

**BOARD OF TRUSTEES MEETING**  
**February 16, 2024 – 11:30 a.m.**  
**Room C200**

**ORDER OF BUSINESS**

**A. CALL TO ORDER (Scott M)**

**B. ROLL CALL (Tracy H)**

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

**C. PLEDGE OF ALLEGIANCE**

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

**E. EXECUTIVE SESSION**

**F. PRESENTATION – Campus Security Update (Chief Campbell)**

**G. AUDIENCE PARTICIPATION**

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

- Vice President – Enrollment Management & Student Affairs (Lana Snider)
- Vice President – Academics (Todd Hernandez)
- 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 (Scott M & Todd H)**

- Facilities Projects Update (Jenny T)
- Board Budget Committee Review – February action (Todd H / Jenny T)

*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*

- Facility Rental Fees – February action (Todd H / Jenny T)
- Student Fees – February action (Todd H)
- Policy and Procedure Updates (Todd H)
  - Persona Non Grata – February action
  - Graduation Policy – February action
  - Campus Safety and Security Policy – April action
- Proposed Board of Trustees Meeting Dates

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

- Financial Report as of December 31, 2023

**K. CONSENT AGENDA (Tracy H)**

1. Consent Agenda Items (roll call vote)
  - a. Minutes of the December 8, 2023 Meeting
  - b. Resignations (2)
  - c. Retirements
  - d. Employ Full-Time Controller
  - e. Employ Full-Time Administrative Assistant – Admissions
  - f. Employ Full-Time Training Coordinator – Electrical and Automation
  - g. Employ Full-Time Administrative Assistant – Advising Center and Learner Services
  - h. Employ Full-Time Faculty – Nursing
  - i. Employ Full-Time Faculty – Business Management and Economics
  - j. Employ Full-Time Faculty – Mathematics
  - k. Employ Part-Time Commander - Law Enforcement Academy
  - l. Employ Full-Time Custodian (1<sup>st</sup> Shift)
  - m. Employ Full-Time Working Supervisor of Facility Maintenance and Custodial (Van Wert Campus)
  - n. Employ Full-Time Grants Administrator
  - o. Promotion to Associate Dean – STEM and Industrial Technologies`
  - p. Promotion to Operations Manager
  - q. Miscellaneous Employment Contracts
  - r. Student Fees
  - s. Facility Room Rental Fees
  - t. Persona Non Grata Policy (new)
  - u. Graduation Policy (amended)

**L. PROPOSED RESOLUTIONS (Tracy H)**

- FY2023 -2024 Revised Budget
- Appointment of Delegate and Alternate Trustee to serve on OACC Governing Board
- Establish Meeting Dates and Times

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**M. NOMINATION / ELECTION PROCESS (Scott M)**

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

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

1. Upcoming Board Activities
  - a. Foundation Scholarship Night – April 18
  - b. Board Retreat TBD
2. Foundation Board Meetings
  - a. April 25, 2024
3. Trustee Professional Development
  - a. AACC Annual Conference – April 5-9, 2024
  - b. OACC Annual Conference – TBD
  - c. ACCT Leadership Congress – October 23-26, 2024

**O. ADJOURNMENT (Scott M)**

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The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, December 8, 2023 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**

**23-108**

Members present: Sandy Barber, John Bridenbaugh, Katrina DeGroff, Jeff Erb, Joel Miller, Scott Mull, John Poulson, Mickey Schwarzbek

Absent: Lisa McClure

### **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**

Katy McKelvey, Vice President for Human Resources and Leadership 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 McKelvey 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.

## **PRESENTATION – STEM & INDUSTRIAL TECHNOLOGIES**

Dr. Franklin Roberts, Dean of STEM & Industrial Technologies, introduced members of his staff and faculty and provided an overview of the department. STEM and Industrial Technologies offers a variety of associate degree programs, certificate programs and short-term technical certificate programs. Dr. Roberts recognized the math and science support as it relates to STEM and IND, but also the College as a whole. Some highlights in the department include adding a semiconductor short term certificate and adding an internship to engineering degrees. The department is working to expand capacity in the industrial classes to serve 10-12 students per class. The EV Motorsports club welcomes learners from all divisions and is competitive in a field that includes many four-year institutions. The club members worked on improving battery technology and guarding and will focus next year on expanding with an autonomous go cart. Trustees had the opportunity to ask questions and there was great interaction and feedback.

## **CHIEF EXECUTIVE OFFICE REPORT**

Each of the Vice Presidents provided a report from their respective areas. Lana Snider, VP for Enrollment Management & Student Affairs provided an enrollment update for fall. Enrollment is down 2% in heads compared to fall 2022 but up 1% in FTE. This includes degree-seeking, CCP and workforce. Enrollment for spring (45 days until start) is trending up slightly from the same point last year, with numbers up 2% in heads and 0.5% in FTE. Dan Burklo, VP for Academics, provided an update on pillar 3, objective 3 of the strategic plan, which is to establish an institutional research structure to support assessment, accreditation and effectiveness. The new director of IR has created four dashboards to provide accessible course and program level data to faculty and staff. Jenny Thome, CFO, noted that that the College will bring in a company during exam week to buy back used books from students. President Hernandez provided an overview of the OACC Governing Board meeting, held on December 7. Chancellor Randy Gardner will retire and Mike Duffey will serve as the next Chancellor for the Ohio Department of Higher Education.

## **BOARD DISCUSSION ITEMS**

Facilities Update –Trenching will be complete by the end of December for the solar array project. Asbestos removal is complete and ceiling tiles were removed to assess the roof at the Van Wert campus.

Affordability & Efficiency Report –The report was submitted as a draft by the November 3 deadline and is a voting item on today's agenda.

Board Budget Committee – The committee reviewed the FY2023 audit, reserves, a FY2024 budget adjustment and capital funding. The College audit is a voting item for today's meeting.

Facility Rental Fees – CFO Thome is currently reviewing and comparing our facility rental fees with other organizations and comparable institutions and will bring a recommendation to the Board in February. NSCC wants to be a convener site for the community and offer competitive and affordable rates.

HLC Accreditation Update – The Higher Learning Commission completed its review of the six JATC / IBEW sites. Early indication is all visits went well and there are no follow up items to address.

Lab Fees – Any changes in lab fees need to have board approval before submission to the Chancellor. We will bring a voting item to the Board in February, with only a few minor changes / additions to the lab fee schedule.

Policy and Procedure Updates

*Persona Non Grata Policy* – The College is reviewing current persona non grata policies and will bring a recommendation to the Board.

*Equal Opportunity and Non-Discrimination / Anti-Harassment* – The policy has been updated to include the definition of antisemitism, current contact information for the Office of Civil Rights and other recently passed legislation. The policy changes are part of the consent agenda as a voting item.

**CHIEF FISCAL OFFICER REPORT**

**23-109**

Ms. Barber moved and Ms. DeGroff 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 October 31, 2023.

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

**CONSENT AGENDA APPROVED**

Mr. Erb moved and Mr. Schwarzbek seconded the approval of the following consent items:

**MINUTES OF THE OCTOBER 27, 2023 BOARD MEETING**

**23-110**

**RESIGNATIONS**

**23-111**

WHEREAS, Maria Trevino, Custodian, has submitted her resignation; and

WHEREAS, Logan Badenhop, Operations Manager, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Maria Trevino, effective November 15, 2023; and Logan Badenhop, effective January 5, 2024 accepted.

**EMPLOY FULL-TIME BOOKSTORE / RETAIL & FOOD SERVICES CLERK**

**23-112**

WHEREAS, the position of full-time Bookstore / Retail & Food Services Clerk was left vacant due to the promotion of Jessica Thome to Financial Aid Counselor; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. April Robarge be employed as full-time Bookstore / Retail & Food Services Clerk effective November 13, 2023 at an annual salary of \$30,284.80. This is in accordance with the Support Personnel Bargaining Agreement.

**EMPLOY FULL-TIME CUSTODIAN**

**23-113**

WHEREAS, the position of full-time Custodian was left vacant due to the retirement of Lou Hissong; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Keegan Schroeder be employed as full-time 1<sup>st</sup> Shift Custodian effective November 27, 2023 at an annual salary of \$29,390.40. This is in accordance with the Support Personnel Bargaining Agreement.

**PROMOTION TO BOOKSTORE / RETAIL & FOOD SERVICES CLERK**

**23-114**

WHEREAS, the position of full-time Bookstore / Retail & Food Services Clerk was left vacant due to the promotion of Krista Maassel to Customer Service Specialist; 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 Ms. Dawn Bischoff be promoted to full-time Bookstore / Retail & Food Services Clerk effective October 30, 2023 at an annual salary of \$30,284.80. This is in accordance with the Support Personnel Bargaining Agreement.

**PROMOTION TO GRANTS ADMINISTRATOR**

**23-115**

WHEREAS, the position of full-time Grants Administrator was left vacant due to the

promotion of Audrey Lehman to Grants Compliance Officer; 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 Ms. Kristine Robertson be promoted to full-time Grants Administrator effective November 6, 2023 at an annual salary of \$46,500.00. This is a graded position.

### **RENEWAL OF PROBATIONARY AND NON-TEACHING FACULTY CONTRACTS**

**23-116**

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

WHEREAS, their supervisor recommends; and

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

NOW, THEREFORE BE IT RESOLVED, that the following persons be re-employed as per the terms and conditions indicated effective with the 2023-2024 academic year:

- a. Sarah Casserino (advisor-academic), continuing, one-year probationary contract, Bachelors, total salary \$47,261.55
- b. Brenda Housh (success coach), continuing, one-year probationary contract, Bachelors, total salary \$47,261.55
- c. Kayla Miller (faculty – agricultural studies), continuing, one-year probationary contract, Masters, total salary \$56,141.39
- d. Gregory Nartker (faculty – industrial technology welding), continuing, one-year probationary contract, Associates, total salary \$63,503.60
- e. Caitlin Barrera (assistant – clinical teaching), third, one-year probationary contract, Masters, total salary \$56,064.91
- f. Amanda Heil (recruiter - admissions), third, one-year probationary contract, Bachelors, total salary \$47,261.55
- g. Rhonda Lazette (faculty- program coordinator medical assisting), third, one-year probationary contract, Bachelors, total salary \$59,079.15
- h. John Mueller (faculty- industrial technology electrical), third, one-year probationary contract, Associates, total salary \$63,833.52
- i. Keira Christman (recruiter – admissions), second, one-year probationary contract, Masters, total salary \$47,261.55
- j. Fredy Rodriguez (faculty – sociology/social & behavioral sciences), second, one-year probationary contract, PhD, total salary \$63,843.07
- k. Megan Schroeder (advisor – academic), second, one-year probationary contract,

Bachelors, total salary \$47,261.55

**MISCELLANEOUS EMPLOYMENT CONTRACTS**

**23-117**

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

WHEREAS, the Chief Fiscal & Administrative Officer, Vice President for 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:

Rachel Baumgartner, Food Service Assistant (Sub), \$13.35 / hour

Campus Police:

Daniel Bentancur, Police Officer (PT), \$20.80 / hour

Dennis Lazenby, Police Officer (Sub), \$20.80 / hour

Part-time Instructor:

Robert Young

**EQUAL OPPORTUNITY AND NON- DISCRIMINATION /  
ANTI-HARASSMENT (AMENDED)**

**23-118**

WHEREAS, Executive Order 2022-06D, Defining and Combating Antisemitism, signed by Governor Mike DeWine, requires all public colleges and universities to adopt the International Holocaust Remembrance Alliances definition of antisemitism or an appropriate alternative definition; and

WHEREAS, Northwest State Community College has updated its current Equal Opportunity and Non-Discrimination / Anti-Harassment policy to include the definition of antisemitism and use this definition for purposes of determining whether an alleged act described in said definition was motivated by discriminatory antisemitic intent; and

WHEREAS, the policy has also been updated to include recently passed legislation including The Pregnant Worker's Fairness Act (PWFA) and the Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act; and

WHEREAS, the policy has also been updated to provide current contact information for the Office of Civil Rights; and

WHEREAS, the Vice President – Human Resources and Leadership Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that policy 14-3-19 Equal Opportunity and Non-Discrimination / Anti-Harassment be amended as follows:

**3358: 14-3-19 Equal Opportunity and Non-Discrimination/Anti-Harassment.**

Effective Date: 4/1/12; Revised 12/14/18, 4/26/19, 8/28/20

Policy statement: Northwest state community college (“NSCC” or “the college”) is committed to maintaining a workplace and academic environment free of discrimination and harassment. Therefore, the college shall not tolerate discriminatory or harassing behavior by or against trustees, employees, vendors, customers, students, or other persons participating **or attempting to participate** in a college program or activity. **“Attempting to participate” extends mandated protections against person who are applicants for admission or employment or who are determined by the administration of this policy to be otherwise accessing the College’s educational program.**

- (A) Employees and students are expected to assist in the college’s efforts to prevent discrimination or harassment from occurring. Administrators, supervisors, and employees who have been designated to act on behalf of the college are specifically responsible for identifying and taking proper action to stop such behavior when they see it occurring and to report it to the reporting structure of the college as identified in this policy.
  
- (B) While the college does not tolerate any form of discrimination or harassment, the Non-Discrimination/Anti-Harassment Policy and related procedures are intended to cover discrimination and harassment based on a protected class. Protected classes for purposes of this policy are age, ancestry, color, disability, familial status, gender, genetic information (GINA), military or veteran status, national origin, race, religion, sex, and sexual orientation, or any other bases under the law. **“Antisemitism” is a certain perception of Jews, which may be expressed as hatred toward Jewish people. Many Jewish people hold their identity of being “Jewish” as both a religion and a race (or as their religion or race), although Jewish people can be from anywhere in the world and may or may not be actively practicing Judaism. Rhetorical and physical manifestations of antisemitism are directed to-ward Jewish or non-Jewish individuals and/or their property and toward Jewish community institutions and religious facilities. Antisemitism, including harassment on the basis of actual or perceived Jewish origin, ancestry, ethnicity, identity, affiliation, or faith, is strictly prohibited at NSCC. Like many other forms of civil rights abuses, acts against actual or perceived Jewish persons are illegal and in violation of our policies. In reviewing, investigating, or deciding whether antisemitism has occurred in violation of this policy, in accordance with Ohio Executive Order 2019-05D, NSCC shall take into consideration the definition of antisemitism set forth above for purposes of determining whether the alleged act was motivated by discriminatory antisemitic intent.** Through this and related policies, the college acknowledges and complies with its duties under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Clery Act, as amended,

by the 2013 Reauthorization of the Violence Against Women Act (VAWA), the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended, the Pregnancy Discrimination Act, **The Pregnant Worker's Fairness Act (PWFA) and the Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act** and relevant state and local laws, by setting forth comprehensive frameworks for receiving, processing, investigating, and resolving complaints.

**(page 4 of 12)**

- (b) Complaints involving employees: In cases of alleged discrimination/harassment in employment or if the victim or alleged perpetrator is an employee, the complaint may be made to any of the following:
  - (i) an employee of human resources;
  - (ii) **the institution's Title IX Coordinator; or**
  - (ii) an employee of the NSCC police department.
  
- (c) Complaints involving students: In cases of alleged discrimination/harassment when the victim and/or alleged perpetrator is a student, a potential student, or someone participating in a college-sponsored event or activity, the complaint may be made to any of the following:
  - (i) human resources;
  - (ii) **the institution's Title IX Coordinator;**
  - (iii) the vice president of academics;
  - (iv) an academic dean; or
  - (v) an employee of the NSCC police department.

**(Page 10 and 11)**

- (b) U.S. Department of Education, Office for Civil Rights  
~~1-800-421-3481~~  
[ocr@ed.gov](mailto:ocr@ed.gov)  
<http://www2.ed.gov/about/offices/list/ocr/index.html>

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address below and we will process it as soon as conditions allow. You may also contact them at 800-421-3481 or OCR@ed.gov to confirm receipt of your correspondence.

U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100

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**This concludes the Consent Agenda.**

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

**2023 AFFORDABILITY & EFFICIENCY REPORT APPROVED**

**23-119**

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

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

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

WHEREAS, textbook affordability remains a top priority and colleges and universities are required to report the use of Open Education Resources (OER) materials or Inclusive Access; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2023 Affordability and Efficiency Plan Report that was submitted as a draft by the November 3, 2023 deadline be approved for final submission by the Board of Trustees effective December 8, 2023.

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

**2022-2023 COLLEGE AUDIT APPROVED**

**23-120**

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

WHEREAS, the 2022-2023 financial audit prepared by Plattenburg & Associates, Inc. has been reviewed by the Chief Fiscal and Administrative Officer and the State of Ohio

Auditor's Office; and

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

NOW, THEREFORE BE IT RESOLVED, that the 2022-2023 financial audit be accepted.

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

### **2023-2024 REVISED BUDGET APPROVED**

**23-121**

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

WHEREAS, adjustments to the 2023-2024 budget has been made for tuition revenue based on enrollment, changes in plans to capital projects, miscellaneous personnel adjustments, board-desired \$5 per credit hour scholarship and the college credit plus textbook scholarship; 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; Barber, Bridenbaugh, DeGross, Erb, Miller, Mull, Poulson, Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

### **OTHER BUSINESS**

The Emeritus Recognition Dinner and Fall Commencement will take place December 18, beginning at 5:00 p.m. Per board policy, a board self-performance evaluation will be sent out early January for completion by each member of the board.

### **ADJOURNMENT**

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

**1. APPROVAL OF CONSENT AGENDA.**

**1a. Minutes of the December 8, 2023 Board Meeting**

**1b. Resignations**

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.

**1c. Retirements**

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.

**1d. Employ Full-Time Controller**

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.

**1e. Employ Full-Time Administrative Assistant - Admissions**

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.

**1f. Employ Full-Time Training Coordinator – Electrical and Automation**

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.

**1g. Employ Full-Time Administrative Assistant – Advising Center and Learner Services**

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.

**1h. Employ Full-Time Faculty – Nursing**

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.

**1i. Employ Full-Time Faculty – Business Management and Economics**

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.

**1j. Employ Full-Time Faculty – Mathematics**

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.

**1k. Employ Commander – Law Enforcement Academy (PT)**

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.

**1l. Employ Full-Time Custodian (1<sup>st</sup> Shift)**

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.

**1m. Employ Full-Time Working Supervisor of Facility Maintenance & Custodial (Van Wert Campus)**

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.

**1n. Employ Full-Time Grants Administrator**

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.

**1o. Promotion to Associate Dean – STEM and Industrial Technologies**

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.

**1p. Promotion to Operations Manager**

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.

**1q. Miscellaneous Employment Contracts**

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

**1r. Approval of 2024-2025 Student Fees**

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

**1s. Facility Room Rental Fees**

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		\$ 50.00 each subsequent hour
	(\$300.00.00 maximum)		(\$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)

**1t. Persona Non Grata Policy (New)**

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.

**1u. Graduation Requirements (Amended)**

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.~~

**This concludes the Consent Agenda.**

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

ROLL CALL: Aye;

Nay;

Thereupon the Chair declared the motion approved/disapproved.

**PROPOSED RESOLUTIONS**

**1. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2023-2024 REVISED BUDGET**

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

WHEREAS, adjustments for the 2023-2024 budget has been made for business & industry training revenue, changes in plans to capitol 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; \_\_\_\_\_ Nay;  
Thereupon the Chair declared the motion approved/disapproved.

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

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

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

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

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

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

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

WHEREAS, the time and place for the Northwest State Community College's Board of Trustee meetings must be designated for April 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 days:

- Friday, April 19, 2024 or Monday, April 22, 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; Nay;  
Thereupon the Chair declared the motion approved/disapproved.

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### **NOMINATIONS & ELECTIONS**

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 \_\_\_\_\_, to nominate \_\_\_\_\_ as Chair of the Northwest State Community College Board of Trustees to serve through the February 2025 meeting and to close nominations  
Seconded by \_\_\_\_\_.

ROLL CALL: Aye; Nay;

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

\*\*\*\*\*

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

Motion by \_\_\_\_\_, to nominate \_\_\_\_\_ as Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2025 meeting and to close nominations  
Seconded by \_\_\_\_\_.

ROLL CALL: Aye; Nay;

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

\*\*\*\*\*

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

Motion by \_\_\_\_\_, to nominate \_\_\_\_\_ 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 \_\_\_\_\_.

ROLL CALL: Aye; Nay;

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



# President's Report - February 2024

Videos / Podcasts:None

## 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>
Dec 11	Dr. Richanne Mankey - Defiance College President
Dec 14	Representative Hoops
Jan 11	Andrew Lorenz - Rudolph Libbe
Jan 22	Board Engagement - Jeff Erb
Jan 26	Western Buckeye ESC Presentation
Feb 1	Henry County Chamber Business After Hours



## Scheduled Time Off / Away from Campus

<b>Date</b>	<b>Description</b>
Feb 19 - 23	ATD Dream Conference - Orlando, FL (Tentative)
Mar 20 - 25	Vacation - Kansas City, MO
Apr 2 - 5	HERDI - Louisville, KY
Apr 24 - 29	Vacation - Scottsdale, AZ

## Non NSCC related Professional Activities

None.

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

**VAN WERT CAMPUS**

- Successfully hired Jon Thomas as the Working Supervisor for the Van Wert Campus
- First Course Free inaugural Van Wert scholarship marketing campaign begun
- STA120 Intro to Statistics running this semester in Van Wert with 8 students
- Finishing the Vantage Career Center CTAG process - 13 new classes submitted for potential credit for Vantage students
- Ready to begin hiring/onboarding part-time faculty in preparation for fall 2024
- Completing CCP pathway for criminal justice at Vantage Career Center
- Partnered with Paulding High School to teach in-person business courses via CCP starting in fall 2024
- Full fall 2024 schedule to be held at Van Wert Hospital (see below)
- Presented at Van Wert Chamber Leadership class (NSCC is the sponsor)

<b>Day (Fall 8A) 8/21 – 10/15/2024</b>	<b>Course Offering</b>
Monday (5:45-8:15pm)	STA120 Introduction to Statistics (3 credits)
Tuesday (5:45-8:15pm)	BUS101 Intro to Business (3 credits)
Wednesday (5:45-8:15pm)	ENG111 Composition I (3 credits)
Thursday (5:45-8:15pm)	BIO131 Nutrition (3 credits)
Saturday	
9:00-10:50am on August 24, September 7, September 21, and October 5	GSD100 Success Seminar (1 credit)
11:00am-12:50pm on August 24, September 7, September 21, and October 5	Writing Center (optional, 0 credit)

<b>Day (Fall 8B) 10/16 – 12/14/2024</b>	<b>Course Offering</b>
Monday (5:45-8:15pm)	CIS114 Microsoft Applications (3 credits)
Tuesday (5:45-8:15pm)	ACC111 Financial Accounting (3 credits)
Wednesday (5:45-8:15pm)	SSC101 Sociology (3 credits)
Thursday (5:45-8:15pm)	Humanities Elective (3 credits)
Saturday (9:00 – 10:50am)	MET100 Intro to Engineering Technology (2 credits)

## GRANTS REPORT

### **Awarded**

- Super RAPIDS grant awarded \$467,679.70

### **Rejected**

- The IMAP grant for micro credentialing was not awarded for this round

### **Submitted**

- The IMAP Grant was submitted with all required materials by the 11/30/23 due date. NSCC requested \$488,000.00
- The Spirit-of-Blue Foundation Safety Grant is being completed and should be submitted within the next week. This application is two parts, with the first being open to all and the second part being by invitation only once the first submission has been received and accepted
  - The second component is what is currently being completed with the goal being to secure funding for new ballistic-resistant soft body armor for each officer on the NSCC force, costing approximately \$7000.00. There is no due date for submission

### **Prospects Under Review**

- Rural Innovation Stronger Economy (RISE) Grant Program: Funding opportunity that can be used build or support a business incubator facility, provide worker training to assist in the creation of new jobs, train the existing workforce with skills for higher-paying jobs, develop a base of skilled workers and improve their opportunities to obtain high-wage jobs in new or existing local industries.
  - Awards will range between \$500,000 - \$2,000,000 and the application is due on April 1, 2024

### **Funding Reallocations**

- The Current Ohio Manufacturing Workforce Partnership (OMWP) grant, in which NSCC is a subrecipient to Lorain County Community College, is being reallocated to allow funds previously earmarked for salaries to be used to cover training costs for local industry leaders through CTS, resulting in additional earned revenue between \$114,000 - \$291,000

## INFORMATION TECHNOLOGY

### **DATA SYSTEMS TEAM**

#### **Banner Upgrades**

- Numerous Banner upgrades were installed and tested for end-of-year tax processing and new payroll tax tables.

#### **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 130 requests have been successfully completed.

## **State and Federal Reporting**

- State HEI reporting is underway for the fall term and the annual reporting.
- Federal IPEDS reporting has been completed for the winter reporting period of FY2024.
- Tax forms 1099, 1098-T and W-2's have been processed. Electronic reports will be done in February.

## **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 continues with a team from the Ohio Department of Higher Education (ODHE) on a revision of electronic college transcript sending and receiving. NSCC is with a new team of college that were not ready for the December 31, 2023 deadline, due to Parchment (third party transcript provider) not being able to get each college taken care of earlier. The completion time has been updated to February 15, 2024.

## **Statewide Collaboration**

- Work continues with a team from the Ohio Department of Higher Education (ODHE), BGSU, Owens, Terra State and UT on a revision of electronic college transcript sending and receiving. This has a schedule completion time of December 15, 2023.

## **NETWORK/SYSTEM & SUPPORT TEAM**

- For the month of January, 416 new requests/incidents were received, and 410 have been resolved with 100% positive feedback from 42 responses.
- Campus multifactor authentication for all campus services is continuing to progress. Initial cut over to new login method will be at the end of February with all multi factor migration planned for Spring break.
- 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 increasing 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.

**Vice President for Academics**  
**February 2024**  
**Submitted by: Dr. Dan Burklo**

We started off the Spring semester with a faculty orientation that included a work session on building the assessment of our Institutional Learning Outcomes into the curriculum. This eliminates the need for graduate testing that was done in prior years. This work session was followed up with a presentation done by Keri Eason. In Keri's report you will see she presented institutional data dashboards and instructions as to how to access them. Continued work has been done to ensure these dashboards are not only accessible to faculty, but they understand and utilize the data.

Work continues on planning development of the teaching & learning center. A new committee has been formed to work on mission & vision building, benchmarking, scheduling site visits to other teaching and learning centers as well as providing a needs analysis, action item list and providing a structure. The committee has already met once and are looking forward to the work ahead as well as meeting with the Achieving the Dream team this Spring, to get the teaching & learning center up and running.

There has been continued work by the Deans on developing a learner focused schedule. As you can see in the Deans reports, several 8-week classes were added to the Spring 2024 schedule. Nursing & Allied health will be offering a phlebotomy short term certificate following the 8-week format and are also increasing evening courses in nursing. Continued support has been provided for the Van Wert campus and reviewing programs for 8-week scheduling.

Our Commencement committee has started working on the details for the Spring 2024 Commencement. The Spring Commencement will be held on Saturday, May 11<sup>th</sup> at 2:00 p.m. This will be the second year holding Commencement at Founder's Hall, located on the property of Sauder's Village.

Following are some brief updates from the academic deans.

**From Jamilah Tucker: Arts & Science**

# **The Transfer Strategy:** *Academically Prepared*

## *Overview*

The Arts & Sciences division completed a comprehensive four-year program review on January 24, 2023. The collaborative plan engaged faculty, staff, administration, and transfer partners in exercises that reviewed data on Associate of Arts and Associate of Science degree programs and forecasted future needs. One desired outcome was improving and tracking transfer students and their experiences.

Successful transfer is a performance metric included in the State's student success initiatives and within the performance-based funding formula. Associates of Arts and Associates of Science learners are highly motivated toward transfer.

### ***By the Numbers***

25 = The number of OT-36 transfer courses submitted by faculty for revision since 2021 OT36 change

**100%** = the percentage of an Associate of Arts degree that, if selected properly, carries a Statewide Transfer Guarantee.

1,265 = The number of first-time NSCC learners who transferred in the cohort years between 2016-2022 and later attended another 2 or 4-year institution.

897 = The number of NSCC learners (70.9 %) who transferred to a 4-year college.

## ***What our learners are saying in Transfer Classes A Focus on High-Quality Experiences***

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*"You've change my life in ways I can't explain with words(Oh how limited we are by words.) My curiosity is just a consequence of your passion for the Humanities, your love for conversation, and your inspiring teaching style. You're someone who I will continue to look up to as I move forward in my education. Thank you for everything."*

***TRANSFER STUDENTS ACCEPTED AT THE UNIVERSITY OF TOLEDO FALL 2024***

*"I want to take a moment to remind you that what you do and how you do it are exceptional. You have this uncanny ability to make people think in ways they're unfamiliar and even scared of while simultaneously fostering success. You allow people to have bad days or weeks while still providing an outlet to succeed. Your brain power is frightening and inspiring at the same time, and never ceases to amaze me how you can shift, recall, teach, and learn within the same moment. Unfortunately, the professors I have yet to have will have to attempt to live up to my expectations and I believe many will have a difficult time with that considering my expectations is based on you."*

***TRANSFER STUDENT ACCEPTED AT THE UNIVERSITY OF TOLEDO FALL 2024***

*I don't have any questions about the content or any module questions, but I was just completing module 3 and felt I needed to write this email. I have never been one to like art or anything to do with it, my thought process used to be "If it's subjective then what's the point, if anyone can see it anyway then why does it matter." I used to get upset in other classes when we were asked to analyze anything art related because it just seemed so pointless to me, and it never seemed like I got the same message as my instructor. I only took this class to fulfill my college requirements for next year at BGSU. Now I have fully realized that art can be something that I actually love. I did the first module questions and thought "This isn't so bad.", but today as I was doing module 3 and working on analyzing Knight at the Crossroads I realized while researching background information that art can be incredibly interesting, and that the study of it is somewhat amazing. It goes so much further than what's on the screen in front of you and I almost find myself nerding out over certain things as my love for history intertwines with our assignments. I'm sorry for taking up some of your time with this email but I really feel as if I need to thank you for this course and this opportunity to expand my horizons on my interests. I really do appreciate your teaching. Thank you.*

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

All faculty were ready for the learners to come back on campus for the Spring 2024 semester! We added 14 face-to-face and hybrid courses to the spring schedule attempting to increase enrollments for those learners who might not want on-line options. Of the 14 additional sections, evening face-to-face sections were the priority. We have also added 4, 8-Week classes to the Spring 2024 schedule.

During the fall 2019 semester, our division decided to remove all course "waitlists" this was a barrier to increased enrollments. We have worked closely with NSCC Advising & Admissions Offices to ensure that we add additional course sections as learner enrollments justify the additional sections. The faculty in our division, have been extremely helpful in allowing additional learner enrollments in their full sections. This method has allowed us to serve all learners and eliminate any chance a learner is not enrolled in a Spring 2024 course, due to a course "waitlist". We contribute the smooth startup of the Spring 2024 semester with the removal of the "Waitlist" in our division and the willingness to meet the learners where they are, with additional face-to-face sections and the creation of new sections, once a section becomes full.

### **From Tiffany Ludwig: Nursing & Allied Health**

Student numbers stayed pretty even for this incoming Spring class. We have added two sections (day and evening) for two of our nursing classes, both are equally filled. The intention is to continue to add evening sections as students progress through until all nursing classes have 2 sections. We have not had to add an extra section yet for our PN students, but I feel will be forthcoming.

We have been working with the success center to establish a tutor for our pharmacology students. Typically, pharmacology is one of the tougher courses in our curriculum. We have a job description and calls out to potential tutors (including alumni students).

We had one student take the NCLEX for 4th quarter and that student passed, which technically makes our pass rate 100% for 4th quarter. We had 14 RN and 11 PN graduates this past fall commencement.

We have transitioned our phlebotomy certificate into a short-term certificate that students will complete in one semester using the 8A/8B format. This will tentatively begin in Fall 2024 once it is through the governance process (set to be reviewed at academic affairs in February).

The next plan of action is to transition the Medical Assisting program into a certificate and to try to add two more allied health certificates by Fall 2024.

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

We were approved to receive Super RAPIDS Grant funds to strengthen education and training opportunities in the area of semiconductor technology. We are looking to schedule the 1st classes for the Semiconductor Manufacturing Short-Term Certificate in Fall 2024.

Full-time faculty Colin Doolittle and Lisa Depalo submitted a proposal to NAPE to present in April at their conference. They should know by mid-February if they have been accepted to present. The title of their potential presentation is Implementing the Use of #D Printing to Provide Learners Access to Instructional Materials.

BIO 231 A&P I, BIO 232 A&P II, and BIO 234 Human Diseases received TAG status this past fall, with MTH 112 Trigonometry, MTH 214 Calculus II, and STA 120 receiving OT 36 status this past fall as well.

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

Spring semester is off to a good start! We are seeing some learners start to come into the library, and also many are using our online resources. We participated in the Welcome Back Week festivities in the Oasis, and set priorities for the new calendar year. Currently, we are working on finishing an electronic resources management plan which includes all of our OhioLINK consortial resources as well as other contracted resources. This semester, we have two part-time student workers and two (very) part-time scholarship student volunteers to help fill staffing gaps.

### **From Keri Eason: Director of Institutional Research**

The Credit Completion Rate dashboards were shared at the 2024 Data Summit/Faculty Orientation. I also gave a presentation on the Institutional Research department, explaining the research services available to faculty. The Writing ILO dashboard has also been completed and presented (with the Assessment Committee).

The survey to evaluate the SAKAI LMS was sent out in Dec. 2023. The survey launch was a success (500 students responded and answered the survey). The next step will be analysis. Additionally, departments from Learners Services (Admissions and Advising) have reached out for projects (one assessing the ACCUPLACER and the other analyzing the effectiveness of

mandatory advising). Additionally, I have had a couple of faculty reach out regarding projects from the Data Summit/Faculty Orientation.

To meet some of my future goals, I have contacted IT regarding an IR portal on Halo. I will also be planning the workforce data workshops to train NSCC faculty and staff on dashboards, data, and conducting research. Retention Rate dashboards will also be created and shared.

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

We had a minor Sakai update on January 5 to pick up a number of fixes before classes started. Spring 2024 classes are off to a good start. There were a couple of instructors who needed additional assistance to get their classes going, but all online classes were available by Wednesday morning (January 17). The course evaluations from Fall 2023 have been compiled and shared with the Deans. The overall response rate was 41%. We again reached out to instructors teaching College Credit Plus classes at the local high schools to increase the response rate from these students. For Fall '23, the evaluation response rate for these students was 29.2%, which is a significant increase from 16.9% in Fall 2022.

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

On December 11<sup>th</sup> Dr. Hernandez received notification from the Higher Learning Commission (HLC) that our JATC sites pattern of operations appears to be adequate and no further review or monitoring is necessary for the next six years. Thanks to our six JATC sites for effectively displaying that their students are getting a top-notch education.

With the JATC multi-site visits completed, focus will be directed toward the Four-Year Assurance Review. The report will be finished in May of 2025, while the site visit will be conducted on June 16<sup>th</sup>, 2025.

Our Acalog and Curriculog project is still in production. Acalog, the interactive catalog has approved proposal changes that need to be made before it can go live on the NSCC website. Revisions are scheduled to be completed by March 1<sup>st</sup>. Curriculog is close to going into the implementation stage. Before implementation can take place, our newly created proposal forms must be reviewed for accuracy and approved. The proposals will be shared with the Academic Affairs committee at the February 29<sup>th</sup> meeting to start the approval process. It will be a very exciting time when this project is complete.

Lastly, I am working on the registration process for the HLC Conference being held from Saturday, April 13<sup>th</sup> through Tuesday, April 16<sup>th</sup> in Chicago. There will be eight NSCC employees attending this conference.

## Vice President of Enrollment Management and Student Affairs

February 2024

Submitted by: Dr. Lana Snider

**Admissions:** Admissions hosted two Winter Visit Days leading up to the spring term. Combined, we saw over 40 learners and assisted with the application, placement testing, orientation, and transcript requests, and were able to connect them with other campus resources. We are finding that these events are well-attended and incredibly productive for us and learners.



Our newest recruiter (recently promoted to Operations Manager with CTS), represented NSCC at the NOCAC *Getting Ahead* Graduation in December. Financial Coach Amy McMaster reported that Joe inspired their learners and offered words of encouragement as they celebrated this educational journey.

We are learning to use *Slate* in ways once unimaginable. To celebrate a successful year in *Slate*, Admissions staff members were encouraged to think about how this new software has impacted their daily tasks. A few of my favorite responses are:

*The CCP scheduler that has been created has made the scheduling of Accuplacer testing and Registration appointments so much easier for our school counselors and CCP Advisors.*

*Each new applicant used to need to get an email from me with all the necessary information as a "welcome." Now, Slate is able to send that initial welcome email for me. It's customized with their name and N# even so they can start working on their next steps without hesitation. We've had WAY less students calling with questions about how to complete their steps, where to find information, wondering what is next, etc.*

*We were able to make the CCP Consent Form and Permission a digital form in Slate. This helps immensely to cut down on paper and we no longer have to collect over 900 consent forms a year.*

CCP enrollment continues to grow as we registered over 950 learners this spring term - an increase of more than 50 compared to the last spring. New schools have connected to explore partnerships with NSCC and we look forward to further growth in this program.

**Advising:** The Advising Center continues to meet with learners through various modalities including Zoom, phone, in-person appointments, and email correspondences. Between October through December 2023, the Advising Center met with 619 learners. This count excludes individual text or email communications between advisors and learners.

Targeted email and text messaging campaigns were deployed to returning/former learners, who took classes in Fall 2022 and/or Spring 2023, but hadn't registered for Fall 2023, prompting them to register for courses.

As of mid-January, we had registered 107 new learners, and 860 returning learners, and we continue to work with learners who wish to register for 8b classes in the spring.

**Adult Studies / Be Bold:** Be BOLD learners continue to perform well in the program. We were pleased to welcome back 7 of our 8 learners from our first semester. Furthermore, we added an additional 7 learners this Spring, for our second program cohort. Recruiting efforts for Fall 2024 will soon be underway, with the help of Jim Bellamy.

Additionally, our Adult Studies Coordinator is working to collect data as to why learners withdrew from their Spring classes to discover how we may better serve our community.

**Academic Pathways:** Renee, our Academic Pathways Coordinator, is continuing the work towards process improvements for Prior Learning Credit for our learners and content experts. Process improvement has also started with degree completions and reverse transfer. Reports that were built in Argos have helped provide an initial list of potential completions that Renee has been working through. Learners are using our website along with discussions through advising to seek non-native credit options.

**Dean of Learner Services:** We are happy to report that we are further leveraging Slate for the Choose Ohio First Scholarship Application - a state-funded scholarship offered to increase the number of Ohioans studying and working in the Science, Technology, Engineering, and Mathematics (STEM) fields. We are happy to report that the application is open - check it out here - <https://slate.northweststate.edu/register/chooseohiofirst24>. The Admissions and Grants' Teams are excited about the benefits of housing this application information in Slate.

We are also pursuing the potential for bulk texting capabilities to learners through Slate - including reminders about important tasks relating to financial aid, registration, etc. We are in the preliminary stages of this project, but eager for discovering the potential. Admissions is already utilizing this with success, so we look to expand this across other learner services offices.

**Esports:** Exciting things happening here! Two Official Esports teams are about to play for the National Association of Collegiate Esports' (NACE) Spring season: Overwatch 2 Team & Super Smash Brothers Ultimate Team. We currently carry nine (9) active players on our roster.

Switching to events - NSCC Thunder and NWO Gamers have hosted 3 community events since October 2023, and have once again broken their attendance record for their monthly Super Smash Bros. Ultimate tournaments (29 players). Replay of Toledo (Replay LLC) sponsored January's Super Smash Bros. Ultimate tournament, offering a \$70 prize pool.



Lastly, Game Con 2024 is on the radar and has officially been announced on our social media. Save the Date for 6/22/2024 - it will be an epic event that you will not want to miss!

**EvMotorsports:** Now we switch to a different 'E' sport - electric motorsports. The team built an autonomous cart last semester, which was driven by an actual person behind the wheel. Here comes the hard part - figuring out the programming, mounting all the autonomous components, and required testing - fun, fun!

The competition cart had programming completed to make it faster. Next steps here include a thorough inspection, along with updates and repairs to guards and other miscellaneous components.

The team has 4 carts in its fleet now. In addition to the two mentioned above, a third cart used for community outreach underwent some mechanical updates last Spring, and now only awaits the addition of some electrical components. The fourth cart has an assembled frame but is still mostly in pieces. The autonomous and competition carts will receive priority attention. Once those are tended to, we will shift our attention to building this fourth cart.

Exciting side note - we now have a speed controller on the main racing cart, which allows it to be de-tuned and made safe for non-racing demonstrations. We used it at Discover NSCC Day and the students were able to slow it down to walking speed and make it safe for almost anyone to use!

**Financial Aid:** The 24-25 FAFSA opened with a soft launch the first two weeks of January. During this time, students and parents could log on and fill out the FAFSA, but it was deactivated intermittently to iron out some wrinkles. The soft launch period is now over and the

FAFSA is open 24/7. Although the FAFSA is open, NSCC will not begin to receive FAFSAs from students until early February, which will delay award letters being sent to students. The Financial Aid team has visited and presented at several high schools in the area regarding the updates to the FAFSA form and the overall Financial Aid process.

Furthermore, we also worked with the Foundation Office to re-award scholarship dollars that were unspent from the Fall Term. This has been a significant help to students who are new in the spring term.

Lastly, Jessica Thome transitioned from the Bookstore to the Financial Aid Office in October. We are excited to have her in the FA office - she has been a great asset and is quickly picking up on all the Financial Aid rules and regulations.

**Registrar:** ODHE will soon be decommissioning their Articulation & Transfer Clearinghouse System (ATC). The ATC System's purpose is to allow state institutions to electronically exchange academic transcripts with one another. Thanks to the hard work and collaboration with our Data Systems and IT teams, in terms of configuring and testing, we went live with our new system on 1/31.

We have been working with our IT Department on another project - exploring a new Document Management System, which will help streamline processes and improve efficiencies.

Throughout the month, we will be preparing to submit our "Annual School Review" to the State Approving Agency, which is due on March 1. This is tied to our work with Veterans, to ensure our majors are eligible for Veteran and Dependents Educational benefits.

Lastly, the Registrar team already has an eye on Spring Commencement, as they have already begun work on spring/summer graduation petitions and commencement tasks.

**Student Activities:** In late January, learners enjoyed "Welcome Back Week," which allowed them to connect with over 15 Student Groups and/or Student Support Offices.

There is a great line-up of Spring events coming up, that are a balanced mix of entertainment and information. This month will see the happening of the Community Resource Fair (2/6), showcasing community partners offering a variety of services, and the Karaoke / Poppalooza Event (2/14), some light-hearted entertainment and competition in honor of Valentine's Day.

**Success Center:** The updates continue in The Success Center, including: newly utilizing the "S-shaped" table outside of the center; new signage added to differentiate between the Success Center and the newly added Learning Lounge; a coffee bar and brain food station now available to test-takers who may need some caffeine, water, or a snack; and an informational cork board on display for learners to obtain campus resources.

The Success Center currently has two student workers who are a huge part of the team, and is on the look-out for a third.

A variety of Spring tutoring options are available to learners - in-person, expanded NSCC Zoom tutoring, and etutoring.

Since December, the Success Center has serviced around 60+ learners, even while being off for holiday break. This is not including 1-on-1 tutor visits in the Learning Lounge.

**TRIO:** The Annual Performance Review (APR) was submitted in the middle of last month. Exciting news - we hit all of our performance measures and received the maximum points for the following three areas: Funded to Serve (140), Persistence Rate (85.71%), and Good Academic Standing Rate (91.91%). The goals set by the grant are as follows:

- 1) Funded to Serve: 140
- 2) Persistence Rate: 55%

3) Good Academic Standing Rate: 90%

We also met the Eligibility Criteria for low-income, first-generation, and disabled.

These numbers reflect the hard work of the team throughout the year, as we support and encourage learners to stay enrolled and be in good academic standing. A big thank you to our Administrative Assistant, Cayla Swisher, for her hard work on the APR!

We do have available seats in our program due to graduation / transfer. Therefore, we are actively recruiting and encouraging referrals. If you know someone - please send them our way!

**Summary:** It has been an interesting start to the Spring semester, between some unforeseen electrical and weather disruptions, which have required our teams and learners to be adaptable. These circumstances did not faze our teams one bit and the quality of service remained the same, high level as always. This just proves the innovation, dedication, and resiliency of our teams. We continue to *Strive for Progress* as we support learners and look to *Elevate NW Ohio*.

**Vice President – Workforce  
February 2024  
Submitted by: Jim Drewes**

**Matt Kibler & Tom Kelly (Business Development / Workforce Sales)**

Sales delivery and quotes remain strong. Skilled Trades topics is the majority of the backlog. CTS currently has over \$700k in identified orders.

Clients of interest:

- First Solar
- Wieland Chase Brass
- Spangler Candy
- Mercer Landmark

Open Enrollment Offering: OSHA10, ProtoTrak Machining, Wildfire Leadership, Excel and other non-skilled trades topics to diversify our product offering.

Youth programs in place at Paulding High School and Defiance Dream Center.

**Tori Atkinson (Client Services)**

Apprentice programs continue to grow. CTS has 35 active programs. We accounted for 103 students enrolled in IND classes in the fall.

- Add Therma Tru 10 students
- Add Altenloh Brinck Co 8 students

AMC (Advanced Mfg Consortium) CTS outreach efforts work through this group led by local clients.

Tom Plummer was certified by Fanuc Robotics in iRVision product. CTS can now deliver this three-day course to industry.

**Vickie Rhodes Agency Accounts (IBEW & Iron Workers)**

All Agency grades for the fall term were processed by the third week of January. We are now in the process of registering spring students.

- We are working on streamlining the classes needed by apprentices to graduate. We are working on a program to increase yearly graduates.
- Grant support to provide participants for OMWP grant (Scaling Apprentice).

**Tom Pierce (Truck Driving)**

Classes are filled for February and March. CTS had lower fill rates on the November and December classes. Recovery plan is in place to improve sales results.

**Chief Fiscal and Administrative Officer**  
**February 2024**  
**Submitted by: Jennifer Thome**

Spring semester is in full swing. We are always excited when classes start back up and the campus becomes more “alive”.

**Business Office**

This team continues to grow and develop. On January 1, we welcomed our new Controller, Connie Nicely to the team. Connie brings 30+ years of experience to the team. After the holiday break, the team jumped right back into the swing of things with the year-end activities including W-2, 1098T statements, 1099's, annual tax reconciliations, and Foundation donations. They are now focusing on all of the February reporting requirements including the HEI, SB6, and IPEDS. The team is also planning another banner training session as well as a lunch and learn in the next couple of months to help employees feel more comfortable with banner and the budget process.

**Facilities**

The facilities team has been very busy. Ohio experienced some cold weather in early January and the college boilers struggled to keep up. It was discovered that three of them were down leaving no heat in both the B & C buildings. The facilities team worked tirelessly to get those areas of the college as warm as possible while working to get the boilers up and going. They have also been doing a fantastic job at keeping our parking lots as clean as possible with all the snow and slush we have been receiving. The team has also worked to get a new furnace in the childcare building. On February 5, we welcomed Jodi Adams as our custodian on 1<sup>st</sup> shift.





### **Bookstore**

The bookstore welcomed two new Bookstore/Retail & Food Services Clerks, Dawn Bischoff, and April Robarge toward the end of the fall term. These two have been hard at work with the spring book orders. The team is focusing on purchasing more NSCC attire as we have had good sales with the new clothing items. In April, we will have another book buyback as the one in the fall went better than we expected.

### **Food Service**

After the holiday break, the NSCC café is now open to keep all of the students and staff well nourished. We filled one of our part-time Food Services Assistant positions with April Wesley, who started on February 6. We are continuing to work with Maumee Valley Vending to provide evening learners with hot food in the evening since our café closes at 2:00 pm.

### **Police**

In December, the Campus Police Department started working on Lexipol. The reviewing and approval of new policies have begun. The expected completion date is May 2024. Dennis Lazenby, our new PT officer, has completed FTO and started his shifts in January. We are now up to full staff in the department. We have two FT officers (Chief and Lt) and 5 PT officers. Having the additional officers will help ensure that we have enough coverage for night shifts and evening events. Secret Santa was a huge success. Through all the support of the college, we were able to collect enough gifts and donations to help 10 families! The new firearms have arrived along with the holsters. They will be dispersed in the spring after officers have trained and qualified with them. Officer's uniforms are being inspected and updated as needed.

### **Upcoming Events:**

February 9- Foundation: Purses for a Purpose



**NORTHWEST STATE COMMUNITY COLLEGE**  
**Vice President; HUMAN RESOURCES & LEADERSHIP DEVELOPMENT**

*February 2024*

*Submitted by: Katy McKelvey*

**Recruiting:**

We have filled the following roles:

- Controller
- Faculty- Nursing
- Faculty- Business
- Faculty- Mathematics
- Admin Assistant- Admissions
- Admin Assistant- Advising & Learner Services
- Operation Manager- CTS
- Training Coordinator- Electrical and Automation
- Custodian- 1<sup>st</sup> shift
- Law Enforcement Commander
- Working Supervisor- Facility Maintenance and Custodial (Van Wert Campus)
- Grants Administrator
- Training Coordinator- Mechanical and Fluid Power
- Food Services- PT

We are recruiting for the following roles:

- Training Coordinator- Welding
- Administrative Assistant- CTS
- Admissions Recruiter
- Food Services- PT
- Campus Police- SUB

## Employee Recognition:

The Cheers for Peers! recognition program has continued to allow employees to recognize peers for going above and beyond.

Ten employees were recently recognized for going above and beyond.

January 2024

**Cheers**   
**FOR PEERS!**

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Northwest State Community College recognizes one of our best assets is our people. Our dedicated employees continually go above and beyond by living the mission, vision and values of the College.

**Employees receiving recognition  
for Fall 2023**

**Brittany Thompson**  
**Chelsie Ebaugh**  
**Diane Mott**  
**Heidi Keller**  
**Jim Drewes**  
**Joel Miller**  
**Keira Christman**  
**Krista Maassel**  
**Shantelle Cline**  
**Treasure Sullivan**

In addition to this e-newsletter, employees honored will be receiving a \$10 gift card, a certificate of recognition, be recognized on our program recognition board and have the honor noted in their personnel file.

If you see someone going above and beyond, please nominate them today!

## Employee Engagement Events:

**Exam Refresh Station** - Each Exam Week, the College provides a variety of treats to employees to help them finish out the semester strong! This past December, we served over 100 employees during the two-day event.



## Holiday Luncheon

Over 120 employees joined us on December 4<sup>th</sup> for a wonderful meal. We played a round of Winter Trivia and the winners enjoyed holiday chocolate treats!



## Welcome Back Donuts

After the holiday break employees were provided with donuts and coffee to start the semester off right!



## Retention Report

The 2014 – 2023 retention report is attached.

## Retention Report

Argos Report /HR Reports	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>GRADED</b> - GF, GN	39	48	51	49	53	54	55	61	61	66
<b>SUPPORT</b> - S8	36	40	36	26	32	31	33	34	27	30
<b>FACULTY</b> - FD, F1 (inc NTP - NF, N9 until 1/2022)	54	53	53	51	52	52	56	63	42	44
<b>NTP - NT, PR(no longer inc w/faculty 1/2022)</b>									21	19
<b>TOTAL FT Employees</b>	<b>129</b>	<b>141</b>	<b>140</b>	<b>126</b>	<b>137</b>	<b>137</b>	<b>144</b>	<b>158</b>	<b>151</b>	<b>159</b>

RESIGNATIONS per class	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Graded	6	4	2	5	3	5	4	2	12	10
Support	2	0	8	4	4	2	2	2	7	4
Faculty, NTP(N9,NF)	0	2	3	6	0	3	1	4	0	2
NTP(NT,PR)									1	1
<b>PERCENTAGE per class</b>										
% Graded	15.38%	8.33%	3.92%	10.20%	5.66%	9.26%	7.27%	3.28%	19.67%	15.15%
% Support	5.56%	0.00%	22.22%	15.38%	12.50%	6.45%	6.06%	5.88%	25.93%	13.33%
% Faculty, NTP(N9,NF)	0.00%	3.77%	5.66%	11.76%	0.00%	5.77%	1.79%	6.35%	0.00%	4.55%
% NTP(NT,PR)									4.76%	5.26%
<b>TOTAL PERCENTAGE (all classes)</b>	<b>6.20%</b>	<b>4.26%</b>	<b>9.29%</b>	<b>11.90%</b>	<b>5.11%</b>	<b>7.30%</b>	<b>4.86%</b>	<b>5.06%</b>	<b>13.25%</b>	<b>10.69%</b>

RETIREMENTS per class	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Graded	0	0	2	2	2	1	1	2	1	2
Support	2	0	3	4	0	1	1	0	3	1
Faculty, NTP(N9,NF)	5	2	2	3	3	2	0	1	1	1
NTP(NT,PR)									0	1
<b>PERCENTAGE per class</b>										
% Graded	0.00%	0.00%	3.92%	4.08%	3.77%	1.85%	1.82%	3.28%	1.64%	3.03%
% Support	5.56%	0.00%	8.33%	15.38%	0.00%	3.23%	3.03%	0.00%	11.11%	3.33%
% Faculty, NTP(N9,NF)	9.26%	3.77%	3.77%	5.88%	5.77%	3.85%	0.00%	1.59%	2.38%	2.27%

## Retention Report

% NTP(NT,PR)									0.00%	5.26%
<b>TOTAL PERCENTAGE (all classes)</b>	5.43%	1.42%	5.00%	7.14%	3.65%	2.92%	1.39%	1.90%	3.31%	3.14%

<b>RESIGNATIONS (FT combined classes)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
All FT class employees	8	6	13	15	7	10	7	8	20	17
<b>Percentage combined classes</b>										
<b>TOTAL % All FT classes</b>	6.20%	4.26%	9.29%	11.90%	5.11%	7.30%	4.86%	5.06%	13.25%	10.69%

<b>RETIREMENTS (FT combined classes)</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
All FT class employees	7	2	7	9	5	4	2	3	5	5
<b>Percentage combined classes</b>										
<b>TOTAL % All FT classes</b>	5.43%	1.42%	5.00%	7.14%	3.65%	2.92%	1.39%	1.90%	3.31%	3.14%

<b>TOTALS FT Combined Retire &amp; Resig</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>
All FT class employees	15	8	20	24	12	14	9	11	25	22
<b>% FT Combined Retired/Resignation</b>										
<b>TOTAL % All FT classes</b>	11.63%	5.67%	14.29%	19.05%	8.76%	10.22%	6.25%	6.96%	16.56%	13.84%



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	\$9,986,226	\$0	\$4,621,732
5102	General Fees	\$477,126	\$0	\$477,126	\$349,030	\$0	\$128,096
5103	Lab Fees	\$377,900	\$0	\$377,900	\$358,493	\$0	\$19,407
5105	Out of State Fees	\$438,671	\$0	\$438,671	\$205,091	\$0	\$233,580
5107	Proficiency Fees	\$3,250	\$0	\$3,250	\$775	\$0	\$2,475
5109	Other Fees	\$3,000	\$0	\$3,000	\$5,150	\$0	-\$2,150
5110	Late Fees	\$7,900	\$0	\$7,900	-\$15,550	\$0	\$23,450
5115	Student Fees	\$87,300	\$0	\$87,300	\$82,348	\$0	\$4,952
5116	Deferred Payment Service Fee	\$3,600	\$0	\$3,600	\$1,680	\$0	\$1,920
5118	Bus & Ind. Traing Fee	\$2,710,000	\$0	\$2,710,000	\$1,141,412	\$0	\$1,568,588
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	\$675	\$0	\$2,825
5133	Tuition and Fees Schlop Allow	-\$1,850,227	-\$191,804	-\$2,042,031	-\$711,842	\$0	-\$1,330,189
5155	Fiscal Agent Fee	\$99,166	\$0	\$99,166	\$31,077	\$0	\$68,089
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$16,278	\$0	\$13,722
5159	Career Advantage Fee	\$17,000	\$0	\$17,000	\$32,775	\$0	-\$15,775
5160	Simulation Fee	\$73,700	\$0	\$73,700	\$27,361	\$0	\$46,339
5161	Career Service Fee	\$667,700	\$0	\$667,700	\$455,341	\$0	\$212,359
5162	Unallocated Reserves	\$0	-\$431,020	-\$431,020	\$0	\$0	-\$431,020
5163	OBR Capital Funds (State)	\$6,140,991	-\$302,000	\$5,838,991	\$0	\$0	\$5,838,991
5503	Foundation - Instl Supprt	\$135,000	\$0	\$135,000	\$0	\$0	\$135,000
5610	Photo ID	\$500	\$0	\$500	\$570	\$0	-\$70
5614	Miscellaneous Income	\$121,040	\$0	\$121,040	\$30,360	\$0	\$90,680
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$15,045	\$0	\$19,955
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$175	\$0	\$3,825
5642	E Sports Revenue	\$700	\$0	\$700	\$108	\$0	\$592
5753	Catering Sales - Nontaxable	\$750	\$0	\$750	\$0	\$0	\$750
5801	OBR - Subsidy	\$13,346,203	\$948,178	\$14,294,381	\$6,947,980	\$0	\$7,346,401

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	\$60,314	\$0	\$60,315
5901	Investment Income	\$35,000	\$0	\$35,000	\$46,134	\$0	-\$11,134
Revenue	Sub-Total:	\$37,698,857	\$23,354	\$37,722,211	\$19,067,009	\$0	\$18,655,202
6101	Administrative Salaries	\$3,800,544	\$5,000	\$3,805,544	\$1,674,671	\$0	\$2,130,873
6102	Non Instructional Salaries	\$3,118,368	\$0	\$3,118,368	\$1,615,259	\$0	\$1,503,109
6103	Part Time Non Instructional	\$125,000	\$25,654	\$150,654	\$101,121	\$0	\$49,533
6104	Salary Savings	-\$250,000	\$0	-\$250,000	\$0	\$0	-\$250,000
6121	Academic Salaries	\$3,598,676	\$0	\$3,598,676	\$1,744,867	\$0	\$1,853,809
6122	Academic Overload	\$644,607	\$0	\$644,607	\$351,293	\$0	\$293,314
6123	Part Time Academic	\$1,340,247	\$0	\$1,340,247	\$714,389	\$143	\$625,714
6124	Independent Study	\$5,580	\$0	\$5,580	\$5,812	\$0	-\$232
6125	Academic Advising	\$2,950	\$0	\$2,950	\$0	\$0	\$2,950
6141	Part Time Student Help	\$75,076	\$0	\$75,076	\$37,536	\$0	\$37,540
6142	Work Study Student	\$0	\$0	\$0	\$4,727	\$0	-\$4,727
6143	Student Tutoring	\$3,000	\$0	\$3,000	\$6	\$0	\$2,994
6144	Faculty Tutoring	\$41,000	\$0	\$41,000	\$8,870	\$0	\$32,130
6145	Honorarium	\$2,000	\$0	\$2,000	\$0	\$0	\$2,000
6200	Fringe Expense	\$4,175,649	\$0	\$4,175,649	\$1,920,763	\$0	\$2,254,886
6203	SERS	\$0	\$0	\$0	\$0	\$0	\$0
6210	Fringe Actual	\$0	\$0	\$0	\$381,852	\$0	-\$381,852
6211	Medical	\$0	\$0	\$0	-\$188,320	\$0	\$188,320
6214	Life	\$0	\$0	\$0	-\$9	\$0	\$9
6216	Misc Insurances	\$0	\$0	\$0	\$5	\$0	-\$5
6218	HRA	\$15,000	\$0	\$15,000	\$5,727	\$0	\$9,273
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	\$34,878	\$0	\$25,122
6304	Bookstore Employee Discount	\$4,000	\$0	\$4,000	\$1,643	\$0	\$2,357
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$700	\$0	\$2,300
6306	Employee Appreciation	\$24,500	\$2,700	\$27,200	\$12,682	\$0	\$14,518
6307	Faculty / Staff Development	\$75,000	\$0	\$75,000	\$21,491	\$3,219	\$50,290

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Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
7101	Office Supplies	\$33,897	\$900	\$34,797	\$10,694	\$0	\$24,103
7102	Copier Supplies	\$17,575	\$0	\$17,575	\$7,811	\$0	\$9,764
7103	Recruiting Supplies	\$17,750	\$0	\$17,750	\$6,166	\$0	\$11,584
7121	Computer Supplies	\$28,960	\$0	\$28,960	\$2,113	\$0	\$26,847
7131	Instructional Supplies	\$207,744	\$160,000	\$367,744	\$99,360	\$6,812	\$261,572
7132	Lab Supplies	\$44,200	\$0	\$44,200	\$0	\$0	\$44,200
7134	ADA Hearing Impaired Books	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7135	Instructional Food/Snacks	\$29,600	\$0	\$29,600	\$9,154	\$0	\$20,446
7136	Linen and Laundry	\$360	\$0	\$360	\$0	\$0	\$360
7138	Graduation Supplies	\$25,500	\$0	\$25,500	\$1,060	\$480	\$23,960
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	\$2,199	\$0	\$11,501
7157	Employee Awards	\$7,000	\$0	\$7,000	\$1,992	\$601	\$4,407
7161	Library Supplies	\$1,400	\$0	\$1,400	\$800	\$0	\$600
7162	Library Books Lost / Replaced	-\$3,953	\$0	-\$3,953	-\$875	\$0	-\$3,078
7171	Audio Visual Supplies	\$28,734	\$0	\$28,734	\$11,466	\$0	\$17,268
7181	Uniforms	\$10,800	-\$6,000	\$4,800	\$1,224	\$2,111	\$1,465
7182	Janitorial Supplies	\$15,000	\$0	\$15,000	\$6,221	\$13,598	-\$4,818
7201	Conferences and Seminars	\$115,000	-\$1,221	\$113,779	\$27,251	\$0	\$86,528
7202	Travel	\$109,064	\$1,221	\$110,284	\$39,241	\$0	\$71,043
7203	Development	\$47,000	\$0	\$47,000	\$18,097	\$0	\$28,903
7204	Instructional Travel	\$31,000	\$0	\$31,000	\$2,588	\$0	\$28,412
7207	Committee Meetings	\$27,890	\$0	\$27,890	\$8,253	\$0	\$19,637
7208	Convocation	\$8,000	\$0	\$8,000	\$5,296	\$0	\$2,704
7301	Subscriptions and Publications	\$10,835	\$0	\$10,835	\$6,440	\$0	\$4,395
7311	Dues	\$175,540	\$0	\$175,540	\$121,681	\$527	\$53,332
7321	Classified Advertising	\$0	\$16,000	\$16,000	\$4,783	\$0	\$11,217
7322	Radio Advertising	\$60,000	\$0	\$60,000	\$32,708	\$5,325	\$21,967
7323	Brochures	\$40,000	\$0	\$40,000	\$19,339	\$0	\$20,661
7324	Advertising - Papers	\$18,000	\$0	\$18,000	\$7,696	\$7,882	\$2,422

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7325	Advertising - Billboards	\$82,000	\$0	\$82,000	\$49,806	\$15,347	\$16,846
7326	Advertising - Miscellaneous	\$55,725	\$0	\$55,725	\$25,938	\$60	\$29,727
7328	Advertising - Digital	\$44,000	\$0	\$44,000	\$15,983	\$0	\$28,017
7329	Advertise-Wkfrc Devel	\$18,000	\$0	\$18,000	\$0	\$0	\$18,000
7331	Community Relations Donations	\$500	\$0	\$500	\$337	\$0	\$163
7352	Printing	\$41,700	\$0	\$41,700	\$19,289	\$2,758	\$19,653
7361	Postage	\$22,800	\$0	\$22,800	\$6,112	\$8,118	\$8,570
7401	Equipment M & R	\$189,016	\$6,154	\$195,170	\$92,377	\$24,052	\$78,742
7402	Buildings M & R	\$102,650	\$0	\$102,650	\$36,227	\$21,553	\$44,870
7403	Grounds M & R	\$30,622	\$0	\$30,622	\$16,031	\$6,846	\$7,744
7404	Parking Lot M & R	\$30,000	\$0	\$30,000	\$21,522	\$0	\$8,478
7405	Water Tower M & R	\$302,000	\$0	\$302,000	\$0	\$1,000	\$301,000
7406	Vehicles M & R	\$25,000	\$0	\$25,000	\$7,638	\$5,225	\$12,137
7407	Equipment Replacement	\$10,000	\$0	\$10,000	\$713	\$0	\$9,287
7408	Equipment Rental	\$40,300	\$0	\$40,300	\$11,919	\$19,152	\$9,229
7409	Facilities Rental	\$4,238,490	\$0	\$4,238,490	\$1,517,965	\$14,250	\$2,706,274
7501	Professional Fees	\$47,200	\$0	\$47,200	\$78,642	\$2,800	-\$34,242
7502	Legal Fees	\$19,000	-\$9,000	\$10,000	\$10,821	\$0	-\$821
7503	Audit Fees	\$40,000	\$0	\$40,000	\$26,400	\$0	\$13,600
7504	Accreditation	\$2,897	\$0	\$2,897	\$1,700	\$0	\$1,197
7521	Training	\$241,000	\$0	\$241,000	\$202,513	\$0	\$38,487
7522	Testing / Assessment	\$160,950	\$0	\$160,950	\$37,171	\$9,350	\$114,429
7523	Outside Services	\$5,650,538	\$110,092	\$5,760,630	\$2,325,560	\$181,434	\$3,253,636
7525	Purchased Services	\$73,839	\$0	\$73,839	\$15,897	\$16,176	\$41,766
7527	Collection Fees	-\$16,000	\$0	-\$16,000	-\$2,430	\$5,088	-\$18,658
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$4,083	\$0	\$6,417
7531	Finger Printing Expense	\$27,620	\$0	\$27,620	\$11,184	\$20,148	-\$3,712
7601	Adult Diploma Scholarship	\$25,000	\$0	\$25,000	\$0	\$0	\$25,000
7602	JATC Career Advantage Fee	\$500	\$0	\$500	\$0	\$0	\$500
7603	Honors Scholarship	\$70,000	\$0	\$70,000	\$21,075	\$0	\$48,925
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$11,624	\$0	\$376
7605	Presidential Scholarship	\$900,000	\$0	\$900,000	\$479,331	\$0	\$420,669

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Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7606	Scholarship Allowance	-\$1,850,227	-\$191,804	-\$2,042,031	-\$711,842	\$0	-\$1,330,189
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7608	Fee Waiver - Senior Citizens	\$6,000	\$0	\$6,000	\$1,124	\$0	\$4,876
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	\$2,000	\$0	\$9,000
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schlp & Books	\$669,442	\$0	\$669,442	\$150,737	\$0	\$518,705
7631	Bad Debt Expense	\$105,000	\$0	\$105,000	\$0	\$0	\$105,000
7632	Capital Lease Interest	\$65,445	\$0	\$65,445	\$33,626	\$0	\$31,819
7633	Contingency Fund	\$62,750	-\$900	\$61,850	\$9,850	\$0	\$52,000
7634	Instructional Media	\$10,500	\$0	\$10,500	\$11,011	\$0	-\$511
7635	Database Subscriptions	\$35,000	\$0	\$35,000	\$6,787	\$60	\$28,153
7636	Student Activities	\$32,225	\$0	\$32,225	\$5,807	\$350	\$26,068
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$7,399	\$0	-\$7,399
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$12,010	\$0	-\$97,990
7642	Alumni Fund Expense	\$8,200	\$0	\$8,200	\$6,109	\$0	\$2,091
7644	Miscellaneous	\$63,800	\$0	\$63,800	\$628	\$400	\$62,772
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	\$7,493	\$0	\$12,507
7676	TRIO - NSCC Scholarship	\$5,000	\$0	\$5,000	\$605	\$0	\$4,395
7677	Tuition Reduction - Cares	\$0	\$0	\$0	\$2,985	\$0	-\$2,985
7701	Gas	\$75,000	\$0	\$75,000	\$17,484	\$69,482	-\$11,966
7702	Electricity	\$175,000	\$0	\$175,000	\$98,917	\$92,315	-\$16,231
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$1,435	\$1,264	\$0

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Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7704	Water	\$8,000	\$0	\$8,000	\$2,786	\$6,067	-\$853
7705	Sewer	\$40,000	\$0	\$40,000	\$17,910	\$22,060	\$30
7706	Waste Collection	\$7,000	\$0	\$7,000	\$3,923	\$3,637	-\$560
7707	Telephone	\$84,370	\$0	\$84,370	\$32,656	\$35,576	\$16,138
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	\$4,973	\$0	\$7,027
7902	Fixtures and Furnishings	\$433,884	-\$154	\$433,730	\$51,084	\$0	\$382,646
7903	Software and Licensing	\$694,748	\$2,000	\$696,748	\$423,394	\$70,466	\$202,888
7904	Building Projects	\$6,014,991	-\$302,000	\$5,712,991	\$0	\$0	\$5,712,991
7911	Equipment	\$146,000	\$12,908	\$158,908	\$41,377	\$53,603	\$63,928
7912	Motor Vehicles	\$30,000	\$0	\$30,000	\$7,235	\$0	\$22,765
Expense	Sub-Total:	\$37,698,857	\$23,354	\$37,722,211	\$14,365,899	\$749,335	\$22,606,978