

INTERNAL COLLEGE COMMITTEE ANNUAL REPORT

2023-2024

Kalamazoo Valley Community College Committees play a large role in the daily operations and continuous improvement of the college. This annual report gives a summary of the internal committee work that took place over the 2023-2024 academic year.

In the Spring of 2020, the college underwent a review of ongoing councils and committees. This project accomplished many goals including but not limited to; fostering innovation while improving communication and inclusivity, clarifying what internal committees existed, to confirm timing, membership, scope of work/authority, and charge/purpose of each internal committee. To learn more about the project, see the [Project Summary](#).

The annual report showcases and celebrates the activities of our committed internal committees.

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Strategic Goals Committee Name	Strategic Goal 1	Strategic Goal 2	Strategic Goal 3
Academic Leadership Council	■		
Administrators Plus	■	■	■
Banner Team Leaders Committee		■	
Collaboration in Pre-Health Care Education	■		
Course and Curriculum Committee	■		
Crisis Management Committee			■
Data Governance Committee	■		
Diversity and Inclusion Committee for Equity and Culture	■	■	■
Drug and Alcohol Abuse Prevention Planning Committee			
Early Middle College Advisory Committee			■
Employee Engagement and Wellness Committee			
Enrollment and Retention Committee	■	■	
Extenuating Circumstances Appeal Committee			
Facilities Use Council	■	■	■
Faculty Success Center Advisory Council	■		
Food Share Committee	■	■	
Information Technology Advisory Council	■	■	■
Institutional Learning Outcomes Assessment Committee	■		
Orientation Committee	■		
Public Safety Advisory Committee			■
Retirement Plan (ORP) Committee			
Student Cares Committee			
Sustainability Committee	■	■	■
TargetX/Salesforce Committee	■	■	
Universal Design Committee	■		■
Total	16	9	9

Academic Leadership Council

Chair(s)	Jenny Ott, Philipp Jonas
Main Activities	<ul style="list-style-type: none"> • Met nine times this academic year; 45+ members; additional guests at each meeting. • Discussing/approving curriculum changes and revisions. Asking guests to update members on relevant issues, including committee chairpersons via a new agenda item. • “Committee Conversations.” Communicating about issues at meetings and following up with timely executive summaries, including faculty-centered announcements/reminders. • Increasing awareness of enrollment by providing monthly reports. • Re-elected Vice-Chair and Master of Committees on ALC in January 2024.
Accomplishments	<ul style="list-style-type: none"> • Passing curriculum changes, including the new Cosmetology and Barbering program. • Motioning for a procedure regarding grading student work in a timely manner, resulting in a semester-long subcommittee analysis of the issues; recommendation at April meeting.
How Is The Main Purpose Being Met	<ul style="list-style-type: none"> • Creates/sustains academic effectiveness; supports the College’s mission, vision, values, and strategic initiatives to initiate/promote a quality learning environment. • Addressed current issues; reviews/maintains procedures. Meetings are open, inclusive, and horizontal. Communication is from diverse stakeholders’ perspectives including oversight of the curriculum; assurance of consistency in quality instruction; expectations of student performance; determination of academic qualifications for instructional personnel; analysis of data; and appropriate action on assessment. • Leadership meets regularly with the President and Provost to prepare for ALC meetings; offer recommendations; and provide information relevant to instructional programs/critical services to administration and/or faculty and Deans.
Contributing to Strategic Goal(s)	Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals.
Supporting Kalamazoo Valley Mission	<p>Academic Leadership Council initiates and promotes a quality learning environment and acts as a vehicle for addressing current issues and for reviewing and maintaining policies and procedures.</p> <p>Faculty members on the council participate substantially in oversight of the curriculum; assurance of consistency in quality instruction and expectations of student performance; determination of the academic qualifications for instructional personnel; analysis of data and appropriate action on assessment of student learning and</p>

	program completion.
Goals	<ol style="list-style-type: none"> 1. Support Student Success Initiatives that improve retention and graduation rates, and close achievement gaps among different student populations. 2. Enhance Educational Quality through the promotion of professional development for faculty members.

Administrators Plus

Chair(s)	L. Marshall Washington
Main Activities	<ul style="list-style-type: none"> • Developed and implemented action plans for the strategic plan KPIs that were developed in 2022-2023. • Supported efforts in preparation of the college for the upcoming HLC reaffirmation of accreditation site visit. • Increased awareness of the work that is happening around the college. • Provided professional development for the Admin Plus group.
Accomplishments	<ul style="list-style-type: none"> • The group held a professional development retreat focused on leadership development and learning about the Kalamazoo community, including a guided bus tour of partner institutions within Kalamazoo and a visit to the Kalamazoo Institute of Arts. Additional professional development sessions focused on holistically supporting students and public safety/awareness were provided. • The group continued to develop and refine action plans to achieve the KPIs identified in the previous year. The group was divided into three teams, one for each strategic goal in the strategic plan. These three teams were tasked with identifying strategies, and resources needed while also establishing timelines to implement their action plans.
How Is The Main Purpose Being Met	<p>The purpose of the committee is to channel a unified approach to the operations of the college. This is met with:</p> <ul style="list-style-type: none"> • Regular departmental and committee updates to ensure awareness across the college. • Team building time during professional development activities. • Working together to problem-solve and develop cross-institutional action plans to support the goals of the strategic plan.
Contributing to Strategic Goal(s)	<p>Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals.</p> <p>Strategic Goal 2: Embed diversity, equity, and inclusion in all processes across the college.</p> <p>Strategic Goal 3: Leverage board expertise and intentional partnerships to best serve the college community.</p>

Supporting Kalamazoo Valley Mission	<p>The college mission statement and strategic plan are at the forefront of the work of this committee. The focus of the committee is to bring leaders together from across the college to work collaboratively to problem solve, innovate, and think strategically. And to do it with a unified goal of supporting all learners to achieve success.</p> <p>The professional development focus of this committee is intended to provide our college administrators with the support, knowledge, resources, and training they need to be successful in their work to lead the implementation of the strategic plan and the operations of the institution.</p>
Goals	<ol style="list-style-type: none"> 1. Continue the refinement of action plans to meet the identified outcomes of the strategic plan KPIs. 2. Support collegewide efforts to prepare for the upcoming HLC reaffirmation of accreditation. 3. Continue to offer professional development opportunities for the group.

Banner Team Leaders Committee

Chair(s)	Mamatha Pachika
Main Activities	<ul style="list-style-type: none"> • Continue discussions on the security of user permissions to Banner/AppXtender/DegreeWorks/WebFocus/Student Information Center.
Accomplishments	<ul style="list-style-type: none"> • Started to set up Banner permissions based on the position numbers since most of them are now unique. • Cleaned up AppXtender user accounts. • New Employee Accounts are now requested using the New Employee Account Creation form in Softdocs. • Ellucian Flex Advisory Services are in place for IT, Financial Aid, and HR/Payroll.
How Is The Main Purpose Being Met	<ul style="list-style-type: none"> • Engaging in regular discussions with supervisors in defining the roles of their staff with respect to the usage of Banner and other related applications.
Contributing to Strategic Goal(s)	Strategic Goal 2: Embed diversity, equity, and inclusion in all processes across the college.
Supporting Kalamazoo Valley Mission	The committee ensures that the staff has access to the appropriate applications to provide efficient customer service to Students, Faculty, and Staff.
Goals	<ol style="list-style-type: none"> 1. Continue to work on position number-based user access. 2. Implement Banner 9 Self-Service for Employee, Finance, Financial Aid and General.

Collaboration in Pre-Health Care Education

Chair(s)	Cynthia Schauer
Main Activities	<ul style="list-style-type: none"> Planned and executed Health Careers Networking event. Communicated with former students who have been accepted into the health careers programs. Developed a new poster listing common courses in health careers pre-req.
Accomplishments	<ul style="list-style-type: none"> Planned and executed Health Careers Networking event. Communicated with former students who have been accepted into the health careers programs. Developed a new poster listing common courses in health careers pre-req.
How Is The Main Purpose Being Met	<p>The committee's purpose is being met through the careful consideration and work of the team.</p> <ul style="list-style-type: none"> We have implemented a plan for the Health Careers Networking. We wrote notes to former students who were accepted to the health careers programs. We developed a new poster for the distribution of common courses for various health careers.
Contributing to Strategic Goal(s)	Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals.
Supporting Kalamazoo Valley Mission	Students are supported in their efforts to learn, grow, and thrive.
Goals	<ol style="list-style-type: none"> Host a Health Careers Networking event. Develop an Honors track for pre-health careers students.

Course and Curriculum Committee

Chair(s)	Joe Brady, Paige Eagan
Main Activities	<ul style="list-style-type: none"> The main activities for Course and Curriculum consisted of vetting proposed curriculum changes to courses and programs, in addition to proposed new courses and programs. The committee through discussion and a task force began a process review with suggested changes to take effect in AY 2024-2025.
Accomplishments	<ul style="list-style-type: none"> Creation of 11 new programs and 24 new courses recommended and approved by the BOT.

	<ul style="list-style-type: none"> Establishing a way to provide credit in the Occupational and Technical Studies AAS for a state license in Cosmetology or Barbering. Curriculum alterations for the WELD & EDMT programs due to changing technology to better prepare students for work and incorporating advisory committee recommendations. Redistributed RCP program content and included a summer course to be more efficient and to reduce skill loss for students between semesters.
How Is The Main Purpose Being Met	<ul style="list-style-type: none"> This committee serves as a key deliberation body in the discussion and recommendation of proposed new and changed curriculum for the College. It is also an informational body for items related to the curriculum.
Contributing to Strategic Goal(s)	Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals.
Supporting Kalamazoo Valley Mission	Curricula touches all aspects of the College and the learner experience. The reviews, deliberations, and recommendations of this committee directly affect what courses and programs are available to students, whether it matches transfer/employer needs and trends, and cross-college and community partnerships.
Goals	<ol style="list-style-type: none"> Continue deliberation of proposed new and changed curricula. Continue review and revision of curriculum processes. Implement and communicate curriculum process suggested changes.

Crisis Management Committee

Chair(s)	Sean Gordon
Main Activities	<ul style="list-style-type: none"> Advised on matters concerning critical incidents on the college campus and property. Offered recommendations for programs, plans, and training representative of critical services during an emergency, crisis, or disaster.
Accomplishments	<ul style="list-style-type: none"> Met with stakeholders to determine areas of improvement. Developed improvements to security and alarm systems throughout campus. Developed initiatives for campus alerting incorporating Alertus.
The How Is The Main Purpose Being Met	<ul style="list-style-type: none"> The committee has a broad range of experience and assignments, offering many perspectives. The expertise, in alignment with the transparency of communicating with faculty and staff, has allowed the committee to focus on the emergent needs of the college. Communication allowed the committee to address issues and work on areas that needed improvement, like security systems and alarms, which is a priority.

Contributing to Strategic Goal(s)	Strategic Goal 3: Leverage board expertise and intentional partnerships to best serve the college community.
Supporting Kalamazoo Valley Mission	The Crisis Management Committee works toward making the campus a safe space to learn. If students, faculty, and staff feel safe and secure, they can learn and grow in a stress-free environment.
Goals	<ol style="list-style-type: none"> 1. Security Camera improvements and discussion on how they are implemented. 2. How to utilize Crisis response videos on the website.

Data Governance Committee

Chair(s)	Evan Pauken, Brian Lueth
Main Activities	<ul style="list-style-type: none"> • Created and modified a new college analytics dashboard. • Worked collaboratively to determine permissions and data integration for the dashboard. • Defined subgroup roles as they pertain to this central project.
Accomplishments	<ul style="list-style-type: none"> • Formalized the college's Institutional Review Board procedures/policy. • Drafted a new college analytics dashboard.
How Is The Main Purpose Being Met	<ul style="list-style-type: none"> • We are fully centered on projects that pertain to data governance and process improvement through the utilization of data-centric tools and resources. • Subgroups are working through components that are related to the overall goal to formalize data utilization, security, and quality at the college.
Contributing to Strategic Goal(s)	Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals
Supporting Kalamazoo Valley Mission	Providing access to accurate data in a manner that is easily understood will allow the college to make better-informed decisions when considering resources that impact student success.
Goals	<ol style="list-style-type: none"> 1. Further development of the analytics dashboard and roll-out implementation to users to provide feedback. 2. Develop comprehensive data literacy training related to the analytics dashboard. 3. Continue to refine the dashboard to ensure users understand how to read, discuss, and use the data at hand.

Diversity and Inclusion Committee for Equity and Culture

Chair(s)	Trice Baston
Main Activities	<ul style="list-style-type: none"> • Met six times this year. Updates were provided on upcoming programming. • Discussed refinement of the updated and non-discrimination policies. • Discussed the refinement of the used name workshop. • Discussed the value of a potential modification to the title of the Office of Diversity and Inclusion.
Accomplishments	<ul style="list-style-type: none"> • Ten educational programs were successfully executed. This met and exceeded last year's goal of six educational programs. • Onboarding collaboration and content has been established and scheduled for July 2024.
How Is The Main Purpose Being Met	<ul style="list-style-type: none"> • The committee's cross-functional makeup allows for shared leadership and inclusivity in terms of diverse perspectives. These perspectives are necessary for a thoughtful approach to educational programming and policy review.
Contributing to Strategic Goal(s)	<p>Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals.</p> <p>Strategic Goal 2: Embed diversity, equity, and inclusion in all processes across the college.</p> <p>Strategic Goal 3: Leverage board expertise and intentional partnerships to best serve the college community.</p>
Supporting Kalamazoo Valley Mission	The committee helps the college stay informed on current and future trends impacting its diverse stakeholders.
Goals	<ol style="list-style-type: none"> 1. Provide eight educational programming opportunities. 2. Collect data on the impact on programming.

Drug and Alcohol Abuse Prevention Planning Committee

Chair(s)	Russell Panico
Main Activities	<ul style="list-style-type: none"> • Meet annually in June to review and revise current policy; report on DAPP activities for the previous year.
Accomplishments	<ul style="list-style-type: none"> • Will meet in June; will review current policy and report out on DAPP activities.

How Is The Main Purpose Being Met	<ul style="list-style-type: none"> Required to meet annually.
Contributing to Strategic Goal(s)	N/A
Supporting Kalamazoo Valley Mission	Adheres to required federally mandated DAPP policy.
Goals	<ol style="list-style-type: none"> Meet in June. Review and revise current policy as needed; report on 2023-24 activities.

Early Middle College Advisory Committee

Chair(s)	Kevin Lavender
Main Activities	<ul style="list-style-type: none"> Met and discussed the various challenges and opportunities to grow support around EMC students.
Accomplishments	<ul style="list-style-type: none"> Facilitated a meet and greet with the Committee and the 3 main EMC partners (KRESA, Gull Lake, Van Buren) Shared updates and demographic data on local and statewide EMC. Began to explore the parallels and differences between Early Middle College and Dual Enrollment.
How Is The Main Purpose Being Met	<ul style="list-style-type: none"> Faculty and staff are consistent in meeting and talking about tangible ways that can bolster community building, engagement, and potential retention of DE and EMC students.
Contributing to Strategic Goal(s)	Strategic Goal 3: Leverage board expertise and intentional partnerships to best serve the college community.
Supporting Kalamazoo Valley Mission	<p>Our committee is one small part of the institution's large community that is dedicated to seeing all students empowered to learn, grow, and thrive.</p> <p>We are looking at ways to provide better support for students who are likely to feel isolated or unsupported due to the dynamics of how they are onboarded to the college through the Dual Enrollment process.</p>
Goals	<ol style="list-style-type: none"> Update the charter to have the committee be the "EMC and Dual Enrollment Committee". Continue to have regular times of connection with the committee and our DE and EMC partners.

5. Develop action groups around EMC and DE engagement and internal brand awareness.

Employee Engagement and Wellness Committee

Chair(s)	Cathy Colella, Aaron Hilliard
Main Activities	<ul style="list-style-type: none"> • Provided opportunities for employees to engage with one another in a positive way creating a culture of appreciation and gratitude. • Presented programming that would allow for a healthy mind and body including meditation sessions, walking, and various exercise opportunities through the wellness and fitness center.
Accomplishments	<ul style="list-style-type: none"> • Provided multiple opportunities to recognize colleagues who are doing an excellent job including the 2023 Staff and Administrator Excellence awards. Awards were presented to staff during an event for all staff and the families of the awardees. • Presented opportunities for staff to gather together and engage in various activities during "Fun February." Some examples: Plant Adoption Day at the FIC, Taps on Tuesdays with Staff Members, Craft Kits and Lunch at the Library, weekly guided meditation, and partnering with the Wellness and Fitness Center. • The I APPRECIATE YOU card campaign was carried out in the spring allowing the entire college to send messages of appreciation directly to their coworkers.
How Is The Main Purpose Being Met	<ul style="list-style-type: none"> • The committee is created for the purpose of nurturing employee engagement and wellness with the understanding that these two features are interconnected and vital to a healthy workforce that is prepared to serve our students, one another, and the community. • The committee is focused on creating opportunities for physical activity, stress relief, engagement, and professional development.
Contributing to Strategic Goal(s)	N/A
Supporting Kalamazoo Valley Mission	The committee members believe that employees are vital members of the college community who learn, grow, and thrive best in a positive work culture. Including a culture of respect, diversity, trust, and appreciation.
Goals	<ol style="list-style-type: none"> 1. Development of Recognition Training and Toolkit reboot for Supervisors. 2. 2024 Staff and Administrator Excellence Awards. 3. Standing Ovations Publication in the Fall of 2024.

Enrollment and Retention Committee

Chair(s)	Evan Pauken
Main Activities	<ul style="list-style-type: none"> Identified key initiatives to facilitate through action team implementation, Established action team membership. Guided the work of action teams and modified/developed a master plan. Reviewed enrollment trend data and suggested tactics aimed at increasing enrollment and persistence outcomes.
Accomplishments	<p>The committee identified 4 primary strategies that are being planned and carried forward by 4 different action teams.</p> <ul style="list-style-type: none"> Action Item: Dual Enrollment Conversion aims to increase the percentage of dual-enrolled students that matriculate into enrolled KVCC students the year after high school graduation. Action Item: Summer enrollment is developing strategies to encourage more students to pursue classes during the summer semester. Action Item: State and Federal Benefits Connect is using the Benefits Data Trust toolkit as a guide to integrate opportunities to expand the number of students taking advantage of state and federal benefits. Action Item: Near Completer/Recent Stop Out Engagement targets KVCC students who stop out prior to degree completion with 1-4 courses remaining.
How Is The Main Purpose Being Met	<p>All of the strategies identified are strongly connected to the priority areas outlined in the Enrollment and Retention Master Plan. These include:</p> <ul style="list-style-type: none"> Enrollment Growth Progression (persistence) Diversity, Equity and Inclusivity Completion/Certification/Licensure
Contributing to Strategic Goal(s)	<p>Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals.</p> <p>Strategic Goal 2: Embed diversity, equity, and inclusion in all processes across the college.</p>
Supporting Kalamazoo Valley Mission	<p>The committee centers on work that increases educational opportunities for all students, especially those most vulnerable to attrition.</p>
Goals	<ol style="list-style-type: none"> 1. Fully implement the first 5 phases of the BDT toolkit/framework. 2. Increase the percentage of dual-enrolled students enrolling at KVCC after high school graduation by 8% by Fall 2026. 3. Increase 2025 Summer enrollment by 3%.

Extenuating Circumstances Appeal Committee

Chair(s)	Sarah Hubbell, Billy Reynolds
Main Activities	<ul style="list-style-type: none"> Reviewed grade appeals and approved or denied the late withdrawals. If a late withdrawal was approved, approved, or denied financial reimbursement. Reviewed refund appeals and approved or denied financial reimbursements. Made referrals to campus services such as Financial Aid, Advising and Counseling, and KVAAP.
Accomplishments	<ul style="list-style-type: none"> The committee has reviewed 28 refund appeals so far this academic year The committee has reviewed 17 grade appeals so far this academic year
How Is The Main Purpose Being Met	<ul style="list-style-type: none"> The committee meets monthly to review all received grades and refund appeals.
Contributing to Strategic Goal(s)	N/A
Supporting Kalamazoo Valley Mission	<p>The Extenuating Circumstances Appeals Committee reviews situations outside of a student's control that make it impossible for them to complete their coursework.</p> <p>This review and subsequent approval allow students to reenter the classroom so they can continue to learn, grow, and thrive. If the appeal is denied, we work with the student to provide additional resources that may allow them to reenter the classroom.</p>
Goals	<ol style="list-style-type: none"> The committee will review all submitted appeals for extenuating circumstances and will continue to meet monthly so students receive timely feedback on their requests.

Facilities Use Council

Chair(s)	Dannie Alexander
Main Activities	<ul style="list-style-type: none"> The Committee met in October 2023 and March 2024. Updates were provided regarding facility utilization and past and upcoming events; special event review/approval; and college signage enhancements.
Accomplishments	<ul style="list-style-type: none"> Special Use Group reviewed and recommended support of nine community partner events. Event Services implemented new event plan documentation for featured annual events for consistency, and improved communication based on feedback from the group. Work Group updated pool rules/policies and new signage was implemented.

How Is The Main Purpose Being Met	<ul style="list-style-type: none"> This committee is committed to being responsible stewards of the college's physical resources in serving the college's students and staff along with the greater community.
Contributing to Strategic Goal(s)	<p>Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals.</p> <p>Strategic Goal 2: Embed diversity, equity, and inclusion in all processes across the college.</p> <p>Strategic Goal 3: Leverage board expertise and intentional partnerships to best serve the college community.</p>
Supporting Kalamazoo Valley Mission	The focus of this committee is to be good stewards of the college's physical resources while supporting the overarching college and community at large.
Goals	<ol style="list-style-type: none"> Continue to review/refine guidelines pertinent to facility use; scheduling of events; food safety; unique events; rentals etc. Continue to review and streamline where possible the overall request/reservation process and deepen the communication and education on how the process functions and its benefit.

Faculty Success Center Advisory Council

Chair(s)	Gail Fredericks
Main Activities	<ul style="list-style-type: none"> Planning for Summit AI discussions Providing input on other development activities that the FSC provides throughout the year.
Accomplishments	<ul style="list-style-type: none"> Implementation of recognition/rewards for workshop attendees/facilitators based on input from the FSC committee. Summit
How Is The Main Purpose Being Met	<ul style="list-style-type: none"> The committee provides input and feedback on professional development activities, challenges, and opportunities related directly to teaching and learning.
Contributing to Strategic Goal(s)	Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals.
Supporting Kalamazoo Valley Mission	The committee continues to provide valuable input to the FSC regarding faculty development needs and the challenges they encounter in the classroom - this year we spent considerable time discussing how we can support faculty with AI. The committee serves as a sounding board to share and get feedback on innovative teaching practices

	and technology tools.
Goals	<ol style="list-style-type: none"> 1. Revise the statement of purpose. 2. Revise goals and objectives.

Food Share Committee

Chair(s)	Hristina Petrovska
Main Activities	<ul style="list-style-type: none"> • Provided 3,648 food share boxes to Kalamazoo Valley students. The boxes include local fresh fruits and vegetables, eggs, yogurt, meats, nuts, dry goods such as pasta, rice, beans, and other staples, as well as some canned goods. Each box includes recipes that feature how to use the local produce available based on the season. • We were able to engage with more departments and volunteers during packing and distribution times, allowing for more streamlined operation, as well as interdepartmental team building. More administrators have reached out consistently to the Food Share committee to bring their teams to pack the food shares (around 150 boxes each week), which has made an incredible difference in the amount of work we have been able to accomplish in a short amount of time.
Accomplishments	<ul style="list-style-type: none"> • Increased the amount of weekly food shares from around 90-100 to 150 on a regular basis. • Received additional grant funds through the Local Food Purchase Assistance Cooperative Agreement Program (LFPA), which really allowed us to scale up the amount of local food included in the boxes each week, such as milk, bread, tortillas, and meat, in addition, the variety of vegetables.
How Is The Main Purpose Being Met	<ul style="list-style-type: none"> • Every week, members of the committee work on various tasks to make the distribution of the food shares possible. 150 boxes on average are distributed each week to pre-registered students. • Committee members and other volunteers work on ordering food, making packing plans, organize volunteer work, create a marketing and communication strategies, make reminder calls, pick up food from farms and pantries, distribute boxes, and keep track of all the numbers and special requests. Monthly meetings are scheduled as an opportunity to touch base on all the current work and problem-solve any possible issues.
Contributing to Strategic Goal(s)	<p>Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals.</p> <p>Strategic Goal 2: Embed diversity, equity, and inclusion in all processes across the college.</p>

Supporting Kalamazoo Valley Mission	Food is an essential part of life, and it is the precursor to learning. When students worry about where their next meal is coming from, it is more challenging to focus on learning. By providing a weekly box of nutritious and high-quality food to students, we are empowering them to learn, grow, and thrive.
Goals	<ol style="list-style-type: none"> 1. Present at fall and winter summit to increase awareness of the program to faculty and staff with the purpose of sharing with students, as well as growing the pool of volunteers. 2. Provide food shares and educational resources to both cohorts of Valley Advantage Students, in summer '24. 3. Continue to provide at least 150 food share boxes each week. 4. Connect with other food assistance initiatives on campus to find ways to support each other's efforts. We are all working towards the same goal - feeding our students.

Information Technology Advisory Committee

Chair(s)	Aaron Snead
Main Activities	<p>Over the past year, the council has achieved many of the items listed in the April 2023 minutes, which was the last meeting of the council.</p> <ul style="list-style-type: none"> • Moved forward with Simple Syllabus. • Improved the TV and media systems in the Wellness and Fitness Center, media system upgrades in classrooms and other rooms. • Compliance with new TCPA requirements for text messaging to students. • Improvements to network infrastructure. • Planned changes to the student laptop checkout program to make it sustainable.
Accomplishments	<p>Main accomplishments are:</p> <ul style="list-style-type: none"> • Network switch replacement and inter-campus infrastructure improvements. • Completed the media system upgrades at MJS Theater at the KVM and Dale B. Lake Auditorium. • Continued improvements in Universal Design.
How Is The Main Purpose Being Met	<ul style="list-style-type: none"> • The committee continues to provide recommendations and guidance for the best use of KV resources to meet the college's instructional and administrative needs.
Contributing to Strategic Goal(s)	<p>Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals.</p> <p>Strategic Goal 2: Embed diversity, equity, and inclusion in all processes across the college.</p> <p>Strategic Goal 3: Leverage board expertise and intentional partnerships to best serve the college community.</p>

Supporting Kalamazoo Valley Mission	We need to keep technology relevant for training our students. The committee recognizes the positive effect the Laptop/Hotspot loaner program has had in narrowing the digital divide for many of our underserved students. We also need to use our technology wisely to promote fiscal responsibility.
Goals	<ol style="list-style-type: none"> 1. Meet more often and in person. 2. Review and discuss Technology Strategy. 3. Talk about technology use for instruction for the future.

Institutional Learning Outcomes Assessment Committee

Chair(s)	Allison Moore, William deDie
Main Activities	<ul style="list-style-type: none"> • This year the Institutional Learning Outcomes Assessment Committee completed Year 4 of the assessment cycle. • The committee met to finish feedback for both Year 3 and Year 4 forms.
Accomplishments	<ul style="list-style-type: none"> • The committee provided feedback for all Year 4 assessment forms. • The committee identified multiple disciplines/departments to highlight in the HLC Assurance Argument.
How Is The Main Purpose Being Met	<ul style="list-style-type: none"> • The committee is focused on ensuring assessment of the institutional learning outcomes and completed the cycle this year.
Contributing to Strategic Goal(s)	Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals.
Supporting Kalamazoo Valley Mission	The committee contributes to educational quality by ensuring that learners are meeting course-level outcomes and institutional-level learning outcomes. The assessment process ensures that the college is continually improving.
Goals	<p>Next year the committee will assist with implementing a new assessment process with the new Institutional Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Critical Thinking and Problem Solving 2. Communication and Expression <p>These new ILOs will be assessed more frequently than the current assessment process. A pilot for the new process will take place in the fall.</p>

Orientation Committee

Chair(s)	Nkenge Bergan
Main Activities	<ul style="list-style-type: none"> Reviewed the current Orientation activities and updated the curricula for the students we'll be onboarding.
Accomplishments	<ul style="list-style-type: none"> Reviewed information we can share with students after the orientation event. Updating our engagement activities and Updating our video presentations.
How Is The Main Purpose Being Met	<ul style="list-style-type: none"> Providing information to new students in a manner that won't overwhelm the students but gives them a firm foundation to begin their academic journey with KV.
Contributing to Strategic Goal(s)	Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals.
Supporting Kalamazoo Valley Mission	The Orientation Committee provides new students and returning students information and resources during their onboarding that provide a firm foundation to empower all to learn, grow, and thrive.
Goals	<ol style="list-style-type: none"> To review the changes and adaptations we have made to the onboarding process and confirm the updates have been supportive for the new students.

Public Safety Advisory Committee

Chair(s)	Sean Gordon
Main Activities	<ul style="list-style-type: none"> Discussed matters and activities concerning operations of public safety. Due to COVID, the committee had not met in years, so time was spent getting the committee up to speed. Introduction of a new Director of Public Safety and numerous new PSOs and Security staff. Explained the Clery Act and Public Safety Department's role in statistical data. Provided an overview of planned Public Safety Training to include Active Violence, AED, Tourniquet, and CPR Awareness training as well as Area Leader Training and Situational Awareness training for front office staff. Safety Videos for website. Inquiries into what other training the committee would like to complete. Introduction of Industrial Health and Safety protocols and the role of Public Safety in this area of the college. Security Camera Updated.
Accomplishments	<ul style="list-style-type: none"> Active Violence Classes for Staff and Faculty. Security Camera Updated. Reviewed Emergency Procedures.

How Is The Main Purpose Being Met	<ul style="list-style-type: none"> Having a broad spectrum of employees on the committee allows Public Safety to better understand the needs of the students, faculty, and staff. The committee can also better understand how Public Safety Operates and feel as if they get input and transparency.
Contributing to Strategic Goal(s)	Strategic Goal 3: Leverage board expertise and intentional partnerships to best serve the college community.
Supporting Kalamazoo Valley Mission	The committee discusses interventions and safety discussions that create a safer campus. If students, faculty, and staff feel safe, this allows them to focus on their studies and creates a better learning environment.
Goals	<ol style="list-style-type: none"> Create safety videos for the KVCC website. Update campus Clery procedures.

Retirement Plan (ORP) Committee

Chair(s)	Brian Lueth
Main Activities	<ul style="list-style-type: none"> We have mainly been staying current on trends with retirement plans while meeting our fiduciary responsibility of monitoring plan investments and fees.
Accomplishments	<ul style="list-style-type: none"> We have been reviewing impacts of SECURE Act 2.0 with TIAA and CAPTrust. We have been reviewing new trends in plan offerings, such as TIAA's RetirePlus.
How Is The Main Purpose Being Met	<ul style="list-style-type: none"> We meet quarterly with TIAA and CAPTrust to perform our fiduciary responsibility of monitoring investments and fees while discussing the customer service our employees are receiving.
Contributing to Strategic Goal(s)	N/A
Supporting Kalamazoo Valley Mission	Knowing the committee is following through on the fiduciary responsibility, employees are able to focus on supporting the mission of the institution.
Goals	<ol style="list-style-type: none"> Continue to explore Retire Plus. Plan a communication strategy if there is going to be a change. Plan a communication campaign strategy regarding legacy contracts..

Student Cares Committee

Chair(s)	Russell Panico
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Main Activities	<ul style="list-style-type: none"> • One meeting in Fall 2023.
Accomplishments	<ul style="list-style-type: none"> • Reviewed 2022-23 student conduct matters; oriented new members.
How Is The Main Purpose Being Met	<ul style="list-style-type: none"> • Meet as needed to provide communication, feedback, and accounting on student conduct matters.
Contributing to Strategic Goal(s)	N/A
Supporting Kalamazoo Valley Mission	Supports creating and maintaining a safe environment for all.
Goals	<ol style="list-style-type: none"> 1. Review 2023-24 conduct matters; orient new members; review and revise conduct policies as needed.

Sustainability Committee

Chair(s)	Dannie Alexander
Main Activities	<ul style="list-style-type: none"> • The committee met in October 2023, January 2024, and April 2024. Topics included: planned events; incorporating sustainability in the classroom; updates on college-wide sustainability projects; discussion relative to training opportunities for committee members to bring back and share; potential community collaborations; and composting pilot.
Accomplishments	<ul style="list-style-type: none"> • Fall Summit Presentation • Created Work Groups to address 3 initiatives: Internal, Community Collaboration, and Sustainability in the classroom. • Created a Marketing/Communication Work Group to create a communication strategy/plan supporting the above initiatives and awareness in general. • Blight Pull, 4.19.2024.: 15 participants; successful event. • Recycling Event, 4.19.24: 10 volunteers; approx 30-40 donors for Styrofoam and/or electronics; approximately 150 pounds of foam collected.
How Is The Main Purpose Being Met	<ul style="list-style-type: none"> • The committee is committed to investigating and instituting the most current sustainability practices across the institution where able.

Contributing to Strategic Goal(s)	<p>Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals.</p> <p>Strategic Goal 2: Embed diversity, equity, and inclusion in all processes across the college.</p> <p>Strategic Goal 3: Leverage board expertise and intentional partnerships to best serve the college community.</p>
Supporting Kalamazoo Valley Mission	The committee is committed to investigating and instituting the most current sustainability practices across the institution where able.
Goals	<ol style="list-style-type: none"> 1. Continue to find effective ways to re-engage students in the college's sustainability efforts 2. Continue to find effective ways to incorporate sustainability into the classroom. 3. Continue implementation of new recycling stations and signage/messaging campaigns. 4. Continue collaborative projects: pulling of invasive species; landscape projects incorporating the use of outdoor space and academic projects.

TargetX/Salesforce Committee

Chair(s)	Mike Thompson, Evan Pauken
Main Activities	<ul style="list-style-type: none"> • Discussed dropping the retention product from the TargetX lineup. • Discussed the impact of used names on our processes. • Evaluated deduplication software. • Discussed splitting organizations. • Discussed adding new test environments for upgrades. • Discussed generalizing messaging to decrease the impact of employee turnover on student communications.
Accomplishments	<ul style="list-style-type: none"> • Name change of the committee to highlight Salesforce and match the broader scope of our conversations. • Dropped the retention package for TargetX in favor of the homegrown and native Salesforce solutions that have been built. • Decided to generalize more of our communications removing hard-coded references to staff members that are difficult to maintain and could be misleading to current and prospective students.
How Is The Main Purpose Being Met	<ul style="list-style-type: none"> • The committee meets its purpose by reviewing existing operations and business practices, including whether Salesforce is the appropriate solution for particular business needs. • We investigate partner software solutions that enhance our ability to support enrollment, retention, and marketing goals and operations.

Contributing to Strategic Goal(s)	Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals. Strategic Goal 2: Embed diversity, equity, and inclusion in all processes across the college.
Supporting Kalamazoo Valley Mission	The committee works to ensure that Salesforce is a system that can be used to reach and serve diverse populations "where they are". We seek to bridge some of the gaps in the digital divide through multichannel communication and support meaningful progress for our students and community.
Goals	<ol style="list-style-type: none"> 1. Solidify testing schedules and upgrade processes so we can keep systems up to date without impeding operations. 2. Tighten integration between our information systems, Salesforce, and our data warehouse to prepare for future data sharing. 3. Redesign the TargetX portal to make the transition to the application process smoother and easier to navigate.

Universal Design Committee

Chair(s)	Paige Eagan, Aaron Snead
Main Activities	<ul style="list-style-type: none"> • The main activity was to gather input from stakeholders across the College to better understand the application (and potential application) in multiple areas and functions of the College.
Accomplishments	<ul style="list-style-type: none"> • The main accomplishment was recognizing that there is a very broad definition of universal design across multiple operation areas of the College. This led to the conclusion that (a) the committee needs to either focus on the scope of this group and/or (b) remain large, but implement sub-committees with specific tasks.
How Is The Main Purpose Being Met	<ul style="list-style-type: none"> • The committee's purposes are being met through conversation and professional development.
Contributing to Strategic Goal(s)	Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals. Strategic Goal 3: Leverage board expertise and intentional partnerships to best serve the college community.
Supporting Kalamazoo Valley Mission	Principles of Universal Design are providing equitable opportunities for all learners.

Goals

1. Select 3 topics of focus and move the work forward through a structure of sub-committees.