

BOARD OF TRUSTEES
April 26, 2019 – 11:30 a.m.
Room C200

ORDER OF BUSINESS

- A. CALL TO ORDER (Laura H)**
- B. ROLL CALL (Megan B)**
Sandra Barber
John Bridenbaugh
Sue Derck
Jeffrey Erb
Robert Hall
Laura Howell (Chair)
Lisa McClure (Second Vice Chair)
Joel Miller (Vice Chair)
Scott Mull
- C. EXECUTIVE SESSION (Laura H)**
1. To discuss pending legal matters and evaluation of a public employee
- D. OATH OF OFFICE – TRUSTEE SANDY BARBER (Kathy S)**
- E. PRESENTATIONS**
1. Recognition of All-Ohio Academic Team members (Laura H & Lori R)
2. Strategic Planning Update/Focus Area 4 – Access (Todd H)
3. Meet the Team – Arts & Sciences (Lana S)
- F. AUDIENCE PARTICIPATION**
- G. CHIEF EXECUTIVE OFFICER REPORT (Michael T) (pgs. 33-55)**
 - President (Michael T.)
 - Vice President – Academics (Lori R.)
 - Vice President – Institutional Effectiveness and Student Services (Cindy K.)
 - Chief Administrative Officer (Kathy S.)
 - Vice President – Executive (Todd H.)
 - Vice President – Human Resources & Leadership Development (Katy M.)
- H. CHIEF FISCAL OFFICER REPORT (Kathy S)**
 - Financial Report as of February 28, 2019 (pgs. 29-32)(consent item)
- I. CONSENT AGENDA (Megan B)**
1. Consent Agenda Items (pgs. 1-19)
 - a. Minutes of the February 22, 2019 Meeting
 - b. Resignations
 - c. Employ Full-Time Analyst – Data Systems
 - d. Employ Full-Time Coordinator – Fundraising
 - e. Employ Full-Time Clerk – Bookstore & Food Services
 - f. Miscellaneous Employment Contracts

- g. Approval for International Travel

J. PROPOSED RESOLUTIONS (Megan B) (pgs. 19-28)

- 1. Approval of Banking Authority (A/P, Payroll & new Director positions)
- 2. Approval of Authorization to Award Contract (Chiller)
- 3. Policy Revision – Equal Opportunity and Non-Discrimination/Anti-Harassment
- 4. Policy Revision – Equal Opportunity
- 5. Policy Revision – Fees

K. BOARD ENGAGEMENT (Laura H)

- 1. Board update on months the Board is not meeting
- 2. Minutes of the Board Executive Committee meeting
- 3. Portal for Board members
 - a. Public page (e.g. Board members, Board meeting dates, Board meeting packets, launch to Board portal)
 - b. College Documents (e.g. College Policy, Strategic Plan, Audit, Fiscal, retreat documents, etc.)
 - c. College Updates and Activities (e.g. Taped meetings, President's videos, Activities calendar)
 - d. Board Related Documents (e.g. Sunshine Laws, Ethics Laws, articles from AGB/ ACCT, supporting websites)
- 4. Attending College events

L. OTHER BUSINESS (Michael T)

- 1. Upcoming Board Activities
 - a. Ethics Training - due April 30
 - b. 2018 Financial Disclosures - due May 15
 - c. Spring Commencement (10 am & 2 pm) – May 11
 - d. Distinguished Alumni Lunch – May 11
 - e. Foundation Green Carpet Event – May 16
 - f. OACC Annual Conference – June 12-13, Columbus State Community College
 - g. Board Meeting – June 21
 - h. Board Retreat – July 9

M. ADJOURNMENT (Laura H)

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, February 22, 2019 at 11:30 a.m. in Room C200.

Jeffrey Erb, 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

19-01

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

EXECUTIVE SESSION

19-02

Ms. Derck moved and Mr. Miller seconded a motion to go into executive session to discuss current personnel and update on legal matters.

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

Following executive session, the meeting moved back to regular session and on record.

PRESENTATIONS

Katy McKelvey, Vice President – Human Resources & Leadership Development and Sarah Stubblefield, Training Coordinator – Industrial Technologies provided a Strategic Planning update on being a First Choice Employer. The college will promote inclusion and respect, which involves compensating at 90% of market, improving time to fill open positions and listening proactively. The college will continue to offer employee development using the development fund and tuition reimbursement. NSCC will determine employee training needs and opportunities by expanding awareness of development opportunities and use the talent of current employees to offer training.

Joel Gibson, NSCC Police Chief provided a Public Safety update. NSCC’s security features include 254 cameras, burglary and fire alarm system, state-certified police department, trained floor captains and exterior and interior door locks. Safety features include staff trained in AED/CPR and Narcan (opiate overdose), the RAVE alert system, interior/exterior PA system, first-aid kits, oxygen tanks, stop-the-bleed and first aid kits, and emergency phones in classrooms and hallways, which ring directly to the campus police. Notifications and education include Run, Hide, Fight signage for active shooter incidents, annual Campus Security Report and Daily Crime Log, employee/student safety tours and campus counseling services. The Access Control System will be a state-of-the-art system that will give the college the ability to automatically lock down campus in the event of an emergency. The project is estimated to be completed fall 2019.

CHIEF EXECUTIVE OFFICER REPORT

Dr. Thomson reported out on different campus events that took place for faculty, staff and students, including NSCC Bowl Sunday, a recruiting event, and faculty orientation featuring the author of the book Teaching Naked, Jose Bowen. Dr. Thomson also noted that the Foundation's Faculty & Staff Campaign reached 86 percent of employees donating to scholarships for our students. Informational reports from the Vice President for Academics, Vice President for Institutional Effectiveness and Student Services, Chief Fiscal and Administrative Officer, Vice President for Innovation and Vice President of Human Resources and Leadership Development were included in the Board agenda packets.

CHIEF FISCAL OFFICER REPORT

19-03

Ms. Kathy Soards, Chief Fiscal & Administrative Officer presented the cumulative financial report to inform the Board of Trustees of the College's financial condition as of December 31, 2018. The Board voted to approve the report by affirmation.

CONSENT AGENDA APPROVED

19-04

MINUTES OF THE DECEMBER 14, 2018 MEETING

19-05

RESIGNATIONS

WHEREAS, Donald Retcher, Faculty – Industrial Technologies, has submitted his resignation; and

WHEREAS, Lori Cain, Assistant Director – Business & Financial Services, has submitted her resignation; and

WHEREAS, Julie Gilgenbach, Bookstore Clerk, has submitted her resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Donald Retcher effective January 23, 2019; Lori Cain, effective March 1, 2019; and Julie Gilgenbach, effective March 31, 2019 be accepted as tendered.

19-06

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 Adjuncts for spring semester 2019:

Aldrich	Catherine	Myers	Kenneth
Armitage	Timothy	Mykytuk	Jeremiah
Babcock	Kyle	Nartker	Gregory
Boone	James	Plummer Jr	Thomas
Bradley	Paul	Preston	Craig
Brubaker	Sharon	Racick	John
Burken	Christa	Radtke	Taylor
Burkholder	Tracy	Raymond	Steven
Clink	Michael	Rendleman	Tracy
Coles	Ronald	Reynolds	Robin
Collins	Elizabeth	Roka	Thomas
Davis	Christopher	Sands	Zachary
Dillon	Kieron	Schwiebert	Jason
Filipovich	Nicholas	Shelt	Steven
Firestone	Chelsie	Short	Amanda
Frake	Ann	Short	Christine
Gerken	Emily	Silveus	Molly
Gesicki	David	Singer	Edward
Gladieux	Michelle	Sizemore	Brittany
Harris	Heidi	Snyder	Timothy
Hughes	Bette	Stevens	Joel
Jay	Kevin	Storrer	Jenna
Kadesch	Gary	Stuber	Jacob
Kemarly-Dowland	Julie	Torok	William
Kinkaid	Cynthia	Vandock	Kent
Kling	Julie	Vasko	Carol
Kloos	Phyllis	Verfaillie	Robert
Kocinski	Michael	Waisner	Beth
Kuhlman	Nanette	Werdebaugh	Ronald
Lanius	Victoria	Wikstrom	Debora
Leptak-Moreau	Jeffrey	Worman	Jamie
Lillard	Stacy	Wurm	Abigail
Linebrink	Casey	Zuvers	Larry
McGhee	Durrell		
McQuade	Timothy		
Mercer	David		
Meyer	Randy		
Minsel	Curtis		
Moore	Kevin		

Full-time Faculty teaching in overload for spring semester 2019 (includes NTP and graded teaching spring 2019):

Arps	Gloria	Jacobs	Michael
Aschemeier	Lisa	Kwiatkowski	Michael
Becher	Lisa	Meyer	Tammy
Berres	Allen	Newton	Tera
Bowes	Tom	Norris	Tamara
Clawson	Chris	Phillips	Martha
Donaldson	Pamela	Rickenberg	Jason
Doolittle	Colin	Robinson	Christine
Drees	Amy	Stapleton	Kemp
Dusseau	Melanie	Tefft	Gregory
Eichenauer	William	VonDeylen	Barry
Faber	Melissa	Zeller	Ann
Fortney	Debra	Burklo	Daniel
Geer	Bradley	Jacobs	Michael
Hills	Tony	Kwiatkowski	Michael
Howard	Sherry	Meyer	Tammy

APPROVAL OF 2019-2020 STUDENT FEES

19-07

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the student fees be adopted for the 2019-2020 academic year.

**NORTHWEST STATE COMMUNITY COLLEGE
COURSE FEES/STUDENT FEES/NURSING TESTING FEES
2019-2020 ACADEMIC YEAR**

ACC111	Financial Accounting	18.00		IND122	Industrial Wiring (NEC)	34.00	38.00
ACC112	Managerial Accounting	18.00		IND130	Rigging & Erecting	44.00	
ACC120	Payroll Accounting	18.00		IND131	Industrial Pipefitting	89.00	95.00
ACC140	Individual Income Tax Acct.	28.00		IND132	Benchwork	54.00	
ACC211	Intermediate Accounting I	18.00		IND134	Ind. Fluid Power I	77.00	80.00
ACC212	Intermediate Accounting II	18.00		IND140	Principles of Machining	84.00	90.00
ACC221	Cost Accounting I	18.00		IND141	Metallurgy & Heat Treat.	34.00	38.00
ACC222	Cost Accounting II	18.00		IND220	Elec. Prints & Troubleshoot.	44.00	48.00
ACC230	Auditing	53.00		IND221	Instr. & Controls I	59.00	
ACC240	Business Income Tax Acctg.	28.00		IND223	Motors & Motor Controls	44.00	48.00
ACC260	Accounting on Computers	23.00		IND232	Machine Repair	54.00	
ACC291	Accounting Internship	23.00		IND234	Ind. Fluid Power II	49.00	55.00
ACC299	Special Topics in Accounting	1.50		IND240	Mach. Processes II	54.00	60.00
AET100	Intro to Alternative Energies	18.00		IND241	Tooling & Fixtures	44.00	48.00
AET110	Energy Audit	38.00		IND290	Ind Tech Co-op/Internship		5.00
AET120	Wind Power	27.00		INT120	HVACR I	54.00	60.00
AET130	Solar Energy I	27.00		INT220	HVACR II	34.00	38.00
AET140	Geothermal	27.00		INT221	HVAC III Heating Systems	24.00	27.00
AET200	Sustainable Building Design	24.00		MEA101	Medical Assisting Clinical I	109.00	
AET220	Solar Energy II	27.00		MEA105	Microbiology for Med. Assist.	124.00	
AET230	Sydhrogen and Fuel Cell Tech.	27.00		MEA108	Admin. Med. Office Proced.	36.00	
AET240	Biofuels	27.00		MEA110	Pharm for Allied Health Profes	18.00	
AET290	Alternative Energy Capstone	32.00		MEA200	Med Assisting Adm Extern	55.00	
ART103	Beginning Drawing	34.00		MEA201	Medical Assisting Clinical II	92.00	
ART210	Oil/Acrylic Painting	78.00		MEA202	Med. Assisting Clinical Extern	182.00	
ART220	Beginning Sculpture	34.00		MEA205	Disease Conditions	24.00	
ATS101	Portfolio Development	5.00		MEA207	Phlebotomy Externship	123.00	
BAN110	Bank Management	18.00		MEA229	Diagnostic & Procedural Coding	35.50	
BAN210	Credit Management	18.00		MEA283	Computerized Medical Ins	20.50	
BAN220	Investment Management	33.00		MET099	Engineering Math	19.00	
BAN299	Special Topics in Banking	1.50		MET100	Intro to Engineering Tech.	26.00	
BIO100	The World of Science	24.00		MET107	Engineering Graphics & Sketching	24.00	
BIO101	Biology	47.00		MET110	Print Reading & Sketching	39.00	
BIO115	Ecology	42.00		MET121	Manufacturing Processes	34.00	

BIO131	Nutrition	24.00		MET134	Engineering Materials	34.00	
BIO150	The Human Body	37.00		MET222	Prog. Comp. Num Con.	49.00	
BIO180	Principles of Genetics	47.00		MET223	CAM	67.00	
BIO201	General Biology I	87.00		MET234	Strength of Materials	29.00	
BIO202	General Biology II	87.00		MET235	Statics	29.00	
BIO231	Anatomy & Physiology I	102.00		MET255	Fluid Mechanics	29.00	
BIO232	Anatomy & Physiology II	102.00		MET260	CAM II	44.00	
BIO234	Human Diseases	37.00		MET262	CAD/CAM Project	67.00	
BIO257	Microbiology	102.00		MET265	Machine Design	29.00	
BUS101	Introduction to Business	18.00		MET290	Eng. Tech Co-op/Internship	5.00	
BUS211	Business Communications	45.50		MGT110	Management	18.00	
BUS221	Business Law	18.00		MGT120	Supervision	18.00	
BUS223	Employ. Law, Safety, & Security	18.00		MGT121	Entrepreneurship I	15.00	
BUS250	Labor Relations	15.00		MGT210	Human Resource Management	18.00	
BUS298	Special Topics in Business	5.50		MGT221	Entrepreneurship II	15.00	
BUS299	Special Topics in Business	1.50		MGT230	Retail Management	18.00	
CAD111	CAD I	52.00		MGT280	Business Climate Analysis	35.00	
CAD112	CAD II	35.00	42.00	MGT290	Business Management Intern.	23.00	
CAD213	CAD III	52.00		MGT299	Special Topics in Management	1.50	
CAO210	Job Search Skills	5.00		MKT110	Marketing	18.00	
CET100	Construction Methods & Material	25.00		MKT111	Entrepreneurial Marketing I	6.00	
CET115	Project Management	35.00	33.00	MKT112	Entrepreneurial Marketing II	6.00	
CET120	Construction Materials Testing	35.00		MKT113	Entrepreneurial Marketing III	6.00	
CET200	Surveying	35.00		MKT210	Advertising	18.00	
CET215	Project Management II	55.00	33.00	MKT230	Salesmanship	18.00	
CET240	Soils	25.00		MKT299	Special Topics in Marketing	1.50	
CHM100	The World of Science	18.00		MTH050	Basic Mathematics	24.00	
CHM101	Principles of Chemistry	42.00		MTH078	Beginning Algebra I	18.00	
CHM110	Science & Tech of Sustainability	42.00		MTH079	Beginning Algebra II	18.00	
CHM138	Principles of Forensics	37.00		MTH080	Review of Beginning Algebra	23.00	
CHM201	General Chemistry I	70.00		MTH090	Intermediate Algebra	23.00	
CHM202	General Chemistry II	70.00		MTH099	Engineering Math	19.00	
CHM256	Principles of Biochemistry	39.00		MTH105	Quantitative Reasoning	23.00	
CIS090	Introduction to Computers	11.00		MTH109	College Algebra	23.00	
CIS104	Desktop Management	17.00		MTH112	Trigonometry	23.00	
CIS108	Internet Scripting	29.00		MTH151	Review for Calculus	22.00	
CIS109	Database Management	29.00		MTH170	Survey of Mathematics	18.00	

CIS111	Visual Basic Programming	29.00		MTH213	Calculus I	30.00	
CIS112	Microsoft Word	33.00		MTH214	Calculus II	30.00	
CIS113	Microsoft Excel	44.50		NRS100	Nurse Aide Cert	44.15	
CIS114	Microsoft Applications	37.50		NRS105	Math for Nurses	5.00	
CIS117	Microsoft Publisher	16.00		NRS110	Pharmacology	18.00	
CIS118	Access	21.00		NRS111	Pharmacology I	18.00	
CIS119	PowerPoint	21.00		NRS132	First Aid	6.00	
CIS121	Intermediate Word	21.00		NRS133	CPR	28.00	
CIS122	Intermediate Excel	26.00		NRS140	Professional Concepts I	106.25	112.50
CIS129	Web Page Development	23.00		NRS141	Health and Illness Concepts I	332.00	339.89
CIS150	Programming C++	29.00		NRS142	Professional Concepts II	106.25	112.50
CIS155	Linux Networking I	49.00		NRS143	Health and Illness Concepts II	169.25	174.60
CIS161	C#	29.00		NRS144	Pharmacology	10.00	
CIS165	Java Programming	29.00		NRS150	Concepts in End of Life Care	6.00	
CIS191	Computer Operations	38.00		NRS207	Nursing Care Fam Thru Preg	16.00	
CIS192	Microsoft Workstation Tech	23.00		NRS208	Nursing Care: Family w/ Children	16.00	
CIS193	Microsoft Server Technology	23.00		NRS209	NRS Drg ChldBr & Chldhd	15.00	
CIS194	IT Security Fundamentals	23.00		NRS213	Maternal-Newborn Nursing	123.00	
CIS195	Networking Essentials	18.00		NRS214	Pediatric Nursing	108.50	
CIS201	Workplace Technologies	28.00		NRS215	Psychosocial Health Needs	170.90	
CIS255	Linux Networking II	49.00		NRS216	Physiological Health Needs II	116.75	
CIS265	Java Programming II	18.00		NRS217	Physiological Health Needs III	140.25	
CIS284	Microsoft Infrastructure Tech.	18.00		NRS218	Concepts in Management	185.75	
CIS285	Microsoft Director Svc. Tech.	23.00		NRS220	Special Problems in Nursing I	105.00	
CIS290	Information Tech. Intern.	11.00		NRS221	Special Problems in Nursing II	105.00	
CIS299	Special Topics in Computers	1.50		NRS230	Transition to Prof Concepts in Nrsg	173.75	198.75
CJT130	Principles of Criminal Justice	18.00		NRS231	Transition to Health & Illness	336.90	354.11
CJT134	Criminal Law	18.00		NRS240	Professional Concepts III	106.25	112.50
CJT136	Juvenile Delinquency Principle	18.00		NRS241	Health and Illness Concepts III	196.25	202.50
CJT140	Constitutional Law	18.00		NRS242	Professional Concepts IV	106.25	112.50
CJT220	Law Enforc. in Am. Society	18.00		NRS243	Health and Illness Concepts IV	228.25	234.50
CJT230	Corrections	18.00		OAS090	Keyboarding Basics	11.00	
CJT240	Criminal Evidence & Proc.	18.00		OAS101	College Keyboarding	36.00	
CJT242	Probation & Parole	18.00		OAS102	Keyboarding Applications	36.00	
CJT244	Criminal Investigation	43.00		OAS103	Office Accounting	25.00	
CJT246	Technical Skills for Officers	43.00		OAS104	Voice Recognition	16.00	
CJT252	Seminar in Criminal Justice	18.00		OAS105	Document Editing & Proof.	12.00	

CJT281	Vehicle Patrol Traffic Enforce	53.00		OAS110	Records Management	18.00	
CJT282	Firearms/Driving	332.50		OAS111	Electronic Health Records	28.00	
CJT283	Defensive Tactics/Physical Fit	40.50		OAS160	Office Procedures	18.00	
CJT284	Human Conditions	78.00		OAS180	Medical Terminology	18.00	
CJT290	Criminal Justice Practicum	38.00		OAS200	Speedbuilding	11.00	
CYB210	Cybersecurity Programming	76.00		OAS223	CCA Coding Exam Review	21.00	
CYB220	Security Auditing	15.00		OAS224	CCS Hospital Cod. Exam Rev	21.00	
CYB230	Network Security	15.00		OAS225	CCS-P Physi Off Code Exam	21.00	
DBP110	ICDL Computer Technologies	75.00		OAS226	Home-Based Ind. Med. Coder	21.00	
DBP120	Computer Systems I	150.00		OAS229	Diagnostic & Procedural Coding	36.00	
DBP121	Computer Systems II	225.00	129.00	OAS230	Transcription	28.00	
DBP130	IT Customer Serv & Comm	50.00		OAS249	Advanced Microsoft Suite	28.00	
DBP150	Database Basics	179.00		OAS282	Medical Transcription	23.00	
DBP205	Discrete Structures App	129.00		OAS283	Computerized Medical Ins.	20.50	
DBP210	Computer Programming I	129.00		OAS291	Internship I	6.00	
DBP220	Database Reporting	129.00		OAS292	Internship II	6.00	
DBP225	Computer Programming II	129.00		OAS293	Internship III	6.00	
ECD150	Infant & Toddler Dev & Care	18.00		OAS299	Special Topics	1.50	
ECD190	Fund. of Early Childhood Edu	94.00		PAR100	Introduction to Paralegal	18.00	
ECD201	PreK Curriculum & Methods	65.50		PAR101	Law Office Management	18.00	
ECD280	Child Care Field Exp	86.00		PAR110	Civil Procedures	18.00	
ECD282	ECD Field Experience	86.00		PAR115	Family Law	18.00	
ECD290	Pre-K Practicum	259.00		PAR205	Real Estate Transactions	18.00	
ECD291	Admin. Internship	86.00		PAR210	Legal Research and Writing	18.00	
ECO211	Macroeconomics	18.00		PAR215	Tort Law	18.00	
ECO212	Microeconomics	18.00		PAR220	Criminal Law	18.00	
ECO299	Special Topics in Economics	1.50		PAR221	Bankruptcy	18.00	
EDP160	Intro to Paraprofessional Edu	93.00		PAR222	Estates, Trusts, & Wills	18.00	
EDP290	Paraprofessional Internship	76.00		PAR290	Paralegal Internship	23.00	
EDU100	Intro to Teaching	22.00		PAR299	Special Topics in Paralegal	1.50	
EDU120	Guidance & Classroom Mgmt	18.00		PET110	Principles of Plastics	52.00	
EDU140	Strategies /Teaching Reading	18.00		PET115	Plastics Processes I	52.00	
EDU150	Child Development I	18.00		PET215	Plastics Processes II	52.00	
EDU210	Creative Arts Curriculum	13.00		PET231	Plastic Materials Testing	52.00	
EDU220	Special Education	18.00		PET240	Injection Mold Tooling	37.00	
EDU230	Family, School & Community	13.00		PET250	Plastics Secondary Operations	62.00	
EDU240	Educational Psychology	18.00		PHI110	Critical Thinking & Logic	18.00	

EDU250	Education Seminar	12.00		PHI201	Introduction to Philosophy	18.00	
EDU260	Instructional Technology	46.00		PHI210	Ethics	18.00	
EDU270	Cult & Linguistic Diversity /Edu	86.00		PHI220	Ethics in Health Care	18.00	
EET121	DC Circuits	64.00		PHI230	World Religions	18.00	
EET122	AC Circuits	64.00		PHY100	The World of Science	18.00	
EET132	Discrete Structures	24.00		PHY101	Prin of Physical Science	42.00	
EET221	Digital Electronics	77.00		PHY140	Astronomy	42.00	
EET231	Microprocessors	57.00		PHY150	Principles of Geology	42.00	
EET240	Engineering Programming	49.00		PHY251	Physics: Mechanics & Heat	62.00	
EET272	Networking I	57.00		PHY252	Physics: Elect & Magnetism	62.00	
EET277	Industrial Electronics	54.00		PLC200	Programmable Controller I	54.00	65.00
EET282	Networking II	44.00		PLC210	Programmable Controller II	54.00	60.00
EET289	Systems Integration	44.00		PLC220	PLC III	44.00	50.00
EMS102	EMT Basic I	175.00		PLC230	Servo/Robotic Systems	150.00	
EMS103	EMT Basic II	75.00		PNE105	Effect Communication Skills	5.00	
EMS202	EMT Intermediate I	200.00		PNE110	Special Topics in PN	105.00	5.00
EMS203	EMT Intermediate II	75.00		PNE117	Pharmacology I	7.50	
ENG099	Writing Skills Workshop	19.00		PNE118	Pharmacology II	7.50	88.68
ENG095	Integrated Col Reading/Writing	16.00		PNE119	Pharmacology	15.00	88.68
ENG111	Composition I	19.00		PNE120	Essentials Practical Nursing	499.07	445.35
ENG112	Composition II	19.00		PNE121	Nrs. Care Mother/Newborn	108.56	139.10
ENG113	Speech	19.00		PNE122	Nursing Care of the Child	108.56	109.43
ENG210	Technical Communications	18.00		PNE123	Nrs. Care: Adults I	201.35	125.43
ENG214	Discussion & Conf. Method	18.00		PNE124	Nursing Care Adults II	270.36	341.80
ENG217	Intro to Creative Writing	3.00		PSY110	General Psychology	18.00	
ENG223	Interpretation of Literature	18.00		PSY210	Abnormal Psychology	18.00	
ENG230	Children's Literature	18.00		PSY220	Social Psychology	18.00	
ENG240	Introduction to Poetry	18.00		PSY230	Human Growth & Dev.	18.00	
ENG241	Introduction to Fiction	18.00		QCT100	Quality Concepts	24.00	28.00
ENG250	Am Lit Thru Mid-19th Cent.	18.00		QCT131	Quality for Lean Manufact.	34.00	
ENG251	Am Lit Since Mid-19th Cent.	18.00		QCT141	Precision Measurement	39.00	
ENG260	Brit Lit Thru 18th Century	18.00		QCT142	Adv. Concepts of GD & T	39.00	
ENG261	Brit Lit 19th Cent to Present	18.00		QCT243	Advanced Quality Improv.	39.00	
FRA100	Fraud Detection & Deterrence	18.00		QCT250	Certified Quality Technician/	24.00	
FRA200	Fraud Examination	18.00		REA210	Real Estate Principles	18.00	
FRA210	Legal Elements of Fraud	18.00		REA220	Real Estate Law	18.00	
FRA220	Corp. Int. Ctrl & Governance	18.00		REA230	Real Estate Finance	18.00	

GEO110	World Geography	18.00		REA240	Real Estate Appraisal	18.00	
GEO210	Geography--U.S. & Canada	18.00		REA299	Special Topics in Real Estate	1.50	
GSD100	Success Seminar	6.00		RTI152	Prog: Numerically Cont Mach	49.00	
GSD120	Career and Life Planning	18.00		SCM200	Supply Chain Management	18.00	
HIS101	U.S. History Pre-1876	18.00		SCM210	Purchasing & Materials Mgt.	18.00	
HIS203	U.S. Since 1945	18.00		SCM220	Operations Management	18.00	
HIS210	The Modern World	18.00		SCM230	Physical Dist. & Logistics	18.00	
HIS290	Historic Preservation Intern	8.00		SPN111	Spanish I	18.00	
HPF106	Beg. Western/Eng. Horse	275.00		SPN112	Spanish II	18.00	
HPF107	Inter. Western/Eastern Horse	275.00		SSC101	Sociology	18.00	
HPF108	Adv. Western/Eastern Horse	275.00		SSC120	American Government	18.00	
HST101	Principles of Human Services	18.00		SSC130	Comparative Government	18.00	
HST105	Cult Competence w/Div. Pop	18.00		SSC210	Cultural Diversity	18.00	
HST108	Principles of Dev. Disability	18.00		SSC299	Special Topics	50.00	
HST112	Group Work in Human Serv	18.00		STA120	Introduction to Statistics	18.00	
HST208	Interview Techniques	18.00		STA222	Business Statistics	18.00	
HST210	Human Services Methods	38.00		STA299	Special Topics in Statistics	1.50	
HST212	Principles of Addiction	28.00		FRN113	Tractor-Trailer Operations	1453.00	
HST214	Human Service Case Mgmt	18.00		FRN204	Tractor-Trailer Driving-I	815.00	
HST222	Ethics In the Helping Profess	23.00		FRN205	Tractor-Trailer Driving-II	815.00	
HST240	Social Problems	18.00		VCT103	Intro to Visual Communication	45.00	
HST242	Marriage & Family	18.00		VCT108	Photo Editing	42.50	
HST290	Practicum I	106.50		VCT111	Layout and Design	47.50	
HST295	Practicum II	71.00		VCT120	Vector Graphics	45.00	
HST296	Practicum III	71.00		VCT182	Photography	45.00	
HUM209	Hum & Cult: Anc. & Medieval	18.00		VCT204	Concepts of Visual Comm.	45.00	
HUM210	Hum & Cult: Renais to Pres.	18.00		VCT261	3D Computer Modeling	45.00	
HUM221	Music Appreciation	18.00		VCT266	Multimedia Production	45.00	
HUM230	Art Appreciation	18.00		VCT268	Video Production	45.00	
IND100	Precision Measurement	39.00	45.00	VCT289	VCT Co-Op Experience	45.00	
IND103	Applied Geometry & Trig		54.00	VCT299	Special Topics in Vis. Comm	10.25	
IND105	Industrial Safety	49.00		WLD110	Intro to Applied Welding	164.00	170.00
IND107	Print Reading & Sketching	39.00		WLD120	Gas Metal Arc Welding	164.00	170.00
IND110	Industrial Computing I	29.00		WLD130	Flat & Horiz. Shield Arc	164.00	170.00
IND120	Industrial Electricity I	44.00	48.00	WLD140	Gas Tungsten Arc Welding	164.00	185.00
IND121	Industrial Electricity II	44.00	48.00	WLD150	Adv. Gas Metal Arc Welding	164.00	170.00
IND122	Industrial Wiring (NEC)	34.00	38.00	WLD210	Vertical and Overhead SMAW	164.00	170.00

WLD220	Adv Gas Tungsten Arc Welding	164.00	170.00
WLD230	Welding Fabrication & Layout	164.00	175.00
WLD240	SMAW Plate Cert Procedures	155.00	
WLD250	Pipe Welding	155.00	
WLD260	Pre-Pipe Certification	155.00	

**National League for Nursing
Testing Fees**

	Anatomy & Physiology	27.00	
	PAX-RN	39.00	

Nursing Simulation Fees

NRS141	Health and Illness Concepts I	225.00	77.40
NRS142	Professional Concepts II	43.00	0.00
NRS143	Health and Illness Concepts II	332.00	51.60
NRS230	Trans to Prof Concepts in Nrsg	43.00	0.00
NRS231	Transition to Health & Illness	289.00	51.60
NRS240	Professional Concepts III	22.00	0.00
NRS241	Health & Illness Concepts III	225.00	296.70
NRS242	Professional Concepts IV	21.40	0.00
NRS243	Health & Illness Concepts IV	209.05	64.50
PNE120	Essentials in Prac. Nursing	193.00	77.40
PNE121	Nrsg Care of Mother & Newborn	139.00	167.70
PNE122	Nrsg Care of the Child	86.00	64.50
PNE123	Nursing Care Adults I	81.00	51.60
PNE124	Nursing Care Adults II	43.00	25.80

Student Fees

Academic Fresh Start (application/per course)	10.00
Academic Fresh Start (trscpt placement fee per course)	20.00
Career Advantage Fee	75.00
Credit by Documentation (include portfolio evaluation)	45.00-262.00
Distance Learning (Test Proctor)	25.00
Facility Fee (off campus)	21-196
Deans Leadership Cluster Domestic Travel Fees	0-1500.00
Deans Leadership Cluster International Cluster Fees	0-3000.00
Fingerprinting - BCI	29.00
Fingerprinting - FBI	32.00
Installment Plan	20.00
Late Payment Fee	50.00
Med. Fresh Start Petition Fee	20.00
NSF Check Fee	20.00
Nrs. Acceptance Deposit Fee	100.00
Proficiency Examination Fee	45.00-262.00
Retesting Placement Test Fee	20.00
Student Fee	41.00
Student ID Replacement	10.00

The consent agenda was approved by the Board by affirmation.

2018-2019 REVISED BUDGET APPROVED

19-08

Ms. Derck moved and Ms. McClure seconded the following motion:

WHEREAS, a revised 2018-2019 budget has been completed to make the monetary adjustments based on lower enrollment and training revenue and the realignment of expense projections including strategic initiatives; and

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

NOW, THEREFORE BE IT RESOLVED, that the 2018-2019 revised budget be approved.

Northwest State Community College FY 18/19 Revised Budget PROJECTED REVENUE	FY 18/19 Revised Budget
<u>Operating Revenue:</u>	
Ohio Board of Regents – Subsidy	\$10,953,201
Ohio Board of Regents – Capital Component	\$120,629
Tuition and Fees	\$11,361,966
Enrollment Contingency	\$0
Scholarship Allowance and Tuition Offsets	-\$728,777
Income from Investments	\$75,000
Foundation	\$85,870
CTS Archbold	\$717,000
CTS Scott Park	\$400,000
Community Development	\$0
Miscellaneous	\$103,095
Grant Fiscal Agent	\$53,100
Finger Printing	\$30,100
Facility Rental	\$33,300
	<hr/>
	\$23,204,484
<u>To Reserves:</u>	
Capital Component Fund Balance	-\$120,629
Student Fee Fund Balance from Student Fees	-\$121,000
General Operations to Contingency FB	-\$300,000
Instructional Equipment Fund Balance from Lab Fees	-\$150,000
To Building M & R FB from Subsidy	-\$150,000
	<hr/>
Total Operating Revenue	\$22,362,855
	<hr/>
From Bookstore FB to Building M & R FB	\$150,000
From Student Fee FB to Subsidy FS	\$106,657
	<hr/>
<u>From Reserves:</u>	
From Student Fee FB to Student Activities/Facilities	\$17,750
From Student Fee FB for Parking Maintenance	\$30,000
From Student Fees FB for Counseling/Wellness	\$10,000
From Instrl Equip FB for Instrl Equipment	\$282,362
From Equip M & R FB for Equip M & R	\$257,138

From New Program FB for Agriculture (partial Strategic Initiative)	\$117,421
From Build M & R FB for Building M & R	\$254,650
From Energy Mgmt FB for Energy Projects for Renov Bldg C	\$184,757
From OBR Capital Bill/Miller Fund/Capital Component for Welding/Access	\$1,801,967
From OBR Capital Bill/Capital Component for Access Control	\$650,000
From Surplus Equipment FB for Facilities (Eng/Ind Classroom)	\$20,000
From Miller Fund for Special Event Chairs (Strategic Initiative)	\$30,000
From Business Growth FB for Van Wert (Strategic Initiative)	\$21,423
From Business Growth FB for Transfer (Strategic Initiative)	\$21,423
From New Program FB for Industrial Program (Strategic Initiative)	\$28,204
From Buildings M & R FB for Faculty/Staff Lounge (Strategic Initiative)	\$45,000
From RAPIDS Grant	\$160,913
From Unallocated FB	\$316,028
TOTAL PROJECTED REVENUE	\$26,611,891

PROJECTED EXPENSE

Operating Expense:

Instruction	\$15,509,335
Public Service	\$28,887
Academic Support	\$693,632
Scholarship Allowances	\$0
Student Services	\$1,709,333
Institutional Support	\$4,303,060
Plant Operations and Maintenance	\$4,367,644
TOTAL PROJECTED EXPENSE	\$26,611,891
PROJECTED SURPLUS / (DEFICIT)	\$0

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

TRANSFER OF RESERVES APPROVED

19-09

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

WHEREAS, there are dollars in the Unallocated Fund Balance needed for transfer to year end reserves to support emergency and/or strategic expenditures; and

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

NOW, THEREFORE BE IT RESOLVED, that the following amount from the Unallocated Fund Balance be transferred to the following reserve account:

Equipment Maintenance & Repair FB	\$300,000
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ROLL CALL: Aye; Bridenbaugh, Derck, Erb, Hall, Howell, McClure, Miller, Mull
Nay; None. Thereupon the Chair declared the motion approved.

**DELEGATE AND ALTERNATE APPOINTED TO THE GOVERNING BOARD OF THE
OHIO ASSOCIATION OF COMMUNITY COLLEGES**

19-10

Mr. Erb moved and Ms. Howell seconded the following motion:

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

NOW, THEREFORE BE IT RESOLVED, that Mr. John Bridenbaugh be appointed as delegate and Ms. Sue Derck as alternate from the Northwest State Community College Board of Trustees be appointed to serve on the Governing Board of the Ohio Association of Community Colleges.

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

MEETING DATES AND TIME ESTABLISHED

19-11

Mr. Miller moved and Ms. Derck seconded the following motion:

WHEREAS, the time and place for the Northwest State Community College's Board of Trustee meetings must be designated for April 2019 through February 2020; and

WHEREAS, the Executive Committee of the Board has reviewed several sets of meeting dates and has made a recommendation

NOW, THEREFORE BE IT RESOLVED, that Northwest State Community College be designated as the permanent place of business and that six regular meetings be established for the period April 2019 through February 2020. The dates of these meetings will be: April 26, 2019, June 21, 2019, August 23, 2019, October 25, 2019, December 13, 2019 and February 28, 2020.

Meetings other than those regularly scheduled will be known as interim meetings and will be called by the Chair of the Board of Trustees or the President of the College. Notice of interim meetings is to be postmarked at least two days prior to the date of the meeting. Regular meetings are to begin at 11:30 a.m.

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

EXECUTIVE VICE PRESIDENT POSITION APPROVED

19-12

Mr. Erb moved and Ms. Derck seconded the following motion:

WHEREAS, the college's Strategic Plan and four foci include student success and completion, access and increased community engagement; and

WHEREAS, it is the desire of the Board of Trustees for the President to have an increased presence in the community; and

WHEREAS, the position of Executive Vice President (EVP) would allow for the President to be engaged in the community while the EVP would coordinate and oversee day-to-day internal operations of the college and focus on strategic initiatives to increase student success, completion and access; and

WHEREAS, an internal candidate meets the qualifications for the position; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. Todd Hernandez, Vice President for Innovation, be promoted to the position of Executive Vice President effective February 22, 2019.

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

ELECTION OF BOARD CHAIR

19-13

Motion by Mr. Erb to nominate Laura Howell as Chair of the Northwest State Community College Board of Trustees to serve through the February 2020 meeting and to close nominations.
Seconded by Mr. Mull.

ROLL CALL TO ELECT LAURA HOWELL AS CHAIR OF THE NORTHWEST STATE COMMUNITY COLLEGE BOARD OF TRUSTEES:

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

ELECTION OF BOARD VICE CHAIR

19-14

Motion by Mr. Bridenbaugh to nominate Joel Miller as Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2020 meeting and to close nominations.
Seconded by Ms. Howell.

ROLL CALL TO ELECT JOEL MILLER AS VICE CHAIR OF THE NORTHWEST STATE COMMUNITY COLLEGE BOARD OF TRUSTEES:

Aye; Bridenbaugh, Derck, Erb, Hall, Howell, McClure, Miller, Mull

Nay; None. Thereupon the Chair declared the motion approved.

ELECTION OF BOARD SECOND VICE CHAIR

19-15

Motion by Mr. Miller to nominate Lisa McClure as Second Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2020 meeting and to close nominations.

Seconded by Ms. Derck.

ROLL CALL TO ELECT LISA MCCLURE AS SECOND VICE CHAIR OF THE NORTHWEST STATE COMMUNITY COLLEGE BOARD OF TRUSTEES:

Aye; Bridenbaugh, Derck, Erb, Hall, Howell, McClure, Miller, Mull

Nay; None. Thereupon the Chair declared the motion approved.

ADJOURNMENT

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

1. APPROVAL OF CONSENT AGENDA.

1a. Minutes of the February 22, 2019 Meeting

1b. Resignations

WHEREAS, Thomas Culbertson, Supervisor - Custodial, has submitted his resignation; and

WHEREAS, Michael Brown, Custodian, has submitted his resignation; and

WHEREAS, Martha Phillips, Faculty – Human Services, has submitted her resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Thomas Culbertson, effective May 31, 2019; Michael Brown, effective April 19, 2019; and Martha Phillips, effective May 31, 2019 be accepted as tendered.

1c. Employ Full-time Analyst – Data Systems

WHEREAS, the position of full-time Analyst – Data Systems was left vacant due to the promotion of James Zeller; and

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

WHEREAS, the Executive Vice President and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. AmyJo Rouleau be employed as full time Analyst – Data Systems effective March 5, 2019 at an annual salary of \$60,840.00 (to be pro-rated). This is in accordance with the Professional Staff Bargaining Agreement.

1d. Employ Full-time Coordinator – Fundraising

WHEREAS, the position of full-time Coordinator - Fundraising was created to assist the Executive Director of the Foundation with fundraising efforts for the NSCC Foundation and student scholarships; and

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Audrey Lehman be employed as full time Coordinator - Fundraising effective March 25, 2019 at an annual salary of \$37,000.00 (to be pro-rated). This is a grade level IV position.

1e. Employ Full-time Clerk – Bookstore/Retail & Food Services

WHEREAS, the position of full-time Clerk – Bookstore/Retail & Food Services was created due to the retirement of Julie Gilgenbach; and

WHEREAS, there is a need for part-time assistance in both the bookstore and food services; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Rachelle Durham be employed as full time Clerk – Bookstore/Retail & Food Services effective April 15, 2019 at an annual salary of \$23,316.80 (to be pro-rated). This is in accordance with the Support Staff Bargaining Agreement.

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 Adjuncts for spring semester 2019:

Bradley	Paul
Bradtmueller	Tamara
Cole	Dennis
Dirr	Michael
Hubaker	Douglas
Jay	Kevin
Jutze	George
Marshall Jr	Henry
Martin	Neal
McGee	Daniel
Mickey	Andrew
Sondergaard	Steven

1g. Approval of International Travel

WHEREAS, advance Board of Trustee approval is necessary for professional activities that require travel outside the United States; and

WHEREAS, three nursing faculty have requested to travel to China May 29 – June 7 for their doctoral studies through Indiana Wesleyan University and as part of the course requirements in Global Healthcare; and

WHEREAS, one business faculty has requested to travel to India to participate in a faculty immersion program focusing on entrepreneurship; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Annette Oberhaus, Ms. Melanie Hicks and Ms. Jennifer Behnfeldt be granted permission to travel outside the United States as part of their DNP graduate course in Global Healthcare from May 29 – June 7; and Ms. Lisa Becher be granted permission to travel outside the United States to participate in a faculty immersion program from June 15 - 29.

PROPOSED RESOLUTIONS

1. CONSIDERATION OF A RESOLUTION TO APPROVE BANKING AUTHORITY

Moved by _____, seconded by _____.

WHEREAS, the College desires to grant the President, Chief Fiscal & Administrative Officer, Director – Accounting & Finance and Director – Accounting & Business Services signing authority; and

WHEREAS, the College desires to grant the Accountant – Payroll and Clerk – Accounts Payable Automated Clearing House ACH processing authority; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the President, Chief Fiscal & Administrative Officer, Director – Accounting & Finance and Director – Accounting & Business Services be granted signing authority for business office transactions.

BE IT FURTHER RESOLVED, that the Accountant – Payroll and Clerk – Accounts Payable be granted processing authority for Automated Clearing House transactions.

ROLL CALL: Aye;

Nay;

Thereupon the Chair declared the motion approved/disapproved.

2. CONSIDERATION OF A RESOLUTION TO AUTHORIZE AWARDING OF CONSTRUCTION CONTRACT

Moved by _____, seconded by _____.

WHEREAS, the awarding of the construction contract should take place prior to the June 2019 Board Meeting; and

WHEREAS, the College desires to move forward with Building E chiller replacement project; and

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees authorizes the President and Chief Fiscal & Administrative Officer to accept bid and award contracts to the general contractor for the Building E chiller replacement project.

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

3. CONSIDERATION OF A RESOLUTION TO REVISE POLICY 14-3-19 – EQUAL OPPORTUNITY AND NON-DISCRIMINATION/ANTI-HARASSMENT

Moved by _____, seconded by _____.

WHEREAS, Executive Order 2019-05D from Governor Mike Dewine has directed all state agencies to prohibit unlawful and discriminatory employment practices; and

WHEREAS, the Vice President - Institutional Effectiveness and Student Success and the Vice President - Human Resources and Leadership Development have reviewed the current policies regarding equal opportunity, non-discrimination, anti-harassment and employment; and

WHEREAS, definitions of discrimination have been updated to include all categories identified in the executive order; and

WHEREAS, the President and the Cabinet recommend

NOW, THEREFORE BE IT RESOLVED, that policy 14-3-19 be renamed Non-Discrimination/Anti-Harassment and be approved effective immediately:

3358: 14-3-19 Non-Discrimination/Anti-Harassment

Effective date: 12/14/2018; revised 3/3/19

POLICY STATEMENT:

Northwest State Community College is committed to maintaining a workplace and academic environment free of discrimination and harassment. Therefore, the college shall not tolerate discriminatory or harassing behavior by or against trustees, employees, vendors, customers, students or other persons participating in a college program or activity.

Employees and students are expected to assist in the college's efforts to prevent discrimination or harassment from occurring. Administrators, supervisors, and employees who have been designated to act on behalf of the college are specifically responsible for identifying and taking proper action to end such behavior.

While the college does not tolerate any form of discrimination or harassment, the Non-Discrimination/Anti-Harassment Policy and related procedures are intended to cover discrimination and harassment based on a protected class. Protected classes for purposes of this policy are age, ancestry, color, disability, familial status (status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent), gender, gender identity or expression, genetic information (GINA), military or veteran status, national origin, race, religion, sex, and sexual orientation, or any other bases under the law. Through this and related policies, the College acknowledges and complies with its duties under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended, the Pregnancy Discrimination Act, and relevant state and local laws, by setting forth comprehensive frameworks for receiving, processing, investigating, and resolving complaints.

Anyone who is subjected to conduct that creates an intimidating or hostile environment, regardless if the conduct is based on a protected class, shall report the conduct to a person outlined in Section (E) of this policy. If Human Resources determines that the conduct alleged to be creating an intimidating or hostile environment is not based on a protected class, the report may be referred for remediation according to the relevant policy.

In furtherance of these expectations, employees must participate in required training.

(A) DEFINITIONS OF DISCRIMINATION/HARASSMENT

As used in this policy, the following terms are defined and will be adhered to as follows:

1. *Discrimination* – occurs when an adverse employment action is taken and is based upon a protected class. Discrimination may occur in several forms, such as:

- a. ***Disparate Treatment*** - when a person, or a group of people are treated less favorably than another person or group of people on the basis of a protected class.
- b. ***Disparate Impact*** - when a college policy, practice or decision is based on neutral factors that have an adverse impact on a protected class.

2. *Harassment** – (1) Unwelcome, protected class-based physical non-verbal or verbal conduct that (2) is sufficiently severe, persistent or pervasive that (3) it unreasonably interferes with, denies, or limits an individual's ability to participate in or benefit from the university's education and employment programs and activities; and (4) is based on power differentials (*quid pro quo*) or the creation of a hostile environment.

***This definition does not include sexual harassment/misconduct, for policies related to those see Policy 3358:14-3-35.**

- a. ***Hostile Work Environment*** - occurs when the conduct at issue is sufficiently severe or pervasive that it creates an intimidating, abusive or offensive environment regarding employment or academic decisions for a person in a protected class. A single instance of discrimination may be sufficient to create a hostile work environment.

(B) DISCRIMINATION/HARASSMENT INDICATORS AND EXAMPLES

(1) Examples of discrimination/harassment include, but are not limited to the following:

- i. Conduct that explicitly or implicitly affects an individual's or group's employment or academic achievement; unreasonably interferes with an individual's work performance or learning ability; and/or creates an intimidating, hostile or offensive work, or academic environment when that person belongs to a protected class;
- ii. Verbal behaviors or comments, slurs, jokes, recordings, videos, music and personal references or use of negative terms used to identify someone in a protected class;

Non-verbal, offensive, graphic communication (i.e. obscene hand or finger gestures), bullying, demeaning, insulting, intimidating, or suggestive written material, email, posters, graffiti, cartoons, other

electronically transmitted messages or use of social media which are directed at someone because of a protected class;

- iv. Any other conduct that has the effect of creating an intimidating, hostile, offensive work environment, or unreasonably interferes with a person's work or academic environment based on a protected class.

(C) **CONSEQUENCES OF DISCRIMINATION/HARASSMENT**

- a. **Employees** - any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.
- b. **Students** - any student found to be in violation of this policy will be subject to review and resolution in accordance with the Student Code of Conduct Policy 3358:14-5-08 and may be subject to disciplinary action in accordance therewith.

(D) **REPORTING RESPONSIBILITIES AND FILING A COMPLAINT**

- a. Anyone who believes that an administrator, any employee, supervisor, student, or non-employee's behavior constitutes discrimination or harassment has a responsibility to report the behavior/action as soon as it is known so that the college may administer this policy.
 - i. Allegations can be made by individuals who are directly involved in, who observe, or who receive reliable information that discrimination/harassment may have occurred.
- b. **Complaints Involving Employees:** In cases of alleged discrimination/harassment in employment or if the victim or alleged perpetrator is an employee, the complaint may be made to any of the following:
 - i. the Title IX Coordinator or Deputy Title IX Coordinator;
 - ii. an employee of Human Resources; or
 - iii. an employee of the NSCC Police Department.
- c. **Complaints Involving Students:** In cases of alleged discrimination/harassment when the victim and/or alleged perpetrator is a student, a potential student, or someone participating in a college-sponsored event or activity, the complaint may be made to any of the following:

- i. the Title IX Coordinator or the Deputy Title IX Coordinator;
 - ii. the Vice President of Academics;
 - iii. an Academic Dean; or
 - iv. an employee of the NSCC Police Department.
- d. Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior must immediately report the behavior to the Office of Human Resources, Title IX Coordinator, Chief Student Affairs Officer or Deputy Title IX Coordinator. Failure to do so may result in disciplinary action, up to and including termination of employment.
- e. **Emergency:** Any person seeking immediate assistance or relief from bodily danger or a threat of bodily danger should immediately contact the Northwest State Community College Police Department at 419-267-1452 or by dialing 9-1-1.
- f. **Reporting:** Complaints made in good faith will not be held against an employee or student in any way.
- i. Any employee who knowingly or maliciously makes a false or frivolous allegation of discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.
 - ii. Any student who knowingly or maliciously makes a false or frivolous allegation of discrimination or harassment will be subject to the process outlined by the Student Code of Conduct Policy 3358:14-5-08.

(E) **ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES**

- a. The college is committed to providing a safe, anti-harassing, and nondiscriminatory environment that protects the civil rights of individuals, per College policies and in compliance with state and federal law, and the college recognizes the value of academic freedom in the classroom.
- b. College policies are not intended to restrict serious discussion of controversial issues in the academic classrooms or trainings. In light of this, to minimize the potential for multiple claims that course content is discriminatory, harassing or offensive, it is recommended that in courses where such discussions occur, faculty provide a disclosure that the content covered may be controversial. However, employees and students are encouraged to file

complaints in accordance with Sec. D in this policy for reasons specified therein.

(F) **CONFIDENTIALITY**

To the extent possible, all information received in connection with the reporting, investigation, and resolution of allegations will be treated as confidential, except to the extent it is necessary to disclose information in order to investigate, prevent or address the effects of the discrimination/harassment, resolve the complaint or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(G) **RETALIATION**

The college, in compliance with federal, state and local law that strictly prohibits it, will not tolerate retaliation in any form against any individual who files a complaint or report, makes an allegation, or who participates in an investigation of discrimination or harassment. Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and/or student status, independent of the merits of the underlying allegation. Allegations of retaliation should promptly be directed to the Title IX Coordinator or Deputy Title IX Coordinator.

(H) College administration will develop procedures related to this policy.

Effective: 03/16/2015

Revised: 12/14/2018

CERTIFIED ELECTRONICALLY

Certification

03/04/2015

Date

Promulgated Under: 111.15

Statutory Authority: 3358

ROLL CALL: Aye;

Nay;

Thereupon the Chair declared the motion approved/disapproved.

4. CONSIDERATION OF A RESOLUTION TO REVISE POLICY 14-3-14 – EQUAL OPPORTUNITY

Moved by _____, seconded by _____.

WHEREAS, Executive Order 2019-05D from Governor Mike Dewine has directed all state agencies to prohibit unlawful and discriminatory employment practices; and

WHEREAS, the Vice President - Institutional Effectiveness and Student Success and the Vice President - Human Resources and Leadership Development have reviewed the current policies regarding equal opportunity, non-discrimination, anti-harassment and employment; and

WHEREAS, definitions of discrimination have been updated to include all categories identified in the executive order; and

WHEREAS, the employment-related decisions were updated to align with the executive order; and

WHEREAS, the President and the Cabinet recommend

NOW, THEREFORE BE IT RESOLVED, that policy 14-3-14 Equal Opportunity be approved effective immediately:

3358: 14-3-14 Equal opportunity.

Effective date: Revised 4/15/14 3/19/19

It is the established policy of Northwest state community college not to discriminate against any individual employee or student, groups of employees or students, or prospective employees or students for reasons of age, ancestry, color, disability, familial status (status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent), gender, gender identity or expression, genetic information (GINA), military or veteran status, national origin, race, religion, sex, and sexual orientation, or any other bases under the law. This college is fully committed to providing equal opportunities in all employment related activities, and educational programs, including, but not limited to, recruiting, hiring, advancement, demotion, layoff, compensation, training, benefits, transfers, tuition assistance, terms of employment, physical access to facilities, and social and recreational programs, within the financial resources of the college.

The college will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the college through a positive and continuing affirmative action program. Northwest state community college will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this college will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Concerns or complaints regarding equal employment opportunities and affirmative action should be filed with the human resource department of the college.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/04/2015

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

ROLL CALL: Aye;

Nay;

Thereupon the Chair declared the motion approved/disapproved.

5. CONSIDERATION OF A RESOLUTION TO REVISE POLICY 14-9-04 – FEES

Moved by _____, seconded by _____.

WHEREAS, the Veterans Benefits and Transition Act of 2018 requires that Ohio's State Approving Agency (SAA) to disapprove all courses at educational institutions that charge late fees to recipients of Chapter 31 and Chapter 33 of the G.I. Bill by August 1, 2019; and

WHEREAS, The Department of Veterans Affairs Expiring Authorities Act of 2018 requires Chapter 31 participants be charged the in-state tuition rate effective March 1, 2019; and

WHEREAS, the Vice President - Institutional Effectiveness and Student Success and the Chief Fiscal & Administrative Officer have reviewed the current policy regarding fees; and

WHEREAS, the policy language has been updated to generalize the statement regarding fee waivers to remain in compliance with state and federal law; and

WHEREAS, procedures will be developed to address specific fee waivers; and

WHEREAS, the President and the Cabinet recommend

NOW, THEREFORE BE IT RESOLVED, that policy 14-9-04 Fees be approved effective immediately:

3358: 14-9-04 Fees.

Effective: Reaffirmed by Board of Trustees 10/4/13

Revised: 6/7/14; 2/5/16 3/19/19

(A) The board of trustees shall establish fees for the college based on the recommendations of the president and chief fiscal and administrative officer and in accordance with state

guidelines. Fees shall be subject to change without notice, based on the effective date at the time of approval by the board.

(B) Tuition and fees must be paid in full each semester by the date established by the college. The college may drop student registrations if tuition and other fees are not paid by established deadlines.

(C) The college reserves the right to withhold grades, transcripts, and degrees of students who are delinquent in the payment of fees. The college reserves the right to refuse registration if there is a balance of fees from a previous term.

(D) Tuition and/or fees may be refundable pursuant to college procedures.

(E) The president has been granted the authority to waive the out-of-state fees for up to fifteen international students per semester. The selection of the students to receive the waiver will be based upon the timeliness of the request. International students who receive fee waivers must be taking face-to-face classes. Online classes do not qualify for the out-of-state fee waiver.

| F) Fees may be waived to remain in compliance with federal and state laws and rules.

(G) Collection of fees will be in accordance with college procedures and all accounts will be written off to bad debt expense when an account is 365 days past due and has had no activity for 60 days.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/05/2015

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

ROLL CALL: Aye;

Nay;

Thereupon the Chair declared the motion approved/disapproved.

President's Report

President Thomson's College update can be found in his most recent campus video: President's Update April 21 – May 4. President Thomson's report at the April 26 Board meeting will focus on college events and activities.

Community Outreach/Professional Development (February 25 – April 25)

February 25	Mercy College	NSCC
February 27	Alzheimer's Walk Executive Team	Defiance
March 4	Rotary	Defiance
March 5	NW Ohio Business Advisory	Archbold
March 7	Success Bound Conference (Speaker)	Perrysburg
March 8-9	ACE Council of Fellows	Philadelphia
March 10-12	ACE Annual Meeting	Philadelphia
March 14	Bryan Community Hospital	Bryan
March 18	NW Ohio Legislative Listening Session	Scott Park
March 19	Defiance Annual CIC Meeting	Defiance
March 21	Defiance 2100	Defiance
March 22	Terra CC Ron Schumacher Inauguration	Freemont
March 25	Government Relations Meeting	Columbus
March 26	Community College Day	Columbus
April 2	NW Ohio Superintendents	Archbold
April 3	Wauseon Rotary (Speaker)	Wauseon
April 4	Delta road show	Delta
April 5	NSCC – Terra workforce collaboration	Scott Park
April 6	Montpelier Civic League	Montpelier
April 8	Defiance College	Defiance
April 10	Netsence Networking Group (speaker)	Wauseon
April 12	Dept. of Ag Wauseon listening tour	Defiance
April 12	<i>The Providers</i> , Community Q&A	NSCC
April 13	Opioid Town Forum	NSCC
April 16	Montpelier road show	Montpelier
April 18	Defiance 2100	Defiance
April 22	Four County	Archbold
April 24	Henry Cty. Township Dinner (speaker)	Napoleon
April 25	Lucas County Workforce	Scott Park
April 25	Fulton Cty. Econ. Dev. Annual Dinner	Archbold

Admissions

March:

- High School Visits
 - Holgate
 - PENTA Career Center
 - Wayne Trace
 - Delta
 - Lincolnview

- Antwerp
 - CTS Enrichment Presentation
- Design Day
 - FCCC to NSCC (Seniors)
 - FCCC to NSCC (Juniors)
- NSCC College Fair
 - 58 college representatives; 417 high school students
- Events
 - Toledo Area West College Fair
 - Owens College & Career Fair
 - FCCC & NSCC Dinner

April:

- High School Visits
 - Tinora
 - Wauseon
 - Ayersville
 - Bryan
 - Four County
 - Delta
- NSCC Road Show
 - Delta
 - Montpelier
 - Paulding (4/29)
- Community Outreach
 - Paulding County Career Showcase
 - Swanton HS Musical (NSCC + Spotlight Promotion)
 - Evergreen HS Musical (NSCC + Spotlight Promotion)
 - Delta HS Musical(NSCC + Spotlight Promotion)
 - Northwest State Scholarship Night
 - Real Money Real World Event: Swanton
 - Real Money Real World Event: Delta
 - NSCC College Credit Plus Senior Night
 - FCCC Job & Career Fair

VICE PRESIDENT FOR ACADEMICS

April 2019

Submitted by: Lori Robison

A team of six attended the ***Success Bound in Action*** conference on Thursday, March 7, 2019 in Perrysburg. The focus of the conference was “Building Partnerships for Ohio’s Talent Pipeline” and intended to partner business and education to engage students about career options and opportunities. The Ohio Department of Education, the Ohio Department of Higher Education, and the Governor’s Office of Workforce Transformation sponsored this event. Attendees included: Lana Snider, Dean; Dr. Dan Burklo, Dean; Janet Delcamp, Dean; Ron Scozarri, Dean, Michael Leonard, Dept. Chair Agricultural Studies, and Brad Geer, Prior and Workplace Learning Coordinator. Dr. Thomson was a featured panelist at the event along with John Magill, Assistant Deputy Chancellor.

The **Dean's Leadership Cluster** visited Sauder Woodworking Company on April 12. The students were provided with a presentation regarding Sauder history, corporate culture, challenges, leadership topics, business model, and succession planning. They were also provided a plant tour. The visit was coordinated with Troy Barhite, Director of New Process Development.

An **Ohio Guaranteed Transfer Pathways Workshop** was held at NSCC on April 16, 2019 to discuss improving transfer opportunities and processes with our regional 4-year partners. There were 38 individuals in attendance, including representatives from University of Toledo and Bowling Green, along with 20 NSCC faculty, and our team of academic and admissions advisors. Lana Snider, Dean of Arts and Sciences and Cassie Rickenberg, Advising Center Director, co-facilitated the workshop. Utilizing a case study approach, the group sought to identify gaps and/or barriers in our processes that impede seamless transfer for a “Bachelor’s Bound” student.



ALLIED HEALTH, BUSINESS, & PUBLIC SERVICES

Northwest State was selected as a finalist for the *Presidents for Entrepreneurship Pledge (PFEP) College of Excellence Award* by the National Association for Community College Entrepreneurship (NACCE). Congratulations to Dr. Thomson for his pledge of commitment and to Lisa Becher, Business faculty, who submitted the application for consideration. Nominees were acknowledged at a breakfast during the American Association of Community Colleges (AACC) annual convention in Orlando on April 15.

Lisa Becher, Business faculty has been selected to participate in a **Faculty Immersion Program in India**, June 15 -29. The selected faculty member is awarded a grant that covers travel, meals, and cultural events and excursions. The nominations were made by the President and CEO of NACCE and the travel grants are awarded by Manodharma, Inc. The program selects faculty who are interested in exploring an international dimension to their field of teaching. Lisa will be attending the *Social Entrepreneurship* program, which will explore social enterprises that have developed exceptional models of success at scale in the fields of special education, micro-finance, healthcare, research, and cultural studies.

Dr. Thomson along with Lori Robison, Janet Delcamp, Michael Leonard, Department Chair of Agricultural Studies, and members of the Agricultural Advisory Committee attended an event at the Defiance County Soil and water Conservation District Office in Defiance on April 12. Dorothy Pelanda, the newly appointed **Director of the Ohio Department of Agriculture**, spoke to the audience about soil and water quality issues and other topics related to agriculture in the state. Sen. McColley, Rep. Riedel, and Rep. Hoops also spoke briefly to address legislative issues and concerns. The event was followed by a meeting of the Advisory Committee.





NURSING

The Nursing Program reported their **NCLEX exam pass rates** for calendar year 2018:

Associate Degree program pass rate: 97.06%

Practical Nursing program pass rate = 94.74%

Note: a passing score on the NCLEX exam is required for licensure in the State of Ohio.

Three Nursing faculty will be traveling to **China** as part of their Doctoral studies through Indiana Wesleyan University. As part of the Global Healthcare course, Annette Oberhaus, Melanie Hicks, and Jennifer Behnfeldt will be on the ground from May 29 thru June 7 conducting a healthcare project focusing on capacity building in a global community.

STEM

Dr. Dan Burklo attended the **Ohio Engineering Technology Educators Association (OETEA)** meeting held at Southern State Community College April 4 & 5. Discussions continued regarding the Manufacturing Foundations short-term certificate and creating a recognized industry credential from the Ohio Manufacturers Association.

The Northwest **Ohio Tech Prep Stakeholders Meeting** was held on April 9 at Millstream Career Center, Findlay. Dr. Dan Burklo was a panelist for a discussion on *STEM/STEAM Education into Post-Secondary Education*, along with a representative from Owens, Terra, and University of Findlay. Karen Bleeks, Tech Prep and Deans Lana Snider and Ron Scozzari also attended the event.



Two faculty from Northwest State are serving on the Content Teams for courses under development as part of the **Open Educational Resources Innovation Grant**. Lisa Aschemeier, Biology Faculty, is serving on the team for Biology I & II. Dave Mohring, Engineering Faculty, is serving on team for Manufacturing Processes.

INDUSTRIAL TECHNOLOGY

A representative from Lincoln Electric was on campus April 17 for a demonstration of a new **virtual welder**. Students and faculty tested the equipment. NSCC Welding Instructor, Greg Nartker, will be representing NSCC at Montpelier High School during **Skilled Trades Day** on April 30. He will utilize the virtual welder to demonstrate welding techniques and promote the program.





LIBRARY SERVICES

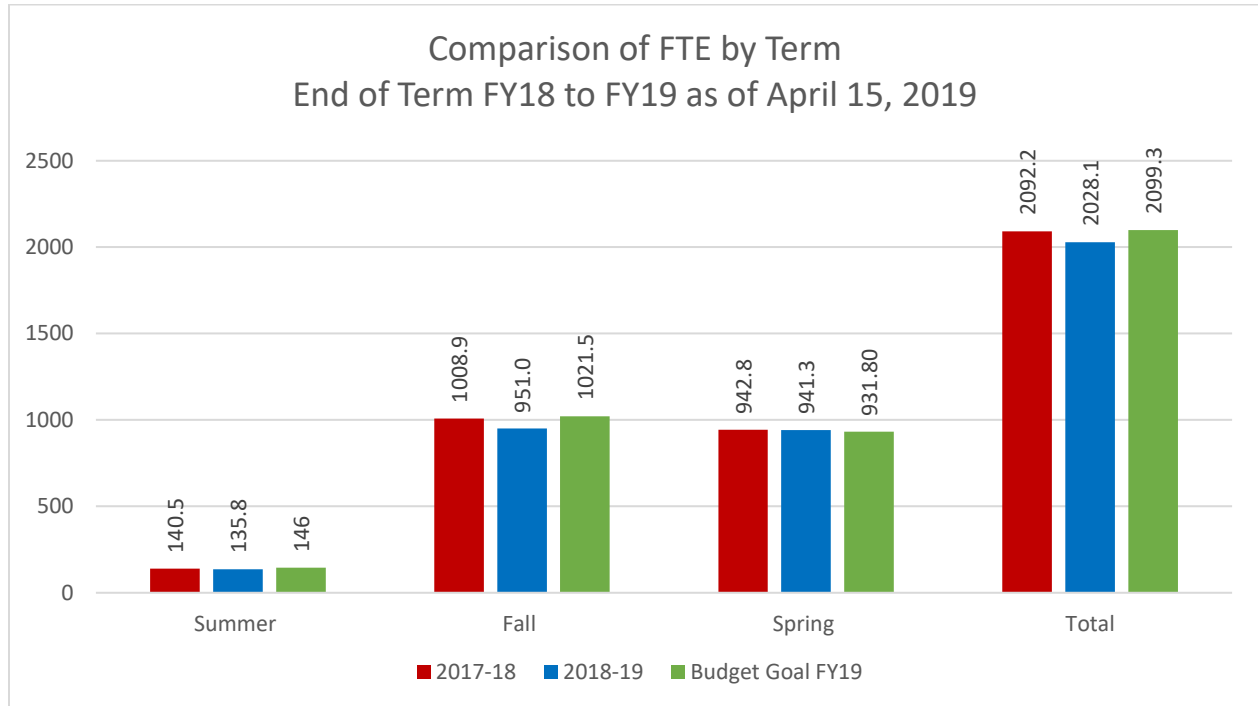
Kristi Rotroff, Library Director met with Michael Leonard, Department Chair of Agricultural Studies to evaluate print and online resources to support the proposed new programs. As a result, 24 print titles and 1 new database were identified for purchase, to add to the current collection.

New whiteboards are to be installed in the three library study rooms. The boards are utilized for group study and collaboration.

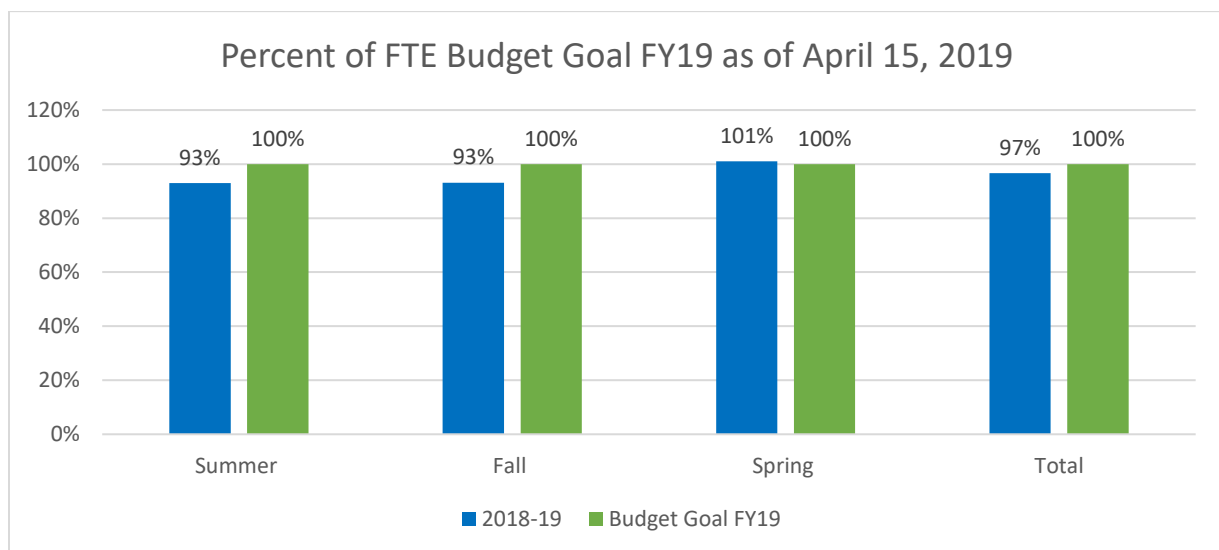
Dustin Harris, Library Assistant continues to serve on a State planning committee for library support staff development. He assists in the planning of summer conference topics.

Vice President for Institutional Effectiveness & Student Success
April 2019
Submitted by: Cindy Krueger

Enrollment Update

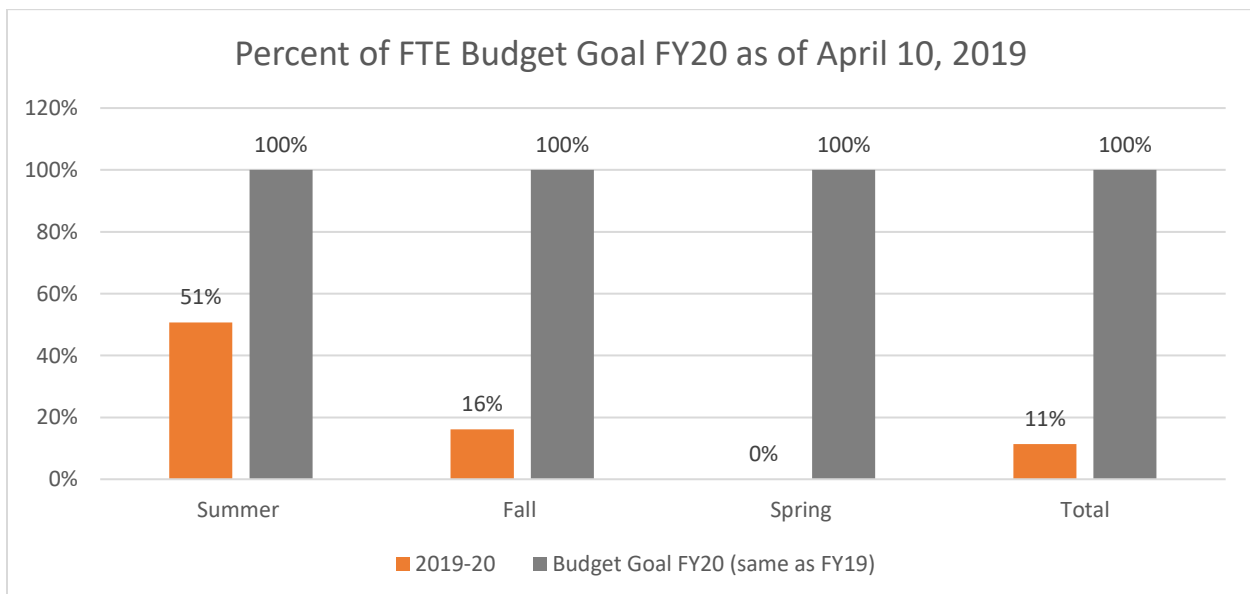
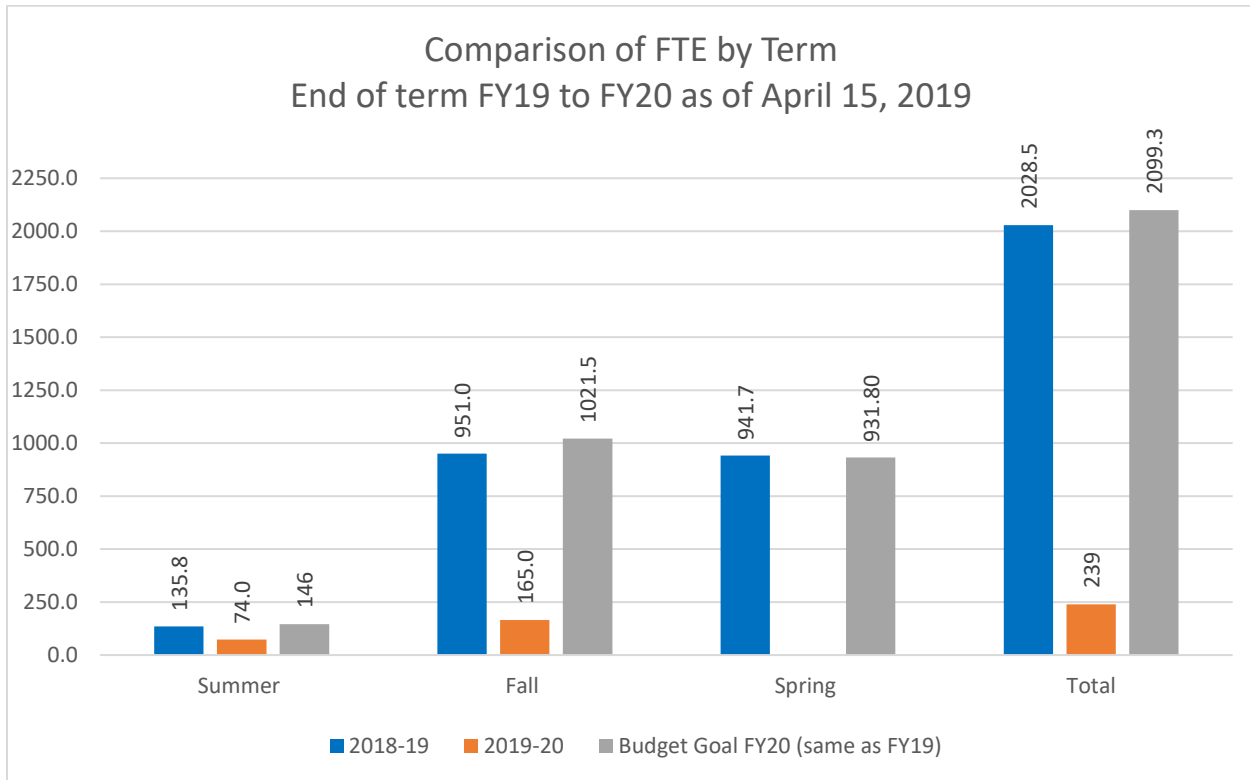


The FTE budget goal for spring has been exceeded. There are a few outstanding agency enrollments to enter but overall registrations have been completed for spring term. Non-agency enrollments did not meet budget goals (approximately 10% below) for the year.



Overall FTE is currently 3% under goal. Since FTE is paid on course completions, this percentage will likely increase when spring grades are processed.

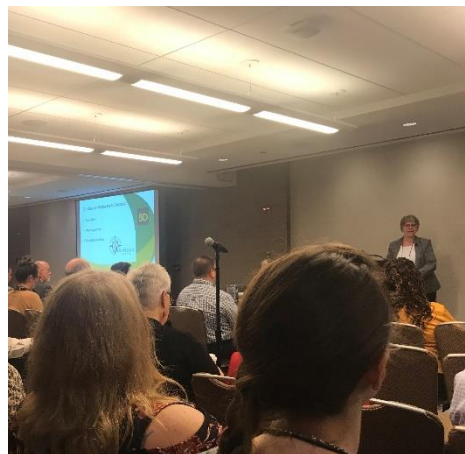
Registration for summer 2019 and fall 2019 opened on March 18, 2019. The budget goal for FY20 has not been finalized so the following charts are using the same goal as FY19. No agency students have been registered for summer or fall. Compared to last year, we have registered 60% of non-agency FTE for summer and 30% of non-agency FTE for fall term. Agency enrollments accounted for approximately 16% of summer FTE and 46% of fall FTE in FY19.



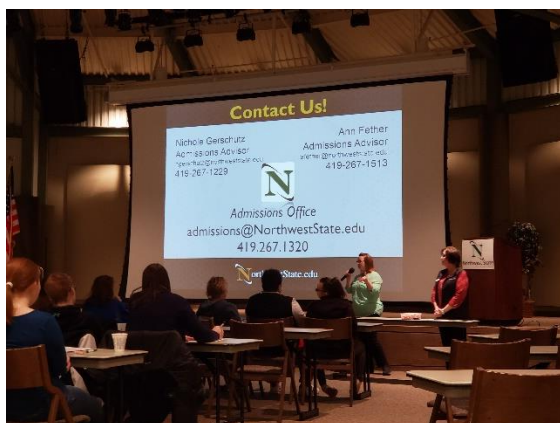
A team of individuals (Allen Berres, Todd Hernandez, Kathy Keister, Cindy Krueger, Cassie Rickenberg, and Lori Robison) attended the Higher Learning Commission Annual Meeting held April 14-16, 2019 in Chicago. The theme of the conference was Roadmaps for Student Success. Two keynote topics included *Resonant Leadership: How Emotional Intelligence Leads to Success* by Annie McKee and *Who Gets to Graduate? Addressing the Student Wealth Gap* by Paul Tough.

Cindy Krueger participated in a panel presentation *Roadmap to Academic Advising Success*, which highlighted our Title III grant work in the Advising Center.

The HLC accreditation criteria have been revised as of February 2019. We will need to write to the new criteria in our assurance argument for our October 2020 comprehensive site visit.



Admissions – Terri Lavin



On February 26, 2019, 110 parents and students attended a College Credit Plus information session at Northwest State. One session was held specifically for home school students and the second session was open to students from public schools in the service area.



Advising Center – Cassie Rickenberg

We recently implemented a transfer initiative on campus to serve our students more effectively. The purposes of the Bachelor's Bound Initiative are to (a) increase awareness of transfer options available at NSCC, (b) reduce confusion / create clarity about transfer by avoiding jargon use, (c) simplify the application and advising process (connect the student to their transfer pathway sooner), and (d) better fulfill our mission across all of our communities. The Bachelor's Bound Initiative repackages multiple transfer options into a single "Bachelor's Bound" category. The Bachelor's Bound Initiative incorporates Ohio Guaranteed Transfer Pathways (OGTP) in multiple disciplines and fields, the Associate of Arts and Associate of Science degrees, the Transfer Module, and all articulation agreements (2+2, 3+1).

The Advising Center has been busy with student appointments for summer and fall registration. Between March 18 and April 12, 2019, academic advisors have had:

- 84 student appointments resulted in summer registrations
 - 31 new students
 - 31 returning students
 - 22 former or transfer students
- 123 student appointments resulted in fall registrations
 - 65 new students
 - 35 returning students
 - 23 former or transfer students

Academic advisors have connected with over 20% of the students who are registered for summer and fall as of April 12.



Three NSCC students – Brandon Allen, Abigail Perez, and Chris Guillen – were guests at the BGSU Internship Dining Etiquette and Networking Dinner held the end of February at Bowling Green State University. NSCC participation is linked to our Ohio Means Internships and Co-ops (OMIC) collaboration with BGSU and the Northwest Regional OMIC partners.

Career Services – Michael Jacobs



Tuesday, April 9, the annual Job Fair was held at NSCC. There were 100 registered employers; 38% indicated they were military friendly and 58% indicated they have NSCC graduates or students currently employed; totaling 684 NSCC graduates and students. Nine (9) local high schools brought 320 seniors to the event to explore careers and apply for summer and seasonal work. Approximately 150 additional job seekers from campus and the community representing Henry, Lucas, Wood, Fulton, Williams, Paulding, Van Wert and Defiance counties also attended.

This year three “Career Readiness Workshops” covering the OhioMeansJobs website, Dress for Success, and Interview Skills were offered to participants.



Grants – Ashley Pere

The Steelcase Active Learning Center grant (\$67,000), which was mentioned in the last board report, was not funded. This is a very competitive grant with only a small percentage of applicants receiving funding.

Grants Awarded:

- LISC Citi Foundation Bridges to Career Opportunities (\$95,000)

Lutheran Social Services of Northwest Ohio (lead applicant) has been awarded Bridges to Career Opportunities grant, in partnership with OhioMeansJobs Lucas County and NSCC. This grant provides \$95,000 in funds for NSCC to administer training to approximately 30 individuals, through the Advanced Manufacturing Bridge program and to acquire two Skill Boss portable training units that will allow NSCC to provide the bridge training at the LSS Financial Opportunity Center located inside of OhioMeansJobs, Lucas County. The program aims to equip individuals living in the Toledo area with skills training necessary to obtain a family-sustaining job. Following is a link to the NBC 24 Toledo News Story:

<https://nbc24.com/news/local/nearly-400000-in-grants-to-help-workers-get-trained-in-needed-jobs>

- NSA-NSF GenCyber Grant Program (\$82,936)

NSCC has been awarded the NSA-NSF GenCyber grant for the second year in a row. This grant provides funding to host two (2) week-long cybersecurity camps for K-12 teachers in June 2019 (20 teachers per camp). Camp staff will train the teachers to implement cybersecurity best practices in their curriculum. Topics to be covered in the camp will include cyberbullying, computer networking, website security, networking basics, using Raspberry Pi and Spheros Robot devices. The GenCyber camps will be held at the Scott Park campus, and will be promoted in partnership with Toledo Public Schools.

Grants Submitted:

- American Association of Community Colleges Expanding Community College Apprenticeships

If selected for funding, this grant will provide \$140,000 to be used toward creating 150 new apprentices over three (3) years. The focus of the grant would be not only creating new apprentices, but shifting non-registered apprenticeship programs to either Department of Labor registered or Industry-Recognized Apprenticeship Programs. Five (5) industry partners and the Defiance Dream Center provided letters of support for the application. Award announcements are expected by May 1, 2019.

- National Science Foundation – Scholarships in STEM (Partner on EMU Proposal)

NSCC has partnered with Eastern Michigan University on the University's NSF S-STEM grant proposal. This project is a collaborative work between four (4) institutions (EMU and three (3) community colleges) and would provide a pathway for academically talented students with financial need to enter 4-year programs in the EMU College of Technology. If EMU is awarded this grant, NSCC students will be allocated ten (10) scholarships per year over the five-year grant period, along with mentoring and support structures to be provided for the scholarship students.

Marketing: Jim Bellamy

The following marketing strategies are being implemented.

Geo-fencing local high schools to each NSCC Road Show event in April. Pointing clicks to <https://northweststate.edu/events/> site. One ad example shown below, I did ads for all three stops (Delta, Montpelier & Paulding). The first event was held April 4 in Delta; there was only one potential student who attended.



Finishing CareerFocus spring '19 magazine for regional distribution

Supporting Harvard opioid seminar with marketing, email & phone call efforts

Set up radio interviews on WQCT, iHeartMedia and WMTR ahead of opioid seminar

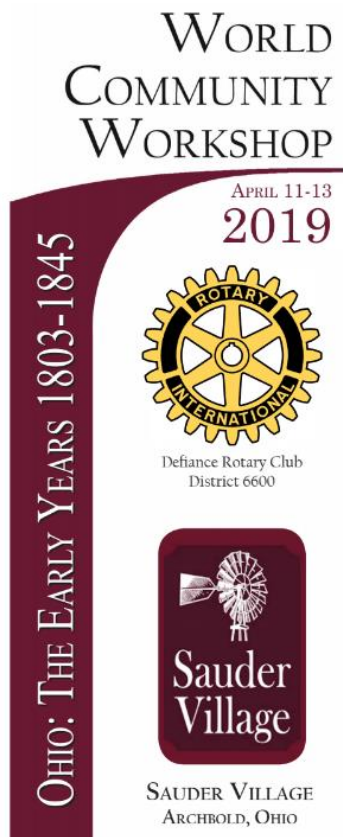
Geo-fencing prospects (applied but not registered) from past 18 months, encouraging to apply for summer & fall classes. Pointing clicks

to <https://northweststate.edu/apply-now/> site.

Registrar's Office – Connie Klingshirn

World Community Workshop is a Defiance Rotary Club event for high school students in Rotary District 6600 (far east as Sandusky and south as Loudonville). This three-day workshop for high school students is designed to help participants learn about the history, customs, economic or political issues of the country or region. This year the program is "Ohio: The Early Years 1803 - 1845."

The 40 high school students participating were divided into small groups. There were six (6) Northwest State Community College students serving as a group leader and one Defiance College student. They were responsible for their students attending presentations, moderating a discussion after each presentation, chaperoning evening fun time (DJ music & crafts), and helping their group create a skit about what they learned.



L-R, Robyn (Defiance College student), Jalane Miller, Isabella Summers, Koelton Fenton, Josiah Stottlemeyer, Haylee Dickerson, and Kylie Brinkman.

Success Center – Jason Rickenberg

The following is a summary of Success Center Student Usage for spring semester from January 14, 2019 through April 12, 2019.

1-on-1, Group or Lab Tutoring Sessions

- 155 students have completed 736 tutoring sessions
- The top five (5) tutored subjects: ENG111 Composition I, ENG112 Composition II, BIO231 Anatomy & Physiology I, BIO232 BIO231 Anatomy & Physiology II & STA120 Introduction to Statistics
- 52 different courses were supported through tutoring.
- All student tutor requests were matched with a tutor during the spring 2019 semester.
- The average tutoring session lasted 59 minutes.

eTutoring: Online Tutoring Sessions

- 120 students submitted 379 asynchronous writing submissions for review.
- 7 different courses were supported through eTutoring.
- The average time from student's submission, tutor's revision and back to the student was 6 hours and 31 minutes.

Student Referrals

- 102 student "Early Warning" submissions were received from faculty for students with lack of attendance and/or students who needed academic support services.

Make-up Testing

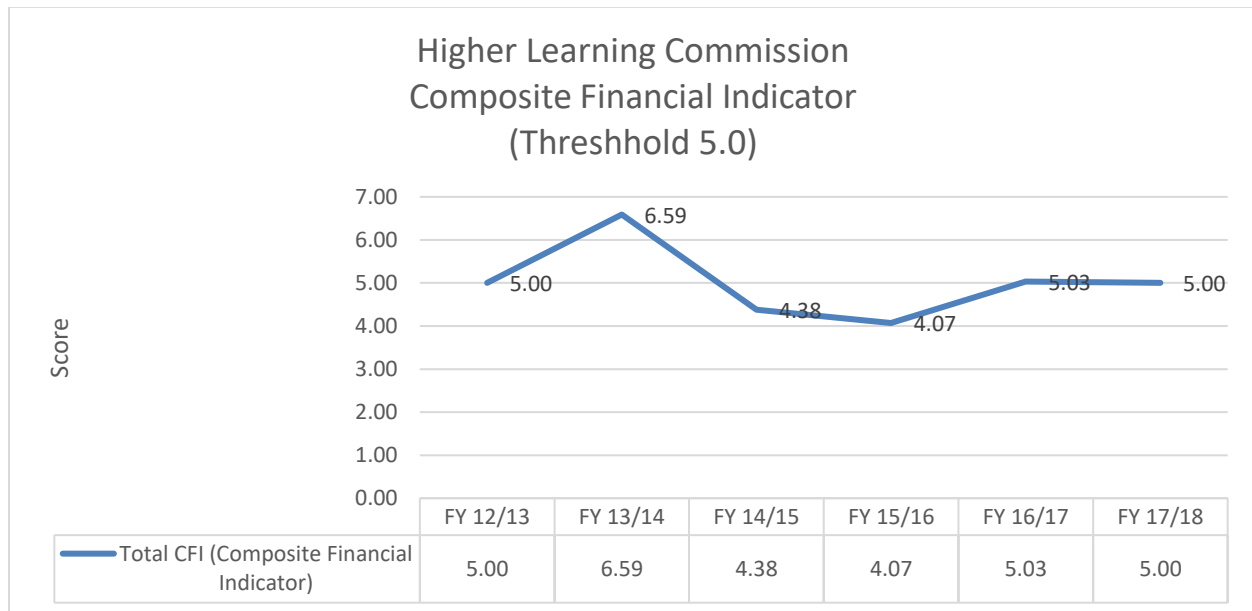
- 172 students completed 367 make-up tests.
- 53 different courses were supported through make-up testing.

Chief Fiscal and Administrative Officer

April 2019

Submitted by: Kathy Soards

- Annually, the college provides the Higher Learning Commission with an Institutional Update of information. Included in that report is a section of financial information to determine our Primary Reserve Ratio (Sufficient Resources), Net Income Ratio (Living Within Our Resources), Viability Ratio (Managing Debt), and Net Asset Ratio (Managing Resources). These financial indicators are combined for a Total Composite Financial Indicator Score.



Facilities

- Access Control project bids were received on Monday, March 18. The successful low bidder is Presidio Networked Solutions, Toledo, Ohio. The Controlling Board request for the release of funds was submitted on March 21, 2019 and is included in the April 22, 2019 Controlling Board meeting for approval to release the funds for this project. This project is funded by \$500,000 State of Ohio House Bill 529 and \$150,000 from the Capital Component Fund Balance reserve account as approved in the February, 2019, 2018-2019 Revised Budget.
- On Monday, April 15, the college accepted bids for the building E chiller replacement project. Unfortunately, due to technical concerns surrounding the submittals, all bids were rejected and the project is being rebid. The next bid opening date for this project is May 3. A resolution is being brought to this meeting to grant the President and CFAO

authority to award a contract following that bid opening. The funds for this project are \$150,000 from the Building Maintenance and Repair Fund Balance reserve account as approved in the February 2019, 2018-2019 Revised Budget.

Financial Aid

- The annual NSCC Foundation Scholarship Reception was held in the College Atrium on Thursday, April 11. The Financial Aid (FA) Office assisted with the evening events by preparing in advance over 300 student scholarship packets for the awarding of over \$650,000 in scholarship funds for the 2019-2020 academic year. This scholarship event is a wonderful evening that truly helps to change the lives of so many students.
- Financial Aid staff are on the road this month as a part of the NSCC Road Shows: April 4 – Delta, April 16 – Montpelier, and April 29 – Paulding. The purpose of the Road Show is to assist students and families with preparing to attend college by providing guidance on the admission application, highlighting NSCC programs and students groups and aiding with FAFSA (Free Application Federal Student Aid) completion.
- Financial Aid office recently sent out a Food Pantry Survey to all currently enrolled students to receive direct student feedback regarding currently offered services of the food pantry and to seek recommendations for areas of improvement.

Custom Training Solutions April 2019

General Mills Video Conferencing Training: 10 technical courses ran in February - March 2019.

Custom Training Solutions:

1. Archbold Campus

- a. CTS held nine (9) Open Enrollment classes and seven (7) contract training classes in February-March 2019. Companies included: Sauder Woodworking, Tenneco Automotive, CK Technologies, Worthington Industries, GTS Technologies, Company, Chase Brass & Copper Co, Therma Tru, and Silgan Containers. Open Enrollment topics included RSLogix500, Microsoft Office, RSLogix 5000, GD&T and Electrical Troubleshooting Basics.
- b. Spring apprentice classes, off site, are in place at Tru Fast, Therma Tru, Worthington Industries and Lafarge.
- c. The Ohio Lean Consortium has scheduled Coffee Club Lean short topics for 2019. The twist to this year's format is to offer these one-hour informal sessions in Bryan, Defiance, Archbold and Napoleon at local coffee shops. We plan to bring NSCC lean to our clients!
- d. The Ohio Lean Consortium is planning benchmark field trips to Airstream (Jackson Center, Ohio) and either Toyota (Indiana) or Whirlpool (Findlay, Ohio) in 2019.
- e. A Greenbelt Lean training is scheduled on-site at Worthington this month.
- f. Quoting jobs to Cooper Farms, North Star, Worthington, Sensory Effects and Chase Brass.

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

- a. Offering Manufacturing Skills Standards Council Certified Production Technician (MSSC CPT) in partnership with Terra State in Fremont.
- b. Will begin running MSSC-Safety Module this spring at Glass City Academy (high school age students) - fall will begin the full CPT at Glass City Academy
- c. Met with Libbey Glass regarding training for manufacturing employees - target start date September 2019
- d. Finished YMCA CCMEP after-school program for high school students in the Toledo Public Schools system

Open Enrollment Classes and Apprenticeship Efforts: Tori Atkinson

1. Advanced Manufacturing Consortium (AMC), Apprentice Program & Recruiting

- a. Apprenticeships. Efforts to scale and expand apprenticeships continue. Thus far, Tenneco Automotive, Paragon Tempered Glass, Old Castle and Lafarge have all expressed interest in formalizing their apprenticeship with NSCC.

- b. Manufacturing Day is scheduled for October 4. Economic Developments in Fulton, Defiance, Williams, and Henry County are all participating in the event.
- c. Maker-Facturing Camp is scheduled for June 24-27, 2019. Sessions include: Welding, CNC Machining, Take-it and Break-it, Spangler Candy and Miller Brothers tours, Cement, and Lego Robot build and battles. There will also be a closing ceremony for parents that includes ice cream.
- d. Open enrollment classes are going very well. Completed topics include Microsoft Office and Programmable Logic Controller (SLC500, Introduction to ControlLogix, Advanced Control Logix).
- e. On March 20, the AMC hosted 30 manufacturers from our five county area to discuss the recent Workforce Initiatives. Specifically, partnerships with Economic Developments, Area Schools and County JFS Offices were highlighted during the meeting.

2. AMTC

- a. Meetings with organizations included Cherry Street Missions, Pace Energy, Libbey Glass, BCAN, Cool Media, and City of Toledo.
- b. Met with Business Advisory Council at the Educational Service Center of Lake Erie West – discussed programs at AMTC.
- c. Met with Pathways Fatherhood Initiative – they have funding that may pay for a cohort of their clients in the MSSC-CPT program.
- d. Partners in Education bringing students and parents to the center for a tour and presentation regarding training and opportunities available after training at AMTC.

3. JFS Workforce Opportunities - February and March 2019

- a. Eight (8) students completed the MSSC CPT program offered at Penta Career Center. NSCC & JFS in Wood County continue to work with the students to improve job readiness skills.
- b. A new initiative, “Project Readiness,” is underway in Wood County to engage employers early on in the process. Employers are pre-screening participants from a pool of candidates to enter job training. The initiative includes six (6) school districts and is targeted towards high school juniors and seniors.
- c. Coordinator Andrea Morrow has been actively involved in the student recruitment for the Dream Center classes.
- d. Andrea Morrow is coordinating an event in every county in our service area to participate in the statewide “In-Demand Job Week.”

Information Technology April 2019

New and Ongoing Projects:

IT Help Desk Incidents/Service Requests: For the month of March, there were 139 Incidents opened and 145 resolved. There were also 61 Service Requests placed and 60 completed.

Automating Account Provisioning: Continuing to set up new employee automation.

Mobile App: No activity this period.

Access Control Project: Waiting for initial installation.

Internal Digital Signage: Initial testing going well. Moving to full campus deployment.

Document Management System (DMS): No activity this period.

Business Analytics (Data Cube): Data Systems is working with Cindy Krueger to define data points and build the data warehouse for improved reporting. This project is ongoing and the latest version is currently being tested by Cindy.

Online Application Replacement: The new application will allow students to receive their student ID number immediately instead of a two-week waiting period. This project is also in testing by admissions office staff while the last couple of application types are being configured.

Banner: A database upgrade has been performed in the Test system, as well as thirteen (13) pre-requisite Banner upgrades have been installed. Configuration and testing is taking place for the new Banner 9 Self-Service applications.

Banner Training: Contract work continues with David Kent Consulting for some Argos financial reports and for implementation and training for Faculty Load and Compensation (FLAC). The FLAC consultant was on-site five (5) days in March and April working with staff on the concept, setup, configuration and training. Fifteen (15) employees took part in various sessions during those days, as involvement is necessary in Banner Human Resources, Payroll, Student and Finance modules, along with Academics and IT to complete this project. The Arts and Sciences division is planning to use this system for the summer semester.

Reporting: The Fall 2018 Higher Education Information (HEI) enrollment, finance, faculty-staff and facilities reporting is completed. The Winter Integrated Postsecondary Education Data System (IPEDS) reporting and the Spring IPEDS reporting have both been completed.

Preparation for FY2020 Budget: The enrollments and trends for the past few years are being researched based on academic division, programs of study and course subject basis in preparation for projecting the FY2020 enrollment. This is an integral piece required for establishing the income side of the budget.

Vice President; HUMAN RESOURCES & LEADERSHIP DEVELOPMENT
April 2019
Submitted by: Katy McKelvey

Recruiting:

We have filled the following roles:

- Fundraising Coordinator
- Data Systems Analyst
- Clerk – Bookstore/Retail & Food Service

We are recruiting for the following roles:

- Faculty & Lab Coordinator – Natural Sciences (Biology)
- Faculty – Industrial Technology Mechanical
- Faculty – Industrial Technologies
- Director – Accounting & Business Services
- Specialist – Enrollment
- Working Supervisor – Custodial
- Custodian
- Site Coordinator – Van Wert
- Faculty – Natural Sciences (Physics)
- Faculty – Human Services
- Custodian (sub)

HIGHLIGHTS:

On Friday, March 1, we held an employee engagement “winter pizza party.” Employees enjoyed some pizza and a chance to eat together!



The performance management process has started. Supervisors are drafting performance evaluations and updating job descriptions. Deans are also updating faculty credentials forms for

all full-time faculty members. Supervisors will meet with each employee to review their performance over the last year. During these meetings, the supervisor discusses goals and objectives for the next year, as well as areas for improvement and employee development.

Employees were offered the opportunity to have a health screening, including a comprehensive blood test by Interactive Health on April 10. Approximately 40 employees signed up for this event.

Northwest State Community College
Statement of Net Assets
February 28, 2019

Assets

Current Funds:

General Fund:

Cash & Investments	\$8,144,645
Accounts Receivable	\$6,292,877
Prepaid Expense	-\$6,393
Inventory	\$0
Deferred Outflows of Resource	\$6,504,225
Total General Fund	\$20,935,354

Auxiliary Enterprises:

Cash	-\$474,272
Accounts Receivable	\$82,952
Inventories	\$513,504
Total Auxiliary Enterprises	\$122,184

Restricted Funds:

Cash	-\$411,336
Accounts Receivable	\$0
Total Restricted Funds	-\$411,336

Total Current Funds **\$20,646,202**

Plant Funds:

Unexpended Plant Funds:	
Cash	\$43,043
Total Unexpended Plant Funds	\$43,043

Investment In Plant:

Land	\$176,657
Construction in Progress	\$364,416
Buildings	\$32,344,596
Accumulated Depr.	-\$17,444,057
Parking Lots	\$1,944,552
Accumulated Depr.	-\$1,503,405
Water Tower	\$499,810
Accumulated Depr.	-\$467,838
Movable Equipment	\$5,916,326
Accumulated Depr.	-\$3,992,765
Library Books	\$472,286
Motor Vehicles	\$295,038
Accumulated Depr.	-\$213,372
Art / Collections	\$1,103,765
Total Investment In Plant	\$19,496,007

Total Plant Funds **\$19,539,050**

Agency Funds:

Cash	\$58,591
Total Agency Funds	\$58,591

Liabilities & Fund Balance

Current Funds:

General Fund:

Accounts Payable	\$2,154,945
Accrued Liabilities	\$320,670
Deferred Inflows & Net Pension Liabili	\$28,171,148
Unallocated Fund Balance	\$4,716,761
Allocated Fund Balance	-\$14,428,170
Total General Fund	\$20,935,354

Auxiliary Enterprises:

Accounts Payable	\$14,580
Accrued Liabilities	\$26,831
Fund Balance	\$80,773
Total Aux. Enterprises	\$122,184

Restricted Funds:

Accrued Liabilities	\$11,292
Fund Balance	-\$422,628
Total Restricted Funds	-\$411,336

Total Current Funds **\$20,646,202**

Plant Funds:

Unexpended Plant Funds:	
Fund Balance	\$43,043
Total Unex-Plant Funds	\$43,043

Investment In Plant:

Net Investment In Plant	\$19,496,007
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Total Plant Funds **\$19,539,050**

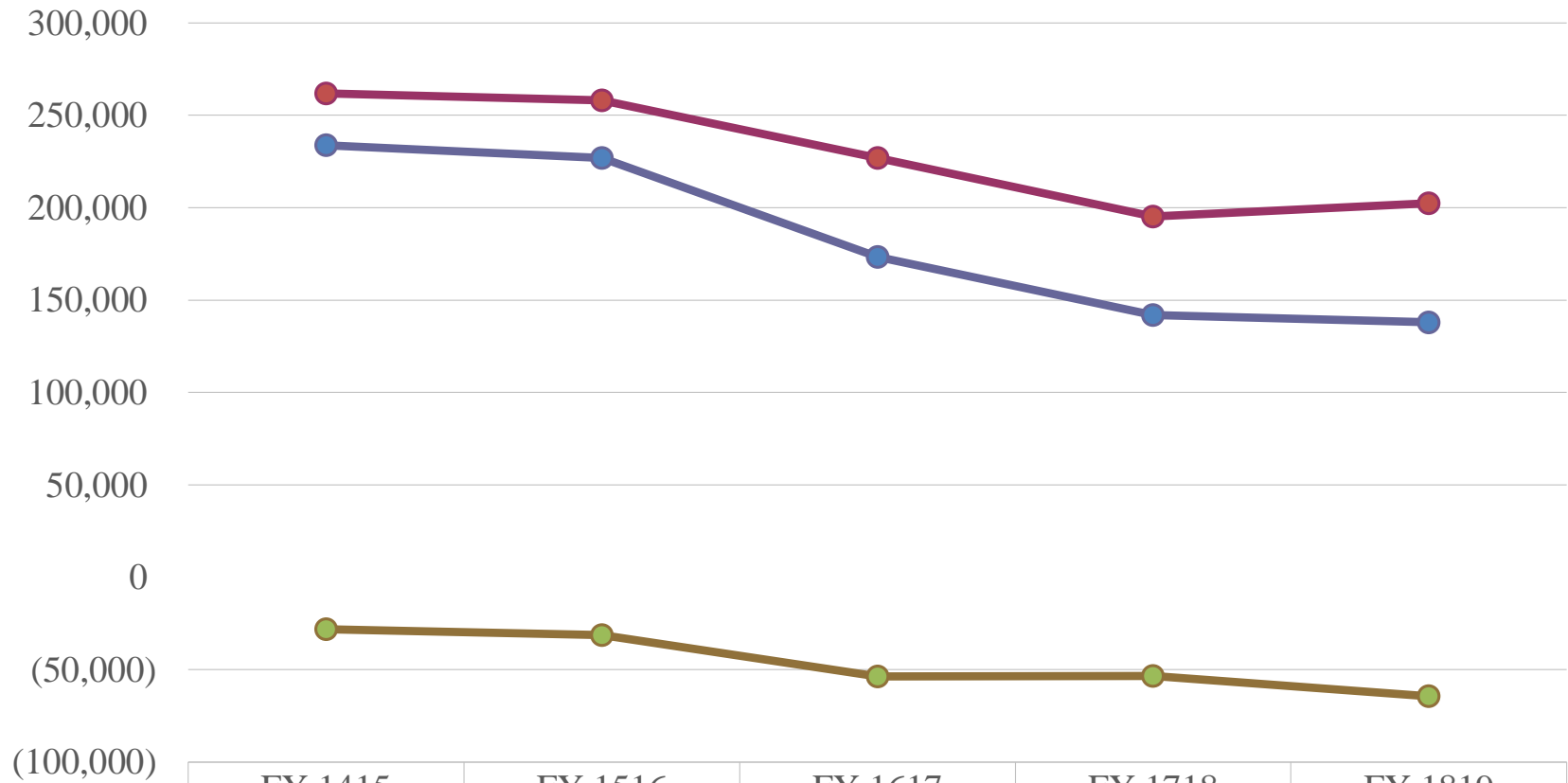
Agency Funds:

Fund Held in Custody	\$58,591
Total Agency Funds	\$58,591

Northwest State Community College
Statement of Revenue, Expense and Changes in Net Assets
February 28, 2019

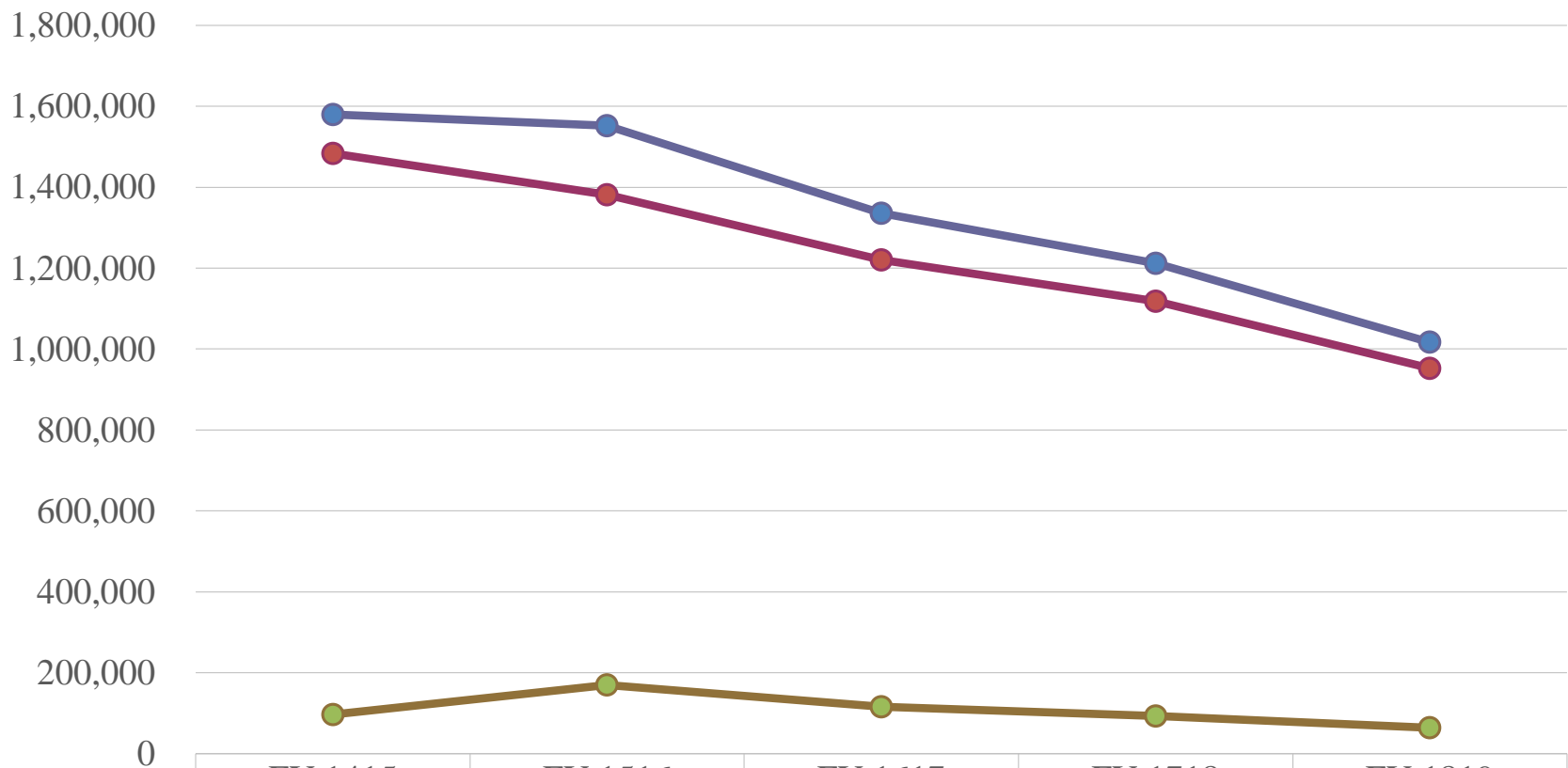
	Total Annual Budget	Actual To Date	Per Cent Received
Operating Revenue:			
Ohio Board of Regents - Subsidy	\$10,953,201	\$7,334,241	66.96%
Ohio Board of Regents -Capital Component	\$120,629	\$90,471	75.00%
Tuition & Fees	\$11,361,966	\$9,779,648	86.07%
Enrollment Contingency	\$0	\$0	0.00%
Scholarship Allowance and Tuition Offsets	-\$728,777	-\$224,736	30.84%
Income from Investments	\$75,000	\$119,245	158.99%
Foundation	\$85,870	\$0	0.00%
CTS Archbold	\$717,000	\$223,048	31.11%
CTS Scott Park	\$400,000	\$46,326	11.58%
Miscellaneous Income	\$103,095	\$65,367	63.40%
Grant Fiscal Agent	\$53,100	\$16,407	30.90%
Finger Printing & Facility Rental	\$63,400	\$39,056	61.60%
Total Operating Revenue	\$23,204,484	\$17,489,073	75.37%
To Reserves	-\$841,629		
From Reserves/State Capital	\$4,249,036		
Total Revenue	\$26,611,891	\$17,489,073	65.72%
Operating Expense:			
Instruction	\$15,509,335	\$9,714,620	62.64%
Public Service	\$28,887	\$13,003	45.01%
Academic Support	\$693,632	\$517,662	74.63%
Scholarship Allowance	\$0	\$0	0.00%
Student Services	\$1,709,333	\$889,126	52.02%
Institutional Support	\$4,303,060	\$2,621,514	60.92%
Plant Operations and Maintenance	\$4,367,644	\$889,414	20.36%
Total Expense	\$26,611,891	\$14,645,339	55.03%
Net Increase/Decrease in Net Assets	\$0	\$2,843,734	

Food Service (July thru Feb)



	FY 1415	FY 1516	FY 1617	FY 1718	FY 1819
Revenue	233,803	226,827	173,268	141,912	138,054
Expense	261,885	258,144	226,872	195,267	202,406
Net YTD	(28,082)	(31,317)	(53,604)	(53,355)	(64,353)

Bookstore (July - Feb)



	FY 1415	FY 1516	FY 1617	FY 1718	FY 1819
Revenue	1,579,867	1,551,695	1,336,189	1,211,607	1,016,792
Expense	1,483,642	1,382,007	1,220,416	1,118,943	952,727
Net YTD	96,224	169,688	115,773	92,665	64,065