

**To: Culinary Advisory Board Members**  
**From: Brian Hay**  
**Subject: Minutes**  
**Date: February 19, 2018, 4:00 PM**

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*Present:*

*Brian Hay (Director of Culinary, KVCC)*  
*Patti Henning (Dean of Instruction for Health Careers and Sustainable Foods, KVCC)*  
*Dave Carroll, (Director of Nutrition-retired, Senior Services)*  
*Eric Gillish (Corporate Chef, Millennium Restaurant Group)*  
*Grant Fletcher (System Director Nutrition & Retail, Bronson Healthcare Group)*  
*Shawn Hagen (Owner/Chef, Bravo! Restaurant)*  
*Jason McClellan (Executive Chef, Bronson Methodist Hospital)*  
*Pat Kenworthy (Instructional Manager, VanBuren Technology Center)*  
*Monica Koning (Internship Coordinator, Kalamazoo Valley Community College)*  
*Tracey Quada (Student Employment Relations Liaison, Kalamazoo Valley Community College)*  
*Rachel Bair (Director for Sustainable and Innovative Food Systems)*  
*Faith Bentley (Office Manager, Bronson Healthy Living Campus, KVCC)*  
*Chris Stroven (Academic Counselor for Culinary and Brewing, KVCC)*  
*Kevin Dodd (Guided Pathway Advisor for Culinary and Brewing, KVCC)*

*Absent:*

*Aaron Chew (Marketing Associate, Sysco Sales)*  
*Noel Corwin (Owner/Chef, Gorilla Gourmet)*  
*Judy Sarkozy (Owner/Pastry Chef, Sarkozy Bakery)*  
*Pat Garcia (Dietary Manager, Heritage Community of Kalamazoo)*  
*Trent Thompson (Farmer, Green Gardens)*  
*Stephanie Hughes (Culinary Instructor, Kalamazoo Valley Community College)*  
*Joel Boone (Culinary Instructor, Kalamazoo Valley Community College)*  
*Kyle Mitchell (Culinary Instructor, Kalamazoo Valley Community College)*  
*Cory Barrett (Culinary Instructor, Kalamazoo Valley Community College)*

**Discussion and Action Items**

1. Welcome & Introductions: Committee Members, Staff, and Faculty Members
  - Introduction by Brian Hay, Director for Culinary and Brewing, KVCC
  - Vision: To broaden our impact by sharing what we have behind these walls. We seem to be the best kept secret.
  
2. Program/Curriculum Updates
  - Culinary Arts and Sustainable Food Systems AAS program
    - Culinary courses will be offered 15 weeks. This will promote cultivating relationships – faculty-student and student-student.
    - We are looking to add a Baking Certificate perhaps as soon as Fall of 2018.

- We would like to add a Culinary (one-year) Certificate. This will help with completion numbers and provide an opportunity for additional training to the industry without a degree.
- There may be slight changes after our ACF accreditation visit in March
- Food Service Administration AA program
  - No updates
- Dietary Manager COA program
  - Looking at possibly moving CUL 260 course to Summer
- Other Transfer updates
  - Discussed the necessity of working with Prostart schools to offer articulation agreements to incoming culinary students.
- Medical Culinary/Training/Continuing Education/Life Enrichment courses
  - Continue working with Medical Culinary, Lizzie Luchsinger to create opportunities on our campus for community learning
  - Looking to add beverage pairing/dining events
- Upcoming Special Events
  - April 14 Prostart Getting Hired event on our campus

## 2. Facilities and Operations

- Plans to upgrade the combi ovens to a preservation oven and a cold smoking oven
- 418 Restaurant
  - Looking to enhance our marketing of the restaurant. Plan to create a video in April.

## 4. Accreditation

- ACF-EF Application status; submitted self-study 01/18/18.
- ACF-EF Confirmed evaluators. Brian has talked with the team and the Lead Evaluator is impressed with our facility and program.
- Explanation given on how competencies are established and drive how our courses are created.
- Changes to our offerings and an enhancement to our elective offerings may come out of the accreditation process.
- ACF-EF visit: March 26-28, 2018. PLEASE HOLD the evening of March 26th for dinner

## 5. Enrollment, recruitment, and retention update

- 151 Students enrolled at end of winter semester, 2018; 184 enrolled Fall of 2017; 10 graduates Fall of 2017
- We would like to work our culture. Better relationships with students—students want to return.

## 6. Scholarships – No updates

## 7. Budget and Funding Issues

- Working to secure Perkins funds to aid in capital additions and faculty development offerings.

## 8. Employer Relations and Internships

- 2017-2018 Internship placement
  - We currently have more internship opportunities than students to fill them
  - Begin entertaining Internship opportunities outside of the area—but first priority is to supporting our local market.
  - Work with the ACF to enhance our Internship opportunities.
- Discussion about job opportunity sharing. We have the capability to send out mass email, this would be a great way to share these opportunities with our students.

9. Graduate Placement

- Recognize a need to create a follow-up process for our graduates. Where did they go and how are they doing. Phone contact and survey planned.

10. Other

- The question was posed, “Are we prepared for a possible decline in student enrollment?”
  - We believe that the change to move all courses to 15 weeks will help students to work and go to school.
  - We need to do a better job of marketing our program out of the area and within the Midwest.
- A concern was raised about the cost of the knife kit for our students.
  - Brian is working with Mercer to see about lowering costs and/or providing other options.

**Next meeting to be scheduled for August/September 2018**