

## **BOARD OF TRUSTEES MEETING**

**December 13, 2024 – 11:30 a.m.**

**Room C200 / NSCC Campus**

### **ORDER OF BUSINESS**

#### **A. CALL TO ORDER (Sandy B)**

#### **B. ROLL CALL (Megan B)**

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

#### **C. PLEDGE OF ALLEGIANCE**

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

#### **E. PRESENTATION – Business & Public Services Division**

#### **F. AUDIENCE PARTICIPATION**

#### **G. CHIEF EXECUTIVE OFFICER REPORT (Todd H)**

- Vice President – Enrollment Management & Student Affairs (Cassie Rickenberg)
- Vice President – Academics (Lana Snider)
- Vice President – Chief Fiscal & Administrative Officer (Jenny Thome)
- Vice President – Workforce Development (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 (Sandy B & Todd H)**

- Facilities Projects Update (Jenny T)
- Board Budget Committee (Todd H / Jenny T)
- Police Department / ORI (Todd H / Jenny T)
- Affordability & Efficiency Report (Albert L)

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

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

*Values: People, Integrity and Learning*

- Lab Fees (Lana S)
- New Agriculture Programs (Lana S)
- Fall Commencement Survey (Todd H)
- Board Self Evaluation (Todd H)
- February Meeting Dates – Executive & General Board (Todd H)
- Policy and Procedure Updates (Todd H)
  - Workplace Violence (new policy)
  - Equal Opportunity / Anti-Harassment (amended policy)

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

- Financial Report as of October 31, 2024

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

1. Consent Agenda Items (roll call vote)
  - a. Minutes of the October 18, 2024 Meeting
  - b. Resignations
  - c. Retirement
  - d. Employ Workforce Sales Coordinator
  - e. Employ Administrative Assistant – Community & Workforce Development
  - f. Employ Custodian – 2<sup>nd</sup> Shift
  - g. Transition to Custodian – 1<sup>st</sup> Shift
  - h. Renewal of Probationary and Non-Teaching Faculty Contracts
  - i. Miscellaneous Employment Contracts
  - j. New Program – Associate of Applied Science – Agriculture Technician
  - k. New Program – Certificate – Agriculture Technician
  - l. Program Inactivation – IT Short-Term Specialist Certificate

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

1. Affordability & Efficiency Report
2. Approval FY2023-2024 Audit
3. February 2025 Board Meeting Date

**L. UPCOMING BOARD ACTIVITIES**

1. Emeritus Dinner – December 16
2. Fall Commencement – December 16

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

1. Foundation Board Meetings
  - a. January 30, 2025
  - b. April 24, 2025
2. Trustee Professional Development

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- a. CCBA National Conference (Austin, TX) – February 5-7, 2025
- b. ACCT Community College National Legislative Summit (D.C.) – February 9-12, 2025
- c. AACC Annual 2025 (Nashville, TN) – April 12-16, 2025

**N. EXECUTIVE SESSION**

**O. ADJOURNMENT (Sandy B)**

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The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, October 18, 2024 at 11:30 a.m.

Sandy Barber, 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**

**24-100**

Members present: Sandy Barber, John Bridenbaugh, Katrina DeGross, 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**

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

### **VISION AND VALUES**

Trustee Mull 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.

### **PRESENTATION – STRATEGIC PLAN UPDATE**

The Board received an update on the Strategic Plan from each Cabinet member. The

College is in year two of a three-year strategic plan. Each cabinet member provided an update on his / her top three priorities for this year. 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.

### **CHIEF EXECUTIVE OFFICE REPORT**

Each of the Vice Presidents provided a report from their respective areas. Cassie Rickenberg, Vice President for Enrollment Management & Student Affairs, provided an update on fall enrollment. As of the mid-term, the College has over 500 new and returning full-time equivalents (FTE) and nearly 160 College Credit Plus FTE. Lana Snider, Vice President for Academics, provided an update on fall commencement. Amy Wachob, the CEO of Goodwill Industries of Northwest Ohio will be the speaker at the December 16 commencement. Jenny Thome, Chief Fiscal & Administrative Officer, reported that the Business Office is working on the audit and close-out of fiscal year 2024. Final installation of the solar field will require the campus to shut down power on two different days. Jim Drewes, Vice President – Workforce, provided an update on the manufacturing day events being held on campus during the month of October. These three events will feature 14 manufacturers and over 500 total attendees from local high schools. President Hernandez discussed a partnership with North Star Blue Scope for a training center on their work campus.

### **BOARD DISCUSSION ITEMS**

Facilities Project Update – The College will close on October 25 and November 27 in preparation of activating the solar field. The Van Wert campus will have soft opening in January. The B Building demolition will begin November 1 with a finish date of December 2025.

Steubenville JATC – Electrical IBEW / JATC site formerly with Eastern Gateway. All of their apprentices graduate with a 2-year degree. There is a resolution for the board's consideration to exempt the fifth-year students in that program from the College's residency requirement and provide scholarships to cover tuition, as the agency site does not have funds to pay for the general education courses for those students.

Emeritus Nominations – A recommendation is being brought to the Board to award emeritus to two individuals – Dr. Melissa Faber and Dr. Larry Zachrich, both whom received multiple nominations from their peers.

Affordability & Efficiency Report – The state required annual Affordability & Efficiency report is due November 18. The report has been shared with the responsible parties to review and complete. The report will be submitted as a draft by the deadline, pending board approval at the December board meeting.

Fall Commencement Survey – As part of the college's ongoing assessment, the Registrar Team collected data on attendance numbers for both commencements, since we implemented a fall and spring ceremony in the fall of 2015. The goal was to increase

the number of graduates participating in commencement. We issued a survey to employees and a survey to learners this fall. We are currently reviewing the results and will present our findings at the December board meeting.

Policy & Procedure Updates:

*Campus Act*– Ohio Campus Free Speech Act, also referred to as the Campus Act, addresses concerns about free expression in response to growing debates over freedom of speech, protests and demonstrations in the academic setting. The bill requires us to adopt and enforce policies on bias, harassment and intimidation and create anti-hate task forces. It also established campus safety and community programs with state funding allocations. The policy must be adopted by October 31, 2024 by the Board of Trustees. The policy we are proposing for your consideration and approval is policy 14-17-09: Racial, Religious and Ethnic Harassment and Intimidation.

**CHIEF FISCAL OFFICER REPORT**

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, 2024. 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**

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

**MINUTES OF THE AUGUST 23, 2024 BOARD MEETING**

24-101

**MINUTES OF THE SEPTEMBER 26, 2024 SPECIAL BOARD MEETING**

24-102

**RESIGNATIONS**

24-103

WHEREAS, Chandra Gibbons, Administrative Assistant – Community & Workforce Development (Maumee), has submitted her resignation; and

WHEREAS, Barry Von Deylen, Faculty – Business Accounting, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Chandra Gibbons, effective September 3, 2024; and Barry Von Deylen, effective September 13, 2024 be accepted.

**RETIREMENTS**

24-104

WHEREAS, Steven Raymond, Faculty – Industrial Technology, has submitted his retirement; and

WHEREAS, Deborah Hartzell, Nursing Program and Clinical Coordinator, has resubmitted her retirement to extend the official retirement date; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement of Steven Raymond, effective December 30, 2024; and Deborah Hartzell, effective December 31, 2024 be accepted.

**TRANSFER TO ADMINISTRATIVE ASSISTANT – BUSINESS & PUBLIC SERVICES**

**24-105**

WHEREAS, the position of full-time Administrative Assistant – Business & Public Services was left vacant due to the retirement of Julie Curry; and

WHEREAS, an internal candidate applied for and accepted the position; and

WHEREAS, the Vice President – Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Olof Fleming be employed as full-time Administrative Assistant – Business & Public Services effective September 16, 2024 at an annual salary of \$41,600.00. This is in accordance with the Support Personnel Bargaining Agreement.

**PROMOTION TO ADMINISTRATIVE ASSISTANT – FOUNDATION,  
BSSC & MARKETING**

**24-106**

WHEREAS, the position of full-time Administrative Assistant – Foundation, BSSC & Marketing was left vacant due to the transfer of Olof Fleming to Administrative Assistant – Business & Public Service; and

WHEREAS, an internal candidate applied for and accepted the position; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Dawn Bischoff be employed as full-time Administrative Assistant – Foundation, BSSC & Marketing effective September 30, 2024 at an annual salary of \$41,600.00. This is in accordance with the Support Personnel Bargaining Agreement.

**PROMOTION TO CLERK – BOOKSTORE/RETAIL & FOOD SERVICES**

**24-107**

WHEREAS, the position of full-time Administrative Assistant – Foundation, BSSC & Marketing was left vacant due to the promotion of Dawn Bischoff to Administrative Assistant – Foundation, BSSC & Marketing; and

WHEREAS, an internal candidate applied for and accepted the position; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Jodi Adams be employed as full-time Clerk – Bookstore/Retail & Food Services effective October 8, 2024 at an annual salary of \$31,803.20 This is in accordance with the Support Personnel Bargaining Agreement.

**MISCELLANEOUS EMPLOYMENT CONTRACTS**

**24-108**

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 of 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:**

Phillis Kretz – Part-Time; \$14.02 / hour

Mikaylie Young – Part-Time; \$14.02 / hour

**Part-Time Instructors:**

Judie	Alessi
Stacey	Blakemore
Nichole	Burns
Christine	Davis
Terri	Draper
Chris	Dukeshire
Jerett	Godeke
Ricardo	Gonzalez
Ashley	Howard
Richard	Killion
Lucy	Manley
Theresa	Miller
Katelin	Moquin
Brooke	Myers
Gregory	Pysh
John	Reber
Charles	Reed
Erin	Sanchez
Sydney	Sours
Anthony	Tomasi
Hanah	Varner



Robin Workman  
Sarah VonSeggern

Full-time faculty NTPs and Graded teaching on overload or supplemental contracts:

<u>Overload:</u>	<u>Supplemental:</u>	<u>NTP / Graded:</u>
Gloria Arps	Amy Daeger	Todd Hernandez
Sean Bures	Sherry Howard	Katy McKelvey
Lisa Dapelo	Christine Robinson	Connie Nicely
Melanie Hicks	Kent Vandock	Jon Tomlinson
Colin Doolittle	Debbie Wikstrom	Jenny Thome
Heather Galbraith	Amy Daeger	
Tony Hills		
Julie Kemarly-Dowland		
Craig Kulhlman		
Mike Kwiatkowski		
Rhonda Lazette		
Amy Leitch		
Tammy Meyer		
Kayla Miller		
Diae Mizou		
Anuja Parikh		
Christine Robinson		
Dave Mohring		
Tera Newton		
Erik Jones		
Fredy Rodriquez-Mejia		
James Smith		
Gregory Tefft		
Amy Thomas		
Barry Vondelyen		
Chris Clawson		
John Mueller		
Greg Nartker		
Steve Raymond		
Josh Verhoff		

**ACCEPTANCE OF GIFT TO THE COLLEGE**

**24-109**

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

WHEREAS, C Stephens Appliances has made a generous donation of a Frigidaire Refrigerator/Freezer with an approximate value of \$649.00; and

WHEREAS, this gift will assist the College in aiding our learners through the food pantry; and

WHEREAS, the President recommends

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

**LOCALLY ADMINISTER CAPITAL PROJECTS**

**24-110**

WHEREAS, the ORC Sections 3345.50 and 3345.51 require Board action to locally administer state appropriated capital projects under \$4 million; and

WHEREAS, funding from the state has been received for Van Wert Facility renovations in the amount of \$2,400,000; and

WHEREAS, it is the desire of Northwest State Community College to locally administer these projects; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Northwest State Community College will comply with the guidelines established pursuant to section 153.16 of the Revised Code and all laws that govern the selection of consultants, preparation and approval of contract documents, receipt of bids, and award of contracts with respect to the project.

**RACIAL, RELIGIOUS AND ETHNIC HARASSMENT AND  
INTIMIDATION POLICY (NEW)**

**24-111**

WHEREAS, sections 3320.05 of the Ohio Revised Code (ORC) requires each state and private for-profit college in Ohio to adopt a policy on racial, religious and ethnic harassment and intimidation that is consistent with the requirements that rest in the code; and

WHEREAS, Northwest State Community College has created a policy in conjunction with the Ohio Attorney General to comply with the ORC requirements; and

WHEREAS, this policy includes a statement on prohibition on racial, religious and ethnic harassment and intimidation, definitions and reporting instructions

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees adopts policy 14-17-09 Racial, Religious and Ethnic Harassment and Intimidation Policy effective October 18, 2024, prior to the October 31, 2024 state required deadline.

(See next page for policy)

**3358:14-17-09: Racial, Religious, and Ethnic Harassment and Intimidation**

Sections 3320.05 of the Ohio Revised Code requires each state and private for-profit college in Ohio to adopt a policy on Racial, Religious, and Ethnic Harassment and Intimidation that is consistent with the requirements that rest in the code. As such, NSCC puts forth this

policy and associated procedures to comply with said requirements.

### **Statement of Prohibition on Racial, Religious, and Ethnic Harassment and Intimidation**

Northwest State Community College (“NSCC” or “the College”) is committed to maintaining a workplace and academic environment free of all forms of discrimination and harassment. Therefore, the College affirms in this policy the prohibition of discrimination or harassment on the basis of race, religion, and ethnic origin as well as other protected classes as identified in 3358: 14-3-19: Equal Opportunity and Non-Discrimination/Anti-Harassment. In addition to such acts being in violation of this policy, those acts may also constitute discrimination under Title VI of the Civil Rights Act of 1964 and/or under Title VII of the Civil Rights Act of 1964, as well as Ohio law.

The College prohibits 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.

### **Definitions**

**"Harassment"** means unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the individual's education program or activity.

**"Intimidation"** means:

- (A) Knowingly cause another to believe that the offender will cause serious physical harm to the person or property of the other person, the other person's unborn, or a member of the other person's immediate family. In addition to any other basis for the other person's belief that the offender will cause serious physical harm to the person or property of the other person, the other person's unborn, or a member of the other person's immediate family, the other person's belief may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.
- (B) Knowingly, by any means; or Recklessly, by means of fire, explosion, flood, poison gas, poison, radioactive material, caustic or corrosive material, or other inherently dangerous agency or substance, cause, or create a substantial risk of physical harm to any property of another without the other person's consent. Without privilege to do so, knowingly move, deface, damage, destroy, or otherwise improperly tamper with any of the following: (i) the property of another, or (ii) one's own property, when certain conditions are met, or (iii) the land, land markings, safety devices, boundary markers, monument, survey station, or other real or electronic (including computer, computer system, computer network, computer software, or the like)

**"Ethnic Intimidation"** means any act of "intimidation" as defined in this policy perpetrated because of the race, color, religion, or national origin of another person or

group of persons.

Further, in accordance with the requirements of the Revised Ohio Code, NSCC:

- has created a campus task force on combating antisemitism, Islamophobia, anti-Christian discrimination, and hatred, harassment, bullying, or violence toward others on the basis of their actual religious identity or what is assumed to be their religious identity at the institution.
- shall provide training for all College administration, faculty, and staff, which shall include information on how to respond to hate incidents or incidents of harassment that occur during a class or event held at the institution at the time the incident occurs.
- shall require the NSCC Police Department to collaborate with local law enforcement, the state highway patrol, and student communities to provide security functions for institutionally sanctioned student organizations that face threats of terror attack or hate crimes.

#### **Process to Resolve Allegations of Racial, Religious, and Ethnic Harassment and Intimidation**

NSCC will accept and investigate allegations of racial, religious, or ethnic harassment or intimidation against any student, staff, or faculty member in accordance with the procedures set forth in 3358: 14-3-19 Equal Opportunity and Non-Discrimination/Anti-Harassment.

In accordance with the requirements of 3320.05 of the Ohio Revised Code, NSCC is required to list the potential disciplinary actions that may be taken after an investigation is conducted. Such actions include:

- a) Employees - any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.
- b) Students - any student found to be in violation of this policy will be subject to review and resolution in accordance with the Student Code of Conduct policy 3358:14-5-08 and may be subject to disciplinary action in accordance therewith.
- c) Non-NSCC Party-incidents that are reported to NSCC that do not involve a non-NSCC student or employee will be referred to law enforcement.

The College is required to submit an annual report to the Chancellor of Higher Education of all harassment and intimidation reports submitted to the federal government consistent with the federal Clery Act.

#### **Reporting**

Anyone who believes that they have witnessed or been the victim of behavior at NSCC or within an NSCC program or activity that constitutes discrimination, harassment, or threats on the basis of race, religion, or ethnic origin has a responsibility to report the behavior/action as soon as it is known so that the College may administer this policy.

Reports of harassment, discrimination, or threats on the basis of race, religion, or ethnicity should be made to:

Vice President – Human Resources & Leadership Development

419.267.1327

[humanresources@northweststate.edu](mailto:humanresources@northweststate.edu)

OR

Campus Police

419.267.1452

[police@northweststate.edu](mailto:police@northweststate.edu)

Anonymous reports may be submitted by filing out [this form](#). Type “anonymous” in the name field. The full address to the form is as follows:

[https://cm.maxient.com/reportingform.php?NorthwestStateCC&layout\\_id=0](https://cm.maxient.com/reportingform.php?NorthwestStateCC&layout_id=0)

### **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**

**24-112**

Mr. Schwarzbek moved and Mrs. DeGross 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 two individuals

NOW, THEREFORE BE IT RESOLVED, that Dr. Melissa Faber and Dr. Larry Zachrich be granted emeritus status by the Board of Trustees effective October 18, 2024.

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

**TUITION SCHOLARSHIPS AND RESIDENCY EXEMPTION APPROVED FOR  
STEUBENVILLE JATC APPRENTICES**

**24-113**

Mrs. McClure moved and Mr. Mull seconded the following motion:

WHEREAS, the Steubenville Joint Apprenticeship and Training Committee (JATC) was partnered with Eastern Gateway Community College and were not paying tuition for general education courses offered by Eastern Gateway; and

WHEREAS, Eastern Gateway Community College will close at the end of October 2024; and

WHEREAS, the JATC has approached Northwest State Community College to provide courses for their apprentices to complete their two-year degrees; and

WHEREAS, the JATC does not have the funds to pay for general education course tuition for their apprentices; and

WHEREAS, Northwest State will provide a temporary scholarship for their apprentices to cover general education course tuition; and

WHEREAS, JATC will reimburse the full cost of the scholarship using their share of the subsidy generated by the partnership over the course of time; and

WHEREAS, the College has a residency requirement that states at least 30% of program credits be awarded by Northwest State Community College; and

WHEREAS, there are apprentices that will not meet the residency requirement as former students of Eastern Gateway; and

WHEREAS, the Ohio Department of Higher Education and the Higher Learning Commission have been consulted regarding serving former Eastern Gateway students by providing a residency exemption

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approve the scholarship to cover general education course tuition and exempt the residency requirement for the Steubenville JATC students.

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

**ADJOURNMENT**

With no further business to be brought before the Board, the meeting was declared adjourned. The next Board of Trustees meeting is scheduled for Friday, December 13, 2024.

**1. APPROVAL OF CONSENT AGENDA**

**1a. Minutes of the October 18, 2024 Board Meeting**

**1b. Resignations**

WHEREAS, Thomas Plummer, Training Coordinator – Custom Training Solutions, has submitted his resignation; and

WHEREAS, Jamie Krupp, Workforce Sales Coordinator – Custom Training Solutions, has submitted his resignation; and

WHEREAS, Kristi Von Deylen, Administrative Assistant – Nursing & Allied Health, has submitted her resignation; and

WHEREAS, Caitlin Barrera, Clinical Teaching Assistant – Nursing, has submitted her resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Thomas Plummer, effective October 18, 2024; Jamie Krupp, effective November 28, 2024; Caitlin Barrera, effective December 16, 2024; and Kristi Von Deylen, effective January 31, 2025 be accepted.

**1c. Retirement**

WHEREAS, Gloria Arps, Faculty – Nursing, has submitted her retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement of Gloria Arps, effective May 11, 2025 be accepted.

**1d. Employ Full-Time Workforce Sales Coordinator**

WHEREAS, the position of full-time Workforce Sales Coordinator was left vacant due to the transfer of Thomas Kelly to Training Manager of Manufacturing; 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 Mr. Jamie Krupp be employed as full-time Workforce Sales Coordinator effective October 22, 2024 at an annual salary of \$74,000.00. This is a graded position.

**1e. Employ Full-Time Administrative Assistant – Community & Workforce Development (Maumee)**

WHEREAS, the position of full-time Administrative Assistant – Community & Workforce Development (Maumee) was left vacant due to the resignation of Chandra Gibbons; 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. Jennifer Burghardt be employed as full-time Administrative Assistant – Community & Workforce Development (Maumee) effective November 4, 2024 at an annual salary of \$41,600.00. This is in accordance with the Support Personnel Bargaining Agreement.

**1f. Employ Custodian – 2nd Shift**

WHEREAS, the position of full-time Custodian – 2<sup>nd</sup> Shift was left vacant due to the transfer of Zachory Tucker to Custodian – 1<sup>st</sup> Shift; 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. David Schaub be employed as full-time Custodian – 2<sup>nd</sup> Shift effective December 9, 2024 at an annual salary of \$31,803.20. This is in accordance with the Support Personnel Bargaining Agreement.

**1g. Transition to Custodian – 1<sup>st</sup> Shift**

WHEREAS, the position of full-time Custodian – 1<sup>st</sup> Shift was left vacant due to the promotion of Jodi Adams to full-time Clerk – Bookstore/Retail & Food Services; and

WHEREAS, an 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 Mr. Zachory Tucker be employed as full-time Custodian – 1<sup>st</sup> Shift effective November 1, 2024 at an annual salary of \$30,867.20. This is in accordance with the Support Personnel Bargaining Agreement.

**1h. 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 2024-2025 academic year:

- a. Caitlin Barrera (assistant – clinical teaching), continuing, one-year probationary contract, Masters, total salary \$58,587.83 – RESIGNED eff 12/16/2024
- b. Amanda Heil (recruiter - admissions), continuing, one-year probationary contract, Bachelors, total salary \$49,388.32
- c. Rhonda Lazette (faculty- program coordinator medical assisting), continuing, one-year probationary contract, Bachelors, total salary \$61,737.71
- d. John Mueller (faculty- industrial technology electrical), continuing, one-year probationary contract, Associates, total salary \$66,386.86
- e. Keira Christman (recruiter – admissions), third year, one-year probationary contract, Masters, total salary \$49,388.32
- f. Fredy Rodriguez (faculty – sociology/social & behavioral sciences), third year, one-year probationary contract, PhD, total salary \$66,716.01
- g. Megan Schroeder (advisor – academic), third year, one-year probationary contract, Bachelors, total salary \$49,388.32
- h. Craig Kuhlman (faculty – business management & economics), second year, one-year probationary contract, Masters, total salary \$60,323.14
- i. Karla Ringenberg (faculty – nursing), second year, one-year probationary contract, Masters, total salary \$60,323.14
- j. Diae Mizou (faculty – mathematics), second year, one-year probationary contract, Masters, total salary \$53,433.84
- k. Abigail Roth (recruiter – admissions), second year, one-year probationary contract, Bachelors, total salary \$49,388.32
- l. Rachel Verville (enrollment specialist – Van Wert), second year, one-year probationary contract, Bachelors, total salary \$49,388.32

**1i. Miscellaneous Employment Contracts**

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

WHEREAS, Vice President of Academics and the President recommends

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

Part-Time Instructors:

Armando Macias

Jerry Payton  
Charles Stewart  
Jesse Wallace

**1j. New Program – Associate of Applied Science (AAS) – Agriculture Technician**

WHEREAS, the future of agriculture is technology driven, requiring graduates to be able to analyze, integrate, and act on data collected by agricultural equipment; and

WHEREAS, today's agricultural leaders and managers require the ability to take this data and apply it to incorporate advanced technologies—all while keeping a focus on an industry that demands sustainability; and

WHEREAS, the Associate of Applied Science in Agriculture Technician degree prepares graduates for a broad spectrum of opportunities within agriculture technology, equipment repair, and any number of agriculturally related career fields; and

WHEREAS, the core of the program is a solid engineering and industry foundation offered within the STEM and Industrial Technologies Division, coupled with specific agricultural technical courses; and

WHEREAS, graduates will be prepared for a variety of entry-level positions in the agricultural sector, such as agriculture equipment technician and precision agriculture technician; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves the Associate of Applied Science in Agriculture Technician to be effective Fall 2025.

**1k. New Program – Certificate – Agriculture Technician**

WHEREAS, the future of agriculture is technology driven, requiring graduates to be able to analyze, integrate, and act on data collected by agricultural equipment; and

WHEREAS, today's agricultural leaders and managers require the ability to take this data and apply it to incorporate advanced technologies—all while keeping a focus on an industry that demands sustainability; and

WHEREAS, this certificate seeks to answer that call with a solid engineering and industrial foundation and agricultural coursework that uses the real-world as its classroom – including a required course, Agricultural Technology Management, which uses both case study and actual farm data and implements to understand the application of electronic equipment repairs; and

WHEREAS, Ohio State University Extension employs extension agents in the area with direct interests and investment in this program, further supporting the vision and direction of the Agriculture Technician AAS program and certificate; and

WHEREAS, an Agriculture Technician AAS has been proposed simultaneously with this certificate, as the agricultural program advisory committee and lead faculty strongly feel a need amongst the current and prospective ag learners to have a one-year certificate option for those who may not wish to complete general education coursework and/or feel a desire to complete a degree at NSCC; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves the Certificate – Agriculture Technician to be effective Fall 2025.

#### **1I. Program Inactivation – IT Specialist Short-Term Certificate**

WHEREAS, the IT Specialist Short-Term Certificate was created in 2011 by Custom Training Solutions (CTS) to meet industry needs under the original name of Database Programming; and

WHEREAS, CTS made course changes to the certificate and changed the name in 2013; and

WHEREAS, one final revision took place in 2015 under CTS and the Industrial Technologies Division which updated the course requirements; and

WHEREAS, since its creation, a total of 13 students have graduated with this certificate with the last one being in 2015; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the IT Short-Term Specialist Certificate be inactivated effective the fall 2024 term.

#### **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 2024 AFFORDABILITY & EFFICIENCY REPORT**

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

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 for community colleges as we are tasked to report on providing affordability and accessibility for learners; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2024 Affordability and Efficiency Plan Report that was submitted as a draft by the November 15, 2024 deadline be approved for final submission by the Board of Trustees effective December 13, 2024.

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

### **2. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2023-2024 COLLEGE AUDIT**

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

WHEREAS, the 2023-2024 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 2023-2024 financial audit be accepted.

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

3. **CONSIDERATION OF A RESOLUTION TO MOVE THE FEBRUARY 2025 BOARD MEETING**

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

WHEREAS, the FY24-25 board meeting calendar was approved by resolution at the February 2024 board meeting; and

WHEREAS, the current meeting for February 2025 is scheduled for February 28; and

WHEREAS, the President and Executive Vice President / Chief of Staff will be attending the Alliance for Innovation and Transformation (AFIT) Conference February 26-28, 2025; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the February board meeting be moved from February 28, 2025 to February 21, 2025.

ROLL CALL: Aye;

Nay;

Thereupon the Chair declared the motion approved/disapproved.



## President's Report - December 2024

Videos / Podcasts:

### Activities

Ongoing

- Defiance Rotary (weekly)
- OACC President's Call (various)
- NwOESC Superintendent Meeting (monthly)
- Four County Superintendent Meeting (monthly)
- President - Faculty Leadership Conversations (Monthly)
- OACC - Legislative Committee

Date	Activity
Oct 10	Toledo Joint Apprentice Training Committee (agency)
Oct 11	Lima Joint Apprentice Training Committee
Oct 16	OACC President's Meeting - Columbus
Oct 19-26	HERDI / ACCT - Seattle
Nov 1	Meet w/Wieland Brass
Nov 12	PCEDC Annual Banquet
Nov 14	Board Engagement - Jeff Erb
Nov 15	Visit to Lorain County Community College
Nov 18	Senator McColley, Representative Hoops visit NSCC



Date	Activity
Nov 19	Henry County Chamber - Leadership presentation

## Scheduled Time Off / Away from Campus

Date	Description
Dec 23 - Jan 1	College Closed
Feb 4 - 8	Community College Bachelor Association Annual Conference - Austin, TX
Feb 9 - 12	ACCT National Legislative Summit - Washington DC
Feb 26 - Mar 1	Alliance For Innovation in Technology Summit - Jacksonville, FL

## Non NSCC related Professional Activities

None.

**Chief of Staff /Executive Vice President  
December 2024  
Submitted by: Albert Lewis, Jr.**

**VAN WERT CAMPUS**

**Community Events**

- 10/14/2024 – Vantage Presentations
- 10/16/2024 – No Wrong Door & Parkway High School
- 10/19/2024 – Lincolnview High School Visit
- 12/12/2024 – BAC
- 11/16/2024 – Paulding Economic Development
- 11/12/2024 – Paulding Economic Development dinner
- 11/13/2024 – BAC Steering Committee
- 12/11/2024 – BAC Meeting

**Building Updates**

- The concrete to cover the new electrical and plumbing inside is being poured, roof and roof edging work is in process, brick work is being cleaned and repaired, and the new door on the west side is being cut out.





## Spring 2025 Courses

- Fifteen hybrid evening courses on the schedule for Spring 2025, currently 16 registrations. If courses started today 2 classes would run.
- Postcard campaign for free first spring 2025 course mailed to 4748 households, 2483 HS juniors and seniors for CCP, 2265 potential adult learners

## GRANTS REPORT

### Updates

- Susan Cheeseman (Dir. Of Grants) attended the virtual Ohio Grants Summit. Topics covered during the summit included: Grant Writing 101; Ohio's Unified Approach to Federal Funding; People, Policies, and Systems – The Foundations for Establishing Sustainable Grants Capacity; Obligating and Closing Out American Rescue Plan Act Fiscal Recovery Funds; Uniform Guidance Update.

### Submitted

- The proposal for the Regionally Aligned Priorities in Delivering Skills (RAPIDS) 7 Grant was submitted to the Ohio Department of Higher Education. NSCC requested \$55,095 for the purchase of a new Haas Lathe for CTS. NSCC is also partnering with and will serve as the fiscal agent for both Defiance College and Four County Career Center. The partnership with Defiance College will allow DC Engineering Students to utilize NSCC labs for practical skills building and provide additional educational opportunities for NSCC Cybersecurity learners. The partnership with Four County supplements an existing partnership in both institution's welding programs. Notification of Award is anticipated in January 2025.

### Awarded

- NSCC was awarded the Individual Micro credential Assistance Program (IMAP) Grant in the amount of \$498,000.00, our full asking amount. This award will allow learners in Industrial Technologies and CTS to receive financial assistance to earn industry recognized credentials in fifteen different credentials. This assistance will be available between 1/1/2025 – 6/30/2026.
- NSCC was awarded \$251,807 for the next round of the ODHE Talent Ready Grant. Previously, known as the Short-Term Certificate program, these funds have most often provided direct assistance to certificate-seeking learners; however, the FY24 award came with leeway and those funds were able to be used on capital projects. NSCC is still awaiting clarification from ODHE on whether or not capital projects will continue to be allowable use of funds.

## MARKETING

- Jim Bellamy attended the AMA Higher Ed symposium. Key takeaways from the conference: Colleges need to leverage the power of AI in all facets of operations, prospective students are expecting more personalized communication, and while there is a growing disconnect between admissions and marketing, I am blessed to have a great working relationship with the C wing.

- Spotify buy going on through early January to drive spring enrollment in all six counties.
- Weekly boosted social posts driving spring registration on Facebook and Instagram.
- Working with admissions to increase applications in Fulton and Defiance counties through boosted social ads.
- Working with Jon Tomlinson and Robbin Wilcox to send out nearly 5,000 postcards to Paulding and Van Wert students and families to promote VW registration (see below):



- Started a digital marketing initiative to increase awareness and applications for all healthcare programs, using testimonials, commercials and static ads. This will run during enrollment periods through June 2025.

## INFORMATION TECHNOLOGY

### DATA SYSTEMS TEAM

#### Banner Upgrades

- Over 30 Banner upgrades were tested and loaded into the production system in the past two months. Most of them were for Banner Self-Service, version 9 and Financial Aid. Other upgrades for the Federal “Gainful Employment”, due January 15, 2025 are also being tested.

#### Banner Software Integration

- Work is on-going with the interfaces between SLATE (Student Customer Relationship Management) and Banner.

#### New Initiatives

- In the past two months about 129 requests have been successfully completed, with 94% positive feedback from the responses.
- The MyNSCC portal is being updated using more up-to-date software and tools. This will be finalized as the new NSCC website is completed, via an outside contractor.
- The internal Intranet modernization project is almost completed. User ease of use and additional functionality are the main features.

#### State and Federal Reporting

- State HEI reporting has been completed for the summer term.

- IPEDS reporting has been started for FY2025; seven files have been completed to date.

#### **Functional**

- Training new employees, and those transferring to different departments, in Banner and Argos (reporting tool). Training is offered as needed.

#### **Technical**

- The Production database was moved to an updated hardware platform at the University of Toledo in October and the application servers were updated in November.

### **NETWORK/SYSTEM & SUPPORT TEAM**

- For the months of October and November, 643 new requests/incidents were received. 582 have been resolved, with 99% positive feedback from 109 responses.
- The campus multifactor authentication project has been successfully completed for all faculty, staff, and students across all key services required by the Gramm-Leach-Bliley Act (GLBA).
- The new event/room booking Halo request portal will optimize and centralize room and event bookings within Halo. Staff are to be trained by the end of the year and should be rolled out to campus next semester.
- The new physical campus intrusion system built on our access control and surveillance systems to increase campus security has been completed. This is still in the testing phase, with employee onboarding to be completed once the system is fully tested.
- The Halo optimization process is ongoing. This will make the Halo processes more efficient and user-friendly for our customers as we continue to expand to more campus services.
- Policies, procedures, and standards are still being drafted as part of the GLBA compliance initiative, with required documents to be drafted by the end of the year.
- A new vulnerability and penetration testing project is being implemented as part of the GLBA requirements and is looking to be completed by the end of the year. This will establish a concrete vulnerability management plan and be a regularly scheduled quarterly scan going forward.
- The auditorium lighting replacement project is progressing, with the statement of work going out earlier this month, and is now waiting on quotes. The auditorium lighting will be completely replaced with new house and stage lighting with new controls to modernize the lighting and add movable stage lighting. This is targeted for summer completion.

### **AFFORDABILITY AND EFFICIENCY REPORT**

**This report seeks information in the following areas:**

- **Section I: Efficiency and Effectiveness** – This section captures information on progress made from strategic partnerships and practices that are likely to yield significant savings and/or enhance program offerings.

- **Section II: Academic Practices** – This section covers areas more directly related to instruction, with an emphasis on actions taken to reduce the costs to students of textbooks, including the options of Inclusive Access and Open Educational Resources.
- **Section III: Policy Reforms** – This section captures state IHE responses to suggested policy reforms originating from state initiatives, including transcript withholding and Second Chance Grants as created in Sub. SB 135.
- **Section IV: Future goals** –In the spirit of continuous improvement, the DeWine-Husted administration continues to request feedback on steps the state can take to support your institution's goals.

This report has been submitted to the state and will be a voting item for the December Board Meeting.

**Vice President for Academics**  
**December 2024**  
**Submitted by: Lana Snider**

We are in the final days of Fall term with plans for commencement being finalized. Commencement is being held Monday, December 16<sup>th</sup> at 7pm. Our keynote speaker is Amy Wachob, CEO Goodwill Industries of Northwest Ohio. We have 76 graduates with 48 of them attending.

Plans are underway for Spring Term Kickoff (orientation). Dr. Sandy Shugart will be speaking to our staff and faculty on Friday, January 17<sup>th</sup>.

Following are some brief updates from the academic deans.

**Jamilah Jones: Arts & Science**

**Spring 2025 Textbook Affordability:**

Open Educational Resources (OER) offers a unique way to increase local control over educational content, breaking away from the influence of large, national publishers. By empowering educators to choose and adapt resources that reflect the needs and values of their communities, OER can reduce reliance on one-size-fits-all materials and allow for varied and independent perspectives. Additionally, OER can save taxpayer dollars and help college students spend less on expensive textbook contracts. Supporting OER aligns with a commitment to fiscal responsibility and the freedom to educate without external influence, building a stronger and more self-reliant system.

- Thirty-one titles were selected for Spring 2025 in the Arts & Science division. 14 (45%) used a traditional textbook, while 17 (54%) used a zero-cost OER.
- \$44.00 is the average cost of textbook titles selected by A&S faculty
- Faculty efforts to convert courses to OER for SP24 erased \$422 in book cost.
- 28 of 31 courses have textbook cost below \$110,00, 20 (64)% are below \$50.00
- The 23-24 course assessment report for HIS 102 indicates that the OER pre-post assessment met the metric for equal or improved research paper performance. The use of OER did not diminish student learning in this area.
- OER's can make college more affordable. It also enhances faculty ability to tailor course materials to engage learners. Many forward-thinking institutions are finding ways to reward faculty for this engagement, including our own first choice employer.

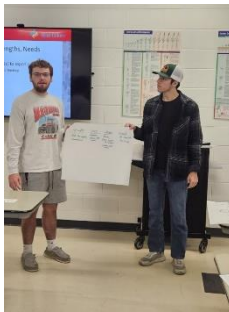
## Jason Rickenberg: Business & Public Services

### ACBSP Accreditation & Spring Semester Update:

- The 10-year self-study has been completed for a first draft and distributed.
- Proposed site visit dates for ACBSP evaluation: February 3–5 & February 17–19
- Hiring Updates:
  - Three new part-time faculty members: Edwina Hatzaetos, Larry Zachrich, and Al Beatty.
  - A new full-time accounting faculty hire has been finalized, with a formal announcement to follow soon.

### Agriculture Program Update:

- Agribusiness learners explored their personality styles through the REAL Colors program facilitated by Teresa Johnson from Ohio State - Defiance County 4-H.



### Commodity Challenge Overview & Results

- Learners managed and marketed 100,000 bushels of corn and 30,000 bushels of soybeans from mid-September to mid-November. Transactions included cash sales or futures (puts and calls), but forward contracting was not permitted. Learners developed and executed grain marketing strategies, gaining valuable real-world experience as part of the broader Marketing Project.



- We had the pleasure of hosting a variety of Defiance, Fulton and Williams County FFA chapters



## **Program Updates**

- The new Ag Tech degree and certificate programs have been approved through Academic Affairs.
- A new brochure is being developed to promote the Criminal Justice and Law Enforcement programs.
- Active Mind luncheon was hosted on November 18<sup>th</sup> for Basics of Mental Health 1<sup>st</sup> Aid. They hosted mental health trivia and showed how to make your own comfort box.

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

Nursing just had their new student orientation on 11/19. We had 30 RN students accept their seats and 20 PN students accept. We are gearing up for the Nursing Pinning ceremony which will be held on 12/16. We have a new FT instructor joining our team in spring, and we are excited to have her!

## **Franklin Roberts & Marianna Doolittle: Dean & Associate Dean of STEM & Industrial Technologies**

Staff and Faculty have been very involved in NSCC & Community Events. The NAPE PIPE group that focused on increasing female students in STEM last academic year are continuing on under the new name, STEM 4 ALL. This group initially started last academic year under a grant from the OACC with the goal to increase underrepresented people into the STEM field. This group underwent training through NAPE throughout all last academic year as part of the grant. The STEM 4 ALL group participated in Discover Day to promote the STEM fields. The group also collected survey data from participants to help better inform decision making on increasing female students in STEM. This group consists of Mike Kwiatkowski, Kara Flesher, Marianna Doolittle, Brittany Thompson, and Emili Clingaman.



**September 27 Division Day** - Tony Hills introduced the students to security in the IT world. Anuja Parikh gave the students a chance to explore the world of physics with several demonstrations. Mike Kwiatkowski had students do programming to create blinking lights. Lisa Dapelo created a murder mystery where students had to determine blood types to solve the mystery.



**October 9** - The STEM and Industrial Division participated in the chili cook-off and won judges' choice!!



**On October 25**, Marianna Doolittle attended the Ohio Mathematics Initiative Chairs/Leads Meeting to learn about upcoming state level changes happening in math. Discussion was held on the new precalculus learning outcomes, how to better align high school math with college math, and characteristics of an effective math department.

**November 9 Discover NSCC** - Michelangelo Villarreal had participants try their hand at the welding simulator. Mike Kwiatkowski showed people how to do programming which resulted in blinking lights. Dave Mohring discussed 3D printing uses in industry and how the process works. Colin Doolittle talked to people about the various programs within the division. The EV Motorsports club had their cart on display and talked about the racing process and how the cart is built.

**November 19-20** Colin Doolittle attended the Ohio Fuel Cell & Hydrogen Symposium at Stark State College. This symposium will help Colin network and learn about hydrogen fuel to better prepare him for the work with the Department of Energy grant that focuses on hydrogen energy creation in Ohio. This grant is in partnership with the University of Toledo.

**November 21**, several of the faculty in the STEM and Industrial Division participated in the Wauseon STEAM night at the Wauseon Primary School. This event is geared towards kindergarten through first grade students and their families. Marianna Doolittle had the students create Sierpinski triangles. Mike Kwiatkowski had students explore the concepts of inputs and outputs with magnetic cubelets. Greg Nartker had students try their hand at virtual welding.





**November 22** - Dr. Roberts, Tony Hills, Mike Kwiatkowski, Anuja Parikh, and Dr. Snider attended the Ohio Semiconductor Collaboration Network Fall Community of Practice Symposium in Columbus. They were able to talk with other colleges about their semiconductor programs and learn about advanced manufacturing practices taking place in industry.

**Kristi Rotroff: Library Director**

- Held Research Workshops in the Library with a total of 13 learners in attendance
- Contributed electronic resource data to the Dean of Business to support ACBSP accreditation
- Participated in the Title III data workshop on 11/18/24
- Participated in the Accreditation Steering Committee launch meeting on 11/19/24
- Worked with OHTECH and NSCC IT staff on improving the remote authentication process for our learners, faculty, and staff
- Secured 21 print materials for Donna Badenhop, Four County instructor, to support her students' HOSA project research
- Participated in the OLSSI Institute conference wrap-up meeting in Columbus

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

- Course Evaluations will run 12/2 - 12/15. Counselors at the local high schools were emailed, asking them to help notify in-house CCP students and instructors about the evaluations since those students rarely, if ever, check their NSCC email or Sakai.
- Christina attended the site visit to the Center for Teaching & Learning at Lorain Community College and the virtual visit with Cuyahoga Community College.
- Continuing to work with faculty for minor troubleshooting and course support.

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

NSCC received the anticipated approval for the Van Wert location from the Ohio Department of Higher Education (ODHE) on October 4.

Kayla Miller, Agricultural Studies Faculty has presented a new program: Agriculture Technician, Associate of Applied Science and an Agriculture Technician Certificate through Academic Affairs. I am looking forward to completing the approval paperwork after the rest of the councils approves it.

The Accreditation Criterion Steering Committee completed the Assurance Argument Virtual Workshop on Wednesday, October 23. Our team submitted core component 4B along with eight artifacts supporting our core component 4B write-up. We received excellent feedback along with positive improvements. Now that we completed the virtual workshop, we are diligently writing the assurance report that is due on May 1.

**Vice President of Enrollment Management & Student Affairs**  
**December 2024**  
**Submitted by: Cassie Rickenberg**

**VP of ENROLLMENT MANAGEMENT & STUDENT AFFAIRS**

It has been another busy couple of months in Learner Services. In accordance with Title IX Regulations and the enhanced protections for Pregnant and Parenting Learners and Employees under the same, we have been working to establish a dedicated space for lactation. In consultation with our Title IX Consultant, we determined the best option for meeting this need was a Lactation Pod. A multi-disciplinary committee was formed, which evaluated lactation pods offered by three different manufacturers. The team settled on an ADA-compliant pod offered by Nestle. The goal is to have the pod in place by early 2025.

That isn't the only project in the works for 2025. In a cross-campus effort to bring a *Center for Teaching and Learning (CTL)* to life, NSCC is working with a Grant Consultant on a Title III SIP (Strengthening Institutions Program) Grant Proposal for submission in 2025.



Another way to keep our institution strong is by prioritizing mental health. In mid-November, student members of the Active Minds Chapter on-campus led a lunch and learn on mental health, covering topics like positive coping skills, mental health trivia, and how to make a comfort box. Approximately 35 learners, faculty, and staff attended the event.

That is a just a little taste of what has been happening in Learner Services lately. There is plenty more, as you will read below.

**EXECUTIVE DIRECTOR OF ENROLLMENT MANAGEMENT: ADMISSIONS**

October and November were busy months for the Admissions team with travel and outreach being our biggest focus. With three applications currently open, we are working closely with those who wish to get started in January and those who are considering NSCC for the next academic year.

Recruiters had over 50 events scheduled during the past two months – both on-campus and in the community. CCP Advisors had over 26 events scheduled during the past two months – including CCP registration visits to area high schools, information nights, off site Accuplacer offerings, and more.



Discover Day feedback was positive from all visitors on campus. Families specifically noted that they felt like their questions were answered, that all of the resources they were seeking were available, and some even noted that they were shocked by how much NSCC has to offer. Learner Service departments and Academic Divisions exceeded expectations for the event. Some offered fun hands-on activities while others staffed information tables.

A fun update in our CRM (Slate): We are now collecting most scholarship applications through Slate – Foundation, Pres/Honors, COF, E-Sports, and Career Tech. As a result, scholarship managers are notified immediately of the application, data is collected in one place to show scholarship interest and application numbers, and the information is included in a student's profile. This visibility allows us to easily reach out to those who do not have any scholarship applications completed. This has significantly helped our recruiters use financial aid as an enrollment management tool.

## **FINANCIAL AID**

Financial Aid and the Registrar's office continue to work on the reporting for Gainful Employment and Financial Value Transparency (FVT). Institutions now have until 1/15/2025 to report the required information under this legislation. This is welcomed news – as it will allow us to prioritize work on the FAFSA (both current year and the release of 2025-2026).

With the end-of-term approaching, our office's attention is shifting to *Satisfactory Academic Progress (SAP)* processing and *Return of Title IV Funds (R2T4)*.

As we near the spring term, and with the help of Admissions Recruiters promoting available scholarships, we have been able to award 14 Changing Lives, 8 Fulton County Changing Lives, 5 Paulding/Van Wert, and 5 Fackler Scholarships to incoming learners. Money remains so the push continues through January 3<sup>rd</sup> for incoming learners.

In food pantry news, we received a generous donation of 15 turkeys and hams from St. John's Lutheran Church in Stryker for distribution to learners. To assist with all the "fixings," the Nursing Student Activities Club (SAC) teamed up with the Financial Aid Office to host a Thanksgiving Food Drive. Thanks to this combined effort, full Thanksgiving Dinners were provided to 13 NSCC learners – evidence that wonderful things happen when we join together!

## **ADULT STUDIES**

In Adult Studies news, Coordinator Kristen Davis has been leading a team to focus on the enhancement of non-academic supports for all learners, but particularly valuable to adult learners. Many adult learners have children, creating a need for a more child-friendly campus. To support this effort, two proposals will soon be making their way through governance – *Little Learner Packs* and *Kids' Corners*. In addition to childcare, the team is also exploring partnerships with the local ADAMhs Board regarding transportation and other services.

Kristen has also been working on updating the processes for Be BOLD learners (both current and new). She recently reached out to multiple adult learners via Slate who were interested in a business-related field, Phlebotomy, or Medical Coding and Billing. She plans to host listening sessions yet this year for learners, faculty, and staff for feedback on additional supports NSCC could potentially offer to adult learners to better meet their unique needs.



Lastly, Kristen continues to host Be BOLD dinners on Tuesday evenings. She encourages anyone to stop by in the OASIS on Tuesdays from 4:30-5:30 to chat with some of our current Be BOLD learners. They love listening to employers and building relationships with faculty and staff, as well as having dinner together.

### **EXECUTIVE DIRECTOR OF LEARNER SERVICES & ADVISING:**

NSCC is working hard to better promote financial wellness among learners and staff in 2025. We subscribe to iGrad, which is a web-based Financial Literacy Program that educates college learners and professionals about important financial topics – including budgeting, investing, insurance, retirement, and beyond.

On a separate note, in connection with our Title IX and Changing Campus Culture work, we have been working with our Title IX



Consultant to distribute information to campus on the results from the 2024 Campus Climate Survey – measuring items such as experiences with sexual violence, bystander intervention, overall sense of safety on campus, institutional trust, and sense of belonging. Furthermore, we will be



hosting our final prevention Lunch and Learn of 2024 in early December – focusing on sexual assault, and how alcohol consumption, especially around the holidays, can affect a person’s capacity and ability to consent.



### **ADVISING CENTER:**

The Advising Center continues to meet with learners through various modalities including Zoom, phone, in-person appointments, and email correspondences. During October and November, the Academic Advisors had direct communication with 431 different learners.

During this time, academic advisors are assisting learners with transitioning to their faculty advisors, registering for spring semester classes, updating their plans of study, discussing transfer options, graduation plans, as well as other supports as needed.

### **CAREER SERVICES | STUDENT ACTIVITIES**

In October, the 29th Annual Chili Cook Off raised over **\$1,100** for the Path Center in Defiance. A big thanks to all eight teams who participated and a huge congratulations to **STEMi**, our judge’s choice for traditional chili, and to **NSCC Thunder** as our judge’s choice in the non-traditional category, along with **Honest Abe’s Chili** for taking home the Golden Ladle as the People’s Choice winner.

The annual NSCC Transfer Fair hosted a record 26 colleges and universities. This event connects local and regional institutions offering bachelor's degrees with our students looking to transfer!

November was National Career Awareness Month and Career Services hosted several resume writing workshops along with transfer workshops and a personal goal setting event to prepare learners for their next steps!

## **SUCCESS CENTER**

The Success Center has seen increased usage of study rooms, testing proctors, and tutoring as the semester nears its end. This semester, our tutors have specialized in math, writing, computer, nursing, and accounting classes, enhancing learner support in these areas. Writing and math sessions remain in high demand, with tutoring available in-person, via Zoom, and through OhioLink's eTutoring. The new test booking process continues to be successful – streamlining accommodations and improving service efficiency. All tutoring schedules are easily accessible on the NSCC website, ensuring support is available to all learners as they head for end of term.

## **TRIO**

### **First Generation Week**

TRIO celebrated First Generation Week from November 4-8 with a range of activities aimed at supporting first-generation learners. Highlights included a campus scavenger hunt featuring 15 First Gen employees, a video of employees sharing advice ([See it here!](#)), and an essay contest with seven participants, where the top three essays received prizes. TRIO also hosted daily workshops for learners, including "Written in Stone," "Gratitude," and "Personal Roadmap," along with a *Lunch and Learn* on *Spending Less Money*.



### **Public Speaking Workshops**

In late October, TRIO hosted two public speaking workshops where nine learners delivered speeches and received feedback from faculty – helping them improve their public speaking skills. This workshop has proven to be a successful annual event, due to the learners' participation and the ongoing collaboration between TRIO and faculty.

### **Financial Fridays**

TRIO ran a *Financial Fridays* campaign on its Facebook page, promoting financial literacy through topics such as budgeting, student loans, debt elimination, and retirement planning, using the iGrad Financial Literacy software.



### **Social Media Engagement**

TRIO's Facebook page continues to be an important tool for communication and engagement with students. We currently have 133 followers, and we encourage the Board to follow us as well. Stay informed about TRIO activities and student support initiatives by following the page "*Northwest State Community College TRIO Student Support Services.*"

## **SUMMARY**

As we sprint for the finish of Fall Semester and Fall Commencement, we feel a sense of gratitude for the teams we work with and the accomplishments we have made together in 2024. We are

energized for 2025 as we look to mobilize new and creative ways to *Elevate NW Ohio* and help our region “Achieve the Dream!”



**Vice President – Workforce Development**  
**December 2024**  
**Submitted by: Jim Drewes**

**Custom Training Solutions** – Sales and customer service are our #1 priority.

**Agency Sites** – Registrations are in process for our agency partners and a majority of the sites are growing enrollment.

**Defiance Dream Center** – November graduation for DC construction / auto class – first class for Defiance Probationary youth.



**NSCC Cryptic Cyborgs** – Robot team attended 11/9 Def-Con event at Defiance mall sponsored by Defiance Public Library



**Chief Fiscal and Administrative Officer  
December 2024  
Submitted by: Jennifer Thome**

The holiday season is fast approaching and the campus is slowly beginning to transform into a festive wonderland.



**Business Office**

The last few months have been spent on the annual financial audit and testing. The team performed great with Connie's experience at the helm. We are currently focusing on preparing for year-end tax reporting requirements: W2s, 1099s, and 1098Ts. HEI and IPEDS reporting are due after the first of the year. Payroll takes on the employee deduction changes from our Health Insurance open enrollment and while the FLSA (Fair Labor Standards Act) expected increase for Salary Exempt positions stalled out after the Presidential election, Ohio's minimum wage is set to increase to \$10.70 per hour compared to \$10.45 used in 2024. All of these changes need to be ready for the New Year while navigating a short month with the upcoming holiday time off.

Accounts Payable is preparing to get the final payments out for the year. Payroll is working toward 1/1/25 changes. We are balancing IBEW statements and billing for fall semester CCP books and preparing December year-end quarterly grant reporting.

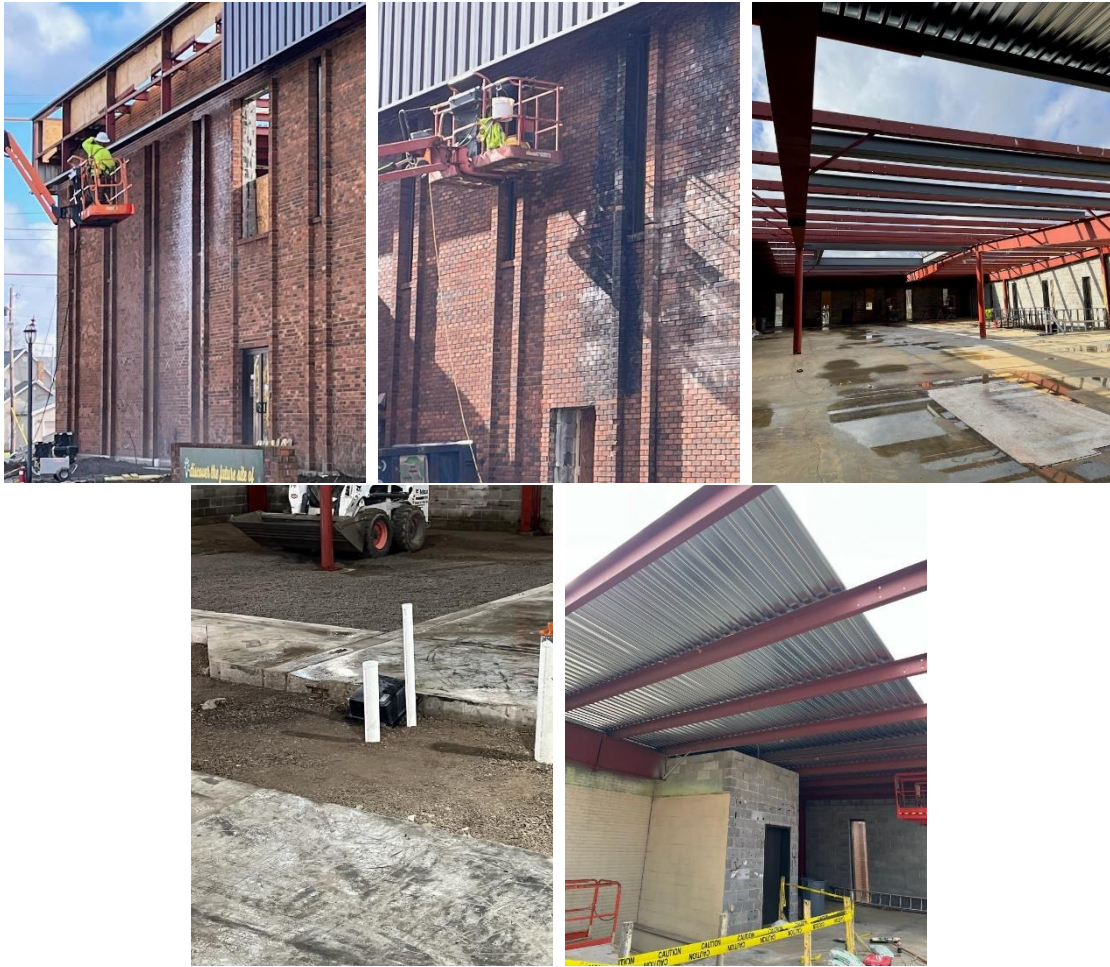
In February, we will start up with our Business Office training sessions with a focus on payroll approvals for leave reporting, load sheets, time sheets and banner expense reporting.



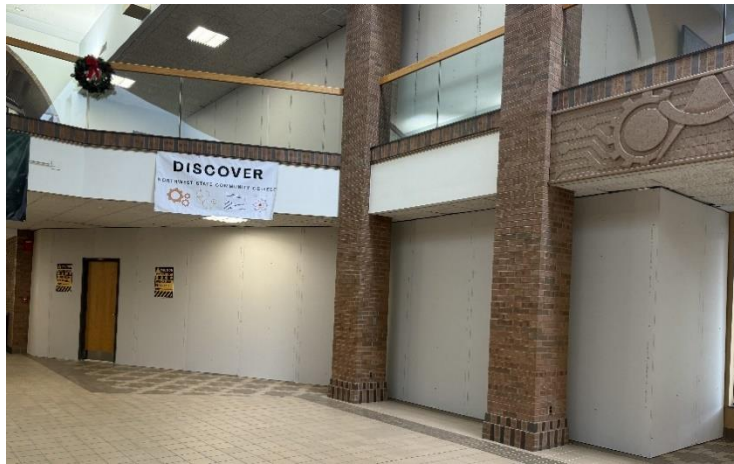
## **Facilities**

The Facilities team remains busy working on the renovation projects for both the Van Wert location and Building B, as well as some touch-ups on the exterior of the main building. Midwest Contracting is now gearing up to commence the demolition phase of the B-wing.

### **Pictures of the Van Wert progress at the end of November:**



### Pictures of the B wing renovation:

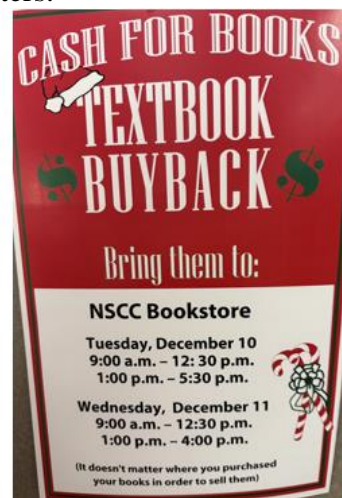


### Food Service

Our catering events are picking up. Black Swamp events are in full swing every month. We recently catered the Veterans Day luncheon on November 7 and are preparing for the Emeritus Dinner and graduation. We are still on the hunt for one open PT food service position. We also found a great group of Subs that have been helping with food service and catering throughout the fall semester.

### Bookstore

The book store is continuing their effort to increase sales through new merchandise and clothing options. We have added laptops to our inventory. For the second year, we are providing learners with a book buy back date at the end of fall and spring semesters.





## Campus Police

Campus Police continues to work on initiatives to help make campus safer and more welcoming for all.

- **CRASE Training:** In October, we conducted a Civilian Response to Active Shooter Events (CRASE) training session for staff. This training focused on understanding the psychology of active shooter situations and the appropriate actions to take. Additionally, we recorded a CRASE training video, which has been edited and submitted for final review.
- **Community Engagement:** On October 23rd, Chief Campbell visited the preschool, reading to the students and providing them with an exciting tour of a police car.
- **Emergency Response:** On October 21st, members of the campus community and the police department responded to an injury accident on State Route 34 in front of the campus. These individuals were recognized and commended for their swift and effective actions during this emergency.
- **Criminal Justice Activity:** The department has been actively addressing various cases, including a Missing/Endangered Student case and two shoplifting/theft incidents on campus.
- **Clery Act Training:** The department participated in Clery Act compliance training for faculty and staff. The completion of the online training modules is expected shortly.
- **Operation Secret Santa:** The department has launched its annual holiday initiative to help provide those less fortunate some holiday cheer.



**Vice President; HUMAN RESOURCES & LEADERSHIP DEVELOPMENT**  
**December 2024**  
**Submitted by: Katy McKelvey**

**Recruiting:**

We have filled the following roles:

- Custodian
- Administrative Assistant - Community & Workforce Development (Maumee)
- Business Faculty - Accounting
- Nursing Faculty
- Custodian (2<sup>nd</sup> shift)

We are recruiting for the following roles:

- Chemistry Faculty
- Administrative Assistant - Community & Workforce Development
- Administrative Assistant - Nursing & Allied Health
- Food Services (part-time)
- Training Coordinator - Mechanical & Fluid Power
- Training Coordinator - Electrical & Automation
- Workforce Sales Coordinator

**Employee Engagement Events:**

**Employee Appreciation Gift** – As a token of appreciation, NSCC employees were given an NSCC sweatshirt.



**Employee Recognition** – On October 8, NSCC served 135 employees and guests 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” they provided. NSCC formally recognized twenty-one employees for their years of service and classes taught.



**Upcoming Events:**

- Holiday Luncheon – December 4
- Exam Refresh Station – December 10 & 11
- Pizza Luncheon – January 15





Northwest State  
Community College  
Institutional Reporting

Budget - Monthly Verifications Report

Fiscal Year: 2025  
Fiscal Period: 04 - October  
ORG: All

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$15,471,079	\$0	\$15,471,079	\$8,728,214	\$0	\$6,742,865
5102	General Fees	\$479,250	\$0	\$479,250	\$304,240	\$0	\$175,010
5103	Lab Fees	\$395,000	\$0	\$395,000	\$225,985	\$0	\$169,015
5105	Out of State Fees	\$442,355	\$0	\$442,355	\$281,691	\$0	\$160,664
5107	Proficiency Fees	\$3,000	\$0	\$3,000	\$1,250	\$0	\$1,750
5109	Other Fees	\$3,050	\$0	\$3,050	\$2,746	\$0	\$304
5110	Late Fees	\$12,300	\$0	\$12,300	\$4,100	\$0	\$8,200
5115	Student Fees	\$88,500	\$0	\$88,500	\$46,289	\$0	\$42,211
5116	Deferred Payment Service Fee	\$3,650	\$0	\$3,650	\$1,980	\$0	\$1,670
5118	Bus & Ind. Traing Fee	\$4,195,000	\$0	\$4,195,000	\$1,173,494	\$0	\$3,021,506
5119	Deposit ADN - Admissions	\$0	\$0	\$0	\$100	\$0	-\$100
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	\$300	\$0	\$3,200
5133	Tuition and Fees Schlop Allow	-\$2,192,631	\$0	-\$2,192,631	-\$649,980	\$0	-\$1,542,651
5155	Fiscal Agent Fee	\$99,166	\$0	\$99,166	\$6,058	\$0	\$93,108
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$14,455	\$0	\$15,545
5159	Career Advantage Fee	\$37,000	\$0	\$37,000	\$31,050	\$0	\$5,950
5160	Simulation Fee	\$47,000	\$0	\$47,000	\$15,570	\$0	\$31,430
5161	Career Service Fee	\$676,000	\$0	\$676,000	\$390,369	\$0	\$285,631
5162	Unallocated Reserves	-\$3,210,269	\$0	-\$3,210,269	\$0	\$0	-\$3,210,269
5163	OBR Capital Funds (State)	\$9,400,000	\$0	\$9,400,000	\$0	\$0	\$9,400,000
5503	Foundation - Instl Supprt	\$140,000	\$0	\$140,000	\$0	\$0	\$140,000
5507	Project Independence Wildfire	\$0	\$0	\$0	\$5,586	\$0	-\$5,586
5603	Misc Revenue	\$0	\$0	\$0	\$13	\$0	-\$13
5610	Photo ID	\$670	\$0	\$670	\$300	\$0	\$370
5614	Miscellaneous Income	\$2,759,808	\$0	\$2,759,808	\$1,059,836	\$0	\$1,699,972
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$10,105	\$0	\$24,895
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$0	\$0	\$4,000

# Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5642	E Sports Revenue	\$700	\$0	\$700	\$0	\$0	\$700
5801	OBR - Subsidy	\$15,986,108	\$0	\$15,986,108	\$5,328,704	\$0	\$10,657,404
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$30,153	\$0	\$90,476
5901	Investment Income	\$50,000	\$0	\$50,000	\$21,180	\$0	\$28,820
Revenue	Sub-Total:	\$45,081,365	\$0	\$45,081,365	\$17,033,789	\$0	\$28,047,576
6101	Administrative Salaries	\$4,076,271	\$0	\$4,076,271	\$1,292,899	\$0	\$2,783,372
6102	Non Instructional Salaries	\$3,415,374	\$0	\$3,415,374	\$1,120,964	\$0	\$2,294,410
6103	Part Time Non Instructional	\$186,454	\$0	\$186,454	\$43,898	\$0	\$142,556
6104	Salary Savings	-\$250,000	\$0	-\$250,000	\$0	\$0	-\$250,000
6121	Academic Salaries	\$3,778,610	\$0	\$3,778,610	\$1,183,426	\$0	\$2,595,184
6122	Academic Overload	\$700,436	\$0	\$700,436	\$257,729	\$0	\$442,707
6123	Part Time Academic	\$1,442,959	\$0	\$1,442,959	\$434,947	\$0	\$1,008,012
6124	Independent Study	\$12,395	\$0	\$12,395	\$1,185	\$0	\$11,210
6125	Academic Advising	\$2,950	\$0	\$2,950	\$0	\$0	\$2,950
6141	Part Time Student Help	\$76,076	\$0	\$76,076	\$13,861	\$0	\$62,215
6142	Work Study Student	\$15,000	\$0	\$15,000	\$413	\$0	\$14,587
6143	Student Tutoring	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
6144	Faculty Tutoring	\$41,000	\$0	\$41,000	\$11,713	\$0	\$29,287
6145	Honorarium	\$2,400	\$0	\$2,400	\$0	\$0	\$2,400
6200	Fringe Expense	\$4,431,563	\$0	\$4,431,563	\$1,360,555	\$0	\$3,071,008
6201	STRS	\$0	\$0	\$0	-\$2,762	\$0	\$2,762
6203	SERS	\$0	\$0	\$0	\$5	\$0	-\$5
6210	Fringe Actual	\$0	\$0	\$0	\$272,171	\$0	-\$272,171
6211	Medical	\$0	\$0	\$0	-\$132,001	\$0	\$132,001
6216	Misc Insurances	\$0	\$0	\$0	-\$0	\$0	\$0
6218	HRA	\$15,000	\$0	\$15,000	\$1,565	\$0	\$13,435
6301	Workers Compensation	\$15,000	\$0	\$15,000	-\$191	\$0	\$15,191
6302	Unemployment Compensation	\$3,000	\$0	\$3,000	\$2,520	\$6,444	-\$5,964
6303	Employee Fee Waiver	\$60,000	\$0	\$60,000	\$30,778	\$0	\$29,222
6304	Bookstore Employee Discount	\$4,000	\$0	\$4,000	\$701	\$0	\$3,299
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$200	\$0	\$2,800



# Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6306	Employee Appreciation	\$27,500	\$0	\$27,500	\$4,255	\$0	\$23,245
6307	Faculty / Staff Development	\$106,200	\$0	\$106,200	\$33,652	\$0	\$72,548
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
6310	IBEW Instructor Fee Waiver	\$0	\$0	\$0	\$2,596	\$0	-\$2,596
7101	Office Supplies	\$43,222	\$0	\$43,222	\$8,812	\$116	\$34,294
7102	Copier Supplies	\$17,620	\$0	\$17,620	\$8,377	\$0	\$9,243
7103	Recruiting Supplies	\$22,350	\$0	\$22,350	\$3,732	\$0	\$18,618
7121	Computer Supplies	\$46,810	\$0	\$46,810	\$12,522	\$0	\$34,288
7131	Instructional Supplies	\$333,385	\$0	\$333,385	\$31,311	\$9,944	\$292,131
7132	Lab Supplies	\$49,300	\$0	\$49,300	\$5,582	\$0	\$43,718
7134	ADA Hearing Impaired Books	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7135	Instructional Food/Snacks	\$28,600	\$0	\$28,600	\$5,977	\$0	\$22,623
7136	Linen and Laundry	\$360	\$0	\$360	\$0	\$0	\$360
7138	Graduation Supplies	\$26,150	\$0	\$26,150	\$28	\$0	\$26,122
7151	College Car Supplies	\$990	\$0	\$990	\$24	\$0	\$966
7156	Miscellaneous Supplies	\$14,450	\$0	\$14,450	\$1,759	\$0	\$12,691
7157	Employee Awards	\$7,000	\$0	\$7,000	\$2,750	\$1,391	\$2,859
7161	Library Supplies	\$1,500	\$0	\$1,500	\$154	\$0	\$1,346
7162	Library Books Lost / Replaced	-\$3,953	\$0	-\$3,953	-\$225	\$0	-\$3,728
7171	Audio Visual Supplies	\$33,091	\$0	\$33,091	\$4,673	\$0	\$28,418
7181	Uniforms	\$5,050	\$0	\$5,050	\$919	\$1,262	\$2,869
7182	Janitorial Supplies	\$20,000	\$0	\$20,000	\$12,391	\$8,251	-\$642
7201	Conferences and Seminars	\$161,904	\$0	\$161,904	\$16,202	\$0	\$145,702
7202	Travel	\$163,384	\$0	\$163,384	\$31,709	\$0	\$131,676
7203	Development	\$63,500	\$0	\$63,500	\$6,144	\$7,200	\$50,156
7204	Instructional Travel	\$32,900	\$0	\$32,900	\$7,585	\$0	\$25,315
7207	Committee Meetings	\$31,240	\$0	\$31,240	\$8,766	\$92	\$22,382
7208	Convocation	\$8,000	\$0	\$8,000	\$0	\$0	\$8,000
7209	Travel for Recruiting	\$4,000	\$0	\$4,000	\$0	\$0	\$4,000
7301	Subscriptions and Publications	\$14,835	\$0	\$14,835	\$4,819	\$0	\$10,016
7311	Dues	\$189,239	\$0	\$189,239	\$117,403	\$6,365	\$65,472
7321	Classified Advertising	\$7,500	\$0	\$7,500	\$740	\$0	\$6,760

# Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7322	Radio Advertising	\$65,000	\$0	\$65,000	\$19,647	\$16,904	\$28,449
7323	Brochures	\$20,000	\$0	\$20,000	\$14,468	\$0	\$5,532
7324	Advertising - Papers	\$18,000	\$0	\$18,000	\$3,508	\$6,200	\$8,292
7325	Advertising - Billboards	\$87,000	\$0	\$87,000	\$27,952	\$7,725	\$51,323
7326	Advertising - Miscellaneous	\$84,725	\$0	\$84,725	\$34,211	\$1,855	\$48,659
7328	Advertising - Digital	\$70,000	\$0	\$70,000	\$9,773	\$0	\$60,227
7329	Advertise-Wkfrc Devel	\$25,500	\$0	\$25,500	\$9,300	\$250	\$15,950
7330	Regional Campus Marketing	\$2,000	\$0	\$2,000	\$0	\$0	\$2,000
7331	Community Relations Donations	\$500	\$0	\$500	\$0	\$0	\$500
7352	Printing	\$44,200	\$0	\$44,200	\$8,280	\$0	\$35,920
7361	Postage	\$24,600	\$0	\$24,600	\$8,961	\$8,000	\$7,639
7401	Equipment M & R	\$288,863	\$0	\$288,863	\$59,699	\$51,214	\$177,951
7402	Buildings M & R	\$210,000	\$0	\$210,000	\$30,047	\$30,609	\$149,344
7403	Grounds M & R	\$30,000	\$0	\$30,000	\$3,099	\$8,173	\$18,728
7404	Parking Lot M & R	\$40,000	\$0	\$40,000	\$43,642	\$0	-\$3,642
7405	Water Tower M & R	\$302,000	\$0	\$302,000	\$298	\$1,000	\$300,702
7406	Vehicles M & R	\$30,000	\$0	\$30,000	\$11,851	\$11,906	\$6,243
7407	Equipment Replacement	\$10,000	\$0	\$10,000	\$1,177	\$4,790	\$4,033
7408	Equipment Rental	\$38,500	\$0	\$38,500	\$4,353	\$21,309	\$12,838
7409	Facilities Rental	\$5,054,638	\$0	\$5,054,638	\$2,482,421	\$17,500	\$2,554,717
7501	Professional Fees	\$127,250	\$0	\$127,250	\$22,568	\$20,368	\$84,313
7502	Legal Fees	\$29,000	\$0	\$29,000	\$8,071	\$5,256	\$15,673
7503	Audit Fees	\$40,000	\$0	\$40,000	\$21,700	\$8,300	\$10,000
7504	Accreditation	\$12,897	\$0	\$12,897	\$1,700	\$0	\$11,197
7505	Consultant	\$8,000	\$0	\$8,000	\$0	\$0	\$8,000
7521	Training	\$292,100	\$0	\$292,100	\$138,325	\$0	\$153,775
7522	Testing / Assessment	\$160,950	\$0	\$160,950	\$23,517	\$11,808	\$125,625
7523	Outside Services	\$6,280,754	\$0	\$6,280,754	\$3,396,065	\$284,746	\$2,599,944
7525	Purchased Services	\$73,839	\$0	\$73,839	\$26,849	\$18,996	\$27,994
7527	Collection Fees	-\$20,000	\$0	-\$20,000	-\$1,795	\$4,487	-\$22,692
7528	Policy Compliance	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$2,406	\$0	\$8,094

# Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7531	Finger Printing Expense	\$28,220	\$0	\$28,220	\$8,926	\$24,000	-\$4,706
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	\$20,789	\$0	\$49,211
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$6,084	\$0	\$5,916
7605	Presidential Scholarship	\$1,050,000	\$0	\$1,050,000	\$490,840	\$0	\$559,160
7606	Scholarship Allowance	-\$2,192,631	\$0	-\$2,192,631	-\$649,980	\$0	-\$1,542,651
7607	Agency Graduate Studnt Schl	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7608	Fee Waiver - Senior Citizens	\$6,000	\$0	\$6,000	\$769	\$0	\$5,231
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 Schl	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7619	Registration Scholarship	\$204,804	\$0	\$204,804	\$0	\$0	\$204,804
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$3,500	\$0	\$7,500
7629	Interntl Student Schl	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schl & Books	\$690,042	\$0	\$690,042	\$79,105	\$0	\$610,937
7631	Bad Debt Expense	\$105,000	\$0	\$105,000	\$0	\$0	\$105,000
7632	Capital Lease Interest	\$61,000	\$0	\$61,000	\$31,540	\$0	\$29,460
7633	Contingency Fund	\$86,900	\$0	\$86,900	\$7,942	\$0	\$78,958
7634	Instructional Media	\$11,500	\$0	\$11,500	\$11,969	\$0	-\$469
7635	Database Subscriptions	\$35,000	\$0	\$35,000	\$7,958	\$0	\$27,042
7636	Student Activities	\$27,225	\$0	\$27,225	\$7,083	\$0	\$20,142
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$6,775	\$0	-\$6,775
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$5,846	\$0	-\$104,154
7642	Alumni Fund Expense	\$11,600	\$0	\$11,600	\$4,375	\$0	\$7,225
7644	Miscellaneous	\$63,800	\$0	\$63,800	\$1,336	\$400	\$62,064
7645	Business Competition	\$800	\$0	\$800	\$311	\$0	\$489
7646	Administrative Retreat	\$400	\$0	\$400	\$0	\$0	\$400
7650	Strategic Planning	\$500	\$0	\$500	\$43	\$0	\$457
7660	Open House	\$500	\$0	\$500	\$0	\$0	\$500
7667	CCP Scholarship	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000

# Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7670	Road to Success Schlp	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7671	Sports Club Schlp	\$20,000	\$0	\$20,000	\$15,002	\$0	\$4,998
7676	TRIO - NSCC Scholarship	\$5,000	\$0	\$5,000	\$827	\$0	\$4,173
7677	Tuition Reduction - Cares	\$0	\$0	\$0	-\$15	\$0	\$15
7681	Fee Waiver - CTS	\$0	\$0	\$0	\$0	\$0	\$0
7701	Gas	\$65,000	\$0	\$65,000	\$311	\$64,689	\$0
7702	Electricity	\$150,000	\$0	\$150,000	\$77,598	\$68,158	\$4,244
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$764	\$1,736	\$199
7704	Water	\$7,000	\$0	\$7,000	\$1,546	\$5,864	-\$410
7705	Sewer	\$35,000	\$0	\$35,000	\$11,940	\$26,045	-\$2,985
7706	Waste Collection	\$8,000	\$0	\$8,000	\$2,802	\$5,758	-\$560
7707	Telephone	\$89,644	\$0	\$89,644	\$20,148	\$27,850	\$41,646
7722	Employee Liability Insurance	\$14,400	\$0	\$14,400	\$17,510	\$0	-\$3,110
7724	Motor Vehicle Insurance	\$28,000	\$0	\$28,000	\$19,633	\$0	\$8,367
7725	Property Insurance	\$109,319	\$0	\$109,319	\$47,824	\$0	\$61,495
7727	Prof Liab Students	\$13,897	\$0	\$13,897	\$8,490	\$0	\$5,407
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$0	\$0	\$2,250
7729	Cyber Liability Insurance	\$18,100	\$0	\$18,100	\$5,389	\$0	\$12,711
7901	Library Books	\$12,000	\$0	\$12,000	\$2,161	\$0	\$9,839
7902	Fixtures and Furnishings	\$512,261	\$0	\$512,261	\$19,304	\$1,455	\$491,502
7903	Software and Licensing	\$829,978	\$0	\$829,978	\$471,582	\$3,443	\$354,953
7904	Building Projects	\$9,400,000	\$0	\$9,400,000	\$0	\$0	\$9,400,000
7911	Equipment	\$489,140	\$0	\$489,140	\$149,268	\$43,612	\$296,260
7912	Motor Vehicles	\$30,000	\$0	\$30,000	\$28,257	-\$1,630	\$3,373
Expense	Sub-Total:	\$45,081,365	\$0	\$45,081,365	\$13,573,187	\$853,840	\$30,654,337