

**BOARD OF TRUSTEES**  
**December 14, 2018 – 11:30 a.m.**  
**Room C200**

**ORDER OF BUSINESS**

**A. CALL TO ORDER (Jeff E)**

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

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

**C. EXECUTIVE SESSION:** To discuss hiring of a public employee and update on legal matters

**D. PRESENTATIONS**

1. Strategic Planning Update/Focus Area 2 – Community Engagement – Michael T

**E. AUDIENCE PARTICIPATION**

**F. CHIEF EXECUTIVE OFFICER REPORT (Michael T) (pgs. 38-52)**

- President (Michael T.)
- Vice President – Academics (Lori R.)
- Vice President – Institutional Effectiveness and Student Services (Cindy K.)
- Chief Administrative Officer (Kathy S.)
- Vice President – Innovation (Todd H.)
- Vice President – Human Resources & Leadership Development (Katy M.)

**G. CHIEF FISCAL OFFICER REPORT (Kathy S)**

- Financial Report as of October 31, 2018 (pgs. 34-37)(consent item)

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

1. Consent Agenda Items (pgs. 9-11)
  - a. Minutes of the October 26, 2018 Meeting
  - b. Resignation
  - c. Employ Full-Time Faculty – Developmental Math
  - d. Employ Full-Time Training Coordinator – Industrial Technologies
  - e. Renewal of Probationary Faculty and Non-teaching Faculty Contracts
  - f. Promotion to Director – Data Systems
  - g. Promotion to Senior Administrator – Data Systems
  - h. Title and Salary Change – Grant Writer
  - i. Market Salary Adjustment – Coordinator – Marketing & Communications
  - j. Miscellaneous Employment Contracts

**I. PROPOSED RESOLUTIONS (Megan B) (pgs. 12-33)**

1. Approval of 2017-2018 College Audit
2. Approval to Revise Facility Room Rental Rates
3. Approval of Emeritus Status
4. Policy Revision – Harassment/Sexual Harassment/Sexual Misconduct
5. New Policy – Sexual Misconduct
6. Policy Revision – Code of Student Conduct
7. Policy Revision – Student Due Process and Grievance
8. Approval of New Program – Associate of Applied Science – Agronomy
9. Approval of New Program – Short-Term Certificate – Manufacturing Foundations

**J. OTHER BUSINESS**

1. Upcoming Board Activities
  - a. Emeritus Dinner – December 17
  - b. Commencement – December 17
2. Upcoming College Activities
  - a. Commencement – December 17
  - b. Campus Closed – December 21 – January 1

**K. ADJOURNMENT (Jeff E)**

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, October 26, 2018 at 11:30 a.m. in Room C200.

Jeffrey Erb, Chair of the Board, stated that “the record should show that notice of this meeting has been given in accordance with the Ohio Revised Code, Section 121.22(F).”

### **MEMBERS PRESENT**

**18-94**

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

There were also 10 guests in attendance.

### **EXECUTIVE SESSION**

**18-95**

Ms. Derck moved and Mr. Siebenmorgen seconded a motion to go into executive session to discuss the hiring of a public employee and current personnel.

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

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

### **PRESENTATIONS**

Lori Robison, Vice President for Academics introduced the new Dean of Nursing – Dr. Kathy Keister and provided her professional background. Dr. Keister provided an overview of the program, introduced the nursing faculty and provided pass rates for NSCC nursing students, which are considerably above the state and national average. Also noted was the fact that 85 percent of nursing graduates stay and work in Northwest Ohio.

Jim Bellamy, Marketing & Communications, provided the Board with an overview of marketing efforts to promote Northwest State Community College. Marketing efforts include traditional marketing (radio commercials, on-air radio interviews, newspaper, billboards), social media (Facebook, Twitter and Instagram), press releases, news videos and targeted marketing to promote NSCC’s 50<sup>th</sup> anniversary.

### **CHIEF EXECUTIVE OFFICER REPORT**

Dr. Thomson reported out on different campus events that took place for faculty, staff and students, including a visit from Chancellor Carey to Scott Park. In addition, informational reports from the Vice President for Academics, Vice President for Institutional Effectiveness and Student Services, Chief Fiscal and Administrative Officer, Vice President for Innovation and Vice President of Human Resources and Leadership Development were included in the Board agenda packets.

## **CHIEF FISCAL OFFICER REPORT**

**18-96**

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 September 30, 2018. The Board voted to approve the report by affirmation.

## **APPROVAL OF CONSENT AGENDA**

### **MINUTES OF THE AUGUST 24, 2018 MEETING**

**18-97**

#### **RESIGNATION**

**18-98**

WHEREAS, Patti Altman, Dean – Nursing, has submitted her resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Patti Altman effective January 1, 2019 be accepted as tendered.

#### **FULL-TIME ASSISTANT – DATA ENTRY & TESTING EMPLOYED**

**18-99**

WHEREAS, the position of full-time Assistant – Data Entry & Testing was left vacant due to the resignation of Candace Weirauch; 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. Anne Kindinger be employed as full time Assistant – Data Entry & Testing effective August 22, 2018 at an annual salary of \$27,206.40 (to be pro-rated). This is in accordance with the School Support Personnel Bargaining Agreement.

#### **FULL-TIME DEAN – NURSING EMPLOYED**

**18-100**

WHEREAS, the position of full-time Dean - Nursing was left vacant by the resignation for retirement of Patti Altman; 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 Kathy Keister be employed as full-time Dean - Nursing effective September 4, 2018 at an annual salary of \$95,000 (to be pro-rated). This is a grade level II position.

**FULL-TIME ASSOCIATE DIRECTOR – FINANCIAL AID EMPLOYED**

**18-101**

WHEREAS, the position of full-time Associate Director – Financial Aid was left vacant due to the resignation of Juan Gonzalez; 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 Mr. Jared Nofziger be employed as full-time Associate Director – Financial Aid effective October 15, 2018 at an annual salary of \$32,968.00 (to be pro-rated). This is in accordance with the School Support Personnel Bargaining Agreement.

**FULL-TIME ADMINISTRATIVE ASSISTANT – COMMUNITY & WORKFORCE DEVELOPMENT EMPLOYED**

**18-102**

WHEREAS, the position of full-time Administrative Assistant – Community & Workforce Development was left vacant due to the resignation of Andrea Morrow; 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. Nicole Hand be employed as full-time Administrative Assistant – Community & Workforce Development effective September 26, 2018 at an annual salary of \$32,115.20. This is in accordance with the School Support Personnel Bargaining Agreement.

**FULL-TIME PROGRAM & CLINICAL COORDINATOR EMPLOYED**

**18-103**

WHEREAS, the position of full-time Program & Clinical Coordinator was created to assist the Dean of Nursing in the implementation of the instructional programs of the division and coordinate associated clinical activities, as well as administer the continuing education unit for the college and maintaining the standards of the program; 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 Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Deborah Hartzell be employed as full-time Program & Clinical Coordinator effective September 6, 2018 at an annual salary of \$82,955.19 (to be pro-rated). This is in accordance with the Professional Staff

Bargaining Agreement, Master's Degree.

### **FULL-TIME ENROLLMENT ADVOCATE EMPLOYED**

**18-104**

WHEREAS, the position of full-time Enrollment Advocate was created to serve as the central point of contact and advocate for students at the Advanced Manufacturing Training Center located at the Scott Park campus; and

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

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Brittany Galbraith be employed as full-time Enrollment Advocate effective October 15, 2018 at an annual salary of \$32,115.20 (to be pro-rated). This is in accordance with the School Support Personnel Bargaining Agreement.

### **MISCELLANEOUS EMPLOYMENT CONTRACTS**

**18-105**

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

WHEREAS, the Vice President for Academics recommends

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

#### **Part-time Faculty Contracts – Fall Semester:**

Aldrich	Catherine	Leptak-	
Alexander	Eileen	Moreau	Jeffrey
Alt	Jean	Lillard	Stacy
Anthony-Mills	Crystal	Manz	Craig
Babcock	Kyle	McQuade	Tim
Bly	Mary Sue	Minsel	Curt
Boone	James	Myers	Ken
Brubaker	Sharon	Nafziger	Beth
Burken	Christa	Nartker	Greg
Burkholder	Tracy	Plummer	Tom
Clink	Michael	Preston	Craig
Coles	Ronald	Racick	John
Collins	Elizabeth	Raymond	Steven
Cook	Alysha	Rendelman	Tracy
Dailey	Amy	Richter	Mary
Dalby	Brittany	Ringenberg	Karla
		Roka	Tom

Dasch	Emilie	Sands	Zachary
Davis	Christopher	Schwiebert	Jason
Dean	Josie	Short	Amanda
DeSota	Heidi	Silveus	Molly
Dillon	Kieron	Singer	Ed
Durham	Tamara	Sizemore	Brittany
Filipovich	Nicholas	Smith	Rebecca
Firestone	Chelsie	Smith-Strauss	Kelly
Frake	Ann	Snyder	Tim
Frey	Kevin	Stuber	Jacob
Gericke	Kelly	Stuckey	Angela
Harris	Heidi	Stuckey	Tom
Hilt	Melissa	Thompson	Dodi
Hunt	Mary	Torok	William
Kadesch	Gary	Vasko	Carol
Kemarly- Dowland	Julie	Verfaille	Robert
Kenning	Celeste	Waisner	Beth
Kinkaid	Cynthia	Werdebaugh	Ronald
Kling	Julie	Whitlock	Kevin
Kohl	Deanna	Worman	Jamie
Kolovich	Monica	Young	Sharla
Kuhlman	Nan	Zuvers	Larry
Lammers	Suzanne		
Lanius	Vicki		
Latscha	Amanda		

Supplemental Faculty Contracts – Fall Semester:

Becher	Lisa
Burklo	Dan
Clawson	Chris
Dillon	Kieron
Gerken	Emily
Harris	Heidi
Howard	Sherry
Newton	Tera
Robinson	Chris
Stapleton	Kemp
Vanderpool	Mike
VonDeylen	Barry
Zeller	Ann

## Full-time Contracts - Overload

Aschemeier	Lisa
Becher	Lisa
Berres	Allen
Bowes	Tom
Carr	Tom
Chaplin	William
Donaldson	Pam
Doolittle	Colin
Drees	Amy
Dusseau	Melanie
Eichenauer	Bill
Hicks	Melanie
Howard	Sherry
Hills	Tony
Kwiatkowski	Mike
Malek	Marianna
Mohring	Dave
Newton	Tera
Oberhaus	Annette
Robinson	Chris
Tefft	Greg
Talebi	Ali
Thomas	Amy
Vanderpool	Mike
VonDeylen	Barry

### **POLICY REVISION – BENEFITS ADMINISTRATION APPROVED**

**18-106**

WHEREAS, the College bargained with the School Support Unit to raise the minimum number of hours worked per week from fifteen to twenty hours to be eligible for fringe benefits; and

WHEREAS, the policy for graded employees currently allows employees to work fifteen hours per week to receive fringe benefits; and

WHEREAS, to align the benefits for support staff and graded employees, the college recommends a policy revision for graded employees to raise the minimum hours worked to twenty; and

WHEREAS, the Vice President – Human Resources and Leadership Development and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Policy No. 3358: 14-3-07 Benefits



Administration, be revised effective January 1, 2019, as follows:

(A) Eligibility

Full-time and part-time employees who work **A MINIMUM OF TWENTY** hours per week are eligible to participate in the college's fringe benefits program provided in this section. Part-time who work less than **TWENTY** hours, temporary employees, adjunct instructors, and guest lecturers are not eligible to participate in the program, except as required by federal and state regulations or as may be specifically defined in this policy.

(C) Insurance

Medical insurance dental insurance, vision care insurance is available to full-time and part-time employees and their dependents for those who work **A MINIMUM OF TWENTY** hours per week. Life insurance coverage is available to full-time and part-time employees who work **A MINIMUM OF TWENTY** hours per week. These insurance offerings are within the salary and benefit program approved by the board of trustees.

The consent agenda was approved by the Board by affirmation.

**APPROVAL OF THE 2018 AFFORDABILITY AND EFFICIENCY REPORT**

**18-107**

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

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

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

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2018 Affordability and Efficiency Plan Report, as well as the updated Five-year Efficiency Plan that was submitted as a draft by the September 28 deadline be approved for final submission by the Board of Trustees effective October 26, 2018.

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

**APPROVAL TO AMEND ALTERNATIVE RETIREMENT PLANS AND ASSIGN  
ADMINISTRATIVE AND INVESTMENT DUTIES**

**18-108**

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

WHEREAS, Northwest State Community College sponsors and maintains Alternative Retirement Plans, that are defined contribution plans under Section 401(a) and 403(b) of the Internal Revenue Code; and

WHEREAS, the Internal Revenue Code allows for the 403(b) plan to be restated effective January 1, 2010

WHEREAS, the Board of Trustees desires to delegate administrative and investment duties associated with these Alternative Retirement Plans

NOW THEREFORE BE IT RESOLVED, that the 403(b) plan be restated in the form attached hereto, and which restatement is hereby adopted and approved;

BE IT FURTHER RESOLVED, that the appropriate officers of the College be, and they hereby are authorized and directed to execute said restatement on behalf of the College;

BE IT FURTHER RESOLVED, that the officers of the College be, and they hereby are authorized and directed to take any and all actions and execute and deliver such documents as they may deem necessary, appropriate or convenient to effect the foregoing resolutions including, without limitation, causing to be prepared and filed such reports, documents or other information as may be required under applicable law.

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

### **ADJOURNMENT**

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

**1. APPROVAL OF CONSENT AGENDA.**

**1a. Minutes of the October 26, 2018 Meeting**

**1b. Resignation**

WHEREAS, Patti Altman, Dean – Nursing, has resubmitted her resignation for retirement due to a change in retirement date; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement resignation of Patti Altman effective December 31, 2018 be accepted as tendered.

**1c. Employ Full-time Faculty – Developmental Mathematics**

WHEREAS, the position of full-time Faculty – Developmental Mathematics was left vacant due to the retirement of Chris Copple; 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. Suzanne Lammers be employed as full time Faculty – Developmental Mathematics effective October 17, 2018 at an annual salary of \$45,719.84 (to be pro-rated). This is in accordance with the Professional Staff Bargaining Agreement.

**1d. Employ Full-time Training Coordinator – Industrial Technologies**

WHEREAS, the position of full-time Training Coordinator – Industrial Technologies was created to recruit for and manage short term certificates at the Archbold campus; and

WHEREAS, an internal candidate was qualified and awarded the position; and

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Sarah Stubblefield be employed as full-time Training Coordinator – Industrial Technologies effective October 1, 2018 at an annual salary of \$58,000 (to be pro-rated). This is a grade level IV position.

**1e. Renewal of Probationary Faculty and Non-teaching Faculty Contracts**

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 Services 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 2018-2019 academic year:

- a. Jen Behnfeldt (nursing faculty), third, one-year probationary contract, Masters, total salary \$56,264.57.
- b. Kelly Fandrey (admissions recruiter), second, one-year probationary contract, Bachelors, total salary \$40,907.44.
- c. Ann Fether (admissions advisor undecided), second, one-year probationary contract, Bachelors, total salary \$40,907.44.
- d. Shannon Floyd (academic advisor), second, one-year probationary contract, Bachelors, total salary \$40,907.44.
- e. Kaitlin Rohrs-Cordes (academic advisor), second, one-year probationary contract, Bachelors, total salary \$40,907.44.
- f. Makayla Windau (admissions recruiter), second, one-year probationary contract, Bachelors, total salary \$40,907.44.

**1f. Promotion to Director – Data Systems**

WHEREAS, the position of Director – Data Systems was left vacant due to the promotion of Roger Spears to Chief Information Officer in 2013; and

WHEREAS, the College decided not to subsequently fill the role of Director – Data Systems at that time; and

WHEREAS, the need has arisen for the position to be filled; and

WHEREAS, an internal candidate was qualified and awarded the position; and

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Terry King be employed as full-time Director – Data Systems effective December 1, 2018 at an annual salary of \$78,000 (to be pro-rated). This is a grade level III position.

**1g. Promotion to Senior Administrator – Data Systems**

WHEREAS, the position of full-time Senior Administrator – Data Systems was left vacant due to the promotion of Terry King; and

WHEREAS, an internal candidate was qualified and awarded the position; and

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. James Zeller be employed as full-time Senior Administrator – Data Systems effective December 1, 2018 at an annual salary of

\$68,500 (to be pro-rated). This is a grade level III position.

**1h. Title and Salary Change – Grant Writer**

WHEREAS, the title of Grant Writer no longer fits the job duties assumed by the position; and

WHEREAS, the person in the current position of Grant Writer has gained immeasurable experience since starting in the position and has proven to be very effective in the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Ashley Pere, Grant Writer, receive the new title of Grant Coordinator and a salary increase to \$47,500 effective January 1, 2019.

**1i. Market Salary Adjustment – Coordinator – Marketing & Communications**

WHEREAS, the position of Coordinator – Marketing & Communications oversees all external and internal marketing for the College; and

WHEREAS, a market study was conducted by the compensation specialist from the University of Toledo to determine the appropriate salary for this position; and

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

NOW, THEREFORE BE IT RESOLVED, that Mr. James Bellamy receive a salary increase to \$50,000 effective January 1, 2019.

**1j. Miscellaneous Employment Contracts**

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

WHEREAS, the Vice President for Academics recommends

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

Part-time Adjuncts:

Collins	Elizabeth
Laux	Brandy
Peiffer	Bethany

Waxler Steven  
Weymer Kristin  
Whitlock Kevin

## **PROPOSED RESOLUTIONS**

### **1. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2017-2018 COLLEGE AUDIT.**

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

WHEREAS, the 2017-2018 financial audit prepared by Plattenburg & Associates, Inc. has been reviewed by the Chief Fiscal and Administrative Officer and the State of Ohio Auditor's Office; and

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

NOW, THEREFORE BE IT RESOLVED, that the 2017-2018 financial audit be accepted (begins on page ).

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

### **2. CONSIDERATION OF A RESOLUTION TO REVISE FACILITY ROOM RENTAL RATES**

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

WHEREAS, the Facility/Room Rental Fees have not been updated since 2012; and

WHEREAS, a review of the facility/room rental fees throughout the local area has been completed; and

WHEREAS, the College desires a modest increase and structural change in these fees to remain competitive in the market; and

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

NOW, THEREFORE BE IT RESOLVED, that the following adjustments be made to the Facility/Room Rental Fee Schedule effective January 1, 2019:

#### **Room Rental**

(effective reservations rec'd after 1/1/2019 )

##### **Table in Atrium**

Nonprofit	no charge	Profit	\$50.00/day
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\*\*No charge to outside colleges or Armed Forces to occupy tables in the atrium when classes are in session.

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#### **Classrooms**

Nonprofit	\$ 10.00/hour	Profit	\$ 20.00/hour
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#### **Computer Lab**

Nonprofit	\$150.00 per hour	Profit	\$200.00 per hour
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#### **Conference Rooms-A101A McDougale Room/C200/C202/C211/H104**

Nonprofit	\$ 25.00/hour - \$200 daily max	Profit	\$ 50.00/hr - \$400.00 daily max
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#### **Atrium/Auditorium**

##### **Monday to Friday- 7am to midnight**

Nonprofit	\$ 75.00- 1 <sup>st</sup> hour \$ 40.00 each subsequent hour (\$300.00.00 maximum)	Profit	\$ 150.00- 1 <sup>st</sup> hour \$ 80.00 each subsequent hour (\$600.00 maximum)
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##### **Friday events starting after 4 pm and Weekend event**

Nonprofit	\$ 100.00- 1 <sup>st</sup> hour \$ 75.00 each subsequent hour	Profit	\$ 200.00- 1 <sup>st</sup> hour \$ 150.00 each subsequent hour
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#### **Community Theater**

\$150.00 per performance

#### **Government Agencies**

Will only be charged if need for Technology, Security, Custodial or Switchboard Staff – Charges to be determined by Fiscal Officer and approved by NSCC President.

#### **Proms**

\$300.00 minimum

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#### **Additional fees (as applicable) estimates provided upon request:**

##### **Technology Use/Services**

##### **Police Coverage**

##### **Custodial/Maintenance**

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- Rooms are reserved on a 1<sup>st</sup> come 1<sup>st</sup> signed rental agreement basis and without a signed rental agreement will be held for 7 days and then released for other bookings.
  - If alcohol is to be served at the event, an "Application to Host an Event with Alcohol" form must be completed and approved by the NSCC President. The server must be "TIPS" certified and the group must follow the policy approved by NSCC (see Alcohol Policy).

**Facility Rental – Weddings and Other Private Events**  
**Effective reservations received after 1/1/2019**

**Basic Rental ( Auditorium or one level only of main college atrium)\*\***

\$650.00 plus \$250.00 refundable damage deposit. (2 hours setup/cleanup are included, additional hours charged at \$50 per hour)

Events over 7 hours add \$100.00 per hour

Event time after midnight \$150.00 per hour.

\*At the end of event the client needs to clean top of tables and place trash in bags.

**Premium Rental (Auditorium including atrium outside of auditorium or – both levels of main college atrium)\*\***

\$900.00 plus \$250.00 refundable damage deposit. (2 hours setup/cleanup are included, additional hours charged at \$50 per hour)

Events over 7 hours add \$100.00 per hour

Event time after midnight \$150.00 per hour.

\*At the end of event the client needs to clean top of tables and place trash in bags.

**\*\* does not include additional cost to be added for police officers when alcohol is being served at events.**

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

**3. CONSIDERATION OF A RESOLUTION TO APPROVE EMERITUS STATUS**

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

WHEREAS, the college enacted an Emeritus policy in 2013 to recognize individuals that have made an outstanding contribution to the College and the community; and

WHEREAS, the College asked for nominations of faculty, staff and trustees that have permanently retired from Northwest State Community College; and

WHEREAS, the President has made a recommendation to the Board of Trustees to grant emeritus status to two individuals; and

WHEREAS, the Board Executive Committee has made a recommendation to the Board of Trustees to grant emeritus status to one individual

NOW, THEREFORE BE IT RESOLVED, that Ms. Lori Bird, Ms. Lynda Cramer and Mr. Peter Beck be granted emeritus status by the Board of Trustees effective December 14, 2018.



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

4. **CONSIDERATION OF A RESOLUTION TO REVISE POLICY 14-3-19 – HARASSMENT/SEXUAL HARASSMENT/SEXUAL MISCONDUCT**

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

WHEREAS, the Ohio Department of Higher Education Changing Campus Culture Initiative is focused on decreasing sexual violence on college campuses; and

WHEREAS, the Vice President - Institutional Effectiveness and Student Success and the Vice President - Human Resources and Leadership Development have reviewed the current policies regarding harassment, sexual harassment, sexual misconduct, student conduct and student grievances; and

WHEREAS, definitions of harassment and discrimination have been updated; and

WHEREAS, the sexual misconduct portion of the current policy is being moved to its own policy; and

WHEREAS, the policy has been reviewed by the Attorney General's office; and

WHEREAS, the President and the Cabinet recommend

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

3358: 14-3-19 Equal Opportunity and Non-Discrimination/Anti-Harassment.  
Effective date: Revised 11/26/2018

**POLICY STATEMENT:**

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

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

While the college does not tolerate any form of discrimination or harassment, the Non-Discrimination/Anti-Harassment Policy and related procedures are intended to cover

discrimination and harassment based on a protected class. Protected classes for purposes of this policy are age, ancestry, color, disability, familial status, gender, genetic information (GINA), military or veteran status, national origin, race, religion, sex, and sexual orientation, or any other bases under the law. Through this and related policies, the College acknowledges and complies with its duties under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended, the Pregnancy Discrimination Act, and relevant state and local laws, by setting forth comprehensive frameworks for receiving, processing, investigating, and resolving complaints.

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

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

#### (A) DEFINITIONS OF DISCRIMINATION/HARASSMENT

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

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

a. Disparate Treatment - when a person, or a group of people are treated less favorably than another person or group of people on the basis of a protected class.

b. Disparate Impact - when a college policy, practice or decision is based on neutral factors that have an adverse impact on a protected class.

2. Harassment\* – (1) Unwelcome, protected class-based physical non-verbal or verbal conduct that (2) is sufficiently severe, persistent or pervasive that (3) it unreasonably interferes with, denies, or limits an individual's ability to participate in or benefit from the university's education and employment programs and activities; and (4) is based on power differentials (quid pro quo) or the creation of a hostile environment. \*This definition does not include sexual harassment/misconduct, for policies related to those see Policy 3358:14-3-35.

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

#### (B) DISCRIMINATION/HARASSMENT INDICATORS AND EXAMPLES

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

- i. Conduct that explicitly or implicitly affects an individual's or group's employment or academic achievement; unreasonably interferes with an individual's work performance or learning ability; and/or creates an intimidating, hostile or offensive work, or academic environment when that person belongs to a protected class;
- ii. Verbal behaviors or comments, slurs, jokes, recordings, videos, music and personal references or use of negative terms used to identify someone in a protected class;
- iii. Non-verbal, offensive, graphic communication (i.e. obscene hand or finger gestures), bullying, demeaning, insulting, intimidating, or suggestive written material, email, posters, graffiti, cartoons, other electronically transmitted messages or use of social media which are directed at someone because of a protected class;
- iv. Any other conduct that has the effect of creating an intimidating, hostile, offensive work environment, or unreasonably interferes with a person's work or academic environment based on a protected class.

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

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

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

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

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

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

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

#### (F) CONFIDENTIALITY

To the extent possible, all information received in connection with the reporting, investigation, and resolution of allegations will be treated as confidential, except to the extent it is necessary to disclose information in order to investigate, prevent or address the effects of the discrimination/harassment, resolve the complaint or when compelled to do so by law. All

individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(G) RETALIATION

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

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

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

**5. CONSIDERATION OF A RESOLUTION TO APPROVE A NEW POLICY – SEXUAL MISCONDUCT**

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

WHEREAS, the Ohio Department of Higher Education Changing Campus Culture Initiative is focused on decreasing sexual violence on college campuses; and

WHEREAS, the Vice President - Institutional Effectiveness and Student Success and the Vice President - Human Resources and Leadership Development have reviewed the current policies regarding harassment, sexual harassment, sexual misconduct, student conduct and student grievances; and

WHEREAS, definitions and consequences for sexual misconduct are outlined; and

WHEREAS, the policy has been reviewed by the Attorney General's office; and

WHEREAS, the President and the Cabinet recommend

NOW, THEREFORE BE IT RESOLVED, that policy 14-3-35 Sexual Misconduct be approved effective immediately:

3358: 14-3-35 SEXUAL MISCONDUCT Revised: 11/26/18

(A) PURPOSE OF THE POLICY

Northwest State Community College is committed to maintaining an academic, work, and study environment where everyone is treated with dignity and respect and is free of sexual misconduct in any form. Sexual misconduct is a broad term that includes but is not

limited to sexual harassment, sexual violence, inappropriate behavior that is of a sexual nature, or inappropriate behavior that is based on sex, and directed towards, by or against employees, students, vendors, customers or persons participating in a college program or activity.

Students and employees are expected to conduct themselves in a manner that maintains an environment free from sexual misconduct. All students and employees have a responsibility to be aware of this policy's contents, to abide by its terms, and to assist in its enforcement. This policy defines expectations for the college, its student, and its employees and establishes mechanisms for determining when those expectations have been violated. .

(B) TITLE IX NOTICE OF NON-DISCRIMINATION

Title IX of the Education Amendments of 1972, and its implementing regulation at 43 C.F.R. Part 106 (Title IX) provides, "No individual in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

(C) DEFINITIONS

- i. Sexual Misconduct – any unwelcome behavior of a sexual nature that is committed without consent or has the purpose or effect of threatening, intimidating, or coercing a person. Sexual misconduct can occur between persons of the same or different sex.
- ii. Non-Consensual Sexual Contact- any intentional sexual touching and any other intentional bodily contact in a sexual manner, however slight, with any object, by a man or a woman upon another person that is without consent. Non-Consensual Sexual Contact is a felony in the State of Ohio, defined in Title 29 of the Ohio Revised Code.
- iii. Consent- a freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. It is the responsibility of the initiator of the sexual activity to ensure that he or she has the other person's consent to engage in sexual activity, throughout the entire sexual activity by all parties involved. At any time, a participant can communicate that he or she no longer consents to continuing the activity. Consent may never be obtained through the use of force, coercion, or intimidation; or if the victim is mentally or physically incapacitated, including through the use of drugs or alcohol.  
Consent cannot be assumed based on the existence of a previous dating or sexual relationship. The initiator's use of alcohol or drugs does not diminish his/her responsibility to obtain consent.
- iv. Force- the use of physical violence, threat of physical violence and/or imposing on someone physically to gain sexual access.
- v. Coercion- unreasonable, intimidating or forcible pressure for sexual activity.

- vi. Incapacitation- A mental state in which an individual cannot make rational decisions because they lack the capacity to give knowing consent. Such incapacitation may be caused by alcohol or drug use, sleep or unconsciousness, or physical or mental impairment.
- vii. Retaliation- Adverse action taken against an individual because the individual has engaged in a protected activity (such as filing a discrimination complaint or participating in an investigation of a violation of law or policy). The adverse action can be tangible (such as the giving of a lower grade or unjustified discipline) or intangible (such as the making of verbal threats or derogatory comments).
- viii. Sexual Assault– includes non-consensual vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.
- ix. Sexual Exploitation - occurs when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the person being exploited.
- x. Stalking- engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.
- xi. Domestic Violence/Intimate Partner Violence/Dating Violence- violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and/or the frequency of interaction between the persons involved in the relationship.
- xii. Sexual Harassment - conduct of a sexual nature based on a person's sexual orientation, gender or gender identity and expression that prevents or impairs the full realization of occupational or educational opportunities or benefits. Sexual harassment occurs when this conduct explicitly or implicitly affects or interferes with a person's ability to pursue the terms and conditions of employment or academic attainment.
  - a. Forms of Sexual Harassment Include: Quid Pro Quo (a.k.a – “this for that”) - is the abuse of power and/or authority. Such behavior is especially harmful in situations where the imposition of unwanted sexual attention is accompanied by an explicit or implicit promise of employment, academic success, preferential treatment, the threat of reprisal or a negative consequence for refusal to engage in behavior of a sexual nature. Sexual harassment may occur without employment, academic, or economic injury to the victim.
  - b. Hostile Work Environment - includes any unwelcome physical, verbal or nonverbal conduct of a sexual nature that is so severe and pervasive that it unreasonably interferes with job performance or learning ability and creates an intimidating, or offensive work or academic environment, even if it leads to no tangible or economic consequences. A single instance of harassment may be sufficient to create a hostile work environment.

(D) SCOPE

- (1) This policy applies to alleged sexual misconduct that takes place on College property or at college-sponsored activities, regardless of the location of the activity.
- (2) This policy may also apply to alleged sexual harassment or sexual misconduct that occurs off-campus, including virtual places, when the Title IX Coordinator or Deputy Coordinator determines that the alleged off-campus conduct could reasonably create a hostile environment or a continuing adverse effect on campus.

(E) JURISDICTION

- (1) The college has a compelling obligation to address allegations and suspected instances of sexual misconduct when it knows or should have known information that would lead a reasonable person to believe that this policy has been violated. The college may take appropriate action, including pursuing an investigation even in cases when the complainant is reluctant to proceed.
- (2) The college's disciplinary response may be limited if the accused is a visitor or other third-party or is not subject to the college's jurisdiction.

(F) REPORTING RESPONSIBILITIES AND FILING A FORMAL REPORT

- (1) Anyone – especially all faculty, staff and administrators – who believes that employees, students, or non-employee's behavior constitutes sexual misconduct has a responsibility to report the behavior/action as soon as it is known so that the college may administer this policy.
- (2) In cases of alleged sexual misconduct where the victim or alleged perpetrator is an employee, the complaint may be made to any of the following:
  - (a) The Title IX Coordinator or the Deputy Title IX Coordinator
  - (b) an employee of Human Resources; or
  - (c) an employee of the college's Police Department.
- (3) In cases of alleged sexual misconduct where the victim and/or alleged perpetrator is a student, a potential student, or someone participating in a college event, the complaint may be made to any of the following:
  - (a) the Title IX Coordinator or the Deputy Title IX Coordinator;
  - (b) the Vice President for Academics;
- (4) Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior must take



immediate appropriate action to report the behavior to the Title IX Coordinator or Deputy Title IX Coordinator. Failure to do so may result in disciplinary action, up to and including termination of employment.

- (5) The college will promptly investigate all allegations of sexual misconduct, sexual harassment and sexual violence in accordance with the procedures set forth in 14-3-35 Sexual Misconduct procedures. The Title IX Coordinator is responsible for overseeing the investigation of complaints under this policy and monitoring/coordinating the response of other campus offices that may respond to complaints of sex-based offenses under this policy, including complaints of retaliation for filing a complaint on the basis of this policy. The College's Title IX Coordinator's contact information can be found in the Human Resource Office.
- (6) Any employee who knowingly or maliciously makes a false or frivolous allegation of sexual misconduct will be subject to college's applicable disciplinary policy and procedures.
- (7) Any student who knowingly or maliciously makes a false or frivolous allegation of sexual misconduct will be subject to the process outlined by the Student Code of Conduct Policy 14-5-08.

(G) CONSEQUENCES OF SEXUAL MISCONDUCT

- (1) For Employees - Violations of this policy will result in disciplinary action, up to and including termination of employment. Further, employees may be subjected to interim measures in accordance with Sexual Misconduct Procedure 14-3-35 while complaints of violations are being investigated and until the matter is resolved.
- (2) For Students - Sanctions for violating this policy may range from a warning to expulsion. Further, students may be subjected to interim measures in accordance with Sexual Misconduct Procedure 14-3-35 while complaints of violations are being investigated and until the matter is resolved.

(H) INDICATORS AND EXAMPLES OF SEXUAL MISCONDUCT

- (1) The conduct must be unwelcome, non-consensual and severe or pervasive.
- (2) Sexual misconduct can occur in a variety of circumstances, including but not limited to the following:
  - (a) The victim and the person engaging in misconduct do not have to be of the opposite sex.
  - (b) The person engaging in the misconduct can be any full or part-time faculty, staff, administrator, employee, student, or non-employee conducting business at the college.
  - (c) The victim does not have to be the person directly experiencing the misconduct, but could be a third party or anyone aware of, or affected by, the misconduct.

- (3) Examples of sexual misconduct include, but are not limited to, the following:
- (a) unwanted physical contact of any kind including touching, hugging or kissing;
  - (b) verbal harassment, such as slurs, propositions, lewd comments, recordings, music, jokes and offensive personal references of a sexual nature;
  - (c) non-verbal harassment, such as obscene hand or finger gestures, explicit drawings, pictures, posters, and cartoons or sexually suggestive written or electronically transmitted messages, and postings on social media;
  - (d) conduct of a sexual nature that is demeaning, bullying, insulting, or intimidating;
  - (e) sexual assault, including unwanted penetration of an orifice (anal, vaginal, oral) with the penis, mouth, finger or objects;
  - (f) prostituting another person;
  - (g) using electronic devices or technology (e.g., cell phone, camera, email, internet sites or social networks) to record or transmit nudity or sexual acts without a person's knowledge and/or permission;
  - (h) intentionally observing nudity or sexual acts of another person without the person's knowledge or permission (voyeurism);
  - (i) threatening to sexually harm someone;
  - (j) initiating sexual activity with a person who is incapacitated and unable to provide consent; or
  - (k) inducing incapacitation for the purpose of sexual exploitation.

(I) **PROHIBITIONS AGAINST CONSENSUAL SEXUAL RELATIONSHIP MISCONDUCT**

Consensual sexual relationships include romantic, intimate or sexual relationships in which both parties agree to participate in the relationship. The college recognizes that consensual sexual relationships are generally not problematic, except when the relationship may compromise the integrity of the college, create the potential for the abuse of authority, or create the inability to remain impartial. Consensual sexual relationships may also create a third-party perception that a subordinate is receiving preferential treatment.

- (1) Consensual sexual relationship misconduct among employees:

The college strictly prohibits consensual sexual relationships between administrators,

supervisors, deans or chairpersons and the employees they supervise professionally advise, counsel, or employees over whom they have direct impact on the employee's terms and conditions of employment.

- (2) Consensual sexual relationship misconduct with students:
  - (a) The college strictly prohibits consensual sexual relationships between faculty members and the students or student employees enrolled in a class or class sequence(s) taught, advised, counseled, or supervised by the faculty member, or over whom the faculty member has direct impact on the student or student employee's academic enrollment or success.
  - (b) The college strictly prohibits consensual sexual relationships between administrators, supervisors, deans, chairpersons or employees and the student or student employees whom they advise, counsel, or supervise, or over whom they have a direct impact on the student or student employee's academic enrollment or success.
  - (c) The college strongly discourages all employees or faculty members from engaging in consensual sexual relationships with students as long as the student is considered to be in an active status as a student, even if the student is not currently enrolled in a class.

(J) CONSEQUENCES OF CONSENSUAL SEXUAL RELATIONSHIP MISCONDUCT

- (1) Any employee or faculty member who is engaged in a consensual sexual relationship that may be in violation of this policy has the responsibility to notify his/her administrator, dean or chairperson, the Human Resources Department and/or the Title IX Coordinator or Deputy Title IX Coordinator about the relationship as soon as it is known that it may violate this policy.
  - (a) The employment of the parties involved in the consensual sexual relationship in which one person has authority over or influence upon the status of the other will be modified so that the authority or influence no longer exists. This shall occur by moving one of the persons to another position, department or supervisor, if possible. If acceptable alternative arrangements are not feasible, the relationship may not continue or employees will be subject to further disciplinary action, up to and including termination.
  - (b) An employee who does not notify his/her administrator, supervisor, dean or chairperson that he/she is involved in a consensual sexual relationship is in violation of this policy and shall be subject to disciplinary action, up to and including termination of employment.
  - (c) If an employee and/or faculty member is found to be engaged in a consensual sexual relationship with a student that violates this policy, disciplinary action may be expedited.
  - (d) When one person in a consensual sexual relationship of any kind clearly informs the other person that the relationship is no longer welcome, the other person should not

pursue the relationship. To continue the pursuit of the relationship may become a violation of this policy, and the pursuing person will be subject to disciplinary action, up to and including termination of employment.

(K) ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES

- (1) The college is committed to providing a safe, anti-harassing, and nondiscriminatory environment that protects the civil rights of individuals, and the college recognizes the protections of academic freedom in the classroom.
- (2) This policy is not intended to restrict serious discussion of controversial issues in a training or academic situation. In order to prevent claims that course content is discriminatory, harassing or offensive, it is recommended that participants in such discussions are provided with a disclosure that the content may be controversial.

(L) CONFIDENTIALITY

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

(M) RETALIATION

College policy and federal, state and local law strictly prohibit retaliation in any form against any employee, faculty member, student, vendor, customer, or other person participating in a college program or activity who complains or reports an allegation, or who participates in an investigation of sexual misconduct.

Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Allegations of retaliation should be directed to the Title IX Coordinator or Deputy Coordinator.

- (N) The Administration shall establish procedures to administer this policy. Those procedures can be found in the college's Procedure No. 14-3-35 Sexual Misconduct.

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

**6. CONSIDERATION OF A RESOLUTION TO REVISE POLICY – CODE OF STUDENT CONDUCT**

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

WHEREAS, the Ohio Department of Higher Education Changing Campus Culture Initiative is focused on decreasing sexual violence on college campuses; and

WHEREAS, the Vice President - Institutional Effectiveness and Student Success and the Vice President - Human Resources and Leadership Development have reviewed the current policies regarding harassment, sexual harassment, sexual misconduct, student conduct and student grievances; and

WHEREAS, the expectation is that all students show respect for each other, for college property and for the college community; and

WHEREAS, harassment and sexual misconduct is prohibited conduct that is addressed in other policies; and

WHEREAS, the policy has been reviewed by the Attorney General's office; and

WHEREAS, the President and the Cabinet recommend

NOW, THEREFORE BE IT RESOLVED, that policy 14-5-08 be renamed Student Code of Conduct and be approved effective immediately:

3358: 14-5-08 Student code of conduct.

Effective 6/5/09; Reaffirmed by Board of Trustees 10/4/13 Revision 11/26/18

- (A) The code of student conduct exists to advance the core missions of the college, promote a safe and secure educational environment, foster the academic and social development of students, and protect the persons, property, processes, and academic integrity of the college community. Although the code is intended to be as comprehensive as possible, it makes no attempt to list all activities, behavior, or conduct which may adversely affect the college community. The expectation is that all students show respect for each other, for college property, and for the college community.
- (B) In order to maintain an orderly process for learning, the instructor/supervisor/administrator has the authority to exclude any student who is considered to be detrimental to an ongoing learning experience. This may include dismissing a student from a particular course, workshop, or learning event. As a result of disruptive or detrimental behavior, a student may be subject to additional discipline under this policy including, but is not limited to disciplinary probation, suspension, dismissal, expulsion, withholding of transcripts, or other appropriate action.
- (C) The code applies to the on-campus conduct of all students and registered student organizations. The code also applies to the off-campus conduct of students and student organizations in direct connection with:
  - (1) A class assignment;

- (2) Academic course requirements or any credit-bearing experiences, such as clinical experiences, externships, internships, field trips, study abroad, or student teaching;
  - (3) Any activity supporting pursuit of a degree;
  - (4) Activities sanctioned, sponsored, conducted, or authorized by the college or by registered student organizations;
  - (5) Any activity that causes substantial destruction of property belonging to the college or members of the college community or causes serious harm or imminent risk of serious harm to the health or safety of members of the college community; or
  - (6) Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for a crime of violence.
- (D) All persons are encouraged to report code violations to a college official as soon as possible. Charges must be filed within sixty days of the incident or of the identification of the person having allegedly committed the violation. Students continue to be subject to local, state, and federal laws while at the college. Violations of local, state, and/or federal laws may also constitute violations of the code. The college reserves the right to proceed with disciplinary action under the code, independently of any criminal proceedings and impose sanctions for code violation, whether or not the criminal proceedings are resolved or are resolved in the student's favor.
- (E) Prohibited conduct - any student found to have engaged, or attempted to engage, in any of the following conduct while within the college's jurisdiction will be subject to disciplinary action by the college.
- (1) Academic misconduct - any activity that tends to compromise the academic integrity of the college or subvert the educational process. (See academic honesty procedure 5-09(B-2) for additional specific policy.)
  - (2) Harassment – any physical, non-verbal or verbal conduct that has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment (See Non-discrimination / Anti-harassment policy 14-3-19 for additional specific policy).
  - (3) Endangering health safety - actual or threatened action that endangers the safety, physical, or mental health or life of any person, whether intentionally or as a result of reckless disregard. Also includes engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property to that person, or creates a reasonable fear of such a threat or action.
  - (4) Sexual misconduct – any unwelcome behavior of a sexual nature that is committed without consent. Sexual misconduct can occur between persons of the same or different sex. (See sexual misconduct policy xxx for specific additional policy and procedure related to sexual misconduct).
  - (5) Destruction of property - actual or threatened damage to or destruction of college/campus

property or property of others, whether done intentionally or with reckless disregard.

- (6) Dangerous weapons or devices - use, storage, or possession of dangerous weapons or devices including, but not limited to, firearms, explosives, dangerous chemicals, fireworks or other weapons, unless authorized by an appropriate college official or permitted by a college policy, even if otherwise permitted by law.
- (7) Dishonest conduct - dishonest conduct, including, but not limited to, knowingly reporting a false emergency; knowingly making false accusation of misconduct; misuse or falsification of college documents, such as forgery, alteration, or improper transfer; and submission to a college official of information known by the submitter to be false.
- (8) Theft/unauthorized use of property - theft or attempted theft, or the unauthorized use or possession of college property or services, or the property of others.
- (9) Failure to comply with college or civil authority - failure to comply with legitimate directives of authorized college officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.
- (10) Drugs and alcohol - use, production, distribution, sale, or possession of drugs or alcohol in a manner prohibited under local, state, and federal law or college policy.
- (11) Unauthorized presence - unauthorized entrance to or presence in or on college premises, including campus locations.
- (12) Disorderly or disruptive conduct - disorderly or disruptive conduct that unreasonably interferes with college activities or other activities conducted, sponsored, or permitted by the college or any member of the college community.
- (13) Lewd or obscene conduct – behavior such as sexual acts performed in public or on college premises, taking pictures of another person in a gym, locker room, or restroom without that person’s consent, disrobing or streaking, possession or distribution of any obscene materials.
- (14) Hazing - performing, requiring, or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation into or continued membership or participation in any group, organization, or activity that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include but are not limited to, use of alcohol, reaction of excessive fatigue, and paddling, punching or kicking in any form.
- (15) Discipline proceedings abuse - abuse of any college discipline proceedings, including but not limited to:
  - (a) Falsification, distortion, or misrepresentation of information during an administrative hearing;

- (b) Disruption or interference with the orderly conduct of an administrative proceeding;
- (c) Attempting to discourage an individual's proper participation in, or use of, a college discipline proceeding;
- (d) Attempting to influence the impartiality of a member of an administrative panel prior to, and/or during the course of an administrative proceeding; and
- (e) Encouraging another person to commit an abuse of a college disciplinary proceeding.
- (F) Technology resources - misuse or abuse of the college's technology equipment such as computers, printers, laptops, projectors, tvs, and including the college's internet and Wi-Fi access, by any means, including, but not limited to:
  - (1) Use of computing resources to interfere in any way with the normal operation of the college/campus;
  - (2) Failure to comply with all federal, Ohio, and other applicable law; all generally applicable college rules and policies; and all applicable contracts and licenses (i.e., laws of libel, privacy, copyright, trademark, obscenity, child pornography; the electronic communications privacy act and the computer fraud and abuse act, which prohibit "hacking", "cracking", and similar activities; and all applicable software licenses)
  - (3) Unauthorized use, including, but not limited to:
    - (a) Use of identification numbers, accounts, and passwords shared with, or used by persons other than those to whom they have been assigned by the college;
    - (b) Use of computing resources for personal commercial purposes or for personal financial or other gain;
    - (c) Use of computer resources to speak on behalf of the college (implied or stated) when not authorized to do so;
    - (d) Use of computer resources to access and utilize college trademarks and logos without authorization to do so;
    - (e) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
    - (f) Unauthorized transfer of a file;
  - (4) Use of computing resources to interfere with, interrupt, or disrupt the work of another student, faculty, or staff member;
  - (5) Use of computing resources to transmit menacing or harassing messages or materials.



- (G) Violation of college rules - violation of other published college regulations, policies, or rules, or violations of local, state, or federal law.
- (H) Riotous behavior - participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property. Prohibiting behavior in the context of a riot includes but is not limited to:
  - (1) Knowingly engaging in conduct designed to incite another to engage in riotous behavior;
  - (2) Actual or threatened damage to or destruction of college property or property of others, whether done intentionally or with reckless disregard;
  - (3) Failing to comply with a directive to disperse by college officials, law enforcement or emergency personnel; and
- (1) Intimidating, impeding, hindering, or obstructing a college official, law enforcement or emergency personnel in the performance of their duties.
- (2) This rule shall not be interpreted as prohibiting peaceful demonstrations, peaceful picketing, a call for a peaceful boycott, or other forms of peaceful dissent.
- (I) Dress and appearance
  - (1) Freedom of dress and appearance is an individual choice; however, sufficient respect for self and others should be followed.
  - (2) The absence of footwear, shirt, blouse, top, and pants, shorts, skirt, dress, or other sufficient covering is cause to prohibit the entrance of said individual(s) to any College building.
- (J) The College shall establish procedures for the adjudication of violations of this policy. The behaviors enumerated in the conduct policy may result in penalties up to and including dismissal from the college.

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

## **7. CONSIDERATION OF A RESOLUTION TO REVISE POLICY – STUDENT DUE PROCESS AND GRIEVANCE**

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

WHEREAS, the Ohio Department of Higher Education Changing Campus Culture Initiative is focused on decreasing sexual violence on college campuses; and

WHEREAS, the Vice President - Institutional Effectiveness and Student Success and the Vice President - Human Resources and Leadership Development have reviewed the current policies regarding harassment, sexual harassment, sexual misconduct, student conduct and student grievances; and

WHEREAS, the revised policy will address solely academic issues; and

WHEREAS, the policy has been reviewed by the Attorney General's office; and

WHEREAS, the President and the Cabinet recommend

NOW, THEREFORE BE IT RESOLVED, that policy 14-5-15 be renamed Academic Grievance Policy and be approved effective immediately:

3358:14-5-15 Academic Grievance Policy

Effective Date: Reaffirmed by Board of Trustees 10/4/13 10/11/2018 revised

- (A) Resolution of an academic issue, including challenging of a grade, can be achieved through proper channels or authority and may be resolved at any level of the due process and grievance procedure. Any student filing a grievance must follow the step-by-step procedure in the listed sequence.

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

**8. CONSIDERATION OF A RESOLUTION TO APPROVE NEW PROGRAM –  
ASSOCIATE OF APPLIED SCIENCE - AGRONOMY**

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

WHEREAS, Northwest State Community College serves rural Northwest Ohio region, including 6 counties and 1.6 million acres of land with over 82% of those acres in production agriculture; and

WHEREAS, Northwest State Community College is the only public institution of higher education in this region and does not offer an agricultural degree; and

WHEREAS, the Agronomy program pathway provides students an applied science program that prepares the graduates for careers in agronomic related fields, with an emphasis in nutrient management and soils related opportunities, such as crop consultant, soil technician and other related technical positions; and

WHEREAS, the proposals for all class offerings for the program have been reviewed and approved by the academic affairs committee and the governance councils; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves the offering of the Associate of Applied Science - Agronomy.

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

9. **CONSIDERATION OF A RESOLUTION TO APPROVE NEW PROGRAM –  
MANUFACTURING FOUNDATIONS SHORT-TERM CERTIFICATE**

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

WHEREAS, The Manufacturing Foundations Certificate is a state-wide program that prepares students for entry-level positions in the high demand field of Manufacturing; and

WHEREAS, the curriculum prepares students for entry level positions in industry and it is also effective preparation for additional education and training; and

WHEREAS, the career pathways include employment in: Manufacturing, Engineering, Design, Drafting, Maintenance, Machining, or completion of Associate's Degrees in Engineering and Manufacturing, as well as Bachelor's Degrees in Engineering and Manufacturing; and

WHEREAS, the proposals for all class offerings for the program have been reviewed and approved by the academic affairs committee and the governance councils; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves the offering of the Manufacturing Foundations Short-term Certificate.

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

## **President's Report**

President Thomson's College update can be found in his most recent campus video: President's Update December 10 – January 2. President Thomson's report at the December 14 Board meeting will focus on college events and activities.

### **Community Outreach (October 22 – December 7)**

- Craig Riedel Event – October 22
- APT Manufacturing – Tony Nighswander – October 30 (tour and visit)
- Henry County Chamber – Taste of & Annual Meeting – October 31 (NSCC present)
- Swanton Chamber – October 31 (introductions)
- Swanton Rotary – October 31 (presentation)
- Archbold Area Chamber of Commerce Banquet – November 1 (NSCC awarded)
- Discover NSCC Day – November 3
- Entrepreneurship Forum – November 6 (panel/judge)
- Chase Brass – Mike Tisovic – November 7 (tour and visit)
- Defiance County Economic Development 2018 CIC Investor Reception – November 7
- Meet the Nursing Dean Event – November 8 (welcome)
- Defiance Chamber – Taste of and Reverse Raffle – November 8
- Veteran's Luncheon (NSCC) – November 12 (welcome)
- Business Roundtable: Workforce Partnership Initiative Meeting (Columbus) – November 26
- Educator Workforce Development Meeting (Defiance) – November 27
- Tech Prep Stakeholder Meeting (Findlay) – December 3 (President's Panel)
- NWOESC Meeting (Archbold) – December 4
- Chinese Delegation from Wuxi Vocational – December 6 (tour NSCC & Automatic Feed)
- Employer Networking Dinner – December 6 (NSCC host area business leaders)

**NORTHWEST STATE COMMUNITY COLLEGE  
VICE PRESIDENT FOR ACADEMICS  
November/December 2018**

**Library Services – Kristi Rotroff, Director**

Staff member Dustin Harris attended the Ohio Library Support Staff Institute at University of Mount Union in Alliance, Ohio. He was one of three employees in the state of Ohio to be awarded a full scholarship to cover the cost of attendance. Participants were able to network with other information professionals in order to better serve college students and patrons of Ohio libraries. Dustin is now a member of the planning committee for next year's event.

A new license was acquired that will allow our library to more fully integrate both physical and online resources. "LibGuides" allows creation of sites by program, subject, topic, course, and/or assignment using a customizable online platform. The initial launch in fall semester involved the creation of library resource guides for the following: faculty guide to library services; SSC120 course; human services program; early childhood education program and nursing program. Usage statistics for these guides will be monitored and we will use feedback to make adjustments. Sites for science courses and for faculty/staff professional development are in process and will be launched by the end of the semester. The links for these sites will be incorporated into Sakai when possible beginning spring semester 2019.

**Allied Health, Business & Public Services**

The Agricultural Studies Advisory Board met on November 15. The Board encouraged the development of curriculum in the areas of Agronomy, Agribusiness and Precision Ag. Members also discussed the importance of articulation agreements with at least 1-2 four-year colleges or universities. In order to meet the workforce needs for Precision Ag technicians, board members suggested the leveraging of Industrial Technology classes with Ag classes. All agreed that a practicum experience was essential for student success. Those in attendance offered to lend their expertise and professional networks to support program initiatives.



**Arts & Sciences**

The Arts & Sciences Division held its Comprehensive Program Review Committee Meeting with three of the four members. The purpose of the Comprehensive Review is to assess the strengths and weaknesses of the academic programs, evaluate program effectiveness in achieving learning outcomes and alignment with workforce and academic partner needs. The review affords the opportunity for quality improvement and future planning.

Results of the Comprehensive Review of the Associate of Arts and the Associate of Science programs has a plan to focus on the following: 1) to continue to improve quality and consistency of courses taught by adjunct faculty; 2) to promote transfer options to students seeking baccalaureate degrees; 3) to improve advising for new and continuing students and 4) review curriculum maps and update assessment measures.



CPR Committee Members pictured from left to right:

Mr. Mike Kwiatkowski, NSCC Engineering Technologies Faculty

Mr. Shawn Grime, Archbold High School Guidance Counselor

Dr. Angela Paprocki, University of Toledo, Assistant Provost for Instructional Strategies

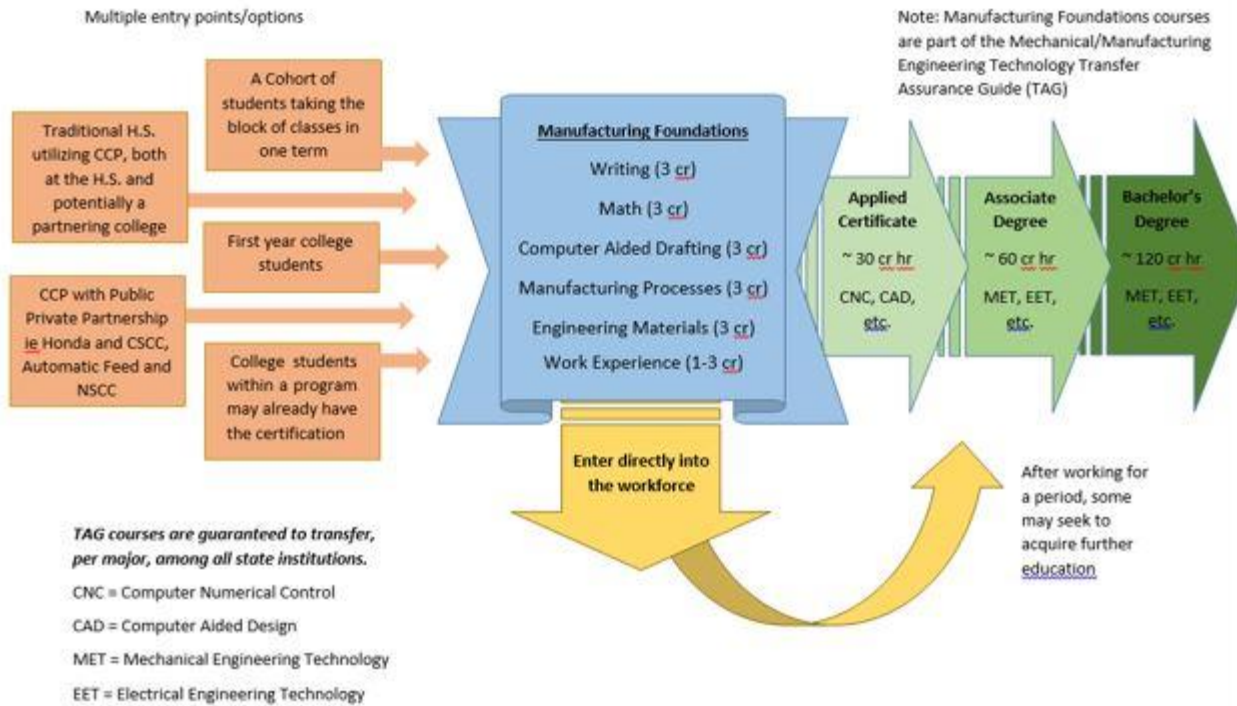
Ms. Lana Snider, Dean of Arts & Sciences

Dr. Allen Berres, CPR Chairperson and Composition Faculty

NOT PICTURED- Mr. Hayden Mueller, Associate of Science Graduate (May 2015) Trinity College (Hartford Connecticut)

## **STEM**

Dr. Dan Burklo hosted a meeting of the Ohio Engineering Technology Educators Association on campus, November 8 & 9. Fifteen (15) faculty and deans representing twelve (12) community colleges and universities were in attendance. The group discussed Engineering Technology pathways, including the CTAG (Career Tech ) and MTAG (Military) course alignments. They also discussed the launch of the new Manufacturing Foundations Certificate. This Short-Term Certificate is 16-18 credit hours, and can be obtained in one semester. The MFC leads to immediate employment or a pathway to further credentials and degrees in Mechanical and Manufacturing Engineering Technology (see pathway).



## Nursing

Northwest State celebrated 30 Years of Nursing on November 8. Former dean, Patti Altman gave an overview of the Registered Nursing program from its inception in 1988. Dr. Katy Keister, Dean of Nursing reported on the current achievements, including NCLEX pass rates of 95% and recent state and national rankings of the program. Dr. Keister also cast her vision for the future of the program. Representative Jim Hoops read a proclamation from the House of Representatives.



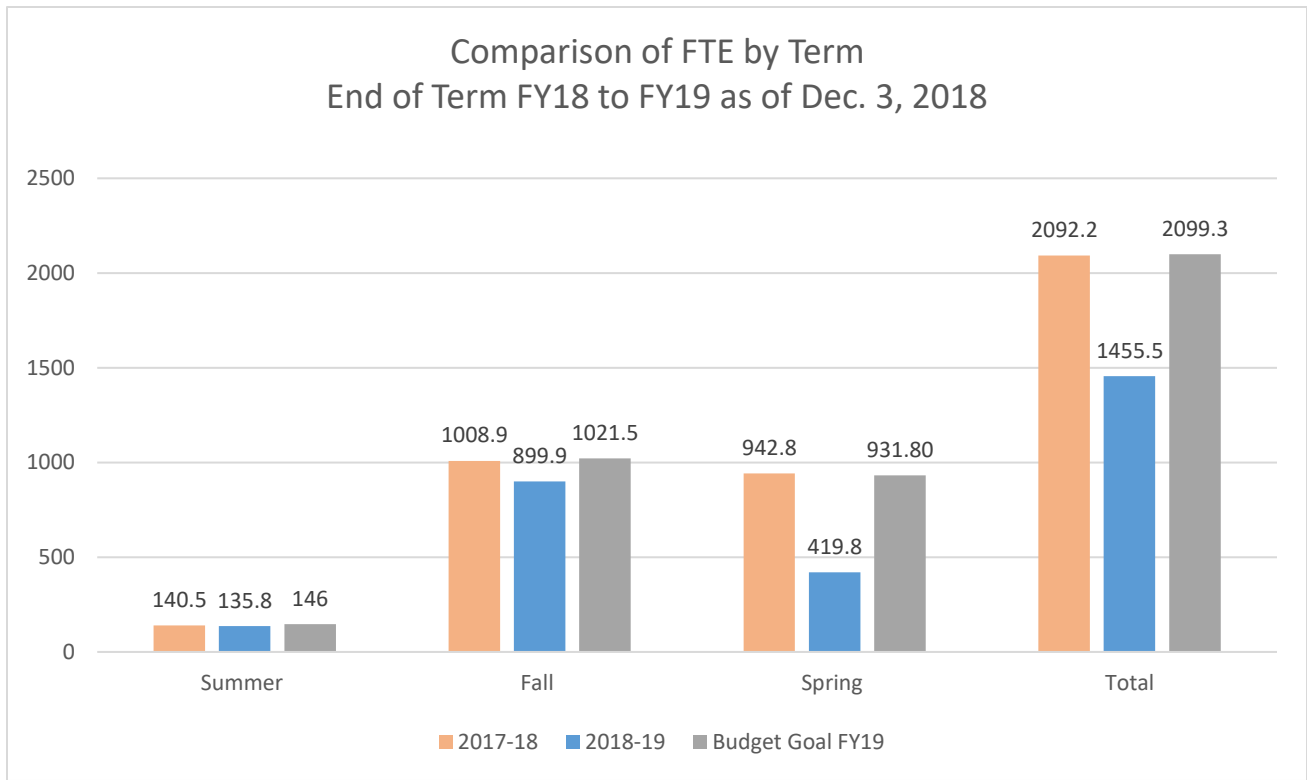
## **Other**

Cassie Rickenberg, Advising Center Director, Lisa Aschemeier, Faculty, and Lana Snider, Dean of Arts & Science attended the Regional Transfer Partnerships meeting hosted by the Ohio Department of Higher Education. A portion of the afternoon was spent with regional partners (UT, BG, Owens, Rhodes, and Terra). Attendees discussed the Tackling Transfer regional grant opportunity - ODHE gives the regions \$2500 to build transfer partnerships. The funds were received last year and the regions were asked to reapply to continue the initiative. For this round of funding, the group decided to host workshops at each of the community colleges regarding implementation of the Guaranteed Transfer Pathways.

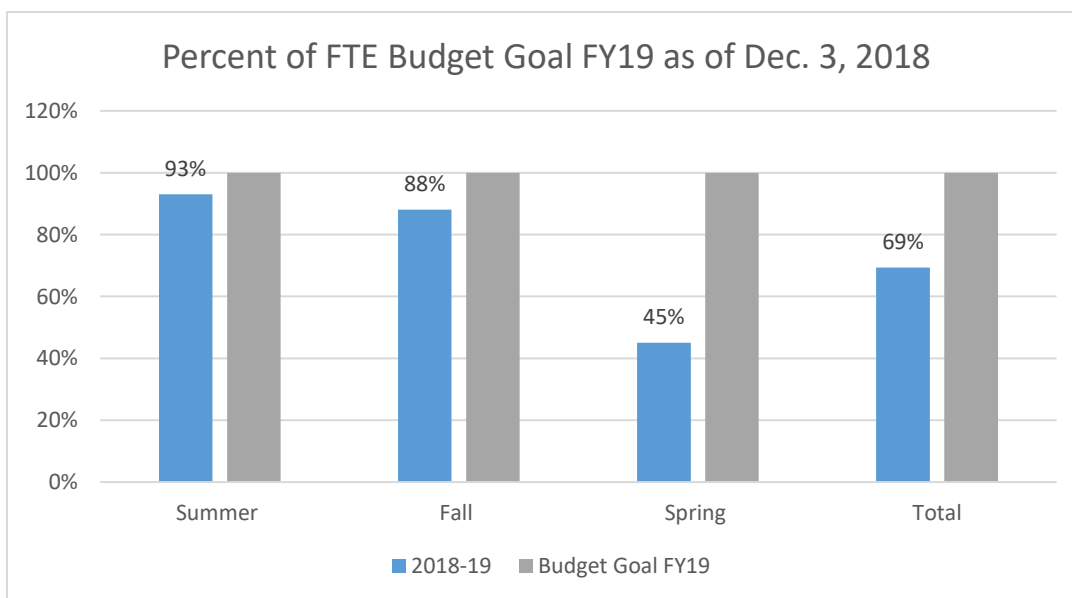


## Board Report – Vice President for Institutional Effectiveness & Student Success

### Enrollment Update



Agency enrollments are still being entered for fall semester. Spring registration began in mid-October. Approximately 67% of currently registered non-agency & CCP students have registered for spring classes. Two divisions have over 72% of fall students currently registered for spring - Allied Health, Business & Public Service and Nursing. No agency enrollments have been entered for spring term.



NSCC has been working with Graduation Alliance to help students earn their high school diploma through the 22+ Adult Diploma Program. We have three students who recently completed their high school requirements and will be receiving their diploma from the local school district. The Ohio Department of Education has run out of funding for this year so we are currently placing students who inquire on a waiting list. A least one call per week is received inquiring about the program.

In response to the Ohio Department of Higher Education *Changing Campus Culture* Initiative, several policies and procedures have been reviewed and revised. You have four policies in this board packet, Sexual Misconduct (new), Non-Discrimination/Anti-harassment (revision), Student Code of Conduct (revision), and Academic Grievance policy (revision), for your consideration. The policies have been reviewed by the cabinet and vetted by the Attorney General's office.

### **Advising Center – Cassie Rickenberg**

The Advising Center has been working with faculty and deans to ensure a smooth transition for students from the academic advisor to the faculty advisor. Since the start of the semester, we have transitioned 66 students from their academic advisor to their faculty advisor. These students had at least 1 semester or 10 credit hours successfully completed. The faculty advisor will develop the academic plan to completion and continue advising on career or transfer.

We are in the process of developing the advising training modules (as part of the Title III grant). There are currently three advising training modules developed and available to faculty and staff in the employee lounge. These topics include Sakai, DegreeWorks and Developmental Education Advising. The additional modules that are in development include; DegreeWorks Notes, Plan to Completion for FT Faculty, Student Success in the Classroom geared toward PT Faculty, Banner Advising Module and Social Service Referrals. These advising training modules provide training resources to faculty and staff across campus as we continue to develop the focus on student success and completion.

Since 8/22/18:

- 213 students (unduplicated) have visited the advising center for spring registration or general questions
  - 57 student walk-ins for general questions
  - 36 student appointments for general questions
  - 91 returning student registration appointments, which resulted in 86 students registering for classes
  - 67 new student appointments, which resulted in 58 students registering for classes
- 35 contacts for early alert follow up
- Of the 169 scheduled student appointments there have been 36 no shows

## Grants – Ashley Pere

Ashley participated in the Council for Advancement and Support of Education (CASE) Federal Funding Task Force in Washington DC on November 12-15. During this event, she met directly with funding agencies including the National Endowment for the Humanities and the U.S. Department of Education, to learn about changes to grant programs and opportunities specific to community colleges. Ashley is in the process of organizing the information and will be sharing the information with the campus community in the near future.

NSCC was awarded the following grants:

- ODHE OhioMeansJobs Workforce Revolving Loan Program (\$125,000)

This program, provided by the Ohio Department of Higher Education, will provide revolving loans for students in the Practical Nursing program.

- ODHE Regionally Aligned Priorities in Delivering Skills RAPIDS 3.0 (\$975,000 \*regional award)

This program, provided by the Ohio Department of Higher Education, continues our work with the NORTH (Northwest Ohio Regional Training Hub) consortium of educational partners (previously awarded RAPIDS 1 and 2) to address gaps in workforce preparation through the investment in additive manufacturing (3D printing), robotics, and cybersecurity equipment. NSCC was awarded \$119,426 from the total grant award to purchase five new 3D printers (one industrial capacity, two medium capacity, and two introductory level desktop printers) for the engineering division. The NORTH group includes: The University of Toledo, Bowling Green State University, Northwest State Community College, Rhodes State College, Owens Community College, Terra State Community College, Ohio Northern University, Tiffin University, Vantage Career Center, and Penta Career Center. The equipment obtained for all institutions will be shared and easily accessible to all NORTH partners.

The following grant proposals are under development:

- Ohio EPA Environmental Education Fund

The proposed project will create a mobile agronomy classroom to showcase and train on innovative technologies dealing specifically with nutrient management issues of regional watersheds.

- National Endowment for the Humanities (NEH) Summer Seminars and Institutes

The proposed project would provide seminars for educators (middle and high school) to increase web access and create lessons using the George Kryder Civil War letters collection at NSCC.

- Child Care Access Means Parents in School Program (CCAMPIS)

This grant from the US Department of Education supports students who are also low-income parents with child-care services, thereby removing barriers to attending college.

### **Student Activities: Mike Jacobs**

Members of the Student Body Organization (SBO) delivered a check for \$514 to the Path Center on Wednesday, November 28, 2018. The money raised was from the Chili Cook-off contest held earlier this fall.



The Christmas for Kids campaign raised almost \$145 in monetary donations. A challenge was given to students and staff to participate. The toys and monetary donations were delivered to the Defiance mall on Friday, November 30.

### **Registrar's Office – Connie Klingshirn**

The Registrar's office is preparing to send next file upload to Transferology in January 2019 (we are allowed two free uploads per year). This file will include Advanced Placement, College Level Exam Program (CLEP), DSST, and Military Transfer Assurance Guides (MTAGS). They are also working with Marketing to update NSCC website with Transferology logo and additional information.

November 1, 2018, we received Student Exchange Visitor Information System (SEVIS) Recertification Approval. This approval is needed for international students.

**Chief Fiscal and Administrative Officer**  
**December, 2018**  
**Submitted by: Kathy Soards**

**Business Office**

- Audits of the financial statements for both the foundation and the college were released by the Auditor of State office on November 26. The audited financial statements will be brought to the December 17 meeting for Board of Trustee approval.

**Facilities**

- Progress continues on the connecting link portion of the Welding/Machine Shop Renovation project. Unfortunately, due to ongoing weather delays and the timing delays because of the curve of the structure, the November completion date has been missed and targeted completion is now the start of spring semester.



**October 15th**

**December 4th**

- Controlling Board approval for the release of \$82,562.72 in funding for Northwest State's portion of the Regionally Aligned Priorities In Delivering Services (RAPIDS) grant to purchase three (3) Lab Volt AC/DC training units along with one (1) Vertex 360 Virtual Welding System was received on November 19.

**December 2018**  
**Board Information from CTS**

General Mills Video Conferencing Training: 14 technical courses ran in October - November 2018. An increasing number of sites are requesting the Basic Safe Electrical class to fulfill a safety-training requirement.

Custom Training Solutions:

1. Archbold Campus
  - a. CTS held eight (8) open enrollment classes and eight (8) contract training classes in October-November 2018. Companies include: Vehtek, Sauder Woodworking, Tenneco Automotive, CK Technologies, Worthington Industries, GTS Technologies, HE Orr Company, Matsu, Sauder Mfg, Haas Door, Therma Tru, and Silgan Containers. Open enrollment topics included: Microsoft Office, Logix PLC, GD&T, and Electrical Troubleshooting Basics.
  - b. Off-site fall credit classes are coming to a close for Tru Fast, Therma Tru, Worthington Industries and Lafarge.
  - c. Ohio Lean Consortium will hold its final "Coffee Club" series in December. This informal session has Lean topics presented in a conversational format.
  - d. The Ohio Lean Consortium will sponsor a benchmark field trip to Rockwell Automation in Cleveland Ohio. The event will highlight the use of a variety of lean tools used at the Cleveland manufacturing facility.
2. Advanced Manufacturing Training Center (AMTC) - Scott Park Campus
  - a. Conducted training for Promedica and Toledo Joint Apprenticeship Training Center (JATC). Training topics include: Microsoft Excel and Microsoft Project.
  - b. Digital Literacy cohort started at the AMTC on 11/26 with eight (8) students enrolled.
  - c. Lucas County Job and Family Services (JFS) Comprehensive Case Management and Employment Program (CCMEP) bid awarded to Harbor/YMCA. NSCC is the training partner on the grant and will be conducting Manufacturing Skills Standards Council Certified Production Technician (MSSC CPT) training and after school programs for the grant.
  - d. Enrollment Advocate position began October 15. The purpose of this position aligns with foci of enhancing student success, increasing access and engaging the community.
  - e. Working with Penta Career Center and the University of Toledo to develop a pathway from Penta to NSCC to UT Engineering Technology program.
  - f. Working with FCA-Jeep and UT on training beginning February 2019 for new Jeep Gladiator pickup truck production workers - approximately 900 students.
  - g. Developing after school programs and camps for Maumee Valley Country Day School to begin in January 2019.

## Community Outreach/Company Visits:

### 1. Archbold Campus

- a. Jim Drewes and Tori Wolf made site visits to the following clients in October and November 2018: Cooper Foods, LaFarge Paulding, HE Orr Company, Johns Manville, Tenneco Automotive, North Star Steel, Worthington Industries, Chase Brass and Allied Moulded Products.
- b. CTS led efforts to set up apprentice programs at Green Bay Packaging and ZF/TRW. These clients will begin to develop their talent pipeline with incumbent training programs.
- c. CTS has met with the following clients/schools to assist with Public/Private Training Partnerships. Bryan City Schools with Spangler Candy Co and Tru Fast and FWT with Hicksville Schools for a possible welding program.
- d. Set up technical classes for Automotive Technician and Carpentry/Construction Basics in cooperation with the Defiance Dream Center.

### 2. AMTC

- a. Meetings with organizations included Cherry Street Missions, National Manufacturing Association, Monroe Street Community Center, New York Life, Regal Beloit, CIFT, RGP, Jobs Ohio and Toledo Metal Spinning.
- b. Attended events for LISC, MBAC and Buckeye Broadband.
- c. Chancellor John Carey held a round table at the AMTC.
- d. Senator Rob Portman held a round table and tour at the AMTC.
- e. Conducting testing for the MSSC CPT program for students at Penta Career Center. Continue to work with Penta to find alternative pathways for students in danger of not graduating.
- f. Participated in job fairs hosted by Ohio Means Jobs and The Blade.
- g. Working with Toledo Regional Chamber of Commerce to develop a comprehensive Workforce Development plan

### 3. JFS Workforce Opportunities

- a. Present to City of Bowling Green Economic Development members October 16.
- b. Participate in 'meet the parents' at Lake School District October 10.
- c. Recruiting for January MSSC cohort at Scott Park.
- d. Coordinate a trip to Newark, Ohio for Wood County staff to observe a high school workforce preparation program and MSSC program.
- e. Meet one on one with all the county JFS directors to discuss how program goals are being met.

## December 2018 Board Information from IT

### **New and Ongoing Projects:**

**IT Help Desk Incidents/Service Requests:** For the month of October there were 147 Incidents opened and 147 resolved. There were also 94 Service Requests placed and 92 completed.

**Automating Account Provisioning:** A new automated set up is being created to greatly speed up the employee account provisioning process.

**Data Center Power Replacement:** The data center battery power backup is scheduled to be replaced over the winter break.

**Mobile App:** No activity this period.

**VCT Lab Upgrade:** We are in the process of upgrading the VCT computer lab to mobile workstations to convert it into an active learning space.

**Access Control Project:** Reviewing and revising final plans.

**Internal Digital Signage:** New service has been set up. Currently working on building configurations and documentation for end users.

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

**Business Analytics (Data Cube):** Data Systems is working with Cindy Krueger to define data points and build the data warehouse for improved reporting.

**Online Application Replacement:** The new application will allow students to receive their student ID number immediately instead of a two-week waiting period.

**Banner:** Since October 1, 2018, Banner users were allowed to begin using Banner 9 to perform their tasks. Using Banner 8 remained a second option for a six-week period. As of November 27, Banner 8 has been turned off. December 31, 2018 is the final day that Ellucian will support Banner 8. In beating that deadline, the college will stay compliant in each of the Banner modules.

**Banner Training:** Data Systems arranged for two weeks of Banner Human Resources / Payroll training directly from Ellucian. The excellent consultant was at NSCC for one week in October and a follow-up week in November. Twelve (12) NSCC employees took part in the training, as topics were pertinent to their responsibilities.



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

*December 2018*

*Submitted by: Katy McKelvey*

**Recruiting:**

We are recruiting for the following roles:

- Fundraising Coordinator
- Custodian (sub)

**HIGHLIGHTS:**

Open enrollment for benefits was November 1 – 16. Brittany Chamberlain, HR Generalist, supported employees during this process by meeting with many employees one-on-one to explain the benefit options and help with the online enrollment.

October 18 was the annual Employee Recognition event honoring Northwest State employees. There were two employees, Dr. Larry Zachrich and Terry King, who have served the college for forty years!



On November 19, the College held a “Thank YOU!” employee engagement event. Employees met in the afternoon and had cookies, coffee and hot chocolate. It was a nice time to relax and talk about our Thanksgiving plans.



**Northwest State Community College**  
**Statement of Net Assets**  
**October 31, 2018**

**Assets**

**Current Funds:**

**General Fund:**

Cash & Investments	\$10,291,128
Accounts Receivable	\$3,326,291
Prepaid Expense	\$3,670
Inventory	\$0
Deferred Outflows of Resource	\$6,504,225

<b>Total General Fund</b>	<b>\$20,125,314</b>
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**Auxiliary Enterprises:**

Cash	-\$476,529
Accounts Receivable	\$62,403
Inventories	\$543,009

<b>Total Auxiliary Enterprises</b>	<b>\$128,883</b>
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**Restricted Funds:**

Cash	\$488,770
Accounts Receivable	\$0

<b>Total Restricted Funds</b>	<b>\$488,770</b>
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<b>Total Current Funds</b>	<b>\$20,742,967</b>
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**Plant Funds:**

Unexpended Plant Funds:

Cash	\$41,096
------	----------

<b>Total Unexpended Plant Funds</b>	<b>\$41,096</b>
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**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	\$5,858,326
Accumulated Depr.	-\$3,992,765
Library Books	\$472,286
Motor Vehicles	\$295,038
Accumulated Depr.	-\$213,372
Art / Collections	\$1,103,765

<b>Total Investment in Plant</b>	<b>\$19,438,007</b>
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<b>Total Plant Funds</b>	<b>\$19,479,103</b>
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**Agency Funds:**

Cash	\$54,800
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<b>Total Agency Funds</b>	<b>\$54,800</b>
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**Liabilities & Fund Balance**

**Current Funds:**

**General Fund:**

Accounts Payable	\$105,273
Accrued Liabilities	\$1,007,617
Deferred Inflows & Net Pension Liabili	\$28,171,148
Unallocated Fund Balance	\$5,269,446
Allocated Fund Balance	-\$14,428,170

<b>Total General Fund</b>	<b>\$20,125,314</b>
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**Auxiliary Enterprises:**

Accounts Payable	\$10,943
Accrued Liabilities	\$26,831
Fund Balance	\$91,109

<b>Total Aux. Enterprises</b>	<b>\$128,883</b>
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**Restricted Funds:**

Accrued Liabilities	-\$18,348
Fund Balance	\$507,118

<b>Total Restricted Funds</b>	<b>\$488,770</b>
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<b>Total Current Funds</b>	<b>\$20,742,967</b>
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**Plant Funds:**

Unexpended Plant Funds:

Fund Balance	\$41,096
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<b>Total Unex-Plant Funds</b>	<b>\$41,096</b>
-------------------------------	-----------------

**Investment in Plant:**

<b>Net Investment in Plant</b>	<b>\$19,438,007</b>
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<b>Total Plant Funds</b>	<b>\$19,479,103</b>
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**Agency Funds:**

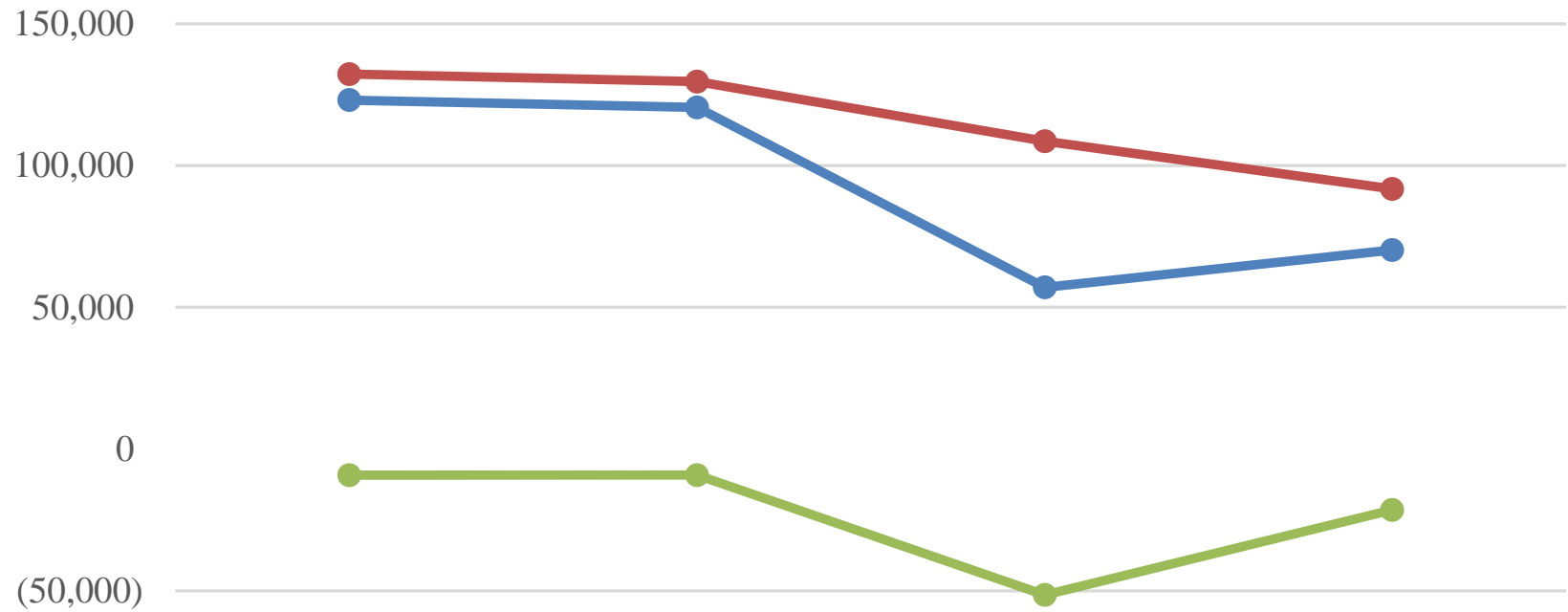
Fund Held in Custody	\$54,800
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<b>Total Agency Funds</b>	<b>\$54,800</b>
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**Northwest State Community College**  
**Statement of Revenue, Expense and Changes in Net Assets**  
**October 31, 2018**

	Total Annual Budget	Actual To Date	Per Cent Received
<b>Operating Revenue:</b>			
Ohio Board of Regents - Subsidy	\$11,058,579	\$3,683,176	33.31%
Ohio Board of Regents -Capital Component	\$120,629	\$30,157	25.00%
Tuition & Fees	\$11,934,824	\$5,325,758	44.62%
Enrollment Contingency	-\$200,000	\$0	0.00%
Scholarship Allowance and Tuition Offsets	-\$734,547	-\$124,740	16.98%
Income from Investments	\$50,000	\$56,123	112.25%
Foundation	\$75,033	\$0	0.00%
CTS Archbold	\$922,000	\$117,791	12.78%
CTS Scott Park	\$350,000	\$20,488	5.85%
Community Development	\$10,000	\$0	0.00%
Miscellaneous Income	\$90,095	\$64,362	71.44%
Grant Fiscal Agent	\$53,720	\$5,061	9.42%
Finger Printing & Facility Rental	\$74,100	\$18,148	24.49%
<b>Tot al Oper at i ng Revenue</b>	<b>\$23,804,433</b>	<b>\$9,196,324</b>	<b>38.63%</b>
<b>To Reser ves</b>	<b>-\$849,529</b>		
<b>From Reser ves/ St at e Capi t al</b>	<b>\$3,123,369</b>		
<b>Tot al Revenue</b>	<b>\$26,078,273</b>	<b>\$9,196,324</b>	<b>35.26%</b>
<b>Operating Expense:</b>			
Instruction	\$15,517,451	\$2,551,555	16.44%
Public Service	\$27,144	\$5,170	19.05%
Academic Support	\$683,100	\$263,190	38.53%
Scholarship Allowance	\$0	\$0	0.00%
Student Services	\$1,762,489	\$422,339	23.96%
Institutional Support	\$4,282,586	\$1,423,908	33.25%
Plant Operations and Maintenance	\$3,805,504	\$446,361	11.73%
<b>Tot al Expense</b>	<b>\$26,078,273</b>	<b>\$5,112,523</b>	<b>19.60%</b>
<b>Net I ncrease/ Decrease i n Net Asset s</b>	<b>\$0</b>	<b>\$4,083,801</b>	

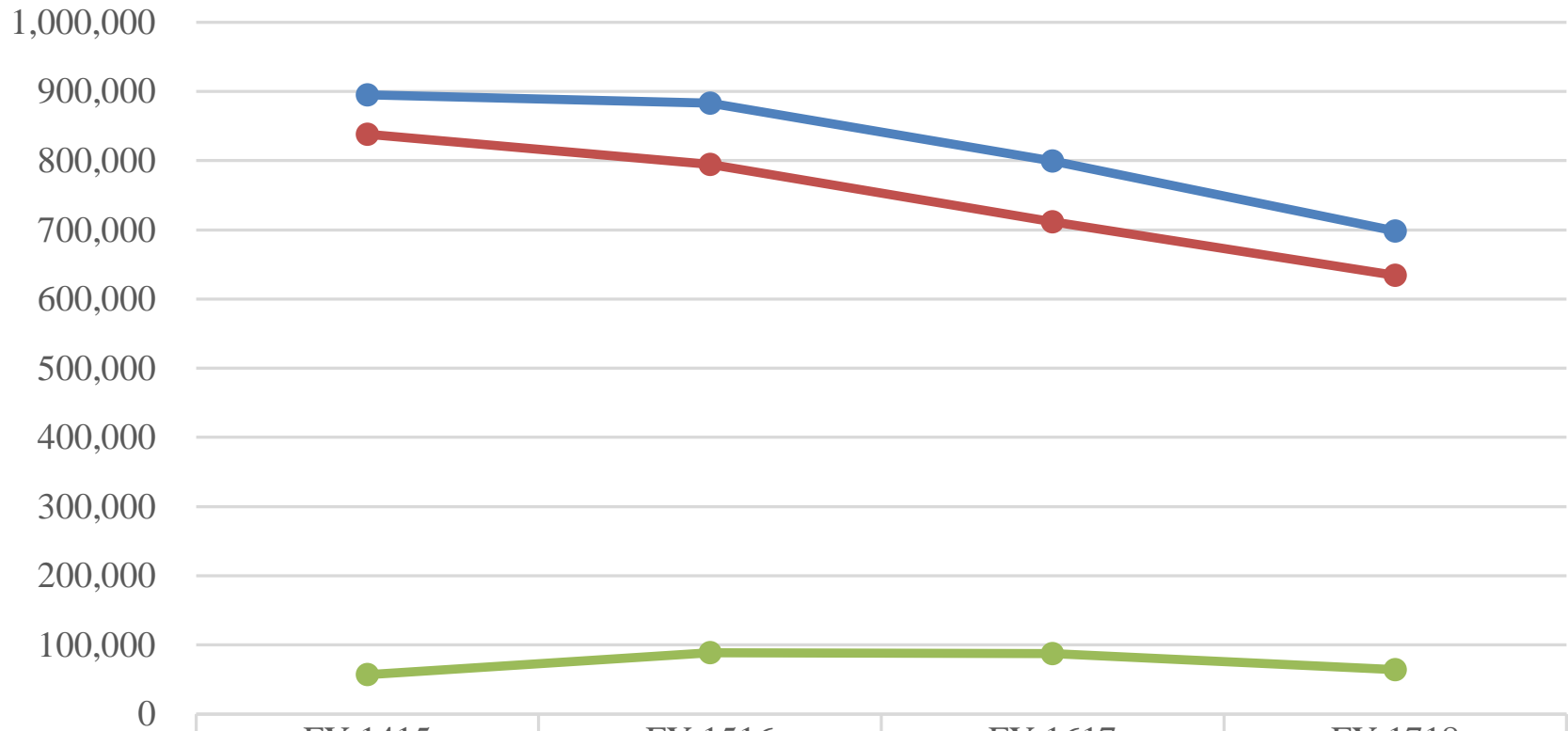
## Food Service (July thru Oct)



(100,000)

	FY 1415	FY 1516	FY 1617	FY 1718
Revenue	123,072	120,467	57,034	70,238
Expense	132,288	129,633	108,516	91,759
Net YTD	(9,215)	(9,166)	(51,482)	(21,521)

## Bookstore (July - Oct)



	FY 1415	FY 1516	FY 1617	FY 1718
Revenue	895,202	883,444	799,387	698,401
Expense	838,187	794,729	711,519	634,251
Net YTD	57,015	88,716	87,868	64,150