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September 1, 2020

Greetings,

We look forward to the beginning of the new semester on Sept. 8! Preparations for the new academic year have taken on even more importance as we continue to become proficient in the use of new ways to teach and serve our students. I thank our dedicated faculty for their continued ingenuity. I continue to be grateful for the efforts of our staff and administrators who are working across departmental lines to ensure that all students receive the attention they deserve.

The outbreak of the novel Coronavirus has caused anxiety and worry for many. This, coupled with the outcry for racial justice and the eruption of social unrest all across America, our world and right here in Kalamazoo, greatly impacts us all.

In my conversations with members of the Board of Trustees, community members and administrators and staff, I'm hearing similar concerns and I plan to address many of these issues during a special presentation during the Summit and throughout the academic year.

The images we see on social media and in the news force us to pay attention. Is it any wonder that so many of us are feeling stressors such as helplessness, social withdrawal, difficulty concentrating and sleeping, anger and racial identity tensions. I understand.

The theme of the Virtual Fall Summit, which starts tomorrow and continues on Thursday, is improving emotional and mental health. I hope that you will take full advantage of the sessions being offered. And because this Fall Summit is virtual, you will be able to access the sessions at times convenient for you – and you will be able to refer to them over and over as needed.

There is still time to view the entire [schedule](#) and register for sessions. Additional information is available below.

As we continue the phased-in approach to re-opening our campus buildings, the health and safety of our faculty, staff and students remains at the forefront of our efforts. We are collaborating with health and governmental leaders from across the state and locally to ensure that the college is in compliance with Executive Orders and public health protocols.

To that end, campus buildings continue to be sanitized and disinfected on a regular basis, offices and instructional spaces have been modified to provide for safe social distancing and the college has implemented a contact tracing plan.

I have been very clear about our expectations for the use of face coverings, safe distancing, daily health screenings and other required protocols to help minimize the spread of germs and disease on our campuses. This information can be found on our [website](#). Creating a safe and healthy environment at the college is a shared responsibility. Practicing public health safety recommendations every day, both on and off campus, will help to keep us all safer, all the time.

Sincerely,



L. Marshall Washington, Ph.D.  
President

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## Kalamazoo Valley Employee Daily Self-Screening Information

Kalamazoo Valley employees are required to complete a daily self-screening questionnaire using the State of Michigan's MISymptoms tool before coming to campus, effective Wednesday, Sept. 2.

Get started [here](#).

Employer codes are assigned by your Cabinet level supervisor and listed below. Using the correct employer code ensures your screening will be recorded properly.

**MISymptom self-screening questionnaire must be completed prior to entering any Kalamazoo Valley campus, effective Wednesday, Sept. 2.**

### Employer Codes

Dennis Bertch | 1176-1688

Mike Collins | 3813-6133

Linda Depta | 4968-8091

Aaron Hilliard | 8926-6939

Craig Jbara | 6813-8992

Kathy Johnson | 5017-8861

Brian Lueth | 3176-1576

L. Marshall Washington | 4237-3294

Tim Welsh | 7625-1017

For more information about the State of Michigan's MISymptoms tool, click [here](#).

For additional Frequently Asked Questions about returning to campus, click [here](#).

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## College Buildings/Hours

Students and invited guests now have limited access to our buildings to complete college-related business and prepare for online and in-person classes during the core business hours of 8 a.m. to 5 p.m. Monday through Friday and on Tuesdays until 7 p.m.

All students and guests are required to adhere to strict safety measures which include:

- Face coverings must be worn properly at all times.
- When possible, proper social distancing of a minimum of 6 feet must be observed.
- Frequent hand washing along with the use of hand sanitizer is required.
- Completion of a daily [health assessment](#) prior to arriving on campus.

Student and Guest Building Access Locations

### Texas Township Campus (TTC)

- Flag pole entrance, tower entrance, Student Commons east entrance and west entrance near the gymnasium
- Students enrolled in skilled trades courses are to enter the building through an exterior classroom/lab entrance.

#### **Anna Whitten Hall (AWH)**

- Rose Street entrance

#### **Center for New Media (CNM)**

- Main entrance off of Burdick Street

#### **Marilyn J. Schlack Culinary and Allied Health Building (CAH)**

- Main door off of East Walnut Street

#### **Food Innovation Center (FIC)**

- Main door off of the parking lot

#### **The Groves Center**

- West entrance

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### **Welcome Back to Campus from Facilities Services!**

Personal accountability is key to keeping our campuses healthy and welcoming. We must be responsible for ourselves and for one another. Faculty, students and staff all play a part in helping to ensure that everyone who visits our buildings has peace of mind.

Across all campuses, the college is increasing the cleaning of high-traffic areas and high-touch surfaces such as handrails, benches, tables, handles and restrooms. At a minimum of once per day, all surfaces are being wiped and disinfected using products that have been confirmed to kill the COVID family of viruses.

While not a comprehensive listing, the following are just some of the ways we are working together to create safe campus environments. This is an on-going process and we welcome your suggestions.

#### **Classrooms and Labs**

Cleaning kiosks are available in or near all classrooms and labs. Faculty, students, staff and administrators play a key role in ensuring our academic spaces are cleaned as needed throughout the day. Facilities Services will be disinfecting all classrooms and labs used on a daily basis.



### **Signage**

Consistent campus signage has been developed covering aspects regarding required face covering use, cleaning practices, social distancing and traffic flow. Additionally, daily health screening questionnaires are posted at all entry points. Signage is strategically placed to ensure that necessary information is clearly communicated.

### **Hand Sanitizer**

Freestanding sanitation stations, hand sanitizer pumps and wall-mounted sanitizer dispensers have been made available in more than 100 locations and will be maintained by Facilities Services. We understand that departments may want to supplement existing college supplies with additional department-owned products. To make this process easier, departments may now order hand sanitizer by submitting a work request. To submit the request, login to the employee portal and click “Dude Solutions - Facility Services Work Request” in the Workplace Resources section.



### **Cleaning Kiosks & Caddies**

Cleaning kiosks are available in numerous campus areas to provide the tools for cleaning any space at the time it is needed. Each kiosk includes gloves, paper towels, disinfectant spray and instructions for use. In areas with specific needs, cleaning caddies with customized cleaning supplies are provided. Departments that would like to supplement their supplies with additional department-owned products may do so. If you have questions regarding the best products to purchase please contact Facilities Services.

### **Air Quality**

Facilities Services has worked to enhance air ventilation systems for optimum performance. More than 600 air handling unit filters have been upgraded to hospital-grade MERV14 filters. Additionally, we have increased the number of times the air is turned over in the building per hour, exceeding CDC recommendations. This process also involves the bringing in of fresh outside air at a higher rate.

All radiant heat systems have been deep cleaned for improved air quality. Return air vents have been deep cleaned in all areas including classrooms, labs, office spaces, public areas, hallways and restrooms.

### **Restrooms**

Facilities Services is replacing all manual restroom fixtures, eliminating drying systems and converting to electronic touchless fixtures. This effort helps to eliminate the transmission of bacteria and viruses on common touchpoints. Proper social distancing protocols have been incorporated into the overall layout of restrooms.

Facilities Services is monitoring and cleaning restrooms regularly. If you would like to have a restroom cleaned before your use we recommend using the resources at the cleaning kiosk, spraying down the provided paper towels with the cleaning product and bringing it into the space with you.

### **Touchless Bottle Filling Stations**

Facilities Services is actively altering drinking fountains in all buildings to only touchless drinking water dispensers. Filters in these dispensers for filling personal water bottles have been replaced.

We look forward to working with you to ensure our campuses stay healthy and safe.

If you have questions, please email Director of Facilities and Construction Management [Dannie Alexander](#).

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### **There is Still Time to Register for Summit**

There is still time to [register](#) for the Fall Summit scheduled for Sept. 2 and 3. The camera icon on the webpage indicates a live session that you need to register to attend. The arrow icon is a pre-recorded session (no registration needed) and will be available for viewing beginning Aug. 31.

The college will close and services will be temporarily suspended on Sept. 3 between 8-10 a.m. so that all can access the live opening events. The college will be open and services will be available to students and guests in-person and virtually as already planned during the remainder of the Summit. If you have questions, contact your supervisor.

As already advised, if you need a computer or headphones, please contact [jpotter@kvcc.edu](mailto:jpotter@kvcc.edu). If you do not already have access to Zoom, please follow the instructions below to be able to access the Summit:

- Download Zoom <https://zoom.us/download> and test your functionality prior to the start of the Summit. If you have questions, contact the [help desk](#).

As a reminder, you can review sessions you have signed up for on the Staff Development [webpage](#). Make note of the Zoom links for your sessions, which are listed in each event.

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### **Welcome Tables**

Classes start Sept.8 and we need your help welcoming students to campus! Please consider signing up to work one of the Welcome Tables on Sept. 8 or 9. For the fall semester, tables will only be located at the Tower entrance and the Advanced Technology Center entrance. There are two spaces at each table, so sign up with a friend or meet someone new! Each table will be supplied with maps and other giveaways to share with students.

Sign up is easy and appreciated:

1. Follow this [link](#)
  2. Log in and select your preferred time(s)
  3. Click SAVE - you will receive a confirmation email
  4. If you need assistance, please contact [Ashley Hamilton](#) x4401 or [Levi Funk](#) x4856
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### Loaner Laptops Available

The college has loaner laptops available for students who don't have computers at home. To qualify, students must be registered and paid for their fall semester classes, have signed up for a college tuition payment plan or have financial aid on their account to cover their tuition and fees.

These computers are able to connect to WIFI. You will be able to use Moodle and Canvas and have access to Microsoft Office and web applications. However, these laptops are not able to run the resource intensive applications from EDMT and the Center for New Media including AutoDesk, SolidWork, MasterCAM, Adobe Creative Suite as well as most other EDMT and Art and New Media software.

Direct student to go to [www.kvcc.edu/laptop](http://www.kvcc.edu/laptop) to complete an application.

Students should monitor their college email frequently to learn if they have been approved and to receive instructions about how and when to pick up their loaner laptop.

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Lucky by Amanda Byrd



Winter Afternoon by Tracy Klinesteke



Reflection by Larry Sandt

### “Creativity During Crisis” Virtual Art Exhibit Premieres on September 4

The Center for New Media is hosting a virtual art show, Creativity During Crisis, premiering on Sept. 4. The show includes 56 pieces of art from 34 Southwest Michigan artists, writers and musicians that they created after the Michigan “Stay Home, Stay Safe” Executive Order took effect in March. [more](#)

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The Texas Township Cougar Café is now open for business.

**Hours of Operation:**

**Monday-Thursday**

**7:45 a.m. - 1:30 p.m.**

**Closed Friday**

Breakfast: Subway breakfast sandwiches and hash browns, coffee, packaged grab-n-go breakfast favorites.

Lunch: Subway sandwiches\*, soup, pizza and salads, assorted sodas and waters, packaged grab-n-go snacks and cheese cups (\*not all Subway sandwich options are available at this time).

You can also order online at [kvcc.catertrax.com](http://kvcc.catertrax.com) and pick up at the Cougar Café.

Vending machines continue to be available for snacks and beverages

**COVID-19 (Coronavirus) Safety Measures:**

Masks required

Hand sanitizer available

Distancing made easy with floor dots

One way in, one way out – just follow the arrows

Separate pick-up station for online orders

Regular cleaning of surfaces by staff

Regular staff hand washing

Daily health screening of staff

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**Kalamazoo Valley Libraries: What You Need to Know Right Now**

The Kalamazoo Valley Libraries are open and available to support you and your students during the Fall 2020 semester. We are offering a mix of in-person and online services to provide reserve materials, information literacy instruction and reference assistance.

**Locations and Hours**

Currently, only the Upper Level of TTC Library will be accessible, and library hours will be reduced at both locations. Library materials will be available for checkout. We also offer services remotely through email, phone, 24/7 chat and Zoom. Please call 269.488.4380 or email us [libraries@kvcc.edu](mailto:libraries@kvcc.edu) for up-to-date location and hours information.

**Reserves and Textbooks**

The Libraries will provide students with electronic access to items in the Course Reserve collection. Students can request access to reserves by email [libraries@kvcc.edu](mailto:libraries@kvcc.edu). Instructors have the option to place personal copies on reserve or make a library purchase request. Please contact Ashley Bergkamp (TTC) [abergkamp@kvcc.edu](mailto:abergkamp@kvcc.edu) or Franki Hand (ACC/BHLC) [fhand@kvcc.edu](mailto:fhand@kvcc.edu) to reserve materials for your course(s).

**Instruction**

Virtual library instruction is available. Librarians can teach via Zoom for synchronous classes, and make instruction videos and activities available for asynchronous classes. Please email Amy Brandt (TTC) [abrandt@kvcc.edu](mailto:abrandt@kvcc.edu) or Jim Ratliff (ACC/BHLC) [jratliff@kvcc.edu](mailto:jratliff@kvcc.edu) with your instruction request, and we will work with you to meet your learning goals.

**Study Spaces**

The libraries will continue to offer quiet study space with computer and printer access at both the Texas Township and Arcadia Commons Campus Libraries. Access is available on a walk-in basis during open hours; no appointments necessary.

We look forward to connecting with you!



Call 269.488.4380

Email [libraries@kvcc.edu](mailto:libraries@kvcc.edu)

Chat with a college librarian [24/7](#)

Follow us on Instagram [@kalamazoovalleylibraries](#)

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## Connecting with the Kalamazoo Museum in New Ways

The Kalamazoo Valley Museum is a place where our community comes together to explore history, share stories, discover scientific theories, and travel through the stars. Twenty years from now, perhaps we will talk about the COVID-19 pandemic of 2020 and discuss how, for the first time in history, the whole world experienced a similar sudden change. Face-to-face conversations and education stopped for a moment in time, and we all put our lives on pause to figure out a new, safe way to communicate. While we grieved the in-person connections we had abandoned, we moved forward creating new ways to connect and learn.

The Museum's staff has been busy investigating new technology, thinking outside the box, and tapping into creativity to bring new and exciting programs to our visitors using low-risk tools. Welcome to our new offerings!

**Themed Family Programs:** These will include digital components on the Museum's website such as videos, performances, book readings and storytelling. In addition, these events will be paired with takeaway activities, crafts, scavenger hunts, games, science experiments and more.

**Night Sky Tours:** Planetarium staff will offer you a guided tour of the night sky. Learn how to find constellations, spot planets, and even see distant galaxies.

**Podcasts:** Check out our website for a new podcast series focused on interpretation.

**Chemistry Day Mystery:** This year's popular Chemistry Day program will be a digital mystery where you are a gumshoe who will solve a sticky mystery... with science! Be sure to register for this unique digital program where you engage in scientific experiments with real-life professional scientists, collect clues and use what you learn to solve the mystery.

**Digital Sunday Discovery Series:** Do you enjoy the Sunday lecture series for adults and learning new things about your community and world? It's going digital this fall!

Check the Museum's [website](#) for details on these offerings, to register for participation and more.

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## Curbside Bookstore Service

Students who need something from the Kalamazoo Valley Bookstore have options:

1. Order online at [bookstore.kvcc.edu](http://bookstore.kvcc.edu), 24 hours a day, 7 days a week  
Shipping within two business days  
Pickup curbside with two hour notice, Monday-Friday from 11 a.m. - 4 p.m.
2. Walk-in service - Texas Township Campus, Room 4380  
Monday-Friday, 11 a.m. to 4 p.m.

Students should call 488.4600 when they arrive on campus and staff will come out to assist them. Visit the bookstore [website](#) for additional information.

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CALENDAR OF  
EVENTS

HUMAN  
RESOURCES

STAFF & FACULTY  
DEVELOPMENT