

## **MINUTES OF PLANNING MEETING BOARD OF TRUSTEES**

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 March 9, 2021 at the Texas Township Campus, 6767 West O Avenue, Kalamazoo, Michigan, in the Student Commons Theater, Room 4240.

Chairperson Stinson convened the meeting at 8:15 a.m.

### **ROLL CALL**

**Present:** Trustees Buck, DeLuca, Farmer, Gustas, Miller, Patton and Stinson  
L. Marshall Washington, PhD, President

**Additional Attendees:** Kathy Johnson, Associate Vice President for Analytics, Research and Compliance  
Janet Nykaza, Board Planning and Grant Development Coordinator

### **DISCUSSION ITEMS**

The Board, President Washington, Kathy Johnson and Janet Nykaza discussed the following areas:

#### **Board Ends Policies Update**

The Board reviewed and agreed to change the language of the following policies:

- Board Policy 403 - Open Access
- Board Policy 404 - Student Success & Learning Outcomes
- Board Policy 405 - Academic Transfer
- Board Policy 406 - Student Employment Relations and Career Prep
- Board Policy 407 - Student Support and Satisfaction
- Board Policy 409 - Community Partnerships & Cultural Enrichment
- Board Policy 410 - Human Resource Development
- Board Policy 413 - Support for Workforce Training and Economic Development

### **FIRST READING OF BOARD POLICY UPDATES**

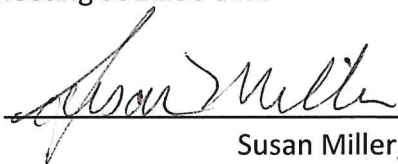
The Board agreed to all of the proposed language changes and held the first reading of the updated policies (see attached). The Board agreed to hold the second reading of the updated policies at the April 2021 Regular Meeting, and the final reading at the May 2021 Regular Meeting.

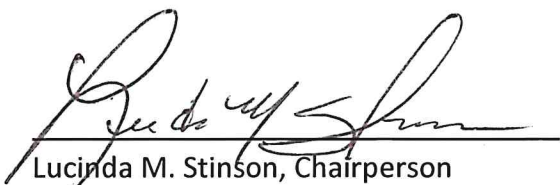
**BOARD DISCUSSION WITH PRESIDENT**

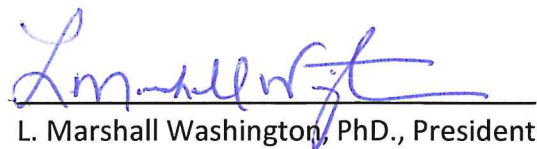
The Board and President reviewed the relevancy and currency of the Institutions mission, vision and values, and reviewed the Strategic Plan progress for the 2021 fiscal year. The Board also discussed fiscal year 2022 proposed goals, regular meeting dates, topics for Board discussion and other items.

**ADJOURNMENT**

There being no further business, Chairperson Stinson adjourned the meeting at 11:30 a.m.

  
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Susan Miller, Secretary

  
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Lucinda M. Stinson, Chairperson

  
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L. Marshall Washington, PhD., President

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**UPDATED BP 400 MISSION  
AFFIRMED (03/09/21)**

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We are committed to enriching the lives of our students and communities through quality educational programs and services.

To accomplish these ends, we will:

- Support student goal achievement through access to learning experiences and assessment.
- Support a balance between a comprehensive curricular base and innovations in education, personal development and technology by strategically utilizing resources.
- Provide curriculum, programming, and supportive services relevant to the needs of individuals, enterprise and government.
- Maintain a learning environment built upon the inclusivity of ideas of all cultures and ethnic backgrounds.
- Support economic vitality and stability through development of a skilled local workforce.
- Integrate the components of campus-based instruction, The Groves and the Kalamazoo Valley Museum to support student and community needs.

Date Adopted: June 8, 1999  
Date Modified: October 9, 2001  
Date Modified: October 12, 2004  
Date Modified: December 13, 2016  
Date Modified:

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**UPDATED BP 403 OPEN ACCESS  
FIRST READING (03/09/21)**

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A quantitative report detailing the Institution's open access shall be provided for the following categories:

- A. *Student Enrollment and Characteristics***  
Demographics of credit students who enroll each fall semester. Reports total number enrolled, percentage of full-time/part-time, total credit hours, age, gender, race, student type, college readiness, residence status, program type/degree, and curriculum being pursued. Report of trends over time.
- B. *Financial Aid***  
Summary report each fiscal year showing financial aid applicants, recipients, and dollars expended. The report will include information about financial aid types—grants, loans, scholarships, and work—and their funding sources. Show trends over time.
- C. *Affordable Tuition and Fees***  
Shows tuition and fees charged each fall to in-district, out-of-district and out-of-state students in relation to comparable Michigan community colleges. Show trends over time.
- D. *Student Access to KVCC Services***  
Documents how students, upon admittance to KVCC, have access to the broad range of services offered by the College such as tutoring and other aids.

Date Adopted: June 8, 1999  
Date Modified: October 10, 2000  
Date Modified: October 9, 2012  
Date Modified:

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**UPDATED BP 404 STUDENT SUCCESS & LEARNING OUTCOMES  
FIRST READING (03/09/21)**

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A quantitative report pertaining to student success and retention shall be provided in the following areas:

- A. ***Attainment of Educational Goals***  
Percentage of graduating students who report reaching their KVCC goals, including measuring trends over time.
- B. ***Successful Completion of Courses***  
Successful course completion rates by discipline/program, with trends over time.
- C. ***Semester to Semester Retention***  
Percentage of returning students who persist from one semester to the next, with trends over time.
- D. ***Student Learning Assessment***  
Reports of student learning outcomes assessment, including but not limited to Higher Learning Commission-related requirements and graduation competencies for certificate and associate degree programs.

Date Adopted: June 8, 1999  
Date Modified: October 10, 2000  
Date Modified: October 9, 2001  
Date Modified: October 9, 2012  
Date Modified:

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**UPDATED BP 405 ACADEMIC TRANSFER  
FIRST READING (03/09/21)**

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A quantitative report detailing the successful transfer of KVCC students shall be provided on the following categories:

- A. ***Courses Accepted for Transfer by Institution***  
Number of four-year institutions with transfer agreements and KVCC courses intended for transfer.
  
- B. ***Percentage of Students Who Transfer***  
Data showing percentage of students who transfer to four-year institutions from KVCC.

Date Adopted: June 8, 1999  
Date Modified: October 9, 2012  
Date Modified: January 2019  
Date Modified:

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**UPDATED BP 406 STUDENT EMPLOYMENT RELATIONS AND CAREER PREP  
FIRST READING (03/09/21)**

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A quantitative report shall be provided which details success in student careers, student career preparation and internship in the following areas:

- A. ***Student Careers***  
Report showing number of student and employer contacts and visits on- and off-campus, class visitations, student appointments, and presentations/workshops topics and targeted audiences.
  
- B. ***Employer Satisfaction with Student Preparation***  
Annual survey of employers of graduates and non-graduates to determine satisfaction with students' preparation.
  
- C. ***Internship***  
Annual report showing number and categories of student internships and number of employers served.

Date Adopted: June 8, 1999  
Date Modified: October 9, 2001  
Date Modified:

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**UPDATED BP 407 STUDENT SUPPORT & SATISFACTION  
FIRST READING (03/09/21)**

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A report detailing the satisfaction of current and former Kalamazoo Valley Community College students will be presented for the following:

- A. *Student Satisfaction***  
Periodically conduct a student satisfaction survey using a broad-based population sample. Report results over time.
  
- B. *Former Student Satisfaction***  
Review findings from graduate and non-returning student surveys pertinent to the students' satisfaction with the Institution's services. Compare findings over time.

Date Adopted: June 8, 1999  
Date Modified: October 10, 2000  
Date Modified:



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**UPDATED BP 409 COMMUNITY PARTNERSHIPS & CULTURAL ENRICHMENT  
FIRST READING (03/09/21)**

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A report on community partnerships and cultural enrichment shall be provided for the following categories:

- A. *Community Opinion***  
A report of the Institution's impact on the community will be conducted and reported periodically.
- B. *Facility Use***  
A summary of facility usage by the type of facility and type of user will be reported, showing trends over time.
- C. *Special Events***  
Attendance at special events hosted by the College will be tracked and reported.
- D. *Millage Reporting***  
Millage election outcomes will be reported as appropriate with analysis of voting patterns.
- E. *Financial Support - Foundation***  
The KVCC Foundation will make an annual report of its financial status, including a financial audit, donors, operating budget including sources, disbursement of funds policy, investment policy, expenditure guidelines, status of each fund, and established fund-raising priorities.
- F. *High School Partnerships***  
Annual report on the number of high school students who also enroll at KVCC by program, with trends over time.
- G. *Number and Variety of Activities Available***  
Event bookings at the museum, artist forum, and cultural diversity.
- H. *Number of People Attending***  
Summary of attendance by event and general admission to the museum, revenues generated if appropriate, and demographics of attendees.

Date Adopted: June 8, 1999  
Date Modified: October 10, 2000  
Date Modified: October 9, 2012  
Date Modified:

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**UPDATED BP 410 HUMAN RESOURCE DEVELOPMENT  
FIRST READING (03/09/21)**

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A quantitative report detailing the management of the Institution's human resources shall be provided for the following:

- A. *Compensation and Benefits Equity***  
Compensating and benefits equity, both internally and externally, will be assessed periodically, but at a minimum every five years, for each major employee group.
- B. *Faculty/Staff Development***  
An annual report will be prepared which summarizes sabbatical leave and continuing education/professional development activities.

Date Adopted: June 8, 1999  
Date Revised: February 8, 2011  
Date Modified:

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**UPDATED BP 413 SUPPORT FOR WORKFORCE TRAINING  
AND ECONOMIC DEVELOPMENT UPDATED  
FIRST READING (03/09/21)**

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A quantitative report detailing customized and focused training for businesses shall be provided for the following categories:

- A. Number of participants and total number of companies served, with trends over time
- B. Participant Satisfaction
- C. Analysis of Array and Types of Offerings
- D. Fees Charged for Non-Credit Offerings, with trends over time
- E. Job Placement Rates for Career Academy Graduates

Date Adopted: October 10, 2000

Date Modified: October 9, 2012

Date Modified: