

Present: Matt Cavalli, Tricia Edgell, Mary Gustas, Takara Page, Juan Ortiz, Shawn Premer, Eric Stewart, Beth Washington, Ann Woolley

Absent: Luke Kujacznski, Russell Lauderdale, Carla Sones,

KVCC: Rachel Bair, Craig Jbara, Vic Ledbetter, Bill McElhone, Kate Miller, Tom Sutton, Tim Welsh

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1. Acceptance of Agenda
 - a. The agenda was accepted as written.
 2. Approval of Minutes
 - a. The Minutes of the October 02, 2020 meeting were approved as written.
 3. COVID-19 Adaptation Excerpts:
 - a. Tim Welsh presented an overview of KVCC's IT response to the pandemic
 - i. The college went from in-person learning to online learning in a matter of days necessitating a quick response to provide faculty and staff with equipment and support to ensure a safe at-home work environment.
 - ii. Great deal of effort was expended to accommodate the LMS conversion from the Moodle platform to a new Canvas platform.
 - b. Museum:
 - i. Developed new online content, including planetarium sky talks and virtual 3D tours.
 - ii. Stories, artifacts and documents were also collected during this time period as well as capturing historical impact footage related to the pandemic
 - c. ValleyHub:
 - i. Business shifted to supplying retail and grocery box delivery programs as opposed to restaurants.
 - ii. Bronson continues to be the main partner.
 - d. Police Academy had some extraordinary challenges due to MCOLES not allowing any virtual or remote training:
 - i. There was a two month break, in between state mandates, requiring plans for adjustment to the schedule when the academy was allowed to return.
 - ii. The Police Academy had to condense some of the training and reschedule instructors who are contracted professionals from industry.
 - iii. For the August Police Academy, curriculum was rearranged to ensure completion of key components early in case of another shutdown.



- e. Technical Training Services:
 - i. Cross trained staff that enabled more instructors to be assigned to the Wind Turbine Technician Academy.
 - ii. An avatar approach was developed so the student could complete their competencies; the instructor became the eyes ears for the student.
 - iii. Videos were created to demonstrate competencies along with pre-recorded lectures.
 - iv. Secured support for the adapted training approach from the WTTA certifying body.
 - f. Career and Continuing Education:
 - i. SnapED with Bronson: the original plan was to deliver in person classes for middle school children but had to pivot to virtual training.
 - Funds and equipment assisted in this conversion.
 - A benefit is that this program will be able to reach more people that way.
 - ii. Workforce development team has been reaching out to employers to discover their current needs.
 - iii. Shorter sessions were created
 - iv. Going Pro did become available
 - v. The Phlebotomy Academy was interrupted midsession, but now they are able to take larger classes due to a hybrid model.
 - g. Groves Campus Programs:
 - i. Increased attention on integration and adherence to safety protocols in delivered training programs.
 - ii. We have stressed to our students and staff that while most feel comfortable within the campus confines, it's what people do outside of campus that will determine continuation of our academies and programs.
4. Kate Miller presented the following updates:
- a. There has been an increase in training demand over the last couple of months
 - b. The collaboration with Cameron Buck from KRESA for a CNA program had to be restructured due to the cancellation of clinical sites. In place of the CNA curriculum, we will deliver an "Intro to Health Careers" that will include CNA, Phlebotomy, and Nursing content.
 - c. In our Community Culinary and Nutrition area, we are creating new ways to work with the community with more focus on customized contract work such as Bronson, Young Kings and Queens, Cares, Zoetis, Girl Scouts of Michigan, Bureau of Blinds Persons.
 - d. Melody Woods had agreed to be on site support, as part of a "The Village" coalition of services, for the Kalamazoo Defenders Office.



- e. A meeting is scheduled with Momentum providers to discuss their request for seven new academies.
 - f. Lizzie Luchsinger completed "part 2" of the Medical Culinary cookbook in partnership with ISK with support from dietetic interns. The cookbook focused on low cost recipes for people suffering with severe mental health issues.
5. Rachel Bair presented the following updates:
- a. The KVCC ValleyHub
 - i. The ValleyHub has been able to continue operating during the entire pandemic with two part time staff and four fulltime staff. Strict hygiene and distancing protocols were implemented.
 - ii. Reduced staff operations (order cycles and processing activities)
 - iii. The ValleyHub has been supporting Valley Food Share which has provided 40-60 boxes/week for food insecure students.
 - b. Academics:
 - i. The credit-based culinary program managed to pivot to online learning using a software platform designed for culinary instruction. They also provided students with food supplies to take home.
 - ii. Currently enrollment is low for a majority of culinary classes , but the introductory classes have strong enrollment.
 - c. A large grant was received for sustainable agriculture and landscape management with funding for three years. A formal announcement has not been made yet.
 - d. Life Enrichment programs:
 - i. Sustainable self-sufficiency gardening will be taught by permaculturalists from South America. There are four class in this series, all offered individually.
6. Tom Sutton presented the following updates:
- a. WTTA22 graduated on December 2020 with all students currently employed except one who is considering several offers.
 - b. WTTA23 began on January 4, 2021 with a full class of 12 people. This is a diverse class with former veterans, law enforcement and healthcare workers that span a wide age range.
 - c. Practical exams that we proctor for the National Wireless Safety Alliance, which performs the telecomm licensing, has ramped-up with four sessions scheduled and several more in pending.
 - d. Developing custom safety training course.
 - e. Purdue National Science foundation grant collaboration has been completed.
 - f. We are moving away from a paper-based system to a more sustainable approach.



- g. Recording competencies in high definition video for studying in a remote setting at any time.
 - h. Relationship with industry leaders have been strengthened due to their assistance performing competency assessments - raising awareness of the high quality of our program.
 - i. The Technical Training Team remained remote for majority of time which has enabled us to refine existing materials and create new materials. They have also worked to clean up process documentation as well as updating instructor certifications.
Requested by the Saginaw Chippewa Tribe to evaluate its non-working turbine.
7. Bill McElhone brief updates:
- a. Museum exhibits have been transferred to touchless exhibits.
 - b. Planning and preparation are underway for a "soft" and safe reopening.
8. Advisory Board Discussion:
- a. Takara Page:
 - b. Heard that KVCC wants to develop a medic to nurse program. Borgess is in dire need of nurses. There is a program at LCC that could be considered an example. A nursing shortage already existed before the pandemic, even worse now due to burnout,
 - c. There are quite a few resources for people to get food, however getting people connected to those resources is difficult. Hospital discharge staff are trying to connect patients to those resources. Is there anything this group can do to provide that type of assistance?
 - i. Rachel Bair and Kate Miller recommended she speak with Melody Woods (also recommend Patrick Joswick and Patty Henning from the CAH Nursing Program).
 - d. Beth Washington:
 - i. We need to be creative on how to move people in the medical world into the RN position. Lots of RN's have been moved out of bedside care and placed in the quality control positions. Attempting to get nurses back and qualified in some of the areas that need them. Internal creativity was key for short term solutions, but long term solutions are needed for the RN demand.
 - ii. Same type of IT challenges that the educational sector has experienced.

- e. Eric Stewart:
 - i. A labor market analysis with the UpJohn Institute outlines the next step for schools. The new superintendent from Kalamazoo Public Schools is actively developing cohorts of youth apprenticeships in the county. Requesting representation from KVCC Groves campus.
 - ii. There will be more news regarding a career center.

- 9. The April 2021 date for our next CACT Meeting has been changed to April 9, 2021. Please provide Craig with desired agenda items or topics to research for follow-up discussion. Paige Eagan, KVCC Provost, will be available to provide update status on credit programs and related initiatives.

Next Meeting: April 9, 2021
Kalamazoo Valley Groves Campus (or *Virtually through Zoom*)
7107 Elm Valley Drive | Kalamazoo MI 49009

