

**BOARD OF TRUSTEES**  
**April 28, 2017 – Time 12:00 noon**  
**Room C211**

**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**

- Presidential Search Committee Timeline – K. McKelvey
- SB199 Ohio Carry Concealed Law/NSCC Policy - T. Stuckey

**D. EXECUTIVE SESSION:** To consider the salary/benefits/transfers/layoff of public employees.

**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 February 9, 2017 Meeting
  - b. Resignations
  - c. Employ Full-time Cybersecurity Training Coordinator
  - d. Employ Full-time Assistant Senior Registrar
  - e. Rehire Full-time Director of Plant Operations, Construction and Renovation
  - f. Employee Reinstatement from Layoff
  - g. Transfer to Secretary- iSTAR Grants and Industrial Divisions
  - h. Transfer to Secretary-Community and Workforce Development Division
  - i. Miscellaneous Employment Contracts
  - j. Acceptance of Gifts to the College
  - k. Approval of Financial Report
  - l. New Policy – Postvention
2. Approval of 2017-2018 Operating Budget
3. Authorization to Select Architect
4. Establish Tuition for Fall 2017 and Spring 2018

**H. OTHER BUSINESS**

1. June 2017 Board Meeting Date
2. 2016 Financial Disclosure Statement due May 15, 2017
3. 2017 Spring Commencement Date – Saturday, May 6 , 2017 (preceded by Distinguished Alumni Luncheon at 11:45 in Room C200)
4. OACC Annual Conference – June 7 & 8, 2017, Terra State Community College/  
Put-in-Bay

**I. ADJOURNMENT**

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Thursday, February 9 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**

17-01

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

Absent: Laura Howell (attended presentations portion of meeting only) and Scott Mull.

There were also eight guests in attendance.

There was no audience participation at this meeting.

### **PRESENTATIONS**

- 1) Jim Drewes, Director of Sales and Workforce Development, and Tori Wolf, Sales Account Manager, presented information to the Board regarding the work of the Advanced Manufacturing Consortium (AMC). The Advanced Manufacturing Consortium was established in October 2015 as an initiative of Northwest State in Partnership with the Ohio Manufacturing Extension Partnership. The mission of the AMC is to assist manufacturers in creating and retaining jobs, increasing profits, and saving time and money by providing innovative solutions and forming connections to key stakeholders and resources in the manufacturing ecosystem. The goal is for the AMC to be the primary support resource for manufacturers in the areas of sustainability, continual improvement, workforce development, technology acceleration and educating youth.
- 2) Dr. Cindy Krueger provided an update of Strategic Plan, Goal 4 – *Improve Institutional Effectiveness*. Dr. Krueger also indicated that the Strategic Planning Committee will be reviewing the Board approved 2015 Strategic Plan in light of the current budget and where the college is today. Updates/changes may be needed.
- 3) Amy Golian and Hannah Stoneburner, both from the Attorney General’s office, were present at the meeting to answer questions from the Board relative to SB199 Ohio Concealed Carry Law. Ms. Stoneburner explained to the Board and administrators the changes in this legislation and how it now effects community colleges. The Board will continue to review this policy.

## **EXECUTIVE SESSION**

**17-02**

Mrs. Derck moved and Mrs. Barber seconded a motion to go into executive session to consider the dismissal/layoff/demotion of a public employee and to discuss campus security.

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

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

## **ADMINISTRATIVE REPORTS**

Informational reports from the President, Vice President for Academics, Vice President for Institutional Effectiveness and Student Success, 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.

In the absence of Lori Robison, Dr. Krueger answered questions relative to the VP for Academics report and highlighted the visit by Dr. Johnstone on January 20 as being well received by the faculty. Sue Derck commended Dr. Melissa Faber and Dr. Von Plessner for their contributions as TAG Review Panel Leads. 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 eleven different subject areas. Dr. Robert Hall commended the nursing division for 100% pass rates for both the practical nursing graduates (December 2015) and registered nursing graduates (July 2016).

Dr. Cindy Krueger, Vice President for Institutional Effectiveness and Student Success, provided an enrollment comparison of the college's College Credit Plus students for fall 2016 and spring 2017. The numbers for spring are down by 5.1% as a number of high schools have chosen not to participate in this program. Sue Derck also commended the NSCC Student Success Center which received an award from the Ohio Department of Education for increasing our usage of eTutoring over the last three academic years. Three of the current 37 institutions participating in eTutoring received this award.

Kathy Soards, Chief Fiscal and Administrative Officer, advised the Board of Trustees that the administration is closely watching what is happening in Columbus relative to the proposed state budget specifically in these areas: tuition freeze, freezing of all fees, subsidy pool increase of 1%, colleges being responsible for cost of textbooks with a \$10 per credit hour charge to the students. Northwest State could lose approximately \$1.2 million if the textbook portion of the proposal is approved by the state.



Vice President for Innovation, Todd Hernandez, noted that the Scott Park campus is receiving more employer engagement following recent visits by the Mayor of Toledo and Congresswoman Marcy Kaptur.

Director of Human Resources and Leadership Development, Kathryn McKelvey, informed the Board that thirty-six employees, including all supervisors, have received Crucial Conversations training.

### **CONSENT AGENDA APPROVED**

Mrs. Derck moved and Mrs. Barber seconded a motion to approve the following consent agenda items:

### **MINUTES OF THE DECEMBER 2, 2016 MEETING**

**17-03**

### **RESIGNATIONS**

**17-04**

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 Valerie 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.

### **PROMOTION TO CHIEF OF POLICE**

**17-05**

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.

**PROMOTION TO ADMISSIONS RECRUITER**

**17-06**

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 for 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.

**FULL-TIME NON-TRADITIONAL FACULTY  
IN NURSING DIVISION EMPLOYED**

**17-07**

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.

**FULL-TIME PAYROLL ACCOUNTANT EMPLOYED**

**17-08**

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.

**MISCELLANEOUS EMPLOYMENT CONTRACTS APPROVED**

**17-09**

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	Christopher Davis
Eileen Alexander	Josie Dean
Patti Altman	Heidi DeSota
Linda Arnold	Kieron Dillon
Gloria Arps	Pamela Donadson
Kyle Babcock	Colin Doolittle
Melanie Banks	Amy Drees
John Barlage	Rachelle Durham
Derek Bassage	Melanie Dusseau
Lisa Becher	William Eichenauer
Jennifer Behnfeldt	Melissa Faber
Gerald Bergman	Joseph Faykosh
Allen Berres	Kim Feehan
Lori Bird	Ann Frake
Teresa Borton	Melissa Freitag
Thomas Bowes	Brad Geer
Christa Burken	Emily Gerken
Tracy Burkholder	Michael Hamlin
Henry Bush	Anne Hammersmith
Thomas Carr	Deb Hartzell
Kari Casto	Dinah Henry
William Chaplin	Melanie Hicks
Chris Clawson	Christine Higbie
Michael Clink	Robert Hillman
Virginia Coker	Tony Hills
Alysha Cook	Joshua Hittle
Scott Coulter	Patricia Hofbauer
Brittany Dalby	Sherry Howard
Sarah Dauber	Bette Hughes

Mary Hunt  
Harvey Hyman  
Erin Jacob  
Michael Jacobs  
Gary Kadesch  
Gary Keisling  
Julie Kemarly-Hopkins  
Julie Kling  
Monica Kolovich  
John Krochmalny  
Patricia Kroeger  
Nanette Kuhlman  
Michael Kwiatkowski  
Suzanne Lammers  
Sarah Langenderfer  
Vicki Lanius  
Amanda Latscha  
Michelle Leitch  
John Leppelmeier  
Jeffrey Leptak Moreau  
Casey Linebrink  
Dave Mack  
Marianna Malek  
Joni Mavis  
Terrie McDougle  
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

### **FINANCIAL REPORT APPROVED**

**17-10**

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.

### **FY15/16 COLLEGE AUDIT APPROVED**

**17-11**

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.

### **2017-2018 STUDENT FEE SCHEDULE APPROVED**

**17-12**

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	ACC222	Cost Accounting II	18.00
ACC112	Managerial Accounting	18.00	ACC230	Auditing	53.00
ACC120	Payroll Accounting	18.00	ACC240	Business Income Tax Acctg.	28.00
ACC140	Individual Income Tax Acct.	28.00	ACC260	Accounting on Computers	23.00
ACC211	Intermediate Accounting I	18.00	ACC291	Accounting Internship	23.00
ACC212	Intermediate Accounting II	18.00	ACC299	Special Topics in Accounting	1.50
ACC221	Cost Accounting I	18.00	AET100	Intro to Alternative Energies	18.00

AET110	Energy Audit	38.00	CIS090	Intro. to Computers	11.00
AET120	Wind Power	27.00	CHM201	General Chemistry I	70.00
AET130	Solar Energy I	27.00	CHM202	General Chemistry II	70.00
AET140	Geothermal	27.00	CHM256	Prin. of Biochemistry	39.00
AET200	Sustainable Building Design	24.00	CIS090	Intro. to Computers	11.00
AET220	Solar Energy II	27.00	CIS104	Desktop Management	17.00
AET230	Hydrogen and Fuel Cell Tech.	27.00	CIS108	Internet Scripting	29.00
AET240	Biofuels	27.00	CIS109	Database Management	29.00
AET290	Alternative Energy Capstone	32.00	CIS111	Visual Basic Programming	29.00
ART103	Beginning Drawing	34.00	CIS112	Microsoft Word	33.00
ART210	Oil/Acrylic Painting	78.00	CIS113	Microsoft Excel	44.50
ART220	Beginning Sculpture	34.00	CIS114	Microsoft Applications	37.50
ATS101	Portfolio Development	5.00	CIS117	Microsoft Publisher	16.00
BAN110	Bank Management	18.00	CIS118	Access	21.00
BAN210	Credit Management	18.00	CIS119	PowerPoint	21.00
BAN220	Investment Management	33.00	CIS129	Web Page Development	23.00
BAN299	Special Topics in Banking	1.50	CIS150	Programming C++	29.00
BIO100	The World of Science	24.00	CIS155	Linux Networking I	49.00
BIO101	Biology	47.00	CIS161	C#	29.00
BIO115	Ecology	42.00	CIS165	Java Programming	29.00
BIO131	Nutrition	24.00	CIS191	Computer Operations	38.00
BIO150	The Human Body	37.00	CIS192	Microsoft Workstation Tech	23.00
BIO180	Principles of Genetics	47.00	CIS193	Microsoft Server Technology	23.00
BIO201	General Biology I	87.00	CIS194	IT Security Fundamentals	23.00
BIO202	General Biology II	87.00	CIS195	Networking Essentials	18.00
BIO231	Anatomy & Physiology I	102.00	CIS201	Workplace Technologies	28.00
BIO232	Anatomy & Physiology II	102.00	CIS255	Linux Networking II	49.00
BIO234	Human Diseases	37.00			
BIO257	Microbiology	102.00	CIS265	Java Programming II	18.00
BUS101	Introduction to Business	18.00	CIS290	Information Tech. Intern	11.00
BUS110	Bus. Math/Calculators	28.00	CIS299	Special Topics in Computers	1.50
BUS160	International/Global Business	18.00			
BUS211	Business Communications	45.50	CJT130	Principles of Criminal Justice	18.00
BUS221	Workplace Technologies	28.00	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	22.00	CJT140	Constitutional Law	18.00
BUS298	Special Topics in Business	5.50	CJT220	Law Enforc. in Am. Society	18.00
BUS299	Special Topics in Business	1.50	CJT230	Corrections	18.00
CAD111	CAD I	52.00	CJT240	Criminal Evidence & Proc.	18.00
CAD112	CAD II	52.00	CJT242	Probation & Parole	18.00
CAD213	CAD III	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	DBP121	Computer Systems II	225.00
CHM202	General Chemistry II	70.00	DBP130	IT Cust Srv & Comm	50.00
CHM256	Prin. of Biochemistry	39.00	DBP150	Database Basics	129.00



DBP205	Discrete Structures App	129.00	ENG241	Introduction to Fiction	18.00
DBP210	Computer Programming I	129.00	ENG250	Am Lit Thru Mid-19th Cent.	18.00
DBP220	Database Reporting	129.00	ENG251	Am Lit Since Mid-19th Cent.	18.00
DBP225	Computer Programming II	129.00	ENG260	Brit Lit Thru 18th Century	18.00
ECD150	Infant & Toddler Dev & Care	18.00	ENG261	Brit Lit 19th Cent to Present	18.00
ECD190	Fund. of Early Childhood Edu	94.00	ENG271	Non-Western Literature	18.00
ECD201	PreK Curriculum & Methods	65.50	FRA100	Fraud Detection & Deterrence	18.00
ECD280	Child Care Field Exp	86.00	FRA200	Fraud Examination	18.00
ECD282	ECD Field Experience	86.00	FRA210	Legal Elements of Fraud	18.00
ECD290	Pre-K Practicum	249.00	FRA220	Corp. Int. Ctrl & Governance	18.00
ECD291	Admin. Internship	86.00	GEO110	World Geography	18.00
ECO211	Macroeconomics	18.00	GEO210	Geography--U.S. & Canada	18.00
ECO212	Microeconomics	18.00	GSD100	Success Seminar	6.00
ECO299	Special Topics in Economics	1.50	GSD120	Career and Life Planning	18.00
EDP160	Intro to Paraprofessional Edu	93.00	HIS101	U.S. History Pre-1876	18.00
EDP290	Paraprofessional Internship	76.00	HIS203	U.S. Since 1945	18.00
EDU100	Intro to Teaching	22.00	HIS210	The Modern World	18.00
EDU120	Guidance & Classroom Mgmt	18.00	HIS234	History Old NW Territory	54.00
EDU140	Strategies /Teaching Reading	18.00	HIS290	Historic Preservation Intern	8.00
EDU150	Child Development I	18.00	HPF106	Beg. Western/Eng. Horse	275.00
EDU210	Creative Arts Curriculum	13.00	HPF107	Inter. Western/Eastern Horse	275.00
EDU220	Special Education	18.00	HPF108	Adv. Western/Eastern Horse	275.00
EDU230	Family, School & Community	13.00	HST101	Principles of Human Services	18.00
EDU240	Educational Psychology	18.00	HST105	Cult Competence w/Div. Pop	18.00
EDU250	Education Seminar	12.00	HST108	Principles of Dev. Disability	18.00
EDU260	Instructional Technology	46.00	HST112	Group work in Human Serv	18.00
EDU270	Cult & Linguistic Diversity /Edu	86.00	HST208	Interview Techniques	18.00
EET121	DC Circuits	64.00	HST210	Human Services Methods	28.00
EET122	AC Circuits	64.00	HST212	Principles of Addiction	28.00
EET132	Discrete Structures	24.00	HST214	Human Service Case Mgmt	18.00
EET221	Digital Electronics	77.00	HST218	Intro to Devel Disabilities	12.00
EET231	Microprocessors	57.00	HST219	Prin of Self-Determination	12.00
EET240	Engineering Programming	49.00	HST220	Principles of Work	12.00
EET272	Networking I	57.00	HST221	Prin of Habilitation Program	12.00
EET277	Industrial Electronics	54.00	HST222	Ethics In the Helping Profess	20.50
EET282	Networking II	44.00	HST240	Social Problems	18.00
EET289	Systems Integration	44.00	HST242	Marriage & Family	18.00
EMS102	EMT Basic I	175.00	HST290	Practicum I	97.50
EMS103	EMT Basic II	75.00	HST295	Practicum II	71.00
EMS202	EMT Intermediate I	200.00	HST296	Practicum III	71.00
EMS203	EMT Intermediate II	75.00	HUM209	Hum & Cult: Anc. & Medi.	18.00
ENG080	Reading Comprehension	19.00	HUM210	Hum & Cult: Renais to Pres.	18.00
ENG090	Basic Composition	19.00	HUM221	Music Appreciation	18.00
ENG099	Writing Skills Workshop	19.00	HUM230	Art Appreciation	18.00
ENG095	Integrated Col Reading/Writing	16.00	IND100	Precision Measurement	39.00
ENG111	Composition I	19.00	IND105	Industrial Safety	49.00
ENG112	Composition II	19.00	IND107	Print Reading & Sketching	39.00
ENG113	Speech	19.00	IND110	Industrial Computing I	29.00
ENG210	Technical Communications		IND120	Industrial Electricity I	44.00
ENG214	Discussion & Conf. Methods	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
			IND140	Principles of Machining	84.00



IND141	Metallurgy & Heat Treat	34.00	MKT299	Special Topics in Marketing	1.50
IND220	Elec. Prints & Troubleshoot	44.00	MTH050	Basic Mathematics	24.00
IND221	Instr. & Controls I	59.00	MTH078	Beginning Algebra I	18.00
IND223	Motors & Motor Controls	44.00	MTH079	Beginning Algebra II	18.00
IND232	Machine Repair	54.00	MTH080	Review of Beginning Algebra	23.00
IND234	Ind. Fluid Power II	49.00	MTH090	Intermediate Algebra	23.00
IND240	Mach. Processes II	54.00	MTH099	Engineering Math	19.00
IND241	Tooling & Fixtures	44.00	MTH105	Quantitative Reasoning	23.00
INT120	HVACR I	54.00	MTH109	College Algebra	23.00
INT220	HVACR II	34.00	MTH112	Trigonometry	23.00
INT221	HVAC III Heating Systems	24.00	MTH151	Review for Calculus	22.00
MEA101	Medical Assisting Clinical I	109.00	MTH170	Survey of Mathematics	18.00
MEA105	Microbiology for Med. Assist.	124.00	MTH213	Calculus I	30.00
MEA108	Admin. Med. Office Proced.	36.00	MTH214	Calculus II	30.00
MEA110	Pharm for Allied Health Profes	18.00	NRS100	Nurse Aide Cert	44.15
MEA200	Med Assisting Adm Extern	55.00	NRS105	Math for Nurses	5.00
MEA201	Medical Assisting Clinical II	92.00	NRS110	Pharmacology	18.00
MEA202	Med. Assisting Clinical Extern	182.00	NRS111	Pharmacology I	18.00
MEA205	Disease Conditions	24.00	NRS132	First Aid	9.00
MEA207	Phlebotomy Externship	123.00	NRS133	CPR	28.00
MEA229	Diagnostic & Procedural Cod.	36.00	NRS140	Professional Concepts I	115.75
MEA283	Computerized Medical Ins	20.50	NRS141	Health and Illness Concepts I	431.90
MET099	Engineering Math	19.00	NRS142	Professional Concepts II	115.75
MET100	Intro to Engineering Tech.	26.00	NRS143	Health & Illness Concepts II	178.75
MET107	Engineering Graphics & Sketching	24.00	NRS144	Pharmacology	10.00
MET110	Print Reading & Sketching	39.00	NRS150	Concepts in End of Life Care	6.00
MET121	Manufacturing Processes	34.00	NRS207	Nursing Care - Family	16.00
MET134	Engineering Materials	34.00	NRS213	Maternal-Newborn Nursing	123.00
MET222	Prog. Comp. Num Con.	49.00	NRS214	Pediatric Nursing	108.50
MET223	CAM	67.00	NRS215	Psychosocial Health Needs	170.90
MET234	Strength of Materials	29.00	NRS216	Physiological Health Needs II	116.75
MET235	Statics	29.00	NRS217	Physiological Health Needs III	140.25
MET255	Fluid Mechanics	29.00	NRS218	Concepts in Management	185.75
MET260	CAM II	44.00	NRS230	Transition to Professional Concepts in Nursing	120.75
MET262	CAD/CAM Project	67.00	NRS231	Transition to Health & Illness	313.90
MET265	Machine Design	29.00	NRS220	Special Problems/Nursing I	105.00
MET290	Eng. Tech Co-op/Internship	5.00	NRS221	Special Problems/Nursing II	105.00
MGT110	Management	18.00	OAS090	Keyboarding Basics	11.00
MGT120	Supervision	18.00	OAS101	College Keyboarding	36.00
MGT210	Human Resource Management	18.00	OAS102	Keyboarding Applications	36.00
MGT221	Entrepreneurship	18.00	OAS103	Office Accounting	25.00
MGT230	Retail Management	18.00	OAS104	Voice Recognition	16.00
MGT280	Business Climate Analysis	35.00	OAS105	Document Editing & Proof.	12.00
MGT281	Global Bus. Climate Analysis	53.00	OAS110	Records Management	18.00
MGT290	Business Management Intern.	23.00	OAS111	Electronic Health Records	28.00
MGT299	Special Topics in Management	1.50	OAS160	Office Procedures	18.00
MKT110	Marketing	18.00	OAS180	Medical Terminology	18.00
MKT111	Entrepreneurial Marketing I	6.00	OAS200	Speedbuilding	11.00
MKT112	Entrepreneurial Marketing II	6.00	OAS223	CCA Coding Exam Review	21.00
MKT113	Entrepreneurial Marketing III	6.00	OAS224	CCS Hospital Cod. Exam Rev	21.00
MKT210	Advertising	18.00	OAS225	CCS-P Physi Off Code Exam	21.00
MKT230	Salesmanship	18.00	OAS226	Home-Based Ind. Med. Coder	21.00

OAS229	Diagnostic & Procedural Coding	36.00	QCT100	Quality Concepts	24.00
OAS230	Transcription	28.00	QCT131	Quality for Lean Manufact.	34.00
OAS249	Advanced Microsoft Suite	28.00	QCT141	Precision Measurement	39.00
OAS282	Medical Transcription	23.00	QCT142	Adv. Concepts of GD & T	39.00
OAS283	Computerized Medical Ins.	20.50	QCT243	Advanced Quality Improv.	39.00
OAS291	Internship I	6.00	QCT250	Certified Quality Technician/	24.00
OAS292	Internship II	6.00	REA210	Real Estate Principles	18.00
OAS293	Internship III	6.00	REA220	Real Estate Law	18.00
OAS299	Special Topics	1.50	REA230	Real Estate Finance	18.00
PAR100	Introduction to Paralegal	18.00	REA240	Real Estate Appraisal	18.00
PAR101	Law Office Management	18.00	REA299	Special Topics in Real Estate	1.50
PAR110	Civil Procedures	18.00	RTI152	Prog: Numerically Cont Mach	49.00
PAR115	Family Law	18.00	SCM200	Supply Chain Management	18.00
PAR205	Real Estate Transactions	18.00	SCM210	Purchasing & Materials Mgt.	18.00
PAR210	Legal Research and Writing	18.00	SCM220	Operations Management	18.00
PAR215	Tort Law	18.00	SCM230	Physical Dist. & Logistics	18.00
PAR220	Criminal Law	18.00	SPN111	Spanish I	18.00
PAR221	Bankruptcy	18.00	SPN112	Spanish II	18.00
PAR222	Estates, Trusts, & Wills	18.00	SSC101	Sociology	18.00
PAR290	Paralegal Internship	23.00	SSC102	Sociology – Sustain World	18.00
PAR299	Special Topics in Paralegal	1.50	SSC110	General Anthropology	18.00
PET110	Principles of Plastics	52.00	SSC120	American Government	18.00
PET115	Plastics Processes I	52.00	SSC130	Comparative Government	18.00
PET215	Plastics Processes II	52.00	SSC210	Cultural Diversity	18.00
PET231	Plastic Materials Testing	52.00	SSC220	Interpersonal Violence	18.00
PET240	Injection Mold Tooling	37.00	SSC299	Special Topics	50.00
PET250	Plastics Secondary Operations	62.00	STA120	Introduction to Statistics	18.00
PHI110	Critical Thinking & Logic	18.00	STA222	Business Statistics	18.00
PHI201	Introduction to Philosophy	18.00	STA299	Special Topics in Statistics	1.50
PHI210	Ethics	18.00	TRN113	Tractor-Trailer Operations	2071.00
PHI220	Ethics in Health Care	18.00	TRN204	Tractor-Trailer Driving I	815.00
PHI230	World Religions	18.00	TRN205	Tractor-Trailer Driving II	815.00
PHY100	The World of Science	18.00	VCT103	Intro to Visual Communication	45.00
PHY101	Prin of Physical Science	42.00	VCT108	Photo Editing	42.50
PHY140	Astronomy	42.00	VCT111	Layout and Design	47.50
PHY150	Principles of Geology	42.00	VCT120	Vector Graphics	45.00
PHY251	Physics: Mechanics & Heat	62.00	VCT182	Photography	45.00
PHY252	Physics: Elect & Magnetism	62.00	VCT204	Concepts of Visual Comm.	45.00
PLC200	Programmable Controller I	54.00	VCT261	3D Computer Modeling	45.00
PLC210	Programmable Controller II	54.00	VCT266	Multimedia Production	45.00
PLC220	PLC III	44.00	VCT268	Video Production	45.00
PLC230	Servo/Robotic Systems	150.00	VCT289	VCT Co-Op Experience	45.00
PNE105	Effect Communication Skills	5.00	VCT299	Special Topics in Vis. Comm	10.25
PNE110	Special Topics in PN	105.00	WLD110	Intro to Applied Welding	164.00
PNE120	Essentials Practical Nursing	553.75	WLD120	Gas Metal Arc Welding	164.00
PNE121	Nrs. Care Mother/Newborn	103.25	WLD130	Flat & Horiz. Shield Arc	164.00
PNE122	Nursing Care of the Child	103.25	WLD140	Gas Tungsten Arc Welding	164.00
PNE123	Nrs. Care: Adults I	235.75	WLD150	Adv. Gas Metal Arc Welding	164.00
PNE124	Nursing Care Adults II	190.25	WLD210	Vertical and Overhead SMAW	164.00
PSY110	General Psychology	18.00	WLD220	Adv Gas Tungsten Arc Welding	164.00
PSY210	Abnormal Psychology	18.00	WLD230	Welding Fabrication & Layout	164.00
PSY220	Social Psychology	18.00	WLD240	SMAW Plate Cert Procedures	155.00
PSY230	Human Growth & Dev.	18.00	WLD250	Pipe Welding	155.00
PSY260	Forensic Psychology	18.00	WLD260	Pre-Pipe Certification	155.00

**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	0-1500
Domestic Travel Fees	
Dean's Leadership Cluster	
International Cluster Fees	0-3000
Fingerprinting - BCI	29.00
Fingerprinting - FBI	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

**2016-17 REVISED BUDGET APPROVED****17-13**

WHEREAS, a revised 2016-2017 budget has been completed to make 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	FY 16-17 Revised Budget
<u>PROJECTED REVENUE</u>	
<u>Operating Revenue:</u>	
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
<hr/> <b>Total Operating Revenue</b>	<hr/> 21,247,247
 <u>From Reserves:</u>	
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
From Grant Match for Grant Matching Needs	125,000
From Unallocated Reserves to Balance the Budget	292,135
<b>TOTAL PROJECTED REVENUE</b>	<b>25,018,741</b>

**PROJECTED EXPENSE**

**Operating Expense:**

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>

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

**DELEGATE AND ALTERNATE FROM THE BOARD OF TRUSTEES  
APPOINTED TO SERVE ON THE GOVERNING BOARD OF THE OHIO  
ASSOCIATION OF COMMUNITY COLLEGES (OACC)**

17-14

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

WHEREAS, the bylaws of the Ohio Association of Community Colleges specify the annual appointment of a delegate and an alternate to their Governing Board from each College Board of Trustees by March 31 of each year

NOW, THEREFORE BE IT RESOLVED, that Mrs. Sandra Barber be appointed as delegate and Mrs. Sue Derck be appointed as alternate from the Northwest State Community College Board of Trustees to serve on the Governing Board of the Ohio Association of Community Colleges (OACC).

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

**BOARD MEMBERS SELECTED TO SERVE  
ON PRESIDENTIAL SEARCH COMMITTEE**

**17-15**

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

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 John Bridenbaugh, Sue Derck and Robert Hall be approved by the Board of Trustees to serve on the Presidential Search Committee.

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

**BOARD MEETING DATES AND TIMES ESTABLISHED**

**17-16**

Mrs. Barber moved and Mr. Erb seconded the following motion:

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;

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. Meeting dates are: April 28, 2017; June 23, 2017; August 25, 2017; October 27, 2017; December 15, 2017 (college closed on 12/22); and February 23, 2018. The election of Board officers will take place at the February meeting.

Meetings other than those regularly scheduled will be known as interim meetings and will be called by the Chair of the Board of Trustees or the President of the College. Notice of interim meetings is to be postmarked by U. S. mail or dated by electronic mail at least two days prior to the date of the meeting. Regular meetings are to begin at 12:00 p.m. (noon).

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

### **ELECTION OF OFFICERS**

17-17

Mrs. Derck moved and Dr. Hall seconded a motion to nominate the current slate of officers for the period February 2017 through February 2018 and to close nominations.

Chair – Paul Siebenmorgen  
Vice Chair – Sandra Barber  
2<sup>nd</sup> Vice Chair – Jeffrey Erb

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

### **ADJOURNMENT**

With no further business to be brought before the Board of Trustees, the meeting was declared adjourned.



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

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

**1a. Minutes of the February 9, 2017 Meeting**

**1b. Resignations**

WHEREAS, David Jones, full-time Training Coordinator Advanced Manufacturing, has submitted his resignation; and

WHEREAS, Morgan Wertman, full-time Administrator I – Network Systems, has submitted his resignation; and

WHEREAS, Carla Hinkle, full-time Secretary, Community and Workforce Development Division, has submitted her resignation; and

WHEREAS, Sandra Markley-Dick, full-time Secretary, iSTAR Grants and Industrial Divisions, has submitted her resignation; and

WHEREAS, Jose Tijerina, full-time Custodian, has submitted his resignation; and

WHEREAS, Dawn Hauter, full-time Admissions Recruiter, has submitted her resignation; and

WHEREAS, Christine Higbie, full-time Nursing Faculty, has submitted her resignation; and

WHEREAS, Isaac Benner, part-time Food Service Worker, has submitted his resignation; and

WHEREAS, Lora Bird, full-time Dean of Nursing, has submitted her resignation for retirement; and

WHEREAS, Mary Kruse, full-time Division Secretary-Allied Health and Public Services, has submitted her resignation for retirement; and

WHEREAS, Timothy Nelson, full-time Director of Plant Operations, Construction and Renovation, has submitted his resignation for retirement; and

WHEREAS, John Ordway, full-time Technician-Maintenance, has submitted his resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignations of David Jones, effective March 2, 2017; Morgan Wertman, effective March 3, 2017; Carla Hinkle, effective March 3, 2017; Sandra Markley-Dick, effective March 27, 2017; Jose Tijerina, effective April 12, 2017; Dawn Hauter, effective May 5, 2017; Christine Higbie, effective May 6, 2017; Isaac Benner, effective May 12, 2017; Lora Bird, effective June 30, 2017 (for retirement); Mary Kruse, effective June 30, 2017 (for retirement); Timothy Nelson, effective June 30, 2017 (for retirement); and John Ordway, effective June 30, 2017 (for retirement) be accepted as tendered.

**1c. Employ Full-time Cybersecurity Training Coordinator**

WHEREAS, cybersecurity is considered the next evolution for IT professionals and is a major initiative of the State of Ohio, as well as being identified as a necessary skill by local businesses; and

WHEREAS, the college is planning to develop a program in cybersecurity and it is necessary to employ someone to develop the program; and

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

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Roger Spears be employed as full-time Cybersecurity Training Coordinator effective February 13, 2017 at an annual salary of \$70,000. This is a Grade Level IV position.

**1d. Employ Full-time Assistant – Senior Registrar**

WHEREAS, the position of full-time Assistant – Senior Registrar was vacant due to the retirement of Lou Helsel; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Shannon Floyd be employed as Assistant – Senior Registrar effective April 5, 2017 at an annual salary of \$24,709.39 (to be pro-rated for 63 days). This is in accordance with the School Support Personnel Bargaining Agreement, Class 6.

**1e. Rehire of Full-time Director of Plant Operations, Construction and Renovation**

WHEREAS, Mr. Timothy Nelson, Director of Plant Operations, Construction and Renovation submitted his resignation for retirement effective June 30, 2017; and

WHEREAS, the College desires to have Mr. Nelson return to this role until he makes the decision to fully retire and a successor for the position is trained; and

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

NOW, THEREFORE BE IT RESOLVED, that effective July 1, 2017 Mr. Timothy Nelson be rehired to the position of Director of Plant Operations, Construction and Renovation. This is a Grade Level III position.

**1f. Employee Reinstatement from Layoff**

WHEREAS, Ms. Lou Hissong's previous position as Switchboard Operator was eliminated and she was placed on layoff status effective March 24, 2017; and

WHEREAS, a custodial position opened due to the resignation of Jose Tijerina and Ms. Hissong was recalled, offered and accepted the position; and

WHEREAS, the Director of Human Resources and Leadership Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Lou Hissong's employment be reinstated effective April 17, 2017 as a full-time Custodian at a salary of \$12.21 per hour. This is in accordance with the School Support Personnel Bargaining Agreement, Class 3C.

**1g. Transfer to Secretary – iSTAR Grants and Industrial Divisions**

WHEREAS, the position of Division Secretary- Information Technology held by Laurie Storrer was eliminated; and

WHEREAS, the resignation of Sandra Markley Dick opened another secretarial position for which Ms. Storrer was qualified; and

WHEREAS, the Director of Human Resources and Leadership Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Laurie Storrer be transferred to the position of Secretary – iSTAR Grants and Industrial Divisions effective March 28, 2017 at an annual salary of \$28,816.16 (68 days to be pro-rated). This is in accordance with the School Support Personnel Bargaining Agreement, Class 6.

**1h. Transfer to Secretary – Community and Workforce Development Divisions**

WHEREAS, through the elimination of positions and the bumping process Ms. Andrea Morrow was displaced from her position as Division Secretary - Student Services; and

WHEREAS, the resignation of Carla Hinkle opened a position for which Ms. Morrow was qualified; and

WHEREAS, the Director of Human Resources and Leadership Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Andrea Morrow be transferred to the position of Secretary – Community and Workforce Development Division effective March 6, 2017 at an annual salary of \$32,470.78 (85 days to be pro-rated). This is in accordance with the School Support Personnel Bargaining Agreement, Class 6.

#### **1i 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 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

Brenda Adams  
Christa Burken  
Heidi Desota  
Nicholas Filipovich  
Darrell Handy  
Victoria Lanius  
Terrie McDougle  
Beth Nafziger

John Racick  
Steve Raymond  
Amanda Short  
Jacob Stuber  
Kent Vandock  
Robert Verfaillie  
Sarah Vicars  
Deb Wikstrom

#### **1j. Acceptance of Gifts to the College**

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

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

WHEREAS, a donation of flat stock for use in the metallurgy class has also been received; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the monetary gifts to evMotorsports (totaling \$1,550) and the flat stock for use in the metallurgy class (valued at approximately \$50) be accepted as gifts to the College.

### 1k. 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 March 31, 2017; and  
WHEREAS, the President recommends its approval

NOW, THEREFORE BE IT RESOLVED, that the cumulative financial report dated March 31, 2017 be approved as presented on pages 33-36.

## 11. New Policy – Postvention

WHEREAS, the college is required to have a policy to deal with emergency situations that affect our students; and

WHEREAS, the proposed policy complies with the federal requirements under the Clery Act; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the following Postvention Policy be adopted effective upon Board of Trustee approval:

## Postvention Policy

Any crisis or catastrophic event such as a natural or accidental death, suicide, homicide, extreme violence or similar trauma may create emotional distress for the campus community and its individual members. For some, the event, especially a death may be so emotionally disruptive as to precipitate feelings of profound sadness, despair or self-destructive behavior.

It is the objective of NSCC to compassionately manage crises in the campus community by respecting the needs of individual members to respond in their own unique ways, while also attempting to restore the campus to a state of equilibrium as quickly as possible. College postvention is the provision of psychological support, crisis intervention and other forms of assistance to those affected by the event.

The Board of Trustees of Northwest State Community College directs the President and/or designee to develop procedures for the implementation of the Postvention Policy.

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

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**2. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2017-2018 OPERATING BUDGET.**

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

WHEREAS, the proposed operating budget has been developed taking into consideration a potential decline in “regular student enrollment”, the need for critical positions, as well as the need for elimination of positions; and the potential for less subsidy and no increase in tuition; and

WHEREAS, a committee comprised of budget managers was convened to assist in the determination of where cuts should be made to balance the budget; and

WHEREAS, this committee submitted a proposed budget to the President’s cabinet for their review and final decision; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the operating budget for the 2017-2018 fiscal year be adopted.

<b>FY 17/18 Budget</b>	<b>FY 17-18 Budget</b>
<b><u>PROJECTED REVENUE</u></b>	
<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	\$10,821,242
Enrollment Contingency	-\$200,000
Scholarship Allowance and Tuition Offsets	-\$1,087,842
Income from Investments	\$50,000
Foundation	\$73,000
CTS Archbold	\$705,058
CTS Scott Park	\$350,000
BI Business Opportunity	\$0
Community Development	\$25,000
Center for Lifelong Learning	\$0
Miscellaneous	\$57,175
Grant Fiscal Agent	\$66,000
Finger Printing	\$31,100
Facility Rental	\$40,200
	<hr/>
	\$21,883,319
<b>To Reserves:</b>	
Capital Component Fund Balance	-\$203,927
Student Fee Fund Balance from Student Fees	-\$155,600
Instructional Equipment Fund Balance from Lab Fees	-\$50,000
To Building M & R FB from Subsidy	-\$50,000
To Unallocated FB	-\$87,572
FS Fund Balance from Student Fees	-\$50,000
	<hr/>



From Bookstore FB to Building M & R FB	\$160,206
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From Student Fee FB for Food Service Subsidy	\$50,000
From Student Fee FB to Student Activities/Facilities	\$22,000
From Student Fee FB for Parking Maintenance	\$35,000
From Student Fees FB for Counseling/Wellness	\$15,000
From Equip M & R FB for Equip M & R	\$73,500
From New Program FB for Agriculture/Cybersecurity	\$94,890
From Build M & R FB for Building M & R	\$375,650
From OBR Capital Bill/Miller Fund/Capital Component for Welding/Access	\$2,500,000
From Grant Match for Grant Matching Needs	\$75,627

<b>TOTAL PROJECTED REVENUE</b>	<b>\$24,527,887</b>
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Instruction	\$13,809,668
Public Service	\$29,755
Academic Support	\$653,892
Scholarship Allowances	\$0
Student Services	\$1,537,271
Institutional Support	\$4,415,970
Plant Operations and Maintenance	\$4,081,331

<b>TOTAL PROJECTED EXPENSE</b>	<b>\$24,527,887</b>
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<b>PROJECTED SURPLUS / (DEFICIT)</b>	<b>\$0</b>
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ROLL CALL: Aye; Nay;  
Thereupon the Chair declared the motion approved/disapproved.

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

WHEREAS, the College is in the process of seeking bids for an architect for the machine shop and welding shop renovation with funds approved and provided through the State of Ohio capital plan; and



WHEREAS, we anticipate the process being completed prior to the June 2017 Board of Trustees meeting; and

WHEREAS, the Chief Fiscal and Administrative Officer and the President can be authorized by the Board of Trustees to accept the bid; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees authorizes the President and the Chief Fiscal and Administrative Officer to award the architect contract bid for renovation of the machine shop and welding shop.

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

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4. **CONSIDERATION OF A RESOLUTION TO ESTABLISH TUITION FOR FALL 2017 AND SPRING 2018.**

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

WHEREAS, the College desires to grow in enrollment, program offerings, and services to increase student success; and

WHEREAS, the possibility exists for the new state budget to include permission for a tuition increase for community colleges in each year of the biennium; and

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that effective Fall Semester 2017 and Spring 2018 tuition be increased by the highest rate allowable as set by the State of Ohio.

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

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

On April 13, Jim Hoops and I meet with John Magill to review the current and next year's innovation grant that was written for Scott Park in partnership with Terra. Terra is interested in offering "credit" classes that the University of Toledo has said not to because they see that as competition. NSCC continues to offer workforce training (credit and non-credit classes) as per our understanding of the agreement with UT. Moving into spring and summer we are beginning to see classes filling and additional classes being added because of the need. This operation has allowed the college to add 29 additional FTE to our budget planning numbers. Without the grant, we have every reason to believe Scott Park can be self-supporting and if we receive the 2017-18 Innovation grant, Scott Park will experience exceptional growth. This is a continuation of the conversation that we had with the Chancellor on April 5, 2017.

We will continue to research and strategize with the campus community and the Board concerning the carrying of concealed weapons on the campus. It is assumed that the law as it is currently written will be revised in the near future. At this time, NSCC continues to follow the law which prohibits the carrying of concealed.

The cabinet will be meeting on April 18 to put the final numbers into the budget. Here is a note from Jack Hershey, President of the Ohio Association of Community Colleges:

*"As we have discussed before, state revenue collections continue to come in below estimates for this fiscal year. The March monthly financial report from the Ohio Office of Budget and Management indicated that state GRF tax collections were now \$614 million (-3.7%) below expectations. We continue to be told that **there is no expectation of any mid-year budget cuts** that we would see in these last couple of months of the current fiscal year. That is because the State of Ohio is also realizing sufficient underspending to offset the weaker tax collections, especially in the Medicaid program. However, the news is different for the upcoming biennial budget currently being debated by the Ohio General Assembly. **Governor Kasich and legislative leaders are expected to hold a press conference later today (April 13) announcing their intention to cut what could be around \$400 million in spending each fiscal year out of the upcoming biennial budget bill.** I don't expect the leaders to detail anything about what will be cut today, but this puts all spending increases in higher education in jeopardy, including the 1% increase in the SSI."*

Our plan is to have the 2017-2018 budget ready for the Board's approval at the April 28<sup>th</sup> meeting.

As you may have heard, the Governor of New York has developed a program to extend free tuition to New Yorkers whose families make \$125,000 or less. All states may now feel pressured into developing the same type of program. We will be watching carefully to see what approach our Governor may take as a program such as that in New York will not be helpful to our community colleges.

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

*April 2017*

*Submitted by: Lori Robison*

**Allied Health & Public Services Division**

- Martha Phillips, Human Services faculty, has helped to develop the Social Work Assistant Curriculum Endorsement Guidelines through the Ohio Coalition of Associate Degree Human Services Educators. Now that the guidelines are established, Marty recently submitted an application for our Human Services program to seek the endorsement. Graduates of endorsed programs are deemed qualified for the Social Work Assistant (SWA) credential through the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board.
- Janet Koepplinger and Melissa Rupp submitted an application for the Rural Community College Agricultural Cooperative Initiative grant "Economic Resiliency through Rural Community Colleges" on 4/14/17. The grant would provide \$7000 for attendance to a June meeting and September RCCA annual conference, as well as funding an Agricultural Symposium at NSCC in the fall. The symposium would bring in state and local subject matter experts to discuss emerging issues in agriculture. The goal is to increase networking opportunities and develop relationships to help sustain growth of the Ag program.
- Tera Newton, Office Administrative Services faculty, has taken courses through the University of Toledo in the Health Information arena. She is in the early stages of developing a "Legal Issues in Healthcare" course that can be used in a number of programs, including a Medical Scribe program. The Medical Assisting Advisory Committee gave recommendations for a Medical Scribe program to be a next step for the Allied Health Department. This would be a one-year certificate based upon CAAHEP Standards and approved curriculum guidelines.
- Samantha Phillips from the Medical Assisting Program won the Mary Buckley Scholarship through the Ohio State Society of Medical Assistants. Only four students across the state receive this honor.

**Math, Science, and Engineering Division**

- Brad Geer, Adjunct Faculty, coordinated student interview sessions with Spangler Candy Company and Mel Lanzer Company as part of the initiatives associated with the OMIC I grant. Here are the comments and results from the Spangler interviews:

*We are pleased to let you know that Justin Flory and Adam Malone have been selected for the 2017-18 Spangler Candy Company Scholarship/Apprenticeship Program (SCCAP). We have notified Justin and Adam of our selection, and both have accepted. We will be sending letters to each of the other candidates that we interviewed to express our appreciation for their application and to let them know they were not selected.*

*Thanks to you and the others at NSCC for your assistance in setting up the interviews, class presentations, and our display at the college. We felt that the on-site interviews at NSCC were VERY beneficial to the process, and really helped us to find the most qualified candidates efficiently and effectively. We also commend you for your work in assisting the applicants. All of them presented themselves professionally and came to the interviews appropriately prepared.*

*We appreciate the opportunity to continue this program with NSCC, and we look forward to attending the Scholarship Reception on April 6.*

## **Other**

On March 25, Jeff Lehman, Academy Instructor and NSCC Police Officer, conducted Continuing Professional Training (CPT) for our local OPOTA certified officers on the "Practical Application of Force". A total of 15 officers attended from the Henry County Sheriff's Office, Defiance City Police, and NSCC Campus Police. Additional training sessions are scheduled for April 29 and May 20 for officers from Fulton County and Williams County Sheriff's Offices, as well as Defiance City Police. The Academy Defensive Tactics room is utilized for each of these trainings.

A team of two deans and seven faculty will be attending a professional development summer institute funded through the National Alliance for Partners in Equity (NAPE). The training is focused on enhancing the teaching skills and practices of faculty in STEM areas in order to improve academic outcomes, especially for students in underrepresented areas of gender, race, ethnicity, and disability. The institute requires ongoing professional learning communities (series of 8 meetings) and a capstone presentation by the participants (Summer 2018). Along with Lana Snider, Dean of Arts & Sciences and Dr. Dan Burklo, Dean of STEM, the following faculty are attending: Lisa Aschemeier (Biology), Colin Doolittle (Engineering Tech), Tony Hills (Information Tech), Mike Kwiatkowski (Electrical Engineering Tech), and Marianna Malek (Mathematics). Participation in the institute aligns with the need to improve the Perkins Fund benchmarks on non-traditional student participation and completion.

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

April 19, 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

Through April 5, 2017, 680 tutoring 1-on-1, group and lab tutoring sessions have been conducted for 167 students. The average tutoring session lasts 1 hour 22 minutes with 62 academic subjects supported. In addition 126 students have used eTutoring for 15 subjects.

CAREER SERVICES – Mike Jacobs

The Career Services office hosted a record 104 registered employers and close to 300 job seekers on April 11. Positions in health care, manufacturing, banking, and law enforcement from companies such as Parkview, Mercy Health, Allied Moulded, Sara's Garden, US Secret Service, F&M Bank, First Federal Bank and Fairlawn were all available. Five area high schools bused in close to 150 graduating seniors seeking summer, seasonal, and full time work. The NSCC Admissions Office and Bluffton University were also on site promoting academic programs connected with employment opportunities. Feedback from job seekers included comments like: "Very good experience, a lot of opportunity" and "It was a good experience to practice talking and thinking on my feet." Some job seekers wanted the program to be longer to allow more time to speak with the high number of employers on site. Participating employers shared comments like: "The event was great and all the people were very nice" and "Very nice set up."

Next year's program may be extended another hour due to the high number of employers who will be participating and the hope that more high schools will bring their students.

ADMISSIONS - Amanda Potts

**Internal**

- We are currently seeking candidates for our admissions secretary which has been vacant since March 27<sup>th</sup>. Andrea Morrow has been helping us keep up with admissions mailings as she continues to transition to her new role with CTS.

**College Credit Plus**

- Cherie Rix and Renee Bostelman continue to register CCP students for summer and fall terms. Students and high school counselors are anxious to get schedules built prior to the end of the high school year.
- Renee Bostelman is working with engineering instructors to promote CCP classes at B&B Molded and Defiance Metal Products. She, Colin Doolittle, Dave Mohring and Mike Kwiatkowski will be presenting at Defiance and Ayersville April 21<sup>st</sup>.
- Candy Weirauch continues to work with our CCP partner high schools to proctor the ACCUPLACER Assessment on site. Testing has been completed at 14 high schools, with three more on the calendar through the end of May.



## **Recruiting**

- **Ohio Means Jobs**-We are working with our local Ohio Means Jobs offices to connect our potential students with a grant opportunity. This partnership will provide eligible individuals with money to help pay for tuition, fees, books, gas, childcare and other related expenses.
- **Discover NSCC Day** – Our annual spring open house on Saturday, March 4 welcomed over 114 guest to campus. This year's open house featured several new programs including career assessments and a mini-transfer fair.
- **Recruiting at Spangler Candy**- Dawn Hauter worked with the marketing department to conduct NSCC recruitment presentations to three shifts of employees at Spangler Candy Company. This effort provides a template recruiting plan that we are hoping other companies will be interested in providing their employees. Both Dawn and Kristen are working to promote NSCC through HR departments at various businesses.
- **OCTANE**-Kristen attended a one day OCTANE conference with a team from NSCC to help better serve students with statewide, articulated career-technical credit.
- **Off Campus Events** – The Recruiters participated in various off campus recruiting initiatives including Bryan Business and Industry Show, Paulding Economic Showcase and Fulton County Career Exploration Day.

## **ACCUPLACER Assessment:**

- 162 students signed up for taking ACCUPLACER on campus.
- 87 CCP students have completed the ACCUPLACER at the four local high schools.

## **Applications:**

### **From March 22 – April 18:**

382 applications have been processed.

Early Admit	230
New	74
Guest	38
Transfer	36
Former	3
Returning	1

## **INSTITUTIONAL GOAL 2: GENERATE AND INVEST IN TRANSFORMATIONAL PARTNERSHIPS AND EDUCATIONAL OPPORTUNITIES FOR INSTITUTIONAL GROWTH.**

### GRANTS OFFICE – Melissa. Rupp

An 8-person team representing various campus divisions worked collaboratively to develop a strong Title III proposal. The proposal, named "Graduation Pathways for Success" focuses on four core areas: developing clear pathways and individualized plans to support successful completion, creating a centralized entry/early advising, developing and providing professional development opportunities to support student success, and providing budget relief and

institutionalizing of the GPS plan by increasing the average credit hours per student from 6.6 to 9. The request made to the US Department of Education is just under \$2.5 million. Notifications will begin in September and funding begins in October 2017.

Micro-message Professional Development Training is Wednesday, May 17, 2017 for the NSCC Administration, Staff and Faculty along with community stakeholders in the schools, public/private agencies and industry. The training will be completed by the National Alliance for Partnerships in Equity's Dr. Ben Williams. The cost for non-NSCC attendees is \$50. This training is a direct response to the Perkins benchmark for non-traditional participation and completion. Lana Snider and Melissa Rupp are co-coordinators of the Carl D. Perkins initiative on campus and are leading this event.

Since March 1st the grants office has applied for 5 grants including 1 federal project (Title III), two from NAPE on educational equity issues, an RCCA grant to engage with agricultural cooperatives, and a corporate application. These grants have a total value of more than \$45,000 in addition to the \$2.5 million federal proposal. Work continues on administering grants already received and several projects are in the pipeline.



**Chief Fiscal and Administrative Officer**

**April, 2017**

**Submitted by: Kathy Soards**

- The college continues to work through the 17/18 budget process. At this time the primary items that remain uncertain that can have a significant impact on the budget are still under discussion within the State of Ohio biennium budget process. Those primary impacting items include, the subsidy appropriation along with the ability to increase tuition and fees. Current communication from the Ohio Department of Higher Education indicates that preliminary calculations of subsidy will not be available until the last week of April or first week of May and those calculations will be based on flat funding of the state subsidy appropriation for higher education. The college has budgeted subsidy for the 17/18 budget to be flat; however, there is additional uncertainty surrounding that assumption with not knowing how Northwest State's enrollments, completions and successes for 16/17 compared to the overall enrollments, completions and successes of the other colleges in the 2-year sector. Additionally, the following other assumptions have been made in developing the 17/18 budget:
  - Enrollments are projected flat for the Allied Health and Public Service, Arts & Science, Engineering and Industrial divisions. The business division is projected to be down by 15% and Math/Science and Nursing divisions down by 2% for a combined total of being down by 4%.
  - College credit high school programs are projected to be up by 2%.
  - Business & Industry enrollments are projected to be up by 5% with an additional 29.2 FTE being added for Scott Park growth.
  - Wage Assumptions:
    - Graded = market adjustment + 2% as previously approved by the Board of Trustees
    - Support = 3% increase per CBA/MOU
    - Faculty = flat (to be negotiated)
  - Benefit Assumptions (based on last 5-year average):
    - Medical = 7% increase to overall cost
    - Dental = 5% increase to overall cost
    - Vision = 3% increase to overall cost

**Facilities**

- The capital request to release the remaining \$123,401.92 for the RAPIDS grant is on the Controlling Board agenda for April 24, 2017. That request includes a waiver of competitive selection for the release of \$40,662.40 for McNaughton-McKay for 5 year

licenses for Rockwell Software tool kits and \$82,739.52 for CDW Government for laptop computers and associate network/computer hardware. These additional items will be used in conjunction with the equipment purchased under the prior capital request for the RAPIDS grant.

- The Request for Quotation (RFQ) for architect/engineering professional services for the Welding/Machine shop renovation project has been submitted to the Ohio Facilities Construction Commission (OFCC) to be listed/advertised on their website as of 4/14/2017 with a due date of 5/10/17. The funds for this project were awarded to Northwest State by the State of Ohio during the 2015-2016 Capital Planning process.
- Kevin Gerken, Working Supervisor – Facilities Maintenance has begun the coursework toward earning his Industrial Electrical Certificate as a part of the succession planning process for Plant Operations, Construction and Renovation.
- Tim Nelson coordinated a meeting with Archbold Water Department and Earl Mechanical Services to determine which Archbold water department customers will be impacted and what the processes, steps and responsibilities will be for repair/replacement of a leaking water tower altitude control valve. This project will most likely take place on a Saturday this summer in order to have the least impact on the community.

### **Financial Aid**

- The financial aid department is working through a re-certification application to continue to offer financial aid through the U.S. Department of Education. This application is due by June 30<sup>th</sup>.

### **Business Office**

- The college and foundation annual financial audit RFP was listed by the Auditor of State office on April 12, 2017 with a due date of April 26, 2017. The Auditor of State office will do the initial screening of proposals and scoring and then Northwest State will have the opportunity to award up to 5 client preference points to any one firm and then between 0 to 4 client preference points to any or all other firms.

**Northwest State Community College**  
**Statement of Net Assets**  
**March 31, 2017**

**Assets**

**Current Funds:**

**General Fund:**

Cash & Investments	\$5,690,536
Accounts Receivable	\$4,649,219
Prepaid Expense	\$14,931
Inventory	\$10,354
Deferred Outflows of Resou	\$3,208,589

Total General Fund	<u>\$13,573,628</u>
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**Auxiliary Enterprises:**

Cash	-\$151,361
Accounts Receivable	\$118,991
Inventories	\$477,766

Total Auxiliary Enterprises	<u>\$445,396</u>
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**Restricted Funds:**

Cash	\$363,892
Accounts Receivable	\$0

Total Restricted Funds	<u>\$363,892</u>
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Total Current Funds	<u>\$14,382,916</u>
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**Plant Funds:**

**Unexpended Plant Funds:**

Cash	\$30,870
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Total Unexpended Plant Funds	<u>\$30,870</u>
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**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	\$5,275,432
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>\$19,262,315</u>
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Total Plant Funds	<u>\$19,293,186</u>
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**Agency Funds:**

Cash	\$56,220
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Total Agency Funds	<u>\$56,220</u>
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**Liabilities & Fund Balance**

**Current Funds:**

**General Fund:**

Accounts Payable	\$50,347
Accrued Liabilities	\$790,492
Deferred Inflows & Net Pension Liability	\$24,304,737

**Fund Balance:**

Unallocated	\$3,006,776
Allocated	-\$14,578,789

Total General Fund	<u>\$13,573,628</u>
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**Auxiliary Enterprises:**

Accounts Payable	\$6,461
Accrued Liabilities	\$23,130
Due To General Fund	\$0
Fund Balance	\$415,805

Total Aux. Enterprises	<u>\$445,396</u>
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**Restricted Funds:**

Accrued Liabilities	\$20,690
Fund Balance	\$343,202

Total Restricted Funds	<u>\$363,892</u>
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Total Current Funds	<u>\$14,382,916</u>
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**Plant Funds:**

**Unexpended Plant Funds:**

Fund Balance	\$30,870
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Total Unex-Plant Funds	<u>\$30,870</u>
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**Investment In Plant:**

Net Investment In Plant	<u>\$19,262,315</u>
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Total Plant Funds	<u>\$19,293,186</u>
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Fund Held in Custody	\$56,220
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Total Agency Funds	<u>\$56,220</u>
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**Northwest State Community College**  
**Statement of Revenue, Expense and Changes in Net Assets**  
**March 31, 2017**

	Total Annual Budget	Actual To Date	Per Cent Received
<b>Operating Revenue:</b>			
Ohio Board of Regents - Subsidy	\$10,748,459	\$8,074,752	75.12%
Ohio Board of Regents -Capital Component	\$203,927	\$152,946	75.00%
Tuition & Fees	\$10,656,671	\$10,711,708	100.52%
Scholarship Allowance and Tuition Offsets	-\$1,405,610	-\$257,650	18.33%
Income from Investments	\$50,000	\$39,732	79.46%
Foundation	\$137,826	\$0	0.00%
CTS Archbold	\$737,100	\$393,301	53.36%
CTS Scott Park	\$230,000	\$99,882	43.43%
Community Development	\$25,000	\$360	1.44%
Center for Lifelong Learning	\$69,600	\$0	0.00%
Miscellaneous Income	\$85,419	\$43,005	50.35%
Grant Fiscal Agent	\$63,782	\$0	0.00%
Finger Printing & Facility Rental	\$55,000	\$41,393	75.26%
To Reserves:			
Capital Component Fund Balance	-\$203,927	\$0	0.00%
Instructional Equipment Fund Balance from Lab Fee	\$0	\$0	0.00%
Building M & R from Subsidy	\$0	\$0	0.00%
Student Fee Fund Balance	-\$156,000	\$0	0.00%
To Foodservice FB from Student Fees	-\$50,000		
<b>Total Operating Revenue</b>	<b>\$21,247,247</b>	<b>\$19,299,430</b>	<b>90.83%</b>
<b>From Reserves:</b>			
From Auxiliary (Bookstore/Foodservice) Fund Balance	\$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/Facilities	\$18,300	\$0	0.00%
From Student Fee FB for Parking Lot Maint & Repairs	\$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	\$120,939	\$0	0.00%
From Instrl Equip FB for Instrl Equipment	\$33,645	\$0	0.00%
From Equip M & R FB for Equipment M & R	\$238,974	\$0	0.00%
From Business Growth FB for Scott Park Expansion	\$223,750	\$0	0.00%
From New Program FB for Agriculture/Cybersecurity	\$46,559	\$0	0.00%
From Build M & R FB for Building M & R	\$201,650	\$0	0.00%
From Energy Mgmt FB for Energy Projects	\$138,193	\$0	0.00%
From OBR Capital Bill for Renovation of Bldg C	\$2,026,349	\$0	0.00%
From Grant Match for Grant Matching Needs	\$125,000	\$0	0.00%
From Unallocated Reserves to Balance the Budget	\$292,135		
<b>Total Revenue</b>	<b>\$25,018,741</b>	<b>\$19,299,430</b>	<b>77.14%</b>
<b>Operating Expense:</b>			
Instruction	\$14,041,225	\$9,788,545	69.71%
Public Service	\$94,188	\$22,712	24.11%
Academic Support	\$710,816	\$577,159	81.20%
Scholarship Allowance	\$76,944	\$0	0.00%
Student Services	\$1,552,529	\$971,233	62.56%
Institutional Support	\$4,813,684	\$3,089,715	64.19%
Plant Operations and Maintenance	\$3,729,355	\$2,271,311	60.90%
<b>Total Expense</b>	<b>\$25,018,741</b>	<b>\$16,720,675</b>	<b>66.83%</b>
<b>Net Increase/Decrease in Net Assets</b>	<b>\$0</b>	<b>\$2,578,755</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	\$38,830	\$37,496	\$1,334	-\$53,105
Feb	\$25,239	\$25,739	-\$499	-\$53,604
March	\$25,395	\$30,821	-\$5,426	-\$59,030
April			\$0	-\$59,030
May			\$0	-\$59,030
June			\$0	-\$59,030
Subsidy	\$37,500		\$37,500	-\$21,530
<b>Totals</b>	<b>\$236,163.24</b>	<b>\$257,693.23</b>	<b>-\$21,530</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	\$405,700	\$365,970	\$39,730	\$132,126
Feb	\$17,555	\$33,908	-\$16,353	\$115,773
March	\$21,945	\$31,773	-\$9,828	\$105,945
April			\$0	\$105,945
May			\$0	\$105,945
June			\$0	\$105,945
<b>Totals</b>	<b>\$1,358,133.94</b>	<b>\$1,252,188.83</b>	<b>\$105,945</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

03/31/17

	Budget	Actual	% of Budget		Prior Year Actual	
<b>Revenue</b>						
Book Sales	1,325,600	1,071,163	80.81%	78.87%	1,223,252	78.01%
Supply Sales	138,300	94,936	68.64%	6.99%	117,748	7.51%
Misc Supply Sales	43,000	27,199	63.25%	2.00%	36,235	2.31%
Used Book Sales	55,700	49,489	88.85%	3.64%	55,371	3.53%
Rental Book Sales	20,000	0	0.00%	0.00%	10,888	0.69%
Ebook Sales	69,800	71,034	101.77%	5.23%	63,127	4.03%
Candy / Food -Bkstr	59,900	39,582	66.08%	2.91%	46,683	2.98%
Other	20,000	4,731	23.66%	0.35%	14,776	0.94%
<b>Total</b>	<u>1,732,300</u>	<u>1,358,134</u>	<u>78.40%</u>	<u>100.00%</u>	<u>1,568,080</u>	<u>100.00%</u>
<b>Expense</b>				% of Sales		% of Sales
Salaries & Benefits	245,816	165,676	67.40%	12.20%	167,122	10.66%
Cost of Sales	1,328,496	1,054,880	79.40%	77.67%	1,204,494	76.81%
Other Expenses	41,900	31,632	75.49%	2.33%	49,162	3.14%
<b>Total</b>	<u>1,616,212</u>	<u>1,252,189</u>	<u>77.48%</u>	<u>92.20%</u>	<u>1,420,778</u>	<u>90.61%</u>
<b>Net</b>	<u>116,088</u>	<u>105,945</u>	<u>91.26%</u>	<u>7.80%</u>	<u>147,302</u>	<u>9.39%</u>

FOODSERVICE

	Budget	Actual	% of Budget		Actual	
<b>Revenue</b>						
Cafeteria Sales	45,000	38,829	86.29%		32,212	
Snack Bar Sales	201,000	110,857	55.15%		162,928	
Catering Sales	89,500	48,592	54.29%		52,309	
Coffee Bar Sales	7,600	73	0.96%		6,131	
Other	2,100	312	14.86%		1,662	
<b>Total</b>	<u>345,200</u>	<u>198,663</u>	<u>57.55%</u>		<u>255,241</u>	
<b>Expense</b>				% of Sales		% of Sales
Salaries & Benefits	257,113	148,174	57.63%	74.59%	150,825	59.09%
Cost of Sales	179,504	102,599	57.16%	51.64%	132,995	52.11%
Other Expenses	10,300	6,920	67.18%	3.48%	7,026	2.75%
<b>Total</b>	<u>446,917</u>	<u>257,693</u>	<u>57.66%</u>	<u>129.71%</u>	<u>290,846</u>	<u>113.95%</u>
Capital Investment	0	0			0	0.00%
Student Fee Subsidize	50,000	37,500			22,500	
<b>Net</b>	<u>(51,717)</u>	<u>(21,530)</u>			<u>(13,105)</u>	



## **April 2017 Board Information from CTS**

General Mills Video Conferencing Training: Two (2) technical courses, one (1) language and sixteen (16) computer application courses ran in mid-March - mid-April 2017. Students represented seven (7) domestic and six (6) international locations (countries include: Australia, Brazil, Canada, China, France, India).

### Custom Training Classes:

1. Archbold Campus
  - a. CTS ran eight Open Enrollment classes from March-April. Companies include: North Star BlueScope Steel, Worthington Industries, Bard, Airmate, Sauder Woodworking, GM Powertrain Defiance, Worthington Industries, Tronair, and Axis Engineering
  - b. Open Enrollment topics included PowerFlex VFD, Office 2013 Excel, Introduction to ControlLogix PLC, AutoCAD Electrical and Lean Leader Series.
2. Advanced Manufacturing Training Center (AMTC) - Scott Park Campus
  - a. Two (2) classes in mid-March - mid-April. Companies: CCNO, V&A Risk Services.
  - b. The Call Center/Customer Service program offered at the Cherry Street Mission graduated 7 students on March 31. Three graduates have started employment, one still interviewing and the rest doing follow up work.
  - c. Discussion on offering Manufacturing Skills Standards Council – Certified Production Technician (MSSC-CPT) at Cherry Street's Life Revitalization Center this summer.
  - d. Developing classes for General Mills including: Conversational French, National Electrical Code, and Windows 10.
  - e. Pipeline: Fiat Chrysler Automobiles, Goodwill "Building to the Future" grant, Detroit Manufacturing Systems. Company contacts prospecting for contract training and student hiring-Mobis, Schindler Elevator, Warnock Tanner Associates, Bollin Labels, Infocysion, Pontoon Division of Adecco
  - f. ProMedica-Revamping their training with us-we will offer both face-to-face and online training.
  - g. Apprenticeship discussions for early 2017: Pilkington Glass, Kuka/Jeep
  - h. Two (2) students enrolled in online classes in April 2017.
  - i. Have increased prospect flow-running IT Specialist spring B and first summer session.

### Community Outreach/Company Visits:

1. Archbold Campus
  - a. Jim Drewes and Tori Wolf made site visits to the following clients: Parker Hannifin - Hicksville, Winzeler Stamping, Worthington Industries, Campbell Soup Company, Defiance Metal Products, Automatic Feed Company, Old Castle

Plastics, ITW Tomco Plastics, Precision Products and Sauder Mfg.

- b. Tori Wolf is promoting a new MEP initiative for additive manufacturing. MEP has resources to support client needs in prototyping additive modeling.
- c. FWT Sabre Hicksville and Swanton Welding are brainstorming methods to recruit employees to their facilities. The ideas include training centers at their facilities and may be similar to the other mfg/high school programs.

## 2. AMTC (Scott Park)

- a. Visits with area businesses & organizations including: American Manufacturing, The Advance Group, Bottomline INK, Cherry Street Missions, Hale Performance Coating, Spartan Chemical, Toledo Public Schools, UAW, Unify.
- b. Todd, Dave and Verna met with Toledo Mayor Paula Hicks-Hudson, Toledo Economic Development Director and Alecia Smith 4/13; Toledo Youth Commission Director-immediate need for city to train workers on new GIS program-Tami and Dave to set up meeting week of 4/17; Leadership training-Jolene Sigg to be enlisted; youth commission ages 18 - 24 event to discuss certificate programs at AMTC
- c. Roger Spears will be presenting on cyber security at the Holland Springfield Chamber of Commerce Entrepreneurship Summit in April and the Toledo Chamber of Commerce Connect IT event in May.

Manufacturing Extension Partnership (MEP) April 2017 NSCC continues to support local manufacturing through business consultation and workforce training solutions.

- 1. Jim Drewes and Tori Wolf attended the Paulding County Career Day on April 4th. The event featured Paulding County manufacturing accounts and high school students.
- 2. Jim Drewes attended WEDCO (Williams County Economic Development) meeting to detail the county efforts to solve workforce issue. Many ideas were developed by the group for further investigation.
- 3. Drewes attended the Automate 2017 automation and machine builder exposition at McCormick Place in Chicago on April 4/5. Drewes attended with the NSCC students from the APT Manufacturing training class in Hicksville. The show featured automation, robots and machines from global suppliers. The event was an excellent learning tool for the NSCC students.
- 4. Jim Drewes attended the Williams County Economic Development JFS meeting on 2/28/17 to review online employment testing tools at the county office for manufacturing clients.

5. CTS received a small grant to support a Manufacturing oriented STEM camp. CTS will coordinate with the STEM Division and their camp event. The CTS camp will feature STEM activities related to the manufacturing environment. The event is scheduled for late June.
6. AMTC - NSCC received grant funding for a full time MEP representative for the AMTC. Recruitment for the position continues.

### **Industrial Technology Division**

In collaboration with Vantage Career Center, Van Wert, OH, we have begun teaching the Industrial Electrical 1 Hybrid course to 14 Braun Ambulance employees at the VCC campus.

Peter Weir, NSCC Training Coordinator for the Van Wert service area, Ronald Scozzari (Dean, Industrial Technology, NSCC) and James Hoops (Associate VP Strategic Initiatives, NSCC), met with Chamber of Commerce board members and County Commissioners on March 16, 2017, to discuss the Hybrid learning model. The meetings were successful to the extent that each group had sincere interest in this learning modality, and sought to begin further dialogue with Pete Weir in discussing potential collaboration with local industry.

To further our visibility in the Van Wert area, we are collaborating with Dark Horse Productions to create a video highlighting how our hybrid training model is delivered at Braun Ambulance, containing candid interviews with students and management. This video is expected to showcase how this modality can benefit other manufacturing employers in the Van Wert area with promotion through Chamber of Commerce and County Commissioners.

## April 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:** Transition to new service desk portal is complete. Working on creating service offerings that will help automate common tasks.

**Trouble/Request Tickets:** No numbers for March as we were between ticketing systems.

**PA System:** Wiring and speaker installation continues for the new PA system. Working on getting quotes for the main units of the 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.

## **Institutional Advancement**

**Mari Yoder**

**April 20, 2017**

### **Development—**

- Scholarship night was a huge success. The auditorium was filled and over \$400,000 was given away to support student success and retention.
- The Annual Green Carpet Event is scheduled for May 11<sup>th</sup>. Sponsorship and advertising is down from last year. If you know a company or individual that would like to be a sponsor or support the Green Carpet event in any way please contact Robbin at [rwilcox@northweststate.edu](mailto:rwilcox@northweststate.edu) 419.267.1460. Silent auction items as well as beer/wine raffle items are still needed.

### **Marketing and Public Relations**

- Promotional efforts for the Fackler scholarship in Henry county were successful in that for the first year there were more applicants than available scholarships for this group. The Foundation had provided some additional monies to do a targeted campaign in Henry County that allowed us to do some GEO Fencing, a promotional pop up banner that moved around area schools and some radio advertising.
- Career Focus magazine will be mailed to over 45,000 households. Adjustments to the mailing effort to include all six counties the College serves.
- College Credit Plus students are being targeted with direct mail postcards (for students graduating high school this year) to encourage summer and fall enrollment.
- Social media and press releases have been spotlighting year end happenings on campus including Spring Fling, Scholarship Night, Nursing Disaster Simulation, various pinnings and special divisional events.

### **Advancement**

- Black Swamp Safety Council had the annual Spring Awards Banquet where over 100 companies were recognized for their outstanding efforts with safety for 2016-17. The event also featured a “Who Wants to be a “Safety Millionaire” game show theme.
- I have continued to participate with economic development offices in the region to support workforce development efforts that promote local jobs to area school districts (and training needed for those jobs). Fulton County held their first Career Exploration Day with over 30 companies participating and approximately 200 area high school seniors. The day included job interviews with participating companies and workshops on job skills (soft skills and technical skills needed to succeed). Paulding also did a job fair with great attendance of area schools and Defiance County workforce committee held a lunch meeting with all county school superintendents to discuss a direction to work with schools bringing programs to the schools next year to educate teachers, students and parents of the great job opportunities right here close to home.

**Board Report for April 28, 2017 Board Meeting**  
**Submitted by: Jim Hoops**  
**Associate Vice President for Strategic Initiatives**

Sarah Stubblefield and I met with Brad Harsah and Brenda Aversch from Defiance College to discuss the creation of the veterans' room for NSCC. Brenda is the Veteran Transfer and Adult Recruitment Coordinator for Defiance College and we were able to share some ideas between the two institutions on how we can build the relationship between the two colleges as we serve the veterans.

I was informed by the business office and the State of Ohio that Henry County has received the \$394,000 capital funds for the Henry County Senior Center Capital project. NSCC will receive \$6,000 for administrative fees.

I, along with Sarah Stubblefield, attended a meeting with John Magill and Brett Visger from the Ohio Department of Higher Education to discuss training opportunities through the H1B and TAACCCT grants. We also had two employees who were career coaches from WSOS (Wood, Seneca, Ottawa, and Sandusky) Community Action Agency who shared some stories about two of the students who went through the training.

I, along with Dr. Stuckey, attended the State of the State in Sandusky, Ohio. I would like to share one quote that came out of the 1 hour talk from the Governor: "We cannot let education get in the way of learning. Universities, they're going to be a thing of the past if they're not careful. Rising costs are not sustainable. People are not going to pay this. Costs of operation, the way those costs are reflected in what students and parents have to pay..... Our universities and colleges need to embrace technology and new ways of learning that can help bring these costs under control. **These community colleges, they rock. I'm telling you. They get it. Okay?**

It seems community colleges are doing a good job but the budget doesn't seem to reflect this. Stay tune.....



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

**April, 2017**

**Submitted: Katy McKelvey**

**Labor Management Team - Professional:** The team met on Monday, March 27. Kathy presented fiscal 2016 division financial information, the five-year budget, medical insurance premium trends and faculty compensation market information. Cindy presented a draft compensation model that would be based on 4-tiers (Instructor, Assistant Professor, Associate Professor and Professor). This will be the last meeting with this team as we break off to prepare for bargaining.

The union bargaining team will be:

- Colin Doolittle, Faculty; Engineering Technologies
- Sherry Howard, Faculty; Arts & Science
- Melissa Faber, Faculty; Arts & Science
- Barry VonDeylen, Faculty; Business

The college bargaining team will include:

- Katy McKelvey, Director; Human Resources & Leadership Development
- Lori Robison, Vice President; Academics
- Dan Burklo, Dean; STEM
- Brittany Chamberlain, Human Resources Generalist

Cindy Krueger and Kathy Soards will be available as needed.

**Labor Management Team - Support:** The team met on Friday, March 17. Kathy Soards presented data showing what the cost to the college would be to implement the new pay scale developed by Connie Michalak if it was implemented July 1, 2018.

**Performance Management:** Training on the new performance evaluation forms and job descriptions was conducted with all supervisors. Our focus this year is to have candid conversations about employee performance and setting stretch goals for the next year's performance.

**Training:** We have rolled out a new program "Safe Colleges" that is an on-line training program for our required training. Employees are currently being asked to complete FERPA, Harassment and Title IX training by May 1. We will also ask employees to complete Ethics training this fall.

**Recruiting:**

We have filled the following roles:

- Admissions Recruiter
- Cybersecurity Training Coordinator
- Senior Registrar Assistant

We are recruiting for the following roles:

- Dean - Nursing
- Administrator 1 – Network/Systems Technology
- Training Coordinator – Advanced Manufacturing
- Coordinator - Prior & Workforce Learning (grant funded)
- MEP Sales – Scott Park (grant funded)
- Admissions Secretary in Admissions and Student Services
- Part-time Food Preparation Worker