





June 1, 2021

College Community,

Last week Gov. Gretchen Whitmer announced modified COVID-19 (Coronavirus) emergency safety rules that begin to ease workplace restrictions and guidelines for employers.

The Michigan Occupational Safety and Health Administration's (MIOSHA) COVID-19 (Coronavirus) emergency rules have been updated. MIOSHA has removed the requirement that employers must create a "policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely."

The updated MIOSHA rules also provide additional guidance for employers to re-engage employees returning to the physical workplace. Examples include the option for employers to exempt fully vaccinated workers from wearing face coverings and social distancing. Cleaning requirements have also been updated to reflect the latest guidance from the U.S. Centers for Disease Control and Prevention. The new rules eliminate industry-specific requirements,

although employers are encouraged to have COVID-19 (Coronavirus) preparedness and response plans.

The Michigan Department of Health and Human Services (MDHHS) has advised that organizations and businesses have authority to put into place policies and guidelines that make sense for their operations, for the safety of their employees and customers.

I am communicating with you today to share the good news that the college continues to update and implement its COVID-19 (Coronavirus) Pandemic Response Plan, in accordance with the updated rules, to increase face-to-face instruction, programs and services. Kalamazoo Valley will continue to meet or exceed the minimum requirements for ensuring the health and safety of all people associated with the college.

As we continue the phased-in re-opening of campus buildings for administrators, staff, students and guests, certain health and safety precautions remain in effect, including:

- **Face coverings, worn properly, will continue to be required for all people on college property**
- **When possible, proper social distancing is still required, existing precautions related to offices, common spaces and classroom and labs will continue**
- **Rigorous cleaning and disinfecting protocols will continue**
- **Frequent handwashing and the use of hand sanitizer is recommended**
- **Daily [health screening](#) will continue to be required for all those working, learning or visiting our campus buildings**
- **The vaccine has been proven to be a safe and effective way to prevent the spread of the virus, we encourage everyone to become vaccinated**

The incidences of COVID-19 (Coronavirus) infection on our college campuses remain low and continue to decline. I sincerely appreciate the many efforts of our college colleagues who keep our facilities safe and disinfected and I thank all of you who have been diligent in your response to protecting yourself and others from the spread of the disease.

Because of these important efforts and the flexibility provided by our Pandemic Response Plan, we are able to move forward with our plans and the re-opening of our buildings.

It is imperative that you begin or continue planning for the eventual full re-opening of all campus buildings. Until you hear from your supervisor, continue with your current work schedule and location(s).

Again, I want to thank each and every one of you who have remained dedicated to our mission of serving our students, their families and the greater Kalamazoo community during these times. There is light at the end of the tunnel and I look forward to the exciting possibilities that the fall semester will bring.

Sincerely,



L. Marshall Washington, Ph.D.  
President

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# FACILITIES SERVICES

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## Wellness and Fitness Center Summer Hours

Wellness and Fitness Center (Room 6060) is open from 6 a.m. to 6 p.m., Monday through Thursday during Kalamazoo Valley summer hours. The pool and free weight room will remain closed until further notice.

- **Student access:** at this time, student usage will be limited to those currently enrolled in summer semester WPE classes which have an activity component required.
- **Employee usage** (limited to those currently working on-site at a college campus):
  - 6 a.m. - 8 a.m.
  - 11 a.m. - 1 p.m.
  - 4 p.m. - 6 p.m.

The following guidelines remain in place to ensure compliance with all safety recommendations:

- Completion of the WFC orientation is mandatory prior to the first time using the facility.
- Scanning in and out with college ID will be enforced to comply with contact tracing requirements.
- Face coverings will be required to be worn at all times.
- Proper social distancing and adequate cleaning.
- Patrons will receive a bottle of cleaner and a cloth upon entry and will be instructed on proper procedures for cleaning equipment after each usage.
- The blue lockers upstairs will not be accessible and towels will not be available.



Excellence in  
Academic Advising

## Excellence in Academic Advising

Kalamazoo Valley was invited to participate in a unique national initiative, Excellence in

Academic Advising (EAA) in Urban Ecosystems. This transformative change framework was formed through a partnership between the John N. Gardner Institute and the [National Academic Advising Association \(NACADA\)](#). Our work with EAA is in synergistic support of the college's strategic plan, Guided Pathways and identification of a Higher Learning Commission (HLC) quality initiative. The purpose is to better support students through academic advising with lenses of equity, advising as learning and systematic support connections across the institution and beyond.

This important work involves using data and surveys from our past advising and retention practices to inform and shape our internal reflection leading to future advising practices across the college. Seven task forces, based upon [nine conditions of excellence](#), are working on data-informed institutional reflection.

Watch for updates from each committee in KV Focus Plus throughout the summer and fall.

# FINANCE AND BUSINESS

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## **Payroll Updates**

Due to the start of summer hours and the recent Memorial Day holiday, your Payroll Department wanted to send a reminder of how to process these events on your time sheets:

### **Summer Hours:**

Full-time staff who work in buildings that close on Fridays during summer hours should record FOUR hours of TOP (time-off paid) on each Friday of their time sheet during summer hours. Staff who do not work a regular Monday - Friday shift, or who work in buildings that are open on Fridays during the summer should follow the same procedures as in prior years for recording time worked.

### **Time Sheet Submission:**

As a reminder, time sheets were due Friday, May 28 at 5 p.m.

### **Time Sheet Approval Deadline Change:**

The time sheet approval deadline has been changed to Tuesday, June 1 at 5 p.m. due to the Memorial Day holiday.

Any questions may be directed to the Payroll Department. You may call Anita Gonzales at 488.4872 or Molly Riley at 488.4239 or you may send an email to [payroll@kvcc.edu](mailto:payroll@kvcc.edu).

Thank you for your continued effort to ensure proper and timely completion of your time sheets.

## **Year-End 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. We appreciate your support and commitment to these dates.

All Commercial Card transactions posted by June 4, 2021 will be paid with fiscal 2021 dollars. Charges posted after June 4, 2021, will be posted to fiscal 2022.

- All outstanding purchases, including Staples orders, must be received in full by the end-of-day Wednesday, June 30, 2021 in order to be paid with fiscal 2021 dollars. Products or services received after June 30, 2021 will be paid with fiscal 2022 dollars. Please call Muriel Hice at x4410 if you have any unusual receiving circumstances.
- Financial Aid will not enter or post anything after 12 p.m. on June 30, 2021 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 for a period of time for inventory the last week of June/first of July.
- All Pay Authorizations should be submitted and processed by Human Resources by end-of-day, July 12, 2021 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 my attention by end-of-day Monday, July 12, 2021.
- Invoices pertaining to goods or services received on or before June 30, 2021 must be supplied to Accounts Payable by end-of-day Monday, July 12, 2021 to be included in the fiscal 2021 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 2021 must be submitted to Accounts Payable by end-of-day, Monday, July 12, 2021 to be included in the fiscal 2021 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 12, 2021.

These examples are not all inclusive. Any documents or transactions pertaining to fiscal year 2021 not listed above must be received by Financial & Business Services by end-of-day Monday, July 12, 2021. Any documents or transactions received after this date will be posted against the fiscal 2022 budget.

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

Sarah Herrmann  
Controller

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# INFORMATION TECHNOLOGY

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## Are Your Webpages Up-to-Date?

Help us ensure that our current and prospective students are getting the correct information from the college website. Please review the pages that pertain to your area. Are the hours and phone numbers correct? Are points of contact listed correctly? Is there old information? If you find an error, please submit any updates, using the Ticketing System (Website Update and Request Form), found on the [Employee Portal](#).



*Taylor Darling and Aaron Ross*

## Brewing Team to Promote Kalamazoo Valley's Program in Up North Biking Trip

In an effort to promote the brewing program at Kalamazoo Valley and network with other industry professionals, the college's sustainable brewing team is embarking on a five-day bike-packing and brewery tour in Northern Michigan. From June 3 to 7, instructor Aaron Ross, sustainable brewing alumni and Perrin QC manager Scott Vant Hul, and Taylor Darling, brewing operations manager, will ride their bikes to the furthest reaches of the Leelanau Peninsula to visit the various breweries scattered about the Sleeping Bear Dunes coast.

The trip will begin in Traverse City, where they will visit with the people who make some of Northern Michigan's finest beers, then they plan to jet off towards Frankfort to see staple Michigan breweries such as Lake Ann, Stormcloud, and 5 Shores. Then up to Glen Arbor, they'll visit Cherry Republic's newest brewery, then over to The Mitten in Northport, and Hop Lot down the Grand Traverse Bay-side. "We'll end our journey where we began, in Traverse City, to see the remaining locales. Along our way, we'll be handing out Kalamazoo Valley swag, brochures,

flyers, and hopefully bringing back with us new friends and stronger connections," Darling said.

Follow the journey on [Instagram](#) and [Facebook](#). "We'll be updating our pages with photos of our travels and our current whereabouts-- if you're in the area, come meet up with us," Darling said.

## MARKETING DEPARTMENT

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### Submit Your Events for the Student Planner

The college will printing the Student Planner for the 2021-2022 school year. Please use this link <https://forms.gle/uNNLH335aESFbYhS9> to submit your events/important dates for inclusion. We know that planning is difficult right now but please include as much detail as possible. To keep everything organized, use only the link provided. Do not send attachments or emails with your information.

This information also will be used to populate the college's master calendar, social media posts and in other college marketing. Please include all significant dates so our students are informed and prepared.

In order to have the Student Planner ready for the first day of classes, all information must be submitted by **June 21**.

If you have any questions please contact Khadijah Kabbani, marketing department intern at: [kkabbani9268@kvcc.edu](mailto:kkabbani9268@kvcc.edu).

## OFFICE OF DIVERSITY AND INCLUSION

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### Mental Health First Aid

A Mental Health First Aid class is being offered for students, faculty and staff from 9 a.m. to 3:30 p.m. on Tuesday, June 22. The training is being held via Zoom and will be facilitated by Integrated Services of Kalamazoo.

The terms "mental illness," "mental health" and "mental disorders" are tossed around freely in today's society, and yet many of us aren't clear about their meanings or relevance. In this seminar, you will acquire the basic knowledge and skills to respond to an individual in distress.

Note: As we offer this virtually there is a two-hour pre-class work requirement. This pre-class work needs to be completed approximately 3 to 5 days ahead of the date of the virtual training. Once you register for the virtual training, the information on how to access and use the learning



management system will be sent to you.

Please confirm registration by contacting [Trice Batson](#) by Monday June 14, 2021.



### **Kalamazoo Valley's Tenth Alumni+ Art Show this Weekend**

Kalamazoo Valley's Tenth Alumni+ Art Show begins during Art Hop at 5:30 p.m. on Friday, June 4 at the Center for New Media in downtown Kalamazoo. Works will be displayed at the Center for New Media as well as online at the Center for New Media Facebook and Instagram. Awards will be announced the night of the show. Guests will be required to wear face coverings and social distance when possible.

This juried art show enables Kalamazoo Valley alumni to showcase their works in a professional gallery setting. Works submitted will be considered for awards which will be presented to artists on the night of the show. Previous show entries have come from alumni with a variety of backgrounds including law enforcement, accounting, and medical coding. This year's exhibit will include 58 entries from 22 alumni artists who work in many different genres.

The art show is sponsored by Kalamazoo Valley's Alumni+ program, which was launched in April 2010 as a way for graduates, former students, and supporters of Kalamazoo Valley to stay connected to the college and each other.

The exhibit will remain on display through the end of June.



## STUDENT PROFILE

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### **Student Profile: Leshieka Williams**

Leshieka Williams always knew her true calling. That's why the Chicago native and mother of

four overcame a multitude of obstacles to earn an associate of applied science in culinary arts degree from Kalamazoo Valley. "My grandmother loved baking and I was always in the kitchen with her," Williams said. "I always knew this was something I needed to do."

The now 37-year-old received her degree in May and said she couldn't have done it without the support of family, friends, faculty and staff including those from the Kalamazoo Valley Accelerated Associate Program (KVAAP). Before enrolling at Kalamazoo Valley, Williams had to finish her GED. "I was homeless at the time so it was a struggle," she said. Once she enrolled at Kalamazoo Valley, KVAAP Director Louis Thomas and his staff began to help Williams secure basic resources. "KVAAP was a huge help," she said. "They helped with a hotel, food, babysitting and transportation. I didn't even have a way to get to school. I was walking back and forth to school at first." [more](#).



### Inside Out Events Planned

The college will be hosting two outdoor events to help students get prepared for the fall semester. Called Inside Out, the events will give students the opportunity to complete the steps necessary to begin classes on Sept. 8.

During Inside Out, attendees can:

- Receive financial aid application assistance
- Complete placement testing
- Meet with an advisor or counselor
- Enroll in classes

The first event will be held Wednesday, July 28 from 10 a.m. - 6 p.m. at the Arcadia Commons Campus. The following week, on August 3, the event will be hosted at the Texas Township Campus from 10 a.m. - 6 p.m.

In order to adhere to state regulations, an RSVP is required. Students who have been accepted to the college for the Fall 2021 semester will receive an invitation to attend.

LIBRARIES

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### Kalamazoo Valley Libraries- Make Mental Health a Priority

The past year has brought our awareness of mental health challenges front and center. Expand

your knowledge on this critical topic which affects not only ourselves, but often our co-workers, students, family and friends. Explore the Library's virtual book display about [Mental Health](#), and encourage your students to do the same.

This display features so much more than books:

- Statistics on mental illness in the US.
- Links to local resources.
- Information about the college's psychology department for those interested in further study.
- Books highlighting the personal stories of those who have experienced mental illness, as well as general books covering the spectrum of disorders.
- Links to more books and articles.

Check out our [How-To Videos](#) if you need help creating an account to log into the ValleyCat Library Catalog or how to put a library book on hold.

**Virtual Assistance:**

Visit us [online](#)

Call 269.488.4380 (TTC)

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

Zoom by appointment, please email

**Summer Hours 2021**

**Virtual Hours:**

Monday - Thursday | 8 a.m. - 9 p.m.

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

**Library Open Hours:**

**Texas Township Campus Library (TTC)**

Monday- Thursday | 8 a.m. - 5 p.m.\*

**Arcadia Commons Campus Library (ACC)**

**(located in Anna Whitten Hall, Room 321)**

Monday | 8 a.m. - 3 p.m.

Tuesday | 9 a.m. - 6 p.m.

Wednesday - Thursday | 8 a.m. - 3 p.m.

**Curbside Assistance:**

**Texas Township Campus Library (TTC)**

Monday - Thursday | 8 a.m. - 5 p.m.\*

*\*The libraries are closed until 9 a.m. on Tuesdays for staff training.*

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## IN THE NEWS

[ReUp has Helped Kalamazoo Valley Community College bring 1500 Students Back to Campus](#)

[Giants, Dragons and Unicorns Come to the Kalamazoo Valley Museum This Summer](#)

[Kalamazoo students will get apprenticeship opportunities with help of \\$25K grant](#)

[Erick Martin: 2021 Outstanding Faculty Nominee](#)

