

BOARD OF TRUSTEES
June 22, 2018 – 12:00 noon
Sweetwater Chophouse – Defiance, OH

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 (2nd Vice Chair)
Scott Mull
Paul Siebenmorgen

C. OATH OF OFFICE – Lisa McClure (Kathy S)

D. PRESENTATIONS (Distributed Earlier)

- TAACCCT Grant - video

E. AUDIENCE PARTICIPATION

F. CHIEF EXECUTIVE OFFICER REPORT (Michael T)

- President (Distributed via Video)
- Vice President for Academics (L. Robison)
- Vice President for Institutional Effectiveness and Student Services (C. Krueger)
- Vice President for Innovation (T. Hernandez)
- Director of Human Resources & Leadership Development (K. McKelvey)

G. CHIEF FISCAL OFFICER REPORT (Kathy S)

- Financial Report as of May 31, 2018 (consent item) (pages 19-22)

H. PROPOSED RESOLUTIONS (Megan B)

1. Consent Agenda Items
 - a. Minutes of the April 27 and May 12, 2018 Meetings
 - b. Resignations
 - c. Faculty Probationary Contracts
 - d. Employ Full-Time Education Faculty
 - e. Employ Full-Time Executive Administrative Assistant
 - f. Miscellaneous Employment Contracts
 - g. Title Changes
2. 2018-2019 Budget
3. Textbook Selection Policy
4. Approval of Completion Plan
5. Appoint President's Designee as Secretary to the Board

I. OTHER BUSINESS (Jeff E)

- Board Retreat – July 23 – ProMedica Defiance

J. EXECUTIVE SESSION: To discuss pending court action (Jeff E)

K. ADJOURNMENT (Jeff E)

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, April 27, 2018 at 12:30 p.m. in Room C211.

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

18-35

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

Absent: Sue Derck

There were fifteen guests in attendance including Hannah Stoneburner and Liz Chavez from the Ohio Attorney General's Office.

PRESENTATIONS

- Vice President for Academics, Lori Robison, spoke regarding the All-Ohio Academic Team Luncheon which she recently attended in Columbus where four NSCC students were recognized as members of the 2018 All-Ohio Academic Team.
- Board of Trustee members met the advising center team. Cassie Rickenberg, Director of the Advising Center, introduced the student advisors who each provided a brief summary of their role and experiences to date. This Center is funded through the Title III grant received earlier this year.
- Mr. Jim Drewes, Director of Sales and Workforce Development introduced Peter Pritchard, Director of JFS Workforce Opportunities on the campus of Northwest State. Northwest State through the Division of CTS has entered into an agreement with Wood County Job and Family Services. Mr. David Wigent, Director of the Wood County JFS was also present to explain this “Comprehensive Case Management and Employment” program which is aimed at assisting clients age 18-24 with the training resources they need to provide them with better paying jobs. This program is also being expanded to include other Northwest Ohio JFS agencies. Mr. Wade Gottschalk, Executive Director of the Wood County Economic Development, also spoke of the need for this type of partnership in Northwest Ohio.
- Chief Fiscal and Administrative Officer, Kathy Soards, introduced Hannah Stoneburner and Liz Chavez from the Attorney General's office. Hannah and Liz provided a recap to the Board of Trustees on the areas in which their offices can assist NSCC: contract review, public record requests, FERPA, training for the Board of Trustees, open meetings training, Title IX, ADA training, working through policies, risk management.

REPORTS

Informational reports from the President, Vice President for Academics, Vice President for Institutional Effectiveness and Student Services, Chief Fiscal and Administrative Officer, Vice President for Innovation and Director of Human Resources and Leadership Development were included in the Board agenda packets.

APPROVAL OF CONSENT AGENDA

Mr. Bridenbaugh moved and Mr. Mull seconded a motion to approve the following consent agenda items:

MINUTES OF THE FEBRUARY 23, 2018 MEETING

18-36

RESIGNATIONS

18-37

WHEREAS, Lynda Cramer, full-time Executive Administrative Assistant has submitted her resignation; and

WHEREAS, Sharon Brubaker, full-time Nursing faculty, has submitted her resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Lynda Cramer, effective July 1, 2018 and Sharon Brubaker for retirement, effective August 15, 2018 be accepted as tendered.

TERMINATION OF GRANT-FUNDED POSITION

18-38

WHEREAS, funding for the Outreach Specialist position was provided by the TAACCCT Grant through March 31, 2018; and

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the position of Outreach Specialist held by Ms. Verna Cheers be terminated as of March 31, 2018.

FULL-TIME DEPARTMENT CHAIR OF AGRICULTURAL STUDIES EMPLOYED

18-39

WHEREAS, the position of Department Chair of Agricultural Studies was created to continue development and enhancement of our agricultural program; 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. Michael Leonard be employed as full-time Department Chair of Agricultural Studies effective April 2, 2018 at an annual salary of \$65,000 (to be pro-rated). This is a grade level IV position.

**FULL-TIME TRAINING COORDINATOR OF
ADVANCED MANUFACTURING EMPLOYED**

18-40

WHEREAS, the position of Training Coordinator of Advanced Manufacturing was left vacant due to the resignation of Todd Harris; and

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

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Paul Ernest be employed as full-time Training Coordinator of Advanced Manufacturing effective March 12, 2018 at an annual salary of \$70,000 (to be pro-rated). This is a grade level IV position.

**FULL-TIME DIRECTOR –
JFS WORKFORCE OPPORTUNITIES EMPLOYED**

18-41

WHEREAS, the College has entered into a partnership with the Wood County Job & Family Services Agency to assist in the recruitment of our workforce development students; and

WHEREAS, a search was conducted to fill the Director – JFS Workforce Opportunities position; and

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Peter Prichard be employed as full-time Director – JFS Workforce Opportunities effective April 2, 2018 at an annual salary of \$80,000 (to be pro-rated). This is a grade level III position with continued employment contingent on funding and the ongoing partnership with area JFS agencies.

**FULL-TIME TRAINING COORDINATOR –
JFS WORKFORCE OPPORTUNITIES EMPLOYED**

18-42

WHEREAS, the College has entered into a partnership with the Wood County Job & Family Services Agency to assist in the recruitment of our workforce development students; and

WHEREAS, a search was conducted to fill the Coordinator – JFS Workforce opportunities position; and

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Andrea Morrow be employed as full-time Training Coordinator – JFS Workforce Opportunities effective March 12, 2018 at an annual salary of \$60,000 (to be pro-rated). This is a grade level IV position with continued employment contingent on funding and the ongoing partnership with area JFS agencies.

FULL-TIME CUSTODIAN EMPLOYED

18-43

WHEREAS, the position of full-time custodian was left vacant by the resignation of Edward Hernandez; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Michael Brown be hired as full-time Custodian effective April 9, 2018 at the rate of \$9.48 per hour. This is a class 3 C position and is in accordance with the School Support Personnel Bargaining Agreement.

**FULL-TIME DIVISION SECRETARY –
ADMISSIONS & MARKETING EMPLOYED**

18-44

WHEREAS, the position of full-time Division Secretary – Admissions & Marketing was left vacant due to the transfer of Samantha Morr to Division Secretary – Advising Center & Student Services; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Aleksandra Mangotic be employed as full-time Division Secretary – Admissions & Marketing effective April 16, 2018 at an annual salary of \$24,956.47 (to be pro-rated for 55 days). This is a class 6 position and is in accordance with the School Support Personnel bargaining agreement.

TRANSFER TO ASSISTANT – SENIOR REGISTRAR

18-45

WHEREAS, the position of full-time Assistant – Senior Registrar was left vacant due to the promotion of Shannon Floyd to Academic Advisor; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Kristi Von Deylen be transferred to the position of Assistant – Senior Registrar effective April 1, 2018 at an annual salary of \$24,956.47 (65 days to be pro-rated). This is a class 6 position and is in accordance with the School Support Personnel bargaining agreement.

TRANSFER TO SECRETARY – ARTS & SCIENCES DIVISION

18-46

WHEREAS, the position of Secretary – Arts & Sciences Division was left vacant due to the promotion of Carrie Baynes to Administrative Assistant – Vice President for Academics; and

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

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Wendy Walters be transferred to the position of Secretary – Arts & Sciences Division effective March 1, 2018 at an annual salary of \$28,240.11 (87 days to be pro-rated). This is a class VI position and is in accordance with the School Support Personnel bargaining agreement. This transfer resulted in no change of salary.

TRANSFER TO COUNSELOR – FINANCIAL AID

18-47

WHEREAS, the Support Personnel Bargaining Agreement allows a trial period for a transferred employee to determine if they are suited for the position; and

WHEREAS, Ms. Wendy Walters has requested to return to her previous position of Counselor – Financial Aid; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Wendy Walters be transferred to her previous position of Counselor – Financial Aid effective April 9, 2018 at an annual salary of \$28,240.11. This transfer resulted in no change of salary.

PROMOTION TO EXECUTIVE ADMINISTRATIVE ASSISTANT

18-48

WHEREAS, the position of full-time Executive Administrative Assistant will be left vacant by the resignation of Ms. Lynda Cramer; and

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

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Megan Batt be promoted to the position of full-time Executive Administrative Assistant effective April 2, 2018 at an annual salary of \$55,000 (to be pro-rated). This is a grade level V position.

PROMOTION TO PAYROLL ACCOUNTANT

18-49

WHEREAS, the position of full-time Payroll Account was left vacant by the transfer of Ms. Kristi Von Deylen; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Melissa Vine be promoted to the position of full-time Payroll Accountant effective March 1, 2018 at an annual salary of \$42,000 (to be pro-rated). This is a grade level IV position.

PROMOTION TO COUNSELOR – FINANCIAL AID

18-50

WHEREAS, the position of full-time Counselor – Financial Aid was left vacant by the transfer of Ms. Wendy Walters; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Makenzie Warncke be promoted to the position of full-time Counselor – Financial Aid effective March 1, 2018 at an annual salary of \$23,865.89 (87 days to be pro-rated). This is a class 6 position and is in accordance with the School Support Personnel bargaining agreement.

TRANSFER TO FINANCIAL RESOURCE COUNSELOR

18-51

WHEREAS, Ms. Wendy Walters requested to be transferred back to her previous position of Counselor – Financial Aid; and

WHEREAS, this resulted in bumping Ms. Makenzie Warncke from that position; and

WHEREAS, the position of Financial Resource Counselor was posted; and

WHEREAS, Ms. Makenzie Warncke applied and met the qualifications of the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Makenzie Warncke be transferred to the position of full-time Financial Resource Counselor effective April 10, 2018. This transfer resulted in no salary change.

MISCELLANEOUS EMPLOYMENT CONTRACTS

18-52

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

WHEREAS, the President recommends

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

Part-time Faculty

Mary Hunt
Steve Shelt
Sara Vicars

Graded

Employ Mr. Lowell Shaneyfelt as substitute Campus Police effective March 5, 2018 at the rate of \$15.69 per hour.

ACCEPTANCE OF GIFT TO THE COLLEGE

18-53

WHEREAS, the College is appreciative of gifts and donations received by the community; and

WHEREAS, a donation of nine red gun firearms training devices has been made to the Law Enforcement Academy; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the nine red gun firearms training devices (valued at approximately \$450) be accepted as a gift to the College.

FINANCIAL REPORT APPROVED

18-54

WHEREAS, the cumulative financial report is presented to inform the Board of Trustees of the College's financial condition as of March 31, 2018; and

WHEREAS, the President recommends its approval

NOW, THEREFORE BE IT RESOLVED, that the cumulative financial report dated March 31, 2018 be approved as presented.

INTERNATIONAL TRAVEL APPROVED

18-55

WHEREAS, advance Board of Trustee approval is necessary for professional activities that require travel outside the United States; and

WHEREAS, two nursing faculty have requested to attend the International Nursing Association for Clinical and Simulated Learning (INACSL) Conference in Toronto, Canada; and

WHEREAS, this conference will present the newest innovations in simulation, along with new strategies to integrate technology into curriculum and practice; and

WHEREAS, training is required to maintain nursing certification in simulation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Jennifer Behnfeldt and Ms. Annette Oberhaus be granted permission to travel outside the United States to attend the INACSL conference in Toronto, Canada from June 14 – 16, 2018.

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

SIGNING/BANKING AUTHORITY GRANTED

18-56

Mr. Miller moved and Dr. Hall seconded the following motion:

WHEREAS, the appointment of a new President has resulted in the need for change in signing authority for business office transactions; and

WHEREAS, the College desires to grant the President, Chief Fiscal & Administrative Officer and the Director of Finance and Business Services signing authority; and

WHEREAS, the College desires to grant the Payroll Accountant Automated Clearing House ACH processing authority; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the President, Chief Fiscal & Administrative Officer and the Director of Finance and Business Services be granted signing authority for business office transactions.

BE IT FURTHER RESOLVED, that the Payroll Account be granted processing authority for Automated Clearing House transactions.

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

**AWARDING OF ARCHITECT AND
CONSTRUCTION CONTRACTS AUTHORIZED**

18-57

Mr. Siebenmorgen moved and Mrs. Howell seconded the following motion:

WHEREAS, the awarding of the architect and construction contracts should take place prior to the June 2018 Board Meeting; and

WHEREAS, the College desires to move forward with the campus-wide access control project; and

WHEREAS, the Chief Fiscal & Administrative Officer and the President can be authorized by the Board of Trustees to accept the bids; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees authorizes the President and Chief Fiscal & Administrative Officer to accept bid and award contracts to the architect and general contractor for the campus-wide access control project.

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

EXECUTIVE SESSION

18-58

Mr. Miller moved and Mr. Siebenmorgen seconded a motion to go into executive session to review collective bargaining, discuss pending court action and to consider the compensation of a public employee.

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

ADJOURNMENT

Following executive session there was no further business to be brought before the Board and the meeting was declared adjourned.

1. APPROVAL OF CONSENT AGENDA.

1a. Minutes of the April 27, 2018 and May 12, 2018 Meetings

1b. Resignations

WHEREAS, Brenda Short, part-time Food Service worker has submitted her resignation; and

WHEREAS, Andrea Morrow, full-time Secretary – Community & Workforce Development, has submitted her resignation; and

WHEREAS, Guillermina Tijerina Iroha, full-time Clerk – Student Accounts Receivable, has submitted her resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Brenda Short, effective May 18, 2018; Andrea Morrow, effective June 14, 2018; and Guillermina Tijerina Iroha for retirement, effective July 31, 2018 be accepted as tendered.

1c. Renewal of Probationary Faculty and Non-teaching Faculty Contracts

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

WHEREAS, their supervisor recommends; and

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

NOW, THEREFORE BE IT RESOLVED, that the following persons be re-employed as per the terms and conditions indicated effective with the 2018-2019 academic year:

- a. Gloria Arps (nursing faculty), continuing, Masters, total salary \$70,076.27 (includes 40 additional days for summer 2019).
- b. Renee Bostelman (academic advisor), continuing, Bachelors, total salary \$45,214.36.
- c. Christopher Clawson (criminal justice faculty), third, one-year probationary contract, Bachelors +, total salary \$54,213.76.
- d. Amy Drees, (composition/literacy faculty), third, one-year probationary contract, ABD, total salary \$58,998.97.
- e. Nichole Gerschutz (advisor – early admit), second, one-year probationary contract, Bachelors, total salary \$45,214.36.
- f. Melanie Hicks (nursing faculty), continuing, Masters, total salary \$54,743.90.
- g. Marianna Malek (math faculty), continuing, Masters, total salary \$48,373.71.
- h. Joni Mavis (math faculty), continuing, Masters, total salary \$53,874.95.

- i. Donald Retcher (industrial technical mechanical faculty), third, one-year probationary contract, Associate Degree, total salary \$66,869.76.
- j. Michael Vanderpool, (VCT and graphic design faculty), third, one-year probationary contract, Masters, total salary \$52,137.04.

1d. Employ Full-time Education Faculty

WHEREAS, the position of full-time Education Faculty was left vacant by the retirement of Pat Hofbauer; 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 Amy Thomas receive a one-year probationary contract as full-time Education Faculty effective August 16, 2018 at an annual salary of \$51,764.22. This is in accordance with the Professional Staff Contract, Masters degree.

1e. Employ Full-time Executive Administrative Assistant

WHEREAS, the position of full-time Executive Administrative Assistant was left vacant due to the promotion of Megan Batt; and

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

WHEREAS, the Chief Fiscal & Administrative Officer, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Jennifer Farber be employed as full-time Executive Administrative Assistant effective June 4, 2018 at an annual salary of \$40,000 (to be pro-rated). This is a grade level V position.

1f. Miscellaneous Employment Contracts

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

WHEREAS, the President recommends

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

Part-time Faculty

Alexander	Eileen
Dailey	Amy

Davis	Chris
Dean	Josie
Dillon	Kieron
Frake	Ann
Holt	Melissa
Homier	Tess
Hutchison	William
Kemarly- Hopkins	Julie
Kocinski	Michael
Kuhlman	Nan
Leptak- Moreau	Jeffrey
McGhee	Durrell
Moore	Kevin
Plummer	Tom
Schwiebert	Jason
Sizemore	Brittany
Smith	Rebecca
Storrer	Jenna
Vandock	Kent
Verfaillie	Bob
Worman	Jamie
Young	Sharla
Zuvers	Larry

Full-time Faculty

Arps	Gloria
Aschemeier	Lisa
Becher	Lisa
Berres	Allen
Bowes	Tom
Carr	Tom
Clawson	Chris
Donaldson	Pam
Drees	Amy
Eichenauer	Bill
Faber	Melissa
Geer	Brad
Hartzell	Deb
Hills	Tony
Hughes	Bette
Jacobs	Michael

Kwiatkowski	Michael
Malek	Marianna
Newton	Tera
Norris	Tammi
Oberhaus	Annette
Retcher	Don
Robinson	Chris
Stapleton	Kemp
Stayner	Mindy
Tefft	Greg
VonDeylen	Barry
Zachrich	Larry
Zeller	Ann
Zettel	Wendy

Substitute

1. Employ Ms. Brenda Short as substitute Food Service effective May 21, 2018 at the rate of \$10.35 per hour.
2. Employ Mr. Evan Hilton as substitute Food Service effective May 14, 2018 at the rate of \$8.57 per hour.

1g. Title Changes

WHEREAS, the title of Secretary for the Divisions has been changed to Administrative Assistant in the Support Staff Agreement; and

WHEREAS, this necessitates a change in the titles for the grade level V assistants employed in the Executive Offices; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that titles be changed as follows:

Megan Batt – Executive Assistant

Carrie Baynes – Executive Administrative Assistant

2. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2018-2019 OPERATING BUDGET.

Moved by _____, seconded by _____.

WHEREAS, the proposed operating budget has been developed through a campus-wide process; and

WHEREAS, a committee comprised of budget managers from across the campus was convened to provide recommendations for balancing the budget; and

WHEREAS, this committee submitted those recommendations to the President's cabinet for their review and final decision; and

WHEREAS, the President's cabinet added revenue based on an additional 50 FTE (full-time equivalent) enrollment resulting from early positive results of the Title III funded advising center and the creation of an enrollment management team campus-wide initiative; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the operating budget for the 2018-2019 fiscal year be adopted.

Northwest State Community College FY 18/19 Budget PROJECTED REVENUE	FY 18/19 Budget
<u>Operating Revenue:</u>	
Ohio Board of Regents – Subsidy	\$11,058,579
Ohio Board of Regents – Capital Component	\$120,629
Tuition and Fees	\$11,934,824
Enrollment Contingency	-\$200,000
Scholarship Allowance and Tuition Offsets	-\$734,547
Income from Investments	\$50,000
Foundation	\$75,033
CTS Archbold	\$922,000
CTS Scott Park	\$350,000
Community Development	\$10,000
Miscellaneous	\$90,095
Grant Fiscal Agent	\$53,720
Finger Printing	\$40,800
Facility Rental	\$33,300
	\$23,804,433
<u>To Reserves:</u>	
Capital Component Fund Balance	-\$120,629
Student Fee Fund Balance from Student Fees	-\$128,900
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
Total Operating Revenue	\$22,954,904
From Bookstore FB to Building M & R FB	\$150,000
From Student Fee FB to Subsidy FS	\$99,151
<u>From Reserves:</u>	
From Student Fee FB to Student Activities/Facilities	\$19,595
From Student Fee FB for Parking Maintenance	\$30,000
From Student Fees FB for Counseling/Wellness	\$15,000

From Instrl Equip FB for Instrl Equipment	\$245,880
From Equip M & R FB for Equip M & R	\$107,138
From New Program FB for Agriculture	\$104,743
From Build M & R FB for Building M & R	\$257,000
From Energy Mgmt FB for Energy Projects for Renov Bldg C	\$184,757
From OBR Capital Bill/Miller Fund/Capital Component for Welding/Access	\$1,998,343
From RAPIDS Grant	\$160,913
TOTAL PROJECTED REVENUE	\$26,078,273

PROJECTED EXPENSE

Operating Expense:

Instruction	\$15,517,451
Public Service	\$27,144
Academic Support	\$683,100
Scholarship Allowances	\$0
Student Services	\$1,762,489
Institutional Support	\$4,282,586
Plant Operations and Maintenance	\$3,805,504
TOTAL PROJECTED EXPENSE	\$26,078,273
PROJECTED SURPLUS / (DEFICIT)	\$0

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

3. CONSIDERATION OF A RESOLUTION TO ADOPT TEXTBOOK SELECTION POLICY

Moved by _____, seconded by _____.

WHEREAS, HB 49 as enacted in Ohio Revised Code 3345.025 requires each board of trustees to: *adopt a textbook selection policy for faculty to follow in selecting and assigning textbooks and other instructional materials*; and

WHEREAS, the College formed a committee to develop the policy; and

WHEREAS, the proposed policy has been approved through the governance councils; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the following textbook selection policy be adopted effective upon approval by the Board of Trustees.

Textbooks and other instructional materials are selected by the lead faculty member responsible for the course. Faculty members are responsible for selecting the textbooks and instructional materials and providing timely, accurate

information to the Bookstore through their Division Dean's Office. Division Deans will facilitate and ensure faculty and departments comply with this textbook selection policy.

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

4. **CONSIDERATION OF A RESOLUTION TO APPROVE THE NORTHWEST STATE COMMUNITY COLLEGE 2018-2020 COMPLETION PLAN**

Moved by _____, seconded by _____.

WHEREAS, the 2018-2020 Northwest State Community College Completion Plan Report has been completed; and

WHEREAS, the Report and Plan are due to the Ohio Department of Higher Education by June 30, 2018 and must be approved by the Board of Trustees; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2018-2020 Completion Plan Report for Northwest State Community College be approved by the Board of Trustees effective June 22, 2018 (begins on page 40).

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

5. **CONSIDERATION OF A RESOLUTION TO APPOINT PRESIDENT'S DESIGNEE AS SECRETARY OF THE BOARD.**

Moved by _____, seconded by _____.

WHEREAS, the Policy 3358:14-1-05 (C3) states that the secretary to the Board of Trustees may be a member of the Board or the President of the college or his designee; and

WHEREAS, Mrs. Lynda Cramer is currently the designated secretary to the Board of Trustees; and

WHEREAS, Mrs. Megan Batt will assume this responsibility upon Mrs. Cramer's retirement effective July 1, 2018; and

WHEREAS, this work is included in her 40 hour per week schedule; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mrs. Megan Batt be officially designated as secretary to the Board of Trustees effective July 1, 2018.

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

**Vice President for Academics
Report to the Board of Trustees
June 2018**

Arts & Sciences

The Arts & Sciences Division developed a *co-requisite remediation* writing course based on the **Accelerated Learning Program (ALP)** Model developed and implemented by **Dr. Peter Adams** of the Community College of Baltimore County. NSCC was privileged to host Dr. Adams for a two-day workshop on May 14 -15. NSCC faculty as well as faculty attended the event from our Regional Compact institutions, including Owens, Rhodes and Terra. Topics included: Active learning in an integrated reading and writing classroom; Backward design curriculum development; Addressing non-cognitive issues; Improving students' ability to edit their own writing, and Aligning the syllabi for development and the comp classes.

Allied Health, Business & Public Services

The Law Enforcement Academy will be graduating 10 cadets on Wednesday, June 20. Eleven students qualified to take the Ohio Peace Officer Training Commission (OPOTC) exam and 10 passed on their first attempt. Thus, the 2018 **first-time pass rate is 91%** and NSCC overall pass rate for the OPOTC exam, since 2010, is 98%.



Students in the Office Administrative Services programs and other programs taking our Microsoft Office courses can now obtain **MOS Certification for Excel**. The first cohort of test takers had a pass rate of 100%. Plans are to expand certification to include Word, Power Point, and Access. The certification has been a request of our industry partners who employ our graduates.



Our Medical Assisting students take the Certified Medical Assistant (CMA) exam in order to be credentialed through the Certifying Board of the American Association of Medical Assistants (AAMA). I pleased to report that graduates taking the exam during the 2017 calendar year had a **first-time pass rate of 100%**.

The Medical Assisting and Phlebotomy student recognition ceremony was held on May 2, 2018. Ten graduates were recognized for successfully completing their program.

Recognized from the Fulton County were, from left: MaKayla Phillips (Fayette), McKenzie Yoder (Archbold), Emily Santos (Archbold).

University of Toledo signed **2+2 transfer articulation agreements** the following associate degree to baccalaureate degree programs: Criminal Justice, Human Services to Social Work and Medical Assisting to Health Care Administration. An articulation agreement is in the process of final approval for the Paralegal program. UT hopes to videoconference their courses to NSCC in order for students to obtain their bachelor's degree.

Nursing

Subsequent to our recent site visit, the Evaluation Review Panel (ERP) for the Accreditation Commission for Education in Nursing (ACEN) voted unanimously to recommend to the ACEN Board of Commissioners **continuing accreditation** for our Associate Degree Program. The Board of Commissioners will be meeting later this summer to vote on the recommendation and we will receive the official findings in early Fall.

The Nursing Program held an **Induction & Graduation Tea** on May 9. Thirty-nine graduates of the registered nursing program were recognized and are now eligible to take the National Council Licensure Exam (NCLEX). Also at the ceremony, twelve students were inducted into the Alpha Delta Nu Nursing Honor Society, which requires a 3.0 grade point average and a B in all nursing courses.

Eleven members of **Alpha Delta Nu** Honor Society participated in a special project with the Marketing Department of NSCC. These nursing students volunteered their time for a photo shoot that included video and still photography for promotional ads and materials to be used for student recruitment.



Science, Technology, Engineering Tech, & Math (STEM)

The **EV Motorsports** team headed to Indianapolis on May 14 for the annual competition. After passing all their technical and safety inspections, they were looking forward to the time trials and an opportunity for victory. Unfortunately, the team experienced controller issues and were unable to troubleshoot in time for competition. Not to worry—they will be ready next year!



Dr. Dan Burklo has traveled to Ft. Leonard Wood, MO at the request of Jared Shank, Director of Military and Apprenticeship Initiatives, Ohio Department of Higher Education. Dan is attending the “Recruiting Battalion Educators Tour – U.S. Army” from June 11-14, to assist with determining **Military Transfer Assurance Guides** (MTAGs) in the Engineering Technology area.



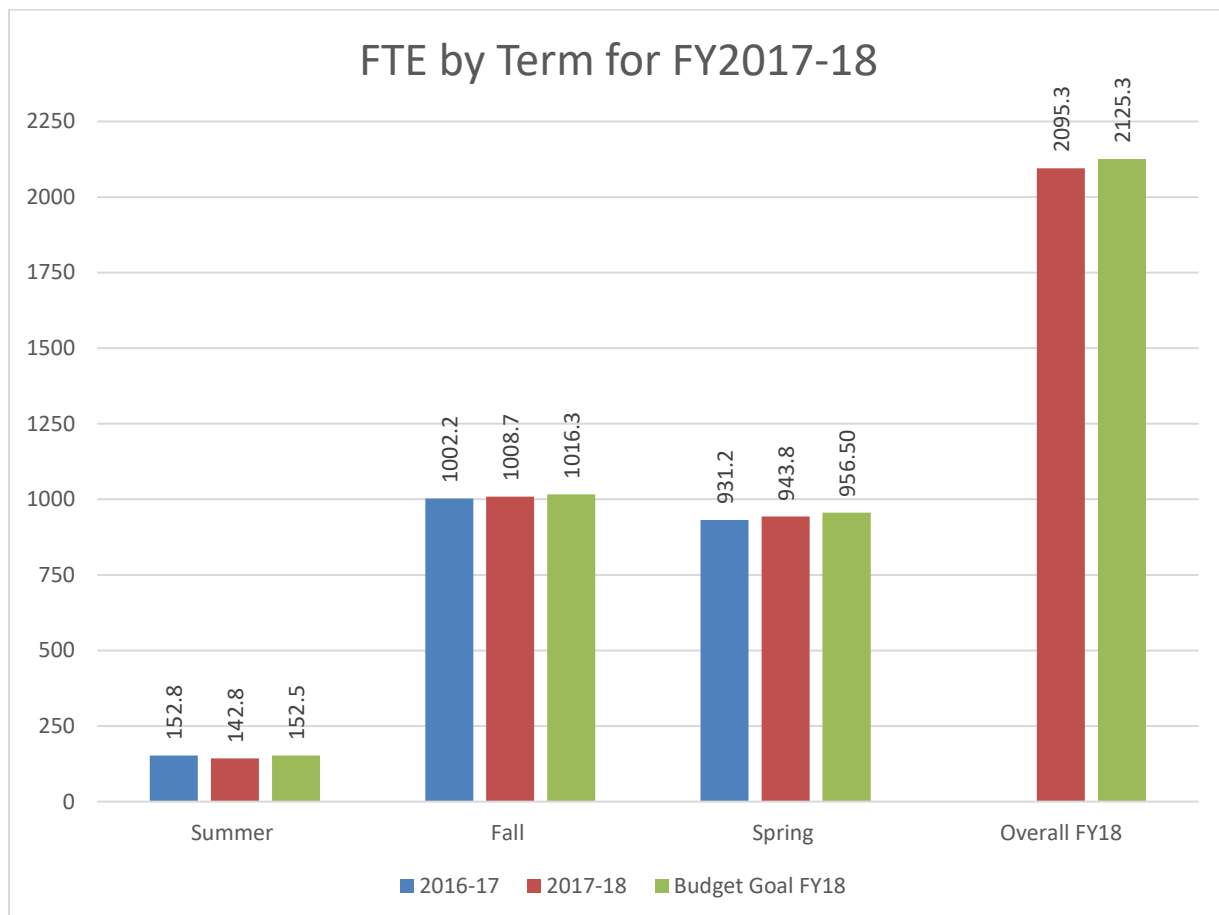
NORTHWEST STATE COMMUNITY COLLEGE
VICE PRESIDENT FOR INSTITUTIONAL EFFECTIVENESS & STUDENT SUCCESS
INFORMATION ITEMS FOR BOARD OF TRUSTEES

June 13, 2018

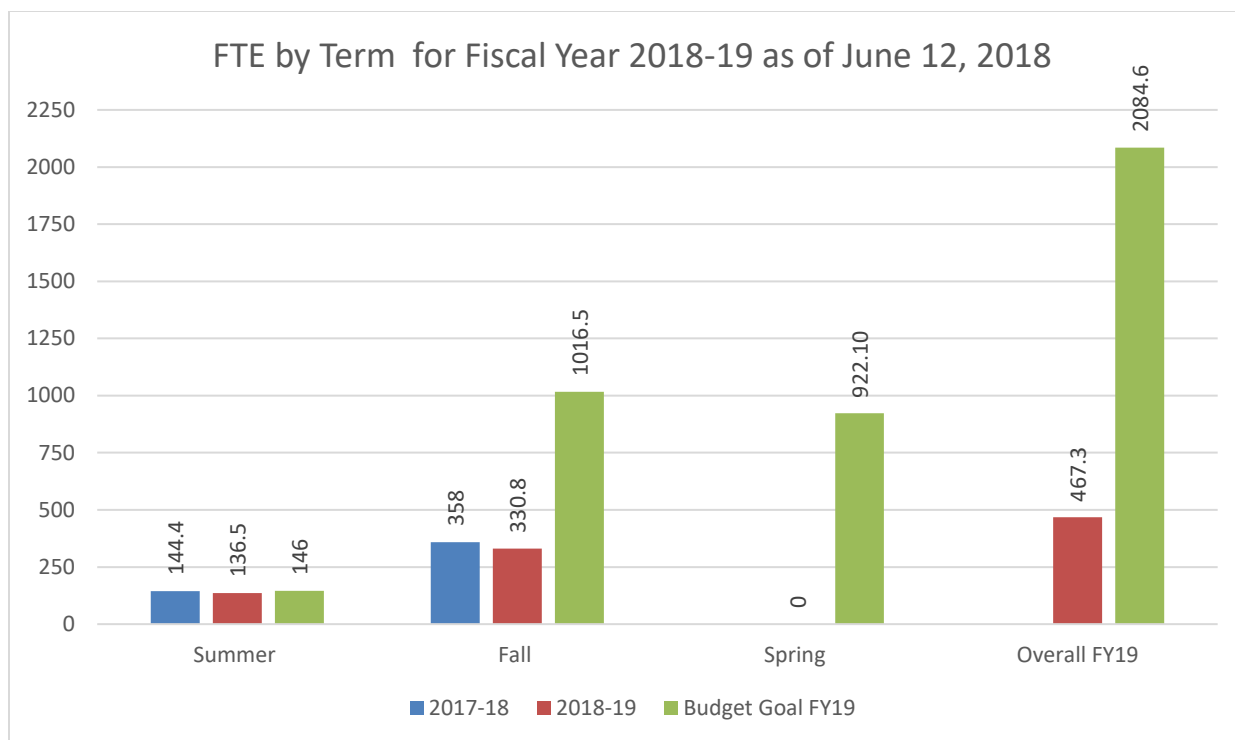
Submitted by: Cindy Krueger

Enrollment Update:

Spring 2018 ended with a slight increase in FTE compared to spring 2017. The overall FTE for 2017-2018 ended at 98.6% of goal. The following chart compares the FTE by term to the prior year and the budget goal for fiscal year 2018.



Admissions and the Advising Center are actively recruiting and registering students for fall semester. Since the last report, enrollment projections were increased based on the proposed FY19 budget. Summer CCP enrollment is up 7% over last year. Agency enrollments are still being entered for summer term. The following chart compares the FTE by term to the prior year and the budget goal for fiscal year 2019.



SUCCESS CENTER – Jason Rickenberg

Spring semester, Accessibility Services worked with 56 students taking 166 classes. Forty-four of 56 students (79%) passed their classes. The students receiving services successfully completed 143 of 166 classes (86%).

We are wishing a farewell to Dave Donaldson for his years of service to the college as our Accessibility Services Coordinator at the end of June. Dave has worked part-time in the accessibility office and served as a tutor in the success center. Accessibility services will be moving to the Advising Center with Cassie Rickenberg as the main contact person beginning July 1, 2018.

GRANTS – Ashley Pere

LISC Accenture Grant (\$50,000)

NSCC was awarded a 1-year grant from the Local Initiatives Support Corporation (LISC) to implement the Accenture Learning Exchange Digital Literacy Bridge program at the Scott Park Campus in Toledo. This program will allow people in the community who need assistance to increase their employability by learning essential skills in Digital Literacy. Participants will also have the option to proceed from the Digital Literacy platform into the IT Customer Support learning module. These programs can also serve as a gateway to the IT Specialist short-term certificate program offered at the Scott Park Campus. Following the award notification, project director Tami Norris has been in discussion with our partners at the Cherry Street Mission charity to offer this training program at the Life Revitalization Center, located in downtown Toledo. This program is planned to begin in July of 2018.

Grants Submitted (waiting for decisions)

- Ohio Farm Bureau Foundation – Youth Pathways to Careers in Agriculture Grant (Submitted 4/12/2018, request: \$19,073 – total project cost \$25,763, NSCC match \$6690)

The purpose of this grant is to improve and initiate pathways for the youth to pursue careers in the agricultural field. The project that we have proposed, entitled “Inspiring Future Agricultural Professionals of Northwest Ohio,” consists of 3 phases including high school presentations (28 confirmed participant high schools), industry site visits (14 confirmed participating industry partners), and a public ‘Ag Day at NSCC’ event. The project will kick off with 1-hour presentations in each of the high schools throughout the six-county service area. The presentations will provide information about the diversity of career options in the Ag sector and NSCC agricultural studies programs. During the presentations, we will also accept student applications for the ‘Ag Experience Days.’ Approximately 2-3 months after the school presentations, we will randomly select 60 high school students (10 students per county, at least 1 student from each participating school) to spend one day visiting two area agricultural industries. After students complete the ‘Ag Experience Days,’ they will work together to create presentations about their experiences to showcase at the culminating ‘Ag Day at NSCC’ event. During this final event, in addition to the student presentations, local agricultural businesses and organizations will set up informational booths. Special areas will focus on the achievements of Women in Ag and Ag Entrepreneurship, as well as a children's activity station. The anticipated award date for this grant is June 30, 2018.

- ODHE Regionally Aligned Priorities in Delivering Skills RAPIDS 3.0 (\$975,000)
This program, provided by the Ohio Department of Higher Education, will continue our work with the NORTH (Northwest Ohio Regional Training Hub) consortium of educational partners (previously awarded RAPIDS 1 and 2) to address gaps in workforce preparation through the investment in additive manufacturing (3D printing), robotics, and cybersecurity equipment. NSCC has requested \$119,426 from the total grant award to purchase five new 3D printers (one industrial capacity, two medium capacity, and 2 introductory level desktop printers) for the engineering division. The NORTH group includes: The University of Toledo, Bowling Green State University, Northwest State Community College, Rhodes State College, Owens Community College, Terra State Community College, Ohio Northern University, Tiffin University, Vantage Career Center, and Penta Career Center. The equipment obtained for all institutions will be shared and easily accessible to all NORTH partners.

Title III Grant Update

Terry King and Cindy Krueger attended the Association of Institutional Research annual conference in Orlando, Florida May 28 – June 1, 2018. A variety of sessions were offered on data gathering and reporting. Attendance at this conference is one of the strategies identified in our Title III grant.



Recruitment

--Geo-Fencing all area high schools for a 30-day period (to include prom and graduation) for student recruitment, using this creative:

--Geo-Fencing homes for all "applied but not registered" students (approx. 1900 names, from summer 2018 to spring 2018), using this and other ads:

--Setting up June radio interviews throughout the area to promote fall registration, placing emphasis on our advising center, and a message of encouragement for returning students to complete their programs.

--Also continuing to update our program web pages to get away from the static .pdf program sheets, and move towards all text-based (searchable) pages with video overviews -- a key element of a campus virtual tour, which is on the strategic plan.



Learning Power is Earning Power

Register **NOW** for summer and fall classes.

 Northwest State
Community College 419.267.1320

Retention

--Contacted active students who have not yet graduated over past 24 months (approx. 2000 students) to do an email and postcard/direct mail campaign to encourage their return, using the 6/28 Express Advising & Registration event as the catalyst. Here is the artwork:



Chief Fiscal and Administrative Officer

June, 2018

Submitted by: Kathy Soards

- A balanced FY 18/19 operating budget is being brought to the Board of Trustee meeting for approval. The budget committee made recommendations of areas to consider containing expenses and the cabinet utilized those recommendations, along with the decision to add 50 full-time equivalent (FTE) enrollment to revenue. This additional enrollment revenue was added based on the evidenced early positive results of the Title III funded advising center and creation of an enrollment management team initiative to promote campus-wide involvement in the enrollment processes.

Facilities

- **Welding/Machine Shop Renovation Capital Project**
 - Project is on schedule.
 - Current project status includes:
 - Machine shop epoxy floors are curing with machines scheduled for move in during the week of 6/18.
 - All construction trades for the project engaged in interior renovations.
 - Approval underway for longest lead-time component for the project is metal exterior panels for the connecting link between Building B and Building E.



- **Access Control Capital Project**
 - During the week of June 4, 2018, Dynamix, the Architect hired for this project was on campus gathering actual conditions and will provide a project scope and options by Friday, June 15, 2018.
- **Training:**
 - Tim Nelson and Kevin Gerken attended the annual Construction Litigation Forum training in Columbus.

Financial Aid

- Makenzie Warncke, the college's new financial aid resource counselor has identified external resources within each county of our service area for students encountering financial hardship. Identified resources include utilities, food, and housing and transportation assistance. Information sheets to be shared with students are being developed that will list these types of resources within each county.
- Additionally, newly admitted students will be sent estimated cost of attendance information sheets for their declared major(s), which will include financial options available to them to assist with paying for the tuition, fees, books and supplies needed for their program.

Police

- Campus Emergency Preparedness Training (Spring 2018):
 - Campus wide tornado drills utilizing the new PA system and floor captains to ensure spaces were properly cleared.
 - Campus wide training on protocols for medical emergencies and severe weather warnings during all campus meetings.
 - Floor captain training on proper use of two-way radios along with the Evacu-trac stair navigation system.
 - Floor captain and administrators tabletop exercise on Active Shooter awareness and preparedness.
- Upcoming training
 - Campus wide semester fire drill.
 - Active shooter / violence practice exercise.

June 2018 Board Information from CTS

General Mills Video Conferencing Training: 14 technical courses and 37 computer application courses ran in April - May 2018. This included an off-hours course for a facility in Shanghai.

Custom Training Solutions:

1. Archbold Campus

- a. CTS held eight Open Enrollment classes and six contract training classes in April-May 2018. Companies included: Parker Hannifin, Hale Performance Coatings, Matsu, Tru-Fast, Chase Brass & Copper, Alex Products, Dynegy, Sauder Manufacturing and HE Orr Co. Open Enrollment topics included: Microsoft Office, Supervision & Presentation Skills, PLC classes, Variable Frequency Drives Maintenance, Lean Basics & Green Belt Certification and Electrical Troubleshooting Basics.
- b. Offsite credit apprenticeship classes completed by CTS include: LaFarge, Winzeler Stamping, Worthington Industries, and Therma Tru. These classes are the equivalent of 50 students taking one 3 credit hour course outside of the Archbold campus.
- c. CTS is completing the spring Open Enrollment classes and will begin to plan the fall schedule. Additional course offerings for Transportation Compliance, Welding Short Topics course, Electrical Basics, Electrical Contractor and Plumbing Contractor CE classes, Boiler & Steam Basics and Autonomous Maintenance courses are planned.

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

- a. Conducted open enrollment and contract training for Gross Electric, HFMA, Kellogg Community College (Battle Creek, MI), JATC (Hamilton, OH), and Promedica. Training topics included: Microsoft Excel, Interviewing Skills, Microsoft Outlook, Microsoft Project, and Safety.
- b. Four (4) students enrolled in online classes in April, eight (8) students in May (6 were from Paulding Schools registering for a Child Development training program).
- c. A new Call Center cohort began 4/23/18 at Cherry Street Mission.
- d. Began offering classes at the Fostoria Learning Center. The Learning Center has partnered with various educational institutions in northwest Ohio to offer classes to the communities of Fostoria, Findlay and Fremont. Northwest State will be offering computer training. In April/May we ran 2 Excel Basics and 1 Excel Level 2 class. Companies attending included: Callies, NSI Crankshaft, Roppe and Seneca Millwork.

Community Outreach/Company Visits:

1. Archbold Campus

- a. Jim Drewes and Tori Wolf made site visits to the following clients in January: Alex Products, Allied Moulded Products, Edgerton Forge, ZF/TRW, Old Castle, Campbell Soup Co, Tenneco, Defiance Metal Products, B&B Molded Products, JM Defiance, FWT, Tooling Connection, CTI West Unity and Chase Brass & Copper Co.
- b. CTS led efforts to setup apprentice programs at Silgan Containers (Napoleon) and Altenloh Brinck CO/Tru Fast (Bryan). Both of these clients will begin to develop their talent pipeline with incumbent training programs.
- c. CTS has met with the following clients/schools to assist with Public/Private Training Partnerships. The programs consist of high schools/clients and training from NSCC using the College Credit Plus (CCP) program. Bryan City Schools with a consortium of Bryan manufacturing clients, Napoleon Areas Schools and Business classes to support their DECA program and FWT Hicksville with local schools to recruit possible students/employees.

2. AMTC

- a. Participated in a showcase for community partners at Cherry Street Mission on 4/9, job fairs at Bethlehem Church 5/19 and Springfield High School on 5/10.
- b. Attended a diversity workshop hosted by Edward Jones on 4/11.
- c. Hosted a robotics demonstration for a local Webelos den.
- d. Meetings with Block Communications, Cherry Street Missions, Cleveland Cliffs, Express Transmission, General Mills, Goodwill, OARNet, Surface Combustion, Toledo Public Schools and YMCA.
- e. Received a grant from NSA to host a GenCyber camp for Toledo Public Schools teachers in June. Topics will include CyberSecurity, Networking, Mobile Apps, Programming with Raspberry Pi and Online Safety.
- f. Working with Pathways, a local social services agency to provide short-term training for clients in need of employment funded by a State of Ohio employment grant
- g. Working with LMHA to provide digital Literacy classes at their locations
- h. Cherry Street Mission - will be providing Digital Literacy Training at the Life Revitalization Center starting in July
- i. First Solar with Jim Drewes discussing classes for employees in the skilled maintenance arena.
- j. Discussions with Pete Pritchard regarding MSSC Certified Production Technician eligibility for Adult Diploma program - possibly funded by CCMEP grant

Manufacturing Extension Partnership/Advanced Mfg Consortium/Ohio Lean Consortium

1. Serving on committee with Defiance County ED to hold a STEM camp in July for Defiance County Youth ages 11-14.
2. Working with Henry County CIC to develop a bridge program to get HS students

internships with local manufacturing. This program has an official name - ACE (Advanced Career Experience). The team consists of Henry County CIC, Napoleon Area Schools and NSCC.

3. Continuing to meet with 5-county ED offices for MFG Day 2018. The planned day is October 12, looking at a completely new format! Very exciting.
4. Working on getting contacts at companies with government contracts for DFARS.
5. OLC - scheduled Morning Lean Coffee Sessions short topics, Client kaizen presentations from Worthington Industries and F&M Bank & BenchMark Tours Rockwell Automation in Cleveland and Airstream Jackson Center Ohio.

JFS Initiative

Pete Prichard and Andrea Morrow continue to introduce the JFS CCMEP program delivered through Northwest State Community College. The program is supported by the following counties: Defiance, Henry, Defiance, Paulding, Wood, and Auglaize.

The team has been reaching out to area education providers to inform them of the program and emphasize the need to work together to meet employer needs through the CCMEP program. Penta Career Center is fully engaged. Other area educators have met at a recent conference in Findlay in mid-May. As education and training is required for skilled positions, we plan to access the best, most available resources available to the counties to ensure quality trained individuals in a timely manner.

June 2018 Board Information from IT

New and Ongoing Projects:

IT Help Desk Incidents/Service Requests: For the month of May there were 124 incidents opened and 122 resolved. There were also 53 service requests placed and 45 completed.

PA System: The system is complete and functional. Currently working to implement pre-recorded messages and quick alert buttons. This will be removed from the list on the next report.

Mobile App: A beta application is in testing. Google Play account has been set up, awaiting legal agreement review to complete Apple Store set up.

Nursing Computer Lab Relocation: The nursing computer lab was relocated to A217.

Access Control Project: Architect was on site May 30th and 31st. We reviewed and documented all proposed doors on campus.

Surveillance: A new 180 degree camera has been deployed to E building for external coverage replacing 4 others and another has been deployed to cover the South drive and state route 34.

Internal Digital Signage: Open source software packages are being reviewed.

E-Building Renovation: New equipment is being ordered and staged in preparation for the new CAD & Math labs, along with all new classroom technology.

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

Business Analytics (Data Cube): No activity this period.

Texting Solution: No activity this period.

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

June 2018

Submitted by: Katy McKelvey

UNION:

Recruiting:

We have filled the following roles:

- Nursing Lab Coordinator
- Division Secretary – Arts & Sciences
- Administrative Assistant – CFAO & VP for Innovation

We are recruiting for the following roles:

- Administrative Assistant – CTS
- Student Accounts Receivable Clerk
- Administrator – Network System Technology (on hold)
- Division Secretary – AMTC – replace with Enrollment Advocate(on hold)
- Accounts Payable Clerk
- Financial Aid Assistant
- Faculty – Nursing
- Clinical Teaching Assistant
- Dean - Nursing
- Custodian (sub)

HIGHLIGHTS:

The support staff contract bargaining teams were excited and pleased that we were able to reach a tentative agreement and that the contract was ratified on May 12, 2018. Human Resources met with supervisors to explain the contractual changes that will be effective July 1, 2018.

Recruiting continues to be a priority and a significant effort for the human resources staff. The Dean of Nursing position is challenging due to the very narrow requirements set by ACEN and the Ohio Board of Nursing. We are advertising in a wide range of publications and on-line recruiting sites.

Northwest State Community College
Statement of Net Assets
May 31, 2018

Assets

Current Funds:

General Fund:

Cash & Investments	\$8,566,748
Accounts Receivable	\$4,459,703
Prepaid Expense	\$0
Inventory	\$0
Deferred Outflows of Resource	\$6,276,245

Total General Fund	<u>\$19,302,696</u>
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Auxiliary Enterprises:

Cash	-\$314,277
Accounts Receivable	\$127,331
Inventories	\$427,711

Total Auxiliary Enterprises	<u>\$240,765</u>
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Restricted Funds:

Cash	\$324,563
Accounts Receivable	\$0

Total Restricted Funds	<u>\$324,563</u>
------------------------	------------------

Total Current Funds	<u>\$19,868,024</u>
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Plant Funds:

Unexpended Plant Funds:

Cash	\$37,822
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Total Unexpended Plant Funds	<u>\$37,822</u>
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Investment In Plant:

Land	\$176,657
Construction in Progress	\$441,840
Buildings	\$32,332,109
Accumulated Depr.	-\$16,409,901
Parking Lots	\$1,944,552
Accumulated Depr.	-\$1,419,774
Water Tower	\$499,810
Accumulated Depr.	-\$463,531
Movable Equipment	\$5,207,627
Accumulated Depr.	-\$3,778,214
Library Books	\$537,427
Motor Vehicles	\$209,427
Accumulated Depr.	-\$188,174
Art / Collections	\$1,103,765

Total Investment In Plant	<u>\$20,193,619</u>
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Total Plant Funds	<u>\$20,231,441</u>
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Agency Funds:

Cash	\$39,783
------	----------

Total Agency Funds	<u>\$39,783</u>
---------------------------	------------------------

Liabilities & Fund Balance

Current Funds:

General Fund:

Accounts Payable	\$192,280.00
Accrued Liabilities	\$1,370,614
Deferred Inflows & Net Pension Liabili	\$28,727,565
Fund Balance:	
Unallocated	\$4,690,490
Allocated	-\$15,678,253

Total General Fund	<u>\$19,302,696</u>
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Auxiliary Enterprises:

Accounts Payable	\$8,644
Accrued Liabilities	\$24,852
Due To General Fund	\$0
Fund Balance	\$207,269

Total Aux. Enterprises	<u>\$240,765</u>
------------------------	------------------

Restricted Funds:

Accrued Liabilities	\$15,027
Fund Balance	\$309,536

Total Restricted Funds	<u>\$324,563</u>
------------------------	------------------

Total Current Funds	<u>\$19,868,024</u>
----------------------------	----------------------------

Plant Funds:

Unexpended Plant Funds:

Fund Balance	\$37,822
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Total Unex-Plant Funds	<u>\$37,822</u>
------------------------	-----------------

Investment In Plant:

Net Investment In Plant	<u>\$20,193,619</u>
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Total Plant Funds	<u>\$20,231,441</u>
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Fund Held in Custody

Total Agency Funds	<u>\$39,783</u>
---------------------------	------------------------

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

	Total Annual Budget	Actual To Date	Per Cent Received
Operating Revenue:			
Ohio Board of Regents - Subsidy	\$10,825,284	\$9,915,611	91.60%
Ohio Board of Regents -Capital Component	\$203,927	\$203,927	100.00%
Tuition & Fees	\$10,987,887	\$11,494,938	104.61%
Enrollment Contingency	\$0	\$0	0.00%
Scholarship Allowance and Tuition Offsets	-\$930,181	-\$297,732	32.01%
Income from Investments	\$50,000	\$82,956	165.91%
Foundation	\$114,595	\$0	0.00%
CTS Archbold	\$567,000	\$311,470	54.93%
CTS Scott Park	\$774,125	\$712,546	92.05%
Community Development	\$25,000	\$0	0.00%
Miscellaneous Income	\$103,113	\$78,439	76.07%
Grant Fiscal Agent	\$70,000	\$34,920	49.89%
Finger Printing & Facility Rental	\$71,300	\$57,561	80.73%
To Reserves:			
Capital Component Fund Balance	-\$203,927	\$0	0.00%
Student Fee Fund Balance from Student Fees	-\$156,600	\$0	0.00%
Instructional Equipment Fund Balance from Lab Fees	-\$150,000	\$0	0.00%
Building M & R from Subsidy	-\$150,000	\$0	0.00%
To Unallocated FB	-\$87,572	\$0	0.00%
To Foodservice FB from Student Fees	-\$50,000	\$0	0.00%
Total Operating Revenue	\$22,063,951	\$22,594,636	102.41%
From Bookstore FB to Building M & R FB	\$160,206	\$0	
From Reserves:			
From Student Fee FB for Student Activities/Facilit	\$23,595	\$0	0.00%
From Student Fee FB for Parking Lot Maint & Repair	\$35,000	\$0	0.00%
From Student Fee FB for Counsel/Wellness	\$15,000	\$0	0.00%
From Instructional Equip FB for Instrl Equip	\$100,000	\$0	0.00%
From Equip M & R FB for Equipment M & R	\$73,500	\$0	0.00%
From New Program FB for Agriculture/Cybersecurity	\$123,730	\$0	0.00%
From Build M & R FB for Building M & R	\$299,547	\$0	0.00%
From Energy Mgmt FB for Energy Proj Bldg Reno	\$184,757	\$0	0.00%
From OBR Capital Bill for Renovation of Bldg C	\$2,500,000	\$0	0.00%
From Grant Match for Grant Matching Needs	\$75,627	\$0	0.00%
Total Revenue	\$25,544,708	\$22,594,636	88.45%
Operating Expense:			
Instruction	\$14,319,751	\$11,850,570	82.76%
Public Service	\$30,223	\$18,992	62.84%
Academic Support	\$686,445	\$656,705	95.67%
Scholarship Allowance	\$0	\$0	0.00%
Student Services	\$1,578,642	\$1,120,764	71.00%
Institutional Support	\$4,565,410	\$3,303,833	72.37%
Plant Operations and Maintenance	\$4,364,237	\$1,103,809	25.29%
Total Expense	\$25,544,708	\$18,054,673	70.68%
Net Increase/Decrease in Net Assets	\$0	\$4,539,962	

Food Services

2017-2018

	Rev.	Exp.	Net	YTD
July	\$8,205	\$13,536	-\$5,331	-\$5,331
Aug	\$14,067	\$20,232	-\$6,166	-\$11,496
Sept	\$22,033	\$26,458	-\$4,425	-\$15,922
Oct	\$25,934	\$31,533	-\$5,599	-\$21,521
Nov	\$24,041	\$30,215	-\$6,174	-\$27,695
Dec	\$14,361	\$19,889	-\$5,529	-\$33,223
Jan	\$13,628	\$22,105	-\$8,477	-\$41,701
Feb	\$19,644	\$31,297	-\$11,654	-\$53,355
March	\$21,955	\$27,100	-\$5,145	-\$58,499
April	\$35,378	\$36,224	-\$846	-\$59,345
May	\$18,284	\$25,978	-\$7,695	-\$67,039
June			\$0	-\$67,039
Subsidy	\$45,833		\$45,833	-\$21,206
Totals	\$263,362.34	\$284,568.42	-\$21,206	

* budgeted to subsidize foodservice with \$50000
from student fees

2016-2017

	Rev.	Exp.	Net	YTD
July	\$9,933	\$17,519	-\$7,586	-\$7,586
Aug	\$7,447	\$21,910	-\$14,463	-\$22,049
Sept	\$18,775	\$33,491	-\$14,715	-\$36,764
Oct	\$20,879	\$35,596	-\$14,717	-\$51,482
Nov	\$37,034	\$33,517	\$3,518	-\$47,964
Dec	\$15,131	\$21,605	-\$6,474	-\$54,438
Jan	\$38,830	\$37,496	\$1,334	-\$53,105
Feb	\$25,239	\$25,739	-\$499	-\$53,604
March	\$25,395	\$30,821	-\$5,426	-\$59,030
April	\$35,611	\$35,251	\$361	-\$58,669
May	\$14,822	\$24,991	-\$10,169	-\$68,838
June	\$9,212	\$12,835	-\$3,623	-\$72,461
Subsidy	\$50,000		\$50,000	-\$22,461
Totals	\$308,308.51	\$330,769.33	-\$22,461	

2015-2016

	Rev.	Exp.	Net	YTD
July	\$16,437	\$20,986	-\$4,549	-\$4,549
Aug	\$21,957	\$26,221	-\$4,264	-\$8,813
Sept	\$40,316	\$43,097	-\$2,781	-\$11,594
Oct	\$41,757	\$39,329	\$2,428	-\$9,166
Nov	\$32,463	\$37,868	-\$5,404	-\$14,570
Dec	\$14,414	\$18,205	-\$3,791	-\$18,361
Jan	\$24,509	\$26,610	-\$2,101	-\$20,462
Feb	\$34,974	\$45,829	-\$10,855	-\$31,317
March	\$28,414	\$32,702	-\$4,288	-\$35,605
April	\$42,658	\$41,645	\$1,013	-\$34,592
May	\$17,117	\$17,745	-\$628	-\$35,220
June	\$16,707	\$36,080	-\$19,374	-\$54,594
Subsidy	\$30,000		\$30,000	-\$24,594
Totals	\$361,723	\$386,316	-\$24,594	

* budgeted to subsidize foodservice with \$30000
from student fees

2014-2015

	Rev.	Exp.	Net	YTD
July	\$14,600	\$16,460	-\$1,860	-\$1,860
Aug	\$19,552	\$29,105	-\$9,553	-\$11,413
Sept	\$46,103	\$52,500	-\$6,397	-\$17,810
Oct	\$42,817	\$34,222	\$8,595	-\$9,215
Nov	\$31,583	\$36,077	-\$4,494	-\$13,710
Dec	\$17,741	\$21,535	-\$3,794	-\$17,503
Jan	\$26,605	\$29,055	-\$2,450	-\$19,954
Feb	\$34,802	\$42,930	-\$8,128	-\$28,082
March	\$34,866	\$38,376	-\$3,510	-\$31,592
April	\$45,556	\$43,784	\$1,772	-\$29,820
May	\$15,939	\$25,155	-\$9,216	-\$39,036
June	\$21,840	\$25,546	-\$3,706	-\$42,742
Subsidy	\$30,000		\$30,000	-\$12,742
Totals	\$382,003.65	\$394,745.62	-\$12,742	

* budgeted to subsidize foodservice with \$30000
from student fees

Bookstore

2017-2018

	Rev.	Exp.	Net	YTD
July	\$30,064	\$38,833	-\$8,769	-\$8,769
Aug	\$605,696	\$496,352	\$109,345	\$100,575
Sept	\$38,339	\$60,669	-\$22,330	\$78,246
Oct	\$24,302	\$38,397	-\$14,096	\$64,150
Nov	\$11,107	\$25,792	-\$14,685	\$49,465
Dec	\$43,238	\$59,707	-\$16,469	\$32,996
Jan	\$443,900	\$361,777	\$82,123	\$115,119
Feb	\$14,961	\$37,415	-\$22,454	\$92,665
March	\$25,410	\$38,610	-\$13,200	\$79,465
April	\$12,750	\$26,543	-\$13,794	\$65,671
May	\$71,100	\$73,378	-\$2,278	\$63,393
June			\$0	\$63,393
Totals	\$1,320,867.15	\$1,257,474.28	\$63,393	

2016-2017

	Rev.	Exp.	Net	YTD
July	\$63,323	\$58,772	\$4,550	\$4,550
Aug	\$670,763	\$541,288	\$129,475	\$134,025
Sept	\$45,163	\$80,203	-\$35,039	\$98,986
Oct	\$20,138	\$31,256	-\$11,118	\$87,868
Nov	\$33,935	\$30,932	\$3,003	\$90,871
Dec	\$79,613	\$78,088	\$1,525	\$92,396
Jan	\$405,700	\$365,970	\$39,730	\$132,126
Feb	\$17,555	\$33,908	-\$16,353	\$115,773
March	\$21,945	\$31,773	-\$9,828	\$105,945
April	\$9,279	\$23,974	-\$14,695	\$91,250
May	\$74,728	\$76,638	-\$1,911	\$89,340
June	\$44,643	\$52,264	-\$7,621	\$81,719
Totals	\$1,486,783.26	\$1,405,064.67	\$81,719	

2015-2016

	Rev.	Exp.	Net	YTD
July	\$101,531	\$93,869	\$7,661	\$7,661
Aug	\$685,607	\$550,780	\$134,827	\$142,488
Sept	\$46,164	\$92,030	-\$45,866	\$96,622
Oct	\$50,143	\$58,049	-\$7,906	\$88,716
Nov	\$47,277	\$62,684	-\$15,407	\$73,309
Dec	\$164,248	\$133,781	\$30,467	\$103,776
Jan	\$419,644	\$346,077	\$73,567	\$177,343
Feb	\$37,081	\$44,737	-\$7,655	\$169,688
March	\$16,385	\$38,771	-\$22,386	\$147,302
April	\$13,934	\$28,304	-\$14,370	\$132,931
May	\$62,187	\$70,139	-\$7,952	\$124,980
June	\$52,552	\$63,388	-\$10,836	\$114,144
Totals	\$1,696,752	\$1,582,609	\$114,144	

2014-2015

	Rev.	Exp.	Net	YTD
July	\$91,074	\$89,693	\$1,382	\$1,382
Aug	\$715,952	\$545,484	\$170,468	\$171,850
Sept	\$61,781	\$161,240	-\$99,459	\$72,391
Oct	\$26,395	\$41,771	-\$15,376	\$57,015
Nov	\$10,176	\$31,755	-\$21,579	\$35,436
Dec	\$170,148	\$165,905	\$4,243	\$39,679
Jan	\$476,532	\$417,386	\$59,146	\$98,825
Feb	\$27,809	\$30,410	-\$2,600	\$96,224
March	\$20,848	\$39,447	-\$18,599	\$77,625
April	\$20,472	\$20,113	\$359	\$77,984
May	\$62,261	\$39,931	\$22,330	\$100,315
June	\$77,841	\$96,820	-\$18,979	\$81,335
Totals	\$1,761,288	\$1,679,953	\$81,335	

BOOKSTORE

	FY 2017/2018	YTD 5/31/2018			Prior Year	
	Revised Budget	Actual	% of Budget	% of Rev	Actual	% of Rev
Revenue						
Book Sales	1,315,731	1,055,356	80.21%	79.90%	1,124,905	78.00%
Supply Sales	125,571	100,495	80.03%	7.61%	101,931	7.07%
Misc Supply Sales	40,166	23,677	58.95%	1.79%	30,623	2.12%
Used Book Sales	55,700	16,884	30.31%	1.28%	54,747	3.80%
Rental Book Sales	20,000	579	2.89%	0.04%	0	0.00%
Ebook Sales	75,324	63,849	84.77%	4.83%	74,122	5.14%
Candy / Food -Bkstr	47,360	54,585	115.25%	4.13%	46,786	3.24%
Other	14,000	5,443	38.88%	0.41%	9,026	0.63%
Total	1,693,852	1,320,867	77.98%	100.00%	1,442,140	100.00%
Expense				% of Sales		% of Sales
Salaries & Benefits	202,649	182,905	90.26%	13.85%	198,710	13.78%
Cost of Sales	1,260,800	1,042,153	82.66%	78.90%	1,118,884	77.58%
Other Expenses	39,715	32,417	81.62%	2.45%	35,206	2.44%
Total	1,503,164	1,257,474	83.66%	95.20%	1,352,801	93.81%
Net	190,688	63,393	33.24%	4.80%	89,340	6.19%

FOODSERVICE

	FY 2017/2018	YTD 5/31/2018			Prior Year	
	Revised Budget	Actual	% of Budget	% of Rev	Actual	% of Rev
Revenue						
Cafeteria Sales	44,000	52,461	119.23%	24.12%	47,902	19.23%
Snack Bar Sales	209,000	79,654	38.11%	36.62%	125,660	50.45%
Catering Sales	94,500	84,450	89.37%	38.82%	76,767	30.82%
Other	2,500	964	38.57%	0.44%	(1,231)	-0.49%
Total	350,000	217,529	62.15%	100.00%	249,097	100.00%
Expense				% of Sales		% of Sales
Salaries & Benefits	205,529	169,428	82.44%	77.89%	182,548	73.28%
Cost of Sales	178,500	108,765	60.93%	50.00%	127,039	51.00%
Other Expenses	15,175	6,376	42.01%	2.93%	8,347	3.35%
Total	399,204	284,568	71.28%	130.82%	317,935	127.63%
Student Fee Subsidize FS	(50,000)	(45,833)			(45,833)	
Net	796	(21,206)			(23,005)	
