

BOARD OF TRUSTEES
June 16, 2017 – Time 12:00 noon
Room A101C – McDougale Center

ORDER OF BUSINESS

A. CALL TO ORDER

B. ROLL CALL

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

C. PRESENTATIONS

- Good News – Katy McKelvey & Colin Doolittle
- CTS/Workforce Development – President Stuckey
 - Video
 - Truck Driving – Tom Pierce
 - Scott Park – Chrysler
 - Butler, Indiana – Therma-Tru
 - Welding
- Student Recruitment – Kristin Rausch
- Strategic Planning – Goal 1 Update – Dan Burklo
Create and maintain an environment encouraging excellence and success in all aspects of the student experience.
- 2016 IPEDS Report – President Stuckey
- OACC Annual Conference Report – Sandra Barber
- College Reserves Committee Report – Joel Miller

D. EXECUTIVE SESSION: To consider the salary/benefits/transfer of public employees and to review collective bargaining strategy.

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. Associate Vice President for Strategic Initiatives (J. Hoops)
7. Director of Human Resources & Leadership Development (K. McKelvey)

G. PROPOSED RESOLUTIONS

1. Consent Agenda Items
 - a. Minutes of the April 28, 2017 Meeting
 - b. Resignations
 - c. Renewal of Probationary Faculty and Non-Teaching Faculty Contracts
 - d. Promotion to Admissions Recruiter

PROPOSED RESOLUTIONS (cont.)

1. Consent Agenda Items (cont.)
 - e. Transfer to Secretary – Foundation, AHPS/Business Divisions
 - f. Promotion to Senior Administrator - Network/Sytems Technology
 - g. Promotion to Dean of Nursing
 - h. Employ Full-time Prior Experience and Workplace Coordinator
 - i. Employ Full-time Training Coordinator – Advanced Manufacturing
 - j. Employ Full-time Manager – MEP Sales (AMTC)
 - k. Miscellaneous Employment Contracts
 - l. Acceptance of Gifts to the College
 - m. Approval of Financial Report
2. 2017-2018 Budget
3. Approval to Offer Cybersecurity Short-term Certificate

H. OTHER BUSINESS

I. ADJOURNMENT

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, April 28, 2017 at 12:00 noon in Room C211 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

17-18

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

There were also two guests in attendance.

There was no audience participation.

PRESENTATIONS

1. Kathryn McKelvey, Director of Human Resources and Leadership Development, presented an updated timeline for the Presidential search. This timeline includes room for error or starting over with the search should the need arise. A list of the search committee members was also distributed to the Board members.
2. President Stuckey reported that continued discussion relative to the Ohio Concealed Carry Law had taken place at the Board's executive committee meeting on April 12. Based upon further conversations with the Attorney General's office, the Executive Committee felt that the liability issues outweigh what we may want to do on campus relative to weapons. The consensus was that no action be taken at this point. Discussions relative to weapons on campus will be taken through the governance councils in the fall, and at that point we may also have more insight into what other colleges have done.

EXECUTIVE SESSION

17-19

Mrs. Barber moved and Mrs. Howell seconded a motion to go into executive session to consider the salary/benefits/transfers/layoff of public employees.

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

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

ADMINISTRATIVE REPORTS

Informational reports from the President, Vice President for Academics, Vice President for Institutional Effectiveness and Student Services, Chief Fiscal and Administrative Officer, Vice President for Innovation, Vice President for Institutional Advancement,

Associate Vice President for Strategic Initiatives, and Director of Human Resources and Leadership Development were included in the Board agenda packets.

President Stuckey reported that end of semester lunches had been held with students, as well as part-time faculty. Positive feedback was received from both groups as well as suggestions for areas of improvement.

Vice President for Academics, Lori Robison, reported on a recent trip to Washington, D.C. taken by a group of faculty/deans during which they met with staffers from Senator Sherrod Brown's and Congressman Bob Latta's offices. Each of the offices has asked for more information on a number of our programs/initiatives.

Dr. Cindy Krueger updated the Board members on enrollment numbers for Spring, Summer and Fall 2017:

Spring 2017: (4/24/17)	4,130 heads (-11.8% compared to Spring 2016) 933.7 FTE (+0.7 compared to Spring 2016)
Summer 2017: (4/22/17)	633 heads (-2.6% compared to Summer 2016) 112.2 FTE (-1.2% compared to Summer 2016)
Fall 2017 (4/22/17)	792 heads (+1.1% compared to Fall 2016) 220.4 FTE (-0.6% compared to Fall 2016)

The campus climate survey has been completed with a 52% response rate. The goal is to have a summary compiled prior to the June Board of Trustees meeting.

Chief Fiscal and Administrative Officer, Kathy Soards, advised that preliminary subsidy numbers have been received and we are projected to lose \$7,857 from what we budgeted. The State is continuing to review the enrollment numbers and making adjustments.

Todd Hernandez, Vice President for Innovation, updated Board members on a recent call from Chrysler relative to the training of 3,000 employees by UT and NSCC. Previously in 2013, NSCC, UT and five other colleges were part of helping Chrysler with their onboarding process. During this recent conversation, Chrysler named several of our faculty by name which is a testament to the good work done by them. This is a very large project and is positive news for our institution.

Mari Yoder announced that the college's *Career Focus* will soon be in the mailboxes of 45,000 households. Geo-fencing will be set up surrounding six area high schools during their graduation exercises.

Jim Hoops, Associate Vice President for Strategic Initiatives, spoke with Board members relative to the State budget process. He also advised that the college is set to open the new Veterans' Room this summer.

An update from Human Resources by Katy McKelvey included a review of the changes in personnel due to elimination of positions, resignations, layoffs and employments during the period July 2016 through September 2017. She expressed her appreciation for the cooperation of all employees in getting the work done with less people.

APPROVAL OF CONSENT AGENDA.

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

MINUTES OF THE FEBRUARY 9, 2017 MEETING

17-20

RESIGNATIONS

17-21

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.

FULL-TIME CYBERSECURITY TRAINING COORDINATOR EMPLOYED

17-22

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.

FULL-TIME ASSISTANT – SENIOR REGISTRAR EMPLOYED

17-23

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.

**FULL-TIME DIRECTOR OF PLANT OPERATIONS,
CONSTRUCTION AND RENOVATION REHIRED**

17-24

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.

REINSTATEMENT FROM LAYOFF

17-25

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.

TRANSFER TO SECRETARY – ISTAR GRANTS AND INDUSTRIAL DIVISIONS

17-26

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.

**TRANSFER TO SECRETARY – COMMUNITY AND
WORKFORCE DEVELOPMENT DIVISIONS**

17-27

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.

MISCELLANEOUS EMPLOYMENT CONTRACTS APPROVED

17-28

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

ACCEPTANCE OF GIFTS TO THE COLLEGE

17-29

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.

FINANCIAL REPORT APPROVED

17-30

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.

POSTVENTION POLICY APPROVED

17-31

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; Barber, Bridenbaugh, Erb, Hall, Howell, Miller, Mull, Siebenmorgen. Nay; None. Thereupon the Chair declared the motion approved.

2017-2018 OPERATING BUDGET DISAPPROVED

17-32

Mr. Mull moved and Dr. Hall seconded the following motion:

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.

FY 17/18 Budget	FY 17-18 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	\$10,821,242
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
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	\$21,883,319
To Reserves:	
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
Total Operating Revenue	\$21,286,220

From Bookstore FB to Building M & R FB	\$160,206
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From Reserves:

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
TOTAL PROJECTED REVENUE	\$24,527,887

PROJECTED EXPENSE

Operating Expense:

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
TOTAL PROJECTED EXPENSE	\$24,527,887
PROJECTED SURPLUS / (DEFICIT)	\$0

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

AUTHORIZATION TO AWARD CONTRACT BID FOR ARCHITECT

17-33

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

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; Barber, Bridenbaugh, Erb, Hall, Howell, Miller, Mull, Siebenmorgen. Nay; None. Thereupon the Chair declared the motion approved.

FALL 2017 AND SPRING 2018 TUITION DIRECTIVE

17-34

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

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; Barber, Bridenbaugh, Erb, Hall, Howell, Miller, Mull, Siebenmorgen. Nay; None. Thereupon the Chair declared the motion approved.

ADJOURNMENT

With no further business to be conducted by 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 April 28, 2017 Meeting

1b. Resignations

WHEREAS, Austin Genter, Campus Police Officer, has submitted his resignation; and

WHEREAS, Derek Bassage, full-time Industrial Technologies faculty, has submitted his resignation; and

WHEREAS, Linda Arnold, full-time Nursing Coordinator-Van Wert, has submitted her resignation; and

WHEREAS, Jean Sullivan, full-time Nursing Faculty-Van Wert, has submitted her resignation; and

WHEREAS, Amanda Potts, Director of Admissions, has submitted her resignation; and

WHEREAS, Dr. Edward Singer, full-time Arts and Sciences Faculty, has submitted his resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignations of Austin Genter, effective May 1, 2017; Dereck Bassage, effective May 31, 2017; Linda Arnold, effective June 2, 2017; Jean Sullivan, effective June 5, 2017; Amanda Potts, effective June 30, 2017; and Dr. Edward Singer, effective May 31, 2017 (for retirement) be accepted as tendered.

1c. Renewal of Probationary Faculty and Non-teaching Faculty Contracts

WHEREAS, it has been determined that the following persons should be re-employed; and

WHEREAS, their supervisor recommends; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the following persons be re-employed as per the terms and conditions indicated effective with the 2017-2018 academic year:

- a. Gloria Arps (nursing faculty), third, one-year probationary contract, Masters, Step 12, total salary \$66,375.23 (includes 40 additional days for summer 2018).
- b. Renee Bostelman (admissions advisor), third, one-year probationary contract, Bachelor's, Step 3, total salary \$41,803.22.

- c. Thomas Bowes (industrial technologies faculty), continuing contract, Bachelors, Step 23, total salary \$57,013.18.
- d. Christopher Clawson (criminal justice faculty), second, one-year probationary contract, Bachelors +, Step 11, total salary \$51,350.64.
- e. Amy Drees, (composition/literacy faculty), second, one-year probationary contract, ABD, Step 11, total salary \$55,883.14.
- f. Melanie Hicks (nursing faculty), third, one-year probationary contract, Masters, Step 9, total salary \$63,841.98 (includes 40 additional days for summer 2017).
- g. Marianna Malek (math faculty), third, one-year probationary contract, Masters, Step 4, total salary \$45,268.30.
- h. Joni Mavis (math faculty), third, one-year probationary contract, Masters, Step 8, total salary \$51,029.72.
- i. Kristen Rausch (admissions recruiter), third, one-year probationary contract (retroactive to January 2017), Masters, Step 10, total salary \$50,960.12.
- j. Donald Retcher (11-month industrial technical mechanical faculty), second, one-year probationary contract, Associate Degree, Step 22, total salary \$64,273.13.
- k. Christina Schwiebert (instructional design & distance learning), continuing contract, Master's, Step 10, total salary \$60,779.82.
- l. Ali Tabili (physics faculty), continuing contract, Master's, Step 13, total salary \$54,527.73
- m. Michael Vanderpool, (VCT and graphic design faculty), second, one-year probationary contract, Masters, Step 6, total salary \$49,383.60.
- n. Ann Zeller (medical assisting lab coordinator), continuing contract, Bachelors, Step 11, total salary \$50,055.64.

1d. Promotion to Admissions Recruiter

WHEREAS, the position of Admissions Recruiter was vacant due to the resignation of Dawn Hauter; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Nichole Gerschutz be promoted to the position of Admissions Recruiter and receive a one-year probationary 11-month contract effective June 12, 2017 at an annual salary of \$41,803.22 (to be pro-rated for 43 days). This is in accordance with the Professional Agreement, Professional Specialist Salary Schedule, Bachelor's Degree, Step 3.

1e. Transfer to Secretary – Foundation, Allied Health & Public Services and Business Divisions

WHEREAS, a Financial Aid Assistant position has been eliminated; and

WHEREAS, the promotion of Nichole Gerschutz, the transfer of Laurie Storrer and the retirement of Mary Kruse created openings which have now been combined into one position; and

WHEREAS, the current Financial Aid Assistant, Katrina Adams, is qualified to fill this combined position; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Katrina Adams be transferred to the position of Secretary – Foundation, Allied Health & Public Services, and Business Divisions effective May 31, 2017 at an annual salary of \$25,198.25 (23 days to be pro-rated). This is in accordance with the School Support Personnel Bargaining Agreement, Class 6.

1f. Promotion to the Position of Senior Administrator – Network Systems Technology

WHEREAS, due to expanded responsibilities within the information technologies department including those revolving around the TAAACCT grant, John Shrader is now performing at the Senior Administrator level;

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. John Shrader be promoted to the position of Senior Administrator – Network/Systems Technology effective May 1, 2017 at an annual salary of \$56,259.18 (to be pro-rated for 45 days). This is in accordance with the School Support Personnel Bargaining Agreement, Class 10.

1g. Promotion to Dean of Nursing

WHEREAS, the position of Dean of Nursing becomes vacant due to the retirement of Lori Bird, effective June 30, 2017; and

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

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Patti Altman be promoted to the position of Dean of Nursing effective June 1, 2017 at an annual salary of \$87,000. This is a Grade Level II position.

1h. Employ Full-time Prior Experience and Workplace Coordinator

WHEREAS, the new position of full-time Prior Experience and Workplace Coordinator is a 100% grant-funded; 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. Bradley Geer be employed as full-time Prior Experience and Workplace Coordinator effective May 8, 2017 at an annual salary of \$50,400. This is a Grade Level IV position.

1i. Employ Full-time Training Coordinator – Advanced Manufacturing

WHEREAS, the position of full-time Training Coordinator – Advanced Manufacturing was vacant due to the resignation of David Jones; 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. Todd Harris be employed as the full-time Training Coordinator – Advanced Manufacturing effective May 22, 2017 at an annual salary of \$70,000. This is a Grade Level IV position.

1j. Employ Full-time Manager – MEP Sales (AMTC)

WHEREAS, the grant funded position of MEP Sales Account Manager for the Advanced Manufacturing Training Center has been created to work at the Scott Park location; 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 Ms. Tami Herman be employed as full-time MEP Sales Account Manager (AMTC – Scott Park) effective June 5, 2017 at an annual salary of \$65,000. This is a Grade Level IV position.

1k. 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

Eileen	Alexander
Pam	Alexander
Heidi	DeSota
Colin	Doolittle
Amy	Drees
Anne	Hammersmith
Dinah	Henry
Melissa	Hilt
Debra	Howell
Marianna	Malek
Jenna	Mitchell
Jason	Schwiebert
Beth	Stroller
Barry	VonDeylen
Ann	Zeller
Wendy	Zettel

1l. Acceptance of Gifts to the College

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

WHEREAS, monetary gifts have been received to support the veterans' lounge, the food pantry and the Robotics Crystic Cyborg team at Northwest State Community College; and

WHEREAS, the donation of a painting has also been received; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the monetary gifts to the veterans' lounge (totaling \$1,150), the Robotics Crystic Cyborg team (totaling \$500), and the NSCC food pantry (totaling \$50), as well as the painting (valued at \$2,200) be accepted as gifts to the College.

1m. 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 April 30, 2017; and

WHEREAS, the President recommends its approval

NOW, THEREFORE BE IT RESOLVED, that the cumulative financial report dated April 30, 2017 be approved as presented on pages 28-31.

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

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

Moved by _____, seconded by _____.

WHEREAS, the proposed 2017-2018 operating budget presented to the Board on April 28, 2017 was not approved; and

WHEREAS, the President's cabinet has reworked the budget to begin replacing dollars previously taken from reserve accounts to balance the budget; and

WHEREAS, a position has been eliminated and several positions open due to resignations and/or retirements have been placed on hold or responsibilities have been absorbed by other departments; and

WHEREAS, the President recommends

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

FY 17/18 Budget	FY 17-18 Budget
<u>PROJECTED REVENUE</u>	
<u>Operating Revenue:</u>	
Ohio Board of Regents – Subsidy	\$10,736,669
Ohio Board of Regents – Capital Component	\$203,927
Tuition and Fees	\$11,215,208
Enrollment Contingency	-\$200,000
Scholarship Allowance and Tuition Offsets	-\$1,087,024
Income from Investments	\$50,000
Foundation	\$73,000
CTS Archbold	\$592,000
CTS Scott Park	\$350,000
Community Development	\$25,000
Miscellaneous	\$57,175
Grant Fiscal Agent	\$66,000
Finger Printing	\$31,100
Facility Rental	\$40,200
	<u>\$22,153,255</u>

Capital Component Fund Balance	-\$203,927
Student Fee Fund Balance from Student Fees	-\$160,000
Instructional Equipment Fund Balance from Lab Fees	-\$150,000
To Building M & R FB from Subsidy	-\$150,000
To Unallocated FB	-\$87,572
To FS from Student Fee Fund Balance	-\$50,000
Total Operating Revenue	\$21,351,756

From Reserves:

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
From Unallocated Reserves to Balance the Budget	\$0
TOTAL PROJECTED REVENUE	\$24,593,424

Operating Expense:

Instruction	\$13,876,965
Public Service	\$30,098
Academic Support	\$647,615
Scholarship Allowances	\$0
Student Services	\$1,481,637
Institutional Support	\$4,475,356
Plant Operations and Maintenance	\$4,081,751
TOTAL PROJECTED EXPENSE	\$24,593,424
PROJECTED SURPLUS / (DEFICIT)	\$0

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

3. CONSIDERATION OF A RESOLUTION TO APPROVE NEW SHORT-TERM CERTIFICATE IN CYBERSECURITY.

Moved by _____, seconded by _____.

WHEREAS, local advanced manufacturing has a need for a cybersecurity aware workforce; and

WHEREAS, the short-term cybersecurity certificate will serve to fill the educational gap for local manufacturing organizations and will be offered in a hybrid model with flexible lab times to accommodate the incumbent worker; and

WHEREAS, this short-term program will also offer an entrance into an ATS Cybersecurity degree which is currently under development; and

WHEREAS, the program has been approved by the Academic Affairs Committee and was affirmed through the Governance Councils; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves the offering of the Cybersecurity Short-term Certificate. The request will be sent to the Ohio Department of Higher Education for official approval to offer the program. (See program information on page 38)

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

ADDENDUM TO PROPOSED RESOLUTIONS

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

Board Report - President's Office
Submitted by: Dr. Tom Stuckey
June 8, 2017

As you are aware from the emails and the announcement, NSCC will be having new “**summer hours**” closing on Fridays. In an effort to conserve energy and operational costs the Archbold the campus will be open Monday through Thursday from 7am until 6pm (all offices, bookstore, fitness center and library will be open). This will begin the week of June 19 and continue through July 28. The snack bar will be open Mondays. Food will be available in the bookstore and in vending machines across campus Monday through Thursday. The college will also be closed on Independence Day. After July 23, this “new summer schedule” will be evaluated to determine if this is something that **should/should not** be done again during the summer of 2108.

On May 30, 2017, the President's cabinet spent the day together working on the following opportunities: sunset employment, systems aims statements, succession planning and organizational chart, offering bachelor's degrees in specific areas, Mari's responsibilities, budget shortfall, dates for departmental goals, and knowledge management plan.

Northwest State and Terra were not funded in the 2017-2019 innovation grant process for Scott Park. Today, June 8, I will be talking with Dr. Webster concerning Terra's interest in continuing their presence at Scott Park. We will have some “good” news to share about Northwest's experience and projections for our future work at Scott Park. However, NSCC work at Scott Park will need to be evaluated on an annual basis with that review being completed in February of each calendar year.

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

May 2017

Submitted by: Lori Robison

Allied Health & Public Services Division

- The Allied Health Deans from the Northwest Region will be meeting at NSCC, on August 10, 2017. This group has been meeting to share ideas and to improve communication between institutions. Most recently, the group focused on adding programs and partners to the NWO Allied Health Education Consortium and to improving the website.
- Janet Koeplinger, Dean, was asked to join the Medical Assisting Advisory Board for Cengage Learning, an international publisher of college textbooks, including the textbook currently used in the Medical Assisting program. The meeting was a three-day event with all travel expenses paid. Janet was able to network with MA Program Directors and ABHES and CAAHEP site surveyors from all over the country as well as meet and discuss the core curriculum textbook with the author, Michelle Blesi.
- Ann Zeller, Medical Assisting Faculty, was elected Vice President of the Toledo/Lucas County Chapter of Medical Assistants and served as a Delegate to the State Conference of Ohio State Society of Medical Assistants (OSSMA) in April. Ann will also serve as a Delegate to the National Conference of the AAMA in October.
- Jeff Lehman, Academy Instructor and Campus Police Officer, continues to offer required Continuing Professional Training (CPT) to our local law enforcement officers on our campus. The four-hour training is on the topic, "Practical Application of Force." On April 29, nine officers attended from City of Defiance and one from Fulton County Sherriff's Office. May 20, nine officers attended from Williams County Sherriff's Office. Another training is set for June 10 for ten members of the City of Defiance Police and June 25, with the Henry County Sherriff's Office.

Commander Dave Mack would like to bring additional OPOTC training to our campus via the mobile labs available for driving simulation and firearms instruction.

Law Enforcement Academy

- Seven cadets were eligible to sit for the OPOTA certification exam on June 6. All seven students passed on their first attempt. This is the second year in a row that the class has had a 100% pass rate on the first attempt. The Academy has had a 100% overall pass rate (meaning all students passed with a second attempt) seven of the past eight years with a total average pass rate of 98.86%.

Arts & Science Division

- Division Secretary (Mrs. Carrie Baynes) developed a phone script for Academic Division secretaries to use when contacting current students not yet registered as a process improvement and increasing student service and academic advising efficiency. Mrs. Baynes called 104 Arts and Sciences Division students and (a) scheduled advising appointments or (b) made note of the students' enrollment plans for evaluative purposes.
- Mrs. Melissa Rupp and Ms. Lana Snider worked with Ms. Cassie Rickenberg, Dr. Cindy Krueger, and Ms. Lori Robison to secure professional development for the campus community. Dr. Ben Williams (Director of Special Projects) with the National Alliance for Partnerships in Equity (NAPE) facilitated the May 17, 2017 *Micromessaging to Reach and Teach Every Student*™ Workshop for 66 NSCC employees and external community members. NAPE's Micromessaging workshop is an exemplary evidence-based approach to "address gender and culturally based implicit biases that occur in the classroom" and in our communities, families, and organizations.

The professional development is part of a larger College-wide initiative to improve NSCC's performance on Carl D. Perkins Grant Performance Indicators. NSCC's performance results are poor, particularly for "Career-Technical" students (those students pursuing associate of applied science degrees or certificates) on 3P1 Retention and Transfer, 5P1 nontraditional (by gender) participation, and 5P2 nontraditional (by gender) completion. Mrs. Rupp and Ms. Snider submitted a Performance Improvement Plan (PIP) to the Ohio Department of Higher Education (ODHE) and included this Micromessaging professional development opportunity as a powerful first step in addressing the gender equity gap in Career-Technical programs. NSCC's Carl D. Perkins grant provided the funding for this workshop.

As mentioned in last month's Board report, a second element in initiative around NSCC's Perkins Performance Indicators is the recently secured NAPE EE STEM Academy Grant which will send a team of NSCC faculty and a Four County Career Center (FCCC) instructor for extensive professional development on Micromessaging in New Mexico in August 2017. The team members, upon their return from the Academy, will become the leaders of a broader team on campus

who will serve as change agents and influencers to improve NSCC's campus culture regarding retention and nontraditional participation and completion. The EE STEM Academy Team's work will build on and enhance that initial training and will be concurrently supported with a January 2018 Faculty Workshop on Exploring Nontraditional Programs.

Math, Science, and Engineering Division

- The NSCC evMotorsports team recently traveled to evGrand Prix at Indianapolis Motor Speedway to compete with other colleges and universities. The NSCC came in second place on the time trials which gave them second position on the pole at the start of the race. The race car stalled out with 2 or 3 laps left in the race so the team did not finish the race. (The batteries ran out because the bumper was smashed into the back tire.) The team were running in 3rd to 4th place until we stalled out.

There are three parts to the competition: community outreach, design, and the race. The team was competing against 13 other teams including: Purdue University, Ivy Tech Community College, Oklahoma University, Kennesaw State University in Georgia, Polytechnic State University Georgia, and a university from Canada.

Even though the team did not finish the race, the NSCC team did receive 1st place in community outreach. CONGRATULATIONS TEAM!!!!

Nursing Division

- The final practical nursing graduate from December 2016 took and passed the NCLEX. This means that the past four practical nursing graduating classes from Archbold have maintained a pass rate of 100%!

Library

- Circulation & Information Services Library Assistant Dustin Harris has been reviewing online bibliographic utilities that might be helpful to students as they're doing research. This is one piece that is not currently included in the information literacy site in Sakai. This summer we will be reviewing that site for any other possible additions.
- The print journal collection continues to be reduced, with an increase of online publications. For utilization of these new online resources, Director Kristi Rotroff has developed an Online Resources Marketing plan with components including Target Audience, Access Points, and User Tools. Online resources are sometimes considered "easier" to maintain and while it's true that 24/7 availability is a benefit, there is continual work to be done. Students and faculty must be made aware (and reminded) of what is available, platforms and login information changes must be tracked, and problems need troubleshooting. These tasks are

an ongoing priority so that our students and faculty have the resources needed to complete assignments and projects.

Instructional Design

- Christina Schwiebert, Instructional Design and Distance Learning Coordinator, has successfully updated our learning management system to SAKAI 11. Christina is providing group and individual training sessions regarding the updates and related changes to faculty who instruct hybrid and online courses.

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

May 24, 2017

Submitted by: Cindy Krueger

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

REGISTRAR – Connie Klingshirn

- Between March 16 and May 22, 2017 the office has processed:
 - 117 College transcripts for transfer credit - evaluated, and entered into Banner;
 - 1319 Transcripts requests;
 - 294 Address changes;
 - 221 Telephone changes;
 - 10 Legal name changes;
 - 1337 Curriculum changes;
 - 59 Re-enrollment holds ended
- We are reviewing 1500 courses that have been entered as transfer equivalencies into Banner. The next step will be to upload data to Transferology.
- We are working through a few technical issues and still anticipate going live with Parchment Transcript request service for current and former students in before the end of May.

ADMISSIONS - Amanda Potts

Internal

- Admissions is currently seeking candidates for our admissions secretary position. We are happy to welcome Nicole Gerschutz to the admission recruiter position.
-

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 represented Admissions in a meeting with Jim Drewes, Swanton Welding and Swanton Local Schools to discuss a partnership with offering CCP classes on site at Swanton Welding.

Recruiting

- **Off Campus Events** – Kristen Rausch is covering all six counties and is conducting high school visits to assist graduating seniors with making the transition to NSCC after graduation. Kristen is also attending high school awards nights to present the Presidential and Honors Scholarships to graduates.

- **Guest Student Registration** – Kristen Rausch has been working with guest students interested in registering for summer classes. So far, 44 guest students are registered for Summer 2017. This number continues to grow as we make phone calls and follow-up with guest student applicants.

Express Registration Days

- Admissions has worked with the academic deans, the VP of Academics and the VP of Institutional Effectiveness and Student Services to develop Express Registration Days. These events, held May, June, July and August, are an effort to streamline the advising and registration process for students who are ready to register.
- The first Express Registration Day will be held on May 24, and Marketing is working on developing a comprehensive communication plan to help promote the events to both new and continuing students. In the meantime, an email has been sent and phone calls are being made to all ready to register students.

ACCUPLACER Assessment:

- 158 students signed up for taking ACCUPLACER on campus.
- 63 CCP students have completed the ACCUPLACER at three different high schools.

Applications:

From April 19-May 19

303 applications have been processed.

Early Admit	105
New	122
Guest	33
Transfer	40
Former	3

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

GRANTS OFFICE – Melissa Rupp

- Three grant efforts are being developed: 1) Ohio Means Internships & Co-ops (OMIC) 4 initiative through the state, 2) a Transportation grant for truck driver safety training is being developed through the Federal Motor Carrier program, and 3) a potential Cyber curriculum project. In addition, two other grants are being explored.
- The grants office has submitted 4 grant proposals in April and May. One federal, two corporate/private funding foundations and one with the RCCA. One was awarded at \$15,000, one was declined at \$7,000 and two are pending (EASE and Title III).

- We received word that the Agriculture grant submitted in December 2016 to the USDA NIFA Beginning Farmer and Rancher Development program was not awarded. Valuable feedback was provided for another submission.
- The EE STEM Grant submitted in March to National Alliance for Partnerships in Equity and the National Science Foundation, received funding in April for a FY 2018 program implementation. Lisa Aschemeier is leading this project with an all faculty team.

Chief Fiscal and Administrative Officer

June, 2017

Submitted by: Kathy Soards

Facilities

- The capital request to release the remaining \$123,401.92 for the RAPIDS grant was approved by the Controlling Board on April 24, 2017. The hardware and software to be purchased under this request will be used in conjunction with the Advanced Manufacturing equipment purchased under the prior capital request (\$876,598.08) for the RAPIDS grant.
- On May 15, 2017, twelve (12) firms submitted proposals in response to the college Request for Qualifications (RFQ) for architect/engineering professional services for the Welding/Machine shop renovation project. On May 30, 2017, the college selection team, comprised of Todd Hernandez, VP of Innovation, Dan Burklo, Dean of Engineering, Jim Drewes, Director of Sales/Workforce Development, Ron Scozzari, Dean of Industrial Technologies, Tim Nelson, Director of Facilities, Construction and Renovation and Kathryn Soards, Chief Fiscal and Administrative Officer scored and shortlisted the firms to three. On June 14, 2017, Fanning/Howey Associates, Celina, Ohio; Garmann/Miller & Associates, Minster, Ohio; and The JDI Group, Maumee, Ohio have been invited to make presentations for the final architect selection. The funds for this project were awarded to Northwest State by the State of Ohio during the 2015-2016 Capital Planning process.

Financial Aid

- The financial aid department is working to meet the new Gainful Employment Disclosure regulations that go into effect July 1, 2017. This new regulation requires that the college provide a written or email version of the Gainful Employment data which consists of both narrative and statistical information on our short-term and one-year certificate programs to prospective students that indicate interest in these programs. These disclosures include the following information: cost of the program, amount of time to complete the program, and financing options available.

Business Office

- The Auditor of State office has awarded the contract for the college and foundation annual financial audits for the audit periods of July 1, 2016 to June 30, 2021 to Plattenburg, CPAs, Toledo, Ohio. A total of five firms submitted RFPs for consideration in the selection process. Plattenburg was the highest scoring firm by the Auditor of State office and also came with positive reviews from other Ohio Association of Community Colleges fiscal officers and controllers.

Northwest State Community College
Statement of Revenue, Expense and Changes in Net Assets
April 30, 2017

	Total Annual Budget	Actual To Date	Per Cent Received
Operating Revenue:			
Ohio Board of Regents - Subsidy	\$10,748,459	\$8,965,988	83.42%
Ohio Board of Regents -Capital Component	\$203,927	\$152,946	75.00%
Tuition & Fees	\$10,656,671	\$11,387,312	106.86%
Scholarship Allowance and Tuition Offsets	-\$1,405,610	-\$259,732	18.48%
Income from Investments	\$50,000	\$42,091	84.18%
Foundation	\$137,826	\$0	0.00%
CTS Archbold	\$737,100	\$366,867	49.77%
CTS Scott Park	\$230,000	\$138,241	60.10%
Community Development	\$25,000	\$360	1.44%
Center for Lifelong Learning	\$69,600	\$0	0.00%
Miscellaneous Income	\$85,419	\$56,449	66.08%
Grant Fiscal Agent	\$63,782	\$89,251	139.93%
Finger Printing & Facility Rental	\$55,000	\$45,662	83.02%
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		
Total Operating Revenue	\$21,247,247	\$20,985,433	98.77%
From Reserves:			
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		
Total Revenue	\$25,018,741	\$20,985,433	83.88%
Operating Expense:			
Instruction	\$14,041,225	\$10,481,223	74.65%
Public Service	\$94,188	\$25,912	27.51%
Academic Support	\$710,816	\$631,703	88.87%
Scholarship Allowance	\$76,944	\$0	0.00%
Student Services	\$1,552,529	\$1,090,848	70.26%
Institutional Support	\$4,813,684	\$3,356,812	69.73%
Plant Operations and Maintenance	\$3,729,355	\$2,370,988	63.58%
Total Expense	\$25,018,741	\$17,957,486	71.78%
Net Increase/Decrease in Net Assets	\$0	\$3,027,947	

Northwest State Community College
Statement of Net Assets
April 30, 2017

Assets

Current Funds:	
General Fund:	
Cash & Investments	\$6,647,053
Accounts Receivable	\$5,027,235
Prepaid Expense	\$4,232
Inventory	\$10,354
Deferred Outflows of Resou	\$3,208,589
Total General Fund	<u>\$14,897,463</u>
Auxiliary Enterprises:	
Cash	-\$185,548
Accounts Receivable	\$132,557
Inventories	\$499,186
Total Auxiliary Enterprises	<u>\$446,195</u>
Restricted Funds:	
Cash	\$342,578
Accounts Receivable	\$0
Total Restricted Funds	<u>\$342,578</u>
Total Current Funds	<u>\$15,686,236</u>
Plant Funds:	
Unexpended Plant Funds:	
Cash	\$30,870
Total Unexpended Plant Funds	<u>\$30,870</u>
Investment In Plant:	
Land	\$176,657
Construction in Progress	\$1,044,814
Buildings	\$29,587,060
Accumulated Depr.	-\$15,501,461
Parking Lots	\$1,944,552
Accumulated Depr.	-\$1,336,142
Water Tower	\$499,810
Accumulated Depr.	-\$459,223
Movable Equipment	\$5,398,802
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>\$19,385,685</u>
Total Plant Funds	<u>\$19,416,555</u>
Agency Funds:	
Cash	\$45,961
Total Agency Funds	<u>\$45,961</u>

Liabilities & Fund Balance

Current Funds:	
General Fund:	
Accounts Payable	\$275,205
Accrued Liabilities	\$1,440,352
Deferred Inflows & Net Pension Liability	\$24,304,737
Fund Balance:	
Unallocated	\$3,455,892
Allocated	-\$14,578,789
Total General Fund	<u>\$14,897,463</u>
Auxiliary Enterprises:	
Accounts Payable	\$21,595
Accrued Liabilities	\$23,130
Due To General Fund	\$0
Fund Balance	\$401,471
Total Aux. Enterprises	<u>\$446,195</u>
Restricted Funds:	
Accrued Liabilities	\$76,406
Fund Balance	\$266,172
Total Restricted Funds	<u>\$342,578</u>
Total Current Funds	<u>\$15,686,236</u>
Plant Funds:	
Unexpended Plant Funds:	
Fund Balance	\$30,870
Total Unex-Plant Funds	<u>\$30,870</u>
Investment In Plant:	
Net Investment In Plant	
	<u>\$19,385,685</u>
Total Plant Funds	<u>\$19,416,555</u>
Agency Funds:	
Fund Held in Custody	
	\$45,961
Total Agency Funds	<u>\$45,961</u>

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	\$35,611	\$35,251	\$361	-\$58,669
May			\$0	-\$58,669
June			\$0	-\$58,669
Subsidy	\$41,667		\$41,667	-\$17,002
Totals	\$275,941.35	\$292,943.82	-\$17,002	

* budgeted to subsidize foodservice with \$50000
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
Totals	\$361,722.56	\$384,208.45	-\$22,486	

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

2014-2015

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

* 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	\$9,279	\$23,974	-\$14,695	\$91,250
May			\$0	\$91,250
June			\$0	\$91,250
Totals	\$1,367,412.76	\$1,276,162.54	\$91,250	

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
Totals	\$1,696,752.46	\$1,582,608.70	\$114,144	

2014-2015

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

BOOKSTORE

04/30/2017

	Budget	Actual	% of Budget		Prior Year Actual	
Revenue						
Book Sales	1,325,600	1,072,377	80.90%	78.42%	1,226,077	77.50%
Supply Sales	138,300	96,504	69.78%	7.06%	119,813	7.57%
Misc Supply Sales	43,000	28,497	66.27%	2.08%	38,515	2.43%
Used Book Sales	55,700	49,489	88.85%	3.62%	55,670	3.52%
Rental Book Sales	20,000	0	0.00%	0.00%	11,383	0.72%
Ebook Sales	69,800	71,034	101.77%	5.19%	63,535	4.02%
Candy / Food -Bkstr	59,900	44,166	73.73%	3.23%	52,188	3.30%
Other	20,000	5,345	26.73%	0.39%	14,832.50	0.94%
Total	<u>1,732,300</u>	<u>1,367,413</u>	78.94%	100.00%	<u>1,582,013</u>	100.00%
Expense				% of Sales		% of Sales
Salaries & Benefits	245,816	181,731	73.93%	13.29%	187,754	11.87%
Cost of Sales	1,328,496	1,061,006	79.87%	77.59%	1,211,305	76.57%
Other Expenses	41,900	33,426	79.77%	2.44%	50,024	3.16%
Total	<u>1,616,212</u>	<u>1,276,163</u>	78.96%	93.33%	<u>1,449,082</u>	91.60%
Net	<u>116,088</u>	<u>91,250</u>	78.60%	6.67%	<u>132,931</u>	8.40%

FOODSERVICE

	Budget	Actual	% of Budget		Actual	
Revenue						
Cafeteria Sales	45,000	47,099	104.67%		32,212	
Snack Bar Sales	208,600	122,758	58.85%		194,232	
Catering Sales	89,500	65,639	73.34%		71,290	
Other	2,100	(1,222)	-58.20%		165	
Total	<u>345,200</u>	<u>234,275</u>	67.87%		<u>297,899</u>	
Expense				% of Sales		% of Sales
Salaries & Benefits	257,113	165,918	64.53%	70.82%	174,365	58.53%
Cost of Sales	179,504	119,241	66.43%	50.90%	149,948	50.34%
Other Expenses	10,300	7,785	75.58%	3.32%	8,178	2.75%
Total	<u>446,917</u>	<u>292,944</u>	65.55%	125.04%	<u>332,491</u>	111.61%
Capital Investment	0	0			0	0.00%
Student Fee Subsidize	50,000	41,667			25,000	
Net	<u>(51,717)</u>	<u>(17,002)</u>			<u>(9,592)</u>	

June 2017 Board Information from CTS

General Mills Video Conferencing Training: Eleven (11) technical courses, one (1) language, one (1) train the trainer, and thirty-four (34) computer application courses ran in mid-April - May 2017. Students represented fourteen (14) domestic and eight (8) international locations (countries include: Argentina, Brazil, Canada, China, England, India, Switzerland, UAE).

Custom Training Classes:

1. Archbold Campus

- a. CTS ran seven Open Enrollment classes in May. Companies include: Worthington Industries, Bard Mfg, CK Technologies, Airmate, Tronair, and Johns Manville.
- b. Open Enrollment topics included MS Office Excel, Introduction to ControlLogix PLC, AutoCAD Electrical and Lean Leader Series.

2. Advanced Manufacturing Training Center (AMTC) - Scott Park Campus

- a. Five (5) classes in mid-April - May. Companies: Detroit Edison, Easter Seals, GB Manufacturing, Paulding County, Promedica, V&A Risk Services.
- b. Discussion on offering MSSC-CPT plus next Call Center cohort at Cherry Street's Life Revitalization Center continues.
- c. Developed new classes for General Mills including: Custom PowerPoint files and PowerPoint and Media.
- d. 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
- e. Harbor-received a grant for clients age 18 to 24-expressed interest in bringing those clients to NSCC-Scott Park for MSSC training
- f. Lucas County Metropolitan Housing Authority (LMHA)-in discussions with LMHA-they have funding for residents to receive training-MSSC, IT Specialist and Industrial Automation Maintenance all eligible
- g. ProMedica-Revamping their training with us-we will offer both face-to-face and online training.
- h. Apprenticeship discussions for early 2017: Pilkington Glass, Kuka/Jeep
- i. Five (5) students enrolled in online classes in May 2017.
- j. 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: Worthington Industries, Campbell Soup Company, Defiance Metal Products, Chase Brass & Copper, CK Technologies, Martin Sprocket, Nemco Mfg, Johns Manville 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 manufacturing/high school programs. Both clients are in need of employees with welding experience.

2. AMTC

- a. Meetings/visits with area businesses & organizations including: Automation & Control Technologies (ACT), Barracuda Systems, Cherry Street Missions, City of Toledo, Harbor Behavioral Systems, Knight Insurance Group, LMHA, Magna, Plastic Technologies, Spartan Manufacturing, Tech Toledo, Triple Diamond Plastics, YMCA
- b. Meeting and tour with Kelsey Krull, Aide to Senator Portman.
- c. IAM (Industrial, Automation Maintenance) cohort graduation was held May 10.
- d. Cybersecurity forum planned for June 21. Target audience: managers in healthcare, manufacturing and small to midsize businesses.
- e. Dave Conover attended a Manufacturer's Roundtable hosted by Gilmore Jasion & Mahler LTD and spoke on the programs offered at the AMTC-roundtable will be meeting at the AMTC late June as an opportunity to introduce area manufacturers to the training available at the center.
- f. Tami Norris participated in a job fair hosted at Springfield High School.

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

- a. NSCC is hosting a Cyber Security client information session on June 22, 2017. This four hour session is to educate local clients on cyber security issues and NSCC training and services.
- b. CTS is gearing up for a STEM Camp named Maker-Facturing. This four day session is the last week of June and features STEM topics in a manufacturing environment. The session has over 20 6-8 grade age students registered.
- c. Jim Drewes was asked to serve on the Henry County Economic Development CIC Board.

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.

IT Helpdesk Incidents/Service Requests: For the month of April, there were 241 incidents opened and 243 resolved. There were also 96 service requests placed and 78 completed.

PA System: The main PA system has been ordered, while wiring and speaker installation continues.

Phone System: A new phone system is being setup to replace the current outdated system with substantial cost savings.

Computer Lab Upgrades: The B building labs along with the open lab have been upgraded with solid state drives and Windows 10 to increase performance without a complete replacement of the lab.

myNSCC replacement / Central Authentication Service: The new authentication service (CAS) is set up and the student onboarding process ironed out. We are currently working to get the functionality of that process configured in the new myNSCC portal.

Institutional Advancement

Mari Yoder

June 6, 2017

Development—

- Annual Green Carpet was a success. The entertainment of music and art by Empty Canvas was great with the final painting being auctioned to benefit students. The Silent Auction brought in over \$12,000 (which was 81% of item value –industry average for a silent auction is 50% of book value). The overall event brought in approximately \$55,000 for student scholarships.
- Postcards have been sent to alumni promoting NSCC PROUD Day on June 30th. Alumni are encouraged to wear their NSCC apparel or to borrow a NSCC Proud Sign, take a picture and post to our social media.

Marketing and Public Relations

- Promotional efforts included social media, newspaper and radio to promote summer enrollment. We also utilized GEOFencing technology around Defiance, Wauseon, Bryan, Napoleon, Delta and Swanton promoting NSCC as a next step after graduation
- Working with Roger Spears to develop promotion effort for the new Cyber Security program
- Working with Keller Logistics to establish groundwork and efforts to promote a new truck driving program with Keller serving as the lead in this effort.

Advancement

- Black Swamp Safety Council Safety and Health Day is June 20th. Over 120 people are registered. There will be 9 programs to choose from and 18 vendors displaying safety and health related products.
- Defiance Workforce Development Team (which I serve on) held a meeting with Senator Cliff Hite and Representative Craig Reidel to discuss K-12 testing and challenges with College Credit Plus. Looking for support to minimize red tape and open up pathways for students to get educated and trained for jobs in manufacturing.
- Working to organize files and communications to transition work to various people on campus.

Thank you for the opportunity to serve the students and community through my work at Northwest State. I have laid some strong groundwork and built relationships through community outreach and leadership of the Advancement Team efforts. It truly has been a “team” effort through. There have been many creative and dedicated people that have helped to make a difference for the College over my 9 years (Amanda Potts, Michelle O’Dell, Dawn Hauter, Jim Bellamy, Robbin Wilcox, Melissa Rupp, Sandie Markley Dick and Nichole Gerschutz). Without their passion, creativity and support we could not have accomplished all that we did.

When I helped establish the Advancement Department in 2008 marketing materials were minimal and scattered, the website was just starting to be important, there was no grant department and the foundation was just getting its feet on the ground. Over the years we have built a strong and consistent message with marketing materials and incorporated strong branding for both the messaging and materials used throughout the campus. We have followed and grown with the trends (most significant being the advent of social media and smart phones). The foundation has grown significantly supporting the new Allied Health Building and Advanced Manufacturing Training Center with over \$700,000 in equipment as well as providing significant student scholarships each year. The Grants Department was established and helped to support efforts to secure millions of dollars in grant funding for new and expanded programs, equipment and assistance for professional development.

There have been many successes and many challenges for everyone that has served in the Advancement Department and throughout the College. Although the Advancement team is being disbanded the work will continue. Robbin, Melissa and Jim are committed to their roles and will carry on the great work that was started. NSCC is important to our region. I believe in the mission and the value our graduates bring to every community we serve.

Good luck and much success as you continue to lead and move the College forward.

Board Report for June 16, 2017 Board Meeting

Submitted by: Jim Hoops

Associate Vice President for Strategic Initiatives

I attended a meeting, sponsored by Vantage Career Center and Northwest State Community College, in Van Wert to discuss creating a Manufacturing Consortium with the area manufacturers. The audience included the education community, Job & Family Services and area manufacturers. The main topic, as always, was how can we do a better job of informing people and make them aware of the opportunities in manufacturing. Future meetings have been scheduled for August 17, 2017, October 19, 2017 and January 18, 2018.

I, along with Pete Weir, Ron Scozzari and Pete Prichard of Vantage was in Van Wert on May 12th to create a video that talked about the training opportunities that NSCC had to offer for area manufacturers and the successful results that were accomplished at the Braun plant in Van Wert. The video has been tentatively scheduled to be released at the Van Wert Chamber Coffee on June 15th.

I was invited by the Van Wert Chamber Director to attend legislative meetings in Columbus to support the removal of the “set-back” language that was placed in the last budget bill two years ago at the last minute without debate and hearings. The current “set-back” language has stopped the construction of new wind mills in the counties of Van Wert, Paulding and Putnam County. The past construction of these wind mills has brought in much needed economic development in the area and future projects would have the same results. The stoppage has also hampered the ability for NSCC, along with Vantage, to offer classes in alternative energy where a person could become a certified wind technician. The goal is to place language in the budget bill HB 49 that would remove the “set-back” language and take back to the original language.

I, along with Tom Wylie, Dave Conover and Verna Cheers, met with Kelsey Krull who is the new NW Ohio representative for US Senator Rob Portman on May 16th at Scott Park. The purpose of the meeting was to make Kelsey aware of the Advanced Manufacturing Training Center at Scott Park and to offer an invitation to Senator Portman to visit the training center. The same invitation was offered to Senator Portman on May 31st directly when Kelsey invited me to the Campbell Soup plant in Napoleon to attend a meeting with Senator Portman. Along with the invitation, I also expressed our appreciation for his leadership in introducing legislation that would allow a person trying to obtain a short-term certificate, the option of using Pell Grants to pay for the classes.

Director of Human Resources and Leadership Development

June, 2017

Submitted: Katy McKelvey

UNION:

Union negotiations with the professional group began on Friday, May 19. The negotiations have been constructive and progress has been made. The discussion centers around workload and total compensation.

Presidential Search:

Lynda is preparing the list of necessary attributes we will be looking for in a new president, and this will be shared with the search committee soon.

Recruiting:

We have filled the following roles:

- Dean - Nursing
- Training Coordinator – Advanced Manufacturing
- Coordinator - Prior & Workforce Learning
- MEP Sales – Scott Park
- Admissions Recruiter

We are recruiting for the following roles:

- Maintenance Technician
- Division Secretary – Admissions and Student Services

Time period	Curriculum component Course Name/Number	Credit hours	Technical / Major	General Education/ Basic	Elective	OTM, TAG or CT ²	New or Existing Course
1 st 8 wks	CIS194 IT Security	3	3			TAG	Existing
1 st 8 wks	CIS195 Networking Essentials	3	3			TAG	Existing
2 nd 8 wks	CYB210 Cyber Programming	3	3				New
2 nd 8 wks	CYB220 Security Audits	3	3				New
2 nd 8 wks	CYB230 Network Security	3	3				New
TOTALS		15	15				

*Note: One-year Technical Certificates: 30 – 37 semester credit hours with 18-22 technical courses;
Short-term certificates: less than 30 credit hours, designed for specific employment situation