Welcome Folks!
It’s has been great semester. 17 departments, 1 division. Together, stronger each year.
Say **hello!**

- Angela, Employment Prep Center
- Kellen, Admissions
- Anne, DSSO
- Cindy, Mental Health
- Teri, Military Veterans
Our accomplishments for the year
2 Dual Credit students accepted to Stanford University!

Veteran & Military Resource Center:
- We have a new name -- Veteran & Military Resource Center;
- In the 2017 Compliance Survey with VA, we had no errors in our VA certifications (Yay, Angie!);
- In AY 2017-18 (from 8/21/17 to 05/11/2018), we served 515 student veterans and those using service-connected education benefits;
- We are partnering with Tripler; a VA psychologist is serving student veterans on-campus, by telehealth video appointments, and through telephone sessions; and
- We are looking forward to developing more veteran-serving programming in the coming year.

Mental Health - Providing on-campus mental health services while developing a model to efficiently support student success.

Confidential Space on campus, 1 of 2 on our campus.

BOSP published three journals this year (Leahi, Ka Hue Anaha, Pueo o Ku) and celebrated the published artists and authors at the annual Journal Release Party.
The Creative Media Lab officially opened this semester giving students the opportunity to use popular Adobe creative editing software. The Board also held a well attended training workshop teaching the KCC community about Adobe Illustrator and Photoshop basics.

Kapo'oloku
1. For Kapo'oloku Students registered in Fall 2017 (230), 79% persisted to Spring 2018, graduated or transferred.
2. Financial Aid and Scholarships
   1. For Kapo'oloku Students registered in Fall 2017, 64.7% received Financial aid or scholarships, totaling $438,213, averaging $3,270.25 per student.
   2. For Kapo'oloku Students registered in Spring 2018, 63.8% received Financial aid or scholarships, totaling $472,070, averaging $3,420.80 per student.
3. Peer Mentors - Of the current 12 Peer Mentors, 100% are persisting, graduating or transferring. One is graduating from UH Mānoa this May, 3 are persisting at UH Mānoa, 5 are graduating from KapCC and transferring to UH Mānoa, 1 is graduating from KapCC and transferring to UH West O'ahu and the other 2 are persisting here at KapCC.
Student Parents Program provides researching scholarships and offering students assistance in organizing and preparing their applications and personal statements. The importance of this service was evident as one of our students Cristine Natividad, who is graduating from UH West Oahu with a Bachelor's degree in Accounting, shared that she would not have been able to complete her academic journey without scholarship assistance. We calculated that over the 7 years it took her to complete her degree, that she earned over $44,000 of scholarship awards. This does not include Pell Grant awards, which is estimated to be around $34,000 over the 7 years. What makes her accomplishment even more significant is she juggled college along with working at Subway, being a single parent of 4 children, and overcoming meth addiction. She has been offered an accounting position with Servco HI upon graduation.

The PAU (Prevention Awareness Understanding) Violence Coalition sponsored another successful [respect] campaign this past April 17-18. The theme for this year's campaign was "Embrace Your Voice", and coincides with April being Sexual Assault Awareness Month across the country. KCC campus events included a SHOTS video and discussion session with the Sex Abuse Treatment Center staff about the intersection of alcohol and sex assault, a poetry workshop, and open mic readings. Tabling activities included discussing and quizzes on respect and consent in intimate partner relationships, as well as nail painting, art work with appropriate messages and an Instagram photo booth to spread messages via social media. We were able to engage with over 150 students over this year’s, and they received [respect] shirts, hats, stickers and buttons to perpetuate the message.

The TRIO Summer Bridge participants did well over the fall term. 90% of the summer bridge participants were in good academic standing, one semester after the program. In addition, 95% of Summer Bridge participants re-enrolled for Spring 2018. TRIO exceeded all of its federal requirements regarding persistence, graduation/ transfer, good academic standing.
Disability Support Services

- Piloted Sonocent Note Taker Program- use of audio recordings to organize notes.
- Participated in Mckinley School for Adults College Fair, 9/15/2017
- Participated in UH System-wide/campus-wide ADA Web Accessibility Meetings (Ongoing)
- Presented at Radford High School Special Education Fair, 2/22/2018, 6-7 PM
- Attended 33rd Annual Pacific Rim International Conference on Disability and Diversity- Hilton Hawaiian Village and Modern Honolulu, 10/9-11/2017
- Attended HSSI Becoming Student -Ready Conference, Hawaii Convention Center, 3/28/2018
- Providing interim assistance to the Deaf Center, Spring -Fall 2018.
- Staff/faculty participated in UH System-wide meeting of Disability Service Providers at Windward Community College, 4/13/2018

Lunalilo Scholars

First Lunalilo Scholar to graduate from a Master's Program. Dionne Malia Infiel will graduate in May from the University of Hawai‘i School of Social Work. She was a 2013 Lunalilo Scholar.

Lunalilo Scholars Program receives $250,000 in funding from Kamehameha Schools to add 50 more students to the program for 2018-2019 academic year.

First-Year Experience

In collaboration with counselors from the Transfer-Year Experience and Kuilei (Cory Ando and Drake Zintgraff), Robert Yamashita, from the First-Year Experience program, created an online tracking tool for first-year students to support increases in enrollment and retention. IS 108, Foundation for College Success, and IS 111, Financial Literacy, passed through curriculum and can now count as elective credits for the Liberal Arts degrees. After several months of planning and videotaping, FYE faculty and staff put the New Student Orientation Part I completely online.

<table>
<thead>
<tr>
<th>DSSO</th>
<th># of Students Served</th>
<th>Alternate Format</th>
<th>Equipment: Flash Drive Livescribe Pen Digital Recorder</th>
<th>Furniture: Table Chair</th>
<th>Note Takers/Reader/ Scribes *Sonocent Trial (Digital Note-taking)</th>
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<tbody>
<tr>
<td>Fall 2017</td>
<td>259</td>
<td>28</td>
<td>39</td>
<td>30</td>
<td>98/24/19</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>257</td>
<td>35</td>
<td>8</td>
<td>19</td>
<td>102/27/29</td>
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Student Congress

- After over a year of negotiations with the Deputy Director for the Department of Transportation for the City and County of Honolulu, Student Congress partnered with Chancellor Louise Pagotto to submit a memo to the UH Board of Regents June agenda, to approve a $40 U-PASS for all students.

- Student Congress worked hard to address student concerns about mental health by partnering with the Vice Chancellor for Student Affairs to submit an ARF for an additional position, which subsequently was ranked high across all priorities of the campus. Additionally, Student Congress partnered with UH Manoa to secure interns to support mental health at Kapiolani CC.

- Student Congress obtained annual survey feedback from nearly 10% of the student body, which will help the next group of Student Congress members to move forward based on student input. An executive summary will be drafted, and released with the data in the coming weeks.

Employment Prep Center

Unique Jobs posted to KCC: 276
Student visits checked in to the EPC: 151
New Employer Contacts in the Job Center Online: 149

Hundreds of students were served by the EPC this past academic year, through individual appointments, workshops, mock interviews, career events, in-class presentations, and the newly formatted mini job fairs.

We collaborated with the LEARN Team to assist in getting speakers for the #findyourpassion event, and also that we put on two mini job fairs co-sponsored by departments: HOST & Culinary, and Nursing & Health Sciences.

Student Activities

- Interim Chancellor Louise Pagotto approved a BOSA Charter Amendment allowing for more student representation on BOSA.

- BOSA achieved full student membership

- Featured two events this semester with heavy involvement from Administration: Ice Cream Social and RIO Field Day featuring Dunk an Administrator

- Launched the Pool Table and Gaming Center

Student Conduct

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<tr>
<th>Fall 2017</th>
<th>Spring 2018</th>
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<tr>
<td>SOC- 54</td>
<td>SOC- 64</td>
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<td>T9- 15</td>
<td>T9- 2</td>
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<tr>
<td>FYI- 57</td>
<td>FYI- 22</td>
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Admissions
- 7668 Admissions applications processed
- Accepted 3418 for the Fall 2017 semester
- Accepted 1749 for the Spring 2018 semester
- Beginning May 1, 2018, Admissions will be going paperless with the processing of Health Documents.

Graduation:
- Summer 2017 & Fall 2017: Total degrees and certificates awarded: 1027
- Spring 2018 Petitioned: 845

Fall 2017: Assisted with calling campaign for students who were registered for Spring, at 70% completion and not registered for Fall, 229 students; Campaign for continuing students not yet registered for Fall without holds on account, roughly 1200+; Assisted with Kūloa’a Pilot Project, Title III – identified 119 DS hold for Native Hawaiians, 77 still to make a payment, 13 owe less than $522 and put a do not purge on their account to allow them time to pay for their classes; Awarded 21 students who were 80% complete Agree to Degree Achieve Scholarship

Spring 2018: Assisted with Returning student initiative: worked with list of students identified as “returning” but who potentially met graduation requirements. Of the list of 29, 9 were awarded.; Reverse transfer: We also identified students who were noted on the Fall 2017 Reverse Transfer list but who could not be awarded because they had stopped out but would be eligible for an award if some requirements were GERF’d. Worked in partnership with MKC on graduation exceptions and sending opt out letters to students who would be eligible for being awarded their LBRT degree. Identified six (6) students who would be awarded.; Awarded 17 students who were 80% or more complete the Agree to Degree Achieve Scholarship for a total award of: $21,374 for the Spring 2018 semester; Kuloa’a Project: 72 students were identified as “to be purged” as of the December 11 purge deadline. There was a “do not purge” hold on these students and their registrations were saved. Through a calling and email campaign, Title III, working in conjunction with Kapo’oloku, reached our (or tried to) all students. Most students either signed up for a payment plan or paid their tuition.
- **Phone calls**: we handled on average about 2000 phone calls a month (approx 24,000 phone calls, on average/year)
- **Walk ins**: admissions/registration/records/financial aid/inquiries - average total 600/month, during the first week of school however, we assisted about 500 students in one day and averaged about 250 per day thereafter. (7200 walk-in traffic on average/year)
- **Transcripts** processed per year: Approximately 10,000 (we have over the counter, mail, and online requests)
- **EVRs** processed per year: Approximately 2400
- **Emails** answered: (these are daily averages, there are peak times when there is more)
  - kapinfo: approx 150-200/day (on average 48,000 emails/year)
  - kapadm: approx 70/day (on average 16,800 emails/year)
  - kapgrad: approx 50/day (on average 12,000 emails/year)
  - kapter: approx 50/day (on average 12,000 emails/year)
  - kaprec: approx 20-25/day (on average 6,000 emails/year)
Over 200 GERFs (Graduation Exceptions) processed for students for F17 and Sp18

**STAR**
- Processed over 3000 records/updates per month to update STAR with curricular changes
- That is approximately 36,000 STAR changes/updates
- Updated 80 pathways within STAR before the Fall 2018 registration period.

**Transcript Evaluation:**
- 685 Out of system transcripts evaluated to date with an average processing time of 4 business days
- 14,559 In system courses transferred in SZPARTI - does not include Spring 2018 where we approximately have to process about 7000 records.
- Approximately 800 back language credits awarded/will be awarded by the end of the Spring 2018 term.

**Financial Aid:**
- Applications: We received 7,728 FAFSAs, which is 368 more than what we received in the entire year 2016-17.
- Awarding: To date, we awarded 2,439 students.
  - Pell Recipients = 1,480
  - Average Pell award = $3475
- We approved 87 SAP appeal
  - There are 86 students on continued financial aid academic plan/probation
  - There are a total of 1,200 who are denied financial aid (this may include students who are no longer registered).
**Success for Online Learners (SÔL) Module 1: Be Ready** was piloted for the first time in Spring 2018.

**SÔL Module 1:**
Focuses on online learner readiness and preparation for online learning success
Is comprised of three components:
- Online learning self-assessment based on six general online learning success factors
- Interactive "lessons" based on the six online learning success factors
- Learning reflection & Certificate of Completion (students show this as "proof" or completion with their online instructors)

In Spring 2018, volunteer online instructors incorporated the module into their online classes by embedding the module into their online class site(s) and assigning its completion by students (for points/grade) during the beginning of the semester. The participating classes involved a diversity of general education/liberal arts and CTE areas.

Spring 2018 pilot participant summary:
- 21 volunteer online instructors
- 27 classes
- 34 sections
- 591 students completed the module

**KISC NCR** was instrumental in taking on a systemwide leadership role on the Destiny Registration User Experience Ad Hoc Committee that provided “system platform” recommendations for changes to the Directors of Continuing Education at all seven campuses. Recommendations was approved by all seven Directors and has moved on to the next tier which comprises of the systemwide Destiny Marketing Committee to work on the UX/UI interphase and the vendor: Destiny Solutions One in Toronto Canada. We look forward to a new and refresh reveal sometime AY 2019-2020.

With the expansion of KAPCC HENC’s EMS courses and card certifications, to the Maui, Hawai’i, and Kaua’i Training Centers (in partnership with KISC NCR), NCR was instrumental in helping to create new processes and guidelines. Since January 2018 until April, 2018 NCR was able to register seventy-two EMS incumbent professionals in the workforce in Maui County.
Budget

- Monthly budget sheets
- Being mindful of the ZERO balance method
ARPDS

- Annual Review of Performance - Completed!
- Connected to funding
- New template this year
  - Student Success Pathway
  - Budget
  - Institutional Learning Outcomes
  - Mission & Vision of KCC
  - SAO
  - SLO
- Connected to learning outside the classroom
- Connected to Accreditation
Performance Measures - Morton Report

- **Degrees & Certificates Awarded**
  - Goal 2018 1559, achieved 1356

- **Native Hawaiian Graduation, Degrees & Certificates**
  - Goal 2018 222, achieved 186

- **Pell Recipients Graduates**
  - Goal 2018 644, achieved 547

- **STEM, Degrees & Certificates**
  - Goal 2018 227, achieved 459

- **CC Transfer**
  - Goal 969, achieved 897
Other Projects

- Civil Rights Audit
- Consumer Information Disclosure Website
- System Cognitive Assessment Converter
- General Complaint for campus via Maxient
- Student Success Council Member
- Integrated Student Success (ISS) System Initiative
- Title IX Projects - System & Campus
- Active member of System CSSAO
- ISER Completed for Student Affairs Section
- NASAI - Native American Student Advocacy Institute Host
- Intake Survey through MySuccess
- Enrollment Management - Focus Groups, Prospective Student Webpage, etc.
  - Returning Adult Initiative - campus & system
Vacancies

- Title IX Coordinator (filled!)
- Financial Aid Specialist (final phase)
- Student Affairs Retention Counselor
- Transfer Year Experience Coordinator
- Student Affairs Coordinator
- Employment Prep Specialist
Vision for the Upcoming Year

- **Excellence** in all we do from frontline to counseling & programming
  - Keen Focus on *persistence* and *completion*
- **Walk about** leadership
- **Support** team and increase *communication*
- **Continue to move** all initiatives *forward*
  - Food Pantry
  - Kikaha o Lae‘ahi
  - Student Activity Center
  - Enrollment Management
Thank you to our team and to each of you for all you do to serve students.