

Board Report - Career Planning Coordinator

April 2017

Ready To

Ready for College

- Information about scholarships and summer enrichment activities continues to be provided to students on an on-going basis.
- Workshops to assist with SAT / ACT Registration, College Exploration and Scholarship Searching continue to be conducted, focusing on college bound juniors.

Ready to Work

- Lessons on cover letters, resumes, thank you letters and reference pages continue to be offered, Students can also schedule individual time to work creating and revising these documents.
- Templates for resumes / cover letters / reference pages and thank you letters have been developed and disseminated to instructors and students.

WIN

- Our students continue to on their Career Readiness Assessments in the WIN Career Readiness System. I continue to work with students and staff to familiarize them with software and its applications. I regularly work in the classroom with students utilizing this system.
- Currently, 94% (723 of 769) of ECTS students are actively working toward completion of their Career Readiness Certificates. To date, 392 students have earned a Bronze, Silver or Gold certificate. The goal is for students earn their gold certificate prior to graduation.

NOCTI & NIMS

- The Event Planning Committee put on a NOCTI Prep Rally on March 30th. The students participated in a Kahoot game and received prizes and stress balls in preparation for the NOCTI. The event was a great success.
- Campus-Wide online NOCTI testing took place on April 5th; performance testing took place on April 6th. April 7th was used as a make-up test day for the written exam.

Student Recognition

- Each month, the Career Planning Coordinator accepts nominations from the faculty for the Millcreek Kiwanis Citizenship Award. The prerequisite for this award is “an individual who has demonstrated moral character, courage, leadership, health and physical fitness, service, recognition received for their efforts, scholastic preparation and total citizenship.” Students receive certificates of achievement and a \$100.00 book scholarship at the award ceremony.
- Taylor Glover, COS, McDowell High School was selected as the recipient for the March.
- Loran Bennett, HEA, Girard was selected as the recipient for April. Both young ladies will be attending the next awards ceremony on April 24, 2017.

ROVA

- ECTS will host the sponsoring ROVA Rotary clubs for a ROVA wrap up.
- The event will allow the sponsoring Rotary clubs to meet the students that they sponsored to attend ROVA.