



Southwestern Michigan College Long Range Planning Meeting Minutes

Monday, March 25, 2019

Conference Center West, Fred L. Mathews Library

General Business

Members of the Southwestern Michigan College Board of Trustees met on March 25, 2019 for a regularly scheduled meeting.

The meeting was convened at 8:07 a.m. by Board Chairman Tom Jerdon.

Members Present: Tom Jerdon, Keith McKenzie, Bill White, Becky Moore, Beth Cripe, Dr. Elaine Foster, Dr. Heidi Grabemeyer-Layman

Members Absent: none

The Pledge of Allegiance was recited.

Minutes of the February 25, 2019 regular convened meeting required no changes and were placed on file.

Becky Moore moved, seconded by Keith McKenzie, to approve the agenda. Motion passed unanimously.

Public Input

Two individuals requested and were given an opportunity for public input: Gary Franchy and Mark Pelfrey

Long Range Planning Presentations and Discussion

Trustees discussed each of the items listed in this section.

- A. Introduction and Overview – Vice President of Instruction Dr. David Fleming provided an introduction to the role of accreditation for providing a lens by which to look at all of what the college does. He also provided a brief overview of SMC's current progress toward our 2021 Re-Affirmation of Accreditation with the Higher Learning Commission.
- B. Criterion 1 Mission – Vice President of Marketing and Enrollment Management Mike O'Brien explained the components that make up Mission, as well as the various pieces of evidence the Criterion 1 team has already identified to support our alignment with the Mission criterion.
- C. Criterion 2 Integrity – Coordinator of Library Services Jennifer Zimmer explained the components that make up Integrity, as well as the various pieces of evidence the Criterion 2 team has already identified to support our alignment with the Integrity criterion.
- D. Criterion 3 Teaching and Learning, Quality Education – Dean of Arts and Sciences Dr. Keith Howell explained the components that make up quality education, as well as the various pieces of evidence the Criterion 3 team has already identified to support our alignment with the Quality Education criterion.

- E. Criterion 4 Teaching and Learning, Evaluation and Improvement – Dean of Business and Advanced Technology Dr. Stacy Young explained the components that make up evaluation and improvement, as well as the various pieces of evidence the Criterion 4 team has already identified to support our alignment with the Evaluation and Improvement criterion.
- F. Criterion 5 Institutional Effectiveness, Resources and Planning – Controller, Michelle Kite, explained the components that make up resources and planning, as well as the various pieces the Criterion 5 team has already identified to support our alignment with the Institutional Effectiveness criterion.
- G. Dr. Angie Evans, Director of Institutional Research presented an overview of Federal Compliance, a list of the kinds of reports demanded by the federal government, through HLC.
- H. 2019 SWOT analysis. Dr. Fleming presented a comprehensive Strengths, Weaknesses, Opportunities, and Threats analysis, emphasizing additional items included as a result of a campus-wide SWOT survey done in the fall, that was then discussed and reviewed through a cross-departmental strategic planning group during fall and spring. He also referenced where many of the SWOT individual items had already been identified and discussed through applicable HLC accreditation criteria.
- I. 2019-2021 Student Services Strategic Plan – Vice President of Student Services Dr. Joe Odenwald provided an overview of his team’s comprehensive plan to establish, categorize and measure key strategic goals through student services. This two-year plan aligns with our accreditation visit and fits in with the expectations identified in Criteria 3 and 4 for HLC. This work includes a Student Services Mission Statement, eight values for student learning, and eight goals tied to four broad categories: expectations, support, assessment and feedback, and involvement.
- J. Financial Planning for 2019-2020 and Beyond was presented by Susan Coulston.
 - a. Historical General Fund Revenue Analysis was reviewed, emphasizing stagnant level of State Appropriations Funding.
 - b. The quarterly March 31, 2019 interim financial statements of the General Fund were reviewed.
 - c. FY’19 Budget Deviations were reviewed indicating expected expenditures will be decreased enough to make up for the lower than expected enrollment revenue, thus estimating to end the year with a balanced budget.
 - d. The activity and status of the Building and Site Fund for FY’19 was reviewed.
 - e. A first draft with high level estimates of the FY’20 General Fund revenue and expense budget was presented and current assumptions reviewed.
- K. Draft Facilities Master Plan – Because of time, this agenda item was tabled for a future meeting.
- L. Discussions of attached items M-S – The Board reviewed the Institutional Report Card. Almost all individual items had been identified and addressed through previous conversation. Of special note was the continual improvement of the cohort default rate percentage.

Review of Follow-up Requests

No follow-up requests were made of the administration.

Adjournment

Becky Moore moved to adjourn at 4:30 p.m. Bill White seconded. Passed unanimously.

Bill White

Bill White, Secretary

Thomas F. Jerdon

Thomas F. Jerdon, Chairman