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READ THE LATEST **KV FOCUS**

Dear Colleagues,

This [video message](#) comes with sincere wishes for your continued health and safety.

Sincerely,

A handwritten signature in black ink that reads 'L. Marshall Washington'.

L. Marshall Washington, Ph.D.

President

Help Us Celebrate Our Winter 2020 Graduates #Wewill

We are proud of all of our students, particularly those who have petitioned to graduate later this month.

This pending achievement is particularly impressive because students accomplished this milestone during one of the most unprecedented times in our nation's history. That is why it is disappointing that the April 26 Commencement program is being delayed until December. As leaders across the state and nation continue to encourage safe distancing as well as other efforts to contain the spread of COVID-19 (Coronavirus), we had no choice but to make this difficult decision.

As Dr. Washington shared in previous messages, the college community is invited to participate in our virtual commencement celebration by visiting and posting messages of congratulations on your social media using #Wewill.

On April 26 at 2 p.m. join us at www.kvcc.edu/commencement for a virtual celebration. The celebration will include your messages and photos and a special message from President

Washington, Trustee Chairperson Jeffrey Patton, remarks from our student speaker and a special musical performance by faculty and staff.

To participate, wear your college regalia, if you have it, and record your own congratulatory message to the winter class of 2020 and upload it [here](#).

Helpful Tips for Recording Video

1. Use your smartphone and check to make sure your front/rear facing camera is set to record in 4K or 1080p at 30fps (Go to Settings > Photos & Camera > Record Video to change settings)
2. Record in landscape or portrait.
3. Avoid having a bright light behind you like a window, as this can make your face appear dark. Instead, face a light source so that you are illuminated.
4. Find a relatively quiet place where you can record your video. Here's an [example](#) from Aubrey Jewel Rogers.
5. Record and post your message with #Wewill to social media now! Re-post again on April 26!

Thank you,

[Russ Panico](#)

Virtual Commencement Celebration Committee Chairperson

Update on Incomplete Contracts

We are finalizing the new process and need to create instructions for everyone. When it is ready, I will coordinate with Marketing to notify everyone.

The incomplete contract does not have the same deadline as the tuition credit appeal. The contract is not required until grade rosters are submitted. We will have the process ready for you soon, and you will have time to complete the paperwork. You can still work with students and help them make appropriate decisions now, and complete the paperwork when it is ready.

Let me know if you have additional questions. Thank you for your patience.

[Lori Evans](#)

Associate Director

Admissions, Registration and Records

Class Withdrawal with Tuition Credit

Due to challenges of COVID-19, Kalamazoo Valley has also temporarily altered the withdrawal policy for Winter Semester 2020 classes.

Students can complete the Winter Semester 2020 Withdrawal and Tuition Credit Appeal Form to

withdraw from a class and apply for the credit. The credit can be used to take any class(es) within the next year.

The form is available under My Links in [MyValley](#).

College Waives Online Course Fees for Summer Semester

Kalamazoo Valley is waiving online course fees for the Summer 2020 semester. Students who have already paid summer tuition and fees will have the online course fees refunded. Refunds will be processed as follows:

- Fees paid by credit card will be refunded to the original credit card
- Fees paid by cash or check will be refunded with a check. Checks will be mailed to student addresses on file
- Fees paid using the payment plan will result in future payment plan amounts being adjusted to account for the lower overall semester balance remaining

Credit card refunds have already been processed, but may take some time to be reflected on your credit card statement. Checks for cash/check payments will be processed and mailed on Friday, April 17.

Students who have questions about their online course fee refund or tuition balance should contact the [Paystation](#).

Faculty Members Manufacturing Masks, Face Shields



Since the onset of COVID-19 struck our country and state, the need for Personal Protective Equipment (PPE) has continued to grow more urgent every day. As a result, Kalamazoo Valley Community College faculty members Dave Brock and Bill Kring began exploring ways to create masks and face shields using the college's CNC machines and 3D printers.

Brock and Kring have been working diligently in the Engineering Design and Manufacturing Technology (EDMT) lab to design, manufacture and assemble face masks and shields based on a design received from a major 3D manufacturer, Stratasys. Both men are EDMT faculty members and department co-chairs. [more](#)

Families First Coronavirus Response Act

As you may be aware, recent legislation was passed intended to help workers and employers related to the COVID-19 pandemic. The legislation, the Families First Coronavirus Response Act (FFCRA), became effective April 1, 2020 and will remain in place through December 31, 2020. Some of the benefits are as follows:

- Full-time employees may be eligible for Emergency Paid Sick Leave of up to 80 hours, in addition, to leave that has already been provided to those who are unable to work for reasons related to COVID-19
- Part-time employees may be eligible for Emergency Paid Sick Leave of up to their average hours worked in a two week period in addition to any leave that has already been provided to those who are unable to work for reasons related to COVID-19*
- The FFCRA also expands the Family Medical Leave Act by widening eligibility and providing partial compensation for leave time related to COVID-19

If you need to request either of these two new types of leave, please submit the appropriate request form to Susan Matlis. Additional information and forms for both the Emergency Paid Sick Leave and the Extended FMLA can be found on the college's benefits page and the Faculty and Staff Resources section of the college's [coronavirus page](#).

If you have any questions, please contact to [Susan Matlis](#).

Thank you,

Aaron Hilliard

Vice President for Human Resources

** Hours will be calculated upon approval of the request. If the employee's schedule varies significantly, a six-month average will be used to calculate the average hours worked for a two-week period*

Zoom Safety

By now many of you have probably heard (or maybe experienced) of situations in which uninvited guests have joined in on Zoom meetings or classrooms. Please don't let these hackers prevent you from using Zoom effectively: it's a very good tool and it's entirely possible to prevent this from happening.

There are settings in Zoom that can make your class/meeting less accessible to someone trying to disrupt your meeting. This blog post does a nice job of summarizing the various security options that are available. The Waiting Room is one such option and instructions on how to

implement are included in the [post](#).

If you have any questions, don't hesitate to contact me at gfredericks@kvcc.edu.

Gail Fredericks, Ph.D.

Faculty Success Center

Protect Yourself from Online Predators

The Department of Homeland Security has issued guidelines to help protect against cyber threats. Access this information to reduce your vulnerability during the COVID-19 pandemic.

[more](#)

Fund To Assist Students With Emergency Needs Expected To Grow As Faculty Members Lead The Way

Student need for emergency financial assistance continues to grow during the COVID-19 pandemic. "The need now is higher than it has ever been and will continue to be, even after the college and our world returns to 'normal,'" Kalamazoo Valley Communications Instructor Steve Ott said. "Jenny and I have been trying to decide how best we can help and where to direct resources, as we feel very fortunate to still have two paying jobs. While we realize not all of our colleagues may be able to say that, we are hoping that our faculty colleagues, will join us in making a difference in some of our students' lives."

Donations to the Student Emergency Fund may be made electronically by visiting www.kvcc.edu/foundation.

"This effort will enhance our ability to meet the non-scholarship related emergency needs of our students," said College President L. Marshall Washington, Ph.D. "I am grateful for the leadership of Steve and Jenny in this effort. I am pleased that other faculty members have already stepped forward in support."

Staff, alumni, businesses, and community members may also contribute to the fund by also visiting www.kvcc.edu/foundation. For those unable to make a donation online, checks may be mailed to the KVCC Foundation with a notation for the Student Emergency Fund in the memo line:

KVCC Foundation
PO Box 4070
Kalamazoo, MI 49003-4070

For more information, contact the KVCC Foundation Executive Director [Linda Depta](#).

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. The office 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 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.

Call for Proposals

The college is currently planning the Fall 2020 Summit for September 2-3 and invites you to submit a proposal for both faculty-specific and college-wide sessions.

Fill out this [form](#) by April 17.

We are particularly interested in the following types of sessions:

- Topics related to health and well-being of both students and employees
- Training to obtain advance skills in Microsoft Office, customer service, time management and other relevant areas
- All sessions should support the college's Strategic Plan

Please note, a decision will be made by June 30 if the Summit will move forward as normal or in a different format.

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

Canvas

Faculty and staff are encouraged to complete the Passport to Canvas - Canvas Orientation course.

Passport to Canvas is designed to provide users, specifically students, with a basic understanding of how to interact with Canvas, and utilize its numerous features. Much of the information will also be valuable to instructors.

Faculty are encouraged to share Passport to Canvas enrollment information to students.

To enroll in the course, click the help icon on the Global Navigation Menu within Canvas, and then click the Passport to Canvas - Student Canvas Orientation course link.

If you have questions, please contact [David Kobb](#).

Annual Essay Contest Postponed

Every April, the English Department announces the annual essay contest and accepts submissions from students until the first week of May. Unfortunately, the COVID-19 is affecting all aspects of our lives — including the 2019-2020 essay contest. Therefore, the contest will be postponed until the spring of 2021. All entries that would have been submitted this spring may be entered next year.

Students who wish to submit their essays electronically - from today onward - may do so by sending both the essays and the form to engessay@kvcc.edu. Submissions will be held until May of 2021. Students submitting in this way will receive a reminder next spring to turn in two hard copies of the essay and a hard copy of the form to the faculty reception desk. Please share this information with your students.

[Caroline Whiting](#)

English Faculty

CALENDAR OF
EVENTS

HUMAN
RESOURCES

STAFF & FACULTY
DEVELOPMENT