

Kenai Peninsula Borough  
Grants Administration

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**MEMORANDUM**

**TO:** Peter A. Micciche, Mayor

**FROM:** Elizabeth Hardie, Grants Administrator & Community Liaison

**DATE:** July 17, 2024

**RE:** FY24 – 4th Quarter Kenai Peninsula College, UAA

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The FY24-4th Quarter narrative and financial grant reports have been submitted for the Kenai Peninsula College/UAA.



**UNIVERSITY of ALASKA  
ANCHORAGE**

University of Alaska  
Officer of Sponsored Programs  
3211 Providence Drive  
Anchorage AK 99508-4614

17-Jul-24

Kenai Peninsula Borough  
144 N. Binkley  
Soldotna AK 99669

Project Title: KP Borough KPC FY24  
Analysis of costs rendered under Award 242.78090.KPCC.43023 AMND1  
in the amount of \$974,438.00 from 01-APR-2024 to 30-JUN-2024.

Voucher No: 4 - Q4 - FINAL

	Previous Bill Amount	Current Amount Due	Cumulative Bill Amount
	-----	-----	-----
Salaries	\$267,245.33	\$169,254.08	\$436,499.41
Staff Benefits	\$119,641.71	\$74,413.28	\$194,054.99
Domestic Travel	\$0.00	\$5,721.71	\$5,721.71
Services	\$2,532.89	\$10,848.42	\$13,381.31
Commodities	\$835.80	\$2,259.79	\$3,095.59
Student Aid	\$147,888.00	\$106,314.00	\$254,202.00
<b>Grant Total</b>	<b>\$538,143.73</b>	<b>\$368,811.28</b>	<b>\$906,955.01</b>

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award (or non-Federal award, if applicable). I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

CERTIFIED CORRECT

DocuSigned by:  
*Kelsie Sullivan*

5F6D55DBAEFF463...

CC: G00015559

Federal Tax ID: 92-6000147

Kelsie Sullivan

OSP Post Award Manager

**Please attach a copy of this invoice with your remittance.**

For questions about this invoice, please contact the Office of Sponsored Programs (uaa\_postaward@alaska.edu / 907-786-1569).

*If this is a negative bill, the credit will be applied to your next invoice.*



**UNIVERSITY of ALASKA  
ANCHORAGE**

17-Jul-24

Kenai Peninsula Borough  
144 N. Binkley  
Soldotna AK 99669

Voucher No: 4 - Q4 - FINAL

Grant Code: G00015559

Fund Code and Title: 245921 FY24 KBP

Account Code -----	Title -----	Transaction Amt -----
1151	Faculty - Non-barg Unit - 12 month	\$2,210.53
1251	APT	\$23,648.14
1401	Classified (Non-exempt)	\$89,950.24
1601	Adjunct Faculty Bargaining Unit	\$10,365.96
1611	Faculty-UNAC Summer Assign/Overload	\$10,500.00
1620	Classified (Non-Exempt) Temporary	\$1,166.22
1640	Student Wages - Not Subject to FICA	\$1,298.04
1641	Student Wages - Subject to FICA	\$3,694.43
1651	Overtime - Straight	\$192.55
1671	Overtime - Premium	\$96.28
1811	Annual Leave Charge	\$10,992.28
1831	Sick Leave Charge	\$7,105.43
1841	Holiday/ Other Leave-Charge	\$7,968.73
1970	Staff Benefits Expense	\$74,413.28
1991	Local Employer Payroll Taxes	\$65.25
2125	Domestic Program Work/Field Work	\$3,077.60
2130	Domestic Empl Training/Development	\$2,644.11
3222	Software License/Maint	\$365.00
3446	Cellular Phone Charges	\$2,076.84
3501	Other Advert/Publicity	\$6,807.58
3662	Per 2 CFR §200.454 Allow Dues/Memb	\$1,599.00
4008	Food/Decor For Spec Event	\$910.30
4015	Program/Project Supplies	\$1,069.07
4018	Match/Restricted fund Self-Catered	\$280.42
6331	Other Student Aid	\$106,314.00
Total		\$368,811.28
Retainage		\$0.00
Fund Total		\$368,811.28
<hr/>		
Grant Total		\$368,811.28

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# Kenai Peninsula College

UNIVERSITY *of* ALASKA ANCHORAGE

**Kenai Peninsula College  
FY24 Program Narrative Report  
Postsecondary Education Funding**

**July 1, 2023 – June 30, 2024**

**KPB Acct No.: 242.78090.KPCC.43023**

## OVERVIEW

July 17, 1990 the voters of the Kenai Peninsula Borough (KPB) approved ordinance 90-47. This ordinance approved funding for Kenai Peninsula College (KPC) as part of Alaska’s university system to support post-secondary programs and operations within the boundaries of the borough. The funding is subject to annual appropriation and authorization by the Assembly. The total amount of funding may not exceed the amount which would be generated by an area wide tax levy of 0.1 mills of assessed property values.

## TUITION WAIVERS / JUMPSTART

Kenai Peninsula Borough funding provides a partial waiver for up to six credits per semester for high school juniors and seniors wanting to enroll in college classes. JumpStart students are able take up to six credits per semester for five semesters beginning the summer semester after completion of their sophomore year when the student officially becomes a high school junior. This is a total of 30 credits and is equivalent to one full-time year of college. In Fall 2024, students paid \$78/credit (regular lower division tuition is \$234/credit). Students must be residents of the Kenai Peninsula Borough in order to participate in the JumpStart program.

In the last fiscal year, JumpStart students enrolled in 272 different classes predominately enrolled in Math and Natural Science courses, followed by English, Writing and Communications, and then Humanities.

<b>JUMPSTART CLASSES</b>		
<b>Programs</b>	<b>Summer 23 – Spring 24</b>	<b>Class</b>
<b>Business</b>	<b>4</b>	Business Administration, Accounting, Economics
<b>Computers</b>	<b>0</b>	Computer Science, Computer Info Systems
<b>Fine Arts</b>	<b>8</b>	Art, Music, Dance, Theatre
<b>English, Writing, Communications</b>	<b>71</b>	English, Writing, Communications
<b>Humanities</b>	<b>48</b>	History, Foreign Languages, Philosophy, American Sign Language, English Humanities
<b>Math/Natural Sciences</b>	<b>74</b>	Biology, Chemistry, Geology, Math, Physics, Statistics
<b>Social Sciences</b>	<b>42</b>	Anthropology, Human Services, Justice, Political Science, Psychology, Sociology
<b>Vocational/Applied Technology</b>	<b>23</b>	Welding, Certified Nursing Assistant, Emergency Medical Technician, Process Technology, Electronics Technology, Petroleum Technology
<b>Other</b>	<b>2</b>	All other credited classes
<b>TOTAL NUMBER OF CLASSES</b>	<b>272</b>	

### *JumpStart Student Statistics*

Data is tracked to identify the number of students as well as the number of credit hours from each of the schools located in the Kenai Peninsula Borough School District. In academic year 2020-2021, the Kenai

Peninsula Middle College program was introduced. These students and their credit hours are included in totals for Fall and Spring as they are also KPBSD juniors and seniors taking college courses.

Summer Jumpstart numbers have always fluctuated with small peaks and valleys. While there is not quantitative data to explain fluctuations, anecdotes suggest that students were eager to return to a “normal” school experience with their high school peers.

The Borough’s support of reduced cost access to college courses during high school is valuable to the community and benefits all residents of the Kenai Peninsula Borough.

**KPC JumpStart Program – Summer 2023 Semester**

SCHOOLS (alphabetical listing)		NEW DATA	SUMMER				NEW DATA	SUMMER			
		STUDENTS				CREDITS					
		2023	2022	2021	2020	2023	2022	2021	2020		
1	Connections (KPBSD)	4	3	4	8	18	11	18	33		
2	Cook Inlet Academy			1				3			
3	Cooper Landing										
4	Galena Sch Dist (IDEA)		1		1		3		4		
5	Homer Flex										
6	Homer High	2	1	1	5	6	3	3	18		
7	Homeschool										
8	Hope										
9	Kachemak Selo										
10	Kenai Alternative High		1				6				
11	Kenai Classical										
12	Kenai Central	3		2	6	13		6	18		
13	Nanwalek										
14	Nikiski	2	1	1		6	3	3			
15	Nikolaevsk										
16	Ninilchik				1				3		
17	Port Graham										
18	Razdolna										
19	River City Academy	1	6	2	1	3	21	7	6		
20	Seward	1	2			3	6				
21	Soldotna High	3	1	1	4	12	3	3	12		
22	Susan B. English										
23	Tebughna										
24	Voznesenka										
25	Wings Christian Academy										
	<b>TOTALS:</b>	<b>16</b>	<b>16</b>	<b>12</b>	<b>26</b>	<b>61</b>	<b>56</b>	<b>43</b>	<b>94</b>		
	<b>Increase/Decrease</b>	0%				+9%					

**KPC JumpStart Program – Fall 2023 Semester**

SCHOOLS (alphabetical listing)		NEW DATA	FALL				NEW DATA	FALL			
		STUDENTS				CREDITS					
		2023	2022	2021	2020	2023	2022	2021	2020		
1	Connections (KPBSD)	38	37	36	53	182	156	175	240		
2	Cook Inlet Academy		1	3			3	10			
3	Cooper Landing	1			1	6			3		
4	Galena Sch Dist (IDEA)	27	35	26	20	132	163	126	100		
5	Homer Flex	3	4	2		7	12	6			
6	Homer High	30	13	10	38	125	49	40	147		
7	Homeschool - private	1				6					
8	Hope	3				13					
9	Kachemak Selo	1				3					
10	Kenai Alternative High	2	2			9	9				
11	Kenai Classical		1				6				
12	Kenai Central	26	2	10	25	130	6	41	118		
13	Nanwalek										
14	Nikiski	16	6	2	5	66	18	9	22		
15	Nikolaevsk			1				3			
16	Ninilchik	1	2	5	2	6	10	30	12		
17	Port Graham										
18	Razdolna	1				6					
19	River City Academy	4	4	7	3	24	15	27	13		
20	Seward	6	6	5	13	26	22	18	48		
21	Soldotna High	33	14	24	29	162	47	99	136		
22	Susan B. English		1				7				
23	Tebughna										
24	Voznesenka	1	4	2		3	13	6			
25	Wings Christian Academy										
<b>TOTALS:</b>		<b>194</b>	132	133	190	<b>906</b>	538	590	845		
<b>Increase/Decrease</b>		<b>+47%</b>				<b>+68.4%</b>					

**KPC JumpStart Program – Spring 2024 Semester**

SCHOOLS (alphabetical listing)		NEW DATA	SPRING				NEW DATA	SPRING			
		STUDENTS				CREDITS					
		2024	2023	2022	2021	2024	2023	2022	2021		
1	Connections (KPBSD)	30	21	29	43	146	98	135	218		
2	Cook Inlet Academy		1				3				
3	Cooper Landing										
4	Galena Sch Dist (IDEA)	13	19	15	13	73	99	75	68		

5	Homer Flex	3	2	2	2	10	7	6	6
6	Homer High	17	6	7	25	70	28	25	110
7	Homeschool - private	1			2	6			9
8	Hope	1				6			
9	Kachemak Selo	2				6			
10	Kenai Alternative High	2	1	4	1	9	6	21	6
11	Kenai Classical								
12	Kenai Central	14	6	11	16	62	28	47	71
13	KPBSD CTE				11				66
14	Nanwalek								
15	Nikiski	10	6	3	6	33	21	9	27
16	Nikolaevsk								
17	Ninilchik	1	1	3	5	6	6	18	22
18	Port Graham								
19	Razdolna								
20	River City Academy		4	1	1		22	6	3
21	Seward	8	3	4	15	28	10	18	60
22	Soldotna High	17	17	15	14	77	69	79	61
23	Susan B. English								
24	Tebughna								
25	Voznesenka			2				12	
26	Wings Christian Academy								
27	<b>Other Homeschool</b>	1				6			
	<b>TOTALS:</b>	<b>120</b>	<b>87</b>	<b>96</b>	<b>154</b>	<b>538</b>	<b>397</b>	<b>451</b>	<b>727</b>
	<b>Increase/Decrease</b>	<b>+37.9%</b>				<b>+35.5%</b>			

## ADULT EDUCATION/GENERAL EDUCATION DEVELOPMENT

Funding provides personnel, travel, and support costs to make the AAE\*/GED program available throughout the Kenai Peninsula Borough, including Nikiski, Homer, Ninilchik, Seward, Seldovia, Port Graham, Nanwalek and other remote communities as needed.

\*Note: The adult education community changed how its programs are referred to removing any stigma associated with the word *basic*. In Alaska all programs are now referred to simply as Adult Education (formerly Adult Basic Education, or ABE).

### Kenai River Campus

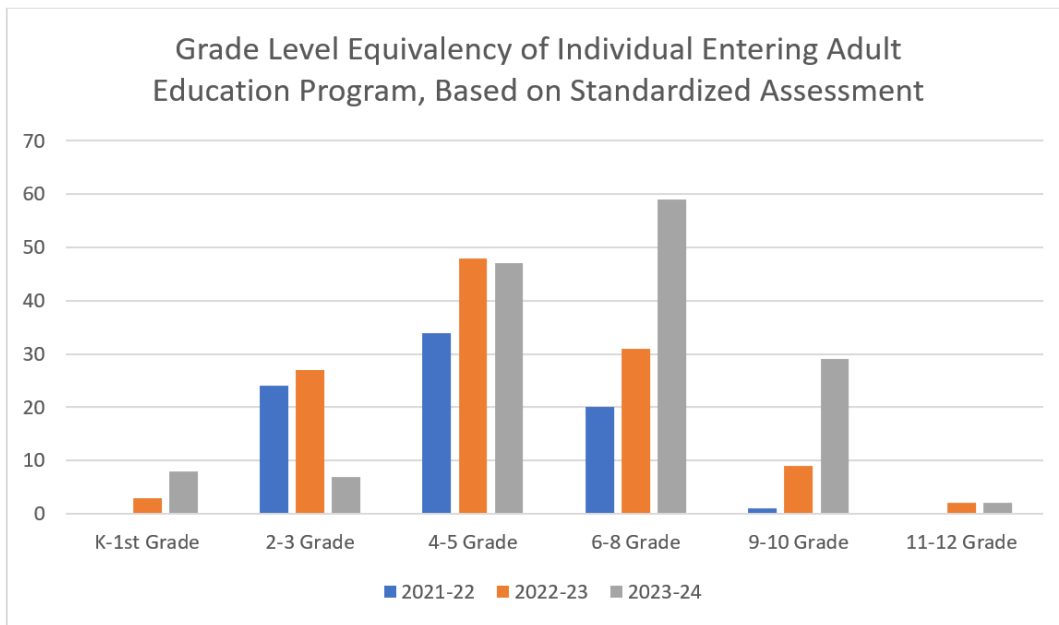
The Adult Education program served 167 students during FY24, for a total of 5490 contact hours. Of the students, 23 were English Language Learners enrolled either in the ESL or Adult Basic Education programs. 53% of AAE's participants enrolled for high school equivalency attainment (GED); and 47% of the participants already had a high school diploma or its equivalency upon enrollment. These students enroll instead in skills improvement as the goal of the AAE program is to meet students where they are academically and facilitate a successful transition to postsecondary education, training, and/or employment. This includes bringing participants skills back up to the high school graduation/12th



grade/college level of readiness for successful participation in college, apprenticeships, ASVAB, employment, or whatever their postsecondary goals may be.

KRC Adult Education: Total Student Contact Hours			
Site		Total	
		Students	Contact Hours
2020-21	KRC	75	3,027:59
2021-22	KRC	89	3,892:26
2022-23	KRC	125	5,597:20
2023-24	KRC	167	5,489:50

Based on standardized assessments conducted during registration, the majority of participants entered the program with a 4<sup>th</sup>-8<sup>th</sup> grade level in reading, mathematics, or both.



Also of note this year, KRC’s AAE program began two new partnerships. One with CPGH Behavioral Health to provide GED preparation at its Diamond Willow Sober Living facility in Soldotna, so residents may work on their high school equivalency attainment while in the residency treatment program and hopefully exit treatment with this employment barrier already addressed. 19 individuals have been enrolled in this program so far. The second was a collaboration with Kenai Peninsula Homelessness Coalition who, through its data and connections, determined a need for a community renters’ education course that covered landlord expectations, renter’s rights, understanding of lease agreements, budgeting, and more. The reading comprehension, numeracy, communication skills, and life skills acquisition fit with AAE which then developed the course. A pilot occurred late spring with 12 individuals participating and additional classes will occur on a revolving schedule next year.

Instruction this past year at KRC’s AAE program included basic and introductory computer skills; citizenship and civics; renters’ education; traditional basic and secondary academic equivalency courses, such as math, science, social studies, and language arts for GED acquisition and postsecondary preparation; and courses that integrated education and workplace training concurrently. The integrated courses are known as IETs (Integrated Education and Training). IETs are a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement. IET programs include the following three components: adult

education and literacy activities, workforce preparation activities, and workforce training. Four IETs were offered at KPC, Office Skills & Technology, Paraprofessional/Teacher’s Aide Preparation, Intro to Veterinary Assisting, and Intro to Healthcare Careers, and the courses were offered in a blended format so that students could attend across the Kenai Peninsula.

KRC AAE Class Enrollments 2023-2024	
Basic Computers, Intro to Word, Intro to Excel	22
IET: Basic Office Skills & Technology	6
English as a Second Language (ESL)	21
KP Homelessness Coalition Partnership (Renters’ Education)	12
CPGH Behavioral Health Partnership (onsite AAE at residential treatment facility)	19
Traditional Basic & Secondary Academic Courses (GED courses)	83
College/Career Preparation	28

In addition to GED attainment, student progress in the adult education courses are measured by verification of skills attainment and/or formal assessment as a student moves from one educational functioning level to another (for example when a student moves from reading at a 7<sup>th</sup> grade level to reading at an 9<sup>th</sup> grade level). Statewide, the average for student gains from one level of skill to another in FY24 was 16%. KPC: Kenai River Campus’s average is 32%, indicating a highly effective program. Some current partners and referral sources included the Department of Labor and Workforce Development (Kenai One Stop), Mature Alaskans Seeking Skills and Training (MASST), KPC’s WIOA Title I program, Nine Star’s WIOA Title I program, Division of Vocational Rehabilitation (DVR), Lee Shore, Friendship Mission, CPGH Behavioral Health, Kenai Peninsula Homelessness Coalition, Alaska Temporary Assistance Program (TANF), SeaView Community Services in Seward, and the Kenai Peninsula School District.

Outreach

Students registered in KRC’s Adult Education program for the 2023-24 academic year resided in following communities: Soldotna, Kenai, Anchor Point, Kasilof, Nikiski, Ninilchik, Seward, and Sterling. These students were served in either an in-person or online modality.

Student Outreach: Number of Students Served by Location			
	2021-2022	2022-2023	2023-2024
Soldotna	38	39	79
Kenai	34	58	53
Anchor Point	0	0	1
Kasilof	4	7	11
Nikiski	1	6	6
Ninilchik	0	0	2
Seward	2	4	11
Sterling	9	11	16

GED Testing

Individuals traditionally have the option of taking GED exams at either the KPC Testing Centers or remotely through GED’s online proctoring service. The KRC Testing Center proctored 150 single-subject exams for the GED this year and statistics obtained from the GED Manager Database indicated 46 individuals attained their GED in FY24. The KRC Testing Center is also now a GED Mobile Testing Site. This means that the Testing Center can go to individuals who need testing who may not have the transportation resources to come to Soldotna or the technology/room resources to test remotely. For

example, the KRC Testing Center has provided GED Testing Services in the community of Seward for individuals who don't have a computer or distraction-free room to utilize the GED's online proctoring service. Both individuals from the community and residents of Seaview Community Services have utilized this service.

In addition to GED testing and testing for KPC courses, the Testing Center also proctors exams for the KPC/UA System and occupational exams for the community. 1243 tests were proctored (midterms and finals, placement tests, occupational exams, national standardized placement tests, e-Learning, and GED) during FY24.

<b>Exam Proctoring</b>	
<b>Kenai River Campus</b>	<b>FY24</b>
KPC & other UA courses	302
GED Exams	150
Placement Exams for KPC/UA	
Accuplacer	267
ALEKS	214
CLEP/DSST	3
Other	15
Occupational Exams for the Community	
PSI/FAA Pilot Exams	110
Alaska Dept of Environmental Conservation	33
Other (NREMT, TSA, Real Estate, ServSafe, etc.)	149

**TUTORS – LEARNING CENTERS**

**Kenai River Campus**

Tutoring services were provided both on campus and via Zoom. This provided greater flexibility for the students than strictly the traditional on-campus services (or the complete online services during COVID). The Math Lab tutored 28 individuals for a total of 325.29 hours over 183 separate visits. This is a 17.57% decrease in sessions and a 12.36% decrease in hours spent in the Math Lab compared to last year with the same number of operational hours.

New this year was the creation of a Writing Specialist position for the Writing Lab. Hired in January, this position provided writing tutoring and computer navigation assistance to KPC students and general writing guidance to the community, including scholarship essays and cover letters/resumes. From January-June, the Writing Lab tutored individuals for a total of 140 separate visits. Examples of writing tutoring sessions include assistance in composing discussion posts, locating information on a syllabus, understanding proper technical writing formatting, computer navigation/technical assistance, scholarship essays, synthesizing thoughts for analysis papers, and assistance to a community member on a writing contest submission.

**Kachemak Bay Campus**

KBC Learning Resource Center, now co-located with the KBC Library, provides space for group study, for quiet individual studying, and for tutoring. Peer-to-peer support emerged as students gained confidence in their own academic study skills. This year:

- 546 individual study sessions and more than 37 group study sessions. Every study session included contact with Library/LRC staff.

- 14 visits to classes by request of faculty.
- 64 students received assistance across 14 classes including History, Natural Sciences, Anthropology, Writing, Psychology, and Math.

## **COURSES AT RESURRECTION BAY EXTENSION SITE – Seward**

Funding provides courses in basic general requirements such as Communications, Math and English, as well as Philosophy, Psychology, Art, professional development and other community interest courses. The Resurrection Bay Extension Site (RBES) offered one class in Fall 2023 with 28 students enrolled. In Spring 2024, 42 students were enrolled in RBES classes of which 6 were Seward High School students taking advantage of our JumpStart program.

### **Fall 2023**

PHIL A101 Introduction to Logic 3 Cr 28 Students enrolled

### **Spring 2024**

ENGL A121 Introduction to Literature 3 Cr 6 Students enrolled

PHIL A101 Introduction to Logic 3 Cr 25 Students enrolled

WRTG A111 Writing Across Contexts 3 Cr 11 Students enrolled

## **INSTRUCTIONAL SUPPORT - Kachemak Bay Campus**

KBC’s academic and administrative support and test proctoring staff member is the primary front-line telephone receptionist for KBC. Support services were provided for 14 staff and faculty. This year 580 tests (up from 329 last year) were proctored (placement tests, professional licensure tests, national standardized placements tests, e-Learning and GED), including many that were proctored for other campuses and UA institutions.

<b>TESTS</b>	<b>Fall 2023</b>	<b>Spring 2024</b>
KPC and all UA Students	49	87
Remote and non-UA	75	10
AAE/GED	113	115
Occupational and Professional certification exams (e.g., Nursing, PSI, Ak Insurance, AK Real Estate, and others)	40	22
Placement exams (Accuplacer and ALEK)	42	27

## **LIBRARY SUPPORT - Kachemak Bay Campus**

KBC Library provides academic support to faculty, staff, and students, assisting with finding articles, research, check-out materials, and to place holds on library books. KBC students include traditional age students, JumpStart high school juniors and seniors, homeschooled students, Semester by the Bay students, older returning to college individuals, veterans, and students with jobs and families. Library staff:

- Gave four presentations to undergraduate classes on how to conduct academic research and access resources from the UAA/APU Consortium Library.

- Met with students 1:1 to teach them how to use academic databases and to increase their knowledge of academic research and information literacy in more than 47 sessions of formal 1:1 library research support and many more occasions of informal, troubleshooting assistance.
- Participated in the Homer Big Read, a community-wide read of the historical novel *The Cold Millions* and helped facilitate events led by faculty members.
- Ordered and cataloged books as needed and creating mini displays in response to academic discourse on campus. 133 books were added to the collection, this represents both new and re-claimed titles.
- 265 books were charged out, including both books from the KBC library and books from across Alaska, as well as renewals.

## **INFORMATION/REGISTRATION CLERK - Kachemak Bay Campus**

This staff person solely provides registration and enrollment services and Student Services administrative support at KBC and provides the public and students with information and referrals on all campus and UA programs, services and events. This person receives an average of 25 contacts a day among students and public, or an estimated 6,000+ contacts a year.

## **STUDENT ADVISING AND SUPPORT SPECIALIST – Kachemak Bay Campus**

The Advisor provides advising services to all students and potential students seeking a degree or certificate regarding admissions, career counseling, financial aid, academic placement and course selection/planning. Conducts retention and student success and retention activities, and recruitment services. On average, the KBC advisor has around 45 student contacts a week, whether by phone, email, zoom, or in person walk-ins and appointments. Over the course of this academic year, which would be over 2,000 student contacts.

## **STUDENT SUCCESS AND RESOURCE ADVISOR - Kenai River Campus**

With the restructuring of the KPC Advising Department, there were some recent changes to this position. The position description was revised to align with UAA's Academic Advisor roles and though the official title was changed to Academic Advisor, the position continues to largely focus on targeted outreach to KRC students who scored into preparatory Math and Writing courses and KPC's Alaska Native and rural student population.

In November 2023, a KPC staff member and longtime adjunct was hired to serve in this role. Her experience in teaching KPC's preparatory Writing courses (WRTG A090 and WRTG A110) was an added advantage and strengthened her rapport with the students she served. In early 2024, this employee was promoted to Term Instructor of Writing and left the position, though continues to serve in advising on a temporary basis as part of the faculty contract.

The position was then filled in late May and training is underway. Throughout the year, during times where the position was vacant the department director carried out the duties and responsibilities of the position serving students.

The following illustrates the outreach and direct contact between the Advisor and the students served.

	<b>Numbers Served</b>
<b>Services Provided</b>	<b>FY24</b>
Individual Appointments – July through Sept (fall 23)	181
Individual Appointments – Oct through Jan (spring 24)	133
Individual Appointments – Feb through June (summer 24 and fall 24)	147
Developmental Outreach to Individuals	354
<b>Total Advising Student Contacts</b>	<b>815</b>

### Post-Accuplacer/ALEKS Advising

At these advising sessions, the Advisor reviews placement test results, discusses student’s academic goals at KRC and outlines appropriate courses relative to scores. The sessions conclude with the provision of contact information for the academic advisor of their indicated program, general information about registration, admission, and financial aid. Accuplacer is the standard KPC writing placement test and ALEKS is the Math placement test. The Advisor would evaluate if a student required either alternate or additional placement and forward the student to a Writing Sample Placement.

### General Advising

This position utilizes many modalities of outreach including phone, Zoom and in-person office appointments. The KPC advising office is now using EAB Navigate campaigns in all three semesters- fall, spring, and summer - to encourage students to meet with their academic advisor early and complete course registration before the first week of classes. Registering early ensures that students are well prepared to begin their coursework on the first day of instruction.

### Academic Ongoing Support

This activity represents direct services to students. This position utilizes many modalities of outreach including phone and email appointments. These all occur at the beginning of the semester to remind students of the add/drop dates. Emails also occur at the five-week mark of the semester and during the withdrawal period. These emails remind students of counseling and advising services, encourage communication with faculty advisors and remind students of other supportive services. This also represents outreach calls made to students when instructors voiced an early report on a student or if the student was in danger of failing a course.

### Classroom Visits

Due to limited capacity within the advising department, classroom visits were limited this year but will be a primary focus for FY 2025. This activity is a direct outreach to students in the preparatory Math and Writing face-to-face or via zoom course sections to establish contact and provide a handout with resources and contact information. Such contact increases the visibility of the position and students’ direct access to resources on campus.

## **SAFETY OFFICER/EVENING COORDINATOR - Kenai River Campus**

Of the 100 plus courses offered at the Kenai River Campus each year, 27 courses run into the evening hours. Without borough funding for salary and benefits, there are limited services provided for these students and no direct oversight of the evening program. The Evening Coordinator duties include general advising information for evening students; coordinating the evening program; providing administrative

staffing for evening hours, thereby improving security during the evening; providing backup assistance to facilities for nightly lockup of buildings; and providing support for special projects. The Evening Coordinator is trained in CPR, First Aid, and operation of the Automatic External Defibrillator machines. The Evening Coordinator also serves as the KPC safety officer who provides a variety of campus safety briefings and ensures OSHA compliance is followed in a safe work environment using safe equipment. They maintain campus emergency equipment, manage the Emergency Response Team, manage incident reporting, and conduct safety investigations for KPC safety related incidents. The coordinator is the conduit for safety information from/to UAA and the University of Alaska statewide office of risk management. They also work closely with the KPC Facilities and Maintenance department to plan and conduct regular training for KPC's Emergency Response Team.

## **DISABILITY SERVICES SPECIALIST – Kenai River Campus**

This is a new position for KPC, with a specialist hired in October 2023. The Disability Services Specialist assisted 21 students with disabilities October-December and 42 students with disabilities January-May. This tally does not include the multiple interactions with each student or their prospective staff/faculty regarding accommodation needs. Daily duties included interacting with students, staff, and faculty, and answering questions and supporting students in their requisite needs for accommodations. A part of this new position will also include disability awareness and advocacy. This year the Disability Services Specialist started out by displaying disability awareness posters, holding an informational table for KPC students and staff during International Day of Disabled Persons, and providing a Wednesday Market booth during the Disability Fair this spring. More awareness/advocacy events are in the making for next year. The Disability Services Specialist also worked with students in general, regardless of abilities, on building the skills needed to be successful in college, (i.e. study skills, Blackboard and Zoom navigation, note-taking, etc.) totaling 92:50 hours of skill-building.

## **VETERAN SERVICES COORDINATOR– College-wide**

The Veteran Services Coordinator (VSC) position was created in FY14 to manage KPC's student veteran educational benefit programs and provide other assistance to veteran students across all campuses. In FY24 the position was moved into the KPC Financial Aid department. The position works closely with the UAA Military and Veteran Student Services office to assist Veteran students with accessing their benefits. During the 2023-2024 academic year 350 VA students certified credits at KPC. Of these students taking courses at KPC, 35 were admitted to Kenai Peninsula College degrees, and seven graduated during the 2023-2024 academic year.

### Early Veterans Registration

KPC veteran students are allowed to register for KPC sponsored courses before any other KPC/UAA student cohort. The opportunity to register early allows veteran students to more efficiently utilize their benefits by getting the classes required for graduation as early as possible.

### KRC Veterans' Services

The Veterans' Services department provides VA students with individual assistance connecting with specialists and processes to access their benefits, but also with KPC admissions, registration, and other financial aid and scholarship processes.

### KPC Veterans Student Support Fund

KPC continues to support Veteran students through the Student Support Fund and semester based 3-credit tuition waiver scholarships. Student support funds are available throughout the year to assist

students with unexpected financial needs such as gas, books, supplies and food. Additionally, 3-6 credit tuition waiver scholarships are available every semester and all Veterans students are encouraged to apply.

National Vietnam War Veteran's Day

Kenai Peninsula College Veteran Services Coordinator collaborated with Kenai River Campus Student Union to organize a Veterans Day Celebration including morning refreshments from a local and Veteran owned café to honor and thank our local veterans for their service.

**GRANT WRITING COURSE DEVELOPMENT/INSTRUCTOR – College Wide**

To support Kenai Peninsula Borough organizations and individuals, KPC developed and delivered two noncredit grant writing courses session to improve the success rate in accessing state, federal and local funding. Each two-day session was made available both in person and virtually. Along with relative curriculum, mentoring in the grant application process was provided. Fourteen attended the first two-day session held Friday, February 2 and Saturday 3. Sixteen attended the second two-day session held Friday, May 31 and Saturday, June 1. Attendees were required to register in advance; classes were full within a few hours. Now that the courses have been developed. The curriculum will be delivered several times per semester throughout the upcoming fiscal year.