



# ALL FACULTY AND STAFF MEETING

**Thursday, May 22, 2025**



# WELCOME AND UPDATES

**Dr. Mohamed Abousalem**  
**President**

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# TCC UPDATE

- **College Updates**
- **HIVE**
- **Chaplaincy**



# EXTERNAL ENVIRONMENTAL UPDATE

- **Learning the environmental changes in real time**
- **Assessing risk without impulsive action**
- **Focusing on mission and productivity**
- **Standing behind our policy of Institutional Neutrality**
- **Avoiding conflicts**



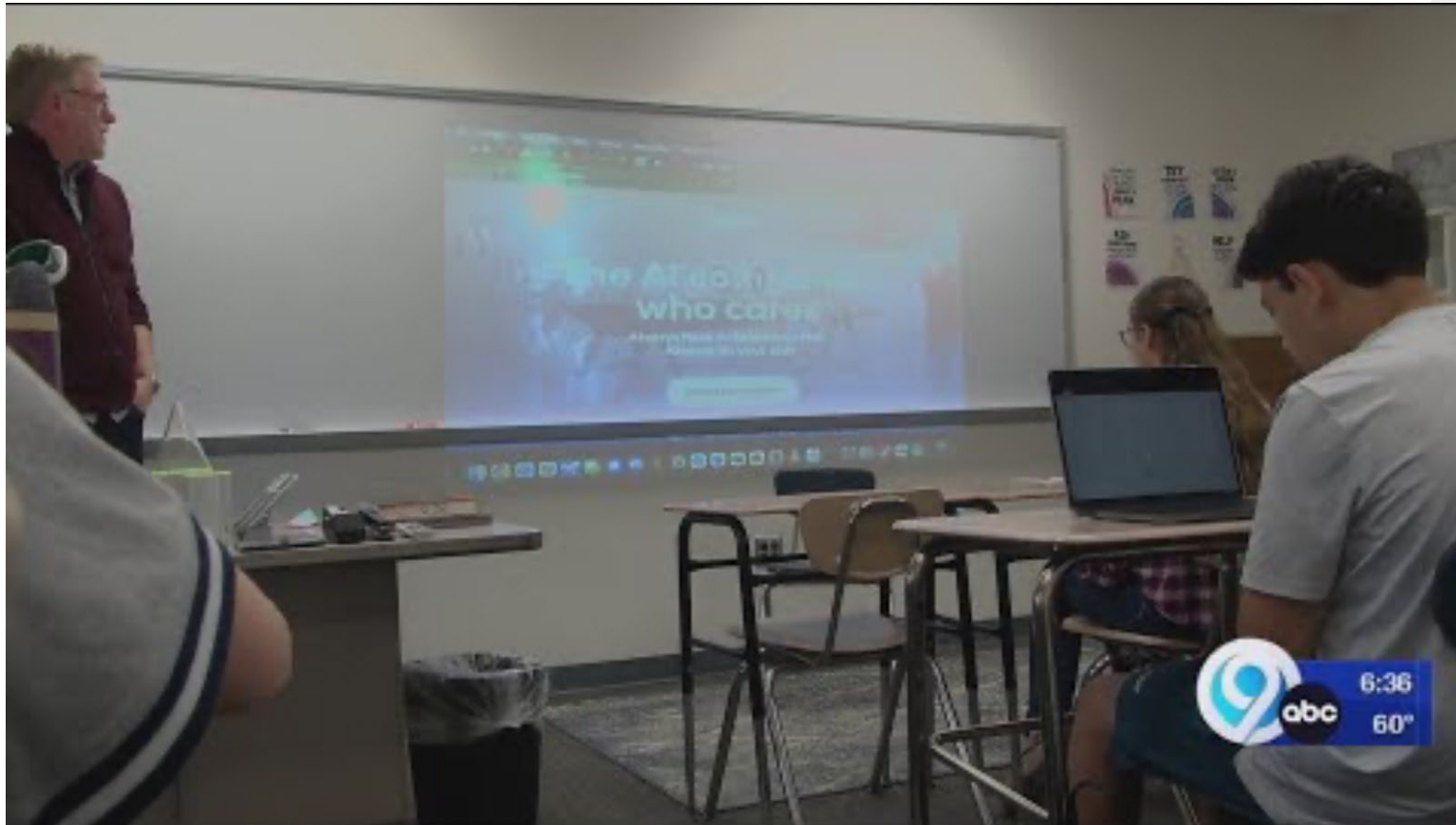
JEDI → BE

## **Belonging & Engagement Committee – BE Yourself!**

### **AY26 Priorities**

- Building community and awareness through shared experiences
- Develop cross-collaborative learning opportunities
- Build cultural bridges and support various groups with purpose
- Promote meaningful interpersonal and interdisciplinary connections
- Establish lasting KGI traditions through collaboration
- Embed belonging and engagement in institutional processes

# ARTIFICIAL INTELLIGENCE





# ARTIFICIAL INTELLIGENCE COMMITTEE

## **AI Committee formed and in action**

**Chair:** Dr. Barbara Fortini, Program Director

**Vice Chair:** Rick Burgess, IT Director

**Members:** Faculty, Staff, Students, Industry Liaisons

- Academic Guidance
- Technology Guidance
- Policy Recommendations
- Ethical Oversight
- Collaboration
- Education and Awareness
- Resource Allocation

# BUDGET

- **FY2025 Forecast: Deficit \$4M → \$3.5M** 🙌
- **FY2026 Budget: Deficit \$4M**
  - A lot of hard work ahead: Get to a break-even budget and pay down debt
  - Priorities for ALL of us:
    - Increase Revenue: Admissions (immediate focus!) and Philanthropy (longer cycle)
    - Reduce Expenses: All expenses are good expenses to reduce!
- **Stop-gaps in the works**
  - Vortex Property Sale
  - Rental Income





# WE WILL CONTINUE TO INVEST IN OUR PEOPLE

- **FY2026 Merit Pool: 2.5% (standard annual review process)**
- **Focused hiring for critical positions**

Other Institutions → Salary Freeze and/or Hiring Freeze

## BENEFITS ADJUSTMENTS – TUITION REMISSION

- **Employees hired before May 1, 2025: Program Continuing**
  - Hired after April 1, 2023 and before May 1, 2025 → No change
  - Hired before April 1, 2023 → Transition to the newer program on July 1, 2027
- **Employees hired after May 1, 2025: Limited Benefit**
  - 50% scholarship on KGI's graduate programs only

# BENEFITS ADJUSTMENTS – ACADEMIC RETIREMENT PLAN (ARP)/TIAA

- **Academic Retirement Benefit Contribution**
  - Effective July 1, 2025: **12% → 10%**
  - No matching requirement
  - Generous program relative to the private/ public sector & higher education institutions
  - Comparable to other TCCs
  - Savings of >\$1M over the three years

# BENEFITS ADJUSTMENTS – ACCRUAL LIMITS

- **Staff Vacation**

- Effective July 1, 2025: Vacation Accrual Limit: 288 hours → **192 hours (~ 5 weeks)**
- Winter Break continues to offer additional paid time off
- One year grace period to use banked time over 192 hours
- Effective July 1, 2026: accruals above 192 will be forfeited

- **Staff Sick Time**

- Effective July 1, 2025: Sick Time Accrual Limit: 960 hours → **192 hours (~ 5 weeks)**



*“Tough times never last, but tough people do.”*

- ROBERT H. SCHULLER



# Q&A



# WELCOME NEW FACULTY & STAFF

**Dr. Megan Prosser**

**Provost and Vice President of Academic Affairs**



# WELCOME NEW STAFF & FACULTY!

- **Claire Choi**, Academic Fieldwork Coordinator and Assistant Professor, Occupational Therapy Program – **Hired 4/1/2025**
- **Favian Franco**, Administrative Coordinator for MS & MCHA Programs – **Hired 4/22/2025**





# MARKETING AND COMMUNICATIONS UPDATES

**Ken Mashinchi**

**Vice President of Marketing and Communications**

# MARKETING AND COMMUNICATIONS UPDATES

- Events Calendar
  - [events.kgi.edu](https://events.kgi.edu)
  - Sign in using KGI SSO
- How I Found My Why at KGI and Finding Beelonging video series
- EAB Virtual Tour
- What's the Buzz





# FINANCE UPDATES

**Trevor Garrett**

**Interim Vice President of Finance and Administration**

# INFORMATION TECHNOLOGY PROCUREMENT



## WHY IT MATTERS KEY OBJECTIVES:

- **Enhance Cybersecurity & Data Protection:** Ensure purchases meet institutional security standards
- **Promote System Compatibility:** Reduce silos and support seamless integrations and track product/service lifecycles
- **Avoid Redundancy:** Eliminate duplicate tools and services across departments
- **Vendor Consolidation & Cost Efficiency:** Leverage volume discounts and simplify vendor management
- Applies regardless of funding source (reason: prevent the assumption that using alternative funds exempts individuals from this policy e.g., grants, personal expensing)

## APPLIES TO:

- All licensed software, including cloud-based platforms
- Hardware such as laptops, monitors, and mobile devices
- Audiovisual equipment
- Servers, networking, and storage equipment

## APPROVAL WORKFLOW & FACULTY/STAFF ROLES NEW PROCESS:

- Submit a purchase request to [helpdesk@kgi.edu](mailto:helpdesk@kgi.edu)
- IT review for compliance, compatibility, cybersecurity, and redundancy
- Finance review for budget & contract terms
- IT will advise whether the IT department will make the purchase or if the requester will be responsible.
- For purchases made by the IT department, IT will manage vendor communication and quotes.
- For purchases made by the individual departments, the purchaser will coordinate with vendors for quotes.



# HUMAN RESOURCES UPDATES

**Cheryl Merritt**

**Assistant Vice President and Chief Human Resources Officer**



# 2024-2025 PERFORMANCE REVIEW SEASON

Action	Due Date
<ul style="list-style-type: none"><li>• Human Resources to launch self-evaluation forms for faculty and staff in Workday</li><li>• Self-evaluation preparation materials will be provided to staff by Human Resources</li><li>• Performance evaluation guidance will be provided to supervisors by Human Resources</li></ul>	Monday, May 12, 2025
Deadline for faculty and staff to submit self-evaluations to direct supervisors for review	Friday, May 30, 2025
Deadline for supervisors to submit faculty and staff performance evaluations and reviewed and updated position descriptions to Human Resources	Friday, June 27, 2025
Deadline for supervisors to communicate performance evaluations to faculty and staff	Friday, July 11, 2025














# PERFORMANCE REVIEW TIP SHEETS

Home / Departments / Human Resources / Resources for Faculty and Staff / Reference Guides and Job Aids  
/ Performance Evaluation Guidance

## IN THIS SECTION



1. [2024 - 2025 Performance Faculty and Staff Performance Evaluation Timeline](#) 
2. [Performance Review Workflow](#) 
3. [Guidance for Writing an Effective and Impactful Self-Evaluation](#) 
4. [Faculty and Staff: Preparing and Submitting Self-Evaluations in Workday \(Step by Step Guide\)](#) 
5. [Supervisor: How to Complete Employee Evaluations in Workday \(Step by Step Guide\)](#) 
6. [Manager and Cabinet Level Supervisor: Completing the Final Review in Workday \(Step by Step Guide\)](#) 
7. [Annual Performance Self-Evaluations: Guidance for SMART Goal-Setting](#) 
8. [Annual Performance Reviews: Supervisor's Guide to Collaborating on SMART Goal-Setting](#) 
9. [Annual Performance Reviews: Supervisor's Guide to Writing Effective and Impactful Performance Reviews](#) 
10. [Sample Performance Review Phrases \(For Supervisors\)](#) 
11. [Annual Performance Reviews: A Guide to Help Supervisors Run an Effective Meeting](#) 



# ENTERING YOUR GOALS IN WORKDAY

- Please update your progress on your current goals and ensure your 2024–2025 goals are up to date in Workday.
- When meeting with your supervisor, discuss your proposed 2025–2026 goals before entering them into Workday.
- A new **Professional Development** goal section has been added.
  - Please take time to reflect on this, discuss it with your supervisor, and enter a thoughtful goal in the system.



# ADMINISTRATIVE PROFESSIONALS RECOGNITION

Administrative Professionals Day was on **April 23<sup>rd</sup>**


- John Clapham
- Ana Coreas
- Favian Franco
- Renee Hernandez
- Jennifer Jiang
- Ana Manvelian
- Iris Mercado-Patronite
- Safa Mohamed
- Michelle Pilch
- Mona Reaves
- Patricia Robidoux
- Andres Romero
- Leana Rudolph
- Paul Ruma
- Danielle Short
- Christina Stickles
- Marisa Torres
- Daniel Woo



Thank you for all you do!

# MENTAL HEALTH AWARENESS MONTH

Optum Employee Assistance Program (EAP), which offers 24/7 confidential services. You may access EAP at no cost by calling **800-234-5465** or visiting [Live and Work Well](#):

 Live and Work Well

Language ▾ Sign in Register

## Care and support for your emotional wellbeing


To view your benefits, sign in or register with HealthSafe ID ⓘ

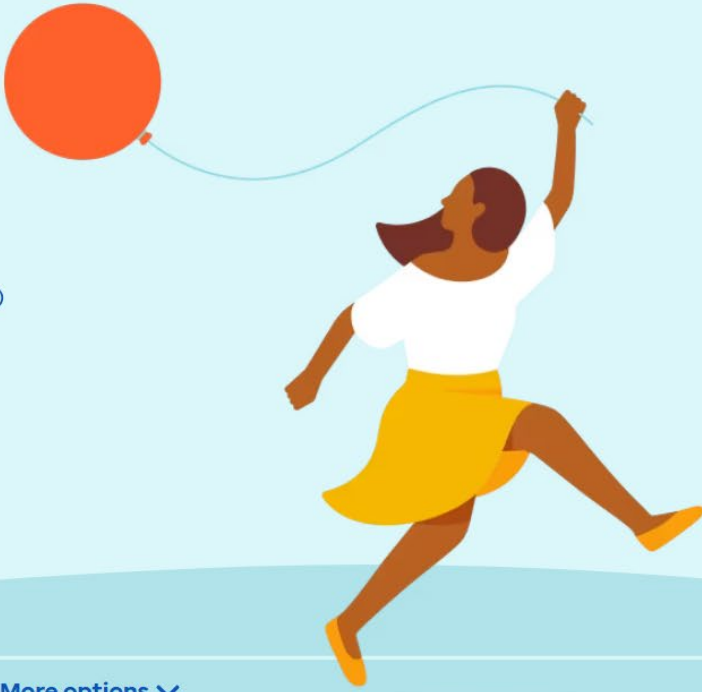
Sign in

Register


Browse with an access code >

Access code: "claremontcolleges"

 **Need help now?** For a mental health crisis, call or text **988** [More options ▾](#)



# UPCOMING HUMAN RESOURCES EVENTS & TRAININGS

- **Performance Review Fundamentals for Managers Training – Tuesday, June 3, 12:00pm – 1:00pm in 517 Founder’s Room**
  - Lunch will be served
  - RSVP: 
- **TIAA 1:1 Consultations – Monday, June 16 in 535, Office 155**
  - Sign-up link will be emailed to the community soon





# ACADEMIC AFFAIRS UPDATES

**Dr. Megan Prosser**

**Provost and Vice President of Academic Affairs**

# ACCREDITATION

Program	Professional Accreditation	Accreditation Status	Valid Until	Report due	Next Site Visit
WSCUC		Accredited	2026	June 2025	February 2026
MSGC	Accreditation Council for Genetic Counseling (ACGC)	Accredited, New Program	2026	August 2025	Fall 2025
MSPA	Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)	Accredited, Provisional	2026	July 2026	October 2026
OTD	Accreditation Council for Occupational Therapy Education (ACOTE)	Accredited	2032		
PharmD	Accreditation Council for Pharmacy Education (ACPE)	Accredited	2026	January 2026	March 2026



PA and OTD Teams!!!!



# OTHER PROGRAM ACCOMPLISHMENTS

## SHS

- MSGC board pass rate: 85% (~10% above the national average)
- MSPA board pass rate: 95%!

## PharmD

- Students won the quiz bowl at WPE

## Riggs

- Phenomenal Research Symposium (special thanks to Corporate Partnerships and Advancement for sponsorships)



Q & A

THANK YOU