

Administrative Services

Semiannual Report

January 2012

ADMINISTRATIVE SERVICES
ACCOMPLISHMENT HIGHLIGHTS
JANUARY 2012

INSTITUTIONAL EFFECTIVENESS (Planning, Grants, Assessment, and Institutional Research)

- Three Institutional Planning meetings were held with over 80 participants taking part in one or more of the meetings. Results collected at the October meeting indicated that 100% of participants believe that the meetings are well organized, that they understand the planning process and that they are welcome to contribute their opinions.
- A successful Quality Checkup visit was coordinated and completed in collaboration with the Deans of Arts and Sciences and Enrollment Management.
- KC is set up and running “live” with CurricUNET. The IE staff oversees the process of all new courses and programs being submitted to ICCB while assisting the Offices of Career and Technical Education and Arts and Sciences on the curriculum submissions.
- Approximately 95 reports were prepared and placed on file in the IE office during the first half of FY 2012 in response to internal departmental requests for data/information.
- The Assessment Coordinator implemented an improved online reporting tool with IT’s assistance; this facilitates easier assessment report submission, better analysis of assessment plans and connection to general education objectives.
- The Grants Facilitator remained in a leadership role in the College’s Season of Entertainment initiative and it’s Guest Artists & Speakers Series during the first half of FY2012. Collaborative efforts with area arts institutions and schools are ongoing in the current year and the Season of Entertainment continues to make strides in coordinating and marketing all of the institution’s fine arts activities.

- Grants Facilitator continues to provide support to faculty and staff in the research and development of grant proposals. Highlights during the first half of FY12 include:
 - The awarding of a MentorLinks Advancing Technological Education grant from the American Association of Community Colleges to assist in the development of a geospatial technology program at Kaskaskia College.
 - The submission of an Advanced Technological Education proposal to the National Science Foundation for a multi-year, \$300,000 grant to build upon the geospatial technology program foundation being established through the MentorLinks grant.
 - The continued development of a dedicated area in the KC Library to serve students and area residents with special needs. The project, funded by a grant from the Illinois State Library, included staff training to better serve library patrons.
 - The submission of an application to the Illinois Board of Higher Education to seek increased funding for KC's Illinois Cooperative Work Study Program.

TITLE III STRENGTHENING INSTITUTIONS GRANT

- Title III completed the Pilot of the reformed Level I Math and English courses in the fall 2010 semester. Key Faculty and Title III also successfully completed Level II Course Redesign. The redesign focused on developing and refining the learning outcomes for several classes currently being offered at Kaskaskia College.
- Title III was successful in obtaining a total of \$225,500, in Endowment pledges and therefore completed the five year goal of for the Title III Endowed Scholarship fund.

INFORMATION TECHNOLOGY

- Improved the process to inform students of class cancellations by allowing students to “opt in” to receive a text through KCAAlert. When an instructor cancels class, a text message is sent to the student informing them of the cancellation and directs them to the College’s website for additional information.

- The College has entered an agreement with Clearwave Communications to provide the main campus with a high-speed 100Mb fiber connection to the Internet. We anticipate fiber construction to the College will begin early summer and the connection will be completed in August 2012.
- Supported to the Adjunct Faculty Enrichment Project by providing the following:
 - Developed team sites on CampusNet for each of the committees to share information.
 - Designed and implemented a Faculty Constituency page to include Faculty Resources which provides easy access to pertinent information at one central location.
 - Developed an accurate and current adjunct faculty list to use for communication, developed a list of benefits/employee discounts, provided a list of department chairs and program directors.
 - Created a Professional Growth and Development section on the CampusNet calendar.

Installed a critical Datatel Colleague software update in the Financial module for e-Commerce. This update ensures that Colleague supports the new PA-DSS standard for PCI compliance. The update removed sensitive stored credit card data and replaced the processing function of credit card information to a certified e-commerce provider that is PCI compliant.

FINANCIAL OPERATIONS (Accounting/Finance, Accounts Payable, Accounts Receivable, Payroll, Purchasing, the Bookstore, Inventory Control, Culinary Services, Children’s Learning Center, the Print Shop, the Mailroom, and Internal Controls.)

- Accounts Payable has issued 6,052 checks through December 9 for FY12.
- Purchasing has issued 1,603 Purchase Orders through December 9 for FY12.
- The Payroll Department has issued 1,850 checks and 1,866 direct deposit advices through November 30 for FY 2012.
- To date in FY 2012, the Purchasing Office has completed 40 formal price quotations, 5 bids and 2 RFPs.
- The Purchasing Office has completed 34 formal price quotations and 5 bids.

- The Payroll Department has issued 1,850 checks and 1,866 direct deposit advices through November 30 for FY12.
- The KC Bookstore has partnered with Nebraska Book Company (NBC) to offer additional rental titles through NBC's textbook rental program. In addition to the previously offered rental books for English 101 and 102, and Speech 103, students enrolled in Psychology 101, Philosophy 119, Law 110, Literature 218, Medical-Surgical Nursing, and Biology 121 now have the option of renting their textbooks.
- Tagging and recording fixed assets, both on and off campus
 - A total of 79 pieces of equipment have been tagged with numeric tags on the main campus and education centers
 - A total of 570 items have been tagged with blue-property-of tags on the main campus and in the education centers. Presently, the College has over 4,000 pieces of equipment with a value less than \$500 that have been tagged with "Property Of" tags
 - 161 pieces of equipment have been identified for inclusion in the Colleague Fixed Asset Module

The following table details the Children's Learning Center's enrollment for fiscal year 2011/12:

Semester	Beginning Enrollment	Ending Enrollment
Summer 2011	45	47
Fall 2011	60	56

- For the period of July 1, 2011 through November 30, 2011 the Mailroom has processed 57,485 pieces of out-going mail.
- The Print Shop continues to serve faculty and staff with printing needs. During the period of July 1, 2011 through November 30, 2011 the Print Shop completed 2,987 job tickets, with sales just over \$111,000.
- The Cafeteria has adjusted several menu items based on suggestions from students. Recently, hotdogs, sugar free desserts, and additional \$1 menu items were added.
- The Catering Department provided catering for 238 events with a total attendance of 16,352 guests.

SAFETY AND SECURITY

- The department assisted students, employees, and visitors with 14 vehicle unlocks, 27 jumpstarts, and several lost and found items.
- Officers completed their annual CPR/AED training.
- The Annual Campus Security Report was revised in order to maintain compliance with State/Federal Regulations
- Developed and implemented a new system for keeping the College fleet maintained, inspected, and detailed.
- Officers assisted with the yearly inspection of the fire safety equipment located on campus as well as those at the Education Centers and the Crisp Technology Building.

PHYSICAL PLANT

- Building and Grounds Staff worked in conjunction with numerous local, community, and regional entities to provide facilities and services for a wide variety of programs and functions. This effort continues to ensure the College's place as a premier educational, technical, and cultural provider of opportunities for the residents of Community College District 501. During the semi-annual Fiscal Year 2012, a total of 12,790 students, staff, faculty, and patrons of the College were served through program set-ups by Building and Grounds Staff.
- Office and classroom renovations are occurring in ST/Annex and AD 118 buildings as vacancies occur and time permits. Such activity will be ongoing until progress is complete throughout all the older buildings.
- Care for the newest tree plantings commenced this Fall. All ground covering within a 30" diameter of the trees was removed and replaced with high energy compost and mulch for sufficient food and water intake.
- Continuation in Tree Campus USA was applied for with extended emphasis on flowers and shrubbery. Such items will complement the arboretum as well as beautify the campus.

CAPITAL PROJECTS

The following projects were completed in the first half of FY 2012

- Renovation of North Biology Lab Phase III
- Renovation of Agriculture Lab
- HVAC Improvements (PHS)
- Water Valve & Fire Hydrant Replacements
- Stairwell Renovations Phase I
- Auditorium Stage Improvements
- HVAC improvements at Crisp Technology Center

INSTITUTIONAL EFFECTIVENESS (IE)
(PLANNING, GRANTS, ASSESSMENT)
AND INSTITUTIONAL RESEARCH)
SEMI-ANNUAL REPORT – JANUARY 2012

KEY PERSONNEL

Jeff Ebel, Interim Director of Institutional Effectiveness; Mike Loomis, Grants Facilitator; Aggie Edwards, Institutional Research Coordinator; Scott Crothers, Assessment Coordinator

MISSION

Each of the areas within Institutional Effectiveness (IE) has worked throughout the first half of Fiscal Year 2012 to serve Kaskaskia College as a dynamic data resource that responds effectively and professionally to internal and external requests for accurate and timely information to be used in data-informed decision making, planning, grant development, and assessment.

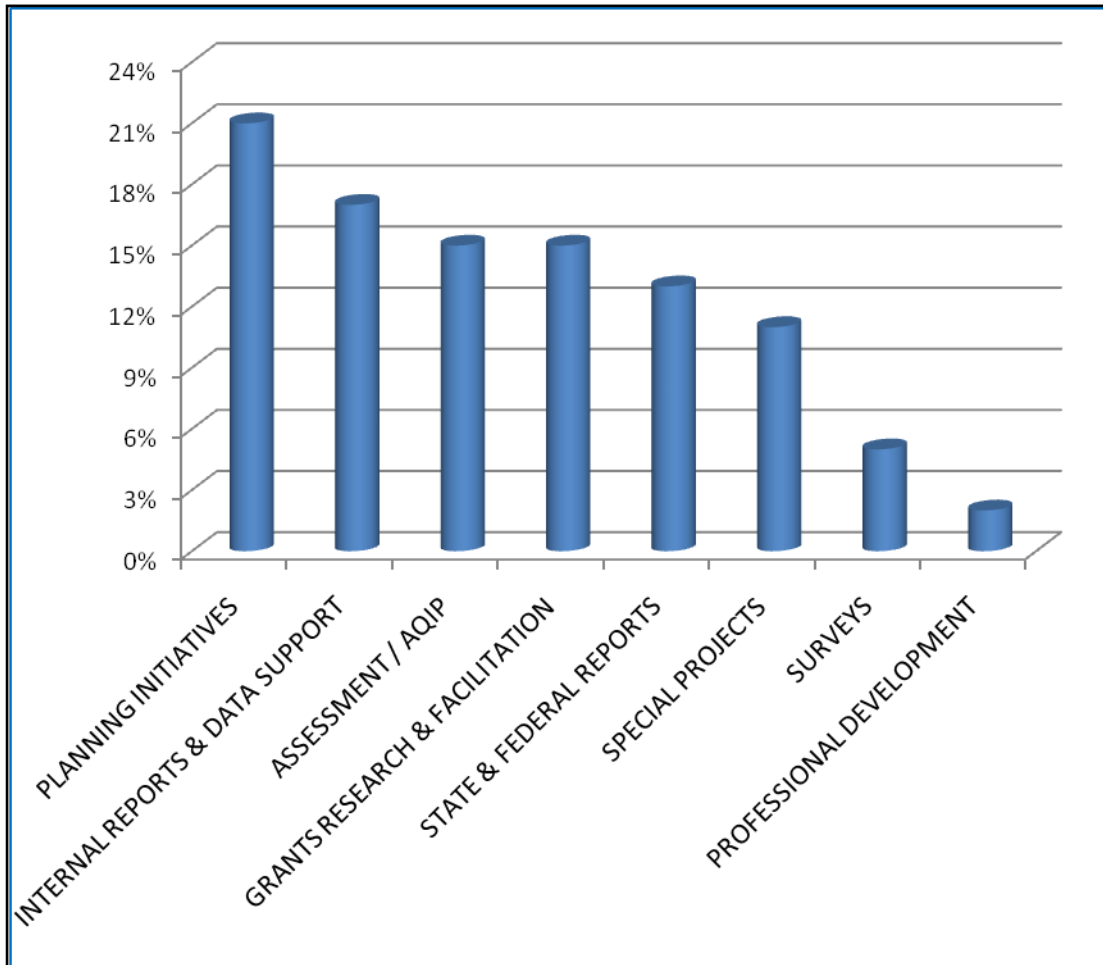
The Institutional Effectiveness mission is to lead the College in five separate but integrated functions:

- I. developing, updating, and distributing the College's fifteen-year Strategic Plan and five-year Institutional Plan;
- II. generating and analyzing research data to support perceptive, innovative college-wide planning, assessment, data-informed decision making, and policy formation to enhance student learning and facilitate institutional effectiveness;
- III. researching, identifying, and disseminating information on federal, state, and private grant opportunities while facilitating the preparation of related applications to enhance existing and/or establish new institutional programs or initiatives;
- IV. leading assessment and AQIP (Academic Quality Improvement Program) initiatives by playing a key role in creating an assessment culture on campus and a climate of data-informed decision making, developing, and implementing a campus-wide assessment/evaluation plan and assisting faculty and staff in the development of program/departmental assessment plans;
- V. ensuring accountability requirements are met and maximum credit hour reimbursement and equalization is received by accurately preparing and maintaining the College's internal and external enrollment, credit hours, personnel,

and facilities reports and providing information to local, state and federal agencies, accreditation agencies and other stakeholders as required.

A chart illustrating the diverse functions of Institutional Effectiveness (IE), categorized within critical areas of performance, is provided below and followed by details on accomplishments in the first half of FY 2012.

VI. INSTITUTIONAL EFFECTIVENESS FUNCTIONS



PLANNING INITIATIVES

- **Institutional Planning**

- Two pre-planning meetings were held. During the first meeting, IE staff met with the co-facilitators to review their roles and expectations. This proved to be a valuable meeting and resulted in greater productivity during the three annual planning meetings. The second pre-planning meeting was attended by staff and community members that were new additions to the planning teams for the FY 2013 planning cycle. During this meeting the community members were familiarized with the planning process at KC. This allowed them to come to the first planning meeting well prepared and ready to work with their Commitment Team.
- Three Institutional Planning meetings were held with over 80 participants taking part in one or more of the meetings. Results collected at the October meeting indicated that 100% of participants believe that the meetings are well organized, that they understand the planning process and that they are welcome to contribute their opinions.
- Several IE staff members participated in the Institutional Planning Process:
 - Research Assistant – Commitment VII Co-facilitator (During October meeting only.)
 - Assessment Coordinator – Commitment V Team Member
 - Grants Facilitator – Commitment III Team member
 - Director – Commitment V Team member

ASSESSMENT

- The Assessment Coordinator implemented an improved online reporting tool with IT's assistance; this facilitates easier assessment report submission, better analysis of assessment plans and connection to general education objectives.
 - 71 Full-time faculty completed assessment reports for the Fall 2011 semester.
 - 27 Adjunct faculty completed assessment reports for the Fall 2011 semester.
- The Assessment Coordinator worked extensively with the nursing faculty to develop a systematic plan for assessment of the Associate's Degree in Nursing program in preparation for their accreditation visit in 2014.

- The Assessment Coordinator assisted the Grants Facilitator with the drafting of the assessment section for the National Science Foundation ATE grant in geospatial technologies.
- Assessment Coordinator analyzed the data from MAPP testing to assist in assessing the general education learning outcomes at KC and convened a committee to monitor general education assessment in the future and suggested improvement initiatives.
- Assessment Coordinator delivered three professional growth and development presentations at KC.
- Assessment Coordinator attended the Higher Learning Commission's Regional Forum on the New Criteria and Pathways to Accreditation in St. Louis, Missouri.
- Assessment Coordinator provided ongoing assistance to the Enrollment Management Team through participation on the committee.

AQIP – ACADEMIC QUALITY IMPROVEMENT PROGRAM

- A successful Quality Checkup visit was coordinated and completed in collaboration with the Deans of Arts and Sciences and Enrollment Management.
- Progress is being made in all active Action Projects.
 - The Enhancing the Quality Culture Action Project has developed a plan to define the role of the AQIP Quality Council per that recommendations from the AQIP Quality Checkup.
 - The application for accreditation of online degrees has been submitted to the Higher Learning Commission as part of the Accrediting Online Degrees and Certificates Action Project.
 - Major improvements in processes involving adjunct faculty have taken place as part of the Adjunct Faculty Enrichment Project including a salary increase and communication via the CampusNet Portal.
- Preparations are underway to draft our second Systems Portfolio due in June of 2013.
- Presentations were made to the Board of Directors and to faculty and staff at Professional Development Days to keep everyone up-to-date on the AQIP Projects and timetables.

(The Dean of Arts and Sciences' Semi-Annual Report will provide additional information on AQIP accomplishments, Ongoing Action Projects and future plans.)

GRANTS RESEARCH AND FACILITATION

The Grants Facilitator continues to conduct research in multiple publications, databases, and on-line resources to identify federal, state, and private funding opportunities appropriate to the College's mission and commitments. In addition, he conducts targeted research to locate funding for needs specifically identified by faculty and staff. He monitors professional and government listserves and participates in webinars on an ongoing basis to collect the latest background information on funding opportunities and submission procedures. The Grants Facilitator reviews daily and weekly updates from *The Chronicle on Education* and other periodicals to share information on funding trends and activities in higher education.

The Grants Facilitator continues to track and monitor grant activities throughout the institution to avoid duplicated activities and maximize funding opportunities. He also provides monthly updates on grant activities to the Board of Trustees.

Grants Facilitator continues to provide support to faculty and staff in the research and development of grant proposals. Highlights during the first half of FY12 include:

- The awarding of a MentorLinks Advancing Technological Education grant from the American Association of Community Colleges to assist in the development of a geospatial technology program at Kaskaskia College.
- The submission of an Advanced Technological Education proposal to the National Science Foundation for a multi-year, \$300,000 grant to build upon the geospatial technology program foundation being established through the MentorLinks grant.
- The continued development of a dedicated area in the KC Library to serve students and area residents with special needs. The project, funded by a grant from the Illinois State Library, included staff training to better serve library patrons.
- The submission of an application to the Illinois Board of Higher Education to seek increased funding for KC's Illinois Cooperative Work Study Program.

ICCRD

The Grants Facilitator serves as treasurer of the Illinois Community College Resource Development Association (ICCRD), a statewide organization affiliated with the national Council for Resource Development. He is also involved in the organization and administration of the annual statewide conference that offers training and networking for community college grant professionals and foundation personnel from throughout Illinois.

The Grants Facilitator attended the Illinois Community College Resource Development State Conference in October. Training sessions included: 2012 Grant Outlook from the Department of Education; Using Today's Policy Initiatives for Tomorrow's Success; The State Budget – Now What?; and To Apply or Not to Apply – That is the Question. The annual state conference provides opportunities for continuing education and networking with representatives from state and national organizations (this year included representatives from the Illinois Community College Board, Illinois Board of Higher Education and the U.S. Department of Education) as well as grant personnel from other Illinois Community Colleges.

SEASON OF ENTERTAINMENT

The Grants Facilitator continues to serve in a leadership role in the College's Season of Entertainment initiative and its Guest Artists & Speakers Series during FY 2012. The Series has successfully raised the profile of the College within the district and beyond and has brought many new visitors to the Main Campus. During the first half of FY2012, the ticketing system used by the Season of Entertainment was upgraded and work continued towards introducing online ticketing services. Collaborative efforts with area arts institutions and schools are ongoing in the current year and the Season of Entertainment continues to make strides in coordinating and marketing all of the institution's fine arts activities.

FITNESS TRAIL

The Grants Facilitator continues to serve as Project Manager for the KC Fitness Trail project. Major construction on the trail was completed during the first half of FY12 with a formal dedication planned in Spring 2012. The Grants Facilitator also remains involved in fund raising for the project and has assisted in securing over \$40,000 in private and corporate donations in addition to the \$154,520 grant from the Illinois Department of Natural Resources previously received.

MAJOR STATE REPORTS

- **N1** – Noncredit Enrollment Report – data downloaded, formatted, verified, and submitted electronically to ICCB –7/11
- **N6** – Noncredit Course Resources Report – data downloaded, formatted, verified, and submitted electronically to ICCB – 7/11
- **A1** – Annual Enrollment and Completion report – extensive amount of data on every student who has taken a credit course at KC during the past year was downloaded, formatted, verified, and submitted electronically to ICCB – 7/11
- **Department of Corrections Annual Credit Hour Generation Report** – developed, formatted, verified, then delivered to Director of Correctional Center Program for signature, then faxed and hard copy sent to DOC 7/11.
- **VEDS report for Department of Corrections** – unduplicated list of vocational education student enrollment and completers by program, race/ethnicity and gender, report developed, verified by the office of Correctional Center Program Director then mailed to DOC in Vandalia 8/11
- **Tech Math report for Department of Correction** - not required
- **F3, F6, B3 and R3 – Facility reports** – data downloaded, formatted, verified in conjunction with Facilities staff and submitted electronically to ICCB by IE – 8/11
- **Annual Student ID report** – data downloaded, formatted, verified, and submitted electronically to ICCB – 7/11
- **E1 – Fall Enrollment report** – snapshot of tenth day data taken for Fall 2011; report compiled, formatted, verified, and submitted electronically to ICCB – 9/11
- **C1 and C2 – Faculty, Staff and Salary Data reports** –Data downloaded from Datatel, formatted, verified, and submitted electronically to ICCB – 10/11 (The data can be extracted for the C1 file from the information entered by HR and Payroll throughout the year. However, the C2 still requires manual entry into the form supplied by ICCB.)
- **C3** – Administration/Faculty salary & benefit report including dual credit instructors. Newly developed report in FY 2010 of all full- and part-time teaching faculty and staff employed by the College during the current fiscal year. The data is compiled, formatted, verified, and submitted electronically to ICCB. – will be submitted 6/12 for FY2012
- **Summer Graduate Report** – data is compiled through a query from the degree history file, entered, formatted, verified, and submitted electronically to ICCB for federal GRS (Graduation Rate Survey) – 10/11
- **Licensure Pass Rate for RN, Rad Tech and EMT** – data was compiled from the specific offices, entered, verified, and submitted electronically to ICCB – 10/11
- **AC** – Annual Courses Data report – Newly developed report for FY 2010 students which provides data on courses taken during the most recent completed

fiscal year meeting criteria for dual credit and the English/Math gateway/gatekeeper courses. The data is compiled, formatted, verified, and submitted electronically to ICCB. – 11/11.

- **SU & SR** – credit hour reimbursement reports – downloaded, formatted, verified, and submitted electronically for each semester/term – 8/11 (1/12 and 6/12 coming in second half of FY 2012)
- **Chargebacks and Joint Agreement reports** – compiled, formatted, verified and submitted to ICCB for each semester/term – 9/11 (2/12 and 6/12 submissions coming in second half of FY 2012)
- **S6 and S7 reports** – Fall course resource and space utilization data reports; compiled, formatted, verified, and submitted electronically to ICCB – 1/12 (Will be filed in January; data currently being compiled and verified)
- **Tenth Day Enrollment Surveys** – reports submitted to ICCB electronically for Fall – 9/11, Spring – will be submitted 2/12 for FY2012 For Summer, an in-house enrollment survey was compiled – 6/11
- **SD – Student Disabilities Annual Disabilities Report-** compiled, formatted, verified, and submitted electronically to ICCB – 8/11
- **Career and Technical Education Follow-Up Study (FS) Report** – data entered, verified, and submitted electronically to ICCB – will be submitted 6/12 for FY2012. Data is gathered for the programs in January and February and provided to the program coordinators who administer the survey; results are then provided to IE for completion of the report.

FEDERAL REPORTS

- **NSC – National Student Clearinghouse Reports** compiled, edited, and submitted electronically. Beginning with Fall 2009, reporting requirements changed to four times each fall & spring & two times in summer to stay within compliance.
- **IPEDS – Integrated Postsecondary Education Data Systems:**
 - Fall Data Collection includes the Institutional Characteristics, Completions data and 12-month enrollment. The Institutional Characteristics were entered by KC staff and the Completions and 12-month enrollment data were uploaded by ICCB from the A1 (Annual Student Enrollment and Completion Report) 9/11 – 10/11
 - Winter Data Collection includes Human Resources (Employees by Assigned Position, Salaries and Fall Staff) – uploaded by ICCB from the C1/C2 submission (Fall and Annual). Student Financial Aid component has been moved to the Winter Collection, and extending this collection by 2 weeks. 12/11 – 2/12

- Spring Data Collection includes Finance information which is entered by KC personnel. The Fall Enrollment, Graduation Rates, and Graduation Rates (200% time to degree) are uploaded by ICCB from the Fall Student Enrollment report. ICCB and IPEDS have made Spring 201 surveys available during the Winter Collection period 12/11 – 4/12
 - All uploaded data from ICCB has been checked and verified against the reports submitted to ICCB, then printed for documentation by IE personnel; additional data requested was entered by KC personnel prior to 'locking' the data by the due date for each Collection.
- **Gainful Employment Reporting:** In June 2011, the Department of Education finalized requirements for reporting students enrolled in programs that lead to gainful employment under the Title IV of the Higher Education Act to NSLDS (National Student Loan Data System). This being the first year of submitting, there were 4 years of data required by November 15, 2011 and once a year thereafter. The program was installed in Datatel, tested, and data verified before running the report on live data. FY2007-10 data was generated and submitted through NSC to NSLDS and finalized on 12/11.

INTERNAL AD HOC REPORTS AND DATA SUPPORT

- **Internal KC Ad Hoc Reports** – Approximately 95 reports were prepared and placed on file in the IE office during the first half of FY 2012 in response to internal departmental requests for data/information. (This includes extensive follow-up studies conducted annually on transitional student performance and completions in the areas of math and English.) When reports were developed that will need to be repeated on a regular basis, IE staff made the reports accessible to the appropriate end users and provided the necessary training for users to create their own future reports.
- **Non-Credit Catalog Entries** – data entered on a regular basis for new and upcoming courses in Ed2Go, Life Long Learning, KICK classes, B&I and Community Ed areas. IE verified all the course entries in Datatel and maintains the database of noncredit courses making all changes or additions needed.
- **Credit Course and Program Set-Up and Maintenance** – IE maintains both the course and curriculum data, making all changes or additions needed as approved by Curriculum Council.
- **Student Tracker** – Through the National Student Clearinghouse (NSC), Student Tracker provides the ability to tap into the nation's largest database of enrollment data. KC has access to more than eighty million current and former students' enrollment information and status. IE develops queries and trains KC users for

individual student information and extracts data from Datatel to electronically submit batches of students for the summary reports from the Clearinghouse. This function was previously performed by the Research Specialist and is temporarily being absorbed by the Director of Institutional Effectiveness and the Research Assistant.

SPECIAL PROJECTS

- **Fact Book** – Fact Book creation has been delayed because of the loss of the Research Specialist, but has begun. Enrollment figures and credit hours are extracted from state reports for graphs and charts to illustrate fact and trends regarding enrollment, academics, financials, facilities, and demographics on the district. Research was conducted to compile community data from sources such as the county clerks’ offices, the KC Business Services Field Representative, Regional Superintendents’ offices, the Illinois Department of Employment Security, and other sources.
- **Program Review** – Statistical program data provided to departments scheduled for program review – 2/12. Information is prepared and distributed to each program director/coordinator for a period of three years listing enrollment, credit hours, retention rates, cost of program, student outcomes, and faculty information. Both the Interim Director of Institutional Effectiveness and Research Coordinator will assist the department chairs/coordinators as needed in completion of their program review documents during the spring semester.
- **CurricUNET** – an on-line course and curriculum development system and workflow automation program endorsed by the Illinois Community College Board for use by some Illinois Community Colleges. It provides the ability to develop and secure approval of courses and programs via the Web. This represents a unique opportunity to simplify processes and reduce paper handling. CurricUNET offers the following features:
 - It uses Web forms for all input required for course proposals. (All newly approved courses, credit and noncredit, are set up in Datatel by IE personnel.)
 - All input fields are entered into a relational database, thus facilitating searches, flexible report production, and interfaces to related systems.
 - of the workflow for each proposal can be displayed at any time showing the exact current location of the proposal in question.
 - The system is designed to facilitate automated interface to various statewide processes and software systems, including ICCB and Datatel. KC is set up and “live” with CurricUNET. IE staff oversee the process of all course proposals being submitted to ICCB while assisting the Offices of Career

and Technical Education and Arts and Sciences on the curriculum submissions. The Vice President of Instructional Services' Administrative Assistant oversees and verifies course and curriculum data within the CurricUNET system. IE staff and VP of Instructional Services' Administrative Assistant troubleshoot any complications the faculty and staff encounter and communicate with CurricUNET personnel as needed. Development for the interface to Datatel is still being discussed. Documentation has been written and training is ongoing for faculty and staff. IE staff and VP of Instructional Services' Administrative Assistant continually work with the CurricUNET personnel to include the necessary fields in the course syllabi and make the approval process flow with ease.

- **Student-Right-to-Know** – the disclosure information on graduation/completion rates and transfer-out rates of KC's Fall 2007 cohort group (first-time, full-time and part-time degree seeking students) have been posted to KC's webpage required by institutions eligible for Title IV funding. Also posted athletically-related student aid by race/ethnicity and gender and by sport and the average completion or graduation rate for the four most recent years.

SIGNIFICANT EXTERNAL SURVEYS CONDUCTED/COMPLETED

- **CCBP- National Community College Benchmark Project** - submitted 6/11 followed up by data confirmation on 6/29/2011
- **Broadcast Music, Inc. Annual Report** – completed 11/11
- **College Board Survey** – to be submitted 1/12
- **American Association of University Professionals FY2012** – to be submitted 1/12
- **Wintergreen Orchard Home Survey** – to be completed 1/12
- **Petersons Annual Survey of Undergraduate Institution** – completed 2/11
- **ACT Institutional Data Questionnaire** – completed 2/11
- **Higher Education Information Technology Service-Annual IT Salary Survey 2010/11** – completed 2/11
- **Peterson's Tuition Survey** – completed 8/11
- **Kansas Study** – submitted 7/11
- **EADA Athletic Survey** – submitted 10/11
- **St Louis Business Journal** – submitted 10/11

PROFESSIONAL DEVELOPMENT AND TEAMWORK

- **IE staff participated in:**
 - “Chasing” KC sponsored hot air balloon for Centralia's Balloonfest – 8/11
 - Reality Store (Centralia Junior High) – 3/11
 - Relay for Life activities throughout the year

- Heartwalk activities throughout the year
 - KC Family Reunion - 10/11
 - Veterans Breakfast – 11/11
 - Bell Ringing for Salvation Army - 12/11
- **iStrategy** – data validation has begun and is 99% complete. Awaiting arrival of new Title III Technology Support Specialist to complete.
 - **IAIR – Illinois Association of Institutional Research** – due to KC’s site visit, this conference was not attended this year. Membership dues were kept up to date.
 - The Grants Facilitator attended the **Illinois Community College Resource Development** State Conference in September. Training sessions included: Leading in Times of Uncertainty, Time Management, Developing Budgets for Successful Grant Proposals and National Science Foundation Proposals from a Faculty Reviewer’s Perspective. The annual state conference provides opportunities for continuing education and networking with representatives from state organizations (this year Mike Monaghan from the Illinois Community College Trustees Association and Elaine Johnson from the Illinois Community College Board) as well as grant personnel from other Illinois Community Colleges.
 - **DATATEL** IR Coordinator was appointed as a member of the Datatel Oversight Committee to replace IE Dean.

TITLE III STRENGTHENING INSTITUTIONS GRANT

SEMI-ANNUAL REPORT – JANUARY 2012

KEY PERSONNEL

Jill Klostermann, Acting Director; Kathy Overstreet, Curriculum and Learning Specialist; positions of Technology Support Specialist and Administrative Assistant are currently vacant

MISSION

TITLE III is a \$2M Strengthening Institutions Grant with a focus on student success; it is developmental in nature as opposed to operational. New programs and initiatives will be developed, test-piloted, implemented and institutionalized during the five-year period. Following the grant period, the tested, refined and most successful initiatives are to become a part of regular operations at Kaskaskia College.

In summary, Title III is designed to help Kaskaskia College expand its capacity to serve low-income students with demonstrated academic need by providing funds to improve and strengthen the academic quality, institutional management, and fiscal stability of the institution.

INITIATIVES

Redesigning Teaching and Learning

- Increased the capability to deliver instruction appropriate to students in Transitional Studies
 - Competency-based Learning
 - Instructional Technology
 - New Teaching Strategies-proven for diverse, at risk learners
- Increased Student Success by reforming Transitional and College-level courses.
- Faculty Development
 - Provided opportunity for faculty to receive 40 hours of professional development during Summer Institute
- Created Structured Learning Assistance (SLA) and Instructional Center of Excellence (ICE) labs

Strengthening Student Information Systems

- Enhanced Degree Audit Capabilities
- Improved student tracking and reporting for early intervention, student retention, and academic success
- Continuous course and program assessment and improvement

Title III Endowment Scholarship

YEAR 2 ACCOMPLISHMENTS

Curriculum Development

To adequately prepare KC's transitional studies students to succeed, Title III has been charged during the second year with piloting the redesigned Level I Math, English and Reading courses while also redesigning Level II Math, English and Reading courses. The redesign of these courses focused on infusing the courses with competency or content-based learning strategies, instructional technology, and strategies that address the needs of the at-risk learner.

Title III completed the Pilot of the reformed Level I Math and English courses in the fall 2010 semester. Key Faculty and Title III also successfully completed Level II Course Redesign. The redesign focused on developing and refining the learning outcomes for several classes currently being offered at Kaskaskia College. The courses being affected by the redesign are: Math 103, Math 102, Math 107, English 100 and Reading 111. The proposed redesigns were presented during the March Curriculum Council meeting and were approved and will be piloted.

A number of new instructional technologies were introduced to support the level II course redesigns. These include Inspiration (concept mapping), Whitesmoke (document proofing software), and ClipRead (a reading assistance tool) for the English and Reading. The Math department incorporated Geometer's Sketch Pad allows faculty to create illustrations for class lessons. As a result of faculty adoption, Title III has purchased additional licenses of each software package to include the Success Center and each Education Center. Title III is now ready to pilot Level II course redesigns for the Fall 2011 semester.

New Curriculum Teaching Model (Fast Forward Program)

Title III continues to move forward with progress toward its curriculum redesign efforts. A team of Title III faculty has developed a new teaching instruction model called Fast Forward which enables opportunities for students to learn mastery based, individualized, self-passed curriculum. The focus of this new teaching model provides

students a new style of learning which helps to motivate and encourage them to move quickly toward college credit courses while only remediating the deficiencies faculty have identified. The first pilot of this new program was conducted during the Spring 2011 semester focusing on math and English curriculum. Based on the successful outcomes of this pilot, the decision to institutionalize the program in the Fall 2011 semester was made.

New First Year College Experience (GUID109)

Title III redesigned the New Student Orientation program into a academically based curriculum designed to give new students the tools necessary to be successful in college. The course contains all new content that can be delivered face-to-face or completely online. Major areas GUID109 addresses with students include:

- I. KC's policies: The College
 - A. Academic honesty, core values, non-harassment, student handbook, mission, role in the community.
- II. Communication: Understanding Academic Jargon
- III. Career Planning: Planning for the Future
- IV. Student Services Role: The Success Connection
 - A. Steps to enrollment, registration, admissions, advising, ID, etc.
- V. Note Taking and Test Taking: Tools for Success
- VI. Reading for Information: Getting the Most from Your Textbook
- VII. Stress/Time Management and Healthy Life Choices: The Balancing Act
- VIII. Money Matters: The World of Financial Aid
- IX. Learning Styles: The Learning Connection
- X. Campus Activities: Getting Involved
 - A. Athletics and Student Clubs
- XI. Campus Resources: Who, What, When, and Where
 - A. Library, Success Center, Labs, Administration, Security, Campus maps, Bookstore, the KC website, Information Technology (support, student email, and Skydrive)

This new course was approved by Curriculum Council in the November 2010 meeting. GUID109 was piloted both in the Spring 2011 and Summer 2011 semesters and students report a positive experience in the delivered content. A planned institutionalization will be conducted in the Fall 2011 semester.

Summer Institute

The second Summer Institute proved to be a success with faculty who attended. This year's institute focused on two main topics, the first being Brain Based learning presented by Dr. Rita Smilkstein a nationally and internationally recognized expert on brain-compatible education. The second part of the institute focused on Learning Communities which will become a main focus for Kaskaskia College in years three through five. Linda Mitchell & Sue Jensen from Grossmont College in California discussed in a two day workshop, the importance of building meaningful learning experiences within the learning community setting. Key stipend faculty who participated in the Summer Institute are completing independent projects, implementing concepts taught during the weeklong institute into their own classroom experience.

Endowment

Title III was successful in obtaining a total of \$225,500, in Endowment pledges and therefore completed the five year goal of for the Title III Endowed Scholarship fund. The support of the Board for this program is very much appreciated. It is important to note that this five-year goal was achieved within 10 months. The KC Foundation front-loaded the federal matching funds which added a very positive feature to this project.

Many people helped achieve this goal, including the Title III Office, Advancement Office, Public Information Office, Marketing Office, Board of Trustees, KC Foundation Board of Directors, Administrative Services Office, Alumni Association, Friends of the Fine Arts, faculty, staff, and administration.

iStrategy Implementation

Initial iStrategy professional services were conducted by Blackboard, Inc. with the core Kaskaskia College iStrategy implementation team. Team members were introduced to the fundamental concepts that make up the foundation of the system. Team members worked with Blackboard iStrategy professionals to validate and ensure the iStrategy system produced accurate reporting data. In continued work, KC's key staff worked with the IT department to complete the baseline validation tasks assigned during the data validation.

On-Line Admissions Redesign

Work continues in developing an online method for prospective students to apply for admission to the college. Information Systems is leading the effort and have begun the preliminary design of how this application will be developed and fulfill the requirements of the Title III grant. Decisions have been made regarding the method of data collection and delivery as well as database server selection. Necessary technology is already in place to ensure confidential student data is protected. The process of defining necessary data fields used in the various forms has begun along with the initial

database structure design and creation. The new Admissions online application is set for user testing the fall of 2011 and production ready in spring 2012.

Staffing

The Director of Title III left Kaskaskia College in August 2011. In his absence, Jill Klostermann has been performing the duties of Director to ensure that no momentum was lost in the Title III project. She will remain the Acting Director of the project until the hiring of a permanent replacement is finalized.

Jeff Ebel also left the Title III team in August to assume the role of Director of Institutional Effectiveness. The hiring process was carried out to fill the position of Title III Technical Support Specialist and the board approved the chosen candidate in November. The new Support Specialist will start in January 2012.

External Evaluation

The Title III project welcomed its External Evaluator, David Caffey in September. This was the second annual visit from Mr. Caffey to ensure that the Kaskaskia College Title III project is achieving the goals set out in the original grant proposal as well as remaining federally compliant in all its actions. The evaluation visit went extremely well and Mr. Caffey had several glowing remarks about the project. Below is an excerpt from his summary report on his visit.

Year 2 performance objectives were attained and the project compiled an impressive list of achievements in curriculum revision and development of systems and services. In addition, the project has been an effective facilitator of systemic change that complements the efforts to reform curricula and employ more effective pedagogical strategies, and without which the other project improvements result in unnecessarily limited positive results.

The Title III team, including project staff, participating faculty members and College staff, and administrative leaders, is working through major changes in staffing. While the loss of the key staff members is a potentially disruptive event for any project, reorganization of the Title III staff is underway, responsibilities have been reassigned, KC colleagues are supportive, and the project continues to function well while the process of filling staff vacancies proceeds. The transition has been taken as an opportunity to reconsider the staffing pattern in light of current and future needs, and some adjustments have been made. The project is well positioned to restore staffing to full strength and maintain the effort to improve KC's fulfillment of its promise to at-risk and other students, of providing the best possible opportunities for growth and success.

INFORMATION TECHNOLOGY

SEMI-ANNUAL REPORT – JANUARY 2012

KEY PERSONNEL

Gina Schuetz, Director; Stacy Arning, Laura Baker, Tom Cox, Kathy Crain, Nic Farley, Bruce Fischer, Garren King, Joe Kurwicki, Brandon Richter, Ken Starr, Mike Stone, Travis Turley

INSTRUCTIONAL

- Replaced computers and provided MS Office 2010 in the instructional lab at the Correctional Center.
- Replaced computers in CISO Lab L-201. This provides students with multiple operating system environments on each machine.
- Provided students with the latest drafting software by updating the Drafting Lab with the newest version of AutoCad 12.
- Provided the latest “smart” technology in ST-130 and ST-101 renovated science labs.
- Installed LCD projector and screen in ST-129 classroom.
- Installed new ADA compliant computer lab in the Library. This lab provides special needs students with the latest adaptive technology equipment and software.
- Improved support to online students by implementing live chat support software.
- Improved web services to students by maintaining a current list of late starting classes on CampusNet and the main website.

INSTITUTIONAL

- Replaced all staff and faculty office computers, installed new network cabling, and updated network server at the Correctional Center. Provided the latest Windows operating system and MS Office software.

- Improved video quality in the auditorium by installing a dual lamp projector system designed specifically for large venues.
- Continue to replace several faculty and staff computers according to the equipment plan.
- Installed cellular repeater at the Crisp Center to improve cell service.

CLASS CANCELLATIONS

Improved the process to inform students of class cancellations by allowing students to “opt in” to receive a text through KCAAlert. When an instructor cancels class, a text message is sent to the student informing them of the cancellation and directs them to the College’s website for additional information.

BANDWIDTH

Last fall, the main campus switched to a DS3 circuit connecting the main campus to Illinois Century Network and increasing KC’s access from a 10.5Mb to a 45Mb pipeline to the Internet.

Also in August 2010, Clearwave Communications, of Herrin, Illinois, as part of the Illinois Broadband Opportunity Partnership (IBOP), received a grant award by the National Telecommunications and Information Administration’s (NTIA’s) Broadband Technology Opportunities Program (BTOP) to develop rural broadband. With the help of these federal and state grants, and additional private funds, Clearwave will be building much needed middle-mile infrastructure to make broadband accessible in the rural areas of southern Illinois, as well as directly connecting colleges, K-12 schools, libraries, health care providers and public safety entities. Through this project, Clearwave will construct 740 miles of new fiber optic cable, as illustrated in the map below, to provide high-speed bandwidth speeds of up to 1 Gbps. The estimated cost of this project is more than 45 million dollars.

As a community anchor institution, the College has entered an agreement with Clearwave

Communications to provide the main campus with a high-speed 100Mb fiber connection to the Internet. We anticipate fiber construction to the College will begin early summer and the connection will be completed in August 2012. This high-speed



fiber network will support the College's need to increase bandwidth in the future as we continue to provide students with web services and resources, online class offerings, and streaming media.

EXTERNAL WEBSITE IMPROVEMENTS

- ***Newly designed web pages:***
 - **Brick Paver Search**
 - **Admissions Redesign**
 - **Success Center Redesign**
 - **Learning Communities**
 - **New Experimental Home Page**
 - **Campus BUZZ**
 - **Athletics Hall of Fame**
 - **Added Social Networking Features to News Articles**
 - **Season of Entertainment**
 - **Cross-Country webpages**

- ***Online form submittals:***
 - **New Student Orientation**
 - **International Trade Seminar**
 - **Student Data Form**
 - **Scholarship Search**
 - **Standardized code on online student loan application**

- ***Other:***
 - **Researched Content Management System**
 - **AQIP Program Sheets were added to all program pages (Gainful Employment)**
 - **Audited Website Security**
 - **Created intermediate page to Blackboard login to prevent page not found error in the event Blackboard is down**

- ***Improved:***
 - **Athletics Section Code**
 - **Improved Website Standardization**
 - **Improved logic on class schedules**
 - **Fixed code issues with Library Subscriptions**
 - **Improved Website Standardization**
 - **President's webpages, including awards sectioning.**
 - **Applied AQIP recommendations to website**

AQIP

- Provided leadership in the continuous improvement of the AQIP Process Map project. Incorporated the project into normal business practices and ensured that processes are in place to review process maps by various departments and provide the latest version on CampusNet.

- In addition to several staff members participating on the AFEP Communications Team, IT supported to the Adjunct Faculty Enrichment Project by providing the following:
 - Developed team sites on CampusNet for each of the committees to share information.
 - Designed and implemented a Faculty Constituency page to include Faculty Resources which provides easy access to pertinent information at one central location.
 - Developed an accurate and current adjunct faculty list to use for communication, developed a list of benefits/employee discounts, provided a list of department chairs and program directors.
 - Created a Professional Growth and Development section on the CampusNet calendar.
 - Presented CampusNet to adjunct faculty during the fall Professional Growth and Development Workshop and provided training sessions.

MEDIA SERVICES

- Completed approximately 130+ Helpdesk tickets in a variety of Media related service ranging from classroom assistance to entire concerts.

- Provided media support to numerous evening events scheduled in the Life Long Learning Center, Vandalia Campus, Auditorium, and Student Center.

CUSTOMER SERVICE AND SUPPORT

A key component of the day-to-day operations of the IT Department is providing technical support to both staff and students. Technical issues and services are scheduled according to priority and an available technician is dispatched in a timely

manner. During this year, the IT Department responded to approximately 1,900 trouble tickets for various categories listed in the following table.

2011						
	Jul	Aug	Sep	Oct	Nov	Dec
After Hours	1	1	6	5	1	
AS400		2	1			
Datatel	39	74	39	31	25	8
DL	4	4	4	5	3	1
Exiting Employee	3	2	1		5	1
Imaging	1				2	
Logins	3					
Media	24	25	33	14	30	8
Network	36	71	36	46	16	12
New Employee	2	7	2		1	3
Office Moves	1	6	3			1
Other	3	31	17	25	18	11
PC Support	58	109	108	87	114	51
Peripherals	30	35	31	21	22	9
Personnel Directory	1	1	1	1	1	1
Phone	4	12	9	5	4	3
SharePoint	9	9	9	11	1	2
Web	54	78	118	73	40	22
TOTAL	273	467	418	324	283	133

DATATEL COLLEAGUE

- ***On Going Improvements*** – The Datatel Oversight Committee continues to meet on a bi-weekly basis to address process improvements by exploring new opportunities to further improve the quality of services and support for students and staff.
- ***Licensing*** – Due to user high-volume, purchased and installed additional Datatel licenses to accommodate peak times during semester registration.
- ***Software Updates*** – In addition to regularly scheduled monthly updates, completed a critical software update in the Financial module for e-Commerce. This update ensures that Colleague supports the new PA-DSS standard for PCI compliance. The update removed sensitive stored credit card data and replaced the processing function of credit card information to a certified e-commerce provider that is PCI compliant.

- **Web-based User Interface** – Implemented the latest Colleague user interface UI 4.3 and provided end user training. This interface will provide users with the following enhancements:
- **Enhancements** – Improved business practices by implementing the following enhancements:
 - Added Ferpa warning to user screen to ensure confidential student information is protected.
 - Improved communication by printing “special class comments” on the student’s class schedule.
 - Updated all forms for students and faculty and posted them on CampusNet
- **iStrategy** – members of the IT Department are part of the implementation team for this business intelligence solution. The project has been delayed due to personnel restructuring in the Title III department. With the new Technology Support Specialist starting in January, plans are to “go live” with this solution in late Spring/early Summer of 2012.

FINANCIAL OPERATIONS

ACCOUNTING, FINANCE, GRANTS, REPORTING, INTERNAL CONTROLS

SEMI-ANNUAL REPORT – JANUARY 2012

MISSION

The departments comprising financial operations are dedicated to providing prompt, accurate, and friendly financial services to Kaskaskia College students, faculty, staff, and board of trustees.

The Financial Operations Department is comprised of Accounting, Purchasing, Accounts Payable, Accounts Receivable, the Bookstore, Child Care, the Print Shop, the Mailroom, and Internal Controls

ACCOUNTING, FINANCE, GRANTS, REPORTING, INTERNAL CONTROLS

KEY PERSONNEL

Mary Dant, Controller; Suzanne Arndt, Accountant for Financial Reporting; Tina Horton, Accountant

- In the fall of 2011, the College's external auditors, McGladrey & Pullen, conducted the FY 2011 audit. The College received an excellent audit, with no financial findings. Some processes are being reviewed to comply with the firm's suggestions for improvement.
- Suzanne Arndt filled the position of Accountant for Financial Reporting. This position will take responsibility for all state, federal and College financial reporting, internal controls, and assist the Controller with other duties.
- A Student Worker Committee has been formed to address issues in the process of hiring student workers and budget concerns for total institutional cost of student workers.
- Worked with Accounts Receivable to set up new ledger accounts for Centralia Correctional Center to track invoices and payments.
- Completed tax levy calculation, related Board resolutions and legal notice for the 2011 tax levy.
- Implemented procedures to cut down on paper usage and hard copy storage: scanning documents and reports, exporting reports to Acrobat or Excel, and saving on Business Office shared drive.

- Expanded auditor's Share Point website with Datatel reports in Excel or Acrobat format instead of providing hardcopies. All documents for auditors were provided in electronic format to conserve paper usage and make information more readily available.
- Uniform Financial Reporting Standards (UFRS) audited and post-audit reconciliation was completed.
- Unit Cost Report and Unit Cost Reconciliation was completed.
- Government Finance Officers Association (GFOA) Introduction and Management Discussion and Analysis were completed.
- GFOA Statistical Section of Audit Report was completed.
- Annual Report of Unclaimed Property was completed.
- Certificate of Publication for Annual Financial Statements was completed.
- Application for GFOA Award for Excellence in Financial Reporting was submitted for Fiscal Year 2011 Audit Report.
- Finance portion of the Integrated Postsecondary Education Data System (IPEDS) report was completed and filed.
- Reassigned job duties to key personnel to provide better segregation of duties controls for cash control/reconciliation.
- Set up enhanced monthly financial reporting for Auxiliary Services.
- Completed internal control review of Automotive Technology department.
- Reviewed book buyback procedures in the Bookstore.
- Implemented sales tax reporting improvement for Cafeteria.
- Committees served on: Datatel Oversight Committee, Active Campus Portal, Budget Committee, Tuition & Fees Committee, and Student Worker Committee

ACCOUNTS PAYABLE

KEY PERSONNEL

Misti Pawlisa, Laura Findley

- Accounts Payable (AP) has issued 6,052 checks through December 9 for FY12.
- 1,603 Purchase Orders have been created through December 9 for FY12.
- Committees served on: Active Campus Portal, Alumni & Friends.
- The AP staff, along with Payroll, remains active in community service, in particular by participating in KC "Kicking Cancer" Relay for Life team, which is chaired by Misti Pawlisa.

ACCOUNTS RECEIVABLE

KEY PERSONNEL

Nancy Mattson, Coordinator; Kathie Bryan, Brenda Pieron, Laura Haag, Kathryn Stover, Caitlin Burroughs

- Continuing to customize notes on account statements in order for students to better understand their outstanding balance.
- Improving coordination with Financial Aid to ensure accurate student account balance information.
- Improved tracking on Datatel payment plans
- Re-evaluating outside scholarship process and re-structuring procedures to better track and reconcile all outside scholarship payments.
- Currently working with the Enrollment Management Team to assist students with prior balances who would like to enroll in upcoming terms.
- Committees served on: Datatel Oversight Committee, Active Campus Portal, Tuition & Fees Committee.

PAYROLL

KEY PERSONNEL

Linda Hellmann, Donna McKay, Kathryn Stover

- The Payroll Department has issued 1,850 checks and 1,866 direct deposit advices through November 30 for FY12.
- The Payroll Department submitted materials electronically on the Audit Team Share Point site for the annual audit. Resources such as time and materials were saved using this method.

PURCHASING OFFICE

KEY PERSONNEL

Craig Roper, Director; Robyn Rohrscheib

During the past six months, the Purchasing Office has completed 34 formal price quotations and 5 bids. A partial list of purchases for which price quotations were obtained includes:

- Uniforms and equipment for Women's Soccer, Men's Basketball, Men's Baseball, Men's Soccer, Women's Softball, athletic training supplies for the newly hired athletic trainer, scorer's table for the gymnasium, and electronic batting cages to be installed in the KCSA Sports & Activities Facility
- Printing of Spring 2012 class schedules, and student newspaper (Scroll)

- Library periodicals
- Instructional equipment and supplies for Welding, Certified Nurse Assistant, Truck Driver Training, Auto Collision, Automotive Technology, Respiratory Therapy, and Carpentry
- Transportation for Cosmetology and Women's Softball
- Portable storage building for the Vandalia Campus
- Portable stage for use in the Lifelong Learning Center
- Acoustical wall panels to be installed in the Library

Bids coordinated by the Purchasing Office include:

- Cosmetology & Cosmetology Nail Technology Programs
- Desktop computers, smart technology, and notebook computers (in cooperation with the IT Department)
- Graduation Regalia
- Athletic sports flooring to be installed in the KCSA Sports & Activities Facility

BOOKSTORE

KEY PERSONNEL

Cheryl Johnson, Bookstore Manager; Marlene Cole, Diane Hanke, Sharon Hanke

The KC Bookstore has previously offered students enrolled in English 101 and 102, and Speech 103 the option of renting their textbooks. The KC Bookstore has partnered with Nebraska Book Company (NBC) to offer additional rental titles through NBC's textbook rental program. Students enrolled in Psychology 101, Philosophy 119, Law 110, Literature 218, Medical-Surgical Nursing, and Biology 121 now have the option of renting their textbooks.

INVENTORY CONTROL

KEY PERSONNEL

Mary Dant, Craig Roper, Mydung Trieu

During the first half of FY 2012, the following tasks relative to inventory control have been completed:

- Tagging and recording fixed assets, both on and off campus
 - A total of 79 pieces of equipment have been tagged with numeric tags on the main campus and education centers
 - A total of 570 items have been tagged with blue-property-of tags on the main campus and in the education centers. Presently, the College has

- over 4,000 pieces of equipment with a value less than \$500 that have been tagged with “Property Of” tags
 - 161 pieces of equipment have been identified for inclusion in the Colleague Fixed Asset Module
 - Equipment identification tags have been removed from 376 pieces of equipment that do not meet the College’s definition of a fixed asset
- Setting up 240 fixed asset records in the Colleague Fixed Asset Module
- Preparing monthly fixed assets reports
- Preparing monthly fixed assets depreciation reports
- Posting monthly fixed assets depreciation to general ledger
- Preparing fixed assets list for insurance purposes
- Verifying the fixed asset inventory at the Vandalia Education Center:
 - As of Dec 16, 2011, 223 of 223 pieces (100%) of equipment at the Vandalia Education Center that are listed in the Fixed Asset Module were accounted for. Mydung Trieu is beginning the process of monitoring fixed assets both on campus at the education centers
- Working with the IT staff to modifying the FXER, FXPR, and NCAR forms in the Fixed Asset Module to have needed information added on these reports

CHILDREN’S LEARNING CENTER

KEY PERSONNEL

Sharon Grice, Director; Pam Smith

The Children’s Learning Center (CLC) continues to serve students, staff, and alumni by providing a theme-based curriculum for children enrolled in the Center.

The following table details the Children’s Learning Center’s enrollment for fiscal year 2011/12:

Semester	Beginning Enrollment	Ending Enrollment
Summer 2011	45	47
Fall 2011	60	56

Activities occurring during the past six months include:

- All CLC staff received CPR re-certification in October 2011
- Staff participated in the KC Family Reunion & Open House in October by providing tours and promoting the CLC

- In November 2011 the CLC passed an on-site review of the Illinois State Board of Education Food Service Program
- The 5-Year Operational Plan for the Children's Learning Center is being reviewed and updated. The content of the plan will provide more comprehensive objectives relative to improving the financial performance of the Center to include, but not limited to, growth in enrollment, marketing, and review of expenses

MAILROOM

KEY PERSONNEL

Ron Kwiatkowski, Cheryl Johnson

The process of charging departments for their mailings has now been implemented. Each department is now charged for their mail and monthly billing is submitted to the Business Office.

Ron Kwiatkowski continues to work with staff on campus to ensure campus mail is processed economically and efficiently.

For the period of July 1, 2011 through November 30, 2011 the Mailroom has processed 57,485 pieces of out-going mail.

PRINT SHOP

KEY PERSONNEL

Malia Boozer, Beth Baggett

The Print Shop continues to serve faculty and staff with printing needs. During the period of July 1, 2011 through November 30, 2011 the Print Shop completed 2,987 job tickets. Print Shop sales for the same period is just over \$111,000.

CAFETERIA

KEY PERSONNEL

Joyce Meyer, Kristin Williams

Due to requests and suggestions received from student forums held during the fall semester, the Cafeteria has adjusted several menu items and pricing. The adjustments include:

1. Hot dogs were added to the daily menu
2. Added additional sugar-free items to the daily menu
 - a. Sugar-free pudding cups
 - b. Sugar-free Jello cups
 - c. Sugar-free chocolate chip cookies
3. Added additional items to the \$1 menu
 - a. Mini burger
 - b. Bosco sticks

The Cafeteria continues to offer a refillable mug. The mug can be purchased for \$3.25 with refills of coffee, tea, or soda for \$.50.

During the fall 2011 semester, the Cafeteria held two drawings. The first drawing was for several ice chests provided by Coca-Cola. The second drawing was for 2 large teddy bears also provided by Coca-Cola.

CATERING

KEY PERSONNEL

Sandy Taylor, Laura Hudson

For the period of July 1, 2011 through December 2011 the Catering Department provided catering for 238 events with a total attendance of 16,352 guests.

SAFETY AND SECURITY

SEMI-ANNUAL REPORT – JANUARY 2012

KEY PERSONNEL

Deana Belcher, Director; Steve Donoho, Darrel Gordon, Lavern Holtgrave, Don Marshall, Vicki Massaro, Ron Perkins, Jay Perry, and Josh Adkins

- Officers completed their annual CPR/AED training.
- Shuttle transportation was provided by officers during events such as the Enduring Freedom Celebration, concerts, Season of Entertainment events, KC Family Reunion and Open House, and various other activities that took place on campus.
- Officers assisted with the yearly inspection of the fire safety equipment located on campus as well as those at the Education Centers and the Crisp Technology Building.
- A campus-wide fire alarm drill was conducted in October.
- The department assisted students, employees, and visitors with 14 vehicle unlocks, 27 jumpstarts, and several lost and found items.
- The Annual Campus Security Report was revised in order to maintain compliance with State/Federal Regulations; the updated information is available to the public, students, and employees in October. The report outlines and details several state/federal guidelines and information is disclosed concerning crime on/around the campus and other college properties. Training was provided to the Campus Security Authorities concerning their responsibility for reporting any occurrence of certain criminal offenses that they are made aware of.
- Along with the assistance of the IT Department, a surveillance security system was installed in the Bookstore.
- Developed and implemented a new system for keeping the College fleet maintained, inspected, and detailed.

PHYSICAL PLANT
SEMI-ANNUAL REPORT – JANUARY 2012

KEY PERSONNEL

Phil Ellrich, Director; Laura Finley, Randy Cole, Jim Kampwerth, Rodney Saeger, Frank loerger, Mark Lee, Jack Turpin, Bruce Valade, Tom White, Jason Cavaletto, Matt Lindow, Gary Shanafelt, Dwight Snyder, Don Lewis, Terry Koch, David Langenhorst, Ivan Neabuhr, Barb Sosa, Alysha Ruepke, Timothy Barwald, Tyler Monkman, Ed Parker, Todd Lewis, Bill Emery, Betty LaBelle, Richard Pawlisa, Ron Dennison, Ron Casseday, Gary Hopper, Jim Walter, Matt Szatkowski

The Physical Plant Department continues to actively support the Mission of the College by providing timely, efficient maintenance projects and repairs, and high quality building and grounds services. The following is a list of major initiatives taken beyond the day to day duties of the Physical Plant Staff.

PROGRAM SET UPS

Building and Grounds staff worked in conjunction with numerous local, community, and regional entities to provide facilities and services for a wide variety of programs and functions. This effort continues to ensure that Kaskaskia College provides educational, technical, and cultural opportunities to residents of the district. Since July 2012 a total of 12,790 students, staff, faculty, and patrons of the College were served through program set ups completed by Building and Grounds Staff.

PROJECTS

The planned energy audit has been suspended until work has completed on the 2011 PHS HVAC replacement which is currently underway. This replacement allows for a more accurate audit with pumps and control valve replacements to the existing two pipe HVAC system.

ARBORETUM

To date two hundred seventy (270) trees have been planted on the main campus with shrubbery being introduced alternately.

KC RECYCLING

Recycling program will be reviewed to incorporate its clubs, organizations and societies into assisting and raising funds for their groups.

CAPITAL PROJECTS

SEMI-ANNUAL REPORT – JANUARY 2012

KEY PERSONNEL

Nancy Kinsey, Vice President of Administrative Services; Donna Matanane

PROJECTS COMPLETED JULY - DECEMBER 2011

- Renovation of North Biology Lab Phase III
- Renovation of Agriculture Lab
- HVAC Improvements (PHS)
- Water Valve & Fire Hydrant Replacements
- Stairwell Renovations Phase I
- Auditorium Stage Improvements
- HVAC improvements at Crisp Technology Center

PROJECTS UNDERWAY IN 2011

- Fitness Trail
- HVAC Improvements – Library (CDB)
- Science Lab Remodeling Phase IV
- Sports & Activities Facility – Flooring
- Restroom Renovations Phase II
- Physical Plant Equipment Storage Facility
- HVAC improvements at the Crisp Technology Center
- Renovation of Science Faculty Offices

FUTURE PROJECTS

- Vandalia Education Center Phase II
- Crisp Technology Center Expansion and Renovation
- Construction of Trenton Education Center
- Construction of Nashville Education Center
- Lifelong Learning Center Phase II (nursing facility)
- Agriculture Facility (arena, labs, classrooms)
- Sports & Wellness Complex Phase II (dressing/locker rooms)
- Stairwell renovations (future phases)
- Replacement of sidewalk lights

- Restroom renovations (future phases)
- Install automatic door openers
- Science lab renovations (future phases)
- Replace emergency lights/signs
- Install ADA-compliant room signage
- Replace pedestrian bridge (L/AD)
- Replace air handlers in Fine Arts Building
- Replacement of unit ventilators
- Replacement of lighting and ceilings in office and locker rooms in gymnasium building
- Security Enhancements
- Video Surveillance Security System
- Development & implementation of an energy management plan
- Art in Architecture Project outside the Dee and Sue Boswell Art Gallery