Table of Contents

Division of Student Services ................................................................. 3

Academic Advising ................................................................. 5

Admissions, Registration and Dual Credit ............................................ 6

Athletics ................................................................. 8

Financial Aid ................................................................. 9

Fitness Center and Physical Education .............................................. 13

Student Life and Activities ................................................................. 14

Student Success ................................................................. 18

Student Success Center ................................................................. 22

TRiO Support Services Program ..................................................... 24

Volunteer Services ................................................................. 25

Professional Growth and Development ............................................. 26
DIVISION OF STUDENT SERVICES

The Student Services Division continues to implement actions to meet goals of attracting students to become lifelong learners, guiding students to success, creating a culture of belonging and caring through service. The reports that follow outline the specific activities of the departments within Student Services during the first half of the college’s fiscal year including July 2014 through December 2014.

Many of the actions and accomplishments throughout the first half of fiscal year 2014 are a continuing implementation of our Student Success Model which was developed in July 2013 as decisions were made regarding how our staff and faculty can promote students’ success as they strive to meet their educational goals. Individual completion of each step of the model by students will enhance college completion and assist in the enrollment management efforts by sustaining program enrollments. The steps include actions students take to be successful including setting realistic educational goals, developing an educational plan, developing contingency plans, enrolling in courses, persisting in good standing, reviewing and updating the plan and developing a transition plan. Every step of the plan leads the student to successful completion of a certificate or degree.

The Division staff’s dedication to student success, supporting the educational goals of each student, maintaining the values of the college, and encouraging every individual to strive for excellence, is evident in daily interactions as well as in the major accomplishments of the division throughout the first half of this year. Among those achievements are the following:

1. Nearly two thousand credit hours were added within the past six months by the launch of a pharmacy technician course, expanding distance education at Centralia Correctional Center, expanding College Now and expanded programming at Greenville Federal Correctional Institute (GFCI). Credit hours were gained through focused marketing and recruitment efforts that supported growth in music, agriculture, welding, culinary arts and teacher education programs. Partnerships with GFCI and Pinnacle Foods have resulted in delivery of credit bearing classes in these organizations as well as providing a pathway for students to complete their associate’s degrees within the Centralia Correctional Center.

2. The first step of the Student Success Model is the development of an educational plan by the student and their academic advisor. All full time students coming to Kaskaskia College for the first time must see an academic advisor to receive assistance in developing an educational plan. Since the implementation of this important initiative, advisors have documented and distributed over seven hundred educational plans to students and faculty mentors. Students review the plan with their Faculty Mentor each semester prior to enrolling in courses for the next term.
3. A significant increase in the number of students registered with disabilities are being served by Disability Support Services (DSS) Office. Students have needs for support as a result of a wide variety of physical, mental and emotional disabilities. Assessment is provided by the DSS Office and communication is provided to respective faculty for making reasonable accommodations in the classroom in promotion of student success.

4. One thousand, five hundred high school students enrolled in dual credit classes for the fall semester. The support for the Dual Credit Program comes from many departments within the College. During the first half of this fiscal year two orientations were conducted by the Admission and Enrollment Department for new dual credit faculty to provide information regarding the Dual Credit Program and resources needed to serve as a Dual Credit Instructor. The Office of Recruitment coordinated with the Education Center Directors to conduct individual open houses highlighting opportunities available at each education center. Families of high school and eighth grade students in attendance were provided dual credit orientation information highlighting opportunities specific to their high school.

5. Several staff members served as KEEP (Kaskaskia Early Enrichment Program) Liaisons for students who were returning to classes following academic suspension. The Liaisons initiated a KEEP contract in which the student would commit to specific actions they would follow to increase the likelihood of success in their courses.

6. Staff at the Trenton Education Center planned and hosted a Dedication Ceremony for the center on October 10, 2014 after the completion of a 10,800 square feet addition and remodeling of 5,490 square feet of the original building. Many community members joined College staff in recognition of the accomplishments of those involved, in any manner, with the building expansion and realization of an opportunity to serve many more students at that site.

7. The Foundation Scholarship process had more applicants than ever before with three hundred ninety-seven applications submitted. Two hundred sixty-two students received scholarship awards requiring the recognition banquets to be divided into three evening events. Scholarship donors, student recipients and their families attended the celebration evenings.

8. Student clubs and organizations participated in campus activities during the fall semester as well as represented KC to the community in many local events. Groups were active in fundraising and service projects on campus and throughout the district. Many clubs participated in events designed to increase their knowledge of their chosen career fields and develop leadership skills that will serve them well in the future.
9. Four thousand, six hundred twenty-nine student visits have occurred in the Student Success Center since July 1, 2014. There has been an increase in referrals from faculty with several requests for individualized tutoring assistance and workshops for students.

10. Sixty-nine new students have been accepted into the TRiO/Support Services program in the fifth and final year of the grant, bringing the total number to one hundred forty-two participants for this year. Preparations are well underway to submit a grant application for another funding cycle.

**Academic Advising**
**Steve Cox, Coordinator of Academic Advising**

**Major Accomplishments**

From July to November 2014, advisors have documented one thousand, five hundred face-to-face advising sessions, returned one thousand, five hundred twenty-two phone calls and replied to three hundred sixty-five emails. This is a total of three thousand, three hundred ninety-two instances of student contact in the last five months. Academic advisors documented one thousand, five hundred fifty-five advising sessions, returned one thousand, three hundred forty-four phone calls and replied to one hundred seventy-two emails for a total of three thousand, forty-nine encounters. Academic advisors completed one hundred sixty-seven degree audits for financial aid in support of satisfactory academic progress appeals.

The group registration process continues to be effective as advisors, with the assistance of Ms. Jenna Lammers, were able to advise and enroll one hundred seventy-two student athletes and engineering program students in five days. Advisors continue to focus on retention and completion efforts by adhering to the educational plan/faculty mentor process. Since the implementation of this important initiative, advisors have created and distributed over seven hundred educational plans to students and faculty mentors.

Mr. Steve Cox facilitated one of the three statewide regional meetings for MyCreditsTransfer (formerly u.Select), a transfer articulation and degree planning program funded by the State of Illinois and largely staffed through the University of Illinois. This is the fourth straight year Kaskaskia has hosted this group of state transfer experts, transfer coordinators, academic advisors and registrars from various colleges and universities. The meeting was well attended by more than twenty college and university representatives and continues to spotlight KC’s facilities and ongoing improvements. The meeting organizers also commended our IT and Audiovisual staff for their assistance and organization, saying they have the fewest technology issues when meeting at KC.

Academic Advising planned and hosted the annual Transfer Fair in October, attended by twenty visiting colleges and universities. This event provides KC students with an
invaluable opportunity to receive information from colleges and universities to which they may transfer.

The Disability Support Services (DSS) Office has documented a sixty-four percent increase in the number of students registered with disabilities from Fiscal Year 2013 to Fiscal Year 2014 which consequently resulted in a sixty-four percent increase in the number of students receiving disability support services. There was also a forty percent increase in the number of different disabilities documented with all registered DSS students. The DSS office now assists students with twenty-eight different disabilities, including an increase in mental and emotional disorders.

Admissions, Registration and Dual Credit
Cheryl Boehne, Director of Admissions, Registration and Dual Credit

Major Accomplishments

Two orientations were held for new dual credit faculty in July and August providing an overview on the background of dual credit as governed by Illinois Community College Board (ICCB,) student benefits of dual credit, student responsibilities and high school faculty and college faculty and staff accountabilities. Attendees were also shown CampusNet login procedures and the mid-term verification and final grade reporting and verification. Over one thousand, five hundred high school students enrolled in dual credit classes for the fall semester. These students received a letter providing them with information regarding the courses they enrolled in, their KC student identification number and how to access CampusNet. Informational letters were also mailed to the parents of these students.

The special Saturday registration was held August 9, 2014 with main campus and all Education Centers open for this event. Offices serving students included Admissions and Registration, Advising, Financial Aid, Cashiers, Recruitment, Bookstore, Success Center, Library, TRiO and Childcare. A New Student Orientation session was also conducted. Ninety students were served in some capacity with fifty-eight students registering for classes generating three hundred eighty-five and a half credit hours. Sixteen students dropped classes resulting in a loss of ninety-seven credit hours resulting in a final count of two hundred eighty-eight and a half credit hours generated due to this event. The bookstore also reported forty-two transactions with sales totaling $11,916.93.

Staff presentations during the fall semester included Family Educational Rights and Privacy Act (FERPA) during New Staff Orientation, presentations during the High School Guidance Counselor Day, recruitment during open houses at Education Centers, presentation of the Student Success Model at the Illinois Association of Collegiate Registration and Admission Officers (IACRAO) Annual Conference, Student Success Model and a Prior Learning Experience presentation benefitting the Caritas Senior Employment Workshop held at the Workforce Center.
Graduation numbers include one hundred sixty-one completed for Summer 2014 and eight hundred seven applications received for Fall 2014. Additionally, there were eighty-seven summer graduates from the Centralia Correctional Center. A new vendor will be selected for graduation regalia as the previous contract expired and will require online ordering availability as a new service provided to KC students. This enhancement to the graduation process will allow students to complete their regalia ordering online without having to come to campus. Coordination with IT department and Ellucian consultants to automate the graduation process including an online graduation application and tracking of those students who apply will be ongoing as the College moves forward with this enhancement of graduation services for our students.

Another service implemented to benefit our students was the implementation of a “one stop office” for student athletes assisting in registration, advisement, schedule changes and collection and distribution point for insurance paperwork, physicals and athletic packets. Ms. Jenna Lammers assisted with group Athletic Registration for spring during October and reviewed registration information to ensure all one hundred sixty-eight athletes were in the correct courses and had completed the registration process.

The Fall 2013 semester marked the beginning of our new Standards of Academic Achievement (SAA). The SAA was established to guide students in pursuit of academic success and maintain an academic environment that clearly defines expectations for progress. The standards set apply to those enrolled in six or more credit hours, actively pursuing a degree or certificate. Four groups were established: KEEP Participants, Academic Warning, Continued Academic Warning and Academic Suspension.

In the Fall 2013, one hundred forty-nine students were placed on academic warning. In Spring 2014, seventy-one students were placed on academic warning, nine on continued warning and thirty-one were placed under suspension. In Summer 2014, twenty students were placed on academic warning, eight on continued warning and nine were placed on academic suspension. Staff ensured letters went out to students in a timely fashion regarding their Academic status if placed on warning, continued warning or suspension after summer grades were posted and students were assigned a KEEP (Kaskaskia Early Enrichment Program) Liaison that will assist these students with their academic progress. Goals for the program were established and will be evaluated after the Fall 2014 semester.

Improvements to student acceptance letters and review information received in the communication track are ongoing and have resulted in new tracks and letters tailored for various student types i.e. new, returning, and guests.

Another project is improvement of the online Student Admissions Form to collect more accurate data on student type, requiring responses to Perkins questions, and inclusion of a new tab detailing Student Handbook availability and providing information about corresponding through the student email.
A process involving transcribing information from old, hard copy transcripts has been renewed. This long term project involves reviewing each transcript, including their student identification number on the transcript, creating a record and transcript history in our student data system and then scanning and linking original documents into the student’s record in Colleague. Continuing improvement in document tracking and processing is the goal of work with the IT Department.

Athletics
Adam Esses, Athletic Director and Head Women’s Basketball Coach

Major Accomplishments

The Kaskaskia College Athletic Department has completed a great fall semester. Women’s soccer had another stellar season finishing season 11-4 and making it to the NJCAA Region 24 semi-final. Three players were named to the All-Region team. Ms. Sylvia Adler, freshman, was named to First Team and Ms. Rachel Hanold, freshman, and Ms. Lauren Krebs, sophomore, who were both named to Second Team. The team averaged almost four goals per game and held teams to about one goal per game. Freshman Goaltender, Ms. Ciru Franklin, had nine shutouts for the Blue Angels and a 0.843 save percentage.

The Blue Devils and Blue Angels Cross Country teams also ended the season at the NJCAA National Championships in Lubbock, TX. Both teams ran well as they competed against fifty-seven college teams or individuals from a member institution. The women set three personal best times as Ms. Brittany Goff, Ms. Julie Waldhoff, and Ms. Caroline Walthers, all sophomores, finished their careers at KC on a high note. Prior to Nationals, the Blue Angels took second as a team in at the NJCAA Region 24 Meet. Leading the Blue Angels was Ms. Goff, who finished in eleventh place. The Blue Devils finished the Region 24 Meet as the fifth place team.

Blue Angels Volleyball finished their season with a 17-15 mark and 6-4 in the Great Rivers Athletic Conference. Starting the season with a 5-0 record and winning the Kankakee Early Bird Tournament, the Blue Angels continually improved throughout the season. Following a six game winning streak, prior to the District Tournament, the Blue Angels saw their season end in two matches at Districts. Those being named to the Region 24 First Team were sophomores, Ms. Chelsea Crocker and Ms. Alicia Halleman.

Currently, the Blue Devils and Blue Angels Basketball programs are in the front end of GRAC and Region 24 play. Both programs will take a three week break from games and then return for tip off in early January to resume conference play. Both the Blue Devils and Blue Angels will conclude the regular season on Saturday February 28, 2015 at Vincennes University. The first round of the Region 24 Tournament will be Monday March 2, 2015.
KC’s Blue Devils and Blue Angels Cheer Squad has been performing at all home basketball games this season. In August, the squad attended the NCA Collegiate Cheer Camp at Lindenwood University in St. Charles, Missouri. The squad earned a Spirit Award for displaying positive attitudes and hard work and received a Superior/Blue Ribbon Award for their game day evaluation. This is the highest award given and is based on an evaluation of new materials they were taught, their crowd leading and overall team impression. This was the first time these awards have been earned by KC cheerleaders.

The Athletic Department is also anticipating a great spring in 2015. Blue Devils Baseball and Blue Angels Softball wrapped up their fall seasons and are busy with their winter workouts in preparation for their games next semester. Blue Devils and Blue Angels Golf teams have also concluded their fall seasons as they head into the championship season in the spring.

Our coaching staff had one change to our head coaching staff as Mr. Joseph Livesay took over as Head Coach for the Blue Angels Tennis program. Coach Livesay is a 1983 Kaskaskia Alumnus and played tennis for the Blue Devils. Currently, Coach Livesay serves as an elementary school teacher at New Horizon Christian School in Centralia as well as being a youth minister at Fouts Christian Church.

The Athletic Department, through individual sports programs, has also continued fundraising efforts to meet the $30,000 goal for their share of the new 15 and 41 passenger buses. These buses have been operational this fall and have received great comments by our student athletes and coaches. In addition, each program continues their community service efforts throughout the college district.

Financial Aid

Jill Klostermann, Director

Major Accomplishments

The first step in applying for federal and state aid is to complete the Free Application for Federal Student Aid (FAFSA). Last year, KC processed five thousand, one hundred twenty-one Institutional Student Information Reports (ISIRs) from students who named KC as the school of their choice on the FAFSA. This process continued throughout the year. As of December, 2014, KC has processed three thousand, six hundred forty-eight ISIRs for the 2014-15 financial aid year and ensured that KC continued to form partnerships with students desiring an education preparing them for the future.
The number of students eligible for the Pell Grant at KC remains consistent with past fiscal years. Based on information furnished by the U.S. Department of Education Common Origination and Disbursement, KC distributed $6,034,296.02 to one thousand, eight hundred forty-three unduplicated students during the 2013-14 academic year. The chart below shows how many students received Pell awards in past. For the current academic year, one thousand, five hundred thirty-five students have been awarded the Pell Grant.
The Illinois Student Assistance Commission administers the Monetary Award Program (MAP). Students apply for this grant when they complete the FAFSA and the state awards money until the funds are exhausted. The maximum award level is dependent on legislative action and available funding in any given year. In 2013, students who completed the FAFSA application after March 18, 2013 were not eligible for MAP funding. For the 2014-15 year, the funds were exhausted as of February 28, 2014. While MAP money may only be used towards tuition, this funding allows students to keep a larger percentage of their Pell Grants. The decrease in the number of students funded by the state does impact the available funds of KC students utilized to assist with transportation and childcare expenses.

The following chart shows the number of students receiving aid from the Illinois Student Assistance Commission Monetary Award Program. During the Fall 2013 semester, two hundred ninety students received the MAP grant. For Fall 2014, only two hundred sixty-eight students were designated to receive the MAP grant. This number will continue to change as students complete the award process.

In a continuing trend, the amount of Foundation Scholarship awards increased from the past year. The entire application process was electronic this year reducing turnaround time for the Financial Aid office to work with judges and complete the awarding of the scholarships. The Foundation Scholarship process had more applicants than ever before with three hundred ninety-seven. The process is well underway in preparation for next year and more improvements to the processes.
Currently, KC is serving one hundred thirty-five veterans, active military students or dependents. Fifty-nine receive state military benefits and eighty-three federal military benefits. Thirty-eight, active military students or dependents are receiving both federal and state military benefits. Post-911 (Chapter 33) is the only federal benefit where funds are sent directly to the College. As of November 24, 2014 the college received and disbursed $37,076.41 from the Department of Veteran Affairs. KC was once again named as a Military Friendly School® for 2015 by G.I. Jobs magazine. While the schools are not ranked, KC ranks in the top fifteen percent of all colleges, universities and trade schools nationwide.

### Federal Military Benefits

<table>
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<th>Benefit</th>
<th>Number of Students</th>
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<tbody>
<tr>
<td>Montgomery GI Bill (Chapter 30)</td>
<td>29</td>
</tr>
<tr>
<td>Post 9-11 (Chapter 33)</td>
<td>25</td>
</tr>
<tr>
<td>Montgomery GI Bill-Selected Reserve (Chapter 1606)</td>
<td>11</td>
</tr>
<tr>
<td>Reserve Educational Assistance Program (Chapter 1607)</td>
<td>5</td>
</tr>
<tr>
<td>Survivors and Dependent Assistance (Chapter 35)</td>
<td>10</td>
</tr>
<tr>
<td>Vocational Rehabilitation (Chapter 31)</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>83</strong></td>
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State Military Benefits

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Number of Students</th>
<th>Total Amount Disbursed</th>
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</thead>
<tbody>
<tr>
<td>Illinois Veterans Grant</td>
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<td>$60,788.75</td>
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<tr>
<td>Illinois National Guard Grant</td>
<td>11</td>
<td>$14,815.50</td>
</tr>
<tr>
<td>MIA/POW Scholarship</td>
<td>6</td>
<td>$5,835.00</td>
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<tr>
<td>TOTAL</td>
<td>59</td>
<td>$81,439.25</td>
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</table>

The Financial Aid Office proudly honors veterans for their service by sending an annual “Veterans Day Thank You” to each veteran associated with KC. This year each veteran, activity military personnel or their dependent received a “smart wallet.” This is a silicone pocket that affixes to back of a cell phone. It can hold an ID and a debit or credit card. Appreciation gifts were mailed with a thank you note as our way to show appreciation for their contribution to our country.

Fitness Center and Physical Education
Kim Rahar, Coordinator of Physical Education, Fitness Center Manager and Head Volleyball Coach

Major Accomplishments

There are many options available for individuals interested in utilizing the Fitness Center. These include enrollment in a PHED courses (PHED 101, 102, 128, 133, 214, 236), a fee of $1 a day to use the indoor track, a daily membership of $5 or a monthly membership of $20. There is a discounted $15 membership for Alumni and Friends members.

Hours of operation of the Fitness Center remain consistent during the academic year and change during the summer consistent based on student and community member demands. The Fitness Center hours for fall and spring semesters are:

Monday-Thursday: 8:00 am - 8:00 pm
Friday: 8:00 am - 6:00 pm
Saturday: 8:00 am - 12:00 pm
Fitness Center hours for Summer semester are:

Monday- Thursday: 8:00 am -6:00 pm
Friday: 8:00 am -5:00 pm
Saturday: Closed

Four orientation sessions were held in August for students enrolled in PHED courses providing an overview of those courses and Fitness Center policies and procedures. During the Stress Less Fest held on October 8th, staff hosted a table where students received a one day pass to the Fitness Center and were encouraged to complete a physical activity listed on a card drawn by the student a Fit Deck set. Students who completed the challenge entered their name into a drawing for workout gear.

Student Life and Activities
Coordinator of Student Life and Activities

Major Accomplishments

Student Life hosted many annual events on and off campus to enrich the lives of KC students. Annual events held this fall included the Welcome Back Breakfast, Meet the Clubs event, August Student Forum, Fall Picnic, Haunted Trail and Finals Week snack break stations. Student Life also hosted the Great American Smoke Out promotion in preparation for the College becoming a tobacco free campus in January 2015.

Additionally, students took the opportunity to socialize and support the College athletic teams at student nights at a home Blue Angels Volleyball game and Blue Angels Soccer game. Clubs and organizations are another way for students to be involved in campus life and the local community and many participate in events at KC and throughout the district. Information on their participation and campus events is provided below.

The Meet the Clubs event was held in conjunction with the fall Welcome Back Breakfast. The Agriculture Club (AG), Phi Beta Lambda (PBL), Phi Theta Kappa (PTK), KC Culinaires, Black Student Association (BSA), BASIC, Theatre Guild, Speech Team and TRiO hosted an informational table promoting their organizations to potential members.

The Fall Picnic was held September 24, 2014 with food, music, the ever-popular Bongo Ball activity and club sponsored tables. The Veterans Club, AG and Accounting Clubs hosted informational tables promoting their club and registering new members. BASIC also hosted their annual “See You at the Pole” event during the picnic.

A pumpkin carving contest was held in conjunction with the annual Haunted Trail. Over thirty students participated with Radiology Club securing first, second and third place for their entries as well as receiving a pizza party for having the greatest number of students from one club participating in the Student Life event.
The Haunted Trail is an annual event open to staff, student, faculty and community families providing a safe and fun Halloween activity around the Fitness Trail. BSA, TRiO, Criminal Justice and BASIC clubs manned stations around the Fitness Trail to hand out candy to visiting trick-or-treaters. Additionally, the Veterans Club provided grilled hot dogs and water in addition to the candy distributed at their station.

The KC Family Reunion and Open House on September 27, 2014 also drew support from numerous clubs with each hosting tables or participating in the Chili and Soup Cook Off. Cosmetology Club, Accounting Club and PBL participated in the event and the Chili and Soup Cook Off; Cosmetology Club won the Cook Off. The Automotive Student Club, Child Care Club and ROTORACT hosted program information tables and assisted with the event. The Automotive Collision Club assisted with car judging and the Respiratory Therapy Club hosted demonstrations in the lab area. The Theatre Guild performed Snow White and the Seven Dwarves for attendees.

Fundraising activities provided opportunities for campus and community support of student organizations and their worthy causes. The Sonography Club held a bake sale to support their pinning ceremony and provide monetary donations to the Athletic Department Thanksgiving Basket drive and the Student Congress Angel Tree. The Veterans Club, ROTORACT and Accounting clubs held 50/50 raffles and the Accounting Club sold ice scrapers and hand sanitizers. Radiology Club sold raffle tickets for an IPAD and cash prizes. Fusion held a Halloween basket raffle.

The student nursing organizations collaborated on a Yankee Candle sale and Massage Therapy held a bake sale, gift basket raffle and Scentsy Candle and Accessories sale. Physical Therapy sold Cinnabon in August and the Student Nursing Organization hosted a raffle and bake sale. Cosmetology conducted several fundraisers including Little Caesar’s Pizza kit sales, candy bar sales, Gold Canyon candle sales and Country Meats sales. Proceeds from the Cosmetology fundraisers were utilized towards a club educational field trip and donations to a KC Foundation Golf Tournament basket, Germantown PTA Silent Auction and the Voni Foppe Benefit. KC Culinaires and BSA co-hosted a fundraiser to benefit the American Cancer Society. Dental Assisting Club held a Butter Braids sale, White Strips and toothbrush sale, a bake sale and a penny war in support of their selected charities like the Smile Train.

Campus and community service events as well as maintaining a positive presence in the local community were a focus for student organizations. TRiO Club was instrumental in the success of the Stress Less Fest event held during midterm week October 8, 2014; collaborating with Cosmetology Club, the KC Fitness Center, local health organizations and the local animal shelter to provide a stress free activity on campus for staff, students and faculty. Several of the canines involved in the event were subsequently adopted as a result.

The Student Practical Nursing (SPNO) Club participated in two health fairs in Greenville and on main campus. The Pre-Engineering Club (KEA) conducted a high way clean up
on their adopted two mile section of Highway 50. The Automotive Club hosted a recruiting luncheon at Gateway International Speedway during the NHRA drag races meeting with ninety-six students from Breese Central, Centralia and Salem High Schools and Okaw Area Vocational Center.

Dental Assisting and SPNO participated in the Salem and Centralia parades with SPNO winning the Grand Marshal Award for the Centralia parade. Three Veterans Club members volunteered collecting money in the Centralia community for the Kaskaskia College Veteran’s Tribute and two members participated in the Enduring Freedom Celebration on November 12, 2014. PBL, the Accounting, Auto Collision and Respiratory Therapy clubs participated in the High School Career Fair held on main campus and hosted a Canned Goods Drive for local food pantries for the holidays.

AG assisted in several FFA Career Development Events in area high schools and ROTORACT and the Child Care Club participated in the Centralia Fall Festival. BASIC held a Life Book giveaway, decorated a tree for the holiday display on main campus and collaborated with Respiratory Therapy, Dental Assisting, and Criminal Justice to host the annual Christmas Coat drive to collect winter apparel for donation to area families in need through the Salvation Army.

The Theatre Guild performed fairy tales at the Salem Bryan-Bennett Library. Ms. Hailey Jones, from the Theatre Guild, performed a song from The Little Mermaid at the Friends of the Fine Arts evening and the club hosted a dessert theater in November performing You Have the Right to Remain Dead. Theatre Guild members also participated in the production of training videos promoting the new Breathe Free KC policy being implemented January 1, 2015.

Cosmetology hosted several service learning projects including a summer blood drive and two fall blood drives, the November blood drive was in collaboration with KC Culinaires. Cosmetology also participated in the Centralia BPW Spa Night, Bond County Health Department’s Pregnancy Care Fair, the Centralia Methodist Church Relax and Rejuvenate Women’s Retreat. They provided wig cleaning and collected scarves for St. Joseph’s Hospital Cancer Closet and services during the Single Mothers in a Loving Environment (SMILES) makeovers.

Respiratory Therapy Club held a poster contest during Respiratory Care Week for program sophomores. The Radiology Club assisted with the Kaskaskia River Duck Race, promoted Radiology Week with a cheerful message on the marquee and a decorated display case in the AD Building. Additionally, Radiology Club sent gifts of appreciation to all the clinical sites radiologic technologists for their work with KC radiology students and donated $200 to the Student Congress Angel Tree.

KC Culinaires sponsored the November holiday meal on main campus and hosted an etiquette class for the residents of One Hope United Children’s Foster Home in December. BSA, the Theatre Guild and the Choral Music Department are collaborating on a Dr. Martin Luther King, Jr. program in observance of Black History Month.
Sonography Club celebrated Medical Ultrasound Awareness Month (MUAM) by students displayed their course projects in the HP building hallway and with a Scroll article regarding the program and MUAM. The PTK College Project and Honors in Action Project was completed in the fall and officers will be presenting information on the mentoring program that will be made available in future semester and will be attending the International Honors in Action Institute in the spring as a result of their highly regarded service. They have earned the highest rating of a 4 Star Chapter again for this year.

Several clubs planned field trips to areas of interest and learning that will benefit their career goals. Cosmetology Club traveled to Springfield in October to attend a Chi educational class, a seminar by Mr. Joe Darnell, State Inspector for Cosmetology held at the Department of Professional Regulations and toured six salons. Radiology Club and faculty attended the RSNA in Chicago. PBL attended a fall seminar series at McKendree University featuring keynote speaker, Ms. Helen Chesnut, Executive Director of Susan G. Komen in Saint Louis. Workshops included Discovering Your Strengths, Weaknesses and your Ultimate Potential, Taking the Mystery Out of the Job Hunt by Dr. Jean Sampson, Learn Ways to Improve and Help your Chapter Step Up to the Challenge for an Exciting Year of Growth and New Opportunities and Managing the Chaos of Retail by Mr. Frank Dalton.

Auto Collision Club traveled to Okaw Area Vocational Center in December to visit with students about attending KC. Respiratory Therapy Club visited the St. Louis Children’s Hospital in December to prepare for spring clinicals. KEA visited the SIU Edwardsville (SIU-E) Engineering Department and were able to attend several classes, view a design project presentation given by various engineering clubs as well as tour the labs and facilities before attending a lunch with current SIU-E engineering students. PTK attended the Regional Illinois Phi Theta Kappa Leadership Institute at Kankakee Community College, returning with the PTK 5 Star Chapter Development designation again for 2013-14. The Accounting Club will visit the Excel Bottling Plant in February.

AG hosted and participated in many state and national competitions and AG Club Postsecondary Agricultural Students (PAS) attended the fall conference in Bloomington and earned several first place finishes. AG members also attended the annual conference at John Wood College and qualified for several state level awards. Those qualifiers will have the opportunity to travel to Boise, Idaho during spring break to compete nationally. The Dairy Judging Team placed seventh or higher in three national competitions; finishing with a fourth place finish at the All American Dairy Show.

KC hosted many guest speakers at club events on campus. The Accounting Club hosted speaking engagements by Ms. Suzanne Arndt, KC Internal Auditor, Ms. Heather Smith, former KC student and accountant at Engineered Fluid in Centralia and Ms. Mary Waggoner, also a former KC student and Director of Investor Relations for SEC Company in Jacksonville, Florida. Criminal Justice hosted an Elder Abuse Symposium and welcomed two guest speakers from the Marion County Probation Department and SIU School of Criminology to campus.
Radiology Club hosted a class for radiographers in November and the Auto Collision Club welcomed Mr. J.R. Stanton, a KC alumni and the only National Gold Medal winner (auto collision) of Skills USA from KC, to speak on ethics, goals and positive career choices. The Writers Guild hosted writing workshops and discussion groups open to students, faculty and staff. AG club members assisted in the coordination and assisted with two Farm Safety Day Clinics training youth on the importance of personal safety around farm equipment and hosted a Farm Bureau Acquaintance Day for six counties.

**Student Success**
**Dr. Scott Crothers, Dean of Student Success**

**Major Accomplishments**

In the past six months, the Student Success Department has made significant progress toward a goal of adding ten thousand credit hours by FY17 that were not present in FY13. The Student Success Department, with the assistance of the Enrollment Management Team, successfully added nearly two thousand credit hours for the fall semester. These efforts include launching a pharmacy tech course, expanding distance education at Centralia Correctional Center, restoring evening general education classes to the Centralia Correctional Center, expanding the College Now program, focused marketing and recruitment efforts that supported growth in music, agriculture, welding, culinary arts and teacher education programs. Additionally, expanded programming at the Greenville Federal Correctional Institute (GFCI) including OSHA training, cabinet making, dog training and office technologies, and launching a partnership with Pinnacle Foods to deliver several business and industry training sessions contributed to additional credit hours.

As well as the credit hour impact made by these activities, we have also succeeded in strengthening relationships with community partners such as GFCI and Pinnacle Foods while providing a pathway for students to complete their associate’s degrees within the Centralia Correctional Center. To this end, fifteen students have completed their degrees at the Centralia Correctional Center through these efforts.

The Recruitment Department has been highly active and effective over the past six months. Approximately three hundred forty new prospective web-inquiry students began receiving correspondence through an automated communication management track. This track provides consistent and ongoing communication through written-direct mail, email and phone follow-up. The information provided is tailored to their particular program interests and the information is designed to encourage them to apply, complete the enrollment steps and ultimately enroll for courses.

In addition to regular recruiting activities, the department launched several new recruiting initiatives and has been highly involved in the Nashville Education Center Capital Campaign and Nursing Education Center Steering Committee. A Harvest Hustle 5k/10k Run/Walk held on September 13, 2014 in Okawville saw one hundred nine participants and was held in conjunction with the Okawville Wheat Festival. This
event provided an opportunity to promote the Nashville Education Building Campaign and fundraise; proceeds from the race were designated to benefit the building project. Additional support was provided to the Nursing Education Center Event Planning Committee, through planning of the “Lighting the Way into the Future” Fundraiser were in addition to personal efforts by recruitment department staff to raise donations resulting in pledges of approximately $1,884 from her marathon and Zumbathon participation.

ROTC information sessions were held at area fitness facilities as well as on the main campus during Saturday Registration and promoted the program through flyers, direct calls and press releases to the community. Three new ROTC students enrolled for the fall semester with an additional two students for the spring semester.

The Office of Recruitment coordinated with the Education Center Directors to conduct individual open houses highlighting opportunities available at each education center. Invitations were sent directly to parents of high school students, press releases were issued and junior high counselors were invited to include eighth grade parents as well. Families in attendance were given tours of the facilities and provided dual credit orientation information and opportunities specific to their high school. High school students and parents were provided with general college recruitment information as well as financial aid presentations and follow-up from four year transfer representatives promoting the ease of transfer relationships. KC was invited to attend an educational fair at Scott Air Force Base in August with over two hundred individuals present including active duty military personnel, military retirees and military family members.

Recruitment staff, Students in Recruitment (SIRs) and assigned high school liaisons represented KC at several college fairs over the fall semester including Flora High School College Fair, Mater Dei College Night, Woodlawn High School Open House and Mulberry Grove College Fairs. The liaisons and staff coordinated with individual high schools to identify clubs and organizations that would benefit from the VOLT 101, volunteerism opportunity and visit with six of those student organizations to promote the opportunity. The Core Values 101 Team has successfully completed training for five new students with the Institute for Global Ethics Curriculum. Upon completion of the training, the team presented to students at Nashville High School and Mulberry Grove Junior High School.

The continued utilization and expansion of the retention alert process has been highly successful. There were two thousand, seven hundred thirty-six actions completed in support of fall semester attendance retention alerts generated by faculty and staff through mid-November. Retention efforts included contacting eighty-one students regarding twenty-five Fall 2014 classes cancelled due to low enrollment representing two hundred forty-five credit hours. Through staff efforts, one hundred eighty-one credit hours or 73.9% were retained. A summary categorized by type of activity from July through mid-November is provided below.
New Student Orientation (NSO) participation continues to be strong at all College locations. There were eleven NSO events held in July in preparation for the upcoming fall semester. There were one hundred fifty-five total participants including students, parents and guests.

Improvements were made to our internally created software program to ensure continued compliance with Gainful Employment Consumer Information reporting requirements. This new reporting requirement is crucial to preservation of Title IV funding eligibility for KC programs.

The Career Services Department focused on serving KC students, alumni and community members through job search skill development and employment coordination including AmeriCorps program and cooperative work study coordination, editing resumes, promotion of job postings and maintenance of the College Central Network (CCN). Nearly five hundred jobs were posted on the College’s Community Job Board, with three hundred twenty-two employers registered, nine hundred sixty registered students and four hundred fifty-seven community members registered. Additionally, nine hundred sixty alumni have registered with the CCN. Over ninety students, community members, and alumni have received assistance with individualized job-skill building and mock interviews and four employers received assistance with cooperative work study placement.

The College’s Education Centers continue to be a vital asset for our district. Each center provides comprehensive student services and educational opportunities that provide access to higher education for hundreds of students who would otherwise be unable to pursue their academic goals. Each Center maintains a vibrant offering of
general education, career and technical, adult education and community education courses while serving the community in a myriad of ways. For example, each Education Center Director is actively involved in their local communities through organizations such as the local Chambers of Commerce and other civic groups.

At the Greenville Education Center, over two hundred community members utilize the open computer lab and many community organizations hold their meetings at the center to include the AmVets, Amateur Radio Club and Bicentennial Committee. The Director also actively represents KC through participation in the Greenville Chamber of Commerce, Bicentennial Committee, Autumn Art Walk and Apple Days. Ensuring that students have a means to attend all of their courses, staff coordinated public transportation with Bond County Transit for students traveling between the center and main campus.

The Nashville Education Center also assisted two hundred community members making use of the open computer lab. The Director also actively represents KC through participation in the Okawville and Nashville Chambers of Commerce and many community events. Additionally, staff coordinate with many community partners to offer adequate learning environments for students including Nashville Community High School, the United Methodist Church of Nashville, and the Nashville Public Library.

The Salem Education Center served two hundred fifty community members through the open computer lab and the Director actively represented KC through participation in Home Show, Apple Fest, Golf Tournament and the Salem Chamber of Commerce, serving as the VP of Community Relations. Many community organizations received assistance while utilizing the center including DORS, Modern Woodmen of America, Addus Health Care, Midland Area Agency, Caregivers Support Group and American Red Cross Blood Drives. Staff coordinated public transportation with South Central Transit for students traveling between the center and main campus.

The Trenton Education Center served over two hundred twenty-five community members through the open computer lab and the director actively represented KC through participation in the Trenton Chamber of Commerce and assisted many community organizations in their utilization of the center including Community Link, Extra Help Inc. and the Girl Scouts of Southern Illinois, and other community groups, Offered several business and industry classes including QuickBooks, OHSA and Entrepreneurship training. Actively coordinated the completion of the new Trenton Education Center, Supported the launch of the welding and CNA programs in Trenton, Coordinated fundraising efforts for the Trenton Capital Campaign.

The Vandalia Education Center served over two hundred thirty-five community members through the open computer lab and the director actively represented KC through participation in the Vandalia Chamber of Commerce and Fayette County YMCA by serving on the boards of these organizations while also volunteering in many community events. Many community organizations received assistance while utilizing the center including holding community meetings that served over one hundred people.
as well as offering several business and industry classes including QuickBooks Pro and Tax Accounting courses. The LPN programs in Vandalia graduated fourteen students this year.

Student Success Center
Cynthia Webber, Coordinator of Student Success Center

Major Accomplishments

The Student Success Center has seen a 5.4% growth in the number of students served since Fall 2013. Four thousand, six hundred twenty-nine student visits have occurred in the Success Center since July 1, 2014. The Success Center has also seen an increase in the number of referrals from Math and English faculty and several staff and faculty have asked for individualized tutoring assistance and workshops for students. Individualized assistance was provide to Cosmetology students throughout the semester with one student receiving additional study hour assistance in preparation for her state board exam. These efforts are a direct implementation of the Student Success Model.

The front area of the Success Center is available as a study area for all students and is frequently used by those required to attend study tables. At the beginning of the fall semester, six peer tutors were hired joining Mr. Bill Broda, Para-professional Math Tutor, and two other peer tutors are available to tutor a large spectrum of academic areas. These subject areas range from transitional studies courses through the gateway courses into specialized subject areas and writing research papers. The increase in tutoring staff allows the College to serve students more fully. In addition to academic studies, workshops are available to assist students in acquiring essential skills such as: managing test anxiety, time management, and stress management, discovering learning styles, and testing strategies. Additionally, students receive
guidance in managing testing anxiety, developing individualized study plans, and two student received appropriate accommodations as a result of their Special Learning Inventories assessment.

The Structures Learning Assistance (SLA) lab is being utilized by CNA + Accelerated Opportunities as part of the state accelerated opportunities grant awarded to the Adult Education Program. Currently, one evening class is being taught through the end of the fall semester.

A significant development this academic year is a change in the COMPASS placement exam. ACT introduced a web based version, COMPASS 5.0, during the spring of 2014. Computers with the required operating systems and internet services with the correct band width can be used to conduct the COMPASS placement exams. Staff will complete the modularized tutorial prior to the holiday break with a goal of the College completing the transfer to COMPASS 5.0 placement testing prior to July 1, 2015. The following chart reflects the number of COMPASS exams administered during first five months of the fiscal year as well as the location of the exam.

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**Major Challenges**

The pricing of the COMPASS placement exam has increased and the method of distribution has also changed. Currently, each COMPASS test unit is $1.55 with each full COMPASS test using 3.5 units. Under the new COMPASS 5.0, the price per unit increases to $2.25 per unit and each math domain the student tests into will be charged another unit. A full placement exam for a student testing into Trigonometry would then use 5.5 units rather than 3.5 meaning that future budget considerations will need to be revised to reflect this increased expense.

This is also the final year for the ASSET exam. ACT will no longer be supporting this written exam but a written version of COMPASS has not been developed to replace the ASSET resulting in a need to develop alternative measures to accommodate placement testing for high schools without the proper equipment and bandwidth for COMPASS 5.0 testing and students with disabilities.
TRiO/Student Support Services has made a strong start to the fifth and final year of the current grant cycle. The project has accepted sixty-nine new students for this year, bringing our total number to one hundred forty-two participants for 2014-15 cohort year. Our target number to serve has returned to the original one hundred forty after the temporary decrease in 2013-14 in response to the federal budget sequestration. As of the reporting date, a total of one hundred twenty participants have completed at least one office visit with their advisor, which represents eighty-five percent of the current cohort. Several recently admitted students have appointments pending. Recruitment of qualified applicants is ongoing to ensure that the project ends the academic year with the required number of participants, and program staff is confident that we will achieve this goal.

The project successfully submitted its fourth Annual Performance Report (APR) on December 1, 2014. The APR measures grantees’ progress towards meeting the required performance objectives with graduation, persistence, good academic standing, and cohort composition. In addition, this year’s report marks the first time the project will be evaluated on the four-year rate for both graduation and graduation and transfer.

TRiO/SSS met or exceeded the required goals for cohort population, good standing, persistence and graduation. The project’s four-year graduation rate was particularly noteworthy, with fifty-four of the first year’s cohort completing a degree or certificate, more than double the twenty-five percent objective. As a result of this strong performance, TRiO/SSS was awarded thirteen out of fifteen Prior Experience (PE) points towards our application for funding in the next grant cycle. The Department of Education adds an average of the PE points from years two, three and four to each grantee’s application score in the next SSS grant competition, so our recent success will greatly enhance the likelihood of continued funding.

Project staff are actively engaged in the ongoing work to prepare for the next grant competition. Ms. Pat Stansfield, TRiO/SSS Project Director, attended a SSS Grant Technical Assistance Workshop in Washington, DC in conjunction with the Council for Opportunity in Education Conference in September, and traveled to St. Louis with Mr. Mike Loomis to a second Technical Assistance Workshop in November after the Department of Education significantly revised the grant proposal.

Ms. Karen Cassidy, grant consultant met with a team of College faculty/staff to expand the project’s draft proposal. The group, consisting of Ms. Susan Batchelor, Ms. Nancy Kinsey, Mr. George Evans, Ms. Kellie Henegar, Ms. Lisa Atkins, Dr. Scott Crothers, Ms. Katherine Overstreet and Ms. Cynthia Webber, provided valuable insights how to best address the new Competitive Preference Priorities outlined by the Department of
Education. The exact deadline for grant proposals is still unknown, but it is currently expected to be in late January or early February.

**Departmental Changes**

The second Peer Mentor Training course was offered for the first time Fall 2014. Most of the students who completed the first course have graduated, but three continuing students are actively enrolled in the online course. The courses are team taught by Ms. Stansfield, Ms. Yvonne Hallam and Ms. Webber, with Mr. Nathan Biggerstaff serving as a guest lecturer. The courses support the Peer Mentoring Program, a project sponsored jointly by TRiO and the Success Center. In another move to enhance student engagement, Club TRiO resumed operations this fall with Ms. Hallam serving as club sponsor.

TRiO/SSS introduced two new avenues for students to access our workshops beginning in September 2014. Project staff added new Tips and Tricks sessions in a longer, less formal design and focused on a single academic area. In addition, participants can now access workshops and handouts through the Document Center in CampusNet.

**Volunteer Services**

*Sandy Cain, Coordinator*

**Major Accomplishments**

The KC Ambassadors make up a core-group of volunteers comprised of KC community members who enjoy the opportunity to interact with associates both within the group and with KC arts patrons as well as enjoying the actual fine arts events. Another group of valuable volunteers is comprised of KC staff who provide many hours of volunteer service. The third group is made up of KC students who also provide services in volunteer time and energy. This report does not reflect the many service hours that KC athletes, scholarship recipients, grant recipients, and others accumulate.

The Volunteer Coordinator scheduled and organized volunteers for a variety of functions at the college including the Fine Arts Department instrumental and chorus concerts and the “American English” Season of Entertainment event. Volunteers also provided a valuable service in clerking the Nursing Education Center Campaign “Lightning the Way into the Future” Event and greeting and directing students on the first day of class and participating in the 2014 Open House and KC Reunion. Thirty ambassadors and eighty-four student volunteers accumulated over six hundred thirteen hours of service benefitting one thousand, five hundred nineteen patrons of and visitors to KC events.

There are seven additional events schedule in the coming months and statistical information for those events will be included in the annual report in August. The Volunteer Coordinator is also the instructor of record for the college course
Volunteerism 101. Nineteen students were enrolled in the half hour credit course over the summer semester resulting in a total of fifteen and a half credit hours. Enrollment in the fall semester has not been finalized at this time and will be reported in the August report as well.

Professional Growth and Development
Kathy Overstreet, Coordinator

Major Accomplishments
The Professional Growth and Development (PGD) Committee successfully completed two PGD days this fall, as well as an adjunct evening in August, with seventy-three adjunct faculty attending. August's PGD Day and adjunct evening featured a presentation by Mr. Eddie Slowikowski, an international motivational speaker, a former USA Gold Medal winner and an inductee into the Loyola Hall of Fame. Both of his keynotes (day and evening) focused on our inner leader and the impact of attitude on success. Other breakouts during the day included a variety of presentations selected to serve the needs of faculty, adjunct faculty and staff. Topics included Effective Use of Retention Alerts and Gradebook, Effective Use of PowerPoint, Smoking Cessation Strategies, Colors for Team-Building/Classroom Icebreakers, Blackboard: the new Touches and Alternatives to Blackboard.

The Committee continues to work on being more organized in the planning of PGD days with a focus on planning sessions beyond the immediate upcoming in-service day. As we move into the next year, the team has selected a keynote for both the day and evening in-service, finalized the agenda for the January 2015 PGD Day and planned the February departmental planning travel day.