



READ THE LATEST **KV FOCUS**

November 16, 2020

Greetings,

Today I am announcing a new series of COVID-19 (Coronavirus) safety precautions. This comes in response to the announcement by Gov. Gretchen Whitmer over the weekend about an updated epidemic order from the Michigan Department of Health and Human Services.

Changes include the end of in-person classes except for those specifically related to the training of law enforcement and corrections officers as well as medical personnel and first responders.

Enhanced safety precautions will also include additional restrictions on access to all campus buildings and shifting additional employees to a more remote work schedule. As the work of the college continues, some on-campus services will be offered on a limited basis. Most, if not all services, will be provided online. Additionally, some will be offered curbside. The flexibility provided by our Pandemic Response Plan allows for this pivot based on new information and these changes allow the college to remain in compliance with all guidelines for health and safety.

This new set of precautions will begin on Wednesday, Nov. 18 and continue through Dec. 8. Affected employees will be contacted by their supervisors.

The college will continue to prioritize and support remote and online learning and student services, assisting our students to finish the fall semester on schedule. As previously announced, winter semester is scheduled to begin on Jan. 11.

I know that these are unsettling times for you and for me, our families and for our students. Thank you for your continued efforts in less than ideal circumstances. I am grateful for your continued dedication to serving our students.

I will continue to stay in contact with you in the coming days and weeks. Details will continue to be posted on the college website at www.kvcc.edu/coronavirus. By working together we can help minimize the long-term effects of this unprecedented situation on our lives and community. Stay safe and take good care of yourself and one another.

Sincerely,

A handwritten signature in black ink, appearing to read 'L. Marshall Wadsworth', is written in a cursive style.

L. Marshall Washington, Ph.D.
President

INTERNATIONAL STUDENT SERVICES

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International Student Services New Recruitment Video

Chris Voss, international student services manager, recently acquired names of students from South America, Central America, Africa and Eurasia/Central Asia who are interested in studying in the United States. Those students, as well as students already in the college's database, will receive targeted marketing that will include a link to this [new recruitment video](#).

OFFICE OF DIVERSITY AND INCLUSION

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Office of Diversity and Inclusion Hosts Two Special Events this Week

November is Native American Heritage Month, or as it is commonly referred to, American Indian and Alaska Native Heritage Month. The month is a time to celebrate rich and diverse cultures, traditions, and histories and to acknowledge the important contributions of Native people. Heritage Month is also an opportune time to educate the general public about tribes, to raise a general awareness about the unique challenges Native people have faced both historically and in the present, and the ways in which tribal citizens have worked to conquer these challenges.

You're invited to join a virtual panel discussion from 2 to 3 p.m. on Nov. 17 featuring local and regional tribal members and historians. Contact [Trice Batson](#) for the registration link.

A second event, "White People Talking to White People About Racism," is being offered twice on Nov. 18. Based on a webinar presented by The University of Southern California's Race and Equity Center, White People Talking to "White People about Racism" offers a space where white people can help each other in everyday anti-racist work beyond protest and public statements. This 90-minute program includes candid conversations about race, bias and other polarizing concepts of diversity and inclusion.

The sessions will be hosted via Zoom from 11 a.m.-12:30 p.m. and from 2:30-4 p.m. on Nov. 18. They will be moderated by Diversity and Inclusion Director Trice Batson and facilitated by various white people including Tracey Corbett, Coty Dunten, Craig Jbara, and Patti Henning. Please forward questions, accommodation requests and RSVPs to [Trice Batson](#).



Special Thanksgiving Food Share

Thanks to partnerships with local farmers and a grant from the Okun Foundation, Kalamazoo Valley students will have the opportunity to pick up a special Thanksgiving Food Share Monday, Nov. 23 at the Food Innovation Center or Tuesday Nov. 24 at the Texas Township Campus. Pick up on both days is between 1-4 p.m. The share will include all of the ingredients for a Thanksgiving-style meal. Students will receive a chicken, potatoes, apples, stuffing, parsnips, squash, celery, carrots, onions, rolls, butter and more. Holiday recipes and a cookbook, created through a partnership between the college and Integrated Services of Kalamazoo, also will be included.

Students will receive an email with a link to sign up on Nov. 17. A total of 100 shares will be available. Dr. Washington and members of cabinet will be distributing the shares via a drive-thru service on Monday at the Food Innovation Center and on Tuesday at the Texas Township Campus.

For more information, email foodshare@kvcc.edu.



Valley Food Share Volunteers Needed!

Valley Food Share will continue through the end of the semester as a drive-service. Volunteers are needed to help distribute food at both the Food Innovation Center and the Texas Township Campus. Please [sign up](#) if you are able! Questions? Email foodshare@kvcc.edu.

LIBRARIES

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Kalamazoo Valley Libraries:

Current Events Leaving You and Your Students in Need of a Good Laugh? We've Got You!

Kalamazoo Valley Libraries offers research support, but don't forget we also can provide recreation and that much-needed laugh.

Check out these laugh-out-loud titles:

[Born a Crime: Stories from a South African Childhood](#) by Trevor Noah - Funny and moving memoirs of the *Daily Show* host.

[This is Just My Face: Try Not to Stare](#) by Gabourey Sidibe - Hilarious and hearty autobiography of the *Precious* actor.

[Mr. Know-It-All: The Tarnished Wisdom of a Filth Elder](#) by John Waters - Latest book of memoirs from the famously naughty wit that brought us films such as *Hairspray* and *Pink Flamingos*.

[Modern Romance: An Investigation](#) by Aziz Ansari and Eric Klinenberg - Comedic actor of *Parks and Recreation* fame teams up with his sociologist friend to conduct a full-on study of love and dating.

There's lots more where these came from, including books on stress relief and mental health. If you find a book in the online [library catalog](#) that interests you, just [contact the Libraries](#) and we'll keep it behind the service desk to check out. Pass it on to your students!

Or, if late semester stress is getting to your students, we can help with that, too! They can [call or email](#) Kalamazoo Valley Libraries for help with research, navigating library databases and resources, or citation. Our [24/7 Chat](#) service means there's someone to help them any hour. We might even know a good joke or two!

Contact us:

Visit us [online](#)

Call 269.488.4380 (TTC) or 269.373.7848 (ACC)

[Email](#)

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

Locations and Hours

Texas Township Campus Library (TTC)

Monday - Thursday, 7:30 a.m.-7:30 p.m.

Friday, 8 a.m.-5 p.m.

Saturday, 10 a.m.-2 p.m.

Arcadia Commons Campus Library (ACC)

Monday - Friday, 8 a.m.-5 p.m.



Deadline for December New Media Showcase Submissions is November 24

Kalamazoo Valley art students are invited to submit artwork for inclusion in the Center for New Media's Virtual New Media Showcase 2020 which opens on Dec. 4 during Art Hop.

Art in the virtual exhibit will be created by current ART and ANM students and will be displayed and archived on the [CNM's Facebook](#) and [Instagram](#).

Entries will be accepted until 2 p.m. on Nov. 24, 2020. All entries must represent digital art/design works and not be created with traditional media. Entries must be formatted for electronic submission following the virtual exhibit Guidelines and Gallery Requirements flyers. The electronic Call for Entries form must be submitted with the artwork. Up to three entries may be submitted. Access the forms [here](#).

Entries previously entered submitted in any Kalamazoo Valley exhibit are not eligible. Kalamazoo Valley has the right to withhold placement of any piece into the art show. For more information contact [Cindy Parks](#).

FINANCE AND BUSINESS

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Upcoming Payroll Due Dates and Approval Dates

Due to the upcoming Thanksgiving holiday, we wanted to make you aware of the modifications to the normal time sheet completion and approval deadlines surrounding the Thanksgiving break to assist you in ensuring accurate and timely completion of the time sheet submission.

- Employee time sheets are due **MONDAY**, Nov. 30 at 5 p.m.
- Manager approval of time sheets is due **TUESDAY**, Dec. 1 at 5 p.m.
- Full-time hourly employees should enter time off paid (TOP) for the college holiday of Nov. 26 & 27

If you are taking an extended break and will not be on campus when time sheets are due on Monday, Nov. 30, please ensure that your time sheet is completed and submitted prior to leaving campus. If you normally approve time sheets and will not be on campus on Tuesday, Dec. 1, please ensure you have a proxy set up to approve your time sheets, or approve your time sheets before you leave campus. Alternatively, if you are off campus and have internet access, you can log in to your MyValley account by going to www.kvcc.edu to access the Banner Self Service application to submit or approve time sheets.

Any questions may be directed to the Payroll Department. Please call Molly Riley at 488.4239 or send an email to payroll@kvcc.edu.



Birds Of Paradise Blooms in the Commons

A beautiful Bird of Paradise plant is blooming in the Commons at TTC. Kalamazoo Valley groundskeeper Billy Blair planted Bird of Paradise plants in the Commons in 2016 and it takes five to six years to get them to bloom. The blossoms only last two weeks on or off the plant and should bloom every fall from now on. Blair explained that the root cluster has to mature before the plant flowers. There are both white and orange Bird of Paradise plants in the Commons.

VETERAN SERVICES

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Understanding the Veterans on Campus

Without even knowing it, you've probably had student veterans and current service members in your classes. This population brings a unique set of perspectives and needs with them. This presentation will provide information on the numbers of veterans on campus, positive attributes they have, reasons why they struggle, services available on and off campus and insights on how to best engage and support this important group of students.

November 23 - 9 - 10 a.m. - Via Zoom

Sign up under the [Staff and Faculty Development link](#) in the HR Portal.

CORPORATE TRAINING

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Money for Area Businesses!

Help us spread the word about available dollars for businesses to provide education and training to their employees.

Technical Training and Apprenticeship Funding for Businesses

The Going PRO Talent Fund makes awards to employers to assist in training, developing and retaining current and newly hired employees. Training funded by the Talent Fund must be short-term and fill a demonstrated talent need experienced by the employer. Training must lead to a credential for a skill that is transferable and recognized by industry. This fund can also cover some of the cost of apprenticeships. Applications through Southwest Michigan Works are due by Nov. 30.

Growing Organizations in Michigan

Designed as an economic development tool, the Michigan New Jobs Training Program (MNJTP) allows community colleges to provide free training and education for employers that are creating new jobs and/or expanding operations in Michigan if the positions pay 175% or more of minimum wage. The training for the newly hired workers is paid by capturing the state income tax associated with the new employees' wages. Allocations of \$500,000 are made available several times each year to assist employers adding new jobs in our region. This resource is not competitive, any company meeting the minimum criteria can participate.

For more info on both programs, please contact [Amy Schmidt](#) at 269.353.1289.

HUMAN RESOURCES

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Vacation Time Carry Over

Employees who were unable to use vacation time as a result of the pandemic have options so as to not completely lose the unused time at the end of the calendar year. As a reminder, employees are eligible to carryover up to one year's worth of accrued vacation hours.

The options are:

Option 1 – Carryover up to an additional 16 hours of vacation time above your current cap. These additional hours are not eligible for vacation payout should there be a separation of service during calendar year 2021. The normal cap will apply at the end of calendar year 2021.

Option 2 – Convert up to 40 hours of vacation time above your current cap to sick leave. Converted hours would be added to your accrued sick leave time and would be eligible for use based on the criteria for use of sick leave outlined in the employee handbook.

Additional information and the form to submit your request can be found [here](#). Forms must be submitted by Dec. 15, 2020 to payroll@kvcc.edu.



College to Host December 20 Drive-Thru Commencement Celebration

To honor its Fall 2020 graduates as well as those students who attained their degrees last spring, Kalamazoo Valley is hosting a December 20, 2 p.m. Drive-Thru Commencement Celebration in the Texas Township Campus parking lot. The event is being held as an alternative to the traditional gathering at Western Michigan University's Miller Auditorium. Due to safety precautions put in place to guard against the spread of COVID-19 (Coronavirus), the college is not hosting large, indoor events.

Event details will be posted as they are confirmed at www.kvcc.edu/commencement.

Kalamazoo Valley Community College
FOUNDATION 

Bob Badra Educational Scholarship Fund

The Kalamazoo Valley Community College family lost a beloved member on Sept. 16, when Bob Badra passed away after a short illness. His keen intellect, curiosity and his loving kindness for all left an indelible mark on the college community, its faculty, staff and students. Please join us as we honor Bob by

contributing to the Bob Badra Educational Scholarship Fund. Our goal is to raise \$20,000 by December 30, so that Bob's legacy will be preserved by the annual awarding of a \$1,000 scholarship - in perpetuity.

Your tax deductible donation can be made online at kvcc.edu/foundation.

If you have any questions, please contact [Tim Welsh](#) or [Gloria Larrieu](#).

Foundation Scholarships: Gifts That Can Change Lives

Helping students achieve their educational goals is one of the best ways to have an impact on the future.

For more than 50 years, Kalamazoo Valley Community College has been providing life-changing experiences for students and their families. Although the college offers one of the lowest tuition rates in the state, many of our students can't afford to attend college without assistance.

Scholarship recipients are forever grateful for these life-changing gifts.

"After high school I had received no scholarships and was hurt by that. I became very motivated and changed many parts of my life. When I heard that I had received the John LaSotta Memorial Scholarship, I became quite emotional," said Justin Trantham, scholarship recipient. "Emotions of joy, achievement, and happiness poured out as I thought about all the work and change it took to get to this moment. You as the donor of this scholarship have given me motivation to not only achieve my dreams but to push that much harder while knowing that someone is finally believing in me."

The Foundation's annual fund drive is going on now. This is your opportunity to make a difference. By making a contribution for student scholarships. Send your tax deductible donation to KVCC Foundation, P. O. Box 4070, Kalamazoo, MI 49003, visit kvcc.edu/foundation to donate online or call Linda Depta, Executive Director, KVCC Foundation and Fund Development Director at 269.488.4821.

There Are Multiple Ways To Give

1. Give a cash gift. Your gift will be put to immediate use for college scholarships.
 2. Amazon Smile: If you're shopping from home this season, please consider adding Kalamazoo Valley as an Amazon Smile partner. It costs nothing to you and is an ongoing help to the college.
 3. Include the college in your legal will. It's an easy way to protect the people and causes you care about the most, and help the college take care of the students and communities we serve.
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Save the Date for Virtual Winter Summit

Plans are underway for the Winter Semester 2021 Summit, which will take place on Jan. 7 and 8. The faculty and staff portion of the Virtual Summit will be held the morning of Thursday, Jan. 7, with the college being closed to the public from 8 a.m.-12 p.m. Live and recorded sessions will be offered. Watch for details

and registration [here](#).

Patient Care Academy begins on January 11

The next Patient Care Academy starts on Jan. 11, 2021. Classes will be held at The Groves on Monday, Tuesday and Wednesday from 10 a.m. - 2 p.m. Seats are still available! Please tell any health careers students about this opportunity.

Certified Nurse Assistants and Patient Care Assistants are in extremely high demand and Kalamazoo Valley Community College's Patient Care Academy prepares individuals for these in-demand healthcare positions.

This fast-paced, seven-week program provides classroom instruction, hands-on practice in a lab, real world clinical experience and acute care observation experience at a local hospital.

For more information contact [Katelyn Vinson](#), program coordinator, 269.353.1282.

INFORMATION TECHNOLOGY

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IT Support

We are committed to providing Information Technology support services for the college community. Below are the protocols to use when you require assistance:

- Please do not visit any IT staff office areas without an appointment.
- For your convenience and our response, report all IT issues to Help Desk numbers x4451 or x7925. Someone from the IT team will contact you for remote diagnosis and resolution.

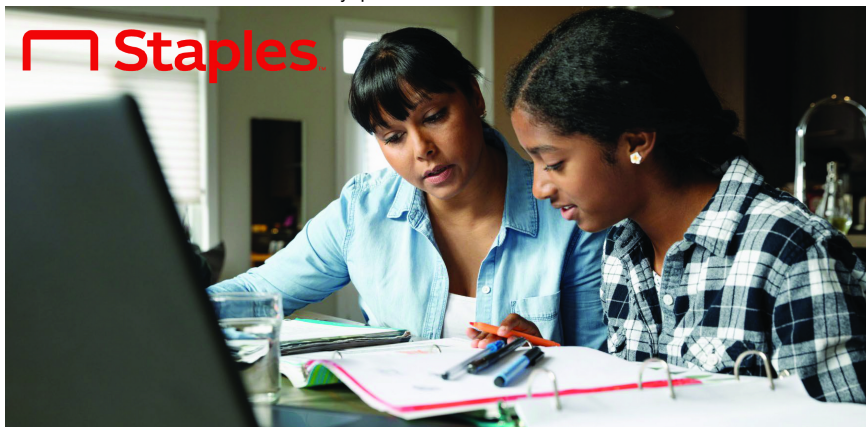
If the problem is a laptop being used remotely – IT will make an appointment for a drop off point that avoids close contact and allows staff to disinfect the device prior to service

If the problem is an on-campus computer, IT will make an appointment to service the device. You will be asked to:

- Use provided disinfectant to wipe down your work area
- Leave the work area when IT staff is servicing the computer
- IT will request contact information so that they can contact users after servicing the device

We are working hard to ensure the health and safety of all students, faculty and staff. Please be patient as we follow the college adopted guidelines both on and off campus.

Please contact Tim Welsh x4456 with any questions.



Your Staples Program for Personal Purchases

Kalamazoo Valley Community College gets competitive pricing from Staples®—and you can too! This Personal Purchase Program will provide you with cost savings on items that will help support your new way of work and life.

Some of the benefits include:

- Easy online ordering at StaplesAdvantage.com
- Broad assortment of essentials, technology products, snacks, coffee and more
- Fast and free delivery, no order minimum

How the program works:

- Register for Staples personal purchase program
- Receive a welcome email within 24-48 hours
- Set up a unique User ID and password
- Add a home delivery address only
- Payment by credit card only

[Click here](#) to register today to set-up your personal purchase account.

To learn more, contact your Staples Account Manager: [Melissa Mlejnek](#)

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CALENDAR OF
EVENTS

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