

**BOARD OF TRUSTEES MEETING**  
**December 8, 2023 – 11:30 a.m.**  
**Room C200**

**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)  
John Poulson  
Mickey Schwarzbek

**C. PLEDGE OF ALLEGIANCE**

**D. MISSION, VISION & VALUES (Volunteer)**

**E. PRESENTATION – STEM / Industrial Technologies Division**

**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)
- Chief of Staff / Executive Vice President (Albert Lewis Jr)
- President (Todd Hernandez)

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

- Facilities Project Update (Jenny T)
- Affordability & Efficiency Report – December action (Jenny T / Albert L)
- Board Budget Committee Review – December action (Todd H / Jenny T)
- Facility Rental Fees – February action (Todd H / Jenny T)

- HLC Accreditation Update (Dan B)
- Lab Fees – February action (Dan B)
- Policy and Procedure Updates (Todd H)
  - Persona Non Grata
  - Equal Opportunity and Non-Discrimination / Anti-harassment

**I. CHIEF FISCAL OFFICER REPORT (Jenny T)**

- Financial Report as of October 31, 2023

**J. CONSENT AGENDA (Megan B)**

1. Consent Agenda Items (roll call vote)
  - a. Minutes of the October 27, 2023 Meeting
  - b. Resignations
  - c. Employ Full-Time Bookstore/Retail & Food Services Clerk
  - d. Employ Full-Time Custodian (1<sup>st</sup> Shift)
  - e. Promotion to Bookstore / Retail & Food Services Clerk
  - f. Promotion to Grants Administrator
  - g. Renewal of Probationary and Non-Teaching Faculty Contracts
  - h. Miscellaneous Employment Contracts
  - i. Equal Opportunity and Non-Discrimination / Anti-harassment Policy

**K. PROPOSED RESOLUTIONS (Megan B)**

- Affordability & Efficiency Report
- Approval FY2022-2023 Audit
- Revised FY2023-2024 Budget

**L. OTHER BUSINESS (Todd H)**

1. Upcoming Board Activities
  - a. Emeritus Dinner – December 18
  - b. Fall Commencement – December 18
  - c. Board Meeting (Annual Organizational Meeting) – February 16
2. Foundation Board Meetings
  - a. January 25, 2024
  - b. April 25, 2024
3. Trustee Professional Development
  - a. National Legislative Summit – February 4-7, 2024
  - b. AACC Annual Conference – April 5-9, 2024
  - c. OACC Annual Conference – June 2024
  - d. ACCT Leadership Congress – October 23-26, 2024
4. Board Self-Evaluation

**M. ADJOURNMENT (Scott M)**

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, October 27, 2023 at 11:30 a.m.

Scott Mull, 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**

**23-86**

Members present: Sandy Barber, John Bridenbaugh, Katrina DeGroff, Jeff Erb, Lisa McClure, Joel Miller, Scott Mull, John Poulson, Mickey Schwarzbek

### **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**

Brittany Chamberlain, HR Director, 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**

Ms. Chamberlain 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.

## **OATH OF OFFICE**

Ms. Jenny Thome, Chief Fiscal & Administrative Officer administered the oath of office to Mr. John Poulson, who was sworn in as a trustee to the Northwest State Community College Board of Trustees effective August 29, 2023.

## **CHECK PRESENTATION FROM THE NSCC FOUNDATION**

Peter Beck, Foundation Board Chair and Robbin Wilcox, Foundation Executive Director presented a check in the amount of \$952,300.00 to the College from the Northwest State Community College Foundation. Chair Beck applauded the generosity of individuals and businesses who have donated. The Foundation has provided the College nearly \$8,000,000 over the last ten years. The money is designated for scholarships, equipment, outreach programs and support for learners.

## **STRATEGIC PLAN UPDATE**

The Board received an update on the Strategic Plan from each Cabinet member. The President, Chief of Staff and Vice Presidents each identified three tactics they are focusing on for the coming year and demonstrated how the tactic is tied to an objective and pillar of the strategic plan. The tactic included a timeline for completion and a measurable goal to determine success of the completed tactic. The Board expressed its appreciation and feels it has a better understanding of the College's focus for the next year.

## **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. Fall enrollment numbers 6 days after start show an 11% increase in heads and 10% increase in FTE over fall 2022. Dan Burklo, VP for Academics, provided an update on fall commencement, taking place December 18 in the Voinovich Auditorium. Conrad Winkler, President North Star BlueScope Steel will be the commencement speaker. Jim Drewes, VP for Workforce, shared that the Manufacturing Days held at the College by the Advanced Manufacturing Consortium during October were a success. Local high school and junior high students participated in hands on activities, equipment demonstrations and discussions with area manufacturers. President Hernandez connected with approximately 70 learners during two Pizza with the President events. Learners were able to meet the President in a casual environment, provide feedback on their experience and enjoy pizza and refreshments.

## **BOARD DISCUSSION ITEMS**

Facilities Update – Work on the solar field is continuing. Underground trenches are dug to lay the cables. The unavailability of the switch gear is the only delay in the process. The Van Wert campus demolition is expected to begin the week of November 20. There

is a minor asbestos abatement scheduled for December, which does not affect the demolition process.

Affordability & Efficiency Report – The College is required to submit an annual report detailing its efforts in reducing and keeping education affordable, as well as maintaining efficiencies at all levels, including the facilities. The report is due to the state November 3 and will be brought to the Board for final approval in December.

Finances – The College audit is currently being completed. NSCC applied for and was granted the one-month extension for completion. The Foundation audit has already been submitted. The College has received mental health funds from the State, Super Rapids to be used for equipment and the talent ready grant.

Adjusted Budget – The Board Budget Committee meets in late November to review a proposed adjusted budget, which includes adjustments to tuition, SSI and capital. The adjusted budget will be brought to the December meeting for approval.

HLC Accreditation Update – The Higher Learning Commission will send a reviewer in late November and early December to visit six of the College’s JATC sites. The purpose of the visits is to ensure that the remote sites receive the same standard of academic excellence that the main campus offers.

Policy and Procedure Updates

*Fees Policy* – The fees policy has been updated to remove the transcript withholding statement and is part of the consent agenda for board approval.

*Student Code of Conduct Policy* – The student code of conduct policy has been updated to remove the transcript withholding statement and is part of the consent agenda for board approval.

*Persona Non Grata Policy* – The College is reviewing current persona non grata policies and will bring a recommendation to the Board.

**CHIEF FISCAL OFFICER REPORT**

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 June 30, 2023. This marks the end of the fiscal year and is part of the continuing audit process. The report is unverified and was not a voting item.

**CONSENT AGENDA APPROVED**

Ms. Barber moved and Mr. Erb seconded the approval of the following consent items:

**MINUTES OF THE AUGUST 25, 2023 MEETING**

**23-87**

**RESIGNATIONS**

**23-88**

WHEREAS, Todd Snyder, Campus Police Officer (substitute), has submitted his resignation; and

WHEREAS, Joseph Golden, Manufacturing Training Manager, has submitted his resignation; and

WHEREAS, Gracie Ayers, Administrative Assistant – Admissions, has submitted her resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Todd Snyder, effective September 1, 2023; and Joseph Golden, effective September 1, 2023; and Gracie Ayers, effective October 12, 2023 be accepted.

**RETIREMENTS**

**23-89**

WHEREAS, Deb Mignin, Nursing Faculty, has submitted her retirement notice; and

WHEREAS, Lou Hissong, Custodian, has submitted her retirement notice; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement of Deb Mignin, effective December 31, 2023 and Lou Hissong, effective December 31, 2023 be accepted.

**EMPLOY FULL-TIME CHIEF OF POLICE**

**23-90**

WHEREAS, the position of full-time Chief of Police was left vacant due to the resignation of Micheal Foreman; 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 Mr. Scott Campbell be employed as full-time Chief of Police effective September 5, 2023 at an annual salary of \$60,000.00. This is a graded position.

**EMPLOY FULL-TIME ADMINISTRATIVE ASSISTANT –  
ADVISING & LEARNER SERVICES**

**23-91**

WHEREAS, the position of full-time Administrative Assistant – Advising & Learner Services was left vacant due to the promotion of Megan Schroeder 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. Riley Dietrich be employed as full-time Administrative Assistant – Advising & Learner Services effective September 5, 2023 at an annual salary of \$39,324.00. This is in accordance with the Support Personnel Bargaining Agreement.

**EMPLOY FULL-TIME ADMINISTRATIVE ASSISTANT –  
IBEW APPRENTICESHIPS & APOLLO**

**23-92**

WHEREAS, the position of full-time Administrative Assistant – IBEW Apprenticeships Apollo was left vacant due to the promotion of Vickie Rhodes to Agency Manager; and

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

WHEREAS, the Vice President – Workforce and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Kassie Kelly be employed as full-time Administrative Assistant – IBEW Apprenticeships Apollo effective September 20, 2023 at an annual salary of \$39,624.00. This is in accordance with the Support Personnel Bargaining Agreement.

**EMPLOY FULL-TIME EXECUTIVE ADMINISTRATIVE ASSISTANT –  
VICE PRESIDENT FOR ACADEMICS**

**23-93**

WHEREAS, the position of full-time Executive Administrative Assistant – Vice President for Academics was left vacant due to the promotion of Heidi Keller to Coordinator of Accreditation, Compliance and Curriculum; and

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

WHEREAS, the Vice President – Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Sandra Manon be employed as full-time Executive Administrative Assistant – Vice President for Academics effective October 9, 2023 at an annual salary of \$47,000.00. This is a graded position.

**EMPLOY FULL-TIME DEAN OF STEM & INDUSTRIAL TECHNOLOGIES**

**23-94**

WHEREAS, the position of full-time Dean of STEM & Industrial Technologies was left vacant due to the resignation of Ryan Hamilton; and

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

WHEREAS, the Vice President – Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Franklin Roberts be employed as full-time Dean of STEM & Industrial Technologies effective October 16, 2023 at an annual salary of \$100,000.00. This is a graded position.

**PROMOTION TO CUSTOMER SERVICE SPECIALIST**

**23-95**

WHEREAS, the position of full-time Customer Service Specialist was left vacant due to the retirement of Rebecca Slattman; and

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

WHEREAS, a qualified internal candidate applied for and accepted the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Krista Maassel be promoted to full-time Customer Service Specialist effective September 7, 2023 at an annual salary of \$30,950.40. This is in accordance with the Support Personnel Bargaining Agreement.

**PROMOTION TO SUCCESS CENTER COORDINATOR**

**23-96**

WHEREAS, the position of full-time Success Center Coordinator was left vacant due to the promotion of Renee Bostelman to Academic Pathways Coordinator; and

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

WHEREAS, a qualified internal candidate applied for and accepted the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Felicia Skeens be promoted to full-time Success Center Coordinator effective September 11, 2023 at an annual salary of \$54,350.78.00. This is in accordance with the Professional Personnel Bargaining Agreement.

**PROMOTION TO GRANTS COMPLIANCE OFFICER**

**23-97**

WHEREAS, the position of full-time Grants Officer was left vacant due to the promotion of Susan Cheeseman to Director – Grants Development; and

WHEREAS, the grants department was restructured and the position was reviewed; and

WHEREAS, it was determined that with the large number of grants that the College receives, it was necessary to have a position that focused on managing a portfolio of sponsored projects throughout the grant life cycle to ensure that awarded funds are

appropriately used and the College is in compliance with all state and federal rules, regulations, laws and statutes relating to grants; and

WHEREAS, the position was changed from Grants Officer to Grants Compliance Officer; and

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

WHEREAS, a qualified internal candidate applied for and accepted the position; and

WHEREAS, the Chief of Staff / Executive Vice President and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Audrey Lehman be promoted to full-time Grants Compliance Officer effective September 14, 2023 at an annual salary of \$61,000.00. This is a graded position.

**PROMOTION TO MANUFACTURING TRAINING MANAGER**

**23-98**

WHEREAS, the position of full-time Manufacturing Training Manager was left vacant due to the resignation of Joseph Golden; and

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

WHEREAS, a qualified internal candidate applied for and accepted the position; and

WHEREAS, the Vice President – Workforce and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Thomas Plummer be promoted to full-time Manufacturing Training Manager effective September 25, 2023 at an annual salary of \$70,000.00. This is a graded position.

**PROMOTION TO ASSOCIATE DIRECTOR – FINANCIAL AID**

**23-99**

WHEREAS, the position of full-time Associate Director – Financial Aid was left vacant due to the promotion of Felicia Skeens to Success Center Coordinator; and

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

WHEREAS, a qualified internal candidate applied for and accepted the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Melissa Durham be promoted to full-time Associate Director – Financial Aid effective September 20, 2023 at an annual salary of \$43,929.00 This is in accordance with the Support Personnel Bargaining

Agreement.

**PROMOTION TO COUNSELOR – FINANCIAL AID**

**23-100**

WHEREAS, the position of full-time Counselor – Financial Aid was left vacant due to the promotion of Melissa Durham to Associate Director – Financial Aid; and

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

WHEREAS, a qualified internal candidate applied for and accepted the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Jessica Thome be promoted to full-time Counselor – Financial Aid effective October 10, 2023 at an annual salary of \$39,873.60 This is in accordance with the Support Personnel Bargaining Agreement.

**PROMOTION TO LIEUTENANT OF CAMPUS POLICE**

**23-101**

WHEREAS, the position of Lieutenant of Campus Police was created as part of a restructure of the campus police department; and

WHEREAS, this position will supervise all part-time and substitute police officers; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Shantelle Cline be promoted to Lieutenant of Campus Police effective October 9, 2023. Officer Cline previously held the position of Acting Police Chief. There is no change in salary.

**MISCELLANEOUS EMPLOYMENT CONTRACTS**

**23-102**

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:**

Rachel Baumgartner, Food Service Assistant (PT), \$13.35 / hour

Campus Police:

Daniel Bentancur, Police Officer (PT), \$20.80 / hour

Part-time Instructors:

Alesha Archer  
Gunjan Bansal  
Danielle Coulson  
Kaitlyn Davis  
Laura Moore  
Katie Nelson  
Sajjad Rezvani Boroujeni  
Nicole Schwab  
Henry Waring  
Marvin Wright

Full-time Faculty Overload / Supplemental – Fall Semester:

Allen Berres	Supplemental/Overload
Amy Drees	Supplemental/Overload
Melissa Faber	Supplemental
Thelma Esterline	Supplemental
Eric Baker	Overload
Sean Burres	Overload
Sherry Howard	Overload
Lisa Becher	Overload
Christopher Clawson	Overload
Heather Galbraith	Overload
Kayla Miller	Overload
Andrea Mofield	Overload
Terra Newton	Overload
Christine Robinson	Overload
Amy Thomas	Overload
Gloria Arps	Overload
Melanie Hicks	Overload
Amy Leitch	Overload
Tamara Meyer	Overload
Linette Will	Overload
Erik Jones	Overload
David Mohring	Overload
John Mueller	Overload
Gregory Nartker	Overload
Steven Raymond	Overload
Joshua Verhoff	Overload
Cassie Rickenberg	Nonteaching professional or graded *Overload

Jon Tomlinson  
Lana Snider

Nonteaching professional or graded  
Nonteaching professional or graded

**ACCEPTANCE OF GIFT TO THE COLLEGE**

**23-103**

WHEREAS, the College is appreciative of gifts and donations received by the community; and

WHEREAS, Progressive Components, on behalf of the Society of Plastics Engineers, has made a \$1,000.00 donation to the STEM & Industrial Technology division; and

WHEREAS, these funds will be used in the plastics program; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that this gift be accepted to the College.

**FEES POLICY (AMENDED)**

**23-104**

WHEREAS, Ohio Revised Code Section 3345.027 prohibits a state institution of higher education from withholding a student's official transcript from a potential employer because the student owes money to the institution; and

WHEREAS, House Bill 33, that "Establishes operating appropriations for fiscal years 2024-2025" requires the Board of Trustees to determine whether to end the practice of transcript withholding; and

WHEREAS, the Board of Trustees considered the following factors, as required by House Bill 33, in determining whether to end the practice: (1) the extent to which ending the practice of transcript withholding will promote the state's postsecondary attainment and workforce goals, (2) the rate of collection on overdue balances from the practice of transcript withholding, as documented by the Attorney General Office, and (3) the extent to which ending the practice will help students who have disenrolled students from Northwest State Community College complete an education, whether at NSCC or at another state institution; and

WHEREAS, the Board of Trustees determined to end the practice of transcript withholding based on those factors; and

WHEREAS, the Board of Trustees directs the President and/or designee to revise policy 14-9-04 Fees in accordance with the decision to discontinue transcript withholding practices for past-due balances; and

WHEREAS, the Board of Trustees directs the President and/or designee to revise procedures for the discontinuation of transcript withholding practices for past-due balances; and

WHEREAS, Ohio Revised Code Section 3345.60 requires each institution of higher education to make explicitly clear on its web site that a student has a right to access a transcript for purposes of seeking employment regardless of whether that student owes an institutional debt; and

WHEREAS, Ohio Revised Code Section 3345.60 requires each institution of higher education to post a list of resources available to students who owe an institutional debt, including payment plans, opportunities for settlement, and any other programs that work to prevent students from dropping out,

NOW, THEREFORE BE IT RESOLVED, that policy 14-9-04 Fees be revised and adopted as follows:

**3358: 14-9-04 Fees.**

- (A) The board of trustees shall establish fees for the college based on the recommendations of the president and chief fiscal and administrative officer and in accordance with state guidelines. Fees shall be subject to change without notice, based on the effective date at the time of approval by the board.
- (B) Tuition and fees must be paid in full each semester by the date established by the college. The college may drop student registrations if tuition and other fees are not paid by established deadlines.
- € The college reserves the right to withhold grades ~~transcripts~~ and degrees of students who are delinquent in the payment of fees. The college reserves the right to refuse registration if there is a balance of fees from a previous term.
- (D) Tuition and/or fees may be refundable pursuant to college procedures.
- € The president has been granted the authority to waive the out-of-state fees for up to fifteen international students per semester. The amount of the waiver and the selection of the students to receive the waiver will be based upon the timeliness of the application and a desired geographic distribution of the students.
- (F) The out-of-state tuition fees shall be waived for veteran students and eligible dependents who meet the guidelines set forth under section 702 of the Veterans Access, Choice and Accountability Act of 2014 for the following out-of-state counties effective June 1, 2015: Hillsdale and Lenawee counties in Michigan; and Steuben, DeKalk, Allen and Adams counties in Indiana.
- (G) Collection of fees will be in accordance with college procedures and all accounts will be written off to bad debt expense when an account is 365 days past due and has had no activity for 60 days.

**STUDENT CODE OF CONDUCT POLICY (AMENDED)**

WHEREAS, Ohio Revised Code Section 3345.027 prohibits a state institution of higher education from withholding a student's official transcript from a potential employer because the student owes money to the institution; and

WHEREAS, House Bill 33, that "Establishes operating appropriations for fiscal years 2024-2025" requires the Board of Trustees to determine whether to end the practice of transcript withholding; and

WHEREAS, the Board of Trustees considered the following factors, as required by House Bill 33, in determining whether to end the practice: (1) the extent to which ending the practice of transcript withholding will promote the state's postsecondary attainment and workforce goals, (2) the rate of collection on overdue balances from the practice of transcript withholding, as documented by the Attorney General Office, and (3) the extent to which ending the practice will help students who have disenrolled students from Northwest State Community College complete an education, whether at NSCC or at another state institution; and

WHEREAS, the Board of Trustees determined to end the practice of transcript withholding based on those factors; and

WHEREAS, the Board of Trustees directs the President and/or designee to revise policy 14-5-08 Student Code of Conduct in accordance with the decision to discontinue transcript withholding practices for past-due balances; and

WHEREAS, the Board of Trustees directs the President and/or designee to revise procedures for the discontinuation of transcript withholding practices for past-due balances; and

WHEREAS, Ohio Revised Code Section 3345.60 requires each institution of higher education to make explicitly clear on its web site that a student has a right to access a transcript for purposes of seeking employment regardless of whether that student owes an institutional debt; and

WHEREAS, Ohio Revised Code Section 3345.60 requires each institution of higher education to post a list of resources available to students who owe an institutional debt, including payment plans, opportunities for settlement, and any other programs that work to prevent students from dropping out,

NOW, THEREFORE BE IT RESOLVED, that policy 14-5-08 Student Code of Conduct be revised and adopted as follows:

**3358: 14-5-08 Code of student conduct.**

- (A) The code of student conduct exists to advance the core missions of the college, promote a safe and secure educational environment, foster the academic and social development of

students, and protect the persons, property, processes, and academic integrity of the college community. Although the code is intended to be as comprehensive as possible, it makes no attempt to list all activities, behavior, or conduct which may adversely affect the college community.

- (B) In order to maintain an orderly process for learning, the instructor/supervisor/administrator has the authority to exclude any student who is considered to be detrimental to an ongoing learning experience. Disciplinary action may include but is not limited to disciplinary probation, suspension, dismissal, expulsion, ~~withholding of transcripts~~, or other appropriate action.

**This concludes the Consent Agenda.**

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

**EMERITUS STATUS APPROVED**

**23-106**

Ms. McClure moved and Mr. Miller seconded the following motion:

WHEREAS, the College enacted an Emeritus policy in 2013 to recognize individuals that have made an outstanding contribution to the College and the community; and

WHEREAS, the College asked for nominations of faculty, staff and trustees that have permanently retired from Northwest State Community College; and

WHEREAS, the President has made a recommendation to the Board of Trustees to grant emeritus status to one individual; and

WHEREAS, the Board Executive Committee has made a recommendation to the Board of Trustees to grant emeritus status to one individual

NOW, THEREFORE BE IT RESOLVED, that Mrs. Marsha Buehrer and Dr. Robert Hall be granted emeritus status by the Board of Trustees effective October 27, 2023.

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

**FEBRUARY 2024 BOARD MEETING**

**23-107**

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

WHEREAS, the FY23-24 board meeting calendar was approved by resolution at the February 2023 board meeting; and

WHEREAS, the current meeting for February is scheduled for February 23, 2024; and

WHEREAS, the President has been invited to speak at the Achieving the Dream Conference in Orlando, Florida February 19-22; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the February board meeting be moved from February 23, 2024 to February 16, 2024.

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

### **OTHER BUSINESS**

**Institutional Learning Outcomes** – A committee has been working on updating the Institutional Learning Outcomes (ILOs) with input from each of the councils. This will be a discussion for the Board at a future meeting or retreat. The plan is to have the ILOs brought for approval at the April meeting.

### **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 October 27, 2023 Board Meeting**

**1b. Resignations**

WHEREAS, Maria Trevino, Custodian, has submitted her resignation; and

WHEREAS, Logan Badenhop, Operations Manager, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Maria Trevino, effective November 15, 2023; and Logan Badenhop, effective January 5, 2024 accepted.

**1c. Employ Full-Time Bookstore / Retail & Food Services Clerk**

WHEREAS, the position of full-time Bookstore / Retail & Food Services Clerk was left vacant due to the promotion of Jessica Thome to Financial Aid Counselor; 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. April Robarge be employed as full-time Bookstore / Retail & Food Services Clerk effective November 13, 2023 at an annual salary of \$30,284.80. This is in accordance with the Support Personnel Bargaining Agreement.

**1d. Employ Full-Time Custodian**

WHEREAS, the position of full-time Custodian was left vacant due to the retirement of Lou Hissong; 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 Mr. Keegan Schroeder be employed as full-time 1<sup>st</sup> Shift Custodian effective November 27, 2023 at an annual salary of \$29,390.40. This is in accordance with the Support Personnel Bargaining Agreement.

**1e. Promotion to Bookstore / Retail & Food Services Clerk**

WHEREAS, the position of full-time Bookstore / Retail & Food Services Clerk was left vacant due to the promotion of Krista Maassel to Customer Service Specialist; and

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

WHEREAS, a qualified internal candidate applied for and accepted the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Dawn Bischoff be promoted to full-time Bookstore / Retail & Food Services Clerk effective October 30, 2023 at an annual salary of \$30,284.80. This is in accordance with the Support Personnel Bargaining Agreement.

**1f. Promotion to Grants Administrator**

WHEREAS, the position of full-time Grants Administrator was left vacant due to the promotion of Audrey Lehman to Grants Compliance Officer; and

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

WHEREAS, a qualified internal candidate applied for and accepted the position; and

WHEREAS, the Chief of Staff / Executive Vice President and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Kristine Robertson be promoted to full-time Grants Administrator effective November 6, 2023 at an annual salary of \$46,500.00. This is a graded position.

**1g. Renewal of Probationary and Non-Teaching Faculty Contracts**

WHEREAS, it has been determined that the following persons should be re-employed; and

WHEREAS, their supervisor recommends; and

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

NOW, THEREFORE BE IT RESOLVED, that the following persons be re-employed as per the terms and conditions indicated effective with the 2023-2024 academic year:

- a. Sarah Casserino (advisor-academic), continuing, one-year probationary contract, Bachelors, total salary \$47,261.55
- b. Brenda Housh (success coach), continuing, one-year probationary contract, Bachelors, total salary \$47,261.55
- c. Kayla Miller (faculty – agricultural studies), continuing, one-year probationary contract, Masters, total salary \$56,141.39

- d. Gregory Nartker (faculty – industrial technology welding), continuing, one-year probationary contract, Associates, total salary \$63,503.60
- e. Caitlin Barrera (assistant – clinical teaching), third, one-year probationary contract, Masters, total salary \$56,064.91
- f. Amanda Heil (recruiter - admissions), third, one-year probationary contract, Bachelors, total salary \$47,261.55
- g. Rhonda Lazette (faculty- program coordinator medical assisting), third, one-year probationary contract, Bachelors, total salary \$59,079.15
- h. John Mueller (faculty- industrial technology electrical), third, one-year probationary contract, Associates, total salary \$63,843.07
- i. Keira Christman (recruiter – admissions), second, one-year probationary contract, Masters, total salary \$47,261.55
- j. Fredy Rodriguez (faculty – sociology/social & behavioral sciences), second, one-year probationary contract, PhD, total salary \$63,843.07
- k. Megan Schroeder (advisor – academic), second, one-year probationary contract, Bachelors, total salary \$47,261.55

**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:

Rachel Baumgartner, Food Service Assistant (Sub), \$13.35 / hour

Campus Police:

Daniel Bentancur, Police Officer (PT), \$20.80 / hour  
 Dennis Lazenby, Police Officer (Sub), \$20.80 / hour

Part-time Instructor:

Robert Young

**1i. Equal Opportunity and Non- Discrimination / Anti-Harassment (Amended)**

WHEREAS, Executive Order 2022-06D, Defining and Combating Antisemitism, signed by Governor Mike DeWine, requires all public colleges and universities to adopt the International Holocaust Remembrance Alliances definition of antisemitism or an

appropriate alternative definition; and

WHEREAS, Northwest State Community College has updated its current Equal Opportunity and Non-Discrimination / Anti-Harassment policy to include the definition of antisemitism and use this definition for purposes of determining whether an alleged act described in said definition was motivated by discriminatory antisemitic intent; and

WHEREAS, the policy has also been updated to include recently passed legislation including The Pregnant Worker's Fairness Act (PWFA) and the Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act; and

WHEREAS, the policy has also been updated to provide current contact information for the Office of Civil Rights; and

WHEREAS, the Vice President – Human Resources and Leadership Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that policy 14-3-19 Equal Opportunity and Non-Discrimination / Anti-Harassment be amended as follows:

**3358: 14-3-19 Equal Opportunity and Non-Discrimination/Anti-Harassment.**

Effective Date: 4/1/12; Revised 12/14/18, 4/26/19, 8/28/20

Policy statement: Northwest state community college (“NSCC” or “the college”) is committed to maintaining a workplace and academic environment free of discrimination and harassment. Therefore, the college shall not tolerate discriminatory or harassing behavior by or against trustees, employees, vendors, customers, students, or other persons participating **or attempting to participate** in a college program or activity. **“Attempting to participate” extends mandated protections against person who are applicants for admission or employment or who are determined by the administration of this policy to be otherwise accessing the College’s educational program.**

- (A) Employees and students are expected to assist in the college’s efforts to prevent discrimination or harassment from occurring. Administrators, supervisors, and employees who have been designated to act on behalf of the college are specifically responsible for identifying and taking proper action to stop such behavior when they see it occurring and to report it to the reporting structure of the college as identified in this policy.
  
- (B) While the college does not tolerate any form of discrimination or harassment, the Non-Discrimination/Anti-Harassment Policy and related procedures are intended to cover discrimination and harassment based on a protected class. Protected classes for purposes of this policy are age, ancestry, color, disability, familial status, gender, genetic information (GINA), military or veteran status, national origin, race, religion, sex, and sexual orientation, or any other bases under the law. **“Antisemitism” is a certain perception of Jews, which may be expressed as hatred toward Jewish people. Many Jewish people hold their identity of being “Jewish” as both a religion and a race (or as**

their religion or race), although Jewish people can be from anywhere in the world and may or may not be actively practicing Judaism. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property and toward Jewish community institutions and religious facilities. Antisemitism, including harassment on the basis of actual or perceived Jewish origin, ancestry, ethnicity, identity, affiliation, or faith, is strictly prohibited at NSCC. Like many other forms of civil rights abuses, acts against actual or perceived Jewish persons are illegal and in violation of our policies. In reviewing, investigating, or deciding whether antisemitism has occurred in violation of this policy, in accordance with Ohio Executive Order 2019-05D, NSCC shall take into consideration the definition of antisemitism set forth above for purposes of determining whether the alleged act was motivated by **discriminatory antisemitic intent**. Through this and related policies, the college acknowledges and complies with its duties under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Clery Act, as amended, by the 2013 Reauthorization of the Violence Against Women Act (VAWA), the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended, the Pregnancy Discrimination Act, **The Pregnant Worker's Fairness Act (PWFA) and the Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act** and relevant state and local laws, by setting forth comprehensive frameworks for receiving, processing, investigating, and resolving complaints.

(page 4 of 12)

- (b) Complaints involving employees: In cases of alleged discrimination/harassment in employment or if the victim or alleged perpetrator is an employee, the complaint may be made to any of the following:
  - (i) an employee of human resources;
  - (ii) **the institution's Title IX Coordinator; or**
  - (ii) an employee of the NSCC police department.
  
- (c) Complaints involving students: In cases of alleged discrimination/harassment when the victim and/or alleged perpetrator is a student, a potential student, or someone participating in a college-sponsored event or activity, the complaint may be made to any of the following:
  - (i) human resources;
  - (ii) **the institution's Title IX Coordinator;**
  - (iii) the vice president of academics;

- (iv) an academic dean; or
- (v) an employee of the NSCC police department.

**(Page 10 and 11)**

- (b) U.S. Department of Education, Office for Civil Rights  
 1-800-421-3481  
[ocr@ed.gov](mailto:ocr@ed.gov)  
<http://www2.ed.gov/about/offices/list/ocr/index.html>

The majority of OCR staff are working remotely. Therefore, to ensure receipt of your correspondence, please consider emailing (OCR@ed.gov) or faxing (202-453-6012) it to their office, where it will receive immediate attention. If neither of these options are available to you, mail your correspondence to the address below and we will process it as soon as conditions allow. You may also contact them at 800-421-3481 or OCR@ed.gov to confirm receipt of your correspondence.

U.S. Department of Education  
 Office for Civil Rights  
 Lyndon Baines Johnson Department of Education Bldg  
 400 Maryland Avenue, SW  
 Washington, DC 20202-1100

\*\*\*\*\*

**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 2023 AFFORDABILITY & EFFICIENCY REPORT**

WHEREAS, in 2015 Governor John Kasich created the Ohio Task Force on Affordability and Efficiency to make recommendations to Ohio’s institutions of higher education; and

WHEREAS, House Bill 49 requires each institution’s Board of Trustees to complete an efficiency review; and

WHEREAS, textbook affordability remains a top priority and colleges and universities are required to report the use of Open Education Resources (OER) materials or

Inclusive Access; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2023 Affordability and Efficiency Plan Report that was submitted as a draft by the November 3, 2023 deadline be approved for final submission by the Board of Trustees effective December 8, 2023.

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

**2. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2022-2023 COLLEGE AUDIT**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

WHEREAS, the 2022-2023 financial audit prepared by Plattenburg & Associates, Inc. has been reviewed by the Chief Fiscal and Administrative Officer and the State of Ohio Auditor's Office; and

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

NOW, THEREFORE BE IT RESOLVED, that the 2022-2023 financial audit be accepted.

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

**3. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2023-2024 REVISED BUDGET**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

WHEREAS, adjustments to the 2023-2024 budget has been made for tuition revenue based on enrollment, changes in plans to capital projects, miscellaneous personnel adjustments, board-desired \$5 per credit hour scholarship and the college credit plus textbook scholarship; and

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

NOW, THEREFORE BE IT RESOLVED, that the 2023-2024 revised budget be approved.

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



# President’s Report - October 2023

## Videos / Podcasts:

[10/4/2023](#)

[10/5/2023](#)

[11/1/2023](#)

[11/9/2023](#)

[Defiance Econ Dev Podcast](#)

## 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)
- Dr. Sandy Shugart Coaching Call (Monthly)

<b>Date</b>	<b>Activity</b>
Oct 26	Visit from BGSU - Allied Health Programming Update
Oct 30	Dr. Richanne Mankey - Defiance College President
Nov 1	BHDP - CC Podcast
Nov 9	Veterans Day Luncheon
Nov 13	Dr. Richanne Mankey - Defiance College President



<b>Date</b>	<b>Activity</b>
Nov 6	Defiance Rotary Presentation
Nov 14	Paulding Co Economic Dev Annual Dinner
Nov 16	VW Groundbreaking

### Scheduled Time Off / Away from Campus

<b>Date</b>	<b>Description</b>
Dec 12 - Jan 1	College Closed
Jan 12 - 22	Vacation - Sebring, FL
Feb 19 - 23	ATD Dream Conference. Orlando, FL

### Non NSCC related Professional Activities

None.

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

**VAN WERT CAMPUS**

- Several meetings were held with YouScience, which is the Aptitude & Career Discovery system used by the high schools in Van Wert and Paulding county. We are exploring partnership opportunities with them in 2024 for recruitment purposes.
- The work on MOUs detailing Career Technical Assurance Guides (CTAGs) for Vantage Career Center (VCC) continues as we seek to create pathways for Vantage Career Center students by providing credit for the classwork completed at VCC that aligns with courses taught at NSCC. What is a CTAG? Career Technical Assurance Guides mandated by the Ohio Department of Higher Education, Career Technical Assurance Guides (CTAGs) guarantee the course equivalency and applicability of degree pathways.
- Agreed to be the sole sponsor for Van Wert Chamber's Leadership Program for 3<sup>rd</sup> straight year.
- Van Wert Chamber is also launching a Leadership Academy for high school students and NSCC will sponsor and be a presenter.
- Met with (Advanced Technologies Consultants) about future needs for the Van Wert campus.
- Topographical survey for the Van Wert campus was completed on 10/17.
- Met with Alyssa Pohlman (Campus Recruiter) to discuss alignment of NSCC programs with the needs of Central Insurance. Shared program sheets and articulation agreements, and offered to develop a special certificate for the insurance industry if requested.
- Presented at Van Wert Service Club (10/25).
- Jon Tomlinson was appointed to Van Wert Business Development Corporation to discuss and explore workforce development opportunities for the region and position the Van Wert Campus as an educational partner.
- Mechanical/Electrical systems planning meeting for Van Wert campus on 11/3.
- Jon Tomlinson appointed to Paulding County Business Advisory Council Steering Committee (11/9).
- Ceremonial demolition at Van Wert Campus (11/16).
- Working Supervisor – Facility Maintenance & Custodial position for Van Wert released (11/17).
- Discussion with Paulding High School, adding onsite CCP courses for Fall 2024 (11/20).
- Additional Purdue Fort Wayne articulations (Visual & Performing Arts, English/Secondary Education).

## GRANTS REPORT

### **Awarded**

FY24 Choose Ohio First for Allied Health & Nursing in the amount of \$891,999.96. We are still awaiting the Agreement for further details.

### **Submissions Pending**

No submissions since last Board report but will complete and submit the Individual Microcredential Assistance Program (IMAP) grants application on behalf of CTS 11/30/23. The Individual Microcredential Assistance Program (IMAP) helps Ohioans participate in a training program to receive a credential at no cost. Requested amount is just shy of 500K.

## INFORMATION TECHNOLOGY

- For the month of October, 365 new requests/incidents were received, and 364 have been resolved with 99% positive feedback from 52 responses.
- Campus multifactor authentication for all campus services is progressing, with the first stage to be rolled out over winter break and actual MFA to start being rolled out over spring break.
- The new event/room booking request portal is in its final stage with the final review of the standard to be finalized soon, this will optimize and centralize room and event bookings within Halo (Automated Request System).
- Completing new physical campus intrusion system built on our access control and surveillance systems, increasing campus security.
- The electronic records project is still in the demo stage. This project will help us digitize our records along with automating and streamlining many of our processes.

### **CONSULTANTS-FERRILLI**

- Security Assessment-Ongoing
- Project Management Training-Completed
- Creating Technology Plan-Draft Completed
- Development of the Project “Roadmap”-Draft Completed
- Review technology policies and standard operating procedures-Ongoing
- Staff Evaluation-Completed

**Vice President for Academics  
December 2023  
Submitted by: Dan Burklo**

It's hard to believe the fall semester is coming to an end and Commencement is less than two weeks away. Conrad Winkler is excited and looking forward to speaking at Commencement and is joining us for the Emeritus Dinner as well.

We have been interviewing for new business, math and nursing faculty and are looking forward to bringing these folks on board for Spring.

We are wrapping up a very busy semester as we have been working on updating our curriculum and programs based on our stakeholders' feedback. We have done a lot of work on the programs and the schedule for the spring semester, including additional 8-week classes, adding evening class options, modifying curriculum to be more available to online learners and working on new state initiatives, such as the program with Intel. We are also starting to get some traction in the Institutional Research area as you can see in the following reports.

Following are some brief updates from the academic deans.

**Jamilah Tucker: Arts & Science**

Arts and Sciences completed a comprehensive four-year program review on January 24, 2023. The collaborative plan engaged all faculty and administration in the division, and outside stakeholders in a review of the Associates of Arts and Associates of Science programs over the prior four years, and set goals for the coming four years.

➤ **Identifying the Problem**

One problem that was discovered in the report was, that while faculty provide advising to students after their first 15 hours are completed, the hand-off between academic advisors in the student success center and faculty advisors was a common place where students were not transitioning effectively, as well, much of student advising was informal and poorly recorded.

➤ **Making a Plan**

Thus, the comprehensive program review set a goal over the next four years to “Develop a plan that more adequately reflects faculty efforts (both formal and informal) advising. Show improvement in those metrics over each year.”

*This goal links directly to the strategic plan, the completion plan, the student success agenda, and the newly conceived, Elevate Northwest Ohio agenda, as it is focused on retaining and serving learners.*



➤ **The Results**

The resulting numbers are preliminary but show the following results of faculty effort for spring 2023 advising & registration:

Number of Learners Transitioning to Faculty Advisors (in the Fall 2023, for Spring 2023 Faculty Advising):	11
Number of Transitioning Learners Reviewed Administratively (this review aligns advisors, checks for non-native credit, and hands learners off to faculty from the Dean with proposed advising guidance).	11
	<b>100%</b>

***Faculty Advising Efforts:***

Percentage of active faculty reporting to the newly developed tracker:	<b>85%</b>
Target reach (unduplicated students):	31
Target successful contacts	18
Success rate:	<b>58%</b>

Overall Picture of Enrollment All Learners in the Majors AA/AS (as of 11.17. 2023):

<u>Associate of Arts</u>	<u>Associate of Science</u>
Fall 2023 Enrollment: 47	Fall 2023 Enrollment: 67
Spring 2024 Enrollment 32	Spring 2023 Enrollment: 41
New Fall 2023 Enrollment: 12	New Fall 2023 Enrollment: 11
New Spring 2024 Enrollment: 9	New Spring 2023 Enrollment: 5

➤ **Discussion**

After consulting their faculty advisee listings, faculty were encouraged to use a tracker between 10-15-2023 (the opening of registration) and the present to track the communications they made with their advisees and the responses. 85% of faculty acknowledged their new advisee listings and the tracker, 31 “reaches” were attempted, with 18 responses. Responses resulted in email exchanges and formal and informal advising meetings. This presents an 85% participation rate, and 58% response rate and establishes the first baseline for the goal to more accurately reflect faculty advising efforts. The metric will be tracked each semester over the next four years with hopes for improvement in participation, target reach, and response rate. This is the beginning of a plan, where in addition to better documenting faculty effort, we establish more accurate faculty advisee listings and gather more information on advising context and need. Faculty engagement in advising is a vital component of the student success agenda and these often “uncaptured” efforts of faculty aid in the overall strategic enrollment, retention, transfer, and success agendas. I look forward to updating you more in the future.

### **Jason Rickenberg: Business & Public Services**

Agronomy & Agri-Business learners have been very busy this semester. They attended several field trips including Rufenacht Cattle Farm, Andre Farms Composting Facility, MVP Dairy and several high schools in the area to educate students on our programs at NSCC.

Several programs within the Business & Public Services division have revamped the curriculum to have more programs able to be completed online. The Pre-Kindergarten Education, Criminal Justice, Medical Assisting, Medical Billing & Coding curriculum now has more online options with some curriculums completely available online. This helps attract CCP students, compete with other institutions who offer online opportunities, as well as give past NSCC Law Enforcement Academy graduates the opportunity to complete their associates in addition to their OPOT certification.

Several articulation agreements have been approved in the Business & Public Services division including those with Wilmington College, Purdue University Fort Wayne & Indiana Institute of Technology. Ongoing discussion is taking place between NSCC & The Ohio State University for an articulation agreement between NSCC Agronomy Degree and OSU's Crop Science Degree & Ag Education.

During the summer and fall 2023 semester, NSCC was awarded the "Great Minds Fellowship Program" through ODHE in the amount of \$64,133.00. Part of the funds are being used in recruitment and the rest will be used for learners who are starting their practicum/clinical within the program. The program allows for a student pursuing a degree or certificate in a behavioral health field to be eligible for up to \$10,000 total during their undergraduate and graduate studies.

The BE BOLD evening Adult cohort program allowed learners the opportunity to take night courses offered within 8-week formats. The initial cohort of students has 8 learners within it. The schedule for Be Bold spring 2024 semester has been set and will be open to all learners who might be interested in taking evening face-to-face courses. I would like to thank the faculty for their help changing 16-week courses into 8-week courses as well as increasing our evening course options.

### **Dr. Tiffany Ludwig: Nursing & Allied Health**

Phlebotomy is working with the Be Bold program to consider offering 8-week courses in the evenings to get students completed quicker.

We are also looking at the same for the medical assisting program.

### **Franklin Roberts: Dean of STEM & Industrial Technologies**

Awarded \$79k from Super RAPIDS Grant funds to strengthen education and training opportunities that maximize workforce development efforts. Looking to purchase Vacuum systems learning equipment.

Moving forward with the Semiconductor Manufacturing Short Term Certificate will include 3 new courses and current courses we are already teaching.

David Mohring has been busy representing Northwest State in our community, visiting surrounding high schools & companies including Northstar, Altenloh, Brinck & Co, & Automatic Feed.

Department of Labor Grant - Get more people into the advanced manufacturing workforce by offering flexible classes to include modalities and varied meeting and lab times.

STEM P4 - reaching students early in their academic careers on getting interested in STEM

Biology - Transfer Assurance Guides (TAGs -guaranteed transfer credit for specific pre-major and beginning major coursework. TAG courses allow you to complete and transfer courses to fulfill requirements for your intended degree program.) approval for Anatomy and Physiology sequence.

**Kristi Rotroff: Library Director**

In the summer of 2023, library staff (Kristi Rotroff and Dustin Harris) held a departmental Data Summit. We broadly reviewed semester-to-semester and entire academic year statistics for most of our online resources. There are many variables when it comes to analysis of library online resource usage statistics. Factors include: time of academic year, faculty changes, assignment changes, student population, student persistence, technical glitches (foreseen and unforeseen), method of access, and awareness of resources.

To determine some concrete action steps, we also looked specifically at a subset of key resources used steadily over the past 5 years. Using a spring 2022 to spring 2023 comparison, we identified resources where we might be able to impact usage, looking for those with a decrease. The short summary of this focused analysis is below:

<b>NAME OF RESOURCE</b>	<b>CHANGE</b>	<b>ACTION STEP</b>
Academic Search Complete	decrease	Ensure links and tutorials are current and active in all possible places
Electronic Book Center	increase	n/a
Electronic Journal Center	increase	n/a
Facts on File Issues and Controversies	increase	n/a
Films on Demand streaming video	decrease	Investigate adding links to local catalog; targeted communication to faculty
NewsBank	Increase	n/a
ProQuest Nursing and Allied Health	decrease	Speak to learners at nursing boot camp; reach out to instructors after semester to gain feedback



In summer 2024, we will start the bulk of the work to transition to a new Library Services Platform (LSP) in conjunction with all other OhioLINK consortium members. Our membership in OhioLINK makes the same print and electronic resources available to our college community as those at our flagship state institution! We receive grateful comments year-round from learners and faculty about the amount of information available through the NSCC library. We are very excited to embark on the journey to a new cloud-based LSP, and also a bit apprehensive about the amount of work that will be involved. The LSP is the “engine” that allows us to circulate print materials around the state, and also to maintain the many online resources that we have. Please lend us your support as we work toward a “go live” date in summer of 2025.

### **Keri Eason: Director of Institutional Research**

#### **Institutional Research/Data Culture**

Data collection and cleaning was completed during the beginning of November 2023 for the Tableau dashboards (data accessibility initiative). Four Tableau dashboards have been created. Three dashboards contain course level data (course completion rates by Access Categories) while the fourth houses and displays Division and Program level data (credit completion rates).

#### **Institutional Research Projects**

The Assessment Committee asked for a Tableau dashboard that shows the results from Writing ILOs. The data has been cleaned and the dashboard will be ready by Spring 2024. I am also collaborating with the Instructional Design and Distance Learning to create a survey to evaluate the SAKAI learning management system. The survey will be completed by the end of the month with the goal of deploying it during the first week in December. Additionally, I am working with Instructional Design and Distance Learning in Course Evaluation analyses.

#### **Future Goals**

Institutional Research is gearing up for the Data Summit (Spring 2024). Other future goals include data governance/culture planning (accessibility, workforce/data training, and policies and procedures) and budget.

### **Christina Schwiebert: Coordinator Instructional Design & Distance Learning**

Preparing to deploy the course evaluations for fall, along with a survey of student's satisfaction with Sakai.

Reviewing the Online Learning Readiness to see what content needs updated, clarified, added, or removed.

## **From Heidi Keller: Coordinator of Accreditation, Compliance & Curriculum**

On Thursday, November 16 our first of six multi-site visits was completed at the Columbus Electrical Trades Center. Trent Parker, the training director did a wonderful job showing Dr. Dale Brougher, our peer reviewer what makes this Electrical Trades Center so amazing. We had NSCC representation from Vickie Rhodes, Site Manager, Jim Drewes, Vice President for Workforce Development, Heidi Keller, Coordinator for Accreditation, Compliance, Curriculum, and Dan Burklo, Vice President for Academics to help with adding additional information and morale support.

*The remaining site visits are as follows:*

- **Tuesday, November 28** – Cleveland Ironworkers, directed by Dan Strimpel and Youngstown Electrical JATC, directed by Ed Emrick.
- **Thursday, November 30** – Dayton Ironworkers, directed by Pat Moharter and Hamilton Electrical JATC, directed by Bobby Angst.
- **Thursday, December 7** – Lima Area Electrical JATC, directed by Paul Clemens.

After the last site visit, Dr. Brougher will have 30 days to complete his peer reviewer evaluation and forward to the Higher Learning Commission (HLC). Within 14 days, HLC will forward the evaluation to the Accreditation Liaison Officer (ALO). If monitoring is recommended, NSCC has 14 days to submit a response. These next 2 weeks will be very exciting for me.

At the October Academic Affairs meeting, Tony Hills submitted a proposal for a new Semiconductor Manufacturing Short-Term Certificate. This certificate program is being created in response to the new Intel fabrication plant being built in Columbus. The state of Ohio is supporting this by providing grant funds, creating OER coursework and encouraging colleges to create classes and programs to train students in the basics of semi-conductor manufacturing. Once this proposal has moved through our governance system, I will be submitting this new short-term certificate for approval at the Ohio Department of Higher Education (ODHE) and HLC. I look for the start of the approval process to be the first few weeks in December.

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

**Admissions:** Admissions hosted our annual Discover NSCC Day on Saturday, November 4. We saw 40 prospective learners and welcomed over 60 family members with them. The day was filled with activities hosted by faculty and various student groups. The day included presentations about CCP opportunities, scholarship availability, flexible learning options (Be BOLD), reverse transfer, and PLA. The day was a success and a great time was had by all.

The College Credit Plus advisors recently attended the Ohio Alliance of Dual Enrollment in Columbus where they participated in active breakout sessions and connected with other institutions to discuss innovative practices and strategies.

Spring enrollment is in full swing and we are currently processing applications through our newest application in Slate. Many changes were made to our application, including the automation of various processes to ensure that applications are processed and entered into Banner swiftly. This allows applicants to get their student ID numbers faster, which encourages and enables them to move forward with their next steps just shortly after applying.

**Advising:** The Advising Center remains busy advising and registering learners for the Spring 2024 semester. One of the ways we are positively affecting Spring 2024 registration is through a registration incentive encouraging new and returning learners to register for Spring 2024 classes before December 20th for a chance to win a \$25.00 gift card to the NSCC Bookstore. This incentive has been heavily promoted and is prompting learners to register for classes before the winter break. This incentive is proving successful and is having a positive effect on registration, with over 600 learners registering for almost 200 FTE.

**Adult Studies / Be Bold:** Our Be BOLD cohort that started this fall has moved into their second 8 weeks. We lost one student who chose not to continue on with classes. Everyone else is eager and loving the program thus far. We are continuing to push enrollment for spring to begin a new cohort as well as flexible scheduling for all adults. As of now, we have one adult registered for the spring cohort with an additional five learners who are working through admissions and financial aid, but plan to continue with the Be BOLD in business route. Kristen is feeling confident she will have six to eight learners registered for the spring cohort and is excited to use testimonials from our current learners and faculty about the program to continue spreading the word.

**Academic Pathways:** The new trifold brochure titled *Bring Your Credit to NSCC* has been created and distributed to departments on campus. The webpage for Prior Learning has also been updated to *Bring Your Credit to NSCC* ( <https://northweststate.edu/cpl>). The update shows all the types of credit a learner can bring to NSCC.



Renee Bostelman and Shannon Floyd attended the CAEL (Council for Adult and Experiential Learning) conference November 7-10. This was a great opportunity for professional development with a focus on credit for Prior Learning as well as Adult Learners.

**Esports:** This season, NSCC has two official Esports Teams – Overwatch and Super Smash Bros. Overwatch hopes to improve upon their 1-7 record. They did make the playoffs and won their first game. The Super Smash Bros. team ended their season with a record of 3-4.

NSCC Thunder is strengthening their social media presence with multiple posts each week to Facebook, Instagram, and Twitter.



Exciting news – the Public Minecraft server is now available to NSCC students to play and have fun on.

NSCC Thunder and NWO Gamers have hosted 5 events since October 2023 and hosted their biggest Mario Kart, Super Smash Brothers, and Computer Game events to date.

**Financial Aid:** The Financial Aid Office and SAC (Nursing Student Activities Club) recently teamed up on a Thanksgiving Food Drive. A big thanks goes out to St. John Lutheran Church for their donation of Turkeys and Hams to go along with the sides collected during the food drive. Fifteen full Thanksgiving meals were assembled and distributed to families in need.

The Foundation scholarship application was released on October 1, 2023 and the response rate has been impressive.

Historically, the FAFSA has been available beginning October 1 each year. However, because of significant changes to the application, the 24-25 FAFSA will not be available until sometime in December 2023. Students will be notified when the date is released.

**Registrar:** Can you hear the commencement processional music playing off in the distance?! The Registrar Team surely can, as they gear up for fall commencement, scheduled for December 18 at 7:00 p.m.

Before then, on December 5, Registrar Connie Klingshirn, will be giving a presentation to Higher Education Colleagues about how NSCC implemented the Statewide Guaranteed Transfer Codes using the Banner Student Information System, representing the Community College perspective.

Additionally, the Registrar team has been working with the Academic Deans to identify subject matter experts to review course equivalencies. They will be providing training of the same.

**Student Activities / Career Services:** Student Activities hosted the 28th Annual Chili Cook Off on October 11. Eight teams competed and this event raised \$826 for the Path Center in Defiance. The Chili Cook Off has raised over \$13,000 for this agency over the years. Congratulations to STEMi--people's choice winner and golden ladle winner and also to Heartburn Lane (CTS)--judge's nontraditional choice and STEMi, again, for Judge's traditional choice.



getting involved.

On November 14, Career Services hosted the annual Transfer Fair. This event provided an opportunity for our learners to find out about continuing their education and scholarship opportunities from 15 visiting colleges, universities and military branches. All majors were encouraged to attend. The Transfer Fair was also [featured on Toledo 11](#) news.



**Success Center:** We continue to have high traffic in the testing center and Learning Lounge. One day, we had 13 students using the success center and 4 walk-ins in a single day – keeping our four testing rooms rather busy!

Since Fall Semester, our tutors have serviced 100+ tutoring sessions. We have also accommodated 60 learners from the beginning of Fall with an additional 50+ testing accommodations in November alone!

We still want to capture data on how many learners are utilizing the learning lounge, etutors, and study rooms. With the help of IT, we plan to launch this project next term. With the help of our Ohiolink Etutor Coordinator, we are working to identify and fill in any tutoring gaps, to ensure we are meeting our learners’ subject matter needs. Lastly, the Success Center and Learning Lounge are still in a makeover state – with plans to: 1) add a Campus-wide Activity Board/Calendar of Events for learners to stay “in the know;” and, 2) provide a refreshment station, with light snacks and drinks, to help ease test anxiety. One day, the hope is to collaborate with other learner services offices and offer workshops on healthy study habits and methods to alleviate test anxiety.

**TRIO:** TRIO remains busy supporting learners. In mid-October, TRIO held two Public Speaking Workshops to help learners become more comfortable with public speaking by giving learners the opportunity to present a current project they are working on. We had five learners volunteer to give their speeches. Faculty and TRIO staff provided feedback to them. It was a positive experience with learners appreciating the helpful tips and faculty were impressed that learners were willing to participate when no grade or extra credit was attached to it.

TRIO celebrates First Gen Week each year in honor of the anniversary of the signing of the Higher Education Act of 1965. This year (11/6 – 11/9), we celebrated with daily events, including: *Written in Stone* workshops, an ice cream social, Facebook posts, group pictures, and a video that includes a large majority of learners, staff, and faculty. Check out the video [HERE!](#)



**Summary:** As we near the homestretch of the fall semester, our Learner Services Team looks forward to celebrating the achievement of graduation with our Fall 2023 graduates. As always, we continue to Strive for Progress and hold our values (people, integrity, learning) resolute in our efforts to support learners and connect them with available resources (both on-campus and off), all in hopes of helping each learner achieve the dream of a college degree. In the spirit of the holiday season, that is the greatest gift of all. Happy Holidays NSCC Family!

**Vice President – Workforce Development**  
**December 2023**  
**Submitted by: Jim Drewes**

**Higher Learning Commission (HLC) Site Visits** – HLC are performing visits to six of our electrical and / or iron worker sites. Those visits that started in mid-November were completed by early December.

**Custom Training Solutions (CTS)** – CTS is busy planning for the first quarter of 2024. In December, the focus will be planning for summer youth campus and review training gaps (for personnel and equipment). Planning for January through March includes sales results review, strategic sales and customer services training for CTS employees, the NW Ohio Science Fair and the First Robotics competition to name a few.

**Chief Fiscal and Administrative Officer  
December 2023  
Submitted by: Jennifer Thome**

Christmas is right around the corner and the campus is coming alive with holiday spirit. The Business Office is in a festive mood. Tis the Season!



Pictured below is Krista Maassel, our Welcome Center Customer Specialist. Krista has a couple months in her new position and is spending time getting acclimated to the copy center equipment, postage equipment, and handling room reservations.



## Business Office

This team has spent a great deal of time learning about our annual financial audit and how to comply with testing. With a fairly young team, they've made great strides. As part of our strategic initiative, the business office will provide training sessions and lunch and learn sessions. We've spent November planning and outlining for these sessions. Our first business office training session will start Wednesday December 6<sup>th</sup> with our initial focus on expense reports, p-card processes and reports (similar to credit cards), requisition/PO flow and processes, using banner (financial software) to look up information and reporting and short cuts within the system. In later sessions, we will roll out banner budgeting and reporting, payroll and supervisor approval processes.

We are very excited to let you know that as of January 2, 2024 we will have a full team. Our controller position will be filled and we look forward getting everyone working together.

## Facilities

Our team works in collaboration with NRG Curtailment Solutions as part of the Demand Response Program. What this does is help the customer reduce our load through our own controls by scheduling air handlers, boilers, chillers, and LED lighting. Through scheduling, this program helps curtail powers for special peak demands during hot weather or extreme cold days. The special mandatory reduction tests are a way for NRG to make sure that we can comply with scheduling demands. For example, our most recent test was on November 14, 2023. We are given a 2-hour window at NRG's discretion to maintain a certain level. This program can result in large savings. The snip-it below shows our test day with the 2-hour window provided from 4-6pm.



Example of our electric bills from the start of the program compared to today:

July 2023	\$ 17,380.46	July 2018	\$24,688.23
Aug 2023	\$ 16,677.27	Aug 2018	\$23,844.82
Sept 2023	\$ 17,223.98	Sept 2018	\$ 26,823.06
Oct 2023	\$ 13,809.15	Oct, 2018	\$ 23,945.70

### **Bookstore**

The bookstore has been putting in effort to increase sales through new merchandise and clothing options. Our goal is to increase traffic and NSCC gear to create walking billboards. In November, we found a company to come in and buy old books (old inventory that cannot be returned) and as part of their services, they have a customer buyback program for students. We will be re-introducing this option to students in December to help them earn money back on lightly used books.

### **Food Service**

Catering events are picking up. Black Swamp events are in full swing every month. We still have two part-time food service positions open and we are working with Maumee Valley Vending to find ways to open up options to students after 2 pm or for evening classes when food service and the bookstore are closed with limited staff.

### **Police**

Chief Scott Campbell and his team will be the board presentation for February, but in the meantime, here is a look at what they are doing to personalize the department, the academy, and NSCC.

On November 14, Lt. Cline made a presentation to the Junior and Senior Criminal Justice classes at Four County. She was asked to speak about her experience in law enforcement – from school, to training/academy, to current position. Lt. Cline spoke to the class and ran an exercise on investigative skills. During her presentation, she was also able to provide information about the Northwest State Community College Criminal Justice Program and Academy, of which she is a graduate. The Department is also spearheading Operation Secret Santa with the assistance of Mike Jacobs of Career and Learning Services, to assist families in need this Christmas.



During the month of November, the Campus Police Department continued to work on department reorganization – from working on a department mission statement to addressing uniformity of our Class A and Class C uniforms for specific events. We are scheduled to complete the required CPTs for OPOTA to make sure all officers keep their certification and will perform annual firearms qualification on December 2nd.

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

**Recruiting:**

We have filled the following roles:

- Campus Police Lieutenant
- Campus Police Officer - PT
- Campus Police Officer - SUB
- Grants Administrator
- Bookstore/Retail & Food Services Clerk (2)
- Custodian (1<sup>st</sup> shift)

We are recruiting for the following roles:

- Training Coordinator- Electrical and Automation
- Training Coordinator- Mechanical and Fluid Power
- Business Faculty (Business Management & Economics)
- Workforce Industrial Technology Faculty (Welding)
- Nursing Faculty
- Mathematics Faculty
- Administrative Assistant- Admissions
- Administrative Assistant- CTS
- Custodian (1<sup>st</sup> shift)
- Working Supervisor- Facility Maintenance and Custodial

**Onboarding:**

We are continually updating our onboarding process to make sure we create the best welcome for our new employees. For each new employee, organizational announcements are added to the TV screens around campus to highlight and welcome them to campus! Keegan is one of our recent new hires and this is his organizational announcement that will be displayed on the TV screens around campus.

## ORGANIZATIONAL ANNOUNCEMENT

We are pleased to announce that Keegan Schroeder has accepted the position of 1<sup>st</sup> Shift Custodian, effective November 27, 2023.

Keegan was most recently employed at Top Dog in Napoleon. He is also the owner/operator of Information Technology Services, which provides on-site technology services to clients.

When not working, Keegan enjoys gardening. This past summer he grew tomatoes and sunflowers, but plans to expand his planting next year.

Keegan is looking forward to being a part of NSCC because “I am excited to meet new people and have a career I can be proud of!”

Please join me in welcoming Keegan to NSCC!



### Employee Engagement Events:

**Employee Recognition** - On October 25, NSCC served 125 employees at the Employee Service Awards. Hill’s Family Restaurant & Catering provided a wonderful lunch. Following the luncheon, employees watched a video containing pictures of honored employees as well as “fun facts” which they provided. NSCC formally recognized twenty-five employees for their years of service and classes taught. Dr. Hernandez spoke on the impact Northwest State employees have on our learners and the community and thanked everyone for all that they do. It was a special time for everyone involved.







**November Event – Fall Treat Event!** – During this time of Thanksgiving, we wanted to express our gratitude to all NSCC employees. On November 14, over eighty employees were treated to a spread of fall themed treats and beverages. The treats were made by the talented food services team and enjoyed by all!





Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$14,607,958	\$0	\$14,607,958	\$7,360,708	\$0	\$7,247,250
5102	General Fees	\$477,126	\$0	\$477,126	\$257,091	\$0	\$220,035
5103	Lab Fees	\$377,900	\$0	\$377,900	\$192,663	\$0	\$185,237
5105	Out of State Fees	\$438,671	\$0	\$438,671	\$305,096	\$0	\$133,575
5107	Proficiency Fees	\$3,250	\$0	\$3,250	\$640	\$0	\$2,610
5109	Other Fees	\$3,000	\$0	\$3,000	\$3,025	\$0	-\$25
5110	Late Fees	\$7,900	\$0	\$7,900	-\$15,550	\$0	\$23,450
5115	Student Fees	\$87,300	\$0	\$87,300	\$46,842	\$0	\$40,458
5116	Deferred Payment Service Fee	\$3,600	\$0	\$3,600	\$1,540	\$0	\$2,060
5118	Bus & Ind. Traing Fee	\$2,710,000	\$0	\$2,710,000	\$762,337	\$0	\$1,947,663
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	\$525	\$0	\$2,975
5133	Tuition and Fees Schlop Allow	-\$1,850,227	\$0	-\$1,850,227	-\$619,878	\$0	-\$1,230,349
5155	Fiscal Agent Fee	\$99,166	\$0	\$99,166	\$15,689	\$0	\$83,477
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$11,013	\$0	\$18,987
5159	Career Advantage Fee	\$17,000	\$0	\$17,000	\$25,725	\$0	-\$8,725
5160	Simulation Fee	\$73,700	\$0	\$73,700	\$13,777	\$0	\$59,923
5161	Career Service Fee	\$667,700	\$0	\$667,700	\$339,479	\$0	\$328,221
5163	OBR Capital Funds (State)	\$6,140,991	\$0	\$6,140,991	\$0	\$0	\$6,140,991
5503	Foundation - Instl Supprt	\$135,000	\$0	\$135,000	\$0	\$0	\$135,000
5610	Photo ID	\$500	\$0	\$500	\$470	\$0	\$30
5614	Miscellaneous Income	\$121,040	\$0	\$121,040	\$62,174	\$0	\$58,866
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$10,095	\$0	\$24,905
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$175	\$0	\$3,825
5642	E Sports Revenue	\$700	\$0	\$700	\$108	\$0	\$592
5753	Catering Sales - Nontaxable	\$750	\$0	\$750	\$0	\$0	\$750
5801	OBR - Subsidy	\$13,346,203	\$0	\$13,346,203	\$4,624,708	\$0	\$8,721,495
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$30,157	\$0	\$90,472

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5901	Investment Income	\$35,000	\$0	\$35,000	\$34,830	\$0	\$170
	Revenue Sub-Total:	\$37,698,857	\$0	\$37,698,857	\$13,463,438	\$0	\$24,235,419
6101	Administrative Salaries	\$3,800,544	\$0	\$3,800,544	\$960,099	\$0	\$2,840,445
6102	Non Instructional Salaries	\$3,118,368	\$0	\$3,118,368	\$923,498	\$0	\$2,194,870
6103	Part Time Non Instructional	\$125,000	\$0	\$125,000	\$52,390	\$0	\$72,610
6104	Salary Savings	-\$250,000	\$0	-\$250,000	\$0	\$0	-\$250,000
6121	Academic Salaries	\$3,598,676	\$0	\$3,598,676	\$1,040,920	\$0	\$2,557,756
6122	Academic Overload	\$644,607	\$0	\$644,607	\$182,346	\$0	\$462,261
6123	Part Time Academic	\$1,340,247	\$0	\$1,340,247	\$330,584	\$143	\$1,009,520
6124	Independent Study	\$5,580	\$0	\$5,580	\$3,712	\$0	\$1,868
6125	Academic Advising	\$2,950	\$0	\$2,950	\$0	\$0	\$2,950
6141	Part Time Student Help	\$75,076	\$0	\$75,076	\$16,203	\$0	\$58,873
6142	Work Study Student	\$0	\$0	\$0	\$5,015	\$0	-\$5,015
6143	Student Tutoring	\$3,000	\$0	\$3,000	\$6	\$0	\$2,994
6144	Faculty Tutoring	\$41,000	\$0	\$41,000	\$3,855	\$0	\$37,145
6145	Honorarium	\$2,000	\$0	\$2,000	\$0	\$0	\$2,000
6200	Fringe Expense	\$4,175,649	\$0	\$4,175,649	\$1,086,152	\$0	\$3,089,497
6203	SERS	\$0	\$0	\$0	\$0	\$0	\$0
6210	Fringe Actual	\$0	\$0	\$0	\$332,465	\$0	-\$332,465
6211	Medical	\$0	\$0	\$0	-\$108,213	\$0	\$108,213
6214	Life	\$0	\$0	\$0	-\$5	\$0	\$5
6216	Misc Insurances	\$0	\$0	\$0	-\$2	\$0	\$2
6218	HRA	\$15,000	\$0	\$15,000	\$3,627	\$0	\$11,373
6301	Workers Compensation	\$17,500	\$0	\$17,500	\$0	\$0	\$17,500
6302	Unemployment Compensation	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
6303	Employee Fee Waiver	\$60,000	\$0	\$60,000	\$23,481	\$0	\$36,519
6304	Bookstore Employee Discount	\$4,000	\$0	\$4,000	\$1,373	\$0	\$2,627
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
6306	Employee Appreciation	\$24,500	\$0	\$24,500	\$7,561	\$1,680	\$15,259
6307	Faculty / Staff Development	\$75,000	\$0	\$75,000	\$10,903	\$7,708	\$56,389
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7101	Office Supplies	\$33,897	\$900	\$34,797	\$6,213	\$403	\$28,180
7102	Copier Supplies	\$17,575	\$0	\$17,575	\$4,666	\$0	\$12,909
7103	Recruiting Supplies	\$17,750	\$0	\$17,750	\$1,864	\$2,195	\$13,691
7121	Computer Supplies	\$28,960	\$0	\$28,960	\$185	\$0	\$28,775
7131	Instructional Supplies	\$207,744	\$0	\$207,744	\$58,377	\$11,871	\$137,496
7132	Lab Supplies	\$44,200	\$0	\$44,200	\$0	\$0	\$44,200
7134	ADA Hearing Impaired Books	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7135	Instructional Food/Snacks	\$29,600	\$0	\$29,600	\$6,494	\$0	\$23,106
7136	Linen and Laundry	\$360	\$0	\$360	\$0	\$0	\$360
7138	Graduation Supplies	\$25,500	\$0	\$25,500	\$409	\$0	\$25,091
7151	College Car Supplies	\$990	\$0	\$990	\$0	\$0	\$990
7153	First Aid Supplies	\$0	\$0	\$0	\$0	\$0	\$0
7156	Miscellaneous Supplies	\$13,700	\$0	\$13,700	\$1,876	\$0	\$11,824
7157	Employee Awards	\$7,000	\$0	\$7,000	\$125	\$0	\$6,875
7161	Library Supplies	\$1,400	\$0	\$1,400	\$641	\$0	\$759
7162	Library Books Lost / Replaced	-\$3,953	\$0	-\$3,953	-\$875	\$0	-\$3,078
7171	Audio Visual Supplies	\$28,734	\$0	\$28,734	\$8,956	\$0	\$19,778
7181	Uniforms	\$10,800	\$0	\$10,800	\$542	\$2,054	\$8,205
7182	Janitorial Supplies	\$15,000	\$0	\$15,000	\$2,874	\$13,598	-\$1,472
7201	Conferences and Seminars	\$115,000	-\$1,221	\$113,779	\$22,427	\$1,795	\$89,557
7202	Travel	\$109,064	\$1,221	\$110,284	\$25,835	\$0	\$84,449
7203	Development	\$47,000	\$0	\$47,000	\$13,097	\$0	\$33,903
7204	Instructional Travel	\$31,000	\$0	\$31,000	\$1,638	\$0	\$29,362
7207	Committee Meetings	\$27,890	\$0	\$27,890	\$6,025	\$0	\$21,865
7208	Convocation	\$8,000	\$0	\$8,000	\$5,296	\$0	\$2,704
7301	Subscriptions and Publications	\$10,835	\$0	\$10,835	\$3,713	\$0	\$7,122
7311	Dues	\$175,540	\$0	\$175,540	\$78,694	\$32,270	\$64,576
7321	Classified Advertising	\$0	\$9,000	\$9,000	\$2,032	\$0	\$6,968
7322	Radio Advertising	\$60,000	\$0	\$60,000	\$22,675	\$14,604	\$22,721
7323	Brochures	\$40,000	\$0	\$40,000	\$16,339	\$0	\$23,661
7324	Advertising - Papers	\$18,000	\$0	\$18,000	\$2,205	\$8,550	\$7,245
7325	Advertising - Billboards	\$82,000	\$0	\$82,000	\$36,411	\$13,500	\$32,089

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7326	Advertising - Miscellaneous	\$55,725	\$0	\$55,725	\$21,990	\$885	\$32,850
7328	Advertising - Digital	\$44,000	\$0	\$44,000	\$10,761	\$2,800	\$30,439
7329	Advertise-Wkfrc Devel	\$18,000	\$0	\$18,000	\$0	\$0	\$18,000
7331	Community Relations Donations	\$500	\$0	\$500	\$297	\$0	\$203
7352	Printing	\$41,700	\$0	\$41,700	\$8,910	\$2,158	\$30,633
7361	Postage	\$22,800	\$0	\$22,800	\$2,390	\$16,158	\$4,252
7401	Equipment M & R	\$189,016	\$154	\$189,170	\$38,442	\$53,870	\$96,858
7402	Buildings M & R	\$102,650	\$0	\$102,650	\$18,327	\$14,754	\$69,569
7403	Grounds M & R	\$30,622	\$0	\$30,622	\$12,232	\$6,846	\$11,543
7404	Parking Lot M & R	\$30,000	\$0	\$30,000	\$21,522	\$0	\$8,478
7405	Water Tower M & R	\$302,000	\$0	\$302,000	\$0	\$1,000	\$301,000
7406	Vehicles M & R	\$25,000	\$0	\$25,000	\$5,177	\$6,941	\$12,881
7407	Equipment Replacement	\$10,000	\$0	\$10,000	\$186	\$0	\$9,814
7408	Equipment Rental	\$40,300	\$0	\$40,300	\$7,861	\$23,210	\$9,229
7409	Facilities Rental	\$4,238,490	\$0	\$4,238,490	\$13,968	\$19,950	\$4,204,571
7501	Professional Fees	\$47,200	\$0	\$47,200	\$20,511	\$1,750	\$24,939
7502	Legal Fees	\$19,000	-\$9,000	\$10,000	\$10,626	\$0	-\$626
7503	Audit Fees	\$40,000	\$0	\$40,000	\$5,000	\$0	\$35,000
7504	Accreditation	\$2,897	\$0	\$2,897	\$0	\$0	\$2,897
7521	Training	\$241,000	\$0	\$241,000	\$140,153	\$0	\$100,847
7522	Testing / Assessment	\$160,950	\$0	\$160,950	\$27,207	\$1,390	\$132,353
7523	Outside Services	\$5,650,538	-\$12,908	\$5,637,630	\$406,428	\$241,228	\$4,989,974
7525	Purchased Services	\$73,839	\$0	\$73,839	\$13,687	\$17,135	\$43,017
7527	Collection Fees	-\$16,000	\$0	-\$16,000	-\$2,250	\$0	-\$13,750
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$2,692	\$0	\$7,808
7531	Finger Printing Expense	\$27,620	\$0	\$27,620	\$5,322	\$20,148	\$2,149
7601	Adult Diploma Scholarship	\$25,000	\$0	\$25,000	\$0	\$0	\$25,000
7602	JATC Career Advantage Fee Schl	\$500	\$0	\$500	\$0	\$0	\$500
7603	Honors Scholarship	\$70,000	\$0	\$70,000	\$21,075	\$0	\$48,925
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$11,018	\$0	\$982
7605	Presidential Scholarship	\$900,000	\$0	\$900,000	\$479,331	\$0	\$420,669
7606	Scholarship Allowance	-\$1,850,227	\$0	-\$1,850,227	-\$619,878	\$0	-\$1,230,349

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7608	Fee Waiver - Senior Citizens	\$6,000	\$0	\$6,000	\$1,124	\$0	\$4,876
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	\$2,000	\$0	\$9,000
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schlp & Books	\$669,442	\$0	\$669,442	\$73,762	\$0	\$595,680
7631	Bad Debt Expense	\$105,000	\$0	\$105,000	\$0	\$0	\$105,000
7632	Capital Lease Interest	\$65,445	\$0	\$65,445	\$33,626	\$0	\$31,819
7633	Contingency Fund	\$62,750	-\$900	\$61,850	\$4,945	\$1,347	\$55,558
7634	Instructional Media	\$10,500	\$0	\$10,500	\$11,011	\$0	-\$511
7635	Database Subscriptions	\$35,000	\$0	\$35,000	\$5,648	\$0	\$29,352
7636	Student Activities	\$32,225	\$0	\$32,225	\$3,578	\$0	\$28,647
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$6,838	\$0	-\$6,838
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$10,725	\$0	-\$99,275
7642	Alumni Fund Expense	\$8,200	\$0	\$8,200	\$3,254	\$0	\$4,946
7644	Miscellaneous	\$63,800	\$0	\$63,800	\$465	\$400	\$62,935
7645	Business Competition	\$800	\$0	\$800	\$0	\$0	\$800
7650	Strategic Planning	\$1,000	\$0	\$1,000	\$0	\$0	\$1,000
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	\$0	\$0	\$5,000
7671	Sports Club Schlp	\$20,000	\$0	\$20,000	\$7,493	\$0	\$12,507
7676	TRIO - NSCC Scholarship	\$5,000	\$0	\$5,000	\$605	\$0	\$4,395
7701	Gas	\$75,000	\$0	\$75,000	\$912	\$86,054	-\$11,966
7702	Electricity	\$175,000	\$0	\$175,000	\$68,987	\$122,244	-\$16,231
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$885	\$1,814	\$0
7704	Water	\$8,000	\$0	\$8,000	\$1,586	\$7,267	-\$853
7705	Sewer	\$40,000	\$0	\$40,000	\$11,940	\$28,030	\$30

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7706	Waste Collection	\$7,000	\$0	\$7,000	\$2,802	\$4,758	-\$560
7707	Telephone	\$84,370	\$0	\$84,370	\$27,170	\$38,013	\$19,187
7722	Employee Liability Insurance	\$14,400	\$0	\$14,400	\$15,367	\$0	-\$967
7724	Motor Vehicle Insurance	\$21,000	\$0	\$21,000	\$17,958	\$0	\$3,042
7725	Property Insurance	\$109,319	\$0	\$109,319	\$54,111	\$0	\$55,208
7727	Prof Liab Students	\$8,947	\$0	\$8,947	\$7,451	\$0	\$1,496
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$0	\$0	\$2,250
7729	Cyber Liability Insurance	\$18,100	\$0	\$18,100	\$4,807	\$0	\$13,293
7777	PC Unapproved Transactions	\$0	\$0	\$0	\$0	\$0	\$0
7901	Library Books	\$12,000	\$0	\$12,000	\$2,214	\$0	\$9,786
7902	Fixtures and Furnishings	\$433,884	-\$154	\$433,730	\$43,357	\$1,569	\$388,804
7903	Software and Licensing	\$694,748	\$0	\$694,748	\$407,209	\$0	\$287,538
7904	Building Projects	\$6,014,991	\$0	\$6,014,991	\$0	\$0	\$6,014,991
7911	Equipment	\$146,000	\$12,908	\$158,908	\$23,995	\$3,459	\$131,454
7912	Motor Vehicles	\$30,000	\$0	\$30,000	\$4,143	\$0	\$25,857
Expense	Sub-Total:	\$37,698,857	\$0	\$37,698,857	\$6,726,210	\$835,550	\$30,137,096