

**BOARD OF TRUSTEES**  
**February 22, 2019 – 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
- C. EXECUTIVE SESSION:** To discuss current personnel
- D. PRESENTATIONS**  
1. Strategic Planning Update/Focus Area 3 – First Choice Employer – Katy M & Sarah S  
2. Meet the Team – Public Safety
- E. AUDIENCE PARTICIPATION**
- F. CHIEF EXECUTIVE OFFICER REPORT (Michael T) (pgs. )**
  - President (Michael T.)
  - Vice President – Academics (Lori R.)
  - Vice President – Institutional Effectiveness and Student Services (Cindy K.)
  - Chief Administrative Officer (Kathy S.)
  - Vice President – Innovation (Todd H.)
  - Vice President – Human Resources & Leadership Development (Katy M.)
- G. CHIEF FISCAL OFFICER REPORT (Kathy S)**
  - Financial Report as of December 31, 2018 (pgs. )(consent item)
- H. CONSENT AGENDA (Megan B)**  
1. Consent Agenda Items (pgs. )
  - a. Minutes of the December 14, 2018 Meeting
  - b. Resignations
  - c. Miscellaneous Employment Contracts
  - d. Approval of 2019-2020 Student & Lab Fees
- I. PROPOSED RESOLUTIONS (Megan B) (pgs. )**  
1. Revised 2018-2019 Budget  
2. Allocation of Reserves  
3. Appointment of Delegate and Alternate Trustee to serve on OACC Governing Board

4. Establish Meeting Dates and Times

**J. NOMINATION/ELECTION**

1. Chair
2. Vice Chair
3. Second Vice Chair

**K. OTHER BUSINESS**

1. Upcoming Board Activities
  - a. 2018 Financial Disclosures due May 15, 2019
  - b. Spring Commencement (10 am & 2 pm) – May 11
  - c. Distinguished Alumni Lunch – May 11
  - d. Foundation Green Carpet Event – May 16
  - e. OACC Annual Conference – June 12-13
2. Upcoming College Activities
  - a. Scholarship Reception – April 11
  - b. Harvard Medical Opioid Event – April 12-13
  - c. Spring Commencement (10 am & 2 pm) – May 11
  - d. Foundation Green Carpet Event – May 16

**L. ADJOURNMENT (Jeff E)**

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, December 14, 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**

**18-109**

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

### **EXECUTIVE SESSION**

**18-110**

Mr. Miller moved and Ms. McClure seconded a motion to go into executive session to discuss the hiring of a public employee and update on legal matters.

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.

### **PRESENTATION**

Dr. Thomson provided a Strategic Planning update on The Engaged Community. The college will generate and invest in transformational partnerships and educational opportunities for institutional growth. The College will do this by building relationships, producing qualified candidates and be a source of professional development. Dr. Thomson talked about the Harvard Medical School Opioid Event that will be held on our campus April 12-13, 2019 in partnership with Community Health and Wellness Center in Bryan. The event will bring in hundreds of medical professionals, first responders and law enforcement to receive training on the opioid crisis. The update also included community outreach by the President, NSCC Admissions Team and Custom Training Solutions (CTS).

### **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 the Scott Park campus. 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**

**18-111**

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 October 31, 2018. The Board voted to approve the report by affirmation.

**APPROVAL OF CONSENT AGENDA**

18-112

**MINUTES OF THE OCTOBER 26, 2018 MEETING**

18-113

**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.

18-114

**FULL-TIME FACULTY – DEVELOPMENTAL MATHEMATICS EMPLOYED**

WHEREAS, the position of full-time Faculty – Developmental Mathematics was left vacant due to the retirement of Chris Cople; 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.

18-115

**FULL-TIME TRAINING COORDINATOR –  
INDUSTRIAL TECHNOLOGIES EMPLOYED**

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.

18-116

**RENEWAL – PROBATIONARY FACULTY & NON-FACULTY  
TEACHING 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.

18-117

#### **PROMOTION – 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.

18-118

#### **PROMOTION – 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.

18-119

**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.

18-120

**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.

18-121

**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

### **APPROVAL OF THE 2017-2018 COLLEGE AUDIT**

**18-122**

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

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.

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

### **REVISION OF FACILITY ROOM RENTAL RATES**

**18-123**

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

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	Profit	\$ 150.00- 1 <sup>st</sup> hour
	\$ 40.00 each subsequent hour		\$ 80.00 each subsequent hour
	(\$300.00.00 maximum)		(\$600.00 maximum)

**Friday events starting after 4 pm and Weekend event**

Nonprofit	\$ 100.00- 1 <sup>st</sup> hour	Profit	\$ 200.00- 1 <sup>st</sup> hour
	\$ 75.00 each subsequent 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; Bridenbaugh, Derck, Erb, Hall, Howell, McClure, Miller, Mull, Siebenmorgen. Nay; None. Thereupon the Chair declared the motion approved.

**APPROVAL OF EMERITUS STATUS**

**18-124**

Mr. Bridenbaugh move and Ms. Howell seconded the following motion:

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

**APPROVAL OF POLICY REVISION 14-3-19 – HARASSMENT/SEXUAL  
HARASSMENT/SEXUAL MISCONDUCT**

**18-125**

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

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.

## **(18) 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.

- 18. 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:

- 18. 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.

## € CONSEQUENCES OF DISCRIMINATION/HARASSMENT

**18.** 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:

**18.** 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:

**18.** 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.

**18.** Reporting: Complaints made in good faith will not be held against an employee or student in any way.

**18.** 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.

## € ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES

**18.** The college is committed to providing a safe, anti-harassing, and nondiscriminatory environment that protects the civil rights of individuals, per College policies and in compliance with state and federal law, and the college recognizes the value of academic freedom in the classroom.

b. College policies are not intended to restrict serious discussion of controversial issues in the academic classrooms or trainings. In light of this, to minimize the potential for multiple claims that course content is discriminatory, harassing or offensive, it is recommended that in courses where such discussions occur, faculty provide a disclosure that the content covered may be controversial. However, employees and students are encouraged to file complaints in accordance with Sec. D in this policy for reasons specified therein.

## (F) CONFIDENTIALITY

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

for the reputation of everyone involved in the process.

(G) RETALIATION

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

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

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

**APPROVAL OF NEW POLICY – SEXUAL MISCONDUCT**

**18-126**

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

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

**APPROVAL OF POLICY REVISION – CODE OF STUDENT CONDUCT**

**18-127**

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

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

### **APPROVAL OF POLICY REVISION – STUDENT DUE PROCESS AND GRIEVANCE**

**18-128**

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

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

- (18)** 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; Bridenbaugh, Derck, Erb, Hall, Howell, McClure, Miller, Mull, Siebenmorgen. Nay; None. Thereupon the Chair declared the motion approved.

**APPROVAL OF NEW PROGRAM –  
ASSOCIATE OF APPLIED SCIENCE – AGRONOMY**

**18-129**

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

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

**APPROVAL OF NEW PROGRAM –  
MANUFACTURING FOUNDATIONS SHORT-TERM CERTIFICATE**

**18-130**

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

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

**APPROVAL OF NEW CONTRACT FOR  
NORTHWEST STATE COMMUNITY COLLEGE PRESIDENT**

**18-131**

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

WHEREAS, the current contract for the President expires June 30, 2019; and

WHEREAS, it is the desire of the Board of Trustees to offer a contract through December 31, 2021

NOW, THEREFORE BE IT RESOLVED, that Dr. Michael Thomson be employed January 1, 2019 through December 31, 2021.

BE IT FURTHER RESOLVED, that the current contract, which is in force until December 31, 2018, and thereafter, shall be superseded and rendered void by the new

agreement.

BE IT FURTHER RESOLVED, that a formal employment contract be prepared listing the duties and responsibilities of the Office of President and listing the benefits accruing to the position. This contract shall be signed by Dr. Thomson and the officers of the Board of Trustees.

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

EMPLOYMENT CONTRACT READS AS FOLLOWS:



## **Northwest State Community College** **Professional Employment Contract**

This Professional Employment Contract (herein “Agreement”) is made by and between the Board of Trustees of Northwest State Community College (herein the “Board of Trustees”) and Dr. Michael Thomson (herein “Thomson”) (each a “Party” and collectively “Parties”).

WHEREAS, the Board of Trustees has the power pursuant to Ohio Revised Code (“R.C.”) Chapter 3358, to appoint a President of Northwest State Community College (herein the “College”); and

WHEREAS, the Board of Trustees has determined that the background and experience of Thomson indicate that he has the ability to serve the College as its President; and

WHEREAS, Thomson is currently under a contract (signed February 2, 2018 and herein called “Current Contract”; Appendix A) to serve as President of the College, that expires on June 30, 2019; and

WHEREAS, the Board of Trustees has selected Thomson to continue to serve as President of the College and Thomson agrees to continue to serve as President of the College;

NOW, THEREFORE, in consideration of these representations, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby mutually agree as follows:

### **1. EMPLOYMENT**

The Board of Trustees hereby contracts with Thomson to be employed in the position of President of the College.

## 2. DURATION OF AGREEMENT

Thomson agrees to serve starting January 1, 2019, through midnight on December 31, 2021, (the "Term") as President of the College, unless earlier terminated as set forth herein. The Current Contract is in force until midnight on December 31, 2018, and thereafter shall be superseded and rendered void by this Agreement when fully signed and executed, to be effective as of January 1, 2019.

## 3. DUTIES

Thomson shall serve as the chief executive officer of the College. Thomson shall perform those services and duties that are incident to the office of the President of a state community college in Ohio including but not limited to:

- a. provide leadership for academic excellence;
- b. administer the instruction, student services, and business affairs of the College;

## 3. DUTIES (continued)

- c. periodically direct the review of the Board of Trustees policies;
- d. promote and endeavor to maintain a positive College image in the community;
- e. establish and maintain sound working relations with other governmental agencies;
- f. endeavor to maintain and improve professional competence;
- g. serve as the Board of Trustees' designated representative with respect to all employer-employee matters;
- h. annually evaluate administrative employees reporting directly to Thomson and participate in the evaluation of the remaining employees in accordance with College procedures;
- i. manage and control College property in accordance with College policies;
- j. enter into contracts on behalf of the College as authorized by the Board of Trustees; and
- k. perform such other duties commensurate with his position that he may from time to time be assigned by the Board of Trustees.

Thomson shall perform his duties subject to the direction of the Board of Trustees and shall carry out and comply with the Ohio Revised Code, the College's by-laws, and all other policies, rules and regulations of the College

currently existing and hereafter amended. The executive authority rests with the Board of Trustees. Thomson, as President, shall take no action contrary to that ordered by the Board of Trustees or in contradiction of the policies as established by the Board of Trustees.

4. EXTENT OF SERVICES

Thomson shall devote his full business and professional time, attention and energies to the position of President of the College and shall faithfully attempt to fulfill the duties of this position as prescribed by the Board of Trustees. Any exceptions to this provision shall be subject to the Board of Trustees' prior approval.

5. COMPENSATION

Thomson's annual base salary as President of the College for the Term of this Agreement shall start at \$185,000 dollars, less all customary withholdings and taxes, paid in twenty-four (24) equal installments and shall be prorated for any partial fiscal year during said Term. Thomson's performance as President and compensation will be reviewed by the College prior to the end of each fiscal year during the Term of this Agreement and any successor agreement thereto. Thomson may receive an adjustment to this compensation, which must be approved by action of the Board of Trustees and will be effective at the beginning of the subsequent fiscal year or as otherwise approved by the Board of Trustees.

6. BENEFITS

The benefits for the position of President of the College for the Term of this Agreement are as follows:

- a. Cost of living: A one percent (1%) cost of living wage increase added to the base pay (\$185,000 as stated in Section 5), each fiscal year (beginning on July 1) of the Agreement, as follows:
  - Start of contract – January 1, 2019 - June 30, 2019: \$185,000
  - July 1, 2019 – June 30, 2020: \$186,850
  - July 1, 2020 – June 30, 2021: \$188,719
  - July 1, 2021 – December 31, 2021: \$190,606.
- b. Medical, Dental, and Vision Coverage: Thomson will receive medical, dental, and vision coverage as provided through the insurance company serving the College and as set forth in the current Summary Plan Description for College available in the Office of Human Resources and in accordance with the medical, dental and vision plan options and funding arrangements afforded graded employees of the College.
- c. Term Life: Thomson will receive life insurance coverage as provided through the insurance company serving the College and as set forth in the current Summary Plan Description for College and in accordance with the college's life insurance policy for graded employees.

- d. Vacation: In recognition of Thomson's previous service at Ohio public institutions, Thomson will have five (5) weeks of vacation leave (200 hours) available on January 1, 2019. Any vacation time accrued under the Current Contract will expire as of midnight, December 31, 2018. In accordance with the College's vacation policy, vacation days are counted using the calendar year (beginning January 1). At the start of each of the remaining calendar years (January 1, 2020 and 2021), Thomson will receive five (5) weeks of vacation leave (200 hours). Thomson may carry-over unused vacation leave from year-to-year up to a maximum accrual amount of three hundred (300) vacation hours. Upon the conclusion or termination of this Agreement, Thomson will be compensated for unused vacation leave in a one-time payout as his then-current salary rate.
- e. Sick Leave: Thomson will roll over sick leave accrued under the Current Contract into this Agreement. Thomson's use of and accrual of sick leave and any payout benefits he is eligible for will be in accordance with the Policy 3358:14-3-09, Leaves of Absence other than FMLA, Procedure 3-09 (B).
- f. Retirement: Per R.C. Chapter 3309, Thomson is part of the State Employees Retirement System (SERS). The College shall contribute fifty percent (50%) of Thomson's employee-share for SERS contribution, to the extent it is permitted by applicable law.
- g. Deferred Compensation: As a state employee, Thomson has the right to contribute towards a state approved deferred compensation plan, including "catch up" provisions. Currently, Thomson pays 100% of the contribution towards an Ohio 457 Plan. The College may elect to pick up a designated percentage of Thomson's share to the extent it is permitted by applicable law, contingent upon a successful performance evaluation as set forth in Section 14, Annual Review.
- h. Holidays: Thomson will receive holiday leave consistent with those holidays received by graded employees of the College.
- i. Personal Days: Thomson will receive three (3) personal days consistent with those received by graded employees of the College for each year of this Agreement for personal activities. The initial three days are available at the signing of this Agreement. Accrued but unused personal days are converted to sick leave at the start of each fiscal year (July 1) in accordance with Policy 3358:14-3-09, Leaves of Absence other than FMLA, Procedure 3-09 (B).
- j. Automobile: In recognition of Thomson's extensive community engagement work and in lieu of the College providing Thomson an automobile, the College shall pay a monthly amount of \$600 ("Vehicle Stipend") to Thomson. The Vehicle Stipend covers all incidentals such as normal wear and tear, fuel, and other ordinary costs and expenses associated with vehicle travel within the regular service area of the College. The Vehicle Stipend is conditioned upon Thomson maintaining and showing proof of



liability automobile insurance subject to state limits and current college travel policy at all times for the duration of this Agreement.

k. Digital Support: In recognition of the College's need to provide Thomson and the Board of Trustees / employees timely communications, Thomson will receive a minimum of eighty dollars (\$80.00), or the maximum allowed by the College's wireless communication policy per month allowance, whichever is greater, for mobile digital communications (e.g. cellular and other digital connected devices). In addition, the College shall provide and maintain a College-owned digital device to facilitate College work, both at the College and remote places. Also, to protect the confidentiality of data on devices that Thomson uses for College business, the College shall provide and pay for a private network device. It is the College's expectation that such allowances permits reasonable digital access to Thomson at all times except during scheduled vacation periods, unless in the event of an emergency or as directed by the Board of Trustees.

l. Modification: Nothing in Section 6 shall be construed as limiting the ability of the College to terminate, discontinue, or modify any plan, benefit, or program for other College employees.

7. SUPPORTING COMMUNITY COLLEGE LEADERSHIP DEVELOPMENT

In recognition of Thomson's previous professional development as a community college leader, Thomson is permitted to devote up to three (3) days of College work annually to support professional development through recognized professional development organizations. Examples of recognized professional development organizations include the American Council for Education (ACE) and the American Association of Community Colleges (AACC).

8. EXPENSES

Thomson's expenses for reasonable travel and other activity or actions on behalf of the College shall be paid or reimbursed in accordance with College policies, upon presentation of supporting documentation to the Chair of the Board of Trustees or designee. Expenses reimbursable under this provision exclude any expenses covered pursuant to the Vehicle Stipend in Sec. 6(j).

9. RESIDENCY REQUIREMENT

Thomson agrees to reside in the College's current (or future) designated service area during the Term of this Agreement.

10. TAX LIABILITY

Thomson shall be responsible for any income tax liability incurred as a result of this Agreement.

11. CONFIDENTIALITY

Thomson acknowledges that, in the course of the performance of this Agreement, he may learn certain confidential and proprietary information about

the College's business ("Confidential Information"). Thomson agrees he will keep all such information strictly confidential and that he will not use it for any purpose other than to perform his obligations hereunder. Thomson will not, without the prior written consent of the Board of Trustees, communicate or divulge any such Confidential Information to anyone other than the College or those designated by it, unless the communication of such Confidential Information is required pursuant to a compulsory proceeding in which Thomson's failure to provide such Confidential Information would subject Thomson to criminal or civil sanctions and then only if Thomson provides advance written notice to the Board of Trustees of such disclosure. The restrictions imposed on the release of Confidential Information described in this provision may be enforced by the College, and/or any successor thereto, by an action to recover payments made under this Agreement, an action for injunction, an action for damages, or any other remedy permitted by law. This provision constitutes an essential element of this Agreement, without which the Board of Trustees would not have entered into this Agreement. This provision shall survive termination of this Agreement indefinitely.

**12. INTELLECTUAL PROPERTY.**

Thomson agrees to assign to the College all intellectual property developed or conceived by Thomson, or jointly with others, during Thomson's employment with the College, which are within the scope of either the College's business or an affiliate's business, or which utilize College materials, information, or property and further agrees not to assign the same in whole or in part to any third parties. Thomson understands and agrees that R.C. 3345.14 is applicable to him. For purposes of this Agreement, "intellectual property" means inventions, discoveries, business or technical innovations, creative or professional work product, or works of authorship. Thomson agrees to execute all necessary papers and otherwise to assist the College to obtain patents, copyrights or other legal protection as the College deems fit. Any such property is to be the property of the College whether or not patented, copyrighted or published.

**13. TENURE**

Thomson waives any right to tenure at the College by virtue of entering into this Agreement and any terms and conditions hereto.

**14. ANNUAL REVIEW**

In order to ensure ongoing communication between Thomson and the Board of Trustees concerning Thomson's objectives and job responsibilities, as well as achieve a mutual understanding between the Parties concerning the accomplishments of such objectives and responsibilities, there shall be an annual review of Thomson's performance, which shall include a meeting with Thomson and the Board of Trustees for the purpose of reviewing such objectives and responsibilities. Such annual reviews may include, but are not limited to, prioritizing job objectives and establishing timetables and resources for completion of such objectives.

The Board of Trustees shall establish a schedule and evaluation instrument for the review of Thomson and shall allow sufficient time to prepare an outline of accomplishments and progress made toward attaining the performance objectives and satisfying the duties and responsibilities of the office of President.

Upon consideration of Thomson's annual review, dependent upon his performance and to incentivize future performance, the following guidelines will be used as possible outcomes:

- a. Thomson's performance has not met or minimally met contractual duties and will receive no contribution towards his deferred compensation activities stated in Section 6(g);
- b. Thomson has met contractual duties at a satisfactory performance level, and will receive a \$5,000 contribution towards his deferred compensation activities during the current contribution year, stated in Section 6(g);
- c. Thomson has met contractual duties at a performance level that exceeds expectations, and will receive a \$10,000 contribution towards his deferred compensation activities during the current contribution year, stated in Section 6(g).

#### 15. FISCAL SUFFICIENCY

This Agreement, including the payment of salary and other benefits, is subject to the sufficiency of legislative salary appropriations and the receipt of sufficient funds to enable performance hereof by the College.

#### 16. TERMINATION OF AGREEMENT BY THE BOARD OF TRUSTEES

The Board of Trustees may terminate this Agreement and discharge Thomson for cause at any time for misconduct, substantial failure to perform the duties of President of the College, or for conduct unbecoming the President of the College. Remuneration and benefits for Thomson shall cease upon the effective date of said termination or discharge. The Board of Trustees may also terminate this Agreement under the following events and conditions:

- a. For Disability. In the event of disability of Thomson before the expiration of the Term of this Agreement. For the purposes of this Subparagraph 16.a., disability shall be defined as occurring when all of the following conditions are met:
  - i. Thomson shall become physically or mentally incapable (excluding infrequent and temporary absences due to ordinary illness) of properly performing the services required of him in accordance with his obligations hereunder. Thomson agrees that the College may select any physician, in addition to his own, to examine Thomson with regard to disability, and Thomson hereby waives any doctor-patient

privilege and/or confidence in order to permit the disclosure of the results of such examination(s) to the Board of Trustees;

- ii. Either Thomson or the Board of Trustees shall have given the other Party thirty (30) days written notice of his or its intention to terminate the active employment of Thomson as President because of such disability and the decision of either to terminate shall be final. Remuneration and benefits for Thomson shall cease upon the effective date of said termination due to disability.

- b. For Death. This Agreement will terminate along with Thomson's employment, remuneration, and benefits upon Thomson's death.

17. TERMINATION OF AGREEMENT BY THOMSON

Thomson may terminate this Agreement for any reason upon providing the Board of Trustees one hundred eighty (180) days advance written notice; and Thomson may terminate this Agreement upon his retirement from the field of higher education. Remuneration and benefits for Thomson shall cease upon the effective date of said termination.

18. TERMINATION BY AGREEMENT OF PARTIES.

This Agreement may be terminated at any time by written mutual agreement of the Parties. Remuneration and benefits for Thomson shall cease upon the effective date of said termination.

19. ENTIRE AGREEMENT AND AMENDMENT.

This Agreement contains the entire agreement between the Parties and supersedes all prior communications, contracts, or agreements between the Parties with respect to the subject matter addressed in this Agreement, whether oral or written and shall not be modified, amended or supplemented, or any rights herein waived, unless specifically agreed upon in writing by the Parties hereto. This Agreement may be amended, changed, and/or supplemented provided, however, that any and all such amendments, changes and/or supplements shall be in writing and executed by both Parties hereto.

20. APPLICABLE LAW AND FORUM.

The laws of the state of Ohio shall govern the terms and conditions of this Agreement, including any questions, which may arise relating to the validity, interpretation, performance and/or enforcement of this Agreement, and each of its provisions. Thomson consents to jurisdiction for any and all causes of action arising from the creation or performance of this Agreement in a court of proper jurisdiction in the State of Ohio.

21. SEVERABILITY.

Nothing contained in this Agreement is intended to contradict any laws of the State of Ohio. In the event that any provision of this Agreement is or shall be determined to be contrary to Ohio law, such provision shall be deemed invalid

and of no force and effect. The remainder of this Agreement shall remain in full force and effect.

22. FISCAL WATCH.

In the event of the appointment of a conservator pursuant to R.C. 3345.74, all authority, duties and pay of Thomson shall be suspended and the procedures set forth in that provision shall be thereafter followed. Pursuant to R.C. 3345.77, notice is hereby given and an acknowledgment is hereby made that this Agreement and its terms shall be subject to and superseded by R.C. 3345.71 *et seq.* relative to performance evaluations, the suspension of authority, duties, pay and termination of employment under special circumstances.

23. WAIVER AND ACCOMMODATION

Any waiver by any Party of any act, failure to act or breach on the part of the other Party shall not constitute a waiver. All waivers must be in writing and as it relates to the College, must be in writing and signed by the Board Chair or designee.

24. NOTICES.

Any notice given to either Party to this Agreement will be in writing and will be deemed to have been given when delivered personally or sent by certified mail, postage prepaid, return receipt requested, duly addressed to the Party concerned, at the address indicated below or to such changed address as such Party may subsequently give notice of:

If to the College:      Northwest State Community College  
                                 Attention: Chair of the Board of Trustees

If to Thomson:         Dr. Michael Thomson  
                                 At the last known address on file with the College

25. COUNTERPARTS

This Agreement may be executed in one or more counterparts, all of which together shall constitute one Agreement.

26. HEADINGS

The subject headings of the various sections of this Agreement are included for convenience only and shall not affect the construction or interpretation of any of its provisions.

27. BINDING AND EFFECTIVE

This Agreement shall become binding and effective upon each Party only at such time as it has been fully executed by all Parties hereto including receiving approval by the Board of Trustees.

28. AUTHORITY

The College acknowledges that this Agreement is executed by the College through the authority of the Board of Trustees and by the signatures of the Chair of the Board of Trustees, and by the signature of Thomson on his own behalf.

29. ENFORCEABILITY

This Agreement may be signed in counterparts. True and accurate photocopies of this Agreement shall be enforceable.

*[Signature page to follow.]*

IN WITNESS WHEREOF, this Agreement has been executed on the dates set forth below by Thomson and by the Chair of the Board of Trustees.

By: \_\_\_\_\_  
Jeffrey Erb – Board of Trustees Chair Date

By: \_\_\_\_\_  
Dr. Michael Thomson – President Date

**Certification of Funds:**

This signature certifies the amount required to meet the obligation in which this Agreement is made has been lawfully appropriated for such purpose, and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

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

\_\_\_\_\_  
CFO/Treasurer of the College

**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 December 14, 2018 Meeting**

#### **1b. Resignations**

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

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

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

WHEREAS, the President recommends

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

#### **1c. Miscellaneous Employment Contracts**

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

WHEREAS, the Vice President for Academics recommends

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

Part-time Adjuncts for spring semester 2019:

Aldrich	Catherine	Myers	Kenneth
Armitage	Timothy	Mykytuk	Jeremiah
Babcock	Kyle	Nartker	Gregory
Boone	James	Plummer Jr	Thomas
Bradley	Paul	Preston	Craig
Brubaker	Sharon	Racick	John
Burken	Christa	Radtke	Taylor
Burkholder	Tracy	Raymond	Steven
Clink	Michael	Rendleman	Tracy
Coles	Ronald	Reynolds	Robin
Collins	Elizabeth	Roka	Thomas
Davis	Christopher	Sands	Zachary
Dillon	Kieron	Schwiebert	Jason
Filipovich	Nicholas	Shelt	Steven



Firestone	Chelsie	Short	Amanda
Frake	Ann	Short	Christine
Gerken	Emily	Silveus	Molly
Gesicki	David	Singer	Edward
Gladieux	Michelle	Sizemore	Brittany
Harris	Heidi	Snyder	Timothy
Hughes	Bette	Stevens	Joel
Jay	Kevin	Storrer	Jenna
Kadesch	Gary	Stuber	Jacob
Kemarly-Dowland	Julie	Torok	William
Kinkaid	Cynthia	Vandock	Kent
Kling	Julie	Vasko	Carol
Kloos	Phyllis	Verfaillie	Robert
Kocinski	Michael	Waisner	Beth
Kuhlman	Nanette	Werdebaugh	Ronald
Lanius	Victoria	Wikstrom	Debora
Leptak-Moreau	Jeffrey	Worman	Jamie
Lillard	Stacy	Wurm	Abigail
Linebrink	Casey	Zuvers	Larry
McGhee	Durrell		
McQuade	Timothy		
Mercer	David		
Meyer	Randy		
Minsel	Curtis		
Moore	Kevin		

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

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

# 1d. Approval of 2019-2020 Student Fees

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

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

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

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

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

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

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

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

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



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

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

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

**National League for Nursing  
Testing Fees**

	Anatomy & Physiology	27.00	
	PAX-RN	39.00	

### Nursing Simulation Fees

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

### Student Fees

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



## **PROPOSED RESOLUTIONS**

### **1. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2018-2019 REVISED BUDGET**

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the 2018-2019 revised budget be approved (begins on page ).

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

From Student Fees FB for Counseling/Wellness	\$10,000
From Instrl Equip FB for Instrl Equipment	\$282,362
From Equip M & R FB for Equip M & R	\$257,138
From New Program FB for Agriculture (partial Strategic Initiative)	\$117,421
From Build M & R FB for Building M & R	\$254,650
From Energy Mgmt FB for Energy Projects for Renov Bldg C	\$184,757
From OBR Capital Bill/Miller Fund/Capital Component for Welding/Access	\$1,801,967
From OBR Capital Bill/Capital Component for Access Control	\$650,000
From Surplus Equipment FB for Facilities (Eng/Ind Classroom)	\$20,000
From Miller Fund for Special Event Chairs (Strategic Initiative)	\$30,000
From Business Growth FB for Van Wert (Strategic Initiative)	\$21,423
From Business Growth FB for Transfer (Strategic Initiative)	\$21,423
From New Program FB for Industrial Program (Strategic Initiative)	\$28,204
From Buildings M & R FB for Faculty/Staff Lounge (Strategic Initiative)	\$45,000
From RAPIDS Grant	\$160,913
From Unallocated FB	\$316,028
<b>TOTAL PROJECTED REVENUE</b>	<b>\$26,611,891</b>

**PROJECTED EXPENSE**

**Operating Expense:**

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

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

**2. CONSIDERATION OF A RESOLUTION TO APPROVE TRANSFER OF RESERVES**

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

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

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

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

Equipment Maintenance & Repair FB	\$300,000
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ROLL CALL: Aye; Nay;  
Thereupon the Chair declared the motion approved/disapproved.

3. **CONSIDERATION OF A RESOLUTION TO APPOINT DELEGATE AND ALTERNATE FROM THE BOARD OF TRUSTEES TO SERVE ON THE GOVERNING BOARD OF THE OHIO ASSOCIATION OF COMMUNITY COLLEGES (OACC)**

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

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

NOW, THEREFORE BE IT RESOLVED, that a delegate and an alternate from the Northwest State Community College Board of Trustees be appointed to serve on the Governing Board of the Ohio Association of Community Colleges.

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

4. **CONSIDERATION OF A RESOLUTION TO ESTABLISH MEETING DATES AND TIME**

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Northwest State Community College be designated as the permanent place of business and that six regular meetings be established for the period April 2019 through February 2020. The election of Board officers will take place at the February meeting.

The Board shall meet on the following Fridays:

- April 26, 2019
- June 21, 2019
- August 23, 2019
- October 25, 2019
- December 13, 2019
- February 28, 2020

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

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

### **NOMINATIONS & ELECTIONS**

Nominations are to be made for **CHAIR** of the Board of Trustees for the period February 2019 through February 2020. The newly elected Chair will assume his/her duties upon election.

Motion by \_\_\_\_\_, to nominate \_\_\_\_\_ as Chair of the Northwest State Community College Board of Trustees to serve through the February 2020 meeting and to close nominations  
Seconded by \_\_\_\_\_.

ROLL CALL: Aye; Nay;

Thereupon the Chair declared that \_\_\_\_\_ is duly elected **CHAIR** of the Northwest State Community College Board of Trustees.

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Nominations are to be made for **VICE CHAIR** of the Board of Trustees for the period February 2019 through February 2020. The newly elected Vice Chair will assume his/her duties upon election.

Motion by \_\_\_\_\_, to nominate \_\_\_\_\_ as Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2020 meeting and to close nominations  
Seconded by \_\_\_\_\_.

ROLL CALL: Aye; Nay;

Thereupon the Chair declared that \_\_\_\_\_ is duly elected **VICE CHAIR** of the Northwest State Community College Board of Trustees.

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Nominations are to be made for **SECOND VICE CHAIR** of the Board of Trustees for the period February 2019 through February 2020. The newly elected Second Vice Chair will assume his/her duties upon election.

Motion by \_\_\_\_\_, to nominate \_\_\_\_\_ as Vice Chair

of the Northwest State Community College Board of Trustees to serve through the February 2020 meeting and to close nominations  
Seconded by \_\_\_\_\_.

ROLL CALL: Aye;

Nay;

Thereupon the Chair declared that \_\_\_\_\_ is duly elected  
**SECOND VICE CHAIR** of the Northwest State Community College Board of Trustees.

## **President's Report**

President Thomson's College update can be found in his most recent campus video: President's Update February 11 – 24. President Thomson's report at the February 22 Board meeting will focus on college events and activities.

### **Community Outreach (December 19 – February 15)**

- Koester Corporation – Mike Koester – December 19
- Cherry Street Mission – Max Lambdin (President) – December 19
- Medical Leave – January 2 – 13
- Fulton County EDC meeting at Miller Bros Construction, Archbold – January 22
- Alzheimer's Walk meeting with Executive Director, Development Director – January 23 (will chair Alzheimer's Walk held at NSCC on August 24)
- Harvard Medical School – Catherine Finn visit – January 24
- NWOESC Super/Treasurer Meeting – February 5
- Henry County Chamber After Hours – February 7
- Statehouse Visit – February 13
  - Meeting with Jim Hoops
  - Meeting with Recovery Ohio
  - Attended Agricultural Committee (sub of Finance)
- OACC Student Success Leadership Institute – February 14
  - President's meeting with Chancellor

#### **Scheduled Time Away/Time Off:**

- March 1 – Medical - Surgery follow up
- March 7 – Tech Prep Success Seminar (Perrysburg)
- March 8-15 – ACE meeting (Philadelphia)
- March 26 – OACC Presidents (Columbus)
- March 27-April 1 – Vacation

## **ADMISSIONS:**

#### **January:**

- Four County & NSCC Tours:
  - North Central
  - Fairview
  - Edon
  - Evergreen
  - Delta
- College Credit Plus Meeting Nights:
  - Holgate
  - Four County

- Edgerton
- Edon
- Fountain City Christian
- Continental
- Patrick Henry
- Ohio Virtual Academy
- Wayne Trace
- Montpelier
- Fayette
- Anthony Wayne
- Delta
- Evergreen
- Community Events:
  - TPS Career Connect Expo
  - Community College Counselor Day

#### February:

- College Credit Plus Meeting Nights
  - Napoleon
  - Bryan
  - Wayne Trace
  - Home School/Non-Public at NSCC
  - Public HS Students at NSCC
- Community Events:
  - Hands on Career Day at Liberty Center – NSCC STEM faculty
  - Ohio Means Jobs GED Outreach
  - Real World Real Money Event: Fayette
  - Real World Real Money Event: Pettisville

NORTHWEST STATE COMMUNITY COLLEGE  
VICE PRESIDENT FOR ACADEMICS  
INFORMATION ITEMS FOR BOARD OF TRUSTEES  
February 2019  
Submitted by: Lori Robison

**Allied Health, Business & Public Services**

Plans are underway for the Agricultural Studies Department to host an **Ag Camp** during summer 2019. Tentative dates are July 16-19 or 23-26. Two days will be open to students in 5th and 6th grade and two days with students from 7th and 8th grade.

Adjunct Education Faculty Heidi Harris graduated in December with her **PhD** in Early Childhood Education from Walden University. Heidi is an example of the exemplary part-time faculty who support our programs.

**Arts & Sciences**

Mike Vanderpool, Visual Communications/Graphic Design faculty, has added a **Social Media** course to the program to reflect the current trends and demands of the industry. In addition, he is seeking to establish **career pathways** with two local districts, Holgate and Bryan, who are establishing or expanding their Media Arts programs.

**Library Services**

**LibGuides** are discipline specific webpages to guide students to resources. A total of five guides were published to students, and two guides are currently "out for review" by faculty. The guides had over 600 "views" to date. In addition, a faculty/staff Professional Development Resources guide will be released soon. Several other guides are also in progress.

Mike Vanderpool, Visual Communications/Graphic Design Faculty has requested **resources for the program** to expand the current collection for students. A recent visit to an innovative design school prompted the request in order that NSCC students have something similar - a small highlighted library collection-- to draw from. Mike has ideas to take the collection "on the road" to bring awareness to students.

Library Director, Kristi Rotroff contacted CCP instructors to facilitate access to campus resources for students, especially in English, Psychology and Sociology. Research projects are required in these courses and students can avail themselves of the online resources of our library to complete these assignments. Teachers received a **"CCP Guide for High School Instructors"** and students received web links to common research resources. Both groups were encouraged to contact library staff if needed throughout the semester.



Library Services launched an online **survey** for current students to gauge library usage. The data will be especially helpful in planning for future needs and resource expansion or reallocation.

### Nursing

The Nursing program received notification that the next **ACEN** (Accreditation Commission for Education in Nursing) site visit will be held February 2 - 6, 2020.

### Science, Technology, Engineering Tech and Mathematics

Dave Mohring and Colin Doolittle have been spending Fridays visiting various **high schools** in our area. They have presented at Holgate, Napoleon and Liberty Center. The faculty used interactive discussions with student groups while describing different careers in engineering. They also discussed the role of the community college, CCP options including the Automatic Feed program, and who to contact for more information.



A 2 + 2 articulation agreement with **University of Cincinnati** was signed this week for a seamless pathway for graduates of our Cybersecurity program to UC's bachelor's degree program in Information Technology.

The Division recently posted the position of **Faculty & Lab Coordinator -Natural Sciences (Biology)**. The position will help meet the demand for additional course offerings in this area and support the management and oversight of supplies and equipment for all science course laboratory components.

Lisa Aschemeier was selected to be a content contributor for Biology in the **Open Educational Resources** - Innovation Grant Initiative.

Colin Doolittle will be a presenter at the **2019 NAPE National Summit for Educational Equity** to be held in May 2019. Colin's presentation is entitled, ***Three Approaches Taken Away from the Educators Equity in Science, Technology, Engineering, and Mathematics (EE-STEM) Academy.***

**Student organizations** have been meeting weekly, typically Thursday afternoons, with new activities and projects being established for this spring. Below is a photo of the meeting of **Women in STEM**. Advisors for the organization are Marianna Malek, Math Faculty; Lisa Aschemeier, Biology Faculty, and Julie Kemarly-Hopkins, adjunct Biology Faculty.



The **3Dt Club** has been working with several companies. One company has asked the team to establish process parameters and work instructions for the manufacture of a bone

replacement material that can be 3d printed. Information of this company can be found at the following link.

<https://fibretuff.us/>

Colin Doolittle serves as faculty advisor for the 3Dt organization.



## Other

Thursday, December 6, a delegation of three faculty from the **Wuxi Vocational Institute of Commerce, China** visited campus, accompanied by Dr. Ron Opp, Executive Director, Internationalization Consortium, University of Toledo. After a meeting with members of

Cabinet and the Dean and faculty of the Business Division, the delegation toured campus. Afterward, they visited the Public-Private Partnership Program at Automatic Feed in Napoleon, Ohio.

**Honors Recognition Ceremony** was held December 9, 2018 in Voinovich Auditorium. Award of Merit recipients received a medallion, to be worn at commencement. Phi Theta Kappa Honor Society inducted new members and recognized graduating members with an honors cord.

Dr. Dan Burklo, Dean of STEM and Lori Robison attended the Ohio Department of Higher Education presentation ***High Impact Practices at Ohio 2-Year Institutions***. Northwest State was one of 17 institutions that shared a high-impact practice. There was also a presentation by Dr. Tesko, from the *Education Advisory Board (EAB) on Integrating Academic & Career Development*.

Three faculty were recognized for ***Excellence in Education*** in the holiday edition of *Ohio* magazine. Lisa Becher, Business Faculty; Deb Hartzell, Nursing Faculty; and Dave Mack, Law Enforcement Academy Commander were named as honorees.

Dr. Jose Bowen, president of Goucher College and author of *Teaching Naked: How Moving Technology Out of the Classroom Will Improve Student Learning*, spoke at **Faculty Orientation** on January 11. His keynote address was attended by 77 employees of NSCC and our community partners. The two-hour workshop was attended by 63 full- and part-time faculty of NSCC, Defiance College, Owens, and a few CCP partners.



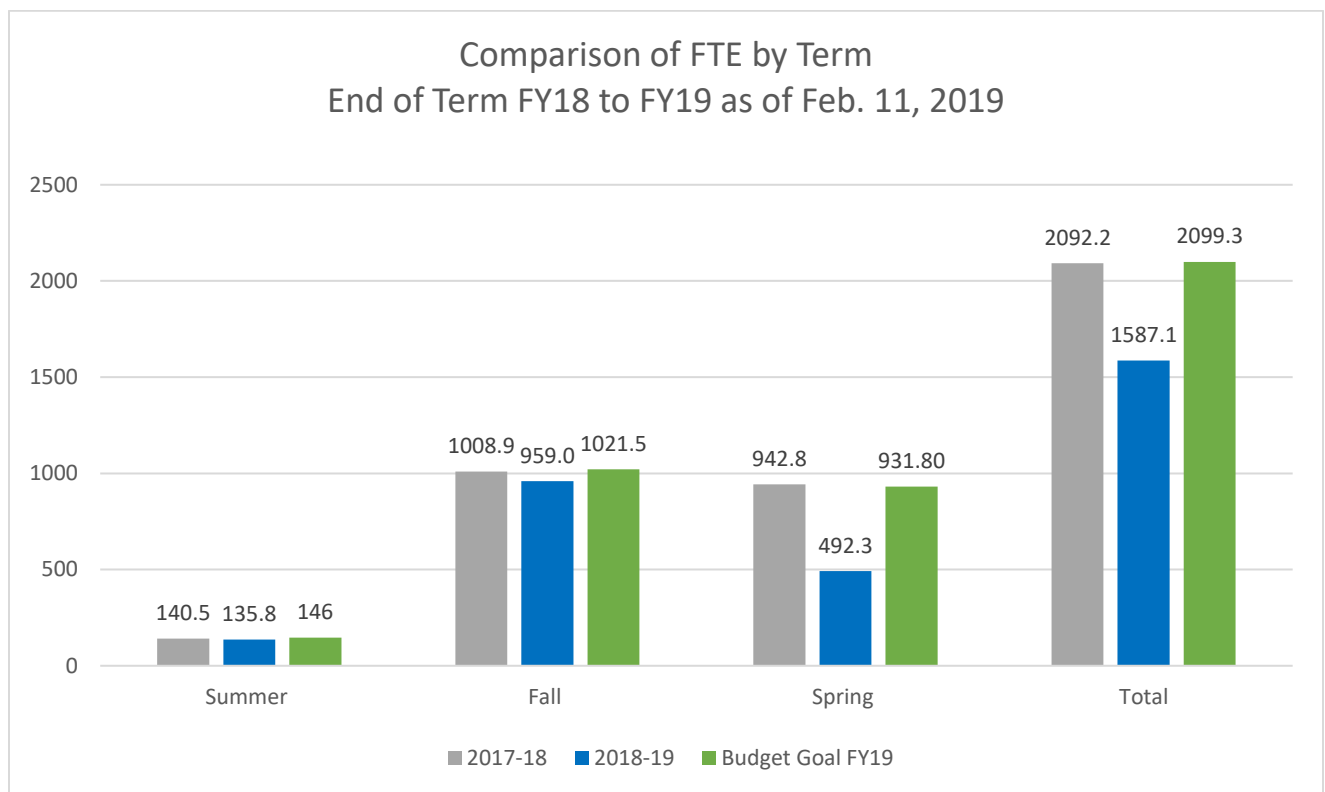
Northwest State will be sending five participants to the next **Ohio Chair Academy**. The Academy is a year-long program focused on developing emerging leaders in higher education. The attendees are:

- 1) Michael Leonard, Department Chair- Agricultural Studies
- 2) Michael Vanderpool, Faculty, Visual Communications
- 3) Allen Berres, Faculty, Composition
- 4) Lisa Aschemeier, Faculty, Biology
- 5) Robert Duncan, Director, Network Systems Engineering & Support

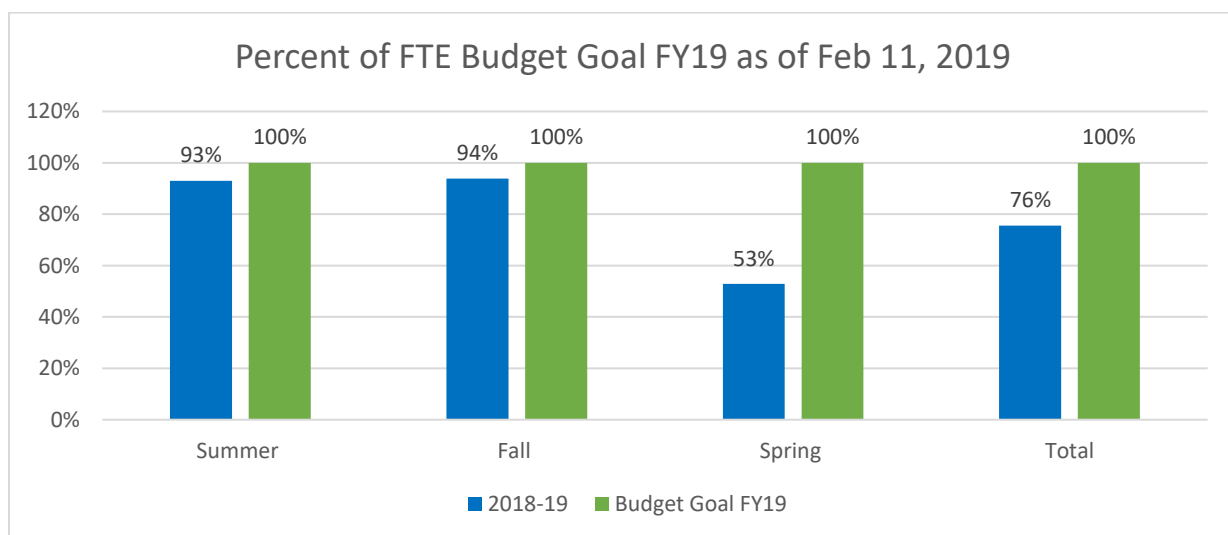
## Board Report – Vice President for Institutional Effectiveness & Student Success

February 2019

### Enrollment Update



Agency enrollments have not been entered for spring semester. Retention rate of non-agency students is around 73%. The retention rate for new students is approximately 75%; the advising center worked with 85% of the new students who came in the fall.



We are projecting the budget to end approximately 4.5% under FY2018 and approximately 5.9% under this year's budget goal (FY2019).



A shout out to the Admissions, Advising Center and Financial Aid team for hosting NSCC Bowl Sunday, a community event, on **Sunday, February 10th from 2-4PM**. Jim Bellamy worked with the team to provide marketing solutions, including geo-fencing prospects, boosted social media posts and newspaper ads. This free event focused on applying for financial aid, submitting a college application, and selecting a major. There was a computer lab designated for FAFSA and application submission along with a panel discussion for transfer and workforce questions. Sixty-three (63) parents and students attend the event. This was a great opportunity for high school students to explore and learn about college and seniors to begin confirming plans for fall.



## Admissions – Terri Lavin



Forty (40) guidance counselors from Defiance, Fulton, Henry, Paulding, Putnam, Van Wert, and Williams counties, attended a meeting January 11 at Northwest State. The meeting consisted of time to network, introductions of the Admissions team and Bookstore Manager Kemp Stapleton. The main topic of discussion was College Credit Plus (CCP) along with scholarships and upcoming events.



Since November 1, Admission recruiters and CCP advisors have been participating in CCP Information nights at local high schools. To date approximately 2000 students and parents have attended 21 information sessions. Each school organizes the information session differently.

- Recruiters did the NSCC presentation for North Central and Ohio Virtual Academy
- Guidance counselors presented and NSCC personnel were allowed a few minutes to speak at 10 schools (Wauseon, Paulding, Miller City, Archbold, Liberty Center, Swanton, Patrick Henry, Delta, Sylvania and Napoleon)
- NSCC and Defiance College did a joint presentation for 3 schools (Edgerton, Defiance, and Montpelier)
- Recruiters did the State presentation with NSCC slides inserted for 6 schools (Continental, Wayne Trace, Fayette, Pettisville, Holgate, and Edon)
- Information nights are also scheduled for all Van Wert county schools, Bryan, Stryker, and Anthony Wayne for later this month.

## Advising Center – Cassie Rickenberg

The advising center had a busy start leading up to the spring semester. The advisors assisted students in various ways to ensure the students were able to register and will be successful during the semester. While spring registration was open (October -January 14) the advising center met



with 562 students which resulted in 426 unduplicated registrations. After the holiday break (between Jan 2-Jan 14) the advising center connected with 117 students (walk-ins, emails, phone calls). There were lessons learned and good data obtained from spring registration. The advising center is going to focus on process improvement while we gear up for summer and fall registration, which begins March 18. We are also working on updating plans, following up with students, and reminding them of available resources.

Cassie Rickenberg and Kaitlin Rohrs-Cordes attended a Holistic Advising Redesign Institute at Sinclair Community College in November. Discussion took place on connecting to students through stories, building support services (like food pantries), and developing career resources.

Webinars attended by the advising team:

- Reenrolling your stopped- out students - discussion of reenrollment initiatives.
- Academic Advising in their Language - discussion on meeting the students where they are in the college experience

A dinner was held for internship students and regional employers on December 6. This dinner served as a networking event as well as provided students an opportunity to practice their professional dining etiquette. One student who attended was offered a position as a full-time engineer for Allied Moulded – almost a year before he graduates.



### **Grants – Ashley Pere**

A Steelcase Active Learning Center Grant (\$67,000 value – no direct funds) has been submitted. This program, offered by the Steelcase Company, will provide furnishings worth \$67,000 to renovate the selected classroom (E292) to a Steelcase STEM Active Learning Center. The versatility of the furnishings and overall design of the new classroom will enable instructors to more effectively implement active learning and student-centered teaching methods. If awarded, the grant team at NSCC will also conduct a research project during the 2-year grant period, to evaluate the impact of the new classroom space on student response and adaptation to active learning techniques. Science instructor Gregg Tefft's introductory biology courses and math instructor Joni Mavis's Quantitative Reasoning courses will be at the focus of this research project.

The following grant proposal is under development: National Endowment for the Humanities (NEH) Summer Seminars and Institutes for K-12 Educators (\$61,450 - budget finalization in progress). This proposed project will provide a week-long seminar for (middle and high school) educators to develop curricula and create engaging lessons that incorporate the George Kryder



Civil War letters collection, located at NSCC (in July 2020). The project team, led by Co-directors Larry Zachrich and Peter Wilhelm, includes additional visiting scholars from Defiance College and the BGSU Center for Archival Collections, as well as a teacher from Otsego Middle Schools, who has been utilizing the collection in classroom instruction for several years. The teacher participants will cultivate a foundational understanding of the letters, examine diverse approaches and viewpoints through secondary sources, and receive instruction helping them to develop hands-on, engaging classroom activities. One day of the seminar will include a site visit to the former Confederate Prisoner of War Depot, Johnson's Island, in Sandusky Bay, Ohio. The grant project will also produce an interactive project website that provides teaching resources, digital images of the individual letters with transcripts, and informational videos. The broader goal of this project is to promote the use of firsthand accounts to make the teaching of history more vivid and engaging, through the lens of humanities themes.

### Marketing: Jim Bellamy

Welcomed Brooke Chandler as this semester's student intern for marketing - she comes from the Visual Communications/Graphic Design (VCGD) program and we will utilize her design and photography / videography skills to promote numerous programs.

Step up your  
**EDUCATION**  
Step up your  
**CAREER**



Began doing site retargeting efforts on Indeed.com and also on a local job search engine through the Crescent News (our digital marketing partner) to promote the benefits of education towards career opportunities -- some ads are shown below:



Continuing work with Financial Aid to promote the scholarship applications, in an effort to increase the number of applications and to help students achieve their goals. Our VCGD program created a nice video talking about the application, and we are continuing that effort with some more 1-2 minute videos from students.

### Registrar's Office – Connie Klingshirn

Diplomas have been mailed to fall graduates, and non-completion letters to those not finishing the credential.

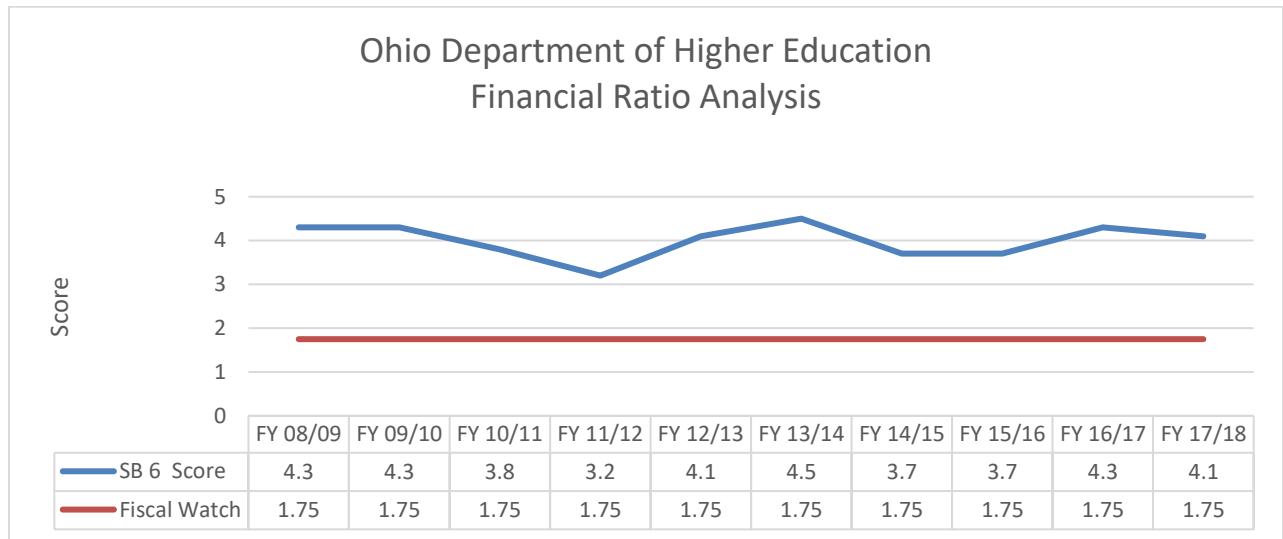
We have streamlined the process for priority registration for veterans and service members while decreasing confusion for the rest of the campus community. We successfully tested using the Alternative PIN in Banner to redesign the process of priority registration. Using the alternative PIN allows veterans and services members to register on the first day of priority registration. We have the coding done in the background so there is nothing special that the veteran has to do to register, while at the same time preventing non-veterans from registering. In the past, we placed a “Wait for Registration” hold on non-veterans which caused confusion for students wondering why they had a hold on their account.

## Chief Fiscal and Administrative Officer

February 2018

Submitted by: Kathy Soards

- In compliance with State of Ohio administrative rule 126:3-1-01 as response to Senate Bill 6 of the 122<sup>nd</sup> General Assembly, a financial ratio is calculated annually for each 2 and 4 year college to monitor the fiscal health of each institution. A composite score of or below 1.75 for two consecutive years will place a higher education on fiscal watch. Composite scores are calculated excluding the associated impacts of GASB 68 and 75. Below demonstrates the 10 trend of composite scores of Northwest State.



## Facilities

- Final inspection for the Welding/Machine Shop renovation project to open the connecting link took place on Monday 2/11/19.





- Ridgeville fire department was on campus 2/4/19 for department training on the college fire suppression and alarm systems.
- Access Control project will be advertised in the coming weeks in the Toledo Blade and other local papers. The project timeline calls for completion in September 2019.

## Financial Aid

- Financial Aid Resource Counselor, Makenzie Warncke is now overseeing the NSCC Food Pantry. Additional promotion of the food pantry to NSCC students is planned for the coming months.
- The Financial Aid (FA) Office staff were excited to partner in planning and participating in the first NSCC College Bowl Sunday on February 10. The FA staff provided FAFSA guidance and information on the Scholarship Application process.



- The FA team continues to promote the Foundation Scholarship Application to students through mailings, email blasts, social media posts and a scholarship table will be included as part of the SBO Valentine's Day activities on February 13.

**February 2019**  
**Board Information from CTS**

General Mills Video Conferencing Training: 12 technical courses ran in December 2018 - January 2019. We are kicking off year 4 of a 4-year apprentice program with the Reed City plant. Have another plant exploring the possibility of launching an apprentice program.

Custom Training Solutions:

1. Archbold Campus
  - a. CTS held eight (8) Open Enrollment classes and eight (8) contract training classes in December-January 2018. Companies include: Oldcastle, Sauder Woodworking, Tenneco Automotive, CK Technologies, Worthington Industries, GTS Technologies, 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 spring credit classes are in place at Tru Fast, Worthington Industries and Lafarge. An off-site class at Therma Tru is scheduled as well.
  - c. Ohio Lean Consortium has scheduled short Lean topics for 2019. This informal session has Lean topics presented in a conversational format.
  - d. The Ohio Lean Consortium is planning benchmark field trips and client speaker sessions for the first half of 2019.
2. Advanced Manufacturing Training Center (AMTC) - Scott Park Campus
  - a. Conducted training for Promedica, HFMA and CHI Health at Home. Training topics included Microsoft Excel, Tableau Desktop and Microsoft OneNote/Outlook.
  - b. Digital Literacy cohort completed in December. Of the six (6) people who attended the first class, 2 completed and 1 who missed the last sessions will be completing soon. A student, who had missed the end of the previous cohort, joined with this one and completed her program. A new abbreviated cohort just focusing on basic skills started in January with seven (7) people at the Monroe Street Community Center.
  - c. Planning late February/early March program launches at Cherry Street Mission. Current focus is on Call Center in response to needs expressed by Credit Adjustments and the City of Toledo and Digital Literacy. Jobs Ohio to assist with recruitment materials.
  - d. 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.
  - 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 March 2019 for new Jeep Gladiator pickup truck production workers – approximately 900 students
- g. Will be running after-school programs and camps for Maumee Valley Country Day School to begin in April 2019
- h. Working with ABC Inoac in Fremont to develop training for their employees using the MSSC-CPT Modules – partnering with Terra State
- i. Will begin running MSSC Safety Module this spring at Glass City Academy (High School age students) – Fall will begin the full CPT at Glass City Academy
- j. Working with Whitmer HS on developing a manufacturing program with NSSC classes beginning with Juniors in HS at Whitmer

#### Community Outreach/Company Visits:

##### 1. Archbold Campus

- a. Jim Drewes and Tori Wolf made site visits to the following clients in December and January: LaFarge Paulding, Oldcastle, Campbell Soup, Tenneco Automotive, North Star Steel, Rassini Chassis, Chase Brass and Allied Moulded Products.
- b. CTS led efforts to set up apprentice programs at Tenneco Automotive, Rassini Chassis and ZF/TRW. These clients will begin to develop their talent pipeline with incumbent training programs. We are working with Lafarge to update their program, which has incorrect course numbers from past NSCC catalogs.
- 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. CTS has met with FWT and 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. The Carpentry class is planned to start at the end of February.

##### 2. AMTC

- a. Meetings with organizations included Cherry Street Missions, RGP, Jobs Ohio, Croghan Bank, City of Toledo, Credit Adjustments, Smuckers/Hometown Foods, LISC, Partners in Education, Buckeye Broadband.
- b. Participating in a mentorship program that is a partnership between Fellowship for Christian Athletes, Springfield Schools, Holland Springfield Chamber of Commerce and Holland Rotary.
- c. Attended events for LISC, MBAC and Buckeye Broadband.
- d. Serving on Business Advisory Council for Springfield Local Schools.
- e. Met with Business Advisory Council at the Educational Service Center of Lake Erie West – discussed programs at AMTC
- f. Met with Pathways Fatherhood Initiative – they have funding that may pay for a cohort of their clients in the MSSC-CPT program
- g. Partners in Education bringing students and parents to the center for a tour and presentation regarding training and opportunities available after training at AMTC

3. JFS Workforce Opportunities - December and January
  - a. Began the MSSC class at Penta Career Center in January. Fourteen students have registered for this cohort.
  - b. Recruiting for January MSSC cohort at Scott Park.
  - c. Project Readiness kickoff is planned for 2/22/19 at Penta Career Center. Licking County has a similar program in place and will speak at this event.
  - d. Meet one on one with all the county JFS directors to discuss how program goals are being met.

## February 2019 Board Information from IT

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

**IT Help Desk Incidents/Service Requests:** For the month of January there were 207 Incidents opened and 201 resolved. There were also 96 Service Requests placed and 91 completed.

**Automating Account Provisioning:** New process is in place for updates of account attributes. In process of completing new employee automation.

**Data Center Power Replacement:** The data center power is now fully replaced with a new battery backup and fully redundant.

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

**VCT Lab Upgrade:** VCT has been converted to a mobile active learning lab.

**Access Control Project:** Final plans have been received, waiting on the bid to go out.

**Internal Digital Signage:** New service is being deployed to CTS, Advising Center, and Nursing for initial testing.

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

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

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

**Banner:** Several Banner upgrades were loaded the first week of January for the W-2, 1098-T and 1099 tax form processing. Also new federal and state tax tables were installed. A database upgrade in the test system, as well as six (6) pre-requisite Banner upgrades have been installed. This is in preparation for the new Banner 9 Self-Service applications.

**Banner Training:** Contracts were created with David Kent Consulting for some Argos Financial reports and for implementation and training for Faculty Load and Compensation (FLAC). David Kent Consulting is an alternative for obtaining training directly from Ellucian. Work is underway on the Argos project and will begin shortly for the FLAC project.

**Reporting:** The Fall 2018 Higher Education Information (HEI) enrollment reporting is started. The FY2018 finance reporting is also underway. The Winter Integrated Postsecondary Education Data System (IPEDS) reporting is 80% completed.



**NORTHWEST STATE COMMUNITY COLLEGE**  
**Vice President; HUMAN RESOURCES & LEADERSHIP DEVELOPMENT**  
*February 2019*  
*Submitted by: Katy McKelvey*

**Recruiting:**

We are recruiting for the following roles:

- Fundraising Coordinator
- Data Systems Analyst
- Faculty & Lab Coordinator – Natural Sciences (Biology)
- Custodian (sub)

**HIGHLIGHTS:**

**WELCOME BACK!** On Tuesday, January 2, we held a welcome back open house. Donuts, coffee and hot chocolate were available and employees had an opportunity to share their holiday break stories.



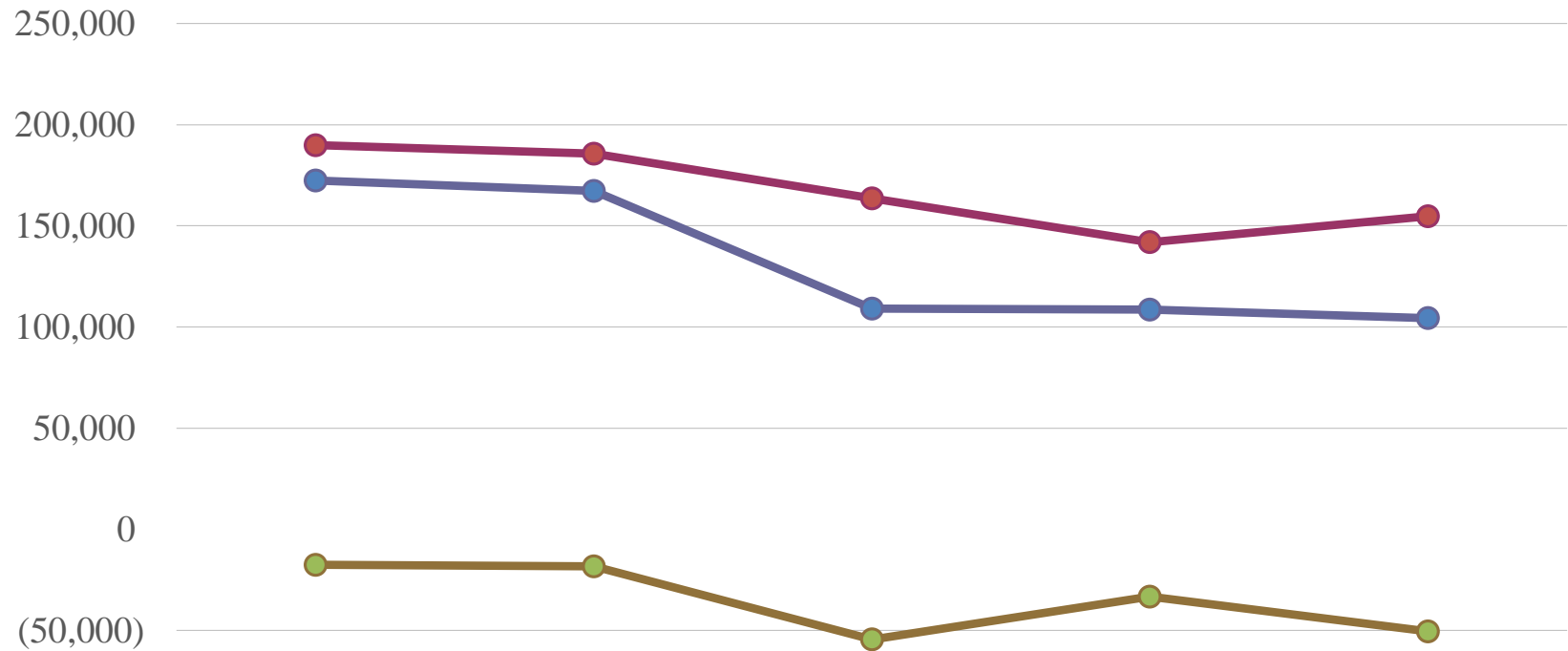
**Northwest State Community College**  
**Statement of Net Assets**  
**December 31, 2018**

<b>Assets</b>		<b>Liabilities &amp; Fund Balance</b>	
<b>Current Funds:</b>		<b>Current Funds:</b>	
<b>General Fund:</b>		<b>General Fund:</b>	
Cash & Investments	\$10,000,506	Accounts Payable	\$260,507
Accounts Receivable	\$6,982,704	Accrued Liabilities	\$1,008,052
Prepaid Expense	\$3,670	Deferred Inflows & Net Pension Liabili	\$28,171,148
Inventory	\$0	Unallocated Fund Balance	\$8,479,568
Deferred Outflows of Resource	\$6,504,225	Allocated Fund Balance	-\$14,428,170
<b>Total General Fund</b>	<u><u>\$23,491,105</u></u>	<b>Total General Fund</b>	<u><u>\$23,491,105</u></u>
<b>Auxiliary Enterprises:</b>		<b>Auxiliary Enterprises:</b>	
Cash	-\$607,373	Accounts Payable	\$7,464
Accounts Receivable	\$84,680	Accrued Liabilities	\$26,831
Inventories	\$625,721	Fund Balance	\$68,733
<b>Total Auxiliary Enterprises</b>	<u><u>\$103,028</u></u>	<b>Total Aux. Enterprises</b>	<u><u>\$103,028</u></u>
<b>Restricted Funds:</b>		<b>Restricted Funds:</b>	
Cash	\$508,295	Accrued Liabilities	\$15,854
Accounts Receivable	\$0	Fund Balance	\$492,441
<b>Total Restricted Funds</b>	<u><u>\$508,295</u></u>	<b>Total Restricted Funds</b>	<u><u>\$508,295</u></u>
<b>Total Current Funds</b>	<u><u>\$24,102,428</u></u>	<b>Total Current Funds</b>	<u><u>\$24,102,428</u></u>
<b>Plant Funds:</b>		<b>Plant Funds:</b>	
Unexpended Plant Funds:		Unexpended Plant Funds:	
Cash	\$42,697	Fund Balance	\$42,697
<b>Total Unexpended Plant Funds</b>	<u><u>\$42,697</u></u>	<b>Total Unex-Plant Funds</b>	<u><u>\$42,697</u></u>
<b>Investment In Plant:</b>		<b>Investment In Plant:</b>	
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>	<u><u>\$19,438,007</u></u>	<b>Net Investment In Plant</b>	<u><u>\$19,438,007</u></u>
<b>Total Plant Funds</b>	<u><u>\$19,480,704</u></u>	<b>Total Plant Funds</b>	<u><u>\$19,480,704</u></u>
<b>Agency Funds:</b>		<b>Agency Funds:</b>	
Cash	\$48,434	Fund Held in Custody	\$48,434
<b>Total Agency Funds</b>	<u><u>\$48,434</u></u>	<b>Total Agency Funds</b>	<u><u>\$48,434</u></u>

**Northwest State Community College**  
**Statement of Revenue, Expense and Changes in Net Assets**  
**December 31, 2018**

	Total Annual Budget	Actual To Date	Per Cent Received
<b>Operating Revenue:</b>			
Ohio Board of Regents - Subsidy	\$11,058,579	\$5,524,761	49.96%
Ohio Board of Regents -Capital Component	\$120,629	\$60,314	50.00%
Tuition & Fees	\$11,934,824	\$9,181,233	76.93%
Enrollment Contingency	-\$200,000	\$0	0.00%
Scholarship Allowance and Tuition Offsets	-\$734,547	-\$134,815	18.35%
Income from Investments	\$50,000	\$85,344	170.69%
Foundation	\$75,033	\$0	0.00%
CTS Archbold	\$922,000	\$174,624	18.94%
CTS Scott Park	\$350,000	\$38,291	10.94%
Community Development	\$10,000	\$0	0.00%
Miscellaneous Income	\$90,095	\$63,019	69.95%
Grant Fiscal Agent	\$53,720	\$5,061	9.42%
Finger Printing & Facility Rental	\$74,100	\$29,771	40.18%
<b>Total Operating Revenue</b>	<b>\$23,804,433</b>	<b>\$15,027,602</b>	<b>63.13%</b>
<b>To Reserves</b>	<b>-\$849,529</b>		
<b>From Reserves/State Capital</b>	<b>\$3,123,369</b>		
<b>Total Revenue</b>	<b>\$26,078,273</b>	<b>\$15,027,602</b>	<b>57.62%</b>
<b>Operating Expense:</b>			
Instruction	\$15,517,451	\$3,914,148	25.22%
Public Service	\$27,144	\$11,130	41.00%
Academic Support	\$683,100	\$378,746	55.45%
Scholarship Allowance	\$0	\$0	0.00%
Student Services	\$1,762,489	\$652,440	37.02%
Institutional Support	\$4,282,586	\$2,094,815	48.91%
Plant Operations and Maintenance	\$3,805,504	\$682,402	17.93%
<b>Total Expense</b>	<b>\$26,078,273</b>	<b>\$7,733,680</b>	<b>29.66%</b>
<b>Net Increase/Decrease in Net Assets</b>	<b>\$0</b>	<b>\$7,293,922</b>	

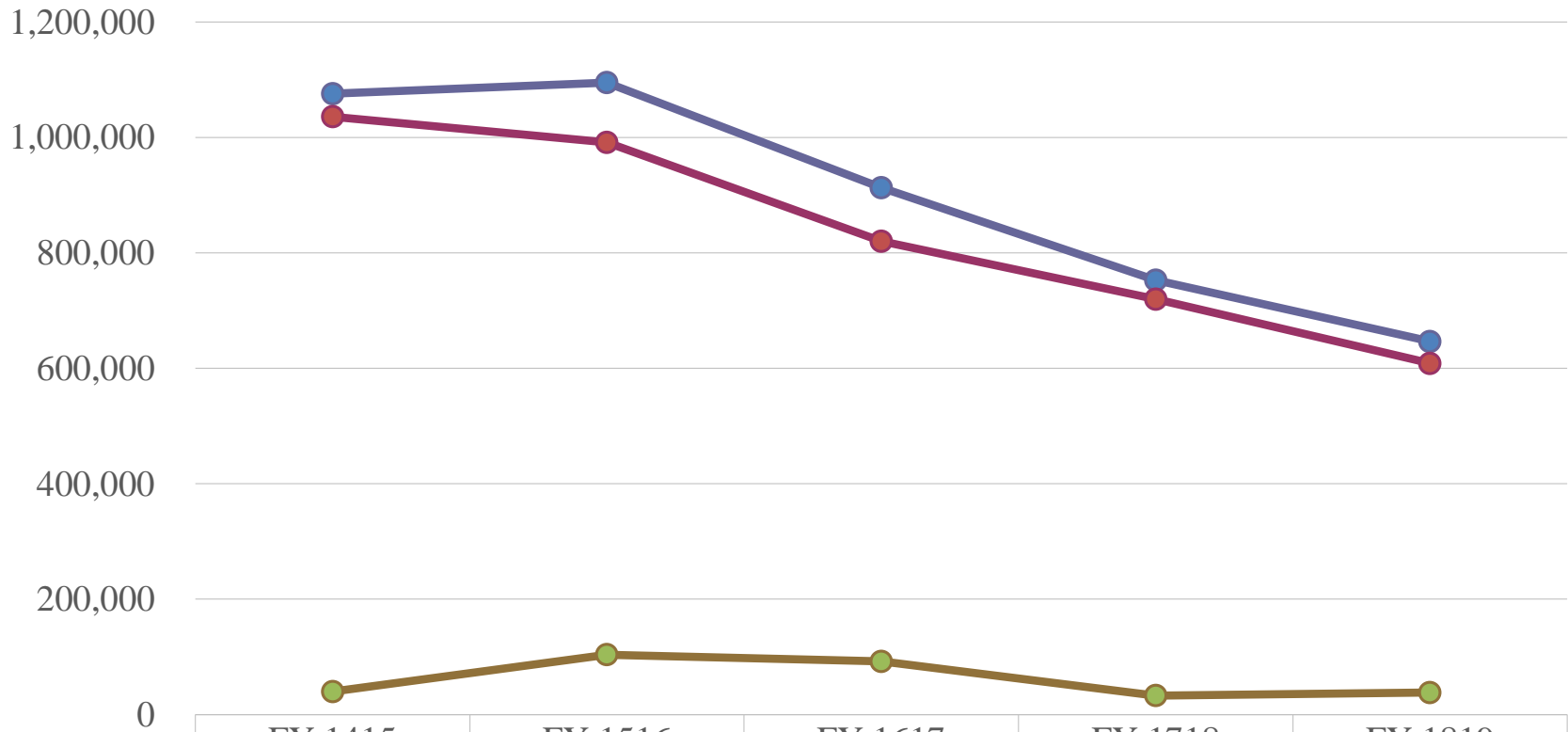
## Food Service (July thru Dec)



(100,000)

	FY 1415	FY 1516	FY 1617	FY 1718	FY 1819
Revenue	172,396	167,344	109,199	108,641	104,370
Expense	189,900	185,705	163,637	141,864	154,698
Net YTD	(17,503)	(18,361)	(54,438)	(33,223)	(50,328)

## Bookstore (July - Dec)



	FY 1415	FY 1516	FY 1617	FY 1718	FY 1819
Revenue	1,075,525	1,094,969	912,934	752,746	646,873
Expense	1,035,846	991,194	820,538	719,750	608,872
Net YTD	39,679	103,776	92,396	32,996	38,000