

BOARD OF TRUSTEES
August 23, 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)

D. PRESENTATIONS

1. Meet the Team – JFS (Pete P & Andrea M with JFS Directors)
2. FY 20-23 Strategic Planning Process (Dan B)

E. AUDIENCE PARTICIPATION

F. CHIEF EXECUTIVE OFFICER REPORT (Michael T) (pgs)

- 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)

G. CHIEF FISCAL OFFICER REPORT (Kathy S)

- Financial Report as of June 30, 2019 (pgs)(consent item)
- Insurance Coverage

H. CONSENT AGENDA (Megan B)

1. Consent Agenda Items (pgs)
 - a. Minutes of the June 21, 2019 Meeting
 - b. Resignations
 - c. Transfer to Special Projects
 - d. Transfer to Administrative Assistant – Admissions & Marketing Divisions
 - e. Transfer to Administrative Assistant – Foundation & BSSC
 - f. Transfer to Assistant – Senior Registrar
 - g. Transfer to Administrative Assistant – STEM & Industrial Technologies
 - h. Transfer to Administrative Assistant – Advising Center & Student Services
 - i. Employ Full-Time Recruiter – Admissions

- j. Employ Full-Time Site Coordinator – Van Wert
- k. Employ Full-Time Faculty – Industrial Technology
- l. Employ Full-Time Faculty – Human Services
- m. Employ Full-Time Faculty – Natural Sciences (Physics)
- n. Promotion – Associate Vice President – Academics
- o. Promotion – Director – Plant Operations, Construction & Renovation
- p. Miscellaneous Employment Contracts

I. PROPOSED RESOLUTIONS (Megan B) (pgs)

- 1. Accept and Award Bid for NE Parking Lot

J. OTHER BUSINESS (Michael T)

- 1. Upcoming Board Activities
 - a. Board Meeting – October 25, 2019
 - b. OACC Trustees Conference – October 29-30, 2019

K. ADJOURNMENT (Laura H)

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, June 21, 2019 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

19-32

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

Absent: Sue Derck

EXECUTIVE SESSION

19-33

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

ROLL CALL: Aye; Barber, Bridenbaugh, 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. Mr. Jeffrey Erb arrived at 11:45 a.m.

PRESENTATIONS

Dr. Cindy Krueger, Vice President for Institutional Effectiveness and Student Success and Lori Robison, Vice President for Academics provided a Strategic Planning update on Goal 1 – Student Success. The College will provide accessible and effective advising to students. With the Title III federal grant, the Advising Center opened in spring of 2018. Eighty-five percent of new students in the 2018 fall semester had an appointment in the Advising Center. The College will enhance student learning and effective teaching, by providing timely feedback, improving and maintaining curricular alignment and develop and improve co-curricular activities. The college will provide and promote exemplary programs by developing consistent marketing and promotion pathways, developing and promoting new outreach programs and program accreditation. The College will provide service that leads to student success and customer satisfaction. Improvements include the addition of the Advising Center, a Financial Aid Resource Counselor, an Enrollment Specialist, Counseling Services, expanded hours for tutoring labs and texting as an additional form of communication to students.

Lori Robison, Vice President for Academics and Dr. Dan Burklo, Associate Vice President for Academics and acting Dean for STEM and Industrial Technologies introduced the team members for Industrial Technologies. The division of Industrial Technologies is transitioning to the STEM department. The strategic move will align two closely related divisions and increase efficiencies among the academic divisions. Greg Nartker, part-time welding instructor, provided a demonstration of the virtual welder. The state-of-the-art virtual welder was purchased by a grant and enhances the student's classroom experience and reduces expenses for both NSCC and business partners by

reducing scrap and materials.

Todd Hernandez, Executive Vice President, provided an overview of two grants recently awarded to Northwest State Community College, including a \$488,426 NSF Cyber Security grant and a \$500,005 NSF Scaling Competency-based Hybrid Instruction grant. Both grants run through May and July 2022 respectively.

Dr. Michael Thomson, President, provided a preview of the new board member online portal. Board members can securely access board documents, resources, college updates and a college calendar with important dates. The portal is the first step to reducing paper waste and promoting electronic-based communications with the Board of Trustees.

CHIEF EXECUTIVE OFFICER REPORT

Dr. Thomson provided a budget update from the state that includes an SSI funding increase, a proposed \$5 per credit hour tuition increase in year 1 and year 2 and funds for workforce training initiatives, including micro-credentials and modern tech equipment. Dr. Thomson and trustee John Bridenbaugh attended the OACC Annual Conference and provided an update. A focus of the conference was a three-point method for Strategic Financing, which includes having a core culture strategy, use of disciplined resources and open approach to partnerships (OJFS and NSF). Informational reports from the Vice President for Academics, Vice President for Institutional Effectiveness and Student Services, Chief Fiscal and Administrative Officer, Executive Vice President (Custom Training Solutions and Information Technology) and Vice President of Human Resources and Leadership Development were included in the Board agenda packets.

19-34

CHIEF FISCAL OFFICER REPORT

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 May 31, 2019. The Board voted to approve the report by affirmation.

CONSENT AGENDA APPROVED

19-35

MINUTES OF APRIL 26, 2019 MEETING

19-36

RESIGNATIONS

WHEREAS, Kelly Fandrey, Recruiter – Admissions, has submitted her resignation; and

WHEREAS, Michael Shaneyfelt, Campus Police, has submitted his resignation; and

WHEREAS, Janet Delcamp, Dean – Allied Health, Business & Public Service, has submitted her resignation; and

WHEREAS, Ali Talebi, Full-time Faculty – Physics, has submitted his resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Kelly Fandrey, effective May 3, 2019; Michael Shaneyfelt, effective June 19, 2019; Janet Delcamp, effective June 30, 2019; and Ali Talebi, effective August 15, 2019 be accepted as tendered.

19-37

PROBATIONARY FACULTY AND NON-TEACHING FACULTY
CONTRACTS RENEWED

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

WHEREAS, their supervisor recommends; and

WHEREAS, the Vice President for Academics, the Vice President for Institutional Effectiveness and Student Success and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the following persons be re-employed as per the terms and conditions indicated effective with the 2019-2020 academic year:

- a. Chris Clawson (criminal justice faculty), continuing, Bachelors, total salary \$54,213.76.
- b. Amy Drees (composition and literacy faculty), continuing, ABD, total salary \$58,998.97.
- c. Nichole Gerschutz (advisor – early admit), third, one-year probationary contract, Masters, total salary \$45,214.36.
- d. Erin Jacob (clinical – teaching assistant), second, Masters, total salary \$49,145.59.
- e. Amy Thomas (education faculty), second, Masters, total salary \$51,764.22.
- f. Michael Vanderpool (graphic design faculty), continuing, Masters, total salary \$52,137.04
- g. Linette Will (nursing faculty), second, Masters, total salary \$51,764.22.

19-38

FULL-TIME FACULTY & LAB COORDINATOR – NATURAL SCIENCES EMPLOYED

WHEREAS, the position of full-time Faculty & Lab Coordinator – Natural Sciences was left vacant due to the retirement of Gerald Bergman; 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. Julie Kemarly-Dowland be employed as full time Faculty & Lab Coordinator – Natural Sciences effective June 3, 2019 at an annual salary of \$64,705.28. This is in accordance with the Professional Staff Bargaining Agreement.

FULL-TIME WORKING SUPERVISOR – CUSTODIAL EMPLOYED

WHEREAS, the position of full-time Working Supervisor - Custodial was left vacant due to the resignation of Thomas Culbertson; 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. Ashley Barth be employed as full time Working Supervisor - Custodial effective June 3, 2019 at an annual salary of \$38,500.00. This is a grade level IV position.

FULL-TIME ENROLLMENT SPECIALIST EMPLOYED

WHEREAS, the position of full-time Enrollment Specialist was created to provide admissions counseling and enrollment services to incoming transfer and new students; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Alex Mangotic be employed as full time Enrollment Specialist effective June 3, 2019 at an annual salary of \$40,409.78. This is in accordance with the Professional Staff Bargaining Agreement.

FULL-TIME DIRECTOR – ACCOUNTING & BUSINESS SERVICES EMPLOYED

WHEREAS, the position of full-time Director – Accounting & Business Services was created to replace the Assistant Director – Finance & Business Services position, which was left vacant due to the resignation of Lori Cain; and

WHEREAS, the new position is responsible for oversight of the Business Office functions including accounting, payroll, accounts payable and accounts receivable, while focusing on providing exemplary customer service; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Jennifer Thome be employed as full time Director – Accounting & Business Services effective June 17, 2019 at an annual salary of \$85,000. This is a grade level III position.

MISCELLANEOUS EMPLOYMENT CONTRACTS

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

WHEREAS, the President recommends

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

Part-time Adjuncts for summer semester 2019:

Burken	Christa
Cook	Alysha
Dillon	Kieron
Kinkaid	Cynthia
Lammy	James
Leptak-Moreau	Jeffrey
Martin	Neal
Moore	Kevin
Myers	Kenneth
Plummer Jr	Thomas
Roka	Thomas
Rowland-Poplowski	Jean
Schwiebert	Jason
Silveus	Molly
Sizemore	Brittany
Storrer	Jenna
Vandock	Kent
Verfaillie	Robert
Zuvers	Larry

Full-time Faculty and Non-teaching Professionals for summer semester 2019:

Arps	Gloria
Aschemeier	Lisa
Becher	Lisa
Berres	Allen
Bowes	Thomas
Carr	Thomas
Clawson	Christopher
Donaldson	Pamela
Doolittle	Colin
Doolittle	Marianna
Drees	Amy

Eichenauer	William
Faber	Melissa
Fortney	Debra
Geer	Bradley
Kemarly-Dowland	Julie
Kwiatkowski	Michael
Lammers	Suzanne
Mavis	Joni
Newton	Tera
Norris	Tamara
Oberhaus	Annette
Rickenberg	Jason
Robinson	Christine
Schwiebert	Christina
Stayner	Mindy
Tefft	Gregory
Vondeylen	Barry
Zachrich	Lawrence
Zeller	Ann
Zettel	Wendy

Substitute:

Employ Ms. Megan Grime as substitute Food Service effective May 14, 2019 at the rate of \$10.35 per hour.

19-43

2019-2020 OPERATING BUDGET APPROVED

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

WHEREAS, the proposed operating budget has been developed through the collective work of the Cabinet in conjunction with the budget managers of the college; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the operating budget for 2019-2020 fiscal year be adopted.

Northwest State Community College FY 19/20 Budget <u>PROJECTED REVENUE</u>	FY 19/20 Budget
<u>Operating Revenue:</u>	
Ohio Board of Regents – Subsidy	\$11,259,270
Ohio Board of Regents – Capital Component	\$120,629
Tuition and Fees	\$12,557,703
Scholarship Allowance and Tuition Offsets	-\$912,556

Income from Investments	\$150,000
Foundation	\$117,000
CTS Archbold	\$933,000
CTS Scott Park	\$500,000
Miscellaneous	\$105,940
Grant Fiscal Agent	\$99,275
Finger Printing	\$30,100
Facility Rental	\$33,000

\$24,993,361

To Reserves:

Capital Component Fund Balance	-\$120,629
Student Fee Fund Balance from Student Fees	-\$137,000
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

Total Operating Revenue	\$24,255,732
--------------------------------	---------------------

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	\$130,000
From Student Fees FB for Counseling/Wellness	\$8,400
From Instrl Equip FB for Instrl Equipment	\$281,820
From Equip M & R FB for Equip M & R	\$206,500
From New Program FB for Agriculture Prog (partial Strategic Initiative)	\$138,988
From Build M & R FB for Building M & R	\$351,000
From OBR Capital/Capital Component for Access Control	\$150,000
From Business Growth FB to Van Wert/Paulding (Strategic Initiative)	\$69,923
From Business Growth FB to Tranfer – Enrollment Specialist (Strategic Initiative)	\$66,669
From New Program FB for Industrial Program (Strategic Initiative)	\$85,146
From Building M & R Reserves for Faculty/Staff Lounge (Strategic Initiative)	\$5,000
From Grant Match for Title III Grant Match	\$60,000
From 18/19 Unspent Carryover	\$147,898

TOTAL PROJECTED REVENUE	\$25,978,327
--------------------------------	---------------------

PROJECTED EXPENSE

<u>Operating Expense:</u>	FY 19/20
Instruction	\$16,101,303
Public Service	\$51,045
Academic Support	\$863,524
Scholarship Allowances	\$0
Student Services	\$2,060,666
Institutional Support	\$4,687,947
Plant Operations and Maintenance	\$2,213,843
TOTAL PROJECTED EXPENSE	\$25,978,327
PROJECTED SURPLUS / (DEFICIT)	\$0

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

19-44

DEFERRED COMPENSATION FOR PRESIDENT APPROVED

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

WHEREAS, President Thomson's contract approved by the Board of Trustees on December 14, 2018, provides for an annual performance review by the Board of Trustees; and

WHEREAS, section 14.c. Annual Review allows for the Board to award President Thomson an additional \$10,000 contribution towards his deferred compensation if he performs at a level that exceeds expectations; and

WHEREAS, the Board has evaluated President Thomson and has rated his level of performance as exceeds expectations

NOW, THEREFORE BE IT RESOLVED, that President Thomson receive \$10,000 contribution towards his deferred compensation in the current contribution year as a result of his FY 2018-2019 evaluation by the Board of Trustees.

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

19-45

TUITION FOR THE 2019-2020 ACADEMIC YEAR ESTABLISHED

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

WHEREAS, the College desires to increase enrollment by making strategic investments in positions and programs; and

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

WHEREAS, Governor DeWine is proposing a \$5 per credit hour tuition increase for the 2019-2020 academic year; and

WHEREAS, the College Vice Presidents and the President recommend

NOW, THEREFORE BE IT RESOLVED, that commencing fall semester 2019, tuition be increased from \$167.33 to \$172.33 for in-state students and increased from \$161.33 to \$166.33 for out-of-state students upon passage and signing of the FY19-20 State of Ohio budget.

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

BOARD RETREAT

The Board will retreat on July 9, 2019 at Defiance ProMedica Hospital. The agenda includes a presentation by Hannah Stoneburner and Liz Chavez from the Ohio Attorney General's office on board basics, including Ohio open records, open meetings and ethics. There will also be a college update, including review on enrollments, legislation, personnel and fiscal stability.

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 June 21, 2019 Meeting

1b. Resignations

WHEREAS, Thomas Bowes, Faculty – Industrial Technologies, has submitted his resignation; and

WHEREAS, Samantha Morr, Administrative Assistant - Advising, has submitted her resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Thomas Bowes, effective August 14, 2019 and Samantha Morr, effective August 23, 2019 be accepted as tendered.

1c. Transfer to Special Projects

WHEREAS, the position of full-time Special Projects was created to manage current capital building projects, including the Access Control project; and

WHEREAS, the position will also assist in the transition of the new Director - Plant Operations, Construction & Renovation as part of the College's succession planning; and

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Timothy Nelson be employed as full time Special Projects effective July 1, 2019 at an annual salary of \$76,704. This is a grade level III position.

1d. Transfer to Administrative Assistant – Admissions & Marketing Divisions

WHEREAS, the position of full-time Administrative Assistant – Admissions & Marketing Divisions was left vacant due to the promotion of Alex Mangotic to Enrollment Specialist; and

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

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

WHEREAS, the Vice President for Institutional Effectiveness & Student Success and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Kristi Von Deylen be employed as full time Administrative Assistant – Admissions & Marketing Divisions effective July 1, 2019

at an annual salary of \$33,675.20. This is in accordance with the Support Staff Bargaining Agreement.

1e. Transfer to Administrative Assistant – Foundation & BSSC

WHEREAS, the position of full-time Administrative Assistant – Foundation & BSSC was created to provide administrative support to the NSCC Foundation and Black Swamp Safety Council; and

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

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Laurie Storrer be employed as full time Administrative Assistant – Foundation & BSSC effective July 1, 2019 at an annual salary of \$33,675.20. This is in accordance with the Support Staff Bargaining Agreement.

1f. Transfer to Full-time Senior Registrar Assistant

WHEREAS, the position of full-time Senior Registrar Assistant was left vacant due to the transfer of Kristi Von Deylen to Administrative Assistant – Admissions & Marketing Divisions; and

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

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

WHEREAS, the Vice President for Institutional Effectiveness & Student Success and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Julie Curry be employed as full time Senior Registrar Assistant effective July 10, 2019 at an annual salary of \$33,675.20. This is in accordance with the Support Staff Bargaining Agreement.

1g. Transfer to Full-time Administrative Assistant – STEM & Industrial Technologies

WHEREAS, the position of full-time Administrative Assistant – STEM & Industrial Technologies was left vacant due to the transfer of Julie Curry to Senior Registrar Assistant; and

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

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Kaleigh Nofziger be employed as full time Administrative Assistant – STEM & Industrial Technologies effective July 24, 2019 at an annual salary of \$33,675.20. This is in accordance with the Support Staff Bargaining Agreement.

1h. Transfer to Full-time Administrative Assistant – Advising Center & Student Services

WHEREAS, the position of full-time Administrative Assistant – Advising Center & Student Services was left vacant due to the resignation of Samantha Morr; and

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

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

WHEREAS, the Vice President for Institutional Effectiveness & Student Success and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Jared Nofziger be employed as full time Administrative Assistant – Advising Center & Student Services effective August 26, 2019 at an annual salary of \$33,675.20. This is in accordance with the Support Staff Bargaining Agreement.

1i. Employ Full-Time Recruiter – Admissions

WHEREAS, the position of full-time Recruiter - Admissions was left vacant due to the resignation of Kelly Fandrey; and

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

WHEREAS, the Vice President for Institutional Effectiveness & Student Success and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Cayla Walker be employed as full time Recruiter - Admissions effective July 24, 2019 at an annual salary of \$40,409.78. This is in accordance with the Professional Staff Bargaining Agreement.

1j. Employ Full-Time Site Coordinator – Van Wert

WHEREAS, the College's strategy to serve its entire service area necessitates an increased presence in the counties of Paulding and Van Wert; and

WHEREAS, the creation of a position that will coordinate with Paulding and Van Wert county representatives to establish the primary needs of its residents will provide increased support from the institution; and

WHEREAS, the position of full-time Site Coordinator – Van Wert was created to plan, organize and direct academic and training programs in Van Wert and Paulding counties to meet minimum levels of enrollment as established by the Executive Vice President; 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 Mr. Brett Rogge be employed as full time Site Coordinator – Van Wert effective August 12, 2019 at an annual salary of \$62,500. This is grade level IV position.

1k. Employ Full-Time Faculty – Industrial Technology

WHEREAS, the College has a desire to reverse the declining enrollment trends in the division of Industrial Technologies; and

WHEREAS, the position of full-time Faculty – Industrial Technology was created as part of the College's strategy to increase enrollment and serve the needs of our area businesses seeing a decline in a trained workforce; 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. Steven Raymond be employed as full time Faculty – Industrial Technology effective August 16, 2019 at an annual salary of \$57,003.77. This is in accordance with the Professional Staff Bargaining Agreement.

1l. Employ Full-Time Faculty – Human Services

WHEREAS, the position of full-time Faculty – Human Services was left vacant due to the retirement of Martha Phillips; 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. Heather Galbraith be employed as full time Faculty – Human Services effective August 16, 2019 at an annual salary of \$53,133.23. This is in accordance with the Professional Staff Bargaining Agreement.

1m. Employ Full-Time Faculty – Natural Sciences (Physics)

WHEREAS, the position of full-time Faculty – Natural Sciences (Physics) was left vacant due to the retirement of Ali Talebi; 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. Anuja Parikh be employed as full time Faculty – Natural Sciences (Physics) effective August 16, 2019 at an annual salary of \$51,244.82. This is in accordance with the Professional Staff Bargaining Agreement.

1n. Promotion to Associate Vice President – Academics

WHEREAS, the position of full-time Associate Vice President – Academics was created due to the retirement announcement of Ms. Lori Robison, the current Vice President for Academics, in April 2020; and

WHEREAS, the position will provide support to the current Vice President – Academics, participate in professional development opportunities and assume new duties and responsibilities in preparation for the role of the Vice President for Academics; and

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Dr. Daniel Burklo be promoted to the position of full-time Associate Vice President – Academics effective July 1, 2019 at an annual salary of \$104,000. This is a grade level I position.

1o. Promotion to Director – Plant Operations, Construction & Renovation

WHEREAS, the position of Director – Plant Operations, Construction & Renovation was left vacant due to the transfer of Timothy Nelson to Special Projects; and

WHEREAS, the College's long-term succession planning identified Mr. Kevin Gerken as a successor to the outgoing Director; and

WHEREAS, Mr. Gerken has participated in professional development in the form of coursework and mentoring to prepare for the transition to the position of Director; and

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Kevin Gerken be promoted to the

position of full-time Director – Plant Operations, Construction & Renovation effective July 1, 2019 at an annual salary of \$65,000. This is a grade level III position.

1p. Miscellaneous Employment Contracts

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

WHEREAS, the President recommends

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

Part-time Adjuncts

Timothy Casida
Jenna Storrer
Jani Tisovic

Graded

Employ Mr. Micheal Foreman as Campus Police Officer effective July 17, 2019 at the rate of \$16.32 per hour.

PROPOSED RESOLUTIONS

1. CONSIDERATION OF A RESOLUTION TO AUTHORIZE AWARDING OF PARKING LOT CONTRACT

Moved by _____, seconded by _____.

WHEREAS, the awarding of the paving bid for the NE parking lot should take place prior to the October 2019 Board Meeting; and

WHEREAS, the College desires to move forward with the NE parking lot 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 NE parking lot project.

ROLL CALL: Aye;

Nay;

Thereupon the Chair declared the motion approved/disapproved.

President's Report August 2019

President Thomson's College update can be found in his most recent campus video: President's Update August 11-24. President Thomson's report at the August 23 Board meeting will include a budget update and review of the 2019-2020 College goals.

Community and Professional Engagements (June 24 – August 16)

June 24	Napoleon, Automatic Feed Tour with new HC CIC Director
June 27	Montpelier, Montpelier Chamber Director (meet & greet)
July 12	Toledo, JATC Graduation*
July 17	Bryan, Spangler Candy Company Tour (STEM camps)
July 18	Archbold, Sauder Woodworking Tour (STEM camps)
July 23-24	Washington D.C., EAB Executive Forum
July 26	Bexley, Community College President's Breakfast w/Governor DeWine
August 8	Defiance, NSCC Foundation Summer Networking Event
August 9	Toledo, Cherry Street Graduation*
August 11	Napoleon, Henry County Fair Parade
August 14	Van Wert, Rick Turner - Vantage
August 14	Van Wert, Commissioner Wolfrum
August 16	Dublin, ODHE Adult Learner WorkGroup and Subgroup meetings

* Indicates a speaking engagement/presentation

Vice President for Academics
July/August 2019
Submitted by: Lori Robison

ARTS & SCIENCES

Amy Drees and **Melanie Dusseau** are presenting at the **Two-Year College Association Midwest Annual Teaching Conference** in Akron on October 17-19. Their presentation is entitled *Pedal to the Metal: Creative Writing Pedagogy in the Accelerated Composition Classroom*.

Amy Drees is also scheduled to be the featured speaker at the Wood County Historical Society Tea & Talk: County homes in the Public Imagination. This event will be held on October 10. She then travels to the 2019 Conference of the Midwest Popular Culture Association/American Culture Association held on October 10-12 to present, *Everything I Need to Teach in Introduction to Philosophy, I Learned from Rick and Morty* in the Philosophy & Pedagogy Track of workshop presentations.

BUSINESS & PUBLIC SERVICES

Lisa Becher, Business Faculty, plans to partner with the McMaster School for Advancing Humanity at Defiance College to bring **Chitra Shah, Founder & Director of Satya Special School, India**, for a special speaking engagement on September 17. Satya Special School was included as one of the outstanding non-profit organizations by Bank of America in collaboration with Dasra in their



thought leadership piece “Count Me In: Building an inclusive ecosystem for persons with intellectual and developmental disabilities.” The report aims to change the way India perceives intellectual and developmental disabilities altogether. Ms. Shah has received numerous awards including Mather Theresa Award for Humanity & Service, Best Social Activist Award, Spandan Social Creative Award and Puducherry in Real Heroes 2015.

Just in time for the fall semester, the **Associate of Applied Science degree in Agronomy** received approval from the **Higher Learning Commission** on August 2! The program previously received approval from the Ohio Department of Higher Education in April.

Michael Leonard attended the **Wild Bee Field School** at the Bee Lab at Ohio State University – Wooster. The training is required for those seeking to Certified Ohio Pollinator Advocates.

Commander Dave Mack admitted 17 cadets to the **2019-2020 Law Enforcement Academy**. Of the 17 students accepted to the program, five are female. This will be the largest cohort of female cadets in the history of the program.

NURSING & ALLIED HEALTH

Ten students graduated from the Practical Nursing program this summer along with eleven students from the Phlebotomy program. Students were recognized in a ceremony on July 25, receiving their certificates and pins.

Phlebotomy Graduates



Practical Nursing Graduates



Dr. Kathy Keister, Dean of Nursing & Allied Health and Lori Robison, VP for Academics met with representatives from Bowling Green State University to establish a Dual Enrollment **RN to BSN Degree**

Completion Pathway. Students complete the RN program and the majority of their general education requirements at NSCC. Students are then able to complete their Bachelor's degree in three semesters at BGSU. Details of the articulation agreement are in process and expected to be finalized soon.



STEM & INDUSTRIAL TECHNOLOGIES

Faculty members **Mike Kwiatkowski** and **Tony Hills** spent their summer in an externship at **Sauder Woodworking**, completing special projects related to computer science.

Colin Doolittle participated in a CTAN panel with **the Ohio Department of Education** to prepare exam questions for Introduction to Engineering. Passing the exam would be required of career-tech students seeking college credit.

Dr. Dan Burklo has been working to finalize articulation agreements for **additional Bachelor's Bound**



EASTERN MICHIGAN UNIVERSITY

pathways for Engineering. He completed the agreement with **Eastern Michigan University** for our Electrical, Mechanical, and Electro-mechanical Engineering Technology degrees to transfer to their Bachelor's degree in Technology Management.



Dr. Burklo is also working with **North Central State College** on a pathway for the Associate degree in Mechanical Engineering Technology to the Applied Bachelor of Science in Mechanical Engineering Technology.

OTHER

Dr. Dan Burklo, Associate VP for Academics and **Cassie Rickenberg**, Director – Advising, attended the first **OACC Leadership Academy** July 24-26. This academy is intended to help mid-level administrators develop leadership skills necessary to promote student success and advance their careers on campus. Speakers included current community college presidents Steve Robinson (Owens) and Vicki Wood (Washington State). Other topics included the SSI funding formula, using data and resources, and how to advocate effectively with policymakers.





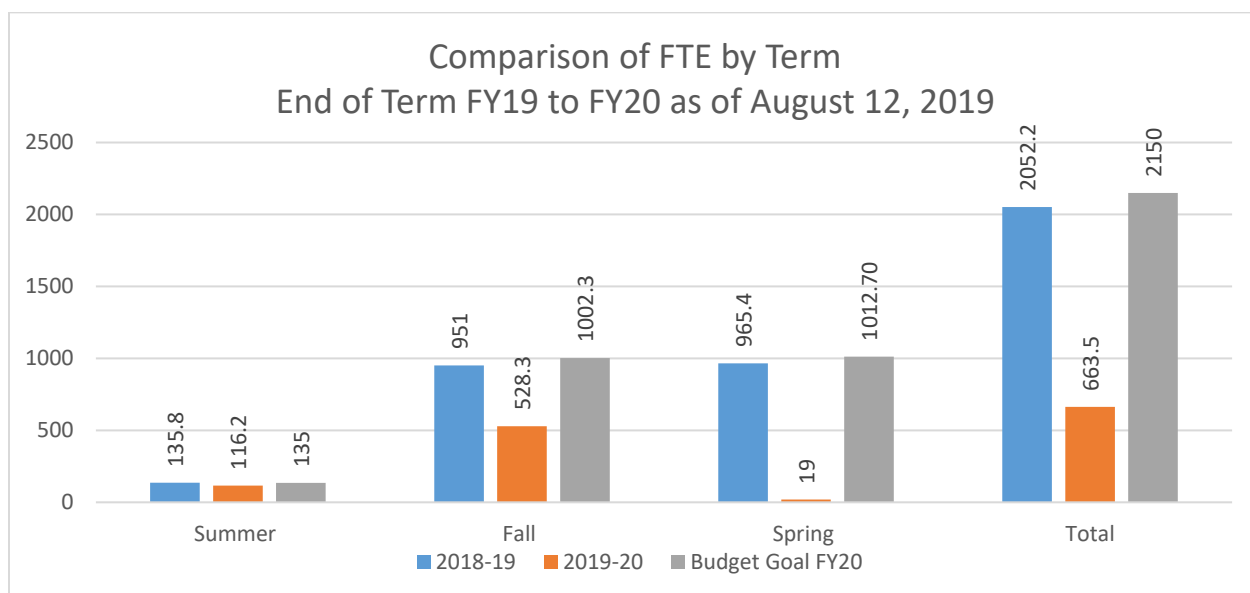
John Magill, Assistant Deputy Chancellor of the Ohio Department of Higher Education met with representatives from Northwest State at APT in Hicksville. Mr. Magill was interested in our public-private partnerships between K-12 schools and business and industry. Of particular interest was the launching of our new Agronomy program. Later in the visit, Michael Leonard, Department Chair of Agricultural Studies and Dr. Dan Burklo introduced him to the latest technology in agricultural equipment.

Vice President for Institutional Effectiveness & Student Success

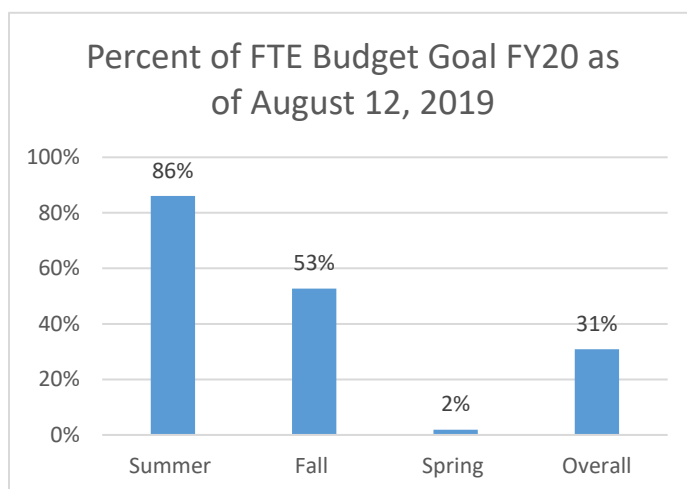
August 2019

Submitted by: Cindy Krueger

Enrollment Update – Admissions and the Advising Center have been busy processing students. The week of August 5, we had two Rapid registration days. In those two days alone, the advising center saw 60 students. Of those 60 students, 47 were registered the same day (404 credit hours) while the remaining 13 were scheduled to return the following week.



Summer enrollment is not finalized; we will end the term behind goal by approximately 14% (about 19 FTE). Non-agency enrollments were down compared to last summer and missed goal by 28.2 FTE. However, College Credit Plus (CCP) and agency enrollments were higher than last summer and both exceeded FTE goals for this summer. Overall for summer, we are 18.8 FTE behind goal.



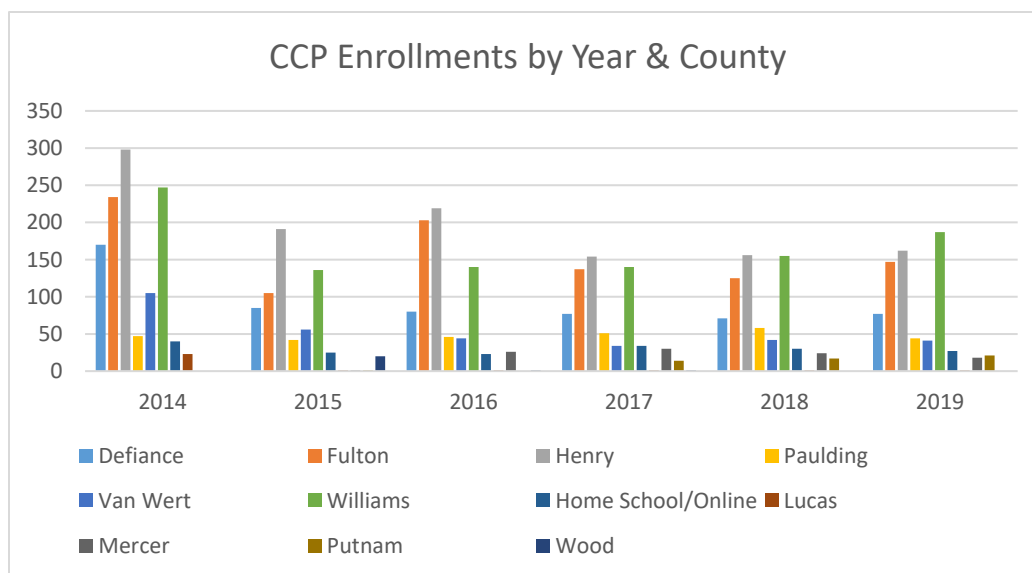
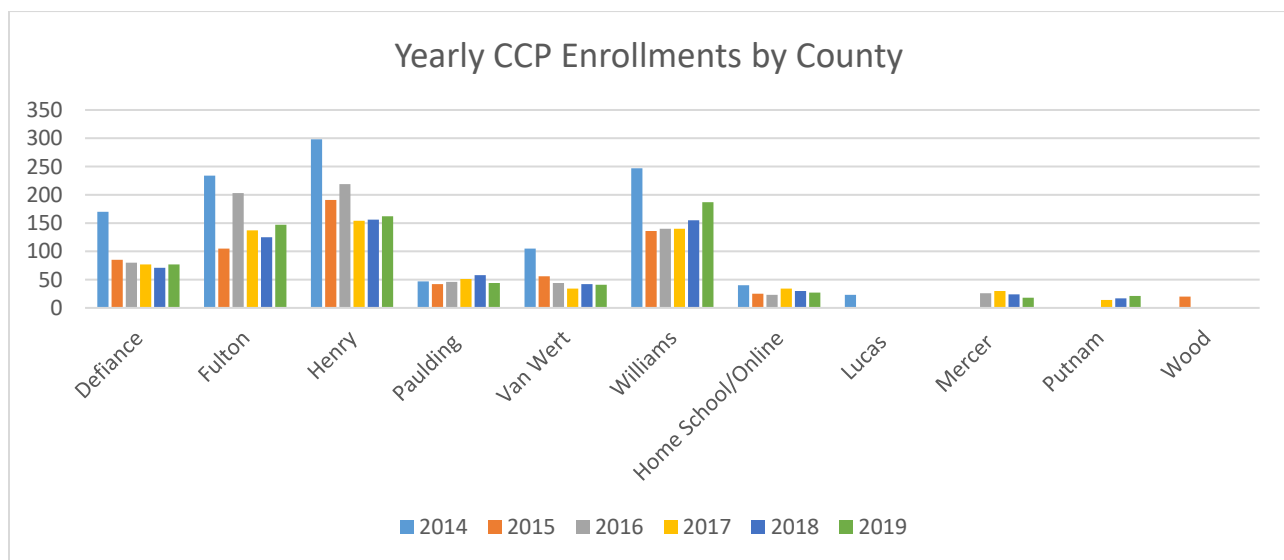
As of the morning of August 12, we are at 53% of the overall fall budget goal. There are no agency enrollments entered for fall term; agency enrollments are budgeted for 44.1% of fall budget.

CCP enrollment has exceeded last fall by 6.7%; however, we still need 7.9 FTE to reach our CCP goal for fall. Non-agency enrollments are currently at 94.5% of the fall non-agency budget goal; we still need 23.8 FTE to reach goal. The fall goal includes 51 FTE more than last fall. We

have registered almost 20 FTE more than last fall at this point.

The following charts summarize College Credit Plus (CCP) Fall Enrollments for the last five years. Fall 2019 enrollments are as of August 12, 2019; they are not finalized. Several changes have occurred with the CCP program over the last five years.

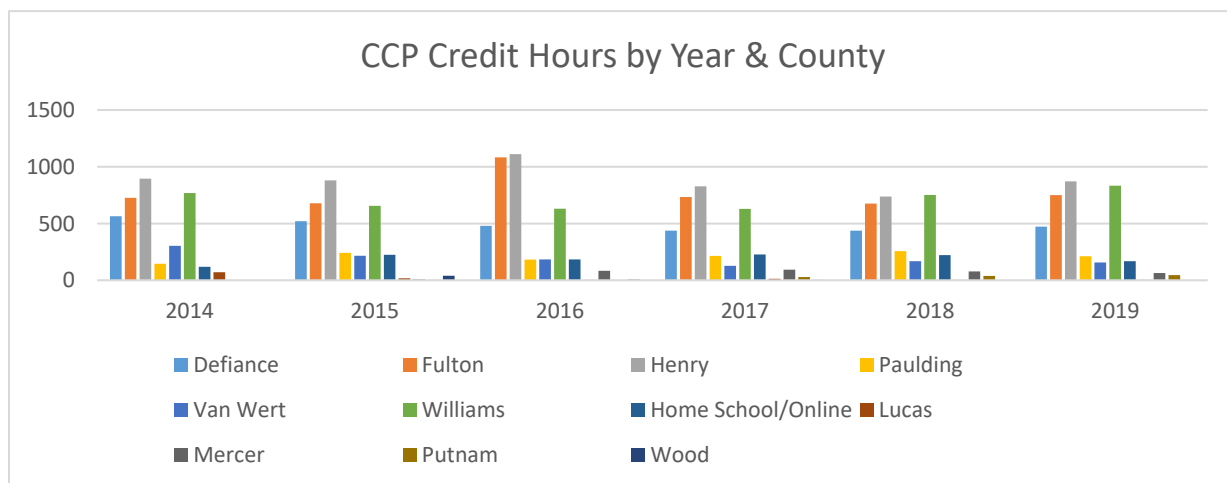
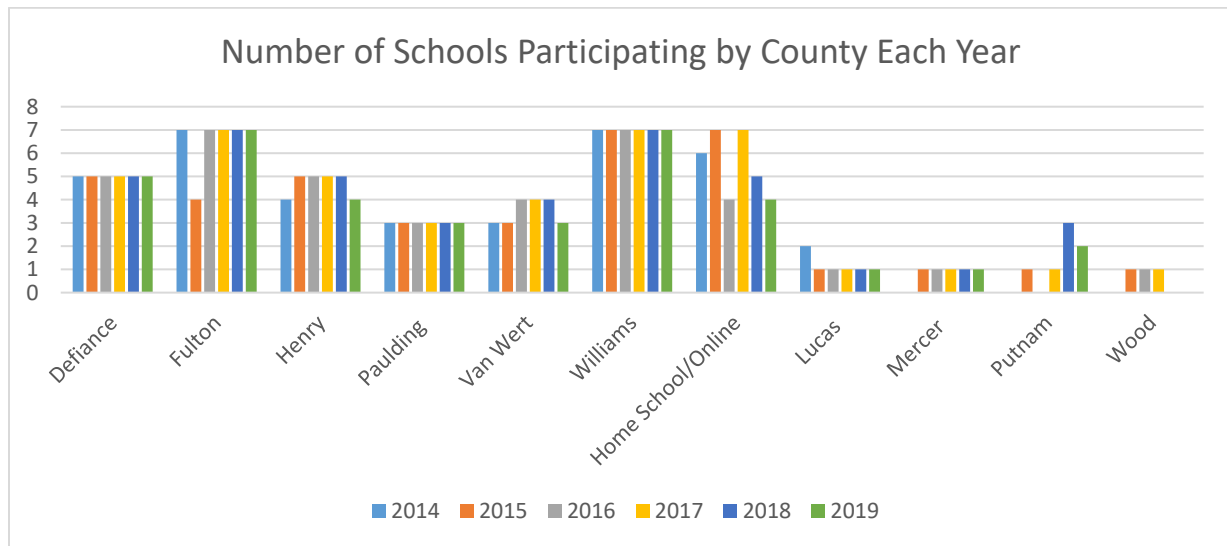
- Fall 2014 – the Jump Start program and Post-secondary option was in effect
- Fall 2015 started the College Credit Plus Program. Tuition was based on the state default floor rate for all courses. The College was providing books.
- Fall 2017 - tuition moved to 50% of ceiling for courses taught by college faculty; courses taught by high school teacher were at the state default floor rate. The high school paid for books.
- Fall 2018 - tuition follows the state distribution based on who was teaching the course and where the course was taught. School pays for books. State allowed grades 7 – 12 to participate.



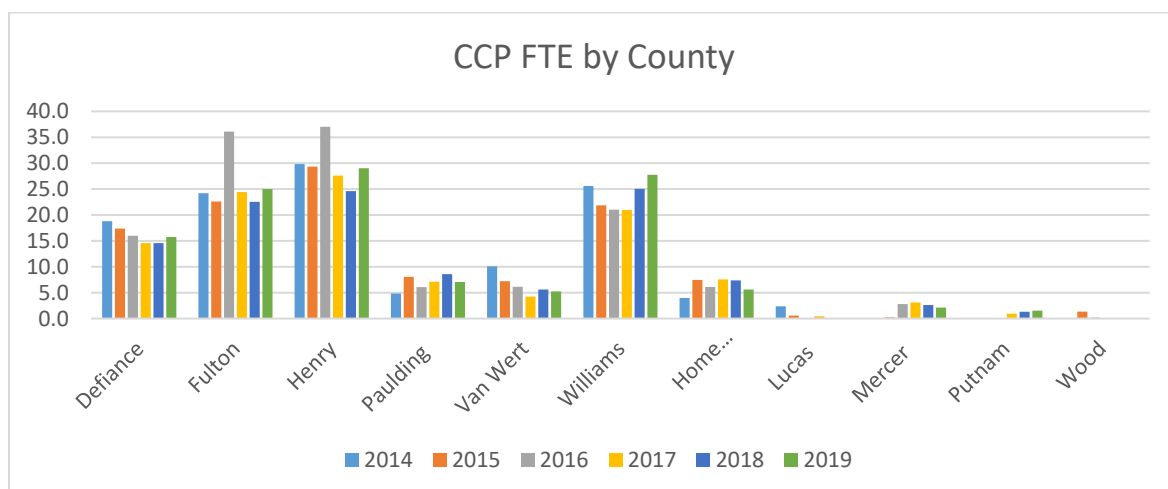
Defiance, Fulton, Henry, and Williams counties have the highest CCP participation rate. High school teachers have to meet teaching qualifications

to participate in the program. Enrollments have changed when high school teachers retire or move districts and qualified replacements are not found.

The number of high schools that have students participating in the program remains fairly consistent. There is more variability in the number of online high schools that participate.



Defiance, Fulton, Henry, and Williams counties register the most credit hours each year.



Admissions – Terri Lavin



The admissions team and other volunteers participated in the Henry County Fair Parade Sunday, August 11.

We will have a booth at the Fulton County Fair August 30 – September 5. Admissions is currently looking for volunteers to staff the booth; several faculty and staff have already volunteered.

Grants – Ashley Pere

Grants Submitted

- JobsOhio Talent Expansion Strategy Grant

We have submitted 2 proposals totaling over \$500,000 for the JobsOhio Talent Expansion Initiative. This invitational funding opportunity will help to address the critical need for in-demand occupations while expanding incumbent worker training strategies. The funds will support equipment, marketing and recruiting for the Industrial Automation Maintenance and Machining certificate programs.

Grants in Progress:

- ODHE Regionally Aligned Priorities in Delivering Skills RAPIDS 4.0 (\$975,000)

This program, provided by the Ohio Department of Higher Education, will continue our work with the NORTH (Northwest Ohio Regional Training Hub) consortium of educational partners (previously awarded RAPIDS 1, 2, and 3) to develop a project that invests in equipment for workforce development training in Northwest Ohio.

Update: Our application was not selected for funding in the NEH Summer Seminars and Institutes for K-12 Educators grant program (project title: Exploring the Humanities through the George Kryder Civil War Letters Collection, 1862-1865).

Marketing – Jim Bellamy



A group of staff celebrated NSCC Proud Day (June 30) with this photo that was posted on social media.

Working on 5-minute video for an Ohio School Board Association (OSBA) presentation to be given by Dan Burklo, Ryan Wilde (Napoleon HS) and Peter Beck (Automatic Feed) regarding our collaboration for high school students.

Shot and edited a video to be used in Owens Community College statewide #EndCCStigma video campaign, featuring Megan Leppelmeier (NSCC alum & employee).



Completed the visual creative for this year's ad campaign "All Roads Begin at Northwest State." Currently working on 15 and 30 second video commercials, which will be used in targeted digital advertising, social media and in select streaming apps.



Recent press releases include our PN and Phlebotomy pinning ceremony, Governor DeWine's community college president breakfast meeting, celebrating our US Department of Labor grant and our Impact 419 STEM Camp.



Recent NSCC Proud videos on our official YouTube channel <https://www.youtube.com/user/NorthwestStateCC> include Amanda Barnes (Bachelor's Bound), Makayla Knapp (CCP) and Adrian Brown (law enforcement). Also increased activity on our Alumni & Friends Facebook page, encouraging people to share their images and stories of their NSCC experiences at <https://northweststate.edu/50years/>

Registrar – Connie Klingshirn

Julie Curry accepted the Senior Registrar Assistant position and started in her new role in July. Julie previously served as administrative assistant for the STEM division. We welcome Julie to the department as she learns the processes in the registrar's office.

Success Center – Jason Rickenberg

The Success Center served the following students during the summer semester (May 13 – August 8):

- 35 students have completed 125 one-on-one, group or lab tutoring sessions
- 14 different courses were supported through tutoring.
- All student tutor requests were matched with a tutor during the summer 2019 semester.
- 11 student "Early Warning" submissions were received from faculty for students with lack of attendance or students who needed academic support services.
- 93 make-up tests were completed

Chief Fiscal and Administrative Officer
August 2019
Submitted by: Kathy Soards

- Plattensburg Certified Public Accountants are scheduled to be on campus the week of August 26 –30 and September 16 – 20 to complete fieldwork for the college and foundation annual financial audit.

Facilities

- Faculty and staff lounge renovations are complete and ready for the start of the academic year.



- The renovation to create an Agriculture program lab within the Engineering lab is complete and ready for the start of the academic year.



- JDI Group, Inc. of Maumee is developing the drawings and specifications for a selective bid process for the renovation of the NE parking lot. The plan for this project is to grind and install a 2" cap on that parking lot.
- The Access Control project construction work will be substantially complete by August 21. IT will then use the fall semester to learn and in turn train the police and facilities department on the software for the system, along with the issuance of the security badges for those requiring access to particular areas of the college.
- Tim Nelson – Special Projects - has developed a comprehensive deferred maintenance schedule for the campus. The schedule plots out the expected project work that will need to happen for the next 20+ years. Projects are categorized by building, grounds location or vehicle, including current age and expected life, along with estimated present value of the project.

Business Office

- Accounts Payable is in the process of converting vendors to ACH and moving away from paper checks where possible. The college has been processing the majority of student refund checks through ACH since 2011.
- Additionally, the Director of Accounting and Finance, Accounts Payable and IT worked with Bank of America to transition our p-card program from JP Morgan Chase. The college membership to the Inter-University Council- Purchasing Group has allowed us benefits from the p-card rebate program since 2009 resulting in total rebates to the college of approx. \$421,000.

Financial Aid

- On Friday, June 22, Special Agent Dave Skonieczny from the Inspector General's Office attended the Ohio Association of Community College financial aid director's meeting. Special Agent Skonieczny credited NSCC Financial Aid director Amber Yocom with tipping off the Inspector General's office to a fraud ring in 2016 that originated in the Cleveland area and led to the arrest of a mother and daughter, involving 80 students and \$2 million dollars of federal aid.
- On July 22, Financial Aid received notification from the Department of Education of a potential security vulnerability with the Ellucian Banner system. Amber Yocom, along with assistance from IT, followed the processes required by the Department of Education to ensure vulnerability issues have been resolved. Additionally, Amber alerted them to a list of potential fraud accounts that the college had identified earlier this year and submitted to the Inspector General's office for review.

Police

- Joel Gibson will be working through a tabletop exercise regarding Active Shooter scenarios with the full-time faculty during their orientation day on Monday, August 19.

Custom Training Solutions August 2019

General Mills Video Conferencing Training:

Four (4) technical courses ran in June - July 2019

Custom Training Solutions:

1. Archbold Campus

- a. CTS held four contract training classes in July 2019. Companies include Worthington Industries, Chase Brass & Copper Co, Therma Tru, and Matsu. Topics included: Microsoft Office, RSLogix 5000, and Electrical Troubleshooting Basics. Open enrollment class offerings will begin in September.
- b. Summer apprentice classes, offsite, are starting at 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 Toyota (Indiana) or Whirlpool (Findlay Ohio) in fall 2019.
- e. Fall credit classes delivered by CTS at client sites include Tru Fast/ABC, Worthington Industries and LaFarge Paulding.
- f. The planned IND classes to be offered to high school CCP classes in the morning at Automatic Feed Company in Napoleon did not populate. We plan to offer fall 2020. We had two interested students in those skilled trades' classes and scheduled those students in classes on Archbold campus.

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

- a. Held three (3) contract and one (1) open enrollment class. Companies include Defiance Metal Products, The Countertop Shop and V & A Risk Services.
- b. Hosted two-week long teacher camps in Cybersecurity through the GenCyber grant. This grant is funded through the National Security Administration and National Science Foundation. NSCC was 1 of only 3 sites in Ohio to host this year. Participants came from Toledo Public Schools (37), Springfield Local Schools (1) and Imagination Station (1).
- c. Held planning meeting for Manufacturing Week 2019. Committee decided to focus factory tours on students this year rather than on business owners and government officials. Will be working with Anthony Wayne, Springfield and Toledo Public schools.
- d. 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.

- e. Met with Libbey Glass regarding training for manufacturing employees - target start date September 2019.
- f. Finished YMCA CCMEP After School program for high school students in the Toledo Public Schools system.
- g. Ran a “Makers/Tools” after school club at Maumee Valley Country Day School.
- h. Running MSSC-CPT programs for Bridges to Career Opportunities (BCO) in partnership with Lutheran Social Services/LISC/Lucas County Department of Development (current, 7/15 and 9/15).
- i. Meeting with Lucas County to hold their Work Ready Manufacturing program here at the AMTC on a weekly to bi-weekly basis. Will benefit NSCC by providing a flow of both prospective students and prospective manufacturer customers at the Center.
- j. A training partner with Lucas County Metro Housing Authority in a HUD pilot grant they received in July to provide short-term training to residents at the Ravine community in East Toledo-MSSC-CPT program - target start date October 2019.

3. Open Enrollment Classes and Apprenticeship Efforts - Tori Atkinson

- a. MFG Day 2019 is well underway. Defiance, Henry, Williams and Fulton County along with NSCC are planning for October 4, 2019. We are featuring Food and Ag manufacturers this year.
- b. The Advanced Manufacturing Consortium held a meeting with area school administrators. This meeting included presentations by schools to show what they have been doing to increase job readiness skills and promote manufacturing skills. This was meant to be a best practices presentation and to help trigger new ideas in schools that are looking at implementing some programs of their own. We are working on planning a meeting for schools and manufacturers to bring them together to discuss needs and capabilities.
- c. We have a full open enrollment schedule in place for September - December 2019. Professional Development Opportunities in Microsoft, Adobe, Continual Improvement, Leadership, HR and Supervisory training. We are also offering many technical courses in ControlLogix, Drives, Siemens PLC and Instrumentation.
- d. We are scheduling additional meetings with companies about state registered apprenticeships. NSCC is now a registered sponsor for the state of Ohio and this will provide a much needed connection with local companies and NSCC. Tenneco is currently our only NSCC-sponsored program. We are working with Bard and GKN Driveline to create new programs. GKN Driveline is looking to create a pre-apprenticeship program with NSCC and BGHS. I am working with Lafarge and Defiance Stamping to transition their existing programs to NSCC. We have planned sales calls at Campbell Soup Company and Matsu for new program opportunities.
- e. The Advanced Manufacturing Consortium is also working on the process of creating a pre-apprenticeship program. This is currently only in the discussion phase; however, we are hopeful to have something created and ready to roll out

with participating schools for fall 2020. This would focus on base industrial technology skills for high school seniors.

4. AMTC Scott Park

- a. Meetings with organizations included Buckeye Community Arts Network, Cherry Street Missions, CIFT, Digital-55, Harbor and LMHA.
- 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.

5. JFS Workforce Opportunities

- a. Andrea Morrow has been coordinating the IMPACT419 STEM Camp this summer being held at the NSSC Main Campus. Participants from Williams, Defiance, Paulding, Henry and Van Wert Counties were exposed to STEM career pathways. The program ended on August 1, 2019.
- b. Wood County JFS has been working on a collaborative with a local school and two local employers in Bowling Green, Ohio. We are moving forward on developing and implementing a pre-apprenticeship program that would lead to a registered apprenticeship program. The employer is also planning on receiving additional training through CTS. Jim Drewes and Tori Atkinson have been involved in this project.
- c. Wood County JFS is sponsoring a county-wide Guidance Counselors Breakfast on September 12, 2019. The purpose of the event is to inform Guidance Counselors about manufacturing workplace trends and career opportunities. Wade Gottschalk from Wood County Economic Development, Jay Lake from First Solar and Mark Birnbrich, Project Director - OhioMeansJobs will share information about the opportunity and the future of the job market.
- d. The first MSSC-select cohort is scheduled to start on September 9, 2019. Five employers are participating in the selection of the participants. These employers will have the opportunity to hire participants when they complete their classes.
- e. The JFS Workforce Opportunities Program is expanding and we have spoken to a handful of County JFS directors and their workforce administrators. Currently, we have started work in both Putnam and Van Wert counties. As their fiscal year comes to an end on September 30, we will start working with them more frequently starting October 1, 2019.

Information Technology

August 2019

New and Ongoing Projects:

IT Help Desk Incidents/Service Requests: For the month of July there were 117 Incidents opened and 117 resolved. There were also 90 Service Requests placed and 86 completed.

Upgrade Openlab: The upgrade of the open lab computers is complete.

Mobile App: No activity this period.

Campus Printer Replacement: All printers/copiers on campus have been replaced with new equipment. Along with the deployment, four new color copiers were deployed as “release stations” throughout campus for general use by students/employees.

Access Control Project: Install of hardware is underway. The software has been set up and hardware is being programmed as it is installed.

New Board Portal: Board portal has been completed and released to the board.

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

Business Analytics (Warehouse): 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. AmyJo Rouleau has been testing/using the warehouse to build tables for Argos college metrics reporting.

Purchase Cards: Our Purchase Cards processor has been switched from JP Morgan to the Bank of America. Changes have been made in the downloading scripts and the scripts, which load the transaction files into the Banner tables. The scripts have been tested and are now in operation for the bi-monthly downloads.

Banner: Configuration and testing is continuing for the Banner 9 Self-Service applications.

Banner Training: Additional academic divisions and individual faculty are being set up for incorporation into Faculty Load and Compensation (FLAC) for the fall 2019 semester. Initial phone conversations have started with David Kent Consulting for our next project - Banner Budgeting. The goal is to have the training, setup and testing completed in time for generating the FY20-21 budget.

Reporting: The spring 2019 and Higher Education Information (HEI) enrollment and faculty-staff reporting is underway, along with the annual HEI enrollment reporting. Preliminary work is being done for reporting summer 2019. Integrated Postsecondary Education Data System (IPEDS), the federal required reporting will have several submissions, which are changed for the 2019-2020 academic year.

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

Recruiting:

We have filled the following roles:

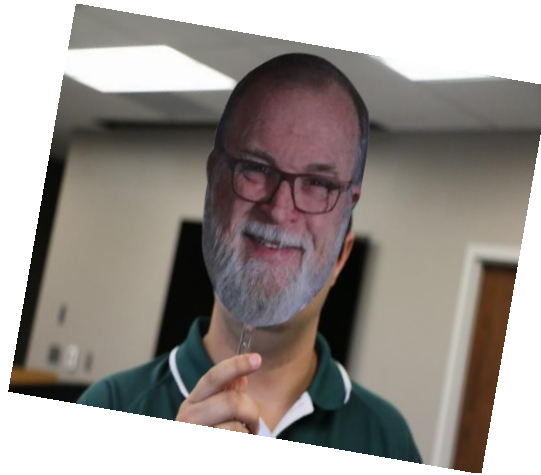
- Director – Accounting & Business Services
- Administrative Assistant – Admissions & Marketing
- Administrative Assistant – Foundation & BSCC
- Senior Registrar Assistant
- Administrative Assistant – STEM & Industrial Technologies
- Site Coordinator – Van Wert
- Recruiter - Admissions
- Faculty – Human Services
- Faculty – Natural Sciences (Physics)
- Administrative Assistant – Advising Center & Student Services

We are recruiting for the following roles:

- Custodian (2)
- Working Supervisor – Facility Maintenance
- Financial Aid Assistant
- Dean – Business & Public Service
- Dean – STEM & Industrial Technology
- Clinical Teaching Assistant
- Associate Director – Financial Aid
- Custodian (sub)

HIGHLIGHTS:

We had two more “Thank you Thursdays” in July. Employees enjoyed a \$5 credit for lunch provided by our Food Service. Unfortunately, Dr. Thomson was out of town during one of the lunches; however, Flat Stanley made an appearance!





Northwest State Community College
Statement of Net Assets
PRELIMINARY - June 30, 2019

Assets

Current Funds:

General Fund:

Cash & Investments	\$8,770,655
Accounts Receivable	\$4,726,916
Prepaid Expense	\$31,075
Inventory	\$0
Deferred Outflows of Resource	\$6,504,225

Total General Fund	\$20,032,871
---------------------------	---------------------

Auxiliary Enterprises:

Cash	-\$533,092
Accounts Receivable	\$134,056
Inventories	\$430,246

Total Auxiliary Enterprises	\$31,210
------------------------------------	-----------------

Restricted Funds:

Cash	\$349,090
Accounts Receivable	\$0

Total Restricted Funds	\$349,090
-------------------------------	------------------

Total Current Funds	\$20,413,171
----------------------------	---------------------

Plant Funds:

Unexpended Plant Funds:

Cash	\$45,697
------	----------

Total Unexpended Plant Funds	\$45,697
-------------------------------------	-----------------

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	\$5,921,326
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	\$19,501,008
----------------------------------	---------------------

Total Plant Funds	\$19,546,705
--------------------------	---------------------

Agency Funds:

Cash	\$45,210
------	----------

Total Agency Funds	\$45,210
---------------------------	-----------------

Liabilities & Fund Balance

Current Funds:

General Fund:

Accounts Payable	\$2,976,274
Accrued Liabilities	\$1,012,927
Deferred Inflows & Net Pension Liability	\$28,171,148
Unallocated Fund Balance	\$2,300,692
Allocated Fund Balance	-\$14,428,170

Total General Fund	\$20,032,871
---------------------------	---------------------

Auxiliary Enterprises:

Accounts Payable	\$3,332
Accrued Liabilities	\$11,736
Fund Balance	\$16,142

Total Aux. Enterprises	\$31,210
-------------------------------	-----------------

Restricted Funds:

Accrued Liabilities	\$4,639
Fund Balance	\$344,451

Total Restricted Funds	\$349,090
-------------------------------	------------------

Total Current Funds	\$20,413,171
----------------------------	---------------------

Plant Funds:

Unexpended Plant Funds:

Fund Balance	\$45,697
--------------	----------

Total Unex-Plant Funds	\$45,697
-------------------------------	-----------------

Investment In Plant:

Net Investment In Plant	\$19,501,008
--------------------------------	---------------------

Total Plant Funds	\$19,546,705
--------------------------	---------------------

Agency Funds:

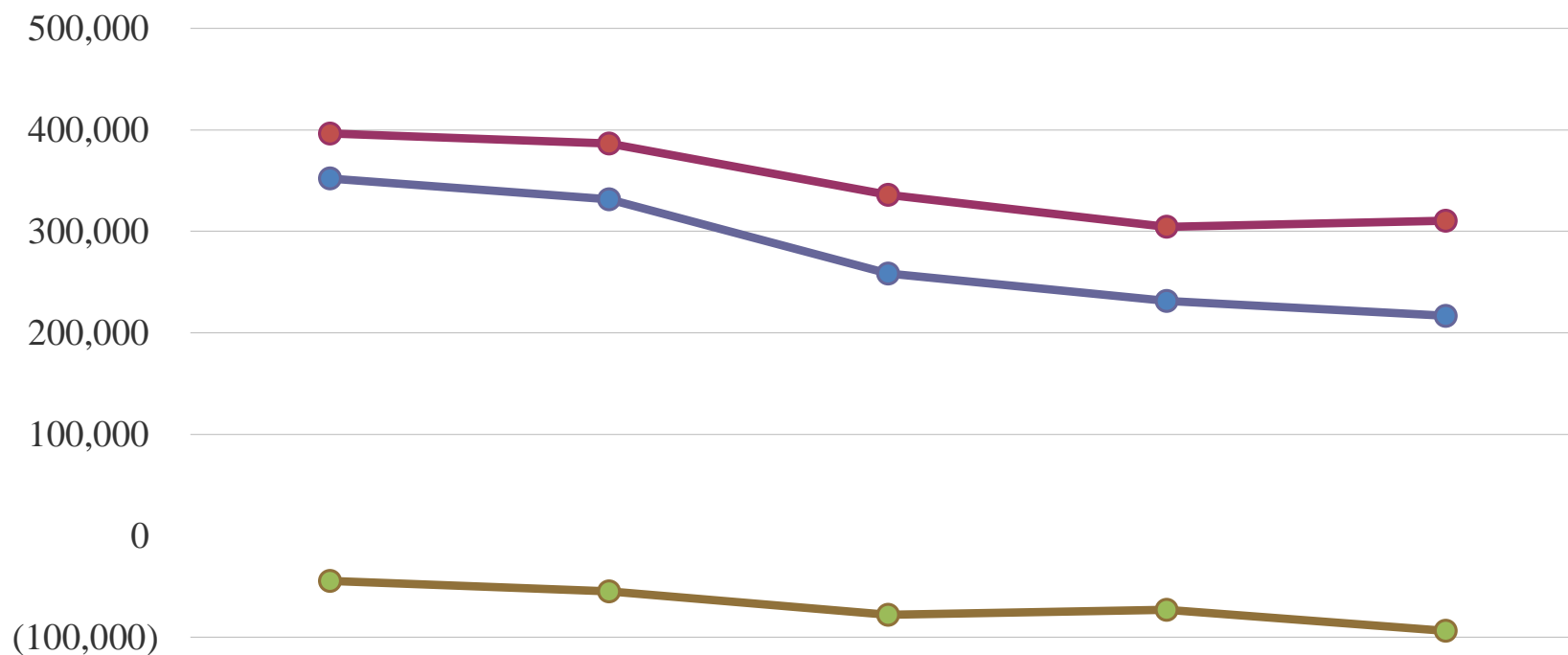
Fund Held in Custody	\$45,210
----------------------	----------

Total Agency Funds	\$45,210
---------------------------	-----------------

Northwest State Community College
Statement of Revenue, Expense and Changes in Net Assets
PRELIMINARY - June 30, 2019

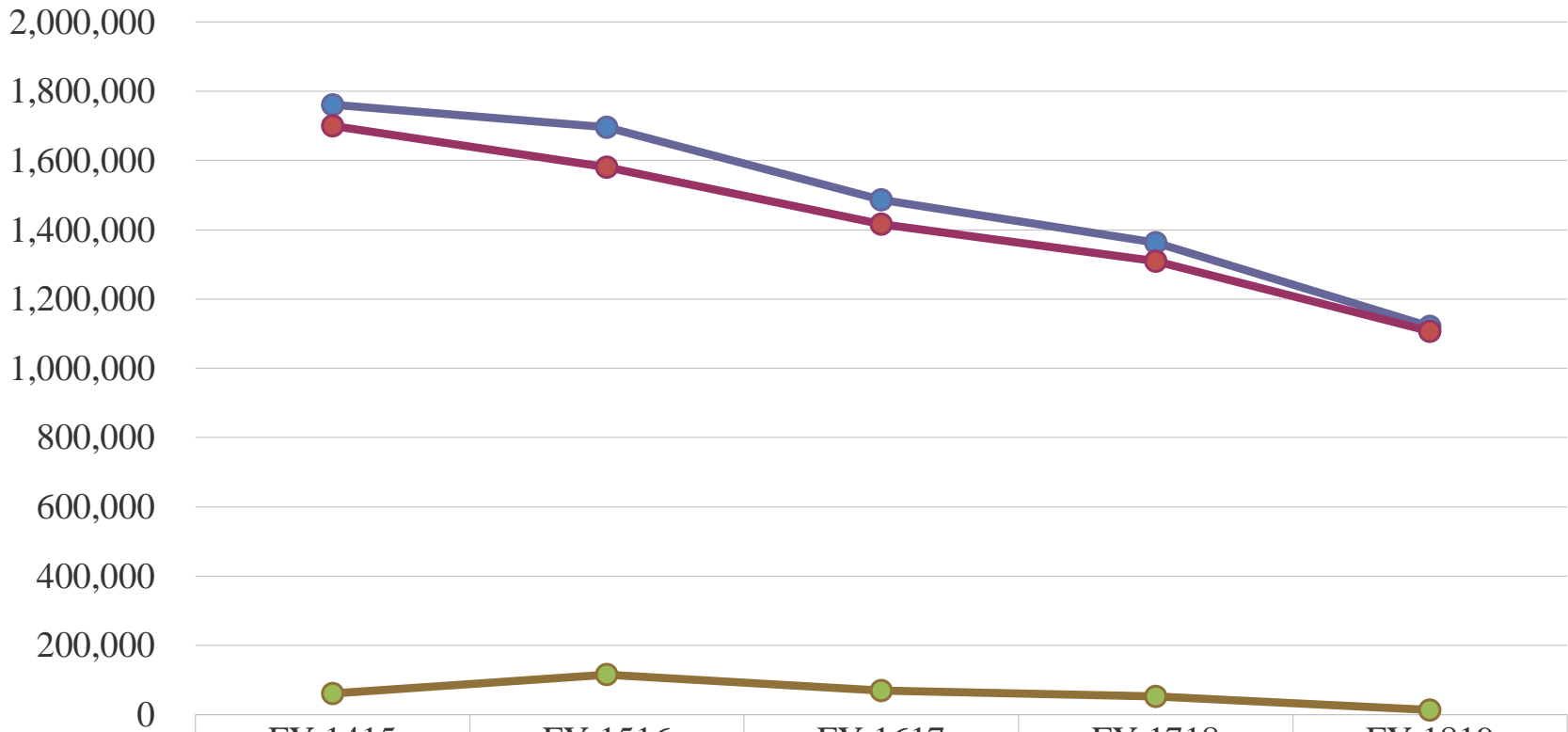
	Total Annual Budget	Actual To Date	Per Cent Received
Operating Revenue:			
Ohio Board of Regents - Subsidy	\$10,953,201	\$10,953,201	100.00%
Ohio Board of Regents -Capital Component	\$120,629	\$120,629	100.00%
Tuition & Fees	\$11,363,966	\$12,202,484	107.38%
Enrollment Contingency	\$0	\$0	0.00%
Scholarship Allowance and Tuition Offsets	-\$728,777	-\$344,320	47.25%
Income from Investments	\$75,000	\$179,464	239.29%
Foundation	\$85,870	\$86,726	101.00%
CTS Archbold	\$715,000	\$436,954	61.11%
CTS Scott Park	\$400,000	\$422,606	105.65%
Miscellaneous Income	\$103,095	\$88,186	85.54%
Grant Fiscal Agent	\$53,100	\$23,587	44.42%
Finger Printing & Facility Rental	\$63,400	\$57,586	90.83%
Total Operating Revenue	\$23,204,484	\$24,227,103	104.41%
To Reserves	-\$841,629		
From Reserves/State Capital	\$4,249,036		
Total Revenue	\$26,611,891	\$24,227,103	91.04%
Operating Expense:			
Instruction	\$15,509,335	\$15,307,028	98.70%
Public Service	\$28,887	\$22,707	78.61%
Academic Support	\$693,632	\$695,869	100.32%
Scholarship Allowance	\$0	\$0	0.00%
Student Services	\$1,709,333	\$1,443,031	84.42%
Institutional Support	\$4,303,060	\$3,998,257	92.92%
Plant Operations and Maintenance	\$4,367,644	\$1,645,165	37.67%
Total Expense	\$26,611,891	\$23,112,056	86.85%
Net Increase/Decrease in Net Assets	\$0	\$1,115,047	

Food Service (July thru June - Preliminary)



	FY 1415	FY 1516	FY 1617	FY 1718	FY 1819
Revenue	352,004	331,723	258,309	231,677	216,823
Expense	396,412	386,316	336,183	304,390	310,457
Net YTD	(44,408)	(54,594)	(77,875)	(72,713)	(93,633)

Bookstore (July - May - Preliminary)



	FY 1415	FY 1516	FY 1617	FY 1718	FY 1819
Revenue	1,761,288	1,696,752	1,486,783	1,362,810	1,120,599
Expense	1,700,063	1,581,350	1,416,883	1,309,746	1,106,978
Net YTD	61,225	115,403	69,901	53,064	13,621

Fiscal Forecast Assumptions:

1. **Fiscal Years:** Forecasting tied to strategic plan with year 1 (FY 19-20 = current year), 2 (FY 20-21), 3 (FY 21-22), 4 (FY 22-23).
2. **Sustainability:** A major goal of the strategic plan is sustainability (students, staff, and finances). We forecast to the reality of what we see ahead of us, but note the FTE needed to bring us to “sustainable” which is a balanced budget as well as the same amount of money going in as going out of our NSCC reserve funds (see retreat packet charts). For FY 19-20, we are 93 FTE short of sustainability (based on a revised assumption that additional revenue per FTE = \$10,600). Current access goal is 100 FTE, 50 to cover sustainability and 50 stretch that however will still leave the college drawing more out of reserves than what is being added into reserves in FY 19-20.
3. **Revenue:**
 - a. **Enrollments:** 50 FTE increase in each year of the plan
 - b. **Tuition:** Added \$5 per credit hour increase in each of year 1 (FY 19-20) and year 2 (FY 20-21) of the forecast (based on State budget recently approved) with no additional increases in year 3 (FY 21-22) or year 4 (FY 22-23).
 - c. **Scholarship Allowance:** Increased for tuition increase FY 19-20 and 20-21 and added for planned increase in Presidential / Honors Scholarships to be awarded beginning in FY 20-21 and increased in FY 21-22 since traditionally scholarship is two years.
 - d. **Fees:** All fees remain unchanged over the 4 years of the forecast.
 - e. **SSI:** 2.1% FY 19-20, 1% FY 20-21, flat FY 21-22 and FY 22-23.
 - f. **Grant:** Remain flat across the four years.

g. **CTS (Contract Training):** 3% increase in sales each year of forecast

h. **Investments:** Market correction expected however using Social Security COLA (2.6%)

4. **Expenses:**

a. **Wages:** 2% increase each year of forecast plus \$70,000 additional merit FY 20-21, FY 21-22 and FY 22-23.

b. **Benefits:** Increase correlating to increase in wages

c. **General Expenses (Supplies, Conf & Travel, Advertise & Communication, Maintenance & Repairs, Services, Other Expenses, Utilities & Insurances, Capital Expenditures):** Increased according to Social Security COLA (2.6%)

d. **Agency:** Increased according to increase tuition and subsidy

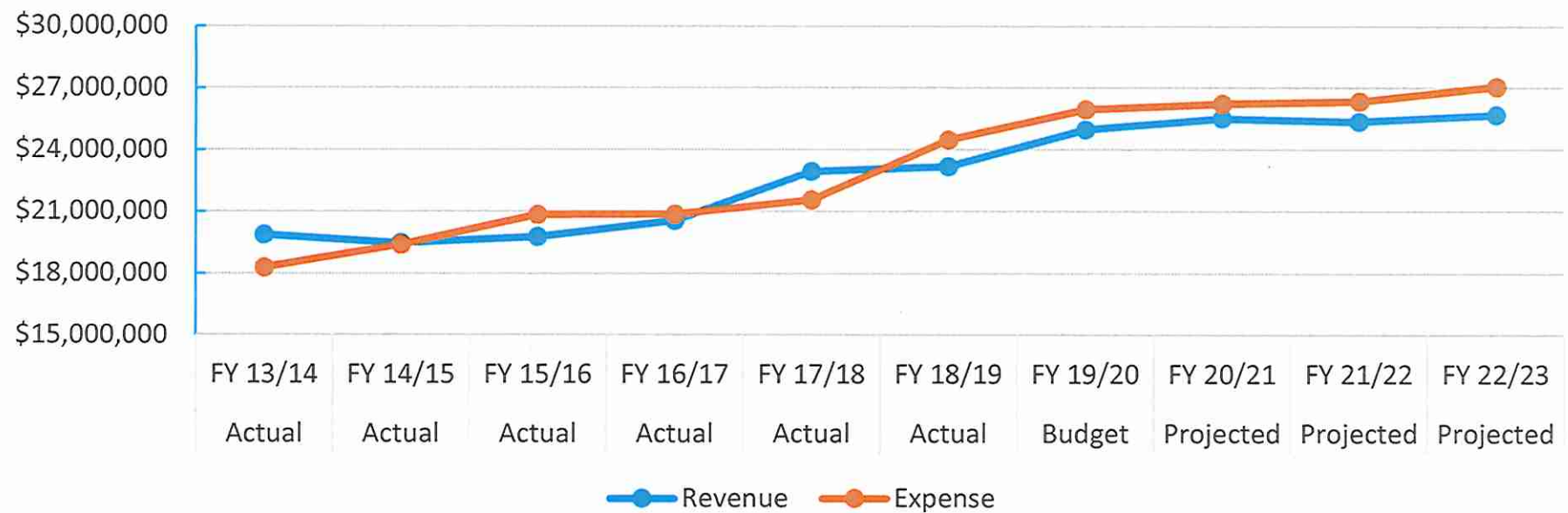
e. **Scholarship Allowance:** : Increased for tuition increase FY 19-20 and 20-21 and added for planned increase in Presidential / Honors Scholarships to be awarded beginning in FY 20-21 and increased in FY 21-22 since traditionally scholarship is two years.

5. **FTE Growth Needed for Sustainability:**

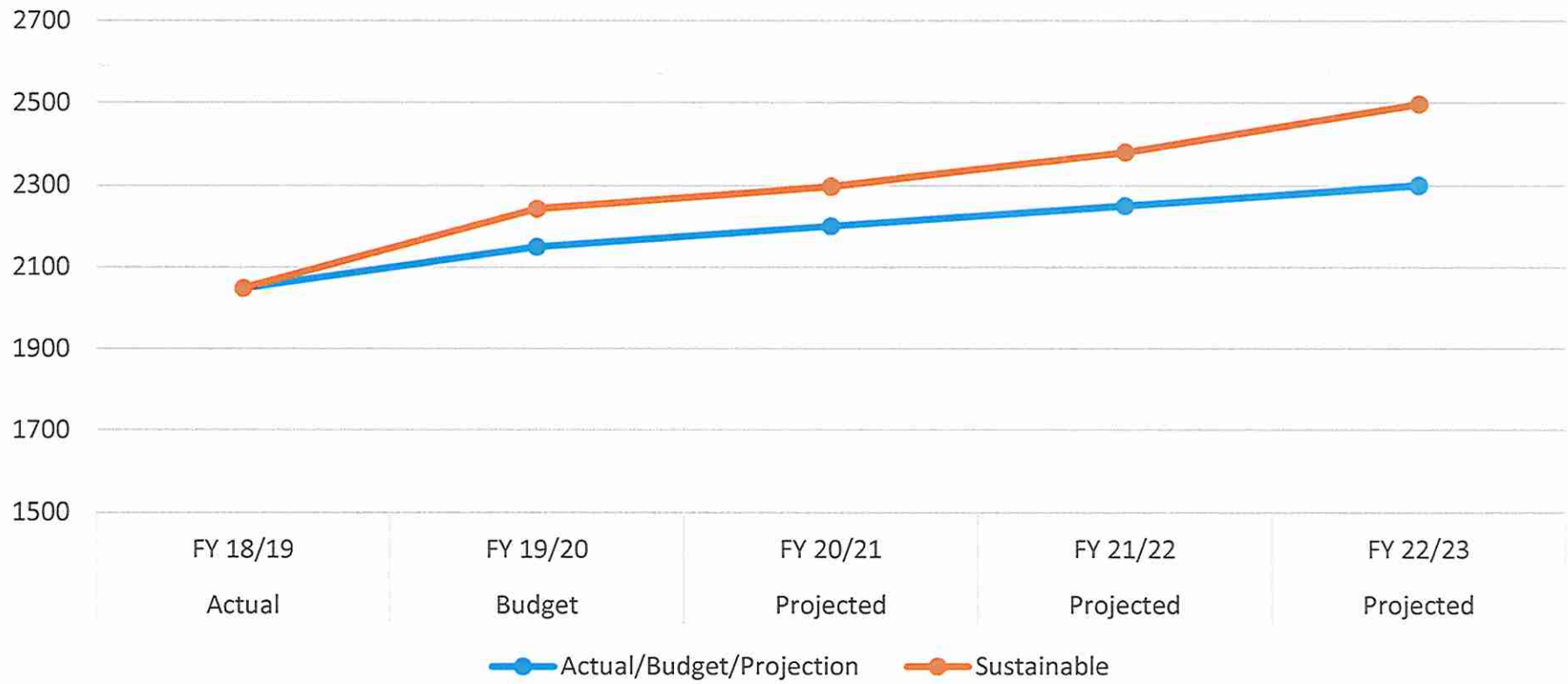
a. Additional revenue per FTE = \$10,600.

Northwest State Community College FINANCIAL PROJECTION GENERAL FUND																	8/15/2019						
	FY 13/14 Actual	annual chnг	FY 14/15 Actual	annual chnг	FY 15/16 Actual	annual chnг	FY 16/17 Actual	annual chnг	FY 17/18 Actual	annual chnг	FY 18/19 Revised	annual chnг	2017 to 2018 = 2 yr avg	2015 to 2018= 3 yr avg	2013 to 2018 = 5 yr avg	FY 19/20 Budget	annual chnг		FY 20/21 Projection		FY 21/22 Projection		FY 22/23 Projection
FTE																							
-Non Agency	1,469	-10%	1,309	-11%	1,132	-13%	1,054	-7%	976	-7%	873	-11%	-7%	-9%	-10%	942	8%		981		1,020		1,059
- Early Admit	306	37%	335	9%	285	-15%	266	-7%	231	-13%	235	2%	-10%	-12%	2%	266	14%		277		288		299
- Agency	548	1%	616	13%	685	11%	777	13%	860	11%	942	9%	12%	12%	10%	942	0%		942		942		942
Total FTE	2,323	-3%	2,260	-3%	2,102	-7%	2,097	0%	2,068	-1%	2,049	-1%	-1%	-3%	-3%	2,150	5%	2%	2,200	2%	2,250	2%	2,300
Tuition (Instructional and General)	\$146.00	1%	\$149.25	2%	\$155.00	4%	\$157.33	2%	\$157.33	0%	\$167.33	6%	3%	2%	2%	\$172.33	3%		\$177.33		\$177.33		\$177.33
																			2.9%		0%		0%
	FY 13/14 Actual	annual chnг	FY 14/15 Actual	annual chnг	FY 15/16 Actual	annual chnг	FY 16/17 Actual	annual chnг	FY 17/18 Actual	annual chnг	FY 18/19 Revised	annual chnг	2017 to 2018 = 2 yr avg	2015 to 2018= 3 yr avg	2013 to 2018 = 5 yr avg	FY 19/20 Budget	annual chnг		FY 20/21 Projection		FY 21/22 Projection		FY 22/23 Projection
Revenue																							
Subsidy	\$9,848,420	7%	\$9,702,535	-1%	\$10,174,410	5%	\$10,748,459	6%	\$10,825,284	1%	\$10,953,201	1%	3%	4%	3%	\$11,259,270	3%	1%	\$11,371,863	0%	\$11,371,863	0%	\$11,371,863
Capital Component	\$348,766	0%	\$265,300	-24%	\$265,300	0%	\$203,927	-23%	\$203,927	0%	\$120,629	-41%	-12%	-8%	-9%	\$120,629	0%	ODHE	\$120,629	ODHE	\$120,629	ODHE	\$120,629
Tuition (Instructional and General)	\$10,312,866	-3%	\$10,352,404	0%	\$10,060,313	-3%	\$10,111,818	1%	\$10,081,201	0%	\$9,909,812	-2%	0%	-1%	-1%	\$10,825,035	9%	calc	\$11,703,780	calc	\$11,969,775	calc	\$12,235,770
Schlp Allowance	-\$3,057,673	19%	-\$3,153,565	3%	-\$2,800,841	-11%	-\$2,602,231	-7%	-\$981,543	-62%	-\$728,777	-26%	-35%	-27%	-12%	-\$912,556	25%		-\$1,280,571		-\$1,748,348		-\$1,748,348
Other Fees	\$976,667	8%	\$1,080,616	11%	\$904,957	-16%	\$880,096	-3%	\$1,224,829	39%	\$1,452,154	19%	18%	7%	8%	\$1,739,668	20%		\$1,739,668		\$1,739,668		\$1,739,668
CTS	\$926,593	23%	\$658,779	-29%	\$728,920	11%	\$672,986	-8%	\$1,124,015	67%	\$1,117,000	-1%	30%	23%	13%	\$1,431,000	28%	3.0%	\$1,473,930	3.0%	\$1,518,148	3.0%	\$1,563,692
Foundation	\$165,000	105%	\$227,255	38%	\$112,253	-51%	\$137,826	23%	\$134,216	-3%	\$85,870	-36%	10%	-10%	22%	\$117,000	36%	1.0%	\$118,170	1.0%	\$119,352	1.0%	\$124,217
Fiscal Agent	\$8,165	-34%	\$39,937	389%	\$113,192	183%	\$117,909	4%	\$96,950	-18%	\$53,100	-45%	-7%	57%	105%	\$99,275	87%		\$99,275		\$99,275		\$99,275
Other/Miscellaneous	\$355,914	51%	\$304,873	-14%	\$212,654	-30%	\$299,610	41%	\$249,506	-17%	\$241,495	-3%	12%	-2%	6%	\$314,040	30%		\$314,040	2.6%	\$314,040	2.6%	\$314,040
Total General Operations Revenue	\$19,884,718		\$19,478,134		\$19,771,158		\$20,570,400		\$22,958,385		\$23,204,484					\$24,993,361			\$25,660,785		\$25,504,402		\$25,820,807
Ttl into General Operations Reserves	-\$523,841		-\$566,300		-\$732,300		-\$358,784		-\$794,984		-\$991,629					-\$837,629			-\$860,369		-\$863,164		-\$866,014
---Capital Component to Reserve	-\$348,766		-\$265,300		-\$265,300		-\$203,927		-\$203,927		-\$120,629					-\$120,629		ODHE	-\$120,629	ODHE	-\$120,629	ODHE	-\$120,629
---Student Fee to Student Fee Reserve	-\$175,075		-\$151,000		-\$167,000		-\$154,857		-\$130,851		-\$121,000					-\$137,000		2.0%	-\$139,740	2.0%	-\$142,535	2.0%	-\$145,385
---Lab Fee to Instructional Equip Reserve			-\$150,000		-\$150,000				-\$150,000		-\$150,000					-\$90,000			-\$150,000		-\$150,000		-\$150,000
---Subsidy to Building M & R Reserve					-\$150,000				-\$150,000		-\$150,000					-\$90,000			-\$150,000		-\$150,000		-\$150,000
---General to Contingency Reserve											-\$300,000					-\$300,000			-\$300,000		-\$300,000		-\$300,000
---Bookstore FB to Building M & R Reserve									-\$160,206		-\$150,000					-\$100,000			\$0		\$0		\$0
Ttl used General Operations Reserves	\$45,203		\$780,044		\$1,710,830		\$1,658,248		\$360,922		\$1,586,156					\$1,822,594			\$1,869,981		\$1,918,601		\$1,968,485
---Operations from General Oper Reserves	\$45,203	-20%	\$80,600	78%	\$1,065,436	1222%	\$141,004	-87%	\$146,839	4%	\$562,249	283%	5 yr avg	\$399,226		\$728,274		2.6%	\$747,209	2.6%	\$766,637	2.6%	\$786,569
---Capital Equip from General Oper Reserves	\$0	0%	\$597,131	100%	\$114,431	-81%	\$291,200	154%	\$150,690	-48%	\$584,500	288%	5 yr avg	\$347,590		\$643,320		2.6%	\$660,046	2.6%	\$677,208	2.6%	\$694,815
---Deferred Maint from General Oper Reserves	\$0	0%	\$102,313	100%	\$530,963	419%	\$1,226,044	131%	\$63,393	-95%	\$439,407	593%	5 yr avg	\$472,424		\$451,000		2.6%	\$462,726	2.6%	\$474,757	2.6%	\$487,101
Expenses																							
61 Salaries	\$9,226,048	-2%	\$9,247,391	0%	\$9,699,191	5%	\$9,527,987	-2%	\$8,635,804	-9%	\$9,552,664	11%	-6%	-2%	-2%	\$9,920,967	4%	2.0%	\$10,189,386	2.0%	\$10,568,174	2.0%	\$11,029,538
62 Benefits less Pension Exp	\$3,215,927	-1%	\$3,254,339	1%	\$3,485,525	7%	\$3,344,633	-4%	\$2,945,133	-12%	\$3,329,981	13%	-8%	-3%	-2%	\$3,469,295	4%	1.0%	\$3,519,128	1.0%	\$3,581,357	1.0%	\$3,655,020
63 Other Employee Expenses	\$162,493	-57%	\$80,058	-51%	\$232,310	190%	-\$15,283	-107%	\$96,142	-729%	\$161,345	68%	-418%	-215%	-151%	\$222,654	38%	2.6%	\$228,443	2.6%	\$234,383	2.6%	\$240,476
71 Supplies	\$349,154	12%	\$389,810	12%	\$392,914	1%	\$265,154	-33%	\$324,328	22%	\$364,766	12%	-5%	-3%	3%	\$420,031	15%	2.6%	\$430,952	2.6%	\$442,157	2.6%	\$453,653
72 Conferences & Travel	\$138,065	10%	\$143,416	4%	\$118,446	-17%	\$61,486	-48%	\$81,244	32%	\$185,763	129%	-8%	-11%	-4%	\$187,246	1%	2.6%	\$192,114	2.6%	\$197,109	2.6%	\$202,234
73 Advertising & Communications	\$408,387	-4%	\$402,369	-1%	\$408,124	1%	\$357,057	-13%	\$372,908	4%	\$393,303	5%	-4%	-2%	-3%	\$440,025	12%	2.6%	\$451,466	2.6%	\$463,204	2.6%	\$475,247
74 Maintenance & Repairs	\$752,988	36%	\$728,096	-3%	\$525,968	-28%	\$427,234	-19%	\$327,762	-23%	\$843,739	157%	-21%	-23%	-7%	\$1,054,248	25%	2.6%	\$1,081,658	2.6%	\$1,109,782	2.6%	\$1,138,636
74 & 75 Agency	\$3,146,852	-9%	\$4,245,905	35%	\$4,525,881	7%	\$4,665,833	3%	\$6,846,348	47%	\$6,484,549	-5%	25%	19%	17%	\$7,484,059	15%	2.0%	\$7,633,740	0.0%	\$7,633,740	0.0%	\$7,633,740
75 Services	\$1,359,705	96%	\$1,501,001	10%	\$908,949	-39%	\$841,042	-7%	\$1,025,533	22%	\$1,097,273	7%	7%	-8%	16%	\$1,195,153	9%	2.6%	\$1,226,227	2.6%	\$1,258,109	2.6%	\$1,290,820
76 Other Expenses	\$1,487,694	73%	\$1,745,385	17%	\$1,750,910	0%	\$1,560,726	-11%	\$882,996	-43%	\$774,403	-12%	-27%	-18%	7%	\$1,011,853	31%	2.6%	\$1,038,161	2.6%	\$1,065,153	2.6%	\$1,092,847
--- Scholarship Allowance	-\$3,457,713	35%	-\$3,746,776	8%	-\$2,800,841	-25%	-\$2,602,231	-7%	-\$981,5														

Fiscal Stability Operating Revenue vs. Expense



Fiscal Stability Enrollments



NSCC Insurance Executive Summary

August 23, 2019 Board of Trustee Meeting

The insurance plans that Northwest State Community College participate in are robust plans that provide extensive coverage at limits higher than the college would afford to purchase on its own. The college benefits in both cost and limit of coverage by participating in a consortium of the OACC two-year colleges. Annually, a review of recommended coverages takes place within the consortium to identify the need for additional coverage requirements and we feel the college is purchasing insurances appropriate to protect the college community.

- Northwest State Community College is one of the founding colleges of the Ohio Association of Community College's Insurance program that was started in Fall 2012.
- The annual cost of insurance for the college in 2018/2019 was \$87,000
- The college is covered under multiple OACC program shared insurance policies covering:
 - Property
 - Inland Marine (RAPIDS trailers/equipment)
 - Casualty/Liability
 - Commercial General Liability including
 - Employee Benefits Liability

- Stop Gap – Employer Liability Endorsement - Ohio
- Ohio Counseling Professional Liability
- Law Enforcement Liability w Optional Non-Monetary Relief Coverage
- Limited Professional Liability Coverage
- Adverse Event Response Coverage for Schools
- Sexual Misconduct Coverage and Innocent Insured Defense Only Coverage
- Terrorism Coverage – Terrorism Risk Insurance Act
- Crime and Fidelity
- Educators Legal Liability Policy (Provides Trustee and Officers coverage; primary limit is \$1,000,000 excess \$10,000 retention)
- General Liability Excess and Excess Educators Legal Liability (Provides the Trustees & Officer coverage. \$15,000,000 Excess limits that sit over the primary)
- Automobile
- Cyber Security
- Limited Professional Liability Coverage