



READ THE LATEST **KV FOCUS**

June 9, 2020

Greetings,

This morning the Board of Trustees approved the FY '21 budget. As I shared with you last month, budget planning began, as it usually does, many months ago. Unlike in the past, however, our efforts have been significantly impacted by economic issues related to the pandemic. I am increasingly concerned about the likelihood of steep cuts in state funding for the college and I am mindful that revenue from property taxes will be adversely affected. The college's third major source of income comes from tuition and fees.

Regarding expenses related to the operation of the college, we are obligated to honor agreements made several years ago associated with full-time and adjunct faculty compensation. Expenses under our control now include other personnel compensation and capital projects. Therefore, the following cost-savings measures will be in effect beginning July 1:

- overall 5% decrease in part-time employee hours
- across the college freeze on full-time and part-time staff and administrator compensation
- although eligible by contract for a salary increase, I declined based on the uncertain economic environment
- freeze on all travel
- hiring "frost" for open positions due to retirement, reorganization or separation
- some unit and department budget adjustments
- many capital projects capped or delayed

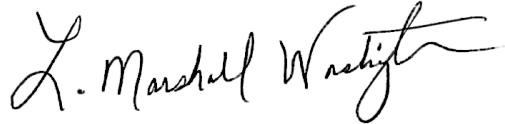
These and other expense modifications allow the college to build a prudent budget for next year. The budget adopted today, is based on what we know now. Additional cost savings

measures may need to be implemented in the future.

I am well aware that the outcomes resulting from our carefully deliberated decisions are not ideal. 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

Michigan's Colleges and Universities Miss Their Students

President L. Marshall Washington, Ph.D., represented the college in an encouraging [video](#) for students that was coordinated by Michigan's three higher education associations.

The project was spearheaded by the Michigan Association of State Universities, Michigan Independent Colleges and Universities, and the Michigan Community College Association to assure students that the state's colleges and universities remain committed to helping them succeed and complete their studies.

Representatives from participating institutions submitted two or three photos of themselves holding signs with encouraging messages for current and future students. "Now, more than ever, we need to reach out to our students to assure them that we're still here to help them reach their educational goals," Washington said. "If you're familiar with Kalamazoo Valley, you know that we really do believe that 'together is better.' It's important to remember that we're all in this together – even while we have to be apart."

Campus Disinfection

Since April 29, members of the Facilities Services team began disinfecting offices, labs, classrooms and common spaces in all buildings including the Kalamazoo Valley Museum, to prepare for eventual face-to-face instruction and reopening. Sanitizing stations and cleaning kiosks have also been installed in all buildings. Custodian Clay Alberts, Kalamazoo Valley's painter and carpenter, constructed sanitation stations and cleaning kiosks for all buildings. Sanitizing stations are equipped with hand sanitizer and the cleaning kiosks contain bottles of disinfecting spray, paper towels and instructions on the proper procedures for disinfecting surfaces after each use.

Alberts is also designing portable plexiglass partitions that will be used to separate computer work stations in common areas and in skilled trades labs. "We've been able to do a lot in-house," said Director of Facilities and Construction Management Services Dannie Alexander. "We're fortunate that we have the talent here."

Custodial staff is also using a new stabilized aqueous ozone machine to disinfect high-touch areas throughout the buildings. During the stabilized aqueous ozone process, oxygen is converted into ozone and combined with stabilized water to create stabilized aqueous ozone. Molecules in the cleaning solution destroy bacteria upon contact. The solution reverts back to water and oxygen after use. The solution works as a disinfectant for the first two hours, as a sanitizer for two additional hours and as a general cleaner for three days. "The hope is that we'll have this technology in all buildings to keep up with high touch areas," Alexander said. "We're extremely excited about this technology because it uses simple charged water. Stabilized aqueous ozone is known to kill the Coronavirus family of viruses including COVID-19, SARS, and MERS within one minute of contact during the first two hours," Alexander said.

COVID-19 (Coronavirus) Testing

Sindecuse Health Center at WMU is one of the few Kalamazoo County health centers to receive FDA authorization to offer rapidresult COVID-19 testing. Results are usually known in less than an hour. Kalamazoo Valley faculty and staff can use the health center by showing their college ID. For more information and the necessary paperwork, [click here](#).

Year-End Financial Reminders

In order to close the fiscal year-end and prepare audit work papers and financial statements – the following dates and deadlines need to be observed.

- All Commercial Card transactions posted by June 4, 2020 will be paid with fiscal 2020 dollars. Charges posted after June 4, 2020, will be posted to fiscal 2021.
- All outstanding purchases, including Staples orders, must be received in full by the end of day Tuesday, June 30, 2020 in order to be paid with fiscal 2020 dollars. Products or services received after June 30, 2020 will be paid with fiscal 2021 dollars. Please call Muriel Hice at X4410 if you have any unusual receiving circumstances.
- Financial Aid will not enter or post anything after 5 p.m. on June 30, 2020 to provide a clean cutoff date for processing various required year-end reports. Financial Aid will also run reports for reconciliation of financial aid postings.
- The Bookstore may be closed the morning of July 1, 2020 for inventory.
- All Pay Authorizations should be submitted and processed by Human Resources by end of day, July 13, 2020 for summer full and part-time activity to allow for proper accruals of payroll.
- Any correcting journal entries to your budget should be brought to Sara Hermann's attention by end of day Monday, July 13, 2020.

- Invoices pertaining to goods or services received on or before June 30, 2020 must be supplied to Accounts Payable by end of day Monday, July 13, 2020 to be included in the fiscal 2020 budget. Please contact Muriel Hice at X4410 should you have a delayed invoice concern.
- Any requests for reimbursement of travel or mileage completed in fiscal 2020 must be submitted to Accounts Payable by end of day, Monday, July 13, 2020 to be included in the fiscal 2020 budget.
- All requests for invoicing for Kalamazoo Valley services rendered (Training, EFE, Groves, Facilities, FIC, etc.) must be submitted to Financial Services for processing by end of day, Monday, July 13, 2020.

These examples are not all inclusive. Any documents or transactions pertaining to fiscal year 2020 not listed above must be received by Financial & Business Services by end of day Monday, July 13, 2020. Any documents or transactions received after this date will be posted against the fiscal 2021 budget.

Please call Sara Hermann x4068 if you have any questions or concerns. Thank you for your assistance with these year-end processes.

ValleyHUB at the Food Innovation Center Reopens

ValleyHUB at Kalamazoo Valley's Food Innovation Center has reopened, after closing with the rest of the college due to the state's COVID-19 (Coronavirus) Stay home, Stay Safe Executive Order. After Memorial Day, Valley Hub began running one weekly order cycle for growers and customers, and the delivery truck is back on the road.

Kalamazoo Valley's Director for Sustainable and Innovative Food Systems Rachel Bair said ValleyHub has reopened with minimal staff who use strict social distancing procedures. While staff members have been working from home, an abundance of produce has continued to grow.

Produce grown at the ValleyHub urban farm is available through several local retailers, including PFC Natural Grocery and the Fido Motors Café "[Get the Goods](#)" box program. ValleyHub also distributed vegetable seedlings through the Common Ground Kalamazoo Community Garden Project. Common Ground is a community-wide effort to support gardening throughout Kalamazoo County.

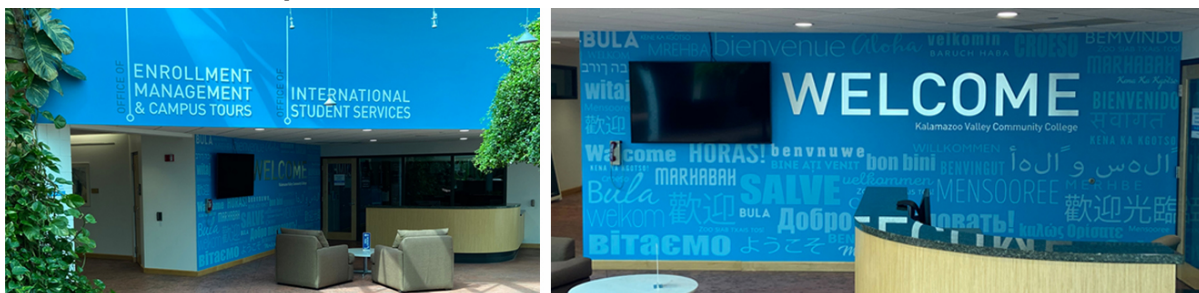


ValleyHub delivery truck

“Interest in vegetable gardening has increased tremendously since the start of the COVID-19 (Coronavirus) pandemic,” Bair said. She expects the trend to continue and considers it one of the positive developments to come out of the situation. Staff at the Food Innovation Center are developing educational videos to meet the needs of traditional and non-traditional gardeners in the community. The urban farm at ValleyHUB showcases a range of sustainable agricultural practices. The center’s five-acre site includes an indoor grow room, a heated greenhouse, outdoor raised beds and a passive solar hoophouse. The FoodHUB is a licensed food processing facility equipped to produce fresh-cut fruits and vegetables at a range of production scales. The facility also has a Visitor Center and 30-seat classroom.

One of ValleyHUB's goals is to get more healthy food onto more plates in Southwest Michigan by training, educating and supporting the fresh food supply chain. Staff works with MSU Extension, FamilyFarmed and others to offer skills-focused workshops for farmers and food processors. Community meetings and conferences for professionals in the food system are also hosted by ValleyHUB, along with fun, practical classes about sustainability and self-sufficiency that are open to all.

Welcome Wall Graphics in the Student Commons



Ed2Go

Interested in taking an online class for FREE? As part of the college's corporate training department's agreement with Cengage Learning's Ed2Go, the following online courses are available to employees free of charge:

- [Fundamentals of Supervision and Management](#)
- [Twelve Steps to a Successful Job Search](#)
- [Managing Customer Service](#)
- [Marketing Your Business on the Internet](#)
- [Personal Finance](#)
- [Small Business Marketing on a Shoestring](#)
- [Individual Excellence](#)

To take advantage of this offer, you must register using these [links](#) anytime between now and June 30. You will have three months to complete the class from the time you are enrolled. These non-credit courses are provided through a partnership and are not developed or facilitated by Kalamazoo Valley Community College faculty.

IT Updates

Over the past several months, the IT department has been working on a number of updates and improvements to the college's computer and phone systems. They include:

- Upgrading DegreeWorks, our web-based tool that students, advising staff and faculty use to help students plan and track their progress toward graduation.
- Installation of the Banner Integrated Learning Platform software, Canvas, will happen in July. This piece is the software that transfers information back and forth between Banner and Canvas.
- Installation of College Scheduler, Enhanced Version. This program help students fit their classes into the scheduled time they have available to take classes. This tool helps students manage their work, personal and academic schedules together. Because together is better.
- Updating our WebFocus Business data software. The upgrade provides more tools for users and a new portal for viewing information.
- Implementation of a new VM Ware Backup and Disaster Recovery. We are planning on having it operational prior to the start of the fall semester.
- Replacement of the college's firewall with a next generation firewall solution is a behind the scenes project that will help make cybersecurity for Kalamazoo Valley stronger.

- Relocation of the Student Computer Lab at the Texas Township Campus. The new location is the Student Commons, which is a much more central location with lots of green space and beautiful surrounding. Lab staff will still be available to help. How many Computer Labs have a Starbucks!
- Refining our remote support for students, faculty and staff. We are continuing to refine how we are performing these duties and are finding new tools and ways to become more efficient.
- Adding more access points for outdoor coverage for WIFI connectivity.

We thank them for their work.

Integrated Services of Kalamazoo Offers Mental Health Resource

In response to the behavioral health impact of COVID-19 (Coronavirus) in Kalamazoo County, Integrated Services of Kalamazoo (ISK) is teaming up with area partners to offer the community, including Kalamazoo Valley faculty, staff and students essential support and resources for staying safe, healthy, resilient and hopeful, both during and after the pandemic.

With the Refocus, Reconnect, Recover campaign ISK aims to help members of the community cope with the trauma and disruption of the pandemic by:

- Reminding people that it's normal to experience mental and emotional distress related to a disaster, and there is help available.
- Connecting individuals with easily accessible mental health resources.
- Inspiring resilience and hope while facing a "new normal" together.

[more](#)

Kalamazoo Valley Extends WiFi to Campus Parking Lot

In March, due to concerns about the transmission of COVID-19 (Coronavirus), Kalamazoo Valley Community College temporarily closed all buildings and suspended face-to-face instruction and moved coursework online for the duration of winter semester.

The college has more than risen to the challenges posed by the rapid transition to remote instruction. The entire shift was predicated on the notion that all students have access not only to a computer, but to reliable internet access. In reality, many do not.

While some students reported finishing up winter semester with only their phones, Kalamazoo Valley adopted a "loaner laptop" program in March. "More than one hundred students have taken advantage of the opportunity to check out a laptop who would otherwise be working on campus in computer labs and libraries," said Vice President for Information Technologies Tim Welsh.

"The internet access problem is more complicated."

Some students, especially in southwest Michigan's rural areas, have no broadband internet available. Others have spotty Wi-Fi or experience router overload when multiple devices are working in one home. The other issue is affordability and whether or not students can pay for internet access where it's available. Many can't.

All these concerns existed prior to COVID-19 (Coronavirus) pandemic. "The pandemic has exposed and exacerbated the problem of Wi-Fi availability which we know can impact the achievement gap between those who have access and those who have no access," said President L. Marshall Washington, Ph.D.

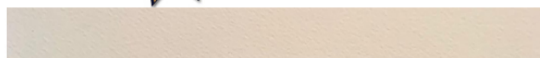
Now that Gov. Gretchen Whitmer has lifted the "Stay Home, Stay Safe" Executive Order, Kalamazoo Valley is making parking lot Wi-Fi available to its students. "We have installed signal boosters to extend Wi-Fi to specific lots at our Texas Township and Arcadia Commons campuses," Welsh said.

"While the college has provided laptops and expanded wireless coverage for students, faculty members still have had to be flexible, with some of them providing four different delivery methods for each class, every week, like Zoom, text, email and telephone," Provost and Vice President for Instruction and Student Support Services Peter Linden said. "The entire college community has mobilized to help our students be successful."

Students requiring assistance with connecting to the Wi-Fi or who have questions should contact IT@kvcc.edu or call 269.488.4250.

Alumni+ Art Show 2020 Winners Announced

This year's virtual Alumni+ Art Show was a great success. A total of 31 alumni artists submitted more than 70 pieces of work for exhibition in the show, which is being hosted virtually due to closure of campus buildings following the COVID-19 (Coronavirus) pandemic. [more](#)





Rabbitude
Watercolor/Gouache
Dori Smith
\$100 Award



Spring Leaf
Pastels on Sanded Board
Tracy Klinesteker
\$500.00 Award



Louise
Oil on Canvas
Kathleen Nolan-Hutchins
\$300.00 Award



Resolute in the Storm
Photoshop Digital Illustration
Em Hillsburg
\$25 Award



2020 ALUMNI ART SHOW
HONORABLE MENTION



Stones
Digital Photograph
Yequu Zheng
\$25 Award



Kalamazoo Valley Libraries: Helping You, Helping Your Students

When campus buildings are open, you will find the Texas Township and Arcadia Commons Libraries filled with students. Kalamazoo Valley students use library spaces to study, access computers, borrow textbooks on reserve, and check out library materials. Students also regularly seek help from library staff – we get questions on everything from research tips to technology troubleshooting to citation help.

With assignments and papers coming due, students may still need library assistance in order to succeed in their classes. However, they might not know that help is still available to them. We encourage you to let your students know that the Kalamazoo Valley libraries are open remotely, and that staff are ready and willing to answer their questions.

Here are some ways you can direct your students to library resources. Feel free to copy and paste any of this information into your course:

Did You Know That...? Provide your students with some leading questions, as they may be unaware of the services we provide. Did you know that the library can help you figure out MLA citations for your paper? Did you know that the library can help you search for a peer-reviewed article? Did you know that the library can help you format headings and page numbers in a word processing program? Did you know the library can help you navigate campus resources?

Canvas – Students can get library assistance directly through Canvas. Click on the Help tab on the left-hand side of any Canvas page. The [Ask a Librarian](#) link will take students straight to the Kalamazoo Valley Libraries contact page, as well as our 24/7 Chat service, which is staffed by both Kalamazoo Valley librarians and college librarians across the state of Michigan.

Library Website – Assign students to explore the Libraries' third location, our [website](#). Ask them to find information about our research databases or course reserves. Alternatively, embed this [virtual website tour](#) into your Canvas course, which gives students an overview of library services.

Library staff are here to help both you and your students be successful this summer! We look forward to hearing from you.

**CALENDAR OF
EVENTS**

**HUMAN
RESOURCES**

**STAFF & FACULTY
DEVELOPMENT**