

INTERNAL COLLEGE COMMITTEE ANNUAL REPORT

2024-2025

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 2024-2025 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			
Salesforce Committee			
Universal Design Committee			
Total	19	14	8

Academic Leadership Council

Chair(s)	Jenny Ott, Philipp Jonas
Main Activities	• Met nine times this academic year; 45+ members; additional guests at each meeting. • Shared monthly enrollment updates—fall showed a 2.9% headcount and 2.4% contact hour increase. • Heard updates from campus leaders (IT, Financial Aid, Student Services, Marketing) on initiatives like device lending, fraud alerts, and student mental health (“Block the Stigma”). • Introduced “Committee Conversations” to connect with standing committees. • Provided executive summaries to aid department communication. • Held elections for Chair, Secretary, and Faculty Liaison in January 2025.
Accomplishments	• Approved curriculum and course changes, including: ◦ EDU, NUR, AAMT, and LPN course updates ◦ BREW course and program inactivations ◦ Pilot approval of HCR 2730: Health Careers Field Study • Provided updates of faculty qualification and shared department chair contacts to support transparency in student advising and complaints procedures, as well as ALC committee representation
How Is The Main Purpose Being Met	• Reinforced academic effectiveness through inclusive, horizontal communication among faculty, staff, and administrators. • Facilitated regular updates on Title IX compliance (including syllabus language), Simple Syllabus requirements, and Canvas checklist expectations. • Recognized the service of retiring faculty leaders and updated council membership to reflect current instructional needs.
Contributing to Strategic Goal(s)	Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals.
Supporting Kalamazoo Valley Mission	ALC directly supports Strategic Goal One of the 2023–2027 Strategic Plan: Forecast and prepare for future learners, holistically supporting their educational goals. The Council promotes academic excellence by maintaining instructional quality, ensuring policy input, reviewing curriculum, and supporting assessment of student learning.
Goals	1. Support student success initiatives that improve retention, graduation rates, and close achievement gaps. 2. Promote high-impact teaching by encouraging faculty development and cross-departmental collaboration. 3. Streamline communication processes to better support faculty awareness of policies, expectations, and student services.

Administrators Plus

Chair(s)	L. Marshall Washington
Main Activities	- The Admin Plus group focused on implementation strategies for the Strategic Plan KPIs developed in the previous year. - The group was divided into three teams, one for each goal in the Strategic Plan. - The teams worked collaboratively across the college to develop and implement action plans to move the needle on the strategic goals, culminating in an assessment report on their progress.
Accomplishments	- The primary accomplishments of the committee is the KPI work. - The committee also services as a source for collaborative discussion and information sharing with representatives across the college
How Is The Main Purpose Being Met	The primary purpose of the committee is to do the work of the college's strategic plan. This is met by their dedicated work on the Key Performance Indicators.
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. Strategic Goal 3: Leverage board expertise and intentional partnerships to best serve the college community.
Supporting Kalamazoo Valley Mission	As this committee's primary focus is on carrying out the strategic plan, the work that is done is mission-focused with the mission at the core of all discussions of the committee and work performed by the KPI Teams.
Goals	- Goal 1: Continue to carry out strategic plan action plans to meet identified KPIs. - Goal 2: Provide support to ensure the college is fully prepared for the HLC Comprehensive Visit in March 2026.

Banner Team Leaders Committee

Chair(s)	Mamatha Pachika
Main Activities	- Continue work on user permissions in Banner/AppXtender/DegreeWorks. Create unique position number users in Banner Security that will tie in with Employee Account Access in Softdocs (etrieve). - Go live with Banner Self-Service 9 Applications before Sep 30, 2025

Accomplishments	• We went live with Employee Self-Service 9 on April 16. • Started building unique position number user accounts in Banner Security. • Successfully completed HR/Payroll Advisory Services and Financial Aid Advisory Services
How Is The Main Purpose Being Met	• Working with Supervisors in defining the roles of their staff from Data Governance point of view. Involving the Functional users in the development of Self-Service 9 applications
Contributing to Strategic Goal(s)	Strategic Goal 2: Embed diversity, equity, and inclusion in all processes across the college.
Supporting Kalamazoo Valley Mission	Ensuring that the staff has access and training to applications that are needed to provide support to Students, Staff and Faculty.
Goals	1. Go-Live with all the modules in Banner Self-Service 9 2. Educate Banner users on the importance of training

Collaboration in Pre-Health Care Education

Chair(s)	Cynthia Schauer
Main Activities	• Implement Honors pathway for Health Careers Students. • Review of ways to help struggling learners • Provide Networking event • Provide Study Palooza • Review of curriculum with health careers partners • Updated poster of pre-reqs distributed
Accomplishments	• Implement Honors Pathway for Health Careers Students • Provide Networking even
How Is The Main Purpose Being Met	• Our work is a collaborative effort with the pre-req instructors and the health professions partners to help students in the health care pre-req classes learn, grow, and thrive
Contributing to Strategic Goal(s)	Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals.

Supporting Kalamazoo Valley Mission	Our efforts provide health care students taking pre-req classes with a cohesive curriculum to prepare them for the rigors of the health professions. We nurture student learning, growth experiences in and out of the classroom, and provide an opportunity for students thrive in our community.
Goals	1. We are planning an event to showcase the facilities at the CAH for pre-health care students 2. We plan to incorporate new learning lab and advising personnel into the group.

Course and Curriculum Committee

Chair(s)	Joe Brady, Paige Eagan
Main Activities	• Reviewed and recommended new courses, new programs, revised courses, revised programs, and inactivation of courses. • Guided the restructuring of the curriculum process into 3 levels of approvals and increased discussion about reviewed items. • Played a large role in reviewing and recommending changes to almost all courses related to new Institutional Learning Outcomes in relation to Course Learning Outcomes.
Accomplishments	• Revision, redesign, and implementation of new Course and Curriculum processes. • Procedurally supporting the change to new Institutional Learning Outcomes and related categorizations of Course Learning Outcome. • Increased discussion and questions during the review of curriculum brought to the committee.
How Is The Main Purpose Being Met	• The committee met its purpose by reviewing all proposed new and changes to curriculum in credit-bearing courses and programs.
Contributing to Strategic Goal(s)	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.
Supporting Kalamazoo Valley Mission	The review, discussion, and recommendations of new and changed curriculum for courses and programs offered at the College is essential in the oversight of creating innovative and equitable opportunities that empower all to learn, grow, and thrive.
Goals	1. Continue implementation of revised Course and Curriculum Committee process, including refinement as needed. 2. Consider incorporation of academic maps review in the review processes of new and changed programs

Crisis Management Committee

Chair(s)	Sean Gordon
Main Activities	• Monitoring effectiveness of emergency notification mechanisms • Ensuring timely and accurate communications relative to emergency situations • Ensuring the provision of current, effective and timely safety training for staff • Ensuring that campus facilities are secure and provide a safe environment (Emergency Shelters, Security Cameras, etc.)
Accomplishments	• External and internal security camera upgrades in progress • Review/revision of facility emergency egress maps • Review/modification of Area Leader function/process, including new radios; 4) Participated in Critical Incident Mapping (state initiative) • Upgrades with addition of strobe light function to alarms, notifications, at AWH • Ensured provision of Active Violence and Situational Awareness Training offerings • Monitored revision of emergency messaging processes for purpose of clarity and consistency of messages • Facilitated swipe access to all Emergency Shelter locations for faculty, staff and students; Public Safety
The How Is The Main Purpose Being Met	• The committee is created for the purpose of response to disaster/critical situations and shall limit its activities to advising on matters that directly concern critical incidents/disaster situations upon the college's campuses and properties including, but not limited to: fire/explosions; tornado; hazardous materials; bomb threats; emergency lockdowns; active violence, etc.
Contributing to Strategic Goal(s)	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.
Supporting Kalamazoo Valley Mission	Crisis Management Committee supports the Kalamazoo Valley Mission by helping ensure a safe and secure environment for all members of the college community. The committee advises on key safety matters, focusing on proactive planning and preparedness. By putting effective measures in place, we help students, faculty, and staff feel more secure—creating a supportive atmosphere where learning and personal growth can thrive.
Goals	1. Conduct Area leader training and conduct overview on how it was and is being implemented. 2. Review and Advise on the Emergency Preparedness Plan.

Data Governance Committee

Chair(s)	Brian Lueth
Main Activities	We wrapped up the NACUBO grant work and then, with the departure of Evan, slowed down a little bit. With Nizora coming on board, I would expect some activity to pick up in the coming year.
Accomplishments	- Continued work related to the NACUBO grant - Discussion and planning regarding data literacy for the college
How Is The Main Purpose Being Met	- Having the data governance will be essential in really being able to accomplish strategic goal number 1. - Evaluating possible software support when it comes to our data and also discussing separating out the data strategy for the institution from the data governance of the institution as both need to be done.
Contributing to Strategic Goal(s)	Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals
Supporting Kalamazoo Valley Mission	Improving the institution's data governance will allow the college to be more efficient and effective with our resources and in doing so, be more efficient and effective at helping all to learn, grow, and thrive.
Goals	- Evaluate the possible software supports to help with data governance, data visualizations, and reporting - Better define the institution's data strategy and have that be the focus of the data governance committee so they are aligned

Diversity and Inclusion Committee for Equity and Culture

Chair(s)	Trice Baston
Main Activities	- Met seven times this year. Updates were made on upcoming activities. - Discussed updates on the chosen name policy - Brainstormed potential title change for the Office of Diversity and Inclusion - Discussed college's stance and status as it pertains external climate and DEI
Accomplishments	- More than a dozen educational events and programs were developed and offered - A program summary was created as result of evaluations, assessing the effectiveness of the programming and provided feedback for continuous improvement. The data collection and subsequent report achieved last year's goal to collect data to inform programming.

How Is The Main Purpose Being Met	The committee's cross-functional makeup allows for shared leadership and inclusivity in terms of ensuring diverse perspectives are prioritized. These perspective are necessary for a thoughtful approach to educational programming and policy review.
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. Strategic Goal 3: Leverage board expertise and intentional partnerships to best serve the college community.
Supporting Kalamazoo Valley Mission	The collaborative nature of this committee helps the college stay informed on current and future trends impacting its diverse stakeholders.
Goals	1. Provide 10 educational programs 2. Ensure all programming is compliant with changing legal climate

Drug and Alcohol Abuse Prevention Planning Committee

Chair(s)	Russell Panico
Main Activities	Meet annually to review DAAPP data and training events.
Accomplishments	Met as required by the Dept of Edu to review DAAPP data and policy; Recommended training ops for students, staff, and faculty
How Is The Main Purpose Being Met	By meeting annually to review DAAPP data and policy adherence
Contributing to Strategic Goal(s)	Strategic Goal One: Forecast and prepare for future learners, holistically supporting their educational goals
Supporting Kalamazoo Valley Mission	By informing all student, staff, and faculty about the college's DAAPP policy and providing learning opportunities for all throughout the academic year.
Goals	1. Meet as required in June to review DAAPP data and policy 2. Explore training ops for students, staff, and faculty regarding DAAPP.

Early Middle College Advisory Committee

Chair(s)	Kevin Lavender
Main Activities	Discussing more about what the subcommittees will focus on (Dual Enrollment, Early Middle College student engagement, High School Counselor awareness/engagement and Instructor Training/Orientation)
Accomplishments	- Hosting an EMC/DE tailgating event - Partnering with Enrollment and outreach to plan a time for DE/EMC presentation during the counselor's breakfast
How Is The Main Purpose Being Met	In a cross-collaborative way, we (interdisciplinary faculty presence and staff) are strategically looking at ways to lean into the nuances and similarities of EMC/DE
Contributing to Strategic Goal(s)	Strategic Goal One: Forecast and prepare for future learners, holistically supporting their educational goals.
Supporting Kalamazoo Valley Mission	We are looking for ways to equitably engage early college and dual enrolled students. As the DE population grows, we are working to host combined social events for DE/EM while also offering specific development opportunities that specifically focus on each group based on the unique needs of each group (EMC/DE). In addition, the Faculty on the committee have joined the EMC/DE office when engaging our EMC partners to learn more about the nuanced needs of each EMC program from a class scheduling, modality and demand perspective.
Goals	- EMC/DE presentation during the Fall Counselors breakfast - Promote DE exclusive workshop (LinkedIn or Resume building) - Winter 2026 host a mandatory DE orientation

Employee Engagement and Wellness Committee

Chair(s)	Aaron Hilliard
Main Activities	- The Committee has coordinated employee engagement activities such as the Step Challenge, the Winter 100, meditation sessions, chair massages, gaming activities after hours or during lunch breaks, and 5:15 Fitness sessions for employees. - In addition, the committee has done Department Spotlights and coordinated the Staff Awards program.
Accomplishments	- Fun February - Staff Awards.

How Is The Main Purpose Being Met	The Committee works to identify and promote opportunities for employees to be engaged with the College community, connect with other employees and take advantage of the many wellness opportunities offered by the College.
Contributing to Strategic Goal(s)	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.
Supporting Kalamazoo Valley Mission	A goal of this committee is to motivate and/or rejuvenate employees to do the work necessary to assist our students in reaching their goals and to achieve the mission of the College.
Goals	- Increase participation in recognition programs - Increase collaboration with other College constituents.

Enrollment and Retention Committee

Chair(s)	Charles Heidelberg, Benjamin Herbert
Main Activities	- Transition to two new co-Chairs. - Began looking at ways to achieve goal of reducing students who fail to successfully complete at least one credit their first semester.
Accomplishments	- Briefing by MLive staff about how digital marketing is tracked. - May 2025 will culminate work we have been doing with roster verification to see if that information can be used as a calling campaign to reach out to students who are in danger of not successfully completing at least one credit.
How Is The Main Purpose Being Met	- Monthly prep meetings between co-chairs. - Monthly meetings - Table exercise spring 2025 to evaluate roster verification, per above
Contributing to Strategic Goal(s)	Strategic Goal 2: Embed diversity, equity, and inclusion in all processes across the college.
Supporting Kalamazoo Valley Mission	By focusing on Strategic Goal 2, and specifically on the goal of decreasing the percent of new students not successfully completing at least one credit in their initial term of enrollment to 18% by 2027 we will be improving the ability of all students to learn, grow, and thrive

Goals	1. Initiate a program to begin addressing our commission to the area of strategic goal 2 we have been assigned. 2. Increase use of data on social networking and digital media to understand what areas are having a larger impact on enrollment and retention.
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Extenuating Circumstances Appeal Committee

Chair(s)	Sarah Hubbell, Billy Reynolds
Main Activities	• Reviewing grade appeals and determining outcomes, approving or denying late withdrawal requests, and considering associated financial reimbursement when applicable. • Reviewed refund appeals and made decisions regarding financial reimbursements. In addition, • The committee made referrals to relevant campus services such as Financial Aid, Advising and Counseling and KVAAP to ensure students received appropriate support.
Accomplishments	• Reviewed 38 refund appeals • Reviewed 8 grade appeals • Ensured each case received thoughtful consideration and timely resolution
How Is The Main Purpose Being Met	• The committee fulfills its purpose by meeting monthly to review all submitted grade and refund appeals in a timely and consistent manner. This regular review process ensures that each case is evaluated fairly and in alignment with institutional guidelines, supporting students while upholding academic and financial integrity.
Contributing to Strategic Goal(s)	Strategic Goal Two: Embed diversity, equity and inclusion in all processes across the college
Supporting Kalamazoo Valley Mission	The Extenuating Circumstances Appeals Committee supports the Kalamazoo Valley mission by reviewing situations beyond a student's control that prevent successful course completion. Through thoughtful review and, when appropriate, approval of appeals, we help remove barriers that allow students to reengage with their education and continue on their path to learning, growth and success. Even when an appeal is denied, we connect students with campus resources to support their continued academic journey and overall well-being.
Goals	1. Continue to review all submitted appeals for extenuating circumstances with consistency and fairness, ensuring that each student's situation is thoughtfully considered.

2. Maintain a monthly meeting schedule to provide students with timely decisions and support.
3. Explore opportunities to streamline and improve communication with students about available resources and next steps

Facilities Use Council

Chair(s)

Dannie Alexander

Main Activities

- The Committee met in September 2024, January 2025 and April 2025.
- Discussion topics included:
 - Review of facility use processes
 - Demonstration of Event Services webpage
 - Special Use Group activities
 - Building hours
 - Access plans
 - Upcoming Ad Astra update
 - Enhanced Event Services web page content.

Accomplishments

- Special Use Group reviewed and recommended support of several community partner events;
- Event Services continued to streamline processes/forms to increase efficiencies and establish parameters for recurring events
- Event Services vetted and allocated space for all submissions for Student Planner to ensure effective use of space
- Created and implemented Food and Beverage Services policies to include Kalamazoo Valley Catering and Approved Food Service Provider list

How Is The Main Purpose Being Met

- 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)

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.

Strategic Goal 3: Leverage board expertise and intentional partnerships to best serve the college community.

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	1. Successfully complete Ad Astra Upgrade 2. Continue to review/refine guidelines pertinent to facility use, scheduling of events, food safety, unique events, rentals, etc. 3. 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.
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Faculty Success Center Advisory Council

Chair(s)	Gail Fredericks
Main Activities	• We spent the year updating the FSC Statement of Purpose and goals, and aligning those with a new charge and goals for the Advisory Committee
Accomplishments	• Discussions about updating the statement of purpose and goals
How Is The Main Purpose Being Met	• The new charge and goals for this committee were recently approved, so we will be working toward meeting the new purpose starting this Fall 2025
Contributing to Strategic Goal(s)	Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals.
Supporting Kalamazoo Valley Mission	The Faculty Success Center Advisory Committee (FSCAC) supports the college's mission to create innovative and equitable opportunities that empower all to learn, grow, and thrive by: • Providing inclusive professional development that supports faculty at all career stages and across all teaching modalities. • Promoting innovation through the exploration of emerging instructional technologies and pedagogical methods. • Empowering faculty through ongoing support, collaboration, and access to resources that enhance teaching and learning. Through this work, FSCAC helps build a supportive, forward-thinking teaching environment that ultimately benefits the entire learning community.
Goals	1. Recommend programs and workshops to foster instructional growth at all career stages. 2. Assist FSC with the identification of faculty needs related to instructional technologies used at Kalamazoo Valley 3. Assist with the development of resources to prepare instructors for success with instructional technology and tools, such as Artificial Intelligence (AI)

Food Share Committee

Chair(s)	Hristina Petrovska
Main Activities	• Provided a weekly box of local produce and shelf stable foods to Kalamazoo Valley Students during fall, summer and winter semester. Number of boxes distributed each week ranged from 75 to 150, depending on the time of year. Estimated value of food in each box averaged \$50.00. • Special holiday food share was distributed the week before Thanksgiving, including whole local free range chickens, milk, and all the vegetables to make an abundant Thanksgiving meal. • The Food Share committee participated at College wide events such as the Big Chill to promote the program and work on reducing stigma with receiving this important resource.
Accomplishments	• Provided weekly food share boxes to 75-150 students during all three semesters. • Special holiday boxes in November '24. • Students were able to focus on school more without worrying as much about where their next meal was coming from. Few testimonies we heard from students include: ○ "I had a rough last 2 semesters financially. After get hit by a scammer costing me \$2000 in repayment for funds lost, my car was hit twice by a deer, causing over \$7,000 in damages total. Having the food share was super helpful in a time of need. And these ladies are all truly amazing & caring. I will miss them!" ○ "It has been amazing for me. Everything that has been included in these boxes has been incredibly beneficial to me and my grandfather and has not gone to waste."
How Is The Main Purpose Being Met	• Through weekly meetings and careful consideration on how to deliver the resources needed for students with eliminating stigma around receiving free food and support. • Every week about 15 people come together to make this experience possible, from ordering food, picking the food up from farmers and partners, to packing, distributing, making reminder phone calls, managing the website and resources, promoting it and more. • This is all possible because of the collaborative effort that everyone puts into this work. It's possible because the staff at KVCC is amazing and loves supporting their students!
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	Food is essential for learning. Learning is more conducive when physical and emotional needs are met. A student testimonial: "Receiving a Food Share box each week has brought more than just food into my life. It has brought relief, joy, and a sense of connection. Not only has it eased the stress of putting food on the table, but it has also given my family and me something to look forward to, like creating new recipes with fresh local produce. These boxes have helped us bond over cooking, trying new dishes, and start making healthier choices together. Supporting local farmers and business through this program has made us more mindful of what we eat and who we support. From the bottom of my heart, thank you for making life not only easier, but also healthier and more hopeful."
Goals	1. As federal funds for local food have been cut, our hope is to find other grants to supplement the lost funding so we continue to provide fresh and nutritious local produce. 2. Continue to be a space that not only provides food for students, but a sense of love and care. 3. Continue to cultivate an enthusiastic team of Valley staff who make this program possible.

Information Technology Advisory Committee

Chair(s)	Aaron Snead
Main Activities	• The committee's main activities this year: ○ Assess IT resources, operations, needs, and emerging technologies to identify the best way to maintain and develop the college's IT environment. This includes both administrative and instructional activities. ○ Confirm that current and pending projects are viable and worthwhile ○ Map out future IT strategies to ensure resources are correctly used in the future.
Accomplishments	• The college's wireless networking, and how it is often conflated with cell signal strength withing TTC, was discussed and resulted in a better understanding by staff an faculty of the differences of the two types of signals and the impact of completed and planned changes. • The OneDrive migration discussions resulted in a better understanding of faculty concerns about the impact of the change, and reassured them that no other file sharing options will be impacted. • AI discussion brought home to the committee the concerns faculty have about this emerging technology, particularly in terms of academic integrity. This in turn will help us focus our efforts towards improving AI literacy among staff and faculty.

How Is The Main Purpose Being Met	The purpose of the committee is being met by the knowledge and perspective gained about the views and concerns of faculty and staff users. This in turn gives the committee what it needs to provide valid recommendations and guidance for IT procurement and procedures. It also provides insight into developing a technology plan that is consistent with the college's needs and operations, as well as identifying new and trending technologies..
Contributing to Strategic Goal(s)	Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals. Strategic 2: Embed diversity, equity, and inclusion in all processes across the college.
Supporting Kalamazoo Valley Mission	The committee and its work ultimately leads to providing the most effective computing environment possible, which supports all other college efforts. This includes instruction, administrative work, and community impact. A computing environment that is effective, secure, and trusted by its users facilitates all activities necessary to carrying out the college's mission.
Goals	1. Make a firm recommendation on adoption of an AI platform and policy 2. Determine the place SharePoint should hold in administrative and instructional activities, particularly how it can be used in replacement of legacy network shares. 3. Get useful information on the classroom media cart systems, in terms of their usefulness and how they might be improved

Orientation Committee

Chair(s)	Nkenge Bergan
Main Activities	- Reviewed the New Student Orientation presentation and data. - Discussed how Guided Self-Placement would impact the advising sessions. - Reviewed the current online version of Orientation.
Accomplishments	- Reviewed a new virtual orientation product to consider when the current contract expires. - Looked at ways to ensure the initial advising session every new student has is a consistent component of the Orientation experience. - Collected and reviewed data on attendance at New Student Orientation to begin the conversation on mandating advising for all FTIAC and Transfer student
How Is The Main Purpose Being Met	This committee has been intentional about ensuring the orientation experience is intentional and is not overwhelming for new students. We have also maintained a focus on giving students the opportunity to have that initial advising session and to become aware of the resources and services available on campus.

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 experience provides an opportunity for every prospective student to learn about the services, programs and resources on campus to meet both their academic and social needs. Information is both visual and oral to maximize the chances students have at being successful and they hear from a diverse group of college professionals. The tour, engagement activity and presentation is developed to meet the needs of every type of learner and we also tailor the experience based on the audience (International student orientation, high school specific orientation, dual enrollment, and athletic orientations).
Goals	1. It is the request of this committee that this committee be dissolved as the Coordinator for Student Onboarding and Organizations has the responsibility to ensure students are welcomed into the college community appropriately. Also, with the implementation of guided self-placement, it is more important than it has been in the past to mandate advising at the beginning of a student's journey to increase retention and completion rates.

Public Safety Advisory Committee

Chair(s)	Sean Gordon
Main Activities	• Provide Updates on Activities of the Public Safety Department in the area of Safety, Security and Training as well as use of force updates.
Accomplishments	• Provide Active Violence Response Training to faculty and staff • Provide Update on status of new security system project • Provide information on RAVE system
How Is The Main Purpose Being Met	• Main purpose of this committee is to provide an operational overview of Kalamazoo Valley Community College Public Safety. This purpose was met by: ◦ discussing relevant issues and providing transparency about Public Safety Operations on Campus Safety. This was accomplished by discussing Training provided, Active Violence, AED and one person CPR, as well as providing updates to the RAVE system, Security system project and departmental officer training with Integrated Services of Kalamazoo Crisis Intervention Training. .
Contributing to Strategic Goal(s)	Strategic Goal 3: Leverage board expertise and intentional partnerships to best serve the college community.

Supporting Kalamazoo Valley Mission	My committee work supports the Kalamazoo Valley Mission by promoting transparency and communication around campus safety initiatives. By openly sharing the efforts and strategies of Public Safety, we help foster a sense of security and trust among employees and students. When individuals feel safe, they are more comfortable, engaged, and able to focus on learning and growth—supporting a thriving educational environment aligned with the college’s mission.
Goals	1. Continue to find ways to provide transparency on safety initiatives. 2. Provide update and feedback on safety videos for website.

Retirement Plan (ORP) Committee

Chair(s)	Brian Lueth
Main Activities	• Continue to help the college perform its fiduciary responsibility when it comes to the retirement plan and the offerings
Accomplishments	• Evaluated the RetirePlus option from TIAA and what that would look like. Ultimately decided while there are benefits to it, some of the lack of flexibility convinced the committee to not recommend moving in that direction. • Discussed the allowance of outside advisor fees being able to be deducted from the retirement account. This led to good discussion about the education of participants regarding services with TIAA
How Is The Main Purpose Being Met	• The committee continues to meet with CAPTrust and TIAA to ensure we are staying current on the trends in the retirement plan space, monitoring our investments, and staying compliant with changes in the regulations.
Contributing to Strategic Goal(s)	Strategic Goal Three: Leverage board expertise and intentional partnerships to best serve the college community.
Supporting Kalamazoo Valley Mission	This committee helps ensure the college is doing its fiduciary responsibility so the employees can focus on their role in carrying out the college's mission.
Goals	1. Continue to look for ways to minimize costs to participants without sacrificing returns, service, and security. 2. Review emerging best practices and implement when deemed appropriate

Student Cares Committee

Chair(s)	Russell Panico
Main Activities	Fall '25 Meeting
Accomplishments	- Reviewed student referral data for 2023-24 - Reviewed student conduct referrals to date
How Is The Main Purpose Being Met	Meet as needed to info committee members about student conduct matters and how they are being addressed by the college
Contributing to Strategic Goal(s)	Strategic Goal One: Forecast and prepare for future learners, holistically supporting their educational goals
Supporting Kalamazoo Valley Mission	We treat all student conduct matters as a learning opportunity for the student(s) involved
Goals	- Continue to meet as needed - Review and update staff and faculty tools for managing disruptive behavior in the classroom and student's in distress.

Sustainability Committee

Chair(s)	Dannie Alexander
Main Activities	The committee met in September 2024, February and April 2025. 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; composting pilot.
Accomplishments	- Historical article in KVFocus re: the committee and sustainability initiatives at the college. - Recycling Events, 10.12.24, 60-65 participants; 4.18.25: approx 185 cars; 20 large bags; 4100# of electronics; 7 volunteers. - Blight Pull, 4.25.2025, will also be included as a session at Faculty Summit. - Conducted panel presentation/discussion at Food Ways Symposium; well received; will present at Fall Summit - Launched outdoor amphitheater project - collaboration with Facilities Services Grounds, Horticulture Program and the Food Innovation Center.

How Is The Main Purpose Being Met	The committee is committed to investigating and instituting the most current sustainability practices across the institution where able.
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. Strategic Goal 3: Leverage board expertise and intentional partnerships to best serve the college community.
Supporting Kalamazoo Valley Mission	The committee focuses on sustainability practices and initiatives.
Goals	- Continue to increase awareness of the Sustainability Committee and sustainability initiatives at the college. - Continue to find effective ways to incorporate sustainability into the classroom. - Continue adding recycling stations with signage and messaging campaign. - Continue collaborative projects: pulling of invasive species; landscape projects incorporating use of outdoor space and academic projects.

Salesforce Committee

Chair(s)	Mike Thompson
Main Activities	This year we focused on training staff and on filling shifting roles with the loss of Evan and Harran.
Accomplishments	- We moved multiple staff members through TargetX foundations training. - We began working on roles and responsibilities within the CRM. - We proposed a CRM administrator position focused on Salesforce, to help the college better utilize the resources we have and to facilitate new strategies that empower us to better serve the community.
How Is The Main Purpose Being Met	We are reviewing operations in light of staffing changes at the college and providing recommendations that support the college community in achieving our mission.
Contributing to Strategic Goal(s)	Strategic Goal 1: Forecast and prepare for future learners, holistically supporting their educational goals.

Supporting Kalamazoo Valley Mission	Part of empowering people to learn, grow and thrive is creating and maintaining a relationship with them. Salesforce is a platform we use to manage those relationships. It is a system of action, meant to get people involved. It doesn't DO the work of relationship building, it helps us to do that work. These relationships are, at the end of all things, what people will remember about their time with us.
Goals	1. Continue to work on an internal training and education pipeline and secure funding for it. 2. Continue to formalize roles and responsibilities in the departments so that the college can be on the same page about who does what and be more resilient to staff changes.

Universal Design Committee

Chair(s)	Paige Eagan, Aaron Snead
Main Activities	• The main activities of the committee: ◦ Ensured the college's learning systems meet (at the very least) the minimum required accessibility standards. This includes the technical work of ensuring compliance, as well as gathering feedback from learners and faculty to communicate the goals and needs of accessibility for the organization as a whole. ◦ Reached multiple milestones in its goal of making sure our learning systems meet accessibility requirements.
Accomplishments	• The Canvas Course Checklist is in place and in use by faculty. This ensures consistent accessibility standards are being met in Canvas courses. • Simple Syllabus is in place and working. This system ensures all syllabi in Canvas meet accessibility requirements. Full-time faculty are currently required to use Simple Syllabus, while part-time faculty must begin using it for the Fall 2025 semester.
How Is The Main Purpose Being Met	• The committee is ensuring that Universal Design standards are being met by our instructional systems as well as noninstructional systems used for non-academic activities. • The committee is also preparing for the new standards what will be implemented in April 2026.
Contributing to Strategic Goal(s)	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.

Supporting Kalamazoo Valley Mission	The mission statement specifies that all should be able to learn, grow, and thrive. Accessibility is critical to this, as it ensures our learning systems are effectively usable by learners with disabilities. The goal of the college's mission cannot be met unless our systems are accessible to all who need to use them, and the committee's work ensures this accessibility is integrated into our learning systems.
Goals	1. The new accessibility requirements take effect April 2026. The most impactful of these is that Kalamazoo Valley will be responsible for third-party vendor compliance with accessibility. The Faculty Success team is leading efforts in this area. 2. Adoption of a new accessibility application named Popetech is being explored. This application is an add-on to Canvas that confirms accessibility standards are being met. Examples are checks that alt-text and links are in place and valid. 3. Adoption of an application to check .pdf accessibility is being explored. One of the biggest weaknesses in accessibility is that very few tools can inspect .pdf files. New tools are becoming available, and these are being evaluated by the Faculty Success team for effectiveness and cost.