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, December 9, 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.

**Roll Call**

**Present:** Trustees Gustas, Miller, Oberlin, Patton, Schauer (arrived at 5:40 p.m.), Whitten, and Young
Marilyn J. Schlack, President
Michael Collins, Vice President for College and Student Relations
Patricia Niewoonder, Recording Secretary

**Guests:** Louise Anderson, Lauren Beresford, Dennis Bertch, Sandy Bohnet, Steve Cannell, James DeHaven, Terry Hutchins, Bruce Kocher, Amy Louallen, and Michael McCall

**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 Whitten and SECONDED by Trustee Oberlin that the Consent Agenda Items for the month of December 2008 which includes the Secretary’s Report, the Treasurer’s Report, the Personnel Report, and the Graduation 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 as amended by Trustee Young was 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 presented 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 course review, scheduling and cancelation processes. Sandy Bohnet, vice president for human resources, and Amy Louallen, human resources manager, briefly reviewed progress toward the goals and highlighted the work of their subcommittees.

RECRUITMENT AND COMMUNICATIONS COMMITTEE

Mike Collins, vice president for student and college relations, and Jim DeHaven, vice president for economic and business development, summarized the progress of the branding initiative which is now in Phase II of the project.

RETISSION COMMITTEE

Mike Collins and Mike McCall, director of records, registration and admissions, summarized some of the initiatives being explored to improve student retention and the different ways in which retention can be measured.

RESEARCH COMMITTEE

Lauren Beresford, director of operations/M-TEC, and Steve Cannell, director of planning and research, reported that the committee is looking at various data that measure student success beyond just “re-enrollment” and reviewing patterns and changes in the data over time.

Records Retention Report

Terry Hutchins, vice president for information technologies, and chair of the records retention committee, briefly reviewed the changes to the College’s records retention and disposal schedule which includes the new procedures regarding the retention and disposal of electronic records. The updated schedule will be forwarded to the State for approval.

Update on the Financial Picture

Louise Anderson, vice president business and finance, briefly summarized some of the financial challenges causing a delay in the College’s budgeting and planning process for FY 2010. It is anticipated that the College’s budget will be impacted by an executive order this year coming out of the Governor’s office and declining revenues from falling interest rates and property tax values.

ACTION ITEMS

Resolution for Public Hearing

It was MOVED by Trustee Gustas, SECONDED by Trustee Young and CARRIED that the Resolution for the Establishment of the Date and Time for Public Hearing on the Proposal to Hold the College’s Regular Election at the Even Year November General Election be adopted.

OFFICIAL NOTICE TO THE ELECTORS OF THE KALAMAZOO VALLEY COMMUNITY COLLEGE OF A PUBLIC HEARING ON THE PROPOSED ADOPTION OF A RESOLUTION TO HOLD THE COLLEGE’S REGULAR ELECTION OF TRUSTEES BIENNALLY AT THE EVEN YEAR NOVEMBER GENERAL ELECTION

Sec. Init. _____
PLEASE TAKE NOTICE that pursuant to the provisions of Act 116, Public Acts of Michigan, 1954, as amended, the Board of Trustees of the Kalamazoo Valley Community College, County of Kalamazoo, State of Michigan (the “College”) will hold a public hearing at 4 o’clock p.m., on the 18th day of December, 2008, at the Paul Jackson Conference Room, Room # 3365, located at 6767 West O Avenue, Kalamazoo, MI 49009, on the proposed adoption by the Board of Trustees for the College of a resolution to hold the College’s regular election for Trustees of the Board of Trustees biennially at the even year November general election.

TAKE FURTHER NOTICE that the public hearing is being held on the issue of whether to schedule the College’s regular election of Trustee’s biennially at the even year November general election and that, if the resolution referenced above is not adopted, the College’s regular election will continue to be held biennially on the May regular election date in odd years. If the resolution is adopted, the next College regular election for Trustees shall be held on November 2, 2010.

TAKE FURTHER NOTICE that the resolution set forth above, if adopted, would have the effect of extending the terms of office of the Trustees currently holding office in order to accommodate the College’s transition to the even year November general election cycle as required by law.

TAKE FURTHER NOTICE that immediately after said public hearing is closed, the Board of Trustees of the College may consider the adoption of a resolution to hold the College’s regular election for the offices of Trustees biennially at the even year November general election.

THIS NOTICE is given pursuant to the requirements of Section 642 and Section 642a of Act 116, Public Act of Michigan, 1954, as amended. All interested persons are encouraged to attend the public hearing and will be offered the opportunity at said public hearing to speak concerning the proposed adoption of said resolution. Written comments may also be submitted to the Secretary of the Board of Trustees of Kalamazoo Valley Community College, 6767 West O Avenue, Kalamazoo, MI 49009, prior to said public hearing.

Dated: December 9, 2008

Anna Whitten, Secretary
Board of Trustees

CLOSED SESSION TO DISCUSS LEGAL ISSUES

It was MOVED by Trustee Schauer and SECONDED by Trustee Miller that the Board recess the regular meeting and go into a closed session to discuss legal issues.

Sec. Init. _____
The motion CARRIED by the following roll call vote:

AYES: 7       NAYS: 0       ABSENT: 0       ABSTENTIONS: 0

The Board recessed the regular meeting at 6:25 p.m.

The regular meeting was reconvened at 6:41 p.m.

**OTHER ITEMS**

The President reviewed the calendar of upcoming events. She also reminded the Board that graduation is scheduled for December 14, 2008 and that the special Board meeting is scheduled for December 18, 2008 at 4:00 p.m.

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

No additional items were discussed.

**ADJOURNMENT**

It was MOVED by Trustee Miller, SECONDED by Trustee Gustas and CARRIED to adjourn the meeting. Chairman Patton declared the meeting adjourned at 6:45 p.m.

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Anna Whitten, Secretary

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Jeffrey E. Patton, Chairman

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Patricia Niewoonder, Rec. Sec.