

**BOARD OF TRUSTEES**  
**February 9, 2017 – Time 12:00 noon**  
**McDougle Center – Room A101C**

**ORDER OF BUSINESS**

**A. CALL TO ORDER**

**B. ROLL CALL**

Sandra Barber (Vice Chair)  
John Bridenbaugh  
Sue Derck  
Jeffrey Erb (2<sup>nd</sup> Vice Chair)  
Robert Hall  
Laura Howell  
Joel Miller  
Scott Mull  
Paul Siebenmorgen (Chair)

**C. PRESENTATIONS**

- Advanced Manufacturing Consortium (Jim Drewes/Tori Wolf)
- SB199 Ohio Carry Concealed Law (T. Stuckey/J. Gibson)
- Strategic Plan Update – Goal 4 (Cindy Krueger)

**D. EXECUTIVE SESSION:** To consider the dismissal/layoff/demotion of public employees and discuss campus security

**E. AUDIENCE PARTICIPATION**

**F. ADMINISTRATIVE REPORTS**

1. President's Office and District Office (T. Stuckey)
2. Vice President for Academics (L. Robison)
3. Vice President for Institutional Effectiveness and Student Services (C. Krueger)
4. Chief Fiscal and Administrative Officer (K. Soards)
5. Vice President for Innovation (T. Hernandez)
6. Vice President for Institutional Advancement (M. Yoder)
7. Associate Vice President for Strategic Initiatives (J. Hoops)
8. Director of Human Resources & Leadership Development (K. McKelvey)

**G. PROPOSED RESOLUTIONS**

1. Consent Agenda Items
  - a. Minutes of the December 2, 2016 Meeting
  - b. Resignations
  - c. Promotion to Chief of Police
  - d. Promotion to Admissions Recruiter
  - e. Employ Full-time Non-traditional Faculty in Nursing Division
  - f. Employ Full-time Payroll Accountant
  - g. Miscellaneous Employment Contracts
  - h. Approval of Financial Report
  - i. Approval of FY15/16 College Audit
  - j. Approval of 2017-2018 Student Fees
  - k. Approval of 2016-2017 Revised Budget
2. Appointment of Delegate and Alternate Trustee to Serve on OACC Governing Board
3. Selection of Board Presidential Search Committee
4. Establish Meeting Dates and Times

The Board of Trustees of Northwest State Community College met in regular session on Friday, December 2, 2016 at 12:00 noon in the McDougale Center (Room A101C) on the campus of NSCC.

Mr. Paul Siebenmorgen, 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**

**16-82**

Members present: Sandra Barber, John Bridenbaugh, Sue Derck, Robert Hall, Laura Howell, Joel Miller, Scott Mull, and Paul Siebenmorgen.  
Absent: Jeffrey Erb.

There were also three guests in attendance.

### **AUDIENCE PARTICIPATION**

Mr. Colin Doolittle, Engineering Technology faculty member and also co-president of the NSCC Education Association, addressed the Board and offered the assistance of the NSCC faculty with the current budget concerns.

### **PRESENTATION**

Laurie Storrer provided an update on the Strategic Plan, Goal 3 – *Develop, cultivate and sustain a culture of empowerment based on mutual respect and civility.*

### **EXECUTIVE SESSION**

**16-83**

Mrs. Barber moved and Mrs. Derck seconded a motion to go into executive session to consider the employment of a public employee.

ROLL CALL: Aye; Barber, Bridenbaugh, Derck, Hall, Howell, Miller, Mull, Siebenmorgen. Nay; None. Thereupon the Chair declared the motion approved.

Following executive session, Mr. Siebenmorgen declared the meeting in regular session.

It should also be noted that Mr. Joel Miller excused himself from the meeting following the executive session.

### **ADMINISTRATIVE REPORTS**

Informational reports from the President, Vice President for Academic and Student Services, Chief Fiscal and Administrative Officer, Vice President for Innovation, Vice President for Institutional Advancement, Associate Vice President for Strategic Initiatives, and Director of Human Resources and Leadership Development were included in the Board agenda packets.

President Stuckey reported on the Trustees Conference that he and Cindy Krueger attended on November 14. He noted that the conference was geared more toward academics than trustee issues.

Dr. Krueger, Vice President for Academic and Student Services spoke briefly relative to the Complete College America Co-requisite Scale Up Academy sponsored by the Ohio Department of Higher Education that she had attended along with four faculty members and the Dean of Arts and Sciences. Faculty are preparing to scale up the accelerated options in developmental English and reading. The accelerated option places developmental students in a college level English course along with a remedial course during the same semester.

Fall enrollment numbers as of November 29, 2016 are as follows:

Heads	4,076	+3.2%
FTE	980.4	+2.3%

This increase is due to the addition of the agency students into the enrollment numbers.

Spring 2017 enrollment is as follows with 44 days to go prior to start:

Heads	1,727	-15.5%
FTE	446.1	-17.5%

Kathy Soards, Chief Fiscal and Administrative Officer reported that we have received an update from legal counsel relative to the discrimination charges filed by a former Phlebotomy program student against the college. The Court of Claims has set discovery dates and the college is expecting to hear from legal counsel soon regarding depositions.

Vice President for Innovation, Todd Hernandez, announced that the truck driving program has suspended the academic school but will continue to do workforce development work in truck driving for certification renewals.

Mari Yoder, Vice President for Institutional Advancement, will be working on options to create an urgency for students to enroll.

Associate Vice President for Strategic Initiatives, Jim Hoops, announced that Chancellor John Carey; State Superintendent of Public Instruction, Paola DeMaria; and Director of the Governor's Office of Workforce Transformation, Ryan Burgess will be on campus February 7, 2017. These state leaders will be present to discuss the workforce efforts in our region.

Lori Robison, Associate Vice President for Academics reviewed progress to date from the November 2015 campus climate survey.

**NORTHERN OHIO COMMUNITY COLLEGE DISTRICT**  
**COUNCIL OF GOVERNMENTS DISSOLVED**

16-84

Mrs. Barber moved and Mrs. Derck seconded the following motion:

WHEREAS, lack of funding from the State has resulted in the inability to move forward with the Northern Ohio Community College District Council of Governments as originally planned; and

WHEREAS, the Terra State Community College Board of Trustees has taken action to withdraw for this Council of Governments effective September 16, 2016; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Northwest State Community College Board of Trustees approves the withdrawal from the Northern Ohio Community College District Council of Governments effective December 2, 2016.

ROLL CALL: Aye; Barber, Bridenbaugh, Derck, Hall, Howell, Mull, Siebenmorgen. Nay; None. Thereupon the Chair declared the motion approved.

### **CONSENT AGENDA APPROVED**

Mr. Mull moved and Mr. Bridenbaugh seconded a motion to approve the following consent agenda items:

### **MINUTES OF THE SEPTEMBER 16, 2016 MEETING**

16-85

### **NON-RENEWAL OF FULL-TIME FACULTY PROBATIONARY CONTRACT**

16-86

WHEREAS, student enrollment in the construction engineering technology program continues to be low; and

WHEREAS, a full-time faculty in this area cannot be justified; and

WHEREAS, the Vice President for Academics and Student Services and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the probationary contract for Mr. Bradley Geer, full-time construction engineering technology faculty, be non-renewed.

### **APPROVAL OF FACULTY PROBATIONARY CONTRACTS**

16-87

WHEREAS, it has been determined that the following persons should be reemployed; and

WHEREAS, their supervisor recommends; and

WHEREAS, the Vice President for Academic and Student Services and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the following persons be re-employed as per the terms and conditions indicated:



- a. Michael Kwiatkowski, continuing contract, Master's +, Step 21, total salary \$60,911.09
- b. Kristen Rausch, 6-month probationary contract effective December 1, 2016 through May 31, 2017, Bachelor's, Step 10, total salary based on annual salary of \$50,960.12.

**FULL-TIME LIBRARY ASSISTANT – CIRCULATION &  
INFORMATION SERVICES EMPLOYED**

**16-88**

WHEREAS, the position of full-time Library Assistant-Circulation & Information Services was vacant due to the resignation of Amanda Parry; and

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

WHEREAS, the Vice President for Academic and Student Services and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Dustin Harris be employed as full-time Library Assistant-Circulation & Information Systems effective November 2, 2016 through June 30, 2017 at an annual salary of \$24,709.39 (173 days to be pro-rated). This is in accordance with the School Support Personnel Bargaining Agreement, Class 6

**FULL-TIME SECRETARY, BUSINESS  
AND INDUSTRIAL TECHNOLOGIES EMPLOYED**

**16-89**

WHEREAS, the position of Business Technologies Secretary is becoming vacant due to the retirement of Beverly Robinson; and

WHEREAS, the need for secretarial services also exists in the Industrial Technologies Division; and

WHEREAS, a new job description was developed to combine these two positions; and

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

WHEREAS, the Vice President for Academic and Student Services and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Kristin Keber be employed as full-time Secretary, Business and Industrial Technology Divisions effective October 31, 2016 through June 30, 2017 at an annual salary of \$24,709.39 (175 days to be pro-rated). This is in accordance with the School Support Personnel Bargaining Agreement, Class 6.

**TRANSFER TO REGISTRAR ASSISTANT POSITION**

**16-90**

WHEREAS, the position of Registrar Assistant was vacant due to the resignation of Robert Dilworth; and

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

WHEREAS, the Vice President for Academic and Student Services and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Melinda Wenzlick be transferred to the position of Registrar Assistant effective October 24, 2016 through June 30, 2017 at an annual salary of \$24,860.95 (180 days to be pro-rated). There is no change in salary from her previous position as Secretary, Admissions Department. This is in accordance with the School Support Personnel Bargaining Agreement, Class 5.

#### **TITLE CHANGES AND SALARY ADJUSTMENTS DUE TO DISSOLUTION OF THE DISTRICT OFFICE**

**16-91**

WHEREAS, the district office concept called for the sharing of positions with Terra State as well as the back fill of positions on campus to cover a portion of the shared position responsibilities; and

WHEREAS, these employees were compensated based on their new position; and

WHEREAS, dissolution of the Northern Ohio Community College District Council of Governments has brought the two shared positions back to campus and made it necessary to again look at our organizational structure; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the titles/salaries of the following four employees involved be adjusted to reflect responsibilities:

- Cindy Krueger, Vice President for Academic and Student Services, salary adjusted to \$119,103 effective October 3, 2016. Effective January 1, 2017, Dr. Krueger's title will become Vice President for Institutional Effectiveness and Student Success with no change in salary.
- Connie Klingshirn, Registrar, salary adjusted to \$62,535 effective October 4, 2016.
- Lori Robison, effective January 1-June 30, 2017, title change to Vice President for Academics. No salary adjustment.
- Janet Koepplinger, effective January 1-June 30, 2017, title change to Dean of Allied Health and Program Director, Medical Assisting. No salary adjustment.

#### **RESIGNATIONS**

**16-92**

WHEREAS, Robert Dilworth, full-time Registrar Assistant, has submitted his resignation; and

WHEREAS, Stephanie Eldringhoff, part-time Food Preparation Worker, has submitted her resignation; and

WHEREAS, Kristin Keber, full-time Secretary, Business and Industrial Technologies, has submitted her resignation; and

WHEREAS, James Snively, part-time Police Officer, has submitted his resignation; and

WHEREAS, Melinda Wenzlick, full-time Registrar Assistant, has submitted her resignation; and

WHEREAS, Lori Boecker, full-time Payroll Accountant, has submitted her resignation; and

WHEREAS, Michael Black, full-time Dean of Student Services, has submitted his resignation; and

WHEREAS, Jim Brace, part-time Police Officer, has submitted his resignation for retirement; and

WHEREAS, Debbie Smith, full-time Bookstore Clerk, has submitted her resignation for retirement; and

WHEREAS, Donald Eberle, Admissions Recruiter, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignations of Robert Dilworth, effective September 26, 2016; Stephanie Eldringhoff, effective September 26, 2016; Kristin Keber, effective November 14, 2016; James Snively, effective November 15, 2016; Melinda Wenzlick, effective November 25, 2016; Lori Boecker, effective November 30, 2016; Michael Black, effective December 9, 2016, Jim Brace, effective December 22, 2016 (for retirement); Debbie Smith, effective December 31, 2016 (for retirement); and Donald Eberle, effective January 10, 2017 be accepted as tendered.

### **MISCELLANEOUS EMPLOYMENT CONTRACTS**

**16-93**

WHEREAS, it has been determined that the following persons should be employed to accommodate various needs; and

WHEREAS, the Vice President for Academic and Student Services and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the following individuals be approved to receive employment contracts for miscellaneous services:

#### **Part-time Faculty**

Paul Ernest

Andrew Gasser

Carolyn Hopper

Craig Preston

Larry Ray

Jake Stuber  
Larry Zuvers

Support Staff Personnel

Employ the following Campus Police Officer substitutes at the rate of \$15.38 per hour:

Austin Genter, effective November 1, 2016

Timothy Richard, effective November 1, 2016

Jeffrey Lehman, effective November 8, 2016

Melissa Brothers, effective November 20, 2016

**ACCEPTANCE OF GIFTS TO THE COLLEGE**

**16-94**

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

WHEREAS, two monetary gifts were received to support the evMotorsports Club at Northwest State Community College; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the monetary donations in the amounts of \$501 and \$200 for the evMotorsports Club be accepted as gifts to the College.

**POLICY REVISION – ORGANIZATIONAL CHART**

**16-95**

WHEREAS, the Human Resource Department has indicated that it is not in the College's best interest to have our organizational structure with names publically listed on the website; and

WHEREAS, the President's Cabinet has determined that the College's organizational charts be accessed only through myNSCC for internal use; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Policy 3-24 be revised as follows, effective upon approval:

Policy Statement: The Board of Trustees of Northwest State Community College understands the importance of maintaining an up-to-date Organizational Chart that describes the reporting structure of the employees of NSCC.

(A) Northwest State Community College shall maintain an up to date Organizational Chart that will be available only through myNSCC on the college web site.

(B) The Human Resources Department or President's designee shall have responsibility for the maintenance of that chart.

## **POLICY REVISION – CAREER TECHNICAL SCHOLARSHIP**

**16-96**

WHEREAS, the Tech Prep Program no longer identifies Tech Prep completers; and

WHEREAS, the current Tech Prep Scholarship and Tech Prep Grant are no longer applicable; and

WHEREAS, the College desires to rename the scholarship to be offered to students completing a Career Tech Program; and

WHEREAS, the Vice President for Academic and Student Services and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the current Tech Prep Scholarship/Tech Prep Grant be renamed the Career Technical Scholarship effective upon approval:

### **CAREER TECH SCHOLARSHIP**

Amount: Total of \$2000 scholarship - \$500 per semester for 4 consecutive (fall/spring) semesters

Maximum of 10 scholarships to be awarded. (\$20,000 annually)

Eligibility:

Complete a career tech program with a minimum 2.75 cumulative GPA at the end of seventh semester of high school. Enroll full-time (at least **12** credit hours) at NSCC the fall after graduation from high school, continuing in the same career field as high school. To maintain the scholarship, the student must maintain a 2.5 GPA, remain in the career field and enroll full-time for each semester following high school. Grade point average will be used to determine award recipients if needed.

## **NEW POLICY – FINANCIAL AID FRAUD**

**16-97**

WHEREAS, a policy is needed to establish guidelines for the prevention, identification of and response to identification of identity theft and financial aid fraud; and

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

NOW, THEREFORE BE IT RESOLVED, that the following Financial Aid Fraud Policy be established, effective upon approval:

Northwest state community college has established guidelines for the prevention, identification of and response to identification of identity theft and financial aid fraud.

**What are identity theft and financial aid fraud?**

Identity theft

Individuals who use personally identifying information of other people to apply for admission to

college, receive financial aid and then enroll in classes are committing identity theft. Often, the victimized student is not aware that they have been enrolled in classes, and the financial aid funds in their name are sent to the individual who is perpetrating the fraud. This frequently results in the victimized student being left with unpaid debt at the institution and with the U.S. Department of Education due to student loans that were obtained in their name.

#### Financial aid fraud

Students and potential students who enroll in classes and accept financial aid based on enrollment with no intent to complete classes may be considered perpetrators of financial aid fraud. The student's tuition and fees are usually paid by financial aid funds, and the student receives a refund of financial aid funds in excess of those costs.

Students, parents, spouses, college staff and all others are responsible for accurately portraying information submitted on the FAFSA, and in all supporting documents to the financial aid application process. Such documents include, but are not limited to, the FAFSA, verification forms, time sheets, signature pages, appeal applications, correspondence, etc. Falsification of financial aid documents is an extremely serious offense. Students and others who fraudulently complete financial aid documents will be subject to disciplinary action, which may include loss of eligibility for all financial assistance, termination from all college employment programs, and referral to the U.S. department of education for criminal prosecution.

#### **Response to financial aid fraud or identify theft**

When a northwest state community college student is identified as being a potential victim of identity theft or involved in financial aid fraud, their account at the college is placed on hold. This hold prevents students from registering and prevents their financial aid from disbursing to their student account. Financial aid funds for the current semester may also be revoked pending resolution. The hold will remain in place until the student has provided all documents that northwest state may request. Northwest state reserves the right to leave the hold in place until those documents are provided by the student *in person* to the director of financial aid or designee. The student may be asked questions particular to their status in order to positively determine their identity and intent as a student at northwest state. The student may also be asked to submit additional documentation in order to clarify the student as a student. Additional documentation may include, but not be limited to:

- Unexpired state issued photo id
- Proof of residency at the address listed on the student's college records
- Social security card
- Birth certificate
- Official high school transcript or GED from the issuing entity
- Official transcripts from other institutions of higher education that the student has previously attended

When the college has credible information that suggests that an individual has engaged in fraud or other criminal misconduct, the case will be reported to the regional office of the inspector general and, if applicable, the state or local law enforcement agencies as specified by the U.S. Department of Education under section 668.14(g) of the general provisions regulation.

In these instances the college will leave the student account hold in place until instructed by the department of education that it is appropriate to lift the hold. Students identified to be involved in financial aid fraud will also be referred to the dean of students for possible disciplinary action up to and including expulsion from the college. All monies paid to the student that are determined



to have been the result of fraud will be immediately due to the college. If not repaid, this debt will be referred to a collection agency for collection and legal action, and may also be referred to the U.S. Department of Education. Debts that are referred to a collection agency are subject to fees for the costs associated with collecting the debt, including attorney fees and court costs.

Any fraud that the college refers to the department of education may result in criminal prosecution. Criminal prosecution may result in a fine of up to \$20,000, imprisonment for up to five years, or both.

Students who are victims of identity theft and/or financial aid fraud are urged to file a police report and seek assistance from appropriate authorities outside of the college. This may include contacting credit bureaus and banking institutions.

### **APPROVAL TO LOCALLY ADMINISTRATOR CAPITAL PROJECTS**

**16-98**

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

WHEREAS, funding from the state has been received for the welding, machine/fabrication shop separation (\$2,010,000) and campus safety/security improvements (\$500,000); and

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

WHEREAS, the President recommends

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

### **APPROVAL OF 403(B) ALTERNATIVE RETIREMENT PLAN (ARP) VENDORS**

**16-99**

WHEREAS, the Ohio Department of Education has approved eight current entities to continue to provide investment options under 403(b) alternative retirement plans maintained by Ohio public institutions of higher education; and

WHEREAS, under section 3505.04 of the Revised Code, public colleges and universities may select with which approved vendor to contract; and

WHEREAS, a minimum of four vendors is required; and

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

NOW, THEREFORE BE IT RESOLVED, that the following 403(b) Alternative Retirement Plan (ARP) vendors be approved:

- 1) AXA
- 2) Lincoln Financial Group
- 3) TIAA-CREF
- 4) VALIC
- 5) Voya Financial

#### **APPROVAL OF FINANCIAL REPORT**

**16-100**

WHEREAS, the cumulative preliminary financial report is presented to inform the Board of Trustees of the College's financial condition as of October 31, 2016; and

WHEREAS, the President recommends its approval

NOW, THEREFORE BE IT RESOLVED, that the cumulative financial report dated October 31, 2016 be approved as presented.

ROLL CALL: Aye; Barber, Bridenbaugh, Derck, Hall, Howell, Mull, Siebenmorgen. Nay; None. Thereupon the Chair declared the motion approved.

#### **COLLEGE CREDIT PLUS REVISIONS ADOPTED**

**16-101**

Mrs. Derck moved and Dr. Hall seconded the following motion:

WHEREAS, the College desires to enter into a revised Memorandum of Understanding with the area's participating school districts relative to College Credit Plus (CCP) for the 2017-2018 academic year; and

WHEREAS, the specific revisions in the Memorandum of Understanding pertain to tuition and cost of textbooks; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the following cost for tuition and textbook charges be approved for College Credit Plus for the 2017-2018 academic year:

- 1) Default floor amount for courses taught at high school by high school teacher.
- 2) 50% of the default ceiling amount for college courses delivered on the college campus, at another location by the college or online, pending chancellor approval.
- 3) School pays for required textbook and course materials. Textbooks will be billed to the high school if students utilize the college bookstore.

ROLL CALL: Aye; Barber, Bridenbaugh, Derck, Hall, Howell, Siebenmorgen. Nay; None. Abstain: Mull. Thereupon the Chair declared the motion approved.

### **OTHER**

- Fall semester commencement scheduled for Monday, December 19 at 7:00 p.m.
- Trustees invited to attend a breakfast meeting with Rob Johnstone, Founder/President of National Center for Inquiry & Improvement, on Friday, January 20, 2017 at 7:30 a.m.
- Trustees interested in attending the ACCT Legislative Summit should contact Lynda Cramer by December 14.
- Decision made to not renew membership in ACCT effective July 1, 2017

### **ADJOURNMENT**

With no further business to be brought before the Board of Trustees, the meeting was declared adjourned. A tour of the C-wing renovations followed the meeting.

**1. CONSIDERATION OF A RESOLUTION TO APPROVE CONSENT AGENDA.**

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

**1a. Minutes of the December 2, 2016 Meeting**

**1b. Resignations**

WHEREAS, Valerie DeLine, part-time Custodian, has submitted her resignation; and

WHEREAS, John Barlage, part-time faculty member, has submitted his resignation; and

WHEREAS, Lou Helsel, full-time Registrar's Assistant, has submitted her resignation for retirement; and

WHEREAS, Sandra Buchhop, full-time Custodian, has submitted her resignation for retirement; and

WHEREAS, Gary Kadesch, full-time Engineering Technologies Faculty, has submitted his resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignations of Valeria DeLine, effective December 21, 2016; John Barlage, effective January 13, 2017; Lou Helsel, effective March 31, 2017 (for retirement); Sandra Buchhop, effective June 30, 2017 (for retirement); and Gary Kadesch, effective December 31, 2017 (for retirement) be accepted as tendered.

**1c. Promotion to Chief of Police**

WHEREAS, the Chief of Police position became vacant due to the retirement of Alan Word; and

WHEREAS, Mr. Joel Gibson has been serving as Assistant Chief of Police since August 29, 2016; and

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Joel Gibson be promoted to the position of Chief of Police effective January 2, 2017 at an annual salary of \$46,800. This is a Grade Level VI position.

**1d. Promotion to Admissions Recruiter**

WHEREAS, the position of Admissions Recruiter was vacant due to the resignation of Donald Eberle; and

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

WHEREAS, an internal employee applied and was qualified to fill the position; and

WHEREAS, the Vice President for Institutional Research and Student Services and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Dawn Hauter be promoted to the position of Admissions Recruiter and receive a one-year probationary contract effective February 1, 2017 at an annual 11-month salary of \$50,960.12 (to be pro-rated for 129 days). This is in accordance with the Professional Bargaining Agreement, Bachelor's, Step 10.

**1e. Employ Full-time Non-traditional Faculty in Nursing Division**

WHEREAS, the position of full-time Nursing Simulation Laboratory Coordinator (non-traditional faculty position) has been mandated by the State Board of Nursing in order to use on-campus simulations in place of off-campus clinicals; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mrs. Jennifer Behnfeldt be granted a one-year probationary contract as Nursing Simulation Laboratory Coordinator (a non-traditional faculty position) effective January 9, 2017 at an annual salary of \$53,293.14 (to be pro-rated for 87 days). This is in accordance with the Professional Bargaining Agreement, Masters, Step 11.

**1f. Employ Full-time Payroll Accountant**

WHEREAS, the position of Payroll Accountant was vacant due to the resignation of Lori Boecker; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Kristi VonDeylen be employed as full-time Payroll Accountant effective January 3, 2017 at an annual salary of \$38,000. This is a Grade Level IV position.

**1g. Miscellaneous Employment Contracts**

WHEREAS, it has been determined that the following persons should be employed to accommodate various needs; and

WHEREAS, the Vice President for Academics recommends

NOW, THEREFORE BE IT RESOLVED, that the following individuals be approved to receive employment contracts for miscellaneous services:

Part-time Faculty/Full-time Faculty Overloads, Spring Semester 2017

Catherine Aldrich	William Eichenauer
Eileen Alexander	Melissa Faber
Patti Altman	Joseph Faykosh
Linda Arnold	Kim Feehan
Gloria Arps	Ann Frake
Kyle Babcock	Melissa Freitag
Melanie Banks	Brad Geer
John Barlage	Emily Gerken
Derek Bassage	Michael Hamlin
Lisa Becher	Anne Hammersmith
Jennifer Behnfeldt	Deb Hartzell
Gerald Bergman	Dinah Henry
Allen Berres	Melanie Hicks
Lori Bird	Christine Higbie
Teresa Borton	Robert Hillman
Thomas Bowes	Tony Hills
Christa Burken	Joshua Hittle
Tracy Burkholder	Patricia Hofbauer
Henry Bush	Sherry Howard
Thomas Carr	Bette Hughes
Kari Casto	Mary Hunt
William Chaplin	Harvey Hyman
Chris Clawson	Erin Jacob
Michael Clink	Michael Jacobs
Virginia Coker	Gary Kadesch
Alysha Cook	Gary Keisling
Scott Coulter	Julie Kemarly-Hopkins
Brittany Dalby	Julie Kling
Sarah Dauber	Monica Kolovich
Christopher Davis	John Krochmalny
Josie Dean	Patricia Kroeger
Heidi DeSota	Nanette Kuhlman
Kieron Dillon	Michael Kwiatkowski
Pamela Donadson	Suzanne Lammers
Colin Doolittle	Sarah Langenderfer
Amy Drees	Vicki Lanius
Rachelle Durham	Amanda Latscha
Melanie Dusseau	Michelle Leitch



John Leppelmeier  
Jeffrey Leptak Moreau  
Casey Linebrink  
Dave Mack  
Marianna Malek  
Joni Mavis  
Terrie McDougale  
Katy McKelvey  
Timothy McQuade  
Tamara Meyer  
Randy Meyer  
Deb Mignin  
Martha Miller  
Curtis Minsel  
David Mohring  
Kevin Moore  
Beth Nafziger  
Tera Newton  
Annette Oberhaus  
Joan Overbaugh-Nichols  
Kathleen Overmyer  
Brendan Pelto  
Jennifer Pelto  
Martha Phillips  
Von Plessner  
Craig Preston  
Kristen Price  
John Racick  
Joseph Rammel  
Kristen Rausch  
Donald Retcher  
Mary Richter  
Jason Rickenberg  
Joshua Ricker  
Karla Ringenberg

Chris Robinson  
Charles Rollins Jr.  
James Rowe  
Edith Schelling  
Mickey Schwarzbek  
Jason Schwiebert  
Amanda Short  
Rodolfo Sierra  
Ed Singer  
Brittany Sizemore  
Rebecca Smith  
Kemp Stapleton  
Mindy Stayner  
Jamie Strup  
Jacob Stuber  
Angela Stuckey  
Jean Sullivan  
Nathan Sutter  
Ali Talebi  
Greg Tefft  
Mike Vanderpool  
Barry VonDeylen  
Beth Waisner  
Gaynell Wamer  
Ronald Werdebaugh  
Debora Wikstrom  
Sheri Wood  
Abigail Wurm  
Sharla Young  
Larry Zachrich  
Ann Zeller  
Wendy Zettel  
Larry Zuvers

## **1h. Approval of Financial Report**

WHEREAS, the cumulative financial report is presented to inform the Board of Trustees of the College's financial condition as of December 31, 2016; and

WHEREAS, the President recommends its approval

NOW, THEREFORE BE IT RESOLVED, that the cumulative financial report dated December 31, 2016 be approved as presented on pages 35-38.

## 1l. Approval of FY15/16 College Audit

WHEREAS, the 2015-16 financial audit prepared by Weber O'Brien Ltd has been reviewed by the Chief Fiscal and Administrative Officer and the State of Ohio Auditor's Office; and

WHEREAS, the audit has been presented to the Audit Committee of the Board; and

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

NOW, THEREFORE BE IT RESOLVED, that the 2015-2016 financial audit be accepted. (Begins on page 45)

## 1j. Approval of 2017-2018 Student Fee Schedule

WHEREAS, the administration has reviewed the student fees for the college; and

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

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

NOW, THEREFORE BE IT RESOLVED, that the student fees be adopted for the 2017-2018 academic year.

### NORTHWEST STATE COMMUNITY COLLEGE COURSE FEES / STUDENT FEES AND NURSING TESTING FEES 2017-2018 ACADEMIC YEAR

ACC111	Financial Accounting	18.00		AET140	Geothermal	27.00
ACC112	Managerial Accounting	18.00		AET200	Sustainable Building Design	24.00
ACC120	Payroll Accounting	18.00		AET220	Solar Energy II	27.00
ACC140	Individual Income Tax Acct.	28.00		AET230	Hydrogen and Fuel Cell Tech.	27.00
ACC211	Intermediate Accounting I	18.00		AET240	Biofuels	27.00
ACC212	Intermediate Accounting II	18.00		AET290	Alternative Energy Capstone	32.00
ACC221	Cost Accounting I	18.00		ART103	Beginning Drawing	34.00
ACC222	Cost Accounting II	18.00		ART210	Oil/Acrylic Painting	78.00
ACC230	Auditing	48.00	53.00	ART220	Beginning Sculpture	34.00
ACC240	Business Income Tax Acctg.	28.00		ATS101	Portfolio Development	5.00
ACC260	Accounting on Computers	18.00	23.00	BAN110	Bank Management	18.00
ACC291	Accounting Internship	18.00	23.00	BAN210	Credit Management	18.00
ACC299	Special Topics in Accounting	1.50		BAN220	Investment Management	33.00
AET100	Intro to Alternative Energies	18.00		BAN299	Special Topics in Banking	1.50
AET110	Energy Audit	38.00		BIO100	The World of Science	24.00
AET120	Wind Power	27.00		BIO101	Biology	47.00
AET130	Solar Energy I	27.00		BIO115	Ecology	42.00

BIO131	Nutrition	24.00		CIS161	C#	29.00	
BIO150	The Human Body	<del>57.00</del>	37.00	CIS165	Java Programming	29.00	
BIO180	Principles of Genetics	47.00		CIS191	Computer Operations	38.00	
BIO201	General Biology I	<del>67.00</del>	87.00	CIS192	Microsoft Workstation Tech	23.00	
BIO202	General Biology II	<del>67.00</del>	87.00	CIS193	Microsoft Server Technology	23.00	
BIO231	Anatomy & Physiology I	<del>82.00</del>	102.00	CIS194	IT Security Fundamentals	23.00	
BIO232	Anatomy & Physiology II	<del>82.00</del>	102.00	CIS195	Networking Essentials	18.00	
BIO234	Human Diseases	37.00		CIS201	Workplace Technologies	28.00	
BIO257	Microbiology	<del>82.00</del>	102.00	CIS255	Linux Networking II	49.00	
BUS101	Introduction to Business	18.00		CIS265	Java Programming II	18.00	
BUS110	Bus. Math/Calculators	28.00		CIS290	Information Tech. Intern.	11.00	
BUS160	International/Global Business	18.00		CIS299	Special Topics in Computers	1.50	
BUS211	Business Communications	45.50		CJT130	Principles of Criminal Justice	18.00	
BUS221	Business Law	18.00		CJT132	Criminal Justice Admin	18.00	
BUS223	Employ. Law, Safety, & Security	18.00		CJT134	Criminal Law	18.00	
BUS250	Labor Relations	18.00		CJT136	Juvenile Delinquency Principle	18.00	
BUS260	International Trade	<del>18.00</del>	22.00	CJT140	Constitutional Law	18.00	
BUS298	Special Topics in Business	<del>1.50</del>	5.50	CJT220	Law Enforc. in Am. Society	18.00	
BUS299	Special Topics in Business	1.50		CJT230	Corrections	18.00	
CAD111	CAD I	<del>42.00</del>	52.00	CJT240	Criminal Evidence & Proc.	18.00	
CAD112	CAD II	<del>42.00</del>	52.00	CJT242	Probation & Parole	18.00	
CAD213	CAD III	<del>42.00</del>	52.00	CJT244	Criminal Investigation	43.00	
CAO210	Job Search Skills	5.00		CJT246	Technical Skills for Officers	43.00	
CET100	Construction Methods & Materials	25.00		CJT252	Seminar in Criminal Justice	18.00	
CET115	Project Management	35.00		CJT281	Vehicle Patrol Traffic Enforce	38.00	
CET120	Construction Materials Testing	35.00		CJT282	Firearms/Driving	282.50	
CET200	Surveying	35.00		CJT283	Def Tactics/Physical Fit	30.50	
CET240	Soils	25.00		CJT284	Human Conditions	43.00	
CHM100	The World of Science	18.00		CJT290	Criminal Justice Practicum	38.00	
CHM101	Prin. of Chemistry	42.00		DBP110	ICDL Computer Tech	75.00	
CHM138	Principles of Forensics	37.00		DBP120	Computer Systems I	150.00	
CHM201	General Chemistry I	70.00		DBP110	ICDL Computer Tech	75.00	
CHM202	General Chemistry II	70.00		DBP120	Computer Systems I	150.00	
CHM256	Prin. of Biochemistry	39.00		DBP121	Computer Systems II	225.00	
CIS090	Intro. to Computers	11.00		DBP130	IT Cust Srv & Comm	0.00	50.00
CHM201	General Chemistry I	70.00		DBP150	Database Basics	<del>225.00</del>	129.00
CHM202	General Chemistry II	70.00		DBP205	Discrete Structures App	<del>225.00</del>	129.00
CHM256	Prin. of Biochemistry	39.00		DBP210	Computer Programming I	<del>225.00</del>	129.00
CIS090	Intro. to Computers	11.00		DBP220	Database Reporting	<del>225.00</del>	129.00
CIS104	Desktop Management	17.00		DBP225	Computer Programming II	<del>225.00</del>	129.00
CIS108	Internet Scripting	29.00		ECD150	Infant & Toddler Dev & Care	18.00	
CIS109	Database Management	29.00		ECD190	Fund. of Early Childhood Edu	<del>86.50</del>	94.00
CIS111	Visual Basic Programming	29.00		ECD201	PreK Curriculum & Methods	65.50	
CIS112	Microsoft Word	33.00		ECD280	Child Care Field Exp	<del>78.50</del>	86.00
CIS113	Microsoft Excel	44.50		ECD282	ECD Field Experience	<del>78.50</del>	86.00
CIS114	Microsoft Applications	37.50		ECD290	Pre-K Practicum	<del>195.00</del>	249.00
CIS117	Microsoft Publisher	16.00		ECD291	Admin. Internship	<del>78.50</del>	86.00
CIS118	Access	21.00		ECO211	Macroeconomics	18.00	
CIS119	PowerPoint	21.00		ECO212	Microeconomics	18.00	
CIS129	Web Page Development	23.00		ECO299	Special Topics in Economics	1.50	
CIS150	Programming C++	29.00		EDP160	Intro to Paraprofessional Edu	<del>86.00</del>	93.00
CIS155	Linux Networking I	49.00					

EDP290	Paraprofessional Internship	68.50	76.00	HIS101	U.S. History Pre-1876	18.00	
EDU100	Intro to Teaching	22.00		HIS203	U.S. Since 1945	18.00	
EDU120	Guidance & Classroom Mgmt	18.00		HIS210	The Modern World	18.00	
EDU140	Strategies /Teaching Reading	18.00		HIS234	History Old NW Territory	54.00	
EDU150	Child Development I	18.00		HIS290	Historic Preservation Intern	8.00	
EDU210	Creative Arts Curriculum	13.00		HPF106	Beg. Western/Eng. Horse	275.00	
EDU220	Special Education	18.00		HPF107	Inter. Western/Eastern Horse	275.00	
EDU230	Family, School & Community	13.00		HPF108	Adv. Western/Eastern Horse	275.00	
EDU240	Educational Psychology	18.00		HST101	Principles of Human Services	18.00	
EDU250	Education Seminar	12.00		HST105	Cult Competence w/Div. Pop	18.00	
EDU260	Instructional Technology	46.00		HST108	Principles of Dev. Disability	18.00	
EDU270	Cult & Linguistic Diversity /Edu	78.50	86.00	HST112	Group work in Human Serv	18.00	
EET121	DC Circuits	64.00		HST208	Interview Techniques	18.00	
EET122	AC Circuits	64.00		HST210	Human Services Methods	23.00	28.00
EET132	Discrete Structures	29.00	24.00	HST212	Principles of Addiction	28.00	
EET221	Digital Electronics	67.00	77.00	HST214	Human Service Case Mgmt	18.00	
EET231	Microprocessors	47.00	57.00	HST218	Intro to Devel Disabilities	12.00	
EET240	Engineering Programming	39.00	49.00	HST219	Prin of Self-Determination	12.00	
EET272	Networking I	57.00		HST220	Principles of Work	12.00	
EET277	Industrial Electronics	54.00		HST221	Prin of Habilitation Program	12.00	
EET282	Networking II	0.00	44.00	HST222	Ethics In the Helping Profess	20.50	
EET289	Systems Integration	44.00		HST240	Social Problems	18.00	
EMS102	EMT Basic I	175.00		HST242	Marriage & Family	18.00	
EMS103	EMT Basic II	75.00		HST290	Practicum I	89.00	97.50
EMS202	EMT Intermediate I	200.00		HST295	Practicum II	68.50	71.00
EMS203	EMT Intermediate II	75.00		HST296	Practicum III	68.50	71.00
ENG080	Reading Comprehension	18.00	19.00	HUM209	Hum & Cult: Anc. & Medi.	18.00	
ENG090	Basic Composition	19.00	19.00	HUM210	Hum & Cult: Renais to Pres.	18.00	
ENG099	Writing Skills Workshop	19.00	19.00	HUM221	Music Appreciation	18.00	
ENG095	Integrated Col Reading/Writing	20.00	16.00	HUM230	Art Appreciation	18.00	
ENG111	Composition I	19.00		IND100	Precision Measurement	0.00	39.00
ENG112	Composition II	19.00		IND105	Industrial Safety	49.00	
ENG113	Speech	18.00	19.00	IND107	Print Reading & Sketching		39.00
				IND110	Industrial Computing I	29.00	
ENG210	Technical Communications	18.00		IND120	Industrial Electricity I	44.00	
ENG214	Discussion & Conf. Method	18.00		IND121	Industrial Electricity II	44.00	
ENG217	Intro to Creative Writing	3.00		IND122	Industrial Wiring (NEC)	34.00	
ENG223	Interpretation of Literature	18.00		IND130	Rigging & Erecting	44.00	
ENG230	Children's Literature	18.00		IND131	Industrial Pipefitting	89.00	
ENG234	Narr Lit--Old NW Territory	18.00		IND132	Benchwork	54.00	
ENG240	Introduction to Poetry	18.00		IND134	Ind. Fluid Power I	77.00	
ENG241	Introduction to Fiction	18.00		IND140	Principles of Machining	84.00	
ENG250	Am Lit Thru Mid-19th Cent.	18.00		IND141	Metallurgy & Heat Treat.	34.00	
ENG251	Am Lit Since Mid-19th Cent.	18.00		IND220	Elec. Prints & Troubleshoot.	44.00	
ENG260	Brit Lit Thru 18th Century	18.00		IND221	Instr. & Controls I	59.00	
ENG261	Brit Lit 19th Cent to Present	18.00		IND223	Motors & Motor Controls	44.00	
ENG271	Non-Western Literature	18.00		IND232	Machine Repair	54.00	
FRA100	Fraud Detection & Deterrence	18.00		IND234	Ind. Fluid Power II	49.00	
FRA200	Fraud Examination	18.00		IND240	Mach. Processes II	54.00	
FRA210	Legal Elements of Fraud	18.00		IND241	Tooling & Fixtures	44.00	
FRA220	Corp. Int. Ctrl & Governance	18.00		INT120	HVACR I	54.00	
GEO110	World Geography	18.00		INT220	HVACR II	34.00	
GEO210	Geography--U.S. & Canada	18.00		INT221	HVAC III Heating Systems	24.00	
GSD100	Success Seminar	6.00		MET100	Intro to Engineering Tech		26.00
GSD120	Career and Life Planning	18.00		MEA101	Medical Assisting Clinical I	109.00	

MEA105	Microbiology for Med. Assist.	124.00		MTH170	Survey of Mathematics	18.00	
MEA108	Admin. Med. Office Proced.	36.00		MTH213	Calculus I	30.00	
MEA110	Pharm for Allied Health Profes	18.00		MTH214	Calculus II	30.00	
MEA200	Med Assisting Adm Extern	<del>53.50</del>	55.00	NRS100	Nurse Aide Cert	44.15	
MEA201	Medical Assisting Clinical II	92.00		NRS105	Math for Nurses	5.00	
MEA202	Med. Assisting Clinical Extern	<del>180.50</del>	182.00	NRS110	Pharmacology	18.00	
MEA205	Disease Conditions	24.00		NRS111	Pharmacology I	18.00	
MEA207	Phlebotomy Externship	<del>121.50</del>	123.00	NRS132	First Aid	9.00	
MEA229	Diagnostic & Procedural Cod.		36.00	NRS133	CPR	28.00	
MEA283	Computerized Medical Ins	20.50		NRS140	Professional Concepts I		115.75
MET099	Engineering Math	19.00		NRS141	Health and Illness Concepts I		431.90
MET100	Intro to Engineering Tech.	<del>31.00</del>	26.00	NRS142	Professional Concepts II		115.75
MET107	Engineering Graphics & Sketching	<del>39.00</del>	24.00	NRS143	Health & Illness Concepts II		178.75
MET110	Print Reading & Sketching	39.00		NRS144	Pharmacology		10.00
MET121	Manufacturing Processes	<del>44.00</del>	34.00	NRS150	Concepts in End of Life Care	6.00	
MET134	Engineering Materials	<del>24.00</del>	34.00	NRS207	Nursing Care - Family	16.00	
MET222	Prog. Comp. Num Con.	49.00		NRS213	Maternal-Newborn Nursing	<del>115.50</del>	123.00
MET223	CAM	67.00		NRS214	Pediatric Nursing	<del>101.00</del>	108.50
MET234	Strength of Materials	<del>24.00</del>	29.00	NRS215	Psychosocial Health Needs	<del>144.65</del>	170.90
MET235	Statics	<del>19.00</del>	29.00	NRS216	Physiological Health Needs II	<del>95.50</del>	116.75
MET255	Fluid Mechanics	<del>24.00</del>	29.00	NRS217	Physiological Health Needs III	<del>119.00</del>	140.25
MET260	CAM II	44.00		NRS218	Concepts in Management	<del>153.50</del>	185.75
MET262	CAD/CAM Project	67.00		NRS230	Transition to Professional Concepts in Nursing		120.75
MET265	Machine Design	<del>19.00</del>	29.00	NRS231	Transition to Health & Illness		313.90
MET290	Eng. Tech Co-op/Internship	5.00		NRS220	Special Problems/Nursing I	105.00	
MGT110	Management	18.00		NRS221	Special Problems/Nursing II	105.00	
MGT120	Supervision	18.00		OAS090	Keyboarding Basics	11.00	
MGT210	Human Resource Management	18.00		OAS101	College Keyboarding	36.00	
MGT221	Entrepreneurship	18.00		OAS102	Keyboarding Applications	36.00	
MGT230	Retail Management	18.00		OAS103	Office Accounting	25.00	
MGT280	Business Climate Analysis	<del>15.00</del>	35.00	OAS104	Voice Recognition	16.00	
MGT281	Global Bus. Climate Analysis	<del>48.00</del>	53.00	OAS105	Document Editing & Proof.	12.00	
MGT290	Business Management Intern.	<del>18.00</del>	23.00	OAS110	Records Management	18.00	
MGT299	Special Topics in Management	1.50		OAS111	Electronic Health Records	28.00	
MKT110	Marketing	18.00		OAS160	Office Procedures	18.00	
MKT111	Entrepreneurial Marketing I	6.00		OAS180	Medical Terminology	18.00	
MKT112	Entrepreneurial Marketing II	6.00		OAS200	Speedbuilding	11.00	
MKT113	Entrepreneurial Marketing III	6.00		OAS223	CCA Coding Exam Review	21.00	
MKT210	Advertising	18.00		OAS224	CCS Hospital Cod. Exam Rev	21.00	
MKT230	Salesmanship	18.00		OAS225	CCS-P Physi Off Code Exam	21.00	
MKT299	Special Topics in Marketing	1.50		OAS226	Home-Based Ind. Med. Coder	21.00	
MTH050	Basic Mathematics	24.00		OAS229	Diagnostic & Procedural Coding		36.00
MTH078	Beginning Algebra I	18.00		OAS230	Transcription	28.00	
MTH079	Beginning Algebra II	18.00		OAS249	Advanced Microsoft Suite	28.00	
MTH080	Review of Beginning Algebra	23.00		OAS282	Medical Transcription	23.00	
MTH090	Intermediate Algebra	23.00		OAS283	Computerized Medical Ins.	<del>30.50</del>	20.50
MTH099	Engineering Math	19.00		OAS291	Internship I	6.00	
MTH105	Quantitative Reasoning		23.00	OAS292	Internship II	6.00	
MTH109	College Algebra	23.00		OAS293	Internship III	6.00	
MTH112	Trigonometry	23.00		OAS299	Special Topics	1.50	
MTH151	Review for Calculus	22.00					



PAR100	Introduction to Paralegal	18.00		REA230	Real Estate Finance	18.00	
PAR101	Law Office Management	18.00		REA240	Real Estate Appraisal	18.00	
PAR110	Civil Procedures	18.00		REA299	Special Topics in Real Estate	1.50	
PAR115	Family Law	18.00		RTI152	Prog: Numerically Cont Mach	49.00	
PAR205	Real Estate Transactions	18.00		SCM200	Supply Chain Management	18.00	
PAR210	Legal Research and Writing	18.00		SCM210	Purchasing & Materials Mgt.	18.00	
PAR215	Tort Law	18.00		SCM220	Operations Management	18.00	
PAR220	Criminal Law	18.00		SCM230	Physical Dist. & Logistics	18.00	
PAR221	Bankruptcy	18.00		SPN111	Spanish I		18.00
PAR222	Estates, Trusts, & Wills	18.00		SPN112	Spanish II		18.00
PAR290	Paralegal Internship	<del>18.00</del>	23.00	SSC101	Sociology	18.00	
PAR299	Special Topics in Paralegal	1.50		SSC102	Sociology - Sustainable World	18.00	
PET110	Principles of Plastics	52.00		SSC110	General Anthropology	18.00	
PET115	Plastics Processes I	52.00		SSC120	American Government	18.00	
PET215	Plastics Processes II	52.00		SSC130	Comparative Government	18.00	
PET231	Plastic Materials Testing	52.00		SSC210	Cultural Diversity	18.00	
PET240	Injection Mold Tooling	37.00		SSC220	Interpersonal Violence	18.00	
PET250	Plastics Secondary Operations	62.00		SSC299	Special Topics	50.00	
PHI110	Critical Thinking & Logic	18.00		STA120	Introduction to Statistics	18.00	
PHI201	Introduction to Philosophy	18.00		STA222	Business Statistics	18.00	
PHI210	Ethics	18.00		STA299	Special Topics in Statistics	1.50	
PHI220	Ethics in Health Care	18.00		TRN113	Tractor-Trailer Operations	2071.00	
PHI230	World Religions	18.00		TRN204	Tractor-Trailer Driving I	815.00	
PHY100	The World of Science	18.00		TRN205	Tractor-Trailer Driving II	815.00	
PHY101	Prin of Physical Science	42.00		VCT103	Intro to Visual Communication	45.00	
PHY140	Astronomy	42.00		VCT108	Photo Editing	42.50	
PHY150	Principles of Geology	42.00		VCT111	Layout and Design	47.50	
PHY251	Physics: Mechanics & Heat	62.00		VCT120	Vector Graphics	45.00	
PHY252	Physics: Elect & Magnetism	62.00		VCT182	Photography	45.00	
PLC200	Programmable Controller I	54.00		VCT204	Concepts of Visual Comm.	45.00	
PLC210	Programmable Controller II	54.00		VCT261	3D Computer Modeling	45.00	
PLC220	PLC III	44.00		VCT266	Multimedia Production	45.00	
PLC230	Servo/Robotic Systems	49.00	150.00	VCT268	Video Production	45.00	
PNE105	Effect Communication Skills	5.00		VCT289	VCT Co-Op Experience	45.00	
PNE110	Special Topics in PN	105.00		VCT299	Special Topics in Vis. Comm	10.25	
PNE120	Essentials Practical Nursing	<del>500.25</del>	553.75	WLD110	Intro to Applied Welding	164.00	
PNE121	Nrs. Care Mother/Newborn	<del>87.50</del>	103.25	WLD120	Gas Metal Arc Welding	164.00	
PNE122	Nursing Care of the Child	<del>87.50</del>	103.25	WLD130	Flat & Horiz. Shield Arc	164.00	
PNE123	Nrs. Care: Adults I	<del>208.00</del>	235.75	WLD140	Gas Tungsten Arc Welding	164.00	
PNE124	Nursing Care Adults II	<del>173.50</del>	190.25	WLD150	Adv. Gas Metal Arc Welding	164.00	
PSY110	General Psychology	18.00		WLD210	Vertical and Overhead SMAW	164.00	
PSY210	Abnormal Psychology	18.00		WLD220	Adv Gas Tungsten Arc Welding	164.00	
PSY220	Social Psychology	18.00		WLD230	Welding Fabrication & Layout	164.00	
PSY230	Human Growth & Dev.	18.00		WLD240	SMAW Plate Cert Procedures	155.00	
PSY260	Forensic Psychology	18.00		WLD250	Pipe Welding	155.00	
QCT100	Quality Concepts	24.00		WLD260	Pre-Pipe Certification	155.00	
QCT131	Quality for Lean Manufact.	34.00					
QCT141	Precision Measurement	39.00					
QCT142	Adv. Concepts of GD & T	39.00					
QCT243	Advanced Quality Improv.	39.00					
QCT250	Certified Quality Technician/	24.00					
REA210	Real Estate Principles	18.00					
REA220	Real Estate Law	18.00					



**Student Fees**

Academic Fresh Start (application / per course)	10.00	
Academic Fresh Start (transcript placement fee per course)	20.00	
Credit by Documentation (includes portfolio evaluation)	45-262	
Distance Learning (Test Proctor)	25.00	
Facility fee (off-campus)	21-196	
Dean's Leadership Cluster Domestic Travel Fees	0-1500	
Dean's Leadership Cluster International Cluster Fees	0-3000	
Fingerprinting - BCI	<del>27.50</del>	29.00
Fingerprinting - FBI	<del>30.00</del>	32.00
Installment Plan	20.00	
Late Payment Fee	50.00	
Med. Fresh Start petition fee	20.00	
NSF check fee	20.00	
Nrs. Acceptance Deposit fee	100.00	
Proficiency Examination fee	45-262	
Placement Score Transfer Fee		10.00
Retesting Placement Test fee	20.00	
Student fee	41.00	
Student ID replacement	10.00	

**National League for Nursing****Testing Fees**

Anatomy & Physiology	27.00
Nrsg Care During Childbear	45.00
PAX- RN	39.00

**1k. Approval of 2016-17 Revised Budget**

WHEREAS, a revised 2016-2017 budget has been completed to make the monetary adjustments based on lower tuition income and the realignment of expense projections; and

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

NOW THEREFORE BE IT RESOLVED, that the following 2016-2017 revised budget be approved:

FY 16-17 Revised Budget <u>PROJECTED REVENUE</u>	FY 16-17 Revised Budget
<b><u>Operating Revenue:</u></b>	
Ohio Board of Regents – Subsidy	10,748,459
Ohio Board of Regents – Capital Component	203,927
Tuition and Fees	10,656,671
Scholarship Allowance and Tuition Offsets	-1,405,610
Income from Investments	50,000
Foundation	137,826
CTS Archbold	612,100
CTS Scott Park	230,000
BI Business Opportunity	125,000
Community Development	25,000
Center for Lifelong Learning	69,600
Miscellaneous	84,319
Grant Fiscal Agent	63,782
Finger Printing	31,100
Facility Rental	25,000
	<hr/> 21,657,174
To Reserves:	
Capital Component Fund Balance	-203,927
Instructional Equipment Fund Balance from Lab Fees	0
To Building M & R from Subsidy	0
Student Fee Fund Balance from Student Fees	-156,000
To FS Fund Balance from Student Fees	-50,000
<b><u>Total Operating Revenue</u></b>	<hr/> 21,247,247
<b><u>From Reserves:</u></b>	
From Bookstore FB to Building M & R Expenses	200,000
From Student Fee FB for Food Service Subsidy	50,000
From Student Fee FB to Student Activities/Facilities	18,300
From Student Fee FB for Parking Maintenance	35,000
From Student Fees FB for Counseling/Wellness	21,000
From Student Fees FB for Advising Center Startup	120,939
From Instrl Equip FB for Instrl Equipment	33,645
From Equip M & R FB for Equip M & R	238,974
From Business Growth FB for Scott Park Expansion/Startup	223,750
From New Program FB for Agriculture & Cybersecurity	46,559
From Build M & R FB for Building M & R	201,650
From Energy Mgmt FB for Energy Projects for Renov Bldg C	138,193
From OBR Capital Bill/Miller Fund/Capital Component for Renov Bldg C	2,026,349

<u>PROJECTED EXPENSE</u>	
<u>Operating Expense:</u>	
Instruction	14,041,225
Public Service	94,188
Academic Support	710,816
Scholarship Allowances	76,944
Student Services	1,552,529
Institutional Support	4,813,684
Plant Operations and Maintenance	3,729,355
<b>TOTAL PROJECTED EXPENSE</b>	<b>25,018,741</b>
<b>PROJECTED SURPLUS / (DEFICIT)</b>	<b>0</b>

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3. **CONSIDERATION OF A RESOLUTION TO SELECT MEMBERS TO SERVE ON BOARD PRESIDENTIAL SEARCH COMMITTEE.**

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

WHEREAS, the timeline established for the hiring of the new President calls for the selection of Board members to serve on the search committee in February 2017; and

WHEREAS, these search committee members will take the lead to add other representatives to the search committee by April 2017;

NOW, THEREFORE BE IT RESOLVED, that three members of the Northwest State Community College Board of Trustees be selected to serve on the Presidential Search Committee.

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

\*\*\*\*\*

4. **CONSIDERATION OF A RESOLUTION TO ESTABLISH MEETING DATES AND TIME.**

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

WHEREAS, the time and place for the Northwest State Community College's Board of Trustee meetings must be designated for April, 2017 through February, 2018; and

WHEREAS, discussion has taken place relative to moving the meetings to the fourth Friday of the month in order to accommodate a number of due dates imposed by the State which require Board action; and

WHEREAS, two sets of dates are listed below for Board members to consider;

NOW, THEREFORE BE IT RESOLVED, that the Northwest State Community College be designated as the permanent place of business and that six regular meetings be established for the period April, 2017 through February, 2018. The election of Board officers will take place at the February meeting.

Dates – 1<sup>st</sup> Friday of month: April 7, 2017; June 2, 2017; August 4, 2017;  
October 6, 2017; December 1, 2017; and February 2, 2018

Dates – 4<sup>th</sup> Friday of the month: April 28, 2017; June 23, 2017; August 25, 2017;  
October 27, 2017; December 15, 2017 (college closed on 12/22);  
and February 23, 2018

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

\*\*\*\*\*

## NOMINATIONS & ELECTIONS

Nominations are to be made for **CHAIR** of the Board of Trustees for the period February, 2017 through February, 2018. The newly elected Chair will assume his/her duties upon election.

Motion by \_\_\_\_\_, to nominate \_\_\_\_\_ as Chair of the Northwest State Community College Board of Trustees to serve through the February 2018 meeting and to close nominations  
Seconded by \_\_\_\_\_.

ROLL CALL: Aye; Nay;

Thereupon the Chair declared that \_\_\_\_\_ is the duly elected **CHAIR** of the Northwest State Community College Board of Trustees.

\*\*\*\*\*

Nominations are to be made for **VICE CHAIR** of the Board of Trustees for the period February, 2017 through February, 2018. The newly elected Vice Chair will assume his/her duties upon election.

Motion by \_\_\_\_\_, to nominate \_\_\_\_\_ as Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2018 meeting and to close nominations.  
Seconded by \_\_\_\_\_.

ROLL CALL: Aye; Nay;

Thereupon the Chair declared that \_\_\_\_\_ is the duly elected **VICE CHAIR** of the Northwest State Community College Board of Trustees.

\*\*\*\*\*

Nominations are to be made for **2nd VICE CHAIR** of the Board of Trustees for the period February, 2017 through February, 2018. The newly elected 2<sup>ND</sup> Vice Chair will assume his/her duties upon election.

Motion by \_\_\_\_\_, to nominate \_\_\_\_\_ as 2<sup>nd</sup> Vice  
Chair of the Northwest State Community College Board of Trustees to serve through the  
February 2018 meeting and to close nominations  
Seconded by \_\_\_\_\_.

ROLL CALL: Aye; Nay;

Thereupon the Chair declared that \_\_\_\_\_ is the duly elected **2<sup>nd</sup> VICE CHAIR** of the Northwest State Community College Board of Trustees.



**Board Report - President's Office**  
**Submitted by: Dr. Tom Stuckey –**  
**January 31, 2017**

It actually happened. NSCC and Terra were “officially” awarded the 2016-17 Innovation Grant for the Workforce Training we are doing at Scott Park. This basically covers the current year’s expenses for NSCC that we incurred for Scott Park. Ten minutes after we received the award, NSCC submitted the 2017-18 Innovation Grant proposal (\$750,000) to continue the growth and funding of the Scott Park collaborative for 2017-18 academic year.

The 2016-2020 Strategic Plan is being revised to address the economic realities of 2017. The plan was written during the 2015-16 academic year with very different assumptions than what the 2017-18 academic year is likely to bring.

**NORTHWEST STATE COMMUNITY COLLEGE  
VICE PRESIDENT FOR ACADEMICS  
INFORMATION ITEMS FOR BOARD OF TRUSTEES**

*January 2017*

*Submitted by: Lori Robison*

- The **Ohio Department of Higher Education** acknowledged the contributions of two faculty members as TAG Review Panel Leads: Dr. Melissa Faber, for Psychology and Dr. Von Plessner, for Economics. Each assisted their respective panels in discussion of the College-Level Examination Program (CLEP) scores that should be the uniform standard for awarding college credit. There is now a statewide agreement on the required CLEP scores for awarding credit in 11 different subject areas.
- The **Math, Science & Engineering Technology Division** began working on a divisional Strategic Plan during their fall retreat in order to be more intentional in carrying out the institution's plan. Goals were established in three areas:
  - 1) Sustained focus on student success
  - 2) Leadership In STEM education
  - 3) Support of the region

Other activities of the Division include:

- Faculty Colin Doolittle and Mike Kwiatkowski visited Tinora, Defiance, and Sylvania Southview high schools to discuss STEM programs..
  - Held the **Engineering Advisory Board** meeting on November 9, 2016. There were 32 guests from local business and industry.
  - **WE ARE STEM** event was held on November 18, 2016. Five faculty conducted presentations for participating students.
  - Dr. Dan Burklo, Division Dean, serves as chair of the **Ohio Engineering Technology Educators Association (OETEA)** and organized the conference held in Columbus, Ohio on October 28.
  - Faculty member Dave Mohring attended an AFCEA meeting and presented information on the College Credit Plus opportunities for students, such as Automatic Feed and Defiance Metal Products.
- The **Allied Health & Public Services** Division will be partnering with the Ohio Peace Officer Training Academy (OPOTA) to sponsor required continuing education and training to local law enforcement officers. The Defensive Tactics room has been requested by our regional director as an ideal location to provide this training and reduce costs and travel for local officers.

Academy Commander, Dave Mack, has offered to pilot the curriculum **Blue Courage** in the NSCC Law Enforcement Academy. OPOTA is considering adopting the curriculum statewide. Commander Mack is one of very few individuals certified to present the curriculum in the State.

The **Medical Assisting Program** will host a **site visit** of the Medical Assisting Education Review Board on March 20-21 in order to obtain reaccreditation through the Commission on Accreditation of Allied Health Education Programs.

- The **Nursing Division** reports that the December 2016 Registered Nursing graduates have a **100% pass rate** on National Council Licensure Exam (NCLEX-RN). All Practical Nursing graduates from December 2015 and July 2016 (both Archbold and Van Wert) have passed the Ohio Board of Nursing exam for Practical Nursing, another **100% pass rate**.
- The **Arts & Sciences Division** focused efforts on student registration from fall to spring semesters. The Division Secretary contacted students who were not registered to schedule advising appointments. The results were as follows:

Total Number of students: 67

42% (28) were already registered

58% (39) were not registered and received a call

Of the 39 students contacted,

31% (12) made advising appointments and registered

38% (15) had Satisfactory Academic Progress issues

21% (8) Business Office Hold (owed money)

10% (4) phone not in service

The Division provided academic advising for 26 continuing students and approximately 5 new students on the three Registration Days between December and January.

- Northwest State hosted **Dr. Rob Johnstone** of the National Center for Inquiry and Improvement and author of *Guided Pathways Demystified: Exploring Ten Commonly Asked Questions about Implementing Pathways*. Dr. Johnstone's presentation was held on Friday, January 20. Of those attending the event, there were 43 faculty, 36 administrators/staff, and a Board member. Dr. Johnstone's presentation was funded by a grant through the Ohio Association of Community Colleges and the Ohio Student Success Leadership Institute.

Here is a summary of the goals of guided pathways:

*The Pathways Project is asking the colleges to achieve four objectives. First, colleges should clarify students' choices with program maps developed by faculty members and advisers that connect to careers and employment. Second, the colleges should help students enter a pathway by redesigning their traditional remediation courses. Third, the colleges should offer strong advising to help students stay on a pathway. And finally, colleges should make sure students are learning by having high-quality pedagogy and establishing learning outcomes tied to employment or further education (Excerpt for Inside Higher Ed, April 11, 2016).*

NORTHWEST STATE COMMUNITY COLLEGE  
VICE PRESIDENT FOR INSTITUTIONAL EFFECTIVENESS & STUDENT SUCCESS  
INFORMATION ITEMS FOR BOARD OF TRUSTEES

January 23, 2017

Submitted by: Cindy Krueger

**INSTITUTIONAL GOAL 1: CREATE AND MAINTAIN AN ENVIRONMENT ENCOURAGING EXCELLENCE AND SUCCESS IN ALL ASPECTS OF THE STUDENT EXPERIENCE.**

SUCCESS CENTER – Jason Rickenberg

**Fall 2016 End of semester numbers: 9-6-16 through 12-15-16**

- 418 one-on-one or group tutoring sessions
- 1,034 tutoring sessions in the labs (Math, Writing, Accounting, Life Sciences and Nursing)
- 556 total student test proctoring sessions. 83 students from other institutions (Rhodes, OSU ATI, Franklin U.) completed make-up testing.
- 47 NSCC fall 2016 graduates were proctored for the graduate assessment test
- 490 interactions through eTutoring, including 481 asynchronous writing submissions, 2 eQuestion posts and 7 Synchronous eChats.
- There were at total of 32 tutors (faculty, adjuncts and students) employed during the fall 2016 semester.
  
- There has been an increase usage of eTutoring during the 2016 school year.
  - eTutoring Active Accounts have increased by 8%
  - ePaper submissions have also increased by 8%
  - Hours of support have increased by 7%
  - During the OADE Conference on 11-11-16, the NSCC Success Center received an award from the Ohio Department of Higher Education's Chancellor, John Carey. The award was for increasing our usage of eTutoring over the last three academic years. Three out of the current 37 institutions participating in eTutoring received this award.

**INSTITUTIONAL GOAL 4: IMPROVE INSTITUTIONAL EFFECTIVENESS**

Below is a summary of College Credit Plus enrollment for FY 2016 and FY2017. 97% of students passed classes (grade of D or higher) in fall 2016. This is similar to the previous year.

College Credit Plus

	Fall 2015	Sp 2016	Su 2016	Fall 2016	Sp 2017
# Students	676	848	60	785	750
# Credit Hours	3601	4789	224	3932	3927
FTE	120	159.6	7.47	131.1	130.9
Total FTE Academic Year		279.6			269.47

There are several high schools that participated last year that are not participating this year. The high schools include Bowling Green, Continental, Eastwood, ECOT, Northwood, Ohio District Electronic Learning Academy, Perrysburg, Springfield, Sylvania Northview, Sylvania Southview, and Virtual Community School of Ohio. Last year these high schools accounted for:

- 204 Course Registrations – mostly at Sylvania Northview & Southview
- 599 Credit Hours
- 19.97 FTE

Most of these course enrollments are related to career technical programs. Some of the courses have career technical assurance guides (CTAGs) so students can receive credit by presenting their transcript to the college; dual enrollment is not required to receive the credit.

Below is a comparison of spring program enrollments by division as of Jan. 19<sup>th</sup> to fall semester program enrollments. Each division includes CCP student pathways and undecided students.

Program Enrollment by Division as of Jan. 19 (10 days from start)

	Fall 2016		Spring 2017		Difference (spr - fall)	
	Enrollment	FTE	Enrollment	FTE	Enrollment	FTE
Allied Health /Public Service	381	110.07	343	97.93	-10.0%	-11.0%
Arts & Science	644	127.89	544	115.02	-15.5%	-10.1%
Business	441	121.7	415	115.17	-5.9%	-5.4%
Engineering Tech	298	73.07	270	73.33	-9.4%	0.4%
Industrial Tech	123	26.19	103	25.27	-16.3%	-3.5%
Nursing	539	142.87	516	144.25	-4.3%	1.0%
Totals	2426	601.79	2191	570.97	-9.7%	-5.1%
Business & Industry	2063	396.58	34	9.48	-98.4%	-97.6%

**Chief Fiscal and Administrative Officer**  
**January, 2017**  
**Submitted by: Kathy Soards**

- The college has received notice from the Court of Claims of the following Orders for the trial to be conducted December 11 – 13, 2017 regarding the discrimination charges by a former Phlebotomy program student against the college.
  - Plaintiff shall furnish defendant with the names of any expert witnesses and a copy of their reports on or before April 14, 2017.
  - Defendant shall furnish plaintiff with the names of any expert witnesses and a copy of their reports on or before May 31, 2017.
  - No discovery will be allowed after August 25, 2017, without leave of court
  - Any dispositive motions shall be filed on or before September 8, 2017 and shall be heard pursuant to L.C.C.R. 4.
  
- **Facilities**
  - a. The college has received another payment from the NRG Energy Curtailment program in the amount of \$4665.13. To date the college has received over \$19,000 for working to curtail our energy usage during peak times in the summer since 2016.

**Financial Aid**

- The college received funding award notification for 2017/2018 award year for Federal Supplemental Education Opportunity Grant (FSEOG) and Federal Work Study (FWS) both of which are showing significant declines.
  - FSEOG 2016/2017 allocation is \$49,050 as compared to 2017/2018 allocation of \$40,105 for a decline of \$8,945 or -18.2%. FSEOG is a direct award to students.
  - FWS 2016/2017 allocation is \$53,852 as compared to 2017/2018 allocation of \$43,326 for a decline of \$10,526 or -19.5%. FWS is a direct award to students that the college benefits from as well as it reduces the cost of student employment to the college.



**Northwest State Community College**  
**Statement of Net Assets**  
**December 31, 2016**

**Assets**

Current Funds:

General Fund:	
Cash & Investments	\$7,746,179
Accounts Receivable	\$6,221,275
Prepaid Expense	\$14,931
Inventory	\$10,354
Deferred Outflows of Resou	\$3,208,589
Total General Fund	<u>\$17,201,327</u>

Auxiliary Enterprises:

Cash	-\$424,552
Accounts Receivable	\$69,385
Inventories	\$792,848
Total Auxiliary Enterprises	<u>\$437,680</u>

Restricted Funds:

Cash	\$249,007
Accounts Receivable	-\$1,421
Total Restricted Funds	<u>\$247,586</u>

Total Current Funds	<u>\$17,886,594</u>
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Plant Funds:

Unexpended Plant Funds:	
Cash	\$30,938
Total Unexpended Plant Funds	<u>\$30,938</u>

Investment In Plant:

Land	\$176,657
Construction in Progress	\$1,044,814
Buildings	\$29,587,060
Accumulated Depr.	-\$15,501,461
Parking Lots	\$1,944,552
Accumulated Depr.	-\$1,336,142
Water Tower	\$499,810
Accumulated Depr.	-\$459,223
Movable Equipment	\$5,345,957
Accumulated Depr.	-\$3,674,608
Library Books	\$555,156
Motor Vehicles	\$233,953
Accumulated Depr.	-\$187,447
Art / Collections	\$1,103,765

Total Investment In Plant	<u>\$19,332,840</u>
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Total Plant Funds	<u>\$19,363,777</u>
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Agency Funds:

Cash	\$54,988
Total Agency Funds	<u>\$54,988</u>

**Liabilities & Fund Balance**

Current Funds:

General Fund:	
Accounts Payable	\$44,048
Accrued Liabilities	\$26,200,002
Fund Balance:	
Unallocated	\$5,536,001
Allocated	-\$14,578,789
Total General Fund	<u>\$17,201,327</u>

Auxiliary Enterprises:

Accounts Payable	\$7,703
Accrued Liabilities	\$23,130
Due To General Fund	\$0
Fund Balance	\$406,847
Total Aux. Enterprises	<u>\$437,680</u>

Restricted Funds:

Accrued Liabilities	-\$41,758
Fund Balance	\$289,344
Total Restricted Funds	<u>\$247,586</u>

Total Current Funds	<u>\$17,886,594</u>
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Plant Funds:

Unexpended Plant Funds:	
Fund Balance	\$30,938
Total Unex-Plant Funds	<u>\$30,938</u>

Investment In Plant:

Net Investment In Plant	<u>\$19,332,840</u>
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Total Plant Funds	<u>\$19,363,777</u>
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Agency Funds:

Fund Held in Custody	\$54,988
Total Agency Funds	<u>\$54,988</u>

Northwest State Community College  
Statement of Revenue, Expense and Changes in Net Assets  
December 31, 2016

	Total Annual Budget	Actual To Date	Per Cent Received
<b>Operating Revenue:</b>			
Ohio Board of Regents - Subsidy	\$10,802,088	\$5,401,044	50.00%
Ohio Board of Regents -Capital Component	\$203,927	\$101,964	50.00%
Tuition & Fees	\$11,128,887	\$8,863,656	79.65%
Scholarship Allowance and Tuition Offsets	-\$1,564,293	-\$156,342	9.99%
Income from Investments	\$50,000	\$26,773	53.55%
Foundation	\$150,000	\$0	0.00%
CTS Archbold	\$589,176	\$255,735	43.41%
CTS Scott Park	\$745,000	\$66,333	8.90%
B & I Business Opportunity	\$250,000	\$0	0.00%
Community Development	\$25,000	\$90	0.36%
Center for Lifelong Learning	\$69,600	\$0	0.00%
Miscellaneous Income	\$84,319	\$38,396	45.54%
Grant Fiscal Agent	\$25,000	\$31,891	127.57%
Finger Printing & Facility Rental	\$56,100	\$27,602	49.20%
To Reserves:			
Capital Component Fund Balance	-\$203,927	\$0	0.00%
Instructional Equipment Fund Balance from Lab Fee	-\$100,000	\$0	0.00%
Building M & R from Subsidy	-\$100,000	\$0	0.00%
Student Fee Fund Balance	-\$161,800	\$0	0.00%
To Foodservice FB from Student Fees	-\$50,000	\$0	
<b>Total Operating Revenue</b>	<b>\$21,999,077</b>	<b>\$14,657,141</b>	<b>66.63%</b>
<b>From Reserves:</b>			
From Auxiliary (Bookstore/Foodservice) Fund Balan	\$200,000	\$0	0.00%
From Student Fee FB for Food Service Subsidy	\$50,000	\$0	0.00%
From Student Fee FB for Student Activities/Facili	\$30,950	\$0	0.00%
From Student Fee FB for Student Lounges	\$10,000	\$0	0.00%
From Student Fee FB for Parking Lot Maint & Repai	\$35,000	\$0	0.00%
From Student Fee FB for Counsel/Wellness	\$21,000	\$0	0.00%
From Student Fee FB for Advising Center Startup	\$142,537	\$0	0.00%
From Instrl Equip FB for Instrl Equipment	\$38,590	\$0	0.00%
From Equip M & R FB for Equipment M & R	\$237,974	\$0	0.00%
From Business Growth FB for Scott Park Expansion/	\$223,750	\$0	0.00%
From New Program FB for Agriculture Program	\$2,200	\$0	0.00%
From Build M & R FB for Building M & R	\$72,650	\$0	0.00%
From Energy Mgmt FB for Energy Projects	\$115,000	\$0	0.00%
From OBR Capital Bill for Renovation of Bldg C	\$1,915,000	\$0	0.00%
From Grant Match for Grant Matching Needs	\$125,000	\$0	0.00%
<b>Total Revenue</b>	<b>\$25,218,729</b>	<b>\$14,657,141</b>	<b>58.12%</b>
<b>Operating Expense:</b>			
Instruction	\$14,074,350	\$4,496,684	31.95%
Public Service	\$94,209	\$20,483	21.74%
Academic Support	\$773,995	\$386,954	49.99%
Scholarship Allowance	\$59,005	\$0	0.00%
Student Services	\$1,696,560	\$653,665	38.53%
Institutional Support	\$4,842,031	\$2,271,894	46.92%
Plant Operations and Maintenance	\$3,678,579	\$1,719,411	46.74%
<b>Total Expense</b>	<b>\$25,218,729</b>	<b>\$9,549,090</b>	<b>37.87%</b>
<b>Net Increase/Decrease in Net Assets</b>	<b>\$0</b>	<b>\$5,108,051</b>	

## Food Services

### 2016-2017

	Rev.	Exp.	Net	YTD
July	\$9,933	\$17,519	-\$7,586	-\$7,586
Aug	\$7,447	\$21,910	-\$14,463	-\$22,049
Sept	\$18,775	\$33,491	-\$14,715	-\$36,764
Oct	\$20,879	\$35,596	-\$14,717	-\$51,482
Nov	\$37,034	\$33,517	\$3,518	-\$47,964
Dec	\$15,131	\$21,605	-\$6,474	-\$54,438
Jan			\$0	-\$54,438
Feb			\$0	-\$54,438
March			\$0	-\$54,438
April			\$0	-\$54,438
May			\$0	-\$54,438
June			\$0	-\$54,438
Subsidy	\$25,000		\$25,000	-\$29,438
<b>Totals</b>	<b>\$134,199.17</b>	<b>\$163,637.41</b>	<b>-\$29,438</b>	

\* budgeted to subsidize foodservice with \$30000  
from student fees

### 2015-2016

	Rev.	Exp.	Net	YTD
July	\$16,437	\$20,986	-\$4,549	-\$4,549
Aug	\$21,957	\$26,221	-\$4,264	-\$8,813
Sept	\$40,316	\$43,097	-\$2,781	-\$11,594
Oct	\$41,757	\$39,329	\$2,428	-\$9,166
Nov	\$32,463	\$37,868	-\$5,404	-\$14,570
Dec	\$14,414	\$18,205	-\$3,791	-\$18,361
Jan	\$24,509	\$26,610	-\$2,101	-\$20,462
Feb	\$34,974	\$45,829	-\$10,855	-\$31,317
March	\$28,414	\$32,702	-\$4,288	-\$35,605
April	\$42,658	\$41,645	\$1,013	-\$34,592
May	\$17,117	\$17,745	-\$628	-\$35,220
June	\$16,707	\$33,972	-\$17,266	-\$52,486
Subsidy	\$30,000		\$30,000	-\$22,486
<b>Totals</b>	<b>\$361,722.56</b>	<b>\$384,208.45</b>	<b>-\$22,486</b>	

\* budgeted to subsidize foodservice with \$30000  
from student fees

### 2014-2015

	Rev.	Exp.	Net	YTD
July	\$14,600	\$16,460	-\$1,860	-\$1,860
Aug	\$19,552	\$29,105	-\$9,553	-\$11,413
Sept	\$46,103	\$52,500	-\$6,397	-\$17,810
Oct	\$42,817	\$34,222	\$8,595	-\$9,215
Nov	\$31,583	\$36,077	-\$4,494	-\$13,710
Dec	\$17,741	\$21,535	-\$3,794	-\$17,503
Jan	\$26,605	\$29,055	-\$2,450	-\$19,954
Feb	\$34,802	\$42,930	-\$8,128	-\$28,082
March	\$34,866	\$38,376	-\$3,510	-\$31,592
April	\$45,556	\$43,784	\$1,772	-\$29,820
May	\$15,939	\$25,155	-\$9,216	-\$39,036
June	\$21,840	\$25,546	-\$3,706	-\$42,742
Subsidy	\$30,000		\$30,000	-\$12,742
<b>Totals</b>	<b>\$382,003.65</b>	<b>\$394,745.62</b>	<b>-\$12,742</b>	

\* budgeted to subsidize foodservice with \$30000  
from student fees

## Bookstore

### 2016-2017

	Rev.	Exp.	Net	YTD
July	\$63,323	\$58,772	\$4,550	\$4,550
Aug	\$670,763	\$541,288	\$129,475	\$134,025
Sept	\$45,163	\$80,203	-\$35,039	\$98,986
Oct	\$20,138	\$31,256	-\$11,118	\$87,868
Nov	\$33,935	\$30,932	\$3,003	\$90,871
Dec	\$79,613	\$78,088	\$1,525	\$92,396
Jan			\$0	\$92,396
Feb			\$0	\$92,396
March			\$0	\$92,396
April			\$0	\$92,396
May			\$0	\$92,396
June			\$0	\$92,396
<b>Totals</b>	<b>\$912,934.13</b>	<b>\$820,538.17</b>	<b>\$92,396</b>	

### 2015-2016

	Rev.	Exp.	Net	YTD
July	\$101,531	\$93,869	\$7,661	\$7,661
Aug	\$685,607	\$550,780	\$134,827	\$142,488
Sept	\$46,164	\$92,030	-\$45,866	\$96,622
Oct	\$50,143	\$58,049	-\$7,906	\$88,716
Nov	\$47,277	\$62,684	-\$15,407	\$73,309
Dec	\$164,248	\$133,781	\$30,467	\$103,776
Jan	\$419,644	\$346,077	\$73,567	\$177,343
Feb	\$37,081	\$44,737	-\$7,655	\$169,688
March	\$16,385	\$38,771	-\$22,386	\$147,302
April	\$13,934	\$28,304	-\$14,370	\$132,931
May	\$62,187	\$70,139	-\$7,952	\$124,980
June	\$52,552	\$63,388	-\$10,836	\$114,144
<b>Totals</b>	<b>\$1,696,752.46</b>	<b>\$1,582,608.70</b>	<b>\$114,144</b>	

### 2014-2015

	Rev.	Exp.	Net	YTD
July	\$91,074	\$89,693	\$1,382	\$1,382
Aug	\$715,952	\$545,484	\$170,468	\$171,850
Sept	\$61,781	\$161,240	-\$99,459	\$72,391
Oct	\$26,395	\$41,771	-\$15,376	\$57,015
Nov	\$10,176	\$31,755	-\$21,579	\$35,436
Dec	\$170,148	\$165,905	\$4,243	\$39,679
Jan	\$476,532	\$417,386	\$59,146	\$98,825
Feb	\$27,809	\$30,410	-\$2,600	\$96,224
March	\$20,848	\$39,447	-\$18,599	\$77,625
April	\$20,472	\$20,113	\$359	\$77,984
May	\$62,261	\$39,931	\$22,330	\$100,315
June	\$77,841	\$96,820	-\$18,979	\$81,335
<b>Totals</b>	<b>\$1,761,288</b>	<b>\$1,679,953</b>	<b>\$81,335</b>	

**BOOKSTORE**

12/31/16

	Budget	Actual	% of Budget		Prior Year Actual	
<b>Revenue</b>						
Book Sales	1,459,500	727,239	49.83%	79.66%	868,566	79.32%
Supply Sales	350,000	61,848	17.67%	6.77%	78,788	7.20%
Misc Supply Sales	120,000	17,655	14.71%	1.93%	24,986	2.28%
Used Book Sales	20,000	27,616	138.08%	3.02%	29,113	2.66%
Rental Book Sales	20,000	0	0.00%	0.00%	6,192	0.57%
Ebook Sales	126,000	49,419	39.22%	5.41%	44,753	4.09%
Candy / Food -Bkstr	79,000	24,944	31.57%	2.73%	30,064	2.75%
Other	13,000	4,213	32.41%	0.46%	12,508	1.14%
<b>Total</b>	<u>2,187,500</u>	<u>912,934</u>	41.73%	100.00%	<u>1,094,969</u>	100.00%
<b>Expense</b>				% of Sales		% of Sales
Salaries & Benefits	224,143	112,367	50.13%	12.31%	109,467	10.00%
Cost of Sales	1,643,600	685,397	41.70%	75.08%	849,123	77.55%
Other Expenses	56,900	22,774	40.02%	2.49%	32,603	2.98%
<b>Total</b>	<u>1,924,643</u>	<u>820,538</u>	42.63%	89.88%	<u>991,194</u>	90.52%
<b>Net</b>	<u>262,857</u>	<u>92,396</u>	35.15%	10.12%	<u>103,776</u>	9.48%

**FOODSERVICE**

	Budget	Actual	% of Budget		Actual	
<b>Revenue</b>						
Cafeteria Sales	39,000	11,717	30.04%		21,828	
Snack Bar Sales	213,000	65,750	30.87%		101,763	
Catering Sales	92,500	32,175	34.78%		39,849	
Coffee Bar Sales	12,200	73	0.60%		3,771	
Other	4,400	(517)	-11.74%		132	
<b>Total</b>	<u>361,100</u>	<u>109,199</u>	30.24%		<u>167,344</u>	
<b>Expense</b>				% of Sales		% of Sales
Salaries & Benefits	214,991	97,867	45.52%	89.62%	100,762	60.21%
Cost of Sales	173,328	61,653	35.57%	56.46%	80,474	48.09%
Other Expenses	15,495	4,117	26.57%	3.77%	4,469	2.67%
<b>Total</b>	<u>403,814</u>	<u>163,637</u>	40.52%	149.85%	<u>185,705</u>	110.97%
Capital Investment	0	0			0	0.00%
Student Fee Subsidize	50,000	25,000			15,000	
<b>Net</b>	<u>7,286</u>	<u>(29,438)</u>			<u>(3,361)</u>	



## **January 2017 Board Information from CTS**

General Mills Video Conferencing Training: Fifteen (15) technical courses and forty (40) computer application courses ran in November - December 2016. Students represented twenty (20) domestic and eleven (11) international locations (Argentina, Australia, Brazil, Canada, China, England, Germany, India, Mexico, Spain, UAE).

### Custom Training Classes:

1. Archbold Campus
  - a. Nine (9) classes in December. Companies include; Tenneco Automotive, APT Mfg, GM Powertrain Defiance, HE Orr Paulding, Worthington Industries, Moore Industries, Tronair, Axis Engineering and WIOA Youth Fulton County.
  - b. Open Enrollment classes included Introduction to ControlLogix PLC. Safety OSHA 10HR, Lean Basics
2. Advanced Manufacturing Training Center (AMTC) - Scott Park Campus
  - a. Seven (7) classes in November - December
  - b. Companies include: Greene Construction, HFMA, MBAC, Toledo Chamber, V & A Risk Services.
  - c. The Call Center/Customer Service program offered at the Cherry Street Mission graduated the first cohort in November. All four students who completed the program were offered jobs at graduation. The next cohort is scheduled to begin in February.
  - d. Pipeline: Fiat Chrysler Automobiles, Goodwill "Building to the Future" grant, Dana, Detroit Manufacturing Systems, Mobus,
  - e. MSSC program pilot to begin in January-funding for class by United Way of Greater Toledo-program designed to be 8 week entry level program teaching basic manufacturing/production- safety, Lean, basic systems, tools and measurement
  - f. Apprenticeship discussions for early 2017-Principle Business Enterprises, Pilkington Glass, Kuka/Jeep
  - g. Two (2) students enrolled in online classes in November-December 2016.

### Community Outreach/Company Visits:

1. Archbold Campus
  - a. Jim Drewes and Tori Wolf made site visits to the following clients: APT Manufacturing, Allied Moulded Products, Chase Brass, Parker Hannifin - Hicksville, Winzeler Stamping, Reifel Industries, LaFarge Paulding, and Sauder Mfg.
2. AMTC
  - a. Sponsored a booth at the Business to Business Expo at the Pinnacle in November.

Manufacturing Extension Partnership (MEP). NSCC continues to support local manufacturing through business consultation and workforce training solutions. Most notable October are presented below.

1. Archbold Campus
  - a. Open Enrollment for Jan - Jun 2017
    - i. Lean Leadership - Initial Offering with 24 students enrolled
    - ii. Planned Safety and OSHA Training
    - iii. Planned HR Training
    - iv. Planned Computer Training
    - v. Planned Technical Training
    - vi. Planned Transportation Compliance Topics / Tom Pierce
2. Promoting a Seminar for March 9th, The 5G Workforce presented by the Learning Café
3. Working on MFG DAY activities, October 13th, 2017
4. AMTC - NSCC received grant funding for a full time MEP representative for the AMTC. Recruitment for the position continues.



## **January 2017 Board Information from IT**

### New and Ongoing Projects:

**Document Management System (DMS):** Continue to work with Admissions.

**Business Analytics (Data Cube):** No activity this period.

**New Service Desk Automation:** No activity this period.

**Trouble/Request Tickets:** For the month of December, 304 new tickets were created and 271 resolved.

**PA System:** Wiring and speaker installation continues for the new PA system.

**myNSCC replacement / Central Authentication Service:** Members of the IT department continue to meet and discuss the migration of functionality from myNSCC/Luminis to Self-Service Banner.

**Degree Works:** The new DegreeWorks server has been moved into production. Project Complete.

**ACT Electronic Scores.** Complete.

**On-Line Credit Card Payments to the NSCC Foundation.** Complete.

**Institutional Advancement**  
**Mari Yoder**  
**January 23, 2017**

**Development—Robbin Wilcox**

- Making a Difference Award Recipients for 2017 are Denise McColley (Henry Cty)-Individual, NorthStar BlueScope (Fulton Cty)-Business and Sarah's Friends (Williams Cty)-Organization  
The Green Carpet Event is scheduled for May 11<sup>th</sup>.
- Foundation will be approving donations to the College at their January 26<sup>th</sup> meeting of: \$449,570 for scholarships, \$10,000 unrestricted Foundation operations and \$4,076 Miscellaneous
- Two new scholarships have been designated: STEM Scholarship and Troy Richey Scholarship

**Marketing and Public Relations-Dawn Hauter, Jim Bellamy, Mari Yoder**

- Launching new marketing effort to recruit/retain CCP through direct mail and email campaign. Targeting 700 juniors and seniors to think NSCC to continue for a degree or transfer credits.
- Collaborating with area businesses who offer tuition reimbursement to create and distribute marketing information to promote programs that will lead to advancement. Spangler is first effort utilizing their Intranet, a private Spangler focused page for NorthwestState.edu , Slide on Spangler-TV (internal video service) and postcards they will distribute to employees.
- Recent review of digital marketing efforts with WTOL-TV showed we are performing above industry standards in click through rate. Cities where our impression was greatest was in Defiance Wauseon, Napoleon and Swanton. Click through rate was greatest in Archbold, Defiance, Bryan and Swanton.
- Working with APT in Hicksville on student recruitment 3-5 minute video for apprenticeship type programs. We will be working with Automatic Feed on similar program. Geared to middle school and high school students to create interest in the program.
- New Distinguished Alumni piece has been developed and will be mailed next week. This continues the effort to engage alumni in the College and build pride in their connection.
- Worked with the Ohio Technology Consortium who was using the Roynon family (and NSCC students) to show positive benefits of e-tutoring services available.
- Several video stories developed and shared through social media and on the NSCC NOW page of the website.
- Working with Admissions on efforts to schedule recruitment/promotional events at area football and basketball games for 2017-18.

**Advancement**

- Black Swamp Safety Council will welcome BWC Administrator Morrison to the February meeting. The Holiday Banquet welcomed over 200 business guests who heard motivational speaker "Corporate Action Hero." NSCC was named a training site for BWC last year and we have had success at filling scheduled classes. BWC has added additional offerings for 2017-18 based on the success. Area businesses are excited to be able to do this training close to home.
- A new effort with Henry County CIC, Napoleon Schools and NSCC is being developed to create pre-apprenticeship experiences to move high school students toward skilled trades.
- Phase one of signage for renovated C Building is almost complete. Phase two should be completed by the end of February.
- Working with Fulton County EDC on a bus tour for area high school teachers to show careers in the county and discuss training programs that will support employment for their students.
- 5 County Economic Development Directors, area bankers and SBDC State Director Jim Lapply recently met at the College to discuss future of SBDC office in the region. Currently NSCC provides office space for consultant use in working with current and potential small businesses.
- Red Cross Blood Mobile will be on campus February 20<sup>th</sup>

## Board Report for February 2017 Board Meeting

Submitted by: Jim Hoops

Associate Vice President for Strategic Initiatives

I was asked by the Van Wert Chamber of Commerce if Northwest State CC could do a session at their Leadership Conference sponsored by the chamber to talk about conflict resolution. I said sure and invited Katy McKelvey to do the presentation. She did a great job. It was another opportunity to get the Northwest State CC name out in the Van Wert area. There were 20 community leaders from Van Wert who took part in the discussions.

Lori Robison and I were on the Van Wert Mayor radio show and did an interview with Chris Roberts. We spoke about the opportunities an individual has when he/she looked at a place like Northwest State CC to advance their career.

Set up a meeting with Congresswoman Marcy Kaptur to tour the Scott Park Training facility. Representative Kaptur was very engaged during the tour and ask many questions about the training center which Tom Wylie and Dave Conover were available to answer. Also attending were the Toledo Public Schools Superintendent Dr. Romules Durant, Ray Wood president of UAW Local 14 which is affiliated with Chrysler, Diane Miller the Government Liaison for the University of Toledo and Brian Dicken, Toledo Chamber of Commerce.

## **Director of Human Resources and Leadership Development**

**January, 2017**

**Submitted: Katy McKelvey**

In the Labor Management Team's next meeting we will discuss what the financial impact would be if we implemented the new compensation program prepared by Connie Michalak. We would be implementing this change on July 1, 2018. Kathy Soaards has prepared the cost model for that proposal. The LMC Professional team has not met to give us time to work on different compensation models.

December 9, 2016, Jim Hoops and I met with the Van Wert Leadership Team and gave a presentation on conflict resolution. We were also able to tour the Federal-Mogul plant and met with the Plant Manager and Human Resources Manager.

The first Vital Smarts training for supervisors was conducted December 6 – 7 and our second class is scheduled beginning January 23. We are planning for a third class beginning on February 7.

On December 5 we celebrated the retirement of five long-term employees with a luncheon that included the employee, their supervisor and Dr. Stuckey. After the luncheon an open house was held to honor the retirees and all employees were invited to attend.

Recruiting - we have filled the following roles:

- Simulation Coordinator – Nursing (Jennifer Behnfeldt)
- Payroll Accountant (Kristi VonDeylen)
- Chief of Police (Joel Gibson)

Currently we are recruiting for the following roles:

- MEP Sales
- Admissions Recruiter
- Cybersecurity Training Coordinator

Roger Brown, a substitute for the NSCC Police, has been terminated effective January 13, 2017, after a more than four month leave of absence.