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READ THE LATEST **KV FOCUS**

Dear College Community,

As we continue to work in our new normal, I hope that you are doing well and able to manage all of the sudden changes in your personal and professional lives. As we reflect on the last few weeks, we could have never imagined the world would be faced with this pandemic.

As I announced on Tuesday, due to continued efforts to mitigate the spread of COVID-19 (Coronavirus) in the region and state, online and remote learning for all Winter Semester 2020 instruction will continue through the end of the semester, April 27.

I also shared with you yesterday that Commencement scheduled for Sunday, April 26, will be postponed and combined with the Fall 2020 ceremony in December. Planning for a “virtual” celebration event is underway and as additional details become available, I will share them with you.

The college will begin summer semester classes on Monday, May 11, as previously announced. Virtual, tele-learning, online and alternate methods of instruction will be provided. Face-to-face instruction may be added as we move through the semester. You will receive additional information in the coming days and weeks.

I thank you for your continued diligence and determination. Every day I hear inspiring stories about how teaching and learning are continuing in spite of the obstacles placed in our way. The leadership demonstrated by our faculty and staff is commendable and the resiliency of our students is humbling and praiseworthy.

I wish you all increased strength and perseverance as we confront this crisis together. Please take good care of yourself and your loved ones. Stay home and stay safe.

Sincerely,



L. Marshall Washington, Ph.D.

President

Incomplete Contract and Course Appeal Process

I am writing today regarding the Winter Semester 2020 Incomplete Contract & Withdrawal and Tuition Credit Appeal processes.

Recognizing that we are living, operating and delivering instruction and student services during unprecedented times, some modifications to existing procedures are in order.

Therefore, the decision was made to extend the deadline for both the Winter 2020 Semester Incomplete Contract & Withdrawal and Tuition Credit Appeal processes until the end of business on Friday, April 17.

This temporary adjustment will allow the flexibility needed to address individual student needs as a result of the college's efforts related to COVID-19 (Coronavirus). Additional details for faculty, staff and students will be forthcoming.

Faculty and staff are asked to work with students to help them make the best decisions when considering these options. A [decision-making flowchart](#) has been provided for your use as you interact with students.

Even though we are in a sea of uncertainty, there is amazing work being done by our dedicated faculty and staff. I look forward to celebrating a number of victories for our students as we travel this path together.

Sincerely,

Peter J. Linden

Provost and Vice President for Instruction and Student Services

News from Human Resources

Congress recently passed the [Families First Corona Virus Response Act](#). Contact [Aaron Hilliard](#) if you have further questions.

Payroll through May 1

I am writing to remind you that if you have not already submitted your timesheets for the current payroll period #7, you must do so by Friday, April 3 at noon. Supervisors, review and approve all timesheets by Monday, April 6 at noon. Also note that leave reports are due April 7, with

approvals due April 10.

Further, as all employees are required to work from home, the college has committed to continuing pay through the May 1 pay, in the same fashion.

In order to do so, employees who submit timesheets will need to do so for payroll period #8 (April 5-18). Employees are to enter time for the hours they are scheduled to work for this period as "Regular Hours." Please ensure work done remotely doesn't exceed scheduled hours. Please note: regular deadlines for submission and approval will still apply.

If you have questions, please contact the payroll department at payroll@kvcc.edu.

Thank you for your cooperation.

Brian Lueth

Vice President for Finance and Business

Continue Submitting Purchases Reqs and Invoices

The business office is still working to support you. Please feel free to email your purchase requisitions (purchasing@kvcc.edu) or invoices (ap@kvcc.edu) or if you have paper copies, mail will be picked up on Friday. We are working to keep the college supplied and bills paid.

College Shares Medical Supplies and Surplus Food with Area Organizations



As the Kalamazoo community unites to help neighbors in need, Kalamazoo Valley Community College is doing its part to share resources during this unprecedented crisis. "We take the health and well-being of our students, faculty and staff seriously," said college President L. Marshall Washington, Ph.D. "Except for those directly involved with public safety, facilities and core business-related operations, all employees are working from home. At the same time, it is important for us to respond to the wider community impact of the COVID-19 (Coronavirus) pandemic. We decided to donate excess college resources to the community."

The college's food service vendor, Aramark, provides prepared meals and snacks at the Texas Township Campus. Many of its supplies are perishable. Last week, a small group from the

college community loaded its ValleyHUB truck for delivery to the Comstock Community Center's Food Pantry.

The pantry, located at 6330 King Highway, Kalamazoo, is one of a handful still operating in the community. Food is distributed on Tuesdays and Thursdays from 1 to 4 p.m. on a walk-in basis. Executive Director of the Comstock Community Center, Mary Gustas, said the donation from Kalamazoo Valley was greatly appreciated. "It was truly a gift," she said, noting that fresh vegetables and chocolate milk were among the offerings. "The people who received those items were truly excited," Gustas said. She added that college students are welcome to use the food pantry. An ID is required.

In a similar effort, Kalamazoo Valley is sharing its extra sterile medical masks, gloves, gowns and other personal protection equipment, originally purchased for use in the chemistry and sciences programs and in the labs for health careers training, with local hospitals and health-related service suppliers. "We donated most items to the Kalamazoo County Health Department for distribution to medical and first responder organizations in the county," said Executive Vice President for Enrollment and Campus Operations Mike Collins. "We also donated isolation gowns to Bronson because of their critical shortage."

"I've been impressed by faculty support of these initiatives," said Provost and Vice President for Academic and Student Services Peter Linden. "These donations model care and concern for the community, serving as examples for our student scientists, brewers, chefs, nurses, medical assistants, emergency service providers, dental hygienists and respiratory therapists."

Strategies for Your Own Self-Care

Trice Batson, Coordinator of Diversity and Inclusion

In these trying times, it can seem like we have little control over what happens and like every path is an uncertain one. If such uncertainty has added stress to your daily routine, know that you are not alone. Take steps for your own self-care. Here are some strategies that you may find beneficial:

Step away periodically from your phone and your work area to decompress:

- Take a walk
- Find a quiet space and close your eyes
- Listen to music
- Breathe slowly - inhale for 4 seconds, hold for 3 seconds, exhale for 7 seconds, repeat
- Be mindful of your thinking Are you worrying over something you cannot change? Focus your energy on the specific things you can control
- Challenge "should" thoughts, which can fuel anger or resentment
- Practice compassion and assume others are doing the best they can

- Practice positivity - name one good thing that has happened today that you can celebrate, even if it's a small win

Avoid news saturation:

- Limit the time you spend scrolling social media feeds looking for more news and information about COVID-19
- Engage in an offline activity such as reading a book, baking, gardening, etc.
- Talk to a friend or family member about something other than COVID-19
- Keep your body in good working order. Focus on nutrition, sleep, exercise, stretching, staying properly hydrated and good hand hygiene

How to #BetheDifference During COVID-19

An article from the National Council for Behavioral Health

If you're feeling stressed or nervous during these days of COVID-19, you're not alone. Uncertainty and the sense of not being safe — not to mention physical distancing, round-the-clock news and empty grocery shelves — are stressful. What you're feeling is common around the world. We know you're looking for ways to take care of yourself and #BeTheDifference. We've compiled these tips from the Mental Health First Aid curriculum to help you care for your own and your loved ones' mental health.

If you or someone you care about feels overwhelmed with emotions like sadness, depression or anxiety, or like you want to harm yourself or others call 911. You can also contact the Substance Abuse and Mental Health Services Administration's (SAMHSA) Disaster Distress Helpline at 800-985-5990, the National Suicide Prevention Lifeline at 800-273-8255 or text MHFA to 741741 to talk to a Crisis Text Line counselor.

We will continue to share resources and tips as they become available. In the meantime, please stay safe and healthy.

Local Resources:

Gryphon Place Hotline 269.381.HELP or 211 if needed.

Integrated Services of Kalamazoo's Emergency Mental Health staff: 269.373.6000

Trevor Project: 866-488-7386

Working Together Remotely. Tips from IT

IT Support

Please report any issues you are having to IT@kvcc.edu. Staff is responding to all requests from students, faculty and staff.

Internet service providers are getting overwhelmed with traffic on their networks. YouTube is making videos standard definition by default. Turn off streaming video if you are not watching.

AT&T, Comcast, Verizon and Charter have all experienced connection issues due to being overwhelmed with content requests. If you lose connection - retry.

Loaner Laptops

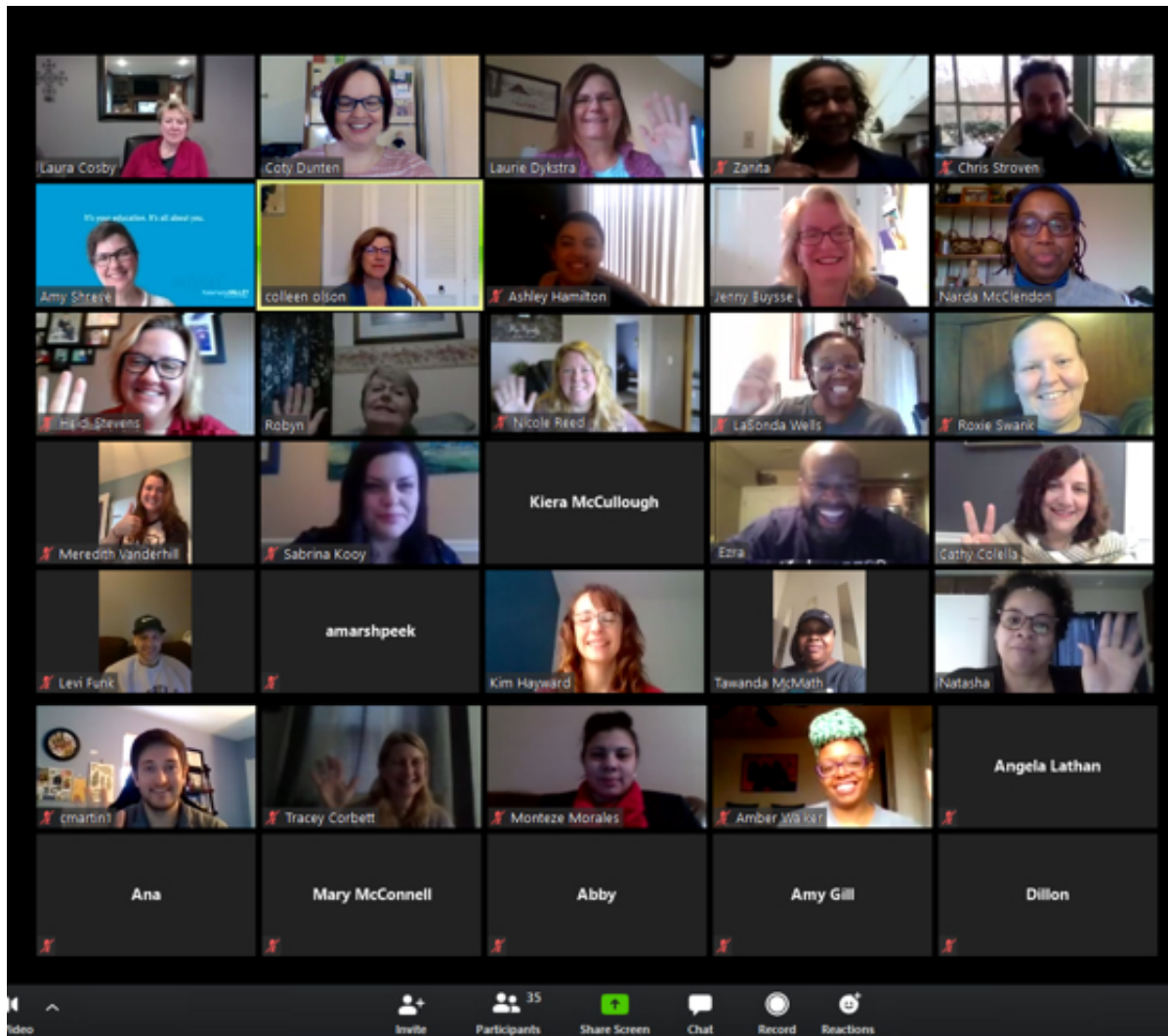
There are still loaner laptops for checkout. These are available for students who don't have computers at home. These computers will connect to WIFI. Students will be able to use Moodle and Canvas, have access to Microsoft Office and web applications. These laptops are not able to run the resource-intensive applications from EDMT and Center for New Media. These include AutoDesk, SolidWork, MasterCAM, Adobe Creative Suite as well as most other EDMT and CNM software. Click on the following link to request a loaner laptop www.kvcc.edu/laptop.

Cyber Security Awareness

Please be extra careful while we are working remotely. There are many phishing and malware scams being sent to try to take advantage of the fear surrounding the COVID-19 pandemic. Please be extra careful with external emails. Do not click on links or open attachments.

Getting Together Safely

Staff in student services continue to meet with students via phone, email and virtual meetings. Visit www.kvcc.edu/services for more information about available services. Last week, Student Success Services staff met as a unit remotely. See the photo below.



Important Financial Aid Information

Students should let the Financial Aid office know if they are planning on enrolling in the summer semester. Students can complete the [Summer Intent Form](#) and email it to finaid@kvcc.edu.

Students should also submit their [2020-2021 FAFSA](#) if not already completed. The office began notifying students via email of their 2020-2021 Financial Aid Award Offers on March 23, 2020.

They will continue to process and award for the 2020-2021 school year.

Students who received a notification of an award should log into their MyValley account using the following steps to see what is needed to complete to qualify for the award:

- Visit [MyValley](#)
- Choose Financial Aid Information (under My Links)
- Choose My Award Information
- Choose Award By Aid Year
- Select Aid Year
- Review your Financial Aid Checklist and/or Select “Award Overview”

This unprecedented situation has created a great amount of financial hardship for many families in the area. Students should contact the office through finaid@kvcc.edu if they are experiencing financial hardship. Many students have options, including loans, that are available to help them through this semester.

Staff Registration for Fall 2020 Semester

Staff registration for Fall 2020 semester will begin on Friday, April 3. The process for registration will be different this semester. Employees will need to request access to online registration. Full and part-time employees may request access to registration for themselves and/or their dependents. Once employees receive notification that access is available, employees will be able to register through My Valley from April 3 until 8 a.m. on April 6, when registration begins for students. Employees should follow the regular registration schedule after that.

Here is how it will work:

1. Forward this message from your Kalamazoo Valley employee account to arr@kvcc.edu. Employees may also send a new message with “Staff Registration” as the subject. It must be from a “@kvcc.edu” address.
2. List the name and Valley Number or birth date for each admitted person who will be registering.
3. Staff in Admissions, Registration and Records will add an access code to each person’s record and reply back to confirm.
4. Beginning April 3, log into MyValley, select Register or Drop Classes from My Links and register.

Payment for Fall 2020 must be submitted by 7 p.m. on Monday, July 13, 2020. Please e-mail the Admissions, Registration and Records office at arr@kvcc.edu, if you have questions.

Sister2Brother Hosts Zoom Check-ins for Students

While students remain at the forefront, how we connect with them has changed.

“After meeting with our entire Student Success Services team and realizing how impactful it was just to see everyone’s faces and hear everyone’s voices, we realized we needed the same for our students,” said Assistant Director of Transfer and Multicultural Services Ezra Bell. That’s why Sister2Brother is hosting a check-in for all students via Zoom this week.

See the details on Facebook, Instagram and the college calendar.

Keep sharing your innovative ways of connecting with students and encouraging continued success. Send your ideas and success stories to marketing@kvcc.edu and thank you for persevering!

Call for Proposals for Fall 2020 Summit

It's time to submit proposals for workshops to be conducted during the Fall 2020 Summit on Wednesday, September 2 and Thursday, September 3, 2020. We welcome topics that meet the following criteria:

- Strategic Plan focus area
- Student anxiety/mental health (For faculty sessions on September 2 and the afternoon of September 3)
- Leadership development, time management, safety, and related topics (For college-wide sessions the morning of September 3)

[Submit](#) your proposals by April 17!

If you have any questions, please contact [Molly Cartwright](#).

Ned Foskey Poetry Prize Contest Results

Thanks go out to all of the students who submitted their work to the 2020 Ned Foskey Poetry Prize. This year, 109 poems were submitted to the English department. Thanks to the friends and family of Ned Foskey for supporting our student writers. Ned Foskey, whose memory we honor with this prize, was a tutor in the writing center at Kalamazoo Valley as well as a poet.

[more](#)

Job Opportunities are Available

While the Student Employment Services department is disappointed that the March 18 Career Fair did not take place as planned, staff continues to work with students on job opportunities.

The [Career Fair](#) page does list the employers who were registered to attend the event. Staff is also directing employers and job seekers to the college's online job board, [Career Coach](#).

The Career Coach job board is open to students, alumni and the community for free.

While campuses are currently closed, staff continue to work remotely serving our students, employers and the community. Email careercenter@kvcc.edu for more information.

CALENDAR OF
EVENTS

HUMAN
RESOURCES

STAFF & FACULTY
DEVELOPMENT