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 Wednesday, July 22, 2009 at the Bay Shore Resort, 833 East Front Street, Traverse City, Michigan in Conference Room 2.

Chairman Patton convened the meeting at 8:30 a.m.

ROLL CALL

Present: Trustees Gustas, Miller, Oberlin, Patton, Schauer, Whitten, and Young
Marilyn Schlack, President

Guests: Dennis Bertch, Sandy Bohnet, Steve Cannell, Michael Collins, Laura Cosby, James DeHaven, Terry Hutchins, Bruce Kocher, and Patricia Niewoonder
(The guests were excused from the meeting at 12:30 p.m.)

REVIEW OF MISSION, VISION AND VALUES

The Board reviewed the College’s mission, vision and values and no changes recommended at this time. After the branding project is completed, the Board may review them again, if needed.

MANAGING OUR ENROLLMENT

RESULTS FOR 2008-09 AND NEXT STEPS FOR 2009-10

President Schlack reported that the chairs of each of the five previously existing committees and the three new committees will present brief reports on the results for FY 2009 and provide detailed plans and objectives for FY 2010.

- Curriculum and Program Review Committee
  Dennis Bertch, associate vice president for academic services, and Bruce Kocher, vice president for academic services, reported that in FY 2010 they will, in concert with the Retention Committee, begin a more comprehensive developmental education plan and will continue the curriculum review process to improve the teaching/learning process and student success.

- Human Resources Committee
  Sandy Bohnet, vice president for human resources, highlighted progress toward the goals for FY 2009 and how the committee is building upon those achievements in setting the goals for FY 2010.

- Recruitment and Communications Committee
  Mike Collins, vice president for student and college relations, and Jim DeHaven, vice president for economic and business development, briefly talked about the progress and
challenges with the branding initiative and the subsequent establishment of an internal committee to move this project forward. At September’s Board meeting, next steps for this initiative will be shared with the Board.

- **Research Committee**
  Steve Cannell, director of planning and research, talked about the collaboration with the Retention Committee to better define, assess, and track student goals leading to student retention and success. He also mentioned plans for FY 2010 to work collaboratively with the newly established Scorecarding Committee regarding the identification and presentation of institutional data which will be accessible on-line.

- **Retention Committee**
  Mike Collins and Laura Cosby, director of student success, summarized some of the initiatives being explored to improve student success and retention. They noted that more prescriptive initiatives will be implemented and evaluated during FY 2010.

- **Financial Forecasting and Analysis Committee**
  Jim DeHaven presented on behalf of Louise Anderson, vice president for business and finance, an overview of the Financial Forecasting Committee goals for FY 2010.

- **Financial Planning Task Force**
  Marilyn Schlack reviewed the membership and summarized the purpose of the Financial Planning Task Force which has been established to develop a financial disaster plan that could be implemented, in phases, depending on the severity of the economic downturn and the impact on KVCC’s operations and funding.

- **Scorecarding Committee**
  Terry Hutchins, vice president for information technologies, reported that this newly formed committee will begin to work with the other committees to identify and prioritize which goals and accomplishments will be reported on a web-based, easily accessible data scorecard.

### Updates on Other Projects

**Center for New Media Incubator**
Jim DeHaven reported that a business incubator, tied to our Center for New Media, has recently been established to help start-up companies, some of which were started by graduates of our Center for New Media. The incubator will foster new businesses and provide our students with opportunities for internships.

**Assessment Plan**
Dennis Bertch summarized the College’s Assessment Report which will be sent to the Higher Learning Commission in August. The report addresses and responds to the questions raised by the Higher Learning Commission at the College’s last site visit.

Sec. Init. _____
Museum Strategic Plan
Dennis Bertch summarized the Strategic Plan for the Museum for 2010 and beyond. The plan is designed to strengthen the museum’s collections and expand programming for adults.

Faculty Development Proposal
Bruce Kocher reviewed the planning for a faculty development center being established for the instructional development of full- and part-time faculty, focusing on the skills needed for instructors to create and maintain inclusive, student-centered learning communities.

Capital Outlay Plan
Mike Collins reported that KVCC’s capital outlay project has been signed and authorized by the Governor and he reviewed the schematics for the renovations and additions. He reiterated that the project is being designed and constructed as environmentally sound and efficient as possible and will be LEED certified.

BOARD DISCUSSION WITH PRESIDENT

The President and the Board discussed the topic of transparency of college operations and data and the proposed development of a Board web site; reviewed possible enrollment and admission requirements; reviewed financial data related to contact hours and tuition and fees; received an overview of security planning at the College; and discussed the proposed Board meeting schedule for FY 2010.

ADJOURNMENT

There being no further business, Chairman Patton adjourned the meeting at 3:15 p.m.

Anna Whitten, Secretary

Jeffrey E. Patton, Chairman

Patricia Niewoonder, Rec. Sec.