

**BOARD OF TRUSTEES**  
**October 25, 2019 – 11:30 a.m.**  
**Room C200**

**ORDER OF BUSINESS**

- A. CALL TO ORDER (Laura H)**
- B. ROLL CALL (Megan B)**  
Sandra Barber  
John Bridenbaugh  
Sue Derck  
Jeffrey Erb  
Robert Hall  
Laura Howell (Chair)  
Lisa McClure (Second Vice Chair)  
Joel Miller (Vice Chair)  
Scott Mull
- C. PRESENTATIONS**  
1. Foundation Check Presentation – Robbin W & Brian R
- D. EXECUTIVE SESSION (Laura H)**
- E. AUDIENCE PARTICIPATION**
- F. CHIEF EXECUTIVE OFFICER REPORT (Michael T) (pgs)**
- President (Michael T)
  - Vice President – Academics (Lori R)
  - Vice President – Institutional Effectiveness and Student Services (Cindy K)
  - Chief Administrative Officer (Kathy S)
  - Vice President – Executive (Todd H)
  - Vice President – Human Resources & Leadership Development (Katy M)
- G. BOARD DISCUSSION ITEMS (Laura H & Michael T)**
- Board Work Sessions
  - Budget Committee
  - Presidential Evaluation Committee
  - Nominating Committee
  - Attendance at Trustees Conference
  - Capital Submission
  - UT Proposed Sale of Scott Park
  - 2020 Board Retreat (Proposed Date – July 13, 2020)
  - Efficiency Report (November 1)
- H. CHIEF FISCAL OFFICER REPORT (Kathy S)**
- Financial Report as of August 31, 2019 (pgs)(consent item)

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

1. Consent Agenda Items (pgs)
  - a. Minutes of the August 23, 2019 Meeting
  - b. Resignation
  - c. Employ Full-Time Custodian
  - d. Employ Full-Time Working Supervisor – Facility Maintenance
  - e. Employ Full-Time Financial Aid Counselor
  - f. Promotion – Associate Director – Financial Aid
  - g. Miscellaneous Employment Contracts
  - h. Acceptance of Gifts to the College

**J. PROPOSED RESOLUTIONS (Megan B) (pgs)**

1. Revised 2019-2020 Budget
2. Approval of New program – Associate of Applied Science - Agribusiness

**K. OTHER BUSINESS (Michael T)**

1. Upcoming Board Activities
  - a. OACC Trustees Conference – October 29-30, 2019
  - b. Board of Trustees Meeting – December 13
  - c. Emeritus Dinner & Fall Commencement – December 16

**L. ADJOURNMENT (Laura H)**

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, August 23, 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**

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

### **EXECUTIVE SESSION**

Mr. Erb moved and Mr. Mull seconded a motion to go into executive session to consider the investigation of complaint against 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.

### **PRESENTATION**

Mike Jackish, Marsh Insurance representative for Northwest State Community College (NSCC) joined the meeting by phone to provide an overview of the College’s insurance plans and answer questions. CFO Kathy Soards provided an insurance summary outlining the range of property, casualty and liability policies the College has in place. NSCC is part of an insurance consortium with nine other community colleges through the Ohio Association of Community Colleges that provides the College comprehensive coverage at affordable premiums.

### **EXECUTIVE SESSION**

Ms. Derck moved and Mr. Miller seconded a motion to go into executive session to discuss pending legal matters.

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.

### **PRESENTATIONS**

Todd Hernandez, Executive Vice President, introduced Mr. Brett Rogge, Site Coordinator for Paulding and Van Wert Counties. Mr. Rogge is a Paulding resident and has a strong background in student recruitment, with a focus to create programs to serve underserved counties in the College’s service area.

Pete Pritchard, NSCC JFS Director and Andrea Morrow, NSCC JFS Assistant Director provided a presentation on the partnerships that Northwest State Community College has with area Job and Family Services (JFS) agencies across six different counties. Operating under the name Impact 419, the team works to provide training pathways for in school and out-of-school youth and young adults that leads to meaningful employment. Training is provided both on campus and community partner sites, including the Defiance Dream Center. Williams County JFS Director Fred Lord and Auglaize County JFS Director Mike Morrow explained how the partnership with NSCC is the future to reach populations that need short-term training that includes both technical skills and essential skills that lead to in-demand jobs. NSCC will partner with six additional county JFS agencies fall 2019.

### **CHIEF EXECUTIVE OFFICER REPORT**

Dr. Thomson provided an update on the College's policy for reserve funds, which was approved by the Board in October 2017, and a current analysis of reserves from FY 2013 to present. The College is currently exceeding the two percent amount designated annually to be moved to a contingency reserve fund.

Informational reports from the Vice President for Academics, Vice President for Institutional Effectiveness and Student Success, Chief Fiscal and Administrative Officer, Executive Vice President (Custom Training Solutions and Information Technology) and Vice President of Human Resources and Leadership Development were included in the Board agenda packets.

### **CHIEF FISCAL OFFICER REPORT**

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

Ms. Soards provided each board member with a handout titled "Safeguarding Our Communities from Sexual Predators: What College Presidents and Trustees Should Ask," which keeps the College in compliance for the insurance policy renewal.

### **CONSENT AGENDA APPROVED**

### **MINUTES OF THE JUNE 21, 2019 MEETING**

#### **RESIGNATIONS**

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

WHEREAS, Samantha Morr, Administrative Assistant – Advising Center & Student Services, has submitted her resignation; and

WHEREAS, the President recommends

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

### **TRANSFER TO SPECIAL PROJECTS**

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

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

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

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

### **TRANSFER TO ADMINISTRATIVE ASSISTANT – ADMISSIONS AND MARKETING DIVISIONS**

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

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

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

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

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

### **TRANSFER TO ADMINISTRATIVE ASSISTANT – FOUNDATION & BSSC**

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

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

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

WHEREAS, the President recommends

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

#### **TRANSFER TO FULL-TIME SENIOR REGISTRAR ASSISTANT**

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

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

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

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

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

#### **TRANSFER TO FULL-TIME ADMINISTRATIVE ASSISTANT – STEM & INDUSTRIAL TECHNOLOGIES**

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

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

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

WHEREAS, the Vice President for Academics and the President recommend

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

Bargaining Agreement.

**TRANSFER TO FULL-TIME ADMINISTRATIVE ASSISTANT –  
ADVISING CENTER & STUDENT SERVICES**

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

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

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

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

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

**FULL-TIME RECRUITER – ADMISSIONS EMPLOYED**

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

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

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

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

**FULL-TIME SITE COORDINATOR – VAN WERT EMPLOYED**

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

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

WHEREAS, the position of full-time Site Coordinator – Van Wert was created to plan, organize and direct academic and training programs in Van Wert and Paulding counties to meet minimum levels of enrollment as established by the Executive Vice President; and

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

WHEREAS, the Executive Vice President and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Brett Rogge be employed as full-time Site Coordinator – Van Wert effective August 12, 2019 at an annual salary of \$62,500. This is grade level IV position.

#### **FULL-TIME FACULTY – INDUSTRIAL TECHNOLOGY EMPLOYED**

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

WHEREAS, the position of full-time Faculty – Industrial Technology was created as part of the College's strategy to increase enrollment and serve the needs of our area businesses seeing a decline in a trained workforce; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Steven Raymond be employed as full-time Faculty – Industrial Technology effective August 16, 2019 at an annual salary of \$57,003.77. This is in accordance with the Professional Staff Bargaining Agreement.

#### **FULL-TIME FACULTY – HUMAN SERVICES EMPLOYED**

WHEREAS, the position of full-time Faculty – Human Services was left vacant due to the retirement of Martha Phillips; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Heather Galbraith be employed as full-time Faculty – Human Services effective August 16, 2019 at an annual salary of \$53,133.23. This is in accordance with the Professional Staff Bargaining Agreement.

#### **FULL-TIME FACULTY – NATURAL SCIENCES (PHYSICS) EMPLOYED**

WHEREAS, the position of full-time Faculty – Natural Sciences (Physics) was left vacant due to the retirement of Ali Talebi; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Anuja Parikh be employed as full-time Faculty – Natural Sciences (Physics) effective August 16, 2019 at an annual salary of \$51,244.82. This is in accordance with the Professional Staff Bargaining Agreement.

### **PROMOTION TO ASSOCIATE VICE PRESIDENT FOR ACADEMICS**

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

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

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

WHEREAS, the President recommends

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

### **PROMOTION TO DIRECTOR – PLANT OPERATIONS, CONSTRUCTION & RENOVATION**

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Kevin Gerken be promoted to the position of full-time Director – Plant Operations, Construction & Renovation effective July 1, 2019 at an annual salary of \$65,000. This is a grade level III position.

### **MISCELLANEOUS EMPLOYMENT CONTRACTS**

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

WHEREAS, the President recommends

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

Part-time Adjuncts

Timothy Casida  
Jenna Storrer  
Jani Tisovic

Graded

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

**AUTHORIZATION TO AWARD BID FOR PARKING LOT CONTRACT APPROVED**

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

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

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

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees authorizes the Chief Fiscal & Administrative Officer and the President to accept bid and award contracts to the general contractor for the NE parking lot project.

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

**EXECUTIVE SESSION**

Ms. Barber moved and Ms. Derck seconded a motion to go into executive session to discuss the 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.

## **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 August 23, 2019 Meeting**

**1b. Resignation**

WHEREAS, Timothy Nelson, Special Projects, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Timothy Nelson, effective September 3, 2019 be accepted as tendered.

**1c. Employ Full-time Custodian**

WHEREAS, the position of full-time Custodian was left vacant due to the resignation of Michael Brown; 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. Matthew Gomez be employed as full time Custodian effective September 16, 2019 at an annual salary of \$23,982.40. This is in accordance with the Support Staff Bargaining Agreement.

**1d. Employ Full-Time Working Supervisor – Facility Maintenance**

WHEREAS, the position of full-time Working Supervisor – Facility Maintenance was left vacant due to the promotion of Kevin Gerken; 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. Jason Baun be employed as full-time Working Supervisor – Facility Maintenance effective September 16, 2019 at an annual salary of \$49,000. This is a grade level IV position.

**1e. Employ Full-Time Financial Aid Counselor**

WHEREAS, the position of full-time Financial Aid Counselor was left vacant due to the promotion of Makenzie Warncke; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Kaylea Scott be employed as full-time Financial Aid Counselor effective October 28, 2019 at an annual salary of \$33,675.20. This is in accordance with the Support Staff Bargaining Agreement.

**1f. Promotion to Associate Director – Financial Aid**

WHEREAS, the position of full-time Associate Director – Financial Aid was left vacant due to the transfer of Mr. Jared Nofziger to Administrative Assistant – Advising Center; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Makenzie Warncke be promoted to the position of full-time Associate Director – Financial Aid effective August 23, 2019 at an annual salary of \$34,569.60. This is in accordance with the Support Staff Bargaining Agreement.

**1g. Miscellaneous Employment Contracts**

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

WHEREAS, the Vice President for Academics recommends

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

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

Aldrich	Catherine	Martin	Neal
Armitage	Timothy	McGhee	Durrell
Babcock	Kyle	McQuade	Timothy
Boecker	Karl	Mercer	David
Boone	James	Miller	Todd
Burken	Christa	Minsel	Curtis
Burkholder	Tracy	Moore	Kevin
Clink	Michael	Myers	Kenneth
Coles	Ronald	Mykytuk	Jeremiah
Cook	Alysha	Nartker	Gregory
Davis	Christopher	Pennell	Robin
Dillon	Kieron	Plummer Jr	Thomas
Ebaugh	Chelsie	Racick	John

Faber-Starr	Rebekah	Radtke	Taylor
Filipovich	Nicholas	Rendleman	Tracy
Frake	Ann	Roka	Thomas
Gerken	Emily	Sands	Zachary
Gladieux	Michelle	Schwiebert	Jason
Harris	Heidi	Short	Amanda
Jay	Kevin	Short	Christine
Jones	David	Snyder	Timothy
Kinkaid	Cynthia	Stevens	Joel
Kling	Julie	Storrer	Jenna
Kocinski	Michael	Tippett	Riann
Lammy	James	Torok	William
Latscha	Amanda	Waisner	Beth
Lawson	Candice	Wikstrom	Debora
Leptak-			
Moreau	Jeffrey	Wurm	Abigail
Lillard	Stacy	Zuvers	Larry

#### Full-time – Overload Fall Semester

Becher	Lisa	Kwiatkowski	Mike
Behnfeldt	Jennifer	Lammers	Suzanne
Carr	Thomas	Mavis	Joni
Dapelo	Lisa	Meyer	Tamara
Doolittle	Colin	Mohring	David
Doolittle	Marianna	Newton	Tera
Drees	Amy	Oberhaus	Annette
Dusseau	Melanie	Raymond	Steven
Eichenauer	William	Rickenberg	Jason
Faber	Melissa	Rickenberg	Cassie
Geer	Bradley	Robinson	Christine
Hartzell	Deborah	Stapleton	Kemp
Hills	Tony	Stubblefield	Sarah
Howard	Sherry	Tefft	Gregory
Jacob	Erin	Thomas	Amy
Kemarly-			
Dowland	Julie	Vondeylen	Barry

#### Full-time – Supplemental Fall Semester

Becher	Lisa
Doolittle	Marianna
Howard	Sherry

## 1h. Acceptance of Gifts to the College

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

WHEREAS, a monetary donation from the Bryan VFW has been made to supply coffee in the Veterans Lounge; and

WHEREAS, monetary donations from Ohio Rotational Molding and Wauseon Machine have been made to NSCC Networking events on campus; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the monetary donation of \$500 for the Veterans Lounge and the monetary donation of \$100 for networking events be accepted as gifts to the College.

## **PROPOSED RESOLUTIONS**

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

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

WHEREAS, a revised fiscal year 2019-2020 operating budget has been developed through the collective work of the President and Cabinet in conjunction with budget managers to adjust for lower than forecasted summer and fall enrollments and CTS training revenue and adjustments to projected expenses; 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 Revised Budget <b><u>PROJECTED REVENUE</u></b>	<b>FY 19/20 Revised Budget</b>	<b>FY 19/20 Budget</b>
<b><u>Operating Revenue:</u></b>		
Ohio Board of Regents – Subsidy	\$11,213,914	\$11,259,270
Ohio Board of Regents – Capital Component	\$120,629	\$120,629
Tuition and Fees	\$12,229,627	\$12,557,703
Enrollment Contingency	\$0	\$0
Scholarship Allowance and Tuition Offsets	-\$955,556	-\$912,556
Income from Investments	\$150,000	\$150,000
Foundation	\$117,000	\$117,000
CTS Archbold	\$832,000	\$933,000
CTS Scott Park	\$450,000	\$500,000

Community Development	\$0	\$0
Miscellaneous	\$105,940	\$105,940
Grant Fiscal Agent	\$99,275	\$99,275
Finger Printing	\$30,100	\$30,100
Facility Rental	\$33,000	\$33,000
	<hr/>	<hr/>
	\$24,425,929	\$24,993,361
To Reserves:		
Capital Component Fund Balance	-\$120,629	-\$120,629
Student Fee Fund Balance from Student Fees	-\$132,700	-\$137,000
General Operations to Contingency FB	-\$300,000	-\$300,000
Instructional Equipment Fund Balance from Lab Fees	-\$90,000	-\$90,000
To Building M & R FB from Subsidy	-\$90,000	-\$90,000
	<hr/>	<hr/>
<b>Total Operating Revenue</b>	<b>\$23,692,600</b>	<b>\$24,255,732</b>
	<hr/>	<hr/>
From Bookstore to Building M & R FB	\$100,000	\$100,000
From Student Fee FB to Subsidize FS	\$105,569	\$105,569
	<hr/>	<hr/>
<b>From Reserves:</b>		
From Student Fee FB to Student Activities/Facilities	\$21,250	\$21,250
From Student Fee FB for Parking Maintenance	\$130,000	\$130,000
From Student Fees FB for Counseling/Wellness	\$8,400	\$8,400
From Instrl Equip FB for Instrl Equipment	\$390,623	\$281,820
From Equip M & R FB for Equip M & R	\$206,500	\$206,500
From New Program FB for Agriculture Prog (Incl Strategic)	\$138,988	\$138,988
From Build M & R FB for Building M & R	\$504,000	\$351,000
From Energy Mgmt FB for Energy Projects for Renov Bldg C	\$0	\$0
From OBR Capital Bill/Miller Fund/Capital Component for Welding	\$0	\$0
From OBR Capital/Capital Component for Access Control	\$150,000	\$150,000
From Surplus Equipment FB to Facilities (Eng/Ind Classroom)	\$0	\$0
From Miller Fund for Special Event Chairs	\$0	\$0
From Business Growth FB to Van Wert Strategic Initiative	\$69,923	\$69,923
From Business Growth FB to Transfer Strategic Initiative	\$66,669	\$66,669
From New Program FB for Industrial Program Strategic Initiative	\$85,146	\$85,146
From Building M & R Reserves for Lounge Strategic Initiative	\$5,000	\$5,000
From Grant Match for Title III Grant Match	\$60,000	\$60,000
From RAPIDS Grant	\$0	\$0
From Unallocated FB	\$0	\$0
From 18/19 Unspent	\$147,898	\$147,898
	<hr/>	<hr/>
<b>TOTAL PROJECTED REVENUE</b>	<b>\$25,676,998</b>	<b>\$25,978,327</b>

<b><u>PROJECTED EXPENSE</u></b>	<b>FY 19/20 Revised Budget</b>	<b>FY 19/20 Budget</b>
<b><u>Operating Expense:</u></b>		
Instruction	\$16,419,856	\$16,101,303
Public Service	\$51,045	\$51,045
Academic Support	\$886,846	\$863,524
Scholarship Allowances	\$0	\$0
Student Services	\$2,060,522	\$2,060,666
Institutional Support	\$4,677,588	\$4,687,947
Plant Operations and Maintenance	\$2,392,563	\$2,213,843
	<hr/>	<hr/>
<b>TOTAL PROJECTED EXPENSE</b>	<b>\$26,488,420</b>	<b>\$25,978,327</b>

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

**2. CONSIDERATION OF A RESOLUTION TO APPROVE NEW PROGRAM –  
ASSOCIATE OF APPLIED SCIENCE - AGRIBUSINESS**

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

WHEREAS, Northwest State Community College (NSCC) was in collaboration with the Ohio State University's (OSU) Agricultural Technical Institute (ATI) to offer an Applied Technical Studies degree in Crop and Soil Management; and

WHEREAS, changes to OSU's curriculum created significant barriers for NSCC students to complete the program, specifically, an on-ATI campus requirement and prerequisite course changes; and

WHEREAS, the Agribusiness program pathway provides students an applied science program that prepares the graduate for various careers in agribusiness related fields, with two agricultural sequence options available based on student interest: 1) Agronomy, and 2) General Agriculture.

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

WHEREAS, the President recommends

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

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

## **President's Report October 2019**

President Thomson's College update can be found in his most recent campus video: President's Update October 5-24. President Thomson's report at the October 25 Board meeting will include three themes: building partnerships, "we grew" (enrollment increase) and continued uncertainty with the state budget.

### **Community and Professional Engagements (August 24 – October 25)**

August 24	NSCC, Walk to End Alzheimer's Event*
August 26	Defiance, Rotary
August 28	Scott Park, Joe Luzar – Lucas Co Workforce Development Board Chair
September 3	NSCC, Conference Call for ODHE Adult Learner Committee
September 4	NSCC, Nathan Eaton – Toledo JATC
September 4	NSCC, Jim Funderburg – Q96.1 Radio Interview
September 5	NSCC, Conference Call with Jack Hershey (OACC)
September 9	NSCC, Chancellor Gardner Visit/Tour
September 12	Columbus, Policy Improvement Subgroup
September 13	Van Wert, United Way Golf Outing
September 16	Defiance, Rotary
September 19	Antwerp, Rotary
September 19	Defiance, Defiance 2100
September 20	Dublin, ODHE Adult Learner Committee
September 23	Columbus, Attorney General Office
September 23	Columbus, Tom Walsh, OACC
September 25	Maumee, ODHE – Best Practices Contact
September 25	Toledo, Cherry Street Mission
September 25	Rossford, Toledo Area JATC Visit
September 28	Cleveland, JATC Graduation*
September 30	Lima, Jobs Ohio Board Meeting
October 3	Swanton, Rotary
October 3	Toledo, Cherry Street Be the Bridge Event
October 7	Dublin, Ohio Workforce Conference
October 8	Columbus, OACC Presidents Meeting
October 13-16	San Francisco, HERDI National Conference
October 17	Bryan, Bard Cancer Symposium*
October 21	Defiance, Craig Riedel Fundraiser
October 21	NSCC, Policy Improvement Subgroup WebEx Meeting
October 25	Marietta, JATC Graduation*

\* Indicates a speaking engagement/presentation

**Vice President for Academics  
October 2019  
Submitted by: Lori Robison**

**Arts & Sciences**

This spring, the Division is offering a new Special Topics course: ***Screenwriting and Visual Media***. The cross-listed English and Visual Communications technology courses was created due to student interest and to introduce career opportunities in the creative and performing arts. The co-instructors (Ms. Melanie Dusseau and Mr. Mike Vanderpool) can be found on NSCC's Facebook page promoting the course!



**Lana Snider**, Dean of Arts & Sciences and **Cassie Rickenberg**, Advising Center Director, presented the Bachelor's bound initiative to several area Rotaries, including Napoleon, Defiance and Bryan. Feedback on Bachelor's Bound from Rotarians is very positive and they appreciate NSCC's desire to serve our communities well through new initiatives.

The Arts & Sciences division is also busy planning fun and engaging activities for the **Discover NSCC Day** on Saturday, November 9 and two February 2020 workshops for **Impact 419**.

**Business & Public Services**

**Lisa Becher**, Business Faculty, has collaborated with **Midwest Community Federal Credit Union** to host Finance 101 on our campus. The event will be held on November 20 and is intended to assist high school students with understanding the financial demands of the real world. More information can be found at [finaces101thegame.org](http://finaces101thegame.org)



**Lisa Becher** will also be coordinating the **Sixth Annual Entrepreneurship Forum** on Tuesday, November 5 from 10 a.m. to noon in the Voinovich Auditorium. Local entrepreneurs will again have the opportunity to present their ideas to a panel of experts from the region. Three awards of \$250 in funding will be given to selected presenters that day.

## Nursing & Allied Health

**Dr. Kathy Keister** presented “The Nuts and Bolts of Caregiving” at **the Montpelier Library** Thursday, September 26 at 6:00 p.m.

Dr. Keister also attended the **Ohio Hospital Association Workforce Summit** on October 16 in Columbus. The Summit, held in partnership with the Ohio Association of Community Colleges, explored workforce needs in health care and discussed new opportunities for partnerships between hospitals and community colleges.

**Ann Zeller**, Medical Assisting Faculty, coordinated the October 12 meeting of the **Northwest Ohio Chapter of Medical Assistants (NWOCMA)** at NSCC. Thirty-two participants were in



attendance and received three hours of Continuing Education approved by the American Association of Medical Assistants (AAMA). The seminar topic was on active shooters and weapons disarming and instructed by NSCC’s own Police Chief, Joe Gibson and Officer Jeff Lehman. A “Stop the Bleed” presentation followed by Nathan Hoffer of the Defiance Health Department.

Congratulations to NSCC Medical Assisting student, **Taylor Smith**, for receiving the **NWOCMA 2019 Scholarship** award.



## Student Success & Completion

Lori Robison, VP for Academics joined a team from NSCC and attended the **OACC Fall 2019 Student Success Leadership Institute** on September 12 -13 at Columbus State, in conjunction with the Chief Officers meeting.

The faculty **Completion Coordinators** have been meeting regularly to plan their strategies for student retention and success. The Coordinators represent their divisions and include: Amy Drees, Amy Thomas, Colin Doolittle, Dave Mohring, Melanie Dusseau and Sherry Howard. Initial meetings have focused on identifying the necessary data and reporting tools to support their work. Each Coordinator now has access to accurate faculty advisee lists and whether advisees have plans in Degreeworks beyond the current term. Preparations are underway for creating access to a report of returning students not registered.

## Other

**Christina Schwiebert**, Coordinator of Instructional Design & Distance Learning, will be presenting at the **Sakai Virtual Conference** on November 6, 2019. Her presentation is titled "Coming Soon: Import Assignments Published!" The presentation will be a more in-depth look at a new feature that Northwest State sponsored, which will be part of Sakai 20 (released 2020). This feature allows instructors to select an option to have all assignments in a course published on import. This will not only publish the assignment, but also create the gradebook item, calendar event and/or announcement if desired. This new feature will help save an instructor time and effort when preparing their Sakai course site each semester.

**Debora Wikstrom** has been selected to serve as the next **Coordinator** for the **Center for Lifelong Learning**, filling the vacancy upon the retirement of Cecily Rohrs. Debora has been a part-time faculty member at Northwest State for more than ten years in the Division of Arts & Sciences. She holds a bachelor's degree in Anthropology from Heidelberg University and a master's degree in Historic Preservation from Eastern Michigan University. Debbie has participated in numerous events and has conducted several research projects related to Ohio history and culture.



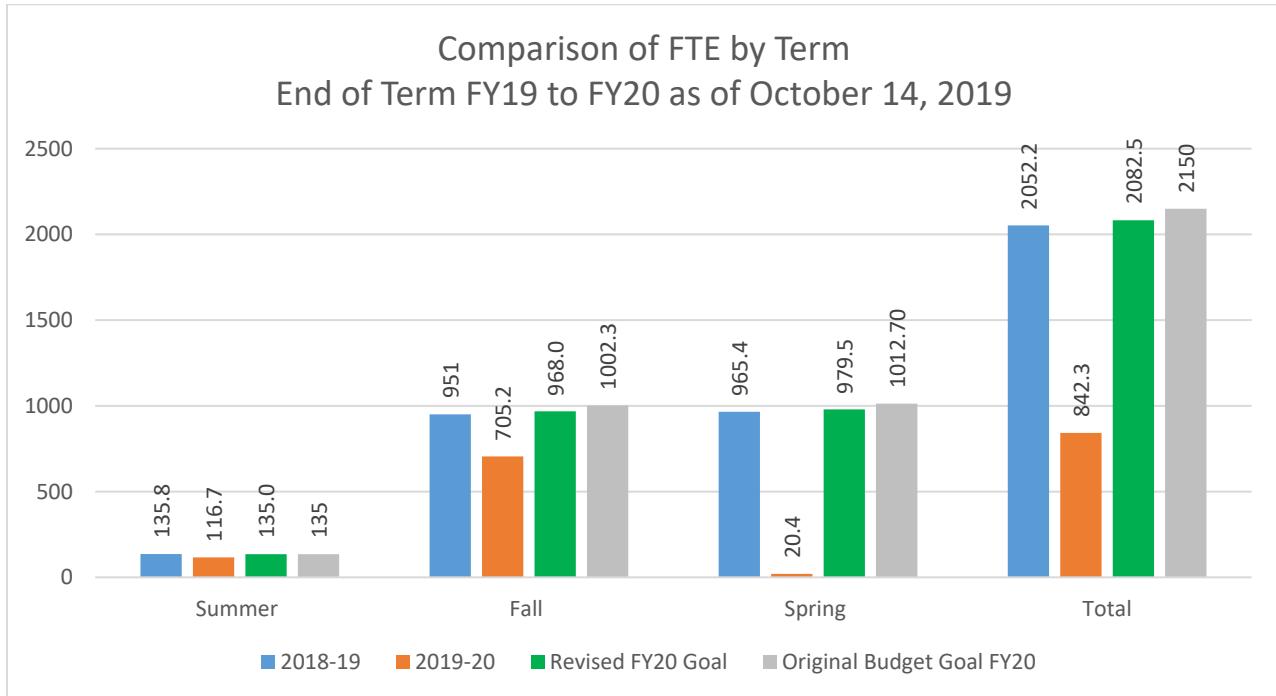
Northwest State is hosting the **Ohio Open Ed Collaborative Regional Workshop** on October 18. Lisa Dapelo and David Mohring, STEM faculty will serve as panelists for "**Faculty Perspectives on OER.**" Over 30 faculty from the region are registered to attend. Dr. Thomson will provide a welcome and opening remarks will be given by Dr. Cheri Rice, Associate Vice Chancellor, Ohio Department of Higher Education. Presenters include Garret Weber, Assistant Director, Success Center for Ohio CC, OACC; Ashley Miller, Associate Director, Affordability & Access, Ohio State University; and Dr. Marcos Rivera, Postdoctoral researcher, OSU.

## VICE PRESIDENT FOR INSTITUTIONAL EFFECTIVENESS & STUDENT SUCCESS

October 2019

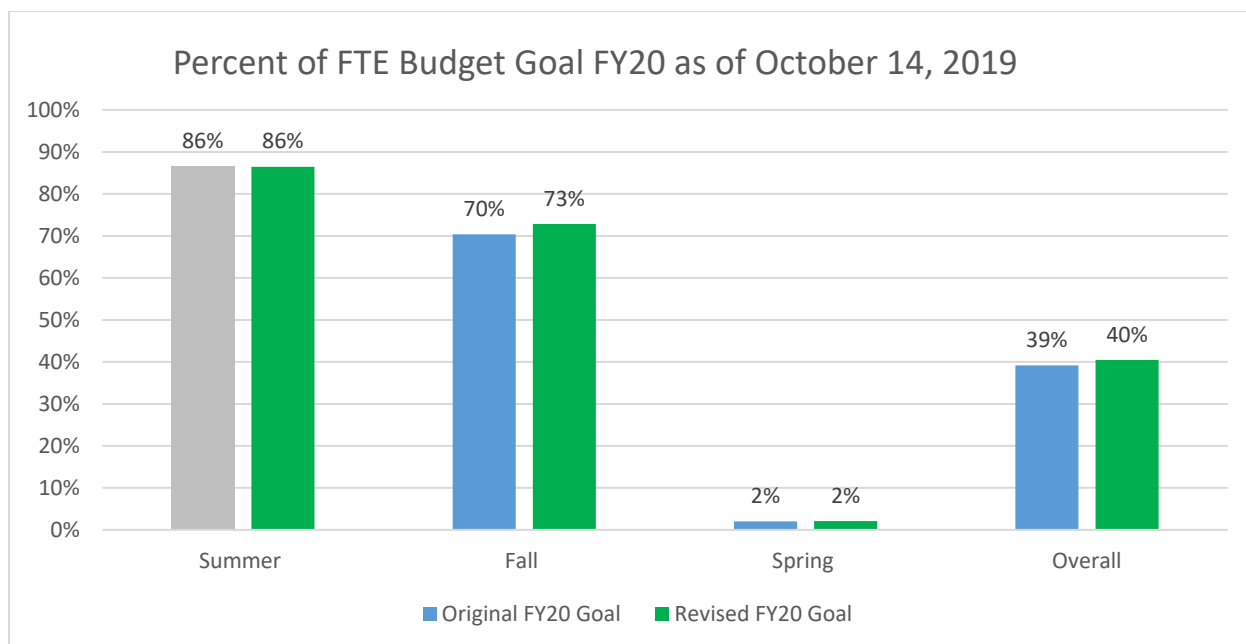
Submitted by: Cindy Krueger

### Enrollment Update:



Summer enrollment is finalized; we ended 14% (18.3 FTE) behind goal. Fall enrollment is constantly changing as students withdraw and add classes for the second 8-week term. The last day to withdraw for the full-term is October 15. A budget revision is being proposed at the October Board meeting. The enrollment charts provide both the original budget goal and the revised budget goal. As of October 14, we are at 70% of the original fall budget goal and at 73% of the revised fall goal. The following highlights the FTE changes in the budget revision.

- Decreases the FTE (67.5 FTE) for non-agency and CCP students for fall (34.3 FTE) and spring (33.2 FTE) terms.
  - College Credit Plus (CCP) enrollment has exceeded last fall by 8.4 FTE. In the original budget, CCP was behind budget but exceeds goal in the revised budget.
  - Non-agency enrollments are currently at 97.1% of the fall non-agency revised budget goals. Since last week, non-agency enrollment has fallen behind last year by 2.4 FTE.
  - CCP and non-agency enrollments together exceed last year by 6 FTE.
- No changes were made to the agency FTE goals for fall or spring terms.
  - Agency enrollments are being entered (approximately 191 FTE) and accounts for 43% of agency budget goal.
  - Agency enrollments account for 45.7% of total FTE in the revised fall budget.
- We are continuing the push for second 8-week class enrollments which begin October 16. We established a goal of 15 FTE for the second 8-weeks; as of October 14 we have registered 7.8 FTE.



## OTHER

The college was required to complete a Quality Initiative (QI) as part of the accreditation requirements of the Open Pathway for the Higher Learning Commission. The QI plan mimicked our Title III grant and focused on “Graduation Pathways to Success”. The plan was submitted in December 2017. The QI report was due to Higher Learning Commission at the end of August 2019. We received notification that “Northwest State Community College’s QIR showed genuine effort and has been accepted by the Commission”. The quality initiative needs to take place between years 5 and 9 of the 10-year Open Pathway cycle. The QI may be designed to being and be completed during this time, or an institution may continue a project that is already in progress or achieve a key milestone in the work of a longer initiative. We are scheduled for our comprehensive HLC evaluation in October 2020.

The Title III grant has completed its second year. The external evaluator for the grant will be on campus October 17 & 18 to meet with advising center staff and other team members to discuss the progress on the grant.

Michael Jacobs and Cindy Krueger were asked to participate in a conversation with the Ohio Department of Higher Education and the Organization for Economic Co-operation and Development (OECD), an intergovernmental economic organization with 36 member countries at Bowling Green State University on October 1, 2019. The OECD is conducting a research study on how higher education systems are preparing graduates for the labor market through interviews, policy reviews, and other data sources. The OECD is collaborating with four states, Ohio, Texas, Washington State, and Virginia for this project.

## ADMISSIONS – Terri Lavin



The admissions team hit the road to promote NSCC at the Defiance/Napoleon football game August 29, 2019. The team was able to talk with a lot of people ...

Our College Credit Plus (CCP) advisors in admissions received a kudos from the counselor at Ayserville High School after attending a state meeting – “I just wanted to say thank you for the great job you do in communicating with us and

working with our students! It doesn't sound like everyone gets that everywhere and I just wanted to let you know how much I appreciate the good job you are doing!”

## ADVISING CENTER – Cassie Rickenberg

Two express advising and registration days were held on September 23 and 24 to promote second 8-week classes. A total of 36 credit hours were registered during the two days.

The advising center is planning for spring registration. We are working with the Enrollment Management Team on offering a retention incentive to a) get students to register early and b) retain students between fall and spring semester. We are currently scheduling appointments for when registration opens on October 14 and have two express advising and registration days planned.

Cassie Rickenberg and Lana Snider have visited both Napoleon and Defiance Rotary (scheduled this month for Bryan and tentatively Archbold) to present on the Bachelor's Bound Initiative. Fall semester was the initial launch of the pathway, 43 students that selected Bachelor's Bound are registered for classes. The students will receive special alerts via remind about on-campus transfer opportunities (such as transfer days and individualized advising appointments). In the coming week there are 5 students that will be attending transfer days at other institutions.



Brad Geer has been busy organizing Career Con 2019. Career Con is a professional development series designed by NSCC students and young professionals. Several partners have committed to presenting workshops including Shoney's, Aerotek, Sauder, NASG, Wauseon Machine and Men's Warehouse. NSCC is also involved on several fronts with Jim Drewes, Mike Jacobs, Jim Bellamy and Mike Vanderpool's team capturing the experience.

The week of October 14 kicks off Career Con with Innovate-A-Thon, a student competition to identify solutions for our regions public transportation. The remainder of October and the first week of November are filled with resume workshops. Mike Jacobs will be hosting six or eight workshops for the first time resume writer and Brad Geer's team will host four intermediate resume workshops, including peer reviews. The week of November 1 will also have workshops for "Dress to Impress" with Men's Warehouse and interview skills featuring Spangler, Sauder

and Wauseon Machine. Mock interviews will be hosted by Robert Half and Schultz Huber. The week of November 11 will host the Networking Workshop by CTS, Elevator Pitches by Aeroteck, and Dining Etiquette by Shoneys Restaurant. The formal Networking Dinner will be on Thursday November 21 and open student presentations will be December 3 and 4.

All the events are open to all students and young professionals and will be marketed during Welcome Back Week in classrooms and on the campus Digital signage.

## GRANTS – Ashley Pere

### Grant Awarded to a Partner

Goodwill Industries of Northwest Ohio was awarded the Department of Justice Second Chance Act Adult Re-entry Program grant that assists ex-offenders in transitioning from prison to society. NSCC was listed as a supporting partner on this grant to assist with skills training and education.

### Grants Submitted

- Foundation for Rural Service (FRS) Community Grant Program (\$5000)

We have submitted a proposal (as the NSCC Foundation) to offer a Cybersecurity and Telecommunications Youth Camp during summer 2020. The proposal was sponsored by local Telecommunications Service providers Farmers Mutual Telephone Company, Bright.net and MetaLINK. The proposal is also supported by community partner Northwest Ohio Computer Association (NWOCA), a division of Northern Buckeye Education Council.

- College Credit Plus (CCP) Teacher Credentialing Grant (\$169,340)

This grant supports high school teachers pursuing graduate coursework to meet the qualifications to teach college courses in a high school setting for the CCP program. If awarded, 11 high school teachers at Hicksville High School and Stryker High School will be funded to complete either 18 credits in a discipline field or complete a master's degree in the discipline. The teachers who expressed interest were looking at math, biology, social studies, English and foreign language. Letters of support were also supplied to Crestline High School and Miller City Schools, who were submitting individual grants.

### Grants in Progress:

- 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, 2, and 3) to pursue a project that focuses on Robotics, Autonomous Devices and Cybersecurity equipment for workforce development training in Northwest Ohio. The consortium members for this proposal include: NSCC, Bowling Green State University, The University of Toledo, Rhodes State College, Terra State Community College, Defiance College, Ohio Northern University, Tiffin University and Four County Career Center.

- US Department of Education - TRIO Student Support Services (\$220,000 per year/5 years)

We are preparing an application for the TRIO Student Support Services Grant. This program provides academic support services to low-income, first generation college students and to individuals with disabilities to enable them to be retained in and graduate from postsecondary education institutions, as well as increasing the transfer rate from 2-year to 4-year institutions. The project design will take a case management approach to provide services such as tutoring, assistance with course selection, assistance with financial aid resources, counseling to improve financial and economic literacy, and assistance with applying to and transferring into 4-year programs for the targeted student population.

## MARKETING – Jim Bellamy

### Second 8-week Marketing Campaign



**FLEXIBLE SCHEDULE**

Sign up **NOW** for an 8-week fall class at Northwest State.

Online and Hybrid class options, perfect for your busy schedule!

Northwest State Community College  
NorthwestState.edu  
419.267.1390

**Geo-fence over 1,000 potential and existing students** with frequent messages about **8-week classes, \$100 scholarship offer and Express Advising & Registration days** (also created these ads, which include specific ads for Twitter, Facebook and Instagram). **Created and recorded radio commercial** which aired throughout the region (including Paulding/VW) and **did a round of on-air interviews** with each station to promote everything. **Dedicated social media campaign**, including two "hype" videos. Below are links to the videos.

<https://www.youtube.com/watch?v=AujsZjVImAU&authuser=0>

<https://www.youtube.com/watch?v=A7OjNdXyuR8&authuser=0>

New 30-second **Bachelor's Bound TV commercial** airing on local TV (TV26, BMU-TV, INTV). Link to the commercial is at:

<https://www.youtube.com/watch?v=KwIDzi854Pc&authuser=0>

New 15-second All Roads commercials also airing on BMU-TV, as well as through our digital advertising campaign via pre-roll ads. Will add a 5-second tag to the end of the 15-seconds so they can also air in the movie theatres where we purchase advertising.

[https://www.youtube.com/watch?v=WTpQt0bld\\_4&authuser=0](https://www.youtube.com/watch?v=WTpQt0bld_4&authuser=0)

<https://www.youtube.com/watch?v=yYF9hO0Imxo&authuser=0>

<https://www.youtube.com/watch?v=CzjQ1Gtdkpk&authuser=0>

Working with Admissions to put together and promote the upcoming **Discover NSCC Day** event on November 9. Also working with Alumni Relations to help promote the **Re-Discover (alumni) event** which is occurring simultaneously.

**NSCC Proud videos and testimonials** -- There has been significant activity recently between our <https://northweststate.edu/50years/> webpage, our boosted social media pushes and video recordings on and off campus. We are continuing to boost social media posts and work in the community to engage alumni and collect stories. Upcoming ideas include going to employers who have numerous NSCC graduates employed, graduates through the decades ("Attention 1980s graduates -- we want to hear from you!"), graduates of specific programs or divisions and past board members. **We currently sit at 57/200 (28.5%) NSCC Proud stories collected.**

#### REGISTRAR – Connie Klingshirn

We have been working with the Deans and Information Technology department to edit the spring course schedule to reflect the Faculty Load and Compensation (FLAC) coding. We assisted the VP for Academic Office by replacing Schedule Type codes of lecture (LEC) and enhanced (ENH) with the web-enhanced code (WEN) in the master course file for all courses.

Over 200 students have applied for graduation for this year and 100 of them are for fall term.

#### STUDENT ACTIVITIES – Mike Jacobs



The new student picnic was held Wednesday, August 14, 2019.





Mike Jacobs provided a resume workshop at Millcreek West Unity High school on September 18. A Career Development Workshop was presented to 15 seniors at Hilltop High School in September.

Career Services hosted the second annual Community Resource Fair on September 10 & 11. This event brought 20 service agencies from throughout NW Ohio face to face with our students. These agencies provided information on college savings accounts,

housing and child care options, women's health services and Ohio Means Jobs services.

Constitution Day and Voter Registration was held on September 17. We registered two students to vote and numerous others were entertained by "I'm Just a Bill" and learned fun facts about our Constitution.



The 25<sup>th</sup> Annual Chili Cook-Off was held on October 9 in the atrium. Eight teams competed for the People's Choice and the Judge's Choice Awards. The event raised \$725.95 for the Path Center in Defiance



Congratulations to the winners.  
 People's Choice Award - STEM team  
 Judge's Choice Traditional – CTS / Cryptic Cyborgs  
 Judge's Choice Alternative – Prez's Peeps



**Chief Fiscal and Administrative Officer**  
**October 2019**  
**Submitted by: Kathy Soards**

**Business Office**

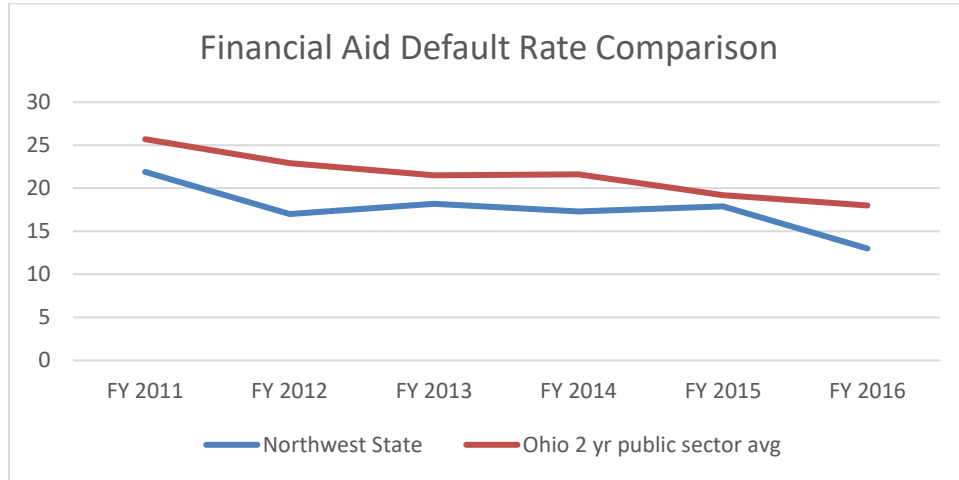
- Audits of the financial statements for both the foundation and the college were filed with the Auditor of State office on the 10/15/2019, the due date. Included with this board report are two communications to the Board of Trustees from the audit firm Plattenburg regarding their responsibilities and general results of the audit. Audited financials will be shared once they are approved for release by the Auditor of State office.
- SERS and STRS randomly selected NSCC for the Auditor of State office to conduct an audit of employee records related to pension payments. The college has submitted the selected information and is awaiting next steps in the process.
- Accounts payable continues to encourage vendors to move to ACH for receipt of their payments. Presently 108 vendors and 50 employees (expense reimbursements) have moved to this option. This change in process saves time and increases efficiency.
- Payroll Accountant has effectively trained all employees and moved the college to online leave reporting and approvals. Additionally, the implementation of Faculty Load and Compensation (FLAC) for the processing of faculty pay resulted in 15 load sheets in summer and 37 load sheets in fall being processed automatically, increasing efficiency and reducing opportunities for error.
- Training will begin the week of October 21 to move the college toward implementation of Banner budgeting.

**Facilities**

- Delivery to campus of the new chiller for the E building took place on Wednesday 10/9. Installation is underway and scheduled for completion the week of 10/14.
- Due to rain delays asphalt companies have experienced this past spring and summer the architect for the NE parking lot repaving project is recommending the college delay the bid for the project until this winter as they feel we will obtain more favorably priced bids for the project. The understanding is that the project will still be completed prior to spring commencement activities.
- Based on a comprehensive water tower inspection by Dixon Engineering, the college will be entering discussions with CCNO and City of Archbold regarding the need to maintain the college water tower or if there are now options available to partner on water availability. The estimate of repairs for the NSCC water tower would cost approximately \$320,000.

## Financial Aid

- Federal student loan default rates were released and per the graph below, NSCC continues to stay below the average rate of the other 2-year public college in Ohio.



## Police

- A tabletop exercise regarding active shoot scenarios was conducted for the faculty during their orientation in August prior to the start of the academic year. Additionally on October 12 an active shooter tabletop exercise will be presented for the Northwest Ohio Chapter of medical assistants.
- The annual Safety and Security report for 2018, which includes college crime statistics, was submitted and posted to the college website to comply with Federal Clery requirements as required by the U.S. Department of Education.

## **Custom Training Solutions October 2019**

### Custom Training Solutions:

#### **1. Archbold Campus**

- a. CTS held eight contract training classes in August-September 2019. Companies include City of Toledo Finance Department, Chase Brass & Copper Co, Campbell Soup Company, Bard Mfg, and Matsu. Topics included Microsoft Office, RSLogix 5000 and Electrical Troubleshooting Basics. Open enrollment class offerings began in September. Green Belt, Supervisory Training Series, HR Management, Business Succession Planning, Introduction to ControlLogix and MS 2016 Access seem to be the most popular this fall.
- b. Fall apprentice classes, off site, are starting at ABC Tru Fast (hosted at NSCC due to PLC software networking ability), Worthington Industries and Lafarge.
- c. Tom Pierce has received training orders from Keller Logistics and PSI (truck driving trainer in Toledo). Keller plans one week of CDL training through the remainder of 2019. PSI has a contract training job with Dana Corp engineers. Dana wants their engineering staff to have a better understanding of their products impact on truck driver's daily activities. This opportunity is a 25-day project valued over \$17,000.
- d. The Ohio Lean Consortium (OLC) hosted two Coffee Club Lean short topics this fall. The format is to offer these one-hour informal sessions in Bryan, Defiance, Archbold and Napoleon at local coffee shops. We plan to bring NSCC lean to our clients! The OLC in collaboration with the Association for Manufacturing Excellence (AME) hosted a Lean & Safety event at Sauder Woodworking on October 4. The event hosted author Robert B. Haley and the connection between world class manufacturing companies and connection with world class safety in a lean environment. The day event included presentations, a workshop and Gemba walk to see safety and lean in practice.
- e. The Ohio Lean Consortium is planning benchmark field trips to Toyota (Indiana) or Whirlpool (Findlay, Ohio) in fall 2019 or spring 2020.
- f. Tori Wolf is leading the apprenticeship outreach efforts with the state apprenticeship sponsorship program that NSCC recently signed with the state. We are currently working to set up new programs with GKN Driveline and Rosenboom in Bowling Green. Campbell Soup and Bard HVAC. We are transitioning the Lafarge program to Northwest State as a state registered sponsor.

- g. The planned IND classes to be offered to high school CCP classes in the morning at Automatic Feed Company in Napoleon did not populate. We plan to offer fall 2020. Napoleon Area schools has recently contacted NSCC to begin discussions for fall 2020 planning.

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

- a. Launched cohorts of Call Center/Customer Service and Digital Literacy at Cherry Street Mission in September
- b. General Mills Video Conferencing Training: three technical courses ran in August - September 2019
- c. Three MSSC CPT are ongoing in partnership with Lutheran Social Services, Harbor Behavioral Services and Glass City Academy
- d. Finished YMCA CCMEP After School program for high school students in the Toledo Public Schools system
- e. Operating an Engineering Club at Maumee Valley Country Day School starting October 23
- f. Lucas County to hold their Work Ready Manufacturing program at the AMTC on a weekly to bi-weekly basis, which will benefit NSCC by providing a flow of both prospective students and prospective manufacturer customers at the center
- g. 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 with a target start date October 2019
- h. Partnering with Goodwill for training on a \$1.0 Million grant they received September 30
- i. Currently running IAM and IT Specialist programs with cohorts scheduled to graduate spring 2020

## 3. Manufacturing Day 2019 and Advanced Manufacturing Consortium (AMC)

- a. October 4 was MFG Day 2019. NSCC hosted over 400 students and 34 manufacturers, including a visit from Congressman Latta and Representative Jim Hoops. An overwhelming positive response was given by both the school representatives and the manufacturers. The companies brought displays of the products they make, a welding simulator (FWT Hicksville), conveyor systems, robots, workbench and secret flavor candy tasting courtesy of Spangler Candy. It was an awesome day!

- b. The Advanced Manufacturing Consortium held a meeting with area school administrators. This meeting included presentations by schools to show what they have been doing to increase job readiness skills and promote manufacturing skills. This was meant to be a best practices presentation and to help trigger new ideas in schools that are looking at implementing some programs of their own. We are working on planning a meeting for schools and manufacturers to bring them together to discuss needs and capabilities.
- c. The AMC is doing activities to connect educators with manufacturers. Working on a collaborative event for December to have a round table discussion based on solutions and how the manufacturers can help educators and how educators can help the manufacturers.
- d. The Advanced Manufacturing Consortium is also working on the process of creating a pre-apprenticeship program. This is currently only in the discussion phase; however, we are hopeful to have something created and ready to roll out with participating schools for fall 2020. This would focus on base industrial technology skills for high school seniors.
- e. We are currently building short-term training programs that meet the recently released TechCred state program.

#### 4. JFS Workforce Opportunities

- a. Working with two Wood County employers and a local high school setting up pre-apprentice programs and analyzing how to expand the number of employers for this project.
- b. Assisting in the development of a workforce training program with Tri-Star in Celina, Ohio on October 11. Partnering with Rhodes State Community College for this project.
- c. Working on a strategy to address doubling the number of counties we serve. We are expanding from 6 to 12 counties.
- d. Held a First Annual School Counselors Breakfast in Wood County on September 12.
- e. The first MSSC-select cohort was scheduled to start on September 9, 2019. We continue to work on recruiting efforts for a planned October 28 MSSC-Select class.

## Information Technology October 2019

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

**IT Help Desk Incidents/Service Requests:** For the month of August there were 220 Incidents opened and 119 resolved. There were also 138 Service Requests placed and 137 completed. For the month of September, there were 143 Incidents opened and 203 resolved. There were also 89 Service Requests placed and 94 completed.

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

**Access Control Project:** The door installation is approximately 90% complete. Nursing, C-building and A213 employees/students have been imported and set up in the system and have begun receiving badges.

**Document Management System (DMS):** A new upgraded release of the system with added features and functions is being set up. This will help in the expansion and adoption of the system for the rest of the campus.

**Business Analytics (Warehouse):** Data Systems is working with Cindy Krueger to define data points and build the data warehouse for improved reporting. This project is on-going and the latest version is currently being tested by Cindy. AmyJo Rouleau has been testing/using the warehouse to build tables for Argos college metrics reporting.

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

**Banner Training:** Additional academic divisions and individual faculty are being setup for incorporation into Faculty Load and Compensation (FLAC) for the fall 2019 semester. The consultant from David Kent Consulting for our next project, Banner Budgeting, will be on-site to work with our internal team on October 22-24. The goal is to have the training, setup and testing completed in time for generating the FY20-21 budget.

**Reporting:** The spring 2019 and summer 2019 Higher Education Information (HEI) enrollment and faculty-staff reporting has been completed. Integrated Postsecondary Education Data System (IPEDS), the federal required reporting for the fall 2019 submissions for the 2019-2020 academic year have been completed.

**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. In addition, degree audit information will flow into the Banner 9 Student Registration, guiding them to appropriate and timely courses needed for degree completion.

**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.

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

**Recruiting:**

We have filled the following roles:

- Working Supervisor – Facility Maintenance
- Associate Director – Financial Aid
- Financial Resource Counselor
- Custodian

We are recruiting for the following roles:

- Custodian
- Financial Aid Assistant
- Dean – Business & Public Service
- Dean – STEM & Industrial Technology
- Clinical Teaching Assistant
- Faculty – Industrial Technologies
- Custodian (sub)

## HIGHLIGHTS:

Our annual summer cookout was August 15 and we had a Hawaiian theme again this year. Bert cooked her special burgers and brats and everyone had a fun time!



September 26 was our “Jersey Thursday” employee engagement event. The food service team put together our favorite tailgating snacks and we had a fun afternoon break to show off our favorite team shirt.



On Thursday, October 10, we enjoyed the annual Employee Recognition Program. Over one hundred employees attended the event to celebrate employees who had achieved a service or teaching milestone. Employees who retired in the past year were also honored at our luncheon. The service award's program included a catered meal, which allowed our food service workers to join us at the event. Also changed this year, our service awards recipients received a brochure with a choice of gifts rather than a gift card.



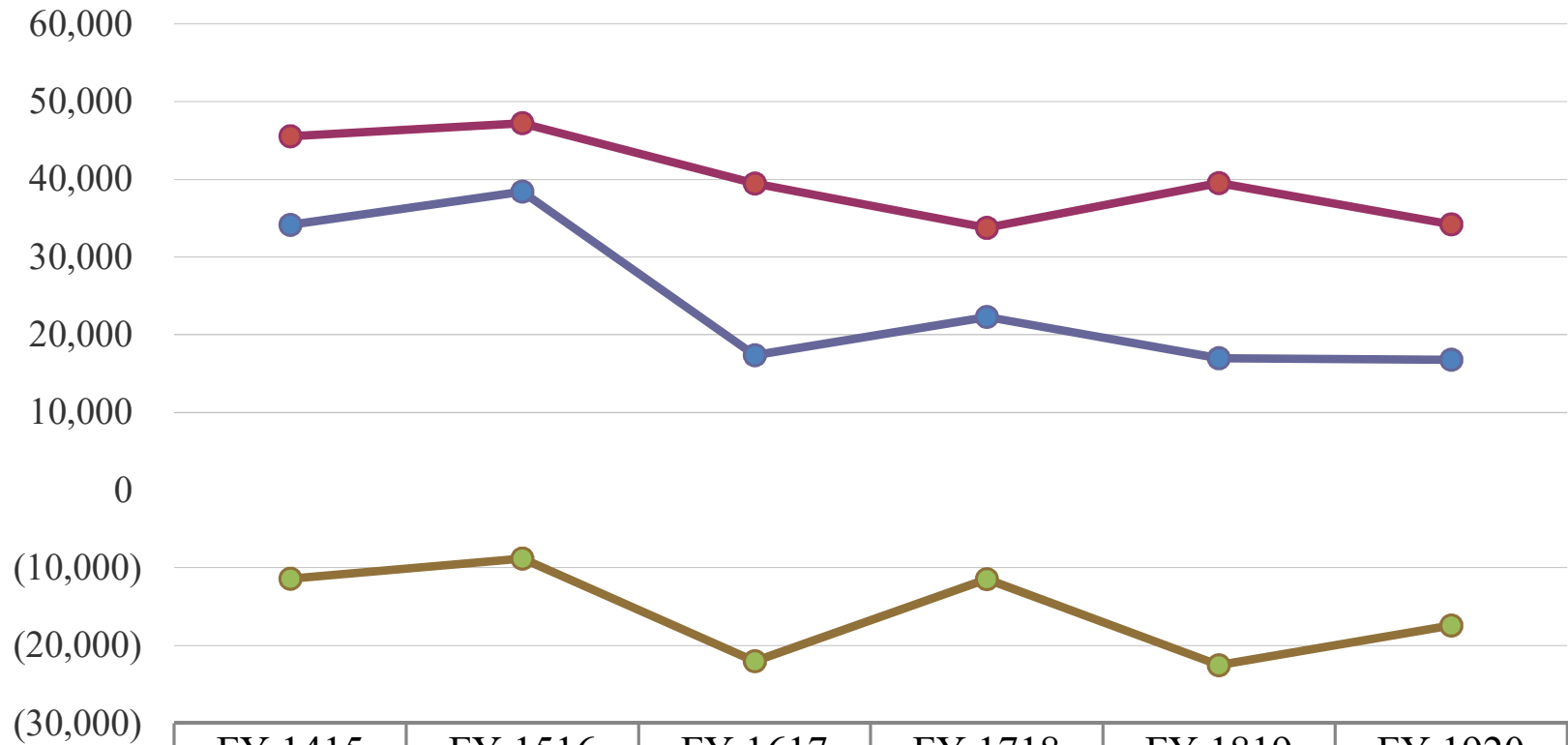
**Northwest State Community College**  
**Statement of Net Assets**  
**August 31, 2019**

<b>Assets</b>		<b>Liabilities &amp; Fund Balance</b>	
<b>Current Funds:</b>		<b>Current Funds:</b>	
<b>General Fund:</b>		<b>General Fund:</b>	
Cash & Investments	\$8,731,076	Accounts Payable	\$358,144
Accounts Receivable	\$4,436,871	Accrued Liabilities	\$1,053,550
Prepaid Expense	\$30,223	Deferred Inflows/Net Pension/OPEB Liabil:	\$25,109,870
Inventory	\$0	Unallocated Fund Balance	\$4,431,854
Deferred Outflows of Resources/OP	\$5,290,585	Allocated Fund Balance	-\$12,464,663
<b>Total General Fund</b>	<b>\$18,488,755</b>	<b>Total General Fund</b>	<b>\$18,488,755</b>
<b>Auxiliary Enterprises:</b>		<b>Auxiliary Enterprises:</b>	
Cash	-\$508,099	Accounts Payable	\$38,020
Accounts Receivable	\$99,422	Accrued Liabilities	\$28,291
Inventories	\$485,003	Fund Balance	\$10,015
<b>Total Auxiliary Enterprises</b>	<b>\$76,326</b>	<b>Total Aux. Enterprises</b>	<b>\$76,326</b>
<b>Restricted Funds:</b>		<b>Restricted Funds:</b>	
Cash	\$91,180	Accrued Liabilities	\$171,108
Accounts Receivable	\$81,469	Fund Balance	\$1,541
<b>Total Restricted Funds</b>	<b>\$172,649</b>	<b>Total Restricted Funds</b>	<b>\$172,649</b>
<b>Total Current Funds</b>	<b>\$18,737,730</b>	<b>Total Current Funds</b>	<b>\$18,737,730</b>
<b>Plant Funds:</b>		<b>Plant Funds:</b>	
Unexpended Plant Funds:		Unexpended Plant Funds:	
Cash	\$36,602	Fund Balance	\$36,602
<b>Total Unexpended Plant Funds</b>	<b>\$36,602</b>	<b>Total Unex-Plant Funds</b>	<b>\$36,602</b>
<b>Investment In Plant:</b>		<b>Investment In Plant:</b>	
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		
<b>Total Investment In Plant</b>	<b>\$20,094,469</b>	<b>Net Investment In Plant</b>	<b>\$20,094,469</b>
<b>Total Plant Funds</b>	<b>\$20,131,071</b>	<b>Total Plant Funds</b>	<b>\$20,131,071</b>
<b>Agency Funds:</b>		<b>Agency Funds:</b>	
Cash	\$52,939	Fund Held in Custody	\$52,939
<b>Total Agency Funds</b>	<b>\$52,939</b>	<b>Total Agency Funds</b>	<b>\$52,939</b>

**Northwest State Community College**  
**Statement of Revenue, Expense and Changes in Net Assets**  
**August 31, 2019**

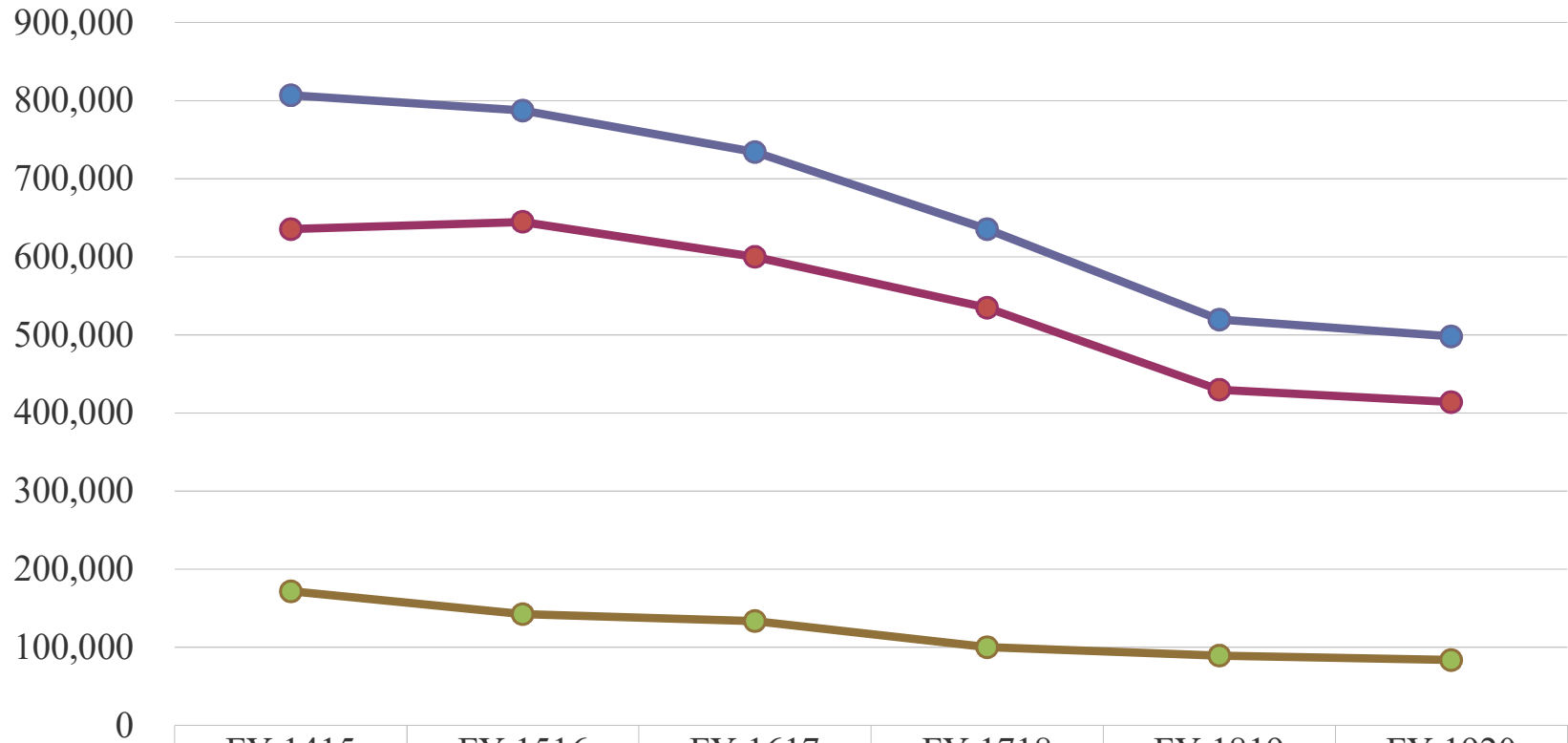
	Total Annual Budget	Actual To Date	Per Cent Received
<b>Operating Revenue:</b>			
Ohio Board of Regents - Subsidy	\$11,259,270	\$1,845,183	16.39%
Ohio Board of Regents -Capital Component	\$120,629	\$30,157	25.00%
Tuition & Fees	\$12,557,703	\$3,611,710	28.76%
Enrollment Contingency	\$0	\$0	0.00%
Scholarship Allowance and Tuition Offsets	-\$912,556	-\$92,388	10.12%
Income from Investments	\$150,000	\$37,503	25.00%
Foundation	\$117,000	\$0	0.00%
CTS Archbold	\$933,000	\$13,883	1.49%
CTS Scott Park	\$500,000	\$50,455	10.09%
Miscellaneous Income	\$105,940	\$7,613	7.19%
Grant Fiscal Agent	\$99,275	\$0	0.00%
Finger Printing & Facility Rental	\$63,100	\$9,052	14.35%
<b>Total Operating Revenue</b>	<b>\$24,993,361</b>	<b>\$5,513,168</b>	<b>22.06%</b>
<b>To Reserves</b>	<b>-\$737,629</b>		
<b>From Reserves</b>	<b>\$1,722,594</b>		
<b>Total Revenue</b>	<b>\$25,978,327</b>	<b>\$5,513,168</b>	<b>21.22%</b>
<b>Operating Expense:</b>			
Instruction	\$16,101,303	\$1,154,010	7.17%
Public Service	\$51,045	\$6,114	11.98%
Academic Support	\$863,524	\$118,795	13.76%
Scholarship Allowance	\$0	\$0	0.00%
Student Services	\$2,060,666	\$241,197	11.70%
Institutional Support	\$4,687,947	\$922,112	19.67%
Plant Operations and Maintenance	\$2,213,843	\$233,279	10.54%
<b>Total Expense</b>	<b>\$25,978,327</b>	<b>\$2,675,507</b>	<b>10.30%</b>
<b>Net Increase/Decrease in Net Assets</b>	<b>\$0</b>	<b>\$2,837,661</b>	

## Food Service (July thru August)



	FY 1415	FY 1516	FY 1617	FY 1718	FY 1819	FY 1920
Revenue	34,152	38,394	17,380	22,271	16,982	16,766
Expense	45,566	47,207	39,429	33,768	39,512	34,186
Net YTD	(11,413)	(8,813)	(22,049)	(11,496)	(22,530)	(17,420)

## Bookstore (July - August)



	FY 1415	FY 1516	FY 1617	FY 1718	FY 1819	FY 1920
Revenue	807,026	787,137	734,085	635,760	519,467	498,125
Expense	635,176	644,649	600,060	535,185	430,154	414,129
Net YTD	171,850	142,488	134,025	100,575	89,313	83,996