

BOARD OF TRUSTEES MEETING

June 23, 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)
Mickey Schwarzbek

C. PLEDGE OF ALLEGIANCE

D. MISSION, VISION & VALUES (Volunteer)

E. EXECUTIVE SESSION

F. PRESENTATION – Pillar 2 Update / Completion Plan (Lana S)

G. AUDIENCE PARTICIPATION

H. CHIEF EXECUTIVE OFFICER REPORT (Todd H)

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

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

- Facilities Project Update (Jenny T)
- FY24 Budget (Jenny T / Todd H)
- Changing Campus Culture Initiative (Lana 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.

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

Values: People, Integrity and Learning

- Policy and Procedure Updates (Todd H)
 - Suicide Prevention (new)
 - Capital Expenditures (Responsible Contractor) (amended)
 - Safeguarding Customer Information (Gramm Leach Bliley) (new)
 - Weapons Policy (new)

J. CHIEF FISCAL OFFICER REPORT (Jenny T)

- Financial Report as of April 30, 2023

K. CONSENT AGENDA (Megan B)

1. Consent Agenda Items (roll call vote)
 - a. Minutes of the April 28, 2023 Meeting
 - b. Resignations
 - c. Renewal of Probationary Faculty and Non-Teaching Faculty Contracts
 - d. Employ Full-Time Administrative Assistant – Community & Workforce Development
 - e. Promotion to Success Center Coordinator
 - f. Promotion to Acting Chief of Police
 - g. Promotion to Academic Advisor
 - h. Miscellaneous Employment Contracts
 - i. Suicide Prevention Policy (new)
 - j. Safeguarding Customer Information Policy (new)
 - k. Capital Expenditures Policy (amended)

L. PROPOSED RESOLUTION (Megan B)

1. FY23-24 Budget
2. Professional Staff Bargaining Agreement

M. OTHER BUSINESS (Todd H)

1. Upcoming Board Activities
 - a. Governance Leadership Institute – August 2-4
 - b. Board Meeting – August 25
 - c. State of the College – September 28
 - d. ACCT Leadership Congress – October 9-12

N. EXECUTIVE SESSION

O. ADJOURNMENT (Scott M)

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

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

Values: People, Integrity and Learning

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, April 28, 2023 at 8:30 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

23-34

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

Absent: 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

Jim Drewes, Vice President for Workforce, 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

Vice President Drewes 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.

FANNING HOWEY (ARCHITECT) – B BUILDING AND VAN WERT

John Missel from Fanning Howey provided a summary of the architectural designs for the B Building (main campus) and Van Wert campus. The designs were created over several months of meetings with faculty and staff to gather input on needs for classrooms, offices, meeting and collaboration spaces. The B building will hold the business division along with agriculture and e-sports on the first floor with administrative offices on the second floor. The Van Wert building renovation is a complete redesign and will be phased according to immediate and extended need. The designs are in the early stages and will be evaluated and updated according to future discussions.

CHIEF EXECUTIVE OFFICE REPORT

Each of the Vice Presidents provided a report from their respective areas. Lana Snider, VP for Enrollment Management & Student Affairs provided an enrollment update. Spring enrollment near end of term is up 16% compared to spring 2022 with increases in degree seeking and workforce. The new *Be Bold* Adult Learner Program is actively recruiting for a fall start. Dan Burklo, VP for Academics, provided an update on Commencement, which will be held May 13 at Founders Hall in Archbold. This is the first time the ceremony will be offsite. Dr. Michael Thomson, NSCC's 7th president, will be the commencement speaker.

BOARD DISCUSSION ITEMS

Facilities Update – The solar array project is continuing to move forward. The utility company, Toledo Edison, has been working with the contractors to confirm next steps.
FY24 Budget Preparations – Revenue, expenses and capital are all being reviewed and budgets are being submitted for Cabinet review. The Finance Committee will review the draft budget to be brought to the Board Budget Committee for final review. The Board Executive Committee will be able to review the budget before final approval from the full Board at the June meeting.

Strategic Planning Update – The Strategic Plan has been developed over the past 18 months and will guide the College for the next three years. This is a resolution for approval by the Board.

FY23-24 Student Fees – The Chancellor has approved the fees for the next fiscal year. The majority of the fees are associated with new courses. This is part of the consent agenda for approval.

Policy & Procedure Updates –

Weapons Policy – College Administration has discussed allowing the Police Academy instructors to carry while on campus. They would need to make sure they have identification as a police officer. The College will purchase shirts for all instructors that identify them as police. The College will develop a policy and procedure to allow off-duty law enforcement officials to carry while on campus. Chief Mike Foreman was available to the Board to answer questions and provide his expertise.

Responsible Contractor Policy / Procedure – A draft policy and procedure has been provided for the Board's review and discussion. This would ensure that college projects

are completed by skilled workers with fair and competitive benefits and provide evidence that they are a responsible contractor. This aligns with the College's values of people first.

CHIEF FISCAL OFFICER REPORT

23-35

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

Ms. Jennifer Thome, Chief Fiscal & Administrative Officer, presented the cumulative financial report to inform the Board of Trustees of the College's financial condition as of February 28, 2023.

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

CONSENT AGENDA APPROVED

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

MINUTES OF THE FEBRUARY 24, 2023 BOARD MEETING

23-36

RESIGNATIONS

23-37

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

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

WHEREAS, the President recommends

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

RETIREMENTS

23-38

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

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

WHEREAS, the President recommends

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

EMPLOY FULL-TIME ADMINISTRATIVE ASSISTANT – ADMISSIONS

23-39

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

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

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

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

EMPLOY FULL-TIME CUSTODIAN

23-40

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

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

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

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

**EMPLOY FULL-TIME ADMINISTRATIVE ASSISTANT –
FOUNDATION, BSSC & MARKETING**

23-41

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

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

WHEREAS, the President recommends

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

EMPLOY FULL-TIME BOOKSTORE / RETAIL & FOOD SERVICE CLERK

23-42

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

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

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

WHEREAS, the President recommends

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

MISCELLANEOUS EMPLOYMENT CONTRACTS

23-43

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

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

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

Food Service:

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

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

Part-time Instructors:

Dummitt Brandon

Krupp Sarah

Rohrs Rachel

Silva Jose

INTERNATIONAL TRAVEL

23-44

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

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

WHEREAS, the President recommends

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

APPROVAL OF 2023-2024 STUDENT FEES

23-45

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

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

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

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

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

(See next page for fee schedule)

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

This concludes the Consent Agenda.

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

2023-2026 COLLEGE STRATEGIC PLAN APPROVED

23-46

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

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

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

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

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

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

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

WHEREAS, the President recommends

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

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

EXECUTIVE SESSION

23-47

Ms. Barber moved and Ms. DeGross seconded a motion to go into executive session to review negotiations with public employees concerning compensation or other terms and conditions of their employment.

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

Following executive session, the meeting moved back to regular session and on record at 12:16 p.m. with no action taken.

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 April 28, 2023 Board Meeting

1b. Resignations

WHEREAS, Mike Foreman, Chief of Police, has submitted his resignation; and

WHEREAS, Ashley Pere, Director of Grants Development, has submitted her resignation; and

WHEREAS, Ryan Hamilton, Dean of STEM & Industrial Technologies, has submitted his resignation; and

WHEREAS, Melanie Dusseau, Composition Faculty, has submitted her resignation

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Mike Foreman, effective May 12, 2023; Ashley Pere, effective May 26, 2023; Ryan Hamilton, effective June 1, 2023; and Melanie Dusseau, effective July 31, 2023 be accepted.

1c. Renewal of Probationary Faculty 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 and 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. Amy Leitch (assistant – clinical teaching), continuing, Masters, total salary \$49,619.70
- b. Emily Riegsecker (faculty – nursing), continuing, Masters, total salary \$71,523.35
- c. Eric Baker (faculty – composition), third, ABD, total salary \$58,064.97
- d. Carissa Emery (faculty – psychology), third, PHD, total salary \$59,830.87
- e. Madline Fagan (advisor – admissions early admit), third, Bachelors, total salary \$44,169.67
- f. Erik Jones (faculty – industrial technology automation), third, Associates, total salary \$58,681.44
- g. Thomas Plummer Jr. (faculty – industrial technology CAM), third, Associates, total salary \$59,380.02

- h. Sean Burres (faculty – VCGD), second, Masters, total salary \$56,078.42
- i. Rebekah Faber-Starr (faculty – natural sciences chemistry), Masters, total salary \$56,078.42
- j. Kara Flesher (advisor – academic), second, Bachelors, total salary \$44,169.67
- k. Deandra Travis (faculty – business management & economics), second, PHD, total salary 59,666.42

1d. Employ Full-Time Administrative Assistant – Community & Workforce Development Division

WHEREAS, the position of full-time Administrative Assistant – Community & Workforce Development Division was left vacant due to the promotion of Nicole Hand to Operations Coordinator; 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. Kristine Shaffer be employed as full-time Administrative Assistant – Community & Workforce Development effective April 25, 2023 at an annual salary of \$38,313.60. This is in accordance with the Support Personnel Bargaining Agreement.

1e. Promotion to Success Center Coordinator

WHEREAS, the position of full-time Success Center Coordinator was left vacant due to the retirement of Cherie Rix; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Renee Bostelman be employed as full-time Success Center Coordinator effective May 16, 2023 at an annual salary of \$50,795.12. This is in accordance with the Professional Staff Bargaining Agreement.

1f. Promotion to Acting Chief of Police

WHEREAS, the position of Chief of Police was left vacant due to the resignation of Mike Foreman; and

WHEREAS, the College has 10 days to name an Acting Chief of Police until a new Chief of Police is hired; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Shantelle Cline be promoted acting Chief of Police effective May 22, 2023 at an annual salary of \$52,000. This is a graded position.

1g. Promotion to Academic Advisor

WHEREAS, the position of Advisor – Academic was left vacant due to the promotion of Renee Bostelman to Success Center Coordinator; and

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

WHEREAS, an internal candidate met the qualifications of the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Megan Schroeder be employed as full-time Academic Advisor effective June 6, 2023 at an annual salary of \$44,169.67. This is in accordance with the Professional Staff Bargaining Agreement.

1h. Miscellaneous Employment Contracts

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

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

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

Part-time Instructors (new):

Shank, Lowell

Part-time Instructors for summer semester:

Bashore	Andrew	Menna	Anthony
Burken	Christa	Miller	Luke
Daugherty	Deon	Moore	Kevin
Dillon	Kieron	Mott	Diane
Ebaugh	Chelsie	Profit	Danielle

Foulk	Boyd	Schwiebert	Jason
Frake	Ann	Seiple	Candice
Geiger	Matthew	Torok	William
Kinkaid	Cynthia	Vandock	Kent
Kling	Julie	VonDeylen	Kelly
Lively	Camille	Wooster	Benjamin
McDade	Brent	Wyse	Jennifer
		Zuvers	Larry

Full-time Faculty Overload / Supplemental – Summer Semester:

Eric Baker	Supplemental	Anuja Parikh	Supplemental
Allen Berres	Overload	Julie Kemarly-Dowland	Overload
Sean Burres	Overload	Joni Mavis	Supplemental
Amy Drees	Overload	Marianna Doolittle	Supplemental
Carissa Emery	Supplemental	Lisa Dapelo	Overload
Melissa Faber	Supplemental	Rebekah Faber-Starr	Overload
Sherry Howard	Supplemental	Colin Doolittle	Supplemental
Fredy Rodriguez-Mejia	Overload	Erik Jones	Overload
Amy Thomas	Supplemental	David Mohring	Overload
Lisa Becher	Supplemental	John Mueller	Overload
Kayla Miller	Supplemental/Overload	Thomas Plummer	Overload
Chris Clawson	Overload		
Heather Galbraith	Overload		
Tera Newton	Overload		
Chris Robinson	Overload		
Barry VonDeylen	Overload		
Tammy Meyer	Supplemental/Overload		
Rhonda Lazette	Supplemental/Overload		
Caitlin Barrera	Overload		
Jennifer Behnfeldt	Overload		
Melanie Hicks	Overload		
Amy Leitch	Overload		
Emily Riegsecker	Overload		

1i. Suicide Prevention Policy (New)

WHEREAS, in accordance with House Bill 28 and Ohio Revised Code 3345.37, the College is required to have a policy that raises awareness about mental health and suicide prevention; and

WHEREAS, this policy will apply to learners, faculty and staff with the objective to foster the overall health, well-being and safety of our campus community; and

WHEREAS, a procedure is also being created to provide crisis intervention, mental health program access, student communication plans and postvention plans; and

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

NOW, THEREFORE BE IT RESOLVED, that policy 14-17-07 Suicide Prevention be adopted as follows:

3358: 14-17-07 Suicide prevention.

Effective Date: XX-XX-XXXX

This policy applies to Northwest state community college staff, faculty, and learners and is in accordance with section 3345.37 of the Revised Code. Northwest state community college is committed to raising awareness about mental health and suicide prevention across our campus community, including learners, faculty, and staff. In an effort to achieve this objective and foster the overall health, well-being, and safety of our campus community, our institution will regularly provide suicide prevention information, programming, and awareness, as well as educate campus members about suicide prevention / mental health resources and supports available on and off campus.

1j. Safeguarding Customer Information Policy (New)

WHEREAS, the Financial Services Modernization Act of 1999, also known as Gramm Leach Bliley Act (GLBA), requires financial institutions to explain their information-sharing practices to their customers and to safeguard sensitive data; and

WHEREAS, effective June 9, the GLBA requires institutions of higher education to increase cybersecurity to better protect student data and privacy; and

WHEREAS, the College has created a policy to comply with the new requirements and ensure security and confidentiality of nonpublic financial records, protect against anticipated threats or hazards to the security of said records and protect against unauthorized access or use of records in ways that could result in harm or inconvenience to customers; and

WHEREAS, the Chief Fiscal & Administrative Officer, the Executive Vice President / Chief of Staff and the President recommend

NOW, THEREFORE BE IT RESOLVED, that policy 14-13-02 Standards for Safeguarding Customer Information policy be adopted as follows:

3358:14-13-02 Standards for safeguarding customer information.

Effective Date: XX/XX/XX

In order to protect personal critical information and data, Northwest State Community College will comply with the Financial Services Modernization Act of 1999 (also known as Gramm Leach Bliley (GLB) 15 U.S.C. §6801)

- (A) This policy summarizes Northwest State Community College’s comprehensive written information security program mandated by the Federal Trade Commission’s Safeguards Rule and the Gramm – Leach – Bliley Act (“GLBA”). The policy and following procedure define how Northwest State Community College will
 - (1) Ensure the security and confidentiality of nonpublic financial records.
 - (2) Protect against any anticipated threats or hazards to the security of such records.
 - (3) Protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to customers.

- (B) This information security program incorporates existing Northwest State Community College policies and procedures and is in addition to any institutional policies and procedures that may be required pursuant to other federal and state laws and regulations, including without limitation FERPA.

- (C) This policy applies to all student, employee, and financial data collected by the College, especially data that contains Personal Identifying Information (PII) and is individually identifiable.

- (D) While these practices mostly affect IT, some of them will impact diverse areas of the College, including but not limited to Business Office, Custom Training Solutions (CTS), Grants Office, Learner Services, the Office of the Registrar, and many third-party contractors, facilities and building service providers. The goal of this document is to define the College’s Information Security Program, to provide an outline to assure ongoing compliance with federal regulations related to the Program and to position the College for likely future privacy and security regulations.

- (E) In order to comply with GLB, NSCC has designated an Information Security Policy Coordinator. This individual must work closely with the Business Office, the State of Ohio AG, the network/systems administrators, data systems, as well as all relevant academic and administrative Departments throughout the College. The coordinator is the Chief Financial Officer (CFO) or designee. The Coordinator must help the relevant offices of the College identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of customer information; evaluate the effectiveness of the current safeguards for

controlling these risks; design and implement a safeguards program, and regularly monitor and test the program.

Related Policies or Procedures:

Information Security Procedure 6.01(a) NIST Requirements Handbook

Compliance References:

The Financial Services Modernization Act of 1999 (also known as Gramm Leach Bliley (GLB) 15 U.S.C. §6801

1k. Capital Expenditures Policy (amended)

WHEREAS, the College Administration and the Board of Trustees currently follows the bid process required as a public institution when selecting a contractor for capital projects; and

WHEREAS, the current policy does not specify or require the hire of contractors with additional qualifications; and

WHEREAS, it is the desire of the College Board and Administration to hire contractors that follow responsible hiring and safety practices; and

WHEREAS, a procedure has been created with criteria for the Board to follow when they elect to require additional criteria for a certain capital project; and

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

NOW, THEREFORE BE IT RESOLVED, that the changes to policy 14-9-02 Capital Expenditures be accepted.

3358: 14-9-02 Capital expenditures.

Effective: Reaffirmed by Board of Trustees 10/4/13

- (A) The purpose of this policy is to require Northwest state community college to be strategic in the use of its facilities and equipment resources to meet its mission, and to maintain safe and attractive facilities and to do so in a responsible manner.
- (B) The college campuses are those locations at which the college owns the property, and on which there is potential growth in the number of degrees and certificate programs offered.
- (C) Other facilities at which the college provides course and service offerings shall be considered college sites.
- (D) The board of trustees shall approve all major capital projects that require a formalized bidding process and state contracts to be issued.

(E) The board of trustees shall make a determination on a project by project basis whether to include additional qualifications to ensure a responsible bidding pool when it is in the best interest of the college.

This concludes the Consent Agenda.

Moved by _____, seconded by _____.

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

PROPOSED RESOLUTIONS

1. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2023-2024 BUDGET

Moved by _____, seconded by _____.

WHEREAS, the proposed operating budget has been developed through the collective work of the Cabinet, the Finance Team and the Budget Committee of the Board of Trustees, in conjunction with the budget managers of the College; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the operating budget for 2023-2024 fiscal year be adopted.

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

2. CONSIDERATION OF A RESOLUTION TO APPROVE THE TENTATIVE AGREEMENT WITH THE PROFESSIONAL ASSOCIATION BARGAINING UNIT

Moved by _____, seconded by _____.

WHEREAS, the respective negotiating teams for the Administration and the Professional Association bargaining unit of the Northwest State Community College Education Association entered into negotiations on May 15, 2023 for a successor agreement to the agreement which expires on August 15, 2023; and

WHEREAS, those negotiations have resulted in a tentative agreement for the three-year period from August 16, 2023 through August 15, 2026; and

WHEREAS, the tentative agreement includes the following highlights:

- Negotiated improvements in wages and compensation
- Includes \$1,000 one-time bonus as incentive for faculty to convert more courses to use Open Education Resources
- Increased existing retirement notification incentive from \$400 to \$1000
- Establishes minor modifications to faculty workload and provides clarifying language regarding recruiting and advising
- Establishes a Labor Management Committee to work on contract language during the life of the agreement

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the tentative agreement reached between the parties be accepted by the Board of Trustees.

ROLL CALL: Aye;

Nay;

Thereupon the Chair declared the motion approved/disapproved.



President’s Report - June 2023

Videos / Podcasts:

Activities

Ongoing

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

Date	Activity
Mar 29 - Apr 5	Higher Education Research and Development Institute / American Association of Community Colleges Conferences. Denver Colorado
Apr 6	TRIO Awards Dinner
Apr 7	Meet with Owens team to discuss CTS / workforce development
Apr 7	Rodney Rogers - BGSU President
Apr 11	Pizza with the President (student engagement)
Apr 14	Van Wert Retired Teachers Assoc presentation
Apr 18	RGP Annual Meeting
Apr 20	NSCC Scholarship Reception
Apr 24	Craig Rutter - community engagement



Date	Activity
Apr 25	OACC President's Meeting - Columbus, OH
Apr 26	Pizza with the President (student engagement)
May 4	Cincinnati IBEW Graduation
May 6	Dayton Ironworkers Graduation
May 9	WNBO Radio Interview
May 24	NWOCA - Tod Hug
May 31 - Jun 4	Aspen Fellowship conclusion - Aspen, CO
Jun 5	Richanne Mankey - Defiance College President
Jun 6	Troy Armstrong - Wauseon School Superintendent
Jun 8	OACC Annual Conference - Columbus, OH
Jun 12	Goodwill NWO fundraiser event
Jun 14	RGP Familiarization Tour Presentation
Jun 15	Present at ATD Kickoff - Milwaukee, WI

Scheduled Time Off / Away from Campus

Date	Description
Jun 24	Newark, OH. JATC Graduation
Jul 7 - 10	Atlanta, GA. Vacation
Jul 11 - 13	Washington DC. EAB CC Roundtable
Aug 3 - 12	Puerto Vallarta, Mexico. Vacation

Non NSCC related Professional Activities

None.

Executive Vice President / Chief of Staff
June 2023
Albert Lewis Jr.

INFORMATION TECHNOLOGY UPDATE

DATA SYSTEMS TEAM

In addition to supporting day to day operations of the Banner Student Information System (SIS), the team continues to fulfill requests for all departments in the college. Some other completed items or on-going items of note include:

Banner Upgrades

- Twelve (12) Banner modules, including Administrative Common, General, Student, HR and Payroll, Position Control and Financial Aid were installed in the test system, tested and installed in the production system.
- The Spring 2024 application for admission is being created for Slate (Student Customer Relationship Management). Information is flowing between Slate and Banner for both Summer and Fall semesters.
- In the past two months 76 requests have been successfully completed.
- The state reporting is underway for the Spring 2023 term.
- Training new employees, and those transferring to different departments, in Banner and Argos (reporting tool)
- Working with a team from the Ohio Department of Higher Education (ODHE), BGSU, Owens, Terra State and UT on a revision of electronic college transcript sending and receiving. This has a schedule completion time of December 15, 2023.

NETWORK/SYSTEM & SUPPORT TEAM:

- For the month of May, 316 new requests/incidents were received, and 311 have been resolved with 100% positive feedback.
- The new room request portal is still in development, with a planned roll out this Summer.
- New portal power stations to remotely charge devices is being deployed for Fall.
- The virtual tour photo shoot has been completed and is in post-production for a roll out in September.
- Henry county partnership for disaster recovery has been set up, with NSCC's DR site going live in the next month.
- The new phone system has been brought online and the campus has been migrated to the new system and upgraded phones with positive feedback.
- Multiple campus computer labs have been upgraded to new hardware to better accommodate new engineering software.
- The electronic records project is progressing, which will help us digitize our records along with automating and streamlining many of our processes.

- The B-wing is 90% decommissioned with the technology and furniture going to the garage sale which will be taking place the week of July 12th.

VAN WERT CAMPUS

Released initial Van Wert program options:

- Accounting AAB
- Accounting Assistance Certificate
- Banking & Finance AAB
- Business Management AAB
- Entrepreneurship AAB
- Entrepreneurship certificate
- Marketing AAB
- Marketing Short Term Certificate
- Computer Programming AAS **
- Cyber Security Network Administration AAS **
- Computer Technician Certificate **
- Cyber Security Short Term Certificate **
- Electrical Engineering AAS **
- AAS in Industrial Technologies **
- Industrial Electrical Certificate **
- Medical Coding and Billing (online only)

** programs that are Choose Ohio First eligible

<https://northweststate.edu/choose-ohio-first>

- Finalized Purdue Fort Wayne articulation agreement, now includes AAS and AAB with more options coming
- Awaiting Indiana Tech finalization articulation to include Business Management, Criminal Justice, Human Services, Supply Chain Management
- Offered Supervisor Training Series in Van Wert and Paulding, no takers for June start. Will advertise and offer in the fall.

Presentations:

- JFS Job Fair, Van Wert Fairgrounds - May 3
- VW Chamber of Commerce Leadership, tour of building and presentation - May 3
- Lincolnview Middle School Career Day - May 5
- Let's Get Down to Business, 120 5th graders in VW County, - May 9
- Attended Ohio Health open house in Van Wert - May 10
- Met with Bill Burkett from Regional Growth Partnership - May 12
- Main Street Van Wert Annual Awards Banquet - May 17
- Kristen Davis and Mandie Heil presented BE BOLD at VW Rotary - May 30
- Education on Location presentation at Vantage - June 5

- VW Service Club presentation -June 7
- Paulding County Teacher Bootcamp presentation - June 8

GRANTS REPORT

Awarded

- Perkins V - \$67,545.80

Submitted

- Gene Haas Foundation Scholarship Grant - \$10,000.00
- 22+ High School Diploma Annual Application

Completed

- HEERF No Cost Extension Request

Vice President for Academics
June 2023
Submitted by: Dan Burklo

As I sit here and reflect on last semester, I am pleased with all of the work and achievements our faculty have accomplished. While we saw some projects through to completion this past semester we continue to make progress on other projects which remain ongoing. Just a couple of these are the continued development on an assessment culture and process, and the revision of our Institutional Learning Outcomes (ILO). After a busy semester packed full of progress the faculty are eager to recharge over the summer in anticipation of a new academic year.

We are working on filling some much needed academic positions. Interviews are still taking place for the Institutional Research (IR) position. There are two candidates we are interviewing for the Director of Accreditation, Compliance, and Curriculum (DACC) on Thursday, June 15. Dr. Ryan Hamilton, Dean of STEM & Industrial Technologies, informed us that he was taking a new position in April. Marianna Doolittle, our lead Math Faculty, has graciously accepted the Interim Dean of STEM & Industrial Technologies position until a replacement has been found. Finally, Melanie Dusseau has accepted a position at the University of Findlay and we are currently accepting applications for a new composition faculty.

Curriculog is one of our ongoing projects. We are currently designing the creation of course and program proposals. This phase will be finished at the end of June, which will start the 4 to 6-week implementation phase. Once finished, a trial run will be completed. During the fall semester, workshops will be administered to the faculty and staff, focusing on faculty first. The goal is to officially start using Curriculog in January. Once the 2022-2023 proposal changes are revised in Acalog it will become live for learners to use by the start of the fall semester.

Commencement was a huge success at Founder's Hall. The atmosphere took on a collegiate professionalism as we honored our graduates and were able to offer more seating for graduate guests. Discussions will take place among the Commencement Committee to see if NSCC will continue to have their Spring Commencement at Founder's Hall.

The Building Capacity for Action Plan (BCAP) meetings were completed in April. This action plan is for the development of a teaching and learning center for Northwest State Community College. The center will be for support of faculty and staff in high impact practices that support learner retention and completion. Initial steps in this plan include identifying needs by creating and administering a needs assessment to our faculty and learners and creating learning communities.

I will be hosting a dean's retreat on July 7 where the deans will be reviewing statistics from this last academic year, new contract language, and progress on current initiatives. We will also be strategizing support for the new strategic plan as well as the BCAP. This will be a full day and will include a group lunch as well as some team building exercises.

Following are some brief updates from the academic deans.

Jamilah Jones: Arts & Science

There is always a lot going on during the spring semester in the Division of Arts & Sciences. One of our favorite events is held in April, to commemorate National Poetry Month. The Division of Arts and Sciences partners with Student Activities to bring about a three-day celebration of poetry, art, and music. Students beat end-of-term stress with temporary tattoos, magnetic poetry, a juried art gallery, information about clubs and organizations, and plenty of snacks. This year, the Open Mic spoken word contest coincided with National Pretzel Day, making for a lively event in the Oasis. Faculty and staff kicked off the open mic and then learners took the stage. Prizes were awarded for both original works and recitations of published poetry. The power of language and creativity provides just the spark to propel our learners to the last week of classes and exams.



On April 15, Mike Clink, our leading faculty in art, took his oil/acrylic painting class to the Chicago Art Expo. It is an exposition of Modern and Contemporary art featuring international galleries. The learners looked at and talked about the various art works on display. Throughout the semester, Professor Clink show students works of art on the smart screen, but seeing them in person has a deeper impact on their sense of scale, texture, and feeling around the art. He could see that realization in the learners though our talks about the different works. They noticed nuances that they would have never picked up on through a digital screen. From these conversations in front of the pieces, they were also able to see how the paintings were painted. With their experience so far, they were able to deconstruct some of the paintings and ask questions that showed their understanding of the techniques.



Last month, the division celebrated faculty member, Carissa Emery as she plans to welcome her first child. The theme of Carissa's baby shower was meet us at "The Sandlot". See Eric Baker and Sean Burres watching on as Carissa opens her gifts



Unfortunately, we cannot always have celebratory events in our division. With a heavy heart the Division of Arts & Sciences had to say goodbye to a long-time part-time faculty in Psychology, Candice Seiple who has accepted a full-time job at Defiance College. Also leaving us is our full-time faculty Melanie Dusseau. She was a driving force in starting Inclusive Brilliance at NSCC. We will miss her greatly.

The Division of Arts & Sciences is welcoming new part-time and College Credit Plus (CCP) faculty to teach starting fall semester. There are four new part-time faculty teaching in the area of

psychology. They are: Danielle Coulson, Gunjan Bansal, Tameka Low, and Lana Snider. Our three new college credit plus instructors are: Jeffrey Dojcsak, teaching composition at Swanton High School, Margaret Houts, teaching composition at Parkway High School, and Tessa Cochran, teaching history at Crestview High School. The division is happy to welcome our new members.

Jason Rickenberg: Business & Public Services

During the summer semester, faculty and staff within the Business and Public Services Division are continually reminded to take care of themselves and their loved ones. Encouraging them to find out what makes them happy and do it as much as they can, whether it be exercising, reading or spending time with loved ones. I also commend the faculty & staff for their guidance to our learners during the past fall and spring semesters.

The summer 2023 semester has started without any issues. We are looking forward to a successful summer semester. Our division is finalizing our fall 2023 schedule. We are following the same course format offerings that we made successful during both the spring 2023 and summer 2023 semesters. Classes in both 8A and 8B have been included in the fall 2023 schedule to help retain students and grow new enrollments.

Dr. Tiffany Ludwig: Nursing & Allied Health

Nursing & Allied Health has been busy all semester with promoting our programs and attempting to keep our enrollment up. We have been successful in this by doubling our numbers of nursing students set to begin in the fall. We have also worked on adding more options for students when registering, and have added an evening section that will begin this fall as well.

Retention focus has been of importance and we have been collaborating with Spotlight tutoring for PAX preparation for incoming students. This has been a success and we have seen an increase in overall PAX scores since Spotlight tutoring began in April. We have also seen an improvement in pass rates for outgoing graduates when taking the NCLEX. Fall 2022 had a 92% pass rate (one student failed, but has since retaken the exam and passed). We have been prepping our students to prepare for the new NCLEX exam which began April 1. So far, four students have taken the new NCLEX and have passed. Our allied health programs and LPN-RN transition have also been a focus for improving numbers, while spring semester faculty were out recruiting at local area high schools.

This summer the plan is to work on more retention strategies and continue the collaboration with Spotlight tutoring. We also plan to look into more accommodating timelines for students taking the PAX. Another goal is to develop an independent study opportunity for students that are out of sequence in their curriculum and have to sit out in their clinical for almost 9 months. The independent study program will allow them to remain current and keep their skills fresh until they re-enter the clinical aspect. Nursing is also looking into streamlining the process for transfer students.

As of now, we have a promising number of applicants for the Spring 2024 semester already. The deadline for applying for spring is September 1.

Marianna Doolittle, Interim Dean: STEM & Industrial Technologies

The Division of STEM and Industrial Technologies had multiple events going on during the Spring semester. The summer brings training opportunities for Lisa Dapelo, Colin Doolittle and Marianna Doolittle.

In April, the EV Motorsports club participated in the EV Grand Prix held at Purdue University. The group placed sixth out of 15 entries. Learners in the group have worked throughout the fall and spring semesters to make the cart race ready. Next year, the focus will be on increasing the speed of the cart as well as creating new guards. Colin Doolittle and Dave Mohring accompanied the EV Motorsports club at the Collegiate Autonomous Go-Kart racing Purdue Grand Prix at Purdue University. They would like the EV Motorsports club to develop an autonomous cart to race in the future. Dave and Colin got a better understanding of the autonomous cart racing process and what is needed to make it happen.

Josh Verhoff visited the Archbold Rotary Club in May to educate them about the STEM and Industrial Division. Josh demonstrated how industrial students use automation studio to create circuits as well as show a few instructor created videos students watch to prepare for labs in the classroom.

Lisa Dapelo and Colin Doolittle will be participating in the National Science Foundation funded Robotics and Advanced Manufacturing Educator Program: Research Experience for Teachers with Bowling Green State University for six weeks over the summer. During that time, they will be doing research in the advanced manufacturing field with a particular focus on 3D printing. In addition, they will be attending curriculum development workshops and going on industry tours. Upon completion of this program, Lisa and Colin will be developing curriculum to teach in their classes in the fall based on the research they have done.

Marianna Doolittle will be participating in the second year of the Ohio Advanced Chair Academy in June. This is a three-day long leadership training program focused on ways to become an effective leader, motivate your team, and learn about your leadership style. Techniques learned throughout the academy will be put into practice throughout the upcoming academic year.

New CCP classes will now be offered at the high school in the Jennings Local School district this fall. To start out, Introduction to Engineering will be offered with hopes to expand to other Computer Aided Drafting (CAD) and mechanical engineering technology classes.

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

Admissions: Tis the season for Admissions to be busy as can be! We closed out our summer application period with over 200 new and transfer learners interested in starting at NSCC – hitting our goal of over 50 new learners registered for the summer term. More good news – our summer CCP numbers are as impressive as ever before, with over 70 CCP learners taking summer classes with NSCC.

Summer visit days are just ahead where we will invite applicants, prospects, and families to visit campus, meet Learner Services team members, and complete remaining steps.

Lastly, we are heavily focused on our new CRM, *Slate!* With help from many, including Data Systems, we have successfully modified our Spring 2024 application to be even more user friendly. Plus, Amy Jo Rouleau and Brittany Thompson were excited to attend the 2023 Slate Summit last month and gained valuable tools to bring back to the team.

Adult Studies: The adult program, Be BOLD, currently has 5 registered learners for this fall. Most of them are interested in the Business Management program. Recently, Kristen Davis has spent her time traveling and presenting the program to local rotaries (Bryan, Napoleon, and Van Wert). Up next is the Defiance Rotary. Additionally, Kristen has joined the Inclusive Brilliance team to develop new ways to elevate adult learners’ sense of belonging at NSCC.

Advising Center: Striving for a 10% enrollment increase from summer 2022, we are pleased to report that, as of May 15, we have met 90% of the overall enrollment goal for Summer 2023. Through incentive events, walk-in registration, and intrusive advising appointments, academic advisors have been able to assess learner needs and provide much-needed wraparound holistic support, yielding tremendous results. Phone, email, and text messaging campaigns were deployed to learners, prompting them to meet with an academic advisor and register for classes. Finally, academic advisors continue to meet with learners via a variety of methods to develop plans of study and register them for summer and/or fall 2023 classes.

Dean of Learner Services: Shannon Floyd, Director of Advising, participated in the Leadership Academy hosted by the Ohio Association of Community Colleges. As a fellow of the Leadership Academy, over the last year, Shannon was able to gain a deeper knowledge around the guided pathways practice area. The academy concluded with each fellow presenting a final project. Shannon, along with her academy team, presented on Pillar 1: Clarifying the Paths. She was able to research how NSCC can optimize the college website (via educational pathways and career opportunities) as an essential resource for prospective and new students.

evMotorsports: NSCC’s evMotorsports team participated in a Grand Prix event held at Purdue University in April. In a competition consisting of 15 entries, the team finished sixth overall (seventh in the race). The team is pleased with this year’s result, but looks to improve upon it at next year’s



competition, after making tweaks and improvements to the cart over the next year to advance speed.

Financial Aid: The financial aid office has been busy with the startup of summer semester. We have added Presidential, Honors, and Foundation scholarships to all eligible accounts. As of May 30, we have received 956 FAFSAs for the 23-24 year, and that number continues to grow as the team receives and packages new FAFSAs each week.

Fall 2023 will be the first time this current four-member Financial Aid team has kicked off a new academic year together. We have a dedicated team that is making a positive impact – drawing compliments from employees and learners alike. Among the many compliments our team has received, perhaps this one, made by a learner to a FA team member, sums it up best, “tell your whole [FA] team that I appreciate everything you guys do in here.”

Registrar’s Office: Spring Commencement traveled to a new venue this year – about fifteen minutes north to Founder’s Hall at Sauder Village – and was deemed a lovely success. 157 Degrees, 29 One-Year Certificates, and 17 Less-than-One-Year-Certificates were awarded to 185 individuals this Spring. The Registrar’s Office has been busy with completing final checks and packaging and mailing diplomas to graduates.

Speaking of awarding – NSCC recently earned the Collegiate Purple Star Award from ODHE. Registrar, Connie Klingshirn, who also doubles as NSCC’s School Certifying Official (SCO) for Veterans, was key in NSCC earning this designation.

Success Center: Learner Services bid farewell to former Success Center Coordinator, Cherie Rix, as she retired at the end of May. We are pleased to announce the successor to the role, Renee Bostelman, who has served NSCC for approximately 10 years, most recently as an Academic Advisor. While we will miss Cherie, we know the Success Center is in good hands with Renee.

As an update on Success Center activity throughout Spring 2023, 107 learners received tutoring services on 406 occasions, including 213 walk-in visits and 30 individual sessions. Many NSCC learners are also capitalizing on the opportunity for electronic tutoring services, as 105 learners participated in eTutoring sessions on 320 occasions this past semester.

TRIO: The TRIO SSS team had a busy finish to Spring with numerous activities and events, and there are no signs of slowing down. In April, TRIO hosted a successful Awards and Recognition Ceremony, as well as weekly Lunch N Learns covering *Sewing Skills*, *Golf 101*, *Literary Devices* and *bookmark making* and *Stress Relieving Techniques*, two of which were led by TRIO learners. The team celebrated ten TRIO learners who graduated in May, and looks forward to celebrating another four who are scheduled to graduate after summer semester.



As for what’s next? That will include weekly summer walks to the NSCC Water Tower, TRIO Night at a Toledo Mudhens Game on June 23 for area TRIO programs, and a TRIO Block Party on July 25 in the NSCC courtyard.

Summary: Our Learner Services Team continues to *Strive for Progress* by exercising creativity and generating news ways to connect learners with resources, supports, and experiences that contribute to their success both here at NSCC and beyond!

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

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

Paulding County Fair – NSCC hosted an agriculture booth with Kayla Miller at the Paulding County Fair June 10-17.



NSCC Cryptic Cyborgs – The Robotics team competed in the 2023 Ohio State Championship in New Albany, Ohio. The Team placed 5th out of 23 teams.



Paulding High School – In the Spring of 2023, 5 students completed the welding and blue print basic class with yellow belt certification.



Rockwell Automation – NSCC trained Rockwell automation employees on programmable logic controller (PLC) hardware.



Steubenville JATC –Steubenville JATC are interested in moving their business to NSCC. Approximately 54 students in the program with a start date in the fall of 2023.

Chief Fiscal and Administrative Officer
June 2023
Submitted by: Jennifer Thome

Summer semester is in full swing and fall registration is open! April and May were busy, as always, with Scholarship night, Spring Graduation and our Green Carpet event. Everyone stepped up around the College to help.

Pictures below are from Graduation and Green Carpet. Proud Mom moment too – NSCC allowed me the opportunity of a lifetime to present my daughter with her first College degree!



Business Office

Budget and Year-end is our current focus. This new team is really trying to come together. We are experiencing some growing pains but they are really finding their way. The team volunteered for Green Carpet decorating and also helped with the check in and cashing out for the event. Our team is also helping cover the Welcome Center and Copy Center until we can find our next Customer Service Representative to greet learners and visitors upon arrival to campus.

Foundation and Black Swamp activities has transitioned over to our new Controller. Everyone is transitioning into his or her new positions. Not only did we have four new hires but also the Grants Accountant and the Accounts Payable positions were internal transfers to new positions.

We are also reviewing contracts for the Employee Tax Retention credit offered to academic institutions due to new language introduced after the pandemic to allow public colleges to participate.

Auxiliary Services

There are a number of items in process at this point of the year. Food service was busy with all the events in April and May. Starting in June, the café is back open two days a week to service learners, faculty and staff. We have a few applicants to interview for our open part-time food service position but we are finally staffed along with the help of a student worker.

Grants Accounting

In Grants Accounting we are helping to close out the fiscal year with balancing Direct Loans and Pell funding as well as reviewing transactions for the close out of restricted accounts. We filed a no cost extension for HEERF funding – currently we have approximately \$320,000.00 of unused funds. We experienced some turnover in the Grants department and will spend some time retraining on the grant banner module as new positions are filled.

Facilities

Facilities will be busy for the next year and a half. The solar and deferred maintenance project is in its final steps as we await approval from Toledo Edison in order to energize the panels. We are in the design phase of the B-wing and Van Wert renovation projects while also reviewing our funding sources.

Police

Currently the Chief of Police position is open. We have seven qualified resumes that we are reviewing for interviews. Shantelle Cline has stepped up to support the College by accepting the Acting Chief of Police position.

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

Recruiting:

We have filled the following roles:

- Campus Police - SUB
- Success Center Coordinator
- Academic Advisor

We are recruiting for the following roles:

- Administrative Asst – Advising Center & Learner Services
- Customer Service Specialist
- Director of Institutional Research
- Director of Accreditation, Curriculum, & Compliance
- Director of Grant Development
- Training Coordinator- Electrical and Automation
- Agency Manager
- Admissions Recruiter
- Campus Police Chief
- Composition Faculty
- Maintenance Technician
- PT Food Services Assistant

We reached a tentative agreement with the negotiating team for the Professional Unit on May 18 and on June 9 the contract was ratified. The professional unit and administration agreed to attempt to negotiate this contract in five days. A verbal agreement was reached at the end of the fourth day. Highlights of the agreement include a 6.7% wage increase year one and 4.3% wage increases years two and three of the agreement. The faculty agreed to a goal of 80% Open Educational Resources (OER) for CCP students.



Employee Recognition Program:

The Cheers for Peers! recognition program has continued to allow employees to recognize peers for going above and beyond.

Twenty-eight employees have been recognized over the past year.



Cayla Swisher

Pillar: People, Integrity, Learning

Cayla provides great support to the entire TRIO team and helps us manage the many events, and program requirements every day. Since Cayla joined TRIO in October 2021, her support has allowed us to increase TRIO activities and take the program to the next level. Cayla does a fantastic job promoting TRIO and her creative marketing helps to encourage learner involvement as well as keep NSCC staff and faculty updated on TRIO events. The team appreciates all of her hard work and dedication. Thanks Cayla for everything you do to take TRIO to the next level!



Heather Hagerman

Pillar: People, Integrity, Learning

Heather has been an integral part of keeping the Business Office afloat amidst the recent turnover and absence of 4 employees in the Business Office. She has gone above and beyond to make sure the customer (student) has been taken care of all the while doing duties that were not her own on top of her regular duties. Now, not only is she training a new employee but also learning a new role herself. She has worked many extra hours to make sure students are taken care of and the business office needs are complete before going home. She is much appreciated!!!



Kelly Mattin

Pillar: People, Integrity

Kelly has gone above and beyond to make sure the Business Office continues running smoothly. She is passionate about helping students with their needs (customer side) as well as ensuring everything is accurate on the students' accounts (business side). I have witnessed her assisting students when a need arises and invites them into her office to help them with their needs. I love that she takes the extra step to help students feel their needs are being met.



Cassie Rickenberg

Pillar: People, Integrity

I am nominating Cassie for the Cheers for Peers recognition because Cassie demonstrated a commitment to our values and exemplary leadership during the Fall 2022 semester on my behalf while I focused attention on completing my Ph.D. Cassie went above and beyond the call of duty voluntarily and with great skill. Cassie advocates for and serves learners and colleagues every single day and her support for her team, her colleagues, and myself is deeply appreciated and valued. Cassie describes herself as a helper to all and I can affirm that unequivocally. Cassie is to be commended for serving our colleagues, our communities, and our learners.

Employee Engagement Events:

Taco Tuesday - Hill's Restaurant & Catering catered a wonderful taco bar for employees on April 11th. Over 115 employees joined us for this popular event.



Exam Refresh Station - Each Exam Week, the College provides an array of treats to employees to help them finish out the school year strong! This year, we served over 100 employees during the two-day event.





Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$12,924,710	\$790,366	\$13,715,076	\$13,911,624	\$0	-\$196,548
5102	General Fees	\$448,416	\$5,400	\$453,816	\$486,724	\$0	-\$32,908
5103	Lab Fees	\$526,300	\$6,300	\$532,600	\$361,846	\$0	\$170,754
5105	Out of State Fees	\$384,981	\$10,019	\$395,000	\$402,312	\$0	-\$7,312
5107	Proficiency Fees	\$3,720	\$30	\$3,750	\$1,215	\$0	\$2,535
5109	Other Fees	\$3,420	\$30	\$3,450	\$2,934	\$0	\$516
5110	Late Fees	\$20,000	\$200	\$20,200	\$7,950	\$0	\$12,250
5113	Testing - Credit	\$0	\$0	\$0	\$0	\$0	\$0
5115	Student Fees	\$147,200	\$1,700	\$148,900	\$84,945	\$0	\$63,955
5116	Deferred Payment Service Fee	\$7,840	\$60	\$7,900	\$3,500	\$0	\$4,400
5118	Bus & Ind. Traing Fee	\$1,995,000	\$0	\$1,995,000	\$1,512,021	\$0	\$482,979
5130	Instr Fee - Nursing Cont Ed	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500
5131	Provider Fee - Nursing Cont Ed	\$3,500	\$0	\$3,500	\$1,500	\$0	\$2,000
5133	Tuition and Fees Schlop Allow	-\$1,650,000	\$0	-\$1,650,000	-\$1,206,671	\$0	-\$443,329
5155	Fiscal Agent Fee	\$175,000	-\$70,000	\$105,000	\$71,189	\$0	\$33,811
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$23,395	\$0	\$6,605
5159	Career Advantage Fee	\$51,000	-\$21,000	\$30,000	\$17,025	\$0	\$12,975
5160	Simulation Fee	\$70,900	\$850	\$71,750	\$27,503	\$0	\$44,247
5161	Career Service Fee	\$638,000	\$7,600	\$645,600	\$649,785	\$0	-\$4,185
5162	Unallocated Reserves	\$25,267	-\$40,920	-\$15,653	\$0	\$0	-\$15,653
5163	OBR Capital Funds (State)	\$7,166,239	-\$6,000,000	\$1,166,239	\$0	\$0	\$1,166,239
5214	Cares Act Institutional Funding	\$0	\$0	\$0	\$0	\$0	\$0
5503	Foundation - Instl Supprt	\$135,000	\$0	\$135,000	\$0	\$0	\$135,000
5610	Photo ID	\$500	\$0	\$500	\$720	\$0	-\$220
5611	Over / Short	\$0	\$0	\$0	\$0	\$0	\$0
5614	Miscellaneous Income	\$128,000	\$0	\$128,000	\$94,772	\$0	\$33,228
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$24,771	\$0	\$10,229
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$300	\$0	\$3,700

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5642	E Sports Revenue	\$0	\$1,000	\$1,000	\$672	\$0	\$328
5753	Catering Sales - Nontaxable	\$0	\$750	\$750	\$450	\$0	\$300
5801	OBR - Subsidy	\$12,134,050	\$72,349	\$12,206,399	\$10,159,028	\$0	\$2,047,371
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$90,471	\$0	\$30,158
5901	Investment Income	\$75,000	\$0	\$75,000	\$103,259	\$0	-\$28,259
Revenue	Sub-Total:	\$35,605,172	-\$5,235,266	\$30,369,906	\$26,833,239	\$0	\$3,536,667
6101	Administrative Salaries	\$3,345,637	\$2,500	\$3,348,137	\$2,625,953	\$675,716	\$46,469
6102	Non Instructional Salaries	\$2,674,144	\$0	\$2,674,144	\$2,477,086	\$623,809	-\$426,751
6103	Part Time Non Instructional	\$118,618	\$0	\$118,618	\$55,835	\$16,445	\$46,339
6104	Salary Savings	-\$625,000	-\$375,000	-\$1,000,000	\$0	\$0	-\$1,000,000
6121	Academic Salaries	\$3,230,884	\$0	\$3,230,884	\$2,745,913	\$647,501	-\$162,529
6122	Academic Overload	\$524,289	\$37,910	\$562,199	\$564,366	\$87,734	-\$89,900
6123	Part Time Academic	\$1,179,437	\$9,700	\$1,189,137	\$1,286,433	\$167,291	-\$264,587
6124	Independent Study	\$17,000	-\$11,420	\$5,580	\$45,609	\$4,848	-\$44,877
6125	Academic Advising	\$5,400	-\$2,450	\$2,950	\$0	\$0	\$2,950
6141	Part Time Student Help	\$67,076	\$9,000	\$76,076	\$48,082	\$6,023	\$21,971
6142	Work Study Student	\$0	\$0	\$0	\$0	\$3,602	-\$3,602
6143	Student Tutoring	\$5,000	\$0	\$5,000	\$138	\$10,802	-\$5,940
6144	Faculty Tutoring	\$38,000	\$18,000	\$56,000	\$41,548	\$7,136	\$7,315
6145	Honorarium	\$1,700	\$0	\$1,700	\$940	\$0	\$760
6200	Fringe Expense	\$3,866,342	\$0	\$3,866,342	\$2,934,894	\$758,231	\$173,217
6201	STRS	\$0	\$0	\$0	-\$412	\$0	\$412
6202	STRS-ARP	\$0	\$0	\$0	\$0	\$0	\$0
6203	SERS	\$0	\$0	\$0	\$4,800	\$0	-\$4,800
6205	SERS-Surcharge	\$12,500	\$0	\$12,500	\$0	\$0	\$12,500
6210	Fringe Actual	\$0	\$0	\$0	\$674,171	\$0	-\$674,171
6211	Medical	\$0	\$0	\$0	-\$285,165	\$0	\$285,165
6214	Life	\$0	\$0	\$0	-\$15	\$0	\$15
6216	Misc Insurances	\$0	\$0	\$0	-\$798	\$0	\$798
6218	HRA	\$15,000	\$0	\$15,000	\$983	\$0	\$14,017
6301	Workers Compensation	\$20,000	\$0	\$20,000	\$218	\$0	\$19,782

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6302	Unemployment Compensation	\$5,000	\$0	\$5,000	\$427	\$2,747	\$1,826
6303	Employee Fee Waiver	\$85,000	\$0	\$85,000	\$41,491	\$0	\$43,509
6304	Bookstore Employee Discount	\$3,500	\$0	\$3,500	\$2,197	\$0	\$1,303
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$350	\$1,150	\$1,500
6306	Employee Appreciation	\$24,500	\$0	\$24,500	\$18,633	\$80	\$5,786
6307	Faculty / Staff Development	\$75,000	\$0	\$75,000	\$9,635	\$0	\$65,365
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
7101	Office Supplies	\$31,561	\$2,600	\$34,161	\$17,258	\$0	\$16,903
7102	Copier Supplies	\$17,275	\$0	\$17,275	\$15,647	\$0	\$1,628
7103	Recruiting Supplies	\$15,000	\$3,000	\$18,000	\$6,835	\$0	\$11,165
7121	Computer Supplies	\$12,240	\$0	\$12,240	\$14,737	\$0	-\$2,497
7131	Instructional Supplies	\$200,000	\$16,786	\$216,786	\$182,365	\$13,115	\$21,306
7132	Lab Supplies	\$35,000	\$864	\$35,864	\$12,498	\$12,378	\$10,988
7134	ADA Hearing Impaired Books	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7135	Instructional Food/Snacks	\$27,700	\$0	\$27,700	\$9,508	\$0	\$18,192
7136	Linen and Laundry	\$300	\$0	\$300	\$180	\$0	\$120
7138	Graduation Supplies	\$21,300	\$0	\$21,300	\$8,237	\$217	\$12,846
7151	College Car Supplies	\$990	\$0	\$990	\$9	\$0	\$981
7153	First Aid Supplies	\$500	\$0	\$500	\$0	\$0	\$500
7156	Miscellaneous Supplies	\$3,200	\$866	\$4,066	\$1,335	\$0	\$2,732
7157	Employee Awards	\$7,000	\$0	\$7,000	\$1,033	\$0	\$5,967
7161	Library Supplies	\$1,285	\$0	\$1,285	\$1,876	\$0	-\$591
7162	Library Books Lost / Replaced	-\$3,953	\$0	-\$3,953	-\$540	\$0	-\$3,413
7171	Audio Visual Supplies	\$27,984	\$0	\$27,984	\$17,019	\$1,691	\$9,275
7181	Uniforms	\$3,300	\$2,000	\$5,300	\$2,868	\$155	\$2,277
7182	Janitorial Supplies	\$15,000	\$0	\$15,000	\$7,127	\$15,000	-\$7,127
7201	Conferences and Seminars	\$94,656	\$2,530	\$97,186	\$68,845	\$1,184	\$27,157
7202	Travel	\$78,254	\$22,027	\$100,281	\$81,420	\$0	\$18,861
7203	Development	\$37,000	\$200	\$37,200	\$25,376	\$0	\$11,824
7204	Instructional Travel	\$500	\$0	\$500	\$0	\$0	\$500
7207	Committee Meetings	\$27,990	\$1,000	\$28,990	\$9,220	\$990	\$18,780
7208	Convocation	\$10,000	-\$2,000	\$8,000	\$0	\$0	\$8,000

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7301	Subscriptions and Publications	\$8,000	\$0	\$8,000	\$7,761	\$0	\$239
7311	Dues	\$145,000	\$15,000	\$160,000	\$135,924	\$146	\$23,930
7321	Classified Advertising	\$9,000	\$0	\$9,000	\$1,858	\$0	\$7,142
7322	Radio Advertising	\$65,000	-\$6,000	\$59,000	\$50,319	\$9,128	-\$447
7323	Brochures	\$40,000	-\$4,000	\$36,000	\$20,043	\$1,700	\$14,257
7324	Advertising - Papers	\$25,000	-\$8,700	\$16,300	\$13,764	\$5,370	-\$2,834
7325	Advertising - Billboards	\$91,100	-\$12,325	\$78,775	\$70,348	\$11,332	-\$2,906
7326	Advertising - Miscellaneous	\$41,000	-\$2,775	\$38,225	\$33,641	\$100	\$4,484
7328	Advertising - Digital	\$45,000	\$18,700	\$63,700	\$54,096	\$584	\$9,019
7329	Advertise-Wkfrc Devel	\$18,000	\$0	\$18,000	\$6,447	\$2,484	\$9,069
7331	Community Relations Donations	\$800	\$0	\$800	\$0	\$0	\$800
7352	Printing	\$29,900	\$6,600	\$36,500	\$17,854	\$0	\$18,646
7361	Postage	\$22,400	\$0	\$22,400	\$20,062	\$4,000	-\$1,662
7401	Equipment M & R	\$166,233	-\$135	\$166,098	\$93,597	\$26,016	\$46,485
7402	Buildings M & R	\$102,650	\$0	\$102,650	\$67,038	\$11,898	\$23,714
7403	Grounds M & R	\$30,622	\$6,600	\$37,222	\$30,172	\$3,000	\$4,050
7404	Parking Lot M & R	\$30,000	\$0	\$30,000	\$20,935	\$0	\$9,065
7405	Water Tower M & R	\$193,000	\$0	\$193,000	\$97	\$1,000	\$191,903
7406	Vehicles M & R	\$25,000	\$0	\$25,000	\$16,280	\$8,149	\$571
7407	Equipment Replacement	\$8,000	\$46,725	\$54,725	\$1,770	\$0	\$52,955
7408	Equipment Rental	\$36,100	\$0	\$36,100	\$21,896	\$11,012	\$3,192
7409	Facilities Rental	\$3,575,000	\$546,600	\$4,121,600	\$2,466,561	\$3,325	\$1,651,714
7501	Professional Fees	\$37,200	\$8,000	\$45,200	\$45,427	\$18,260	-\$18,487
7502	Legal Fees	\$29,000	\$0	\$29,000	\$540	\$0	\$28,460
7503	Audit Fees	\$30,000	\$5,000	\$35,000	\$31,815	\$1,125	\$2,060
7504	Accreditation	\$2,897	\$0	\$2,897	\$4,375	\$0	-\$1,478
7521	Training	\$35,252	\$212,500	\$247,752	\$299,531	\$0	-\$51,779
7522	Testing / Assessment	\$158,850	\$0	\$158,850	\$46,631	\$27,546	\$84,673
7523	Outside Services	\$5,544,330	-\$24,222	\$5,520,108	\$4,386,605	\$156,439	\$977,064
7525	Purchased Services	\$47,000	\$11,000	\$58,000	\$39,918	\$22,241	-\$4,159
7527	Collection Fees	-\$16,000	\$0	-\$16,000	-\$13,541	\$4,249	-\$6,708
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$7,891	\$0	\$2,609

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7531	Finger Printing Expense	\$23,120	\$4,000	\$27,120	\$20,852	\$13,600	-\$7,332
7601	Adult Diploma Scholarship	\$25,000	\$0	\$25,000	\$1,000	\$0	\$24,000
7602	JATC Career Advantage Fee	\$500	\$0	\$500	\$825	\$0	-\$325
7603	Honors Scholarship	\$70,000	\$0	\$70,000	\$45,597	\$0	\$24,403
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$11,252	\$0	\$748
7605	Presidential Scholarship	\$850,000	\$0	\$850,000	\$950,300	\$0	-\$100,300
7606	Scholarship Allowance	-\$1,650,000	\$0	-\$1,650,000	-\$1,206,671	\$0	-\$443,329
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$575	\$0	\$2,425
7608	Fee Waiver - Senior Citizens	\$6,000	\$0	\$6,000	\$2,923	\$0	\$3,077
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	\$7,000	\$0	\$4,000
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schlp & Books	\$610,500	\$0	\$610,500	\$136,296	\$0	\$474,204
7631	Bad Debt Expense	\$105,000	\$0	\$105,000	-\$10	\$0	\$105,010
7632	Capital Lease Interest	\$69,445	\$10	\$69,455	\$33,636	\$0	\$35,819
7633	Contingency Fund	\$70,790	-\$3,900	\$66,890	\$25,435	\$0	\$41,455
7634	Instructional Media	\$10,300	\$0	\$10,300	\$10,131	\$0	\$169
7635	Database Subscriptions	\$34,000	\$0	\$34,000	\$28,116	\$0	\$5,884
7636	Student Activities	\$20,760	\$225	\$20,985	\$13,011	\$0	\$7,974
7637	Student Group	\$300	\$0	\$300	\$285	\$0	\$15
7638	Fund Raising	\$0	\$0	\$0	\$9,008	\$0	-\$9,008
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$65,632	\$0	-\$44,368
7642	Alumni Fund Expense	\$6,050	\$0	\$6,050	\$3,596	\$0	\$2,454
7644	Miscellaneous	\$60,300	\$0	\$60,300	\$4,140	\$0	\$56,160
7645	Business Competition	\$800	\$0	\$800	\$133	\$0	\$667
7650	Strategic Planning	\$2,500	\$2,275	\$4,775	\$4,597	\$0	\$178
7654	NCA - HLC	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500
7666	Grant Matching	\$60,000	\$0	\$60,000	\$380	\$0	\$59,620
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	\$532	\$0	\$4,468
7671	Sports Club Schlp	\$20,000	\$0	\$20,000	\$5,932	\$0	\$14,068
7676	TRIO - NSCC Scholarship	\$5,000	\$0	\$5,000	\$3,514	\$0	\$1,486
7677	Tuition Reduction - Cares	\$0	\$0	\$0	\$0	\$0	\$0
7701	Gas	\$55,000	\$20,800	\$75,800	\$76,908	\$3,600	-\$4,708
7702	Electricity	\$175,000	\$800	\$175,800	\$137,690	\$70,704	-\$32,594
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$2,084	\$416	\$199
7704	Water	\$8,000	\$500	\$8,500	\$5,954	\$4,266	-\$1,720
7705	Sewer	\$40,000	\$0	\$40,000	\$29,850	\$17,105	-\$6,955
7706	Waste Collection	\$7,000	\$0	\$7,000	\$5,605	\$1,516	-\$121
7707	Telephone	\$50,000	\$0	\$50,000	\$35,077	\$30,634	-\$15,711
7722	Employee Liability Insurance	\$13,000	\$1,400	\$14,400	\$14,359	\$0	\$41
7724	Motor Vehicle Insurance	\$15,000	\$2,000	\$17,000	\$19,168	\$0	-\$2,168
7725	Property Insurance	\$92,319	\$12,000	\$104,319	\$103,794	\$0	\$525
7727	Prof Liab Students	\$7,322	\$800	\$8,122	\$7,011	\$0	\$1,111
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$0	\$0	\$2,250
7729	Cyber Liability Insurance	\$14,000	\$4,100	\$18,100	\$18,045	\$0	\$55
7804	Misc Supply CGS	\$0	\$0	\$0	\$0	\$0	\$0
7901	Library Books	\$11,000	\$0	\$11,000	\$11,003	\$0	-\$3
7902	Fixtures and Furnishings	\$264,506	\$84,042	\$348,548	\$175,426	\$6,103	\$167,020
7903	Software and Licensing	\$614,977	\$19,000	\$633,977	\$495,503	\$32,762	\$105,712
7904	Building Projects	\$7,780,506	-\$6,000,000	\$1,780,506	\$4,596	\$0	\$1,775,910
7911	Equipment	\$66,000	\$80,000	\$146,000	\$145,216	\$0	\$784
7912	Motor Vehicles	\$30,000	-\$20,000	\$10,000	\$980	\$4,578	\$4,443
Expense	Sub-Total:	\$35,605,173	-\$5,235,266	\$30,369,907	\$23,110,843	\$3,572,230	\$3,686,834