

BOARD OF TRUSTEES MEETING

April 28, 2023 – 8:30 a.m.

Serrick Campus Center, Defiance College

ORDER OF BUSINESS

A. CALL TO ORDER (Scott M)

B. ROLL CALL (Megan B)

Sandra Barber (Vice Chair)
John Bridenbaugh
Katrina DeGroff (Second Vice Chair)
Jeffrey Erb
Lisa McClure
Joel Miller
Scott Mull (Chair)
Mickey Schwarzbek

C. PLEDGE OF ALLEGIANCE

D. MISSION, VISION & VALUES (Volunteer)

E. PRESENTATION – Fanning Howey (Architect) – B Building / Van Wert

F. AUDIENCE PARTICIPATION

G. CHIEF EXECUTIVE OFFICER REPORT (Todd H)

- Vice President – Enrollment Management & Student Affairs (Lana Snider)
- Vice President – Academics (Dan Burklo)
- Vice President – Chief Fiscal & Administrative Officer (Jenny Thome)
- Vice President – Workforce (Jim Drewes)
- Vice President – Human Resources & Leadership Development (Katy McKelvey)
- Executive Vice President (Albert Lewis Jr)
- President (Todd Hernandez)

H. BOARD DISCUSSION ITEMS (Scott M & Todd H)

- Facilities Project Update (Jenny T)
- FY24 Budget Preparations (Jenny T / Todd H)
- Strategic Planning Update (Todd H)
- FY23-24 Student Fees (Dan B)
- Policy and Procedure Updates (Todd H)

Mission Statement: To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities.

Vision: Northwest State Community College will be a leader in education that empowers individuals and communities.

Values: People, Integrity and Learning

- Police Carry Policy
- Responsible Contractor

I. CHIEF FISCAL OFFICER REPORT (Jenny T)

- Financial Report as of February 28, 2023

J. CONSENT AGENDA (Megan B)

1. Consent Agenda Items (roll call vote)
 - a. Minutes of the February 24, 2023 Meeting
 - b. Resignations
 - c. Retirements
 - d. Employ Full-Time Administrative Assistant – Admissions
 - e. Employ Full-Time Custodian
 - f. Employ Full-Time Administrative Assistant – Foundation, BSSC & Marketing
 - g. Employ Full-Time Bookstore/Retail & Food Service Clerk
 - h. Miscellaneous Employment Contracts
 - i. International Travel
 - j. Approval of 2023-2024 Student Fees

K. PROPOSED RESOLUTION (Megan B)

1. Approval of the 2023-2026 College Strategic Plan

L. OTHER BUSINESS (Todd H)

1. Upcoming Board Activities
 - a. Spring Commencement (Founders Hall) – May 13
 - b. Financial Disclosures Due – May 15
 - c. President’s Evaluation Due – May 15
 - d. Foundation Green Carpet Event – May 18
 - e. Governance Leadership Institute – August 2-4
 - f. ACCT Leadership Congress – October 9-12
2. Board Vacancy (Henry Co.)

M. EXECUTIVE SESSION

N. ADJOURNMENT (Scott M)

Mission Statement: To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities.

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The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, February 24, 2023 at 11:30 a.m.

Lisa McClure, Chair of the Board, stated that “the record should show that notice of this meeting has been given in accordance with the Ohio Revised Code, Section 121.22(F).”

MEMBERS PRESENT

23-1

Members present: Sandy Barber, John Bridenbaugh, Katrina DeGross, Jeff Erb, Lisa McClure, Joel Miller, Scott Mull and Mickey Schwarzbek
Absent: Ron Ernsberger

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance: I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

NSCC MISSION STATEMENT

Trustee Erb read the College’s mission statement: To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities. This statement guides the board, administration, faculty and staff in all decisions of the College.

VISION AND VALUES

Trustee Erb read the College’s vision and values statements:

Vision – Northwest State Community College will be a leader in education that empowers individuals and communities.

Values:

People – We believe in the power of teamwork, bringing people of diverse backgrounds and communities together to excel.

Integrity – We believe that honesty, respect, and accountability are the basis of building trust.

Learning – We believe that the acquisition and application of knowledge is the key to success, and to that end, we provide access to greater opportunities through education, training, and services.

EXECUTIVE SESSION

23-2

Mr. Miller moved and Mr. Erb seconded a motion to go into executive session to discuss the employment of a public employee or official.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGroff, Erb, McClure, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

Following executive session, the meeting moved back to regular session and on record at 12:20 p.m. The Chair stated that the annual self-evaluation of the Board has been conducted in accordance with Board policy.

CUSTOM TRAINING SOLUTIONS (CTS) REIMAGINED

Custom Training Solutions (CTS) is the workforce development division of the College. CTS engages with businesses, agencies, individuals and secondary schools to find out what type of workforce training is needed, provides industry specific program development and offers for-credit services including CCP and pre and registered apprenticeships. CTS offers on and off-site training, as well as for-credit and non-credit classes and training. The division recently underwent a restructuring process which will improve customer service, operational efficiency and resource generation. Several new positions were added as well as promotions and job title changes implemented within the division to advance the mission and serve our local communities more efficiently and effectively. Vice President – Workforce Development Jim Drewes introduced his CTS division members and each team member discussed his / her role in CTS and how the division positively impacts enrollment and helps business and industry with filling open positions and upskilling the workforce.

CHIEF EXECUTIVE OFFICE REPORT

Each of the Vice Presidents provided a report from their respective areas. Lana Snider, VP for Enrollment Management & Student Affairs provided an enrollment update. Spring enrollment (pre-second eight weeks) is at an 82% retention rate. The Game Con event in early January brought over 270 people to campus and was a huge success. Over 70% of the attendees had never visited the NSCC campus before. Dan Burklo, VP for Academics, reported that the college catalog is now live on the website and interactive. Al Lewis Jr., EVP / CoS reported that an architect has been selected for both the B Building and Van Wert campus renovations. Fanning Howey out of Celina won the bids for both projects.

BOARD DISCUSSION ITEMS

Adjusted Budget – The revised budget includes revenue adjustments in the amount of \$5,232,266, which includes an increase in tuition of \$790,366 and a decrease in capital of \$6 million. This is due to the delay in the B Building and Van Wert renovation projects to next fiscal year. The revised budget total is \$30,369,906. There was also \$37,920

added to reserves.

Facilities Update – The solar array project is continuing to move forward. The utility company, Toledo Edison, has been working with the contractors to confirm next steps.

Strategic Planning Update – The goals and sub goals were presented to the Board and they were given the opportunity to provide feedback. The final version of the FY23-26 Strategic Plan will be brought to the Board in April for approval.

ODHE Duplicate Program Report – Under section 3345.35 of the Ohio Revised Code, the Board of Trustees of state institutions are required to evaluate all courses and programs based on enrollment and duplication with other state institutions of higher ed. VP Burklo completed the report based on guidance from the Department of Higher Education. This is a consent item for your review and approval.

Affirmation of Textbook Selection Policy – Section 733.20 of HB 110 requires the Board of Trustees of each public institution to adopt or affirm a textbook policy. NSCC adopted its policy in June 2018 and included it as part of the 2022 ODHE Affordability and Efficiency Report requirements. We are asking the Board to affirm the policy as part of the consent agenda.

Policy & Procedure Updates –

Testing Your Faith Act – H.B. 353 requires the college to enact a policy that reasonably accommodates the sincerely held religious beliefs and practices of individual students. This policy, named Religious Accommodations for Students, is to be effective by the April 1 deadline, so a policy has been created for board approval. A procedure will also be created in accordance with the established guidelines provided by the state.

Hidden Hero Scholarship Program – H.B. 569 allows for the College to create a scholarship for those that care for disabled veterans. The College is not acting at this time, but will work with the Foundation in the future for any needs that may arise.

CHIEF FISCAL OFFICER REPORT

23-3

Ms. Barber moved and Ms. DeGroff seconded the following motion:

Ms. Jennifer Thome, Chief Fiscal & Administrative Officer, presented the cumulative financial report to inform the Board of Trustees of the College's financial condition as of October 31, 2022.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGroff, Erb, McClure, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

CONSENT AGENDA APPROVED

Mr. Miller moved and Mr. Schwarzbek seconded the following consent items:

MINUTES OF THE DECEMBER 9, 2022 BOARD MEETING

23-4

RESIGNATION

23-5

WHEREAS, Brad Geer, Coordinator – Prior and Workplace Learning, has submitted his

resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Brad Geer, effective February 9, 2023 be accepted.

RETIREMENT

23-6

WHEREAS, Debra Fortney, Training Coordinator, has submitted her retirement notice; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement of Debra Fortney, effective February 28, 2023 be accepted.

EMPLOY FULL-TIME ASSISTANT – STUDENT ACCOUNTS RECEIVABLE

23-7

WHEREAS, the position of full-time Assistant – Student Accounts Receivable was left vacant due to the promotion of Heather Hagerman to Accounts Payable Associate; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Chief Fiscal & Administrative Officer and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Cynthia Roehrig be employed as full-time Assistant – Student Accounts Receivable effective December 14, 2022 at an annual salary of \$38,500. This is a graded position.

EMPLOY FULL-TIME PAYROLL ACCOUNTANT

23-8

WHEREAS, the position of full-time Payroll Accountant was left vacant due to the resignation of Melissa Vine; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Chief Fiscal & Administrative Officer and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Denise Pollard be employed as full-time Payroll Accountant effective December 15, 2022 at an annual salary of \$44,000. This is a graded position.

EMPLOY FULL-TIME FINANCIAL ACCOUNTANT

23-9

WHEREAS, the position of full-time Accounting Manager was left vacant due to the resignation of Tracy Deblin; and

WHEREAS, the position was reviewed and updates were made to the job title, duties and requirements; and

WHEREAS, the position requires more experience and greater knowledge of accounting practices including accounting and audit support to the Controller and compliance with all applicable state and federal regulations and guidelines relating to higher education and accounting principles; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Chief Fiscal & Administrative Officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Samantha Thiel be employed as full-time Financial Accountant effective December 19, 2022 at an annual salary of \$42,000. This is a graded position.

EMPLOY FULL-TIME MANUFACTURING TRAINING MANAGER

23-10

WHEREAS, the position of full-time Manufacturing Training Manager was created as part of the reorganization and restructure of the Custom Training Solutions (CTS) division; and

WHEREAS, this position is responsible for building, developing and updating technical curriculum as needed, delivering technical instruction for revenue generation in Advanced Manufacturing topics for business clients, and supervising CTS instructors in the manufacturing and skilled trade positions; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President – Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Joseph Golden be employed as full-time Manufacturing Training Manager effective January 3, 2023 at an annual salary of \$70,000. This is a graded position.

EMPLOY FULL-TIME YOUTH AND COMMUNITY PROGRAM COORDINATOR

23-11

WHEREAS, the position of full-time Youth and Community Program Coordinator was created in partnership with Fulton County Job & Family Services (JFS); and

WHEREAS, this position is responsible for promoting the College as THE source for education and career opportunities to youth in northwest Ohio in the areas of agriculture, business, engineering, allied health and manufacturing; and

WHEREAS, the mission of this position is to help youth identify their interests, develop career plans and guide the students to the formal education or training in support of the individual student; and

WHEREAS, a qualified candidate was identified by Fulton County JFS; and

WHEREAS, the Vice President – Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Diana Howey be employed as full-time Youth and Community Program Coordinator effective January 3, 2023 with an annual salary of \$60,000. This position will be reviewed annually and is contingent on funding and the ongoing partnership with the Fulton County JFS agency.

EMPLOY FULL-TIME REGISTRAR ASSISTANT

23-12

WHEREAS, the position of full-time Registrar Assistant was left vacant due to the promotion of Lisa Spiess to Senior Registrar Assistant; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President – Enrollment Management & Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Eliza Avers be employed as full-time Registrar Assistant effective January 3, 2023 at an annual salary of \$33,862.40. This is in accordance with the Support Staff Bargaining Agreement.

EMPLOY FULL-TIME DIRECTOR OF BUSINESS DEVELOPMENT

23-13

WHEREAS, the position of full-time Director of Business Development was created as part of the reorganization and restructure of the Custom Training Solutions (CTS) division; and

WHEREAS, this position provides strategic leadership for the management and delivery of quality, market-relevant training and human capital solutions for small, medium and large companies; and

WHEREAS, the Vice President – Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Matthew Kibler be employed as full-time Director of Business Development effective January 4, 2023 at an annual salary of \$72,000 with eligibility for incentive pay based on net profits. This is a graded position.

**EMPLOY FULL-TIME FACULTY – SOCIOLOGY / SOCIAL AND
BEHAVIORAL SCIENCE**

23-14

WHEREAS, the position of full-time Faculty – Sociology / Social and Behavioral Science was left vacant by the passing of Pamela Donaldson; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Fredy Rodriguez be employed as full-time Faculty – Sociology / Social and Behavioral Science effective January 9, 2023 at an annual salary of \$59,666.42. This is in accordance with the Professional Staff Bargaining Agreement.

EMPLOY FULL-TIME CONTROLLER

23-15

WHEREAS, the position of full-time Director – Accounting & Auxiliary Services was left vacant by resignation of Kemp Stapleton; and

WHEREAS, the position was reviewed and updates were made to the job title, duties and requirements; and

WHEREAS, the position is responsible for, but not limited to, oversight and direction of accounting functions, the College's monthly and annual financial processes, assisting departments with budget preparation and reviews and supervision of the business office and bookstore staff; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Chief Fiscal & Administrative Officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Abby Calvin be employed as full-time Controller effective January 9, 2023 at an annual salary of \$94,500. This is a graded position.

EMPLOY FULL-TIME ADMISSIONS RECRUITER

23-16

WHEREAS, the position of full-time Admissions Recruiter was left vacant due to the transfer of Kara Flesher to Academic Advisor; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President – Enrollment Management & Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Keira Christman be employed as full-time Admissions Recruiter effective January 12, 2023 at an annual salary of \$44,169.67. This is in accordance with the Professional Staff Bargaining Agreement.

EMPLOY FULL-TIME WORKFORCE SALES COORDINATOR

23-17

WHEREAS, the position of full-time Workforce Sales Coordinator was created as part of the reorganization and restructure of the Custom Training Solutions (CTS) division; and

WHEREAS, this position is responsible for growing business partnerships, assist with the sales of workforce development solutions to establish, grow and retain new accounts, help implement strategies to increase sales and generate revenue, serve as a community resource and liaison for the College; and

WHEREAS, the Vice President – Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Tom Kelly be employed as full-time Workforce Sales Coordinator effective January 17, 2023 at an annual salary of \$65,000 with eligibility for incentive pay based on net profits. This is a graded position.

TRANSITION TO CHIEF OF STAFF / EXECUTIVE VICE PRESIDENT

23-18

WHEREAS, the position of Chief of Staff was created to provide a senior advisory role to the President; and

WHEREAS the Chief of Staff will promote the College's mission and Strategic Plan through collaboration and college-wide cross functional teams; and

WHEREAS the Chief of Staff will be the acting administrator as directed by the President; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. Albert Lewis Jr. transition to the Chief of Staff / Executive Vice President position effective January 1, 2023. This is a lateral move with no change in salary.

PROMOTION TO EXECUTIVE DIRECTOR – CLIENT SERVICES

23-19

WHEREAS, the Custom Training Solutions (CTS) division completed an internal review of its customer engagement as it relates to training and training services to improve customer service, operational efficiencies and resource generation; and

WHEREAS, the position of Director – Workforce Development and Innovation Learning Programs has been changed to Executive Director – Client Services; and

WHEREAS, this position will lead the implementation of apprentice and pre-apprentice programs for local industry, coordinate client services, including oversight of new course development and pricing strategies and lead CTS process upgrades for client processes; and

WHEREAS, the Vice President – Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Tori Atkinson be promoted to Executive Director – Client Services effective January 1, 2023 at an annual salary of \$84,000. This is a graded position.

PROMOTION TO OPERATIONS MANAGER

23-20

WHEREAS, the Custom Training Solutions (CTS) division completed an internal review of its customer engagement as it relates to training and training services to improve customer service, operational efficiencies and resource generation; and

WHEREAS, the position of Operations Manager has been created to provide leadership of the division’s team, coordination of projects, delivery systems, and assists in the management of resources required to support the programs and services of the division; and

WHEREAS, the Vice President – Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Logan Badenhop be promoted to Operations Manager effective January 1, 2023 at an annual salary of \$62,000. This is a graded position.

PROMOTION TO OPERATIONS COORDINATOR

23-21

WHEREAS, the position of Operations Coordinator was left vacant due to the promotion of Logan Badenhop to Operations Manager; and

WHEREAS, an internal candidate was qualified for the position; and

WHEREAS, the Vice President – Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Nicole Hand be promoted to Operations Coordinator effective January 1, 2023 at an annual salary of \$50,000. This is a graded position.

**PROMOTION TO TRAINING MANAGER – COMMERCIAL
DRIVER’S LICENSE (CDL)**

23-22

WHEREAS, the Custom Training Solutions (CTS) division completed an internal review of its customer engagement as it relates to training and training services to improve customer service, operational efficiencies and resource generation; and

WHEREAS, the position of Training Manager – CDL was created to oversee the expanding CDL program; and

WHEREAS, this position is responsible for hiring and managing CDL instructors, developing course content and teaching classes when necessary; and

WHEREAS, an internal candidate was qualified for the position; and

WHEREAS, the Vice President – Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Tom Pierce be promoted to Training Manager - CDL effective January 1, 2023 at an annual salary of \$72,000. This is a graded position.

PROMOTION TO EVENTS COORDINATOR

23-23

WHEREAS, the position of full-time Events Coordinator was created to manage all aspects of events for which they are assigned, including in-person, hybrid and virtual; and

WHEREAS, duties include planning, coordination, execution and follow-up; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Katrina Adams be employed as full-time Events Coordinator effective January 30, 2023 at an annual salary of \$42,000 This is a graded position.

MISCELLANEOUS EMPLOYMENT CONTRACTS

23-24

WHEREAS, it has been determined that the following person(s) should be employed to accommodate various needs; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the following individual(s) be approved to receive employment contracts for miscellaneous services:

Part-time Instructors:

Bashore	Andrew
Donaldson	Duane
Garcia	Christopher
Hackett	Julie
Hylander	Paige
Lively	Camille
Steffel	Sarah
Wiemken	Ryan

AFFIRMATION OF TEXTBOOK SELECTION POLICY

23-25

WHEREAS, section 733.20 of HB 110 requires the Board of Trustees of each public institution to adopt or affirm a textbook policy; and

WHEREAS, Northwest State Community College adopted a textbook selection policy in June 2018; and

WHEREAS, the policy and procedure were reviewed as part of the 2022 ODHE Affordability and Efficiency Report requirements; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees affirms the Textbook Selection Policy 14-5-22.

NEW POLICY – RELIGIOUS ACCOMMODATIONS FOR STUDENTS

23-26

WHEREAS, House Bill 353, “The Testing Your Faith Act” requires the adoption of a policy that reasonably accommodates the sincerely held religious beliefs and practices of individual students; and

WHEREAS, the policy addresses all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief systems; and

WHEREAS, the policy is consistent with and adheres strictly to the requirements set forth in section 3345.026 of the Ohio Revised Code; and

WHEREAS, the policy will apply to all students of Northwest State Community College, to the extent set forth in this policy and in Ohio Revised Code Section 3345.024; and

WHEREAS, the Board of Trustees of Northwest State Community College directs the President and/or designee to develop procedures for the implementation of the requirements described in this policy; and

WHEREAS, the President and/or designee will write procedures that give direction to this policy; and

WHEREAS, the Policy is dependent upon further guidance to be issued from the Chancellor of Higher Education,

NOW, THEREFORE BE IT RESOLVED, that policy 14-5-24 Religious Accommodations for Students be adopted as follows:

3358: 14-5-24 Religious Accommodations for Students.

Effective Date: X/XX/XXXX

This policy applies to Northwest State Community College students and is in accordance with Revised Code (R.C.) 3345.026. Northwest State Community College's inclusive environment allows for religious expression. Faculty are expected to work with students to reasonably accommodate their religious, spiritual, and/or faith-based obligations and observances.

The Board of Trustees of Northwest State Community College directs the President and/or designee to develop procedures for the implementation of the requirements described in this policy.

This concludes the Consent Agenda.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGroff, Erb, Miller, Mull, Schwarzbek, McClure. Nay; None. Thereupon the Chair declared the motion approved.

2022-2023 REVISED BUDGET APPROVED

23-27

Mr. Mull moved and Ms. Barber seconded the following motion:

WHEREAS, a revised 2022-2023 budget has been completed to make the monetary adjustments based on revised enrollment, subsidy and the realignment of expense projections including strategic initiatives; and

WHEREAS, the Chief Fiscal and Administrative Officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the 2022-2023 revised budget be approved.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGroff, Erb, Miller, Mull, Schwarzbek, McClure. Nay; None. Thereupon the Chair declared the motion approved.

DUPLICATE PROGRAM REPORT FOR THE OHIO DEPARTMENT OF EDUCATION APPROVED

23-28

Mr. Miller moved and Mr. Erb seconded the following motion:

WHEREAS, Northwest State Community College has completed the required Duplicate Program Report for the Ohio Department of Higher Education; and

WHEREAS, this report must be reviewed and approved by the Board of Trustees; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Northwest State Community College Duplicate Program Report be approved by the Board of Trustees effective February 24, 2023.

ROLL CALL: Aye; Bridenbaugh, DeGroff, Erb, Miller, Mull, Schwarzbek, Barber, McClure. Nay; None. Thereupon the Chair declared the motion approved.

DELEGATE AND ALTERNATE APPOINTED TO THE GOVERNING BOARD OF THE OHIO ASSOCIATION OF COMMUNITY COLLEGES (OACC)

23-29

Mr. Miller moved and Mr. Erb seconded the following motion:

WHEREAS, the bylaws of the Ohio Association of Community Colleges specify the annual appointment of a delegate and an alternate to their Governing Board from each college Board of Trustees by March 31 of each year

NOW, THEREFORE BE IT RESOLVED, that Ms. Sandy Barber be appointed as delegate and Mr. John Bridenbaugh be appointed as alternate from the Northwest State Community College Board of Trustees to serve on the Governing Board of the Ohio Association of Community Colleges.

ROLL CALL: Aye; DeGroff, Erb, Miller, Mull, Schwarzbek, Barber, Bridenbaugh, McClure. Nay; None. Thereupon the Chair declared the motion approved.

MEETING DATES AND TIMES ESTABLISHED

23-30

Mr. Erb moved and Mr. Schwarzbek seconded the following motion:

WHEREAS, the time and place for the Northwest State Community College's Board of Trustee meetings must be designated for April 2023 through February 2024; and

WHEREAS, the Executive Committee of the Board has reviewed several sets of meeting dates and has made a recommendation

NOW, THEREFORE BE IT RESOLVED, that Northwest State Community College be designated as the permanent place of business and that six regular meetings be established for the period April 2023 through February 2024. The election of Board officers will take place at the February meeting. The Board shall meet on the following Fridays:

- April 28, 2023
- June 23, 2023
- August 25, 2023
- October 27, 2023
- December 8, 2023
- February 23, 2024

Meetings other than those regularly scheduled will be known as interim meetings and will be called by the Chair of the Board of Trustees or the President of the College. Notice of interim meetings is to be dated at least two days prior to the date of the meeting. Regular meetings are to begin at 11:30 a.m.

ROLL CALL: Aye; Erb, Miller, Mull, Schwarzbek, Barber, Bridenbaugh, DeGross, McClure. Nay; None. Thereupon the Chair declared the motion approved.

ELECTION OF BOARD CHAIR

23-31

Nominations are to be made for **CHAIR** of the Board of Trustees for the period February 2023 through February 2024. The newly elected Chair will assume his/her duties upon election.

Motion by Ms. Barber to nominate Scott Mull as Chair of the Northwest State Community College Board of Trustees to serve through the February 2024 meeting and to close nominations. Seconded by Mr. Miller.

ROLL CALL: Aye; Schwarzbek, Barber, Bridenbaugh, DeGross, Erb, McClure, Miller. Nay; None. Thereupon the Chair declared that Scott Mull is duly elected **CHAIR** of the Northwest State Community College Board of Trustees.

ELECTION OF BOARD VICE CHAIR

23-32

Nominations are to be made for **VICE CHAIR** of the Board of Trustees for the period February 2023 through February 2024. The newly elected Vice Chair will assume his/her duties upon election.

Motion by Mr. Miller to nominate Sandy Barber as Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2024 meeting and to close nominations. Seconded by Mr. Erb.

ROLL CALL: Aye; Miller, Mull, Schwarzbek, Bridenbaugh, DeGross, Erb, McClure. Nay; None. Thereupon the Chair declared that Sandy Barber is duly elected **VICE CHAIR** of the Northwest State Community College Board of Trustees.

ELECTION OF BOARD SECOND VICE CHAIR

23-33

Nominations are to be made for **SECOND VICE CHAIR** of the Board of Trustees for the period February 2023 through February 2024. The newly elected Second Vice Chair will assume his/her duties upon election.

Motion by Mr. Mull to nominate Katrina DeGroff as Second Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2024 meeting and to close nominations. Seconded by Ms. Barber.

ROLL CALL: Aye; Mull, Schwarzbek, Barber, Bridenbaugh, Erb, Miller, McClure. Nay; None. Thereupon the Chair declared that Katrina DeGroff is duly elected **SECOND VICE CHAIR** of the Northwest State Community College Board of Trustees.

BOARD RETREAT

President Hernandez proposed several options for a spring retreat. The Board unanimously agreed to have a retreat on the same day as the April board meeting. The Board will hold their regular meeting in the morning and have their retreat in the afternoon on April 28.

ADJOURNMENT

With no further business to be brought before the Board, the meeting was declared adjourned.

1. APPROVAL OF CONSENT AGENDA.

1a. Minutes of the February 24, 2023 Board Meeting

1b. Resignations

WHEREAS, Matt Hancock, Facilities Technician, has submitted his resignation; and

WHEREAS, Logan Rapini, Admissions Recruiter, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Matt Hancock, effective April 7, 2023; and Logan Rapini, effective April 28, 2023 be accepted.

1c. Retirements

WHEREAS, Cherie Rix, Success Center Coordinator, has submitted her retirement notice; and

WHEREAS, Robert Kraus, Agency Manager, has submitted his retirement notice; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement of Cherie Rix, effective May 31, 2023; and Robert Kraus, effective May 31, 2023 be accepted.

1d. Employ Full-Time Administrative Assistant – Admissions

WHEREAS, the position of full-time Administrative Assistant - Admissions was left vacant due to the transfer of Kristi Von Deylen to Administrative Assistant – Nursing & Allied Health; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President – Enrollment Management & Student Affairs and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Gracie Ayers be employed as full-time Administrative Assistant – Admissions effective February 27, 2023 at an annual salary of \$38,313.60. This is in accordance with the Support Personnel Bargaining Contract.

1e. Employ Full-Time Custodian

WHEREAS, the position of full-time Custodian was left vacant due to the transfer of Matt Gomez to Cook; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Chief Fiscal & Administrative Officer and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Kaitlyn Cousino be employed as full-time first shift Custodian effective March 1, 2023 at an annual salary of \$28,392. This is in accordance with the Support Personnel Bargaining Agreement.

1f. Employ Full-Time Administrative Assistant – Foundation, BSSC & Marketing

WHEREAS, the position of full-time Administrative Assistant – Foundation, BSSC & Marketing was left vacant due to the promotion of Katrina Adams to Event Coordinator; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Olof Fleming be employed as full-time Administrative Assistant – Foundation, BSSC & Marketing effective March 13, 2023 at an annual salary of \$38,313.60. This is in accordance with the Support Personnel Bargaining Agreement.

1g. Employ Full-Time Bookstore / Retail & Food Service Clerk

WHEREAS, the position of full-time Bookstore / Retail & Food Service Clerk was left vacant due to the retirement of Jill Van Horn; and

WHEREAS, the duties of the current position were reviewed and changes were made to include the part-time food service support; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Jessica Thome be employed as full-time Bookstore / Retail & Food Service Clerk effective April 3, 2023 at an annual salary of \$29,494.40. This is in accordance with the Support Personnel Bargaining Agreement.

1h. Miscellaneous Employment Contracts

WHEREAS, it has been determined that the following person(s) should be employed to accommodate various needs; and

WHEREAS, the Chief Fiscal & Administrative Officer, Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the following individual(s) be approved to receive employment contracts for miscellaneous services:

Food Service:

Mikaylie Young, Part-time Food Service Assistant, \$13.00 / hour
Dawn Bischoff, Part-time Food Service Assistant, \$13.00 / hour

Part-time Instructors:

Dummitt	Brandon
Krupp	Sarah
Rohrs	Rachel
Silva	Jose

1i. International Travel

WHEREAS, advance Board of Trustee approval is necessary for professional activities that require travel outside the United States; and

WHEREAS, Kayla Miller, Agriculture Studies Faculty, has requested to travel to the Republic of Ireland July 1-9, 2023 with the Ohio & Maryland Farm Bureau to tour agricultural operations; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Kayla Miller be granted permission to travel outside the United States with the Ohio & Maryland Farm Bureau July 1-9, 2023.

1j. Approval of 2023-2024 Student Fees

WHEREAS, the administration has reviewed the student fees for the College, and

WHEREAS, changes have been made to existing courses and fees for newly developed courses have been added; and

WHEREAS, fee changes were sent to and approved by the Chancellor at ODHE; and

WHEREAS, the academic deans, the Vice President for Academics, the Chief Fiscal and Administrative Officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the student fees be adapted for the 2023-2024 academic year.

(See next page for fee schedule)

Course	Course Description	Current	Proposed	
CIT196	Introduction to Cloud Computing	\$ -	\$ 15.00	** New Course
INT112	Principles of Machining A	\$ -	\$ 25.00	**New Course
INT113	Principles of Machining B	\$ -	\$ 25.00	** New Course
INT114	Principles of Machining C	\$ -	\$ 25.00	**New Course
INT115	Solidworks A	\$ -	\$ 25.00	** New Course
INT116	Solidworks B	\$ -	\$ 25.00	**New Course
INT117	Solidworks C	\$ -	\$ 25.00	** New Course
INT118	Solidworks D	\$ -	\$ 25.00	**New Course
INT121	Programming CNC A	\$ -	\$ 25.00	** New Course
INT122	Programming CNC B	\$ -	\$ 25.00	**New Course
INT123	Programming CNC C	\$ -	\$ 25.00	** New Course
INT124	CAM IA	\$ -	\$ 25.00	**New Course
INT125	CAM IB	\$ -	\$ 25.00	** New Course
INT126	CAM IC	\$ -	\$ 25.00	**New Course
INT127	CAM ID	\$ -	\$ 25.00	** New Course
MKT115	Digital Marketing	\$ -	\$ 15.00	**New Course
NRS105	Math for Nurses	\$ 5.00	\$ 7.50	
NRS150	Concepts in End of Life Care	\$ 5.00	\$ 7.50	
PNE117	Pharmacology I	\$ 8.00	\$ 25.00	

This concludes the Consent Agenda.

Moved by _____, seconded by _____.

ROLL CALL: Aye;

Nay;

Thereupon the Chair declared the motion approved/disapproved.

PROPOSED RESOLUTIONS

1. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2023-2026 COLLEGE STRATEGIC PLAN

Moved by _____, seconded by _____.

WHEREAS, the current strategic plan is set to expire June 30, 2023; and

WHEREAS, the strategic planning committee began to develop the new strategic plan over the past 18 months; and

WHEREAS, an environmental scan was conducted and community listening sessions were held in our six-county service area, along with dotting sessions with our faculty, staff, learners and board of trustees; and

WHEREAS, a strategic planning committee with representatives from all areas of the College including learners met regularly to develop goal statements and sub-goals based on the feedback from stakeholders; and

WHEREAS, this strategic plan will guide the College the next three years; and

WHEREAS, the Strategic Planning Committee will monitor the progress of the new strategic plan; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2023-2026 strategic plan for Northwest State Community College be approved.

ROLL CALL: Aye; Nay;
Thereupon the Chair declared the motion approved/disapproved.



President’s Report - April 2023

Videos / Podcasts:

[2/23/2023](#)

[3/2/2023](#)

Activities

Ongoing

- Defiance Rotary (weekly)
- OACC President’s Call (various)
- Terra, Owens, NSCC President’s Call (monthly)
- NwOESC Superintendent Meeting (monthly)
- Four County Superintendent Meeting (monthly)
- President - Faculty Leadership Conversations (Monthly)
- Aspen New Presidential Fellows (various)

Date	Activity
Mar 14	Ohio Legislative Day - Columbus
Mar 22	CIFT - Rebecca Singer
Mar 27	Vantage - Rick Turner
Mar 29 - Apr 5	Higher Education Research and Development Institute / American Association of Community Colleges Conferences. Denver Colorado

Scheduled Time Off / Away from Campus

Date	Description
Apr 25	Columbus, OH. OACC President’s meeting



May 4	Cincinnati Electrical Union Graduation
May 6	Dayton IronWorker Union Graduation
May 17	Columbus, OH. OACC President's meeting
May 31 - Jun 4	Aspen, CO. Aspen Fellowship Session II (final)
Jun 9	Hamilton (Cincinnati) Electrical Union Graduation
Apr 14	LaFayette, IN. EV Motor Sports Competition
Apr 25	Columbus, OH. OACC President's meeting

Non NSCC related Professional Activities

None.

**Executive Vice President/Chief of Staff Board Report
April 2023
Submitted by: Albert Lewis, Jr.**

STRATEGIC PLANNING

Co-Chairs Todd Hernandez / Albert Lewis

- ✓ Environmental scans completed.
- ✓ Community meetings completed.
- ✓ Students input completed.
- ✓ Faculty and staff feedback completed.
- ✓ Draft Report presented to Executive Committee 12/9 completed.
- ✓ Draft Report February Board Meeting presented.
- ✓ Final Draft Due April Board Meeting

DRAFT STRATEGIC PLAN GOALS AND OBJECTIVES

Pillar 1 - Life-Changing Education

Pillar 2 - Learning for All

Pillar 3 - Organizational Excellence

Pillar 4 - First Choice Employer

Pillar 5 - Engaged Community

PILLAR 1 - LIFE-CHANGING EDUCATION

Goal Statement: Expand high-value transformative education, training, and services that anticipate the needs of learners and community stakeholders.

1. Improve learner outcomes by establishing a Professional Development and Learning Center.
2. Develop and scale learner-centered class and program offerings by expanding access in time, place, duration, and delivery.
3. Demonstrate the value of education, training, and services delivered by NSCC.
4. Increase the number of learners who obtain a degree, certificate, or industry recognized credentials.

PILLAR 2 - LEARNING FOR ALL

Goal Statement: Provide equitable and inclusive access to education, training, and services to increase enrollment, retention, and completion.

1. Identify and address barriers that impede learner access and success.
2. Design learner-centered and holistic supports for enhanced retention and program completion.
3. Provide learning experiences that embrace diversity and inclusivity to foster a sense of belonging.
4. Encourage and support learner engagement in campus life.

PILLAR 3 - ORGANIZATIONAL EXCELLENCE

Goal Statement: Increase institutional resources and advance operational efficiencies through data-informed decisions and continuous improvement.

1. Seek and expand revenue sources for the advancement of education, training, and services.
2. Improve and encourage participation in the governance process.
3. Establish an institutional research structure to support assessment, accreditation, and effectiveness.
4. Align budget and resource allocation process with College's priorities.

PILLAR 4 - FIRST CHOICE EMPLOYER

Goal Statement: Provide a work environment that attracts and retains highly motivated employees, fostering collaboration, a sense of belonging, and purpose.

1. Provide competitive wages, benefits, and flexible work schedules.
2. Facilitate a work environment where employees experience a positive work/life balance.
3. Provide professional development opportunities and resources that encourage career growth and empower employees to succeed.
4. Enhance the employee experience by creating a sense of belonging, employee engagement, and respect for all individuals.

PILLAR 5 - ENGAGED COMMUNITY

Goal Statement: Strengthen and increase community partnerships through enhanced employer, learner, and community relationships.

1. Present NSCC as a convener for community collaborations.
2. Empower and encourage staff, faculty, and learners to participate in outreach as ambassadors.
3. Optimize employer and community relationships to advance socioeconomic growth.

VAN WERT CAMPUS

Fanning Howey - Initial design need meeting on 3/6; electrical engineer reviewed building on 3/22; next meeting on main campus on 4/6.

Summer and fall schedules for VW complete, press release and new radio ads released.

Trees and bushes removed at Van Wert campus.

Articulation agreement progress - Purdue Fort Wayne, St. Francis University, Trine University, Indiana Tech.

Part-time faculty, collected 10 names so far.

Held Van Wert County Career Day at Lincolnview High School on 3/9 for juniors/seniors from 3 county schools. Mandie Heil and Jon Tomlinson presented to juniors at Kalida HS on 3/20.

Our first Van Wert onsite class (STA120 Intro to Statistics) officially started on 3/22 at 7:30pm EST at VW Hospital.

Paulding County Career & College Expo on 4/4.

Dean Tomlinson is presenting to Mars/Iams via CTS on 4/10, Effective Communication Strategies.

Dean Tomlinson is speaking with VW Retired Teachers Association on 4/14 about our VW campus.

GRANTS REPORT

Ohio Department of Education (ODHE) CDL Grant/Loan awarded \$139,167.

Lumina Foundation - Small College Mobile Optimization grant application submitted (\$150,000 possible award)

HEERF 2022 Annual Report - Completed.

INFORMATION TECHNOLOGY

Data Systems Team:

In addition to supporting day to day operations of the Banner Student Information System (SIS), the team continues to fulfill requests for all departments in the college.

Some other completed items, or on-going items of note, include:

Banner Upgrades

Upgrades have been tested and installed in the production system for Financial Aid for fiscal year 2024.

Banner Software Integration

New summer and fall 2023 applications for admission are being received into Slate (Student Customer Relationship Management). Information is beginning to flow between Slate and Banner. Students are being registered for both summer and fall semesters.

New Initiatives

The new HALO system has been working well for tracking requests. Customer satisfaction is 97% “awesome”, 3% “good.” In the past two months 78 requests have been successfully completed. In March, we began using HALO to track our projects, in addition to requests.

State and Federal Reporting

The state reporting has been completed for the fall semester and for each reporting area requiring annual reports.

Federal IPEDS reports submitted for spring.

Higher Learning Commission (HLC) Institutional Update sections pertaining to Data Systems have been completed.

Functional

Training new employees, and those transferring to different departments, in Banner and Argos (reporting tool)

Network/System Team:

For the month of March, 286 new requests/incidents were received, and 262 have been resolved with 100% positive feedback.

The maintenance and archive building project have been completed, providing access control and intrusion detection solutions to increase security and ease of use.

The new room request portal is still in development, with a planned roll-out this summer.

New portal power stations have been purchased to deploy to campus to charge laptops, phones, etc. to fulfill student needs.

Our shared disaster recovery project with Henry County is progressing.

A new phone system has been purchased and will be set up in the coming months with a deployment scheduled for the summer.

The electronic records project is progressing to demos with a number of vendors. This project will help us digitize our records along with automating and streamlining many of our processes.

Vice President for Academics
April 2023
Submitted by: Dan Burklo

The area of Academics is still working hard on the Building Capacity for Action Plan (BCAP), the Lifelong Learning program, Curriculog implementation, and Commencement.

The NSCC team (10 members) has successfully submitted the final draft of our required Building Capacity for Action Plan (BCAP). After almost six months of large-group meetings, small-group meetings, discussions, writing, and re-writing, this is something to celebrate! Our Achieving the Dream coach has had very positive things to say about our group and our plan, along with some specific suggestions for moving forward. Based on solid research, the High-Impact Practices (HIP) and action steps that we have built into our plan will surely move NSCC forward in terms of supporting and developing our faculty. In addition - also backed by research at institutions who have implemented HIPs - our learners will see the benefits in the classroom which should lead to higher retention and completion rates. Academic VP Dan Burklo and team members will be sharing more in the coming weeks and months - stay tuned!

Lifelong Learning is having their first day trip in May. It will be a historical day trip tour of the Defiance County Library and the Fort Defiance historical grounds, along with a tour of the Andrew L. Tuttle Memorial Museum on May 24. The featured speaker will be Renee Hopper of the Defiance County Library and Docents of the Andrew L. Tuttle Memorial Museum.

Curriculog implementation is in its third session. The group has been working hard in creating workflow maps to create an approval system. We are hoping to be in the Curriculog building phase in May.

As of Saturday, April 15 there is only four weeks until Commencement day is here. Going to a new venue has inspired the committee to create a commencement brand. Heidi Keller has been working with Ethan Eberly to design a professional look for all things related to our NSCC Commencement. We have chosen our Distinguished Full and Part-time Faculty award winners. These two winners will be unveiled at the Academic Award Luncheon on Wednesday, April 19. At this event we will also be honoring our Award of Merit graduates from each division.

Following are some brief updates from the academic deans.

Jamilah Tucker: Arts & Science

On March 29, 2023, New Faculty member Fredy Rodrigues-Mejia travels to the Society for Applied Anthropology annual meetings as a presenter. Fredy will be presenting on a panel titled "Not Doing Anthropology Like an Anthropologist Would: Professionally Trained Anthropologists Reskilling Themselves." My manuscript/presentation will address the different opportunities outside academic settings for students who are interested in the industry or research contexts. Fredy will speak specifically about the opportunities and challenges of working in

multidisciplinary teams, the advantage of using anthropological research skills for short-term research, and the collaborative writing/publication expectations in research-to-practice settings.

Jason Rickenberg: Business & Public Services:

The Dean, Administrative Assistant and faculty have finalized the summer and fall course schedule. During the summer semester, an additional 15% evening face-to-face courses were added at the request of the NSCC Advising Center in an attempt to attract additional enrollments. Our Marketing and Entrepreneurship Faculty Member, Lisa Becher, is currently working with the Bryan Area Foundation to provide an opportunity of a business location, business planning, legal representation and other opportunities to the winner(s) of the upcoming NSCC Entrepreneurship Forum. With the upcoming “B” Building renovation happening, classes had to be relocated for the summer and fall semesters. Administrative Assistant Julie Curry worked diligently with Nursing Dean, Tiffany Ludwig and STEM Dean Ryan Hamilton to relocate all of our classes in A and E Building. A special thanks to each of these folks.

The faculty have been planning their year-end advisory board meetings. Feedback from those meetings allows our division to continue to update our curriculum and ensure that our programs are current with industry. As of today, we currently have 40 applicants to our fall 2023 NSCC Law Enforcement Academy (LEA). As of the last two academies, we have had between 15-20 LEA students attend. If the number stays true at 40 students, we will have doubled the enrollment for this falls LEA. With so many retirements locally and nationally, there is a huge demand and 100% job placement after students pass their OPOTA certification with the State of Ohio.

Faculty Member Chris Robinson and I have been working with Larry Zachrich and Rob Kraus. Our IBEW partner in Columbus, OH is interested in training 45 of their employees and apprentices in our CIS114 Microsoft Application course this summer. This additional enrollment will most likely allow us to add three additional sections of CIS114 to the summer schedule. Finally, Faculty Member, Tera Newton and I have been working with Nursing Dean Tiffany Ludwig, Medical Assisting Faculty Members Ann Zeller and Rhonda Lazette to update our cross departmentalized Medical Support and Medical Assisting programs. Access to the program, based on course delivery is our main goal, but also ensuring the programs are both up to date with industry standards. We have a final due date of May 12 for this project.

Dr. Tiffany Ludwig: Nursing & Allied Health

The Nursing & Allied Health Division hosted a Nursing Advisory Board Meeting on April 4. We had 11 representatives from local healthcare agencies in attendance to provide feedback on a variety of topics including dress code policies at clinical sites, NSCC’s BHAG initiative, ways to better promote our LPN to RN bridge program, nursing apprenticeship & residency programs, and potential certificate programs that NSCC could offer for students who don’t want to commit to a nursing program but are interested in healthcare. We also reported on program outcomes for Fall 2022:

RN Outcomes:NCLEX-RN

NSCC pass rate: 92.85%

Ohio pass rate: 75.83%

National pass rate: 77.91%

Number of graduates, fall 2022: 17

PN Outcomes:NCLEX-PN

NSCC pass rate: 100%

Ohio pass rate: 74.33%

National pass rate: 79.93%

Number of graduates, fall 2022: 9

We continue to see strong numbers for fall enrollment. We expect to be at full capacity for fall RN (40+ students). Twenty PN students have accepted their seats for fall. We will not have an LPN to RN cohort for fall, but plan to run it again in the spring.

The division will be hosting their Spring Pinning Ceremony on the morning of Commencement.

Dr. Ryan Hamilton: STEM & Industrial Technologies

STEM & Industrial Technologies are working on revisions to the Industrial Technology programs.

Tony Hills will be presenting the work that the CyberSecurity for Advanced Manufacturing Organizations (CAMO) team has done as part of an NSF grant at the National ASEE conference on June 25 -28 in Baltimore, Maryland. As part of the NSF grant, the group has created six free, virtual, training scenarios focusing on cybersecurity in industrial environments. Their goal is to teach industrial technicians about cybersecurity and inform IT technicians about industrial technology. More detailed information can be found at <https://www.nl.northweststate.edu/camo>.

Dave Mohring has added Altenloh, Brinck & Co. (formerly Tru-Fast) as a new site for STEM P^4. Classes will start there in the fall.

Several faculty will be attending the EV Motor Sports race, where our students will be competing at Purdue University.

Kristi Rotroff: Library Director

As always, research needs have increased mid-semester. Most frequently, we are seeing learners who are working on art and composition papers. Library Assistant Dusty Harris worked with a TRIO student worker and Melanie Dusseau's composition class to assist in person with preliminary research. On another note, both library staff members (Dusty and Kristi) participated in three days of OhioLINK vendor presentation webinars. There is a big change coming to the OhioLINK statewide consortium of college and university libraries - a new library software vendor after 25 years with the same vendor (Innovative Interfaces). We are excited that the change will bring a more robust set of tools and resources to both library staff and library users, and have started to think about what this months-long transition phase will mean for us locally. There isn't a specific timeframe for Northwest State yet, but we know it will be sometime within the next two years.

Christina Schwiebert: Coordinator Instructional Design & Distance Learning

Christina has been working with Arts & Sciences faculty to look at the feasibility of using Xerte, an open-source content creation tool, to help them develop content for their classes, especially when they are looking to reduce costs for students by moving away from traditionally published textbooks. A training session for Xerte was held April 14.

There has been continual work with faculty for training and course development and updates as needed.

Course evaluations for spring will be deployed on Monday, May 1. I'm currently in the process of making special documentation that will be sent to the CCP students who are enrolled in classes at their high school, as these classes traditionally have very low response rates for the course evaluations.

I am also finishing up the ACUE "Effective Online Teaching Practices" course. While several aspects were reviewed, there are several new ideas and practices added to my toolbox.

Vice President of Enrollment Management & Student Affairs
February 2023
Prepared by: Lana Snider

Admissions: The month of March was a busy one in Admissions. We wrapped up the Navigate NSCC events which brought new learners to campus for the purposes of connecting, completing admissions' requirements, and continuing through the enrollment process.

Our annual OACAC College Fair was a success with 50 colleges represented and over 800 students from 15 local schools in attendance. We received high praise for a welcoming staff and a great facility.

Our CCP Advisors are wrapping up their busiest season with travel to area schools for Accuplacer placement testing and registration. So far, they have visited seven high schools to offer Accuplacer testing and have six more scheduled. The team has visited 15 high schools to present CCP information to learners and families along with two successful events offered on campus.



Adult Studies: Be BOLD, the new Adult Studies Program, is officially set to launch this fall. At present, there are two learners enrolled in the program. In early March, a postcard was mass-mailed to approximately 500 prospective learners. Kristen, our Coordinator, intends to present at local Rotary and Chamber of

Commerce meetings to promote the program. We are optimistic that these efforts will generate interest and boost enrollment.

Advising: The Advising Center is also buzzing with activity as they deploy a variety of Enrollment Strategies for Summer & Fall 2023, including targeted email and text messaging campaigns to new, transfer, and returning learners, prompting them to meet with an academic advisor and register for classes. Last month, the Advising Center began meeting with learners to develop plans of study and register them for Summer and/or Fall 2023 classes.



Career Services & Student Activities: Recently, the annual Career & Job Fair was hosted on-campus, which always draws a crowd. This year, we welcomed 72 employers to campus and attracted approximately 225 guests. Across all employers represented, there were over 250 job and career opportunities available. The feedback was overwhelmingly positive, with one employer commenting that “it was a great experience and we are very interested in coming back again!”

Financial Aid: Activity has picked up in the Financial Aid Office recently, with awarding for the 23-24 Aid Year. During a typical week, the FA Staff currently assists approximately three learners with completing the 23-24 FAFSA in-office.



A highlight event of the Spring is Scholarship Night – coming up on April 20, 2023. The Scholarship Committee met in March and awarded scholarships to approximately 300 learners. We are anticipating approximately 200 scholarship recipients to attend, along with guests.

The Dress for Success ~ Professional Clothing Closet is a new endeavor underway on-campus, as another learner success resource. Two members of the Financial Aid team are at the helm – Felicia Skeens and Melissa Durham – along with Business Faculty, Lisa Becher. Though the closet is not ready for its Grand Opening just yet, we are getting closer. Thanks to a recent campus clothing drive, the closet is nicely stocked with a variety of items and the team has been working diligently to sort and organize the donations.

Registrar: The Registrar recently completed a successful Veterans Affairs (VA) Compliance review that resulted in no material findings – followed by a celebratory sign of relief.

Spring Commencement is quickly approaching and you can feel the energy on-campus as we near the finish line. Commencement will be held off-site this year, an NSCC first, on the Sauder Village Complex at Founder’s Hall. At present, 223 learners are on-track to graduate, with 127 planning to attend the ceremony.

Success Center: As of April 5, 2023, 188 learners, across 31 different subjects, have utilized in-person tutoring services through the Success Center on 210 occasions for a total of 166 hours of tutoring. Switching to the virtual world, 68 learners have utilized eTutoring (online) services on 210 occasions for an approximate total of 203 hours. Additionally, the Success Center, a quiet, distraction-free testing environment, has proctored 141 tests for NSCC learners this semester.

The Success Center is also receiving faculty referrals through the Early Alert System (EAS), designed to quickly identify learners exhibiting academic difficulty, to allow for swift intervention. This spring, we have received approximately 130 referrals through the EAS.



TRIO SSS: Twenty TRIO Learners, along with the Director and Success Coaches, recently headed for Washington D.C. for four days during Spring Break. Their trip was jam-packed full of interesting educational and cultural experiences, including visits to numerous landmarks, monuments, and museums (including the Holocaust and Smithsonian). They also took some time to relax via a dinner boat cruise and bowling.

TRIO recently hosted their 2nd Annual Awards Night on April 6, 2023 – welcoming approximately 109 guests (51 learners, 19 employees, and 39 learner guests).

TRIO also kicked off a new book club series on-campus on April 13, 2023, focusing on *Finding Me* by Viola Davis. Thirty-two NSCC individuals, comprised of learners and employees, have signed up to participate. The club will hold six meetings centered around a pre-designed curriculum by COE, TRIO’s national organization.

Summary: Our Learner Services Team continues to *Strive for Progress* by working diligently to provide exceptional service, resources, and supports to promote learner success. Thank you!

Vice President – Workforce Development
April 2023
Submitted by: Jim Drewes

Summer Camps 2023 – The College has planned 21 camps for June-July. Forty-three youth are currently enrolled.

NW Ohio Science Fair – The College hosted the 2023 NWOSEF Science Fair on Saturday, March 4. There were 54 participants, with 33 of those from Putnam County.

NSCC Cryptic Cyborgs – The FIRST Robotics team competed in the 2023 Buckeye Regional at Cleveland State March 29 – April 1. The Team placed 6th and finished 2-2 in the double elimination tournament.



Mini Manufacturing Day – CTS partnered with area manufacturers to host a mini manufacturing day for 154 fifth and sixth graders from six local schools. Feedback from students was positive with consistent themes of teamwork, working together, efficiency and the importance of listening to one another.



Cyber Security through CTS – Through grant funds, we are able to host multiple 12-hour cyber security training (4-hour sessions). The first session was with local manufacturing clients on the NSCC campus.

Industrial Maintenance Training – CTS will provide Industrial Electricity I and II for The Toledo Zoo Maintenance Technicians.

Chief Fiscal and Administrative Officer

April 2023

Submitted by: Jennifer Thome

Spring break has come and gone and now we are gearing up for the final push toward graduation in May. We have been able to enjoy live music in the student OASIS throughout March - these two-hour events really bring the campus together along with Cabin Fever. Early registration started in March for our upcoming summer and fall classes bringing visitors into the C-wing! Scholarship Night and Green Carpet events are right around the corner.



Business Office

We have wrapped up the third quarter by completing the HEI, IPEDS, HLC, and Q3 reporting. We are also in the final steps to upload the Foundation's annual 990 tax forms. As the period for summer and fall enrollments open, the Business Office will start preparing to close out FY23 and finalize budgets for FY24 coming in June. We have a new team and they are excited to be involved. On Fridays, to make things lively, the C-wing is bringing the campus together. The Business Office started with "French Toast Friday" (yours truly was the chef) and the Registrar Office followed with Jambalaya. CTS will be grilling Brats and Sour Kraut next.

Auxiliary Services

There are a number of events in full swing at this point of the year. Food service is preparing for scholarship night and green carpet events. There are a lot of activities in a short period of time. Recently, we hired two part-time Food Service employees with one open position to get us back to full staff. The bookstore is preparing for graduation with all the regalia. Under new management, the bookstore has increased employee discounts to 15% on clothing and supplies.

They have also provided a flurry of NSCC gear in new colors and styles that continues to fly off the shelves.



Facilities

Facilities has been busy with the Solar Project, B-Wing, and Van Wert remodels. We are heavily involved in continuing to tweak plans with a presentation from the designers at the upcoming Board meeting. The solar and deferred maintenance project is in the final phase. The last step is to energize with sign off from Toledo Edison. We are also changing the feedback on the E-Wing through the Master Plan. We are bringing pops of color and brightness to the E-wing with artists from Soaring Arts Art Studio / Hope School.



Vice President; HUMAN RESOURCES & LEADERSHIP DEVELOPMENT
April 2023
Submitted by: Katy McKelvey

Recruiting:

We have filled the following roles:

- Admin Assistant- Foundation, BSSC, & Marketing
- Bookstore/Retail & Food Services Clerk
- Admin Assistant- Community & Workforce Development Division
- Custodian
- 2 Food Services Assistants- PT

We are recruiting for the following roles:

- Food Service Assistant- PT
- Campus Police-SUB
- Director of Institutional Research

Benefit Spotlights:

We continue to highlight the benefits Northwest State provides for our employees.

We recently reviewed the NSCC Fee Waiver opportunity for our employees. The NSCC Fee Waiver allows our employees, as well as their spouses and dependents, to take classes at NSCC with the tuition waived. In addition, employees can complete the General Scholarship Application through the NSCC Foundation to assist with the remaining fees and textbooks which are not covered by the Fee Waiver.

Employee Engagement Events:

Valentine's Day Cookies - Frosted sugar cookies from Cookies on Demand in Montpelier were hand delivered to all employees on February 14th.



Employee Appreciation Luncheon - National Employee Appreciation Day is held on the first Friday of March each year. In celebration of this day and employees, NSCC provided an appreciation luncheon from Hill's Restaurant & Catering, who served over 125 employees.



Employee Appreciation Gift - Employees were also given a small gift, to express the College's gratitude, in the form of an NSCC journal notebook.



Employee Appreciation Billboard – The billboard at the corner of SR 34 & 66 was updated to show appreciation for our employees.





Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$12,924,710	\$790,366	\$13,715,076	\$11,162,414	\$0	\$2,552,662
5102	General Fees	\$448,416	\$5,400	\$453,816	\$390,439	\$0	\$63,377
5103	Lab Fees	\$526,300	\$6,300	\$532,600	\$355,216	\$0	\$177,384
5105	Out of State Fees	\$384,981	\$10,019	\$395,000	\$432,685	\$0	-\$37,685
5107	Proficiency Fees	\$3,720	\$30	\$3,750	\$765	\$0	\$2,985
5109	Other Fees	\$3,420	\$30	\$3,450	\$2,914	\$0	\$536
5110	Late Fees	\$20,000	\$200	\$20,200	\$7,400	\$0	\$12,800
5113	Testing - Credit	\$0	\$0	\$0	\$0	\$0	\$0
5115	Student Fees	\$147,200	\$1,700	\$148,900	\$84,658	\$0	\$64,242
5116	Deferred Payment Service Fee	\$7,840	\$60	\$7,900	\$3,480	\$0	\$4,420
5118	Bus & Ind. Traing Fee	\$1,995,000	\$0	\$1,995,000	\$1,111,514	\$0	\$883,486
5130	Instr Fee - Nursing Cont Ed	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500
5131	Provider Fee - Nursing Cont Ed	\$3,500	\$0	\$3,500	\$1,200	\$0	\$2,300
5133	Tuition and Fees Schlop Allow	-\$1,650,000	\$0	-\$1,650,000	-\$240,695	\$0	-\$1,409,305
5155	Fiscal Agent Fee	\$175,000	-\$70,000	\$105,000	\$63,550	\$0	\$41,450
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$20,900	\$0	\$9,100
5159	Career Advantage Fee	\$51,000	-\$21,000	\$30,000	\$16,275	\$0	\$13,725
5160	Simulation Fee	\$70,900	\$850	\$71,750	\$27,271	\$0	\$44,479
5161	Career Service Fee	\$638,000	\$7,600	\$645,600	\$520,773	\$0	\$124,827
5162	Unallocated Reserves	\$25,267	-\$40,920	-\$15,653	\$0	\$0	-\$15,653
5163	OBR Capital Funds (State)	\$7,166,239	-\$6,000,000	\$1,166,239	\$0	\$0	\$1,166,239
5214	Cares Act Institutional Funding	\$0	\$0	\$0	\$0	\$0	\$0
5503	Foundation - Instl Supprt	\$135,000	\$0	\$135,000	\$0	\$0	\$135,000
5610	Photo ID	\$500	\$0	\$500	\$640	\$0	-\$140
5611	Over / Short	\$0	\$0	\$0	\$1	\$0	-\$1
5614	Miscellaneous Income	\$128,000	\$0	\$128,000	\$76,461	\$0	\$51,539
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$18,675	\$0	\$16,325
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$0	\$0	\$4,000

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5642	E Sports Revenue	\$0	\$1,000	\$1,000	\$672	\$0	\$328
5753	Catering Sales - Nontaxable	\$0	\$750	\$750	\$450	\$0	\$300
5801	OBR - Subsidy	\$12,134,050	\$72,349	\$12,206,399	\$8,111,656	\$0	\$4,094,743
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$90,471	\$0	\$30,158
5901	Investment Income	\$75,000	\$0	\$75,000	\$21,274	\$0	\$53,726
Revenue	Sub-Total:	\$35,605,172	-\$5,235,266	\$30,369,906	\$22,281,057	\$0	\$8,088,849
6101	Administrative Salaries	\$3,345,637	\$2,500	\$3,348,137	\$2,082,153	\$1,353,654	-\$87,670
6102	Non Instructional Salaries	\$2,674,144	\$0	\$2,674,144	\$1,972,220	\$1,208,068	-\$506,145
6103	Part Time Non Instructional	\$118,618	\$0	\$118,618	\$35,789	\$36,157	\$46,671
6104	Salary Savings	-\$625,000	-\$375,000	-\$1,000,000	\$0	\$0	-\$1,000,000
6121	Academic Salaries	\$3,230,884	\$0	\$3,230,884	\$2,192,903	\$1,341,391	-\$303,410
6122	Academic Overload	\$524,289	\$37,910	\$562,199	\$436,657	\$0	\$125,542
6123	Part Time Academic	\$1,179,437	\$9,700	\$1,189,137	\$944,096	\$81,062	\$163,979
6124	Independent Study	\$17,000	-\$11,420	\$5,580	\$31,796	\$0	-\$26,216
6125	Academic Advising	\$5,400	-\$2,450	\$2,950	\$0	\$0	\$2,950
6141	Part Time Student Help	\$67,076	\$8,000	\$75,076	\$36,062	\$12,233	\$26,781
6142	Work Study Student	\$0	\$0	\$0	\$14,608	\$7,684	-\$22,292
6143	Student Tutoring	\$5,000	\$0	\$5,000	\$48	\$23,750	-\$18,798
6144	Faculty Tutoring	\$38,000	\$0	\$38,000	\$25,215	\$4,190	\$8,595
6145	Honorarium	\$1,700	\$0	\$1,700	\$940	\$0	\$760
6200	Fringe Expense	\$3,866,342	\$0	\$3,866,342	\$2,306,128	\$1,414,906	\$145,308
6201	STRS	\$0	\$0	\$0	-\$412	\$0	\$412
6203	SERS	\$0	\$0	\$0	\$0	\$0	\$0
6205	SERS-Surcharge	\$12,500	\$0	\$12,500	\$0	\$0	\$12,500
6210	Fringe Actual	\$0	\$0	\$0	\$512,692	\$0	-\$512,692
6211	Medical	\$0	\$0	\$0	-\$221,073	\$0	\$221,073
6214	Life	\$0	\$0	\$0	-\$12	\$0	\$12
6216	Misc Insurances	\$0	\$0	\$0	-\$657	\$0	\$657
6218	HRA	\$15,000	\$0	\$15,000	\$983	\$0	\$14,017
6301	Workers Compensation	\$20,000	\$0	\$20,000	\$0	\$0	\$20,000
6302	Unemployment Compensation	\$5,000	\$0	\$5,000	\$427	\$2,747	\$1,826

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6303	Employee Fee Waiver	\$85,000	\$0	\$85,000	\$41,491	\$0	\$43,509
6304	Bookstore Employee Discount	\$3,500	\$0	\$3,500	\$1,670	\$0	\$1,830
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$0	\$1,500	\$1,500
6306	Employee Appreciation	\$24,500	\$0	\$24,500	\$14,838	\$80	\$9,582
6307	Faculty / Staff Development	\$75,000	\$0	\$75,000	\$6,531	\$0	\$68,469
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
7101	Office Supplies	\$31,561	\$600	\$32,161	\$13,472	\$0	\$18,689
7102	Copier Supplies	\$17,275	\$0	\$17,275	\$13,107	\$40	\$4,128
7103	Recruiting Supplies	\$15,000	\$3,000	\$18,000	\$6,368	\$0	\$11,632
7121	Computer Supplies	\$12,240	\$0	\$12,240	\$13,724	\$0	-\$1,484
7131	Instructional Supplies	\$200,000	\$16,236	\$216,236	\$147,865	\$12,870	\$55,501
7132	Lab Supplies	\$35,000	\$0	\$35,000	\$11,909	\$7,746	\$15,344
7134	ADA Hearing Impaired Books	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7135	Instructional Food/Snacks	\$27,700	\$0	\$27,700	\$6,467	\$0	\$21,233
7136	Linen and Laundry	\$300	\$0	\$300	\$180	\$0	\$120
7138	Graduation Supplies	\$21,300	\$0	\$21,300	\$7,450	\$0	\$13,850
7151	College Car Supplies	\$990	\$0	\$990	\$9	\$0	\$981
7153	First Aid Supplies	\$500	\$0	\$500	\$0	\$0	\$500
7156	Miscellaneous Supplies	\$3,200	\$1,000	\$4,200	\$1,128	\$0	\$3,072
7157	Employee Awards	\$7,000	\$0	\$7,000	\$828	\$1,500	\$4,672
7161	Library Supplies	\$1,285	\$0	\$1,285	\$1,876	\$0	-\$591
7162	Library Books Lost / Replaced	-\$3,953	\$0	-\$3,953	-\$540	\$0	-\$3,413
7171	Audio Visual Supplies	\$27,984	\$0	\$27,984	\$12,057	\$1,691	\$14,237
7181	Uniforms	\$3,300	\$2,000	\$5,300	\$1,968	\$1,000	\$2,332
7182	Janitorial Supplies	\$15,000	\$0	\$15,000	\$4,334	\$15,000	-\$4,334
7201	Conferences and Seminars	\$94,656	\$2,530	\$97,186	\$52,989	\$0	\$44,197
7202	Travel	\$78,254	\$20,022	\$98,276	\$56,954	\$626	\$40,696
7203	Development	\$37,000	\$200	\$37,200	\$18,220	\$0	\$18,980
7204	Instructional Travel	\$500	\$0	\$500	\$0	\$0	\$500
7207	Committee Meetings	\$27,990	\$1,000	\$28,990	\$8,314	\$0	\$20,676
7208	Convocation	\$10,000	-\$2,000	\$8,000	\$0	\$0	\$8,000
7301	Subscriptions and Publications	\$8,000	\$0	\$8,000	\$5,945	\$0	\$2,055

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7311	Dues	\$145,000	\$15,000	\$160,000	\$130,991	\$296	\$28,713
7321	Classified Advertising	\$9,000	\$0	\$9,000	\$1,858	\$0	\$7,142
7322	Radio Advertising	\$65,000	\$0	\$65,000	\$40,735	\$14,244	\$10,021
7323	Brochures	\$40,000	\$0	\$40,000	\$13,043	\$0	\$26,957
7324	Advertising - Papers	\$25,000	\$0	\$25,000	\$7,847	\$8,370	\$8,783
7325	Advertising - Billboards	\$91,100	-\$4,325	\$86,775	\$53,170	\$22,215	\$11,390
7326	Advertising - Miscellaneous	\$41,000	-\$2,775	\$38,225	\$32,691	\$160	\$5,374
7328	Advertising - Digital	\$45,000	\$0	\$45,000	\$42,856	\$3,075	-\$931
7329	Advertise-Wkfrc Devel	\$18,000	\$0	\$18,000	\$2,831	\$0	\$15,169
7331	Community Relations Donations	\$800	\$0	\$800	\$0	\$0	\$800
7352	Printing	\$29,900	\$6,600	\$36,500	\$10,352	\$2,920	\$23,227
7361	Postage	\$22,400	\$0	\$22,400	\$19,989	\$8,000	-\$5,589
7401	Equipment M & R	\$166,233	-\$1,497	\$164,736	\$80,662	\$35,012	\$49,063
7402	Buildings M & R	\$102,650	\$0	\$102,650	\$56,228	\$17,935	\$28,486
7403	Grounds M & R	\$30,622	\$0	\$30,622	\$15,775	\$8,801	\$6,046
7404	Parking Lot M & R	\$30,000	\$0	\$30,000	\$20,935	\$0	\$9,065
7405	Water Tower M & R	\$193,000	\$0	\$193,000	\$97	\$1,000	\$191,903
7406	Vehicles M & R	\$25,000	\$0	\$25,000	\$13,532	\$10,832	\$636
7407	Equipment Replacement	\$8,000	\$46,725	\$54,725	\$1,770	\$0	\$52,955
7408	Equipment Rental	\$36,100	\$0	\$36,100	\$16,677	\$12,747	\$6,676
7409	Facilities Rental	\$3,575,000	\$547,900	\$4,122,900	\$974,138	\$9,025	\$3,139,737
7501	Professional Fees	\$37,200	\$0	\$37,200	\$28,145	\$20,250	-\$11,195
7502	Legal Fees	\$29,000	\$0	\$29,000	\$540	\$0	\$28,460
7503	Audit Fees	\$30,000	\$5,000	\$35,000	\$27,569	\$12,925	-\$5,494
7504	Accreditation	\$2,897	\$0	\$2,897	\$4,375	\$0	-\$1,478
7521	Training	\$35,252	\$212,500	\$247,752	\$257,189	\$0	-\$9,437
7522	Testing / Assessment	\$158,850	\$0	\$158,850	\$37,893	\$38,873	\$82,084
7523	Outside Services	\$5,544,330	\$2,378	\$5,546,708	\$2,396,282	\$149,540	\$3,000,887
7525	Purchased Services	\$47,000	\$11,000	\$58,000	\$34,247	\$22,918	\$835
7527	Collection Fees	-\$16,000	\$0	-\$16,000	-\$5,493	\$4,546	-\$15,053
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$2,377	\$0	\$8,123
7531	Finger Printing Expense	\$23,120	\$4,000	\$27,120	\$14,904	\$13,600	-\$1,384

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7601	Adult Diploma Scholarship	\$25,000	\$0	\$25,000	\$500	\$0	\$24,500
7602	JATC Career Advantage Fee Schl	\$500	\$0	\$500	\$750	\$0	-\$250
7603	Honors Scholarship	\$70,000	\$0	\$70,000	\$26,011	\$0	\$43,989
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$6,063	\$0	\$5,937
7605	Presidential Scholarship	\$850,000	\$0	\$850,000	\$513,408	\$0	\$336,592
7606	Scholarship Allowance	-\$1,650,000	\$0	-\$1,650,000	-\$240,695	\$0	-\$1,409,305
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$575	\$0	\$2,425
7608	Fee Waiver - Senior Citizens	\$6,000	\$0	\$6,000	\$2,735	\$0	\$3,265
7609	Fee Waiver - ONG	\$515	\$0	\$515	\$0	\$0	\$515
7610	CCP Partner Scholarship	\$5,150	\$0	\$5,150	\$0	\$0	\$5,150
7618	Graduation Alliance Schlp	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7619	Registration Scholarship	\$13,000	\$0	\$13,000	\$0	\$0	\$13,000
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$4,500	\$0	\$6,500
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schlp & Books	\$610,500	\$0	\$610,500	\$136,055	\$0	\$474,445
7631	Bad Debt Expense	\$105,000	\$0	\$105,000	-\$10	\$0	\$105,010
7632	Capital Lease Interest	\$69,445	\$0	\$69,445	\$10	\$0	\$69,435
7633	Contingency Fund	\$70,790	-\$500	\$70,290	\$68,075	\$61,726	-\$59,511
7634	Instructional Media	\$10,300	\$0	\$10,300	\$10,131	\$0	\$169
7635	Database Subscriptions	\$34,000	\$0	\$34,000	\$9,946	\$18,170	\$5,884
7636	Student Activities	\$20,760	\$225	\$20,985	\$10,846	\$0	\$10,139
7637	Student Group	\$300	\$0	\$300	\$285	\$0	\$15
7638	Fund Raising	\$0	\$0	\$0	\$7,407	\$0	-\$7,407
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$22,493	\$0	-\$87,507
7642	Alumni Fund Expense	\$6,050	\$0	\$6,050	\$3,596	\$0	\$2,454
7644	Miscellaneous	\$60,300	\$0	\$60,300	\$2,954	\$0	\$57,346
7645	Business Competition	\$800	\$0	\$800	\$3	\$0	\$797
7650	Strategic Planning	\$2,500	\$2,275	\$4,775	\$4,597	\$0	\$178
7654	NCA - HLC	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500
7666	Grant Matching	\$60,000	\$0	\$60,000	\$0	\$0	\$60,000
7667	CCP Scholarship	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7670	Road to Success Schlp	\$5,000	\$0	\$5,000	\$532	\$0	\$4,468

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7671	Sports Club Schlp	\$20,000	\$0	\$20,000	\$4,433	\$0	\$15,567
7676	TRIO - NSCC Scholarship	\$5,000	\$0	\$5,000	\$3,514	\$0	\$1,486
7677	Tuition Reduction - Cares	\$0	\$0	\$0	\$0	\$0	\$0
7701	Gas	\$55,000	\$800	\$55,800	\$66,701	\$5,063	-\$15,964
7702	Electricity	\$175,000	\$800	\$175,800	\$104,907	\$103,487	-\$32,594
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$1,551	\$949	\$199
7704	Water	\$8,000	\$500	\$8,500	\$4,548	\$5,673	-\$1,720
7705	Sewer	\$40,000	\$0	\$40,000	\$23,880	\$23,075	-\$6,955
7706	Waste Collection	\$7,000	\$0	\$7,000	\$4,484	\$2,637	-\$121
7707	Telephone	\$50,000	\$0	\$50,000	\$33,399	\$27,678	-\$11,077
7722	Employee Liability Insurance	\$13,000	\$1,400	\$14,400	\$14,359	\$0	\$41
7724	Motor Vehicle Insurance	\$15,000	\$2,000	\$17,000	\$19,168	\$0	-\$2,168
7725	Property Insurance	\$92,319	\$12,000	\$104,319	\$103,794	\$0	\$525
7727	Prof Liab Students	\$7,322	\$800	\$8,122	\$7,011	\$0	\$1,111
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$0	\$0	\$2,250
7729	Cyber Liability Insurance	\$14,000	\$4,100	\$18,100	\$18,045	\$0	\$55
7901	Library Books	\$11,000	\$0	\$11,000	\$8,473	\$0	\$2,527
7902	Fixtures and Furnishings	\$264,506	\$85,000	\$349,506	\$152,831	\$9,427	\$187,248
7903	Software and Licensing	\$614,977	\$19,000	\$633,977	\$375,850	\$4,629	\$253,498
7904	Building Projects	\$7,780,506	-\$6,000,000	\$1,780,506	\$4,596	\$0	\$1,775,910
7911	Equipment	\$66,000	\$80,000	\$146,000	\$138,916	\$6,300	\$784
7912	Motor Vehicles	\$30,000	\$0	\$30,000	\$980	\$4,578	\$24,443
Expense	Sub-Total:	\$35,605,173	-\$5,235,266	\$30,369,907	\$16,791,142	\$6,218,572	\$7,360,193