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 13, 2009 at the KVCC Groves Campus, 7107 Elm Valley Drive, Kalamazoo, Michigan in Conference Room B1100.

Trustee Vice Chairman Miller convened the meeting at 5:30 p.m.

ROLL CALL

Present: Trustees Gustas, Miller, Oberlin, Patton (arr. at 5:32 p.m.), Schauer, Whitten, and Young
Michael Collins, Vice President for College and Student Relations
Patricia Niewoonder, Recording Secretary

Guests: Sandy Bohnet, Steve Cannell, James DeHaven, Kathy Johnson, Terry Hutchins, Bruce Kocher, and Amy Louallen

APPROVAL OF AGENDA

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

CONSENT AGENDA

It was MOVED by Trustee Whitten, SECONDED by Trustee Young and CARRIED that the Consent Agenda Items for the month of October 2009 which includes the Secretary’s Report, the Treasurer’s Report, the Modification of the Budget for FY 2008-2009, and the Personnel 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.

PUBLIC PARTICIPATION

Mr. John Gisler spoke to the Board about the need for transparency scorecards for governmental entities in Kalamazoo County.

BOARD MONITORING REPORTS

President Schlack introduced the co-chairs of each of the five managing our enrollment committees as well as Terry Hutchins, the co-chair of the institutional committee for Scorecarding. The co-chairs presented status reports on the progress toward the Board’s goals.

A. Managing Our Enrollment Reports
   o Curriculum and Program Review Committee
      Bruce Kocher, president for academic services, shared a brief overview of the progress of the course scheduling and review process in order to make our processes more efficient and responsive. He also reported on the initiation of a “faculty success center” to enhance the teaching/learning process.
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o **Human Resources Committee**
Sandy Bohnet, vice president for human resources, and Amy Louallen, human resources manager, highlighted the progress toward employee development of strengths throughout the institution. They noted that the goal of fostering a “diverse and inclusive community” will be added to all of the “managing our enrollment” committees.

o **Recruitment and Communications Committee**
Jim DeHaven, vice president for economic and business development, and Mike Collins, vice president for college relations, shared a brief update on the Branding initiative, noting that the new brand will be unveiled to the college community on October 30. They also reported that the Web Committee is researching how to communicate the new brand on the various social networking sites.

o **Research Committee**
Steve Cannell, director of planning and research, reported on the committee’s development of, and in collaboration with the Retention Committee, a proposal to collect and evaluate student goals. The committee will be looking at the impact of orientation as one of its next tasks.

o **Retention Committee**
Mike Collins summarized some of the initiatives being explored to improve student retention, including working with academic services to improve student success.

B. **College Planning Committee Reports**

o **Scorecarding Committee**
Terry Hutchins, vice president for information technologies, shared information on the development of an online, interactive scorecard of institutional data based on the college’s goals and objectives.

**ACTION ITEMS**

**Recommendation for Capital Expenditures**

1) **Textbook Purchase**
It was MOVED by Trustee Young and SECONDED by Trustee Schauer that upon the recommendation of the President an expenditure in an amount not to exceed $110,000 be authorized to purchase 1,500 custom textbooks for KVCC’s ENG 110 course over the next two years. After a brief discussion, the motion CARRIED.

2) **Administrative Software Contract**
It was MOVED by Trustee Oberlin and SECONDED by Trustee Miller that, upon the recommendation of the President, the President be authorized to enter into a four-year maintenance/support contract with SunGard for the College’s administrative and instructional computing software system for an estimated cost of $186,500 for the first year of the contract and not to exceed eight percent annual increases in subsequent years. After a brief discussion, the motion CARRIED.

**OTHER ITEMS**

President Schlack introduced Kathy Johnson, KVCC’s executive director of governmental relations, who will be serving as the college’s liaison for state and federal offices and grant opportunities. She also briefly reviewed the Board’s calendar of events, noting that the Board Audit Committee is scheduled to meet on Tuesday, Oct. 27 at 3:00 p.m. and that graduation is scheduled for Sunday, Dec. 20 at 4:00 p.m.

Sec. Init. pn
FUTURE AGENDA ITEMS AND EVALUATION OF MEETING AND MATERIALS

No other items were discussed.

ADJOURNMENT

Chairman Patton declared the meeting adjourned at 6:11 p.m.