section 107, be implemented and that an expenditure in an amount not to exceed $12 million be authorized to complete these projects, pending the availability of funding.

**CLOSED SESSION TO DISCUSS LEGAL ISSUES**

It was MOVED by Trustee Schauer and SECONDED by Trustee Gustas that the Board recess the regular meeting and go into a closed session to discuss legal issues.
The motion CARRIED by the following roll call vote:

AYES: 6       NAYS: 0       ABSENT: 1       ABSTENTIONS: 0

The Board recessed the regular meeting at 6:48 p.m.

The regular meeting was reconvened at 7:41 p.m.

**OTHER ITEMS**

Trustee Gustas briefly summarized some of the topics that were presented at last week’s MCCA meeting held at Kirtland Community College, including pending legislation that will impact community colleges.

**FUTURE AGENDA ITEMS AND EVALUATION OF MEETING AND MATERIALS**

The Board briefly discussed the reports that were presented by the co-chairs of the five Managing our Enrollment committees. They stated how pleased they were with the reports and the progress being made toward the Board’s goals.

**ADJOURNMENT**

It was MOVED by Trustee Miller, SECONDED by Trustee Schauer and CARRIED to adjourn the meeting. Chairman Patton declared the meeting adjourned at 7:51 p.m.

Anna Whitten, Secretary

Jeffrey E. Patton, Chairman

Patricia Niewoonder, Rec. Sec.