

BOARD OF TRUSTEES
February 28, 2020 – 11:30 a.m.
Room C200

ORDER OF BUSINESS

A. CALL TO ORDER (Laura H)

B. ROLL CALL (Megan B)

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

C. PRESENTATION – MEET THE TEAM: BUSINESS OFFICE

D. EXECUTIVE SESSION (Laura H)

E. AUDIENCE PARTICIPATION

F. CHIEF EXECUTIVE OFFICER REPORT (Michael T)

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

G. BOARD DISCUSSION ITEMS (Laura H & Michael T)

- Strategic Plan Process (President's Update)
- Budget Committee (meets February 28)
- Presidential Evaluation Committee (meets February 28)
- Foundation Board Attendance (Megan B)

H. CHIEF FISCAL OFFICER REPORT (Kathy S)

- Financial Report as of January 31, 2020 (consent item)

I. CONSENT AGENDA (Megan B)

1. Consent Agenda Items
 - a. Minutes of the December 13, 2019 Meeting
 - b. Resignations
 - c. Employ Full-Time Faculty – Industrial Technology Electrical
 - d. Transfer to Grants Management Coordinator
 - e. Promotion to Vice President – Enrollment Management & Student Affairs
 - f. Promotion to Vice President – Academics
 - g. Promotion to Advisor - Academic

- h. Miscellaneous Employment Contracts
- i. Approval of Joint Use Agreement with Mercy College
- j. Approval of 2020-2021 Student & Lab Fees (pending approval from ODHE)

J. PROPOSED RESOLUTIONS (Megan B)

- 1. Approval of 2019-2020 Revised Budget
- 2. Approval of 2020-2021 Tuition
- 3. Appointment of Delegate and Alternate Trustee to serve on OACC Governing Board
- 4. Establish Meeting Dates and Times

K. NOMINATION/ELECTION (Laura H)

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

L. OTHER BUSINESS (Michael T)

- 1. Upcoming Board Activities
 - a. Scholarship Reception – April 16
 - b. Spring Commencement – May 9
 - c. Distinguished Alumni Lunch – May 9
 - d. Foundation Green Carpet Event – May 14
 - e. 2019 Financial Disclosures Due – May 15
 - f. OACC Annual Conference – June 10-11
 - g. Board Retreat (TBA) – July 13
- 2. Upcoming College Activities
 - a. Spring Break – March 9-13
 - b. Job & Career Fair – April 7
 - c. CCP Celebration – April 19
 - d. EV Motorsports – April 21-22 (Indianapolis)
 - e. Honors Ceremony – April 30

M. ADJOURNMENT (Laura H)

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, December 13, 2019 at 11:30 a.m. in Room C200.

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

MEMBERS PRESENT

19-81

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

PRESENTATION

Patrick McCauley, Public Affairs Liaison for Ohio Treasurer Robert Sprague, issued a proclamation to Northwest State Community College, recognizing the College’s 50 years of service to northwest Ohio.

EXECUTIVE SESSION

19-82

Ms. Derck moved and Ms. Barber seconded a motion to go into executive session to update on pending legal matters and discuss the employment and compensation of a public employee.

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

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

CHIEF EXECUTIVE OFFICER REPORT

President Thomson provided an update that included state funding, college enrollment and community outreach. Northwest State will see an increase in SSI funding from the state for FY 2020. The College saw positive enrollment growth for fall 2019 and numbers are tracking ahead of pace for spring 2020 enrollments compared to spring 2019. NSCC continues to provide community events to engage high schools students, families, community partners and alumni. President Thomson also discussed the ongoing work related to the College’s next Strategic Plan, which will succeed the 2016-2020 plan. In its present state, the next plan consists of five “pillars” and focuses on life-changing education, engaged community, learning for all, empowered team and organizational excellence.

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

BOARD DISCUSSION ITEMS

Budget Committee – Trustees John Bridenbaugh and Scott Mull with the President and

Chief Fiscal Officer will serve on this committee. Trustee Jeff Erb will serve as an alternate.

Presidential Evaluation Committee – Trustees Sue Derck and Bob Hall with the Vice President of Human Resources and Leadership Development will serve on this committee. Trustee Sandy Barber will serve as an alternate.

Fall 2019 Trustees Conference – Trustee John Bridenbaugh reported out on the OACC trustees conference. Chancellor Randy Gardner was a keynote speaker and spoke of the great work of community colleges in the state and the continued need for workforce training.

Strategic Plan FY20-23 – President Thomson presented the five pillars of the strategic plan and asked members of the board to provide feedback.

CHIEF FISCAL OFFICER REPORT

19-83

Ms. Kathy Soards, Chief Fiscal & Administrative Officer presented the cumulative financial report to inform the Board of Trustees of the College's financial condition as of September 30, 2019. The Board voted to approve the report by affirmation.

CONSENT AGENDA APPROVED

MINUTES OF OCTOBER 25, 2019 MEETING

19-84

RESIGNATIONS

19-85

WHEREAS, Tyler Jones, Food Service, has submitted his resignation; and

WHEREAS, Kaylea Scott, Financial Aid Counselor, has submitted her resignation; and

WHEREAS, Cynthia Krueger, Vice President for Institutional Effectiveness & Student Success, has submitted her resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Tyler Jones, effective October 29, 2019; Kaylea Scott, effective November 20; and Cynthia Krueger, effective January 1, 2020 be accepted as tendered.

FULL-TIME DEAN – STEM & INDUSTRIAL TECHNOLOGIES EMPLOYED

19-86

WHEREAS, the position of full-time Dean – STEM & Industrial Technologies was left vacant due to the promotion of Daniel Burklo to Associate Vice President for Academics; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Ryan Hamilton be employed as full

time Dean – STEM & Industrial Technologies effective January 2, 2020 at an annual salary of \$92,500. This is a grade level II position.

FULL-TIME FACULTY – INDUSTRIAL TECHNOLOGIES MECHANICAL EMPLOYED
19-87

WHEREAS, the position of full-time Faculty – Industrial Technologies Mechanical was left vacant due to the resignation of Donald Retcher; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Joshua Verhoff be employed as full-time Faculty – Industrial Technologies Mechanical effective January 2, 2020 at an annual salary of \$72,147.21. This is in accordance with the Professional Bargaining Agreement.

PROBATIONARY FACULTY & NON-TEACHING FACULTY CONTRACTS RENEWED
19-88

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 and the President recommend

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

- a. Jen Behnfeldt (coordinator – nursing lab), continuing, Masters, total salary \$59,333.74.
- b. Chris Clawson (faculty – criminal justice), continuing, Masters, total salary \$55,840.17
- c. Ann Fether (admissions advisor undecided), third, one-year probationary contract, Bachelors, total salary \$42,134.66.
- d. Shannon Floyd (academic advisor), third, one-year probationary contract, Bachelors, total salary \$42,134.66.
- e. Kaitlin Rohrs-Cordes (academic advisor), third, one-year probationary contract, Masters, total salary \$42,134.66.
- f. Makayla Windau (admissions recruiter), third, one-year probationary contract, Bachelors, total salary \$42,134.66.
- g. Wendy Zettel (faculty – nursing), third, one-year probationary contract, Masters, total salary \$54,021.58
- h. Suzanne Lammers (faculty – developmental mathematics), second, one-year probationary contract, Bachelors, total salary \$47,091.44
- i. Linette Will (faculty – nursing), second, one-year probationary contract, Masters, total salary \$53,317.15

TRANSFER TO COORDINATOR – SUCCESS CENTER

19-89

WHEREAS, the position of full-time Coordinator – Success Center was left vacant due to the promotion of Jason Rickenberg to Dean – Business & Public Services; and

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Cherie Rix be promoted to the position of full-time Coordinator – Success Center effective November 18, 2019 at an annual salary of \$55,415.51. This is in accordance with the Professional Staff Bargaining Agreement.

PROMOTION TO DEAN – BUSINESS & PUBLIC SERVICES

19-90

WHEREAS, the position of full-time Dean – Business & Public Services was left vacant due to the resignation of Janet Delcamp; and

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. Jason Rickenberg be promoted to the position of full-time Dean – Business & Public Services effective November 18, 2019 at an annual salary of \$85,000. This is a grade level II position.

MISCELLANEOUS EMPLOYMENT CONTRACTS APPROVED

19-91

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	Raymond
Hart	Shirley
Howe-Gebbers	Gwen
Waxler	Steven

Debora Wikstrom

APPROVAL OF 2018-2019 COLLEGE AUDIT

19-92

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

WHEREAS, the 2018-2019 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 2018-2019 financial audit be accepted.

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

APPROVAL OF 2019 SCHOOL EMPLOYEES RETIREMENT SYSTEM AUDIT

19-93

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

WHEREAS, Northwest State Community College was chosen to participate in an audit of the School Employee Retirement System (SERS) for fiscal year ended June 30, 2019 by the Ohio Auditor of State; and

WHEREAS, the Independent Accountant's Report stated that the census data and pensionable wages reported to SERS of Ohio as of June 30, 2019 was accurate and complete; and

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

NOW, THEREFORE BE IT RESOLVED, that the SERS audit be accepted.

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

APPROVAL OF 2019 STATE TEACHERS RETIREMENT SYSTEM AUDIT

19-94

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

WHEREAS, Northwest State Community College was chosen to participate in an audit of the State Teachers Retirement System (STRS) for fiscal year ended June 30, 2019 by the Ohio Auditor of State; and

WHEREAS, the Independent Accountant's Report stated that the census data and

pensionable wages reported to STRS of Ohio as of June 30, 2019 was accurate and complete; and

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

NOW, THEREFORE BE IT RESOLVED, that the STRS audit be accepted.

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

TRANSFER OF COLLEGE RESERVES APPROVED

19-95

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

WHEREAS, there are dollars in the Unallocated Fund Balance needed to eliminate negative balances in several reserve funds and to set up a grant matching fund for the Title III grant; and

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

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

New Program Reserve	\$76,134
Equipment M&R	\$21,949
Title III Grant Match Fund	<u>\$34,373</u>
Total=	\$132,456

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

2019 AFFORDABILITY AND EFFICIENCY REPORT APPROVED

19-96

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

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

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

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2019 Affordability and Efficiency Plan Report, as well as the updated Five-year Efficiency Plan that was submitted as a draft

by the October 31, 2019 deadline be approved for final submission by the Board of Trustees effective December 13, 2019.

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

EMERITUS STATUS APPROVED

19-97

Ms. Derck moved and Ms. Barber 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 Mr. Von Plessner, Mr. Edward Singer and Mr. Philip McCartney be granted emeritus status by the Board of Trustees effective December 13, 2019.

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

ADJOURNMENT

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

1. APPROVAL OF CONSENT AGENDA.

1a. Minutes of the December 13, 2019 Meeting

1b. Resignations

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

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

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

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

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

WHEREAS, the President recommends

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

1c. Employ Full-time Faculty – Industrial Technologies Electrical

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

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

WHEREAS, the Vice President for Academics and the President recommend

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

1d. Transfer to Grants Management Coordinator

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

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

WHEREAS, the Executive Vice President and the President recommend

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

1e. Promotion to Vice President – Enrollment Management & Student Affairs

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

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

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

WHEREAS, the Executive Vice President and the President recommend

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

1f. Promotion to Vice President – Academics

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

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

WHEREAS, the Executive Vice President and the President recommend

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

1g. Promotion to Advisor – Academic

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

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

WHEREAS, the Executive Vice President and the President recommend

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

1h. 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 and the Chief Fiscal & Administrative Officer recommends

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

Part-time Adjuncts for spring semester 2020:

Aldrich	Catherine	Monnin	Richard
Boecker	Karl	Moore	Kevin
Burken	Christa	Myers	Kenneth
Burkholder	Tracy	Mykytuk	Jeremiah
Clink	Michael	Nartker	Gregory
Coles	Ronald	Plummer Jr	Thomas
Davis	Christopher	Racick	John
DePew	Michael	Radtke	Taylor
Dial	Lauren	Rendleman	Tracy
Dillon	Kieron	Roka	Thomas
Ebaugh	Chelsie	Rowe	James
Faber-Starr	Rebekah	Rowland-Poplowski	Jean
Filipovich	Nicholas	Sands	Zachary
Frake	Ann	Schwiebert	Jason
Gladieux	Michelle	Short	Amanda
Harris	Heidi	Short	Christine
Jay	Kevin	Silveus	Molly
Jones	David	Snyder	Timothy
Kadesch	Gary	Stevens	Joel
Kinkaid	Cynthia	Storrer	Jenna
Kling	Julie	Torok	William
Kocinski	Michael	Vandock	Kent
Lammy	James	Vasko	Carol
Latscha	Amanda	Waisner	Beth
Lawson	Candice	Wikstrom	Debora
Leptak-Moreau	Jeffrey	Worman	Jamie

Lillard	Stacy	Wyse	Jennifer
Martin	Neal	Yambor	Michael
Mercer	David	Zartman	Elizabeth
Miller	Todd	Zuvers	Larry

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

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

Part-time Support Staff:

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

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

1i. Joint Use Agreement with Mercy College

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

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

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

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

1j. Approval of 2020-2021 Student Fees

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

		Current Fee	Proposed Fee
Course #	Course Name	2019-2020	2020-2021
CIS194	IT Security Fundamentals	\$23.00	\$35.00
CIS195	Networking Essentials	\$18.00	\$45.00
CYB210	Cybersecurity Programming	\$76.00	\$25.00

CYB220	Security Auditing	\$15.00	\$35.00
CYB230	Network Security	\$15.00	\$35.00
ECD282	ECD Field Experience	\$86.00	\$87.00
ECD290	Pre-K Practicum	\$259.00	\$260.00
ECD291	Admin. Internship	\$86.00	\$87.00
EDU270	Cultural & Linguistic Diversity in Education	\$86.00	\$87.00
HST290	Practicum I	\$105.50	\$106.50
HST295	Practicum II	\$71.00	\$72.00
HST296	Practicum III	\$71.00	\$72.00
MEA101	Medical Assisting Clinical I	\$109.00	\$104.00
MEA105	Laboratory Techniques	\$244.00	\$144.00
MEA108	Admin. Med. Office Proced.	\$45.00	\$24.00
MEA110	Pharm for Allied Health Profes	\$42.00	\$24.00
MEA200	Med Assisting Adm Extern	\$55.00	\$105.00
MEA201	Medical Assisting Clinical II	\$172.00	\$104.00
MEA202	Med. Assisting Clinical Extern	\$182.00	\$198.00
MEA205	Disease Conditions	\$39.00	\$24.00
MEA207	Phlebotomy Externship	\$123.00	\$276.00
MEA229	Diagnostic and Procedural Coding	\$46.25	\$33.25
MEA283	Computerized Medical Insurance	\$29.50	\$26.50
MGT121	Entrepreneurship I	\$15.00	\$18.00
NRS141	Health and Illness Concepts 1	\$431.90	\$429.90
NRS144	Pharmacology	\$10.00	\$35.00
NRS150	Concepts in End of Life Care	\$6.00	\$5.00
	Transition to Health and Illness		
NRS231	Concepts	\$313.90	\$311.90
VCT210	Essentials of Social Media	\$20.00	\$35.00

PROPOSED RESOLUTIONS

1. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2019-2020 REVISED BUDGET

Moved by _____, seconded by _____.

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

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

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

Northwest State Community College FY 19/20 February Revised Budget <u>PROJECTED REVENUE</u>	FY 19/20 February Revised Budget
<u>Operating Revenue:</u>	
Ohio Board of Regents – Subsidy	\$11,213,914
Ohio Board of Regents – Capital Component	\$120,629
Tuition and Fees	\$12,311,716
Enrollment Contingency	\$0
Scholarship Allowance and Tuition Offsets	-\$939,499
Income from Investments	\$150,000
Foundation	\$125,419
CTS Archbold	\$689,500
CTS Scott Park	\$430,000
Miscellaneous	\$115,940
Grant Fiscal Agent	\$99,275
Finger Printing	\$30,100
Facility Rental	\$33,000
	<hr/> \$24,379,994
To Reserves:	
Capital Component Fund Balance	-\$120,629
Student Fee Fund Balance from Student Fees	-\$133,600
General Operations to Contingency FB	-\$300,000
Instructional Equipment Fund Balance from Lab Fees	-\$90,000
To Building M & R FB from Subsidy	-\$90,000
<hr/> Total Operating Revenue	<hr/> \$23,645,765
From Bookstore to Building M & R FB	\$100,000
From Student Fee FB to Subsidize FS	\$105,569
<u>From Reserves:</u>	
From Student Fee FB to Student Activities/Facilities	\$21,250
From Student Fee FB for Parking Maintenance	\$216,200
From Student Fees FB for Counseling/Wellness	\$8,400
From Instrl Equip FB for Instrl Equipment	\$336,123
From Equip M & R FB for Equip M & R	\$184,500
From New Program FB for Agriculture Prog (Incl Strategic)	\$138,967
From Build M & R FB for Building M & R	\$251,000
From OBR Capital/Capital Component for Access Control	\$200,000
From Business Growth FB to Van Wert Strategic Initiative	\$81,890
From Business Growth FB to Transfer Strategic Initiative	\$66,669
From New Program FB for Industrial Program Strategic Initiative	\$85,146
From Building M & R Reserves for Lounge Strategic Initiative	\$5,000
From Grant Match for Title III Grant Match	\$60,000
From Unallocated FB -October Revised Budget	\$811,422

From Unallocated FB - February Revised Budget	\$150,107
From 18/19 Unspent	\$147,898
TOTAL PROJECTED REVENUE	\$26,410,338

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

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

2. CONSIDERATION OF A RESOLUTION TO ESTABLISH TUITION FOR THE 2020-2021 ACADEMIC YEAR.

Moved by _____, seconded by _____.

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

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

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

WHEREAS, the President's Cabinet and the President recommend

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

ROLL CALL: Aye; 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 2020 through February 2021; and

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

NOW, THEREFORE BE IT RESOLVED, that Northwest State Community College be designated as the permanent place of business and that six regular meetings be established for the period April 2020 through February 2021. The election of Board officers will take place at the February meeting.

The Board shall meet on the following Fridays:

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

Meetings other than those regularly scheduled will be known as interim meetings and will be called by the Chair of the Board of Trustees or the President of the College. Notice of interim meetings is to be dated at least two days prior to the date of the

meeting. Regular meetings are to begin at 11:30 a.m.

ROLL CALL: Aye; 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 2020 through February 2021. 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 2021 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.

Nominations are to be made for **VICE CHAIR** of the Board of Trustees for the period February 2020 through February 2021. 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 2021 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.

Nominations are to be made for **SECOND VICE CHAIR** of the Board of Trustees for the period February 2020 through February 2021. 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 2021 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 February 2020

President Thomson's College update can be found in his most recent campus video: President's Update February 17 – March 9. President Thomson's report at the February 28 Board meeting will include three themes: Legislative, College and Community.

Community and Professional Engagements (December 17 – February 27)

December 17	NSCC, ODHE Policy Subgroup Meeting
January 6	Defiance, Rotary
January 13	Columbus, ODHE Policy Subgroup Meeting
January 14	Columbus, Attorney General Meeting & OACC President's Meeting
January 16	Defiance, Defiance 2100 Meeting
January 16	Defiance, Randy Mitchell, Crescent News
January 22	Toledo, Dissertation Presentation
January 27	Washington D.C., ACE Fellows Interviews*
January 29	NSCC, HLC Consultant
January 31	Dublin, ODHE Adult Promise Policy Group
February 3	Archbold, NSCC/ESC Credentialing Pathways Meeting
February 4	NSCC, Alzheimer's Walk Planning Meeting
February 5	NSCC, Purdue University Fort Wayne Signing
February 6	Columbus, ODHE Policy Subgroup Meeting
February 6-7	Columbus, Student Success Leadership Institute
February 9	NSCC, Bowl Sunday*
February 10	NSCC, Committee for Citizens Awareness Taping*
February 10	Napoleon, Representative Jim Hoops
February 11	Archbold, NWOESC Superintendent and Treasurers Meeting*
February 14	Toledo, Owens-NSCC-Goodwill-OACC Meeting
February 18	Toledo, COE Leadership Meeting
February 18	Bryan, Alzheimer's Committee Meeting
February 18	Montpelier, Annual Chamber Banquet
February 19	Napoleon, Henry County CIC Banquet
February 20	Defiance, Defiance 2100 Meeting
February 21	Napoleon, Henry County Humane Society Fundraiser
February 24	Maumee, Regional Growth Partnership Annual Meeting
February 24	NSCC, CCP Information Night*
February 27	Wauseon, Fulton County Career Exploration Day
February 27	Defiance, Grand Opening Ohio Army National Guard Storefront

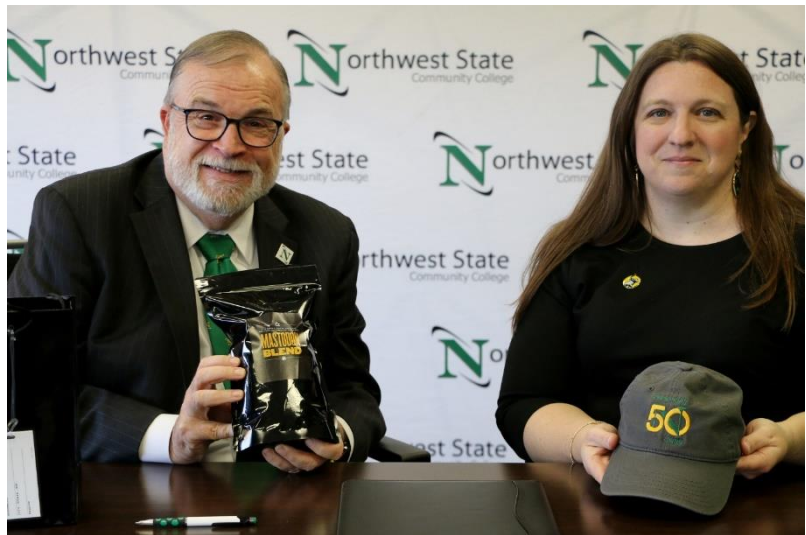
* Indicates a speaking engagement/presentation

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

The spring semester started well with faculty orientation. All full-time and some part-time faculty received four hours of Title IX training, which was provided by D. Stafford & Associates. The training was coordinated by Human Resources and well received. The faculty also worked on a scale of adoption assessment, which rates our effectiveness from recruitment to graduation.

Faculty across all four divisions expanded the number and types of summer camp offerings to serve local community interests. The expanded initiative emerged from the ever-popular STEM camps, which were originally designed and offered by Math, Science and Engineering Faculty several years ago.

Northwest State Community College and Purdue University Fort Wayne signed an articulation agreement that will allow students to transfer credits from an Associate of Applied Science (A.A.S.) degree at NSCC into a Bachelor of Applied Science (B.A.S.) degree at PFW. This degree can be completed online, which makes it more accessible to NSCC students.



Arts & Sciences

The **Arts & Sciences Faculty** volunteered to host February Career Workshops at NSCC for the youth participating in the Impact 419 Career Exploration Post Explorers' Program. Division faculty developed a hands-on workshop that led the youth through a computer-based personality inventory and highlighted Arts & Sciences careers that align with broad personality types. The workshop ended with a final activity where participants designed their own t-shirts that demonstrated their career interests & personality types.

Allen Berres, Sherry Howard and Mike Vanderpool represented the division and its programs at the NSCC Bowl Sunday. Potential students and their families learned about NSCC's Bachelor's Bound and Creative Pathway program options.

Business & Public Services

Bill Eichenauer is taking ECON723 Managerial Economics at Franklin University. Completion of the course will give Bill nineteen graduate credit hours in economics.

Christopher Clawson had all the Four County Law Enforcement Cadets participate in his Investigations and Criminal Law courses. He also explained the Criminal Justice offerings at NSCC, almost 40 cadets, whom are potential future students. Chris also completed his Masters of Business Administration requirements from Defiance College in December 2019.

Lisa Becher is planning for another summer Entrepreneurship Camp. She is continuing her work on a marketing and entrepreneurship short-term certificate with a target start date of fall 2020. The Deans Leadership Cluster (DLC) trip is planned for March 9-12 in San Francisco. Lisa is working on renaming the DLC to the President's Leadership Cluster (PLC), creating learning outcomes and making this a leadership class open to all students in fall 2020. Currently putting together a Business Buzz Newsletter for our advisory committee, which will be released spring 2020. The Small Business Symposium will take place in Defiance on February 24.



Defiance Small Business Development presents

BUSINESS SYMPOSIUM

Interested in opening a Small Business or currently operate one?
This Symposium is for YOU!

- Resources to help start a small business and to assist with the success of current small businesses
- Networking with other small business professionals
- Meet local business professionals who can offer advice and expertise for success
- Hear from other local entrepreneurs
- Opportunity to ask questions
 - Presenters from local businesses will be available to answer **YOUR** questions (accountant, financial lender, insurance agent, attorney, architect, food safety and health permits, fire code, marketing, realtor and more)

FREE
February 24, 2020
6 pm—8 pm
Stroede Center for the Arts
319 Wayne Avenue, Defiance

Light refreshments available courtesy of 

For more information please call:
Defiance Area Chamber of Commerce—419-782-7946

Amy Thomas has two students that have begun their Pre-Kindergarten Practicum in local Head Start Centers. Students have the opportunity to act as lead teachers and participate in all the responsibilities that entails. This experience serves as the final field experience for our Pre-Kindergarten majors. She has two students that have begun their Paraprofessional Educator Internship in local schools. Students have the opportunity to act as Paraprofessionals and participate in all the responsibilities that involves. This experience serves as the final field experience for our Paraprofessional Education majors.



Heather Galbraith, Human Services faculty, has entered into a new affiliation agreement with New Home Development. This opens the door for Human Services students to have a unique practicum experience on a macro level for those wanting to specialize in macro work. Currently exploring development of outlines and a potential policy course to ensure the Human Services Program has a solid Transfer to Degree pathway. The division will also be offering two Human Services courses this summer.

During the spring semester, **Jason Rickenberg**, along with **Chris Robinson**, **Barry VonDeylen**, **Lisa Becher** and **Bill Eichenauer** are working on an “Adult Evening Completion Program” that will be offered starting the fall 2020 semester. The Business Management program curriculum and the Pre-Business Administration program curriculum are being updated. The evening program will consist of hybrid and on-line coursework that will be scheduled one evening per week. The evening program will provide working adults with a program that has a set schedule that they will be able to work into their busy lives. The Guaranteed Transfer Pathways in Social Work and Pre-Business Administration are also being updated with the help of the Arts and Sciences faculty **Sherry Howard** and **Melissa Faber**.

Nursing & Allied Health

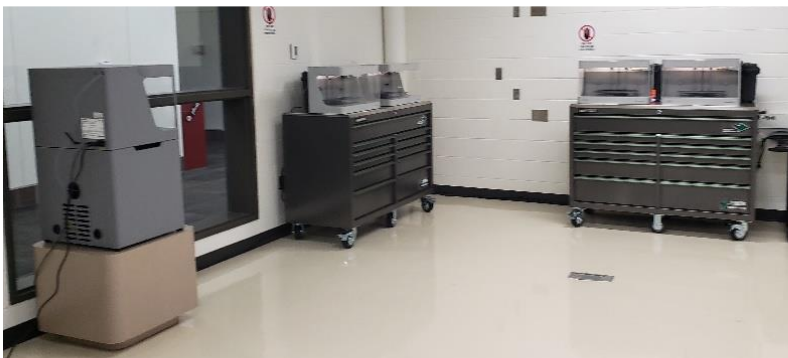
The Nursing Department hosted their **ACEN** (Accreditation Commission for Education in Nursing) visit February 4-6 for the RN program. The site visitors spent two intense days interviewing stakeholders and reviewing hundreds of documents. During the exit interview, the department received compliments on their excellent Self-Study Report and were congratulated on meeting all standards and criteria. This completes steps one and two of a four-step process. The ACEN Board of Commissioners at their September meeting will determine final accreditation status. The College will receive written notification of their decision in October 2020.

Faculty member **Ann Zeller** has been appointed Interim Medical Assisting Program Director for the Medical Assisting Program at Northwest State Community College by the Medical Assisting Education Review Board (MAERB).

STEM and Industrial

The Engineering Technologies area recently took delivery of five new 3D printers. There are three different models, including a continuous carbon fiber as well as a chopped carbon fiber model. These printers will allow for production of stronger and

lighter parts. The faculty have already printed prototypes on the printers for several local companies including Automatic Feed and Sauders.



Tony Hills has been accepted to participate in a pilot project for active learning at the University of Michigan. He will attend a workshop this summer in Ann Arbor to learn how to implement active learning into his courses.

Colin Doolittle and **Dave Mohring** are teaching at Automatic Feed this semester. In the fall, Colin will be teaching at Automatic Feed, Defiance Metal Products and B&B Molded. Dave will be teaching at Automatic Feed and Defiance Metal Products. These courses are outreach to not only the local industry, but also local K-12, which enroll students in the classes as CCP students.

Industrial Technologies Faculty, Josh Verhoff, Jim Boone, and Steve

Raymond have worked to improve the safety signage in their respective lab spaces. This included adding additional signage for eye protection, high voltage, location of fire extinguishers and

emergency stop buttons. They as well have been working to refresh and update curriculum in the industrial area, to repair broken trainers and to update the machine shops. **Greg Nartker** (Part-time Industrial faculty) has secured a donation of materials for our welding courses.



In the **Natural Sciences** area, **Lisa Dapelo** is developing a new pre-anatomy class targeted at increasing the retention of students, typically pre-nursing, in the Anatomy & Physiology course sequence. **Anuja Parikh** has updated the equipment in the physics lab so students can run more automated data collection experiments. **Julie Kemarly-Dowland** and **Tom Carr** are working to identify expired, unusable or other damaged chemical products from the chemistry storage areas. These will be processed by a certified outside chemical waste management firm for disposal. This will free up space in the chemistry storerooms and ensure a safer lab environment. Julie and Tom also participated in a webinar to help in the decision-making process of hiring a vendor to handle the Materials Safety and Data Sheets (MSDS) for the Sciences, engineering technology and industrial technologies programs.

Instructional Design and Distance Learning

Christina Schwiebert attended Sakai Camp in Orlando, FL January 25 - 29. Sakai Camp is the annual un-conference for the Sakai community. During this year's conference, attendees finalized the roadmap of major feature improvements for 2021 - 2023, discussed UI / UX (user interface / user experience) changes coming in 2021 and tried to map out some of our "gnarly workflows" where we want to reduce the work required for common functions.

Christina states, "Attending Sakai Camp and being an active part of the Sakai Community is an amazing opportunity, as I was given an equal voice at the table in suggesting improvements and changes that would affect everyone. I was working directly with my counterparts at other institutions, including Notre Dame, University of Dayton and Marist University, as well as Sakai developers."



Library

Kristi Rotroff met with a composition class to present detailed research information and to answer questions. **Dustin Harris** took the initiative and worked with VCGD faculty and students on a board game collection to expand on the gaming theme as a tool for student engagement. **Kristi Rotroff** prepared a nursing accreditation report detailing library resources.

The Center for Lifelong Learning

Debora Wikstrom has been working diligently in her new role as the coordinator for the Center for Lifelong learning. Her office is located in the B-wing across from the President's office, office B102.

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

Admissions - Terri Lavin

The Admissions, Financial Aid and Advising Center offices hosted the second College Bowl Sunday on February 9 from 2 to 4 p.m. Over 60 attendees enjoyed a brief presentation about the quality of a community college education for workforce preparation and Bachelor's Bound students, followed by more specific information about NSCC's programs. Attendees had the opportunity to apply to NSCC and complete the Free Application for Federal Student Aid (FAFSA). NSCC awarded two potential students each a \$500 scholarship at the conclusion of the event.



Northwest State
Community College
22600 State Route 34
Archbold, OH (Building H)
For more information:
NorthwestState.edu
419.267.1320

This FREE event guides students through the process of becoming a college student! Assistance will be provided in the areas of:
Admissions, Financial Aid, Advising, Transfer, Internships and Workforce Development
Fun prizes and tailgate snacks will also be available!

Presidential and Honors Scholarship applications are coming in and to date 33 Presidential and three (3) Honors Scholarships have been awarded.

Ms. Terri Lavin (Director) presented the Presidential and Honors Scholarship criteria at the Superintendents' and Guidance Counselors' meetings at the Northwest Ohio Educational Service Center.

Advising Center - Cassie Rickenberg

There were 24 students (totaling 98 registered credit hours) that visited the Advising Center on Express Advising on January 2. In December and January, advisors connected with 127 students to create or discuss academic plans for students that were on financial aid suspension. There were 70 students that were dropped for non-payment. Each student received a phone, email or text message. Of the 70 students, 34 were reregistered, 21 did not respond, and 15 opted to not

re-register (financial issues, changes in schedules, personal matters). In total, the advising center had approximately 98 student walk-ins between January 2-13. Since the semester started on January 13, there have been 74 student walk-ins for schedule changes, general questions or 8-week registrations.

Brittany Galbraith joined the advising center team on January 13 to advise STEM and Industrial Technology students. She is off to a great start. A new team picture is below.

The advising center received this message from a student in a card:

“Dear Ms. Rickenberg, Hello. Please allow me a moment to thank you. I am a student here at Northwest State and I am finding my education here very rewarding. This is due to the passion and dedication of yourself to the students at the college. Your commitment to excellence in your job shines through to the achievements each student and staff member accomplishes. I am especially grateful to my academic advisor, Kaitlin Rohrs-Cordes. She has been a beacon of light, encouragement, and truly helpful to my academic endeavors. Without her tireless efforts and positivity, my successes here would not have been possible. Ms. Rohrs-Cordes deserves special recognition for her phenomenal energy and aspirations. You have both given me great hope for my future.”

Advising Center Staff pictured below from left to right:

Jared Nofziger, Kaitlin Rohrs-Cordes, Renee Bostelman, Shannon Floyd, Brittany Galbraith, and Cassie Rickenberg



Financial Aid - Amber Yocom

Food Pantry

The Food Pantry has seen a significant increase with the usage of our food pantry over the last 3 years. The increase may be due to three factors: relocation of the food pantry to the Financial Aid office (visibility), increased awareness and greater food insecurity among our students.

Visitors to NSCC Food Pantry			
	2017	2018	2019
January	5	1	4
February	6	1	4
March	5	2	7
April	6	2	8
May	0	0	3
June	0	0	1
July	3	0	4
August	3	1	10
September	0	5	6
October	1	3	7
November	2	5	9
December	1	1	3
Total	32	21	66

Yearly Financial Aid Office Service Statistics

The Financial Aid office has been very busy processing financial aid for prospective, new and returning students. For the 2019 year, we provided service to 4,224 students in our office. This is very comparable with the student traffic that we have serviced the last few years:

01/01/2019 – 12/31/2019	4,224 students
01/01/2018 – 12/31/2018	4,410 students

01/01/2017 – 12/31/2017	4,745 students
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Free Application for Federal Student Aid (FAFSA) Receipts

We have seen an increase in the number of FAFSAs we have received so far this year (see below). Compared to the same date the previous 3 years (January 31) we have processed the following:

	FAFSAs duplicated	FAFSAs unduplicated	Selected for Verification
20-21	739	608	163
19-20	691	589	187
18-19	441	203	83
17-18	528	237	164

Totals for the entire year are reported below – please note that we are still receiving and processing FAFSAs and award packages for the 2019-2020 year, so these numbers are likely to continue to increase. For 2020-2021, we are still very early in the processing stage; we will begin awarding once Banner releases the updated patches.

	Date Range	FAFSAs duplicated	FAFSAs unduplicated	Awarded	Selected for Verification	Verification Completed	Total Aid Accepted
20-21	10/01/2019 – 09/30/2021	739	608		163		

19-20	10/01/2018 – 09/30/2020	3,160	1,918	1,147	675	387	\$ 6,287,117. 21
18-19	10/01/2017 – 09/30/2019	3,902	2,108	1,125	858	477	\$ 5,455,068. 03
17/18	10/01/2016 – 09/30/2018	4,574	2,389	1,297	1219	664	\$5,751,18 3.25

Prior & Workplace Learning - Brad Geer

Brad Geer hosts the Pizza Posse, which meets every Tuesday in the student OASIS. This month Bil Jax, Wauseon Machine, Aerotek and The University of Toledo will be featured.

Mr. Geer is also coordinating efforts for Workforce Wednesdays, which is a series of Lunch-n-Learns done with the support of Impact 419. Targeting four local high schools and collaborating with their local professionals to deliver career pathways to small groups of high school students. On Thursdays, there is a Tech Talk Initiative in collaboration with Mike Vanderpool that brings our students face to face with computer programmers and industry experts, along with students from BGSU and UT. This is a network trying to build Northwest Ohio's tech economy and creating jobs for our graduates.

The Career Con team is working with Mike Jacobs to provide continued support to our students as we prepare for the Job and Career Fair on April 7.

There are six NSCC students and recent graduates that will be attending the 2020 Henry County Economic Development dinner on February 19. Students representing Accounting, Graphic Design, Mechanical Engineering, Computer Science, Project Management and IT. The students will be representing NSCC and our programs while showing our support for Henry County's economic growth.

Registrar's Office - Connie Klingshirn

Banner Student Releases

Completed testing with one enhancement. Fields were added to the curriculum rules table and now offers capability to enter the start and end dates when we are changing majors for a student. The job aid on How to Change Majors has been updated to reflect the recent change.

SEVIS

We completed the PDSO/DSO Annual Verification in December. To comply with FISMA, Principal Designated School Officials (PDSOs) must annually verify that every PDSO, Designated School Official (DSO), and Alternate Responsible Officer (ARO) who has access to SEVIS. Our PDSO is Connie Klingshirn, Registrar and DSO is Makayla Windau, Admissions Recruiter.

Technology Changes with Outside Entities

Tungsten Network is an electronic system the Veterans Administration is utilizing for authorizing Chapter 31 Vocational Rehabilitation benefit and invoicing.

Selective Service Number Verification Web Service (VMS) is the new mechanism used to retrieve the selective service number for students. Jamie Zeller, I.T., assisted with this project and designed it to request and retrieve the selective service number and save it into Banner, which is done automatically each week.

Success Center - Cherie Rix

The Success Center has several walk-in tutoring labs that are open and available for all NSCC students to utilize on an as-needed basis. These tutoring labs include academic assistance in Accounting, Computer Science & Technology, the Life Sciences, Math and Writing. The labs opened on Tuesday, January 21, for the 2020 Spring Semester and have received increased usage up through Friday, February 7, when this report was submitted. During this three-week time period, the Success Center tutoring services have been utilized by 35 students who have received tutoring assistance in 22 different subject areas on 75 occasions for a total of 177 hours of tutoring.

eTutoring, our online tutoring service, has been utilized by 27 students for approximately 20 hours of tutoring assistance since that service launched on January 21 for the 2020 Spring Semester.

The Success Center is also receiving faculty referrals through the Early Warning System to report students who have never attended class, who are experiencing attendance problems or have demonstrated a lack of academic progress. As of February 7, the Success Center has received approximately 12 Early Warning referrals from faculty. The Success Center staff is following up with these students in an attempt to intervene and help get the students back on a pathway to success.

Custom Training Solutions
February 2020

Custom Training Solutions:

1. Archbold Campus - Short Term Training, Apprentice, AMC & Outreach –
Tori Atkinson & Jim Drewes
 - a. Attending apprenticeship meetings with Rosenboom in Bowling Green, Sauder Woodworking, Campbell Soup, Hause Machines, Winzeler Stamping, Allied Moulded and CK Technologies. All companies are working on establishing an apprenticeship program. Submitted to the Apprentice Ohio (state) - waiting on approval is GKN Driveline in BG, Allied Moulded and Lafarge.
 - b. Working on a pre-apprenticeship program with Montpelier High School. A draft agreement has been submitted to Apprentice Ohio (state) for feedback. The intent is to create a single pre-apprenticeship model that can be scaled to other school districts. The curriculum is based on the Manufacturing Skills Standards Council (MSSC) Certified Production Technician (CPT).
 - c. Tori continues to create processes that will foster growth for on-campus apprenticeship enrollments. Some of the activities include: offering total program costs, establishing an employer mentoring program, alternative payment arrangements, etc.
 - d. Open enrollment is populating for the spring. The addition of TechCred is going to increase our CTS short-term training. Sauder Woodworking has 18 students enrolled for 72 hour Siemens PLC Programming through TechCred.
 - e. CTS and the Advanced Manufacturing Consortium implemented a detailed Needs Assessment of Northwest Ohio through a survey distributed to manufacturing companies in Henry, Williams, Fulton and Defiance counties. This data is vital to all of our initiatives and the goal is to utilize the data to apply for future grants once we identify the need.
 - f. The Advanced Manufacturing Consortium is applying for the Sector Partnership Spark Grant to increase the capabilities of the AMC and our youth outreach. The project will be a youth skilled trades campaign to increase the awareness of skilled trades in the high schools.
 - g. MFG Day 2020 will be held at Northwest State in partnership with Henry, Fulton, Defiance and Williams County.
 - h. CTS held six (6) contract training and open enrollment classes in January. Companies include Chase Brass & Copper Co, Bard Mfg, and Matsu. Topics included Microsoft Office, RSLogix Ethernet, Leadership, Lean Yellow Belt and

Electrical Troubleshooting Basics.

- i. Tom Pierce - Transportation - PSI Maumee has contracted for Training Manager and CDL instructor duties for January and February dates. Keller has contracted CTS for classroom and specific driver skills training.
 - j. The Ohio Lean Consortium is planning benchmark field trips to Toyota (Evansville, Indiana) or Whirlpool (Findlay, Ohio) spring 2020. We have scheduled the OLC Coffee Clubs to bring short lean topics to Bryan, Wauseon and Defiance locations.
 - k. Jim Drewes presented a review of the MSSC class at the Napoleon High School CCP parents night 2/10/20. This class will be offered in the mornings at Automatic Feed Company in Henry County. This morning class will be a skilled trades introduction and compliment the engineering classes in the afternoon.
 - l. The Student Body Organization, FIRST Robotics Cryptic Cyborg team has been building a competition robot starting January 4, 2020. The team will compete at the Miami Valley Regional February 26 - 29 at Wright State University Nutter Center. At this time, we have 32 students working in the program, 21 male, 11 female from 13 school districts in NW Ohio.
2. Advanced Manufacturing Training Center (AMTC) - Scott Park Campus
- a. In response to area employers' needs, we are continuing work toward a potential pre-automotive training program at Cherry Street Mission by meeting with area automotive maintenance representatives. Additionally, a digital literacy cohort will be launching in February.
 - b. General Mills Video Conferencing Training: 3 technical courses ran in December 2019 - January 2020. The Wellston plant launched their apprentice program in January.
 - c. Held nine (9) training classes in December-January. Customers included Archbold Chamber of Commerce, Custom Glass Solutions, HFMA, JATC/IBEW, Mennel and Promedica.
 - d. Tami Norris spoke on workforce issues to the Waterville Rotary and the Anthony Wayne High School STRIVE group, and served as a judge for the Business Professionals of America Regional competition at the University of Toledo.
 - e. Held an informational session on TechCred for area businesses with LuAnne Cook from the Lieutenant Governor's office. Participants were made familiar with the TechCred website and the application process, learned about certification programs available through CTS and heard from a company who had previously applied for funding.

- f. Three MSSC CPT classes are forming in partnership with Lutheran Social Services, Harbor Behavioral Services and Glass City Academy.
- g. Finished YMCA CCMEP After School program for high school students in the Toledo Public Schools system.
- h. Operating an Engineering Club at Maumee Valley Country Day School.
- i. Lucas County to hold their Work Ready Manufacturing program here at the AMTC on a weekly to bi-weekly basis. This will benefit NSCC by providing a flow of both prospective students and prospective manufacturer customers here at the Center.
- j. A training partner with Lucas County Metro Housing Authority in a HUD pilot grant to provide short-term training to residents at the Ravine Community in East Toledo-MSSC-CPT program. Target start date January 2020.
- k. Currently running IAM and IT Specialist programs with cohorts scheduled to graduate spring 2020.
- l. Met with The Andersons regarding possibility of a joint technical training center at their location to replace AMTC. Tour of possible locations scheduled 2/21/2020.
- m. Additional MSCC-CPT programs with Penta Career Center.
- n. A meeting with Toledo Public Schools (TPS) resulted in further discussions regarding MSSC-CPT and Pre-Apprenticeships programs at two TPS high schools.

3. JFS Workforce Opportunities – Pete Prichard

- a. Wood County is preparing for its Career Expo March 11, 2020. Currently, we are reaching out to over 100 vendors to participate.
- b. Wood County JFS is partnering with NWO TechPrep to offer teacher manufacturing boot camp.
- c. Implementing strategies to increase out of school youth participation.

Information Technology February 2020

New and Ongoing Projects:

IT Help Desk Incidents/Service Requests: For the month of January there were 147 Incidents opened and 128 resolved. There were also 157 Service Requests placed and 132 completed.

Access Control Project: As of January 20, the campus has set all interior doors to require a badge to access the room and all external doors except a few public entrances. A physical button system has been put in place for campus police to easily open campus for the day, along with the campus lockdown button. Documentation for new processes is being finalized along with visitor and contractor badges being set up for police.

New Human Resources System: A new system to assist HR with performance management and talent acquisition is being reviewed. Currently, we have reviewed eight possible vendors and have narrowed it to three to do final reviews with the HR team.

eSports Lab: The new eSports lab (B104) has been partially built out and is currently being used for Super Smash Bros practice. The eSports members are working on specs for the computer systems which they will build themselves with IT mentors. These will be completed in the next few months.

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

Banner: Twenty-three Module upgrades were loaded into the Production System after being tested. A new clone was created in the Test System for Banner Budgeting training and testing for the Banner 9 Self-Service applications.

Banner Training: An on-site training for Banner Budgeting occurred January 27-29 for the Data Systems team and the Finance team. Most of the setup in Banner Production is complete and Business Unit Leaders will soon begin preparing their FY20-21 budget, after they are trained by in-house staff.

Reporting: All winter Integrated Postsecondary Education Data System (IPEDS - federal reporting) files have been submitted. The Higher Education Information (HEI - state reporting) for annual file submissions have been completed. The fall enrollment files are being reported.

DegreeWorks: The DegreeWorks server is being updated in several steps from version 4.1.4 to 5.0.2. New functionality for the advisors and students will be available in the new version.

eVisions: The eVisions products of MAPS, Argos, FormFusion and IntelCheck are all being updated in several steps to the newest versions available. Web browser access, additional dashboard tools and enhanced OLAP Cubes are some of the key enhancements we are anticipating. This project is on-going.

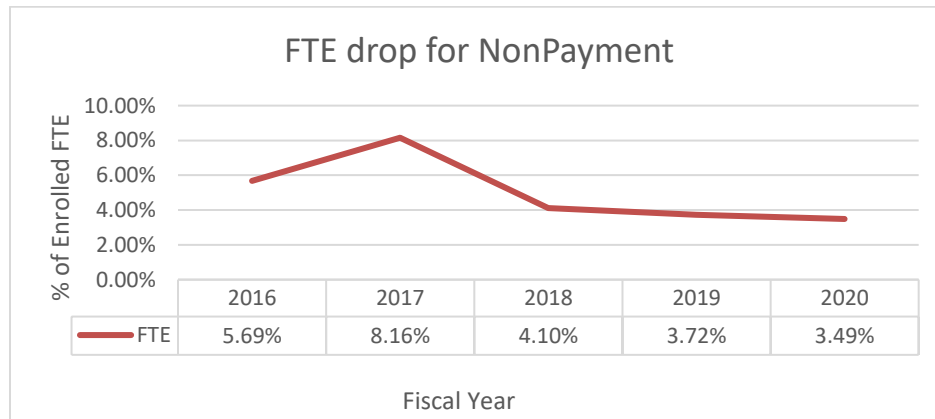
Chief Fiscal and Administrative Officer
February 2020
Submitted by: Kathy Soards

The FY 20/21 budget development process has started with the following steps:

- On January 16, the prior year 5 year equipment plans were provided for all cabinet members to work with their respective Budget Unit Leaders (BULs) for updates of requests and priority of those requests.
- On January 17, current year personnel information was provided to cabinet members to coordinate with their respective BULs for personnel requests and labor distribution data.
- On February 7, Banner Budgeting instructions were emailed to all BULs that allow them to develop the operating requests for the areas for which they are responsible. Additionally, for those interested in hands-on training for this new process, training was provided the week of February 17, along with individual training as needed.

Business Office

- All required calendar year end tax documents were mailed as required prior to 1/31/2020; this includes employee W2s, student 1098Ts, vendor 1099s and foundation donation receipts. The business office is working to complete the processes of meeting city, state and federal filing requirements.
- On January 8, the drop for non-payment of enrollment fees was processed. As depicted in the chart below, the percentage of enrolled Full Time Equivalent (FTE) is continuing to decline due to process improvements of the Business Office, Financial Aid and the Advising Center over the last 3 years.



Facilities

- The College will open bids for the repaving of the NE parking lot on March 9. The estimated cost of this project has increased due to concerns that the electricity that runs below the parking lot to the light poles are not contained in conduit. The architect/engineer has recommended that the project expand to include excavation and enclosing of the electric lines in conduit to avoid potential future problems with electrical lines.
- The Ohio Facilities Construction Commission (OFCC) notified NSCC that we will be included in the first phase of the project to assess facility conditions. The OFCC has secured the funding for this assessment and NSCC has provide all information requested to date and are awaiting word of the next steps in the process.

Vice President; Human Resources & Leadership Development

February 2020

Submitted by: Katy McKelvey

Recruiting:

We have filled the following roles:

- Academic Advisor
- Food Service Assistant (2)
- Financial Aid Assistant – starting March 2

We are recruiting for the following roles:

- Financial Resource Counselor
- Talent Management Specialist
- Dean – Arts & Sciences
- Training Coordinator – JFS Workforce Opportunities (2)
- Custodian
- Custodian (sub)

HIGHLIGHTS:

Beth Devonshire, Esq., provided training on “Responsible Employee and Prohibited Discrimination/Harassment on January 9. Beth is a consultant with D. Stafford & Associates and provides training in Equity compliance and Title IX/Civil Rights Training.



The first four-hour block of training was during faculty orientation on the morning of January 9 and the second round of training was conducted during the afternoon and was open to all employees. Beth will be returning on February 26 to complete the training with all employees.



On January 22 the President's Leadership Team had a presentation on "Google Tips & Tricks" provided by Tami Norris. This training is part of our ongoing efforts to provide professional development for our team members and to become more efficient in our daily work. Tami is a Training Coordinator at our Scott Park Division where she hosts webinars and online training for a variety of topics.

Northwest State Community College
Statement of Revenue, Expense and Changes in Net Assets
January 31, 2020

	Total Annual Budget	Actual To Date	Per Cent Received
Operating Revenue:			
Ohio Board of Regents - Subsidy	\$11,213,914	\$6,564,271	58.54%
Ohio Board of Regents -Capital Component	\$120,629	\$60,314	50.00%
Tuition & Fees	\$12,229,627	\$9,712,413	79.42%
Enrollment Contingency	\$0	\$0	0.00%
Scholarship Allowance and Tuition Offsets	-\$955,556	-\$319,549	33.44%
Income from Investments	\$150,000	\$105,188	70.13%
Foundation	\$117,000	\$0	0.00%
CTS Archbold	\$832,000	\$257,847	30.99%
CTS Scott Park	\$450,000	\$183,139	40.70%
Miscellaneous Income	\$105,940	\$65,604	61.93%
Grant Fiscal Agent	\$99,275	\$476	0.48%
Finger Printing & Facility Rental	\$63,100	\$35,131	55.68%
Total Operating Revenue	\$24,425,929	\$16,664,833	68.23%
To Reserves	-\$733,329		
From Reserves	\$2,795,820		
Total Revenue	\$26,488,420	\$16,664,833	62.91%
Operating Expense:			
Instruction	\$16,419,856	\$4,632,019	28.21%
Public Service	\$51,045	\$17,463	34.21%
Academic Support	\$886,846	\$444,485	50.12%
Scholarship Allowance	\$0	\$0	0.00%
Student Services	\$2,060,522	\$945,620	45.89%
Institutional Support	\$4,677,588	\$3,001,010	64.16%
Plant Operations and Maintenance	\$2,392,563	\$984,330	41.14%
Total Expense	\$26,488,420	\$10,024,927	37.85%
Net Increase/Decrease in Net Assets	\$0	\$6,639,906	

Northwest State Community College
Statement of Net Assets
January 31, 2020

Assets

Current Funds:

General Fund:

Cash & Investments	\$9,584,733
Accounts Receivable	\$7,309,895
Prepaid Expense	\$28,489
Inventory	\$0
Deferred Outflows of Resources/OPEB	\$5,290,585
Total General Fund	\$22,213,702

Auxiliary Enterprises:

Cash	-\$530,451
Accounts Receivable	\$21,154
Inventories	\$557,631
Total Auxiliary Enterprises	\$48,334

Restricted Funds:

Cash	\$123,470
Accounts Receivable	\$0
Total Restricted Funds	\$123,470

Total Current Funds	\$22,385,506
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Plant Funds:

Unexpended Plant Funds:	
Cash	\$42,740
Total Unexpended Plant Funds	\$42,740

Investment In Plant:

Land	\$176,657
Construction in Progress	\$71,626
Buildings	\$34,651,801
Accumulated Depr.	-\$18,477,468
Parking Lots	\$1,944,552
Accumulated Depr.	-\$1,587,036
Water Tower	\$499,810
Accumulated Depr.	-\$472,146
Movable Equipment	\$6,094,416
Accumulated Depr.	-\$4,426,699
Library Books	\$474,697
Motor Vehicles	\$295,038
Accumulated Depr.	-\$254,542
Art / Collections	\$1,103,765
Total Investment In Plant	\$20,094,469

Total Plant Funds	\$20,137,209
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Agency Funds:

Cash	\$40,592
Total Agency Funds	\$40,592

Liabilities & Fund Balance

Current Funds:

General Fund:

Accounts Payable	\$277,724
Accrued Liabilities	\$1,056,672
Deferred Inflows/Net Pension/OPEB Liabili	\$25,109,870
Unallocated Fund Balance	\$8,234,099
Allocated Fund Balance	-\$12,464,663
Total General Fund	\$22,213,702

Auxiliary Enterprises:

Accounts Payable	\$29,431
Accrued Liabilities	\$28,291
Fund Balance	-\$9,387
Total Aux. Enterprises	\$48,334

Restricted Funds:

Accrued Liabilities	\$2,691
Fund Balance	\$120,779
Total Restricted Funds	\$123,470

Total Current Funds	\$22,385,507
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Plant Funds:

Unexpended Plant Funds:	
Fund Balance	\$42,740
Total Unex-Plant Funds	\$42,740

Investment In Plant:

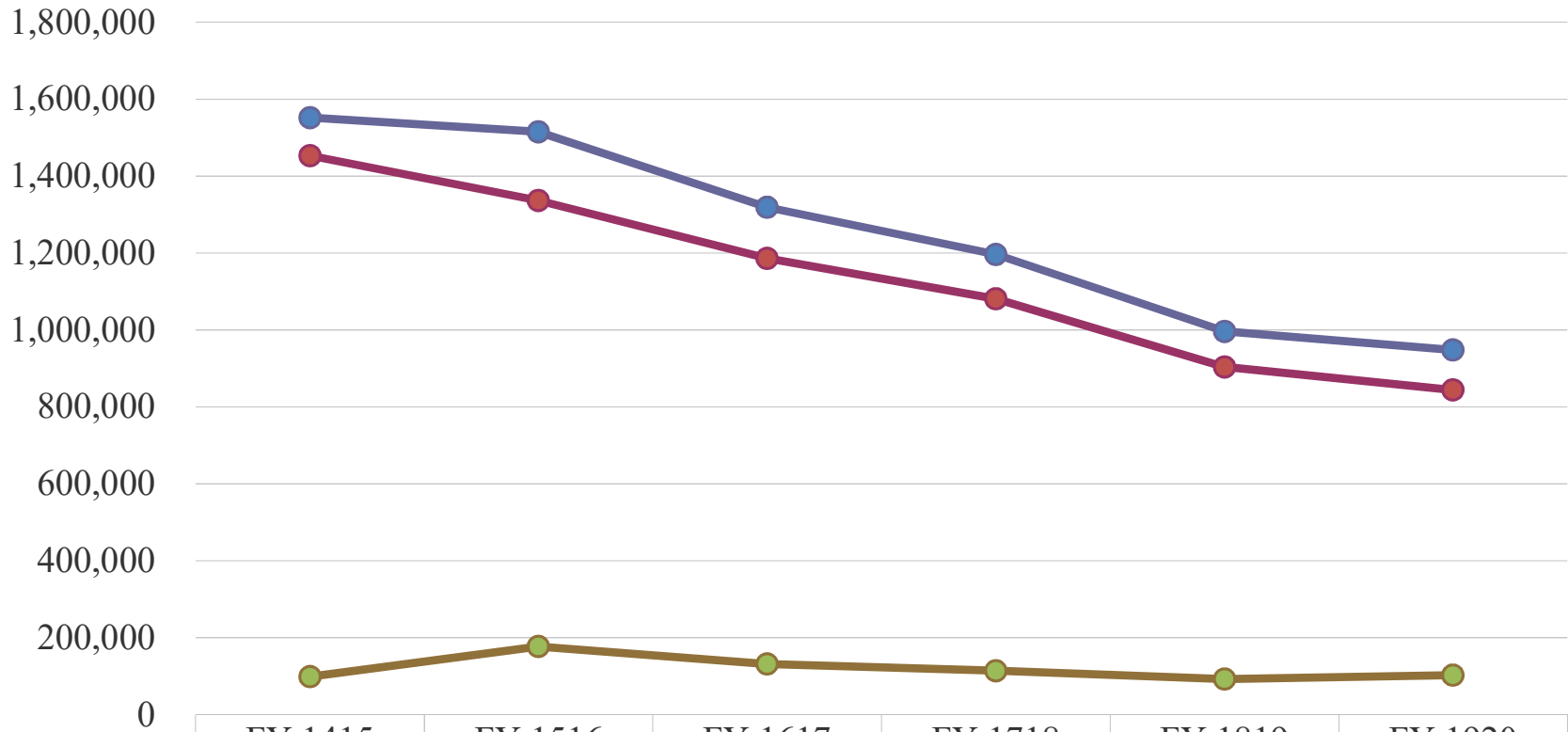
Net Investment In Plant	\$20,094,469

Total Plant Funds	\$20,137,209
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Agency Funds:

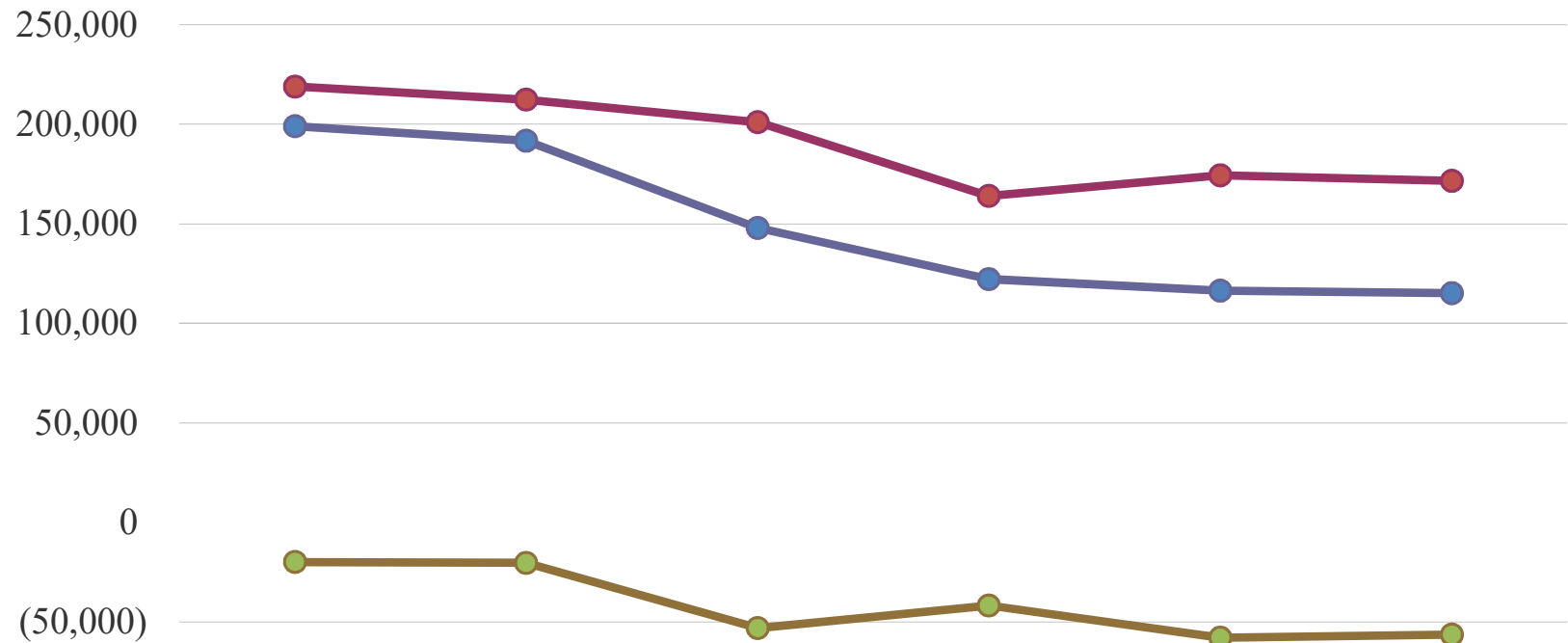
Fund Held in Custody	\$40,592
Total Agency Funds	\$40,592

Bookstore (July - January)



	FY 1415	FY 1516	FY 1617	FY 1718	FY 1819	FY 1920
Revenue	1,552,057	1,514,613	1,318,634	1,196,646	996,818	947,827
Expense	1,453,232	1,337,271	1,186,508	1,081,527	903,838	844,127
Net YTD	98,825	177,343	132,126	115,119	92,980	103,700

Food Service (July thru January)



	FY 1415	FY 1516	FY 1617	FY 1718	FY 1819	FY 1920
Revenue	199,001	191,853	148,029	122,269	116,363	115,202
Expense	218,955	212,315	201,134	163,969	174,283	171,728
Net YTD	(19,954)	(20,462)	(53,105)	(41,701)	(57,920)	(56,526)