

**KENAI PENINSULA COLLEGE
COLLEGE COUNCIL REPORT**September 10, 2020

Department: Student Services
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5.8

# ADMISSIONS/REGISTRATION

The Admissions & Records Coordinator and Enrollment Specialist have worked remotely since March 2020. All essential processes and procedures have been maintained. The Enrollment Specialist position is currently vacant.

## *Registration*

The Add/Drop deadline for the fall 2020 semester was September 4, 2020. Registration for spring 2021 semester will begin in November.

## *Admissions*

92 admits for fall semester, with an additional 60 pending (last fall: 131 admits with 83 pending)

* One OEC, Petroleum Production
* Two Certificate, Petroleum Technology
* Three Certificate, Welding Technology
* 31 AA General Program
* 11 AAS General Business
* Six Industrial Process Instrumentation
* 15 AAS Pre-Major Paramedical Technology
* 23 AAS Process Technology

## *Summer 2020 Graduation*

12 summer 2020 semester graduates (last summer: 12 graduates)

* Six AA General Program
* Two AAS Process Technology
* Three Certificate, Petroleum Technology
* One Certificate, Welding Technology

# FINANCIAL AID

# Financial Aid staff worked primarily remotely over the summer. The Financial Aid Specialist has been available to meet students on campus if needed and following all safety requirements. Zoom appointments are also available, although most students have preferred phone appointments.

# The Financial Aid Coordinator what out on six weeks of intermittent Family Medical Leave beginning in July. The Financial Aid Specialist did a wonderful job filling in and keeping the department running.

# The Financial Aid Specialist conducted two Kickstart Financial Aid Zoom events and presented at two New Student Orientation sessions. She also attended TOAD and ACPE trainings.

# Since the arrival of COVID, the Financial Aid office has noticed that students are requiring more attention and follow-up assistance from staff. Even students who are well acquainted with the financial aid process seem uncertain about what steps to take. Financial Aid staff created a spreadsheet to track student progress through the various requirements, and students have responded with positive feedback regarding Financial Aid services, including a written thank-you note.

# RECRUITMENT

## *Working Remotely*

KPC Recruiter Emily Knight continued to work from home for the month of May. Her FY20 contract concluded on May 29, however, she signed a temporary contract for work with the KPC Advancement Office during the months of June and July. Knight’s FY21 contract with KPC Student Services resumed on August 3rd.

Knight continues to work remotely, maintaining regular office hours of Monday-Friday, 8:30 am to 5:00 pm. Prospective students can reach the KPC Recruiter via email, phone, or Zoom. Knight is also using Microsoft Teams to regularly communicate with staff and faculty.

## *KPBSD Middle College*

Throughout the month of August, Knight assisted with the launch of the KPBSD Middle College. Knight attended regular meetings and coordinated with the KPBSD Middle College Coordinator, Dawn Edwards-Smith, to collect student/parent paperwork and facilitate course registration. Knight then ensured that all 19 of the Middle College students were able to successfully login to BlackBoard and begin their college coursework.

## *Campus Events/Tours*

While the university remains in Phase B, all face-to-face public gatherings and large group tours have been canceled. The KPC Recruiter and New Student Success Coordinator (Byrd) are permitted to give individual tours of the campus by appointment. All safety guidelines and measures must be followed.

Byrd created a virtual campus tour in PowerPoint for use at the KRC Virtual New Student Orientation. Byrd and Knight are working to get the virtual tour up on the KPC website.

## *Virtual Events/Training*

Due to COVID-19, many large scale face-to-face events continue to move online. Knight is scheduled to attend virtual Senior Parent Night(s) for both Kenai Central High School (Sept 17) and Soldotna High School (Sept 22). Knight will also be attending the Virtual Anchorage College Fair on October 13 & 14.

The Alaska College and Career Advising Consortium (ACAC) had to move its annual training online this year. Knight will be attending these free virtual meetings every Tuesday and Thursday throughout the month of September. This is a great way to meet with representatives from Alaska’s educational institutions, state agencies, Alaska Native Corporations, Alaska Native Tribal Organizations, and local non-profit organizations.

## *Requests for Information*

During the months of May through August, a total of 14 formal requests for information (RFI’s) were submitted from the KPC website. Of the 14 RFI’s, seven were from prospective students in the central peninsula, one from Anchorage, one from Homer, and the rest from out-of-state. Four of the prospective students requested information on Firefighter I Preparation courses which were unfortunately canceled this semester. Others requested information on Process Tech/Instrumentation, Corrections, Business, Nursing, and Welding. New Student Success Coordinator, Leslie Byrd, responded to RFI’s while Knight was off-contract.

## *Website Updates*

During the months of June and July, Knight worked part-time for the KPC Advancement Office to make changes on the KPC website as requests came in. Knight also made updates to the staff and faculty directories and began work on a site map.

## *Chamber Luncheons*

All Chamber Luncheons were adjourned over the summer and have resumed as of August. Luncheons will continue to take place at the Kenai Visitors Center until the Soldotna Chamber is able to resume meetings at the Soldotna Sports Complex. At this time, no Zoom/virtual option is available.

# MARKETING/RECRUITMENT COMMITEE

## *Summer Committee*

In March, Director Turner initiated a Marketing/Recruitment Committee in order to assist in the communication surrounding COVID and to address the drop in enrollment KPC, and the rest of the University, were facing. The committee consists of staff and faculty between KRC and KBC campuses.

Over the summer, the rolled out a variety of recruitment and marketing initiatives including:

* Letters (KBC only) and a postcard mailed to recent high school graduates letting them know that KPC has a place for them
* Letter to eligible JumpStart parents reminding them that KPC has discounted tuition for their KPBSD junior or senior
* A COVID video and FAQs for spring KPC students with information regarding resources available to them; faculty were asked to post in their Bb shells
* Zoom Information Sessions
	+ KBC hosted three JumpStart, one General Information session
	+ KRC hosted three JumpStart, one General Information session
* Kickstart your Opportunities Sessions
	+ Counseling & Advising partnered with the Financial Aid office to offer a series of regularly scheduled information sessions geared towards new students
* Summer New Student Orientation
	+ Counseling & Advising coordinated an online NSO for the summer semester
* Q&A with KPC
	+ The Marketing/Recruitment Committee coordinated three online (Zoom) public forums to address how KPC is responding to the pandemic and what classes will look like in the fall
* Outreach Campaigns
	+ Phone calls to JumpStart and AA student populations who had taken courses in spring but were not enrolled in fall.
* Scholarships
	+ Offered a special summer scholarship to students who filled out a simple application explaining why they need assistance
	+ Rolled out a Full-Time Scholarship for fall
		- Any student admitted to a UA degree program and enrolled in a minimum of 12 KPC credits automatically eligible – no application necessary

# RURAL AND ALASKA NATIVE STUDENT SERVICES

## *Position Update*

The Rural and Native Student Services Coordinator, Sondra Shaginoff-Stuart, resigned at the end of July. Sondra developed the Rural and Native Student Services program on the Kenai River Campus into a rich and impactful program that meant so much to student, staff, faculty and the community. She was instrumental in building KPC’s Alaska Native Language program. Sondra has accepted a position teaching at UAA, and will also be working with the Chickaloon Native Village.

The Rural and Native Student Services position is currently vacant and a job search has not been scheduled at this time.

# STUDENT HEALTH CLINIC

The Student Health Clinic is currently closed due to campus restrictions surrounding COVID.

# CAMPUS SAFETY OFFICER

Royce Bird, KPC’s Campus Safety Officer, resigned from her position in July. The Campus Safety Officer position is currently vacant.

# VETERAN SERVICES COORDINATOR

* Royce Bird, KPC’s Veteran Services Coordinator, resigned from her position in July.
* Royce is still assisting as the School Certifying Official (SCO) in a part-time, temporary role to process VA certifications and parent letter through the end of September.
	+ Due to Royce’s limited schedule, we will not have Veteran student numbers until the next college council report.
* KPC Administration is currently working on how best to move forward with the vacant Veteran Services position.