

# **BOARD OF TRUSTEES MEETING**

**April 19, 2024 – 9:00 a.m.  
FCHC – Beck Meeting Room**

## **ORDER OF BUSINESS**

### **A. CALL TO ORDER (Sandy B)**

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

Sandra Barber (Chair)  
John Bridenbaugh  
Katrina DeGroff (Vice Chair)  
Jeffrey Erb  
Lisa McClure  
Joel Miller  
Scott Mull  
John Poulson  
Mickey Schwarzbek (Second Vice Chair)

### **C. PLEDGE OF ALLEGIANCE**

### **D. MISSION, VISION & VALUES (Volunteer)**

### **E. EXECUTIVE SESSION**

### **F. PRESENTATION – Strategic Plan Update**

### **G. AUDIENCE PARTICIPATION**

### **H. CHIEF EXECUTIVE OFFICER REPORT (Todd H)**

- Vice President – Enrollment Management & Student Affairs (Cassie Rickenberg)
- Vice President – Academics (Lana Snider)
- Vice President – Chief Fiscal & Administrative Officer (Jenny Thome)
- Vice President – Workforce (Jim Drewes)
- Vice President – Human Resources & Leadership Development (Katy McKelvey)
- Chief of Staff / Executive Vice President (Albert Lewis Jr)
- President (Todd Hernandez)

### **I. BOARD DISCUSSION ITEMS (Sandy B & Todd H)**

- Facilities Projects Update (Jenny T)
- FY24-25 Budget (Jenny T / Todd H)

*Mission Statement: To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities.*

*Vision: Northwest State Community College will be a leader in education that empowers individuals and communities.*

*Values: People, Integrity and Learning*

- Tuition / Scholarship for FY24-25 (Todd H)
- Completion Plan (Cassie R)
- Board Meeting Minutes (Megan B)
- Approval of New Programs (Todd H)
- Policy and Procedure Updates (Todd H)
  - Persona Non Grata (new procedure)
  - Campus Safety / Security (new policy)
  - Reserves (amended policy)
  - Tuition Reimbursement (amended procedure)

**J. CHIEF FISCAL OFFICER REPORT (Jenny T)**

- Financial Report as of February 29, 2024

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

1. Consent Agenda Items (roll call vote)
  - a. Minutes of the February 16, 2024 Meeting
  - b. Resignations
  - c. Retirement
  - d. Employ Associate Vice President – Strategic Initiatives
  - e. Transfer to Senior Training Coordinator
  - f. Transfer to Training Manager of Manufacturing
  - g. Transfer to Vice President - Academics
  - h. Promotion to Vice President – Enrollment Management & Student Affairs
  - i. Promotion to Executive Director – Enrollment Management
  - j. Promotion to Executive Director – Learner Services
  - k. Promotion to Director – Advising
  - l. Miscellaneous Employment Contracts
  - m. Approval of New Programs

**L. PROPOSED RESOLUTIONS (Megan B)**

- a. Tuition FY24-25
- b. Tuition Scholarship

**N. OTHER BUSINESS (Todd H)**

1. Upcoming Board Activities
  - a. Distinguished Alumni Luncheon (NSCC) – May 11
  - b. Spring Commencement (Founders Hall) – May 11
  - c. Foundation Green Carpet Event (NSCC) – May 16
2. Foundation Board Meetings
  - a. April 25, 2024
  - b. July 25, 2024

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3. Trustee Professional Development

- a. ODHE Trustee Conference (Columbus State CC) – June 5, 2024
- b. ACCT Governance Leadership Institute (Jackson, MI) – August 7-9, 2024
- c. OACC Annual Conference – Fall 2024
- d. ACCT Leadership Congress (Seattle, WA) – October 23-26, 2024
- e. ACCT Community College National Legislative Summit (D.C.) – February 9-12, 2025

**O. ADJOURNMENT (Sandy B)**

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*Values: People, Integrity and Learning*

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, February 16, 2024 at 11:30 a.m.

Scott Mull, 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**

24-1

Members present: Sandy Barber, John Bridenbaugh, Katrina DeGroff, Jeff Erb, Lisa McClure, Scott Mull, John Poulson, and Mickey Schwarzbek

Absent: Joel Miller, John Poulson left after Executive Session for another commitment.

### **PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance: I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### **NSCC MISSION STATEMENT**

Jim Drewes, Vice President of Workforce Development, read the College’s mission statement: To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities. This statement guides the board, administration, faculty and staff in all decisions of the College.

### **VISION AND VALUES**

VP Drewes read the College’s vision and values statements:

Vision – Northwest State Community College will be a leader in education that empowers individuals and communities.

Values:

People – We believe in the power of teamwork, bringing people of diverse backgrounds and communities together to excel.

Integrity – We believe that honesty, respect, and accountability are the basis of building trust.

Learning – We believe that the acquisition and application of knowledge is the key to success, and to that end, we provide access to greater opportunities through education, training, and services.

## **EXECUTIVE SESSION**

24-2

Ms. Barber moved and Mr. Erb seconded a motion to go into executive session to discuss the employment and compensation of a public employee or official.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGroff, Erb, McClure, Mull, Poulson, Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

Following executive session, the meeting moved back to regular session and on record at 12:54 p.m. The Chair stated that the annual self-evaluation of the Board has been conducted in accordance with Board policy.

### **PRESENTATION – CAMPUS POLICE DEPARTMENT SECURITY UPDATE**

Chief Campbell introduced himself and the members of the Campus Police department. An overview of the department, along with projects completed and plans for continued improvement, were presented by Chief Campbell. The department has completed a reorganization and all open positions have been filled. A goal of the department is to create uniformity in dress and procedures to protect and serve the campus community. The current needs of the department were addressed and a solution to provide these through potential grant money was presented. The department is working with the LEXIPOL software platform to update police procedures. Lieutenant Cline shared the goal of the Campus Emergency Team, which is comprised of police, faculty, and staff members, is to help facilitate and address security and safety issues. The Campus Emergency team receives various safety trainings throughout the year. Campus involvement through the Secret Santa program and other community outreach programs are an important part of the police departments commitment to the community.

### **CHIEF EXECUTIVE OFFICE REPORT**

Each of the Vice Presidents provided a report from their respective areas. Lana Snider, VP of Academics, provided an enrollment update. Spring enrollment (27 days after start) is down 4.7% in total FTE for traditional and College Credit Plus compared to spring 2023. This does not include workforce which is projected to be up over 2023. President Hernandez, reported that Academics will be focusing on institutional research, teaching and learning, developing an 8-week schedule and commencement. Jenny Thome, Chief Fiscal and Administrative Officer, reported a new Controller has been hired and the Facilities team has been busy dealing with B and C building boiler issues, power outages and snow and ice removal in January. Jim Drewes, VP of Workforce Development, reported CTS is exceeding sales goals in the Maumee and Fostoria locations. Al Lewis Jr., EVP / COS, reported that a Working Supervisor has been hired for the Van Wert campus. In addition, there is an Intro to Statistics class running this semester in Van Wert. President Hernandez reported that Tom Walsh has been named Interim CEO of the OACC.

## **BOARD DISCUSSION ITEMS**

Facilities Update – The switch gear for the solar project has been ordered. In addition, the Employee Retention Credit (ERC) has been submitted. The B building and Van Wert projects are on schedule.

Board Budget Committee Review – The committee reviewed the revised budget, which is a resolution for the board’s consideration. This includes a net adjustment of (1.8 million), mainly due to the change in building projects. Both B Building and Van Wert timelines were adjusted to January 2025. They also reviewed the current reserve policy and accounts, along with the Composite Financial Index (CFI). This will be a discussion topic at the spring retreat.

Facility Rental Fees – The facility room rental fees were reviewed and compared to local room rental fees in the area. The College adjusted the facility room rental rates in order to provide affordable and accessible services to our community. The adjustments were presented to the board and they were given the opportunity to provide feedback on the rate adjustments.

Student Fees – The administration reviewed the 2024-2025 student fees for the College and presented the changes to the Board. Adjustments were made to a few existing courses and a newly developed course has been added. This is a consent item for review and approval.

Policy & Procedure Updates –

*Persona Non Grata* – Northwest State Community College is a state institution that is open to the public and welcomes all persons. Due to a few instances where persons have exhibited behavior that has been deemed detrimental or dangerous, the Persona Non Grata policy was created and reviewed by the Attorney General’s office. This policy will give the President and appropriate College officials the authority to enforce appropriate conduct for all persons on campus.

*Graduation Policy* – Due to inconsistent use and requirement of the e-portfolio system, a new data collection method was created by the Assessment Committee during the 2022-2023 academic year. The Assessment Committee is requesting that graduation requirements of completing a nationally normed test/graduation survey and submitting the required elements of a portfolio be removed. The Assessment Committee’s ability to collect data will not be negatively impacted by removing these two graduation requirements.

*Campus Safety and Security Policy* – The College will create a policy to direct the administration to maintain any campus and security policies including NSCC police department policy and procedures, access control/physical security, security cameras, and weapons policy. This will be an April action item.

Proposed Board of Trustees Meeting Dates – Establish meeting dates and times for April 2024 through February 2025. Northwest State Community College will hold six regular meetings during the aforementioned period. This is a voting item for consideration.

**CHIEF FISCAL OFFICER REPORT**

**24-3**

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

Ms. Jennifer Thome, Chief Fiscal & Administrative Officer, presented the cumulative financial report to inform the Board of Trustees of the College's financial condition as of December 31, 2023.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Mull and Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

**CONSENT AGENDA APPROVED**

Ms. Barber moved and Mr. Erb seconded the following consent items:

**MINUTES OF THE DECEMBER 8, 2023 BOARD MEETING**

**24-4**

**RESIGNATIONS**

**24-5**

WHEREAS, Reiley Dietrich, Administrative Assistant, has submitted her resignation; and

WHEREAS, Kristine Robertson, Grants Administrator, has submitted her resignation; and

WHEREAS, the President recommend

NOW, THEREFORE BE IT RESOLVED, that the resignation of Reiley Dietrich, effective December 20, 2023; and Kristine Robertson, effective January 12, 2024 accepted.

**RETIREMENTS**

**24-6**

WHEREAS, Dr. Melissa Faber, Psychology Faculty, has submitted her retirement; and

WHEREAS, Ms. Deborah Hartzell, Program and Clinical Coordinator, has submitted her retirement; and

WHEREAS, the President recommend

NOW, THEREFORE BE IT RESOLVED, that the retirement of Dr. Melissa Faber, effective May 31, 2024; and Ms. Deborah Hartzell, effective July 31, 2024; accepted.

**EMPLOY FULL-TIME CONTROLLER**

**24-7**

WHEREAS, the position of full-time Controller was left vacant due to the resignation of Abby Calvin; 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. Connie Nicely be employed as full-time Controller effective January 1, 2024 at an annual salary of \$105,000.00. This is a graded position.

**EMPLOY FULL-TIME ADMINISTRATIVE ASSISTANT-ADMISSIONS**

**24-8**

WHEREAS, the position of full-time Administrative Assistant - Admissions was left vacant due to the resignation of Gracie Ayers; and

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

WHEREAS, the Vice President of Enrollment Management and Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Emili Clingaman be employed as full-time Administrative Assistant - Admissions effective January 2, 2024 at an annual salary of \$39,624.00. This is in accordance with the Support Personnel Bargaining Agreement.

**EMPLOY FULL-TIME TRAINING COORDINATOR – ELECTRICAL & AUTOMATION**

**24-9**

WHEREAS, the position of full-time Electrical and Automation Training Coordinator was left vacant due to the resignation of Bill Hutchisson; and

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

WHEREAS, the Vice President of Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Stephen Wisner be employed as full-time Training Coordinator - Electrical and Automation effective January 3, 2024 at an annual salary of \$65,000.00. This is a graded position.

**EMPLOY FULL-TIME ADMINISTRATIVE ASSISTANT – ADVISING CENTER AND LEARNER SERVICES**

**24-10**

WHEREAS, the position of full-time Administrative Assistant – Advising Center and Learner Services was left vacant due to the resignation of Reiley Dietrich; and

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

WHEREAS, the Vice President of Enrollment and Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Caitlin Roehrig be employed as full-time Administrative Assistant – Advising Center and Learner Services effective January 8, 2024 at an annual salary of \$39,624.00. This is in accordance with the Support Personnel Bargaining Agreement.

**EMPLOY FULL-TIME FACULTY – NURSING**

**24-11**

WHEREAS, the position of full-time Faculty - Nursing was left vacant due to the retirement of Deb Mignin; and

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

WHEREAS, the Vice President of Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Karla Ringenberg be employed as full-time Faculty - Nursing effective January 11, 2024 at an annual salary of \$57,725.49. This is in accordance with the Professional Personnel Bargaining Agreement.

**EMPLOY FULL-TIME FACULTY – BUSINESS MANAGEMENT AND ECONOMICS**

**24-12**

WHEREAS, the position of full-time Faculty – Business Management and Economics was left vacant due to the resignation of Deandra Travis; and

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

WHEREAS, the Vice President of Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Craig Kuhlman be employed as full-time Faculty - Business Management and Economics effective January 11, 2024 at an annual salary of \$57,725.49. This is in accordance with the Professional Personnel Bargaining Agreement.

**EMPLOY FULL-TIME FACULTY – MATHEMATICS**

**24-13**

WHEREAS, the position of full-time Faculty - Mathematics was left vacant due to the promotion of Marianna Doolittle; and

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

WHEREAS, the Vice President of Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Diae Mizou be employed as full-time Faculty - Mathematics effective January 16, 2024 at an annual salary of \$50,768.49. This is in accordance with the Professional Personnel Bargaining Agreement.

**EMPLOY COMMANDER – LAW ENFORCEMENT ACADEMY (PT)**

**24-14**

WHEREAS, the position of Commander – Law Enforcement Academy was temporarily filled as an interim position; and

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

WHEREAS, a qualified internal candidate applied for and accepted the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Greg Smith be employed as Commander – Law Enforcement Academy effective January 16, 2024 at an annual salary of \$13,653.00. This is a part-time graded position.

**EMPLOY FULL-TIME CUSTODIAN (1<sup>ST</sup> SHIFT)**

**24-15**

WHEREAS, the position of full-time Custodian -1<sup>st</sup> Shift was left vacant due to the resignation of Maria Trevino; 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. Jodi Adams be employed as full-time Custodian -1<sup>st</sup> Shift effective February 5, 2024 at an annual salary of \$29,390.40. This is in accordance with the Support Personnel Bargaining Agreement.

**EMPLOY FULL-TIME WORKING SUPERVISOR OF FACILITY MAINTENANCE & CUSTODIAL (VAN WERT CAMPUS)**

**24-16**

WHEREAS, the position of full-time Working Supervisor of Facility Maintenance & Custodial (Van Wert Campus) was created to oversee the maintenance and facility departments on the Van Wert Campus; and

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

WHEREAS, the Chief Fiscal & Administrative Officer, Chief of Staff / Executive Vice President, and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Jon Thomas be employed as full-time Working Supervisor of Facility Maintenance & Custodial (Van Wert Campus) effective February 12, 2024 at an annual salary of \$51,500.00. This a graded position.

**EMPLOY FULL-TIME GRANTS ADMINISTRATOR**

**24-17**

WHEREAS, the position of full-time Grants Administrator was left vacant due to the resignation of Kristine Robertson; and

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

WHEREAS, a qualified internal candidate applied for and accepted the position; and

WHEREAS, the Chief of Staff / Executive Vice President and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Gina Kasch be employed as full-time Grants Administrator effective February 19, 2024 at an annual salary of \$54,060.00. This is a graded position.

**PROMOTION TO ASSOCIATE DEAN – STEM AND INDUSTRIAL TECHNOLOGIES**

**24-18**

WHEREAS, the position of full-time Associate Dean - STEM and Industrial Technologies was created to work in collaboration with the Dean – STEM and Industrial Technologies in the management and direction of the division and its functions; and

WHEREAS, this position will be responsible for, but not limited to, providing leadership for all instructional programs, support services and program evaluations for STEM and Industrial Technologies division; Participate in the development and implementation of academic policies and procedures: guide the planning and implementation of instructional staff development programs and activities: and coordinate responsibilities with the College as a whole to promote and fulfill the mission: and

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

WHEREAS, the Vice President of Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Marianna Doolittle be promoted to full-time Associate Dean – STEM and Industrial Technologies effective January 1, 2024 at an annual salary of \$88,000.00. This is a graded position.

**PROMOTION TO OPERATIONS MANAGER**

**24-19**

WHEREAS, the position of full-time Operations Manager was left vacant due to the resignation of Logan Badenhop; and

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

WHEREAS, a qualified internal candidate applied for and accepted the position; and

WHEREAS, the Vice President of Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Jose Silva be promoted to full-time Operations Manager effective January 17, 2024 at an annual salary of \$57,000.00. This is a graded position.

**MISCELLANEOUS EMPLOYMENT CONTRACTS**

**24-20**

WHEREAS, it has been determined that the following person(s) should be employed to accommodate various needs; and

WHEREAS, the Chief Fiscal & Administrative Officer, the Vice President of Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the following individual(s) be approved to receive employment contracts for miscellaneous services:

Food Service

April Wesley, Food Services Assistant (part-time), \$13.35 / hour

Part-time Instructor

Justin Coffman  
Jerry Gostnell  
Joshua Mercer

**APPROVAL OF 2024-2025 STUDENT FEES**

**24-21**

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

WHEREAS, changes have been made to existing courses and fees and a newly developed course has been added; and

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

NOW, THEREFORE BE IT RESOLVED, that the student fees be adopted for the 2024-2025 academic year.

Course	Course Description	Current Fee	Proposed Fee
AGR110	Agronomy Principles	\$38.00	\$28.00
AGR140	Intro to Horticulture	\$35.00	\$50.00

AGR230	Nutrient Management	\$18.00	\$36.00
MEA203	Medical Assisting Externship	\$0.00	\$105.00

**FACILITY ROOM RENTAL FEES**

**24-22**

WHEREAS, the Facility Room Rental Fees have not been updated since 2019; and

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

WHEREAS, the College desires to adjust room rental rates in order to provide an affordable and accessible service to our community; and

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

NOW, THEREFORE BE IT RESOLVED, that the updated facility room rental fees be adopted effective March 1, 2024:

**Room Rental  
(Effective 03/01/2024)**

**Table in Atrium**

Nonprofit	no charge	Profit	\$30.00 per day
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**Classrooms**

Nonprofit	\$ 10.00/hour	Profit	\$ 15.00 per hour
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**Computer Lab**

Nonprofit	\$100.00 per hour	Profit	\$125.00 per hour
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**Conference Rooms-A101A McDougle Room/C200/C202/C211/H104**

Nonprofit	\$ 15.00 per hour - \$120 daily max	Profit	\$ 20.00 per hour - \$160.00 daily max
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**Atrium/Auditorium**

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

Nonprofit	\$ 75.00- 1 <sup>st</sup> hour	Profit	\$125.00- 1 <sup>st</sup> hour
	\$ 30.00 per subsequent hour (\$300.00.00 maximum)		\$ 50.00 each subsequent hour (\$500.00 maximum)

**Friday events starting after 4 pm and weekend events**

Nonprofit	\$ 100.00- 1 <sup>st</sup> hour	Profit	\$ 150.00- 1 <sup>st</sup> hour
	\$ 50.00 each subsequent hour		\$ 75.00 each subsequent hour

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**Community Theater**

\$150.00 per performance

**Education & Government Agencies**

Will only be charged if need for Technology, Security, Custodial or Switchboard Staff – charges to be determined

by Fiscal Officer and approved by NSCC President.

**Proms**

\$300.00 minimum

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

**Technology Use/Services**

**Police Coverage**

**Custodial/Maintenance**

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- Rooms are reserved on a first come first served basis. Without a signed agreement, reservations will be held for 7 days and then released for other bookings.
  
  - If alcohol is to be served at the event, an “Application to Host an Event with Alcohol” form must be completed and approved by the NSCC President. The server must be “TIPS” certified and the group must follow the policy approved by NSCC (see Alcohol Policy).

**Facility Rental – Weddings and Other Private Events  
Effective reservations received after 03/01/2024**

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

Room Rental plus \$250.00 refundable damage deposit. (2 hours for setup/cleanup are included)

Event time after midnight \$150.00 per hour.

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

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

Room Rental plus \$150.00 plus \$250.00 refundable damage deposit. (2 hours setup/cleanup are included)

Event time after midnight \$150.00 per hour.

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

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

(End of Document)

## **PERSONA NON GRATA POLICY (NEW)**

24-23

WHEREAS, Northwest State Community College, as a state institution, is open to the public and welcomes all persons; and

WHEREAS, there have been instances where persons have exhibited behavior that has been deemed detrimental or dangerous to the College community and thus is no longer permitted to frequent or be present on the College campus or at College-sponsored activities; and

WHEREAS, a policy has been created to give authority to the President and appropriate College officials to enforce appropriate conduct for all persons on campus; and

WHEREAS, this policy also directs the President to implement a procedure that regulates the behavior of persons consistent with board policy and applicable federal, state and local laws when such behavior is deemed detrimental or dangerous to the College community; and

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

WHEREAS, the Vice President – Enrollment Management & Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that policy 14-17-08 Persona Non Grata be approved effective February 16, 2024.

### **3358: 14-17-08 Persona non grata.**

Effective: XX/XX/XXXX

- (A) The board of trustees of Northwest state community college requires that the conduct of persons on campus and those attending off-campus college-sponsored events be of a responsible and appropriate nature so as to permit the college to properly pursue its educational objectives and programs and to permit college guests to enjoy a safe environment.
- (B) The president of the college shall implement a procedure that regulates the behavior of persons consistent with board policy and applicable federal, state, and local laws when such behavior is deemed detrimental or dangerous to the college community. The president shall also develop proper procedures for enforcement of this policy.
- (C) The president may delegate to appropriate college officials the responsibility to implement this procedure.
- (D) The president shall enforce this policy through the use of appropriate college officials and the campus police department.

(E) Definitions

- (1) Persona non grata - a person who has exhibited behavior that has been deemed detrimental or dangerous to the college community and thus is no longer permitted to frequent or be present on the college campus or at college-sponsored activities (on or off-campus).
- (2) Member of the college community – any person who is a student, visitor, volunteer, faculty member, college official, or any other person employed by the college. A person’s status in a particular situation shall be determined by the president or his or her designee.

**GRADUATION REQUIREMENTS POLICY (AMENDED)**

**24-24**

WHEREAS, due to inconsistent use and requirement of the e-portfolio system, a new data collection method was created by the Assessment Committee during the 2022-2023 academic year; and

WHEREAS, the Assessment Committee is requesting that the graduation requirements of completing a nationally normed test/graduation survey and submitting the required elements of a portfolio be removed; and

WHEREAS, the removal of these two graduation unused requirements will not negatively impact learners or the Assessment Committee’s ability to collect data; and

WHEREAS, the Vice President of Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the following changes be made to the Graduation Requirements policy effective February 16, 2024:

**3358: 14-5-11 Graduation requirements**

Page 2 Section H (e)

(H) Individuals may earn more than one degree or certificate provided all requirements are met as stated in this policy and the college catalog.

- (1) The registrar will perform a degree audit to verify that all applicable degree/certificate requirements have been met. Current graduation requirements include:
  - (a) Successful completion of all required courses in the program. Certain majors require a “C” or better in certain courses to meet graduation requirements. Each required course in which an “F” grade is received must be repeated (please refer to course repeat policy and/or academic fresh start policy).
  - (b) Earn a minimum cumulative grade point average of 2.00.

(c) Attain a minimum 2.0 grade point average in their technical courses.

(d) Complete a minimum of thirty percent of the credits from NSCC.

~~(e) In addition, graduates may be required to:~~

~~(i) Complete a nationally normed test.~~

~~(ii) Submit the required elements of a portfolio.~~

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**This concludes the Consent Agenda.**

ROLL CALL: Aye; Bridenbaugh, DeGross, Erb, McClure, Schwarzbek, Barber, Mull. Nay; None. Thereupon the Chair declared the motion approved.

**2023-2024 REVISED BUDGET APPROVED**

**24-25**

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

WHEREAS, adjustments for the 2023-2024 budget has been made for business & industry training revenue, changes in plans to capital projects, miscellaneous personnel adjustments, and the addition of resources for strategic initiatives; and

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

NOW, THEREFORE BE IT RESOLVED, that the 2023-2024 revised budget be approved.

ROLL CALL: Aye; DeGross, Erb, McClure, Schwarzbek, Barber, Bridenbaugh, Mull. Nay; None. Thereupon the Chair declared the motion approved.

**DELEGATE AND ALTERNATE APPOINTED TO THE GOVERNING BOARD OF THE OHIO ASSOCIATION OF COMMUNITY COLLEGES (OACC)**

**24-26**

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Sandy Barber be appointed as delegate and Mr. John Bridenbaugh be appointed as alternate from the Northwest State Community College Board of Trustees to serve on the Governing Board of the Ohio

Association of Community Colleges.

ROLL CALL: Aye; Erb, McClure, Schwarzbek, Barber, Bridenbaugh, DeGroff, Mull. Nay; None. Thereupon the Chair declared the motion approved.

### **MEETING DATES AND TIMES ESTABLISHED**

**24-27**

Mr. Schwarzbek moved and Ms. DeGroff seconded the following motion:

WHEREAS, the time and place for the Northwest State Community College's Board of Trustee meetings must be designated for April 2024 through February 2025; and

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

NOW, THEREFORE BE IT RESOLVED, that Northwest State Community College be designated as the permanent place of business and that six regular meetings be established for the period April 2024 through February 2025. The election of Board officers will take place at the February meeting.

The Board shall meet on the following Fridays:

- Friday, April 19, 2024
- Friday, June 21, 2024
- Friday, August 23, 2024
- Friday, October 18, 2024
- Friday, December 13, 2024
- Friday, February 28, 2025

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

ROLL CALL: Aye; McClure, Schwarzbek, Barber, Bridenbaugh, DeGroff, Erb, Mull. Nay; None. Thereupon the Chair declared the motion approved.

### **ELECTION OF BOARD CHAIR**

**24-28**

Nominations are to be made for **CHAIR** of the Board of Trustees for the period February 2024 through February 2025. The newly elected Chair will assume his/her duties upon election.

Motion by Ms. McClure to nominate Sandra Barber as Chair of the Northwest State Community College Board of Trustees to serve through the February 2025 meeting and to close nominations. Seconded by Mr. Erb.

ROLL CALL: Aye; Schwarzbek, Bridenbaugh, DeGross, Erb, McClure, Mull. Nay; None. Thereupon the Chair declared that Sandra Barber is duly elected **CHAIR** of the Northwest State Community College Board of Trustees.

### **ELECTION OF BOARD VICE CHAIR**

**24-29**

Nominations are to be made for **VICE CHAIR** of the Board of Trustees for the period February 2024 through February 2025. The newly elected Vice Chair will assume his/her duties upon election.

Motion by Mr. Erb to nominate Katrina DeGross as Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2025 meeting and to close nominations. Seconded by Ms. Barber.

ROLL CALL: Aye; Schwarzbek, Barber, Bridenbaugh, Erb, McClure, Mull. Nay; None. Thereupon the Chair declared that Katrina DeGross is duly elected **VICE CHAIR** of the Northwest State Community College Board of Trustees.

### **ELECTION OF BOARD SECOND VICE CHAIR**

**24-30**

Nominations are to be made for **SECOND VICE CHAIR** of the Board of Trustees for the period February 2024 through February 2025. The newly elected Second Vice Chair will assume his/her duties upon election.

Motion by Mr. Bridenbaugh to nominate Mickey Schwarzbek as Second Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2025 meeting and to close nominations. Seconded by Ms. McClure.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Mull. Nay; None. Thereupon the Chair declared that Mickey Schwarzbek is duly elected **SECOND VICE CHAIR** of the Northwest State Community College Board of Trustees.

### **BOARD RETREAT**

President Hernandez proposed several options for a spring retreat. The Board unanimously agreed to have a retreat on the same day as the April board meeting. The Board will hold their regular meeting in the morning and have their retreat in the afternoon on April 19.

### **ADJOURNMENT**

With no further business to be brought before the Board, the meeting was declared adjourned at 3:18pm.

**1. APPROVAL OF CONSENT AGENDA.**

**1a. Minutes of the February 16, 2024 Board Meeting**

**1b. Resignation**

WHEREAS, Kaitlyn Cousino, Custodian, has submitted her resignation; and

WHEREAS, Rebekah Faber-Starr, Faculty – Natural Sciences, has submitted her resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Kaitlyn Cousino, effective April 12, 2024; and Rebekah Faber-Starr, effective May 13, 2024 be accepted.

**1c. Retirement**

WHEREAS, Thomas Pierce, CDL Training Manager, has submitted his retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement of Thomas Pierce, effective May 3, 2024 be accepted.

**1d. Employ Full-Time Associate Vice President – Strategic Initiatives**

WHEREAS, the position of Associate Vice President – Strategic Initiatives was created to lead and manage college-wide initiatives aimed at achieving our strategic goals; and

WHEREAS, the duties and responsibilities include assisting in the attainment of funding and resources for strategic initiatives, leading cross-functional teams in planning, implementation and evaluation of strategic initiatives, developing and maintaining project management plans, timelines and budgets for assigned initiatives; and

WHEREAS, this position will communicate strategies with all stakeholders and provide regular updates to College leadership; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Dr. Daniel Burklo be employed as full-time Associate Vice President – Strategic Initiatives effective March 15, 2024 at an annual salary of \$131,607. This is a graded position.

**1e. Transfer to Senior Training Coordinator**

WHEREAS, the position of full-time Senior Training Coordinator was created to better support the CTS division; and

WHEREAS, this position will be responsible for curriculum content, new training products and assisting CTS faculty with class content; and

WHEREAS, the Vice President of Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Thomas Plummer be employed as full-time Senior Training Coordinator effective March 1, 2024 at an annual salary of \$75,000. This is a graded position.

**1f. Transfer to Training Manager of Manufacturing**

WHEREAS, the position of full-time Training Manager of Manufacturing was left vacant by the transfer of Thomas Plummer to Senior Training Coordinator; and

WHEREAS, the job duties of the position have been updated to better support the CTS division; and

WHEREAS, this position will be responsible for the training schedule for equipment and instructors, as well as inventory, tag and label all training equipment assets for CTS; and

WHEREAS, the Vice President of Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Thomas Kelly be employed as full-time Training Manager of Manufacturing effective March 1, 2024 at an annual salary of \$70,000. This is a graded position.

**1g. Transfer to Vice President – Academics**

WHEREAS, the position of Vice President – Academics was left vacant following a reorganization of the President’s Cabinet; and

WHEREAS, an internal candidate was qualified for and accepted the position; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Dr. Lana Snider be employed as Vice President – Academics effective February 13, 2024 at an annual salary of \$130,125. This is a graded position.

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

WHEREAS, the position of Vice President – Enrollment Management & Student Affairs was left vacant due to the transfer of Dr. Lana Snider to the Vice President – Academics; and

WHEREAS, an internal candidate was qualified for and accepted the position; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Cassie Rickenberg be promoted to Vice President – Enrollment Management & Student Affairs effective February 13, 2024 at an annual salary of \$119,500. This is a graded position.

**1i. Promotion to Executive Director – Enrollment Management**

WHEREAS, the Director of Admissions position has been changed to Executive Director – Enrollment Management as part of a restructuring of Learner Services to better support traditional and CCP enrollment growth in an effort to achieve Elevate Northwest Ohio; and

WHEREAS, this new position directs a variety of enrollment services which support the strategic plan and educational mission of the College while providing leadership for the planned strategies and tactics to shape the enrollment and meet established goals with collaboration of faculty and staff for the success of the learner; and

WHEREAS, the Vice President – Enrollment Management & Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Brittany Thompson be promoted to Executive Director – Enrollment Management effective 4/1/2024 at an annual salary of \$87,500. This is a graded position.

**1j. Promotion to Executive Director – Learner Services**

WHEREAS, the Dean – Learner Services has been changed to Executive Director – Learner Services as part of a restructuring of Learner Services to better support traditional and CCP enrollment growth in an effort to achieve Elevate Northwest Ohio; and

WHEREAS, this new position directs a variety of learner development services which support the strategic plan and educational mission of the College while providing leadership in the development and utilization of wraparound holistic services with collaboration of faculty and staff for the success of the learner; and

WHEREAS, this position will also function as the Title IX Coordinator; and

WHEREAS, the Vice President – Enrollment Management & Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Shannon Floyd be promoted to Executive Director – Learner Services effective 4/1/2024 at an annual salary of \$87,500. This is a graded position.

#### **1k. Promotion to Director - Advising**

WHEREAS, the position of Director – Advising was left vacant due to the promotion of Shannon Floyd to Executive Director – Learner Services; and

WHEREAS, this position will also function as the Deputy Title IX Coordinator; and

WHEREAS, an internal candidate was qualified for and accepted the position; and

WHEREAS, the Vice President – Enrollment Management & Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Renee Bostelman be promoted to Director - Advising effective 4/1/2024 at an annual salary of \$70,000. This is a graded position.

#### **1l. Miscellaneous Employment Contracts**

WHEREAS, it has been determined that the following person(s) should be employed to accommodate various needs; and

WHEREAS, the Vice President of Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the following individual(s) be approved to receive employment contracts for miscellaneous services:

Full-time Faculty and NTPs (Graded?) teaching Overload or Supplemental contracts:

##### Overload

Lisa Becher  
Dan Burklo  
Sean Burres  
Lisa Dapelo  
Colin Doolittle  
Chelsie Ebaugh  
Melissa Faber  
Lindsay Folkerth  
Heather Galbraith  
Greg Tefft

Melanie Hicks  
Tony Hills  
Sherry Howard  
Erin Jacob  
Erik Jones  
Julie Kemarly-Dowland  
Mike Kwiatkowski  
Suzanne Lammers  
Joni Mavis  
Kayla Miller  
Diae Mizou  
Andrea Mofield  
David Mohring  
John Mueller  
Gregory Nartker  
Tera Newton  
Connie Nicely  
Anuja Parikh  
Thomas Plummer  
Steven Raymond  
Jon Tomlinson  
Amy Thomas  
Josh Verhoff

Supplemental

Amber Christy  
Michael Clink  
Debbie Wikstrom

Part-time Instructor

Steven Busch

**1m. Approval of New Programs**

WHEREAS, the practice of having the Board of Trustees provide approval of all academic programs was suspended during the COVID-19 pandemic; and

WHEREAS, it is the desire of the Administration to reinstate the practice of Board approval for all academic programs; and

WHEREAS, there have been numerous short-term certificates and one-year certificates that have been added since 2020 that have not received Board approval; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the following short-term certificates and one-year certificates be approved by the Board of Trustees:

- Entrepreneurship Certificate (term effective – fall 2020)
- Marketing Certificate (term effective – fall 2020)
- Automation Short Term Certificate (term effective – fall 2022)
- CAM Short Term Certificate (term effective – fall 2022)
- Medical Coding & Billing Specialist Short Term Certificate (term effective – fall 2022)
- Semiconductor Manufacturing Short Term Certificate (term effective – fall 2024)

**This concludes the Consent Agenda**

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

**PROPOSED RESOLUTIONS**

**1. CONSIDERATION OF A RESOLUTION TO ESTABLISH TUITION FOR THE 2024-2025 ACADEMIC YEAR.**

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

WHEREAS, the College desires to increase enrollment by making strategic investments in positions and programs; and

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

WHEREAS, the Governor approved state budget allows for a \$5 per credit hour tuition increase for the 2024-2025 academic year; and

WHEREAS, the increase would not go into effect until spring 2025 semester; and

WHEREAS, the Cabinet and the President recommend

NOW, THEREFORE BE IT RESOLVED, that commencing spring semester 2025, tuition be increased from \$192.33 to \$197.33 for in-state students and increased from \$186.33 to \$191.33 for out-of-state students. Out-of-state students pay both in-state and out-of-state tuition fees totaling \$388.66.

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

**2. CONSIDERATION OF A RESOLUTION TO SCHOLARSHIP THE TUITION INCREASE FOR THE 2024-2025 ACADEMIC YEAR.**

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

WHEREAS, the College Trustees authorized a \$5 per credit hour tuition increase to go into effect spring 2025; and

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

WHEREAS, the Cabinet and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the College will use scholarship funds to offset the cost of the \$5 per credit hour increase so as to not pass the expense on to learners for the spring 2025 semester.

ROLL CALL: Aye;

Nay;

Thereupon the Chair declared the motion approved/disapproved.



# President’s Report - April 2024

Videos / Podcasts:

<a href="#">Talking w/Todd - 2/21/24</a>	<a href="#">Talking w/Todd - 3/6/24</a>	<a href="#">Talking w/Todd - 3/13/24</a>
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## Activities

Ongoing

- Defiance Rotary (weekly)
- OACC President’s Call (various)
- Terra, Owens, NSCC President’s Call (monthly)
- NwOESC Superintendent Meeting (monthly)
- Four County Superintendent Meeting (monthly)
- President - Faculty Leadership Conversations (Monthly)
- Dr. Sandy Shugart Coaching Call (Monthly)

<b>Date</b>	<b>Activity</b>
Feb 6	Board Engagement - Joel Miller
Feb 9	Purse Bingo Fundraiser
Feb 13	President <b>Richanne Mankey</b> - Defiance College
Feb 24	National TRIO Day - Owens CC
Feb 27	Director Stephanie Boutte - Toledo Technical Education Center
Mar 7	Board Engagement - <b>John Poulson</b>
Mar 7	Student Engagement - Pizza with the President



Date	Activity
Mar 11	President Richanne Mankey - Defiance College
Mar 12	Board Engagement - Sandy Barber
Mar 19	Cabinet Retreat

**Scheduled Time Off / Away from Campus**

Date	Description
Apr 24 - 29	Vacation - Scottsdale, AZ
Jun 6	OACC - Columbus, OH
Jun 8 -16	Vacation, Punta Cana, Dominican Republic

**Non NSCC related Professional Activities**

None.

**Chief of Staff /Executive Vice President Board Report  
April 2024  
Submitted by: Albert Lewis, Jr.**

**VAN WERT CAMPUS**

**Community Participation Events**

- Job Expo in Van Wert on 3/21
- Youth Strengths – Van Wert Chamber
- Paulding/Antwerp Rotary presentation on 3/28
- Paulding Foundation dinner on 4/2
- Kiwanis Luncheon (Paulding) on 4/4
- Paulding Leadership at Van Wert Campus on 4/10
- Crestview STEM Day on 4/19
- Van Wert 5<sup>th</sup> Grade Event on 5/8
- 1<sup>st</sup> week of June – Educator bootcamps in Paulding and Van Wert

**Employee Hiring**

- Working Supervisor – Jon Thomas started 2/12/2024
- Enrollment Specialist – posted, interviewing applicants in two weeks
- Part-time faculty – 12 individuals at varying stages of application process

**Fall 2024 Van Wert**

- 3 students currently registered (2 in ACC111, 1 in STA120)
- 9 students have completed the First Course Free scholarship application so far

<b>Day (Fall 8A) 8/21 – 10/15/2024</b>	<b>Course Offering</b>
Monday (5:45-8:15pm)	BUS101 Intro to Business (3 credits)
Tuesday (5:45-8:15pm)	STA120 Introduction to Statistics (3 credits)
Wednesday (5:45-8:15pm)	Humanities Elective (3 credits) HUM221
Thursday (5:45-8:15pm)	ENG111 Composition I (3 credits)
<b>Day (Fall 8B) 10/16 – 12/14/2024</b>	<b>Course Offering</b>
Monday (5:45-8:15pm)	ACC111 Financial Accounting (3 credits)
Tuesday (5:45-8:15pm)	CIS114 Microsoft Applications (3 credits)
Wednesday (5:15-8:15pm)	BIO150 The Human Body (4 credits)
Thursday (5:45-7:45pm)	MET100 Intro to Engineering Technology (2 credits)

## GRANTS REPORT

### Completed

- Wildfire Training for department
- Perkins V Comprehensive Local Needs Assessment
- Allied Health Choose Ohio First Grant Kickoff Meeting

### Awarded

- N/A

### Rejected

- USDA's Rural Innovative Stronger Economy Grant proposal (original due date of April 1, 2024) was being formatted with Allied Health in pursuit of a new Allied Health certificate and degree program, in collaboration with Henry County Hospital. The opportunity was deleted by the funder when the federal budget was completed as the proposed funds were, ultimately, not allocated and the opportunity was cancelled.

### Submitted

- N/A

## MARKETING

### Email Marketing

- Working with Registrar, creating a series of emails going out to a targeted group of new and returning students to drive enrollment.

### Social Media

- Weekly boosted posts to targeted demographic (18-54) promoting various aspects of application and/or registration across all platforms.
- Organic posts promoting various aspects of application and/or registration across all platforms.

### Radio

- Purchased schedules on WBNO, WQCT, WMTR, The Buck, WDFM, WNDH, WZOM, WSKD, WERT and WDOH to run through 6/30.
- Currently working on scheduling added-value interviews with each station to drive enrollment.

### Newspaper

- Running ads in the Bryan Times, Northwest Signal, Crescent News, Paulding Progress and Times Bulletin to drive enrollment.

### Digital marketing

- Using the following tactics to drive applications and enrollments: Search and Search Retargeting, Pre-roll video, Static display ads, and addressable messages. Also

scheduling YouTube buys for 2 of our commercials (job skills training, healthcare) for the next 60 days.

**Other**

- Buying ads in various High School musicals, Billboards throughout the service area, select spring sports streaming, and much more.

**INFORMATION TECHNOLOGY**

**DATA SYSTEMS TEAM**

**Banner Upgrades**

- Banner Financial Aid upgrade, and other prerequisites, were installed in the test environment and are being tested for FAFSA processing for the 2024-25 aid year.

**Banner Software Integration**

- Work is on-going with the interfaces between Slate (Student Customer Relationship Management) and Banner. More functionality is being implemented.

**New Initiatives**

- In the past two months about 110 requests have been successfully completed.

**State and Federal Reporting**

- State HEI reporting has been completed for the fall term and the annual reporting.
- Federal IPEDS reporting has been completed for the spring reporting period of FY2024.
- Electronic reports are done, except for the 1098-T submission.

**Functional**

- Training new employees, and those transferring to different departments, in Banner and Argos (reporting tool). Training will be offered twice monthly, with a morning and an afternoon option.

**Technical**

- Work has been completed with the Ohio Department of Higher Education (ODHE) on a revision of electronic college transcript sending and receiving. All public, Ohio two- and four-year colleges are on the new system.

**NETWORK/SYSTEM & SUPPORT TEAM**

- For the month of March, 386 new requests/incidents were received, and 386 have been resolved with 100% positive feedback from 48 responses.
- Campus multifactor authentication for all campus services is continuing to progress. Initial cutover to the new login method has been completed and multifactor has been deployed as a skippable option for the time being. This will be changed to forced in the future after it has been communicated to the campus.
- The new event/room booking Halo request portal has been completed. The new procedure is to be rolled out soon, this will optimize and centralize room and event bookings within Halo.

- The new physical campus intrusion system built on our access control and surveillance systems to increase campus security has been completed and is in the testing phase, with employee onboarding to be completed once the system is fully tested.
- The electronic records project is still in the demo stage. This project will help us digitize our records along with automating and streamlining many of our processes. We are hoping to have a solution in place within a year.
- A new initiative to optimize Halo, our campus request system, is starting. This project looks to analyze the current Halo system and discover ways to make the process more efficient and user-friendly for our customers as we continue to expand to more campus services.
- Classrooms E109 (CAD) and E118 (CAM) have been upgraded with new 86” Clevertouch displays as our continued campus upgrades.

**Vice President for Academics**  
**April, 2023**  
**Submitted by: Lana Snider**

It has been a very active spring Semester and things are continuing to pick up as we near the last two months of the term.

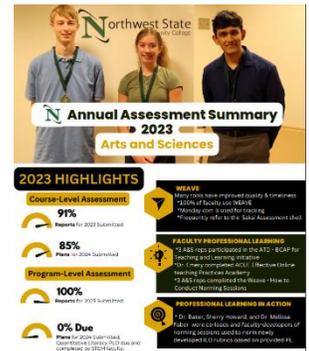
We had visits in March from our Achieving the Dream (ATD) team. There was a two-day session that included a full agenda. We covered strategy and goal setting for the next academic year, planning and discussion for Center for Teaching and Learning, discussion around shortened academic terms, and the completion plan. Day one also included two drop-in sessions open for faculty to stop by and speak to the ATD coaches with any questions they may have regarding those topics. The two days were very successful and we are looking at potentially bringing the coaches back for Fall Orientation.

Commencement is once again being held at Sauder's Village Founders Hall. It will be held on Saturday, May 11<sup>th</sup> at 2pm. Our keynote speaker is Kristi Barnd, CEO from Henry County Hospital. We have chosen our Distinguished Full and Part-time Faculty award winners. These two winners will be unveiled at the Academic Award Luncheon on Monday, April 29. At this event we will also be honoring our Award of Merit graduates from each division.

Following are some brief updates from the academic deans.

**Jamilah Tucker: Arts & Science:**

The Annual Summary of Assessment for Arts & Science 2023 has been completed ([for full access](#)). Highlights included 91% of reports being submitted, 85% of plans, 100% of Program Level Assessments. In addition, Art students made gains in course-level achievement of learning outcomes over the four years since the ILO's were reviewed. The division has noted in the 2022 and 2023 data that students are having difficulty supporting their writing with evidence. The division plans to continue to refine efforts in this area.



Recent Workshops were held that partially address this need, and more will be planned as we continue to look at improving our program and institutional learning outcomes. The workshops included:

1. A research workshop was held the first 3 days of April for learners to help them find credible sources, develop good research and using the library and online resources.
2. An APA workshop was held in March to review APA guidelines.

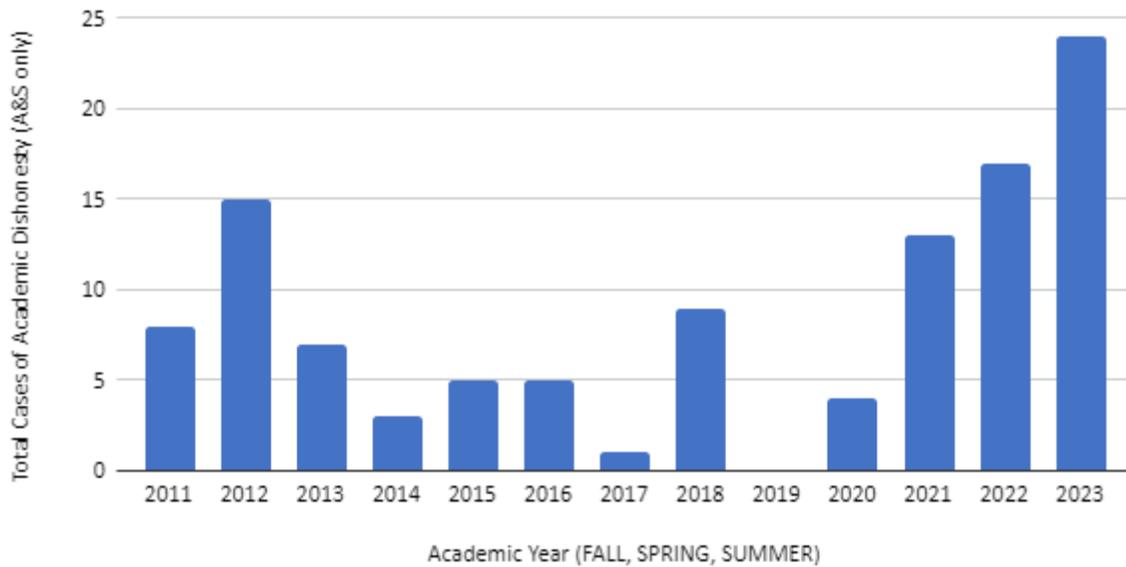
Approaching AI (Artificial Intelligence) is a continuous consideration for today's Faculty. Faculty and Staff in the division of Arts and Sciences have been proactively looking at the ways in which AI is shaping higher education and can aid in teaching and learning. Many faculty are actively including activities in their classroom that demonstrate the appropriate uses of

generative. As well, faculty are approaching the darker side of generative AI use. After observing a rise in both traditional and generative AI academic dishonesty cases in writing-intensive courses, full-time faculty member, Sherry Howard, led the charge to pilot new interventions. The pilot hoped to a) provide more complete data that support institutional decisions regarding plagiarism checking software, b) ease the administrative burden of both faculty and the Dean in dishonesty cases, and c) ensure student awareness and a tiered academic recovery system.

The pilot was timely considering an increase in academic dishonesty cases after the launch of Generative AI software.

### Trends in Academic Dishonesty Filing (Formal Violations)

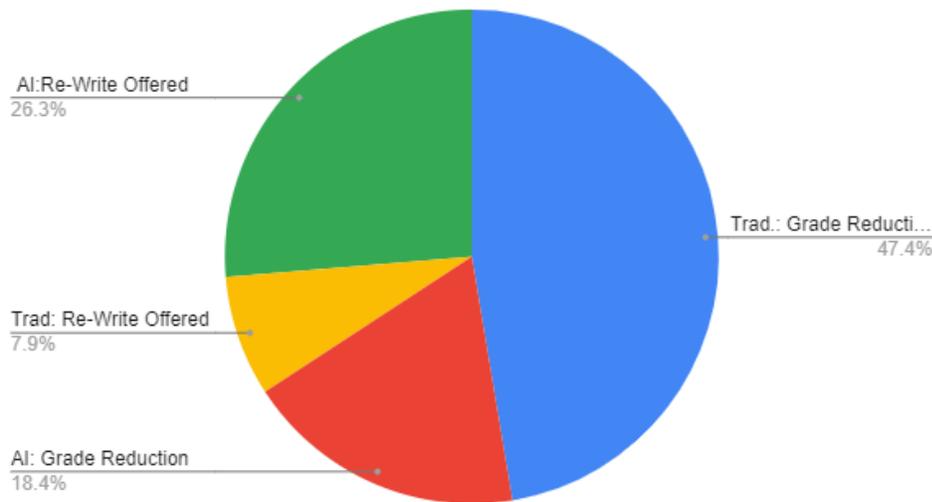
Total Cases of Academic Dishonesty (A&S only) vs. Academic Year (FALL, SPRING, SUMMER)



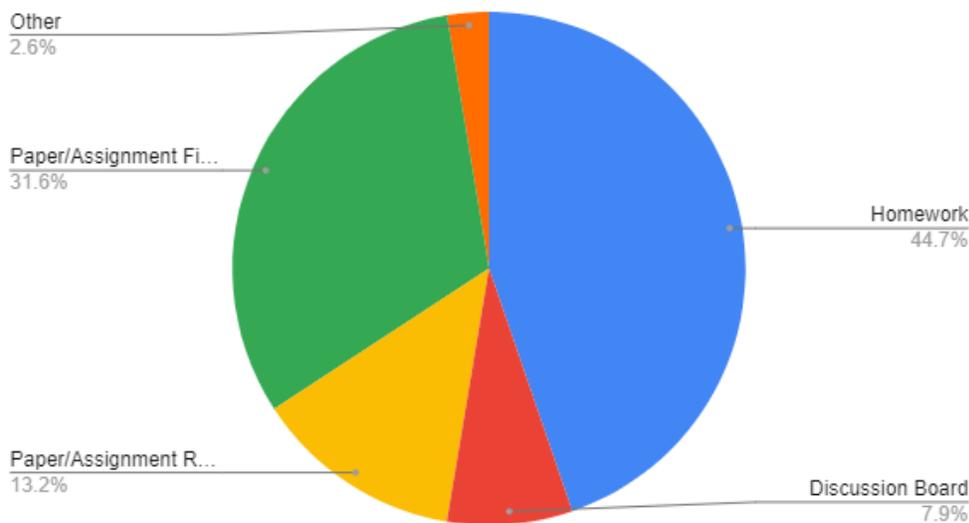
**Pilot Intervention Results** This intervention was rolled out to all full and part-time faculty members in the division in Spring 2024. Since that time (January 16, 2024 - March 29, 2024)

- **39 individual student cases of Academic Dishonesty have been diverted to the intervention, with only one (1) being a repeat and taken over to formal academic discipline.**
- **8 Faculty (both full and part time have used the intervention)**

Intervention Results: AI v. Traditional Academic Dishonesty and Consequence Offered



Count of Type of Assignment



In Conclusion this data underscores the way AI is changing the shape of the teaching profession and learning. The division will continue to leverage appropriate support including:

1. Supporting learners with additional resources related to ethical research and writing practices in the dawn of generative AI
2. Supporting faculty with additional professional development on generative AI and teaching and learning practices
3. Addressing the specific needs and burdens of faculty who teach and grade in writing-intensive courses when considering course load

**YAWPfest '24**  
Poetry & Art Fest  
**Speak. Easy.**

**MONDAY, APRIL 22**

- **OASIS:** 11:00-1:00 Karaoke, Temporary Tattoo Station, Student Group tables
- **Library:** 12:20-12:40 Book Spine Poetry workshop with Prof. Chelsie Ebaugh
- **Library:** 12:40-1:00 Imagist Poetry workshop with Prof. Fredy Rodriguez

**TUESDAY, APRIL 23**

- **Library:** 10:30-10:50 Paint Chip Poetry workshop with Prof. Lindsay Folkerth
- **OASIS:** 11:00-1:00 Speak. Easy. Refreshments available. Open Mic Poetry & Costume Contest. Cash prizes up to \$50 awarded in three categories: student original poetry submission, performance of a poem, & costumes.\*
- **OASIS:** 1:00-1:30 Meet Guest Spoken Word Artist Ashleigh Epps  
\*Only NSCC Students are eligible for prizes

**WEDNESDAY, APRIL 24**

- **Library:** 1:20-1:40 Book Spine Poetry workshop with Prof. Chelsie Ebaugh
- **Library:** 3:45-4:05 Paint Chip Poetry workshop with Prof. Lindsay Folkerth

**THURSDAY, APRIL 25**

- **OASIS:** 10:00 - Noon Typewriter Poetry
- **Library:** 1:30-3:00 Join Guest Poet MC Harper for a Haiku workshop.




### **Jason Rickenberg: Business & Public Services**

Our division has finalized our summer 2024 schedule. We are also in the process of finalizing the fall 2024 schedule to offer courses, face-to-face, hybrid, synchronously, evening and on-line. We also have almost all course sections listed with instructors for summer and fall. We are following the same course format offerings that we made successful during both the summer and fall semesters. Classes in both 8A and 8B have also been included in the fall 2024 schedule to help retain students and grow new enrollments.

During the fall 2023 and spring 2024 semesters, we have worked collaboratively looking at ways to increase the enrollments in the Business and Public Services Division, increase retention, eliminate roadblocks and offer classes at the best time and delivery method for our students. This work was a collaboration between our faculty, staff, part-time faculty, our advisors in the advising center, our CCP advisors and the student services folks. We made the decision early on to remove waitlists and add course sections as other course sections filled. Each of these individuals have played an important part in planning and executing this plan. Additionally, certain courses were changed to online, Zoom, evening courses or other delivery methods to attract additional enrollments and it worked!

### **Dr. Tiffany Ludwig: Nursing & Allied Health**

- We have now added another evening section, set to begin fall of 2024 for our RN students. This will include 3 of the 4 semesters with evening offerings.

- We have secured a Pharmacology tutor with the assistance of the success center, set to begin this month.
- All of our fall 2023 graduates have taken the NCLEX (boards) and have passed in both RN and PN programs.
- The new revised short-term phlebotomy certificate has been approved through academic affairs and faculty council. The last stop for approval is administrative council. It will go live in fall 2024. As a reminder, this revised short-term certificate allows students to complete in 8A/8B and finish their certificate in one semester. It also aligns with the Medical Billing & Coding certificate and the Medical Assisting program if the student would like to continue after their one semester.
- I have been working with our grants director for two grants. One is the RISE grant (Rural Innovation Stronger Community), where we are planning to partner with Henry County Hospital and add a radiography certificate. The other grant that we already received is COF (Choose Ohio First) which awards scholarships on tuition for students. This is set to begin with our fall 2024 enrollment. We have been advertising and already have students who have expressed interest. I have been contacted by Parkview Health to potentially partner for a medical assisting apprenticeship.

### **Dr. Franklin Roberts: STEM & Industrial Technologies**

Anuja Parikh, Julie Dowland and Colin Doolittle gave presentations at the Napoleon Public Library throughout the month of March on the total eclipse.

Lisa Dapelo has once again organized the March Mammal Madness. The premise is similar to the March Madness brackets for college basketball but instead with different creatures from around the world as the competitors.

Two new courses are on the fall 2024 semester schedule; Vacuum Systems and Semiconductor Manufacturing. These classes support the new Semiconductor Manufacturing Short-Term Certificate.

The plastics injection molding machine received through a Rapids grant was installed in the industrial lab. Plastics classes will begin this coming fall semester.

In support of a Department of Labor grant, STEM and Industrial has added a flexible modality to several classes. At the start of the semester students are provided a list of times the faculty will be available in the labs. Students are able to select times better suit their schedule.

### **Kristi Rotroff: Library Director**

Many things taking place in the library this semester.

- We met with the Henry County Heritage Alliance at their request in the McDougale Room on March 17th
- Presented to the AG240 class to support their Pest Management research paper
- Conducted 3 Research Workshops at the request of two ENG faculty
- Participated in the Center for Teaching and Learning committee re-launch
- Participated in Wildfire training
- Consulted with OhioLINK staff and other Leads around the state on pre-work for LSP (Library Services Platform) migration
- Prepared existing data in our system for an initial data pull

### **Christina Schwiebert: Coordinator Instructional Design & Distance Learning**

- Course Evaluations will go live on 4/29.
- We updated the Online Learning Readiness (OLR) assessment to simplify the OLR text. This assessment is a prerequisite for all students before registering for an online class.
- The Flesch Kincaid grade level for the OLR pages now varies between 6.7 and 8.1. The Flesch Kincaid is a readability score that tries to estimate the grade level of text based on sentence length and average syllables per word. So, with our changes, the OLR is closer to a 7-8<sup>th</sup> grade reading level, which would make it easier to understand than the previous 8-9<sup>th</sup> grad level.
- I'm starting testing of the next major Sakai release to look at the feasibility of updating before summer 2024 or fall 2024 terms.

### **Heidi Keller: Coordinator of Accreditation, Compliance & Curriculum**

The Higher Learning Commission (HLC) 2024 Institutional Update was turned in on Thursday, April 4. Jenny Thome completed the financial portion of the report and Terry King and Heidi Keller completed the non-financial portion of the report.

Now that the Institutional Update has been completed, I will now turn my focus to the Four-year Assurance Review. The main focus to this report will be assessment and institutional learning outcomes. I am also in the process of creating my HLC Steering Committee.

Great progress has been made in updating the curriculum changes in our interactive catalog, Acalog. It will be on the NSCC website, fully operational by the end of April, if not sooner. I would like to recognize Connie Klingshirn who helped make this happen.

Finally, there will be seven people who will be attending the HLC Conference in Chicago, leaving on Saturday, April 13 and returning on Tuesday, April 16. The seven people are faculty members Amy Drees and Fredy Rodriguez, Deans Franklin Roberts, Jon Tomlinson, and Marianna Doolittle and Vice Presidents, Lana Snider and Cassie Rickenberg. This year's conference is titled *Higher Ground: The Future of Higher Education*.

## Vice President of Enrollment Management & Student Affairs

April 2024

Prepared by: Cassie Rickenberg

### VP of ENROLLMENT MANAGEMENT & STUDENT AFFAIRS

C-Wing and Learner Services are bustling with activity as spring is in full swing. The spring season represents new growth. Therefore, it is fitting that we have a new resource that is about to “bloom” for our learners.

We are preparing to launch *TimelyCare* – a tele mental health platform for learners, that will allow for convenient electronic access to counselors. This platform allows for learners to be matched with counselors based upon an intake form and also provides opportunities for connection with culturally-relevant counselors – a need identified in a mental health survey completed by our learners back in 2022. We are in the middle of a semi-soft launch as we speak, with full implementation by fall 2024.

### ADMISSIONS

It's been a busy start to the year for the Admissions team. In February, we hosted our annual School Counselor Day, welcoming school counselors to NSCC to discuss the College Credit Plus program and enrollment at NSCC after graduation.

We also hosted our annual OACAC sponsored College Fair in early March and welcomed over 40 colleges and students from 13 area high schools. The Admissions team took the opportunity to discuss tuition and scholarships at NSCC with hundreds of high school Juniors and Seniors. Our College Credit Plus team has been busy with travel as they prepare for the summer and fall registration period. So far in 2024, they have visited 17 schools for CCP info nights, 14 schools to offer Accuplacer testing, and 15 schools to assist with registration.

With the help of our CRM, Slate, we've been able to transform our scholarship applications to fully digital, offering ease of access and eligibility management. We have collected over 140 Presidential & Honors scholarship applications, over 20 Choose Ohio First applications, and over 30 Career Tech scholarship applications through Slate. We just launched the Van Wert scholarship in Slate and have collected 8 so far.

### ACADEMIC PATHWAYS COORDINATOR

Thirteen (13) degree completions were issued in February and March 2024. These completions were learners who completed coursework at NSCC but needed an AIS or ATS contract (including Reverse Transfer/CWID) created or substitutions made for an AAS completion. It is always a great reward to hear comments of appreciation from learners who are eligible to be awarded an Associate Degree from NSCC, based upon past accumulated credit. Check out some comments below to see the impact!

- “Thank you so much for reaching out to me! This sounds like an amazing opportunity, please proceed! Thank you for taking the time to write this degree up for me, I had no idea this was possible.”
- “Thank you for reaching out. I would love an associate degree. I look forward to hearing from you.”

- “I would love to have this associate’s degree. Thank you so much. You are awesome!”

Those comments alone make all the effort worthwhile.

## **FINANCIAL AID**

The scholarship committee met on 3/14/2024 and selected all of our foundation scholarship recipients. We awarded 358 scholarships. Letters were sent to the recipients on 03/27/2024. The Scholarship reception will be held at Founder’s Hall on 4/18/2024.

## **STUDENT GROUPS / CAREER ACTIVITIES**

March and the first week in April were extremely busy in Career Services and Student Activities! From Career Workshops and the Job & Career Fair to live music and celebrating Ag Week, the OASIS and Atrium were alive with activity!



TUNESdays returned in March and featured NSCC alum Tina Mae and a collaboration with HR to provide soft pretzels to employees and learners on March 5.

Student Group *Ag Grows Here* celebrated National Ag Week on March 19, complete with a live performance from local family farmer, Glen Newcomer.

Career Services teamed up with TRIO to offer several career development workshops as a lead up to the Job & Career Fair in April. Resume writing, professional dress, and mock interviews were featured topics.

On Tuesday, April 2, Northwest State hosted nearly 75 local and regional employers at the annual Job & Career Fair. This free event was open to all NSCC students, graduates and the general public. The event welcomed approximately 250 attendees. We received plenty of positive feedback. Below are just a handful of positive comments we heard.

- “The students and staff at Northwest State were all kind and helpful from the moment I walked in the door. The event was extremely organized – I was impressed.”
- “Great turnout and great questions from job seekers.”
- “... Very professionally done and an impressive event.”

Mark your calendars for next year’s Job Fair on April 1, 2025 – and that’s no April Fool’s joke!

## **ESPORTS**

The NSCC Coaches and Esports Participants are gearing up for GameCon 2024, scheduled for June 22, 2024 at NSCC. From a Smash Ultimate Tournament to a CosPlay Contest, Lego Build Stations, Board & Card Games and beyond, it will be an event you will not want to miss!

## **EV MOTORSPORTS**

The EV Team is finalizing preparations for this year's EV Grand Prix at Purdue University, West Lafayette, Indiana on April 12 & 13. The team is hoping to improve upon their showing from the 2023 race.

## **SUCCESS CENTER**

The Success Center has had great feedback with having student workers at the front "S" shaped desk welcoming other learners. Many testers and studying learners have also been gravitating toward the newly implemented brain food and coffee station.



The Learning Lounge has had a lot of traffic, specifically with our math tutoring; Daniel Light has been a tremendous tutor, servicing 91 learners since the spring semester began. Wow! Since January, the Success Center has serviced around 150 test takers and 105 1-on-1 tutoring sessions within The Learning Lounge.



Recently, the Success Center collaborated with the Arts and Sciences Division to provide writing workshops for students. The workshops, led by Composition Faculty Chelsie Ebaugh and Lindsay Folkerth, were well attended and aligned well with the Composition course content. We hope to expand these workshops across other divisions in the future.

## **TRIO**

On Saturday, February 24, the five TRIO programs from BGSU, UT, Lourdes, Owens, and NSCC collaborated to hold the annual National TRIO Day celebration. The day consisted of breakout sessions, a keynote speaker, and students working on a community service project. This year's project was to assemble "Blessing bags" filled with personal care items. Each college then donated the bags back to their food pantry for distribution to their students. At a travel meeting earlier this term, we did a group activity to encourage team building. Learners were given 13 minutes to assemble the highest structure with spaghetti, tape, rope and one marshmallow. This was a fun activity that everyone enjoyed.

## **SUMMARY**

Our teams remain committed to finding new and innovative ways to meet the learners right where they are and help them rise to achieve the success they seek. As we stay committed to our mission of serving learners well, we *Strive for Progress* and keep our *PIL (People, Integrity, Learning)* values at the core of what we do and who we are! #ToLeadIsToServe

**Vice President – Workforce Development**  
**April 2024**  
**Submitted by: Jim Drewes**

**First Robotics Competition** – NSCC Team 6181 Cryptic Cyborgs competed at the First Robotics competition March 20-23 at Cleveland State University. After being picked by Team 3484 in the finals as an alliance partner, the Cryptic Cyborgs competed in the Championship Round and placed 2<sup>nd</sup> overall.



**Train with CTS** – CTS has a new marketing slogan – “We Say Yes at CTS.”



**Chief Fiscal & Administrative Officer**  
**April 2024**  
**Submitted by: Jennifer Thome**

Spring break has come and gone and now graduation preparations are in full swing. Throughout March we had live music in the OASIS. It is always nice to see the OASIS bubbling with student activities - hanging out and socializing...as well as enjoying some Cabin Fever! Early registration started in March for our upcoming summer and fall classes bringing visitors into the C-wing and we are preparing for two of our biggest events coming in April and May...Scholarship Night and Green Carpet.

**Business Office**

The third quarter has officially wrapped up. We completed the HEI, IPEDS, HLC, and Q3 reporting and are currently finalizing the Foundation's 990 tax form and schedules. With both summer and fall registration open, we are starting to close out FY24 and preparing FY25's budget.

In February, the Business Office continued training efforts on Requisitions and POs, PCard processing, travel and mileage forms, Banner and Banner shortcuts. In March, we also held our first Lunch & Learn highlighting the Budget process and timeline. Our current project is transitioning paper load sheets to electronic load sheets. We have tasked summer semester to be our test semester, with full implementation for fall 2024.

**Auxiliary Services**

Following spring break, food service is in full swing with preparations for our spring events. The bookstore is preparing for graduation with regalia. The bookstore is continuing to bring in a lot of new attire that has been a big hit with both staff and learners.

Through student listening sessions with the President, the College collaborated with Maumee Valley Vending to introduce their Fresh Market kiosk system to address student needs after the café and bookstore closed for the evening. The kiosk is open 24 hours and will be another available option during events. Items range from chips, pretzels, frozen and fresh food options, drinks, and a small coffee bar.



## Facilities

Our facilities team is always busy, but they are extra busy now with the start of in-house demo of the B-wing as well as our Van Wert building.



## Police

During February and March, the Northwest State Community Police Department continued working with Lexipol to get policies and procedures in place. The initial packet is set for Cabinet review. With the help of Lt. Cline and the Floor Captains, the campus has a successful tornado drill on March 6. A fire drill will take place in the fall. Active shooter training is also planned for the upcoming fall semester. We will be working throughout the summer to create a training presentation.

Chief Campbell completed his required Chief Training the week of March 11-15. Our police department representatives also went to Head Start and read to the students “A Fun Week at the Police Department.”

The Department has created its mission – “The Northwest State Community College Police Department will continue to serve and protect Northwest State Community College by providing a safe, secure, and pleasant atmosphere for training and learning.”



**Vice President; HUMAN RESOURCES & LEADERSHIP DEVELOPMENT**  
**April 2024**  
**Submitted by: Katy McKelvey**

**Recruiting:**

We have filled the following roles:

- Grants Administrator
- Admissions Recruiter
- Administrative Assistant- CTS
- Training Coordinator – CDL

We are recruiting for the following roles:

- Training Coordinator- Mechanical and Fluid Power (2)
- Training Coordinator- Welding
- Administrative Assistant- CTS (Maumee)
- Workforce Sales Coordinator
- Nursing Faculty
- Program Coordinator- Nursing
- Psychology Faculty
- Enrollment Specialist- VW
- Fundraising Coordinator
- Food Services- PT
- Campus Police- SUB

**Employee Engagement Events:**

**Valentine's Day Cookies** - Frosted sugar cookies from Cookies on Demand in Montpelier were hand delivered to all employees on February 14th.



**Employee Shirts** – To celebrate our Ohio’s #1 Community College ranking, we provided new apparel for our employees to wear proudly.



**Employee Appreciation Week** – We celebrated Employee Appreciation Week the first full week of March. An event was held each day and included a sno-cone station, pretzel day, an Employee Luncheon and a popcorn station. These events were enjoyed by many employees. We had a great turnout for our Employee Appreciation Luncheon. The luncheon was catered by Hill’s Restaurant & Catering out of Napoleon, who served over 135 employees. Two members of the College’s Board graciously spent their time serving our employees within the food service line.



**EMPLOYEE APPRECIATION WEEK MARCH 4-7**

**MON 04** **SNO-CONESTATION**  
*Thank you SNO much!*  
1:30pm - 2:30pm in the Atrium

**TUE 05** **PRETZEL DAY!**  
*We would KNOT be the same w/o you!*  
11am - 1pm in the OASIS

**WED 06** **APPRECIATION LUNCHEON**  
12pm - 1pm in the Auditorium

**THUR 07** **POPCORN STATION**  
*POPPIN' with appreciation!*  
1:30pm - 2:30pm in the Atrium

Northwest State  
Community College







Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$14,607,958	\$0	\$14,607,958	\$11,335,206	\$0	\$3,272,752
5102	General Fees	\$477,126	\$0	\$477,126	\$396,270	\$0	\$80,856
5103	Lab Fees	\$377,900	\$0	\$377,900	\$358,470	\$0	\$19,430
5105	Out of State Fees	\$438,671	\$0	\$438,671	\$280,147	\$0	\$158,524
5107	Proficiency Fees	\$3,250	\$0	\$3,250	\$1,135	\$0	\$2,115
5109	Other Fees	\$3,000	\$0	\$3,000	\$5,261	\$0	-\$2,261
5110	Late Fees	\$7,900	\$0	\$7,900	-\$11,300	\$0	\$19,200
5115	Student Fees	\$87,300	\$0	\$87,300	\$84,152	\$0	\$3,148
5116	Deferred Payment Service Fee	\$3,600	\$0	\$3,600	\$2,940	\$0	\$660
5118	Bus & Ind. Traing Fee	\$2,710,000	\$750,000	\$3,460,000	\$1,866,212	\$0	\$1,593,788
5130	Instr Fee - Nursing Cont Ed	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500
5131	Provider Fee - Nursing Cont Ed	\$3,500	\$0	\$3,500	\$1,050	\$0	\$2,450
5133	Tuition and Fees Schlop Allow	-\$1,850,227	-\$191,804	-\$2,042,031	-\$1,160,867	\$0	-\$881,164
5155	Fiscal Agent Fee	\$99,166	\$0	\$99,166	\$37,648	\$0	\$61,518
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$20,855	\$0	\$9,145
5159	Career Advantage Fee	\$17,000	\$17,650	\$34,650	\$34,950	\$0	-\$300
5160	Simulation Fee	\$73,700	\$0	\$73,700	\$26,793	\$0	\$46,907
5161	Career Service Fee	\$667,700	\$0	\$667,700	\$516,264	\$0	\$151,436
5162	Unallocated Reserves	\$0	-\$522,763	-\$522,763	\$0	\$0	-\$522,763
5163	OBR Capital Funds (State)	\$6,140,991	-\$2,802,000	\$3,338,991	\$0	\$0	\$3,338,991
5503	Foundation - Instl Supprt	\$135,000	\$0	\$135,000	\$0	\$0	\$135,000
5610	Photo ID	\$500	\$170	\$670	\$770	\$0	-\$100
5614	Miscellaneous Income	\$121,040	\$0	\$121,040	\$33,766	\$0	\$87,274
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$19,995	\$0	\$15,005
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$775	\$0	\$3,225
5642	E Sports Revenue	\$700	\$0	\$700	\$198	\$0	\$502
5753	Catering Sales - Nontaxable	\$750	\$0	\$750	\$0	\$0	\$750
5801	OBR - Subsidy	\$13,346,203	\$948,178	\$14,294,381	\$9,333,716	\$0	\$4,960,665

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$90,471	\$0	\$30,158
5901	Investment Income	\$35,000	\$0	\$35,000	\$65,448	\$0	-\$30,448
Revenue	Sub-Total:	\$37,698,857	-\$1,800,569	\$35,898,288	\$23,340,325	\$0	\$12,557,963
6101	Administrative Salaries	\$3,800,544	\$5,000	\$3,805,544	\$2,253,052	\$0	\$1,552,492
6102	Non Instructional Salaries	\$3,118,368	\$115,750	\$3,234,118	\$2,181,693	\$0	\$1,052,425
6103	Part Time Non Instructional	\$125,000	\$25,654	\$150,654	\$118,520	\$0	\$32,134
6104	Salary Savings	-\$250,000	\$0	-\$250,000	\$0	\$0	-\$250,000
6121	Academic Salaries	\$3,598,676	\$0	\$3,598,676	\$2,364,526	\$0	\$1,234,150
6122	Academic Overload	\$644,607	\$0	\$644,607	\$409,403	\$0	\$235,205
6123	Part Time Academic	\$1,340,247	\$34,000	\$1,374,247	\$889,936	\$143	\$484,167
6124	Independent Study	\$5,580	\$5,900	\$11,480	\$5,906	\$0	\$5,574
6125	Academic Advising	\$2,950	\$0	\$2,950	\$0	\$0	\$2,950
6141	Part Time Student Help	\$75,076	\$0	\$75,076	\$47,320	\$0	\$27,756
6142	Work Study Student	\$0	\$15,000	\$15,000	\$6,143	\$0	\$8,857
6143	Student Tutoring	\$3,000	\$0	\$3,000	\$6	\$0	\$2,994
6144	Faculty Tutoring	\$41,000	\$0	\$41,000	\$11,765	\$0	\$29,235
6145	Honorarium	\$2,000	\$0	\$2,000	\$429	\$879	\$691
6200	Fringe Expense	\$4,175,649	\$44,888	\$4,220,537	\$2,544,532	\$0	\$1,676,005
6203	SERS	\$0	\$0	\$0	\$1	\$0	-\$1
6210	Fringe Actual	\$0	\$0	\$0	\$626,406	\$0	-\$626,406
6211	Medical	\$0	\$0	\$0	-\$254,108	\$0	\$254,108
6212	Dental	\$0	\$0	\$0	\$0	\$0	\$0
6213	Vision	\$0	\$0	\$0	\$0	\$0	\$0
6214	Life	\$0	\$0	\$0	-\$9	\$0	\$9
6216	Misc Insurances	\$0	\$0	\$0	\$5	\$0	-\$5
6218	HRA	\$15,000	\$0	\$15,000	\$8,810	\$0	\$6,190
6301	Workers Compensation	\$17,500	\$0	\$17,500	\$65	\$0	\$17,435
6302	Unemployment Compensation	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
6303	Employee Fee Waiver	\$60,000	\$0	\$60,000	\$47,317	\$0	\$12,683
6304	Bookstore Employee Discount	\$4,000	\$0	\$4,000	\$2,154	\$0	\$1,846
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$700	\$0	\$2,300

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6306	Employee Appreciation	\$24,500	\$2,700	\$27,200	\$14,263	\$0	\$12,937
6307	Faculty / Staff Development	\$75,000	\$0	\$75,000	\$29,539	\$0	\$45,461
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
7101	Office Supplies	\$33,897	\$3,405	\$37,302	\$14,407	\$0	\$22,895
7102	Copier Supplies	\$17,575	\$0	\$17,575	\$10,585	\$0	\$6,990
7103	Recruiting Supplies	\$17,750	\$500	\$18,250	\$6,654	\$0	\$11,596
7121	Computer Supplies	\$28,960	\$15,250	\$44,210	\$7,791	\$0	\$36,419
7131	Instructional Supplies	\$207,744	\$190,000	\$397,744	\$128,607	\$9,933	\$259,204
7132	Lab Supplies	\$44,200	\$0	\$44,200	\$40	\$0	\$44,160
7134	ADA Hearing Impaired Books	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7135	Instructional Food/Snacks	\$29,600	\$0	\$29,600	\$11,279	\$0	\$18,321
7136	Linen and Laundry	\$360	\$0	\$360	\$0	\$0	\$360
7138	Graduation Supplies	\$25,500	\$0	\$25,500	\$5,812	\$0	\$19,688
7151	College Car Supplies	\$990	\$0	\$990	\$0	\$0	\$990
7153	First Aid Supplies	\$0	\$0	\$0	\$0	\$0	\$0
7156	Miscellaneous Supplies	\$13,700	\$0	\$13,700	\$2,216	\$0	\$11,484
7157	Employee Awards	\$7,000	\$0	\$7,000	\$2,223	\$370	\$4,407
7161	Library Supplies	\$1,400	\$0	\$1,400	\$1,018	\$0	\$382
7162	Library Books Lost / Replaced	-\$3,953	\$0	-\$3,953	-\$875	\$0	-\$3,078
7171	Audio Visual Supplies	\$28,734	\$0	\$28,734	\$17,608	\$2,218	\$8,908
7181	Uniforms	\$10,800	-\$6,000	\$4,800	\$2,636	\$1,397	\$767
7182	Janitorial Supplies	\$15,000	\$10,000	\$25,000	\$8,194	\$7,930	\$8,877
7201	Conferences and Seminars	\$115,000	-\$1,216	\$113,784	\$37,968	\$1,550	\$74,266
7202	Travel	\$109,064	\$13,721	\$122,784	\$51,757	\$0	\$71,027
7203	Development	\$47,000	\$0	\$47,000	\$18,524	\$895	\$27,581
7204	Instructional Travel	\$31,000	-\$2,000	\$29,000	\$6,106	\$0	\$22,894
7207	Committee Meetings	\$27,890	\$500	\$28,390	\$9,971	\$296	\$18,123
7208	Convocation	\$8,000	\$0	\$8,000	\$5,296	\$0	\$2,704
7301	Subscriptions and Publications	\$10,835	\$0	\$10,835	\$6,800	\$0	\$4,035
7311	Dues	\$175,540	-\$1,000	\$174,540	\$138,135	\$100	\$36,305
7321	Classified Advertising	\$0	\$7,000	\$7,000	\$5,153	\$0	\$1,847
7322	Radio Advertising	\$60,000	\$0	\$60,000	\$33,860	\$4,174	\$21,966

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7323	Brochures	\$40,000	\$0	\$40,000	\$21,149	\$0	\$18,851
7324	Advertising - Papers	\$18,000	\$0	\$18,000	\$9,900	\$11,632	-\$3,532
7325	Advertising - Billboards	\$82,000	\$0	\$82,000	\$62,455	\$10,186	\$9,359
7326	Advertising - Miscellaneous	\$55,725	\$0	\$55,725	\$32,175	\$730	\$22,820
7328	Advertising - Digital	\$44,000	\$0	\$44,000	\$27,123	\$0	\$16,877
7329	Advertise-Wkfrc Devel	\$18,000	\$0	\$18,000	\$2,587	\$4,500	\$10,913
7331	Community Relations Donations	\$500	\$0	\$500	\$337	\$0	\$163
7352	Printing	\$41,700	\$0	\$41,700	\$20,148	\$10,044	\$11,508
7361	Postage	\$22,800	\$0	\$22,800	\$9,566	\$4,118	\$9,116
7401	Equipment M & R	\$189,016	\$18,454	\$207,470	\$129,180	\$15,557	\$62,734
7402	Buildings M & R	\$102,650	\$0	\$102,650	\$64,435	\$5,075	\$33,140
7403	Grounds M & R	\$30,622	\$7,000	\$37,622	\$20,990	\$6,846	\$9,785
7404	Parking Lot M & R	\$30,000	-\$8,300	\$21,700	\$21,522	\$0	\$178
7405	Water Tower M & R	\$302,000	\$0	\$302,000	\$0	\$1,000	\$301,000
7406	Vehicles M & R	\$25,000	\$0	\$25,000	\$10,309	\$2,793	\$11,898
7407	Equipment Replacement	\$10,000	\$0	\$10,000	\$963	\$0	\$9,037
7408	Equipment Rental	\$40,300	\$0	\$40,300	\$17,138	\$15,094	\$8,068
7409	Facilities Rental	\$4,238,490	\$4,200	\$4,242,690	\$1,715,512	\$8,550	\$2,518,627
7501	Professional Fees	\$47,200	\$5,000	\$52,200	\$114,945	\$3,030	-\$65,775
7502	Legal Fees	\$19,000	\$5,000	\$24,000	\$14,154	\$3,332	\$6,514
7503	Audit Fees	\$40,000	\$0	\$40,000	\$26,400	\$0	\$13,600
7504	Accreditation	\$2,897	\$7,000	\$9,897	\$8,512	\$0	\$1,385
7521	Training	\$241,000	\$16,000	\$257,000	\$246,624	\$0	\$10,376
7522	Testing / Assessment	\$160,950	\$0	\$160,950	\$66,509	\$4,603	\$89,837
7523	Outside Services	\$5,650,538	\$242,092	\$5,892,630	\$2,743,622	\$200,368	\$2,948,640
7525	Purchased Services	\$73,839	\$0	\$73,839	\$27,992	\$7,394	\$38,453
7527	Collection Fees	-\$16,000	\$0	-\$16,000	-\$5,115	\$5,088	-\$15,973
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$5,488	\$0	\$5,012
7531	Finger Printing Expense	\$27,620	\$0	\$27,620	\$15,476	\$20,148	-\$8,004
7601	Adult Diploma Scholarship	\$25,000	\$0	\$25,000	\$0	\$0	\$25,000
7602	JATC Career Advantage Fee Schl	\$500	\$0	\$500	\$0	\$0	\$500
7603	Honors Scholarship	\$70,000	\$0	\$70,000	\$33,532	\$0	\$36,468

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$13,936	\$0	-\$1,936
7605	Presidential Scholarship	\$900,000	\$0	\$900,000	\$853,241	\$0	\$46,759
7606	Scholarship Allowance	-\$1,850,227	-\$191,804	-\$2,042,031	-\$1,160,867	\$0	-\$881,164
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7608	Fee Waiver - Senior Citizens	\$6,000	\$0	\$6,000	\$1,826	\$0	\$4,174
7609	Fee Waiver - ONG	\$515	\$0	\$515	\$0	\$0	\$515
7610	CCP Partner Scholarship	\$5,150	\$0	\$5,150	\$0	\$0	\$5,150
7618	Graduation Alliance Schlp	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7619	Registration Scholarship	\$13,000	\$191,804	\$204,804	\$0	\$0	\$204,804
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$3,500	\$0	\$7,500
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schlp & Books	\$669,442	\$0	\$669,442	\$149,954	\$0	\$519,488
7631	Bad Debt Expense	\$105,000	\$0	\$105,000	-\$481	\$0	\$105,481
7632	Capital Lease Interest	\$65,445	\$0	\$65,445	\$33,626	\$0	\$31,819
7633	Contingency Fund	\$62,750	-\$2,900	\$59,850	\$11,443	\$0	\$48,407
7634	Instructional Media	\$10,500	\$0	\$10,500	\$11,011	\$0	-\$511
7635	Database Subscriptions	\$35,000	\$0	\$35,000	\$27,745	\$0	\$7,255
7636	Student Activities	\$32,225	\$0	\$32,225	\$7,531	\$200	\$24,494
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$11,649	\$515	-\$12,164
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$17,385	\$0	-\$92,615
7642	Alumni Fund Expense	\$8,200	\$0	\$8,200	\$6,195	\$0	\$2,005
7644	Miscellaneous	\$63,800	\$0	\$63,800	\$836	\$0	\$62,964
7645	Business Competition	\$800	\$0	\$800	\$809	\$0	-\$9
7650	Strategic Planning	\$1,000	\$0	\$1,000	\$0	\$0	\$1,000
7666	Grant Matching	\$60,000	\$0	\$60,000	\$0	\$0	\$60,000
7667	CCP Scholarship	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7670	Road to Success Schlp	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7671	Sports Club Schlp	\$20,000	\$0	\$20,000	\$17,515	\$0	\$2,485
7676	TRIO - NSCC Scholarship	\$5,000	\$0	\$5,000	\$807	\$0	\$4,193
7677	Tuition Reduction - Cares	\$0	\$0	\$0	\$21,652	\$0	-\$21,652
7701	Gas	\$75,000	\$12,000	\$87,000	\$38,998	\$47,968	\$34

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD		YTD Actual	YTD Encumb	Avail Balance
			Budget	Adjust			
7702	Electricity	\$175,000	\$23,000	\$198,000	\$132,705	\$58,527	\$6,769
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$2,043	\$656	\$0
7704	Water	\$8,000	\$1,500	\$9,500	\$3,711	\$5,142	\$647
7705	Sewer	\$40,000	\$0	\$40,000	\$26,865	\$13,105	\$30
7706	Waste Collection	\$7,000	\$0	\$7,000	\$5,044	\$2,516	-\$560
7707	Telephone	\$84,370	\$0	\$84,370	\$37,103	\$33,127	\$14,140
7722	Employee Liability Insurance	\$14,400	\$0	\$14,400	\$27,830	\$0	-\$13,430
7724	Motor Vehicle Insurance	\$21,000	\$0	\$21,000	\$31,931	\$0	-\$10,931
7725	Property Insurance	\$109,319	\$0	\$109,319	\$97,163	\$0	\$12,155
7727	Prof Liab Students	\$8,947	\$0	\$8,947	\$13,493	\$0	-\$4,546
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$0	\$0	\$2,250
7729	Cyber Liability Insurance	\$18,100	\$0	\$18,100	\$20,974	\$0	-\$2,874
7777	PC Unapproved Transactions	\$0	\$0	\$0	\$0	\$0	\$0
7901	Library Books	\$12,000	\$0	\$12,000	\$7,078	\$0	\$4,922
7902	Fixtures and Furnishings	\$433,884	-\$4,154	\$429,730	\$69,362	\$3,200	\$357,168
7903	Software and Licensing	\$694,748	-\$8,000	\$686,748	\$518,419	\$4,648	\$163,680
7904	Building Projects	\$6,014,991	-\$2,802,000	\$3,212,991	\$0	\$0	\$3,212,991
7911	Equipment	\$146,000	\$204,498	\$350,498	\$42,583	\$85,460	\$222,455
7912	Motor Vehicles	\$30,000	\$0	\$30,000	\$7,235	\$0	\$22,765
Expense Sub-Total:		\$37,698,857	-\$1,800,558	\$35,898,300	\$18,380,850	\$625,038	\$16,892,412