

BOARD OF TRUSTEES MEETING
October 21, 2022 – 11:30 a.m.
Room C200

ORDER OF BUSINESS

A. CALL TO ORDER (Lisa M)

B. ROLL CALL (Megan B)

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

C. PLEDGE OF ALLEGIANCE

D. MISSION, VISION & VALUES (Volunteer)

E. EXECUTIVE SESSION

F. PRESENTATION – Pillar 1 Update – Life-Changing Education (Dan B)

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 (Todd Hernandez)
- 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 (Lisa M & Todd H)

- Big Hairy Audacious Goal (Al L)
- Strategic Planning Update (Al L / Todd H)

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

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

Values: People, Integrity and Learning

- Facilities Project Update (Todd H)
- Audit Report Out (Todd H)
- Emeritus Nomination (Todd H / Megan B)
- Policy and Procedure Updates
 - Minors on Campus
 - Free Speech / SB135
 - Board Self Evaluation

J. CHIEF FISCAL OFFICER REPORT (Todd H)

- Financial Report as of June 30, 2022

K. CONSENT AGENDA (Megan B)

1. Consent Agenda Items (roll call vote)
 - a. Minutes of the August 26, 2022 Meeting
 - b. Resignations
 - c. Grant-funded Positions
 - d. Employ Full-Time Financial Aid Counselor
 - e. Employ Full-Time CDL Training Coordinator
 - f. Promotion to Grants Accountant
 - g. Promotion to Accounts Payable Associate
 - h. Promotion to Senior Registrar Assistant
 - i. Transfer to Administrative Assistant – Foundation
 - j. Transfer to Agency Manager – CTS
 - k. Transfer to Administrative Assistant – Business & Public Services
 - l. Miscellaneous Employment Contracts
 - m. International Travel
 - n. Minors on Campus Policy (New)
 - o. Free Speech Policy (New)

L. PROPOSED RESOLUTIONS (Megan B)

1. Emeritus Award
2. Support Personnel Contract

M. OTHER BUSINESS (Todd H)

1. Upcoming Board Activities
 - a. Discover NSCC – November 5
 - b. Board Meeting – December 9
 - c. Emeritus Dinner – December 19
 - d. Fall Commencement – December 19

N. ADJOURNMENT (Lisa 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, August 26, 2022 at 11:30 a.m.

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

MEMBERS PRESENT

22-53

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

Kemp Stapleton, Director of Accounting & Auxiliary Services, 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

Mr. Stapleton also read the College’s vision and values statements:

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

Values:

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

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

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

EXECUTIVE SESSION

22-54

Mr. Miller moved and Ms. Barber seconded a motion to go into executive session to review collective bargaining strategy.

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

Following executive session, the meeting moved back to regular session and on record at 11:54 a.m. No action was taken.

Trustee Jeff Erb arrived after the start of executive session.

BUSINESS PLAN UPDATE: PAULDING & VAN WERT COUNTIES

Jon Tomlinson, Dean of the Van Wert Campus, provided an update on the short and long-term plans for the College's Van Wert Campus, which will serve Paulding, Van Wert and surrounding areas. Next steps include holding community listening sessions, securing a temporary location, determining spring 2023 class offerings and temporary class location and beginning building renovations. Long-term plans include building programming based on feedback from the community sessions, building renovations and additional personnel resources.

CHIEF EXECUTIVE OFFICE REPORT

Lana Snider, VP for Enrollment Management & Student Affairs provided a fall enrollment update. At start of term, the College was down 8 percent in traditional learners and 6 percent in CCP learners. Agency enrollment numbers are expected to be up for the fall. One trend to note is the retention rate from spring to fall is currently at 72.6 percent, which is above the national average of 50-60 percent. President Hernandez reported that the Dean of STEM and two STEM faculty have been invited to travel to Austria to present on a white paper they submitted titled *Improving Secondary School Engineering Education Access in Rural Ohio* at the International Conference on Interactive Collaborative Learning. The Board needs to approve international travel. The President is asking that this travel request be added to the consent agenda.

22-55

Mr. Mull moved and Mr. Schwarzbek seconded a motion to add the request for international travel to the consent agenda.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved. International Travel will be added as item 1.n and voted on as part of the consent agenda.

BOARD DISCUSSION ITEMS

Changing Campus Culture Initiative (CCCI) – The CCCI report was submitted to the state by the June 30 deadline. The College received confirmation from the Chancellor that we achieved five out of five recommendations and were applauded for our hard work and dedication to prevent and respond to sexual violence on campus.

Tuition Scholarship – The Board had previously authorized a tuition scholarship to cover the \$10 tuition increase for the 2022 summer and fall semesters. There was a

discussion to decide whether the College should continue to scholarship the \$10 increase for spring and summer 2023. After deliberation, it was decided to not continue the tuition scholarship.

Policy and Procedure Updates:

Board Self Evaluation – The Board will discuss a self-evaluation policy and procedure at the September Board Retreat. If it is the desire of the board to implement a self-evaluation process, a policy and procedure will be brought to the board for review and approval at a future board meeting.

Minors on Campus – a policy and procedure are currently being reviewed and will be brought for board approval at the October meeting.

Free Speech Policy / S.B.135 – The College has received standards from ODHE and will review its existing policy and make the recommended changes, which will be brought to the board for approval.

Financial Aid – The College has hired an Associate Director for Financial Aid and a Financial Aid Counselor. The department is almost fully staffed and continuing to work on process improvements and serving learners well.

Staff Bargaining – VP McKelvey stated that the bargaining teams for the College and Staff have had several meetings.

Locally Administer Capital Projects – The College has received approximately 2.4 million from the State for basic renovations. The Board has to approve capital projects under 4 million. This will be part of the consent agenda.

CHIEF FISCAL OFFICER REPORT

22-56

Mr. Erb moved and Ms. Barber 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 May 31, 2022.

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

CONSENT AGENDA APPROVED

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

MINUTES OF THE JUNE 24, 2022 BOARD MEETING

22-57

RESIGNATIONS

22-58

WHEREAS, Brett Rogge, Site Coordinator – Van Wert & Paulding, has submitted his resignation; and

WHEREAS, Samantha Francis, Admissions Recruiter, has submitted her resignation; and

WHEREAS, Heather Mendez, Executive Administrative Assistant – Vice President

Enrollment Management & Student Affairs, has submitted her resignation; and

WHEREAS, Nichole Gerschutz, Fundraising Coordinator, has submitted her resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Brett Rogge, effective July 8, 2022; Samantha Francis, effective July 15, 2022; Heather Mendez, effective July 22; and Nichole Gerschutz, effective August 12 be accepted.

FULL-TIME ASSOCIATE DIRECTOR – FINANCIAL AID EMPLOYED

22-59

WHEREAS, the position of full-time Associate Director – Financial Aid was left vacant due to the resignation of Makenzie Warncke; 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. Felicia Skeens be employed as full-time Associate Director – Financial Aid effective July 6, 2022 at an annual salary of \$39,520.00. This is in accordance with the Support Staff Bargaining Agreement.

FULL-TIME RECRUITER – ADMISSIONS EMPLOYED

22-60

WHEREAS, the position of full-time Recruiter - Admissions was left vacant due to the resignation of Samantha Francis; 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. Kara Flesher be employed as full-time Admissions Recruiter Officer effective August 8, 2022 at an annual salary of \$43,092.36. This is in accordance with the professional staff bargaining agreement.

**FULL-TIME TRAINING COORDINATOR – ELECTRICAL AND
AUTOMATION EMPLOYED**

22-61

WHEREAS, the position of Training Coordinator – Electrical and Automation was created to provide technical instruction for revenue generation in Advanced Manufacturing topics for business clients; and

WHEREAS, the coordinator collaborates with the CTS sales personnel in planning, organizing and leading technical training offerings including electrical troubleshooting, PLC, HMIs, instrumentation, process control and factory floor networking; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. James Smith be employed as full-time Training Coordinator – Electrical and Automation effective August 15, 2022 at an annual salary of \$65,000 This is a graded position.

**FULL-TIME FACULTY – VISUAL COMMUNICATION
GRAPHIC DESIGN EMPLOYED**

22-62

WHEREAS, the position of full-time Faculty – Visual Communication Graphic Design was left vacant due to the resignation of Mike Vanderpool; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Sean Burres be employed as full-time Faculty - Visual Communication Graphic Design effective August 16, 2022 at an annual salary of \$56,078.42. This is in accordance with the Professional Staff Bargaining Agreement.

FULL-TIME FACULTY – NATURAL SCIENCES (CHEMISTRY) EMPLOYED

22-63

WHEREAS, the position of full-time Faculty – Natural Sciences (Chemistry) was left vacant due to the retirement of Tom Carr; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Rebekah Faber-Starr be employed as full-time Faculty – Natural Sciences (Chemistry) effective August 16, 2022 at an annual salary of \$56,078.42. This is in accordance with the Professional Staff Bargaining Agreement.

FULL-TIME FACULTY – BUSINESS MANAGEMENT & ECONOMICS EMPLOYED

22-64

WHEREAS, the position of full-time Faculty – Business Management & Economics was left vacant due to the retirement of Bill Eichenauer; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Deandra Travis be employed as full-time Faculty – Business Management & Economics effective August 16, 2022 at an annual salary of \$59,666.42. This is in accordance with the Professional Staff Bargaining Agreement.

FULL-TIME EXECUTIVE ADMINISTRATIVE ASSISTANT – VICE PRESIDENT OF ENROLLMENT MANAGEMENT & STUDENT AFFAIRS EMPLOYED

22-65

WHEREAS, the position of full-time Executive Administrative Assistant – Vice President of Enrollment Management & Student Affairs was left vacant due to the resignation of Heather Mendez; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Treasure Sullivan be employed as full-time Executive Administrative Assistant – Vice President of Enrollment Management & Student Affairs effective August 22, 2022 at an annual salary of \$44,000.00. This is a graded position.

REGIONAL TECH PREP COORDINATOR EMPLOYED

22-66

WHEREAS, the position of part-time Regional Tech Prep Coordinator provides services to post-secondary and secondary career and technical partners and business and industry partners; and

WHEREAS, this position is 100% grant-funded; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Tracy Campbell be employed as part-time Regional Tech Prep Coordinator effective August 1, 2022 at a rate of \$45.00 per hour (max. 900 hours). This is in accordance with the terms and conditions established by the Tech Prep Grant.

PROMOTION TO CHIEF OF POLICE

22-67

WHEREAS, the position of Chief of Police was left vacant due to the resignation of Joel Gibson; and

WHEREAS, Officer Micheal Foreman was promoted to Acting Chief of Police effective April 22, 2022; and

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Micheal Foreman be employed as full-time Chief of Police effective August 1, 2022 at an annual salary of \$56,877. This is a graded position.

MISCELLANEOUS EMPLOYMENT CONTRACTS

22-68

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

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

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

Graded

Employ Mr. Tracy Zuver as Campus Police Officer effective July 25, 2022 at the rate of \$20.00 per hour.

Part-time Instructors:

Aldape	Timothy
Badenhop	Regan
Blanchard	Guiseppe
Daeger	Amy
DeLonge	Steven
Head	Naykishia
Hendrickson	Nicholas
Maas	Mary
McDade	Brent
Profit	Danielle
Wooster	Benjamin

LOCALLY ADMINISTER CAPITAL PROJECTS

22-69

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 basic renovations (\$2,420,281); 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.

INTERNATIONAL TRAVEL

22-70

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

WHEREAS, the Dean of STEM and Industrial Technologies and two STEM faculty have requested travel to Vienna, Austria September 21 – October 1 to present their paper *Improving Secondary School Engineering Education Access in Rural Ohio* to be published by Springer in the Learning in the Age of Digital and Green Transition - Proceedings of the 25th International Conference on Interactive Collaborative Learning (ICL2022), Volume 1 at the International Conference on Interactive Collaborative; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. Ryan Hamilton, Mr. Colin Doolittle and Ms. Marianna Doolittle be granted permission to travel outside the United States to attend and present at the Interactive Collaborative Learning Conference September 21 – October 1, 2022.

This concludes the Consent Agenda.

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

OCTOBER BOARD MEETING DATE MOVED

22-71

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

WHEREAS, the FY22-23 board meeting calendar was approved by resolution at the February 2022 board meeting; and

WHEREAS, the current meeting for October is scheduled for October 28, 2022; and

WHEREAS, the President and Second Vice Chair have been invited to present at ACCT in New York October 26-28; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the October board meeting be moved from October 28, 2022 to October 21, 2022.

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

EXECUTIVE SESSION

22-72

Ms. Barber moved and Mr. Miller seconded a motion to go into executive session to consider the employment and compensation of a public employee.

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

Following executive session, the meeting moved back to regular session and on record. No action was taken.

Mr. Miller moved and Ms. Barber seconded a motion to add the following resolution to the agenda:

**NEW CONTRACT FOR NORTHWEST STATE COMMUNITY
COLLEGE PRESIDENT APPROVED**

22-73

WHEREAS, it is the desire of the Board of Trustees to offer a contract through June 30, 2027

NOW, THEREFORE BE IT RESOLVED, that Dr. Todd Hernandez be employed as President through June 30, 2027.

BE IT FURTHER RESOLVED, that the current contract, which is in force until June 30, 2024, shall be superseded and rendered void by the new agreement.

BE IT FURTHER RESOLVED, that a formal employment contract be prepared listing the duties and responsibilities of the Office of President and listing the benefits accruing to the position. This contract shall be signed by Dr. Hernandez and the Chair of the Board of Trustees.

ROLL CALL TO ADD THE RESOLUTION FOR THE NEW CONTRACT TO THE AGENDA: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

Mr. Schwarzbek moved and Mr. Erb seconded a motion to approve the resolution.

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

NEW PRESIDENT'S CONTRACT

22-74

This Professional Employment Contract (herein "Agreement") is made by and between the Board of Trustees of Northwest State Community College (herein the "Board of Trustees") and Todd Hernandez (herein "Hernandez") (each a "Party"

and collectively "Parties").

WHEREAS, the Board of Trustees has the power pursuant to Ohio Revised Code ("R.C.") Chapter 3358, to appoint a President of Northwest State Community College (herein the "College"); and

WHEREAS, the Board of Trustees has determined that the background and experience of Hernandez indicate that he has the ability to serve the College as its President; and

WHEREAS, the Board of Trustees has selected Hernandez to serve as President of the College and Hernandez agrees to serve as President of the College;

NOW, THEREFORE, in consideration of these representations, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby mutually agree as follows:

1. EMPLOYMENT

The Board of Trustees hereby contracts with Hernandez to be employed in the position of President of the College.

2. DURATION OF AGREEMENT

Hernandez agrees to serve starting July 1, 2022, through midnight on June 30, 2027, (the "Term") as President of the College, unless extended or earlier terminated as set forth herein.

3. DUTIES

Hernandez shall serve as the chief executive officer of the College. Hernandez shall perform those services and duties that are incident to the office of the President of a state community college in Ohio including but not limited to:

- a. provide leadership for academic excellence;
- b. administer the instruction, student services, and business affairs of the College;
- c. periodically direct the review of the Board of Trustees policies;
- d. promote and endeavor to maintain a positive College image in the community;
- e. establish and maintain sound working relations with other governmental agencies;
- f. endeavor to maintain and improve professional competence;
- g. serve as the Board of Trustees' designated representative with respect to all employer- employee matters;

- h. annually evaluate administrative employees reporting directly to Hernandez and participate in the evaluation of the remaining employees in accordance with College procedures;
- i. manage and control College property in accordance with College policies;
- j. enter into contracts on behalf of the College as authorized by the Board of Trustees; and
- k. perform such other duties commensurate with his position that he may from time to time be assigned by the Board of Trustees.

Hernandez shall perform his duties subject to the direction of the Board of Trustees and shall carry out and comply with the Ohio Revised Code, the College's by-laws, and all other policies, rules and regulations of the College currently existing and hereafter amended. The executive authority rests with the Board of Trustees. Hernandez, as President, shall take no action contrary to that ordered by the Board of Trustees or in contradiction of the policies as established by the Board of Trustees.

4. OUTSIDE PROFESSIONAL ACTIVITIES

Hernandez may undertake outside professional activities, including consulting, speaking, and writing, provided (1) such activities do not interfere with his performance of his obligations or interfere with time, attention, or effort necessary to carry out his duties and responsibilities as President and (2) are not in conflict or potential conflict with his duties as President. Hernandez shall issue a quarterly report to the Board listing any/all consultancies. The President is encouraged to serve on boards of private, publicly held, or nonprofit corporations, subject to the College's conflict of interest policy and procedures. The President's outside professional activities shall reflect the values of the College and shall not be inconsistent with the mission of the College.

5. COMPENSATION

Hernandez's annual base salary as President of the College for the Term of this Agreement shall start at \$200,000, less all customary withholdings and taxes, paid in twenty-four (24) equal installments and shall be prorated for any partial fiscal year during said Term. Hernandez's performance as President and compensation will be reviewed by the College prior to the end of each fiscal year during the Term of this Agreement and any successor agreement thereto. Hernandez may receive an adjustment to this compensation, which must be approved by action of the Board of Trustees and will be effective at the beginning of the subsequent fiscal year or as otherwise approved by the Board of Trustees.

6. BENEFITS

The benefits for the position of President of the College for the Term of this

Agreement are as follows:

- a. Cost of living: A cost of living wage increase may be added to the base pay (\$200,000 as of July 1, 2022 as stated in Section 5), each fiscal year (beginning on July 1) of the Agreement, as follows:
 - July 1, 2022 – June 30, 2023: \$200,000
 - Subsequent years: Base + approved % pay increase
- b. Medical, Dental, and Vision Coverage: Hernandez will receive medical, dental, and vision coverage as provided through the insurance company serving the College and as set forth in the current Summary Plan Description for College available in the Office of Human Resources and in accordance with the medical, dental and vision plan options and funding arrangements afforded graded employees of the College.
- c. Term Life: Hernandez will receive life insurance coverage as provided through the insurance company serving the College and as set forth in the current Summary Plan Description for College and in accordance with the college's life insurance policy for graded employees.
- d. Vacation: In recognition of Hernandez's previous service at Ohio public institutions and professional experience, Hernandez will accrue vacation leave monthly at a rate of 5 weeks (200 hours) per year during the Term. Hernandez will retain any remaining unused vacation as of execution of this agreement.

Hernandez may carry-over unused vacation leave from year-to-year in accordance with established College policy for graded personnel (Policy 3358: 14-3-07; Procedure 3-07(E)). Upon the conclusion or termination of this Agreement, Hernandez will be compensated for unused vacation leave in a one-time payout at his then-current salary rate in accordance with College policy and procedures.

- e. Sick Leave: Hernandez will roll over sick leave accrued under previous Ohio public employment. Hernandez's use of and accrual of sick leave and any payout benefits he is eligible for will be in accordance with the Policy 3358:14-3-09, Leaves of Absence other than FMLA, Procedure 3-09 (8).
- f. Retirement: Per R.C. Chapter 3309, Hernandez is part of the State Employees Retirement System (SERS). The College shall contribute one hundred percent (100%) of Hernandez's employee-share for SERS contribution, to the extent it is permitted by applicable law.

- g. Deferred Compensation: As a state employee, Hernandez has the right to contribute towards a state approved deferred compensation plan, including "catch up" provisions. Currently, Hernandez pays 100% of the contribution towards an Ohio 457 Plan
- h. Holidays: Hernandez will receive holiday leave consistent with those holidays received by graded employees of the College.
- i. Personal Days: Hernandez will receive three (3) personal days consistent with those received by graded employees of the College for each year of this Agreement for personal activities. Accrued but unused personal days are converted to sick leave at the start of each fiscal year (July 1) in accordance with Policy 3358:14-3-09, Leaves of Absence other than FMLA, Procedure 3-09 (B).
- j. Automobile: In recognition of Hernandez's extensive community engagement work and in lieu of the College providing Hernandez an automobile, the College shall pay a monthly amount of \$800 ("Vehicle Stipend") to Hernandez. Hernandez may submit mileage reimbursement requests in accordance with College policy. The Vehicle Stipend, along with mileage reimbursements, covers all incidentals such as normal wear and tear, fuel, and other ordinary costs and expenses associated with vehicle travel within the regular service area of the College. The Vehicle Stipend is conditioned upon Hernandez maintaining and showing proof of liability automobile insurance subject to state limits and current college travel policy at all times for the duration of this Agreement.
- k. Digital Support: In recognition of the College's need to provide Hernandez and the Board of Trustees / employees timely communications, Hernandez will receive a minimum of eighty dollars (\$80.00), or the maximum allowed by the College's wireless communication policy per month allowance, whichever is greater, for mobile digital communications (e.g. cellular and other digital connected devices). In addition, the College shall provide and maintain a College-owned digital device to facilitate College work, at the College, at home, and remote places. Also, to protect the confidentiality of data on devices that Hernandez uses for College business, the College shall provide and pay for a private network device. Hernandez will receive a one hundred dollar (\$100) per month allowance for home office technology (internet, printer/scanner, hand-held personal device, etc.). It is the College's expectation that such allowances permit reasonable digital access to Hernandez at all times except during scheduled vacation periods, unless in the event of an emergency or as directed by the Board of Trustees.

- i. Sabbatical: Monday & Friday PTO, June 1 – July 31. Pay, benefits remain.
- m. Hernandez may obtain membership to Willow Bend Country Club, 579 Hospital Dr, Van Wert, 45891. The College shall reimburse all initiation fees and monthly dues related to such membership/fees, not to exceed a total of \$2000 annually.
- n. Modification: Nothing in Section 6 shall be construed as limiting the ability of the College to terminate, discontinue, or modify any plan, benefit, or program for other College employees

7. SUPPORTING COMMUNITY COLLEGE LEADERSHIP DEVELOPMENT

In recognition of Hernandez's previous professional development as a community college leader, Hernandez is permitted to devote up to three (3) days of College work annually to support professional development through recognized professional development organizations. Examples of recognized professional development organizations include the American Council for Education (ACE) and the American Association of Community Colleges (AACC).

8. EXPENSES

Hernandez's expenses for reasonable travel and other activity or actions on behalf of the College shall be paid or reimbursed in accordance with College policies, upon presentation of supporting documentation to the Chair of the Board of Trustees or designee. Expenses reimbursable under this provision exclude any expenses covered pursuant to the Vehicle Stipend and mileage reimbursement in Sec. 6j).

9. RESIDENCY REQUIREMENT

Hernandez agrees to reside in the College's current (or future) designated service area during the Term of this Agreement.

10. TAX LIABILITY

Hernandez shall be responsible for any income tax liability incurred as a result of this Agreement.

11. CONFIDENTIALITY

Hernandez acknowledges that, in the course of the performance of this Agreement, he may learn certain confidential and proprietary information about the College's business ("Confidential Information"). Hernandez agrees he will keep all such information strictly confidential and that he will not use it for any purpose other than to perform his obligations hereunder. Hernandez will not, without the prior written consent of the Board of Trustees, communicate or divulge any such Confidential Information to anyone other than the College or those designated by it, unless the communication of such Confidential Information is required pursuant to a compulsory proceeding in which Hernandez's

failure to provide such Confidential Information would subject Hernandez to criminal or civil sanctions and then only if Hernandez provides advance written notice to the Board of Trustees of such disclosure. The restrictions imposed on the release of Confidential Information described in this provision may be enforced by the College, and/or any successor thereto, by an action to recover payments made under this Agreement, an action for injunction, an action for damages, or any other remedy permitted by law. This provision constitutes an essential element of this Agreement, without which the Board of Trustees would not have entered into this Agreement. This provision shall survive termination of this Agreement indefinitely.

12. INTELLECTUAL PROPERTY.

Hernandez agrees to assign to the College all intellectual property developed or conceived by Hernandez, or jointly with others, during Hernandez's employment with the College, which are within the scope of either the College's business or an affiliate's business, or which utilize College materials, information, or property and further agrees not to assign the same in whole or in part to any third parties. Hernandez understands and agrees that R.C.3345.14 is applicable to him. For purposes of this Agreement, "intellectual property" means inventions, discoveries, business or technical innovations, creative or professional work product, or works of authorship. Hernandez agrees to execute all necessary papers and otherwise to assist the College to obtain patents, copyrights or other legal protection as the College deems fit. Any such property is to be the property of the College whether or not patented, copyrighted or published.

13. TENURE

Hernandez waives any right to tenure at the College by virtue of entering into this Agreement and any terms and conditions hereto.

14. PERFORMANCE EVALUATION

The Board of Trustees shall conduct an annual performance evaluation in accordance with Policy 3358:14-1-17 and Procedure 1-17(A) .

Upon consideration of Hernandez's annual review, dependent upon his performance and to incentivize future performance, the following guidelines will be used as possible outcomes:

- a. Hernandez's performance has not met or minimally met contractual duties and will receive no pay increase to his base salary as stated in Section 6(a);
- b. Hernandez has met contractual duties at a satisfactory performance level.
 - i. Hernandez will receive a percentage pay increase to his base

salary as stated in Section 6(a). Unless determined otherwise by the Board of Trustees, the pay increase will be 1.5%.

- ii. Unless determined otherwise by the Board of Trustees, Hernandez will receive a one (1) year extension to the Term of the contract as defined in Section 2.

15. FISCAL SUFFICIENCY

This Agreement, including the payment of salary and other benefits, is subject to the sufficiency of legislative salary appropriations and the receipt of sufficient funds to enable performance hereof by the College.

16. TERMINATION OF AGREEMENT BY THE BOARD OF TRUSTEES

The Board of Trustees may terminate this Agreement and discharge Hernandez for cause at any time for misconduct, substantial failure to perform the duties of President of the College, or for conduct unbecoming the President of the College. Remuneration and benefits for Hernandez shall cease upon the effective date of said termination or discharge. The Board of Trustees may also terminate this Agreement under the following events and conditions:

- a. For Disability. In the event of disability of Hernandez before the expiration of the Term of this Agreement. For the purposes of this Subparagraph 16.a., disability shall be defined as occurring when all of the following conditions are met:
 - i. Hernandez shall become physically or mentally incapable (excluding infrequent and temporary absences due to ordinary illness) of properly performing the services required of him in accordance with his obligations hereunder. Hernandez agrees that the College may select any physician, in addition to his own, to examine Hernandez with regard to disability, and Hernandez hereby waives any doctor-patient privilege and/or confidence in order to permit the disclosure of the results of such examination(s) to the Board of Trustees;
 - ii. Either Hernandez or the Board of Trustees shall have given the other Party thirty (30) days written notice of his or its intention to terminate the active employment of Hernandez as President because of such disability and the decision of either to terminate shall be final. Remuneration and benefits for Hernandez shall cease upon the effective date of said termination due to disability.
- b. For Death. This Agreement will terminate along with Hernandez's employment, remuneration, and benefits upon Hernandez's death.

- c. "For Cause". For purposes of the Agreement, "For Cause" means:
- i. the commission of a felony or any other unlawful act against the best Interests of the College;
 - ii. the commission of an intentional or unlawful act which a reasonable person would consider to be materially damaging to the College, its financial well-being, its reputation, or otherwise;
 - iii. knowing and uncured violations of Board policies or procedures;
 - iv. knowing violations of Ohio law which a reasonable person would consider to be material damaging to the College, its financial well-being, its reputation, or otherwise;
 - v. dereliction of duty or refusal to follow Board directions; or
 - vi. a material and uncured breach of or failure to perform, the material terms and conditions contained in this Agreement.

Hernandez acknowledges that if this Agreement terminates pursuant to any of the subsections above, said termination will be automatic, without further liability of College under the Agreement.

- d. "Without Cause" pursuant to the following conditions:

Should the Board terminate Hernandez without cause at any time during the duration of this Agreement, he shall be entitled to three (3) months of his annual salary stated in Paragraph 6(a) and insurance benefits that would be payable under Paragraph 6(b) for a term of three (3) months. During this three (3) month time period he shall be available to the Board for special projects. If Hernandez obtains new employment and insurance benefits during this three (3) month time period he shall notify the Board and the Board may cease the remainder of his salary and benefits, and he shall no longer be obligated to perform special projects. If Hernandez is terminated "Without Cause", compensation and benefits shall remain as described here In Paragraph 16(d), but all other obligations under this Agreement will be terminated immediately.

17. TERMINATION OF AGREEMENT BY HERNANDEZ.

Hernandez may terminate this Agreement for any reason upon providing the Board of Trustees one hundred eighty (180) days advance written notice; and Hernandez may terminate this Agreement upon his retirement from the field of higher education. Remuneration and benefits for Hernandez shall cease upon

the effective date of said termination.

18. TERMINATION BY AGREEMENT OF PARTIES.

This Agreement may be terminated at any time by written mutual agreement of the Parties. Remuneration and benefits for Hernandez shall cease upon the effective date of said termination.

19. ENTIRE AGREEMENT AND AMENDMENT.

This Agreement contains the entire agreement between the Parties and supersedes all prior communications, contracts, or agreements between the Parties with respect to the subject matter addressed in this Agreement, whether oral or written and shall not be modified, amended or supplemented, or any rights herein waived, unless specifically agreed upon in writing by the Parties hereto. This Agreement may be amended, changed, and/or supplemented provided, however, that any and all such amendments, changes and/or supplements shall be in writing and executed by both Parties hereto.

20. APPLICABLE LAW AND FORUM.

The laws of the state of Ohio shall govern the terms and conditions of this Agreement, including any questions, which may arise relating to the validity, interpretation, performance and/or enforcement of this Agreement, and each of its provisions. Hernandez consents to jurisdiction for any and all causes of action arising from the creation or performance of this Agreement in a court of proper jurisdiction in the State of Ohio.

21. SEVERABILITY.

Nothing contained in this Agreement is intended to contradict any laws of the State of Ohio. In the event that any provision of this Agreement is or shall be determined to be contrary to Ohio law, such provision shall be deemed invalid and of no force and effect. The remainder of this Agreement shall remain in full force and effect.

22. FISCAL WATCH.

In the event of the appointment of a conservator pursuant to R.C. 3345.74, all authority, duties and pay of Hernandez shall be suspended and the procedures set forth in that provision shall be thereafter followed. Pursuant to R.C. 3345.77, notice is hereby given and an acknowledgment is hereby made that this Agreement and its terms shall be subject to and superseded by R.C. 3345.71 *et seq.* relative to performance evaluations, the suspension of authority, duties, pay and termination of employment under special circumstances.

23. WAIVER AND ACCOMMODATION

Any waiver by any Party of any act, failure to act or breach on the part of the other Party shall not constitute a waiver. All waivers must be in writing and as it relates to the College, must be in writing and signed by the Board Chair or designee.

24. NOTICES.

Any notice given to either Party to this Agreement will be in writing and will be deemed to have been given when delivered personally or sent by certified mail, postage prepaid, return receipt requested, duly addressed to the Party concerned, at the address indicated below or to such changed address as such Party may subsequently give notice of:

If to the College: Northwest State Community College
Attention: Chair of the Board of Trustees

If to Hernandez: Todd Hernandez
At the last known address on file with the College

25. COUNTERPARTS

This Agreement may be executed in one or more counterparts, all of which together shall constitute one Agreement.

26. HEADINGS

The subject headings of the various sections of this Agreement are included for convenience only and shall not affect the construction or interpretation of any of its provisions.

27. BINDING AND EFFECTIVE

This Agreement shall become binding and effective upon each Party only at such time as it has been fully executed by all Parties hereto including receiving approval by the Board of Trustees.

28. AUTHORITY

The College acknowledges that this Agreement is executed by the College through the authority of the Board of Trustees and by the signatures of the Chair of the Board of Trustees, and by the signature of Hernandez on his own behalf.

29. ENFORCEABILITY

This Agreement may be signed in counterparts. True and accurate photocopies of this Agreement shall be enforceable.

[Signature page to follow.]

IN WITNESS WHEREOF, this Agreement has been executed on the dates set forth below by Hernandez and by the Chair of the Board of Trustees.

By: _____
Lisa McClure - Board of Trustees Chair Date _____

By: _____
Todd Hernandez Date _____

Certification of Funds:

This signature certifies the amount required to meet the obligation in which this Agreement is made has been lawfully appropriated for such purpose, and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

Date: _____

CFO/Treasurer of the College

END OF CONTRACT

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 August 26, 2022 Board Meeting

1b. Resignations

WHEREAS, Sarah Stubblefield, Grants Project manager, has submitted her resignation; and

WHEREAS, Kemp Stapleton, Director of Accounting & Auxiliary Services, has submitted his resignation; and

WHEREAS, Austin Flores, Director of Admissions, has submitted his resignation; and

WHEREAS, Marsha Buehrer, Administrative Assistant – Nursing & Allied Health, has submitted her retirement notice; and

WHEREAS, Rebecca Slattman, Receptionist, has submitted her retirement notice; and

WHEREAS, Jill Van Horn, Bookstore Clerk, has submitted her retirement notice; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Sarah Stubblefield, effective September 6, 2022; Kemp Stapleton, effective September 21, 2022; Austin Flores, effective October 26, 2022; and the retirements of Marsha Buehrer, effective December 31, 2022; Rebecca Slattman, effective December 31, 2022; and Jill Van Horn, effective December 31, 2022 be accepted.

1c. Grant-Funded Positions

WHEREAS, the positions of Director – JFS Workforce Opportunities held by Pete Prichard, Training Coordinator – JFS Workforce Opportunities held by Jay Miller and Program Manager – JFS Workforce Opportunities held by Robert Kraus were funded through a grant from Job & Family Services; and

WHEREAS, the grant ended on September 30, 2022; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees acknowledges the end of the grant and the non-continuance of the three positions funded by Job & Family Services effective September 30, 2022.

1d. Employ Full-Time Financial Aid Counselor

WHEREAS, the position of full-time Financial Aid Counselor was left vacant due to the resignation of Wendy Walters; 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. Melissa Durham be employed as full-time Financial Aid Counselor effective September 6, 2022 at an annual salary of \$36,483.20. This is in accordance with the Support Staff Bargaining Agreement.

1e. Employ Full-Time CDL Training Coordinator

WHEREAS, the position of full-time CDL Training Coordinator was created to support the growing enrollment in the CDL program at the College; and

WHEREAS, the position is responsible for delivering instruction, developing classroom training materials, and updating curriculum as needed; and

WHEREAS, the Training Coordinator may also facilitate the daily operation of training at future sites, and work with CTS staff, prospective and registered students; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Timothy Aldape be employed as full-time CDL Training Coordinator effective October 10, 2022 at an annual salary of \$57,000. This is a graded position.

1f. Promotion to Grants Accountant

WHEREAS, the position of Grants Accountant was left vacant due to the promotion of Ashlynn Cox to Director – Financial Aid; and

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

WHEREAS, an internal candidate applied for and met the qualifications for the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Jennifer Morris be promoted to full-time Grants Accountant effective September 6, 2022 at an annual salary of \$41,000. This is a graded position.

1g. Promotion to Accounts Payable Associate

WHEREAS, the position of Accounts Payable Associate was left vacant due to the promotion of Jennifer Morris to Grants Accountant; and

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

WHEREAS, an internal candidate applied for and met the qualifications for the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Heather Hagerman be promoted to full-time Accounts Payable Associate effective October 3, 2022 at an annual salary of \$37,000. This is a graded position.

1h. Promotion to Senior Registrar Assistant

WHEREAS, the position of Senior Registrar Assistant was left vacant due to the transfer of Julie Curry to Administrative Assistant – Business & Public Services; and

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

WHEREAS, an internal candidate applied for and met the qualifications for the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Lisa Spiess be promoted to full-time Senior Registrar Assistant effective October 4, 2022 at an annual salary of \$36,774.40. This is in accordance with the Support Staff Bargaining Agreement.

1i. Transfer to Administrative Assistant – Foundation

WHEREAS, the position of full-time Administrative Assistant – Foundation was left vacant due to the passing of Laurie Storrer; and

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

WHEREAS, an internal candidate applied for and met the qualifications for the position; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Katrina Adams be employed as full-time Administrative Assistant – Foundation effective September 14, 2022 at an annual salary of \$36,483.20. This is in accordance with the Support Staff Bargaining Agreement.

1j. Transfer to Agency Manager – Custom Training Solutions (CTS)

WHEREAS, the position of full-time Agency Manager – Custom Training Solutions (CTS) was created as part of ongoing succession planning for the CTS Division of the College; and

WHEREAS, the grant-funded position of Program Manager of JFS Workforce Opportunities, which was held by Robert Krauss, ended on September 30, 2022; and WHEREAS, Mr. Krauss has the qualifications for the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Robert Kraus be employed as full-time Agency Manager – CTS effective October 1, 2022 at an annual salary of \$68,495. This is a graded position.

1k. Transfer to Administrative Assistant – Business & Public Services

WHEREAS, the position of full-time Administrative Assistant – Business & Public Services was left vacant due to the transfer of Katrina Adams to the Foundation office; and

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

WHEREAS, an internal candidate applied for and met the qualifications for the position; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Julie Curry be employed as full-time Administrative Assistant – Business & Public Services effective October 4, 2022 at an annual salary of \$36,483.20. This is in accordance with the Support Staff Bargaining Agreement.

1l. 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, the Vice President for Academics and the President recommends

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

Graded

Employ Mr. Jesse Barrera as Campus Police Officer effective October 13, 2022 at the rate of \$20.00 per hour.

Part-time Instructors:

Ameno-Gill	Molliey	Hamel	April
Anderson	Charity	Howey	Diana
Brown	Alissa	Jacob	Michelle
Cook	Christina	Martin	Kay
Dehn	Eric	Menna	Anthony
Emch	Sarah	Miller	Luke
Esmail	Ashraf	Mott	Diane
Fisher	Heather	Pierce	Haley
Fitzpatrick	Leon	Shreves	Bradley
Geiger	Matthew	Thomas	Jonathan
Gordon	Brandon	Wyse	Karen

1m. International Travel

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

WHEREAS, two STEM faculty have requested to travel to Toronto, Canada November 16-21 to attend the American Mathematical Association of Two-Year Colleges annual conference; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Marianna Doolittle and Ms. Suzanne Lammers be granted permission to travel outside the United States to attend the above-mentioned conference November 16-21.

1n. New Policy – Minors on Campus

WHEREAS, Northwest State Community College (NSCC) seeks to promote the safety and welfare of minors on NSCC campus, including minors who participate in youth activities and programs on NSCC campus; and

WHEREAS, this policy outlines what is required of faculty, staff, learners and volunteers who interact with minors or work in youth activities and programs; and

WHEREAS, this policy applies to all minors on college property, as defined in the policy; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that policy 14-3-38 Minors on Campus be approved.

1o. New Policy – Free Speech

WHEREAS, Senate Bill 135, Free Speech Act, requires the adoption of a policy on free speech that is consistent with and adheres strictly to the requirements set forth in section 3345.0215 of the Ohio Revised Code; and

WHEREAS, the policy will apply to all College students, student groups, faculty, staff, and employees of Northwest State Community College, to the extent set forth in this policy and in Ohio Revised Code Section 3345.0215; and

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that policy 14-17-06 Free Speech be adopted.

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 EMERITUS STATUS

Moved by _____, seconded by _____.

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Mrs. Pamela Donaldson be granted emeritus status (posthumously) by the Board of Trustees effective October 21, 2022.

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

2. **CONSIDERATION OF A RESOLUTION TO APPROVE SUPPORT PERSONNEL BARGAINING AGREEMENT**

WHEREAS, College administration approached the staff bargaining unit to open negotiations; and

WHEREAS, the respective negotiating teams for the College and the Support Staff bargaining unit of the Northwest State Community College Education Association entered into negotiations in August 2022 to review salary and wages for the current agreement; and

WHEREAS, those negotiations have resulted in an amended agreement for the three-year period from July 1, 2021 through June 30, 2024; and

WHEREAS, the amended agreement includes:

- A 5% increase for all members of the support staff for FY22-23
- Increased vacation time / schedule
- Extra benefits for eligible part-time employees; and

WHEREAS, the 5% wage increase will go into effect July 1, 2022

NOW, THEREFORE BE IT RESOLVED, that the amended labor agreement reached between the parties be adopted by the Board of Trustees.

BE IT FURTHER RESOLVED, that signing authorization be granted to President Hernandez.

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



President’s Report - October 2022

Videos:

[State of the College - 2022](#)

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
Sep 1	Henry County Chamber After Hours
Sep 7	WMTR Radio Interview
Sep 8	Board Engagement - Sandy Barber
Sep 8	Defiance Chamber Annual Awards Meeting
Sep 10	Walk to End Alzheimers
Sep 13	Paulding County Schools Listening Session
Sep 14	Board Engagement - Scott Mull
Sep 15	Paulding County Strategic Planning Listening Session
Sep 15	Fulton County Economic Development Fundraiser
Sep 16	NSCC Golf Outing



Date	Activity
Sep 19	Van Wert City Schools Listening Session
Sep 19	Vantage Engagement - Rick Turner discussion
Sep 20	Student Dinner - Paulding / Van Wert Counties
Sep 29	State of the College
Oct 3	Board Engagement - John Bridenbaugh
Oct 4	Meet w/ President Mankey (Defiance College)
Oct 8	Cleveland IBEW Graduation
Oct 11	Meet w/ Conrad Wrinkler, President Northstar Bluescope
Oct 11	Student Dinner - Defiance County

Scheduled Time Off / Away from Campus

Date	Description
October 23-29	Assoc Community College Trustees Leadership Congress
November 11-14	Vacation (tentative)
November 23-28	Vacation (tentative - either vacation 11/11 or 11/23)

Non NSCC related Professional Activities

None.

**Executive Vice President
October 2022
Submitted by: Albert Lewis, Jr.**

Strategic Planning - Advancing as Planned

Strategic Planning - Co-Chairs Todd Hernandez / Albert Lewis

- Environmental Scans Completed
- Community Meetings Completed

Next Milestone - Internal Feedback

- Students
- Faculty and Staff Feedback
- Board Feedback

Van Wert Update

- Took possession of downtown Van Wert storefront location (Monday, 9/19); signage for storefront window is pending.
- Finalizing January 2023 course schedule this coming week, focusing on hybrid evening classes - General Education, Business, and Manufacturing.
- Identified potential articulation opportunities for partnership with for Vantage Career Center's Networking/IT students (16 credits).
- Currently developing recruiting language to recruit part-time faculty in Van Wert and Paulding counties.
- Exploring partnership opportunities with Tri-County ADAMHS to provide scholarships, loan payback, etc. for social work students.
- Developing a community survey to distribute to the public in Van Wert and Paulding counties.
- Listening session conducted with all school systems in Paulding and Van Wert counties. The final school listening session (Crestview) to be held on 10/18.
- Having discussions with Indiana Tech and St. Francis, both in Ft. Wayne, to discuss articulation agreements.

Grants Department Update

- Hiring for a new position of Grants Officer, to replace the project manager who resigned in early September.
- Applying for ODHE's Choose Ohio First scholarship grant - \$1.2 million request (over 5 years) to provide tuition/general fees for new students (OH residents) in eligible STEM programs. Programs selected include Agronomy, Agribusiness, VCGD, and multiple STEM/Ind tech programs (mostly Engineering & Cyber Security).
- Applying for second round of ODHE campus safety grant ~ \$300k.
- Partnered with BGSU on an NSF-ATE grant application that would provide \$109,000 subaward to update the Logistics & Supply Chain Assoc. Program.
- Reviewing recently released DOL Nursing Expansion Grant, due in Jan 2023.

Information Technology Update

Banner Upgrades

- Banner Financial Aid upgrades for the 2023-24 Aid Year have been loaded into the Test Environment. The upgrades will be tested and loaded into the Production environment in order to accept FAFSA information for next year.
- A new DegreeWorks server has been set up as a Test Server for three new DegreeWorks upgrades. Firewall configurations have been completed and the server can be accessed from NSCC.

Implementations

- **HALO** - Campus Request System Halo has been successfully launched with facilities, custodial, and IT now using the system to process campus requests. This system will categorize requests into specific areas, track all of the steps done to solve the issues and track customer satisfaction with the service provided.
- **Slate-CRM** – Ongoing- new Summer and Fall 2023 applications for admission are being received into Slate (Student Customer Relationship Management). Testing and implementation of transferring this data to the Banner system is underway.

Security

- A new round of the Ohio safety grant is being worked on, with projects on the list including expanding access control, upgrading surveillance cameras, and gunshot detention system.
- The RFP has been sent out to vendors to get proposals for the grant-funded outside surveillance project, which will add parking lot and license plate cameras to increase campus safety.

Garage Sale

- The campus garage sale will be the week of October 24 and is to be held in the maintenance building. It will include furniture, televisions, laptops, and more.

Vice President for Academics
October 2022
Submitted by: Dan Burklo

Fall has been a solid semester so far. Faculty have been expressing that classes are going very well. Academics has been very project orientated and moving in the right direction with implementing Acalog, revisions for Lifelong Learning and creating the course schedule for the inaugural 2023 semester for the NSCC Van Wert campus.

In September we applied to be a part of the team-based virtual seminar program, Building Capacity for Change: Strengthening Professional Learning on Your Campus a part of Achieving the Dream program. In October, we were accepted. We will be able to use this experience to create and support a team in developing a strategy and plan to establish a teaching and learning center.

On October 6th, the Association of College and University Educators (ACUE) held their pinning ceremony for those five faculty members in cohort 2 who completed the effective online teaching practices course. We have five faculty members in cohort 3 who have started taking the course for the 2022-2023 academic year.

We are in the final phase of implementing our interactive catalog, Acalog. An estimated completion date would be the end of November. The Curriculog project will be initiated imminently after completion of Acalog. Lifelong Learning had its first lecture in September. There were nine members who came for the “What is Sara’s Garden” presentation. The October lecture, “Don’t be Scammed by Technology” currently has eighteen members coming. Debbie Wikstrom and Heidi Keller met with the NSCC marketing team to discuss a social media marketing strategy, which included modifying the Lifelong Learning webpage. Within the next year day trips, classes and a book club will be implemented.

On October 5, the Dean’s held their Dean’s meeting in Van Wert. While in Van Wert a tour was given of the actual NSCC Van Wert site, the store front and the hospital where the first classes will be held starting in January. A discussion around the schedule and teaching faculty were held. The schedule will consist of courses in the manufacturing, English, and business areas. There will be an orientation given to those faculty members who will be teaching these courses.

Following are some brief updates from the academic deans.

Jamilah Tucker: Arts & Sciences

The division of Arts & Sciences have been very busy over the last few months. Currently, all Arts & Sciences faculty has been trained to utilize the new Weave System.

The division of Art & Sciences is on-cycle to complete its program review for the AA/AS programs. An external review was conducted with a lot of positive support, feedback, and desire from BGSU, UT, Owens Community College, and the Ohio State University to continue discussing transfer partnerships in the spring. Invited guests included:

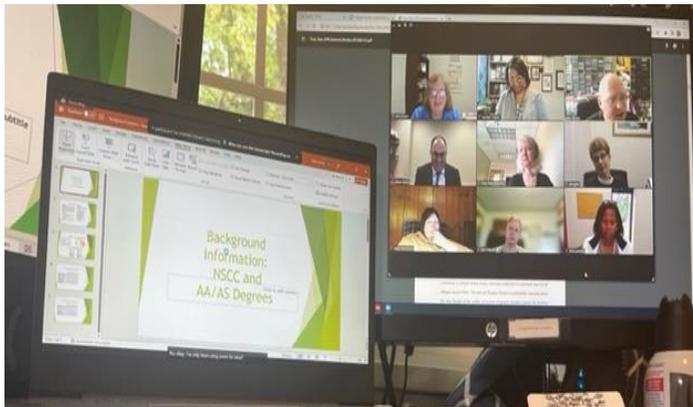
Glenn Davis, Vice Provost for Academic Affairs and Professor of English at Bowling Green State University.

Meg Daly, Professor of Evolution, Ecology, and Organismal Biology and Associate Dean of Undergraduate Education at Ohio State University.

Erica Parish, Executive Dean, Academic Affairs at Owens Community College.

Mary Humphrys, associate professor and department chair in the University of Toledo's John B. and Lillian E. Neff College of Business and Innovation.

On Tuesday, October 4, 2022 the division held a reception for Sean Burren the newest faculty member in Visual Communication and Graphic Design to introduce him to colleagues and share his observations of the program.



Jason Rickenberg: Business & Public Services

The Business and Public Services division has second 8-week fall courses offered to students to help increase enrollment and retention. The spring 2023 schedule has been circulated amongst the faculty within our division for their input and feedback. The dean has also reviewed the spring 2023 schedule to make changes and increased face-to-face courses by 14 and reduced online sections. The spring 2023 Business and Public Services division's schedule will be ready to publish by Friday, October 14.

Kayla Miller, Agricultural Studies Faculty has done a marvelous job in marketing her programs. Kayla has 575 followers on the agricultural Facebook page. She has been doing high school and grade school visits distributing t-shirts and posters. She has secured prime billboard space during the time of the Fulton, Williams, and Henry County Fairs. The first agricultural event will be hosting Representative Bob Latta to speak about the Farm Bill.

The Ag program was awarded \$40,000 from the Rapids Grant. With this money a gator with auto steer and a drone sprayer will be purchased.

Tiffany Ludwig: Nursing & Allied Health

The work being done in the BHAG has caused a high volume of outreach from area hospitals requesting more students and partnerships with NSCC to retain students in their hospitals.

All students have been placed in clinical rotations for the fall semester and practical nursing students have a 100% pass rate on the NCLEX.

Dr. Ryan Hamilton: STEM & Industrial Technologies

Colin Doolittle, Engineering Technology Faculty, Marianna Doolittle, Mathematics Faculty, and myself traveled to Austria in September to present at the International Conference on Interactive



Collaborative Learning (ICL). Our presentation was about a program we developed, along with Kelly Cichy, for local high school teachers to become qualified to teach Introduction to Engineering to their students. A paper entitled Improving Secondary School Engineering Education Access in Rural Ohio, will be published in the Springer series “Advances in Intelligent Systems and Computing.” This paper discusses in length the program developed.

Rebekah Faber-Starr, Natural Sciences faculty presented at the National College Learning Center Association (NCLCA) conference on Spotlight tutoring.

Through the support of the DOL Strengthening Community College Grant program the short-term certificate for automation and CAM were developed. These two programs were approved by the Department of Higher Education and the Higher Learning Commission in August. Just recently, they were approved by the Ohio Department of Education to be financial aid available. Both certificates will be added to the catalog. Now the hard part begins. How do we continue to keep our program relevant with industry standards? In order to do this, site visits have been planned to local industry for continual feedback.

Our days in the division of STEM and Industrial Technologies are not always great ones. Recently, Becky Faber-Starr found that the flammable closet, in the chemistry lab has a condensation problem with a pH of 12. We will need a person who is certified in respirator usage to test what is causing the problem. The room that currently holds the chemistry materials is not properly vented to be used for storage.

Kristi Rotroff: Library Director

Fall semester has started off busier than the past several years! We have been happy to see more learners who are asking questions, checking out books, building LEGO models, and starting their research. In addition, we are continuing our collaborative work with the lead Humanities faculty member in an effort to create online resource guides that will provide an even better launching point for assignments. Finally, our library pickup locker marketing campaign went well, with an NSCC badge holder giveaway proving very popular across campus. This new service point is much appreciated and we are happy to have the implementation period behind us.

The SCOOP

SEPTEMBER 2022
Newsletter for Academic Affairs

Dan's Two Minutes

I really appreciate seeing everyone, our learners, and each of you, back on campus for another term. What is especially nice about this term is that it feels like we are getting back to "normal," albeit a new normal. But, instead of putting all of our energy on how to navigate all the rules, recommendations, and guidelines brought on from the pandemic, we are taking what we learned (both good and bad) over the last couple of years and focusing on how we can better serve our learners. It is exciting to see the interest in understanding what potential learners we might not be reaching and why, along with why we might be losing certain learners at various points in their educational journey. As we go through this year please continue all the great work you have been doing. At the same time please consider how we can continue to meet all learners and potential learners where they are and further how we can ensure all learners have the sense that they are right where they belong.

July Birthdays

13 Allen Berres

30 Melanie Hicks

August Birthdays

1 Amy Thomas

4 Deandra Travis

4 Kayla Miller

6 Barry VonDeylen

19 Sherry Howard

September Birthdays

13 Amy Leitch

23 Melanie Dusseau

Approved Proposal

CPF_2186_2022 Americans with Disabilities Act

Faculty Spotlight



Eric Baker - Composition Faculty

Eric Baker has been married to his partner Julia for twelve years. Together they have two boys, a seven and four-year-old. In his free time, Eric enjoys designing with Legos, specifically constructing buildings in Micropolis scale.

Eric says the best advice he has ever received was simple but powerful, "It is okay to fail."

When asked what superpower he would choose if he had unlimited options, he replied, "I would want to have the power of being a super genius because, with this ability, one could solve almost every problem." His dream vacation would be to England and see some of the places he has read about and maybe even visit the graves of his favorite authors.

NSCC 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."

“Sense of belonging is part of the sociological construct for cohesion; it is about the extent to which people feel that they belong, are members of a community, and feel that they are a part of the community (Bollen and Hoyle 1990).”

Multiple studies have shown that meaningful faculty interaction with college learners contributes to their success. Meeuwisse et al. (2010) found that formal interactions (classroom discussions and advice) “contributed to a sense of belonging and indirectly to academic progress through that sense of belonging.” Investments in learners while in the classroom are critical in the college-wide effort toward academic progress, and YOU are on the front lines! Thank you!

Faculty News

The division of STEM and Industrial Technologies has sent Marianna Doolittle to The Chair Academy. The Chair Academy is a premier leadership development organization for higher education and organizational leaders globally. She will be receiving cutting-edge leadership and development training that she can use in her classes.

A big congratulations goes to Chris Clawson, Lisa Dapelo, Anuja Parikh, Rebekah Faber-Starr and Deborah Hartzell for completing the ACUE’s Effective Online Teaching Practices Course. They will be honored at a virtual pinning ceremony on Thursday, October 6th.

Library News

Summer projects completed - We “weeded” many outdated books from our collection this summer, and also worked on reviewing our online library guides (the links that appear as “Library Resources” in Sakai). We welcome faculty input/suggestions into these guides, so please contact Kristi Rotroff if there’s something that you think would benefit learners in your classes.

Library Pickup Locker - The locker located along the north wall of the atrium is now fully functional, so this semester we will be working on getting the word out. This is a convenient place for anyone (faculty, staff, learner) to pick up requested library materials with a simple swipe of the NSCC ID. Watch for more information in various places!

Sakai Tips

Need to update all the dates in your class? You can edit each assignment, test, gradebook item, discussion topic, and calendar event individually, or you can use Sakai’s date manager to update them all at once. In your Sakai class site, go to Site Info and click on the Date Manager tab at the top of the page. You can expand each tool and update the dates all in one place. Need to update from a prior semester? There’s also an option to shift all dates in the class by a set number of days.

Kennedy Space Center now offering free admission to teachers nationwide

Kennedy Space Center announced the expansion of its Educator Study Pass Program that would give teachers complimentary admission to the visitor complex.

The complimentary pass is available for teachers in the U.S., Puerto Rico and the U.S. Virgin Islands with the goal of educating the public about the past, present and future of space exploration, according to the complex.

Kennedy Space Center said its visitor complex offers education-focused learning specializing in STEM, or science, technology, engineering and math education, through exciting educational adventures like field trips, a mobile learning experience and overnight adventures.

To learn more about the Educator Study Pass, call 1.855.433.4210 daily 10 AM - 4 PM EST.

Vice President of Enrollment Management & Student Affairs
August 2022
Prepared by: Lana Snider & Treasure Sullivan

DEAN OF LEARNER SERVICES ~ CASSIE RICKENBERG

Enrollment Efforts

Targeted communications including radio ads, geo-fencing, phone calls, email, and text messaging campaigns were sent to new and transfer learners who applied for fall 2022 but didn't register for classes. Additionally, returning learners who registered for spring or summer 2022, who didn't register for fall 2022 received text and email communications from the Advising Center prompting them to register for fall 2022 8B classes. The targeted communication campaigns were designed to reach learners who would benefit from fall 2022 8B course offerings.

Adult Learners – Be Bold

Our adult learner program has made a lot of great progress in the last month. In mid-September, the adult studies coordinator, Ms. Kristen Davis, met with the Business Division to review the proposed flexible schedule for fall 2023. Ms. Davis will be attending Discover NSCC to give a presentation regarding the adult cohort while continuing to market for the program. The adult learner program will be branded “Accelerate and Excel” to help push accelerated courses to excel in your career. We will be using the tagline on our merchandise and on our website “Be BOLD.” BOLD stands for Balance, Opportunity, Learning, Degree. These letters will be presented on our website with more details regarding each one and how they will apply to our adult learner programs.

Advising

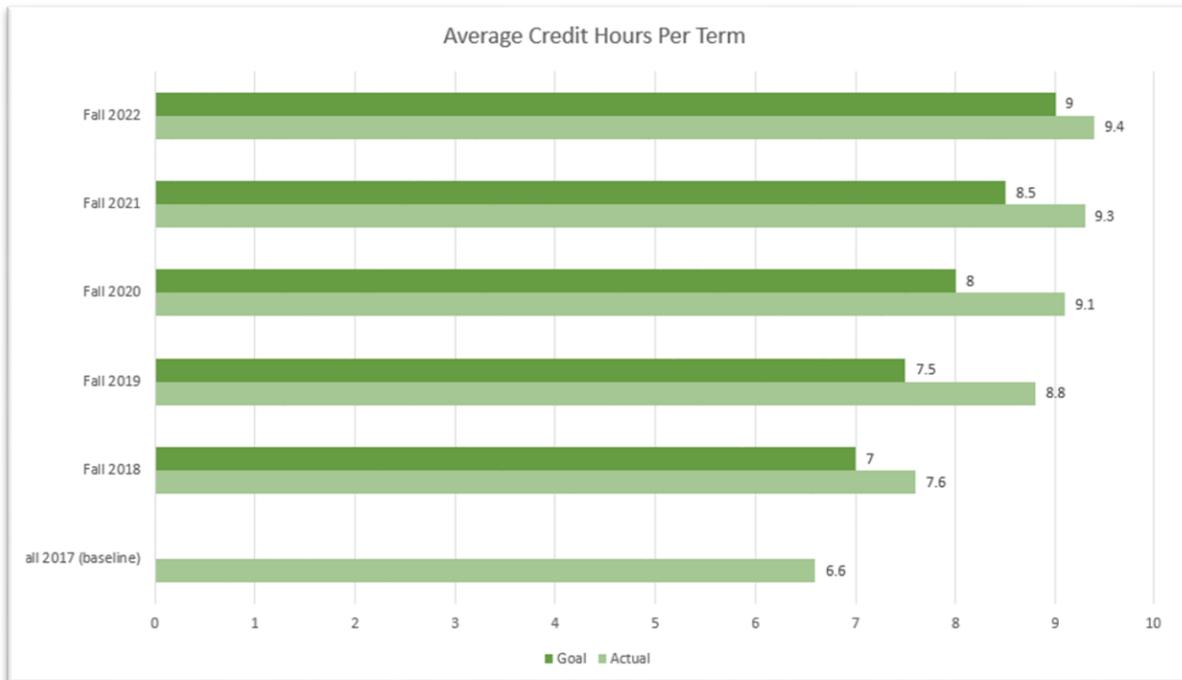
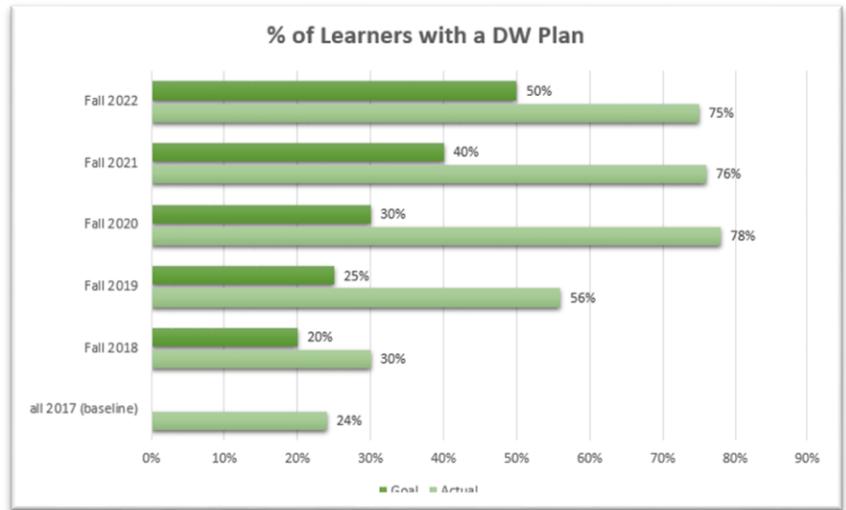
In October 2022, Learner Services implemented Career Graduation Pathways for Success (CGPS). These are the next steps in the guided pathways work that has been done over the past 5 years. Moving forward Learner Services will focus on providing learners with personalized holistic experiences focusing on their educational and career aspirations. With CGPS, learners are afforded the opportunity to explore their academic and career interests prior to declaring a major, thus creating early alignment between their educational goals and future career opportunities and serving to decrease the number of learners who complete half of a program only to realize that they are interested in a different career. Additionally, CGPS will increase the effectiveness of guided pathways, and result in increased learner retention and credential completion.



Original Advising Center staff in 2018. Three of the same advisors still remain.

Graduation Pathways to Success – Title III Grant

The Graduation Pathways to Success – Title III Grant ended on September 30 after 5 years. The goal of a Title III SIP Grant is to strengthen an institution. The grant did this in several ways; an institutionalized academic advising center, various software purchases, and an increase in tuition from various student success focused goals. The most notable goal achievements over the last five years include the number of learners on an academic plan and the increase in the average number of credit hours:



TRIO – Student Support Services

TRIO has several engagement events planned for fall semester including a Financial Literacy Workshop, Written in Stone Workshop, Budgeting Workshop, and FAFSA Completion, to name a few. Several resources for TRIO learners have been implemented. The TRIO Staff have put

forth significant effort to increase engagement in the resources, which ultimately encourages the learner's successful completion.

Usage for TRIO resources this term includes (may include duplicated learner usage):

- PhotoStudy Tutoring App: 60 Learners
- I-Grad Educational App: 16 Learners
- Chief Gift Cards Distributed: 21
- Student Worker Tutoring Sessions: 9
- Student Lingo App: 70 Learners

176 TOTAL SERVICES BENEFITING



Meet Kally Durham!

Kally is one of TRIO's student workers who is here to help **you!** Kally will be organizing a TRIO mentor group, TRIO book club, and various volunteer opportunities for you to participate in. She can help you set up and learn to use PhotoStudy, StudentLingo, and iGrad, and is able to tutor students in English classes. If you need help in another class, Kally can help you connect to other TRIO students to form a study group. Reach out to Kally at kdurham2@students.northweststate.edu

Meet James Barker!

James is one of TRIO's student workers who is here to help **you!** James can help you set up and learn to use PhotoStudy, StudentLingo, and iGrad. He also is able to tutor students in MTH080, MTH090, & CIS114. If you need help in another class, James can help you connect to other TRIO students to form a study group. Reach out to James at jbarker1@students.northweststate.edu

TRIO LEARNERS

Prior and Workplace Learning

Prior Learning Assessment has processed 84 applications so far this year. This growth is largely due to internal marketing and support from our front-line teams in Admissions and Advising. We are continuing to increase marketing PLA to our prospective learners, specifically adult learners and we expect those efforts will start to show in the January statistics. Website updates capturing the learner voice will be completed soon. They can be found here: <https://northweststate.edu/prior-learning-information>.

As we work to increase the number of documented work-based learning opportunities (WBL), this fall has seen incredible value in collaborations between Career Connections, Career Services, Learner Services, and student groups. One example will launch on October 18 as we start a series of workshops designed to increase the WBL value of the Student Worker roles.

The 'entry point' to WBL is Pizza with Professionals, career success begins with a handshake. We have connected 64 students with 12 professionals in September at our face-to-face weekly networking events. Our 6th Annual Formal Networking Dinner is scheduled for

November 17 in the Auditorium from 5-8 p.m. This year’s event will feature an art expo in the lobby, a STEM expo in the Auditorium, student awards, professional awards, and Keynote speaker Angie Gorny, M.Ed. Director, Shah Center for Engineering Career Development at The University of Toledo and President of the Ohio Cooperative Education Association.

REGISTRAR’S OFFICE ~ CONNIE KLINGSHIRN

Personnel update

Julie Curry transitioned from Senior Registrar Assistant position to the Business and Public Service Administrative Assistant position on October 5. Lisa Spiess was the Assistant - Registrar position and has accepted the Senior Registrar Assistant position effective October 5. Human Resource department has posted the Assistant - Registrar position.

Attendance Verification

Below are statistics for learners who are dropped at 100% refund from a course when reported as never attending by the Attendance Verification due date. Typically, about a third are re-registered based on data entry error, or approved to begin the course.

	Fall 2022	Fall 2021	Fall 2020	Fall 2019	Fall 2018
Dropped for non-attendance Part of terms: first eight weeks, high school, 16 weeks	58	42	49	26	39

Veterans and Service Members

85/15 Rule prohibits the VA paying benefits to students enrolling in a program when more than 85% of the students enrolled in that program are having any portion of their tuition, fees, or other charges paid for them by the VA or the College. If the ratio of supported students to non-supported students exceeds 85%, then new VA educational beneficiaries cannot enroll in that program. On the 30th day of the term educational institutions are required to report all approved programs and ratios of supported verses non-supported students, in order to determine if a program has 85% or more supported students in that program. Failure to submit 85/15 enrollment ratios may result in the Educational Liaison Representative suspending a program for payments, and the State Approving Agency may suspend approval of the institutional for failure to produce records. For fall 2022 there are no programs with 85% of supported students.

Educational institutions may apply for 35% Exemption request. If approved then institutions are not required to monitor or document 85 Percent Enrollment Ratios. Institutions are required to verify and continue to meet the 35% Exemption. To be eligible an educational institution’s number of VA beneficiary students in all programs approved for GI Bill must not exceed 35% of total enrollment. The request for 35% Exemption was submitted on August 26, 2022. On September 14, 2022, Department of Veterans Affairs approved the exemption for NSCC for 24 months.

New digital platform is coming soon for School Certifying Officials to certify enrollment of veterans.

Student & Exchange Visitor Information System (SEVIS)

Student & Exchange Visitor Information is a program within U.S. Immigration and Customs Enforcement, which is under the U.S. Department of Homeland Security, to manage foreign students and exchange visitors in the United States through SEVIS. On August 29, 2022, documentation was submitted for recertification. We received “Notice of Continued Eligibility” on September 29, 2022.

In-State Residency Updates

Noncitizens are charged the out-of-state tuition rate. Deferred Action for Childhood Arrivals (DACA) is a federal policy allowing noncitizens who arrived in the United States as children and meet other criteria to defer their removal and allowing them an opportunity to obtain a work authorization permit. In July 2021, U.S. District Court for Southern District of Texas placed a stay on granting initial DACA requests, and Department of Homeland Security could only grant DACA for renewal requests. “[Department of Homeland Security announced on August 24, 2022 a final rule that will preserve DACA and will take effect on October 31, 2022](https://www.dhs.gov/news/2022/08/24/dhs-issues-regulation-preserve-and-fortify-daca)” (<https://www.dhs.gov/news/2022/08/24/dhs-issues-regulation-preserve-and-fortify-daca>).

This final rule will help NSCC in recruiting, since DACA learners will **not** be charged out-of-state tuition rates. Ohio Department of Higher Education approved DACA students to be eligible to receive in-state tuition rates. Presently, we have three DACA learners and with the new rule future learners can experience the American dream of going to college.

Commencement Preparations

This fall term we piloted an online graduation petition using Google Form. Lisa Spiess created the Google Form to be interactive, and collect regalia information that the bookstore is able to export into Excel. This one step saves approximately 4 hours of time that the bookstore staff would manually type the regalia information into a spreadsheet to place an order. Julie Curry designed an email template confirmation to the graduate that lists remaining course work. This step eliminates mailing a letter and streamlines communication to the graduates. Kudos to Julie and Lisa for designing and implementing this project.

Spring 2023 Registration

Priority registration begins October 14 for veterans and service members and Open registration begins October 17, 2022 to the campus community.

Career Technical Verification Update

“Career-Technical Assurance Guides (CTAGs) award college credit for career-technical coursework taken in high school or at a career-technical institution. You are eligible to earn college credit at an Ohio public college or university if you have completed approved career-

technical courses in high school or at an Ohio Technical Center”
(<https://transfercredit.ohio.gov/students/types-of-student/career-technical/career-technical>).

We upload a list of Student State ID (SSID) numbers into Ohio Department Higher Education (ODHE) Higher Education Information System (HEI). HEI returns a Career Technical Credit Transfer Request for Availability (CTRA). This data is exported into Excel and reviewed for CTAG equivalencies. Out of 1233 there were 350 with an NSCC course equivalency. This number is reduced again by eliminating when the CTAG is not applicable to the program being pursued by the learner, learner already awarded credit, or learner completed the course at NSCC.

Fall 2022 data on number of records reviewed, eligible for credit, and learners who accepted credit to be awarded.

<u>Reviewed</u>	<u>Eligible</u>	<u>Accepted Credit</u>
1233	13	*6

* Learners may have multiple records based on eligible courses.

Transfer Credit Process

We have upgraded from CollegeSource (used to research course descriptions from other institutions) to Transfer Evaluation System (TES). TES offers ease in researching course descriptions, and offers a workflow option to send messages to subject matter experts who help with evaluations of courses. Approved course equivalencies are stored in TES and new equivalencies appear in Transferology the next day, thus providing learners and advisors the resource to know if a course is transferable to NSCC.

TREND – Receiving inquiries about acceptance of credit from non-college agencies: Straighterline, Study.com, SOPHIA, and Saylor Academy. Some of the learners have already taken the course and some have not and are asking if credit is accepted by NSCC.

Credit When It’s Due (CWID)

This State of Ohio initiative allows eligible learners to receive an associate degree (<https://highered.ohio.gov/>). The State sends the four-year institutions the list of eligible candidates. The four-year institution notifies the eligible candidates of Credit When It’s Due. Candidates interested approve the release of their transcripts. Once we receive the transcript, the candidates NSCC record is reviewed for previous associate degree, cumulative grade point average, completion of twenty credit hours at NSCC, and review the transcript to determine transfer credit towards an associate degree at NSCC. Below are the number of transcripts reviewed and the number of associate degrees awarded.

	2020-2021	2021-2022
Reviewed	30	21
Awarded	19	11

FINANCIAL AID DIRECTOR ~ ASHLYNN COX

Personnel

Added Melissa Durham to the team! – Financial Aid Counselor

CARES Update (FARP)

The Financial Aid Office is using an online application process with qualifying categories to allow learners to request funds for their expenses. We have set a maximum grant award of \$1,000. The team has processed and awarded Federal American Rescue Program (FARP) money to approximately 350 learners in the last three weeks. We reduced the maximum award amount in order to reach a larger number of learners. Once a learner submits an application, the Financial Aid Office will approve or deny the application within seven business days and the business office will transmit grant funds weekly.

This fall term will be the last term that we are able to offer FARP money.

To date, we have \$27,359 remaining approximately 27 students left who can be awarded.

FAFSA Applications

The Financial Aid Team continues to process FAFSA applications for the 22-23 year. Those are starting to slow down as the FAFSA for the 2023-2024 year opened on October 1st. I anticipate we will start to receive several new FAFSA's in the upcoming weeks as we have been busy visiting local high schools to present on the newest FAFSA.

The Foundation Scholarship application for the 2023-2024 year is now live on the website.

Request for Proposal (RFP)

An RFP was issued on Sept 16, 2022:

Northwest State Community College (NSCC) is extending an invitation for proposals from qualified firms, with the specific expertise of using the Banner Student Information System (SIS), to provide financial aid consulting services, specifically in the forms of analysis and improvement of the overall financial aid process, developing and broadening the financial aid process as an enrollment management strategy, and technical expertise related to the Banner Student Information System to increase automation and efficiency.

We received 5 responses and those were reviewed on Wednesday, October 5, 2022. As a new director, I am excited to see how we can be more efficient and learn to leverage technology, especially Banner, to improve overall processing.

Vice President – Workforce Development
October 2022
Submitted by: Jim Drewes

Custom Training Solutions (CTS) has been very busy this fall from traveling to county fairs, high schools, agency visits and even a trip to Chicago with an APT Manufacturing CCP class.

Big Hairy Audacious Goal (BHAG) assessment efforts has taken us to visits at nine hospitals and three nursing homes to talk with staff about their needs.

Agency Visits – Larry Zachrich and Rob Krauss have been visiting JATC and Ironworker sits to deliver fall orientation (picture below).



Manufacturing Days @ NSCC – Joined with Advanced Manufacturing Consortium (AMC) to offer events on October 7, 14 and 28. High schools from Defiance, Williams, Henry and Fulton, along with Four County send their students to meet with local manufacturers and experience hands-on demonstrations.

Community Engagement – NSCC hosted “Night Under the Stars” on October 14. Over 60 people attended to star gaze, make s’ mores and participate in other fun activities for the entire family.



Chief Fiscal and Administrative Officer

October 2022

Submitted by: Jennifer Thome

Wow! Time between the last Board Meeting has been a blur and things are happening every day. I struggle because I want to move some things along faster and then I look back and realize what we just accomplished. Fall weather is here and we are welcoming a new partnership to NSCC (our secret sauce). Cabin Fever's Coffee & Drink Shop opened in the Student Oasis (snack bar area) during the first week of October. We are still in the honeymoon phase but we have received many compliments along with community members and neighbors stopping in because they have a coffee shop close to them.



Pictures below are from our Chili Cook off in October. I am happy to say that the Prez's team took 1st place in the non-traditional category with a buffalo chicken chili and my Facilities Team, made up of Maintenance, Custodial, Facilities, and the Police departments were voted winners of the Golden Ladle (taster's choice). The pictures below capture a wonderful event and one of the things I am proud about to be an NSCC employee. Not only do I work with great people, have a work environment that gives us the ability to relax and have fun from time to time, but I also get to share it with my daughter, who is a business/accounting major. I was also honored to be selected as a judge. It is moments like this that makes all of the hard work worth it!



Business Office

The Business Office has overcome some challenges. Ashlynn Cox was promoted to our Financial Aid Director, which then left a vacancy for the Grants Accountant position. We filled the Grants roll internally with our Accounts Payable Clerk and that position was filled internally with our Assistant Student Accounts Receivable. We are still in the process of filling the Assistant Student Accounts Receivable position. All of this taking place during FY22 closeout and fulfilling our annual Audit requirements. Right now, busy is an understatement and we look forward to November.

Facilities

Kevin's team has been busy with events: Chili Cook off, Employee Recognition, and Manufacturing day (two-day event) just to name a few. The Solar project and timelines are being fine-tuned. We are preparing Van Wert for winter months (waterlines, heat, etc) until construction starts. Our first RFQ was submitted for the B-Wing remodel and we are submitting the Van Wert RFQ on 10/14/22.

Bookstore

We have a new neighbor in the Student Oasis (Building A). Cabin Fever is creating a buzz, which is also bringing more people into the bookstore. Foot traffic is everything for a sales department. Rockie, our new Bookstore Supervisor, is putting a new set of eyes on things she is making things more accessible and affordable. We've made the decision to inventory lab supplies so they are available year-round instead of ordering as needed. This will smooth out availability issues when we need the supplies most. In addition, we are happy to report that we re-evaluated the pricing for clothing wear. We will be running more discounts and repricing to make these items more affordable. As we have more and more casual days, we ask faculty and staff to wear NSCC gear. By adjusting prices, we are making it easier for this to happen. Who doesn't love a walking billboard!

Foodservice

Catering events are picking up. Black Swamp events are back in person on campus at NSCC. We still have two part-time Foodservice positions open – we are having a hard time filling these positions because they are entry level and our competition pays more in an hourly rate.

Police

Mike Foreman is our new Police Chief and he is settling in. He has been involved in refilling two positions within the department, reviewed and submitted his first Annual Security Report, has taken state training for Police Chiefs and Clery reporting, and is working on resurrecting our Emergency Preparedness Plan since the pandemic brought it to a halt.

The many projects we have been working on:

- 1) Filling positions within the departments
- 2) Van Wert RFQ
- 3) Cabin Fever coming to the Student Oasis
- 4) Close out FY22 and Audit
- 5) FY22 Affordability & Efficiency Report
- 6) Water Tower – working with Four County on a joint project. Potential timeline – drawings this fall and project set for next summer to limit hassle for students and staff
- 7) Solar and Deferred Maintenance project
- 8) B-Wing RFQ – review submission for presentations.
- 9) Police Annual Security Report due October 1st
- 10) HEI budget reporting for FY23

Vice President; HUMAN RESOURCES & LEADERSHIP DEVELOPMENT
October 2022
Submitted by: Katy McKelvey

Recruiting:

We have filled the following roles:

- Executive Admin Assistant- VPEMSA
- Grants Accountant
- Financial Aid Counselor
- Administrative Assistant- Foundation
- Administrative Assistant- Business
- Accounts Payable Associate
- Senior Registrar Assistant
- Campus Police- SUB
- Training Coordinator - CDL

We are recruiting for the following roles:

- Custodian
- Training Coordinator- Mechanical and Automation
- Financial Aid Counselor
- Fundraising Coordinator
- Sociology Faculty
- Grants Officer
- Director of Business Development
- Student Accounts Receivable Assistant
- Registrar Assistant
- Workforce Sales Consultant
- Food Services Assistant - PT
- Campus Police-SUB

Benefit Spotlights:

Benefit Spotlights have been scheduled throughout the year and will come in the form of memos, flyers, emails, and presentations. Our goal is to educate our employees about our benefits and remind them of all the great benefits that NSCC has to offer.

Human Resources has recently highlighted the following through our “Benefits Spotlight” efforts: Tuition Reimbursement, Training Fund, Fee Waiver, and our Employee Assistance Program.

Employee Recognition Program:

The Cheers for Peers! recognition platform has remained steady and through this nomination process, we were able to recognize nine employees over the summer.

Our Performance Management platform has an added benefit of promoting peer recognition through High-fives. These can be shared both publicly and privately and are a way for employees to appreciate their teammates by recognizing their successes and showing their appreciation to one another.

Employee Engagement Events:

Hawaiian Cookout - On August 22nd, NSCC served 140 employees at the annual Hawaiian Cookout. Hill's Family Restaurant & Catering provided a wonderful lunch as games were played and prizes were handed out to celebrate the kickoff to another great school year. The Hawaiian Shirt Contest was held and a "Best Hawaiian Shirt" winner was crowned.



Jersey Day – On September 20th, employees were able to show off their team spirit by wearing their favorite jersey or sports team apparel. In addition to this event, lunch was provided to over 90 employees during the September "All-Campus" meeting.

(See photo on next page)



Employee Gift – Each employee was given a Northwest State windbreaker. Employees were very appreciative and they have been wearing them regularly around campus!

