

MINUTES OF REGULAR MEETING BOARD OF TRUSTEES

A Regular meeting of the Board of Trustees of the Kalamazoo Valley Community College District, 6767 West O Avenue, Kalamazoo, Michigan, was held on Monday, May 11, 2021, at the KVCC Texas Township Campus, 6767 West O Avenue, Kalamazoo, Michigan, in the Student Commons Theater, Room 4240.

Chairperson Stinson convened the meeting at 7:30 a.m. and led everyone in the reciting of the Pledge of Allegiance. Following the Pledge of Allegiance.

ROLL CALL

Present: Chairperson Stinson, Trustees Buck, DeLuca, Farmer, Gustas, Miller, Patton
L. Marshall Washington, President
Sherry Weber, Recording Secretary

Other Attendees: Dannie Alexander, VP for Campus Planning and Operations
Trice Batson, Director for Diversity and Inclusion
Paige Eagan, Provost and VP for Instruction and Student Services
Tracy Labadie, Associate VP for Collaboration, Compliance & Analytics
Brian Lueth, VP for Finance and Business
Tim Welsh, VP for Information Technology
Linda Depta, Executive Director of KVCC Foundation
Todd Westin, Public Safety Officer
Scott Myers, KVCC Humanities Faculty

APPROVAL OF AGENDA

It was **MOVED** by Trustee Patton, **SECONDED** by Trustee Miller, and **CARRIED** that the agenda be approved as presented.

PUBLIC HEARING – PROPOSED 2021-2022 BUDGET

At 7:30 a.m. Chairperson Stinson declared the Public Hearing on the Kalamazoo Valley Community College 2021-2022 proposed budget open and called on President Washington for a report on the publication of Notice of Hearing:

Act 43 of the 1963 Public Acts, as amended, requires the College to hold a public hearing on its proposed 2021-2022 budget prior to its final adoption. In accordance with the statutes, notice of this public hearing was published in the Kalamazoo Gazette on Monday, May 3, 2021, a newspaper of general circulation within the community college district, and copies of the proposed budget have been available at the Office of the President

for inspection by the public. Copies of the proposed budget are available for any persons present who desire to have a copy.

Chairperson Stinson called on Treasurer Gustas and Brian Lueth, Vice President for Finance and Business to present the budget. Treasurer Gustas and Brian Lueth presented the proposed 2021-2022 budget. The Chairperson invited questions relative to the budget. There were no questions. There being no further discussion, the Chairperson declared the Public Hearing for the Kalamazoo Valley Community College 2021-2022 Proposed Budget closed at 7:36 a.m.

CONSENT AGENDA

Secretary Miller presented the Consent Agenda Items. It was **MOVED** by Trustee Miller, **SECONDED** by Trustee DeLuca and **CARRIED** that the Consent Agenda Items for April 2021, including the Secretary's Report, the Treasurer's Report be approved and that copies of the reports be attached to and made an official part of the minutes of the meeting.

PUBLIC PARTICIPATION

No one was present who desired to address the Board.

INFORMATION ITEMS

Kalamazoo Valley Museum Board of Advisors Report

Trustee Stinson, Board liaison to the Kalamazoo Valley Museum Board of Advisors, reported on the April 2021 Zoom meeting.

KVCC Foundation Board of Advisors Update

Trustee Miller, Board liaison to the KVCC Foundation Board of Trustees, reported on the May 2021 meeting.

The Career and Community Training Advisory Board Update

Trustee Gustas, Board liaison to the Career and Community Training Advisory Board, reported on the April 2021 meeting.

President's Report

Chairperson Stinson called on President Washington to present the President's Reports for the month of May. President Washington discussed highlights from the President's Report and reviewed events on the updated calendar, and reported on other items of interest.

ACTION ITEMS

Proposed 2021-2022 Budget

It was **MOVED** by Trustee Gustas, and **SECONDED** by Trustee Patton that the General Appropriations Act Resolution be adopted:

WHEREAS, the Board of Trustees in accordance with applicable law has authorized and directed the President to prepare a proposed budget for the 2021-2022 fiscal year; and

WHEREAS, copies of the proposed budget have been available to the public in the Office of the President of the College since May 3, 2021, and

WHEREAS, the Board has on this date held a public hearing on its proposed budget pursuant to a Notice of Public Hearing published in the Kalamazoo Gazette, a newspaper of general circulation within the Community College District; and

WHEREAS, the Board is required by law to adopt its budget prior to the beginning of the next ensuing fiscal year; **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The proposed 2021-2022 budget, as submitted, is hereby adopted as the budget of the Kalamazoo Valley Community College District for the fiscal year beginning July 1, 2021.
2. Of the total revenues and unappropriated fund balances estimated to be available for appropriations in the General Fund; Designated Fund; Auxiliary Services Fund; Plant Development Fund (College); Plant Development Fund (Museum); Plant Debt Retirement (College); Plant Renewals, Modifications and Replacement Fund (College); and Plant Renewals, Modifications and Replacement Fund (Museum); for the 2021-2022 fiscal year, the Board hereby appropriates the following amounts; namely, General Fund, \$63,964,639; Designated Fund, \$1,213,875; Auxiliary Services Fund, \$6,673,917; Plant Debt Retirement (College) \$826,662; Plant Renewals, Modifications and Replacement Fund (College), \$2,172,506; and Plant Renewals, Modifications, and Replacement Fund (Museum), \$429,100; which amounts may be expended for the purposes more fully set forth in the budget as adopted.
3. A true copy of the budget as adopted shall be attached to and made a part of the official minutes of this meeting.

Dated: May 11, 2021

Susan Miller, Secretary
Board of Trustees

The resolution was declared ADOPTED by the following roll call vote:

AYES: 7

NAYS: 0

ABSTENTIONS: 0

ABSENT: 0

**Kalamazoo Valley Community College
Levy Resolution**

WHEREAS, the Board has adopted a budget for the 2021-2022 fiscal year in order to adequately fund the educational program of the Community College District; and

WHEREAS, the Board is required by law to determine the total taxes required by the 2021-2022 fiscal year and to certify the approved tax rate to be levied and the amount of taxes to be raised to the proper assessing officer of each city and township in which territory of the Community College District is situated within the time provided by law; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A total of 2.7970 mills shall be levied in 2021 on all property within the Community College District for general operating purposes.
2. The president of the college, or his designee, is authorized and directed to certify the tax rate to be levied and the amount of taxes to be raised to the proper assessing officer of each city and township situated within the Community College District in the manner and time provided by law.
3. It is hereby certified pursuant to Act 35, 1979 Michigan Public Acts, as amended, that the requested millage may be reduced, if necessary, in compliance with Section 31, Article 9 of the State Constitution, as amended.

Dated: May 11, 2021



Susan Miller, Secretary
Board of Trustees

The resolution was declared ADOPTED by the following roll call vote:

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

CERTIFICATE

The undersigned does hereby certify that she is the Secretary of the Board of Trustees of Kalamazoo Valley Community College, Counties of Kalamazoo, Barry, Calhoun, St. Joseph and Van Buren, Michigan and that the foregoing is a true and exact copy of a Resolution adopted by the Board of Trustees of the Kalamazoo Valley Community College District at its regular meeting on May 11, 2021.



Susan Miller, Secretary
Board of Trustees

Establishment of Millage for 2021-2022 Levy

It was **MOVED** by Trustee Gustas and **SECONDED** by Trustee Farmer that the resolution for the establishment of the millage for the 2021-2022 levy be adopted:

WHEREAS, the Board has adopted a budget for the 2021-2022 fiscal year in order to adequately fund the educational program of the Community College District; and

WHEREAS, the Board is required by law to determine the total taxes required by the 2021-2022 fiscal year and to certify the approved tax rate to be levied and the amount of taxes to be raised to the proper assessing officer of each city and township in which territory of the Community College District is situated within the time provided by law; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A total of 2.7970 mills shall be levied in 2021 on all property within the Community College District for general operating purposes.
2. The president of the college, or his designee, is authorized and directed to certify the tax rate to be levied and the amount of taxes to be raised to the proper assessing officer of each city and township situated within the Community College District in the manner and time provided by law.
3. It is hereby certified pursuant to Act 35, 1979 Michigan Public Acts, as amended, that the requested millage may be reduced, if necessary, in compliance with Section 31, Article 9 of the State Constitution, as amended.

Dated: May 11, 2021

Susan Miller, Secretary
Board of Trustees

The resolution was declared ADOPTED by the following roll call vote:

AYES: 7

NAYS: 0

ABSTENTIONS: 0

ABSENT: 0

**Kalamazoo Valley Community College
General Appropriations Act Resolution**

WHEREAS, the Board of Trustees in accordance with applicable law has authorized and directed the President to prepare a proposed budget for the 2021-2022 fiscal year; and

WHEREAS, copies of the proposed budget have been available to the public in the Office of the President of the College since May 3, 2021, and

WHEREAS, the Board has on this date held a public hearing on its proposed budget pursuant to a Notice of Public Hearing published in the Kalamazoo Gazette, a newspaper of general circulation within the Community College District; and

WHEREAS, the Board is required by law to adopt its budget prior to the beginning of the next ensuing fiscal year;
NOW, THEREFORE, BE IT RESOLVED THAT:

1. The proposed 2021-2022 budget, as submitted, is hereby adopted as the budget of the Kalamazoo Valley Community College District for the fiscal year beginning July 1, 2021.

2. Of the total revenues and unappropriated fund balances estimated to be available for appropriations in the General Fund; Designated Fund; Auxiliary Services Fund; Plant Development Fund (College); Plant Development Fund (Museum); Plant Debt Retirement (College); Plant Renewals, Modifications and Replacement Fund (College); and Plant Renewals, Modifications and Replacement Fund (Museum); for the 2021-2022 fiscal year, the Board hereby appropriates the following amounts; namely, General Fund, \$63,964,639; Designated Fund, \$1,213,875; Auxiliary Services Fund, \$6,673,917; Plant Debt Retirement (College) \$826,662; Plant Renewals, Modifications and Replacement Fund (College), \$2,172,506; and Plant Renewals, Modifications, and Replacement Fund (Museum), \$429,100; which amounts may be expended for the purposes more fully set forth in the budget as adopted.

3. A true copy of the budget as adopted shall be attached to and made a part of the official minutes of this meeting.

Dated: May 11, 2021



Susan Miller, Secretary
Board of Trustees

The resolution was declared ADOPTED by the following roll call vote:

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

CERTIFICATE

The undersigned does hereby certify that she is the Secretary of the Board of Trustees of Kalamazoo Valley Community College, Counties of Kalamazoo, Barry, Calhoun, St. Joseph, and Van Buren, Michigan, and that the foregoing is a true and exact copy of a Resolution adopted by the Board of Trustees of the Kalamazoo Valley Community College District at its regular meeting on May 11, 2021.


Susan Miller, Secretary
Board of Trustees

President's Contract

It was **MOVED** by Trustee Stinson, **SECONDED** by Trustee Gustas and **CARRIED** that, a new 3 year Presidential Employment Agreement with Dr. Luther Marshall Washington was approved, effective July 1, 2021.

The motion CARRIED by the following roll call vote:

AYES: 7

NAYS: 0

ABSTENTIONS: 0

ABSENT: 0

Third reading of board policy updates

It was **MOVED** by Trustee Miller, **SECONDED** by Trustee DeLuca and **CARRIED** that, upon the recommendation of the President and here presented for a third reading and final approval, the following Board Policies be revised:

- a. BP 403 – *Open Access*
- b. BP 404 – *Student Success and Learning Outcomes*
- c. BP 405 – *Academic Transfer*
- d. BP 406 – *Student Employment Relations and Career Prep*
- e. BP 407 – *Student Support & Satisfaction*
- f. BP 409 – *Community Partnerships & Cultural Enrichment*
- g. BP 410 – *Human Resource Development*
- h. BP 413 – *Support for Workforce Training and Economic Development*

BP 403 OPEN ACCESS

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

BP 404 STUDENT SUCCESS & LEARNING OUTCOMES

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

BP 405 ACADEMIC TRANSFER

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

BP 406 STUDENT EMPLOYMENT RELATIONS AND CAREER PREP

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

BP 407 STUDENT SUPPORT & SATISFACTION

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

BP 409 COMMUNITY PARTNERSHIPS & CULTURAL ENRICHMENT

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

BP 410 HUMAN RESOURCE DEVELOPMENT

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

BP 413 SUPPORT FOR WORKFORCE TRAINING AND ECONOMIC DEVELOPMENT

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

Renewal of Membership to ACCT

It was **MOVED** by Trustee Patton, **SECONDED** by Trustee Miller, and **CARRIED**, that the KVCC Board of Trustees renew its membership in the Association of Community College Trustees for fiscal year 2021-22, and that dues in the amount of \$5,897.00 be paid.

It was **MOVED** by Trustee Patton, **SECONDED** by Trustee Miller, and **CARRIED**, that Trustee DeLuca be appointed voting representative to ACCT for fiscal year 2021-2022 and that Trustee Gustas be appointed alternate.

OTHER ITEMS

No additional items were discussed.

FUTURE AGENDA ITEMS AND EVALUATION OF MEETING AND MATERIALS

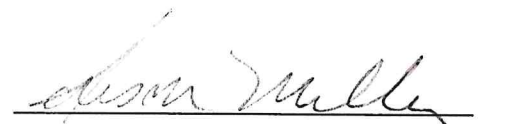
Trustee Buck noted the Sustainable self-sufficiency gardening series taught virtually by permaculturalists from South America at the Food Innovation Center is awesome.

ADJOURNMENT

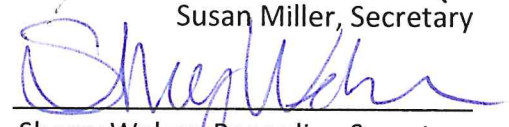
It was **MOVED** by Trustee DeLuca, **SECONDED** by Trustee Patton, and **CARRIED** to adjourn the meeting. Chairperson Stinson declared the meeting adjourned at 8:26 a.m.



Lucinda M. Stinson, Chairperson



Susan Miller, Secretary



Sherry Weber, Recording Secretary