

BOARD OF TRUSTEES MEETING

October 27, 2023 – 11:30 a.m.

Room C200

ORDER OF BUSINESS

A. CALL TO ORDER (Scott M)

B. ROLL CALL (Megan B)

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

C. PLEDGE OF ALLEGIANCE

D. MISSION, VISION & VALUES (Volunteer)

E. SWEARING IN – NEW TRUSTEE JOHN POULSON

F. FOUNDATION CHECK PRESENTATION

G. PRESENTATION – Strategic Plan Update

H. AUDIENCE PARTICIPATION

I. CHIEF EXECUTIVE OFFICER REPORT (Todd H)

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

J. BOARD DISCUSSION ITEMS (Scott M & 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 Projects Update (Jenny T)
- Affordability & Efficiency Report (Jenny T / Albert L)
- Finances (Todd H / Jenny T)
 - Audit
 - Employee Retention Credit
 - Mental Health Funds
 - Super RAPIDS
 - Talent Ready Grant
- Adjusted Budget (Todd H / Jenny T)
- HLC Accreditation Update (Dan B)
- Policy and Procedure Updates (Todd H)
 - Fees (amended)
 - Code of Conduct (amended)
 - Persona Non Grata (new)

K. CHIEF FISCAL OFFICER REPORT (Jenny T)

- Financial Report as of June 30, 2023 (unverified – no vote)

L. CONSENT AGENDA (Megan B)

1. Consent Agenda Items (roll call vote)
 - a. Minutes of the August 25, 2023 Meeting
 - b. Resignations
 - c. Retirements
 - d. Employ Full-Time Chief of Police
 - e. Employ Full-Time Administrative Assistant – Advising & Learner Services
 - f. Employ Full-Time Administrative Assistant – IBEW Apprenticeships & Apollo
 - g. Employ Full-Time Executive Administrative Assistant – Vice President for Academics
 - h. Employ Full-Time Dean – STEM & Industrial Technologies
 - i. Promotion to Customer Service Specialist
 - j. Promotion to Success Center Coordinator
 - k. Promotion to Grants Compliance Officer
 - l. Promotion to Manufacturing Training Manager
 - m. Promotion to Associate Director – Financial Aid
 - n. Promotion to Counselor – Financial Aid
 - o. Promotion to Lieutenant – Campus Police
 - p. Miscellaneous Employment Contracts
 - q. Acceptance of Gift to the College
 - r. Fees Policy (amended)
 - s. Student Code of Conduct Policy (amended)

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M. PROPOSED RESOLUTIONS (Megan B)

- Emeritus Award
- February 2024 Board Meeting Date

N. OTHER BUSINESS (Todd H)

1. Upcoming Board Activities
 - a. Discover NSCC – November 4
 - b. Board Meeting – December 8
 - c. Emeritus Dinner – December 18
 - d. Fall Commencement – December 18
2. Foundation Board Meetings
 - a. January 25, 2024
 - b. April 25, 2024
3. Trustee Professional Development
 - a. National Legislative Summit – February 4-7, 2024
 - b. ACCT Leadership Congress – October 23-26, 2024
4. Institutional Learning Outcomes

O. ADJOURNMENT (Scott M)

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

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Values: People, Integrity and Learning

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, August 25, 2023 at 11:30 a.m.

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

MEMBERS PRESENT

23-68

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

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

VISION AND VALUES

Vice President Burklo 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.

NUMBER ONE COMMUNITY COLLEGE IN OHIO

Northwest State Community College was named the #1 community college in Ohio by WalletHub's 2023 Best & Worst Community College rankings. The rankings were conducted by measuring and comparing three categories: cost and financing, education outcomes and career outcomes. The three categories considered a number of metrics, including cost of in-state tuition and fees; average amount of grant or scholarship aid received; per-pupil spending; first-year retention rate; graduation rate; median salary after attending and more.

VAN WERT / PAULDING UPDATE

Members of the NSCC staff presented an update on the Van Wert / Paulding campus, including community outreach, marketing initiatives and construction timelines. Dr. Jon Tomlinson, Dean of the Van Wert campus, reported that NSCC has signed articulation agreements with other colleges and universities for transfer pathways for learners. Robbin Wilcox, Foundation Executive Director, reported that NSCC has sponsored 12 events and joined three organizations in Van Wert and sponsored 7 events and 1 organization in Paulding as part of the continued outreach efforts. Jim Bellamy, Marketing, showcased the marketing strategy, which is to generate and increase awareness using a diverse marketing mix including digital marketing, print, radio and billboard advertisements. Additional strategies include press releases for notable milestones, targeted postcards to residents, YouTube buys with commercials and media buys in surrounding counties. Kevin Gerken, Facilities Director, provided an update on construction, including construction drawings, cost estimates and RFP timeline. The A&E design company has been selected and submitted to the controlling board. The Construction Manager at Risk (CMR) has also been selected. Due to the age of the building, an asbestos test is being conducted. The results of the test will determine when demolition can begin, with a target date of late September.

CHIEF EXECUTIVE OFFICE REPORT

Each of the Vice Presidents provided a report from their respective areas. Lana Snider, VP for Enrollment Management & Student Affairs provided an enrollment update. The College saw a 20% growth in heads and 38% in FTE for summer 2023 compared to summer 2022, which includes traditional, CCP and workforce. Dan Burklo, VP for Academics, talked about orientation day for faculty, which included a nationally known speaker. The campus was invited to listen to The Message by Mr. Frederick Shegog. He shared his incredible journey of overcoming homelessness and drug addiction. His path began at his local community college where the staff and faculty set him on his path to success. President Hernandez shared his vision for Elevate Northwest Ohio, which is to increase the education attainment in NW Ohio to 65%. Currently 47% of NW Ohio residents have some college or above. Data shows that 65% of jobs in Ohio require some form of higher education beyond high school.

BOARD DISCUSSION ITEMS

Facilities Update – CFO Thome provided an update on the estimated cost for the Van Wert Campus and B Building renovations. Funding allocations include state funding and the College Foundation.

State Budget – The State Budget includes a 1.5% SSI increase for community colleges, a \$5 tuition increase per year, Super RAPIDS funding and financial aid support. This support is available through various avenues, including the Ohio Workforce Ready Grant, Choose Ohio First scholarships, Second Chance grant and CDL aid. Funds are also available through Talent Ready grants, which provide support for short-term workforce programs, TechCred and College Credit Plus.

College Credit Plus (CCP) Textbooks – CCP textbooks are an expense to the high schools and a burden on their budget. In an effort to increase CCP enrollment and relieve the burden of the cost of books, Dr. Hernandez proposed opportunities to incentivize high schools to encourage CCP enrollment. Some of these include converting class books to Open Education Resources (free), use of Foundation funds to offset costs and reimburse high schools that allow us to come to the high schools for assessment testing.

Tuition – The State budget allows for a \$5 per hour tuition increase each year. There is a proposed resolution to institute the increase and a proposed resolution to scholarship the increase so as to not pass it on to the learners for the spring semester.

Policy & Procedure Updates –

Weapons Policy – A policy has been drafted that defines who is permitted to carry on College property. The policy will allow off-duty officers and police academy instructors to carry as long as they are identified as law enforcement and are current with the State. The Attorney General has reviewed the policy and it is a voting item for the Board's consideration as part of the consent agenda.

Transcript Withholding – ORC 3345.027 requires the board of trustees to adopt a resolution by December 1 determining whether to end the practice of transcript withholding. A recommendation will be brought to the October board meeting.

CHIEF FISCAL OFFICER REPORT

23-69

Ms. Barber moved and Mr. Erb 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, 2023.

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

CONSENT AGENDA APPROVED

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

MINUTES OF THE JUNE 23, 2023 BOARD MEETING

23-70

RESIGNATIONS

23-71

WHEREAS, Tracy Campbell, Tech Prep Regional Coordinator, has submitted his resignation; and

WHEREAS, David Mack, Commander – Law Enforcement Academy, has submitted his resignation; and

WHEREAS, Deandra Travis, Business Management & Economics Faculty, has submitted her resignation; and

WHEREAS, William Hutchison, Training Coordinator – Advanced Manufacturing, has submitted his resignation; and

WHEREAS, Abby Calvin, Controller, has submitted her resignation; and

WHEREAS, Lawrence Zachrich, Coordinator – Experiential Learning, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Tracy Campbell, effective June 30, 2023; David Mack, effective July 15, 2023; Deandra Travis, effective August 1, 2023; William Hutchison, effective August 15, 2023; Abby Calvin, effective August 22, 2023; and Lawrence Zachrich, effective December 31, 2023 be accepted.

EMPLOY INTERIM COMMANDER – LAW ENFORCEMENT ACADEMY

23-72

WHEREAS, the position of Commander – Law Enforcement Academy was left vacant due to the resignation of David Mack; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Greg Smith be employed as Interim Commander – Law Enforcement Academy effective July 16, 2023 at an annual salary of \$13,653.00. This is a part-time graded position.

EMPLOY FULL-TIME MAINTENANCE TECHNICIAN

23-73

WHEREAS, the position of full-time Facilities Technician was left vacant due to the resignation of Matt Hancock; and

WHEREAS, the needs of the facilities department were reviewed and the position was updated to a maintenance technician instead of a facilities technician; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Daniel Robarge be employed as full-time Maintenance Technician effective July 17, 2023 at an annual salary of \$48,131.20. This is in accordance with the Support Personnel Bargaining Agreement.

EMPLOY FULL-TIME DIRECTOR – INSTITUTIONAL RESEARCH

23-74

WHEREAS, the position of full-time Director – Institutional Research serves as the College’s chief advisor for data and information and supervising all institutional research activities; and

WHEREAS, this person also directs and manages the collection, development, analyzation and communication of institutional data and other information to constituents throughout the College among other duties; and

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

WHEREAS, the Vice President – Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Keri Eason be employed as full-time Director – Institutional Research effective August 7, 2023 at an annual salary of \$89,000.00. This is a graded position.

EMPLOY FULL-TIME FACULTY – COMPOSITION

23-75

WHEREAS, the position of full-time Faculty – Composition was left vacant due to the resignation of Melanie Dusseau; and

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

WHEREAS, the Vice President – Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Lindsay Folkerth be employed as full-time Faculty – Composition effective August 16, 2023 at an annual salary of

\$57,725.49. This is in accordance with the Professional Personnel Bargaining Agreement.

EMPLOY FULL-TIME FACULTY – COMPOSITION

23-76

WHEREAS, the position of full-time Faculty – Composition was created to meet the growing need for additional composition offerings for College Credit Plus classes; and

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

WHEREAS, the Vice President – Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Chelsie Ebaugh be employed as full-time Faculty – Composition effective August 16, 2023 at an annual salary of \$57,725.49. This is in accordance with the Professional Personnel Bargaining Agreement.

EMPLOY FULL-TIME ADMISSIONS RECRUITER

23-77

WHEREAS, the position of full-time Admissions Recruiter was left vacant due to the resignation of Logan Rapini; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Jose Silva be employed as full-time Admissions Recruiter effective August 21, 2023 at an annual salary of \$47,261.55. This is in accordance with the Professional Personnel Bargaining Agreement.

PROMOTION TO DIRECTOR – GRANTS DEVELOPMENT

23-78

WHEREAS, the position of full-time Director – Grants Development was left vacant due to the resignation of Ashley Pere; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Susan Cheeseman be promoted to full-time Director – Grants Development effective July 1, 2023 at an annual salary of \$72,500.00. This is a graded position.

PROMOTION TO AGENCY MANAGER

23-79

WHEREAS, the position of full-time Agency Manager was left vacant due to the resignation of Robert Kraus; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Vickie Rhodes be promoted to full-time Agency Manager effective July 13, 2023 at an annual salary of \$58,000.00. This is a graded position.

PROMOTION TO COORDINATOR – ACCREDITATION, COMPLIANCE AND CURRICULUM

23-80

WHEREAS, the position of full-time Coordinator – Accreditation, Compliance and Curriculum was created to serve as the Vice President for Academic's chief advisor and representative in matters related to institutional accreditation, academic program compliance and curriculum; and

WHEREAS, this person is also responsible for managing all aspects of accreditation through the Higher Learning Commission, providing oversight, collaborative and strategic leadership for the development, modification, dissemination and recording of academic programs and all curricular related material, and ensuring the College is compliant with state and federal regulations through necessary reporting and correspondence; and

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

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

WHEREAS, the Vice President – Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Heidi Keller be promoted to full-time Coordinator – Accreditation, Compliance and Curriculum effective July 15, 2023 at an annual salary of \$55,000.00. This is a graded position.

PROMOTION TO ACADEMIC PATHWAYS COORDINATOR

23-81

WHEREAS, the position of full-time Academic Pathways Coordinator was created to assist various learner types in finding the most efficient pathway to transfer or certificate

/ degree completion using various types of credit; and

WHEREAS, this person will provide oversight for the coordination of all activities related to Prior Learning Assessment (PLA); including ensuring the appropriate assignment of academic credit for various prior learning experiences; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Renee Bostelman be promoted to full-time Academic Pathways Coordinator effective August 14, 2023 at an annual salary of \$57,500.00. This is a graded position.

MISCELLANEOUS EMPLOYMENT CONTRACTS

23-82

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

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

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

Food Service:

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

Campus Police:

Chris Clawson, Campus Police (Sub), \$20.80 / hour

Part-time Instructor:

Dylan Guthrie

WEAPONS POLICY

23-83

WHEREAS, it is the desire of the Board of Trustees to enact a weapons policy which clearly states the prohibition of staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a College safety zone; and

WHEREAS, the policy defines the term weapon and lists exceptions to the policy, including state or federal agents and law enforcement officers, including NSCC Campus Police; and

WHEREAS, the policy confirms that the College will follow all state and federal laws pertaining to weapons, including section 2923.122 of the Ohio Revised Code; and

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

NOW, THEREFORE BE IT RESOLVED, that policy 14-19-03 be adopted.

3358: 14-19-03 Weapons.

Effective XX/XX/XX

- (A) Unless otherwise authorized by law or by this policy, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto any property owned by Northwest State Community College.
- (B) The Board of Trustees prohibits staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a college safety zone and any setting that is under the control and supervision of the Board for the purpose of college activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a college-sponsored event, or in a college-owned vehicle, except as permitted by law.
- (C) The term weapon includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under state law.
- (D) Exceptions to this policy include:
 - (1) Weapons under the control of state or federal agents authorized to carry weapons who are acting within the scope of their duties as law enforcement agents.
 - (a) Agent is defined as an officer of the department of state police, an officer of a law enforcement agency of a county, township, city, or village, or a conservation officer.
 - (b) Agents must be in their official department uniform and display proper identification when carrying weapons openly on campus.
 - (c) Police Academy instructors must be identified as instructors or display proper identification when carrying weapons openly on campus.

(2) Concealed carry requirements for off duty agents:

- (a) The agent must be qualified to carry a weapon and have documentation to show that their qualification to carry is in good standing with the State of Ohio
 - (b) Must be in good standing with their respective agency
 - (c) Carry a weapon in which they are currently qualified with their respective agency
 - (d) Keep weapons concealed while on campus.
 - (e) Carry agency identification card or badge
- (E) The Board recognizes there may be instances where items that may be considered weapons are necessary for the purpose of theatrical props, college safety training, or as a part of a class or individual presentation. Any individual intending to utilize an object for these purposes must first be granted permission from their supervisor/professor and Campus police.
- (F) Staff members shall immediately report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the NSCC Police Department. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.
- (G) The President shall conspicuously post notices at each entrance of a college and/or college building and in areas inside the building where visitors qualified to carry a weapon according to this policy. Notices shall also be posted at each entrance leading into a college activity (particularly those activities held outside of the college building) and parcel of land.

This concludes the Consent Agenda.

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

TUITION ESTABLISHED FOR THE 2023-2024 ACADEMIC YEAR

23-84

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

WHEREAS, the College desires to increase enrollment by making strategic investments in positions and programs; and

WHEREAS, Northwest State Community College is sensitive to the impact tuition has on the individual student and providing access to higher education; and

WHEREAS, the Governor approved state budget allows for a \$5 per credit hour tuition increase for the 2023-2024 academic year; and

WHEREAS, the increase would not go into effect until spring 2024 semester; and

WHEREAS, the Cabinet and the President recommend

NOW, THEREFORE BE IT RESOLVED, that commencing spring semester 2024, tuition be increased from \$187.33 to \$192.33 for in-state students and increased from \$181.33 to \$186.33 for out-of-state students. Out-of-state students pay both in-state and out-of-state tuition fees totaling \$378.66.

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

TUITION SCHOLARSHIP APPROVED FOR THE 2023-2024 ACADEMIC YEAR

23-85

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

WHEREAS, the College Trustees authorized a \$5 per credit hour tuition increase to go into effect spring 2024; and

WHEREAS, Northwest State Community College is sensitive to the impact tuition has on the individual learner and providing access to higher education; and

WHEREAS, the Cabinet and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the College will use scholarship funds to offset the cost of the \$5 per credit hour increase so as to not pass the expense on to learners for the spring 2024 semester.

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

OTHER BUSINESS

State of the College and Board Retreat – The 3rd Annual State of the College event will be held on Thursday, September 28 in Voinovich Auditorium. Members of the public, including area business leaders, community and strategic partners, superintendents, public officials, foundation and College board members and faculty, staff and administration are invited to attend. The Board will retreat immediately following the SOTC at Sauder Inn, Archbold, OH.

February Board Meeting Date – Propose a change to the approved board meeting date for February 2024. President Hernandez will be attending the Achieving the Dream conference as a guest panelist. A resolution will be brought to the October meeting to move the date to February 16, 2024.

Presidential Evaluation – The Board Chair, President and Secretary met to make edits to the current President's evaluation tool, based on feedback from the Board.

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 25, 2023 Board Meeting

1b. Resignations

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

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

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

WHEREAS, the President recommends

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

1c. Retirements

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

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

WHEREAS, the President recommends

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

1d. Employ Full-Time Chief of Police

WHEREAS, the position of full-time Chief of Police was left vacant due to the resignation of Micheal Foreman; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Scott Campbell be employed as full-time Chief of Police effective September 5, 2023 at an annual salary of \$60,000.00. This is a graded position.

1e. Employ Full-Time Administrative Assistant – Advising & Learner Services

WHEREAS, the position of full-time Administrative Assistant – Advising & Learner Services was left vacant due to the promotion of Megan Schroeder to Academic Advisor; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Riley Dietrich be employed as full-time Administrative Assistant – Advising & Learner Services effective September 5, 2023 at an annual salary of \$39,324.00. This is in accordance with the Support Personnel Bargaining Agreement.

1f. Employ Full-Time Administrative Assistant – IBEW Apprenticeships & Apollo

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

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

WHEREAS, the Vice President – Workforce and the President recommend

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

1g. Employ Full-Time Executive Administrative Assistant – Vice President for Academics

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

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

WHEREAS, the Vice President – Academics and the President recommend

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

1h. Employ Full-Time Dean of STEM & Industrial Technologies

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

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

WHEREAS, the Vice President – Academics and the President recommend

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

1i. Promotion to Customer Service Specialist

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

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

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

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

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

1j. Promotion to Success Center Coordinator

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

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

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

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

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

1k. Promotion to Grants Compliance Officer

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

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

WHEREAS, it was determined that with the large number of grants that the College receives, it was necessary to have a position that focused on managing a portfolio of sponsored projects throughout the grant life cycle to ensure that awarded funds are appropriately used and the College is in compliance with all state and federal rules, regulations, laws and statutes relating to grants; and

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

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

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

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

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

1l. Promotion to Manufacturing Training Manager

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

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

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

WHEREAS, the Vice President – Workforce and the President recommend

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

1m. Promotion to Associate Director – Financial Aid

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

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

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

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

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

1n. Promotion to Counselor – Financial Aid

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

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

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

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

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

1o. Promotion to Lieutenant of Campus Police

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

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

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

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

1p. Miscellaneous Employment Contracts

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

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

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

Food Service:

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

Campus Police:

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

Part-time Instructors:

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

Full-time Faculty Overload / Supplemental – Fall Semester:

Allen Berres	Supplemental/Overload
Amy Drees	Supplemental/Overload
Melissa Faber	Supplemental
Thelma Esterline	Supplemental
Eric Baker	Overload
Sean Burres	Overload
Sherry Howard	Overload
Lisa Becher	Overload
Christopher Clawson	Overload
Heather Galbraith	Overload
Kayla Miller	Overload
Andrea Mofield	Overload
Terra Newton	Overload
Christine Robinson	Overload
Amy Thomas	Overload
Gloria Arps	Overload
Melanie Hicks	Overload

Amy Leitch	Overload
Tamara Meyer	Overload
Linette Will	Overload
Erik Jones	Overload
David Mohring	Overload
John Mueller	Overload
Gregory Nartker	Overload
Steven Raymond	Overload
Joshua Verhoff	Overload
Cassie Rickenberg	Nonteaching professional or graded *Overload
Jon Tomlinson	Nonteaching professional or graded
Lana Snider	Nonteaching professional or graded

1q. Acceptance of Gift to the College

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

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

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

WHEREAS, the President recommends

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

1r. Fees Policy (Amended)

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

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

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

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

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

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

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

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

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

3358: 14-9-04 Fees.

- (A) The board of trustees shall establish fees for the college based on the recommendations of the president and chief fiscal and administrative officer and in accordance with state guidelines. Fees shall be subject to change without notice, based on the effective date at the time of approval by the board.
- (B) Tuition and fees must be paid in full each semester by the date established by the college. The college may drop student registrations if tuition and other fees are not paid by established deadlines.
- (C) The college reserves the right to withhold grades ~~transcripts~~ and degrees of students who are delinquent in the payment of fees. The college reserves the right to refuse registration if there is a balance of fees from a previous term.
- (D) Tuition and/or fees may be refundable pursuant to college procedures.
- (E) The president has been granted the authority to waive the out-of-state fees for up to fifteen international students per semester. The amount of the waiver and the selection of the students to receive the waiver will be based upon the timeliness of the application and a desired geographic distribution of the students.

- (F) The out-of-state tuition fees shall be waived for veteran students and eligible dependents who meet the guidelines set forth under section 702 of the Veterans Access, Choice and Accountability Act of 2014 for the following out-of-state counties effective June 1, 2015: Hillsdale and Lenawee counties in Michigan; and Steuben, DeKalk, Allen and Adams counties in Indiana.
- (G) Collection of fees will be in accordance with college procedures and all accounts will be written off to bad debt expense when an account is 365 days past due and has had no activity for 60 days.

1s. Student Code of Conduct Policy (Amended)

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

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

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

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

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

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

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

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

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

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

- (A) The code of student conduct exists to advance the core missions of the college, promote a safe and secure educational environment, foster the academic and social development of students, and protect the persons, property, processes, and academic integrity of the college community. Although the code is intended to be as comprehensive as possible, it makes no attempt to list all activities, behavior, or conduct which may adversely affect the college community.
- (B) In order to maintain an orderly process for learning, the instructor/supervisor/administrator has the authority to exclude any student who is considered to be detrimental to an ongoing learning experience. Disciplinary action may include but is not limited to disciplinary probation, suspension, dismissal, expulsion, ~~withholding of transcripts~~, or other appropriate action.

This concludes the Consent Agenda.

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; and

WHEREAS, the Board Executive Committee has made a recommendation to the Board

of Trustees to grant emeritus status to one individual

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

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

2. **CONSIDERATION OF A RESOLUTION TO MOVE THE FEBRUARY 2024 BOARD MEETING**

Moved by _____, seconded by _____.

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

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

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

WHEREAS, the President recommends

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

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



President’s Report - October 2023

Videos / Podcasts:

[8/17/2023](#)

[8/31/2023](#)

[9/7/2023](#)

[9/21/2023](#)

[College Update - 10/2/2023](#)

[ABC's The Nine](#)

Activities

Ongoing

- Defiance Rotary (weekly)
- OACC President’s Call (various)
- Terra, Owens, NSCC President’s Call (monthly)
- NWOESC Superintendent Meeting (monthly)
- Four County Superintendent Meeting (monthly)
- President - Faculty Leadership Conversations (Monthly)
- Dr. Sandy Shugart Coaching Call (Monthly)

Date	Activity
Aug 21	Keith Burmeister - Promedica Defiance President
Aug 24	Lima JATC Graduation
Aug 28	Dr. <u>Richanne Mankey</u> - Defiance College President
Sep 7	Board Engagement - Sandy Barber
Sep 7	Q96.5 Radio Show - Jim Funderburg



Date	Activity
Sep 7	Henry County Chamber After Hours
Sep 9	Walk to End Alzheimer's
Sep 11	Defiance Economic Dev podcast recording
Sep 14	Fulton County Economic Dev Golf Fundraiser
Sep 15	NSCC Van Wert Golf Outing Fundraiser
Sep 18	Board Engagement - John Bridenbaugh
Sep 18	Conrad Winkler - Northstar Bluescope President
Sep 20	103.1 FM Radio Interview
Sep 21-22	Dr. Sandy Shugart Coach visit
Sep 24	New Trustee Orientation - John Poulson
Sep 27	Erik Belcher - NHS Superintendent
Sep 30	Cleveland IBEW Apprenticeship Graduation
Oct 2	ABC "The Nine" Video Recording
Oct 7-14	Higher Education Research and Development Institute (HERDI) / Association of Community College Trustees (ACCT) - Las Vegas
Oct 17	Board Engagement - Katrina DeGross

Scheduled Time Off / Away from Campus

Date	Description
Dec 7	OACC Governing Board - Columbus, OH

Non NSCC related Professional Activities

None.

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

VAN WERT CAMPUS

August Events

- 8/28- Jon Tomlinson and Al Lewis Jr. met with Polaris Career Center to address partnership ideas, articulation agreements and pathways with Vantage Career Center.

September Events

- 9/6- Jon presented the final meeting for this year's Van Wert Chamber Leadership class. NSCC has sponsored this program the past 2 years and will be again next year.
- 9/7- Visited VW High School with members of NSCC registration department.
- 9/7- Tom Kelly and Jon met with Job & Family Services, Economic Development, Ohio Means Jobs and Apprenticeship Ohio to discuss future apprenticeship opportunities in Van Wert.
- 9/12- NSCC booth at the No Wrong Door event sponsored by United Way in VW.
- 9/18- Joined Mandie Heil for all day presentations to juniors and seniors at Vantage Career Center.
- 9/21- Paulding County Business Advisory Council meeting.
- 9/23- Represented NSCC in volunteering at the Harvest Moon Festival in VW.
- 9/25- NSCC booth at the Children's Resource Fair event at Vantage Career Center.

October Events

- 9/27 & 10/5- Met with YouScience to discuss options for use with recruiting area students.
- 10/3- Joined Al to meet with Drs. Scott Marsee and Lynn Lease to discuss curriculum development opportunities.
- 10/5- Met with Chamber Energy Program representatives to discuss potential cost savings and grants for the VW campus.
- 10/5- Jon and Al met with MedCerts to discuss potential partnership for short-term certificates not presently offered by NSCC.
- 10/5- Paulding Chamber of Commerce Annual Banquet

GRANTS REPORT

Awarded

- Gene Haas Foundation Scholarship Grant - \$10,000 awarded for student scholarships, CAM competitions and limited funds for promotional items.

Applications Submitted

- FY24 Choose Ohio First application submitted on behalf of Allied Health & Nursing in the amount of \$1,056,000.00 on 8/29/2023.
- FY24 CDL Student Aid Program application in the amount of \$200,000.00 submitted on 9/19/2023.
- Super RAPIDS grant application submitted for Advanced Manufacturing equipment for the Van Wert campus in the amount of \$407,583.40 on 10/5/2023.

INFORMATION TECHNOLOGY

CONSULTANTS-FERRELLI

- Security Assessment-September / October
- Project Management Training-Ongoing
- Creating Technology Plan-In process
- Development of the Project “Roadmap”-October
- Review technology policies and standard operating procedures-Ongoing
- Staff Evaluation-Ongoing

DATA SYSTEMS TEAM

Banner Upgrades

- A Banner Finance upgrade was completed.

Banner Software Integration

- Work is continuing on the interfaces between Slate (Student Customer Relationship Management) and Banner. Some incorrect data was discovered in Slate. It was corrected and safeguards are being put into place to ensure data integrity in Slate.

New Initiatives

- In the past two months about 120 requests have been successfully completed.

- It was discovered that one unused student Gmail account was hacked. No Personally Identifiable Information (PII) was obtained. As a step in preventing this in the future, over 30,000 unused Gmail accounts were disabled in the Gmail and Banner systems.

State and Federal Reporting

- State HEI reporting has been completed for the spring term and for the annual reports.
- IPEDS reporting has been started for FY2024.

Technical

- Work continues with a team from the Ohio Department of Higher Education (ODHE), BGSU, Owens, Terra State and UT on a revision of electronic college transcript sending and receiving. This has a schedule completion time of December 15, 2023.

NETWORK/SYSTEM & SUPPORT TEAM:

- For the month of September, 316 new requests/incidents were received, and 317 have been resolved with 99% positive feedback from 57 responses.
- Campus multifactor authentication for all campus services is progressing, with a planned rollout over winter break.
- The new event/room booking request portal is still in development, which will optimize and centralize room and event bookings within Halo.
- Completing new physical campus intrusion system built on our access control and surveillance systems, increasing campus security.
- The electronic records project is still in the demo stage. This project will help us digitize our records along with automating and streamlining many of our processes. We are hoping to have a solution in place within a year.

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

The fall term is going well and it's hard to believe the traditional 16-week term is half over. We are starting our second 8-week term and gearing up for planning fall commencement.

I am excited to have filled two positions in Academics. We have Franklin Roberts, Dean of STEM & Industrial Technologies. Franklin earned his Bachelor of Science in Computer Studies from the University of Maryland, as well as a Bachelor of Science in Information Systems Management and a Master of Science in Business Administration from the University of Phoenix. He also earned a Doctorate of Education in Community College Executive Leadership from Argosy University. Franklin comes to us from Linn-Benton Community College in Albany, Oregon, where he was the Associate Dean of Science, Engineering and Math.

Sandra Manon was awarded the position of Executive Administrative Assistant for the Vice President of Academics. Sandra has a Bachelor's degree in Communications from Eastern Michigan University. Sandra comes to us from Henry County Hospital where she was the HR Coordinator and also brings a wealth of experience in the field of mental health.

The administration office and the division of STEM are super excited for the leadership Franklin & Sandra will be bringing to the team.

We are grateful to have received an additional \$1,000 donation in the STEM/Industrial Tech division from Progressive Components on behalf of the Society of Plastics Engineers (SPE). The donation was brought to us by Scott Peters, President of Molded Marketing LLC and Charles Heitmeyer. Charles is from Allied Moulded Products and is a former NSCC graduate in plastics engineering technology.



Jamilah Tucker: Arts & Science

College Composition is required of all Associate Degree learners irrespective of major. The course is guided by state guidelines that include iterations of writing, revision, & peer engagement in multiple required-length writing assignments. Composition teaches the writing, critical thinking, and communication skills necessary to be competitive in today's business environment.

On Average 456 learners will enroll in College Composition during a fall semester **based on a four-year fall semester average.*

660 (or 70.13 FTE) enrolled in any subject "ENG" in Fall 2023.

Despite anticipated enrollment declines, ENG subject codes continue to have strong and steady enrollments, however, the division must shift its focus from "enrollment" to *completion & success.*

Fall 2023 ENG FTE = 70.13

Fall 2022 ENG FTE = 75.13

The division has recently hired two additional full-time faculty members which allows us to:

- **Improve the offering of part-of-term evening course offerings (ex: added 8A - 1 night per week, face-to-face evening offering for Be Bold program).**
- **Improve the ratio of learners taught by full-time v. part-time faculty**
 - Fall 2022 % of College Composition I sections taught by FT faculty = 34%
 - Fall 2023 % of College Composition I sections taught by PT faculty = 57%

Some empirical literature suggests that engaging full-time faculty in early courses is a beneficial retention strategy, as full-time faculty often have the time and stamina to deploy active and high-impact teaching strategies shown to increase early learner engagement and success.

- **Engage full-time faculty in the coordination and improvement of the Writing Center and Tutoring supports.**
 - Fall 2022 ave.# of Hours/week FT faculty spent in support of the Writing Center = 0 Hours
 - Fall 2023 ave.# of Hours (estimated) FT Faculty will spend in support of the Writing Center = 8 Hours
- **Engage full-time faculty in strategic meetings looking at assessment data, and the improvement of SSLI indicators.**
- **Improve the quality of course maintenance, revision, and updates.**

While it is very early to understand the gains of additional teaching faculty added to the composition faculty within the division, effects will continue to be monitored and early indicators are positive in terms of additional section offerings, improved percentage of courses taught by full-time faculty, and support to tutoring and learner services.

Jason Rickenberg: Business & Public Services

The Business and Public services division has 8-week fall courses offered to students to help increase enrollment and retention of our students. The spring 2024 schedule has been reviewed to make changes and increase face-to-face and hybrid course offerings. The spring 2024 Business and Public Services division's schedule will be ready to publish by Friday, October 13.

Listed below are accomplishments I would like to spotlight from Faculty Kayla Miller's Agronomy and Agribusiness programs from September and October 2023.

Ag Marketing Update:

- Social media: 575 Facebook page likes, 710 followers. This past month's reach was 6,000 people.
- Hoodie sweatshirts look great, the fair billboard campaign is completed and they attended the ag events of Fulton & Williams County Fairs.
- Ag Grows Here student group met Tuesday, September 5.
- Conservation Action Program meeting hosted on NSCC campus September 14.
- Guest Speaker Jordan Beck from Pettisville Grain spoke to Survey of Animal Agriculture learners about animal nutrition and feed analysis on Thursday, September 14.
- Attended Fulton Farm Bureau and Soil and Water Conservation District annual meeting on Thursday, September 14.
- Kayla Miller represented NSCC Ag at Fulton County 3rd Grade Ag Fest Tuesday-Wednesday, September 19-20.
- The Agronomy Principles class traveled to Farm Science Review on Thursday, September 21.
- Emily Warnimont from Trans Ova genetics spoke with Survey of Animal Agriculture learners on Tuesday, September 26.
- Agronomy Principles and Fundamentals of Soil Science classes visited Fulton County FFA CDE soil pits on Tuesday, September 26.
- Kayla Miller represented NSCC Ag at Paulding County GREEN Day on Friday, September 29.
- Ag Grows Here student group met Tuesday, October 3, Ruth Kauffman and her father Wayne Dinius served as guest speakers.
- Survey of Animal Agriculture learners took a field trip to Mike Miller's hog farm on Tuesday, October 3.
- Visited Ayersville FFA on Wednesday, October 11 (12-agribusiness class midday Freshman-Seniors). Will be reaching out to area high schools for recruiting visits to local FFA chapters.
- Survey of Animal Agriculture learners will take a field trip to Bruce Clevenger's sheep farm on Thursday, October 12.

In the Near Future

- An articulation agreement for Ag Education is in process with Wilmington College. Ohio State University agronomy articulation agreement is under way. Agribusiness is in process (slowly). Kayla Miller has not heard back from their Ag education department. She still needs to follow up with Wright State Lake about transferring NSCC Ag courses to their programs.
- Kayla also reached out to Huntington about transferring NSCC Ag courses to their Ag programs. They seemed receptive and the process has started.
- Several members intend to visit a Tinora Elementary classroom to speak about agriculture.
- Attend Williams County Schools Exploration and Interactive Career Showcase Wednesday, October 25.
- Complete a radio interview with Jim Funderberg from Bryan radio station on Monday, October 30.
- Ag Grows Here student group meets Tuesday, October 31; Mike Maasel will serve as the guest speaker.
- More recruiting visits are being scheduled to area high schools local FFA Chapters focusing on those we have not visited since 2021.
- Lots of internal NSCC items to complete in the month of October.

Dr. Tiffany Ludwig: Nursing & Allied Health

Nursing & Allied Health is working on finalizing the spring 2024 course schedule, with a continued focus on recruitment and retention by offering more flexibility in scheduling options. We have added evening course offerings of first-semester RN classes to the current fall schedule, which will continue to be offered in the spring, along with evening sections of second-semester RN classes. We are also introducing a hybrid course option for our LPN-to-RN transition students, in an effort to increase enrollment by this specific demographic.

In collaboration with Spotlight tutoring, we continue to offer PAX test prep sessions designed to help our pre-nursing students be successful on the entrance exam. Students have reported finding these review sessions very helpful.

We continue to see improvement in pass rates for outgoing graduates when taking the NCLEX. RN students are at 100% pass rate for the third quarter; PN students at 91.6%.

We are currently interviewing several qualified candidates for a full-time nursing faculty position, which will become vacant later this semester due to a retirement. The division will be hosting its Fall Pinning Ceremony on December 18th.

Marianna Doolittle: Interim Dean of STEM & Industrial Technologies

Continued improved progress is being made with the completion of course assessment reports and plans for the division. Several STEM and Industrial faculty members participated in the ILO Quantitative Literacy Rubric norming sessions.

Marianna Doolittle, Keri Eason, Kara Flesher, Joe Silva, and Brittany Thompson are participating in training on Program Improvement Process through Equity (PIPE) through the National Alliance for Partnerships in Equity (NAPE). The group is focusing on increasing the number of women in the engineering programs.

Several of the Industrial Faculty participated in Manufacturing Days in September. Students from Fulton County did activities involving industry. Defiance, Henry, and Williams county students will be participating in Manufacturing Days towards the end of October.

Division Days for the STEM and Industrial division was held in September. Dave Mohring, Lisa Dapelo, and Josh Verhoff did STEM activities with high school students from various local schools.

From Kristi Rotroff: Library Director

Fall semester kickoff has been successful! Learners are utilizing the new study pods, and we've heard the following comments: "I want one of these for my house too!" "I'm here to sit in my "office"!" and "These things are great!" We are happy that this option is there for those who are looking for a different kind of space.

Northwest State will be in a 2025 cohort for the transition to a new ILS (Integrated Library Service) vendor. Statewide, there is a group of Vanguard colleges and universities transitioning in 2024 and we look forward to learning from their experiences.

Over the summer, we completed several projects including syllabi review for research projects. Director Kristi Rotroff gave a presentation to the group of learners at Nursing Boot Camp.

Keri Eason: Director of Institutional Research

I began my role as the Director of Institutional Research in August 2023. My primary focus has been centered on two goals: gaining institutional knowledge and data accessibility.

During the first month I met with Academic Deans and other NSCC staff to discuss the institution's data practices towards understanding strengths and areas for improvement and growth. I am using this information to also build a foundation for Institutional Research (structured and scheduled data pulls, reporting, research training, and research consulting with Deans, faculty, and staff).

I am focusing my efforts on data accessibility to position the department in a way that will cultivate a data culture that best serves the institution as well as other stakeholders. As part of the data accessibility initiative, I am creating data visualization dashboards (Credit Completion, Retention, and Course Level data) that Academic Deans can utilize to make data informed decisions regarding their departments. I have also been working with the Assessment Committee and the data that they have collected in order to guide in variable selection, research design, and analysis.

Institutional Research goals for 2024 include participating in a Data Summit (Spring 2024), releasing finalized versions of the dashboards, and initiating data outreach activities (i.e.,

reporting and data training workshops).

Christina Schwiebert: Coordinator Instructional Design & Distance Learning

Since August, Distance Learning has been focused on providing support for online classes. Fall classes started with very few problems, most online classes were published before the deadline. I've addressed a range of problems instructors were experiencing, with the largest number of questions and problems relating to group assignments and peer review assignments. Course evaluations for the 8A classes are currently underway.

I'm working with STEM and the Grants office to support the development of the flexible short-term certificates for Automation and CAM for the Strengthening Community Colleges grant.

Heidi Keller: Coordinator of Accreditation, Compliance & Curriculum

Aside from training the new executive administrative assistant to VP of Academics I have been working diligently preparing for the upcoming HLC site visits.

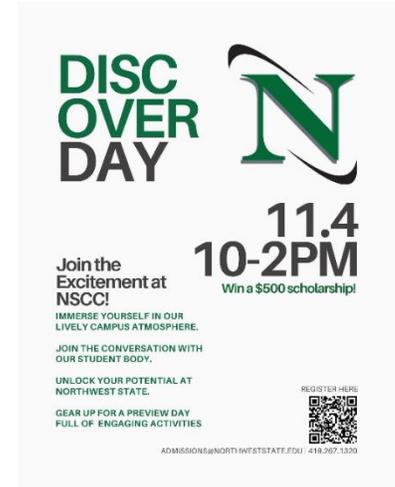
Once the site visits have been completed, I am looking forward to getting back into Acalog and Curriculog.

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

Admissions: We were pleased to welcome over 850 CCP and over 300 new learners this fall and look forward to discovering new ways to meet enrollment goals and the needs of the community in the future.

Furthermore, over 1,000 applications have been submitted and processed through Slate this year. We continue to find new ways to improve our processes, as we discover more about Slate. Upcoming improvements include the automation of more outreach to prospective learners and applicants.

Our annual Discover Day is right around the corner on November 4th. This open house style event is a great opportunity for prospective learners and community members to explore what the college has to offer. We will offer a variety of hands-on activities along with the chance to meet and connect with faculty, staff, student groups and more.



Advising: The Advising Center had a busy lead-up to fall, as we worked hard to advise and register learners for the new term by providing personalized academic pathways and specific class scheduling options for the fall term.

As of late September, we have been able to register 308 new learners and 695 returning learners for fall term, and recently completed a registration push for 8B. We leveraged the Intel Scholarship for Women, Second Chance Scholarship, OOD Education Support Funds, and Great Mind Fellowship scholarship and grant opportunities to promote fall 8B registration.

The attention now shifts to spring term 2024 registration, which opened to all learners on 10/16/2023.

Adult Studies / Be Bold: We are excited to report that the very first *Be Bold* Cohort is finishing up their first eight weeks in the program. We are working hard to assemble another Business Pathway Cohort for a spring term 2024 start – with currently 5-6 learners expressing interest.

The team is working hard to promote *Discover Day* to the Adult Learner population – efforts include email blasts to adults who showed previous interest in the program, radio spot highlight, and taking flyers to local *Ohio Means Jobs* Offices, Veterans’ Offices, and area events. We are trying to promote it as a “family friendly” event, so interested and prospective adult learners can bring their children along to experience the fun.

Academic Pathways: Meet our first ever *Academic Pathways Coordinator*, Renee Bostelman. Though Renee may be new to this role, she is a veteran member of the NSCC team – previously serving as a Financial Aid Counselor, Academic Advisor, and Student Success Center Coordinator. With this new position, credits for prior learning (PLA) continue to be processed. *Bring Your Credit to NSCC* has been developed as a simple slogan to use for marketing pieces. The goal is to assist all our types of learners (potential, current, and former) to

know how many options they have to bring credit to Northwest State to help complete their certificate/degree a little faster using credit they have already earned outside of NSCC.

Coming soon: Trifold Brochure as well as website updates. Stay tuned!

Dean of Learner Services: Thanks to some additional educational funding opportunities through the state, we have been able to award learners with additional financial assistance. Through the new *Great Minds Fellowship*, we have awarded three (3) learners for this 8B Term, which just commenced. The *Great Minds Fellowship* is a program available to learners attending participating two-year or four-year colleges and universities in the State of Ohio, who are within two years of graduating with degrees or certificates in social work and related fields.

Furthermore, we are pleased to announce that we have awarded three (3) learners with the ODHE *Second Chance Grant*. The *Second Chance Grant* provides financial assistance to learners who are returning to complete their education, after having “stopped out” from an Ohio college, university, or technical center. Funds can be used for tuition, fees, and books.



Esports: The Esports Team has had a busy start to fall and now has official teams for two games. As of early October, the *Overwatch 2* Team carries a winning record of 2-1. The *Super Smash Bros. Ultimate* Team looks to improve upon their 1-1 record.

The Team is busy preparing for their upcoming *Northwest Invitational III* on December 2 at NSCC, where top area high school Esports players will be invited to participate in the tournament held on-campus. A great opportunity for us to showcase campus to prospective learners / players.

Financial Aid: Title IV FA Recertification, which takes place every six years, is successfully complete! If you heard cheers coming from C-Wing and E-Wing in latter September / early October, that was likely the recertification team. The team did extremely well in putting this together and is relieved that this process is at rest for another six years.

The Financial Aid Team is leading the effort for Halloweek this year – an event intended to connect learners with campus offices and services available. Learners who participate will be entered for a chance to win one of two \$250.00 scholarships.



Registrar: The Registrar’s Office has been busy with communications to learners about mid-term grade processes, and the rapid pace is only picking up as we look toward Fall Commencement. The team has been accepting graduation applications, and planning for the Fall 2023 Commencement ceremony is already under way. We can hear the processional music already.

Student Activities: Mike Jacobs and the Student Activities/Career Services Office just wrapped up the 28th Annual Chili Cook-off earlier this month. Eight campus departments / groups participated. Bragging rights belong to the Golden Ladle winners – STEMi – winning the titles of both the overall People’s Choice and Judge’s Choice in the Traditional

Category. Heartburn Lane (CTS / workforce) also has something to cheer about, as they took home the Judge's Choice in the Non-Traditional Category.

Success Center: Hello from the Success Center. Our new coordinator, Felicia Skeens, has jumped right in and carried the momentum from the prior coordinator.

We have put the finishing touches on the tutoring space makeover – creating a warmer and more welcoming space for learners to utilize tutoring services. We have had quite a bit of traffic not only in our walk-in learning lounge, but also in the study/quiet rooms. Since fall semester started, our tutors have serviced 100 tutoring sessions and 60 learners with testing accommodations.



We are excited to be a part of the “Halloweek” later this month. We plan to hand out tutoring information and ways to battle “Spooky Test Anxiety” (and, candy, of course).

Felicia has plenty of goals in store for the Success Center this year. At the top of the list: tracking how many learners utilize the learning lounge, etutors and study rooms; tracking

information on subjects sought and whether learners deemed the tutoring helpful, pairing with end-of-term grades; and offering additional resources/tutors/options for high-demand subjects.



TRIO: TRIO has had a busy fall, as they continue to support and connect with learners. On September 16, TRIO took ten students to the University of Toledo to meet with advisors and faculty to discuss transfer options. We also received a tour of the campus and went to the football game against San Jose State. It was a great experience and everyone had a good time. Since that event, a few of our students have applied to UT and are moving forward with transferring there after graduating from NSCC.

TRIO programs across the country participated in the Opportunity Matters Book Club this past Spring. Students had the opportunity to submit essays and our very own Jayne Durham's essay – *Dear Self* – was chosen to be published.

Lastly, First Gen Week is quickly approaching – 11/6 – 11/10. The team is planning events throughout the week, such as *Written in Stone* workshops, Sidewalk chalk activities, Ice Cream Social, and First Gen pictures and videos. We are also hoping to join forces with our area TRIO programs at UT, Lourdes, Owens, and BGSU for the evening of 11/8.

Summary: As we have passed the mid-way point in the semester (hard to believe, we know), our Learner Services Team continues to *Strive for Progress* in our efforts to support learners and connect them with available resources (both on-campus and off) to contribute to their success and help them achieve the dream of a college degree. Go Team NSCC!

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

Wow! Time flies. Happy One Year Anniversary to Cabin Fever located in the Student Oasis (first floor A).



Since our last Board meeting, fall 8B and spring classes are open for registration. We held our annual Chili cook-off event, “Tuesdays” each Tuesday in September, and Manufacturing Day events every Friday in October for high school students from our surrounding areas.

The C-wing is on high alert for ghosts, witches, and goblins in preparation for Halloweek. See the Business Office decorations below:



Business Office

The Business Office has overcome some challenges this year. We've had a few transitions to new positions internally, but we've also had to refill open positions. Everyone is settling, volunteering, donating time to help others, and fitting well into our culture. We are still in the process of interviewing for the Controller position, finalizing Audit items, and closing out the year.

Facilities

Kevin's team has been busy with in-house events, re-opening the water tower project for next summer, and working with OFCC representatives to help manage the B building and Van Wert renovations. The A&E Design firm and CMR firms were named, while contracts and controlling board agreements are being finalized. As for the solar project, while we wait on our switch gears to arrive (extended shipping dates), all of the trenching, wiring, and control panels are being put in place.

Bookstore

The Bookstore is trying to find more options to provide lower book prices to our students. We are evaluating a few more sources for competitive pricing. New clothing items have been introduced throughout the year and the employee discount was increased to 15%. Who doesn't love a walking billboard!

Food Service

Catering events are picking up. Black Swamp events are back in person on campus at NSCC. We are finally filling the part-time positions and being able to provide catering while still servicing our learners, faculty and staff on a daily basis.

Police

We hired a new police chief. His first 90 days will be spent handling the Annual Security Report requirements, introductions to the Campus Emergency Team, hiring open positions and working on the department re-organization.

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

Recruiting:

We have filled the following roles:

- Dean of STEM & Industrial Technologies
- Success Center Coordinator
- Administrative Asst - Advising Center & Learner Services
- Administrative Asst - IBEW Apprenticeships & Apollo
- Administrative Asst - VP of Academics
- Customer Service Specialist
- Campus Police Chief
- Grants Compliance Officer
- Associate Director of Financial Aid
- Manufacturing Training Manager
- Financial Aid Counselor
- Food Services - Part time

We are recruiting for the following roles:

- Training Coordinator - Electrical and Automation
- Training Coordinator - Mechanical and Fluid Power
- Business Faculty (Business Management & Economics)
- Workforce Industrial Technology Faculty (Welding)
- Controller
- Nursing Faculty
- Campus Police Officer - PT and SUB
- Grants Administrator
- Bookstore/Retail & Food Services Clerk (2)
- Custodian (1st shift)

Onboarding:

We are continually updating our onboarding process to make sure we create the best welcome for our new employees. We are working with Jim Bellamy to add organizational announcements to the TV screens around campus to highlight our new employees!

Mental Health Supervisor Training

NSCC hosted Lighthouse EAP representatives on campus for a supervisor training presentation to bring awareness to mental health challenges of employees and debunk the stigma concerning mental health and its treatment. Additional topics discussed were on how to increase

awareness of mental health, how to demonstrate empathy, how to examine protective factors and how to encourage the prioritization of self-care in individuals who present with mental health concerns. Thirty-eight supervisors attended the September training.

NSCC offers Mental Health Counseling for employees through Lighthouse, an Employee Assistance Program.



Employee Engagement Events:

August Event – Hawaiian Cookout! - On August 16th, NSCC served 140 employees at the annual Hawaiian Cookout. Hill’s Family Restaurant & Catering provided a wonderful lunch as door prizes and employee swag 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.



September Event – Jersey Day! – On September 12th, employees were able to show off their team spirit by wearing their favorite jersey or sports team apparel. Employees were also able to enjoy a Taco and Nacho bar for lunch!



NSCC Gear – Each employee was given a Northwest State sweatshirt. Employees are always excited for new NSCC gear and they have been wearing them regularly around campus!





Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$12,924,710	\$790,366	\$13,715,076	\$14,316,511	\$0	-\$601,435
5102	General Fees	\$448,416	\$5,400	\$453,816	\$501,575	\$0	-\$47,759
5103	Lab Fees	\$526,300	\$6,300	\$532,600	\$373,726	\$0	\$158,874
5105	Out of State Fees	\$384,981	\$10,019	\$395,000	\$411,583	\$0	-\$16,583
5107	Proficiency Fees	\$3,720	\$30	\$3,750	\$1,800	\$0	\$1,950
5109	Other Fees	\$3,420	\$30	\$3,450	\$3,044	\$0	\$406
5110	Late Fees	\$20,000	\$200	\$20,200	\$31,550	\$0	-\$11,350
5113	Testing - Credit	\$0	\$0	\$0	\$0	\$0	\$0
5115	Student Fees	\$147,200	\$1,700	\$148,900	\$88,286	\$0	\$60,614
5116	Deferred Payment Service Fee	\$7,840	\$60	\$7,900	\$4,140	\$0	\$3,760
5118	Bus & Ind. Traing Fee	\$1,995,000	\$0	\$1,995,000	\$2,256,073	\$0	-\$261,073
5130	Instr Fee - Nursing Cont Ed	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500
5131	Provider Fee - Nursing Cont Ed	\$3,500	\$0	\$3,500	\$1,575	\$0	\$1,925
5133	Tuition and Fees Schlop Allow	-\$1,650,000	\$0	-\$1,650,000	-\$1,668,675	\$0	\$18,675
5134	Bookstore Scholarship Allow	\$0	\$0	\$0	-\$120,570	\$0	\$120,570
5155	Fiscal Agent Fee	\$175,000	-\$70,000	\$105,000	\$177,517	\$0	-\$72,517
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$28,016	\$0	\$1,984
5159	Career Advantage Fee	\$51,000	-\$21,000	\$30,000	\$18,075	\$0	\$11,925
5160	Simulation Fee	\$70,900	\$850	\$71,750	\$28,045	\$0	\$43,705
5161	Career Service Fee	\$638,000	\$7,600	\$645,600	\$667,890	\$0	-\$22,290
5162	Unallocated Reserves	\$25,267	-\$40,920	-\$15,653	\$0	\$0	-\$15,653
5163	OBR Capital Funds (State)	\$7,166,239	-\$6,000,000	\$1,166,239	\$0	\$0	\$1,166,239
5214	Cares Act Institutional Funding	\$0	\$0	\$0	\$0	\$0	\$0
5503	Foundation - Instl Supprt	\$135,000	\$0	\$135,000	\$135,892	\$0	-\$892
5610	Photo ID	\$500	\$0	\$500	\$780	\$0	-\$280
5611	Over / Short	\$0	\$0	\$0	\$4	\$0	-\$4
5614	Miscellaneous Income	\$128,000	\$0	\$128,000	\$219,826	\$0	-\$91,826
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$29,821	\$0	\$5,179

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$615	\$0	\$3,385
5642	E Sports Revenue	\$0	\$1,000	\$1,000	\$672	\$0	\$328
5753	Catering Sales - Nontaxable	\$0	\$750	\$750	\$450	\$0	\$300
5801	OBR - Subsidy	\$12,134,050	\$72,349	\$12,206,399	\$12,206,398	\$0	\$1
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$120,629	\$0	\$0
5901	Investment Income	\$75,000	\$0	\$75,000	\$88,276	\$0	-\$13,276
Revenue	Sub-Total:	\$35,605,172	-\$5,235,266	\$30,369,906	\$29,923,522	\$0	\$446,384
6101	Administrative Salaries	\$3,345,637	\$2,500	\$3,348,137	\$3,215,553	\$0	\$132,584
6102	Non Instructional Salaries	\$2,674,144	\$0	\$2,674,144	\$2,984,388	\$0	-\$310,244
6103	Part Time Non Instructional	\$118,618	\$0	\$118,618	\$80,067	\$0	\$38,551
6104	Salary Savings	-\$625,000	-\$375,000	-\$1,000,000	\$0	\$0	-\$1,000,000
6121	Academic Salaries	\$3,230,884	\$0	\$3,230,884	\$3,272,376	\$0	-\$41,492
6122	Academic Overload	\$524,289	\$37,910	\$562,199	\$679,895	\$0	-\$117,696
6123	Part Time Academic	\$1,179,437	\$9,700	\$1,189,137	\$1,539,955	\$7,595	-\$358,413
6124	Independent Study	\$17,000	-\$11,420	\$5,580	\$49,178	\$0	-\$43,598
6125	Academic Advising	\$5,400	-\$2,450	\$2,950	\$0	\$0	\$2,950
6141	Part Time Student Help	\$67,076	\$9,000	\$76,076	\$56,043	\$616	\$19,417
6142	Work Study Student	\$0	\$0	\$0	\$1,949	\$0	-\$1,949
6143	Student Tutoring	\$5,000	\$0	\$5,000	\$90	\$0	\$4,910
6144	Faculty Tutoring	\$38,000	\$18,000	\$56,000	\$50,614	\$0	\$5,386
6145	Honorarium	\$1,700	\$0	\$1,700	\$1,815	\$0	-\$115
6200	Fringe Expense	\$3,866,342	\$0	\$3,866,342	\$3,538,348	\$1,173	\$326,820
6201	STRS	\$0	\$0	\$0	-\$412	\$0	\$412
6202	STRS-ARP	\$0	\$0	\$0	\$270	\$0	-\$270
6203	SERS	\$0	\$0	\$0	\$4,800	\$0	-\$4,800
6205	SERS-Surcharge	\$12,500	\$0	\$12,500	\$10,266	\$0	\$2,234
6210	Fringe Actual	\$0	\$0	\$0	\$830,646	\$0	-\$830,646
6211	Medical	\$0	\$0	\$0	-\$348,428	\$0	\$348,428
6214	Life	\$0	\$0	\$0	-\$14	\$0	\$14
6216	Misc Insurances	\$0	\$0	\$0	-\$129	\$0	\$129
6218	HRA	\$15,000	\$0	\$15,000	\$10,630	\$0	\$4,370

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6250	Pension Expense	\$0	\$0	\$0	-\$778,414	\$0	\$778,414
6301	Workers Compensation	\$20,000	\$0	\$20,000	\$18,176	\$0	\$1,824
6302	Unemployment Compensation	\$5,000	\$0	\$5,000	\$427	\$0	\$4,573
6303	Employee Fee Waiver	\$85,000	\$0	\$85,000	\$48,882	\$0	\$36,118
6304	Bookstore Employee Discount	\$3,500	\$0	\$3,500	\$2,882	\$0	\$618
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$1,250	\$0	\$1,750
6306	Employee Appreciation	\$24,500	\$0	\$24,500	\$22,006	\$0	\$2,494
6307	Faculty / Staff Development	\$75,000	\$0	\$75,000	\$13,935	\$0	\$61,065
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$22,221	\$0	\$22,779
7101	Office Supplies	\$31,561	\$2,360	\$33,921	\$21,625	\$0	\$12,295
7102	Copier Supplies	\$17,275	\$0	\$17,275	\$16,628	\$0	\$647
7103	Recruiting Supplies	\$15,000	\$88	\$15,088	\$7,767	\$0	\$7,322
7121	Computer Supplies	\$12,240	\$4,000	\$16,240	\$14,778	\$0	\$1,462
7131	Instructional Supplies	\$200,000	\$25,405	\$225,405	\$211,587	\$0	\$13,819
7132	Lab Supplies	\$35,000	-\$4,367	\$30,633	\$19,712	\$0	\$10,921
7134	ADA Hearing Impaired Books	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7135	Instructional Food/Snacks	\$27,700	\$0	\$27,700	\$13,191	\$0	\$14,509
7136	Linen and Laundry	\$300	\$0	\$300	\$300	\$0	\$0
7138	Graduation Supplies	\$21,300	\$0	\$21,300	\$15,121	\$0	\$6,179
7151	College Car Supplies	\$990	\$0	\$990	\$13	\$0	\$977
7153	First Aid Supplies	\$500	\$0	\$500	\$80	\$0	\$420
7156	Miscellaneous Supplies	\$3,200	\$866	\$4,066	\$3,431	\$0	\$635
7157	Employee Awards	\$7,000	\$0	\$7,000	\$1,194	\$0	\$5,806
7161	Library Supplies	\$1,285	\$0	\$1,285	\$2,062	\$0	-\$777
7162	Library Books Lost / Replaced	-\$3,953	-\$540	-\$4,493	-\$540	\$0	-\$3,953
7171	Audio Visual Supplies	\$27,984	\$0	\$27,984	\$28,843	\$0	-\$859
7181	Uniforms	\$3,300	\$2,000	\$5,300	\$3,754	\$0	\$1,546
7182	Janitorial Supplies	\$15,000	\$0	\$15,000	\$15,541	\$0	-\$541
7201	Conferences and Seminars	\$94,656	\$1,915	\$96,571	\$74,584	\$0	\$21,987
7202	Travel	\$78,254	\$30,458	\$108,711	\$96,133	\$0	\$12,578
7203	Development	\$37,000	\$200	\$37,200	\$32,498	\$0	\$4,702
7204	Instructional Travel	\$500	\$0	\$500	\$0	\$0	\$500

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7207	Committee Meetings	\$27,990	-\$500	\$27,490	\$12,484	\$0	\$15,006
7208	Convocation	\$10,000	-\$2,000	\$8,000	\$0	\$0	\$8,000
7301	Subscriptions and Publications	\$8,000	\$0	\$8,000	\$2,626	\$0	\$5,374
7311	Dues	\$145,000	\$15,941	\$160,941	\$150,354	\$0	\$10,587
7321	Classified Advertising	\$9,000	\$0	\$9,000	\$2,228	\$0	\$6,772
7322	Radio Advertising	\$65,000	-\$6,000	\$59,000	\$58,486	\$0	\$514
7323	Brochures	\$40,000	-\$7,673	\$32,327	\$24,657	\$0	\$7,670
7324	Advertising - Papers	\$25,000	-\$5,027	\$19,973	\$17,755	\$0	\$2,218
7325	Advertising - Billboards	\$91,100	-\$12,325	\$78,775	\$75,360	\$0	\$3,414
7326	Advertising - Miscellaneous	\$41,000	-\$2,300	\$38,700	\$36,836	\$0	\$1,864
7328	Advertising - Digital	\$45,000	\$18,700	\$63,700	\$60,920	\$0	\$2,780
7329	Advertise-Wkfrc Devel	\$18,000	\$0	\$18,000	\$10,166	\$0	\$7,834
7331	Community Relations Donations	\$800	\$0	\$800	\$0	\$0	\$800
7352	Printing	\$29,900	\$6,600	\$36,500	\$36,990	\$0	-\$490
7361	Postage	\$22,400	\$0	\$22,400	\$24,986	\$0	-\$2,586
7401	Equipment M & R	\$166,233	-\$2,770	\$163,463	\$105,329	\$0	\$58,135
7402	Buildings M & R	\$102,650	\$0	\$102,650	\$40,690	\$0	\$61,960
7403	Grounds M & R	\$30,622	\$7,600	\$38,222	\$35,026	\$0	\$3,196
7404	Parking Lot M & R	\$30,000	\$0	\$30,000	\$4,719	\$0	\$25,281
7405	Water Tower M & R	\$193,000	\$0	\$193,000	\$97	\$0	\$192,903
7406	Vehicles M & R	\$25,000	\$0	\$25,000	\$19,096	\$0	\$5,904
7407	Equipment Replacement	\$8,000	\$46,725	\$54,725	\$4,920	\$0	\$49,805
7408	Equipment Rental	\$36,100	\$0	\$36,100	\$30,717	\$0	\$5,383
7409	Facilities Rental	\$3,575,000	\$498,500	\$4,073,500	\$4,004,757	\$0	\$68,742
7501	Professional Fees	\$37,200	\$8,000	\$45,200	\$56,944	\$0	-\$11,744
7502	Legal Fees	\$29,000	\$0	\$29,000	\$624	\$0	\$28,376
7503	Audit Fees	\$30,000	\$5,000	\$35,000	\$36,880	\$0	-\$1,880
7504	Accreditation	\$2,897	\$0	\$2,897	\$5,175	\$0	-\$2,278
7521	Training	\$35,252	\$210,500	\$245,752	\$319,374	\$0	-\$73,622
7522	Testing / Assessment	\$158,850	\$0	\$158,850	\$55,454	\$0	\$103,396
7523	Outside Services	\$5,544,330	-\$16,578	\$5,527,752	\$6,523,229	\$0	-\$995,477
7525	Purchased Services	\$47,000	\$11,000	\$58,000	\$58,261	\$0	-\$261

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7527	Collection Fees	-\$16,000	\$0	-\$16,000	-\$16,089	\$0	\$89
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$8,988	\$0	\$1,512
7531	Finger Printing Expense	\$23,120	\$4,000	\$27,120	\$27,346	\$0	-\$226
7601	Adult Diploma Scholarship	\$25,000	\$0	\$25,000	\$1,000	\$0	\$24,000
7602	JATC Career Advantage Fee	\$500	\$0	\$500	\$825	\$0	-\$325
7603	Honors Scholarship	\$70,000	\$0	\$70,000	\$45,597	\$0	\$24,403
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$11,252	\$0	\$748
7605	Presidential Scholarship	\$850,000	\$0	\$850,000	\$951,250	\$0	-\$101,250
7606	Scholarship Allowance	-\$1,650,000	\$0	-\$1,650,000	-\$1,789,245	\$0	\$139,245
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$575	\$0	\$2,425
7608	Fee Waiver - Senior Citizens	\$6,000	\$0	\$6,000	\$2,923	\$0	\$3,077
7609	Fee Waiver - ONG	\$515	\$0	\$515	\$0	\$0	\$515
7610	CCP Partner Scholarship	\$5,150	\$0	\$5,150	\$0	\$0	\$5,150
7618	Graduation Alliance Schlp	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7619	Registration Scholarship	\$13,000	\$0	\$13,000	\$0	\$0	\$13,000
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$7,000	\$0	\$4,000
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schlp & Books	\$610,500	\$0	\$610,500	\$642,493	\$0	-\$31,992
7631	Bad Debt Expense	\$105,000	\$0	\$105,000	\$17,688	\$0	\$87,312
7632	Capital Lease Interest	\$69,445	\$10	\$69,455	\$69,455	\$0	\$0
7633	Contingency Fund	\$70,790	-\$3,353	\$67,437	\$22,653	\$0	\$44,783
7634	Instructional Media	\$10,300	\$0	\$10,300	\$10,131	\$0	\$169
7635	Database Subscriptions	\$34,000	\$0	\$34,000	\$13,774	\$0	\$20,226
7636	Student Activities	\$20,760	\$1,225	\$21,985	\$17,435	\$0	\$4,550
7637	Student Group	\$300	\$0	\$300	\$285	\$0	\$15
7638	Fund Raising	\$0	\$0	\$0	\$0	\$0	\$0
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$76,103	\$0	-\$33,897
7642	Alumni Fund Expense	\$6,050	\$0	\$6,050	\$6,099	\$0	-\$49
7644	Miscellaneous	\$60,300	\$1,000	\$61,300	\$83,921	\$0	-\$22,621
7645	Business Competition	\$800	\$0	\$800	\$133	\$0	\$667
7650	Strategic Planning	\$2,500	\$2,275	\$4,775	\$4,597	\$0	\$178
7654	NCA - HLC	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7666	Grant Matching	\$60,000	\$0	\$60,000	\$380	\$0	\$59,620
7667	CCP Scholarship	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7670	Road to Success Schlp	\$5,000	\$0	\$5,000	\$532	\$0	\$4,468
7671	Sports Club Schlp	\$20,000	\$0	\$20,000	\$5,932	\$0	\$14,068
7676	TRIO - NSCC Scholarship	\$5,000	\$0	\$5,000	\$3,514	\$0	\$1,486
7677	Tuition Reduction - Cares	\$0	\$0	\$0	\$0	\$0	\$0
7701	Gas	\$55,000	\$37,800	\$92,800	\$82,575	\$0	\$10,225
7702	Electricity	\$175,000	\$23,800	\$198,800	\$224,183	\$0	-\$25,383
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$2,869	\$0	-\$170
7704	Water	\$8,000	\$800	\$8,800	\$7,531	\$0	\$1,269
7705	Sewer	\$40,000	\$0	\$40,000	\$35,820	\$0	\$4,180
7706	Waste Collection	\$7,000	\$0	\$7,000	\$6,165	\$0	\$835
7707	Telephone	\$50,000	\$20,000	\$70,000	\$41,762	\$0	\$28,238
7722	Employee Liability Insurance	\$13,000	\$1,400	\$14,400	\$10,655	\$0	\$3,745
7724	Motor Vehicle Insurance	\$15,000	\$2,000	\$17,000	\$14,287	\$0	\$2,713
7725	Property Insurance	\$92,319	\$12,000	\$104,319	\$93,497	\$0	\$10,822
7727	Prof Liab Students	\$7,322	\$800	\$8,122	\$5,215	\$0	\$2,907
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$210	\$0	\$2,040
7729	Cyber Liability Insurance	\$14,000	\$4,100	\$18,100	\$13,238	\$0	\$4,862
7804	Misc Supply CGS	\$0	\$0	\$0	\$70	\$0	-\$70
7901	Library Books	\$11,000	\$720	\$11,720	\$11,877	\$0	-\$157
7902	Fixtures and Furnishings	\$264,506	\$52,842	\$317,348	\$218,602	\$0	\$98,746
7903	Software and Licensing	\$614,977	\$19,296	\$634,273	\$461,471	\$0	\$172,803
7904	Building Projects	\$7,780,506	-\$6,000,000	\$1,780,506	\$61,400	\$0	\$1,719,106
7911	Equipment	\$66,000	\$80,000	\$146,000	\$166,731	\$13,860	-\$34,591
7912	Motor Vehicles	\$30,000	-\$20,000	\$10,000	\$4,930	\$0	\$5,070
Expense	Sub-Total:	\$35,605,173	-\$5,235,267	\$30,369,906	\$29,260,137	\$23,244	\$1,086,525