

# INTERNAL COLLEGE COMMITTEE ANNUAL REPORT

## 2022-2023

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 2022-2023 academic year.

In 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, clarify 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](#).

This annual report is the second Kalamazoo Valley Committee Annual Report and showcases and celebrates activities of our committed internal committees.

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Strategic Goal Contributions Committee Name	Goal One	Goal Two	Goal Three
Academic Leadership Council	■		
Administrators Plus	■	■	■
Banner Team Leaders		■	
BHLC Collaboration & Strategy	■	■	■
Collaboration in Pre-Health Care Education	■		
Course and Curriculum Committee	■	■	■
Diversity & Inclusion Committee for Equity & Culture		■	
Early Middle College Advisory Committee			■
Employee Engagement and Wellness Committee		■	
Enrollment Retention Committee	■	■	
Extenuating Circumstances Appeal Committee			
Facility Use Council			
Faculty Success Center Advisory		■	
Financial Aid Advisory Council	■	■	■
Food Share	■	■	
Institutional Learning Outcomes Assessment			
Orientation Committee	■	■	
Retirement Plan (ORP) Committee			
Student Cares Committee			
Sustainability Committee			
TargetX Committee	■	■	
Universal Design	■	■	
<b>Total</b>	<b>12</b>	<b>14</b>	<b>5</b>

*Strategic Goal Contributions not noted for: Public Safety Advisory Committee, Crisis Management*

# Academic Leadership Council

<b>Chair(s)</b>	Jenny Ott, Philipp Jonas
<b>Main Activities</b>	<ul style="list-style-type: none"> <li>• Meeting nine times this academic year; 45+ members; guests at each meeting.</li> <li>• Discussing/approving curriculum changes/revisions.</li> <li>• Asking guests to share updates.</li> <li>• Communicating consistently, clearly, and openly post-Covid and during/after the cybersecurity disruption in the summer of 2022.</li> <li>• Establishing “Dig Deep,” which acknowledges the extraordinary work members of the college contribute and showcases select academic programs/disciplines’ purpose, goals, events, faculty, and students.</li> <li>• Encouraging committees/groups with unfinished business to meet, and when possible, complete their charges. These groups include the Preferred Names Committee, Evaluation Kit Committee, Welcome Emails through IT, Academic Calendar Committee, FERPA-Compliance Committee.</li> </ul>
<b>Accomplishments</b>	<ul style="list-style-type: none"> <li>• Facilitating cross-college information-sharing with our Guests agenda item.</li> <li>• Developing “Dig Deep” for the academic year.</li> <li>• Passing curriculum changes and solving a curriculum debacle in a timely manner outside of the regular ALC meeting time at the end of the Fall 2022 semester.</li> </ul>
<b>Main Purpose</b>	<ul style="list-style-type: none"> <li>• Members meet monthly to promote a quality-learning environment. We address current issues and for reviewing and maintaining policies and procedures. ALC creates and sustains a culture of academic effectiveness, and supports the College’s mission, vision, values, and strategic initiatives.</li> <li>• Meetings foster open and inclusive horizontal communication about issues of academic importance from diverse stakeholders’ perspectives – including guests.</li> <li>• ALC runs efficient and effective meetings. Minutes of all meetings are kept and submitted in a timely fashion to archives.kvcc.edu so that all college employees have frictionless access to the committee’s work.</li> <li>• The ALC leadership team meets regularly with the College President and Provost/Vice President for Instructional and Student Services.</li> </ul>
<b>Strategic Goal</b>	<b>Goal One:</b> Forecast and prepare for future learners, holistically supporting their educational goals.
<b>Contributions to Mission Statement</b>	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. Faculty membership 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 program completion.
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Promote educational quality;</li> <li>2. Increase awareness of, monitor, and work to maximize enrollment (when possible);</li> <li>3. Support student success at KVCC.</li> </ol>

## Administrators Plus

<b>Chair(s)</b>	L. Marshall Washington
<b>Main Activities</b>	The main focus of Admin Plus this year was on developing KPIs and action plans for the new strategic plan and administrator professional development.
<b>Accomplishments</b>	<p>The group held its first professional development retreat focused on leadership, communication, employment law and understanding the ALICE report. The group continued the efforts started at this retreat throughout the year with additional, short professional development sessions focused on communications and another employment law professional development session.</p> <p>The group began working to develop KPIs and action plans to move the college's new strategic plan forward. The group did some practice with reviewing data, learned about how to develop strong problem statements, and did some brainstorming to identify priorities that will inform the KPIs and action plans.</p>
<b>Main Purpose</b>	The purpose of the committee is to channel a unified approach to the operations of the college. This is met with the regular departmental updates to ensure awareness across the college, with team building time during professional development activities, and working together to develop cross-institutional action plans to support the goals of the strategic plan.
<b>Strategic Goal</b>	<p><b>Goal One:</b> Forecast and prepare for future learners, holistically supporting their educational goals.</p> <p><b>Goal Two:</b> Embed diversity, equity and inclusion in all processes across the college.</p> <p><b>Goal Three:</b> Leverage board expertise and intentional partnerships to best serve the college community.</p>
<b>Contributions to Mission Statement</b>	The mission statement is 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 so with a unified goal of supporting all learners to achieve success.

<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Complete the development of new KPIs and action plans for the college strategic plan. The KPIs and action plans will have outcomes and measures associated with them to assist us with monitoring progress moving forward.</li> <li>2. Support collegewide efforts to prepare for the upcoming HLC reaffirmation of accreditation.</li> <li>3. Continue to offer professional development opportunities for the group.</li> </ol>
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## Banner Team Leaders

<b>Chair(s)</b>	Tim Welsh
<b>Main Activities</b>	Discuss security with respect to Banner/AppXtender/DegreeWorks/WebFocus
<b>Accomplishments</b>	Set up new security groups for Financial Aid and Public Safety.
<b>Main Purpose</b>	The committee met its purpose by defining the user permissions to Banner pages based on their job duties. Supervisor feedback was used to assign access based on roles.
<b>Strategic Goal</b>	<b>Goal Two:</b> Embed diversity, equity and inclusion in all processes across the college.
<b>Contributions to Mission Statement</b>	The committee works to ensure that Banner users have access to tools to provide efficient customer service to staff and students.
<b>Goals</b>	Streamline the new Banner user account creation, Provide training to all new Banner users during on-boarding and training to existing users.

## Collaboration in Pre-Health Care Education

<b>Chair(s)</b>	Cynthia Schauer
<b>Main Activities</b>	<ol style="list-style-type: none"> <li>1. Planned and executed two Health Careers Networking events;</li> <li>2. Coordinated communication regarding three new science classes;</li> <li>3. Printed and distributed posters listing health careers pre-req courses;</li> <li>4. Identified need for a Science Major's Mixer and planned the event.</li> </ol>
<b>Accomplishments</b>	<ol style="list-style-type: none"> <li>1. Planned and executed two Health Careers Networking events;</li> <li>2. Coordinated communication regarding three new science classes;</li> <li>3. Printed and distributed posters listing health careers pre-req courses;</li> </ol>

	4. Identified need for a Science Major's Mixer and planned the event.
<b>Main Purpose</b>	The committee/council was created for the purpose of establishing a cohesive experience for the Pre-Health Career/Health Sciences General Studies students at Kalamazoo Valley and shall limit its activities to advising on matters that directly concern the needs of students in these programs. Each activity/accomplishment directly connected to students in the pre-req courses for Health Careers
<b>Strategic Goal</b>	<b>Goal One:</b> Forecast and prepare for future learners, holistically supporting their educational goals.
<b>Contributions to Mission Statement</b>	This committee has worked to find a way to connect students to opportunities and empower the students to complete their education (i.e. learn, grow, thrive) in the health professions at KVCC.
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Prepare a new poster and distribute it, reflecting the newly created pre-req courses (BIO 115, 215, and CHM 115).</li> <li>2. Organize a health careers networking event for Spring.</li> <li>3. Work to secure more feedback regarding student performance from health careers programs.</li> <li>4. Attend information sessions for health careers applications.</li> </ol>

## Course and Curriculum Committee

<b>Chair(s)</b>	Joe Brady, Paige Eagan
<b>Main Activities</b>	The main activities for the Course and Curriculum Committee for AY 2022-2023 was to review, discuss, and recommend curricula changes and new curricula for Kalamazoo Valley Community College.
<b>Accomplishments</b>	<ul style="list-style-type: none"> <li>- Sustainable Horticulture courses and AAS program were reviewed and approved. Courses began in Winter 2023.</li> <li>- Several new education (EDU) were reviewed and approved to support the work related to a revisioning of the college's education program and providing students practical experiences earlier in their course journey.</li> <li>- Introduction of changes in anatomy and physiology courses and introduction of a health careers-related chemistry to better support pre-health career and transfer students. Health career programs incorporated these curriculum changes.</li> <li>- Concentration areas were introduced in the Illustration AAS program.</li> <li>- Approval of EST 210: Energy System Applications course and EST COA which will serve as a foundation to collaborative trades education related to energy.</li> </ul>

<b>Main Purpose</b>	The committee reviewed with diligence all credit curriculum presented. Open discussions occurred and recommendations (through voting) were made related to new courses, new programs, course changes, program changes, course inactivations and program inactivations.
<b>Strategic Goal</b>	Strategic Goal One: Forecast and prepare for future learners, holistically supporting their educational goals., Strategic Goal Two: Embed diversity, equity and inclusion in all processes across the college., Strategic Goal Three: Leverage board expertise and intentional partnerships to best serve the college community.
<b>Contributions to Mission Statement</b>	Curriculum is at the heart of what the College provides students during their educational journeys. It serves as a foundation to their growth and experience at Kalamazoo Valley. By keeping our curriculum current through the course and curriculum process, we ensure that courses and programs offered are relevant and serve a wide audience.
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Review, discuss and recommend new and changed curricula (courses and programs) to ensure quality, relevance, and wide audience.</li> <li>2. Finalize pilot course process.</li> <li>3. Incorporate pathway maps into the curriculum review and approval process.</li> </ol>

## Diversity & Inclusion Committee for Equity & Culture

<b>Chair(s)</b>	Trice Baston
<b>Main Activities</b>	Met to discuss updates on all things DEI as well established a subcommittee for a land acknowledgement statement
<b>Accomplishments</b>	We established regular meeting time. We're in the process of submitting a draft version of a land acknowledgment to the president's cabinet.
<b>Main Purpose</b>	It is slow motion. The addition of an additional person (DEI program coordinator) has helped me to prioritize this committee.
<b>Strategic Goal</b>	<b>Goal Two:</b> Embed diversity, equity and inclusion in all processes across the college.
<b>Contributions to Mission Statement</b>	The committee is a diverse group of individuals from various units of the college. These diverse perspectives provide a variety of opinions and ideas that are respectfully challenged with the college's mission in mind. As a result,
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Recommend and implement an official land acknowledgment</li> <li>2. Offer and execute six educational programs for the college the participate in</li> <li>3. Review and refine DEI on boarding content for HR new employee orientation</li> </ol>

## Early Middle College Advisory Committee

<b>Chair(s)</b>	Deb Coates
<b>Main Activities</b>	Met to discuss course options.
<b>Accomplishments</b>	<ol style="list-style-type: none"> <li>1. Approved the requested courses</li> <li>2. Shared updates and statistics</li> <li>3. Shared student successes</li> </ol>
<b>Main Purpose</b>	The faculty feel this is an important step to communicating and promoting early middle college. Faculty supporters help promote buy in.
<b>Strategic Goal</b>	<b>Goal Three:</b> Leverage board expertise and intentional partnerships to best serve the college community.
<b>Contributions to Mission Statement</b>	EMC is an innovative program that provide equitable opportunities for high school age students to earn up to an associate degree with little or no out of pocket expense to the family. The level of support provided students is consistent with student success and their completion rates are outstanding.
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Continue the process of class suggestions and approvals</li> <li>2. Continue to support and promote early middle college</li> </ol>

## Employee Engagement and Wellness Committee

<b>Chair(s)</b>	Cathy Colella, Aaron Hilliard
<b>Main Activities</b>	The Employee Engagement and Wellness Committee had three main activities this year including Employee Meetups, Summit Sessions and Fun February. The meetups provided opportunities for employees to explore social opportunities together, learning opportunities and physical/stress reducing opportunities. We have also implemented "Departmental Spotlights" in the employee newsletter, InFocus.
<b>Accomplishments</b>	<p>Learning, engaging with colleagues and being well: Fun February was presented for employees to connect socially, learn a new skill, craft, exercise, get outside and get creative. In addition, employee chair massage was offered to all KVCC employees in January 2023.</p> <p>A Summit session in the Winter of 2023 was offered describing the committee work and gathering recommendations in addition to providing some stress relief and tips for keeping healthy at work.</p> <p>The Committee unveiled a new Staff and Administrator award that will be presented in</p>

	the Fall 2023. In addition, the new "Departmental Spotlight" section was carried out in the Employee Newsletter that featured and celebrated employee work at the college.
<b>Main Purpose</b>	The committee was 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 who is prepared to serve our students, one another and the community. The college values guide the committee work including: Caring and Respect, Integrity, Excellence and Quality, Humor and Well-Being, Teamwork and Stewardship. Employee Engagement is promoted and supported by exploring best practices and research-based methods for maintaining engaged teams, including the importance of Recognition. Employee wellness is promoted and supported by focusing on the concepts of healthy mind, body and spirit.
<b>Strategic Goal</b>	<b>Goal Two:</b> Embed diversity, equity and inclusion in all processes across the college.
<b>Contributions to Mission Statement</b>	The committee seeks to foster a healthy mind, body and spirit and understand and promote employee engagement and wellness in a holistic way. These features are vital for the institution - as all employees carry out the mission of the college.
<b>Goals</b>	Develop Employee Recognition Training, Assist with the Wellness Fair, Present the Staff and Administrator Excellence Award at Fall Summit

## Enrollment Retention Committee

<b>Chair(s)</b>	Evan Pauken
<b>Main Activities</b>	Updating the Strategic Enrollment and Retention Plan, Monitoring/providing status updates on the current E/R Plan, Updated the student services and supports matrix, Enhanced student communication tactics with addition of monthly cut/paste Canvas notes, Developed and carried out short-term strategies to address enrollment opportunities pertaining to MI Reconnect, MI Achievement, and other programs, A subcommittee that meets weekly to continue the ongoing development of these short-term strategies was established and is ongoing, Reviewed numerous data reports pertaining to enrollment, retention, forecasting and leading indicator funnel reports.
<b>Accomplishments</b>	Facilitating our way through the next iteration of the Strategic Enrollment and Retention Plan; The work underway by the subcommittee/taskforce focused on strategies informed by data trends
<b>Main Purpose</b>	The committee continues to carry forward work centered on the enrollment tactics and strategy, as it pertains to both new and returning students. The committee is cross-departmental, with representation from a wide variety of departments and faculty, which helps us to develop thoughtful and well-informed strategies.

<b>Strategic Goal</b>	<p><b>Goal One:</b> Forecast and prepare for future learners, holistically supporting their educational goals.</p> <p><b>Goal Two:</b> Embed diversity, equity and Inclusion in all processes at the college</p>
<b>Contributions to Mission Statement</b>	This committee works to retain and attract students so that they can learn, grow and thrive at Kalamazoo Valley.
<b>Goals</b>	Restructure to have more action-oriented sub-groups to develop and carry out action plans that feed into the new E/R Plan. Improve the monitoring of each action plan by improving the venues at which and methods of which we use to communicate progress toward our enrollment and retention goals.

## Extenuating Circumstances Appeal Committee

<b>Chair(s)</b>	Sarah Hubbell, Billy Reynolds
<b>Main Activities</b>	<ul style="list-style-type: none"> <li>• Reviewed grade appeals and approved or denies a late withdraw. If a late withdraw was approved, approve or deny financial reimbursement.</li> <li>• Reviewed refund appeals and approved or denied financial reimbursement.</li> <li>• Made referrals to campus services such as Financial Aid, Advising and Counseling, KVAAP</li> </ul>
<b>Accomplishments</b>	<ul style="list-style-type: none"> <li>• The committee has reviewed 35 refund appeals so far, this academic year</li> <li>• The committee has reviewed 15 grade appeals so far, this academic year</li> </ul>
<b>Main Purpose</b>	The committee meets monthly to review all received grade and refund appeals.
<b>Strategic Goal</b>	NA
<b>Contributions to Mission Statement</b>	The Extenuating Circumstances Appeals Committee reviews situations outside of a student's control which made it impossible for them to complete their coursework. This review, and subsequent approval allows 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 which may allow them to reenter the classroom so they can continue to learn, grow and thrive.
<b>Goals</b>	<p>The committee will review all submitted extenuating circumstances for grade and refund appeals.</p> <p>The committee will continue to meet monthly so students receive timely feedback on their request.</p>

## Facility Use Council

<b>Chair(s)</b>	Dannie Alexander
<b>Main Activities</b>	The Committee met in November, 2022 and January, 2023. Updates were provided regarding the 2023-27 Facility Master Plan as it relates to facility usage; Astra Scheduling system; facility utilization and upcoming events; special event review/approval; and college signage enhancements.
<b>Accomplishments</b>	Food Safety guidelines scheduled for review/update. Presentations made at Summit. Unique hosted events reviewed/approved. Pool Use guidelines reviewed/revise. Auditorium/theatre fee structure developed.
<b>Main Purpose</b>	This committee is committed to being responsible stewards of the colleges physical resources in serving the college's students and staff along with the greater community.
<b>Strategic Goal</b>	NA
<b>Contributions to Mission Statement</b>	This focus of this committee is to be good stewards of the college's physical resources while support the overarching college and community at large.
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Continue to review/refine guidelines pertinent to Facility Use: Food Safety; Unique events; Rentals etc.</li> <li>2. 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.</li> </ol>

## Faculty Success Center Advisory Committee

<b>Chair(s)</b>	Gail Fredericks
<b>Main Activities</b>	Planning for Summit, FERPA issues and creating of working group, providing input on other development activities, continued discussion about the role and purpose of the FSC
<b>Accomplishments</b>	Summit, FERPA task force, faculty awards
<b>Main Purpose</b>	The committee provides input and give feedback on professional development activities, challenges and opportunities as related directly to teaching and learning.
<b>Strategic Goal</b>	<b>Goal Two:</b> Embed diversity, equity and inclusion in all processes across the college.

<b>Contributions to Mission Statement</b>	The committee continues to provide valuable input to the FSC regarding faculty development needs and the challenges that they encounter in the classroom - including creating inclusive classroom environments and universal design. In addition, the FSC uses the committee as a sounding board to share and get feedback on innovative teaching practices and technology tools.
<b>Goals</b>	We are continuing the work on the FSC purpose statement and goals; phase 2 of website development; collaborating with Diversity and Inclusivity office on inclusive pedagogy and Universal Design

## Financial Aid Advisory Council

<b>Chair(s)</b>	Alisha Cederberg
<b>Main Activities</b>	Met in the Fall semester to review state of FA - focused on data security incident
<b>Accomplishments</b>	Provided updates on data security incident and updates on State scholarship programs
<b>Main Purpose</b>	We are gathering input and data from key stakeholders to ensure efficient and equitable financial aid processes. We are preparing the college community for changes and updates in State program and Title IV changes.
<b>Strategic Goal</b>	<p><b>Goal One:</b> Forecast and prepare for future learners, holistically supporting their educational goals.</p> <p><b>Goal Two:</b> Embed diversity, equity and inclusion in all processes across the college.</p> <p><b>Goal Three:</b> Leverage board expertise and intentional partnerships to best serve the college community.</p>
<b>Contributions to Mission Statement</b>	We focus on improving process, accounting with numbers for those improvements and creating systems that promote equity. The community provides expertise, data, and input on improvements that may not always be apparent and/or easy for the FA office but better serve our committee.
<b>Goals</b>	Use committee expertise to help implement FAFSA Simplification. Use committee to incorporate activities into "student financial services" to organically become a one stop resource for students. Remain compliant with all audits.

## Food Share Committee

<b>Chair(s)</b>	Hristina Petrovska
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<b>Main Activities</b>	Provided 2,583 food share boxes to students. Boxes include local fresh fruits, vegetables, and dairy, non-perishable items, and recipes.
<b>Accomplishments</b>	Applied and received Okun Grant (\$35,000) Presented at Valley Summit We increased faculty and staff involvement in food share promotion and distribution
<b>Main Purpose</b>	Every week, members of the committee work on various tasks to make the distribution of the food shares possible. Between 60 and 120 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.
<b>Strategic Goal</b>	<b>Goal One:</b> Forecast and prepare for future learners, holistically supporting their educational goals. <b>Goal Two:</b> Embed diversity, equity and inclusion in all processes across the college.
<b>Contributions to Mission Statement</b>	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 be excited about learning. By providing a weekly box of nutritious and high-quality food to students, we are empowering them to learn, grow and thrive.
<b>Goals</b>	Prepare a presentation on the Food Share model to present to other colleges or a student success related conference. Increase knowledge of food share program Once a semester, survey students on their food needs and their thoughts on the food share program.

## Information Technology Advisory Committee

<b>Chair(s)</b>	Tim Welsh
<b>Main Activities</b>	Review of major changes due to the pandemic.
<b>Accomplishments</b>	<ul style="list-style-type: none"> <li>• Provided updated information to committee members</li> <li>• Discussed new format for a Technology Strategy</li> </ul>
<b>Main Purpose</b>	Exchanging information about information technology
<b>Strategic Goal</b>	<b>Goal One:</b> Forecast and prepare for future learners, holistically supporting their educational goals.

	<b>Goal Two:</b> Embed diversity, equity and inclusion in all processes across the college.
<b>Contributions to Mission Statement</b>	Expand the use of technology to support students that are affected by the digital divide.
<b>Goals</b>	<ul style="list-style-type: none"> <li>• Seek out new innovation for the use of technology in instruction</li> <li>• Use existing technology</li> </ul>

## Institutional Learning Outcomes Assessment

<b>Chair(s)</b>	Deborah Coates, Allison Moore
<b>Main Activities</b>	The committee collected year three assessment documents from academic departments which includes analysis of Institutional Learning Outcome data.
<b>Accomplishments</b>	<ul style="list-style-type: none"> <li>• Collected year three assessment forms</li> <li>• Gave feedback on all submitted year three assessment forms</li> </ul>
<b>Main Purpose</b>	The purpose of this committee is to lead academic assessment efforts. The committee is continuing the four-year assessment cycle that began in 2020.
<b>Strategic Goal</b>	NA
<b>Contributions to Mission Statement</b>	The Institutional Learning Outcomes Assessment committee ensures that students gain valuable knowledge and skills in their courses by assessing what students are learning in courses. The committee's work contributes to empowering all to learn and grow.
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Collect 100% of year three assessment forms. Some programs have not completed their year three forms yet.</li> <li>2. Collect 100% of year four assessment forms next year.</li> </ol>

## Orientation Committee

<b>Chair(s)</b>	Levi Funk
<b>Main Activities</b>	Revising our current NSO materials, layout, day of NSO items.
<b>Accomplishments</b>	New signage. New folders. New giveaways for incoming students.

<b>Main Purpose</b>	Members from across the college giving great input into how our NSO should look, items to give to students, and takeaways from NSO that students need.
<b>Strategic Goal</b>	<b>Goal One:</b> Forecast and prepare for future learners, holistically supporting their educational goals. <b>Goal Two:</b> Embed diversity, equity and inclusion in all processes across the college.
<b>Contributions to Mission Statement</b>	We are preparing future learners to not just fit in here at KVCC, but to thrive!
<b>Goals</b>	Continue to build NSO for the better & maintain our online orientation.

## Retirement Plan (ORP) Committee

<b>Chair(s)</b>	Brian Lueth
<b>Main Activities</b>	The main activities include monitoring the current investment line up for the plans offered through TIAA as well as staying abreast of developments in the retirement plan landscape both from regulatory changes as well as best practices or innovations. The monitoring insures investments are appropriate from a cost perspective as well as meeting the desired goals of having diverse options across the risk spectrum.
<b>Accomplishments</b>	<ol style="list-style-type: none"> <li>1. Reviewed and updated the Investment Policy Statement</li> <li>2. Reviewed benchmarking report showing fees for the various mutual funds as well as fees for fiduciary services for plans our size</li> <li>3. Reviewed SECURE Act 2.0 and upcoming implications</li> </ol>
<b>Main Purpose</b>	We are helping fulfill the fiduciary responsibility of the college in the investment offerings and monitoring compliance.
<b>Strategic Goal</b>	NA
<b>Contributions to Mission Statement</b>	This committee helps ensure the employees of the college have appropriate tools at their disposal when it comes to saving for retirement.
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Continue to perform fiduciary responsibilities when it comes to fee monitoring and investments</li> <li>2. Continue to evaluate possible updates to the plans for the betterment of our employees</li> </ol>

## Student Cares Committee

<b>Chair(s)</b>	Russell Panico
<b>Main Activities</b>	Meetings only.
<b>Accomplishments</b>	Provided historical update to student conduct process to new & old members; Committee recommended a faculty seminar panel to discuss conduct process & student's with mental health issues.
<b>Main Purpose</b>	Being ambassadors to the college regarding student conduct resolution and safety concerns.
<b>Strategic Goal</b>	NA
<b>Contributions to Mission Statement</b>	Resolves student conduct matters swiftly and appropriately to for all to learn, grow, and thrive.
<b>Goals</b>	Meeting once per semester; updates resource materials for students, staff, and faculty.

## Sustainability Committee

<b>Chair(s)</b>	Dannie Alexander
<b>Main Activities</b>	The committee met in September, 2022 and February 2023. Updates that were provided include a collaboration project to create usable outdoor classroom space/community garden behind the Texas Township Campus; enhancements to the walking trails behind TTC planning discussions relative to charging stations and college-wide recycle bins; partnership between the college and City of Kalamazoo for recycling events; addition of railing for green roof areas.
<b>Accomplishments</b>	Recycling events were held in July and October. A project to pull invasive species took place in April. A co-branded Earth Day partnership and promotion with the City of Kalamazoo.
<b>Main Purpose</b>	The committee is committed to investigating and instituting the most current sustainability practices across the institution where able.
<b>Strategic Goal</b>	NA
<b>Contributions to Mission Statement</b>	The committee focuses on sustainability practices and initiatives.

<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Work to re-engage students and their active participation in the college's sustainability efforts.</li> <li>2. Continue implementation of new recycling stations and signage/messaging campaign.</li> <li>3. Implement collaborative projects including pulling of invasive species and landscape project incorporating use of outdoor space and academic projects.</li> </ol>
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## TargetX Committee

<b>Chair(s)</b>	Mike Thompson, Evan Pauken
<b>Main Activities</b>	Discussed record deduplication software, effective information imports from banner and 3rd party vendors, SMS messaging processes and restrictions, alternate vs. primary email for communication and campaigns and re-evaluating the student success module.
<b>Accomplishments</b>	Recommended deduplication software and processes. Evaluated data imports from intelligent names. Set guidelines for expansion of SMS messaging within TargetX.
<b>Main Purpose</b>	The committee meets its purpose by reviewing existing operations and business practices, including whether TargetX 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.
<b>Strategic Goal</b>	<p><b>Goal One:</b> Forecast and prepare for future learners, holistically supporting their educational goals.</p> <p><b>Strategic Goal Two:</b> Embed diversity, equity and inclusion in all processes across the college.</p>
<b>Contributions to Mission Statement</b>	The committee works to ensure that TargetX is a tool that can be used to reach and serve diverse populations where they are at. We seek to bridge some of the gap in the digital divide through multichannel communication, and support meaningful progress for students in this "system of action".
<b>Goals</b>	Make recommendations for Salesforce/TargetX operational support. Make recommendations for salesforce and third party licensing to maintain and enhance effectiveness. Explore splitting the recruitment org from retention to alleviate issues with duplication and communication channels.

## Universal Design Committee

<b>Chair(s)</b>	Paige Eagan, Tim Welsh
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<b>Main Activities</b>	Continue the work of the UD committee - gather for formal update
<b>Accomplishments</b>	<ul style="list-style-type: none"> <li>• Website Accessibility - Department of Ed - Office of Civil Rights</li> <li>• UD in Instructional design</li> <li>• Accessibility Checking</li> </ul>
<b>Main Purpose</b>	Keeping Universal Design ideas in all the work we do "Universal Design never hurt anyone"
<b>Strategic Goal</b>	<p><b>Goal One:</b> Forecast and prepare for future learners, holistically supporting their educational goals.</p> <p><b>Goal Two:</b> Embed diversity, equity and inclusion in all processes across the college.</p>
<b>Contributions to Mission Statement</b>	Universal Design creates equitable opportunities for all
<b>Goals</b>	<ol style="list-style-type: none"> <li>1. Review accessibility tools</li> <li>2. Add Summit content</li> </ol>

The committees below have set goals for next year:

### Crisis Management

<b>Goals</b>	<p>Ensure that area leaders are prepared to lead others in response to emergency situations.</p> <p>Increase awareness of the "Guide to Emergency Preparedness" and other critical incident resources.</p>
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### Public Safety Advisory Committee

<b>Goals</b>	<p>Plan and strategize to ensure that all employees have participated in annual safety training.</p> <p>Review and advise the Public Safety officer complaint process.</p>
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### New Committees

The following new committees have been approved for the 2023-2024 academic year:

- Data Governance Committee
- Drug and Alcohol Abuse Prevention Program Committee