



**KENAI PENINSULA COLLEGE  
COLLEGE COUNCIL AGENDA**

April 8, 2021

Zoom meeting, 6:00 p.m.

**1.0 Meeting Called to Order**

1.1 Roll Call

**2.0 Approval of Agenda**

**3.0 Approval of Minutes**

**4.0 Introductions**

**\*\*ORAL REPORTS LIMITED TO FIVE MINUTES\*\***

**5.0 Reports**

- 5.1 Chair, College Council: Hal Smalley
- 5.2 Kachemak Bay Campus Advisory Board Chair: Kris Holderied
- 5.3 KPC Director: Gary Turner
- 5.4 KPC Administrative Services Director: Carrie Couey
- 5.5 KBC Director: Reid Brewer
- 5.6 KPC Assistant Director for Academic Affairs: Cheryl Siemers
- 5.7 RBES Coordinator: Jackie Marshall
- 5.8 KPC Student Services Director: Julie Cotterell
- 5.9 KRC Advancement: Alasha Brito
- 5.10 IT Supervisor: Mark Jensen
- 5.11 Faculty Chairs: Lia Calhoun, Henry Haney, Robin Dahlman, Paul Perry, Chris Stuive, Clair Kochis
- 5.12 Facilities & Maintenance: Rusty King
- 5.13 KRC Learning Center Director: Heidi Graves
- 5.14 Counseling & Advising Department Chair: Chris Stuive
- 5.15 Student Government Reports
  - 5.15.1 KRC: Amber Sweetland
  - 5.15.2 KBC: Caroline Venuti
- 5.16 Council Member Comments
- 5.17 Faculty, Student, Staff, and Public

**6.0 Discussion Items**

- 6.1 Farewell to Linda Swarner
- 6.2 Nominations for New Council Members?

**7.0 Action Items**

- 7.1 Scholarship Funding (perpetual agenda item)

**8.0 Executive Session**

*The Council may go into executive session in accordance with AS 44.62.310 to discuss matters the immediate knowledge of which would have an adverse effect on the finances of the university and matters that could affect the reputation or character of a person or persons.*

**9.0 Adjournment**

**Next Meeting: May 6<sup>th</sup>, 6:00, KPC Commencement**

**Kenai Peninsula College**  
**COLLEGE COUNCIL MEETING**  
March 18, 2021 / 6:00 p.m. / Zoom

- MEMBERS PRESENT** Hal Smalley, Stephanie Queen, Martin Fallon, Kris Holderied, Jim McHale, Brent Johnson, Walter Partridge, Dick Peck, Sonja Redmond, Linda Swarner, Trena Richardson
- TELECONFERENCE**
- MEMBERS ABSENT** James Hornaday
- STAFF** Gary Turner, Carrie Couey, Cheryl Siemers, Jackie Marshall, Robin Dahlman, Paul Perry, Rusty King, Heidi Graves, Amber Sweetland, Cheryl Brock, Marci Lea, Reid Brewer
- CALL TO ORDER** Chair Smalley called meeting to order at 6:00pm. Roll called, quorum established.
- APPROVAL OF AGENDA** Motion to approve the March 18, 2021 agenda passes by unanimous consent.
- APPROVAL OF MINUTES** Motion to approve the February 11<sup>th</sup>, 2021 minutes passes by unanimous consent.
- INTRODUCTIONS** Gary Turner: Introduce Amber Sweetland. She is the Faculty Support Services Office Manager and the advisor for the KRC Student Government. Also, Alana Farlo who is our new Student Union Officer.  
Carrie Couey: Introduce Cheryl Brock who is the Senior Accountant of Administrative Services.
- 5.0 ORAL REPORTS**
- 5.1 Chair Smalley:** Welcome to Amber, Alana and Cheryl.
- 5.2 KBC Advisory Board Rep. – Kris Holderied:** We just wrapped up the Science Conference. I was delighted to have Semester by the Bay students involved. They are doing interesting field work and it's exciting to see that level of energy.
- 5.3 College Director – Gary Turner:** Nothing to add to written report.
- 5.4 Administrative Services – Carrie Couey:** There have been two rounds of Covid funding. In December we distributed assistance to students. The other part of the money is general support for revenue losses. Money for this month will be for scholarships and the rest to offset losses. No details yet on the amounts.

**Kenai Peninsula College**  
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**5.5 Kachemak Bay Campus – Reid Brewer:** We are a year in to the pandemic and I'm happy to say that we've only had one staff member get Covid with no spread, and two students that we believe may have contracted it from the hospital, with no additional spread. Six staff are working in the office day to day, and we have 10 or 11 staff that have received both vaccines and are past the two week waiting period. Semester by the Bay is working on two occupational certificates.

**5.6 KPC Assist. Director of Academic Affairs – Cheryl Siemers:** The KRC Process Tech has also recently added two Occupational Endorsement Certificates (EOC's). Congratulations to Gary for his Meritorious Service award. The Fall 2021 schedule is now on the KPC website. We have taken a conservative approach based on Covid guidance. We will increase the class sizes if possible and necessary. Where possible, we will also offer small face-to-face classes with an added Zoom component so that we can reach more students.

**5.7 RBES Coordinator – Jackie Marshall:** Nothing to add to written report.

**5.8 Student Services – Julie Cotterell:** Gary Turner: There will be scholarship drawing for students that register for Fall classes during the priority registration.

**5.9 Advancement – Alasha Brito:** Nothing to add to written report.

**5.10 IT Services – Mark Jensen:** Nothing to add to written report.

**5.11 Faculty – Lia Calhoun/ Henry Haney/Chris Stuive/Robin Dahlman/Clair Kochis/Paul Perry:** Nothing to add to written report as submitted.

**5.12 Facilities / Maintenance – Rusty King:** We have received the directional signs for the K-Beach/Sterling Highway intersection. We will wait till the snow melts and get those installed. For summer projects, we will be replacing carpets in the Ward and McLane buildings. The beetle-kill trees will be removed from behind the college. We are also going to be changing the sign at K-Beach.

**5.13 Learning Center – Heidi Graves:** Terri Cowart has announced her retirement. She will be missed.

**Kenai Peninsula College**  
**COLLEGE COUNCIL MEETING**  
March 18, 2021 / 6:00 p.m. / Zoom

**5.14 Counseling & Advising – Chris Stuive:** Nothing to add to written report.

**5.15 Student Government:**

**5.15.1 KRC Student Union: Amber Sweetland:** Lana signed on and is taking on a lot of social media tasks to reach students online. We are trying to come up with ways to engage with the legislators. Hopefully we will be meeting with the Board of Regents soon.

**5.15.2 KBC Student Association: Reid Brewer:** KBC is hiring our foreign exchange student, Winston. He will be the President starting Fall semester.

**5.18 Council Member Comments:**

Stephanie Queen: Congratulations to Gary. Well deserved.

Sonja Redmond: Congratulations to Gary. This is one more thing to miss about you.

Linda Swarner: We are proud of Gary. April will be my last meeting as I will be moving.

Trena Richardson: Congratulations to Gary, and also to Hal. I'm glad he's healthy.

Kris Holderied: Reid comments regarding the Covid cases at KBC are a remarkable accomplishment. Thank you Brent Johnson for the community conversation at the science conference. It's nice talking to people who make a living on the water.

Martin Fallon: Congratulations to Gary. These meetings are informative, but the reports really help give a window in to what is happening.

Jim McHale: Congratulations to Gary. Great reports. I really enjoyed the Connections article from Paul. It's refreshing and we have good partners.

Brent Johnson: Congratulations to Gary. I was also wondering about the pfd garnishment?

Carrie Couey: If students are over 18 and receive a pfd, we have the option to petition to receive that money to pay for any outstanding tuition bill that the student didn't pay.

Walter Partridge: Congratulations to Gary, and hello to the guests. I enjoyed the reports and wanted to add that the ability of the faculty to swivel in this changing landscape is evident. Thank you for that. Thank you for Paul Perry's awesome and impactful photos in his report.

Dick Peck: Congratulations to Gary. You should receive a "walking on water" award. KPC is an excellent organization.

Hal Smalley: Congratulations to Gary. The faculty accommodations have been phenomenal. It would be tough to be a teacher with in-class students and Zoom

**Kenai Peninsula College**  
**COLLEGE COUNCIL MEETING**  
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students. They are professionals and adapting. I will be out of state in April and will try to join. If I'm unable to, Stephanie will lead the meeting.

**5.19 Faculty, Student, Staff, and Public:**

**Robin Dahlman:** Gary has paved a solid path forward for KPC.

**6.0 DISCUSSION ITEMS**

**6.1 KPC Director Search update and Forum meetings:** The Director search has been ongoing and has been narrowed down to two candidates. Forums with the College Council have been scheduled for Wednesday and Thursday, 3/24 and 3/25 from 9:00-10:00am. If you are unable to attend those, we encourage you to attend the Open Forums on those same days from 4:00-4:45pm.

**6.2 Expiring terms: Martin Fallon and Linda Swarner (moving to Anchorage). Both are Central Peninsula at-large seats.** Martin Fallon: I would be happy to serve another term.

**6.3 Nominations for new Council Members:** Gary Turner: If you know someone that would be a candidate please reach out to them before we invest in advertising.

**7.0 ACTION ITEMS**

**7.1 Approval of Martin Fallon for another 3-year term:** A motion and a second to reappoint Judge Fallon to another term. No discussion. Motion passes unanimously.

**7.2 Scholarship Funding (perpetual agenda meeting):** Carrie Couey: Our balance is \$1,543.44. If you would like to donate, please let me know.

**9.0 ADJOURNMENT**

Declared by the Chair at 6:53p.m. Unanimous consent.

Minutes respectfully submitted by:

*Marci Lea*

your name  
College Council Secretary

Minutes approved on \_\_\_\_\_ as attested by:

Hal Smalley, Chair



**KENAI PENINSULA COLLEGE  
COLLEGE COUNCIL REPORT**

April 8, 2021

Zoom Meeting, 6:00 p.m.

Department: KPC Director

Prepared by: Gary Turner

5.3

-Carrie and I will present our Borough Budget request presentation to the assembly May 4 at 11:50 am.

-Commencement will be May 6 starting at 6 pm. Like last year it will be virtual and streamed on Facebook. More information to come.

-Covid is seeing a surge in many states in the Lower 48 with a variant that spreads more easily and is deadlier. Hopefully the Peninsula continues with low numbers through the summer and fall. It would be great to be able to return closer to normal for the fall semester. I expect to get more guidance in mid-May to early June that I hope is less restrictive. Please wear your masks and get vaccinated.

-This will be my last College Council report. Thank you for your service to KPC!



**KENAI PENINSULA COLLEGE  
COLLEGE COUNCIL REPORT**

April 8, 2021

Department: Administrative Services

Prepared by: Carrie Couey, Director of Administrative Services

5.4

**Staff Reports**

***Jenya Malakhova-Quarterly: KPC Bookstore Manager / KPC Cashier***

A new Point of Sale (POS) system was installed in the bookstore a week ago. This was due in part to the new Windows 10 systems upgrades that affect the operations of the system. The bookstore had two full size cash registers. One was replaced with much smaller unit. It looks like a large tablet with its own cash draw and receipt printer. The tablet will allow for portability within the bookstore. Included in the upgrade are back office software improvements for reports, inventory set up and many others. There has been a glitch with the reinstall of the credit card reader; it is hoped this will be resolved soon. This upgrade was planned last year but was delayed due to the pandemic.

The bookstore is open by appointment. Please call 907-262-0312.

***Cheryl Brock: Senior Accountant***

In the third quarter of FY21 KPC received additional TVEP awards from unencumbered TVEP funds for FY21. For KPC this included an award of \$55,000 for updating equipment in the KRC welding lab, \$13,500 for KRC Certified Nursing Aide program to purchase new bladder scanner and \$1600 for new mannequin. \$16,500 was also awarded for the Paramedic program to purchase new Physio Control LUCAS-3 CPR Compression System for cardiac arrest management training programs. Part of Cheryl's responsibilities include managing grants to make sure all funds are spent according to UA and grant policies and that all funds are spent before the close of the grant period. As KPC's procurement officer Cheryl is also responsible for working with departments to obtain all required purchasing documentation, create purchase orders in accounting system, coordinate with vendors to place orders and ensure receipt of items. If orders are over our local limit she coordinates with UAA procurement, creates requisition, provides backup documentation needed and then coordinates with vendors after purchase orders are created.

As March is the end of the third quarter, this also means that it is time to start getting prepared for year-end processes. This year Cheryl and DeAnne Ruiz have been working closely to review all purchase and travel related encumbrances on a regular basis to help aid in the process at year-end. Purchase orders (POs) encumber funds ensuring the money is available when the invoices arrive. Encumbered funds need to be spent during the fiscal year the purchase orders are issued. Remaining encumbrance balances either need to be billed by the vendor or the funds need to be disencumbered, enabling any used funds available to spend before the end of the fiscal year.

There is also normal day to day business operations for Cheryl that must keep going. This includes regularly reviewing and processing purchase requests and the KPC bank reconciliation. Cheryl has been working with Sue Gordon at KBC to train her as backup on KPC bank recon. Quarterly reporting to Statewide fund accounting for general ledger reconciliation is part of this quarterly process. Cheryl reviews all of our balance sheet accounts making adjustments. She works closely with other admin services staff to gather necessary

details to prepare journal vouchers where needed. There is also the regular review and updating management reports for all KPC grants.

***Rob Knapp: Student Accounts & Accounts Receivable***

After one full year of working remotely at home Rob returned to work in the office on March 22nd.

With a new program implemented by the Veterans Administration with regards to student debt, Rob has been working closely with Ruby Glaser, the new VA student services coordinator. The VA is changing their process on collecting student debt and has put the onus on to the schools for monitoring the VA student adds/drops and collecting the debt. She has been a great help and welcome addition to the KPC staff.

Coordinating with counseling & advising and registration to make sure we have an automated process for receiving Home School and JumpStart documents continues to improve. For spring semester we have less than 1% of the forms turned in in paper format.

The other recent change that has come about which really helps improve customer service we provide our students has been Emily Knight, KPC Recruiter. She dove in headfirst to the KPBSD Middle College and Tech Prep course registrations. Her attention to detail and follow through has ensured that this year registered students have completed all registration requirements and paid their responsible portion of the bill.

With the adoption of more new and innovative programs / processes the team work and collaboration of people and departments has surely helped Rob track and monitor student account activity more efficiently.

***Victoria Trujillo: HR Coordinator/Cost Center Clerk***

Statewide HR continues to improve HR procedures and processes and is getting ready for the new academic and fiscal year. Victoria participated in several Question & Answer sessions in March and provided feedback on surveys for HR procedures. She also participates in monthly HR Round Table meetings where HR managers present updates and answer questions.

Victoria continued to review student course fees for the Fall 2021 schedule and processed updated course fee request forms. Several fee request forms had to be updated to reflect a standard insurance fee. Student insurance is required for field trips and off campus activities.

One of Victoria's job requirements is to update management report with current payroll data that is used for budget projections. It is important to enter accurate and up to date data into the report.

Victoria will be sending staffing information to supervisors for review in preparation for the next fiscal year. She then compiles the received information into the spreadsheet. Once the staffing is approved by the budget, the Director's office will use the information to work on appointment letters for FY21.

April and May will be busy months for processing summer assignments, off contract job forms, and getting ready for the new fiscal year contract renewals.

Employees who would like to change their federal withholding deduction will need to submit a new online W-4 form. A new form can be submitted at any time during the year.

Open enrollment for health benefits begins April 15, 2021. Optional Biometrics Home Kit is due by June 10, 2021. Employees (and /or spouses) who participate in UA Wellness program are eligible for \$600 rebate each if they accumulate at least seven points during the benefits year. Employees who accumulate eleven points are eligible for a High Point's Raffle. Points are accumulated by completing health screenings; exercise, nutrition, mental health videos, and participating in activities.



Annual performance evaluations are required by Board of Regents regulation R04.07.030 and are due by June 30, 2021.

#### Payroll Stats

Payroll processed 120 web time sheets and 2 paper time sheet for R05 (02/14/21-02/27/21, pay day March 12), and 123 web time sheets and 2 paper time sheets for R06 (pay period 02/28/21 – 03/13/21), pay day March 26). Adjunct faculty do not submit time sheets, except for hourly regular staff with adjunct assignments. Out of 157 pay checks issued for R05, 113 were for Kenai River Campus employees, 39 for Kachemak Bay Campus employees, and 5 for Resurrection Bay Extension Site employees. Out of 163 pay checks issued for R06, 117 were for Kenai River Campus employees, 41 for Kachemak Bay Campus employees, and 5 for Resurrection Bay Extension Site employees.

Checks issued to Kenai River Campus employees for R05 included one check for student worker, 20 checks for full time faculty, 34 checks for adjunct faculty, 42 for regular and 16 checks for part time temporary staff. For R06, two checks were issued for student worker, 20 checks for full time faculty, 37 checks to adjunct faculty, 42 checks for regular and 16 for temporary staff. In addition, eight regular staff employees and four part-time temporary employees at KRC are also adjunct faculty. Checks issued for R05 for Kachemak Bay Campus employees included five checks for full time faculty, 16 checks for adjunct faculty, and 18 checks for regular full time and part time staff. Checks issued for R06 for Kachemak Bay Campus employees included one check for student employee, five checks for full time faculty, 17 checks for adjunct faculty, and 18 checks for regular full time and part time staff. Checks for Resurrection Bay Extension Site employees included one check for a part time Resurrection Bay Extension Site Coordinator and 4 checks for adjunct faculty for both R05 and R06.

#### ***DeAnne Ruiz: Travel / Accounts Payable / Physical Property***

ProCards:

Statements (Number of cardholders who used their ProCards in March): 15

ProCard policy requires that statements be reconciled within 45 days of the month end. DeAnne sends out the statements on the 8th of each month and has most of them reconciled by the end of the month.

Transactions (Number of ProCard transactions in March): 61

DeAnne reviews these with cardholders weekly to check for fraud and allocate them to the correct funding source.

Accounts Payable:

Total invoices processed in March: 94

- Invoices from paper check vendors: 39
- Invoices from direct-deposit vendors: 55

Total payments issued in March: 43

- Paper checks to vendors: 17
- Direct-deposit “checks” to vendors: 26

In March, 60% of payments to vendors were made via direct-deposit.

An additional 10 paper checks were printed for students. Disbursements tend to slow down as the semester goes on. (Accounts Receivable handles student direct-deposits.)

DeAnne did a total of 7 on-campus check runs in March.

Property:

DeAnne is wrapping up the annual property inventory with a due date of April 30th. Out of 167 assets, only three items are left to be found. This includes items at the Kenai River and Kachemak Bay campuses. Annual inventory also includes reporting the mileage on our vehicles to DOT. Last year was DeAnne's first time doing property inventory. The detailed notes she took and experience gained helped things to go much smoother this year.

Assets are items with a fair market value of \$5,000 or more at the time of acquisition. This is coded into the purchase order and automatically flags the property department when a new asset is paid for. Being responsible for accounts payable and property, DeAnne pays the invoice and then prepares to "write-up" the new asset in Banner.

A special thanks goes to Sue Gordon (KBC), Rob Lewis (IT), Dave Stang (Facilities), and Keagan Whitcomb (Paramedic program) for their invaluable time helping to locate inventory items from their departments. We couldn't have done it without them!

***Carrie Couey: Department Director***

The University of Alaska received funding from the three government stimulus packages. The CARES Act focused on direct COVID-19 related expenditures and revenue losses and was received in early 2020. KPC was reimbursed for approximately \$89,000 in tuition and fees refunded to students. The second round, Coronavirus Response and Relief Supplemental Appropriations Act was awarded in December 2020. UAA was allocated \$2.7 million for student aid and \$8.0 million for institutional aid. It is unknown at this time if and how much of the institutional aid KPC will receive. The American Rescue Plan was approved in March 2021. UAA was allocated approximately \$10.5 million in student aid and approximately \$10.5 million in institutional aid. Again, no word on how this will impact KPC.

The end of the fiscal year is coming up. While students, faculty and some staff break for summer my department is just getting started. Year end as our busiest time. Because many employees are off contract in early May, we have a lot to do before they leave in order to close out the year at June 30. We then have three weeks for final adjustments. While we put FY21 to bed, preparation for FY22 begins as well. Our base budget is due at the end of April.



**KENAI PENINSULA COLLEGE  
COLLEGE COUNCIL REPORT**

April 8, 2021

Zoom, 6:00 p.m.

Department: KBC Director

Prepared by: Reid Brewer

5.5

- KBC Maritime course completers (photos below)
  - 11 students completed the 80 hour Coast Guard Master 100 Ton course. Students will submit their course completion certificate within a year along with their CG application to receive their CG certification. Student ages ranged from 20 to 59
  - 11 students completed a 3 day, 9 hours course to learn about marine vessel electrical systems using KBC vessel trainers and module components
  - Eight students enrolled in the Marine Vessel Systems course
  - Eight students completed a Marine Computer Assisted Design (CAD) class using Rhino and AutoCad software which is used for marine vessel design
- Semester by the Bay update
  - Spring 2021 – Nine students working on Exploration Ecology course and internships with community partners.
  - Fall 2021 – We currently have 11 students that have committed to come to Homer in Fall 2021, but due to current Covid restrictions, a max has been set at 12. We will hold a waitlist of five spots.
  - Spring 2022 – Boege-Tobin and Brewer recently presented at two virtual College Fairs for the Island Institute (California) and Texas A&M. About 50 students were in attendance from all over the country. Recruitment efforts for the Spring 2022 will continue through the fall, but we have at least three that are interested in coming at this point.
- Kachemak Bay Writers Conference (KBWC)
  - KPC IT has been working with 3Play Captioning Service to provide closed captioning for this virtual event.
  - KBWC now has 107 registrants and 14 are students (13 from Alaska!)
  - KBC staff are working with KBWC students to offer student scholarships to take a for-credit course that encompasses the conference with outside work and reading assignments.
- Hiring positions – Several KBC staff members have been serving on the hiring committees for the KPC Director position, the KPC Student Services Director and the KBC Adult Education instructor. Most of these hires are nearing completion and will be filled prior to fall 2021.
- Spring Graduation
  - KBC staff are working with KRC to promote this year's virtual graduation ceremony. Several staff members are organizing student photos, recorded speeches and student awards.
- KBC AAE coordinator and instructor Michelle Waclawski has been working with Heidi Graves for a KRC/KBC coordination in next year's AAE grant submission. This was a huge effort and supports the Kenai in too many ways to list. Great job both!

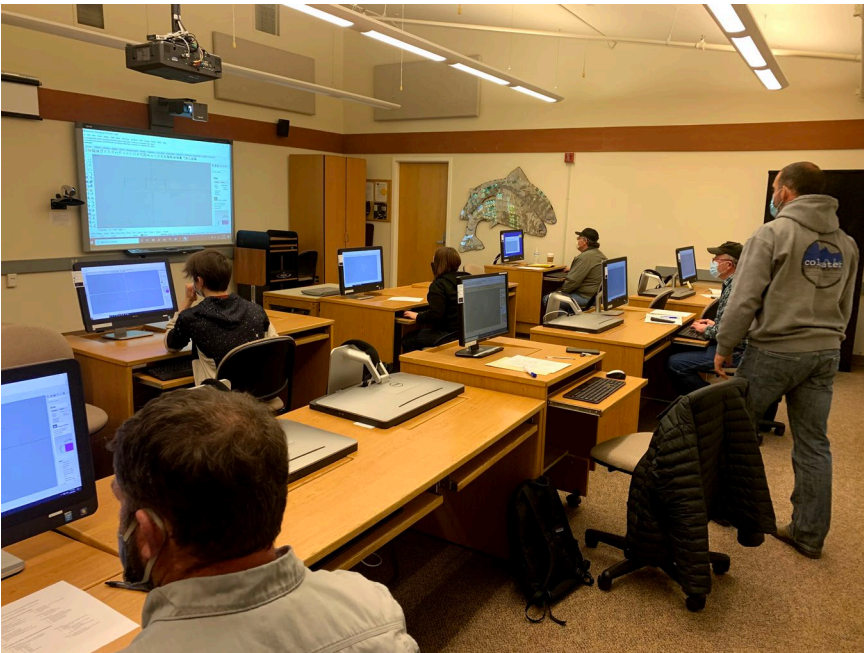
- AAE snapshot – Here is a list of some of the courses we are offering right now for our KBC Adult Education Program
  - ESL Monday and Tuesday 9:00 - 10:30
  - Computer Basics - Monday - Thursday 10:30 - 11:30
  - Math Skills – four days a week 10:30-12:00
  - Life Skills – Tuesday 1:00-2:30
  - Reasoning Through Language Arts Monday - Thursday 12:30 - 2:00
  - Science for Health Care Workers Friday 10:30 - 12:00
  - Computer Basics - Monday and Wednesday 3:30 - 4:30
- Fall course planning
  - KBC is planning for a normal suite of courses with 30% face to face and 70% distance (in fall 2020, KBC was 5% face to face (CNAs) and 95% distance.
  - KBC is working on updating MOAs with Homer High School (welding and ceramics courses) and South Peninsula Hospital (CNA coursework) to account for new safety precautions due to Covid for the fall 2021 semester.



Survival suit training as part of the KBC Master 100 ton course



Master 100 Ton students proudly showing off their completion certificates



Students in the Marine Computer Assisted Drawing class taught by community partner Bayweld Inc.





DC Electronics class taught by long-time KBC Adjunct Ed Smude



**KENAI PENINSULA COLLEGE  
COLLEGE COUNCIL REPORT**

April 8, 2021  
Zoom, 6:00 p.m.

Department: Academic Affairs  
Prepared by: Cheryl Siemers  
5.6

Academic Affairs

- Held monthly Chairs meeting
- Attended Faculty Forum
- Interviewed three new potential adjuncts for KPC
- Attended Leadership Team meeting
- Attended Foundations of Data Equity Training
- Attended Chronicle of Higher Education Webinar on Remote Work for Higher Education
- Coordinated with KPBSD for continued Middle College programming
- Met with KPBSD and UAA faculty for concurrent enrollment programming in CIS courses
- Coordinated meetings on curricular issues for Welding and Instrumentation

Educational Technology

The Educational Technology Department processed over 45 faculty and staff requests from all three campuses during March 2021.

- Held over 60 hours of virtual drop-in office hours

**Accessibility**

- ET Department staff directly resolved one accessibility question
- Jon Farmer serves on the statewide accessibility committee

**Instructional Design / Quality Matters**

- Jon serves on AQI (statewide QM committee)
- Jon will facilitate the Improve Your Online Course on May 25th and the 27th

**Educational Technology**

- ET Department Staff resolved over 21 Blackboard related requests.
- ET Department staff resolved 12 questions relating to Virtual Meetings (Zoom, MS Teams, and Ultra).
- Jim serves on the Pilot for Canvas committee.
- Jon and Jim served on the Blackboard Advisory committee.

**Professional Development**

- Upcoming PD
  - ENGAGE will take place May 6th
  - QM IYOC May 25th and May 27th. Jon will serve as the facilitator for the training.
- Previous PD (February)
  - CourseArc training on March 17th had six participants.



**KENAI PENINSULA COLLEGE  
COLLEGE COUNCIL REPORT**

April 8, 2021  
Zoom, 6:00 p.m.

Department: Resurrection Bay Extension Site (RBES)

Prepared by: Jackie Marshall

5.7

Promotion for Fall 2021 classes/JumpStart Program continues with scheduled classroom visits with Seward High students in April. During the visits, I walk students through the online JumpStart Process including scheduling Accuplacer or further advising meetings.

Scheduling for JumpStart Zoom advising sessions begins this month. I will coordinate advising sessions with incoming high school seniors, parents/guardians, Seward High school counselor, and Seward High success liaison for a 45 minute "Senior Year" vision planning. This gives the student the opportunity to have a comprehensive look at planning their senior year.

The process for hiring a new math adjunct is complete and RBES will offer a Math A105 Intermediate Algebra class via Zoom Fall 21.

I am working with Alasha Brito, KPC's Advancement Programs Manager on a JumpStart Flyer for RBES. The flyer will be formatted for both hard copy and digital use.

Attended both of the interviews for KPC Director candidates.

Participated in Zoom meeting to learn about two alternative video collaborative tools in action, Owl Pro and the Swivl. In this meeting, we had the opportunity to view the functionality of each tool during a live session.

Contributed to Seward High monthly newsletter. Please see the next page.

It is with heartfelt gratitude that I thank Gary Turner for giving me the opportunity to work with him at KPC for the past 19 years. I count working for KPC, especially under the leadership of Gary as one of the greatest blessings in my life. How amazing to be able to say this about your work and employer. I wish Gary and his wife all the best as they enter this new season in their lives. Thank you Gary for your unfaltering commitment to lead well.





## KPC-Resurrection Bay Extension Site News

**JumpStart Program** (Discounted Tuition Program) Students are eligible for JumpStart once they have completed their Sophomore year, and can begin taking KPC courses the summer before their Junior standing in high school. **Students can take up to six credits per semester for up to six semesters (up to 30 credits total).** \*Please visit with Mr. Dye to determine what KPC classes will provide dual credit (meet both high school and college needs). \*Meet with a KPC Advisor, Jackie Marshall to ensure your courses meet your long-term academic goals. **Get the details at [KPC Admissions](#)**

**View Fall 21 Schedule** Online registration opens April 22, 2021 for high school students!!!

**Placement Testing** Complete placement tests or submit previous math/English college credits including current test scores (SAT, or ACT, or Accuplacer). Accuplacer testing can be scheduled through Jackie Marshall. The [ALEKS Test for math placement](#) is available free online after you obtain a UA ID.

**Seward High Seniors...**what are your plans after graduating from high school...enter the workforce, attend college, enroll in a vocational-technical school or enlist in the military? Email Jackie Marshall with details about your plans so we can acknowledge you on the **"Class of 2021 – Moving on Bulletin Board"**.

**Grades:** Final grades for Spring 2021 semester will be available to view at UA Online on May 6, 2021.

**Transcripts** for the college classes taken at KPC will need to be ordered and sent to the post-secondary institution you plan to apply or attend. Transcripts must be ordered online via [KPC Website](#) click on UAOnline and log in to secured area using UA Username and UA Password. **Please note**-It is the student's responsibility to review their unofficial transcript for accuracy prior to submitting the online request for an official transcript.

**Consider pursuing a college degree at KPC:** Check out the areas of study offered at [KPC Areas of Study](#)

Contact Resurrection Bay Extension Site Coordinator Jackie Marshall for more information 262-0285 or [jjpepimarshall@alaska.edu](mailto:jjpepimarshall@alaska.edu)



**KENAI PENINSULA COLLEGE  
COLLEGE COUNCIL REPORT**

April 8, 2020  
Zoom, 6:00 p.m.

Department: Student Services  
Prepared by: Julie Cotterell  
5.8

## **ADMISSIONS/REGISTRATION**

The Admissions and Student Records Coordinator, Ginger Rose, continues to work remotely. The Enrollment Specialist position is currently vacant.

### *Schedule/Registration*

Priority registration begins April 2<sup>nd</sup>

- Veteran students 4/2/21
- UAA/KPC seniors 4/5/21
- UAA/KPC juniors 4/6/21
- UAA/KPC sophomores 4/7/21
- UAA/KPC freshmen 4/8/21
- UAA/KPC incoming students with pending fall admission applications
- Open registration 4/19/21

### *Admissions*

36 applications for admission have been received for the fall 2021 semester (down from 41 for fall 2020).

### *Graduation*

Spring 2021 graduation application submission period is open; received 39 applications as of 3/30/21 (up from 38 for spring 2020).

79 graduation applications received for AY 2020-2021 as of 3/30/21 (up from 72 total applications for AY 2019-2020).

## **FINANCIAL AID**

The Foundation Scholarship committee met and chose worthy recipients. Currently scholarships are being processed in Academic Works. John C. Brockel and the Brockel Family scholarships criteria were updated by a coordinated effort led by Carrie Couey to be more relevant to our current student population.

The KPC High School Senior Tuition Scholarship deadline was March 18<sup>th</sup>. Financial Aid Specialist, Sam Emery, worked on campus that day to ensure applications were collected and scanned for processing. Processing will be completed in April.

Both the Financial Aid Coordinator, Kathi Overpeck, and Emery attended the Mental Health First Aid training presented by Dr. Chris Stuive. The training was relevant for the Financial Aid office as staff encounter many students with various needs and high levels of stress, and both Overpeck and Emery found it to be very valuable.

Spring break was a quiet week and, overall, March student contacts dropped dramatically. We had a total of 28 student-initiated contacts; most were concerning financial aid ramifications of dropping a class.

## RECRUITMENT

### *Requests for Information*

A total of five formal requests for information (RFI's) were submitted from the KPC website during the month of March. Three of the students expressed interest in attending KBC and were sent to Nancy Johnson for follow-up.

### *Dual Enrollment*

Knight has been coordinating registration for KPC's dual enrollment programs, including Middle College, JumpStart, and other dual enrollment courses through KPBSD formerly known as Tech-Prep.

#### KPBSD Middle College

Middle College registration is ramping up for Fall 2021. Students will be able to register beginning April 19. Between now and then, they will be meeting with RCA Principal, Dawn Edwards-Smith, and Faculty Advisor, Dr. Chris Stuive, to discuss course selection. An Accuplacer exam will be held at RCA on May 5 to test the incoming Fall 2021 cohort for writing placement.

#### JumpStart

Students can begin registering for fall courses on April 19. Knight has sent correspondence to KPBSD school counselors and advisors at both Connections and IDEA Home Schools.

#### KPBSD Dual Enrollment Courses

KPBSD is offering courses in Computer Applications and Medical Terminology that allow students to earn college credit per an MOA with KPC. A total of 33 students have been registered for the college credits associated with these courses, mainly CIOS A130, A135, and A150, as well as CIS A105 and A110, and MA A101.

### *Virtual Events/Outreach*

On March 23, Knight completed a course in Mental Health First Aid alongside other KRC Student Services staff.

The Kenai Peninsula Job Center held its virtual Job Fair from March 30 through April 9. Knight facilitated Zoom sessions to meet with job seekers and prospective students looking to advance their career opportunities through additional schooling. The event was not well attended.

JumpStart information sessions are scheduled to take place every Thursday in April, starting April 8. Sessions will be held via Zoom from 4-5 pm. These events are in coordinating with KBC and KRC Counseling and Advising.

### *Other Duties*

Knight is currently serving on the following boards, councils, committees, and teams:

- KPC Marketing and Recruitment Committee
- UAA Staff Council, Member since Sept 2020
  - Community Campus Committee
  - Communications and Marketing Committee.
- UAA Shared Services Advisory Board, Member since March 2021
  - Appointed Chair on 3/22/21
- KPC Student Service Director Search Committee
- KPC Emergency Response Team (on hold due to COVID)

## NEW STUDENT SUCCESS COORDINATOR

### *Working Remotely*

Students can reach KPC's New Student Success Coordinator, Leslie Byrd, via email or phone, and Zoom, in-person by appointment, or via the Sea Wolf Tracks Navigate App.

### *Student Traffic*

Byrd had interactions with 15 unique individuals in March. Most of those were inquiries or new students: one direct contact, one Counseling & Advising referral, two responses to campaigns, and 11 student services referrals.

### *Student Support*

LGBT Alliance Meetings have continued. She helps cover the KPC front desk for Susan, when needed/able.

### *Training*

Byrd attended: another Brown Bag – Registration training session by UAA Enrollment Services (1 hr), Search Committee Training (1.25 hr), Mental Health First Aid (9 hrs), TOAD 1 (2 hrs), and NCBI (4 hrs).

### *Other*

Byrd remains co-chair of the LGBTQAI2S+ (previously Campus Climate) Committee's Student Services & Resource Development sub-committee. Byrd is a member of the UAA Chancellor Search Committee (this required at least 25% of her work hours for March), Campus ERT, KPC Staff Forum, KPC DAC, KPC Marketing & Recruitment, and the KPC Social Media Squad. Outside of those committees, she is working on several long-term projects including NSO, a pay

equity exploration, and website review. She also got her first COVID vaccine and is excited about the prospect of returning to campus when appropriate.

## STUDENT HEALTH CLINIC

### *KPC Wellness Program*

The KPC Wellness re-launch yielded additional applications but still remain low at a total number of 24. Three gift card prizes in the sum of \$50.00 was awarded from a raffle for applicants on March 31, 2021.

### *KPC Student Health Clinic*

The clinic remains closed to students due to COVID.

## CAMPUS SAFETY

Dave Atcheson, KRC's Evening Coordinator, continues to cover duties related to campus safety. He is assisting with monitoring and following Covid-19 safety precautions put forth by the university.

## KPC SHOWCASE

KPC had two virtual "Showcases" in March:

On Wednesday, March 24 the KPC Showcase hosted An Evening (virtual) with Andromeda Romano-Lax via Zoom. Andromeda Romano-Lax is the author of five novels published in 11 languages, including her latest: *Annie and the Wolves* (Feb 2021), an Oprah, BuzzFeed, Popsugar and The Millions "Most Anticipated" pick. She spoke about the process of writing and publishing her latest novel, which she almost gave up on several times over a decade. She also covered general topics of interest to writers and readers, including structure, cross-genre and non-realist approaches, research and revision, as well as how COVID has changed her own attitudes about marketing her book and interacting more directly with the reading public.

On Wednesday, March 31 the KPC Showcase hosted A (Virtual) Night of Traditional Irish Music with Jon Walsh. John is one of the musicians responsible for the traditional Irish music concerts we've hosted over the last several years. This virtual concert featured recordings of many of the musicians who have accompanied Jon to Alaska in the past.

## VETERAN SERVICES

KPC Veterans Student Services Coordinator Ruby Glaser recently received notice that effective March 22, 2021 the 2019-2020 and 2020-2021 catalogs and programs at KPC have been approved by Veterans Affairs and the State Approving Agency (SAA). In addition, Glaser recently completed overdue 85/15 reporting required by Veterans Affairs and KPC has now been marked compliant as of March 18, 2021.

Glaser has recently completed Mental Health First Aid training along with many Student Services team members. She has also been helping with marketing and recruitment efforts

surrounding priority registration efforts for the Fall 2021 semester, as well as updating the Veterans Services webpage to better serve students and prepare for upcoming enrollments.

<b>Spring 2021</b>	<b>As of March 25</b>
Total KPC Degree-Seeking Students	<b>18</b>
Process Technology	6
Industrial Process Instrumentation	0
Process Technology & IPIN	0
AA General Program	7
Other Programs	5
Non-Matric (Pending Degree Seeking)	0
<b>Benefit Types (KPC Students)</b>	
Chapter 33 – Post 911 GI Bill	16
Chapter 35 – Dependent Spouse/Child	1
Chapter 31 – Vocational Rehab	1
Chapter 1606 – Guard and Reserve	0
Guest Students	<b>61</b>
UAA	53
UAF	2
UAS	0
MSC	6
KODIAK	0
PWSCC	0
Total Students Certified for VA Benefits	<b>79</b>
Total Students Dropped/Withdrawn	<b>9</b>
Total Credits Certified	<b>405</b>



## KENAI PENINSULA COLLEGE COLLEGE COUNCIL REPORT

April 8, 2021  
Zoom, 6:00 p.m.

Department: Advancement  
Prepared by: Alasha Brito  
5.9

### Fall 2021 Registration Campaign

The Fall 2021 priority registration campaign launched on April 2. Advancement worked with the marketing/recruitment committee to roll out a campaign to encourage students to register for fall classes during priority registration. The campaign includes a scholarship drawing for any student who registers for 6 or more KPC credits by April 19. A postcard was sent out to all current KPC students. Each priority registration day will have branded content on social media. Counseling and advising has been handing out flyers to students they are seeing in person and student services sent out an email to all current students.



### Connection

The third edition of the Connection will be published in the first part of May.

### Social Media and Student Communication

Advancement continues to send out the kpcWORD once a week and regularly post on social media. The Monday employee spotlight continues to be a favorite. The spotlight recently highlighted Kim Frost and Andy Veh.

### Commencement

As we get closer to commencement Advancement is working closely with Susan Browning offering technical support for the virtual graduation.



**KENAI PENINSULA COLLEGE  
COLLEGE COUNCIL REPORT**

April 8, 2021  
Zoom, 6:00 p.m.

Department: IT Services  
Prepared by: Mark Jensen  
5.10

***Mark Jensen – IT Supervisor***

Adley Amaziah, AV/Desktop Technician has finished work on the Alaska Native Language Lab and reports that she still has one or two technical issues to work out with the equipment manufacture. She has also been working with Rob Lewis to make sure the second Kenai River Guide class ran smoothly over distance delivery.

On April 1<sup>st</sup> IT/ET presented a demo of both the Owl and the Swivl cameras, there were 17 people in attendance and lots of questions. There was interest in both platforms and it will be interesting to see where these devices go in the future.

There is still no movement on a managed print server in Homer, I will continue working with Anchorage to keep this moving forward if possible. Everyone is shorthanded right now.

Still building Jabber accounts as requests come in and solving other phone and voicemail issues.

***Don Eide Jr. – Networking***

Allowing students on campus, working with Student Services on resetting passwords for students, working on Faculty / Staff working remote setups and setting up appointments for equipment checkout for remote work, & replacements

Ongoing projects have been mostly slowed during CoVid-19 times, but do become actively worked on to address issues that become pointed due to remote access

Ongoing - Configuring SAN and VMware Hosts, and also configuring our virtual testing area.

Ongoing - I have been working on the usual updates, as they are ongoing. I have been in the queue for the help desk, and doing office calls for staff/faculty as needed for various issues. I have been in contact with Homer and Anchorage IT to work out issues between our campuses as they come up.

***Rob Lewis Jr. – Helpdesk Supervisor and Desktop Technician***

During the month of March we had some employees working back on campus that hadn't before. We are working with UAA to fix the way our remote telephone software (Jabber) works on campus. I have been working with our AV Technician (Adley Amaziah) on issues with Smart Boards and other audio visual devices. I helped Dave Atcheson prepare for an event that we streamed over Facebook live in March and that went well. I helped provide Zoom support for the director search question and answer sessions as well. We will continue to support folks both remotely and on campus when they are allowed to return.



### ***Gareth Chesley and Jon Ralph – KBC Network/Desktop/AV Technician***

Since the start of March KBC IT Services processed 90 support requests broken down by the following modalities including 28 Email, 29 Phone, five Zoom, and 26 face to face. Additionally, we checked out eight pieces of equipment to eight different users (our running total for this school year is now 101 pieces of equipment) as well as checking in 12 pieces of equipment. At the start of the month we worked with GCI to recover from a campus wide network outage after the power supply for a piece of GCI hardware failed and we are continuing to work to have redundant power supplies installed.

Jon spent the week of Spring Break working with UAA Engineer John Yoakum on SCCM related projects which exposed him to lots of new services and capabilities.

Gareth spent a significant amount of time helping staff and faculty get checked in and setup as they began to return to campus.

We worked with an instructor to transition to teaching on campus, which required setting up a classroom for blended teaching for both on campus and off campus students. Throughout the month we prepared rooms and provided face to face support for 5 different non-credit Marine Tech classes. Toward the end of the month we participated in a series of planning meetings for the upcoming KBC Writer's Conference.

### ***Adley Amaziah – AV/Desktop Technician***

During March, I completed the AKNS lab hardware install as well as the configurations. I have finished the wireless microphone configuration and I am testing the mic for room reinforcement and recording.

I also provided in-room support for the second series of the Kenai River Guide Academy conference that occurred March 8<sup>th</sup> -12<sup>th</sup>.

I started the monitor replacement project for CTECH 205, and I continue to assist faculty, staff, and students with their IT needs.



**KENAI PENINSULA COLLEGE  
COLLEGE COUNCIL REPORT**

April 8, 2021

Zoom, 6:00 p.m.

Department: Division Chairs

Prepared by: Marci Lea

5.11

## **Henry Haney – Business and Industry**

The Industrial Process Instrumentation (IPIN) Program has submitted a project proposal at the request of the Governor through the university. This is due to Federal Stimulus Funds now available and designated for what are called “shovel ready” projects. The KPC project request was for an “Augmented Reality” program for IPIN. Augmented Reality is a higher-level reality program than either Immersive Reality or Virtual Reality. This type of program would enable IPIN students to accomplish “hands-on Labs and “hands-on” classwork in remote locations. The Augmented Reality program would also fulfill the goal expressed in the funding request: to provide the opportunity for this highly technical training program to be available to all Alaskans, anywhere in the State, and available 100% on-line.

Process Industry Tours are again scheduled to working process facilities. These Industry Tours have proven to be beneficial to Process Technology students. PRT students will be visiting the Furie Gas Processing Facility in Nikiski on April 6 and will visit the Marathon Refinery in Nikiski on April 28.

Jobs in Industry, such as Welding, Process Operations, and Process Instrumentation is beginning to open-up again. The unique thing about these career choices that should be illuminated is that they are universal. One can work in oil & gas production, power generation, various types of renewable energy, mining production, just to name a few industry sectors where jobs of this type are available. It should be noted that recruitment is also beginning to occur again.

Jobs in Business are also beginning to open-up once again. Many students are aware that now is the time for training and preparing. They are realizing that those with verified training and skills will be (and already are) going to work and entering good careers. It may take a little more effort in job hunting and being persistent, but KPC students are discovering the effort is worth it.

Fall Semester registration has begun. This coming Fall Semester will be the tell-tale of whether colleges such as KPC will return to what was; or will be moving ahead with newly establish teaching formats that were used due to COVID. Fall Registration will tell the tale of what is to be.

## **Lia Calhoun – Arts and Humanities**

**Fall Scheduling:** The Fall 2021 schedule is viewable. We are excited to return to a good portion of our regular f2f offerings, but for those still not comfortable coming to campus, we have Zoom synchronous options for our Tier I and II GER courses as well as asynchronous online options. We are confident that our varying student needs will be met.


**Placement:** I continue to meet with interested parties about WRTG and COMM placement. Nancy Johnson has correlated data from the Homer campus demonstrating the effectiveness of our multiple-measure approach to

placement. KRC's English department is working on formalizing a similar approach that will allow students to provide a writing sample rather than focusing solely on the ACCUPLACER exam. From conversation in several meetings, it is clear that KRC's Student Services and the English department view the ACCUPLACER as an insufficient measure of all students' ability. I am working on the potential of adding Accelerated Learning Program options to WRTG 110 and WRTG 111, which would follow the Anchorage campus's ALP success.

**Writing Lab:** Heidi Graves and I are collaborating on a vision for the Writing Lab as we move back onto campus in the fall. We are developing a coordinator position and will be working toward approval to have the writing lab open and staffed during the afternoon/early evening hours Monday-Thursday.

**UAA English Department:** I called a meeting of Community Campus English Faculty to help with an English on the Community Campuses promotional flyer and English major promotion in general. On April 2, I presented our flyer and our research about promoting the humanities to the Anchorage English Department. I proposed a year-long committee to address the urgent need to revise the department's website and find new and better ways of demonstrating the hire-ability and intrinsic value of the English Major. Here is the current draft of the flyer:

## UAA English Major and Minor now available ON COMMUNITY CAMPUSES



DO YOU WANT A MAJOR YOU WILL ENJOY, THAT WILL CHALLENGE YOUR GROWTH AS A HUMAN BEING, AND WILL LEAD TO A PRODUCTIVE AND FULFILLING CAREER?  
**AN ENGLISH MAJOR IS A GOOD CHOICE FOR YOU.**

### THE MAJOR

The Bachelor of Arts (BA) in English provides experience across the breadth of English studies, with coursework in literature, rhetoric, linguistics, and writing.

### THE MINOR

Students majoring in another subject can minor in English by taking 18 credits in one of the following emphases: Linguistics, Literature, Professional Writing, and Creative Writing.

The skills developed by an English degree are in high demand: **"Pursue a liberal arts education. For most people, it's the best foundation for a successful career..."** The formula for businesses trying to compete in today's economy is simple: hire employees with the mental agility, leadership and passion to navigate constant change—in other words, **hire those who are liberally educated."**

- A.G. Lafley, former CEO of Procter & Gamble

## AN ENGLISH MAJOR OR MINOR FROM UAA WILL OPEN DOORS TO A FULFILLING CAREER

Community campuses meet local needs AND provide statewide access to resources for all kinds of students. Whether you are just starting out or thinking of starting something new, an English Degree can take you places.

**Career success:** English majors find jobs and fare just as well in their professional careers as those in other majors (Newton, 2019; Deming 2019) and rate higher than other majors on job satisfaction surveys (Jaschick, 2018).

**Marketable skills:** Employers are looking for clear communicators, critical thinkers, creative problem-solvers (Hart Research, 2013; Pearlstein, 2016). English majors are in demand and fare very well in graduate, law, and medical school applications.

**Personal growth:** "The English major particularly fosters *empathy*, which enables human beings to see things from someone else's point of view and to care about perspectives different from their own. It also fosters *critical thinking* about social problems and ways to solve them." (Beal, 9)



## INTERNSHIPS

Gain job skills and make connections while working with local organizations and business leaders in journalism, social media marketing, science communication, grantwriting & fundraising, civic communication and more...

**For more information see your community campus advisor or visit [uaa.alaska.edu/academics/college-of-arts-and-sciences/department/english](http://uaa.alaska.edu/academics/college-of-arts-and-sciences/department/english)**

Kenai Peninsula - Kodiak - Matanuska-Susitna - Prince William Sound

**Faculty Highlight:** I wish to personally commend the efforts Instructor DeAnne Ruiz has made in finding course materials that meet students' needs in terms of affordability, interest, and effectiveness. Here is her story:



In anticipation of my first semester teaching WRTG A090, I looked around at what textbooks other instructors were using. Having never taught the class before, I relied on this information to help me choose a book. I found a standard writing textbook and received a free instructor copy from the publisher. On the first day of class, a student informed me that she had chosen to rent the book because it was \$100 to buy it.

I couldn't personally justify requiring students to buy such an expensive textbook, and I knew I would need to come up with something else for the next semester. I also saw how disheartening it was for students to pay so much to buy or rent a book that they would never look at again. This barrier also prevented some students from getting the book on time. That was not my only issue with the book. It was boring. The author had a friendly style, but each chapter went grossly in depth on topics that were too advanced for an introductory writing course. I noticed that some students weren't even doing the weekly readings. I had to find an alternative.

I looked carefully at the required course objectives and determined that students were supposed to learn how to do critical reading, summarize and respond, write paragraphs and short essays, revise their work, and learn about grammar and writing resources. The textbook told them how to do those things, but why not get them actually doing critical reading and writing? I felt that the critical reading aspect was especially missing from the textbook I was using.

Instead, I chose *How to Win Friends and Influence People* by Dale Carnegie, and *Grammar Girl's Quick and Dirty Tips for Better Writing* by Mignon Fogarty. There are several advantages to these alternative textbooks. The cost is reduced by over 50%, and students may even have the books already. Furthermore, they're more likely to be useful down the road, vs. an expensive rental that will be returned to the publisher. These two books have print, eBook, and audiobook versions, making them more accessible to a variety of students. This also means that if a student signs up late for a class, they can have their textbook instantly. Finally, I have received immense (unsolicited) positive feedback from students on both books.

How do these books better meet the course objectives? Rather than learning about critical reading, we read and discuss *How to Win Friends and Influence People*. This models effective academic reading for students with materials at a more appropriate level and that are more interesting and relevant, motivating students to actually do the reading. We practice summarizing and responding when discussing the week's reading. Grammar Girl provides a grammar resource that helps students (and me) focus on issues that are most common and important for effective writing. Furthermore, students are introduced to Grammar Girl as a resource with her many books, interactive website, and excellent podcast. Students also learn revision tips from Grammar Girl, and we practice by doing peer reviews of each major writing assignment.

## **Paul Perry - KPC Paramedic Program**

Time sure flies when you are finishing up one cohort, teaching a second, and recruiting for the new fall 2021 class. It has been a challenging year but the program's students and staff have really stepped up and the results show it.

### **CoAEMSP Annual Report Due**

The 2018 annual accreditation report for the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) is underway with the initial data suggesting that KPC did very well with the seven graduating paramedic students that year being audited. The program reports annually the attrition, successfully passing the written and practical National Registry of EMT's (NREMT) paramedic exams, and for those whom become certified being able to secure employment in the EMS industry.

Any values over 70% in each category are considered acceptable by accreditation standards, but KPC obviously expects more from its paramedic graduates. This annual report, though not finalized until the end of May looks really good so far. Final data is posted on the official KPC Paramedic Program webpage and is updated yearly as a requirement for national accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The preliminary numbers however reveal the following:

- 88% (7/8) Successfully completed the Paramedic Program in 2018
- 86% (6/7) Passed the NREMT Written Exam on the First Attempt
- 100% (7/7) Passed the NREMT Practical Exam on the First Attempt
- 100% (6/6) Positive EMS Job Placement once NREMT certified

Although not due for an audit this year the 2019 paramedic cohort has just concluded this month with 11 of 13 students successfully finishing the program. Our last student has recently completed the 480-hour Capstone Internship and most students will sit for the NREMT written exam over the next few months. Initial 2019 NREMT testing has revealed very good pass rates, and four (4) students have already been employed by local KPBB fire departments.

### **Paramedic Program Recruitment**

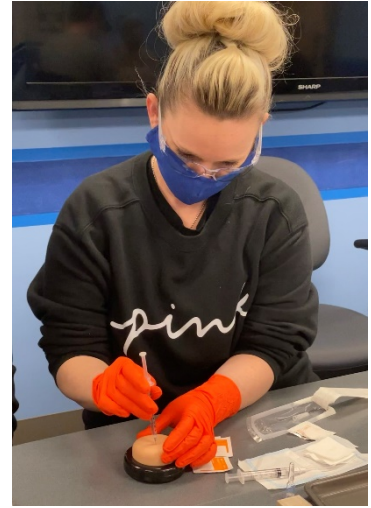
Last year with the COVID pandemic messing with everything including the programs enrollment (which was down) we decided to jump feet first into the world of blended learning incorporating Zoom classes and two-week long lab intensives each semester as the new normal. What happened next was amazing; with the help of social media we advertised the program for the first time outside of Alaska. We used Facebook and targeted EMT's and firefighters in Washington, Oregon, Idaho, and Utah. The final results were just under 60K hits on the flyer, 200 comments, and 22 applications. We interviewed and accepted 16 into the Fall 2020 class, our biggest class since inception; as of today, we still have 13 enrolled (5 out-of-state, and 8 in-state). The flyer was produced through the KPC Advancement Office, and we have already pushed it out for this fall's cohort. The new flyer has already generated 6,000 hits and 5 applicants (3 in-state, 2 out-of-state). We are hoping for another large pool to choose from this year. The program has also recruited the help of the faculty's teenage children to help set up new Twitter and Instagram pages for the Paramedic Program including the flyer with other pictures and tweets posted on those sites daily too. Be sure to check out **KPC Paramedic Program** on *Facebook*; **kpc\_paramedic\_program** on *Instagram*, and **@kpcparamedics** on *Twitter*. Applications for this fall's program are open until July 1.



## EMT-1 Class

Tiffani Perry & Ashley Pass

The EMT class has been in the lab one day a week this semester and it shows. They have been going full-throttle this semester making sure the students are dialed in with the new State of Alaska EMT Guidelines which include some new skills such as intramuscular injections, administering medications via nebulizers, the use of supraglottic airways and CPAP for pulmonary edema from congestive heart failure.

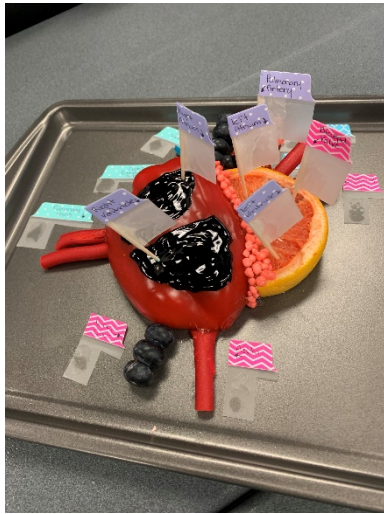


*EMT Students are now required to be able to draw up medications and give injections as part of the new National EMT Curriculum.*



*Your patient is a 24-year-old snowboarder that crashed into a tree at the ski resort. Yep, that's real KPC snow covering Crash Kelly.*

Have you ever learned something using your lunch as a prop? The EMT class used food from around their homes to learn the Anatomy & Physiology of the heart. Creativity is not lacking in this semesters class.



*Models of the heart using everyday things like peppers, grapefruit, licorice and celery.*

### **Certified Nursing Program**

Audrey Standerfer

Currently Audrey and Central Peninsula Hospital are preparing for the CNA Clinical Rotations for the first 10 students, with another 10 to follow. Faculty is coordinating with CPH for mandatory drug testing and COVID testing of students who will be doing rotations at the hospital. The didactic portion of the classes are almost complete and on target for board certification exams happening as scheduled.

### **Robin Dahlman – Education and Social Sciences**

#### **KIT Cohort Update:**

During our Kenaitze Indian Tribe cohort biweekly meeting, we have been sharing and supporting each other as we make our way into the final stretch of the semester. There will be some students who will continue to take courses this summer. Additionally, the cohort will be expanding their number of members for the fall. Potentially this may increase by up to ten or more registered students.

#### **Education Update:**

Currently at the State Senate and House level there is legislation proposing increased funding and support for Early Childhood Education, Reading, and Virtual Education. All were initially separate bills that have merged into SB 111. Recently, Robin Dahlman participated with colleagues from UAS, UAA and UAF to meet with Senator Hughes about ways we prepare teachers for teaching reading. Robin has also written a Reading, Language and Culture course (EDEC A321) in anticipation of the BA in Early Childhood Education being reinstated by the BOR this summer. If this is approved by the BOR, we would be offering this BA in ECE in addition to the current offerings of an OEC in Infant and Toddler Development and the AAS in ECE that is also an approved 2+2 to the BA in Elementary Education at UAS.

### UAA Chancellor Search Committee Update:

As part of service to the University, Robin Dahlman serves as the Community Campus representative and Leslie Byrd serves as the Staff representative on this committee. The UAA Chancellor Search Committee has completed its first review of candidates for the next UAA chancellor. The committee evaluated numerous applications from around the state and country and has narrowed the pool to 10 highly qualified and diverse semi-finalists.

The committee will begin its interviews with the semi-finalists this week to refine the pool to a smaller set of finalists by early April. The UAA community will be invited to participate in virtual open forums for each candidate during the week of April 12 from 3:30 p.m. - 5:00 p.m. each day. Final candidates will give a short presentation followed by a question and answer session. More details will follow once finalists have been selected.

After the forums, there will be additional opportunities to provide feedback on each finalist. The Search Committee will compile information about the strengths and weaknesses of each candidate, which will be informed by the feedback received from all stakeholder groups. President Pitney anticipates announcing the next chancellor on or about May 1.

Schedule updates will be posted at <https://www.alaska.edu/pres/uaa-chancellor/>

### **Clair Kochis – Mathematics and Science**

We completed scheduling for fall 2021 with a small increase in face-to-face offerings in both Chemistry A103 and Biology A111/L. We are very excited to have Alan Houtz teaching Chemistry A103 for us again.

Learning Pawds completed two full cohorts this year and we plan to offer one session during the summer as well. For April, we will be hosting a single Canine Care Camp day for a 2<sup>nd</sup> grade class at Soldotna Elementary.

One former KPC calculus student and one current KPC calculus student recently learned that they had both been accepted in all the graduate programs they each applied to. One is going to pursue statistics and the other will be majoring in agricultural economics. Both students consider KPC to be a significant part of their academic success.





**KENAI PENINSULA COLLEGE  
COLLEGE COUNCIL REPORT**

April 08, 2021  
Zoom, 6:00 p.m.

Department: Facilities and Maintenance

Prepared by: Rusty King

5.12

- **Maintenance and Operations**

- **Coronavirus**

As UAA/KPC remains in Phase B, the number of people on campus is low. Facilities has been coordinating with other departments and face to face class schedules to focus our cleaning and sanitizing efforts on only the spaces that are being used. All of the classrooms have been reconfigured to only allow a reduced number of people in them and to ensure proper social distancing. Supplies for sanitizing are available in each classroom for instructors and students to sanitize their spaces. The Maintenance department also sanitizes each space in conjunction with scheduled use.

The Facilities Department installed new sign holders and produced new signs for each classroom, conference room and resource area where multiple people might gather. The new signs have the Phase level KPC is currently on and the maximum number of people allowed in the space per the 6 foot bubble rule. There are a few areas we are waiting on direction from UAA safety, and will post as soon as we receive the information.

- **Ice abatement**

With the melting snow during the day and the freezing temperatures at night we have experienced a quick buildup of ice and frozen slush throughout campus. Ice abatement for safety has been top priority. Facilities has worked daily to move rapidly melting snow to areas where it will drain away from the drive lanes, parking lots and pedestrian walkways. We have also been salting, sanding and plowing down the ridges and ruts.

- **CTEC facility boiler annual maintenance**

The CTEC facility boilers annual deep preventative maintenance service has been completed. Worn parts have been replaced, the units have been cleaned and the filters have been changed. In addition, all software was confirmed to operate the equipment correctly.

- **Housing Facility - Update**

Alaska Christian College is still renting out the student housing facility. Facilities has located deficiencies in the emergency generator and an HVAC unit. Facilities is working with ACC to effect the required repairs and a temporary operational plan for the students housed in the facility in the event of an emergency.

**Update** – The new parts for the generator have been manufactured and installed into the emergency generator, and all connections have been re-established. The only outstanding items remaining on this repair are to fill the generator with the proper antifreeze and put the generator enclosure back together, as it

had to be removed partially to remove the bad part. When these two outstanding items are completed we will perform a test run and recommissioning to place it back into service.

The Electrician we asked to look at the broken time clock for the lighting system made some suggestions which we performed. However, we found the lighting control system operating erratically, so we put the system back into the original configuration. We are now looking for a re-manufactured part to repair the system.

#### ○ **Infested Tree Removal - Update**

It has been discovered that there are a large number of trees infested with Spruce Beetles in the rear of Main Campus. The facilities department has met with multiple tree specialists to assess the impact. We have found a large number of trees will need to be removed and the remaining trees will be treated to protect them from future attack. In the areas where trees have been removed facilities would like to make a wood chip area and plant blueberry bushes to enhance the view of the river and support the Native Studies program.

**Update** – Working with UAA FP&C, a qualified vendor has been chosen and a contract submitted to remove the infested trees has been signed. I will be walking the job site with the contractor next week to assess the snow levels and schedule the removal. Tentatively, the work is scheduled for the end of April or beginning of May. This scope of work will include felling the trees, removing all felled trees and debris from the property and grinding the stumps.

#### ○ **Lighting wash and re-lamp**

Most of the main campus has not had lightbulbs replaced for three years, other than one off replacement. The lighting degradation of fluorescent lighting is rapid over time, and it is time to replace these old bulbs. Facilities will be doing a wash and re-lamp phased approach to get the lighting where it needs to be for the upcoming fall semester. We will be installing L.E.D. replacement bulbs instead of fluorescent for a number of reasons. Some of which are; L.E.D. uses 20% less power on average, they last 13 times longer with no light degradation, do not contain toxic materials like mercury and various gasses, produce a more useful light, operate much better in cold temperatures, no need for a magnetic ballast, no need for special disposal protocols, safer for staff to work with and saves staff time over the life of the L.E.D. This project will be done in phases over the summer.

#### ○ **Salto lock installation**

Facilities is working with LONG Building Technologies and UAA FP&C to purchase the equipment for the card access security door locks. This purchase will see all doors having access control with the KPC key card. This will provide heightened security control, audit trails, and a cost savings over hard keys that are used currently. UAA Purchasing will be issuing a PO for this purchase within a week.

### ● **Construction and Planning**

#### ○ **McLane carpet installation**

We are working towards removing old worn carpet and installing new carpet tile throughout the first floor of the McLean facility. To date, we have received quotes from qualified vendors, submitted the project to UAA FP&C and performed required Hazardous Material testing. We expect the Hazardous Material testing report the week of 4/05/2021.

#### ○ **Ward carpet installation**

Facilities is also planning a carpet upgrade on the first floor of the Ward building. We have received quotes from qualified vendors, submitted the project to UAA FP&C and performed required Hazardous Material testing. We expect the Hazardous Material testing report the week of 4/05/2021.



**KENAI PENINSULA COLLEGE  
COLLEGE COUNCIL REPORT**

April 8, 2021

Zoom, 6:00 p.m.

Department: Learning Center

Prepared by: Heidi Graves

5.13

- The KRC Alaska Adult Education program is currently assisting 73 individuals with their academic and employment goals. GED attainments are at 16 for the program year so far. ESL students continue to work diligently with Kalyn Simpson, AAE Instructor, improving English reading, writing, and speaking skills. A special shout-out goes to Erling Hofseth, AAE Instructor. A student, frustrated with their progress and in-and-out of the AAE program since 2018, was encouraged to return this fall. With the individualized math instruction Erling was able to provide during Covid's limited seating, the student passed their last GED test this spring. The passing of that test now makes the student eligible for the supervisor position at their place of employment.
- Heidi Graves, Learning Center Director, attended the annual 3-day AAE Program Coordinator Training this spring. This is a mandatory event, required as part of the AAE grant. This year it was held virtually via Zoom.
- Terri Cowart and Bridget Clark, AAE Instructors, and Heidi Graves, virtually attended the 2021 Coalition on Adult Basic Education (COABE) Conference. This event hosted 17 different stands of adult education, including College and Career Transition, Apprenticeship, Digital Literacy & Technology, and High School Equivalency.
- The Crystal Penrod, Test Center Administrator, continues to proctor exams for the institution and community with the assistance of Learning Center's Mary Bell.
- Mitch Michaud, International Student Support, is in conversation with the Congress-Bundestag Young Professional Exchange Program (CBYX) to obtain the most recent information on exchange student and host family requirements for next year's program.
- Shara Leaders, Mike Morgan, and Clark Fair continue to assist students in the Math Lab, Writing Lab, and OWL.
- Disability Support Services continues to work with students; no new accommodation requests were received during the month of March.
- Lisa Burkhart, Learning Center Office Manager, continues to work on the KPC Accessibility Committee, and has recently joined a subcommittee to discover ways to promote the use of Universal Design for Learning (UDL) on campus.



**KENAI PENINSULA COLLEGE  
COLLEGE COUNCIL REPORT**

April 8, 2021  
Zoom, 6:00 p.m.

Department: Counseling and Advising  
Prepared by: Christina Stuive  
5.14

**March Departmental Highlights:**

- Covid-19 has severely impacted the flow of our work. The same issues we had in Spring continue to the present and we continue to be responsive. We continue to offer call-in hours, distance advising and F2F service, appointments and walk-ins via Zoom.
  - There has been marked increase in anxiety with students reported by students and faculty.
  - We have had an increase in counseling appointments
- During March Counseling and Advising had the following appointments:

	FY21	FY20	FY19	FY18
Appointments	148	69	116	167

- Comparative to last year in the beginning of the pandemic, we are seeing numbers closer to FY18. This may be due to more student struggles. We will monitor if we have increases in May which would be more linked to increased enrollment rather than student issues.
- Counseling and Advising will be participating in four Jumpstart Zoom informational events with recruitment and Kachemak Bay Campus.
- Counseling and Advising continues to support the KIT students from Kenaitze. The Financial agreement will continue through next year. KIT is starting a new cohort of students in the Education Department at Kenaitze. These students will continue to be supported by brown bag luncheons and other check-in activities between Robin Dahlman and Christina Stuive.
- Counseling and Advising continues to support the new Middle College Launch through assisting students through the Writing Assessment Process and through New Student Orientation and Zoom check-ins. Welcome to all the new Middle College Students.
- Bettina Kipp is serving on both the KPC Director and Student Services Director search committees.

**Highlight on Counseling Services:**

- Counseling and Advising trained 10 individuals for Mental Health First Aid. This is an international curriculum to create awareness and referral for Mental Health and Substance Abuse crisis. Future trainings are being planned with general staff and faculty.
- Counseling continues to be available to students for free through our distance delivery appointments and F2F as needed.
- Christina Stuive has completed Phase 3 Brainspotting and will have a Certification in Brainspotting by the end of April.



**KENAI PENINSULA COLLEGE  
COLLEGE COUNCIL REPORT**

April 8, 2021  
Zoom, 6:00 p.m.

Department: KRCSU  
Prepared by: Lana Farlow  
5.15.1

Throughout March, Kenai River Campus' Student Union (KRCSU) has continued our Covid-19 - safe activities such as monitoring our Student Union social media accounts, online advertising events & attempting to further engage with our students.

That being said, we are pleased to announce that for our most recent Student Union Coffee giveaway, Naomi Ellis has won a 20\$ gift certificate from our local Coffee Cart, Lift and Sip. Ms. Ellis will be able to pick and use her certificate at Lift and Sip any time next week.

The next KRCSU meeting will be on April 20th, 2021. KRCSU will continue to meet on the 3rd Tuesday of every Monday, resuming this in Fall. August 17th, 2021, is the first planned meeting to welcome back KRC students.

The Kenai River Campus Student Union will be presenting the traditional five awards at graduation in the following categories:

- Most Outstanding Staff
- Most Outstanding Adjunct Faculty
- Most Inspirational Student
- Lifelong Learning Award

Nominations will be made via a mass email survey that will be sent out the week of April 5<sup>th</sup>. The awards will also be announced during the virtual commencement ceremony on Thursday, May 6th. These awards are recognition from peers, co-workers, and Kenai River Campus students. It acknowledges the nominee's hard work and dedication to Kenai Peninsula College staff, students, faculty, and our community. Our way of saying "THANK YOU" for their commitment to maintaining the highest standards of professionalism, courtesy, and effort.

We are also ecstatic to say that Lana Farlow has accepted the position and will be returning to fill an officer role in Fall of 2021.



**KENAI PENINSULA COLLEGE  
COLLEGE COUNCIL REPORT**

April 8, 2021  
Zoom, 6:00 p.m.

Department: Kachemak Bay Campus Student Association (KBCSA)  
Prepared by: Caroline Venuti  
5.15.2

The President of KBCSA and I have met on zoom and have started looking at the constitution. President Winston is preparing an introduction letter that will be sent to all students. We have been discussing ways to connect with the KRCSA officers.