

**BOARD OF TRUSTEES**  
**April 24, 2020 – 11:30 a.m.**  
**Virtual Meeting**

**ORDER OF BUSINESS**

**A. CALL TO ORDER (Joel M)**

**B. ROLL CALL (Megan B)**

Sandra Barber  
John Bridenbaugh  
Sue Derck  
Jeffrey Erb  
Robert Hall  
Laura Howell  
Lisa McClure (Vice Chair)  
Joel Miller (Chair)  
Scott Mull (Second Vice Chair)

**C. PRESENTATION – NONE**

**D. AUDIENCE PARTICIPATION**

**E. CHIEF EXECUTIVE OFFICER REPORT (Michael T)**

- President (Michael T)
- Vice President – Executive (Todd H)
- Vice President – Academics (Dan B)
- Vice President – Enrollment Management & Student Affairs (Lana S)
- Chief Administrative Officer (Jenny T)
- Vice President – Human Resources & Leadership Development (Katy M)
- Executive Director – Foundation

**F. BOARD DISCUSSION ITEMS (Joel M & Michael T)**

- FY 20-21 Budget Process (President's Update)
- College E-Events (Dan B; Robbin W)
- Accreditation Process (Todd H)
- Scott Park (Todd H)
- Budget Committee (Michael T)
- Presidential Evaluation Committee (Katy M)

**G. CHIEF FISCAL OFFICER REPORT (Jenny T)**

- Financial Report as of February 29, 2020 (consent item)

**H. CONSENT AGENDA (Megan B)**

1. Consent Agenda Items
  - a. Minutes of the February 28, 2020 Meeting
  - b. Resignations and Termination
  - c. Employ Full-Time Assistant – Financial Aid
  - d. Employ Full-Time Resource Counselor – Financial Aid
  - e. Promotion to Interim Chief Fiscal & Administrative Officer
  - f. Miscellaneous Employment Contracts

- g. Approval of Application for Achieving the Dream

**I. PROPOSED RESOLUTION (Megan B)**

- 1. Approval of 2020-2023 Strategic Plan

**J. OTHER BUSINESS (Michael T)**

- 1. Upcoming Board Activities
  - a. Scholarship Reception – April 16 (online)
  - b. Spring Commencement – May 9 (e-commencement; postponed)
  - c. Distinguished Alumni Lunch – May 9 (postponed)
  - d. Foundation Green Carpet Event – May 14 (postponed)
  - e. 2019 Financial Disclosures Due – May 15 (extended to July 15)
  - f. Ethics Training Due – May 31
  - g. OACC Annual Conference – June 10-11
  - h. Board Retreat (TBA) – July 13
- 2. Upcoming College Activities
  - a. Honors Ceremony – April 30 (postponed)

**K. EXECUTIVE SESSION (Joel M)**

**L. ADJOURNMENT (Joel M)**

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, February 28, 2020 at 11:30 a.m. in Room C200.

Laura Howell, 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**

**20-01**

Members present: John Bridenbaugh, Jeff Erb, Robert Hall, Laura Howell, Lisa McClure, Joel Miller and Scott Mull

Members absent: Sandra Barber and Sue Derck

### **PRESENTATION**

Kathryn Soards, Chief Fiscal Officer and Jennifer Thome, Director of Finance & Business Services introduced members of the Business Office, which includes Accounts Payable, Student Accounts Receivable and Payroll.

### **EXECUTIVE SESSION**

**20-02**

Mr. Erb moved and Mr. Hall seconded a motion to go into executive session to update on pending legal matters and discuss the compensation of a public employee.

ROLL CALL: Aye; Bridenbaugh, 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.

### **CHIEF EXECUTIVE OFFICER REPORT**

President Thomson provided an update that focused on three themes: Columbus, College and Community. Northwest State will see an increase in SSI funding from the state for FY2020. The College will also have additional funding sources for Tech Cred, High School Work Credentials and Internships. Enrollment continues an upward trend for spring 2020, with an increase in FTE. The College continues to have a strong community presence, both as a site for community events, and off-site attending, participating in and sponsoring events in its service area.

Informational reports from the Executive Vice President, Vice President for Academics, Vice President for Enrollment Management & Student Affairs, Chief Fiscal and Administrative Officer and Vice President of Human Resources and Leadership Development were included in the Board agenda packets.

### **BOARD DISCUSSION ITEMS**

Strategic Plan – President Thomson presented an update on the current process for building the FY20-23 plan. The pillars of the plan are confirmed. The tactics will be built with feedback from all faculty, staff, board and community members. The plan will be

brought to the Board for approval in April.

Budget Committee – Members met on February 28. Reviewed fiscal materials and topics for future committee meetings.

Presidential Evaluation Committee – Members were scheduled to meet on February 28; however, the meeting was postponed due to illness.

Foundation Board Attendance – Each board member is encouraged to attend one Foundation Board meeting every year. A sign-up sheet was passed around for board members to sign up.

### **CHIEF FISCAL OFFICER REPORT**

**20-03**

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 January 31, 2020. The Board voted to approve the report by affirmation.

### **CONSENT AGENDA APPROVED**

### **MINUTES OF THE DECEMBER 13, 2019 MEETING**

**20-04**

### **RESIGNATIONS**

**20-05**

WHEREAS, Wendy Zettel, Nursing Faculty, has submitted her resignation; and

WHEREAS, Michael Leonard, Agriculture Department Chair, has submitted his resignation; and

WHEREAS, Victoria Sito, Food Service, has submitted her resignation; and

WHEREAS, Andrea Morrow, Training Coordinator for JFS Workforce Opportunities has submitted her resignation; and

WHEREAS, Lori Robison, Vice President for Academics, has submitted her resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Wendy Zettel, effective January 1, 2020; Michael Leonard, effective January 31, 2020; Victoria Sito, effective February 1, 2020; Andrea Morrow, effective February 7, 2020; and Lori Robison, effective April 22, 2020 be accepted as tendered.

### **FULL-TIME FACULTY – INDUSTRIAL TECHNOLOGIES ELECTRICAL EMPLOYED**

**20-06**

WHEREAS, the position of full-time Faculty – Industrial Technologies Electrical was left vacant due to the resignation of Thomas Bowes; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. James Boone be employed as full time Faculty – Industrial Technologies Electrical effective January 9, 2020 at an annual salary of \$57,717.77. This is in accordance with the Professional Bargaining Agreement.

#### **TRANSFER TO GRANTS MANAGEMENT COORDINATOR**

**20-07**

WHEREAS, the position of full-time Grants Management Coordinator was created to provide project management of grants that are awarded to the College; and

WHEREAS, the position will provide support to others within the College with grant responsibilities, as well as assist in grant writing activities; and

WHEREAS, the Executive Vice President and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Sarah Stubblefield move to the position of full-time Grants Management Coordinator effective February 1, 2020. This is a lateral move with no change in salary.

#### **PROMOTION TO VICE PRESIDENT – ENROLLMENT MANAGEMENT & STUDENT AFFAIRS**

**20-08**

WHEREAS, the position of Vice President – Enrollment Management & Student Affairs was created to streamline the supervision of student-facing services on campus and focus on the entire student experience through a holistic approach; and

WHEREAS, the position will provide leadership to Admissions, Advising, Registrar, Financial Aid, Career & Activities and the Success Center; and

WHEREAS, as part of the long-term succession planning, Ms. Lana Snider, Dean of Arts & Sciences, was identified as a future candidate for a Vice Presidential position; and

WHEREAS, the Executive Vice President and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Lana Snider be promoted to the position of Vice President – Enrollment Management & Student Affairs effective January 1, 2020 at an annual salary of \$110,000. This is a grade level I position.

#### **PROMOTION TO VICE PRESIDENT – ACADEMICS**

**20-09**

WHEREAS, as part of the long-term succession planning process, Dr. Daniel Burklo, previously Dean – STEM and Industrial Technologies and currently the Associate Vice President for Academics, was identified as a successor to the Vice President for Academics; and

WHEREAS, the current Vice President for Academics has submitted her resignation for retirement effective April 2020; and

WHEREAS, the Executive Vice President and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Dr. Daniel Burklo be promoted to the position of full-time Vice President – Academics effective February 1, 2020 at an annual salary of \$117,000. This is a grade level I position.

### **PROMOTION TO ADVISOR – ACADEMIC**

**20-10**

WHEREAS, the position of Advisor – Academic was left vacant due to the transfer of Cherie Rix to the position of Coordinator – Success Center;

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

WHEREAS, the Executive Vice President and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Brittany Galbraith be promoted to the position of full-time Advisor - Academic effective January 13, 2020 at an annual salary of \$41,015.93. This is in accordance with the Professional Staff Bargaining Agreement.

### **MISCELLANEOUS EMPLOYMENT CONTRACTS**

**20-11**

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

WHEREAS, the Vice President for Academics and the Chief Fiscal & Administrative Officer 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 2020:

Aldrich	Catherine	Monnin	Richard
Boecker	Karl	Moore	Kevin
Burken	Christa	Myers	Kenneth
Burkholder	Tracy	Mykytuk	Jeremiah
Clink	Michael	Nartker	Gregory
Coles	Ronald	Plummer Jr	Thomas
Davis	Christopher	Racick	John
DePew	Michael	Radtke	Taylor
Dial	Lauren	Rendleman	Tracy
Dillon	Kieron	Roka	Thomas
Ebaugh	Chelsie	Rowe	James

Faber-Starr	Rebekah	Rowland-Poplawski	Jean
Filipovich	Nicholas	Sands	Zachary
Frake	Ann	Schwiebert	Jason
Gladieux	Michelle	Short	Amanda
Harris	Heidi	Short	Christine
Jay	Kevin	Silveus	Molly
Jones	David	Snyder	Timothy
Kadesch	Gary	Stevens	Joel
Kinkaid	Cynthia	Storrer	Jenna
Kling	Julie	Torok	William
Kocinski	Michael	Vandock	Kent
Lammy	James	Vasko	Carol
Latscha	Amanda	Waisner	Beth
Lawson	Candice	Wikstrom	Debora
Leptak-Moreau	Jeffrey	Worman	Jamie
Lillard	Stacy	Wyse	Jennifer
Martin	Neal	Yambor	Michael
Mercer	David	Zartman	Elizabeth
Miller	Todd	Zuvers	Larry

Full-time Faculty teaching in overload for spring semester 2020 (includes NTP and graded teaching spring 2020):

Becher	Lisa	Mack	David
Bellamy	James	Mavis	Joni
Boone	James	McKelvey	Kathryn
Clawson	Christopher	Meyer	Tamara
Dapelo	Lisa	Mignin	Debra
Donaldson	Pamela	Mohring	David
Doolittle	Colin	Newton	Tera
Doolittle	Marianna	Norris	Tamara
Dusseau	Melanie	Oberhaus	Annette
Eichenauer	William	Parikh	Anuja
Fortney	Debra	Rickenberg	Cassie
Galbraith	Heather	Rickenberg	Jason
Geer	Bradley	Robinson	Christine
Hartzell	Deborah	Stapleton	Kemp
Hicks	Melanie	Tefft	Gregory
Hills	Tony	Thomas	Amy
Hutchisson	William	Vanderpool	Michael
Jacobs	Michael	Verhoff	Joshua
Kemary-Dowland	Julie	Von Deylen	Barry
Kwiatkowski	Michael	Will	Linette
Lavin	Teresa	Zachrich	Lawrence

Part-time Support Staff:

Julie Thome, Assistant – Food Services effective February 10, 2020 at \$10.85 per hour, in accordance with the Support Staff Bargaining Agreement.

Audrey Durham, Assistant – Food Services effective February 10, 2020 at \$10.85 per hour, in accordance with the Support Staff Bargaining Agreement.

**2020-2021 STUDENT FEES APPROVED****20-12**

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

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

WHEREAS, fee changes were sent to and approved by the Chancellor at ODHE; 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 2020-2021 academic year.

<b>Course #</b>	<b>Course Name</b>	<b>Current Fee 2019- 2020</b>	<b>Proposed Fee 2020- 2021</b>
CIS194	IT Security Fundamentals	\$23.00	\$35.00
CIS195	Networking Essentials	\$18.00	\$45.00
CYB210	Cybersecurity Programming	\$76.00	\$25.00
CYB220	Security Auditing	\$15.00	\$35.00
CYB230	Network Security	\$15.00	\$35.00
ECD282	ECD Field Experience	\$86.00	\$87.00
ECD290	Pre-K Practicum	\$259.00	\$260.00
ECD291	Admin. Internship	\$86.00	\$87.00
EDU270	Cultural & Linguistic Diversity in Education	\$86.00	\$87.00
HST290	Practicum I	\$105.50	\$106.50
HST295	Practicum II	\$71.00	\$72.00
HST296	Practicum III	\$71.00	\$72.00
MEA101	Medical Assisting Clinical I	\$109.00	\$104.00
MEA105	Laboratory Techniques	\$244.00	\$144.00



MEA108	Admin. Med. Office Proced.	\$45.00	\$24.00
MEA110	Pharm for Allied Health Profes	\$42.00	\$24.00
MEA200	Med Assisting Adm Extern	\$55.00	\$105.00
MEA201	Medical Assisting Clinical II	\$172.00	\$104.00
MEA202	Med. Assisting Clinical Extern	\$182.00	\$198.00
MEA205	Disease Conditions	\$39.00	\$24.00
MEA207	Phlebotomy Externship	\$123.00	\$276.00
MEA229	Diagnostic and Procedural Coding	\$46.25	\$33.25
MEA283	Computerized Medical Insurance	\$29.50	\$26.50
MGT121	Entrepreneurship I	\$15.00	\$18.00
NRS141	Health and Illness Concepts 1	\$431.90	\$429.90
NRS144	Pharmacology	\$10.00	\$35.00
NRS150	Concepts in End of Life Care	\$6.00	\$5.00
	Transition to Health and Illness		
NRS231	Concepts	\$313.90	\$311.90
VCT210	Essentials of Social Media	\$20.00	\$35.00

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### **JOINT USE AGREEMENT WITH MERCY COLLEGE APPROVED**

**20-13**

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

WHEREAS, the 132<sup>nd</sup> General Assembly of Ohio enacted House Bill 529, which includes specific appropriation of capital improvement resources directed to Northwest State Community College (NSCC) for the benefit of Mercy College of Ohio, Toledo, Ohio, in the amount of two hundred thousand dollars (\$200,000); and

WHEREAS, these funds will be used to renovate their learning commons; and

WHEREAS, NSCC desires to collaborate with Mercy College to create learning opportunities to better serve nursing students residing in Lucas County and the surrounding area; and

WHEREAS, Ohio Administrative code §3333-1-03(E) requires a public institution to submit to the Ohio Department of Higher Education a Joint Use Agreement that contains the requirements in E(1)-(11) for review and approval; and

WHEREAS, NSCC has demonstrated that the value of the use of the facility or equipment is reasonably related to the amount of the appropriation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that in consideration of the mutual benefits of this Agreement, the Board of Trustees approves the signing of the Joint Use Agreement between Northwest State Community College and Mercy College upon receipt of

approval from legal.

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

**2019-2020 REVISED BUDGET APPROVED**

**20-14**

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

WHEREAS, a revised 2019-2020 budget has been completed to make the monetary adjustments based on revised enrollment and training revenue and the realignment of expense projections including strategic initiatives involving the use of unallocated reserves; and

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

NOW, THEREFORE BE IT RESOLVED, that the 2019-2020 revised budget be approved.

<b>Northwest State Community College FY 19/20 February Revised Budget <u>PROJECTED REVENUE</u></b>	<b>FY 19/20 February Revised Budget</b>
<b><u>Operating Revenue:</u></b>	
Ohio Board of Regents – Subsidy	\$11,213,914
Ohio Board of Regents – Capital Component	\$120,629
Tuition and Fees	\$12,311,716
Enrollment Contingency	\$0
Scholarship Allowance and Tuition Offsets	-\$939,499
Income from Investments	\$150,000
Foundation	\$125,419
CTS Archbold	\$689,500
CTS Scott Park	\$430,000
Miscellaneous	\$115,940
Grant Fiscal Agent	\$99,275
Finger Printing	\$30,100
Facility Rental	\$33,000
	<hr/>
	\$24,379,994
To Reserves:	
Capital Component Fund Balance	-\$120,629
Student Fee Fund Balance from Student Fees	-\$133,600
General Operations to Contingency FB	-\$300,000
Instructional Equipment Fund Balance from Lab Fees	-\$90,000
To Building M & R FB from Subsidy	-\$90,000
	<hr/>
<b>Total Operating Revenue</b>	<b>\$23,645,765</b>
From Bookstore to Building M & R FB	\$100,000
From Student Fee FB to Subsidize FS	\$105,569

**From Reserves:**

From Student Fee FB to Student Activities/Facilities	\$21,250
From Student Fee FB for Parking Maintenance	\$216,200
From Student Fees FB for Counseling/Wellness	\$8,400
From Instrl Equip FB for Instrl Equipment	\$336,123
From Equip M & R FB for Equip M & R	\$184,500
From New Program FB for Agriculture Prog (Incl Strategic)	\$138,967
From Build M & R FB for Building M & R	\$251,000
From OBR Capital/Capital Component for Access Control	\$200,000
From Business Growth FB to Van Wert Strategic Initiative	\$81,890
From Business Growth FB to Transfer Strategic Initiative	\$66,669
From New Program FB for Industrial Program Strategic Initiative	\$85,146
From Building M & R Reserves for Lounge Strategic Initiative	\$5,000
From Grant Match for Title III Grant Match	\$60,000
From Unallocated FB -October Revised Budget	\$811,422
From Unallocated FB - February Revised Budget	\$150,107
From 18/19 Unspent	\$147,898
<b>TOTAL PROJECTED REVENUE</b>	<b>\$26,410,338</b>

<b><u>PROJECTED EXPENSE</u></b>	<b>FY 19/20 February Revised Budget</b>
<b><u>Operating Expense:</u></b>	
Instruction	\$16,789,027
Public Service	\$52,199
Academic Support	\$871,598
Scholarship Allowances	\$0
Student Services	\$2,088,866
Institutional Support	\$4,340,857
Plant Operations and Maintenance	\$2,267,791
<b>TOTAL PROJECTED EXPENSE</b>	<b>\$26,410,338</b>
<b>PROJECTED SURPLUS / (DEFICIT)</b>	<b>\$0</b>

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

### **TUITION FOR THE 2020-2021 ACADEMIC YEAR APPROVED**

**20-15**

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

WHEREAS, the College desires to grow in enrollment, program offerings, and services to increase student success as spelled out through the institutional goals; and

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

WHEREAS, Governor DeWine has approved up to a \$5 per credit hour tuition increase for the 2019-2020 academic year; and

WHEREAS, the President's Cabinet and the President recommend

NOW, THEREFORE BE IT RESOLVED, that commencing Summer Semester 2020 tuition be increased from \$172.33 to \$177.33 for in-state students and increase the additional fee from \$166.33 to \$171.33 for out-of-state students.

ROLL CALL: Aye; Bridenbaugh, 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**

**20-16**

Mr. Erb moved and Ms. McClure 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 be appointed as alternate from the Northwest State Community College Board of Trustees to serve on the Governing Board of the Ohio Association of Community Colleges.

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

**MEETING DATES AND TIME ESTABLISHED**

**20-17**

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

WHEREAS, the time and place for the Northwest State Community College's Board of Trustee meetings must be designated for April 2020 through February 2021; 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 2020 through February 2021. The election of Board officers will take place at the February meeting.

The Board shall meet on the following Fridays:

- April 24, 2020
- June 19, 2020
- August 28, 2020
- October 23, 2020
- December 11, 2020
- February 26, 2021

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

### **ELECTION OF BOARD CHAIR**

**20-18**

Motion by Mr. Erb to nominate Joel Miller as Chair of the Northwest State Community College Board of Trustees to serve through the February 2021 meeting and to close nominations.

Seconded by Mr. Hall.

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

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

### **ELECTION OF BOARD VICE CHAIR**

**20-19**

Motion by Mr. Erb to nominate Lisa McClure as Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2021 meeting and to close nominations.

Seconded by Mr. Bridenbaugh.

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

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

### **ELECTION OF BOARD SECOND VICE CHAIR**

**20-20**

Motion by Mr. Erb to nominate Scott Mull as Second Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2021 meeting and to close nominations.

Seconded by Mr. Hall.

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

Aye; Bridenbaugh, Erb, Hall, Howell, McClure, Miller. Nay; None. Abstain; Mull. 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 28, 2020 Meeting**

**1b. Resignations & Termination**

WHEREAS, Jared Nofziger, Administrative Assistant – Advising Center & Student Services, has submitted his resignation; and

WHEREAS, Paul Ernest, Training Coordinator – Advanced Manufacturing, has submitted his resignation; and

WHEREAS, Richard Wood, Technician – Facilities, has submitted his resignation; and

WHEREAS, Kathryn Soards, Chief Fiscal & Administrative Officer, was terminated; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Jared Nofziger, effective March 6, 2020; Paul Ernest, effective March 6, 2020; and Richard Wood, effective March 9, 2020 be accepted as tendered and that the termination of Kathryn Soards, effective April 15, 2020 be accepted.

**1c. Employ Full-time Assistant – Financial Aid**

WHEREAS, the position of full-time Assistant – Financial Aid was left vacant due to the transfer of Kayleigh Nofziger to Administrative Assistant – STEM & Industrial Technologies; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Madline Fagan be employed as full time Assistant – Financial Aid effective March 2, 2020 at an annual salary of \$28,516.80. This is in accordance with the Support Staff Bargaining Agreement.

**1d. Employ Full-time Resource Counselor – Financial Aid**

WHEREAS, the position of full-time Resource Counselor – Financial Aid was left vacant due to the resignation of Kaylea Scott; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Isaac Benner be employed as full time Resource Counselor – Financial Aid effective March 16, 2020 at an annual salary of

\$33,675.20. This is in accordance with the Support Staff Bargaining Agreement.

**1e. Promotion to Interim Chief Fiscal & Administrative Officer**

WHEREAS, the position of Chief Fiscal & Administrative Officer is vacant; and

WHEREAS, the College opted to utilize its succession plan; and

WHEREAS an internal candidate met and exceeded the qualifications of the position and agreed to serve in the position in the interim; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Jennifer Thome be promoted to the position of Interim Chief Fiscal & Administrative Officer effective March 4, 2020 at an annual salary of \$100,000. This is a grade level I position.

**1f. Miscellaneous Employment Contracts**

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

WHEREAS, the Vice President for Academics

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

Part-Time Adjuncts:

Butler	Timothy
Harris	Taeler
Howe-Gebers	Gwen
McKinney	Evelyn

**1g. Approval of Achieving the Dream Network Application**

WHEREAS, the Achieving the Dream (ATD) Network focuses on addressing systemic inequities and increasing social and economic mobility for all; and

WHEREAS, Northwest State Community College's (NSCC) Mission and Graduation Pathways to Success (GPS) Initiative directly aligns with ATD's mission as the College seeks to deepen its commitment to equity, transform the institution further and significantly increase learner degree completion and Bachelor's Bound rate; and

WHEREAS, NSCC desires to join the Achieving the Dream (ATD) Network through the Graduation Pathways to Success (GPS) Initiative and use funding by the College's Title III Strengthening Institutions Program Grant; and



WHEREAS, the Vice President for Enrollment Management & Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the application process for Achieving the Dream Network be approved.

### **PROPOSED RESOLUTIONS**

#### **1. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2020-2023 STRATEGIC PLAN**

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

WHEREAS, the College celebrated the accomplishments of the FY 2016 – 2020 Strategic Plan; and

WHEREAS, the current four-year strategic plan expires June 30, 2020; and

WHEREAS, the strategic planning committee began work to develop a new strategic plan; and

WHEREAS, the strategic planning committee validated that the current mission, vision and values developed for the 2016 – 2020 plan as still applicable; and

WHEREAS, this strategic planning committee included representation from all college governance committees to ensure that the college community had a voice in the development of the plan; and

WHEREAS, an environmental scan was completed in the areas of demographics, political and social values, education and technology and economics and labor markets to inform the creation of a new strategic plan; and

WHEREAS the process of compression planning was used to gain input from employees, board members, students and community members and alumni; and

WHEREAS, a variety of stakeholders including the NSCC Board, NSCC Foundation Board, Cabinet, faculty, and various other teams provided direct feedback on a draft version of the plan and confirmed the use of five pillars and identified goal champions; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED that the 2020-2023 Strategic Plan be approved effective July 1, 2020; and

BE IT FURTHER RESOLVED, that the Board authorizes the President to develop the appropriate teams and activities to create and execute a tactical plan that will realize these strategic goals; and

BE IT FURTHER RESOLVED, that the Board asks the President to regularly update the Board on the progress and results of the Strategic Plan.

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

## **FY 2020 -2023 Strategic Plan Pillars**

**Pillar One - Life Changing Education:** Create and maintain high quality, transformative, and safe educational environments that meet the needs of our current and future learners.

**Goal Champion:** Vice President Dan Burklo

**Pillar Two - Learning for All:** Promote collaborative partnerships that serve our learners and provide an equitable opportunity to succeed.

**Goal Champion:** Vice President Lana Snider

**Pillar Three - Organizational Excellence:** Improve NSCC's institutional effectiveness to create a sustainable, stakeholder-focused and high-performing organization.

**Goal Champion:** Executive Vice-President Todd Hernandez

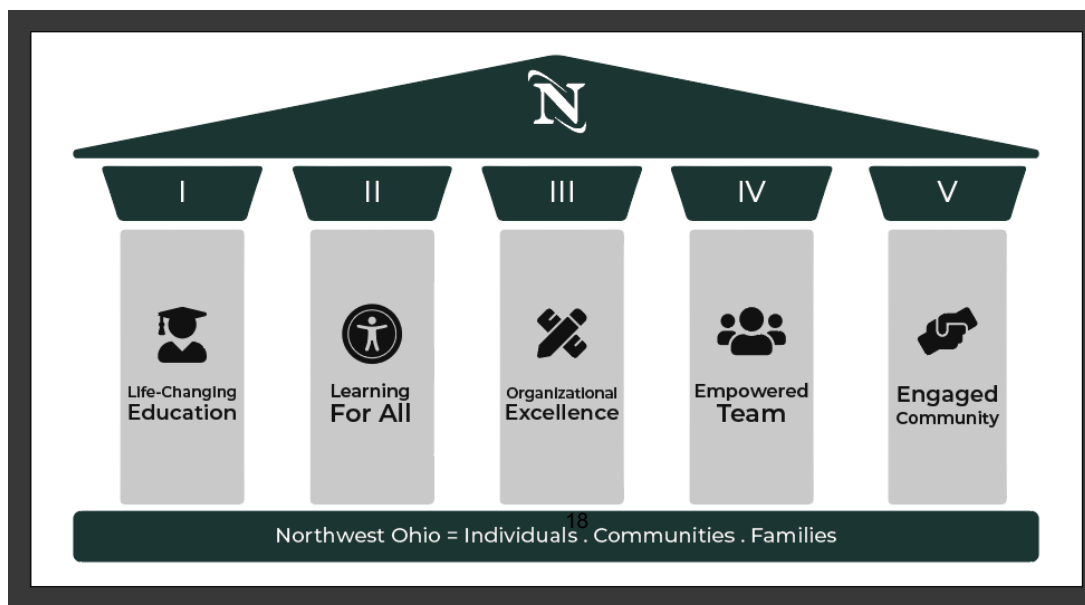
**Pillar Four - Empowered Team:** Cultivate and sustain a positive culture that empowers team members to fulfill our mission.

**Goal Champion:** Vice President Katy McKelvey

**Pillar Five - Engaged Community:** Create intentional communications and interactions between the College and its stakeholders to strengthen our community relationships.

**Goal Champion:** President Michael Thomson

### **FIGURE ONE: FIVE PILLARS OF THE FY 2020-2023 STRATEGIC PLAN**



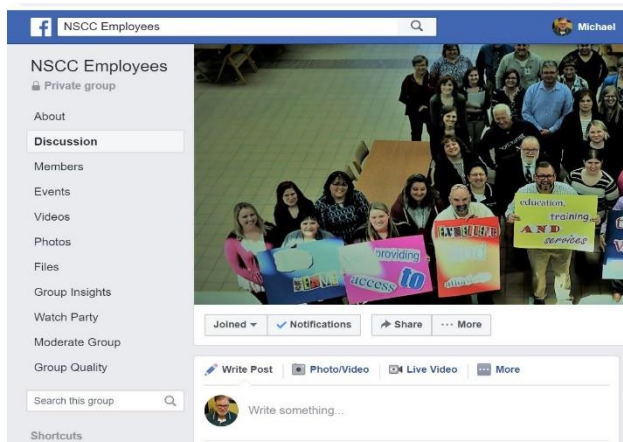
April 9, 2020

## NSCC Board Update

1. **How is it going?** We've been in emergency mode since March 10 and remote serving since March 23. The COVID adrenalin has worn off, and we are building routines with good self-care. Classes are going well, and registration for Summer and Fall has started. The counseling team is very busy and well-coordinated with the faculty. The entire team has a weekly Zoom, led by faculty, to identify and solve problems.

The Cabinet meets Monday - Wednesday (pic below) as we solve immediate problems on ground, implement the CARES act, plan for the day we "reopen", and create our recommended FY 21 budget. Thursday, Cabinet members devote our meeting time to team check-ins and encouragements. Friday is "project" day, including dissertation work for a few team members. The Cabinet team is amazing!!!

2. **How are we doing?** We are doing quite well. The NSCC Employees Facebook page (pic below) is busy with daily nourishment from Anne Kindinger, humor from Rocky and lots of creative posting that provide emotional sustenance as we learn to support each other by staying apart. My message is simple: "How we treat our team right now will define our organization for years to come!"



3. **What are our plans?** We plan to complete the great majority of courses on time. Our learners will also complete degrees, which we will award. VP Burklo plans an e-commencement May 9, and more details will follow. We are awarding scholarships as we normally do, and Robbin has celebratory plans that we will announce shortly.

4. **Spring Enrollments:** As of this report, we are up 60 headcount and 25 FTE for the Spring 2020 term. We are registering for Summer and Fall, and that data shows some losses compared to last year at this time, but it is still 31 days to summer and 124 days to Fall.

5. **Finances:** There is a small finance team meeting weekly to review our finances. There are three documents in the April 2020 Board Executive Committee folder:

- a. *February 2020 Budget Verification:* That document shows \$4.69 million in budgeted revenue not collected. We will experience revenue losses in CTS activity and the Governor's FY 20 budget cut (SSI). We should also receive a stimulus from the CARES act (pictured estimate below). The OACC hosts weekly e-meetings with the Chancellor and the Presidents; the situation changes daily.

On the expenditure side, we have already encumbered all salaries and we still have \$8.99 million in unspent revenue. The finance team is confident that we will complete the budget year with no major shortfalls, and that our commitment to pay our team for normal hours worked through June 30, 2020 is quite safe.

**CORONAVIRUS HIGHER EDUCATION RELIEF FUND: SIMULATED DISTRIBUTION OF FUNDS UNDER THE CARES ACT**

The Coronavirus Aid, Relief, and Economic Security (CARES) Act signed into law March 28, 2020, provides almost \$14 billion that will go directly to higher education institutions to support the costs of shifting classes online, and for grants to students for food, housing, technology, and other purposes.

The Department of Education will allocate these funds to institutions using its student financial aid distribution system. The formula it will use allocates 75 percent of the funds available (about \$10.5 billion) based on the full-time equivalent enrollment of students who did not receive a Pell Grant. The remaining 25 percent (about \$3.5 billion) is based on the full-time equivalent enrollment of students who did not receive a Pell Grant. Importantly, the formula excludes students who were enrolled exclusively in online coursework prior to the pandemic.

The sortable, searchable database below is a simulation of how ED might distribute these emergency funds. Click here for the methodology on how we compiled the numbers. (Note: It is not known if ED will use this methodology.)

**DATABASE: COUNTRIES OF OPEN CAMPUS**

State	College	State	Control	Pell FTE Amount	NOT Pell FTE Amount	Total
Northwest State	Northwest State Community College	OH	Public	171,000	488,000	1,207,000

A Florida State visualization

**Related Content**

Methodology: How we came up with these numbers (PDF KB PDF)

Summary of the Higher Education Provisions in the CARES Act (150 KB PDF)

Coronavirus Stimulus Bill Allocates \$14 Billion to Higher Education: Higher Education Community Says More is Needed

ACE President Ted Mitchell on Senate Stimulus Bill's Impact on Students and Institutions

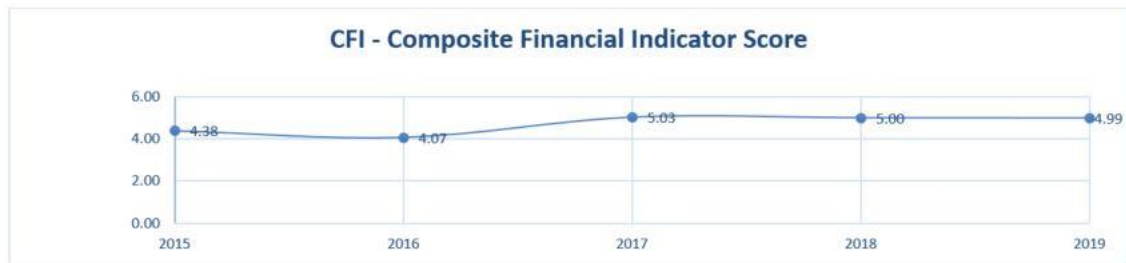
**CARES**

The Coronavirus Aid, Relief, and Economic Security Act

- b. *FY 15 – 20 Fund Balances:* We have a new monthly report on fund balances. The report (pic below) shows a healthy balance in our reserves. I would suspect that we will need some reserves for the FY 21 budget, given our extraordinary circumstance.

Northwest State Community College Institutional Reporting		Fund Balances						4/7/2020
Title / Fiscal Year	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020		
FB-Unallocated (4301)	0	390,317	491,300	1,185,645	880,779	880,779		
FB - Contingency (4311)	2,735,361	1,749,381	1,749,381	1,901,989	2,201,989	2,201,989		
FB - Instructional (4312)	1,205,955	1,341,027	1,307,382	1,380,192	1,415,412	1,415,412		
FB - Student Fees (4313)	1,054,922	1,143,608	1,125,461	1,159,011	1,148,793	1,148,793		
FB - Building M & R (4315)	497,976	731,020	861,222	1,108,035	1,348,786	1,348,786		
FB - OBR Capital (4316)	962,832	814,126	0	203,927	324,556	324,556		
FB - Grant Match (4328)	125,000	93,627	75,627	75,627	75,627	75,627		
FB - Energy (4330)	324,092	322,950	184,757	184,757	0	0		
FB - New Prog (4333)	350,665	350,665	323,659	224,121	148,000	148,000		
FB - Bus Growth (4334)	561,226	518,096	506,909	506,909	506,909	506,909		
FB - Equip M & R (4335)	200,000	200,000	30,638	-42,862	184,551	184,551		
<b>Reserve Total</b>	<b>8,018,029</b>	<b>7,654,817</b>	<b>6,656,336</b>	<b>7,887,350</b>	<b>8,235,402</b>	<b>8,235,402</b>		
FB - Retire Unfund Liab (4336)	-21,694,083	-21,843,289	-21,843,289	-21,843,289	-19,819,285	-19,819,285		

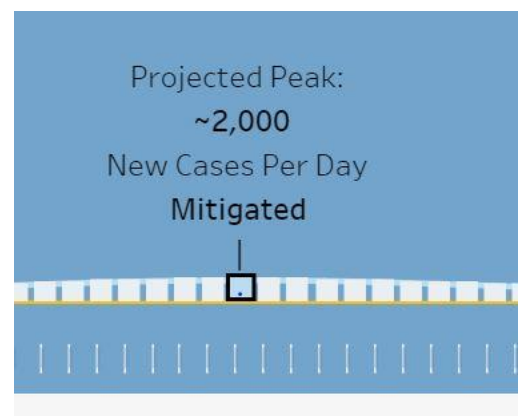
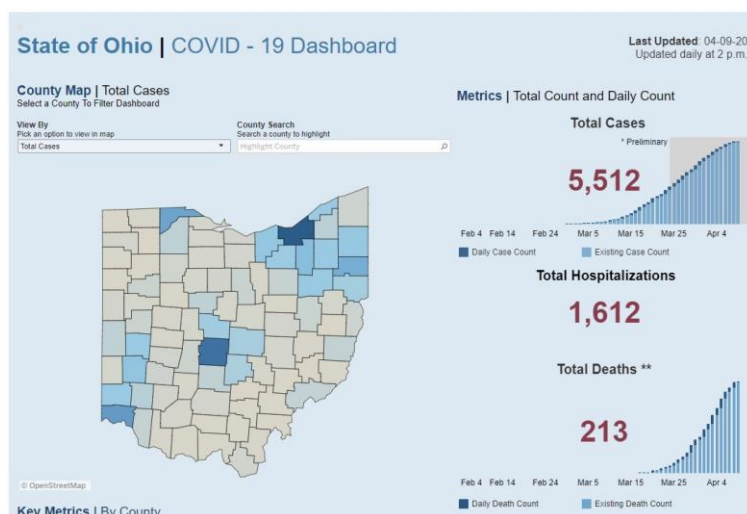
- c. **Updated CFI:** As we look ahead, what is our fiscal health? Our updated 2019 CFI is 4.99 with a safety line of 3.0. Overall, NSCC enters unprecedented fiscal times in a strong fiscal position with no debt.



6. **Current COVID Data:** The current data shows over 5,500 known cases in almost all 88 counties. The forecast modeling “predicts” an April 19 peak with 1,607 new cases at peak. In our service area, we have 21 “known” cases with 11 hospitalizations and, thankfully, no deaths.

**COVID Data: 4/9/2020**

Topic	Defiance	Henry	Williams	Fulton	Paulding	VanWert	Service
<b>19 Pop.</b>	38,087	27,006	36,692	42,126	18,672	28,275	<b>190,858</b>
<b>Cases</b>	10	1	1	5	2	2	<b>21</b>
<b>Hospital</b>	5	1	1	2	1	1	<b>11</b>
<b>Deaths</b>	0	0	0	0	0	0	<b>0</b>





7. **NSCC COVID response:** NSCC pivoted quickly and are remote serving our “traditional” mission. In terms of our “new” mission, I joined the Henry County EOC team. Through that work, our team is both donating and creating PPE (See pic of Colin D with a face shield). We shared our specs with local firms. We are providing quick fingerprinting to get new health care workers employed locally. Our 13 hospital beds are an official “overflow” site for the area hospitals and lastly, we are graduating 22 RNs who are immediately eligible to serve our front line needs. I have never been prouder of a team in my forty years of faculty and administrative work.

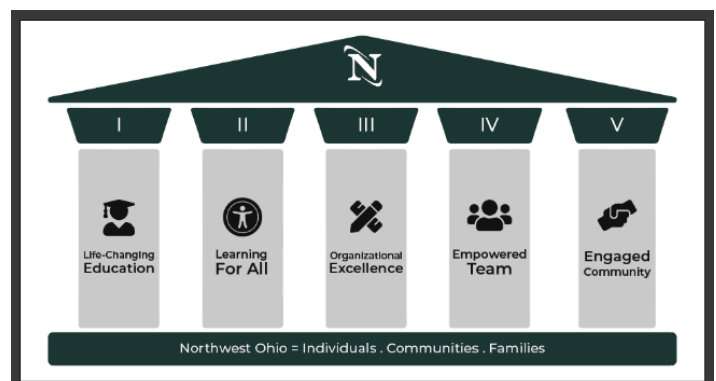


8. **Board Meeting:** The Executive Committee Meeting will occur **Thursday, April 16** and the entire Board will meet as scheduled **Friday, April 24**. Using AG’s guidance, we will meet electronically via Zoom. Megan and Robert Duncan will follow up with you individually for “test” sessions to make sure that you are connected. The draft Executive Committee agenda (pictured below) has a few proposed discussion items and one resolution - approval of the FY 20-23 strategic plan (also pictured below).

**BOARD EXECUTIVE COMMITTEE MEETING**  
**April 16, 2020 – 12:30 p.m.**  
**Virtual Meeting**

DISCUSSION ITEMS

1. Executive Session
2. Enrollment Update (Todd H)
3. Budget Updates (Jenny T)
  - a. FY20 Budget Update
4. Potential Board Discussion Items (Joel M & Michael T)
  - a. Strategic Plan Process (President’s Update)
  - b. Accreditation Process (Todd H)
  - c. Budget Committee (meet in May?)
  - d. Presidential Evaluation Committee (new meeting date?)
  - e. Scott Park (handout – Todd H)
  - f. Legislative Update - Telecommuting for Board members & Free Speech Act (monitoring)
5. April 24 Board Meeting - agenda review (Michael T)
  - a. Board Discussion Items (to be decided at Board Exec Committee)
  - b. Resolutions
    - i. Strategic Plan FY20-23 (Michael T)
  - c. Board Calendar Items
    - i. Scholarship Night – April 16
    - ii. Commencement – May 9 (e-commencement; postponed)
    - iii. Foundation Green Carpet Event – May 14 (postponed)
    - iv. 2019 Financial Disclosures Due – May 15 (extended to July 15)
    - v. OACC Annual Conference (Mansfield, OH) – June 10-11
    - vi. Board Retreat (TBA) – July 13
6. Other



**Vice President for Academics**  
**April 2020**  
**Submitted by: Dan Burklo**

**How well did we pivot to remote operations? Teaching - Learning - Serving**

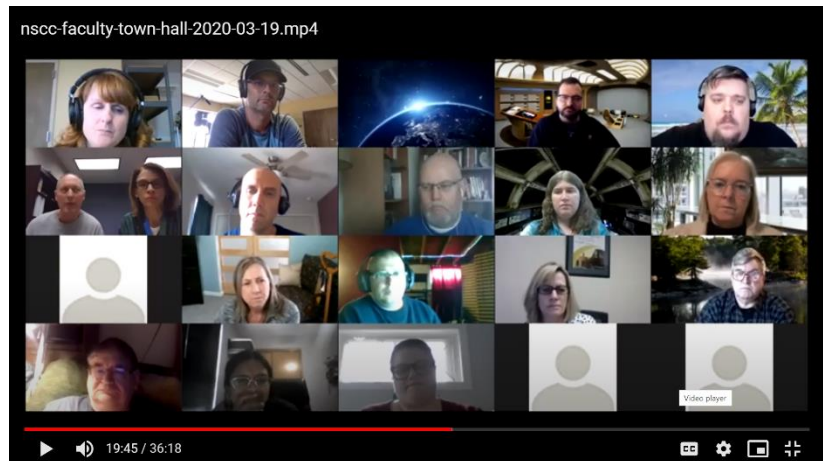
When we got the “Stay at Home” call, the priority was the safety of our students, faculty and staff. Keeping this priority, we adjusted with a clear direction to ensure no harm to our students as they continue learning and to keep them on their path to completion. The first step was to extend spring break an additional week, at which time all courses were paused with no work due from our students. The faculty used this week to convert all classes that were not already online to remote learning. Robert Duncan and the I.T. Department supplied all faculty with a Zoom account. That, along with Google Hangouts and other tools, helped faculty meet with students virtually for both classroom facilitation and advising. Of the 486 total sections on the spring schedule, 85 were already online and **401 were converted to remote learning**. Labs that could appropriately be, were converted to virtual, and those that could not be have had accommodations made to ensure the students can complete their coursework.

We also realize that while we were able to shift to remote learning and make accommodations for labs, some students may not be able to continue at the same level or even at all due to increased work demands, lack of childcare, the addition of homeschooling, etc. In order to ensure these individuals are not harmed and are continuing successfully on their paths, our incomplete and withdrawal policies have been modified for these circumstances. This allows students who may have a large portion of the class that are hands-on labs, such as welding or machining, to do whatever coursework they can at this time and then complete the “hands-on” portion when they can be back in a lab setting. In addition, as a worst-case scenario, the withdrawal date was extended to April 10, allowing a student more time to withdrawal without penalty. As of April 8, of the 5,354 students (including duplicate heads) enrolled in spring classes, we had 81 withdrawals, or **just over 1%**. In most cases, students who have withdrawn stated they just cannot complete the courses at this time, but fully intend to return in summer or fall when things “get back to normal.”

**How is our team doing? Self Care - Team care**

Our team of faculty are doing well and are staying connected with and supporting their students. Faculty have been extra diligent in reaching out to students they have not been in direct contact with to check in and see how they are doing. For the very few students they have not been able to connect with, student services and advisors have assisted to ensure all students are taken care of. Beyond the students, faculty have been staying connected with each other more so now than ever before: sharing concerns, questions and strategies in navigating our new environment.

Since the conversion to remote learning, faculty members Colin Doolittle and Melanie Dusseau have been facilitating a Tuesday evening Town Hall through Zoom where faculty, staff and administration are all welcome. Questions are asked and answered, strategies are shared and everyone enjoys “seeing” each other. The sessions have been well attended with 40 to 50 attendees each time including faculty, student services and cabinet members.



Beyond self and team, faculty and staff are taking care of our community when they have an opportunity. Our Nursing Division has taken inventory of supplies (beds, PPE, etc.) and supplied this information to Henry County EOC, along with the number of health program students that would be available if needed. Similarly, the natural science faculty have donated latex gloves that are normally used in the science labs.

Engineering Technology faculty **Colin Doolittle** and **Dave Mohring**, along with support from others in the STEM and Industrial Technologies Division, have been doing their part to help provide essential PPE to several area health organizations such as The Community Hospitals of Williams County. Collaborating with other colleges across the state, they have developed and shared designs, models and instructions to produce much needed face shield kits. Each kit includes ear savers (model shown in left picture), a headband bracket (middle picture), and five pieces of film which can be assembled (right picture). At this point, they have produced 64 bands and will be adding the film sheets to complete the kits.





### **What are our plans? Summer online, E-commencement**

Registration for summer and fall semesters is currently open. The summer semester will be taught remotely, just as the remainder of the spring semester has been. We will also be utilizing the summer semester to finish clinical rotations and hands-on labs for courses that require time in the classroom as soon as students are able to be back on campus. The summer schedule is slightly modified to accommodate remote learning and additional options for potential students from other institutions. At this time, the fall term is expected to run as normal.

Commencement will still take place, however not as initially planned. Graduates will receive their credentials upon completion of the spring term along with a virtual message congratulating them on their accomplishments. We are also looking at some type of swag (yard signs, photo props, etc.) to share with them and promote through social media. The May ceremony will still take place, but will most likely be rescheduled for early August.

Vice President for Enrollment Management and Student Affairs  
April 2020  
Submitted by: Lana Snider

Admissions - Terri Lavin

The Admissions Office has transitioned to work remotely over the last three weeks in an efficient and professional manner. The majority of the processes are in place and we are working on developing a smooth process to prioritize remote testing in order to support the Advising Center's efforts to advise and register our learners for the summer and fall semesters. The College Credit Plus (CCP) COVID-19 Placement Guidelines math and English classes are in place as of April 10.

The transition to remote operations allowed the Admissions Office to examine all of our processes and identify alternative options to serve our learners. The Admissions Office Director, Ms. Terri Lavin reports the transition to remote operations was challenging but valuable -- she believes Admissions operations will be even better when NSCC returns to normal operations.

Admissions Office Employees Zoom Meeting:

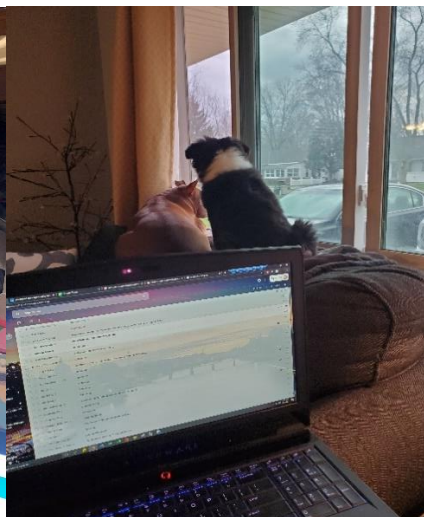


The Admissions Office employees invite you to “meet” their new Work From Home (WFH) Offices and co-workers:

Nichole's Son Aiden



Alex's Canine Companions



NSCC Raccoon



### Advising Center - Cassie Rickenberg

The Advising Center also transitioned to remote services seamlessly. Since the transition to remote operations, the Advising Center focused on addressing learner needs proactively in the effort to preserve learner success, retention and course completion during this extraordinary time. Academic Advisors are doing a fantastic job managing Early Alert inquiries while also fielding dozens of student questions daily.

Faculty have reported 124 students through the Early Alert System or Advising Center email. Of those 124 student concerns reported, 67% (84) have been reconnected to their faculty and given options for successful completion of their course or withdrawal. There were 91 phone calls, 95 emails and 84 text messages sent to reconnect and address concerns. Academic Advisor responses to inquiries occurred within 24 hours of each report.

Registration opened on March 30 for summer and fall semesters. Advisors have been meeting with students in a variety of new ways - via Zoom, phone and email. In the two-week period that registration has been open, Academic Advisors have met with and registered 35 students for summer and fall, 7 for summer only, and 25 for fall only resulting in 728 credit hours. Of the 67 students registered, 12 were new students and 55 were returning.

### Career and Activities – Mike Jacobs

The Career Services and Student Activities (CS/SA) Office adjusted well to the recent change to remote services for our learner. Even though adjustments to the Job Fair and on campus student events had to be made, we are continuing to offer help and assistance through online resources and new remote programming.

Learners and graduates are being connected to employers electronically via email, videoconference and social media updates. Seventy percent of employers recently surveyed indicate they are still hiring and about half of that number are open to a videoconference-style job fair with our soon-to-be graduates.

Resume review and job postings are still being communicated to our learners and graduates.

NSCC student workers are also being supported during these changing times. By working on a plan with financial aid, business office, student supervisors and College leadership, all current student workers are being paid through the end of the semester.

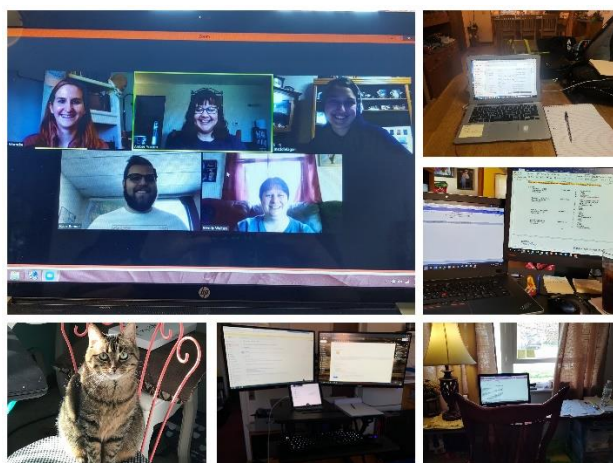
In spite of the cancellation of our March Madness and Spring Fling events, Student Activities is moving forward offering the first live Student Town Hall meeting on April 13. This activity will provide a space for students to connect, ask questions and share their experiences with recent changes. Hosted by Mike Jacobs and supported by several students from Visual Communications Technology, the plan for this program is to be offered twice a week and should provide a needed break and opportunity for students to reconnect remotely with their peers and NSCC officials.



### Financial Aid - Amber Yocom

The Financial Aid Team has been busy the last few weeks with adjusting to working remotely and are happy to report that we are fully functional at this time. The Financial Aid Office is now fully staffed after bringing on board our most recent employees – Miss Madline Fagan and Mr. Isaac Benner. We have been busy responding to student emails and voicemails. On average, we respond to around 40 student inquiries every day.

We look forward to our weekly Financial Aid Team Zoom Meetings so we can catch up with each other, discuss regulation changes and answer each other's questions and concerns. Below are our team members and WFH spaces and co-workers!



The Financial Aid Office team continues to work on the following projects:

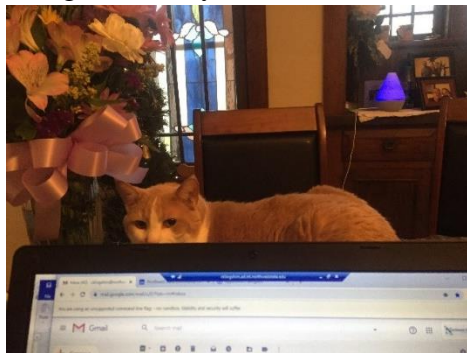
- Monitoring frequent guidance from the Department of Education related to Coronavirus (COVID-19). The Department of Education has been working diligently to provide waivers and exceptions to many policies and regulations.
- Work with other campus leaders to identify processes to make sure Student Workers are still being paid during this period of remote operation.

- Continuing to run the 2019-20 & 2020-21 FAFSA loading processes and sending letters and emails to students regarding the requirements needed to complete their financial aid files
- Continually completing verification of student files to prevent delays with awarding financial aid funds
- Running the Financial Aid Awarding process to quickly communicate with students what their financial aid award package will be for the 2020-21 aid year.
- Loading in & sending loan, Pell and transfer monitoring files to the Department of Ed to ensure students will not experience a delay with receiving their financial aid awards
- Awarding and monitoring Presidential and Honors Scholarship awards for 2019-20 & 2020-21
- Responding to student inquiries (phone call, email, fax and Zoom)
- Creating a Community Resource document to share with students during this time of uncertainty
- Identifying ways to continue to offer Food Pantry services to students while ensuring student and staff safety
- Completing online Financial Aid Trainings offered by NASFAA, FSA Coach and other financial aid partners

#### Registrar's Office - Connie Klingshirn

The Registrar's Office is in position and providing services remotely and are pleased to introduce their Work From Home (WFH) colleagues.

Klingshirn Kitty



Rosie Curry



Below please find service summaries for the Registrar's Office pre-COVID-19 and during COVID-19 emergency.

#### **Pre-COVID**

- Processed midterm grades.
- Processed final grades for first eight week courses.
- Communicated priority and open registration to learners.
- Processing graduation petitions.
- Veterans Administration Chapter 31 Authorization process deployed the Tungsten Network as a way to communicate to schools of approvals and submission of invoices. Business office and Registrar's Office are all set up and using the system.

- Julie Curry, Senior Registrar Assistant completed online VA training and was approved by State Approving Agency as a VA School Certifying Official.
- Evaluated transfer credit.

### **COVID-19 Operations & Response**

- Revised our phone messages and email autoreply to acknowledge we are actively monitoring our voice messages and email while working remotely.
- E-mailed TRADE learners on how to handle weekly attendance verification forms.
- Emailed learners receiving VA educational benefits about recent VA legislative changes (that courses switching from residential to remote learning will not change the monthly housing allowance rate).
- Connie is processing incoming/outgoing mail on Thursdays.
- Julie is lead on handling registrar general email inquiries and telephone messages.
- The College contracted with Parchment two years ago to allow learners to request transcripts online, which has been a great option for them.
- Extended the withdrawal date to April 10 in Banner and setting up a new withdrawal code (WC) for 16-week courses in order to capture withdrawals based on COVID.
- Developed a plan to code incomplete grades due to COVID and provide quantitative data.
- Receiving and processing graduation petitions.
- Converted summer practical nursing graduates to be fall graduates (since PNE124 will not be offered during summer) and send revised graduation clearance forms to affected learners.
- We are still evaluating transfer credit for learners and entering credit into Banner. We are storing electronically received transcripts in our Shared Drive folder and notifying the Advising Center Advisors as well.

### **Webinars and Training**

- Participated in EAB webinar regarding providing “Virtual Support to Students and Staff During a Crisis”; Amber and I created google document of notes from webinar and shared with the team.
- Participated in Veterans Administration webinar regarding legislative changes due to COVID-19.
- Participated in CWID webinar regarding Round 2 timeline to review incoming transcripts for degree/certificate awards and reporting back to the universities.
- Started training Julie on how to enter course equivalencies into Banner that are used for Transferology.

### **Planning ahead by creating a comprehensive timeline to:**

- Handle end-of-term tasks and reporting.
- Reviewing 165 graduation clearance forms for completion, printing and mailing diplomas.
- Coordinating the timing of sending the last spring enrollment file to Clearinghouse, followed by coding graduation awarded in Banner in order to report the “Graduated” file before the first summer enrollment file is sent.

### Success Center - Cherie Rix

The Success Center has been busy providing academic support for NSCC students since the beginning of the 2020 Spring Semester. The Center successfully transitioned to remote services for learners without service interruption.

For the first eight weeks of the semester, from January 13 through March 6, our individual tutors and walk-in tutoring labs served 96 students who received tutoring services in 37 different subject areas on 253 occasions for a total of over 592 hours of tutoring.

Northwest State is a partner in the Ohio eTutoring Collaborative that enables colleges and universities across the State of Ohio to provide online tutoring support for our students. NSCC students have historically been heavy users of this service – with this semester being no exception. During the first 8 weeks of the 2020 Spring Semester these online tutoring services were utilized on 115 occasions that included 3 eQuestion posts, 5 Zoom Training Sessions in math, and 107 writing submissions equaling over 90 hours of tutoring.

During the COVID 19 period from March 23 to April 8, there have been a total of 63 student writing submissions sent to the eTutoring writing lab equaling 48 hours of tutoring. With so many colleges going to all remote, online instruction, eTutoring is experiencing a substantial increase in usage and anticipates that those numbers will continue to grow in the upcoming days.

With the onset of COVID 19 and course instruction transitioning from face-to-face learning to remote, online instruction, the Success Center has had a group of dedicated faculty tutors who have stepped up to the challenge of helping convert our walk-in tutoring labs to virtual tutoring services for the use of our NSCC students. These tutors attended up to three Zoom training sessions the week of March 23 in preparation for this transition and on Monday, March 30 began to offer virtual tutoring services in the areas of Accounting/Business, Computer & Technology, the Life Sciences, Math and Writing, plus a few additional subject areas. After our first week of virtual tutoring from March 30 to April 7, the Success Center faculty tutors have held 21 tutoring sessions, serving 16 students in nine different subject areas. The Success Center student tutors completed Zoom training the week of March 30 and will begin to actively tutor on April 8.



**Executive Vice President  
April 2020  
Submitted by: Todd Hernandez**

**How well did we pivot to remote operations? Teaching - Learning - Serving**

CTS moved to remote operations with relative ease as distance learning is already a large part of our daily operations. The staff knew what would be required of them and the equipment they would need. NSCC/NSCC IT provided hardware, technical support and training.

Teaching – the majority of our face-to-face classes were delayed, postponed or canceled in mid-March. We have customer purchase orders for contract training that will be rescheduled at a later date. Our Open Enrollment classes for spring are cancelled.

Learning – CTS is working with Ed2Go, Tooling U and LERN. Tooling U offers more topics that are technical. Tooling U has CNC/ machining, PLC, AC/DC Electrical and many other topics. Tooling U fits well with the NSCC IND classes or possibly adding to CTS workshop classes to make the workforce offerings more robust. Ed2Go and LERN are more business, HR, IT and employability skills offered. Additionally, our staff has taken advantage of online offerings to improve employee skills during this time.

Serving – We continue to have video conference meetings with manufacturing & business clients, Economic Development, Ohio Means Jobs and high school guidance counselors. We also meet with educational partners (Cherry Street Mission, Lutheran Social Services, Harbor and Glass City Academy) via video conference weekly.



EVP Command Center  
(a.k.a. “The Bat Cave”)



### **How is our team doing? Self-Care - Team care**

Self-care: Administration has been intentional in over-communicating to the campus. Best practices in self-care are shared with the entire campus on a regular basis. Many individuals have expressed gratitude for the multiple communications and the grace and understanding during this time.

Team care: We have video conference meetings four days a week. We mix text messaging, calls and individual video conferences as needed. Emails and updates from NSCC President, Vice Presidents and encouragement from HR has been helpful. Team members do miss campus interaction; however attitudes are positive and everyone feels well supported.

### **What are our plans? Summer online, e-commencement.**

I anticipate that training and employee skills building will resume relatively quickly once the restrictions are lifted. Even now we continue to receive purchase orders for future training. CTS is taking this time to update our product offerings with increased online content to supplement face to face training.

**Interim Chief Fiscal and Administrative Officer**  
**April 2020**  
**Submitted by: Jennifer Thome**

**How Is It Going?**

We are maneuvering day by day. Many conversations and planning sessions took place prior to March 23. By the end of that day, we transferred to remote services and learning.

Communication has been our priority – staying close with our departments, providing contact, direction, communication and a daily source of a human connection. Now, more than ever, our Faculty and Staff is looking to Cabinet for support. Teams are meeting weekly via Zoom and Google Hangouts. We have also issued conference call numbers and use instant messaging for quick connections.

Initially, we focused on the details: how are we going to communicate? We needed to make sure everyone could connect remotely to Banner and electronic files on the server. Did we have enough technology resources? We addressed phone queues and rollovers to voicemail/email and sent out urgent communications via Rave to students, faculty and staff.

**How Are We Doing?**

We are a few weeks in and things are going well. Through our communications, we have realized that days seem to run into nights and it is easy to forget which day it is. Therefore, we are focusing on self-help and supporting each other. Our NSCC Employee Facebook page has been a great connection.

Here is a snip-it of a weekly call with the Business Office. They are functioning well. They have been busy handling student accounts, processing payments, cutting AP checks, processing payroll and student refunds. We provide one business continuity day a week (Thursday) for staff to handle limited time/functions in the office.



## **What Are Our Plans?**

We will continue to provide daily services and support through remote processes. We are handling day-to-day functions while navigating new ones. Weekly calls and communications with other college institutions has been informational as we work through the CARES Act, Stimulus money, Subsidy money/State budget cuts and Ohio's BWC dividend give back.

### **Finance:**

Weekly Finance Meeting – review monthly budget verification reports, discuss cash flow impact of adjusted revenue and expenses, update CFI ratios, review fund balances, tracking of COVID-19 revenue losses and additional expenses and creating timeline/steps for finalizing FY21 budget processes.

Evaluating how we handle the CARES Act and Stimulus programs.

### **Business Office:**

Annual HLC and IPEDS reporting was completed for April.

### **Facilities:**

Accepted bids for the repaving of the NE parking lot on March 9. Bid was awarded and the process is moving forward. It was confirmed that we did not need to expand the project for electrical needs.

Custodial staff has cleaned and marked rooms for closure. Once cleaned, these rooms have been locked down with the new electronic access system.

### **Security:**

The college is closed to the public but a daily presence is maintained. Business continuity day is on Thursday – only approved staff via a VP must enter through entrance A10 where each employee checks in with campus security and has their temperature taken.

### **Food Service:**

Staff is available and helping with custodial needs.

### **Bookstore:**

Directing students to buy books online and addressing any shipping issues this may cause.

## **Vice President; HUMAN RESOURCES & LEADERSHIP DEVELOPMENT**

April 2020

Submitted by: Katy McKelvey

### **Recruiting:**

We have filled the following roles:

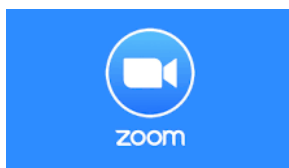
- Financial Resource Counselor
- Talent Management Specialist (starting in May)

We are recruiting for the following roles:

- Dean – Arts & Sciences
- Training Coordinator – JFS Workforce Opportunities (2)
- Maintenance Technician
- Custodian
- Custodian (sub)

### **HIGHLIGHTS:**

We are learning how to recruit in a remote environment! Using Zoom, we have started conducting interviews with candidates for our open positions. The HR team appreciates the support we have received from our IT department; this is new territory for us!



The Human Resources Department is reorganizing in May! Brittany Chamberlain, who has served as the Human Resources Generalist for almost three years will be promoted to Director; Human Resources & Leadership Development. Brittany will supervise the day-to-day human resources activities of the department. In addition to the Human Resources Administrator, Brittany will supervise our new Talent Management Specialist, Andrea Mofield. Andrea has both her Bachelor of Science in Human Resources and her MBA. She has been working at Trine University for the past eight years. I will continue to provide overall leadership and strategic direction for the department. This reorganization and additional staff member will allow me to focus more time on strategic initiatives, Title IX and employee development and succession planning.

We had an initial meeting with the union and administrative bargaining team. Originally, the meeting was scheduled to be on campus, but we were able to use Zoom to allow us to meet virtually. We discussed how and when we tentatively want to approach bargaining. The union

bargaining team consists of Colin Doolittle (STEM faculty), Sherry Howard (Arts & Sciences faculty), Melissa Faber (Arts & Sciences faculty) and Barry VonDeylen (Business faculty). The Administrative team consists of Dan Burklo, (VP; Academics), Ryan Hamilton (Dean; STEM & Industrial Technologies), Brittany Chamberlain (HR Generalist) and myself.

Employees are having some fun sharing pictures of their temporary workstations and “new” coworkers on the NSCC Facebook page. We have discovered that our new coworkers are not as motivated as we expected!



The faculty have organized weekly zoom “town hall” meetings and invited the campus to participate. It has been a good way to stay in touch and hear how everyone is doing. In addition, the President’s Leadership Team is continuing to meet (remotely).

Last week we kicked off the performance management process. Supervisors will begin reviewing job descriptions and drafting performance evaluations. If we are still working remotely, supervisors may meet with their employee remotely to discuss performance expectations and goal setting.

**Foundation  
April 2020  
Submitted by: Robbin Wilcox**

**Foundation Scholarship Reception**

We are excited that we will be awarding over \$600,000 to 231 students. We will be proceeding with an online version for our students, donors and guests. In the past, we had to limit the attendance to one guest per student. The GOOD NEWS is by doing a virtual scholarship reception; students can invite their entire family to attend.

Congratulation letters were sent to the students April 9 informing them of their award. We will be keeping the same format and will be working with Mike Jacobs as our Master of Ceremonies. Work is being done on an invitation and the Scholarship program. Donor and student invites will be sent once we have ironed out the best format to use for filming, editing and presentation of the event. We have a few choices to select from.

New this year is each student, with their scholarship award packet, will also be receiving a window cling that they can prominently display “Northwest State Community College Scholar.”



Northwest State  
Community College  
Institutional Reporting

Budget - Monthly Verifications Report

Fiscal Year: 2020  
Fiscal Period: 08 - February  
ORG: All

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$10,438,035	\$4,787	\$10,442,822	\$9,834,347	\$0	\$608,475
5102	General Fees	\$387,000	-\$9,666	\$377,334	\$355,074	\$0	\$22,260
5103	Lab Fees	\$473,000	-\$12,000	\$461,000	\$419,650	\$0	\$41,350
5105	Out of State Fees	\$406,068	-\$208,508	\$197,560	\$394,501	\$0	-\$196,941
5107	Proficiency Fees	\$6,300	\$0	\$6,300	\$3,345	\$0	\$2,955
5109	Other Fees	\$3,800	\$0	\$3,800	\$2,240	\$0	\$1,560
5110	Late Fees	\$20,000	\$0	\$20,000	\$13,500	\$0	\$6,500
5115	Student Fees	\$137,000	-\$3,400	\$133,600	\$112,688	\$0	\$20,912
5116	Deferred Payment Service Fee	\$7,500	\$0	\$7,500	\$6,100	\$0	\$1,400
5118	Bus & Ind. Traing Fee	\$1,431,000	-\$313,500	\$1,117,500	\$528,994	\$0	\$588,506
5119	Deposit ADN - Admissions	\$0	\$0	\$0	\$200	\$0	-\$200
5130	Instr Fee - Nursing Cont Ed	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500
5131	Provider Fee - Nursing Cont Ed	\$3,500	\$0	\$3,500	\$1,050	\$0	\$2,450
5133	Tuition and Fees Schlop Allow	-\$912,556	-\$26,943	-\$939,499	-\$424,948	\$0	-\$514,551
5155	Fiscal Agent Fee	\$99,275	\$0	\$99,275	\$16,768	\$0	\$82,507
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$17,396	\$0	\$12,604
5159	Career Advantage Fee	\$47,000	-\$1,200	\$45,800	\$39,562	\$0	\$6,238
5160	Simulation Fee	\$81,000	-\$2,000	\$79,000	\$40,129	\$0	\$38,871
5161	Career Service Fee	\$553,000	-\$14,000	\$539,000	\$499,927	\$0	\$39,073
5503	Foundation - Instl Supprt	\$117,000	\$8,419	\$125,419	\$0	\$0	\$125,419
5505	Donations - Monetary	\$0	\$0	\$0	\$50	\$0	-\$50
5610	Photo ID	\$100	\$0	\$100	\$210	\$0	-\$110
5611	Over / Short	\$0	\$0	\$0	\$0	\$0	\$0
5614	Miscellaneous Income	\$100,940	\$10,000	\$110,940	\$67,368	\$0	\$43,572
5616	Facility Rental - Room Charge	\$30,000	\$0	\$30,000	\$18,982	\$0	\$11,018
5619	Facility Rental - Taxable	\$3,000	\$0	\$3,000	\$3,705	\$0	-\$705
5620	Library Fines	\$0	\$0	\$0	\$69	\$0	-\$69
5801	OBR - Subsidy	\$11,259,270	-\$45,356	\$11,213,914	\$7,521,588	\$0	\$3,692,326

# Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$90,471	\$0	\$30,158
5901	Investment Income	\$150,000	\$0	\$150,000	\$126,861	\$0	\$23,139
Revenue	Sub-Total:	\$24,993,361	-\$613,367	\$24,379,994	\$19,689,829	\$0	\$4,690,165
6101	Administrative Salaries	\$3,295,816	\$22,484	\$3,318,300	\$2,006,620	\$1,301,071	\$10,610
6102	Non Instructional Salaries	\$2,493,702	\$19,480	\$2,513,182	\$1,320,048	\$883,365	\$309,769
6103	Part Time Non Instructional	\$67,103	-\$3,288	\$63,815	\$53,336	\$28,895	-\$18,416
6104	Salary Savings	-\$291,449	-\$247,514	-\$538,963	\$0	\$0	-\$538,963
6121	Academic Salaries	\$2,555,555	\$39,686	\$2,595,240	\$1,780,081	\$1,181,520	-\$366,361
6122	Academic Overload	\$538,122	\$30,689	\$568,811	\$274,362	\$63,130	\$231,319
6123	Part Time Academic	\$1,101,939	\$56,142	\$1,158,081	\$734,512	\$309,897	\$113,673
6124	Independent Study	\$26,240	-\$2,460	\$23,780	\$9,020	\$0	\$14,760
6125	Academic Advising	\$5,400	-\$1,800	\$3,600	\$0	\$0	\$3,600
6141	Part Time Student Help	\$68,412	-\$2,000	\$66,412	\$17,124	\$21,980	\$27,308
6142	Work Study Student	\$0	\$0	\$0	\$0	\$9,441	-\$9,441
6143	Student Tutoring	\$5,000	\$0	\$5,000	\$1,111	\$78,062	-\$74,173
6144	Faculty Tutoring	\$46,000	\$7,000	\$53,000	\$29,578	\$3,168	\$20,254
6145	Honorarium	\$1,750	\$0	\$1,750	\$0	\$254	\$1,496
6200	Fringe Expense	\$0	-\$229,064	-\$229,064	\$1,114,815	\$1,190,812	-\$2,534,691
6201	STRS	\$835,340	\$113,610	\$948,950	\$280,760	\$0	\$668,190
6203	SERS	\$684,884	\$22,997	\$707,882	\$174,156	\$0	\$533,726
6204	SERS-ARP	\$0	\$0	\$0	\$12,219	\$0	-\$12,219
6205	SERS-Surcharge	\$24,000	-\$12,899	\$11,101	\$11,101	\$0	\$0
6207	Medicare	\$137,917	\$8,591	\$146,508	\$36,317	\$0	\$110,191
6210	Fringe Actual	\$0	\$0	\$0	\$181,727	\$0	-\$181,727
6211	Medical	\$1,491,448	\$50,981	\$1,542,430	\$314,174	\$0	\$1,228,256
6212	Dental	\$11,053	\$137	\$11,189	\$36,033	\$0	-\$24,843
6213	Vision	\$4,013	\$50	\$4,063	\$9,600	\$0	-\$5,537
6214	Life	\$9,842	\$276	\$10,118	\$3,051	\$0	\$7,068
6216	Misc Insurances	\$0	\$0	\$0	-\$1	\$0	\$1
6217	HSA	\$267,875	\$6,135	\$274,010	\$52,416	\$0	\$221,594
6218	HRA	\$0	\$0	\$0	\$8,300	\$0	-\$8,300



# Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6301	Workers Compensation	\$24,000	-\$20,000	\$4,000	-\$1,465	\$0	\$5,465
6302	Unemployment Compensation	\$7,500	\$0	\$7,500	\$2,208	\$5,292	\$0
6303	Employee Fee Waiver	\$57,154	\$13,000	\$70,154	\$55,483	\$0	\$14,671
6304	Bookstore Employee Discount	\$3,500	\$0	\$3,500	\$979	\$0	\$2,521
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$350	\$2,350	\$300
6306	Employee Appreciation	\$17,500	\$0	\$17,500	\$4,755	\$1,314	\$11,431
6307	Faculty / Staff Development	\$60,000	\$0	\$60,000	\$22,615	\$0	\$37,385
6308	YE Vac / Severance Accls	\$50,000	\$0	\$50,000	\$0	\$0	\$50,000
7101	Office Supplies	\$15,010	\$969	\$15,979	\$10,689	\$841	\$4,449
7102	Copier Supplies	\$21,130	\$0	\$21,130	\$14,130	\$0	\$7,000
7103	Recruiting Supplies	\$16,250	-\$1,900	\$14,350	\$3,080	\$0	\$11,270
7121	Computer Supplies	\$26,544	\$0	\$26,544	\$7,694	\$0	\$18,850
7131	Instructional Supplies	\$229,749	-\$7,783	\$221,966	\$105,531	\$43,285	\$73,150
7132	Lab Supplies	\$0	\$0	\$0	\$450	\$0	-\$450
7134	ADA Hearing Impaired Books	\$10,000	\$0	\$10,000	\$6	\$0	\$9,994
7135	Instructional Food/Snacks	\$4,100	-\$500	\$3,600	\$773	\$0	\$2,827
7136	Linen and Laundry	\$300	\$0	\$300	\$0	\$0	\$300
7138	Graduation Supplies	\$17,300	\$0	\$17,300	\$7,602	\$0	\$9,698
7151	College Car Supplies	\$990	\$0	\$990	\$41	\$0	\$949
7153	First Aid Supplies	\$1,000	-\$1,000	\$0	\$0	\$0	\$0
7156	Miscellaneous Supplies	\$400	\$25	\$425	\$825	\$0	-\$400
7157	Employee Awards	\$15,000	-\$8,000	\$7,000	\$1,772	\$2,500	\$2,728
7161	Library Supplies	\$1,000	\$0	\$1,000	\$336	\$0	\$664
7162	Library Books Lost / Replaced	\$0	-\$627	-\$627	-\$502	\$0	-\$125
7171	Audio Visual Supplies	\$22,458	-\$100	\$22,358	\$17,519	\$0	\$4,839
7181	Uniforms	\$3,600	\$600	\$4,200	\$2,172	\$2,075	-\$47
7182	Janitorial Supplies	\$35,000	\$0	\$35,000	\$18,410	\$18,500	-\$1,910
7201	Conferences and Seminars	\$77,655	-\$1,646	\$76,008	\$40,342	\$1,068	\$34,598
7202	Travel	\$44,666	\$2,854	\$47,520	\$28,291	\$0	\$19,229
7203	Development	\$8,000	\$41,500	\$49,500	\$36,255	\$0	\$13,245
7204	Instructional Travel	\$200	\$0	\$200	\$78	\$0	\$122
7207	Committee Meetings	\$28,336	\$1,389	\$29,725	\$4,682	\$160	\$24,883

# Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7208	Convocation	\$25,000	-\$8,000	\$17,000	\$1,406	\$0	\$15,594
7301	Subscriptions and Publications	\$6,235	\$160	\$6,395	\$2,629	\$0	\$3,766
7311	Dues	\$110,200	\$3,608	\$113,808	\$100,027	\$708	\$13,072
7321	Classified Advertising	\$5,000	\$0	\$5,000	\$1,668	\$0	\$3,332
7322	Radio Advertising	\$43,000	\$0	\$43,000	\$31,967	\$14,224	-\$3,191
7323	Brochures	\$43,000	\$0	\$43,000	\$12,082	\$5,620	\$25,298
7324	Advertising - Papers	\$14,000	\$0	\$14,000	\$6,664	\$9,609	-\$2,273
7325	Advertising - Billboards	\$57,000	\$2,000	\$59,000	\$38,863	\$25,210	-\$5,073
7326	Advertising - Miscellaneous	\$47,000	\$10,000	\$57,000	\$30,042	\$0	\$26,958
7327	Fairbooth	\$240	-\$10	\$230	\$230	\$0	\$0
7328	Advertising - Digital	\$31,000	\$0	\$31,000	\$20,165	\$24,000	-\$13,165
7329	Advertise-Wkfrc Devel	\$30,000	\$0	\$30,000	\$15,921	\$0	\$14,079
7331	Community Relations Donations	\$900	\$0	\$900	\$380	\$0	\$520
7352	Printing	\$24,100	\$0	\$24,100	\$18,489	\$2,100	\$3,511
7361	Postage	\$28,350	\$0	\$28,350	\$15,684	\$4,381	\$8,286
7401	Equipment M & R	\$323,882	\$25,900	\$349,782	\$90,296	\$9,792	\$249,695
7402	Buildings M & R	\$443,650	-\$108,000	\$335,650	\$172,875	\$79,550	\$83,225
7403	Grounds M & R	\$15,000	\$0	\$15,000	\$10,728	\$5,002	-\$730
7404	Parking Lot M & R	\$130,000	\$86,200	\$216,200	\$13,277	\$12,923	\$190,000
7405	Water Tower M & R	\$14,000	\$0	\$14,000	\$3,237	\$2,550	\$8,213
7406	Vechiles M & R	\$24,000	\$0	\$24,000	\$10,263	\$9,357	\$4,380
7407	Equipment Replacement	\$1,800	\$2,113	\$3,913	\$3,888	\$0	\$25
7408	Equipment Rental	\$39,416	\$0	\$39,416	\$16,697	\$14,449	\$8,269
7409	Facilities Rental	\$2,307,418	\$146,825	\$2,454,242	\$117,309	\$50,000	\$2,286,933
7501	Professional Fees	\$35,750	-\$2,250	\$33,500	\$15,608	\$9,367	\$8,525
7502	Legal Fees	\$63,500	-\$15,000	\$48,500	\$1,880	\$4,165	\$42,455
7503	Audit Fees	\$24,510	\$1,800	\$26,310	\$26,127	\$181	\$2
7504	Accreditation	\$12,000	\$400	\$12,400	\$11,214	\$0	\$1,186
7521	Training	\$27,200	-\$4,248	\$22,952	\$8,845	\$0	\$14,107
7522	Testing / Assessment	\$155,100	\$0	\$155,100	\$78,467	\$31,015	\$45,618
7523	Outside Services	\$6,044,614	\$265,761	\$6,310,375	\$443,755	\$262,835	\$5,603,785
7525	Purchased Services	\$52,300	-\$1,800	\$50,500	\$34,697	\$6,325	\$9,479

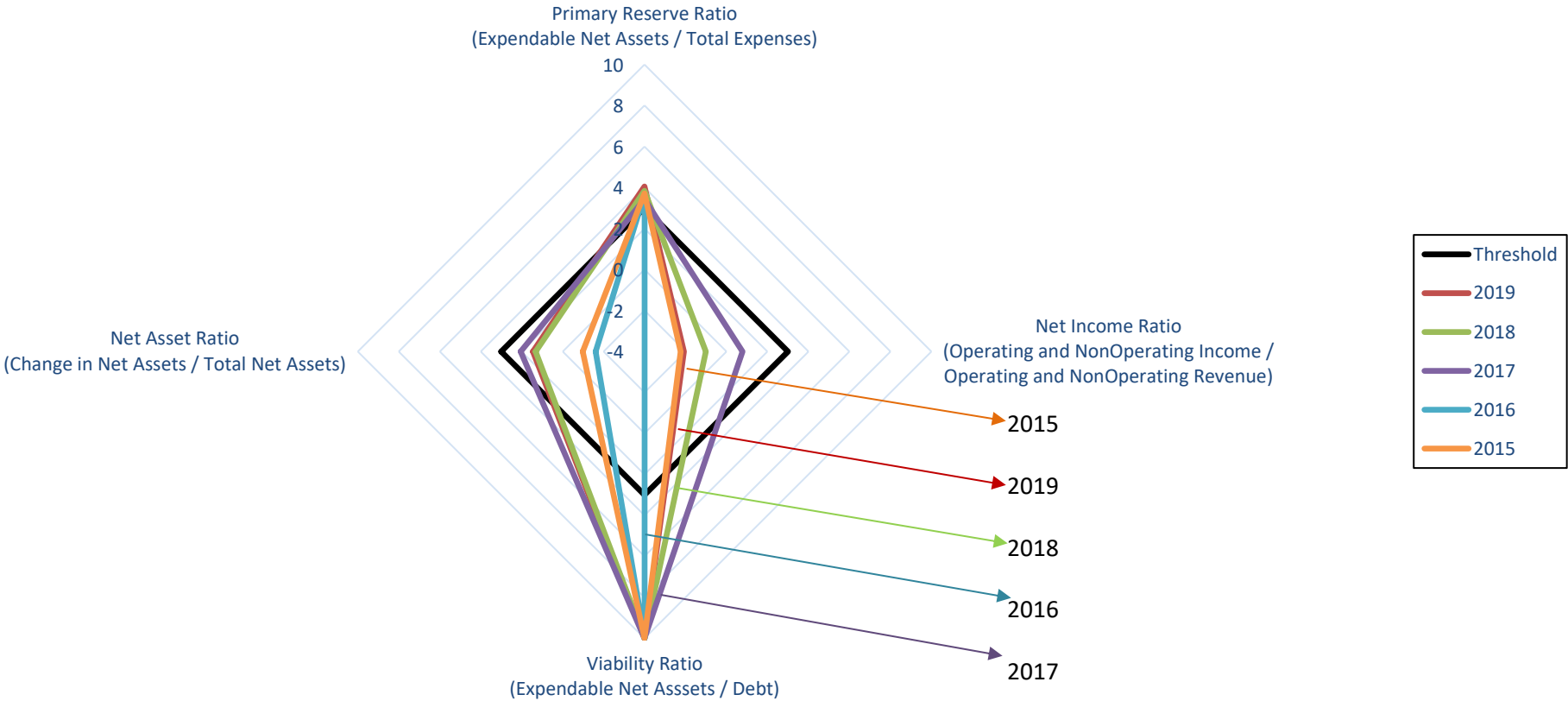
# Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7527	Collection Fees	-\$14,000	\$0	-\$14,000	-\$5,927	\$1,965	-\$10,037
7529	Bank Service Fees	\$10,200	\$0	\$10,200	\$6,465	\$0	\$3,735
7531	Finger Printing Expense	\$23,120	\$0	\$23,120	\$9,406	\$4,500	\$9,214
7601	Adult Diploma Scholarship	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500
7602	JATC Career Advantage Fee	\$1,050	\$0	\$1,050	\$0	\$0	\$1,050
7603	Honors Scholarship	\$133,485	-\$38,893	\$94,592	\$88,388	\$0	\$6,204
7604	Agency Partner Scholarship	\$2,717	\$0	\$2,717	\$1,536	\$0	\$1,181
7605	Presidential Scholarship	\$148,738	-\$22,474	\$126,263	\$119,370	\$0	\$6,893
7606	Scholarship Allowance	-\$912,556	-\$26,943	-\$939,499	-\$424,948	\$0	-\$514,551
7607	Agency Graduate Studnt Schlp	\$13,583	\$0	\$13,583	\$517	\$0	\$13,066
7608	Fee Waiver - Senior Citizens	\$12,154	\$0	\$12,154	\$8,023	\$0	\$4,131
7609	Fee Waiver - ONG	\$515	\$0	\$515	\$0	\$0	\$515
7610	CCP Partner Scholarship	\$5,150	\$0	\$5,150	\$0	\$0	\$5,150
7611	Federal Work Study	\$0	\$0	\$0	\$0	\$0	\$0
7617	22+ Adult Degree Scholarship	\$0	\$0	\$0	\$750	\$0	-\$750
7618	Graduation Alliance Schlp	\$0	\$30,000	\$30,000	\$0	\$0	\$30,000
7619	Registration Scholarship	\$0	\$13,000	\$13,000	\$8,000	\$0	\$5,000
7620	Tech Prep Scholarship	\$11,000	-\$6,000	\$5,000	\$5,000	\$0	\$0
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schlp & Books	\$497,716	\$46,485	\$544,201	\$124,399	\$0	\$419,802
7631	Bad Debt Expense	\$107,000	\$0	\$107,000	\$0	\$0	\$107,000
7633	Contingency Fund	\$30,000	\$17,832	\$47,832	\$12,887	\$0	\$34,945
7634	Instructional Media	\$9,000	\$0	\$9,000	\$8,786	\$0	\$214
7635	Database Subscriptions	\$35,000	\$0	\$35,000	\$8,935	\$0	\$26,065
7636	Student Activities	\$15,000	\$0	\$15,000	\$4,250	\$0	\$10,750
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$1,086	\$0	-\$1,086
7639	Prior Year Adjustment Bad Debt	-\$115,000	\$0	-\$115,000	-\$26,407	\$0	-\$88,593
7642	Alumni Fund Expense	\$8,650	\$0	\$8,650	\$3,707	\$0	\$4,943
7644	Miscellaneous	\$500	\$1	\$501	\$1,840	\$0	-\$1,338
7645	Business Competition	\$800	\$0	\$800	\$0	\$0	\$800
7650	Strategic Planning	\$0	\$15,000	\$15,000	\$0	\$0	\$15,000

# Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7654	NCA - HLC	\$5,700	\$0	\$5,700	\$950	\$0	\$4,750
7666	Grant Matching	\$73,889	-\$13,889	\$60,000	\$60,000	\$0	\$0
7667	CCP Scholarship	\$23,175	-\$8,175	\$15,000	\$15,000	\$0	\$0
7701	Gas	\$75,000	\$0	\$75,000	\$22,616	\$32,384	\$20,000
7702	Electricity	\$280,000	-\$13,500	\$266,500	\$170,399	\$74,289	\$21,812
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$2,519	\$0	\$180
7704	Water	\$4,114	\$3,500	\$7,614	\$4,420	\$3,080	\$114
7705	Sewer	\$29,844	\$10,000	\$39,844	\$23,880	\$10,620	\$5,344
7706	Waste Collection	\$6,000	\$0	\$6,000	\$3,549	\$2,451	\$0
7707	Telephone	\$59,015	\$0	\$59,015	\$32,356	\$17,339	\$9,320
7722	Employee Liability Insurance	\$6,500	\$0	\$6,500	\$8,572	\$0	-\$2,072
7724	Motor Vehicle Insurance	\$15,176	\$0	\$15,176	\$11,578	\$0	\$3,598
7725	Property Insurance	\$74,750	\$0	\$74,750	\$66,878	\$0	\$7,872
7726	Water Tower Insurance	\$14,000	\$0	\$14,000	\$0	\$0	\$14,000
7727	Prof Liab Students	\$3,311	\$78	\$3,389	\$4,353	\$0	-\$964
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$2,250	\$0	\$0
7729	Cyber Liability Insurance	\$0	\$14,000	\$14,000	\$12,104	\$0	\$1,896
7777	PC Unapproved Transactions	\$0	\$0	\$0	\$13	\$0	-\$13
7901	Library Books	\$10,000	\$627	\$10,627	\$4,570	\$0	\$6,057
7902	Fixtures and Furnishings	\$120,000	\$120,528	\$240,528	\$116,494	\$9,313	\$114,722
7903	Software and Licensing	\$384,373	\$26,330	\$410,703	\$314,730	\$20,018	\$75,954
7904	Building Projects	\$170,000	\$50,000	\$220,000	\$164,053	\$117,480	-\$61,532
7911	Equipment	\$198,320	-\$58,966	\$139,354	\$182,008	\$7,995	-\$50,649
7912	Motor Vehicles	\$30,000	-\$30,000	\$0	\$0	\$0	\$0
Expense	Sub-Total:	\$25,978,327	\$432,011	\$26,410,338	\$11,380,296	\$6,033,779	\$8,996,264

**NSSC - Financial Profile excl. GASB 68  
(including Foundation)**



**CFI - Composite Financial Indicator Score**

