

ALL FACULTY AND STAFF MEETING

Thursday, May 22, 2025



WELCOME AND UPDATES

Dr. Mohamed Abousalem
President

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**

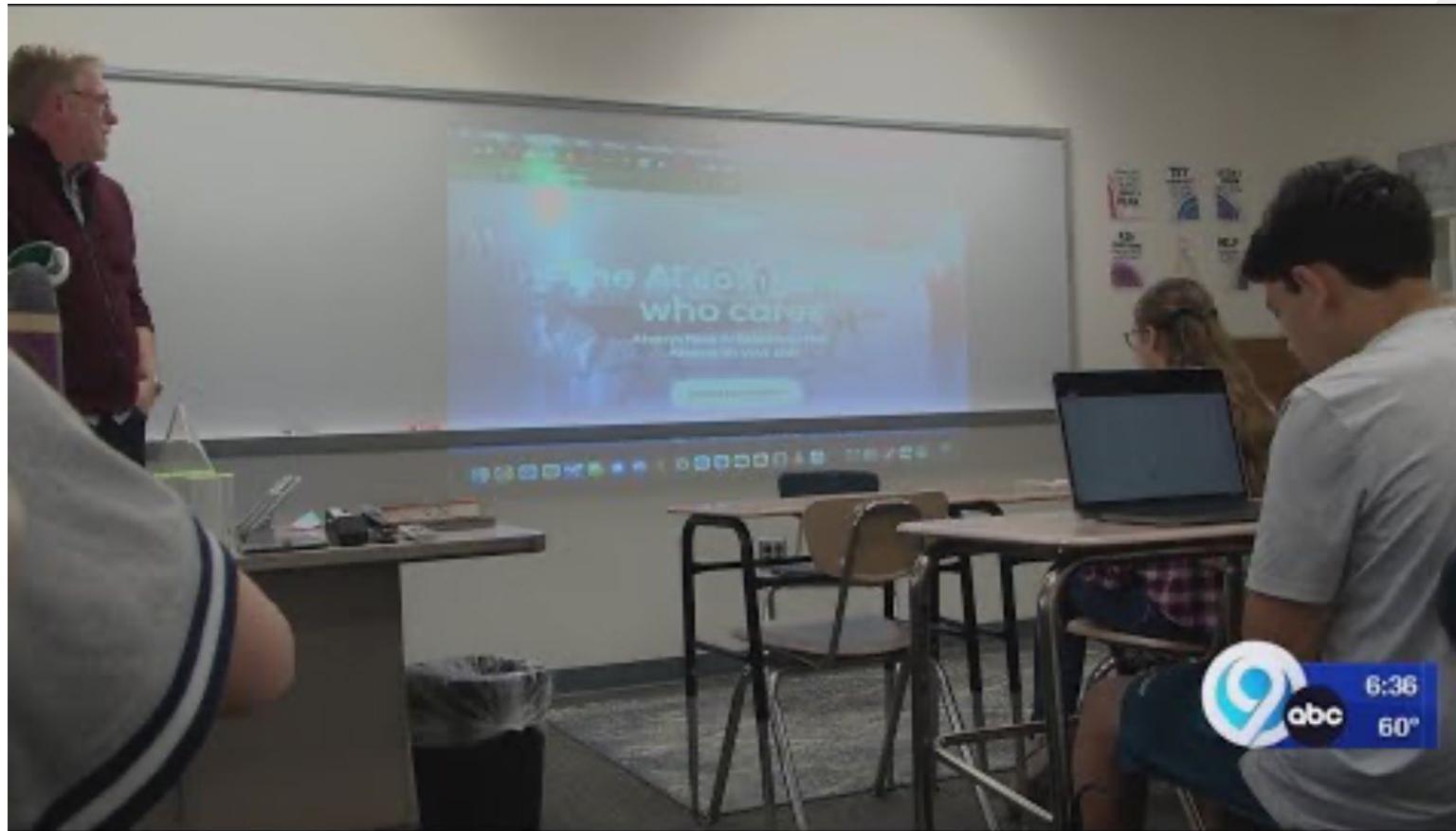
JEDI → BE

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**
 - Vortox 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
 - Sign in using KGI SSO
- How I Found My Why at KGI and Finding Belonging 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
- 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">• Human Resources to launch self-evaluation forms for faculty and staff in Workday• Self-evaluation preparation materials will be provided to staff by Human Resources• Performance evaluation guidance will be provided to supervisors by Human Resources	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 23rd

- 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

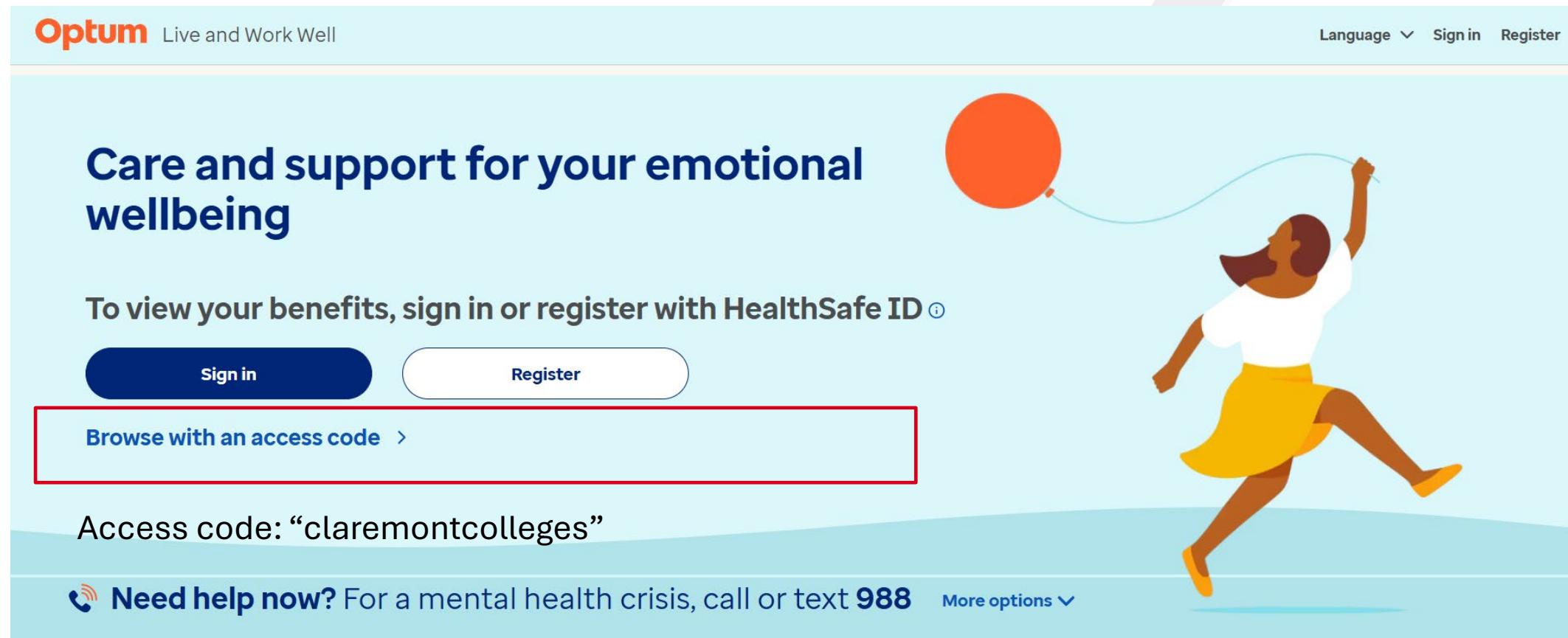


Thank you for all you do!

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](#):



The screenshot shows the homepage of the Optum Live and Work Well website. At the top, there is a navigation bar with the Optum logo, a "Live and Work Well" tagline, and links for "Language", "Sign in", and "Register". The main headline reads "Care and support for your emotional wellbeing". Below it, a sub-headline says "To view your benefits, sign in or register with HealthSafe ID". There are "Sign in" and "Register" buttons. A red box highlights the "Browse with an access code" link. The text "Access code: 'claremontcolleges'" is displayed. At the bottom, there is a "Need help now?" section with a phone icon, the text "For a mental health crisis, call or text 988", and a "More options" link. To the right of the text, there is a cartoon illustration of a woman in a yellow skirt and white shirt running and jumping joyfully, with an orange balloon attached to her.

Optum 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

CONGRATULATIONS!

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

