

**BOARD OF TRUSTEES**  
**December 15, 2017 – Time 12:00 noon**  
**Room C211**

**ORDER OF BUSINESS**

**A. CALL TO ORDER**

**B. ROLL CALL**

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

**C. PRESENTATION**

1. Update from Trustees Conference – L. Howell
2. Meet the Team in Human Resources
3. College Credit Plus and Workforce Development (30% Club) – D. Mohring

**D. EXECUTIVE SESSION** – To consider the hiring of a public employee and to discuss imminent court action.

**E. AUDIENCE PARTICIPATION**

**F. 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)

**G. PROPOSED RESOLUTIONS**

1. Consent Agenda Items
  - a. Minutes of the October 27, 2017 Meeting
  - b. Resignation
  - c. Approval of Professional Staff Probationary Contract
  - d. Promotion to Director of Advising Center
  - e. Position Transfers
  - f. Employ Full-time Admissions Recruiter
  - g. Employ Full-time Admissions Recruiter
  - h. Employ Full-time Nursing Faculty
  - i. Miscellaneous Employment Contracts
  - j. Acceptance of Gift to the College
  - k. Approval of Financial Report
  - l. Approval of 2016-2017 College Audit
  - m. 2016-2017 Budget Transfers
  - n. Approval to Grant Authority to Award Bids
  - o. Approval of Joint Use Agreement with Napoleon Civic Center

**PROPOSED RESOLUTIONS (cont)**

2. Establish Tuition for 2018-2019 Academic Year
3. Establish Out-of-State Tuition for 2018-2019 Academic Year

**H. OTHER**

1. Henry County Senior Citizens Open House – Saturday, December 16, 2017
2. Fall Commencement – Monday, December 18, 2017 – 7:00 p.m.  
Meet in Room H104 by 6:30
3. Grant Writing Seminar at NSCC – Friday, January 12, 2018 – 8 a.m. – Room C200
4. On-line Ethics Training

**I. ADJOURNMENT**

***Next meeting scheduled for Friday, February 23, 2018***

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, October 27, 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**

17-65

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

Absent: John Bridenbaugh

There were also eleven guests in attendance, primarily students making a presentation to the Board of Trustees.

### **PRESENTATIONS**

- 1) Laurie Storrer provided an update of Strategic Plan, Goal 3 – *develop, cultivate and sustain a culture of empowerment based on mutual respect and civility.*
- 2) Vice President for Institutional Effectiveness and Student Services, Cindy Krueger, spoke relative to the Title III Grant which the College was awarded in the amount of \$2,248,760 to be received over the next five years. Only ten Title III grants were awarded nationally. The Grant, entitled “Graduation Pathways to Success-GPS”, will provide dollars to help NSCC achieve the following goals: increase student success through advising; establish a culture of professional development to support student success; develop a data capacity to increase data-informed decision making; and improve fiscal stability through increased tuition revenue.  
Sixty-six percent of the grant will be used to hire additional personnel to staff an advising center. The remainder of the funds will be used for professional development, national/regional conferences, software/technology, publications, CCSSEE survey, and an external evaluator (required by the grant).
- 3) Faculty member, Colin Doolittle, and students from his class were present to share with the Board of Trustees a student project involving the development of a 3D Printed Hand for a four-year old boy born without most of his right hand.
- 4) Board members toured the newly created Veteran’s Lounge.

### **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 advised that he is working on the submission of the next capital plan to the state which will include a request for B-wing renovation dollars. Meetings with the 2018-2019 campus budget committee have also begun. At this point, it appears that the Governor will continue to allow the \$10 per credit hour tuition increase for next year.

Vice President for Academics, Lori Robison, announced that ninety-six students have applied to participate in the fall semester graduation. News has also been received that our practical nursing program was ranked in the top 1% of the 62 programs in the state, as well as in the top 1% of the 1,199 programs nationally. 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. These rankings are based on the number of graduates passing the NCLEX exams in each of these programs.

Dr. Krueger advised that the faculty/staff climate survey continues to be reviewed. An RFP was processed looking for vendors to assist the college with our student services processes. Mr. Hoops advised that ten vendors responded by asking for additional information and it is anticipated that an award will be made by November 10.

As of October 24, fall semester enrollment is up 12.8% in FTE over fall semester 2016. Spring semester 2018 enrollment to date is up 23% in FTE when compared to the same date in 2016.

Kathy Soards reported that NSCC currently has the second lowest financial aid default rate when compared to Ohio's other community colleges. Our default rate is 17.3% with the lowest in the state being 16.1%. Mrs. Soards also updated that administrators and others on campus took part in an active shooter tabletop exercise. The emergency planning committee will look at the results and update protocols as necessary.

Vice President for Innovation, Todd Hernandez, informed the Board that 2,200 Chrysler-Fiat employees have been trained. Management at Chrysler-Fiat reported that this was the "best training in all of Chrysler world-wide ever." They are already talking about training of this type for the 2018 model changeover.

Mr. Hernandez also updated the Board members relative to the conference he attended on community colleges offering the Bachelor of Applied Science Degrees. It was noted that these bachelor degrees must be unique and vocationally oriented. NSCC is planning to submit a request to offer an Applied Bachelor of Science Degree in Project Management.

Katy McKelvey, Director of Human Resources, explained that a number of positions are being posted due to the Title III grant. This has resulted in internal movement of positions and hiring for those positions which have been vacated by these moves.

#### **APPROVAL OF CONSENT AGENDA.**

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



## **MINUTES OF THE AUGUST 25, 2017 MEETING**

**17-66**

### **RESIGNATIONS**

**17-67**

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.

### **PROMOTION TO GRANT WRITER**

**17-68**

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.

### **TITLE CHANGE**

**17-69**

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.

**FULL-TIME TRAINING COORDINATOR OF  
ADVANCED MANUFACTURING AMTC EMPLOYED**

**17-70**

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.

**MISCELLANEOUS EMPLOYMENT CONTRACTS**

**17-71**

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  
Gloria Arps  
Jennifer Aschemeier  
Lisa Aschemeier  
Kyle Babcock  
Melanie Banks  
Lisa Becher  
Jennifer Behnfeldt  
Allen Berres  
Amy Blankenship  
Teresa Borton  
Tom Bowes  
Diann Brown  
Sharon Brubaker  
Christa Burken  
Tracy Burkholder  
Thomas Carr

Tom Carr  
Bill Chaplin  
Chris Clawson  
Michael Clink  
Virginia Coker  
Alysha Cook  
Andrew Coressel  
Scott Coulter  
Amy Dailey  
Brittany Dalby  
Christopher Davis  
Cathy Day  
Josie Dean  
Heidi DeSota  
Ann Desposito  
Kieron Dillon  
Pam Donaldson

Colin Doolittle  
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.

**ACCEPTANCE OF GIFT TO THE COLLEGE**

**17-72**

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 gift to the College.

**FINANCIAL REPORT APPROVED**

**17-73**

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.

### **2017-2018 BUDGET ADJUSTMENT**

17-74

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 (instruction)	443,691	819,286

### **TRANSFER TO RESERVES**

17-75

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.

### **NURSING COURSE SIMULATION FEES APPROVED**

17-76

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.

NRS141	\$225.00	NRS240	22.00
NRS142	43.00	NRS241	225.00
NRS143	332.00	NRS242	193.00
NRS230	43.00	NRS243	38.00
NRS231	289.00	PNE 120	193.00

PNE121	139.00	PNE123	81.00
PNE122	86.00	PNE124	43.00

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

#### **POLICY FOR COLLEGE RESERVE FUNDS APPROVED**

**17-77**

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

WHEREAS, the Board of Trustees recognizes the need to maintain a standard for the College reserve fund balances; and

WHEREAS, the President, the Chief Fiscal and Administrative Officer and a member of the Board of Trustees have worked together to establish a policy to grow these fund balances

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees establishes the following policy for reserve funds:

Beginning FY2018-2019, 2% of the value of the prior year's audited spending for salaries and benefits will be placed into the contingency fund balance in order to restore the contingency reserve with a goal of achieving a 40% contingency fund balance per the recommended guidelines of the Strategic Financial Analysis for Higher Education. (Example: 2016-2017 audited financials will be used to determine the amount for the 2018-2019 fiscal year; the 2017-2018 audited financials will be used to determine the amount for the 2019-2020 fiscal year, etc.) This policy is effective July 1, 2018.

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

#### **CAREER SERVICE FEE APPROVED**

**17-78**

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

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

#### **2017 AFFORDABILITY AND EFFICIENCY REPORT APPROVED**

**17-79**

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

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.

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

#### **NEW VICE CHAIR AND SECOND VICE CHAIR NAMED**

**17-80**

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

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 Mr. Jeffrey Erb be nominated to fill the position of Vice Chair and Mrs. Laura Howell be nominated to fill the position of Second Vice Chair effective October 27, 2017 through February 23, 2018; and



BE IT FURTHER RESOLVED, that nominations be closed.

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

### **EXECUTIVE SESSION**

**17-81**

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

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

### **ADJOURNMENT**

As there was no further business to transact following executive session, the meeting was declared adjourned.

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

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

**1a. Minutes of the October 27, 2017 Meeting**

**1b. Resignation**

WHEREAS, Melissa Brothers, part-time Police Officer, has submitted her resignation;  
and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Melissa Brothers,  
effective December 21, 2017 be accepted as tendered.

**1c. Approval of Professional Staff Probationary Contract**

WHEREAS, it has been determined that the following individual 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 Jennifer Behnfeldt (nursing simulation  
coordinator) receive a second, one-year probationary contract, total salary - \$54,758.70.

**1d. Promotion to Director of Advising Center**

WHEREAS, dollars received from the Title III Grant entitled "Graduation Pathways to  
Student Success – GPS" has allowed the creation of an advising center; and

WHEREAS, a Director for the advising center must be hired; 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 Vice President for Institutional Effectiveness and Student Services and  
the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Cassie Rickenberg be promoted to  
the position of Director of Advising Center effective December 1, 2017 at an annual  
salary of \$60,000 (to be pro-rated). This is a Grade Level III position and is funded  
through the Title III grant.

### **1e. Position Transfers**

WHEREAS, a reorganization of administrative assistant job responsibilities in the Foundation office has taken place; and

WHEREAS, academic advisors must be employed in the Advising Center; and

WHEREAS, as search was conducted to fill the academic advisor positions and administrative assistant position; and

WHEREAS, internal candidates applied and met the qualifications of the positions; and

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

NOW, THEREFORE BE IT RESOLVED, that the following position transfers be approved:

- 1) Katrina Adams, transferred from the position of Division Secretary – Foundation & Allied Health, Business and Public services to Division Secretary – Allied Health, Business and Public Services.
- 2) Samantha Morr, transferred from Division Secretary – Admissions and Marketing to Division Secretary – Advising Center and Student Services. Ms. Morr will continue in her current role until her replacement has been hired and trained. Through a memorandum of understanding with the Union, Samantha will be placed on a six-month probationary period as of the start date in her new position.
- 3) Renee Bostelman, transferred from Admissions Advisor – Early Admit to Academic Advisor. Ms. Bostelman will remain in her present position until her replacement has been trained.
- 4) Cherie Rix, transferred from Admission Advisor – Undecided to Academic Advisor. Ms. Rix will remain in her present position until her replacement has been trained.
- 5) Nichole Gerschutz, transferred from Admissions Recruiter to Admissions Advisor – Early Admit. Ms. Gerschutz will remain in her present position until her replacement has been trained.

### **1f. Employ Full-time Admissions Recruiter**

WHEREAS, the position of Admissions Recruiter was vacant due to the resignation of Kristen Rausch; 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. Kelly Fandrey receive a one-year probationary contract as Admissions Recruiter effective October 23, 2017 at an annual salary of \$39,812.59 (213 days to be pro-rated). This is in accordance with the Professional Staff Bargaining Agreement, Professional Specialist category.

**1g. Employ Full-time Admissions Recruiter**

WHEREAS, the position of Admissions Recruiter was vacant due to the transfer of Nichole Gerschutz to Admissions Advisor – Early Admit; 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. Makayla Windau receive a one-year probationary contract as Admissions Recruiter effective November 27, 2017 at an annual salary of \$39,812.59 (188 days to be pro-rated). This is in accordance with the Professional Staff Bargaining Agreement, Professional Specialist category.

**1h. Employ Full-time Nursing Faculty**

WHEREAS, a full-time nursing faculty position was vacant due to the resignation of Christine Higbie; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Wendy Zettel receive a one-year probationary contract as full-time nursing faculty effective January 16, 2018. Ms. Zettel's employment year will include the standard faculty calendar plus forty (40) additional days of instruction for a total annual salary of \$51,044.42. This is in accordance with the Professional Staff Bargaining Agreement.

**1i. Miscellaneous Employment Contracts**

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

WHEREAS, the President 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

Zaid Aldoulah  
Luke Baker  
Paul Ernest  
Kevin Jay  
James Parker  
Joel Stevens

### Part-time Support Staff

- a. Jenny Waldvogel, Custodial substitute effective October 23, 2017 at \$8.80 per hour.
- b. Cheryl Geer, Division Secretary – CTS effective November 7, 2017 at the rate of \$12.80 per hour, to be used on an as-needed basis.
- c. Vickie Rhodes, Secretary, Apprenticeship, IBEW Application Completion, move from Class 5 to Class 6 on the support staff salary matrix effective January 1, 2018; total annual salary \$25,450.21 (to be pro-rated). (per agreement with Union)

### Part-time Graded

- a. Karen Bleeks, employ as part-time Tech Prep Coordinator, effective November 6, 2017 through June 30, 2018 at the rate of \$39/hour based on grant funded dollars with a maximum of 700 hours total for the remainder of the fiscal year.
- b. Jim Bellamy, Marketing and Communications, salary increased to \$46,184.40 effective January 1, 2018 for assuming additional responsibilities resulting from elimination of the Institutional Advancement office.
- c. Terersa Lavin, Director of Admissions, salary increase to \$54,590 effective January 1, 2018 as a market adjustment based upon experience factor.
- d. Ashley Pere, Grant Writer, salary increase to \$39,320.25 effective January 1, 2018 as a market adjustment based upon experience factor.

### **1j. 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 the We Are STEMM Day program; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the monetary donation of \$300 for We Are STEMM be accepted as a gift to the College.

**1k. Approval of Financial Report**

WHEREAS, the cumulative financial report is presented to inform the Board of Trustees of the College's financial condition as of October 31, 2017; and

WHEREAS, the President recommends its approval

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

**1l. Approval of 2016-2017 College Audit**

WHEREAS, the 2016-17 financial audit prepared by Plattenburg & Associates, Inc. has been reviewed by the Chief Fiscal and Administrative Officer and the State of Ohio Auditor's Office; and

WHEREAS, the audit has been reviewed by the Audit Committee of the Board; and

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

NOW, THEREFORE BE IT RESOLVED, that the 2016-2017 financial audit be accepted. (begins on page 38)

**1m. 2016-2017 Budget Transfers**

WHEREAS, additional expenses were incurred in 2016-2017 for institutional support due to the GASB68 unfunded pension liability; and

WHEREAS, there are additional dollars in Instruction which can be transferred to cover the expenses; and

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

NOW, THEREFORE BE IT RESOLVED, that \$378,295 be transferred from Instruction to Institutional Support in the 2016-2017 budget to cover the GASB68 unfunded pension liability.

**1n. Grant Authority to Award Bids**

WHEREAS, the College is in the process to begin seeking bids for the welding/machine shop renovation project; 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



WHEREAS, the College has undergone extensive data analysis to determine the financial need for operations and the price sensitivity to meet student needs; 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, Governor Kasich has approved up to a \$10 per credit hour tuition increase for the 2018-2019 academic year; and

WHEREAS, the President's Cabinet and the President recommend

NOW, THEREFORE BE IT RESOLVED, that commencing Summer Semester 2018 tuition be increased from \$157.33 to \$167.33 per semester credit hour (6.4%) for in-state tuition.

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

\*\*\*\*\*

3. **CONSIDERATION OF A RESOLUTION TO APPROVE OUT-OF-STATE SURCHARGE FOR 2018-2019 ACADEMIC YEAR.**

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

WHEREAS, the college desires to make the appropriate adjustment to the out-of-state fees; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Northwest State Community College set the out-of-state surcharge at \$161.33 per semester credit hour beginning Summer Semester 2018.

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

\*\*\*\*\*

Board Report - President's Office  
Submitted by: Dr. Tom Stuckey – December 5, 2017

I would like to start this report with a note of thanks. Thanks for your kind offer to help stock the student food bank at NSCC in March. As the time gets closer, I will be sharing more details as to what your thoughtful donations will be used to purchase. Or if you would prefer to bring in various items, I will also have that list for you. Your donation will make a big difference in the lives of our students and their families during the spring semester. As of November 15, the food pantry has helped 35 students with over 280 lbs. of food.

Laura Howell, Todd Hernandez, Lori Robison, and I attended the Trustees Conference at Columbus State on November 9, 2017. The topics included a review of the 2017 Affordability and Efficiency Initiatives, Exploring and Explaining the Fiduciary Expectations and Accountability for Trustees, and Defining and Investing in Student Outcomes and Attainments. Laura Howell will be sharing some of her notes with each of you at our December 15<sup>th</sup> meeting. From my perspective, this was the best trustees' conference that the Ohio Department of Higher Education has sponsored in the last four years.

The Ohio Department of Higher Education approved the Career Service fee that the Board approved at our October meeting contingent of the state's approval. This revenue based on credit hours can only be used for state approved expense items. This fee will be in effect for the Spring 2018 semester.

With the opportunities for new positions within the Title III grant and the various funded advisor positions, our admissions department is being staffed with new employees. This turnover is costly to the college, the students and our future as a college. One of the goals of the RFP (grant-funded dollars to have an outside firm review our recruitment, admissions, registration, financial aid and business office) is to stabilize this department. More details on this RFP in Jim Hoops' report.

College Credit Plus seems to be a "hot" topic at the state level in new laws and new rules. OACC is working to get a direction that is supportive of the process and supportive financially of the colleges that are continuing to make college credit plus opportunities available to high school students. More on this subject hopefully will be available to share during our discussions on December 15, 2017.

Please mark your calendars for the December graduation on the 18<sup>th</sup>. There are almost 100 students planning to receive their degrees in person that night as they cross the stage in the Voinovich Auditorium.

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

*December 2017*

*Submitted by: Lori Robison*

**Allied Health, Business, and Public Service**

On November 20, approximately **140 area FFA students** were on campus for their *Parliamentary Procedure Competition*. Jim Drewes, Director of Sales/Workforce Development, arranged for a brief presentation on NSCC's Agriculture Program. Current student, Abram Klopfenstein and Janet Delcamp, Dean, provided information about the Crop & Soil Management program and answered questions. The Admissions Department also shared information regarding our process of admission and College Credit Plus. The students in attendance ranged from freshman to seniors and represented all schools in Fulton County, as well as Edgerton, Edon, Hilltop, Stryker, and North Central.

**STEM**

NSCC faculty and staff hosted **We Are STEMM** Day on November 17, at the Archbold campus. Nearly 250 students from regional school districts actively participated in fun, hands-on activities. The annual event seeks to raise students' (Grades 8-11) awareness and exposure to rewarding careers available in the Science, Technology, Engineering, Math and Medical Science (STEMM) fields, through a one-day interactive conference with leading educators in STEMM.

**Library**

Kristi Rotroff, Library Director and Christina Schwiebert, Instructional Design & Distance Learning Coordinator attended the **Open Textbook Network Workshop** held November 8 at Kent State University. This OhioLink "train-the-trainer" workshop was specifically for individuals who are interested in learning more about open resources and then promoting and sharing information about open resources on their campuses. Kristi and Christina will be sharing some of what they learned by inviting faculty to learn more about OER's at an open lab session to be held on January 11.

**Other**

Six members of the **Student Success Leadership Institute (SSLI)** team attended the *Advising & Student Support Redesign Institute* at North Central Technical College on November 15. Dr. Mei-Yen Ireland of *Achieving the Dream*, led the institute which focused on tools to help institutions redesign their student support services in an integrated and collaborative way to improve students' progression along their educational and career pathway.

The **Ohio Alliance of Dual Enrollment Partnerships** held their Annual State Conference on November 16-17. Lori Robison, Terri Lavin, and two CCP advisors attended the event. Dr. Larissa Harper from the Ohio Department of Higher Education was the keynote speaker and

provided an overview of the new requirements of the proposed rule changes for implementation in the 2018-2019 academic year.

Lori Robison attended the **Ohio Articulation and Transfer Advisory Council** Meeting of the Ohio Department of Higher Education on November 16. The meeting, hosted by Vice Chancellor, Paula Compton, reviewed the progress of the various State initiatives such as Guaranteed Transfer Pathway, Transfer-Out and Transfer-In Research Results (by institution), Ohio Workforce Development Needs, and Department of Labor Expansion Grants.

Lori Robison attended **Innovation Grant - OER Steering Committee Meeting** held at Ohio Dominican University on November 28. Members of the faculty content teams were selected for the first cohort of courses. The committee then selected each faculty content team leader. The six teams will begin meeting in January and begin identifying open educational course materials for review with the goal of adoption by the participating institutions. The first cohort courses are American Government, Linear Algebra, Intro to Sociology, Intro to Psychology, Statistics, and First Year Writing (Composition 1).

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

December 4, 2017

Submitted by: Cindy Krueger

Advising Center

We have begun the hiring process for the six positions in the Advising Center that are funded by the Title III grant and the Career Services fee. There are several individuals switching positions. The two Admissions CCP advisors, Renee Bostelman and Cherie Rix, will be moving to Academic Advisor positions in the Advising Center. These transfers will be effective once we have identified replacements and training has taken place. Interviews are being planned for the week of December 4 for the remaining two advisor positions. Cassie Rickenberg has accepted the position of Director of the Advising Center. Cassie is currently the Administrative Assistant to the Vice President of Academics. We are working on a transition plan for Cassie to move into the Director role full-time in January. Samantha Morr, current Admissions secretary, has accepted the position of Advising Center Secretary.

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
  - Approximately 100 students each month are seeking to transfer to NSCC through Transferology.
- State Approving Agency (SAA) conducted a Compliance Survey regarding veterans benefits. A compliance survey reviews twelve areas such as: the records of VA beneficiaries and other students, verify VA beneficiaries are pursuing approved programs as certified, maintain a record of previous education and training and granted appropriate credit, and reporting satisfactory academic process, and that the college accurately and promptly report enrollment, tuition, fees. During the Exit presentation, the SAA Consultant stated there were no errors found.
- Temporarily disabled Parchment eTranscript option on November 29 due to the bugs associated with the Kent State Transcript Transmitter. Students have received messages that transcripts have been sent but the transcripts are being stopped in the system. Students currently request transcripts through the Registrar's office, which mail the transcript to the receiving institution. We also need to enter over 700 colleges into a cross-reference table, along with changing over 800 student records to the new prior learning credit process so that transcripts will be processed correctly through Parchment.

SUCCESS CENTER – Jason Rickenberg

**1-on-1, Group or Lab Tutoring Sessions (9-5-17 through 11-29-17)**

- 261 students have completed 825 tutoring sessions
- The top five tutored subjects; (ENG111 Composition I, MTH109 College Algebra, MTH090 Intermediate Algebra, MTH080 Beginning Algebra & CIS113 Microsoft Excel)

- 66 different courses are being supported through the Success Center.
- The average tutoring session lasted 63 minutes.
- As of 11-29-17, all student tutor requests have been matched with a tutor.

#### **Student Referrals (8-24-17 through 11-29-17)**

- 209 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 (24-7 online tutoring) (9-2-17 through 11-29-17)**

- 190 students have submitted 652 asynchronous writing submissions for review.
- 11 different courses were supported through eTutoring.
- This is the highest number of fall semester submissions since implementation of eTutoring in fall 2010.

### CAREER SERVICES / STUDENT ACTIVITIES – Michael Jacobs

#### **CAREER SERVICES**

Promoted National Career Month with the following programs:

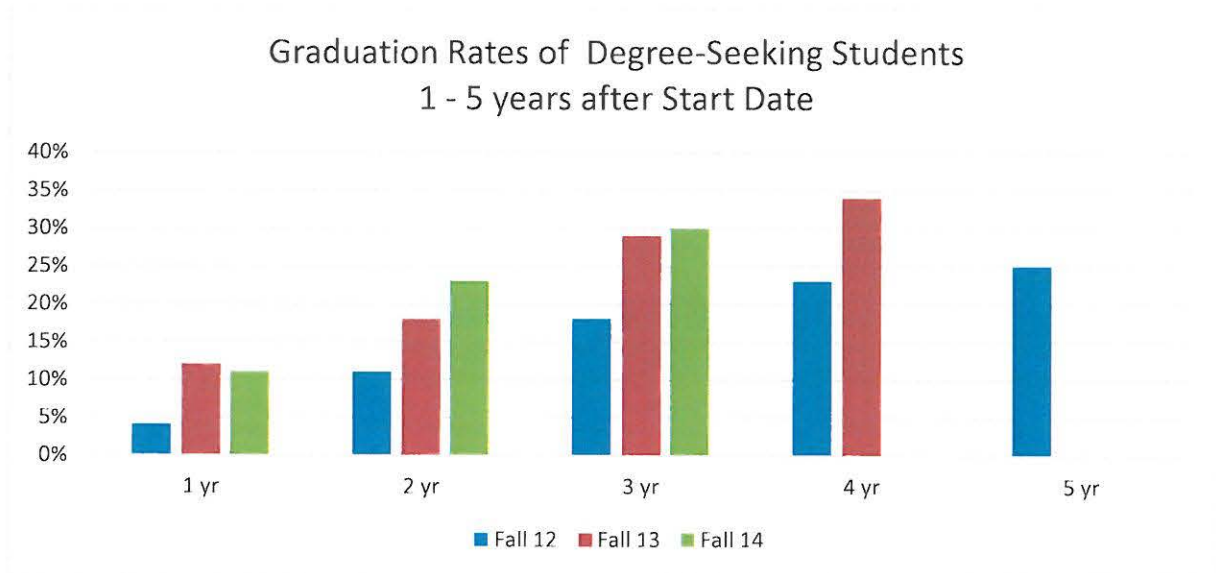
- Offered four resume writing workshops
- Career and Resource Fair in partnership with Discover NSCC Day featuring nine employers, approximately 40 student participants
- Healthcare Careers Job Fair in partnership with Nursing Health Fair featuring 12 employers, approximately 60 student participants
- Transfer Fair featuring 16 colleges/universities, approximately 35 participants
- Adopted new background check process and updated all on campus/work study positions with departments, including student/supervisor handbook

#### **STUDENT ACTIVITIES**

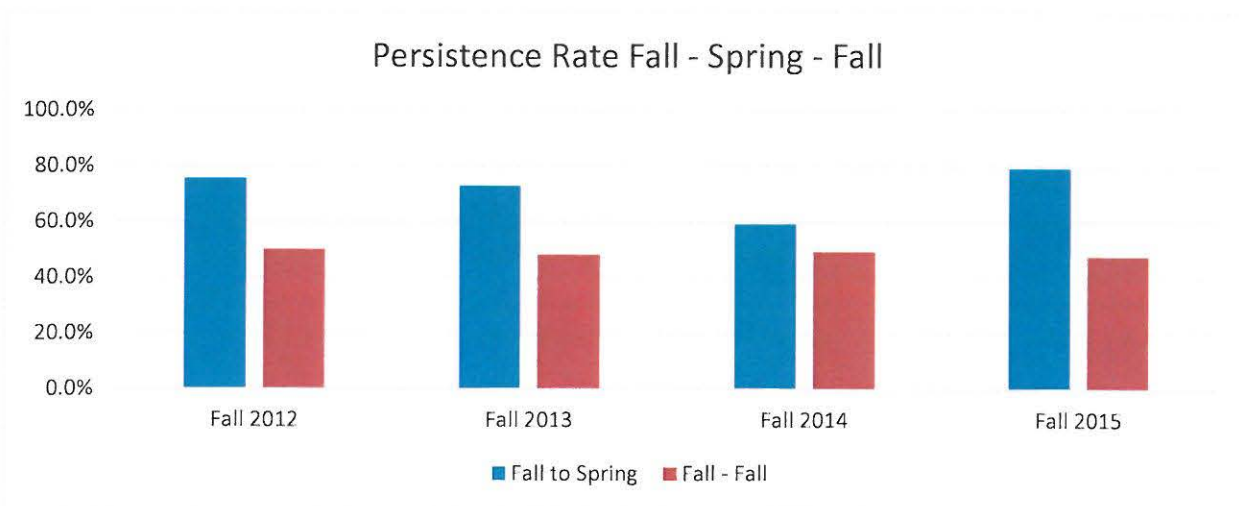
- Coordinated Christmas for Kids event, raising ~\$150 and ~30 toy donations, approximately 75 participants



Following is summary data from the program review process. Below is a chart showing the graduation rate of degree-seeking students, both certificate and degree, over a five-year period beginning with fall 2012. This chart includes all new students and transfer students who started in fall 2012, fall 2013 or fall 2014. Non-degree seeking and business & industry students are excluded from this data. We are seeing some increases in graduation rates each year between the cohorts.

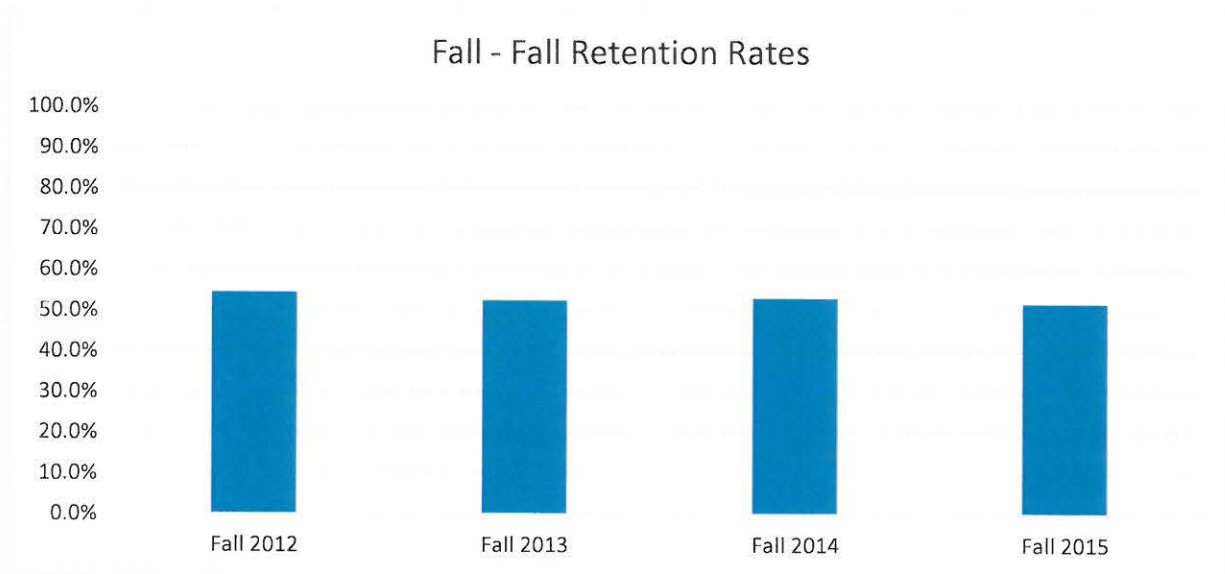


The next chart looks at the persistence rate of our students from fall to spring to fall. This chart includes all degree-seeking students who were registered in the fall term and then returned spring and the following fall. The four-year fall to spring persistence average is 72% while the three-term persistence average is 49%.





We have students who attend in the fall, take spring term off, and return the following fall. This results in a slightly higher fall-to-fall retention rate. This chart includes all degree-seeking students who were registered in the fall term and then returned the following fall term. The average fall-to-fall retention rate for this group is 52.8%. The retention rate has been similar the last four years.



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

- On Wednesday, November 8<sup>th</sup>, the 6-year capital plan (shown below) was submitted to the Ohio Department of Higher Education. Included with the plan was a capital project description for each project that answered eight questions to explain the purpose and value of the project to the institution. Following this submittal, the college learned that the 2-year Ohio Association of Community Colleges would need to determine the allocation of the \$100 million that is being provided to support the 2-year sector capital project. The capital bill needs approval by April 1, 2018 in order to be effective July 1, 2018. The expectation is that the funding will most likely follow the subsidy percentage of funding and by those calculations, Northwest State would hope to receive \$2.2 to \$2.4 million.

<b>Higher Education Six-Year Capital Plan 2019-2024</b>					
		Campus Name	Northwest State Community College		
(highest priority first)	Biennium	UNIQUE PROJECT TITLE	STATE FUNDS	LOCAL FUNDS	OTHER FUNDS
Project 1	2019-2020	Renovation "B" Bldg with addition of an Innovation Center	\$5,900,000	\$250,000	\$750,000
		-Reconstruct current building envelope including through wall flashing, spray on insulation, windows and roof.			
		-Addition of 16,000 sq ft 2-story Innovation Center with student collaboration and synchronous learning rooms			
		-Relocate campus road/add small parking lot			
		-Relocate administrative offices out and Custom Training Solutions (CTS) in to be with Innovation Center			
Project 2	2019-2020	Basic Renovations - Safety/Security/Energy Efficiency:			
		-LED indoor lighting	\$200,000		
		-Roof replacement (Atrium)	\$100,000		
		-Generator (IT Data Center, Kitchen coolers/freezers)	\$75,000		
Project 3	2021-2022	Library Renovation	\$950,000	\$50,000	
		-Remove book stacks, update computer/study areas, create student collaboration space			
Project 4	2023-2024	Auditorium Renovation / Expansion	\$2,500,000	\$175,000	
		-Enlarge seating capacity by 200 seats and add addt'l exits			
		-Replace metal roof for sound and energy efficiency, update house lighting			
		-Create stage support areas (dressing rooms, restrooms)			
Project 5	2023-2024	Shared west entrance/exit road for Northwest State Community College and Four County Career Center from State Route 66 and close two entrances from entrance/exit congested State Route 34.	\$3,500,000		
Project 6	2023-2024	Renovation of "A" Bldg	\$4,000,000		
		-Exterior envelope including roof, windows/doors, HVAC and tuckpointing.			
		-Additional student collaboration/synchronous learning rooms			
Project 8					
Project 9					
Project 10					
<b>Six-Year Total</b>			<b>\$17,225,000</b>	<b>\$475,000</b>	<b>\$750,000</b>

- On Friday, December 1<sup>st</sup>, Northwest State submitted our request for projects to be included in the Capital Reappropriation bill. This bill must be approved by April 1, 2018 along with the capital bill in order to be effective July 1, 2018. The projects Northwest State requested to be re-appropriated were all originally appropriated in the 2017-2018 capital bill (Northwest State does not have any old biennium projects funds unspent) and includes:
  - Welding, Machine/Fab Shop
  - Safety/Security Improvements – Campus wide access control
  - Napoleon Civic Center – Community project

## **Facilities**

- Welding/Machine Shop Renovation Project
  - The design work for this project is close to completion. The tentative schedule is to release the design documents for bidding by December 18<sup>th</sup> with a bid opening to be scheduled for January 19, 2018.
- December 4, 2017, the Ohio Department of Higher Education transferred \$82,562 to Northwest State for the RAPIDS 2.0 grant project. Northwest State will now work through the process for the release of these funds through the Controlling Board.

## **Financial Aid**

- The U.S. Department of Education has accepted Northwest State's Balance confirmation and closeout request for the Direct Loan 2016-2017 Award Year.
- Amber Yocom and the financial aid department continue to provide additional documentation to the U.S. Department of Education in response to their requests as part of the reauthorization process. Cindy Krueger has assisted in gathering the requested documents from the Higher Learning Commission and the Ohio Department of Higher Education. The financial aid reauthorization approval is required to continue to offer federal financial aid.
- Amber Yocom has earned a National Association of Student Financial Aid Administrator (NASFAA) credential for Gainful Employment. Congratulations to Amber on this recognition that she received.

## **Business Office**

- On November 20<sup>th</sup>, the college received notification from the Auditor of State office that the fiscal year ended 6/30/2017 annual financial statement was accepted as submitted and approved and posted to the Auditor of State website. The approved financial statement is being brought to the December 15, 2017 Board of Trustee meeting for approval.

**Northwest State Community College**

**Statement of Net Assets**

**October 31, 2017**

**Assets**

Current Funds:

General Fund:

Cash & Investments	\$8,746,873
Accounts Receivable	\$4,037,346
Prepaid Expense	\$2,350
Inventory	\$0
Deferred Outflows of Resou	\$6,272,575

Total General Fund	<u>\$19,059,144</u>
--------------------	---------------------

Auxiliary Enterprises:

Cash	-\$293,707
Accounts Receivable	\$10,605
Inventories	\$575,674

Total Auxiliary Enterprises	<u>\$292,572</u>
-----------------------------	------------------

Restricted Funds:

Cash	\$304,879
Accounts Receivable	\$0

Total Restricted Funds	<u>\$304,879</u>
------------------------	------------------

Total Current Funds	<u>\$19,656,595</u>
---------------------	---------------------

Plant Funds:

Unexpended Plant Funds:

Cash	\$34,241
------	----------

Total Unexpended Plant Funds	<u>\$34,241</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>\$20,227,860</u>
-------------------	---------------------

Agency Funds:

Cash	\$53,721
------	----------

Total Agency Funds	<u>\$53,721</u>
--------------------	-----------------

**Liabilities & Fund Balance**

Current Funds:

General Fund:

Accounts Payable	\$339,100
Accrued Liabilities	\$1,729,209
Deferred Inflows & Net Pension Liability	\$28,698,772

Fund Balance:

Unallocated	\$3,970,317
Allocated	-\$15,678,253

Total General Fund	<u>\$19,059,144</u>
--------------------	---------------------

Auxiliary Enterprises:

Accounts Payable	\$14,176
Accrued Liabilities	\$24,852
Due To General Fund	\$0
Fund Balance	\$253,544

Total Aux. Enterprises	<u>\$292,572</u>
------------------------	------------------

Restricted Funds:

Accrued Liabilities	\$19,090
Fund Balance	\$285,789

Total Restricted Funds	<u>\$304,879</u>
------------------------	------------------

Total Current Funds	<u>\$19,656,595</u>
---------------------	---------------------

Plant Funds:

Unexpended Plant Funds:

Fund Balance	\$34,241
--------------	----------

Total Unex-Plant Funds	<u>\$34,241</u>
------------------------	-----------------

Investment In Plant:

Net Investment In Plant	<u>\$20,193,619</u>
-------------------------	---------------------

Total Plant Funds	<u>\$20,227,860</u>
-------------------	---------------------

Fund Held in Custody	\$53,721
----------------------	----------

Total Agency Funds	<u>\$53,721</u>
--------------------	-----------------

**Northwest State Community College**  
**Statement of Revenue, Expense and Changes in Net Assets**  
**October 31, 2017**

	Total Annual Budget	Actual To Date	Per Cent Received
<b>Operating Revenue:</b>			
Ohio Board of Regents - Subsidy	\$10,736,669	\$3,578,164	33.33%
Ohio Board of Regents -Capital Component	\$203,927	\$50,982	25.00%
Tuition & Fees	\$11,215,208	\$5,422,347	48.35%
Enrollment Contingency	-\$200,000	-\$106,869	0.00%
Scholarship Allowance and Tuition Offsets	-\$1,087,024	\$0	0.00%
Income from Investments	\$50,000	\$26,153	52.31%
Foundation	\$73,000	\$0	0.00%
CTS Archbold	\$592,000	\$77,913	13.16%
CTS Scott Park	\$909,125	\$552,661	60.79%
Community Development	\$25,000	\$0	0.00%
Miscellaneous Income	\$57,175	\$61,478	107.53%
Grant Fiscal Agent	\$66,000	\$100	0.15%
Finger Printing & Facility Rental	\$71,300	\$26,548	37.23%
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>\$21,910,881</b>	<b>\$9,689,476</b>	<b>44.22%</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>\$25,152,549</b>	<b>\$9,689,476</b>	<b>38.52%</b>
<b>Operating Expense:</b>			
Instruction	\$14,252,560	\$3,602,173	25.27%
Public Service	\$30,098	\$7,725	25.67%
Academic Support	\$647,615	\$255,831	39.50%
Scholarship Allowance	\$0	\$0	0.00%
Student Services	\$1,481,637	\$385,421	26.01%
Institutional Support	\$4,475,356	\$1,260,962	28.18%
Plant Operations and Maintenance	\$4,081,751	\$357,579	8.76%
<b>Total Expense</b>	<b>\$24,969,018</b>	<b>\$5,869,692</b>	<b>23.51%</b>
<b>Net Increase/Decrease in Net Assets</b>	<b>\$183,530</b>	<b>\$3,819,784</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	\$25,934	\$31,533	-\$5,599	-\$21,521
Nov			\$0	-\$21,521
Dec			\$0	-\$21,521
Jan			\$0	-\$21,521
Feb			\$0	-\$21,521
March			\$0	-\$21,521
April			\$0	-\$21,521
May			\$0	-\$21,521
June			\$0	-\$21,521
Subsidy	\$16,667		\$16,667	-\$4,854
<b>Totals</b>	<b>\$86,905.09</b>	<b>\$91,759.46</b>	<b>-\$4,854</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>\$308,308.51</b>	<b>\$330,769.33</b>	<b>-\$22,461</b>	

\* 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	\$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

## 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	\$24,302	\$38,397	-\$14,096	\$64,150
Nov			\$0	\$64,150
Dec			\$0	\$64,150
Jan			\$0	\$64,150
Feb			\$0	\$64,150
March			\$0	\$64,150
April			\$0	\$64,150
May			\$0	\$64,150
June			\$0	\$64,150
<b>Totals</b>	<b>\$698,400.59</b>	<b>\$634,250.94</b>	<b>\$64,150</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>\$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>	



**BOOKSTORE**

10/31/17

	Budget	Actual	% of Budget		Prior Year Actual	
<b>Revenue</b>						
Book Sales	1,325,600	570,550	43.04%	81.69%	638,226	79.84%
Supply Sales	138,300	55,761	40.32%	7.98%	55,489	6.94%
Misc Supply Sales	43,000	10,154	23.61%	1.45%	13,179	1.65%
Used Book Sales	55,700	8,627	15.49%	1.24%	26,480	3.31%
Rental Book Sales	20,000	579	2.89%	0.08%	0	0.00%
Ebook Sales	69,800	30,642	43.90%	4.39%	45,772	5.73%
Candy / Food -Bkstr	59,900	19,404	32.39%	2.78%	17,252	2.16%
Other	20,000	2,684	13.42%	0.38%	2,989	0.37%
<b>Total</b>	<b>1,732,300</b>	<b>698,401</b>	<b>40.32%</b>	<b>100.00%</b>	<b>799,387</b>	<b>100.00%</b>
<b>Expense</b>				% of Sales		% of Sales
Salaries & Benefits	245,816	66,284	26.97%	9.49%	76,191	9.53%
Cost of Sales	1,328,496	550,648	41.45%	78.84%	616,602	77.13%
Other Expenses	41,900	17,319	41.33%	2.48%	18,726	2.34%
<b>Total</b>	<b>1,616,212</b>	<b>634,251</b>	<b>39.24%</b>	<b>90.81%</b>	<b>711,519</b>	<b>89.01%</b>
<b>Net</b>	<b>116,088</b>	<b>64,150</b>	<b>55.26%</b>	<b>9.19%</b>	<b>87,868</b>	<b>10.99%</b>

**FOODSERVICE**

	Budget	Actual	% of Budget		Prior Year Actual	
<b>Revenue</b>						
Cafeteria Sales	45,000	0	0.00%		497	
Snack Bar Sales	208,600	47,399	22.72%		50,804	
Catering Sales	89,500	22,960	25.65%		5,966	
Other	2,100	(121)	-5.76%		(233)	
<b>Total</b>	<b>345,200</b>	<b>70,238</b>	<b>20.35%</b>		<b>57,034</b>	
<b>Expense</b>				% of Sales		% of Sales
Salaries & Benefits	257,113	54,655	21.26%	77.81%	61,784	108.33%
Cost of Sales	179,504	35,536	19.80%	50.59%	43,916	77.00%
Other Expenses	10,300	1,568	15.23%	2.23%	2,816	4.94%
<b>Total</b>	<b>446,917</b>	<b>91,759</b>	<b>20.53%</b>	<b>130.64%</b>	<b>108,516</b>	<b>190.27%</b>
Capital Investment	0	0			0	0.00%
Student Fee Subsidize :	50,000	16,667			16,667	
<b>Net</b>	<b>(51,717)</b>	<b>(4,854)</b>			<b>(34,815)</b>	



December 2017 Board Information from CTS  
Submitted by: Todd Hernandez

General Mills Video Conferencing Training: 24 technical courses and 31 computer application courses ran in October - November 2017.

Custom Training Classes:

1. Archbold Campus

- a. CTS ran one Open Enrollment class and three contract training classes in November 2017. Companies include: Johns Manville, Pioneer Hi-Bred, Spangler Candy Co, Silgan Can, Sauder Manufacturing, Defiance Economic Development, Bard Mfg, HE Orr Company, TJ Automation, Tru-Fast and Sauder Woodworking.
- b. Open Enrollment topics included: VFD Basics, Microsoft Office and Electrical Troubleshooting Basics. CTS will begin a series on HR/Leadership topics.

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

- a. Started a new Manufacturing Skills Standards Council (MSSC) Certified Production Technician cohort on 10/2/17 funded by a grant through the Lucas County Metro Housing Authority-will be conducting another class starting in January 2018
- b. 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.
- c. Conducted open enrollment and contract trainings for Detroit Edison, Lockrey Manufacturing, OmniSource, HFMA, Kellogg Community College, Gross Electric. Training topics included: Pneumatics, PLC, Project Management and computer applications.
- d. One (1) student enrolled in an online class in October, eight (8) students in November.
- e. A new Call Center/Customer Service Representative cohort started 11/6/17 at Cherry Street Mission Life Revitalization Center. This will be the fourth cohort training class.

Community Outreach/Company Visits:

1. Archbold Campus

- a. Jim Drewes and Tori Wolf made site visits to the following clients: Defiance Metal Products, TJ Automation, Alex Products, Campbell Soup Co, Keller Logistics, B&B Molded Products, Haas Door, APT Mfg., Wauseon Machine & Mfg, JM Defiance, FWT, and Chase Brass.
- b. Continue to support the Manufacturing/High School program based on the needs of Winzeler Stamping in Williams County. The first class went well and the client plans to schedule another on site session in the spring semester.

- c. NSCC hosted a Worthington Industries Lean event 11/17-11/19. Worthington did the internal Value Stream Mapping program for their Delta facility which also included management from corporate in Columbus, Ohio. Over thirty employees attended each day. Our local Worthington Industries contact was pleased with the services received on site.
- d. Collaborated with the Fayette Local Schools FFA department for NSCC to host 140 students on campus for a competition. The FFA teams from Williams and Fulton counties competed in their event and the NSCC admissions team presented NSCC class information on the Crop & Soil Management Program, College Credit Plus, and general information.

## 2. AMTC

- a. Meetings/tours with area businesses & organizations including: Erie Shores Council BSA, FCA Jeep, Ohio Means Jobs Lucas County, Valpak, Libbey Glass, Lockrey manufacturing.
- b. Tami Norris was interviewed by Voces Latinas for an upcoming episode of their local TV broadcast.
- c. Hosted a meeting for our partners at LISC
- d. Tami Norris is serving on the Business Advisory councils for Northview High School and Springfield Local Schools.
- e. Transported training equipment and demonstrated to students at Rogers HS and Scott HS in an effort to build brand awareness with Toledo Public Schools.

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. The Mfg Day event at NSCC was hosted on 10/13/17. We had 45 manufacturing clients and nearly 425 high school students attend the event.

### 2. Scott Park MEP activities: The MEP Representative at Scott Park resigned on 9/28/2017. A search for a new representative is in progress. Scott Park collaborated with The Chamber Partnership to participate in Manufacturing

Jobs and Family Services (JFS): Northwest State is partnering with JFS offices in Williams, Henry, Defiance, Paulding, Auglaize and Wood counties. The objective of the partnership is to support workforce development and the under privileged youth in our region. NSCC will hire two full-time positions that will identify employment and training needs of employers and recruit participants for educational and employment opportunities. The funding for the positions will be provided by the JFS offices utilizing funds from the Comprehensive Case Management and Employment Program (CCMEP).

## **December 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 October, there were 161 incidents opened and 165 resolved. There were also 96 service requests placed and 92 completed.

**PA System:** External Speakers have been wired and mounted. System is in the last stages of setup. We will be testing everything within the next few weeks.

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

**Mobile App:** IT is reviewing the requirements from marketing.

**Texting Solution:** The solution has been purchased and initial setup has been completed to add all faculty.

**myNSCC replacement / Central Authentication Service:** The new authentication service (CAS) is set up and the student onboarding process has been defined. The new portal has gone live for faculty/staff testing. Adding additional services and student rollout will be done over the holiday break.

# Board Report for December 15, 2017

Submitted by: Jim Hoops

## Associate Vice President for Strategic Initiatives

I, along with Ron Scozzari, attended a manufacturing consortium held at Vantage Career Center in Van Wert on November 16<sup>th</sup>. There were over 15 companies in attendance. Discussions included the Jobs & Family Service staff talking about programs that may have funds available to an employer for training.

Sarah Stubbelfield and I were invited to attend an Ohio Technet meeting in Columbus, Ohio. Technet is an organization made up of 11 community colleges throughout the State of Ohio that received \$15 million in TAACCCT grant funding. Even though Northwest State CC is not part of the organization, we were invited because of the work Sarah and others are doing on the NSCC campus with our TAACCCT grant. Ohio Technet would like to have NSCC involved with their organization in the future.

I, along with Dr. Stuckey and Terry King, reviewed the 3 proposals that were sent in to have the opportunity to be selected to study the student admissions and enrollment processes for the college. We must have the study completed by March 31<sup>st</sup> of next year. A scoring rubric was developed and we looked at the following areas to guide us in the selection process: (1) the location of the company; (2) a specific timeline for a completion date; (3) price; (4) what type of experience did the team have; (5) what past work was done in Ohio; (6) the ability to work with BANNER; (7) the overall plan to do the study; and, (8) what type of follow-up plan was in place. The review team selected EAB. We liked their overall plan and the price to do the study. The cost will be \$30,000, which will be paid by the TAACCCT Grant, for the secret shopper enrollment audit and web presence and mobile site audit, plus an additional \$5,000 for the community college executive forum (1 year membership).

### **Grant Department**

On January 12, 2018, Debbie Catri with over 25 years of grant writing experience will be on campus to talk about grant writing to the Northwest State CC faculty and staff. The goal is to develop a grant writing culture on campus. She was recommended by Dr. Stuckey and Brad Geer who heard her speak at a conference in Columbus, Ohio.

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

We have received word back that we did not receive the grant. There were over 210 applications submitted.

**NORTHWEST STATE COMMUNITY COLLEGE  
DIRECTOR; HUMAN RESOURCES & LEADERSHIP DEVELOPMENT**

*December 2017*

*Submitted by: 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 has conducted three interviews with external candidates and two internal candidates. Two of the original seven candidates chosen for interviews accepted other positions prior to their interview with NSCC. All campus meetings and board interviews are scheduled late in January with two candidates.

**BENEFITS:**

Employee meetings were held on October 11, October 18 and October 19 to review medical benefit options with employees and we had good attendance. A representative from the Northern Buckeye Health Plan and Brittany Chamberlain conducted the meetings.

**Recruiting:**

We have filled the following roles:

- Grant Writer
- Admissions Recruiter (2)
- Nursing Faculty
- Director – Advising Center
- Academic Advisor (2)
- Division Secretary – Advising Center
- Admissions Advisor – Early Admit
- Financial Aid Assistant

We are recruiting for the following roles:

- President
- Facilities Technician (replaces Maintenance Technician)
- Administrator – Network System Technology
- MEP Sales Manager – Toledo
- Division Secretary – AMTC

- Admissions Advisor (undecided)
- Financial Resources Counselor
- Training Coordinator; Workforce Opportunities – JFS
- Director; Workforce Opportunities – JFS
- Department Chair – Agricultural Studies
- Academic Advisor (2)
- Division Secretary – Admissions & Marketing
- Administrative Assistant – Vice President/Academics
- Custodian (sub)
- Food Service (sub)



## **JOINT USE AGREEMENT**

Between  
Northwest State Community college  
And  
Napoleon Civic Center Foundation

This Joint Use Agreement ("Agreement") is entered into this 8th day of December 2017 by and between Northwest State Community College ("NSCC"), an instrumentality of the State of Ohio, created under Chapter 3358.02 of the Ohio Revised Code, whose address is 2260 State Route 34, Archbold, OH 43502, and the Napoleon Civic Center Foundation ("NCCF"), a public non-profit 501 (3) (c), whose address is P.O. Box 585, 303 W. Main St., Napoleon, OH 43545.

WHEREAS, the 131<sup>st</sup> General Assembly of Ohio enacted House Bill 390, which includes a specific appropriation of capital improvement resources directed to NSCC for the benefit of the Napoleon Civic Center, Napoleon, Ohio in the amount of one hundred thousand dollars (\$100,000); and,

WHEREAS, these funds will be used to renovate the former Central School Auditorium and elementary wing; and

WHEREAS, NSCC desires to collaborate with the Napoleon Civic Center to create arts and recreation programs to better the lives of the residents in Napoleon, Henry County, and the surrounding area.

WHEREAS, Ohio Administrative Code §3333-1-03(E) requires a public institution to submit to the Chancellor of the Ohio Department of Higher Education a joint use agreement that contains the requirements in (E)(1)-(11) for review and approval; and

WHEREAS, NSCC has demonstrated that the value of the use of the facility or equipment is reasonably related to the amount of appropriation through the worksheet included in this Agreement as Attachment A.

NOW, THEREFORE, in consideration of the mutual benefits hereunder, it is hereby agreed to between the parties as follows:

1. That the former auditorium and school located at 303 W. Main St., Napoleon, OH will be renovated into a civic center and performing arts facility. The facility is owned by the Napoleon Civic Center Foundation as of June 15, 2017.

2. That this facility will be available for satellite community classrooms, a 700 seat auditorium, a historical complex, and artist studio space. This will offer the opportunity for students, staff, and faculty in mutually beneficial programs such as the performing or visual arts; historical archiving, staging, and research; classroom space; and wellness activities. The facility will also be available for the Northwest State Community College winter graduation held in December and would available to be used as a backup for the spring graduation held in May. The use and the value of the use of the facility is stated in Attachment A hereby incorporated.
3. That the term of this Agreement shall be twenty (20) years commencing on the availability to NSCC.
4. That should the Napoleon Civic Center facility no longer be available for NSCC's as stated herein use prior to the expiration of the 20 years term, the state shall be reimbursed by the Napoleon Civic Center Foundation, calculated by dividing the funds by 20 and multiplying that sum by 20 less the number of full years the facility or equipment is used by this institution.
5. That the state funds shall be used only for capital improvements and not operating cost and funds shall be used as defined in the bill appropriating funds.
6. That the owner of the facility, the Napoleon Civic Center Foundation, has insurance for the facility and shall hold the public institution harmless from all liability for construction, operation, and maintenance costs of the facility.
7. That the Napoleon Civic Center Foundation will comply with all pertinent federal, state and local laws as well as state administrative regulations.
8. That the Napoleon Civic Center Foundation will follow competitive bidding procedures which include, at a minimum, publishing advertisements to seek bids, receiving sealed bids, and awarding contracts to the lowest responsive and responsible bidder, as described generally in Ohio Revised Code Chapter 153.
9. That NSCC will be reimbursed \$1500 for administrative cost incurred as a result of the project equal to 1.5% (.015) of the appropriated amount.
10. That any amendments to this agreement require the approval of the NSCC Board of Trustees, the Napoleon Civic Center Foundation Trusteed and the Ohio Department of Higher Education and will be submitted to the Ohio Department of Higher Education before any amendment takes effect.

11. That all mailings and notices to the parties shall be addresses to the parties at the address set below or to such other address, as either party shall have designated by notice given in accordance with the provisions of this paragraph. All mailings and notices shall be addressed as follows:

Office of the President  
Northwest State Community College  
2260 State Route 34  
Archbold, Ohio 43502

Napoleon Civic Center Foundation  
PO BOX 585  
Napoleon, Ohio 43545

12. That following appropriate state approvals, the funds provided in House Bill 390 and subject to this agreement will be released to NSCC and subsequently transferred to the Napoleon Civic Center Foundation after presentation by the NCCF of invoices or other evidences of expenditures related to obligations incurred by or on behalf of the NCCF for permitted use of the appropriated funds. Such obligations must be properly documented to the reasonable satisfaction of the NSCC.
13. That the Napoleon Civic Center facility can be used by NSCC during regular business hours or after hours provided that a reasonable notice had been given to the Napoleon Civic Center staff.
14. That this Agreement shall be binding upon and inure to the benefit of NSCC, NCCF and their respective successors.
15. That this Agreement sets forth the entire agreement of the parties concerning the subject matter and any and all other oral or written agreements, discussions, representations, promises and understandings made or arrived at prior to or contemporaneously with this Agreement are hereby mutually revoked, withdrawn, rescinded and rendered null and void by the parties.
16. That the signatories to this agreement are the parties to this Agreement and this Agreement is not intended to create any third-party beneficiaries with enforceable contract rights.

17. That the Napoleon Civic Center Foundation shall, jointly and severally, hold NSCC, its officers, trustees and employees harmless from any or all obligations expenses, liabilities, or claims of any kind arising out of (1) the renovation, operations or maintenance of the facilities of the napoleon Civic Center, and/or (20 NSCC, , its officers, trustees and employees being named as a defendant in or party to any lawsuit or adjudicatory proceeding, if such lawsuit or adjudicatory proceeding arises out of an action or omission or an alleged action or omission, of the Napoleon Civic Center Foundation, or their respective officers, trustees, or employees, including, but not limited to, the failure or alleged failure of the Napoleon Civic center Foundation to comp with the applicable public bidding requirements or any other federal, state or local law, ordinance, rule, order, directive or regulation. This section shall not apply to any claim arising solely out of the negligence or reckless misconduct of NCCF, or its trustees, officers, or employees.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the later date written.

Northwest State Community College

By: \_\_\_\_\_  
Dr. Thomas Stuckey, Ph.D.; President, Northwest State Community College

DATE: \_\_\_\_\_

Napoleon Civic Center Foundation

By: \_\_\_\_\_  
Kenneth Neuenschwander, President, Napoleon Civic Center Foundation

DATE: \_\_\_\_\_

## ATTACHMENT A

Project: Napoleon Civic Center

Date: \_\_\_\_\_

### Section I: State appropriation information.

1. Amount of state appropriation provided: \$100,000
2. Estimated annual debt service on the appropriation: \$7,688
3. Term of the state bond, in years: 20 yrs

### Section II: Estimated value of use of the facility.

Use(s) of the facility*	Annual value of use	# of years
a. <u>Satellite Community Classroom Space</u>	<u>\$ 5,200</u>	<u>20</u>
b. <u>Auditorium, use for the NSCC Winter graduation ceremony.</u>	<u>\$ 1,200</u>	<u>20</u>
c. <u>Auditorium, use as a back-up for the NSCC Spring graduation ceremony.</u>	<u>\$ 1,200</u>	<u>20</u>
d. <u>Studio space for student artists</u>	<u>\$ 2,000</u>	<u>20</u>
e. _____	<u>\$</u>	_____
f. _____	<u>\$</u>	_____

(\* List additional uses on separate page as needed.)

### Section III:

On a separate page, explain how each use listed in Section II was valued for this analysis Direction:

The purpose of this worksheet is to enable a campus to demonstrate how the value of the uses that will be derived from a Joint Use Agreement is reasonably related to the value of the state capital appropriation made to the partner entity. Section I is to be filled out by the staff of the Department of Higher Education. Sections II and III are to be filled out by the partner campus.

Example: A campus wishes to enter into a Joint Use Agreement with a 501(C)(3) entity for a state appropriation of \$5,000,000. The annual debt service paid by the state on this appropriation is about \$384,381 per year, for 20 years. To demonstrate that the value of the uses of the facility is reasonably

related to the state appropriation, the sum of the campus' educational uses of the facility should roughly equal \$384,381 per year for 20 years.

Each use listed in Section II was valued for this analysis by:

*Satellite Community Classroom Space:*

The value was based on the number of days that a classroom would be available for organizations affiliated with NSCC to be used for NSCC sponsored events. One classroom at up to four days per week. 4 days/nights x 40 weeks x \$5 per hour x 6.5 hours per day = \$5,200

*Auditorium:* 8 hrs. x \$150 for set-up and graduation (Spring & Winter) ceremony = \$1,200

*Studio Space:* 5 days per week x 40 weeks x \$5 per hour at 2 hours per day = \$2,000

Rates are based on the room rental policy of Northwest State Community College which was last updated on 5/1/2012.

*Classroom:* \$5.00 per hour

*Atrium/Auditorium:* \$150 (7 a.m. to 6 p.m.) to \$175.00 (6 p.m. to midnight) maximum per day

40 weeks is based on the number of weeks Northwest State Community College is in session. Fall semester 16 weeks, Spring Semester 16 weeks, Summer Session 8 weeks