

**BOARD OF TRUSTEES**  
**October 27, 2017 – Time 12:00 noon**  
**Room C211**

**ORDER OF BUSINESS**

**A. CALL TO ORDER**

**B. ROLL CALL**

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**

1. Strategic Planning - Goal 3 Update – Laurie Storrer  
*Develop, cultivate and sustain a culture of empowerment based on mutual respect and civility*
2. Title III Grant & What it Means for the College – C.Krueger
3. 3D Printed Hand Student Project – C. Doolittle
4. Veterans' Lounge (Tour)

**D. AUDIENCE PARTICIPATION**

**E. ADMINISTRATIVE REPORTS**

1. President's 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)

**F. PROPOSED RESOLUTIONS**

1. Consent Agenda Items
  - a. Minutes of the August 25, 2017 Meeting
  - b. Resignations
  - c. Promotion to Grant Writer
  - d. Title Change
  - e. Employ Training Coordinator of Advanced Manufacturing AMTC
  - f. Miscellaneous Employment Contracts
  - g. Acceptance of Gift to the College
  - h. Approval of Financial Report
  - i. 2017-2018 Budget Adjustment
  - j. Transfer to Reserves
  - k. Nursing Course Simulation Fees
2. New Policy – College Reserve Funds
3. Approval of Career Service Fee
4. Approval of NSCC FY2017 Affordability and Efficiency Report
5. Fill Officer Vacancy on Board of Trustees

**G. EXECUTIVE SESSION – To consider the hiring and compensation of a public employee.**

**H. ADJOURNMENT**

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, August 25, 2017 at 12:00 noon in Room C211.

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**

**17-53**

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

There were also six guests in attendance.

### **PRESENTATIONS**

- 1) Peter Beck, Chair of the NSCC Foundation Board of Directors, presented a check in the amount of \$559,396 to the College from the Northwest State Community College Foundation. The money is designated for scholarships, equipment, STEM outreach programs and support for students.
- 2) Mr. Jim Hoops and Ms. Andrea Morrow provided an update of the Strategic Plan, Goal 2 – *generate and invest in transformational partnerships and educational opportunities for institutional growth*.
- 3) Abraham Klopfenstein, an NSCC student in the Crop and Soil Management program, spoke to the Board about his experience attending the Rural Community College Association’s Legislative Outreach Day in Washington, D.C. As a student representative, he spoke with the legislators about the importance of institutions like NSCC in the local community. Abraham also had the pleasure of personally meeting Betsy DeVoss, the U.S. Department of Education Secretary.
- 4) Dr. Cindy Krueger, Vice President for Institutional Effectiveness and Student Services, reviewed the results of the 2017 Faculty/Staff Climate Survey. President Stuckey indicated that the results of the survey are being shared and discussed with the campus community through the governance councils.

### **EXECUTIVE SESSION**

**17-54**

Mr. Erb moved and Mrs. Derck seconded a motion to go into executive session to consider the hiring of a public employee.

ROLL CALL: Aye; Bridenbaugh, Derck, Erb, 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, Associate Vice President for Strategic Initiatives, and the Director of Human Resources and Leadership Development were included in the Board agenda packets.

President Stuckey confirmed with the Trustees that the Executive Committee of the Board made the decision to postpone the next Board retreat until a new President is hired.

Lori Robison, Vice President for Academics, announced that there are now thirteen students in this year's law enforcement academy. This fall is also the first semester of the new nursing curriculum.

Vice President for Institutional Effectiveness and Student Services, Dr. Cindy Krueger, updated the Board on the search for a Grant Writer. The process of reviewing the applications is taking place and it was noted that upon hiring, this position will report to Mr. Jim Hoops.

Dr. Krueger also reported the following FTE compared to FY 18 budget:

|                            |  |
|----------------------------|--|
| Summer (final)             | 142.8 FTE (93.6% of budget goal)                 |
| Fall – 1 <sup>st</sup> day | 479.9 FTE for non-agency (101.7% of budget goal) |

Kathy Soards announced that the FY17 Efficiency Reporting is due to the Ohio Department of Education by October 13, 2017. Permission was given to all institutions that reports are to be submitted by the due date with a note included that the Board of Trustees' resolution showing acceptance and approval of the report will be provided after the college's next Board meeting if the timing does not allow for pre-approval.

Vice President for Innovation, Todd Hernandez, informed the Board that the Chrysler training project will run from September through the end of October, Monday through Saturday. Twenty-four hours of training each for a total of 2,200 Chrysler employees will take place at the Advanced Manufacturing Training Center at Scott Park.

Mr. Jim Hoops advised that Sarah Stubblefield, iStar Grant Project Manager, will be presenting at a national conference in Washington, D.C. on our hybrid training model.

Following the reports, Mr. Siebenmorgen signed the Professional Staff Bargaining Agreement.

## **APPROVAL OF CONSENT AGENDA**

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

## **MINUTES OF THE JUNE 16, 2017 MEETING**

17-55

### **RESIGNATIONS**

17-56

WHEREAS, Suzette Lake, part-time Food Preparation Worker, has submitted her resignation; and

WHEREAS, Melissa Rupp, full-time Director of Grant Development and Administration, has submitted her resignation; and

WHEREAS, Dr. Gerald Bergman, full-time Math, Sciences and Engineering Technology Faculty, has submitted his resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignations of Suzette Lake, effective June 23, 2017; Melissa Rupp, effective September 1, 2017; and Dr. Gerald Bergman, effective July 31, 2017 (for retirement) be accepted as tendered.

### **LAYOFF**

17-57

WHEREAS, the secretarial position at the college's Van Wert campus has been eliminated due to closing the location; and

WHEREAS, the affected employee has elected to be placed on layoff status; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Jane Maus, Secretary – Van Wert campus, be placed on layoff status effective July 31, 2017.

### **FULL-TIME SECRETARY, ADMISSIONS AND STUDENT SERVICES DIVISIONS EMPLOYED**

17-58

WHEREAS, the position of full-time Secretary, Admissions and Student Services Divisions was vacant due to the transfer of Andrea Morrow to another department; 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. Samantha Morr be employed as full-time Secretary, Admissions and Student Services Divisions effective July 10, 2017 at an annual salary of \$23,866.31 (255 days to be pro-rated). This is in accordance with the School Support Personnel Bargaining Agreement, Class 6.

**FULL-TIME OUTREACH SPECIALIST –  
CUSTOM TRAINING SOLUTIONS EMPLOYED (GRANT-FUNDED)**

**17-59**

WHEREAS, the grant-funded position of Outreach Specialist was created to educate the community about workforce training programs and related services to business and industry; 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. Verna Cheers be employed as full-time Outreach Specialist for the Custom Training Solutions Division effective July 17, 2017 at an annual salary of \$47,500 (250 days to be pro-rated). This is a Grade Level IV position and is grant-funded.

**FULL-TIME DIRECTOR OF ADMISSIONS**

**17-60**

WHEREAS, the Director of Admissions position was vacant due to the resignation of Amanda Potts; 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. Teresa Lavin be employed as full-time Director of Admissions effective August 7, 2017 at an annual salary of \$53,000 (240 days to be pro-rated). This is a Grade Level III position.

**MISCELLANEOUS EMPLOYMENT CONTRACTS**

**17-61**

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 Summer Semester

Eileen Alexander

Pam Alexander

Patti Altman

Cook Alysha

Melanie Banks

Henry Bush

Kieron Dillon

Joseph Faykosh

Brad Geer

Michael Hamlin

Anne Hammersmith

Dinah Henry

Melissa Hilt

Debra Howell

Gary Keisling

Julie Kemarly-Hopkins

Julie Kling

Mike Kwiatkowski

Jeffrey Leptak-Moreau

Tim McQuade

Jenna Mitchell

Kristin Price

Nathan Rawlins

Jason Schwiebert

Molly Silveus

Brittany Sizemore

Jenna Storrer

Beth Stroller

Jean Sullivan

Nathan Sutter

Sheri Wood

Sharla Young

Larry Zachrich

Ann Zeller

Wendy Zettel

Larry Zuvers

**ACCEPTANCE OF GIFT TO THE COLLEGE**

**17-62**

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

WHEREAS, a book, The McDowell Family, has been donated to the McDougale Center Library and signed by the author; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the book, The McDowell Family, (valued at approximately \$22) be accepted a gift to the College.

**PRELIMINARY FINANCIAL REPORT APPROVED**

**17-63**

WHEREAS, the cumulative preliminary financial report is presented to inform the Board of Trustees of the College's financial condition as of June 30, 2017; and

WHEREAS, the President recommends its approval

NOW, THEREFORE BE IT RESOLVED, that the cumulative preliminary financial report dated June 30, 2017 be approved as presented.

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

### **CAREER ADVANTAGE FEE APPROVED**

17-64

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

WHEREAS, the State of Ohio has allowed community colleges to implement a new Career Advantage Plan to assist new first-time students in degree completion and/or transfer in the future to other institutions; and

WHEREAS, a Career Advantage Fee can be assessed to offset the cost of new student support and success activities as specified in the State's guidelines; and

WHEREAS, had the \$10 per credit hour tuition increase which was vetoed by the Governor been allowed, it would have cost our students on average approximately \$83 per semester; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that a Career Advantage Fee of \$75 be charged to all new first-time students attending Northwest State Community College effective for Fall Semester 2017.

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

### **OTHER**

Trustees were asked to save the date of November 9, 2017 for the Ohio Department of Education's Trustees Conference to be held at Columbus State Community College Center for Workforce Development.

### **ADJOURNMENT**

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

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

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

**1a. Minutes of the August 25, 2017 Meeting**

**1b. Resignations**

WHEREAS, Kristen Rausch, full-time Admissions Recruiter, has submitted her resignation; and

WHEREAS, Tami Herman, full-time MEP Sales Account Manager, has submitted her resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignations of Kristen Rausch, effective September 15, 2017 and Tami Herman, effective September 28, 2017 be accepted as tendered.

**1c. Promotion to Grant Writer**

WHEREAS, a Grant Writer position was open due to the resignation of Melissa Rupp; and

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

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Ashley Pere be promoted to the position of Grant Writer effective October 1, 2017 at an annual salary of \$38,175 (to be pro-rated). This is a graded employee position.

**1d. Title Change**

WHEREAS, a negotiated agreement with the Union has resulted in a change of title for Juan Gonzalez; and

WHEREAS, this now places Mr. Gonzalez on the union salary schedule; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. Juan Gonzalez's title be changed to Associate Director – Financial Aid effective October 1, 2017 at an annual salary of \$43,121.55 (to be pro-rated for 195 days). This is a Class 7A position.

**1e. Employ Full-time Training Coordinator of Advanced Manufacturing AMTC**

WHEREAS, the position of full-time Training Coordinator of Advanced Manufacturing AMTC was created to deliver technical instruction in the area of Advanced Manufacturing for CTS; 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. William Hutchisson be employed as full-time Training Coordinator of Advanced Manufacturing AMTC effective August 15, 2017 at an annual salary of \$52,000 (to be pro-rated). This is a grade level IV position.

**1f. Miscellaneous Employment Contracts**

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

WHEREAS, the Vice President for Academics recommends

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

Part-time Faculty Contracts – Fall Semester

|                     |                   |
|---------------------|-------------------|
| Eileen Alexander    | Bill Chaplin      |
| Gloria Arps         | Chirs Clawson     |
| Jennifer Aschemeier | Michael Clink     |
| Lisa Aschemeier     | Virginia Coker    |
| Kyle Babcock        | Alysha Cook       |
| Melanie Banks       | Andrew Coressel   |
| Lisa Becher         | Scott Coulter     |
| Jennifer Behnfeldt  | Amy Dailey        |
| Allen Berres        | Brittany Dalby    |
| Amy Blankenship     | Christopher Davis |
| Teresa Borton       | Cathy Day         |
| Tom Bowes           | Josie Dean        |
| Diann Brown         | Heidi DeSota      |
| Sharon Brubaker     | Ann Desposito     |
| Christa Burken      | Kieron Dillon     |
| Tracy Burkholder    | Pam Donaldson     |
| Thomas Carr         | Colin Doolittle   |
| Tom Carr            | Amy Drees         |

Aloysius Dullinger  
Tammy Durham  
Melanie Dusseau  
Bill Eichenauer  
Melissa Faber  
Ann Frake  
Michelle Fulkerson  
Bradley Geer  
Kelly Gericke  
Anne Hammersmith  
Heidi Harris  
Deborah Hartzell  
Scott Hevner  
Melanie Hicks  
Tony Hills  
Melissa Hilt  
Pat Hofbauer  
Carolyn Hopper  
Sherry Howard  
Bette Hughes  
Mike Jacobs  
Gary Kadesch  
Gary Keisling  
Julie Kemalry-Hopkins  
Julie Kling  
Phyllis Kloos  
Michael Kocinski  
Deanna Kohl  
Monica Kolovich  
Patricia Kroeger  
Nanette Kuhlman  
Michael Kwiatkowski  
Suzanne Lammers  
Victoria Lanius  
Amanda Latscha  
Jeffrey Leptak-  
Moreau  
Dave Mack  
Marianna Malek

Joni Mavis  
Durrell McGhee  
Katy McKelvey  
Tim McQuade  
Tamara Meyer  
Debra Mignin  
Martha Miller  
Todd Miller  
Curtis Minsel  
Dave Mohring  
Kevin Moore  
Kyle Moore  
Beth Nafziger  
Greg Nartker  
Tera Newton  
Tammy Norris  
Annette Oberhaus  
Dixie Peterson  
Marty Phillips  
Von Plessner  
Amanda Potts  
Craig Preston  
John Racick  
Nathan Rawlins  
Steve Raymond  
Don Retcher  
Mary Richter  
Jason Rickenberg  
Karla Ringenberg  
Chris Robinson  
Thomas Roka  
James Rowe  
Christina Schwiebert  
Jason Schwiebert  
Amanda Short  
Tina Short  
Molly Silveus  
Ed Singer  
Brittany Sizemore



Rebecca Smith  
Roger Spears  
Kemp Stapleton  
Mindy Stayner  
Sarah Stubblefield  
Jacob Stuber  
Angela Stuckey  
Nathan Sutter  
Ali Talebi  
Greg Tefft  
Mike Vanderpool  
Robert Verfaillie

Tiffany Vocke  
Barry VonDeylen  
Beth Waisner  
Gaynell Wamer  
Ron Werdebaugh  
Megan Wilson  
Abigail Wurm  
Sharla Young  
Larry Zachrich  
Ann Zeller  
Wendy Zettel  
Larry Zuvers

Part-time Graded

- a. Karen Bleeks, Tech Prep Coordinator Substitute, effective August 16, 2017 through September 20, 2017 at the rate of \$39/hour based on grant funding dollars with a maximum of 200 hours total.
- b. Jim Bellamy, salary increased to \$45,278.82 for assuming additional responsibilities resulting from elimination of the Institutional Advancement office.

**1g. Acceptance of Gift to the College**

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

WHEREAS, a monetary donation has been made to EVMotorsports; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the monetary donation of \$1,000 for EVMotorsports be accepted as a gifts to the College.

**1h. Approval of Financial Report**

WHEREAS, the cumulative financial report is presented to inform the Board of Trustees of the College's financial condition as of September 30, 2017; and

WHEREAS, the President recommends its approval

NOW, THEREFORE BE IT RESOLVED, that the cumulative financial report dated September 30, 2017 be approved as presented on pages 24-27.

**1i. 2017-2018 Budget Adjustment**

WHEREAS, an adjustment is necessary to the 2017-2018 budget due to the Fiat Chrysler training project at Scott Park; and

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

NOW, THEREFORE BE IT RESOLVED, that the following 2017-2018 budget line items be adjusted with the resulting net gain of \$186,325.

|   | <u>Current</u> | <u>Proposed</u> |
|---|----------------|-----------------|
| CTS Scott Park Revenue                  | \$350,000      | \$909,125       |
| CTS Scott Park Expense<br>(instruction) | 443,691        | 819,286         |

**1j. Transfer to Reserves**

WHEREAS, there are dollars in the Unallocated Fund Balance which must be transferred to year end reserves; and

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

NOW, THEREFORE BE IT RESOLVED, that \$152,608 from the unallocated fund balance be transferred to the contingency reserve fund balance.

**1k. Nursing Course Simulation Fees**

WHEREAS, simulation nursing instruction can be used to meet the Board of Nursing requirements; and

WHEREAS, the College has determined that an additional fee should be added to courses involving the purchase, use and instruction of the teaching simulators to offset the costs related to the simulation experiences; and

WHEREAS, the Dean of Nursing and faculty have reviewed the courses which include the use of simulators and developed appropriate fees; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the following Nursing Course Simulation Fees be established effective for Spring Semester, 2018. These courses are part of the LPN, LPN to RN Transition, and RN programs.



WHEREAS, the Governor has approved the creation of the Career Service Fee which is based on a per credit hour charge for all students; and

WHEREAS, the income from this fee can be used only for state-approved expenses which must be approved by the Ohio Department of Higher Education; and

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

NOW, THEREFORE BE IT RESOLVED, that effective Spring Semester 2018 the Board of Trustees approves a Career Service Fee of \$8.50 per credit hour to be forwarded to the Ohio Department of Higher Education for final approval. Income from this fee will fund the following and will complement the Title III Grant:

Prior and Workplace Learning Coordinator (100%)  
Financial Aid Counselor (100%)  
2 Academic Advisors for Student Success (100%)

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

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4. **CONSIDERATION OF A RESOLUTION TO APPROVE THE 2017 AFFORDABILITY AND EFFICIENCY REPORT.**

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

WHEREAS, in 2015 Governor John Kasich created the Ohio Task Force on Affordability and Efficiency to make recommendations to Ohio's institutions of higher education; and

WHEREAS, House Bill 49 requires each institution's Board of Trustees to complete an efficiency review by October 13, 2017; and

WHEREAS, the College is also required to update the Five-year Efficiency Plan for Board of Trustee review; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2017 Affordability and Efficiency Plan Report, as well as the updated Five-year Efficiency Plan be approved by the Board of Trustees effective October 27, 2017. (Report begins on page 37)

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

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**5. CONSIDERATION OF A RESOLUTION TO FILL BOARD OFFICER VACANCY.**

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

WHEREAS, the term of office on the Board of Trustees for Mrs. Sandra Barber, who served as Board Vice Chair, expired June 10, 2017; and

WHEREAS, Mrs. Barber was not reappointed to the Board of Trustees by Governor Kasich

NOW, THEREFORE BE IT RESOLVED, that action be taken by the Board of Trustees to fill the Board officer vacancy effective October 27, 2017 through February 23, 2018.

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

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Board Report - President's Office  
Submitted by: Dr. Tom Stuckey – October 15, 2017

Would the Board of Trustees be interested in sponsoring the NSCC food pantry for a month? This service is offered to NSCC students and their families who self-identify as having a need for the services. The college can obtain much of the food that is needed via the Toledo Food Bank; however, paper and personal supplies are not available through them. Thus the college tries have a small selection of items for our students. The months that are open for sponsorship this academic year are: November, January, February and March. This can be done via a cash donation and the college orders the needed supplies, or we can provide a list of needed items for you to purchase and bring to a Board meeting. If interested, a \$10 donation from each trustee would get the month labeled as the "NSCC Board's" month.

On Wednesday, September 25, Fiat Chrysler Automotive (FCA) sent several of their corporate public relations personnel to Scott Park to begin writing the story concerning the training we are providing for their 2,200 employees. FCA is very pleased with the training and will be going public very soon. Their corporate public relations department has insisted on being the conduit for all public news.

The Veterans Lounge, located in the library area, is open. We will plan to take a break during our meeting and tour it. There are only a handful of veterans who have checked out a key. However, the number is slowly growing as more and more veterans become aware of the lounge.

Our Title III grant, entitled Graduation Pathways for Success (GPS), will be used to: 1) increase student success through advising; 2) establish a culture of professional development to support student success; 3) develop data capacity to increase data-informed decision making; and 4) improve the college's financial stability through increased retention. We received a perfect score of 100 points from each of the three evaluators and will be funded \$2,248,760 over the next 5 years to accomplish these goals. This grant is also being matched by a \$180,000 gift from the Foundation. Cindy Krueger will be updating the Board on this grant during the meeting.

The Governor has approved the creation of the Career Service Fee which is based on a per credit hour charge for all students. The income from this fee can be used only for state-approved expenses. These expenditures will continue each year and this revenue source will offset those expenses. There will be more information in a proposed resolution and if approved by the Board, the fee would be effective for the Spring, 2018 semester. If this change is not made in this academic year, it is very possible it will be counted in the \$10 credit allowable for a tuition increase next year.

In HB 49 (the budget bill) there are several policies that the college must create: paid leave donation policy; intellectual property; and preference to veterans in our hiring practices. In addition, there are several reports requiring Board approval for submission to the Chancellor: Efficiency Report (due 10-13-17) and STEM and Graduate Weighting (due 10-15-17). (An interesting note, the STEM and Graduate Weighting information will not be released from the Department of Higher Education until after October 20, 2017.)



Northwest is pleased to have over 70 active students in the OMIC (grant) apprenticeship program. There are workshops planned for this semester including: resume building; interviewing skills; networking; and LinkedIn. Our industry partners have volunteered to help with these workshops. Robbin Wilcox, our foundation director, has done an unbelievable job mentoring an intern from this program. Although this intern is an excellent student in our CAD/CAM program, she was lacking in professionalism and business etiquette. Since that experience, the student was recently described as "poised and professional" and the value of her education at Northwest State increased by \$30,000 per year. The Sponseller Group is a contractor that does all the robotics and PLC for GM Defiance. They contacted the College looking for 4 interns. Fourteen students were qualified and applied, and interviews began October 4, 2017. With help from the contacts made at the Apprenticeship Ohio Conference in Dublin, Tom Bowes and Brad Geer are developing an in-service for the candidates to refresh them on the Allen Bradley and Fanuc specific to GM's needs. Sauder's reached out to the College looking for VCT and marketing interns. We were not able to fill the positions with our students, but through Brad Geer's OMIC contacts, he was able to contact BGSU and find students to fill the need at Sauder. This activity is being funded by an OMIC grant and the funds for this grant will end March, 2018. This is one of the expenses that will be funded by the Career Service fee so this good work can be continued.

Interested in Estate Planning? The NSCC Foundation will be hosting an evening of insight, inspiration and stories of generosity from 15+ not-for profit organizations located in our region. The actual program prepared by Everence will begin at 6:30 PM in the auditorium, with the NSCC guests invited to a complimentary dinner before the program at 5:30 PM in C200. The three main speakers are: Joyce Lehman, International Development Advisor; John Shaffer, Attorney; and Tyson Stuckey, CPA.

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

*October 2017*

*Submitted by: Lori Robison*

**Nursing**

The Practical Nursing program was ranked in the top 1% of the 62 programs in the state and in the top 1% of the 1,199 programs nationally. The ranking is based on the number of graduates passing the NCLEX-PN exam during the period of April 2016 thru March 2017.

The Associate Degree Nursing program was ranked in the top 8% of the 99 programs in the state and in the top 17% of the 2,095 programs nationally on the NCLEX-RN exam for the 2016-2017 period.

**STEM**

With the **public-private partnership grant** work well underway, faculty Dave Mohring and Colin Doolittle are teaching engineering technology courses for area high school students at three different manufacturers: Automatic Feed (Napoleon), Defiance Metal Products, and B & B Molded (Defiance). Fall courses include: Introduction to Engineering, Manufacturing Processes, and Plastics Processes I. There are 6 to 14 students in each of the five different classes being offered this term. Five additional classes will be offered to the same population in the spring term.

Dave Mohring, Colin Doolittle, and Mike Kwiatkowski have committed to visiting several area high schools to promote Engineering Technology programs and manufacturing careers to **Defiance and Henry County high school students**. The faculty visit a required class, such as Biology in order to meet with the entire sophomore class prior to their course selection for their junior year. To date, they have visited Tinora, Napoleon, Liberty Center, Holgate, and Patrick Henry high schools.

On October 10, Marianna Malek, Math Faculty, along with Julie Curry and several engineering tech students coordinated a live broadcast of the **STEM Showcase** from Lorain County Community College. The conference was presented by the **Society of Women Engineers**. Marianna is in the process of establishing a NSCC chapter of this society. There were 17 people in attendance.

Several students from the STEM department along with some of the STEM faculty are making a low-cost **3D printed hand** for a nursing student's grandson. The project was brought to the group by Colin Doolittle and has been embraced by the students and department. An anonymous donation has covered the minimal cost of the supplies. Prototypes have been built within the department using the **3-D printer**.

During November and December, the STEM Division will be hosting one-hour events at the **Napoleon Public Library**. Each Monday, for four weeks, there will be a focus on a specific STEM area presented by our STEM faculty along with student volunteers.

Curt Minsel (part-time math faculty), along with full-time faculty, Marianna Malek and Joni Mavis are **re-designing the developmental math course sequence** at NSCC. The goal is to reduce both the cost and the time to completion. Research indicates that the earlier a student can begin their program specific Math courses, the greater the probability for success. The intent of the redesigned curriculum is to ensure that most of our students would never take more than one semester of developmental math. This is accomplished by establishing different mathematics pathways, such as STEM versus non-STEM and then advising students accordingly.

Nick Fillapovich, Dave Mohring, and Gary Kadesch are working on **redesigning the CAD** curriculum to both shorten the previous 12 credit hour sequence to 8 credit hours and to offer the courses in a hybrid format.

Brad Geer developed the project management courses, and we were able to have our Project Management sequence of two courses accepted at **Miami University** for their 300 level course work.

Dan Burklo was asked to be the lead for ODHE Engineering Technology career cluster panel for the **Ohio Articulation and Transfer Network**. The panel will be tasked with defining career pathways for Engineering Technology programs. Dr. Burklo continues to be involved with other state initiatives related to manufacturing and TAGs, as well.

### Library

For the third consecutive year, library staff hosted two classes of Four County Career Center's Medical Office Technologies students. These students conduct research for a national project and do not have access to the number of print resources that they need. The students, instructors, and school librarian are all appreciative of our assistance.

### Other

Lana Snider, Dean of Arts & Sciences and Christina Schwiebert, Instructional Design & Distance Learning Coordinator presented a workshop at the **Fall Conference of the Ohio Association of Two-Year Colleges (OATYC)** on October 13. Their presentation was titled, *Is Online Learning Part of Your Pathway? On-Demand Orientation to Online Learning Helps Students Decide*.

A team from NSCC will be attending the **OER Summit** to be held at North Central College on October 19. Lori Robison will accompany the team of faculty members including: Tom Carr, Melissa Faber, Marianna Malek, Don Retcher, and Coordinator of Instructional Design, Christina Schwiebert. The day-long event will begin the work of the ODHE Innovation Grant to identify low or no cost textbooks for students in 21 subject areas.

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

October 16, 2017

Submitted by: Cindy Krueger

Title III Grant

We are excited to receive the \$2,248,760 Title III grant. The grant project – Graduation Pathways to Success (GPS) – is linked to the strategic plan and builds on the work of the Student Success Leadership Institute. The goals of the grant are: 1) increase student success through advising; 2) establish a culture of professional development to support student success; 3) develop a data capacity to increase data informed decision making; and 4) improve fiscal stability through increased tuition revenue. Positions funded by the grant will be posted soon. I would like to thank the following individuals who helped develop/write the successful Title III grant: Lana Snider, Melissa Rupp, Jim Hoops, Melissa Faber, Mike Jacobs, Amanda Potts, Lynn Speiser, Sarah Stubblefield, and Kathy Soards.

Climate Survey

The climate survey is still being processed by the councils. Each council was asked to identify their top three areas of focus. Each council should have their areas identified after meeting this month.

REGISTRAR – Connie Klingshirn

- Participation with Transferology (currently in the verification and audit process stage of implementation)
  - Transferology is a nationwide network designed to help students explore their college transfer options.
  - Participation in this network will allow NSCC to answer vital transfer questions of many prospective students
  - The number of students who selected NSCC to see if courses would transfer:
    - 212 in April
    - 145 in May
    - 66 in June
    - 97 in July
    - 47 in August
    - 10 in September (as of today's date)
- Improved business process for re-enrollment holds
  - With assistance from Jamie Zeller, we can now import students into Degree Works, update myNSCC and provision emails for re-enrolling students. This improvement eliminates helpdesk tickets and students have login access before leaving the office.
- Graduation Clearance / Degree Awards
  - We streamlined the graduation clearance process by eliminating the Deans signing off on each clearance form and providing more effective communication with students.

- Reviewed records of summer 2017 graduates and verified completion and/or notified them of unmet requirements. Issued diplomas and one-year certificates and a courtesy transcript to summer completers
  - Began processing Graduation Clearance forms for fall 2017 applicants. At this date, 257 students have applied for the 2018 year and 127 are for fall.
  - We have begun automatically awarding degrees to students in specific situations. For example, we receive a request from DegreeVerify to verify there was or was not a credential awarded. Upon reviewing a student's record, we know that the student did not apply for graduation when completing curriculum requirements. The student's record is updated in our SIS and DegreeVerify indicating the graduation date and credential earned. We have automatically awarded credentials for two students who graduated in 1995 and 2013.
- Parchment requires daily monitoring and management. We are still troubleshooting issues to resolve the Kent State Transcript Transmitter so our transcripts are sent to the Articulation and Transfer Clearinghouse (ATC).

#### SUCCESS CENTER – Jason Rickenberg

##### 1-on-1, Group or Lab Tutoring Sessions

Students served 9-5-17 through 10-13-17:

- 164 students have completed 437 tutoring sessions
- The top five tutored subjects: ENG111, MTH109, MTH090, MTH080 & CIS113
- 46 different courses are being supported through tutoring.
- As of today, (10-13-17) all student tutor requests have been matched with a tutor.
- The average tutoring session lasted 56 minutes.

##### Student Referrals

Students served 8-24-17 through 10-13-17:

- 126 student "Early Warning" submissions have been received from faculty for students with lack of attendance or students who needed academic support services.
- Several students are now receiving tutoring after being contacted.

##### eTutoring

Students served 9-2-17 through 10-13-17:

- 140 students have submitted 380 asynchronous writings for review.
- Seven different courses were supported through eTutoring.
- Four students used the live tutor chat function for their coursework.

##### Make-up Testing

Student Served 8-28-17 through 10-13-17:

- 136 students have completed 199 make-up tests.
- 26 tests were returned to instructors for student no shows.
- 37 current tests are waiting to be taken.

#### CAREER SERVICES / STUDENT ACTIVITIES – Michael Jacobs

- Developed Career Services Graduate Referral Form; assists with identifying quality graduates for current employment opportunities.
- Seven employers to date participated in "Employee Spotlight" program, scheduling employers in key areas to strategically visit campus
- Coordinated New Student and Family Welcome Back Picnic- ~150 attended
- Coordinated two-day Welcome Back Week highlighting services available to students - ~200 participants
- Coordinated on-campus program raising awareness about Suicide Prevention Month; this helps us meet requirements for the state Changing Campus Culture Initiative.
- Coordinated 23rd Annual Chili Cook Off; raising close to \$500 for the Path center



**Chief Fiscal and Administrative Officer**

**October, 2017**

**Submitted by: Kathy Soards**

- On Friday, October 13th, the annual Cost Savings and Efficiency Report was submitted to the Ohio Department of Higher Education (ODHE). This report is being brought to the October 27th Board of Trustee meeting for approval after which the resolution will be forwarded to the ODHE and this will complete the required reporting for the year.

**Facilities**

- Welding/Machine Shop Renovation Project
  - September 25<sup>th</sup>, the request and release of the funds for the architect/engineering firm Fanning/Howey for the welding/machine shop renovation project was approved by the Controlling Board.
  - October 13<sup>th</sup>, the Attorney General's office approved the contract for architect/engineering services with Fanning/Howey for this project.
  - The next step is to complete the program of requirements and design work.
- On Saturday, October 7<sup>th</sup>, the Archbold Water Department, Earl Mechanical and Northwest Community College Maintenance Department were able to replace the altitude valve that connects the college water tower to the main water line along State Route 66. Due to time constraints, only the leaking valve was replaced and the second valve that should also be replaced will happen at a later date but will not require weekend work or overtime.

**Financial Aid**

- On September 27<sup>th</sup>, the United States Department of Education released the national student loan default rates. Northwest State's rate dropped from 18.2% last year to a current default rate of 17.3%.
- Applications and all supporting documentation for the reauthorization of financial aid was submitted to the U.S. Department of Education. This is a process that we are required to complete and receive approval for in order to continue to offer federal financial aid.
- The annual Fiscal Operations Report and Application to Participate (FISAP) was submitted to the U.S. Department of Education. We are awaiting notification of the approval of this report.

- 334 student records for the 2016-2017 financial aid year were manually reviewed to determine if they met the Gainful Employment reportable criteria. 229 records were determined to be reportable and were then submitted to the National Student Loan Data System to meet our required Gainful Employment reporting requirements.
- October 1<sup>st</sup>, the 2018-2019 Free Application for Federal Student Aid (FAFSA) became available. At this time the financial aid office is working to update the Banner software and all financial aid forms so we can begin to load files to start processing aid for the 2018-2019 aid year.

### **Business Office**

- The audit report for the college was submitted to the Auditor of State's office on Friday 10/13/2017. It was nice to work with an auditing firm that was knowledgeable of the State of Ohio auditing requirements and deadlines. The next step is for the Auditor of State to accept and approve the audit.
- Student refunds of excess Fall 2017 financial aid were processed on October 12<sup>th</sup>. 564 refunds totaling \$624,235 were processed. This dollar amount of refunds is down approximately 21% from Fall 2016 when we issued 676 checks for a total refund about of \$791,145.

**Northwest State Community College**  
**Statement of Net Assets**  
**September 30, 2017**

**Assets**

|                              |                     |
|------------------------------|---------------------|
| Current Funds:               |                     |
| General Fund:                |                     |
| Cash & Investments           | \$6,692,088         |
| Accounts Receivable          | \$5,385,626         |
| Prepaid Expense              | \$2,350             |
| Inventory                    | \$0                 |
| Deferred Outflows of Resou   | \$6,272,575         |
| Total General Fund           | <u>\$18,352,639</u> |
| Auxiliary Enterprises:       |                     |
| Cash                         | -\$298,958          |
| Accounts Receivable          | \$32,362            |
| Inventories                  | \$576,588           |
| Total Auxiliary Enterprises  | <u>\$309,992</u>    |
| Restricted Funds:            |                     |
| Cash                         | \$412,441           |
| Accounts Receivable          | \$0                 |
| Total Restricted Funds       | <u>\$412,441</u>    |
| Total Current Funds          | <u>\$19,075,072</u> |
| Plant Funds:                 |                     |
| Unexpended Plant Funds:      |                     |
| Cash                         | \$33,764            |
| Total Unexpended Plant Funds | <u>\$33,764</u>     |
| Investment In Plant:         |                     |
| Land                         | \$176,657           |
| Construction in Progress     | \$441,840           |
| Buildings                    | \$32,332,109        |
| Accumulated Depr.            | -\$16,409,901       |
| Parking Lots                 | \$1,944,552         |
| Accumulated Depr.            | -\$1,419,774        |
| Water Tower                  | \$499,810           |
| Accumulated Depr.            | -\$463,531          |
| Movable Equipment            | \$5,207,627         |
| Accumulated Depr.            | -\$3,778,214        |
| Library Books                | \$537,427           |
| Motor Vehicles               | \$209,427           |
| Accumulated Depr.            | -\$188,174          |
| Art / Collections            | \$1,103,765         |
| Total Investment In Plant    | <u>\$20,193,619</u> |
| Total Plant Funds            | <u>\$20,227,383</u> |
| Agency Funds:                |                     |
| Cash                         | \$55,340            |
| Total Agency Funds           | <u>\$55,340</u>     |

**Liabilities & Fund Balance**

|  |                      |
|--|----------------------|
| Current Funds:                           |                      |
| General Fund:                            |                      |
| Accounts Payable                         | \$13,533             |
| Accrued Liabilities                      | \$1,934,329          |
| Deferred Inflows & Net Pension Liability | \$28,698,772         |
| Fund Balance:                            |                      |
| Unallocated                              | \$3,384,258          |
| Allocated                                | <u>-\$15,678,253</u> |
| Total General Fund                       | <u>\$18,352,639</u>  |
| Auxiliary Enterprises:                   |                      |
| Accounts Payable                         | \$11,901             |
| Accrued Liabilities                      | \$24,852             |
| Due To General Fund                      | \$0                  |
| Fund Balance                             | <u>\$273,239</u>     |
| Total Aux. Enterprises                   | <u>\$309,992</u>     |
| Restricted Funds:                        |                      |
| Accrued Liabilities                      | \$607                |
| Fund Balance                             | \$411,834            |
| Total Restricted Funds                   | <u>\$412,441</u>     |
| Total Current Funds                      | <u>\$19,075,072</u>  |
| Plant Funds:                             |                      |
| Unexpended Plant Funds:                  |                      |
| Fund Balance                             | \$33,764             |
| Total Unex-Plant Funds                   | <u>\$33,764</u>      |
| Investment In Plant:                     |                      |
| Net Investment In Plant                  | <u>\$20,193,619</u>  |
| Total Plant Funds                        | <u>\$20,227,383</u>  |
| Fund Held in Custody                     |                      |
| Total Agency Funds                       | <u>\$55,340</u>      |

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

|  | Total Annual<br>Budget | Actual<br>To Date  | Per Cent<br>Received |
|--|------------------------|--------------------|----------------------|
| <b>Operating Revenue:</b>                      |                        |                    |                      |
| Ohio Board of Regents - Subsidy                | \$10,736,669           | \$2,683,623        | 24.99%               |
| Ohio Board of Regents -Capital Component       | \$203,927              | \$50,982           | 25.00%               |
| Tuition & Fees                                 | \$11,215,208           | \$4,602,081        | 41.03%               |
| Enrollment Contingency                         | -\$200,000             | \$0                | 0.00%                |
| Scholarship Allowance and Tuition Offsets      | -\$1,087,024           | -\$21,487          | 1.98%                |
| Income from Investments                        | \$50,000               | \$19,708           | 39.42%               |
| Foundation                                     | \$73,000               | \$0                | 0.00%                |
| CTS Archbold                                   | \$592,000              | \$61,575           | 10.40%               |
| CTS Scott Park                                 | \$350,000              | \$312,206          | 89.20%               |
| Community Development                          | \$25,000               | \$0                | 0.00%                |
| Miscellaneous Income                           | \$57,175               | \$60,562           | 105.92%              |
| Grant Fiscal Agent                             | \$66,000               | \$0                | 0.00%                |
| Finger Printing & Facility Rental              | \$71,300               | \$17,824           | 25.00%               |
| To Reserves:                                   |                        |                    |                      |
| Capital Component Fund Balance                 | -\$203,927             | \$0                | 0.00%                |
| Student Fee Fund Balance from Student Fees     | -\$160,000             | \$0                | 0.00%                |
| Instructional Equipment Fund Balance from Lab  | -\$150,000             | \$0                | 0.00%                |
| Building M & R from Subsidy                    | -\$150,000             | \$0                | 0.00%                |
| To Unallocated FB                              | -\$87,572              | \$0                | 0.00%                |
| To Foodservice FB from Student Fees            | -\$50,000              | \$0                | 0.00%                |
| <b>Total Operating Revenue</b>                 | <b>\$21,351,756</b>    | <b>\$7,787,074</b> | <b>36.47%</b>        |
|  |                        |                    |                      |
| From Bookstore FB to Building M & R FB         | \$160,206              | \$0                |                      |
|  |                        |                    |                      |
| <b>From Reserves:</b>                          |                        |                    |                      |
| From Student Fee FB for Student Activities/Fac | \$22,000               | \$0                | 0.00%                |
| From Student Fee FB for Parking Lot Maint & Re | \$35,000               | \$0                | 0.00%                |
| From Student Fee FB for Counsel/Wellness       | \$15,000               | \$0                | 0.00%                |
| From Equip M & R FB for Equipment M & R        | \$73,500               | \$0                | 0.00%                |
| From New Program FB for Agriculture/Cybersecur | \$94,890               | \$0                | 0.00%                |
| From Build M & R FB for Building M & R         | \$375,650              | \$0                | 0.00%                |
| From OBR Capital Bill for Renovation of Bldg C | \$2,500,000            | \$0                | 0.00%                |
| From Grant Match for Grant Matching Needs      | \$75,627               | \$0                | 0.00%                |
| From Unallocated Reserves to Balance the Budge | \$0                    | \$0                | 0.00%                |
| <b>Total Revenue</b>                           | <b>\$24,593,424</b>    | <b>\$7,787,074</b> | <b>31.66%</b>        |
|  |                        |                    |                      |
| <b>Operating Expense:</b>                      |                        |                    |                      |
| Instruction                                    | \$13,876,965           | \$2,756,480        | 19.86%               |
| Public Service                                 | \$30,098               | \$5,795            | 19.25%               |
| Academic Support                               | \$647,615              | \$197,217          | 30.45%               |
| Scholarship Allowance                          | \$0                    | \$0                | 0.00%                |
| Student Services                               | \$1,481,637            | \$289,120          | 19.51%               |
| Institutional Support                          | \$4,475,356            | \$1,029,054        | 22.99%               |
| Plant Operations and Maintenance               | \$4,081,751            | \$275,682          | 6.75%                |
|  |                        |                    |                      |
| <b>Total Expense</b>                           | <b>\$24,593,424</b>    | <b>\$4,553,348</b> | <b>18.51%</b>        |
|  |                        |                    |                      |
| <b>Net Increase/Decrease in Net Assets</b>     | <b>\$0</b>             | <b>\$3,233,726</b> |                      |

## Food Services

### 2017-2018

|               | Rev.               | Exp.               | Net             | YTD       |
|---------------|--------------------|--------------------|-----------------|-----------|
| July          | \$8,205            | \$13,536           | -\$5,331        | -\$5,331  |
| Aug           | \$14,067           | \$20,232           | -\$6,166        | -\$11,496 |
| Sept          | \$22,033           | \$26,458           | -\$4,425        | -\$15,922 |
| Oct           |                    |                    | \$0             | -\$15,922 |
| Nov           |                    |                    | \$0             | -\$15,922 |
| Dec           |                    |                    | \$0             | -\$15,922 |
| Jan           |                    |                    | \$0             | -\$15,922 |
| Feb           |                    |                    | \$0             | -\$15,922 |
| March         |                    |                    | \$0             | -\$15,922 |
| April         |                    |                    | \$0             | -\$15,922 |
| May           |                    |                    | \$0             | -\$15,922 |
| June          |                    |                    | \$0             | -\$15,922 |
| Subsidy       | \$12,500           |                    | \$12,500        | -\$3,422  |
| <b>Totals</b> | <b>\$56,804.42</b> | <b>\$60,225.99</b> | <b>-\$3,422</b> |           |

\* budgeted to subsidize foodservice with \$50000  
from student fees

### 2016-2017

|               | Rev.                | Exp.                | Net              | YTD       |
|---------------|---------------------|---------------------|------------------|-----------|
|               | \$9,933             | \$17,519            | -\$7,586         | -\$7,586  |
|               | \$7,447             | \$21,910            | -\$14,463        | -\$22,049 |
|               | \$18,775            | \$33,491            | -\$14,715        | -\$36,764 |
|               | \$20,879            | \$35,596            | -\$14,717        | -\$51,482 |
|               | \$37,034            | \$33,517            | \$3,518          | -\$47,964 |
|               | \$15,131            | \$21,605            | -\$6,474         | -\$54,438 |
|               | \$38,830            | \$37,496            | \$1,334          | -\$53,105 |
|               | \$25,239            | \$25,739            | -\$499           | -\$53,604 |
|               | \$25,395            | \$30,821            | -\$5,426         | -\$59,030 |
|               | \$35,611            | \$35,251            | \$361            | -\$58,669 |
|               | \$14,822            | \$24,991            | -\$10,169        | -\$68,838 |
|               | \$9,212             | \$12,835            | -\$3,623         | -\$72,461 |
|               | \$50,000            |                     | \$50,000         | -\$22,461 |
| <b>Totals</b> | <b>\$308,308.51</b> | <b>\$330,769.33</b> | <b>-\$22,461</b> |           |

### 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         | \$36,080         | -\$19,374        | -\$54,594 |
| Subsidy       | \$30,000         |                  | \$30,000         | -\$24,594 |
| <b>Totals</b> | <b>\$361,723</b> | <b>\$386,316</b> | <b>-\$24,594</b> |           |

\* 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 |
| <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

### 2017-2018

|               | Rev.                | Exp.                | Net             | YTD       |
|---------------|---------------------|---------------------|-----------------|-----------|
| July          | \$30,064            | \$38,833            | -\$8,769        | -\$8,769  |
| Aug           | \$605,696           | \$496,352           | \$109,345       | \$100,575 |
| Sept          | \$38,339            | \$60,669            | -\$22,330       | \$78,246  |
| Oct           |                     |                     | \$0             | \$78,246  |
| Nov           |                     |                     | \$0             | \$78,246  |
| Dec           |                     |                     | \$0             | \$78,246  |
| Jan           |                     |                     | \$0             | \$78,246  |
| Feb           |                     |                     | \$0             | \$78,246  |
| March         |                     |                     | \$0             | \$78,246  |
| April         |                     |                     | \$0             | \$78,246  |
| May           |                     |                     | \$0             | \$78,246  |
| June          |                     |                     | \$0             | \$78,246  |
| <b>Totals</b> | <b>\$674,099.05</b> | <b>\$595,853.55</b> | <b>\$78,246</b> |           |

### 2016-2017

|               | Rev.                  | Exp.                  | Net             | YTD       |
|---------------|-----------------------|-----------------------|-----------------|-----------|
|               | \$63,323              | \$58,772              | \$4,550         | \$4,550   |
|               | \$670,763             | \$541,288             | \$129,475       | \$134,025 |
|               | \$45,163              | \$80,203              | -\$35,039       | \$98,986  |
|               | \$20,138              | \$31,256              | -\$11,118       | \$87,868  |
|               | \$33,935              | \$30,932              | \$3,003         | \$90,871  |
|               | \$79,613              | \$78,088              | \$1,525         | \$92,396  |
|               | \$405,700             | \$365,970             | \$39,730        | \$132,126 |
|               | \$17,555              | \$33,908              | -\$16,353       | \$115,773 |
|               | \$21,945              | \$31,773              | -\$9,828        | \$105,945 |
|               | \$9,279               | \$23,974              | -\$14,695       | \$91,250  |
|               | \$74,728              | \$76,638              | -\$1,911        | \$89,340  |
|               | \$44,643              | \$52,264              | -\$7,621        | \$81,719  |
| <b>Totals</b> | <b>\$1,486,783.26</b> | <b>\$1,405,064.67</b> | <b>\$81,719</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</b> | <b>\$1,582,609</b> | <b>\$114,144</b> |           |

### 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  |
| <b>Totals</b> | <b>\$1,761,288</b> | <b>\$1,679,953</b> | <b>\$81,335</b> |           |

**BOOKSTORE**
**09/30/2017**

|                     | Budget           | Actual         | % of Budget   |                | Prior Year Actual |                |
|---------------------|------------------|----------------|---------------|----------------|-------------------|----------------|
| <b>Revenue</b>      |                  |                |               |                |                   |                |
| Book Sales          | 1,325,600        | 560,531        | 42.29%        | 83.15%         | 631,227           | 81.00%         |
| Supply Sales        | 138,300          | 51,060         | 36.92%        | 7.57%          | 51,634            | 6.63%          |
| Misc Supply Sales   | 43,000           | 8,525          | 19.83%        | 1.26%          | 10,954            | 1.41%          |
| Used Book Sales     | 55,700           | 8,592          | 15.43%        | 1.27%          | 26,388            | 3.39%          |
| Rental Book Sales   | 20,000           | 579            | 2.89%         | 0.09%          | 0                 | 0.00%          |
| Ebook Sales         | 69,800           | 30,572         | 43.80%        | 4.54%          | 44,589            | 5.72%          |
| Candy / Food -Bkstr | 59,900           | 12,292         | 20.52%        | 1.82%          | 11,749            | 1.51%          |
| Other               | 20,000           | 1,948          | 9.74%         | 0.29%          | 2,708             | 0.35%          |
| <b>Total</b>        | <b>1,732,300</b> | <b>674,099</b> | <b>38.91%</b> | <b>100.00%</b> | <b>779,249</b>    | <b>100.00%</b> |
| <b>Expense</b>      |                  |                |               | % of Sales     |                   | % of Sales     |
| Salaries & Benefits | 245,816          | 49,881         | 20.29%        | 7.40%          | 57,384            | 7.36%          |
| Cost of Sales       | 1,328,496        | 534,773        | 40.25%        | 79.33%         | 607,301           | 77.93%         |
| Other Expenses      | 41,900           | 11,200         | 26.73%        | 1.66%          | 15,577            | 2.00%          |
| <b>Total</b>        | <b>1,616,212</b> | <b>595,854</b> | <b>36.87%</b> | <b>88.39%</b>  | <b>680,263</b>    | <b>87.30%</b>  |
| <b>Net</b>          | <b>116,088</b>   | <b>78,246</b>  | <b>67.40%</b> | <b>11.61%</b>  | <b>98,986</b>     | <b>12.70%</b>  |

**FOODSERVICE**
**09/30/2017**

|                       | Budget          | Actual         | % of Budget   |                | Actual          |                |
|-----------------------|-----------------|----------------|---------------|----------------|-----------------|----------------|
| <b>Revenue</b>        |                 |                |               |                |                 |                |
| Cafeteria Sales       | 45,000          | 0              | 0.00%         |                | 0               |                |
| Snack Bar Sales       | 208,600         | 27,958         | 13.40%        |                | 32,140          |                |
| Catering Sales        | 89,500          | 16,400         | 18.32%        |                | 4,080           |                |
| Other                 | 2,100           | (53)           | -2.54%        |                | (65)            |                |
| <b>Total</b>          | <b>345,200</b>  | <b>44,304</b>  | <b>12.83%</b> |                | <b>36,155</b>   |                |
| <b>Expense</b>        |                 |                |               | % of Sales     |                 | % of Sales     |
| Salaries & Benefits   | 257,113         | 37,395         | 14.54%        | 84.40%         | 42,958          | 118.81%        |
| Cost of Sales         | 179,504         | 21,923         | 12.21%        | 49.48%         | 27,840          | 77.00%         |
| Other Expenses        | 10,300          | 909            | 8.82%         | 2.05%          | 2,122           | 5.87%          |
| <b>Total</b>          | <b>446,917</b>  | <b>60,226</b>  | <b>13.48%</b> | <b>135.94%</b> | <b>72,920</b>   | <b>201.68%</b> |
| Capital Investment    | 0               | 0              |               |                | 0               | 0.00%          |
| Student Fee Subsidize | 50,000          | 12,500         |               |                | 12,500          |                |
| <b>Net</b>            | <b>(51,717)</b> | <b>(3,422)</b> |               |                | <b>(24,264)</b> |                |



## October 2017 Board Information from CTS

General Mills Video Conferencing Training: Six (6) technical courses and fifteen (15) computer application courses ran in September 2017.

### Custom Training Classes:

1. Archbold Campus
  - a. CTS ran one Open Enrollment class and three contract training classes in September. Companies include: CK Technologies, Johns Manville, Pioneer Hi-Bred, Spangler Candy Co, LE Smith Co, Silgan Can, Sauder Manufacturing, Defiance Economic Development, Bard Mfg and Sauder Woodworking.
  - b. Open Enrollment topics included: VFD Basics, GD&T, Microsoft Office and Electrical Troubleshooting Basics
2. Advanced Manufacturing Training Center (AMTC) - Scott Park Campus
  - a. Fiat Chrysler training near completion-currently starting Week #6 of the six week program.
  - b. Started a new Manufacturing Skills Standards Council (MSSC) on 10/2/17.
  - c. A local manufacturer has pledged to scholarship students to take the 8 week MSSC program. The next cohort is tentatively scheduled to start January 2018.
  - d. Conducted two (2) contract trainings: OmniSource and Medsource
  - e. One (1) student enrolled in online class in September.
  - f. Conducting professional development computer application training both face-to-face and webinars for NSCC faculty & staff.

### Community Outreach/Company Visits:

1. Archbold Campus
  - a. Jim Drewes and Tori Wolf made site visits to the following clients: Defiance Metal Products, Henry County Economic Development CIC, Winzeler Stamping, Williams County Economic Development CIC, Haas Door, APT Mfg, Wauseon Machine & Mfg, JM, Defiance, FWT, Campbell Soup and Chase Brass
  - b. Continue to support new Manufacturing/High School programs in Defiance County - Defiance Metal Products and B&B Molded Products.
  - c. Continue to support the Manufacturing/High School program based on the needs of Winzeler Stamping in Williams County. The client has a need to improve workforce, but more importantly their community.
2. AMTC
  - a. Meetings with area businesses & organizations including: FCA/Chrysler, Promedica, Cherry Street Missions, Lockrey Manufacturing

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

1. Archbold MEP activities
  - a. Archbold MEP worked with local manufacturing clients to submit 2nd Q client surveys. The surveys are used at the state level to measure local MEP engagement and effectiveness.
  - b. Tori Wolf detailed the final plans for Mfg Day event at NSCC on 10/13/17. Approximately 45 manufacturing clients and nearly 450 high school students registered for the event.
  - c. The Ohio Lean Consortium hosted a bench marking tour to Belden Manufacturing in Indiana on 10/5/2017.
2. Scott Park MEP activities: The MEP Representative at Scott Park resigned on 9/28/2017. A search for a new representative has begun.

#### Bachelor of Applied Science (BAS)

Attached are notes from a summit I attended co-sponsored by the Association of Community College Trustees and the Community College Baccalaureate Association.

## Bachelor of Applied Science (BAS) Summit Notes / Themes

Notes from a Summit held September 24<sup>th</sup> and 25<sup>th</sup>, 2017. The summit was co-sponsored by the Association of Community College Trustees (ACCT) and Community College Baccalaureate Association (CCBA). The intended audience was Board Trustees, College Presidents and Vice Presidents.

### Background and General Information

1. BAS's offered by 4 year universities is on the rise.
2. 24 states allow CC's to offer BAS degrees
3. Florida has scaled BAS well. Many institutions conferring variety of degrees.
4. Ohio has potential to scale because of the way the legislation is written.
5. Funding model varies by state:
  - a. California allows additional fee (\$84) for 300/400 level courses. 100/200 level tuition is \$46. No change in faculty compensation, no change in subsidy.
  - b. Michigan – no change in tuition, no change in faculty compensation, no change in subsidy.
  - c. Washington – charges same tuition as local state university for 300/400 level classes. Only get SSI at 100/200 level rate for 300/400 classes, which is less.
6. Types of degrees
  - a. Expanding – education, nursing, dental hygiene
  - b. Evolving – bioscience tech, IT, cyber security
  - c. Niche – concrete technology
  - d. Lots of STEM Degrees

### Impact on the Institution:

1. BAS is NOT mission creep, it is mission keep because the mission of a community college is to provide access to affordable high quality education.
2. BAS students make up less than 5% enrollment of the colleges that confer the degrees. The programs are very unique and niche; therefore they do not get interest by a large number of students.
3. Do not have to remove the word 'Community' from the name of the college. BUT...
  - a. The word Community can cause confusion in industry because CC's haven't offered these types of degrees.
  - b. When applying for admission to a master degree program, the institution receiving a BAS transcript may get confused if the word Community is on transcript.
4. Offering BAS has not changed the culture of the colleges that confer them.
5. Accreditation is no more or less difficult than what we're already doing. Need to apply to become higher level institution and then apply for program approval.
6. Many of the programs require \$100,000 to develop and get off the ground.

7. Affects all areas of the college: HR, Student Services, Admissions, Registration, Advising, etc. One college had to hire an additional Banner programmer to make all necessary changes (took 1 year). Must have a college-wide implementation team to be successful.

## Benefits

1. High percentage (~30%) enroll in master's degree programs upon graduation.
2. Access to affordable baccalaureate programs.
3. Nearly 30% of students in US are enrolled in Career and Technical Education programs. Without BAS, these students do not have access to a baccalaureate degree.
4. Themes from student surveys:
  - a. "I would have no place else to go".
  - b. "We all help each other, we understand each other" – importance of Communality
  - c. Students did not feel BAS was lesser degree to BS
  - d. Resiliency vs Obstacles
  - e. "I always wanted to get a degree"
  - f. Baccalaureate Degree as Key to Economic Stability
5. Seminal State College (Florida) outcomes:
  - a. 93% placement rates
  - b. Starting salaries: \$55,000
  - c. 29% go on to master's degree programs
  - d. Graduation rates (poor)
  - e. Created new student affairs model. Student worked with one person for everything (admissions, registration, advising, etc)

## Best practices

1. Don't begin offering BAS until all (faculty, Board, administration) fully support the initiative.
2. Most successful programs are created in collaboration with local university that creates pathway from BAS to master's degree.
3. It is best if Industry decides what BAS programs to offer. Nursing, teacher education, & cyber security identified as high need programs.
4. Treat faculty of BAS programs the same as all other faculty (pay, credentialing, etc); otherwise causes tension within the institution.
5. BAS in Business Management is very popular and growing. This program could accept associate degree graduates from just about any program.
6. Faculty
  - a. Must get buy-in from inception
  - b. Must be comfortable with the degree's alignment with the mission of the institution.
  - c. Must be central in the design, development, etc.
  - d. Faculty given opportunity to "grow into baccalaureates". One institution raised annual tuition reimbursement amount from \$2500 to \$8000.



## Challenges

1. BSN is most politically charged program. Don't start with that.
2. Faculty credentials can be difficult. Finding people with master's degree in technical topics (eg, diesel mechanic). Grow your own faculty when possible.
3. Some employers do differentiate between BAS and BS degrees. Sometimes they pay BAS graduates less.
4. Students complete a program and do not get family-wage jobs. [see comment about having industry drive programs]

## Opposition

1. Greatest opposition will likely come from faculty. Don't adjust to change well. Fear it will change the culture of the institution. Faculty question quality and credibility.
2. Universities will lobby against it.
3. The state board of nursing has stonewalled legislation in several states.

## October 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 September, there were 142 incidents opened and 143 resolved. There were also 72 service requests placed and 68 completed.

**PA System:** Configuration of the server and wiring of A-building continues.

**Phone System:** No activity this period.

**Mobile App:** IT is working with marketing to gather requirements for a student mobile app for both Apple and Android smartphones.

**Texting Solution:** IT is reviewing texting services and gathering quotes for a student texting solution.

**myNSCC replacement / Central Authentication Service:** The new authentication service (CAS) is set up and the student onboarding process has been defined. The new portal will go live on October 27th and the old portal will be shut down during the holiday break.

## **Board Report for October 27, 2017**

**Submitted by: Jim Hoops**

### **Associate Vice President for Strategic Initiatives**

I, along with Dr. Stuckey; Lana Snider, Dean of Arts & Science; Ron Scozzari, Dean of Industrial Technology-CTS; Pete Weir, NSCC Representative for Van Wert and Scott Mull, NSCC Trustee met with schools officials from the four school districts in Van Wert County and the Van Wert County Commissioners. The purpose of the meeting was to take away ideas on how NSCC can partner in Van Wert county and the surrounding area with the schools and manufacturing employers to inform students of the opportunities available at a community college like NSCC through College Credit Plus, Hybrid Training and/or the traditional classroom setting. Discussions included: (1) the cost comparison of a community college vs a four-year college; (2) degree opportunities at a 2-year college and how a student can transfer those credits to a 4-year college; and (3) the type of degrees offered at a 2 year college. A follow-up meeting will be taking place in the near future to review the progress.

#### **Grant Department**

Ashley Pere has been hired as the NSCC grant writer and has been meeting with department heads to get a better understanding of what the department does and how she would be available to write grants to help them succeed in accomplishing their goals. She has already been involved with the review of the Cedar Tree Foundation Grant.

#### **The Cedar Tree Foundation Grant**

Since this grant only allows 501(c) 3 organizations to apply, the Northwest State Community College Foundation Board, a 501(c) 3 organization, has agreed to submit the grant application in the amount of \$63,249. This grant will provide professional development training for high school teachers who are working in our school systems in Northwest Ohio in the area of environmental stewardship. Thanks to Brad Geer, Prior and Workplace Learning Coordinator; Robbin Wilcox, Director of Development for the NSCC Foundation Board; and Kathy Soards, CFO in preparing this grant. The grant was submitted on September 30<sup>th</sup> and we hope to hear positive news by December 1, 2017.



## **NSF-ATE Grant Project**

The goal of this grant is to increase the quantity and quality of manufacturing technicians by scaling-up hybrid/open-lab instructional delivery systems at community colleges. This project will start with three partner colleges located in Ohio, Indiana, and Nevada, and will add two more within the first six months of funding. This grant will help support what we have learned through the home4techs (Hands On Maintenance Education 4 TECHnicianS) program and teach it to other colleges. The grant is for 3 years and just under \$600,000. This grant is being overseen by Tom Wylie.

The grant was submitted on September 29th.

## **ATE Project Description: Cybersecurity for Advanced Manufacturing Organizations (CAMO)**

NSCC is seeking a grant from the NSF-ATE program with the goal of developing and delivering cybersecurity training for technicians within advanced manufacturing. This grant will increase the depth of knowledge and awareness of cybersecurity and advanced manufacturing technicians.

NSCC will deliver cybersecurity training scenarios to the Ohio Cyber Range that focus on specific situations within advanced manufacturing. These advanced manufacturing cybersecurity training scenarios will be available for anyone using the Ohio Cyber Range. Also, these scenarios will be weaved into the NSCC CYB220 Security Auditing course that is part of a short-term certificate or associate degree in cybersecurity.

This grant is being overseen by Roger Spears, NSCC Cybersecurity Training Coordinator and Tony Hills, NSCC Business Faculty. The grant is for 3 years in the amount of \$491,471.

The grant was submitted on October 4<sup>th</sup>.

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

**October, 2017**

**Submitted: Katy McKelvey**

### **UNION:**

Lori Robison and I have been meeting with the union co-presidents on several faculty issues and we continue to have productive meetings.

### **PRESIDENTIAL SEARCH:**

The Search Committee is meeting on October 26 to finalize the interview questions and discuss the candidates to interview. We estimate that we will be interviewing six to eight candidates, including two internal candidates.

### **BENEFITS:**

Meetings are scheduled October 11, October 18 and October 19 to review medical benefit options with employees. A representative from the Northern Buckeye Health Plan and Brittany Chamberlain will conduct the meetings.

### **Recruiting:**

We have filled the following roles:

- Grant Writer

We are recruiting for the following roles:

- President
- Facilities Technician (replaces Maintenance Technician)
- Admissions Recruiter
- Admin – Network System Tech
- MEP Sales Manager – Toledo
- Division Secretary – AMTC
- Faculty – Nursing
- Director – Advising Center
- Academic Advisor (2)
- Division Secretary – Advising Center
- Part-time Food Services Assistant
- Custodian (sub)
- Food Service (sub)