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May 18, 2020

Greetings,

As we continue to respond and prepare for the eventual re-opening of campus buildings, I have assembled a Post Pandemic Task Force which is serving as an important part of our future planning efforts. The task force includes academic and student support services leaders along with cabinet members.

The “Stay Home, Stay Safe” Executive Order impacts our planning and a tentative schedule for online with a mix of face-to-face fall semester instruction is taking shape. Our final plans will be announced by July 1.

Another challenge facing our planning process is the college budget. Daily, we read and hear about the economic condition of our state. As I meet, virtually, with state and local business leaders, the Michigan congressional delegation and leaders from other institutions of higher education, I am hearing similar themes about budgetary concerns. Institutions like ours must carefully balance the need to address student and community concerns about cost and safety with building a balanced budget for the new fiscal year beginning July 1.

Planning for the fiscal year budget began, as it usually does, many months ago. Leaders from across the college have submitted their budget requests for review by cabinet. As we continued creating the budget, I was advised to prepare for potentially steep cuts in state funding and to be mindful that revenue from property taxes is unpredictable. The college’s third major source of income comes from tuition and fees.


During its meeting this morning, the Board of Trustees acted on the recommendation to increase tuition rates for fall semester. The Trustees also approved a significant decrease of the distance

learning fee assessed for online classes. These changes will allow the college to build a prudent budget for next year. Later today, you will receive a communication from my office outlining the exact details of the approved tuition and fees structure.

I am well aware that our carefully deliberated decisions today will impact our fall semester students. I am equally aware that the decisions we make now can help to safeguard the future of Kalamazoo Valley Community College for generations to come.

Thank you for your continued patience and resilience as we navigate these unprecedented times together.

Sincerely,

A handwritten signature in black ink that reads "L. Marshall Washington". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

L. Marshall Washington, Ph.D.

President

Payroll through June 15 and Summer Hours Reminder

Gov. Gretchen Whitmer has modified the "Stay Home - Stay Safe" Executive Order. As a result, some employees have been notified to return to college buildings to prepare for our eventual reopening of all campus locations. Unless you have been otherwise notified by your supervisor that you are an essential employee, you are to continue to work at home through May 31. The college has committed to continuing pay through pay period #11 (timesheets are to be submitted by May 29, 2020) in the same fashion.

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. Regular deadlines for submission and approval of leave reports and timesheets still apply.

Summer hours began today. This means the expectation is four, nine-hour workdays and the college is closed on Fridays. Please adjust your internal and external communications accordingly. Also, for those submitting timesheets, please enter your time as you would be scheduled to work. For full-time employees who work a regular Monday-Friday shift, this means reporting nine hours Monday through Thursday as "regular hours" and four hours on Friday as "Time Off Paid." For those who do not work a regular Monday-Friday shift or work in buildings that are typically open on Friday during the summer should follow the same procedures as in prior years for recording time worked (scheduled to work) during summer hours.

Employees who are not available for work, please discuss your situation with your supervisor and use available leave balances. If you have questions, please contact the payroll department

at payroll@kvcc.edu.

Live Chat with Student Success Services

Starting this week, students will be able to live chat with staff from Student Success Services on its [webpage](#) during normal business hours. This is a great way for students to get their quick questions answered. Please help spread the word!

Kalamazoo Valley Zoom Backgrounds are Now Available

We may be working from home, but that doesn't mean we can't properly represent the college during Zoom meetings. A variety of Zoom meeting backgrounds are now available at www.kvcc.edu/communications. Why not show off your school spirit instead of your kitchen cabinets?



Leading with Heart

We're proud to train heroes at Kalamazoo Valley — from nurses and EMTs to respiratory therapists and medical assistants. Check out the newly released [health careers video](#) that showcases these great programs.

Kalamazoo Valley GIF Stickers

New Kalamazoo Valley GIF stickers have been created for social media.



#GoCougars



To use on Instagram: When creating an Instagram story post, tap on the square smiley face in the upper right-hand corner. Next, tap the gray GIF icon and search for “kalamazoo” or “kalamazoovalley” to see Valley’s stickers and use them in your post. Or when creating an Instagram story post, tap “Create” on the bottom of the screen. Next, tap the square smiley face at the top of the screen and search “kalamazoo” or “kalamazoovalley” to use Valley stickers in your post.

To use on Twitter: Tap create post, then the GIF button above the keyboard. Then search "Kalamazoo." There won't be as many options for Twitter because Twitter doesn't use GIF stickers, only GIFs.

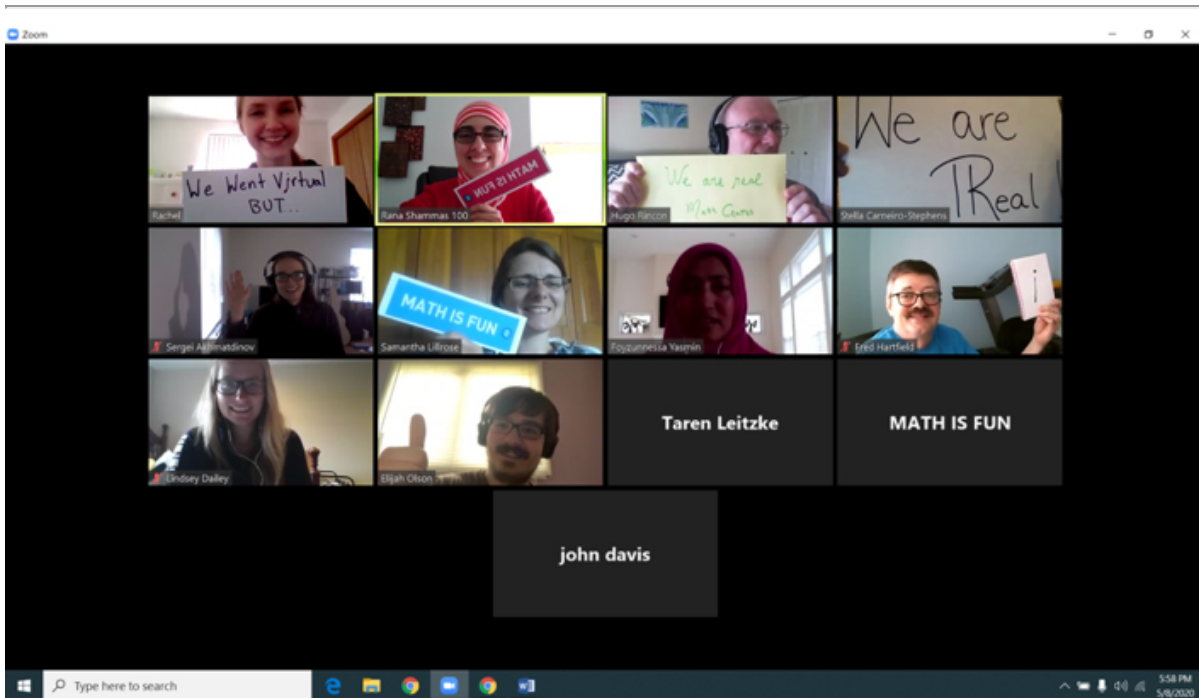
Preparing the Campus for Employees, Students

Currently, the facilities team is working their way through each and every classroom, restroom, common area and some program-specific labs and doing a deep clean and disinfection from top to bottom. The process begins with the cleaning of all air vents, registers and light fixtures, including the replacement of stained or damaged ceiling tiles. The process then transitions to hand cleaning and disinfecting of all high touch areas (i.e. door handles, light switches, desktops, chairs, media carts, etc.). Once that has been completed, the entire space is then treated with disinfectant via an electrostatic sprayer and or hand sprayer to ensure complete disinfection of that space. A checklist is then filled out to confirm there has not been anything overlooked. Once a checklist is submitted, the space is then inspected before signage is placed on the door certifying that the room has been fully cleaned and disinfected.

In addition to these procedures, the team is dusting and cleaning all windows, ledges and hallway registers/vents. Also, the production of sanitation stations is ramping back up with a total of 30+ completed so far, which will be dispersed throughout each of the college’s seven buildings. Clay Alberts, the carpenter and painter, for the college is also designing cleaning kiosks that will be strategically placed throughout each facility, which will provide employees with

proper cleaning supplies, towels and gloves to wipe down any area in your personal space that may be in need of disinfecting.

Classrooms are being reset to ensure proper social distancing and staff are recording room capacities so that the Dean's and Chairs will know what rooms can be utilized for which programs. All of the HVAC filters have also been upgraded to a Merv 14 which is a hospital grade filter to better ensure improved air quality.



Math tutors get together to discuss summer semester drop-in tutoring.

EDMT Faculty and Volunteers Continue to Produce and Assemble PPE for Local Medical Professionals

Since the stay at home measures were enacted due to Covid-19 concerns, Engineering, Design, Manufacturing Technology instructors Dave Brock and Bill Kring and a group of dedicated volunteers have continued to produce and distribute face masks and shields for area medical facilities.

Recently, a batch of 500 masks was delivered to Borgess Medical Center. Retired Kalamazoo Valley administrator Dennis Bertch is on the Ascension Borgess Foundation and he and fellow

board member Craig Chindemi were on hand to receive the newly crafted masks.

“We’re doing this not for recognition, but because we want to make a difference.” Brock and Kring said, “To us, the two most important words on the sign out front are ‘community’ and ‘Kalamazoo’.”



(Left to Right) Retired Kalamazoo Valley Vice President and Ascension Borgess Board Member Dennis Bertch and Craig Chindemi of the Ascension Borgess Foundation were on hand to receive the newly crafted masks.

Kalamazoo Valley's Libraries: We Have the Electronic Resources You (and Your Students) Need!

Yes, the doors are closed at the Texas Township and Arcadia Commons Libraries. The computers are dark and the books wait quietly on the shelves. However, our third location – www.kvcc.edu/library – is always open and library staff is busy at home, ready to meet your and your students' information needs.

Think of our website as a starting point, both for accessing electronic resources and for getting the assistance you need.

1. Contact Information – (front and center on our website.) You can call 269.488.4380, [email](#) or [chat](#) with us (or another college librarian). You can even set up a Zoom appointment.
2. Electronic Books (eBooks) – (lower on the homepage, use our ValleyCat search box.) When you search for a book in our library catalog, you can limit your search to eBooks, just check the eBook box on the left-hand side!
3. Journal, Newspaper, and eBook Databases – (look on the left-hand side of the screen and click on “[Articles & Research Databases.](#)”). This link will take you to our numerous databases, arranged by broad subject area. Click on a subject area and explore our electronic resources covering everything from Biology to Business, English to Psychology, and topics in between. In order to access these materials off-campus, you will be prompted to log in with your MyValley credentials.
4. Virtual Tour – Been a while since you’ve explored our website? Need to let your students know where things are? Take our [virtual tour](#)!

We hope to see you in our third location soon...visit us [online](#)!



ALUMNI+ ART SHOW

Alumni+ Art Show

The 2020 Alumni+ Art Show is going virtual. The show will open online on June 5, 2020.

Submissions will be accepted until May 21, 2020. [more](#)

CALENDAR OF
EVENTS

HUMAN
RESOURCES

STAFF & FACULTY
DEVELOPMENT