

# **BOARD OF TRUSTEES MEETING**

**June 21, 2024 – 11:30 a.m.**

**Room C200**

## **ORDER OF BUSINESS**

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

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

Sandra Barber (Chair)

John Bridenbaugh

Katrina DeGroff (Vice Chair)

Jeffrey Erb

Lisa McClure

Joel Miller

Scott Mull

John Poulson

Mickey Schwarzbek (Second Vice Chair)

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

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

### **E. FOUNDATION CHECK PRESENTATION – Peter Beck & Robbin Wilcox**

### **F. EXECUTIVE SESSION**

### **G. PRESENTATION – Meet the Team (Information Technology) / GLBA Update**

### **H. AUDIENCE PARTICIPATION**

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

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

*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*

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

1. Board Budget Committee (Todd H & Jenny T)
2. Completion Plan (Cassie R)
3. Changing Campus Culture (Cassie R)
4. Policy and Procedure Updates (Todd H)
  - a. Campus Safety / Security (new policy) – June action
  - b. Reserves (amended policy) – June action
  - c. Student Location Policy / Procedure (new) – June action
  - d. Institutional Learning Outcomes (amended policy)
  - e. Equal Opportunity / Anti-Harassment (amended policy) – August action

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

- Financial Report as of April 30, 2024

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

5. Consent Agenda Items (roll call vote)
  - a. Minutes of the April 19, 2024 Meeting
  - b. Resignations
  - c. Retirement
  - d. Grant-Funded Position
  - e. Renewal of Probationary Faculty and Non-Teaching Faculty Contracts
  - f. Employ Administrative Assistant – Community & Workforce Development
  - g. Employ Training Coordinator – Commercial Driver License Program
  - h. Employ Fundraising Coordinator
  - i. Employ Recruiter – Admissions
  - j. Employ Enrollment Specialist – Van Wert
  - k. Employ Administrative Assistant – Community & Workforce Development (Maumee)
  - l. Transition to Nursing Program Coordinator
  - m. Promotion to Training Manager – Commercial Driver License Program
  - n. Miscellaneous Employment Contracts
  - o. Part-Time Faculty Pay Rates
  - p. Acceptance of Gift to the College
  - q. Program Inactivation – Quality Control Certificate
  - r. Student Location Policy (new)
  - s. Campus Safety & Security Policy (new)
  - t. Reserves Policy (amended)

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

1. FY24-25 Budget
2. ODHE Completion Plan

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## **N. EXECUTIVE SESSION**

### **O. UPCOMING BOARD ACTIVITIES**

1. Business After Hours (NSCC sponsor, Defiance) – August 15, 2024
2. Van Wert Golf Outing – September 13, 2024
3. State of the College (Chancellor) – September 26, 2024
4. Board of Trustees Retreat – September 26, 2024

### **P. OTHER BUSINESS (Todd H)**

1. Foundation Board Meetings
  - a. July 25, 2024
  - b. October 17, 2024
2. Trustee Professional Development
  - a. ACCT Governance Leadership Institute (Jackson, MS) – August 7-9, 2024
  - b. OACC Annual Conference – Fall 2024
  - c. ACCT Leadership Congress (Seattle, WA) – October 23-26, 2024
  - d. ACCT Community College National Legislative Summit (D.C.) – February 9-12, 2025
3. Board Member Bios

### **Q. ADJOURNMENT (Sandy B)**

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The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, April 19, 2024 at 9:00 a.m.

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

### **MEMBERS PRESENT**

**24-31**

Members present: Sandy Barber, John Bridenbaugh, Katrina DeGross, Jeff Erb, Lisa McClure, Joel Miller, John Poulson, Mickey Schwarzbek  
Absent: Scott Mull

### **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**

Lana Snider, Vice President for Academics 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 Snider read the College’s vision and values statements:

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

Values:

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

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

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

## **EXECUTIVE SESSION**

**24-32**

Mr. Miller moved and Ms. McClure seconded a motion to go into executive session to discuss the employment and compensation of a public employee or official and to review negotiations with public employees concerning compensation or other terms and conditions of their employment.

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

Following executive session, the meeting moved back to regular session and on record at 11:13 a.m. with no action taken.

## **STRATEGIC PLAN UPDATE**

The Board received an update on the Strategic Plan from each Cabinet member. During the August 2023 board meeting, the President, Chief of Staff and Vice Presidents each identified three tactics they are focusing on for the coming year and demonstrated how the tactic is tied to an objective and pillar of the strategic plan. The tactic included a timeline for completion and a measurable goal to determine success of the completed tactic. The Board received an update on the progress of each tactic and how it has moved the College towards its strategic goals.

## **CHIEF EXECUTIVE OFFICE REPORT**

Each of the Vice Presidents provided a report from their respective areas. Cassie Rickenberg, VP for Enrollment Management & Student Affairs provided an enrollment update. Spring enrollment numbers 90 days after start show an overall increase of 4% in FTE (full time equivalents). College Credit Plus and Workforce continue to grow while the traditional learner is lagging (down 5% in FTE). Summer enrollment is trending 14% ahead in comparison to the same point last year. The delays in FAFSA will delay the processing of aid for summer tuition and textbooks. There is a discussion on stopping the drop for non-payment for summer. Lana Snider, VP for Academics, provided an update on spring commencement, taking place May 11 at Founders Hall, Archbold. Kristi Barnd, CEO of Henry County Hospital will be the commencement speaker. The EV Motorsports team competed at the Grand Prix Collegiate Championship at Purdue University and placed second overall. Jim Drewes, VP for Workforce, shared that the First Robotics Team competed at the Buckeye Regional and placed second overall. Albert Lewis Jr, Chief of Staff, provided an update on the Van Wert Campus, which is set to open January 2025. Classes are currently being offered in person at the Van Wert hospital. The fall schedule has been released and staff are being hired and trained in preparation for the campus opening. President Hernandez reported that the OACC Governing Board meeting is June 6.

## **BOARD DISCUSSION ITEMS**

Facilities Update –Demolition at the Van Wert Campus will begin early May with the campus slated to open January 2025. B Building demolition has begun with the facilities team removing ceiling tiles and permanent fixtures. Full demolition on B Building is also set to begin in May.

FY24-25 Budget – CFO Thome provided a timeline on preparing the FY24-25 budget. The Cabinet works with Budget Unit Leaders to plan for revenue and expense projections, capital expenditures and personnel expenses. The Board Budget Committee will meet June 3 to review the budget for final board approval at the June 21 board meeting.

Tuition and Scholarship for FY24-25 – The State Operating Budget allowed for a \$5 increase in tuition. We have a proposed resolution to approve the \$5 tuition increase effective spring 2025 and a proposed resolution to scholarship the increase for the spring 2025 semester as not to pass on the additional expense to our students.

Completion Plan – The ODHE Completion Plan is due to the state by June 30. A cross-functional team from the College has been working on the 2024-2026 plan for many months. A full report out will be given at the June board meeting. There will be a proposed resolution at the June board meeting asking for approval prior to submission.

Board Meeting Minutes – The minutes from the board meetings are part of the following meetings consent agenda for review and approval. Moving forward, the draft minutes will be posted in the board portal no later than two weeks following the board meeting. This will provide necessary information for any board members that may have been absent from the meeting.

Approval of New Programs – Past practice has been for the Board of Trustees to approve all new programs, including certificates and degrees. The practice was suspended during the pandemic. We have a number of short term and one-year certificates that require board approval on today's consent agenda for your consideration.

### **Policy and Procedure Updates**

*Persona Non Grata Policy* – The College is working with the Attorney General to finalize a persona non grata procedure. The Board passed the Persona Non Grata policy at the February board meeting. We will bring a copy of the final procedure to a future meeting for your reference.

*Campus Safety / Security Policy* – The President is working with the Attorney General and Campus Police to create a safety and security policy. All NSCC Police policies and procedures including physical security (access control), security cameras and weapons will be under the umbrella of this policy.

*Reserves Policy* – We are amending the College's reserve policy to update language and provide specific reserve funds and the purpose for each one.

*Tuition Reimbursement Procedure* – The College is removing the one-year employment requirement wait period to apply for tuition reimbursement. There were a few minor changes to clarify language.

## **CHIEF FISCAL OFFICER REPORT**

**24-33**

Mr. Erb moved and Ms. McClure 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 February 29, 2024.

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

## **CONSENT AGENDA APPROVED**

Mr. Miller moved and Mr. Schwarzbek seconded the following consent items:

### **MINUTES OF THE FEBRUARY 16, 2024 BOARD MEETING**

**24-34**

#### **RESIGNATIONS**

**24-35**

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

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

WHEREAS, the President recommends

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

#### **RETIREMENT**

**24-36**

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

WHEREAS, the President recommends

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

### **EMPLOY FULL-TIME ASSOCIATE VICE PRESIDENT – STRATEGIC INITIATIVES**

**24-37**

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

WHEREAS, the duties and responsibilities include assisting in the attainment of funding and resources for strategic initiatives, leading cross-functional teams in planning,

implementation and evaluation of strategic initiatives, developing and maintaining project management plans, timelines and budgets for assigned initiatives; and

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

WHEREAS, the President recommends

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

### **TRANSFER TO SENIOR TRAINING COORDINATOR**

**24-38**

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

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

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

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

### **TRANSFER TO TRAINING MANAGER OF MANUFACTURING**

**24-39**

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

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

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

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

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



### **TRANSFER TO VICE PRESIDENT – ACADEMICS**

**24-40**

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

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

WHEREAS, the President recommends

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

### **PROMOTION TO VICE PRESIDENT – ENROLLMENT MANAGEMENT & STUDENT AFFAIRS**

**24-41**

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

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

WHEREAS, the President recommends

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

### **PROMOTION TO EXECUTIVE DIRECTOR – ENROLLMENT MANAGEMENT**

**24-42**

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Brittany Thompson be promoted to Executive Director – Enrollment Management effective 4/1/2024 at an annual salary of

\$87,500. This is a graded position.

**PROMOTION TO EXECUTIVE DIRECTOR – LEARNER SERVICES**

**24-43**

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

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

WHEREAS, this position will also function as the Title IX Coordinator; and  
WHEREAS, the Vice President – Enrollment Management & Student Affairs and the President recommend

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

**PROMOTION TO DIRECTOR – ADVISING**

**24-44**

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

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

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

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

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

**MISCELLANEOUS EMPLOYMENT CONTRACTS**

**24-45**

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

WHEREAS, the Vice President of Academics and the President recommends

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

Full-time Faculty, NTPs, and Graded teaching Overload or Supplemental contracts:

Overload

Lisa Becher  
Dan Burklo  
Sean Burres  
Lisa Dapelo  
Colin Doolittle  
Chelsie Ebaugh  
Melissa Faber  
Lindsay Folkerth  
Heather Galbraith  
Greg Tefft  
Melanie Hicks  
Tony Hills  
Sherry Howard  
Erin Jacob  
Erik Jones  
Julie Kemarly-Dowland  
Mike Kwiatkowski  
Suzanne Lammers  
Joni Mavis  
Kayla Miller  
Diae Mizou  
Andrea Mofield  
David Mohring  
John Mueller  
Gregory Nartker  
Tera Newton  
Connie Nicely  
Anuja Parikh  
Thomas Plummer  
Steven Raymond  
Jon Tomlinson  
Amy Thomas  
Josh Verhoff

Supplemental

Amber Christy  
Michael Clink  
Debbie Wikstrom

Part-time Instructor

Steven Busch

**APPROVAL OF NEW PROGRAMS**

**24-46**

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

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

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

WHEREAS, the Vice President for Academics and the President recommend

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

Entrepreneurship Certificate (term effective – fall 2020)

Marketing Certificate (term effective – fall 2020)

Automation Short Term Certificate (term effective – fall 2022)

CAM Short Term Certificate (term effective – fall 2022)

Medical Coding & Billing Specialist Short Term Certificate (term effective – fall 2022)

Semiconductor Manufacturing Short Term Certificate (term effective – fall 2024)

**This concludes the Consent Agenda**

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

**TUITION ESTABLISHED FOR THE 2024-2025 ACADEMIC YEAR**

**24-47**

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

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

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

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

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

WHEREAS, the Cabinet and the President recommend

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

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

#### **TUITION SCHOLARSHIP FOR THE 2024-2025 ACADEMIC YEAR APPROVED**

**24-48**

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

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

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

WHEREAS, the Cabinet and the President recommend

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

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

#### **OTHER BUSINESS**

The Distinguished Alumni Luncheon and Spring Commencement will take place May 11. The Foundation's Annual Green Carpet Event is May 16. ODHE is hosting college trustees on June 5 at Columbus State Community College. Governor DeWine will be the keynote speaker. All trustees are invited and encouraged to attend.

#### **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 April 19, 2024 Board Meeting**

**1b. Resignations**

WHEREAS, April Robarge, Clerk – Bookstore/Retail and Food Services, has submitted her resignation; and

WHEREAS, Ann Zeller, Faculty – Program / Practicum Medical Coordinator, has submitted her resignation; and

WHEREAS, Andrew Nofziger, Maintenance Technician, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of April Robarge, effective May 3, 2024; Ann Zeller, effective May 13, 2024; and Andrew Nofziger, effective May 15 be accepted.

**1c. Retirement**

WHEREAS, Julie Curry – Administrative Assistant – Business & Public Services, has submitted her retirement notice; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement of Julie Curry, effective October 31, 2024 be accepted.

**1d. Grant-Funded Position**

WHEREAS, the position of Youth and Community Program Coordinator held by Diana Howey was funded through a grant from Fulton County Job & Family Services; and

WHEREAS, the grant will be ending on June 30, 2024; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees acknowledges the end of the grant and the non-continuance of the Youth and Community Program Coordinator funded by Fulton County Job & Family Services effective June 30, 2024.

**1e. Renewal of Probationary Faculty and Non-Teaching Faculty Contracts**

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

WHEREAS, their supervisor recommends; and

WHEREAS, the Vice President for Academics, the Vice President for Enrollment Management and 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 2024-2025 academic year:

- a. Eric Baker (faculty – composition), continuing, PHD, total salary \$66,574.15
- b. Carissa Emery (faculty – psychology), continuing, PHD, total salary \$66,899.89
- c. Madline Robinson (advisor – admissions early admit), continuing, Bachelors, total salary \$49,388.32
- d. Erik Jones (faculty – industrial technology automation), continuing, Associates, total salary \$64,842.99
- e. Sean Burres (faculty – VCGD), third, Masters, total salary \$62,704.09
- f. Kara Flesher (advisor – academic), third, Bachelors, total salary \$49,388.32
- g. Chelsie Ebaugh (faculty – composition), second, Masters, total salary \$60,323.14
- h. Lindsay Folkerth (faculty – composition), second, Masters, total salary \$60,323.14
- i. Felicia Skeens (coordinator – success center), second, Bachelors, total salary \$56,542.81

**1f. Employ Full-Time Administrative Assistant – Community & Workforce Development**

WHEREAS, the position of full-time Administrative Assistant – Community & Workforce Development was left vacant due to the promotion of Kristine Robertson to Grants Administrator; 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 Ms. Anita Weisenbach be employed as full-time Administrative Assistant – Community & Workforce Development effective April 22, 2024 at an annual salary of \$39,624.00. This is in accordance with the Support Personnel Bargaining Agreement.

**1g. Employ Full-Time Training Coordinator – Commercial Driver License Program**

WHEREAS, the position of full-time Training Coordinator – Commercial Driver License Program was left vacant due to the promotion of Timothy Adalpe to Training Manager – Commercial Driver License Program; 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. Brandon Dummitt be employed as full-time Training Coordinator – Commercial Driver License Program effective April 29, 2024 at an annual salary of \$60,000. This is a graded position.

**1h. Employ Full-Time Fundraising Coordinator**

WHEREAS, the position of full-time Fundraising Coordinator was left vacant due to the transfer of Gina Kasch to Grants Administrator; and

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Kyrin Grime be employed as full-time Fundraising Coordinator effective May 13, 2024 at an annual salary of \$50,000. This is a graded position.

**1i. Employ Full-Time Recruiter – Admissions**

WHEREAS, the position of full-time Recruiter – Admissions was left vacant due to the promotion of Jose Silva to Operations Manager (CTS); and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Abigail Roth be employed as Recruiter – Admissions effective May 20, 2024 at an annual salary of \$47,261.55. This is in accordance with the Professional Personnel Bargaining Agreement.

**1j. Employ Full-Time Enrollment Specialist – Van Wert**

WHEREAS, the position of full-time Enrollment Specialist – Van Wert was created to



assist prospective and current learners throughout the enrollment process to promote academic success and degree completion by providing necessary information and supports; and

WHEREAS, the position will be responsible for providing access to appropriate college departments and serve as an advocate for the learner's needs; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Rachel Verville be employed as Enrollment Specialist – Van Wert effective June 10, 2024 at an annual salary of \$47,261.55 This is in accordance with the Professional Personnel Bargaining Agreement.

**1k. Employ Full-Time Administrative Assistant – Community & Workforce Development (Maumee)**

WHEREAS, the position of full-time Administrative Assistant – Community & Workforce Development (Maumee) was created to serve as the first point of contact for the division and provides exceptional customer service to learners, staff and community members; and

WHEREAS, the position will be responsible for routine and non-routine administrative tasks while also facilitating the daily operations of the division; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Chandra Gibbons be employed as Administrative Assistant – Community & Workforce Development (Maumee) effective June 10, 2024 at an annual salary of \$39,624.00. This is in accordance with the Support Personnel Bargaining Agreement.

**1l. Transition to Nursing Program Coordinator**

WHEREAS, the position of full-time Nursing Program Coordinator was left vacant due to the retirement of Deborah Hartzell; and

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

WHEREAS, an internal candidate applied for and accepted the position; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Tamara Meyer be employed as Nursing Program Coordinator effective August 16, 2024. This is a lateral move with no change in pay.

**1m. Promotion to Training Manager – Commercial Driver License Program**

WHEREAS, the position of full-time Training Manager – Commercial Driver License Program was left vacant due to the retirement of Thomas Pierce; and

WHEREAS, an internal candidate applied for and accepted the position; and

WHEREAS, the Vice President of Workforce and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Timothy Adalpe be promoted to Training Manager – Commercial Driver License Program effective May 1, 2024 at an annual salary of \$70,000. This is a graded position.

**1n. 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, 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:

Campus Police:

David Mack, Police Officer (substitute), \$20.80 / hour

Food Service:

Mikaylie Young, Food Service (Sub), \$13.35 / hour

Full-time Faculty, NTPs and Graded teaching on Overload or Supplemental contracts:

Overload:

Caitlin Barrera  
Lisa Becher

Lisa Dapelo  
Colin Doolittle  
Heather Galbraith  
Melanie Hicks  
Erik Jones  
Julie Kemarly-Dowland  
Craig Kuhlman  
Michael Kwiatkowski  
Suzanne Lammers  
Rhonda Lazette  
Amy Leitch  
Joni Mavis  
Katy McKelvey  
Kayla Miller  
Diae Mizou  
Dave Mohring  
Tera Newton  
Jason Rickenberg  
Emily Riegsecker  
Karla Ringenberg  
Christine Robinson  
Greg Tefft  
Amy Thomas  
Barry VonDeylen

Supplemental:

Tony Hills  
Tera Newton  
Christine Robinson

**10. Part-Time Faculty Pay Rates**

WHEREAS, the current part-time faculty pay rates were last adjusted fall 2022; and

WHEREAS, the College is committed to reviewing part-time instructor rates every two years; and

WHEREAS, the review process includes comparing pay rates with the other Ohio community colleges to remain competitive; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Part-time Faculty pay rates be increased by 4% beginning fall 2024.

**1p. Acceptance of Gift to the College**

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

WHEREAS, the Paulding County Sheriff's Office has donated a 2016 Ford Taurus to the NSCC Law Enforcement Academy with a value of \$6,000.00; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that this gift be accepted to the College.

**1q. Program Inactivation – Quality Control Certificate**

WHEREAS, the Quality Control certificate was first offered in the 2002-2003 academic year with the goal to help a student become a Quality Technician; and

WHEREAS, since its inception, only six students have graduated with this certificate; and

WHEREAS, an entry-level position in quality control field only requires a high school diploma and new hires receive on the job training and certification; and

WHEREAS, it has been projected by the US Bureau of Labor Statistics that the job outlook for quality inspectors will decline in the next decade; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Quality Control Certificate program be inactivated effective the spring 2025 term.

**1r. Student Location Policy (new)**

WHEREAS, Title 34 CFR 668.43(C)(3)(ii) requires institutions to have a written policy and documented process for establishing location of prospective students that must be applied consistently for the purpose of sending required licensure and certification disclosures; and

WHEREAS, this policy will be used to determine prospective student / student location for purposes of Program Participation Agreement (PPA) certification and individual direct disclosures; and

WHEREAS, the Vice President – Enrollment Management and Student Affairs and the President recommends

NOW, THEREFORE BE IT RESOLVED, that policy 14-5-25 be adopted effective June 21, 2024 as follows:

### **3358: 14-5-25 Student Location**

Effective: X/XX/XX

- (A) 34 CFR 668.43(c)(3)(ii) requires an institution to have a policy to determine the location of a student at the time of initial admission and current students, which must be applied consistently, for the purpose of sending required licensure and certification disclosures.
- (B) If an educational program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, information regarding whether completion of that program would be sufficient to meet licensure requirements in a state for that occupation, including
  - (1) A list of all states for which the institution has determined that its curriculum meets the state educational requirements for licensure or certification;
  - (2) A list of all states for which the institution has determined that its curriculum does not meet the state educational requirements for licensure or certification; and
  - (3) A list of all states for which the institution has not made a determination that its curriculum meets the state educational requirements for licensure or certification; and
- (C) An institution must, upon request, provide the secretary with written documentation regarding the state in which a student is located in accordance with the institution's policies or procedures, which must be applied consistently to all students.
- (D) Further, NC-SARA policies require institutions to annually report student enrollment according to student location information as determined for the institution's IPEDS enrollment report. NC-SARA information about professional licensure can be found at: <https://www.nc-sara.org/resources/professional-licensure>
- (E) Northwest state community college recognizes all learners, including military or active duty, addresses on file in the student information system as their physical location. Inactivated addresses will be considered as Ohio.
- (F) Northwest state community college academic programs that are designed to prepare learners to sit for applicable licensure or certification in Ohio are identified as:
  - (1) Real Estate
    - (a) Ohio Real Estate Commission
  - (2) Human Services
    - (a) Social Work Assistant certification by the Ohio Counselor
    - (b) Social Work, Marriage & Family Therapist Board

(c) Ohio Chemical Dependency Professionals Board, CDCA Phase I (and Phase II with additional course work)

(3) Practical Nursing

(a) Ohio Board of Nursing

(4) Registered Nursing

(a) Ohio Board of Nursing

(5) Paraprofessional

(a) Ohio Department of Education standards for the Paraprofessional Associate License.

(6) Pre-Kindergarten

(a) Ohio Department of Education for the Pre-Kindergarten Associate License

#### **1s. Campus Safety & Security Policy (new)**

WHEREAS, the College is committed to providing a safe and secure environment for all employees, learners and visitors; and

WHEREAS, it is the desire of the College to provide a comprehensive approach to campus safety and security with clearly defined procedures for consistent application of physical access and security systems use; and

WHEREAS, the College will coordinate with the NSCC Police Department to follow and enforce these procedures in concurrence with the police department procedures and all state and federal laws; and

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

NOW, THEREFORE BE IT RESOLVED, that policy 14-19-04 be adopted effective June 21, 2024 as follows:

#### **3358: 14-19-04 Campus safety & physical security.**

Effective Date: XX/XX/XXXX

Policy statement: Northwest State Community College is committed to providing a safe and secure environment for all students, faculty, staff, and visitors. This policy outlines the College's comprehensive approach to campus safety and security.

(A) The President shall establish all policies and procedures governing the operations of the Northwest State Community College Police Department (PD).

- (1) The PD policy and procedures shall be maintained within the PD.
- (2) The PD shall conduct regular reviews and updates of its policies and procedures to ensure compliance with all applicable local, state, and federal laws, regulations, and best practices.
- (3) In situations where there is overlap between Northwest State Community College policies and PD policies, the following principle shall apply:
  - (a) College Policy Takes Precedence: College-wide policies will be followed in all instances, except in situations under provision (d) of this policy.
  - (b) This approach ensures consistency and clarity while allowing the PD to implement stricter measures when necessary for the unique security needs of the campus community.
- (4) For situations involving PD employment-related decisions, including but not limited to personnel, discipline, or termination decisions, PD policy will take precedence if there is overlap between changes Northwest State Community College and PD policies.

(B) The President shall establish procedures governing physical access to campus.

(C) The President shall establish procedures governing security camera systems.

(D) The President shall establish procedures to establish guidelines for weapons on campus.

#### **1t. Reserves Policy (amended)**

WHEREAS, the Reserve policy was reviewed as part of the College's ongoing policy review process; and

WHEREAS, the President and Chief Fiscal Officer have made recommendations to update the current policy to consolidate the reserve fund accounts and provide clarity, purpose and guidelines for each fund; and

WHEREAS, the following fund accounts have been consolidated as follows: account 4315 funds have been transferred to 4335 and 4315 is discontinued; accounts 4328 and 4333 are transferred to 4334 and 4328 and 4333 are discontinued; and account 4330 has a \$0 balance and is discontinued; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the following changes to policy 14-9-03 Reserves Policy be updated effective June 21, 2024 as follows:

**3358: 14-9-03 Reserve funds.**

Effective Date: Revised 7/1/18, Revised X/X/XX

- (A) The board of trustees shall establish all reserve fund accounts, priorities of reserve fund accounts, and purpose of reserve fund accounts.
- (B) The board of trustees shall designate the funds to be transferred into the reserve fund accounts from other funds **through approval of the college budget.**
- (C) The board of trustees shall approve all expenditures from reserve fund accounts ~~by way of~~ **through** approval of the college operational budget or special board approval outside of the normal budgeting processes.
- (D) ~~Beginning FY 2018 2019, 2% of the value of the prior year's audited spending for salaries and benefits will be placed into the contingency fund balance in order to restore the contingency reserve with a goal of achieving a 40% contingency fund balance per the recommended guidelines of the Strategic Financial Analysis for Higher Education. (Example: 2016 2017 audited financials will be used to determine the amount for the 2018 2019 fiscal year; the 2017 2018 audited financials will be used to determine the amount for the 2019 2020 fiscal year, etc.)~~ **This policy is effective July 1, 2018.**
- (E) **The following includes each reserve fund for the College**

<u>Account</u>	<u>Reserve Fund</u>	<u>Purpose</u>	<u>Guidelines</u>
4301	Unallocated	Encompasses funds previously approved for expenditure by the Board. Used to accommodate budget tolerances and offset underspent or overspent annual budgets.	This fund balance shall be reviewed annually upon approval of the financial audit; any amount exceeding 25% of total reserve balance shall be distributed to other reserve accounts at the direction of the Board.
4311	Contingency	Cover unexpected expenses that may occur to support ongoing operations. Examples include: natural disasters, sudden increases in utility costs, unanticipated technology / facility upgrades.	The Strategic Financial Analysis for Higher Education recommends a Primary Reserve Ratio of at least .40. The College shall contribute at least \$300,000 to the



			Contingency fund each year the Primary Reserve Ratio is less than .40.
4312	Instructional Equipment	Used to provide classroom instructional equipment, labs, chairs, computer labs, interactive displays	
4313	Student Fees	Student parking & maintenance, maintenance building, snow plows, gators, mowers, fitness center and locker rooms	
4316	ODHE Capital Component	Funds provided by ODHE to offset spending overages for capital improvements	
4334	Business Growth	Funds for strategic initiatives tied to the Strategic Plan (i.e. establishment of new programs)	
4335	Building & Equipment M&R	Update and repair equipment and spaces on campus	

**This concludes the Consent Agenda**

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_

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

**PROPOSED RESOLUTIONS**

**1. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2024-2025 BUDGET**

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

WHEREAS, the proposed operating budget has been developed through the collective work of the Cabinet, the Finance Team and the Budget Committee of the Board of Trustees, in conjunction with the budget managers of the College; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the operating budget for 2024-2025 fiscal year be adopted.

**2. CONSIDERATION OF A RESOLUTION TO APPROVE THE ODHE COMPLETION PLAN**

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

WHEREAS, the 2024-2026 Northwest State Community College Completion Plan Report has been completed; and

WHEREAS, the plan is due to the Ohio Department of Higher Education by June 30, 2024 and must be approved by the Board of Trustees; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2024-2026 Completion Plan for Northwest State Community College be approved by the Board of Trustees effective June 21, 2024.

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



## President's Report - April 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)

Date	Activity
Apr 2- 5	Higher Education Research & Development Institute
Apr 10	President Richanne Mankey - Defiance College
Apr 11	TRIO Awards Dinner
Apr 18	Foundation Scholarship Night
May 2	Honors Societies Induction Ceremony
May 2	Swanton American Legion - Foundation Donation
May 8	Board Engagement - Mickey S.
May 11	Commencement
May 15	Board Engagement - Lisa M.



<b>Date</b>	<b>Activity</b>
May 16	Green Carpet
May 31	Board Engagement - Scott M.

## Scheduled Time Off / Away from Campus

<b>Date</b>	<b>Description</b>
Jun 7 - 17	Vacation - Punta Cana, Dominican Republic
Jul 6	Newark, Ohio. Agency Graduation
Jul 12 - 20	Vacation - Virginia
Jul 23 - 25	EAB Executive Roundtable - Washington, DC

## Non NSCC related Professional Activities

None.

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

**VAN WERT CAMPUS**

**Community Events**

- Presented and gave a tour of the campus to Van Wert's Education on Location, June 4
- Van Wert Visit Days scheduled for June 13, July 11
- Paulding Visit Day tentatively scheduled for August 7
- Marsh Foundation Fostering Community Connections on June 14
- Wall Signing event on June 20

**Employee Hiring**

- New Enrollment Specialist, Rachel Verville, officially began on June 10
- 12 part-time faculty in the onboarding process

**Building Updates**

- Interior demolition is complete
- Furniture review meeting on May 29

**Additional Updates**

- ODHE Paperwork is complete, starting on HLC paperwork

**Fall 2024 Van Wert**

- Fall 2024 enrollment, N=18 students
- 23 potential students have applied for the First Course Free scholarship

**GRANTS REPORT**

**Completed**

- May 20-24, 2024 - The Grants Department hosted a Federal Project Officer (FPO) on-site for a required monitoring of the DOL-SCC grant. The project period on this award is from February 1, 2021 thru January 31, 2025 for \$1,689,151.00. The final report is not available yet, however, the FPO debriefed the team at the end of the monitoring visit and said she does not see any findings or areas of concern. This has been a clean audit!

### **Submitted**

- 4/30/2024 - Lumina Foundation Mini Grant for social media - This opportunity focuses on enhancing institutional social media and required a 90 second Instagram Reel to be posted to NSCC's Instagram account. The award is \$50,000.00.
- 6/5/2024 - Bureau of Workman's Comp Body Armor Grant - This grant covers up to 75% of the cost for new body armor for the police force. Our request was for \$7,624.71.
- 6/10/2024 - Gene Haas Foundation Scholarship Grant. This award provides scholarship dollars for learners studying CNC machining in Indus Tech. The value of the award is \$10,000.00.

### **Awarded**

- 5/28/2024 - Perkins V - NSCC was allocated \$100,763.07 for FY25. This is an increase of \$30,566.67 from FY24.

### **Rejected**

- 5/30/24 - NSCC's submission for the Lumina Foundation social media grant was not funded.

## **MARKETING**

- Met with DCTV (Defiance) about a partnership in FY '25
- Reviewing digital marketing proposals for FY '25
- Recorded some new NSCC Proud alum videos, awaiting the Distinguished Alumni interviews and workplace photo shoots with John Kuser
- Met with the other Community College marketers at OACC recently about advanced manufacturing promotion, Intel, etc.
- Assisted HR in putting together a marketing campaign for part-time instructors (paid social media, traditional radio and Spotify)
- Put together a social and postcard campaign for NAPE (equity) for women in STEM fields with Marianna Doolittle
- Attending the Law Enforcement Academy graduation ceremony on 6/26 for photography and press release
- Continuing work on the new website with AI and the committee

## **INFORMATION TECHNOLOGY**

### **DATA SYSTEMS TEAM**

#### **Banner Upgrades**

- Additional Banner Financial Aid upgrade was installed in the Test environment, tested and installed the Production environment for Common Origination and Disbursement (COD) processing for the 2024-25 Aid Year

**Banner Software Integration**

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

**New Initiatives**

- In the past two months about 104 requests have been successfully completed.
- The myNSCC portal is being updated using more up-to-date software and tools.
- The Intranet (for internal processing) is being updated.

**State and Federal Reporting**

- State HEI reporting has started for the Spring term.
- The electronic report for the 1098-T submission has been completed and accepted

**Functional**

- Training new employees, and those transferring to different departments, in Banner and Argos (reporting tool). Training is offered as needed.

**Technical**

- New Test and Production servers are being set up at the University of Toledo which will host our Banner system on updated hardware.

**NETWORK/SYSTEM & SUPPORT TEAM**

- For the month of May, 343 new requests/incidents were received, and 336 have been resolved with 100% positive feedback from 54 responses.
- Campus multifactor authentication for all campus services is continuing to progress. Employees scheduled to be forced over in June with students to follow in groups in the next few months.
- The new event/room booking Halo request portal has been completed, with employees scheduled to be trained soon. The new procedure will be communicated to campus after training. This will optimize and centralize room and event bookings within Halo.
- The new physical campus intrusion system built on our access control and surveillance systems to increase campus security has been completed and is in the testing phase, with employee onboarding to be completed once the system is fully tested.
- The electronic records project is still in the demo stage. This project will help us digitize our records along with automating and streamlining many of our processes. We are hoping to have a solution in place within a year.
- The Halo optimization process is ongoing with many of the new configurations having been made in the last few months. This will make the Halo processes more efficient and user-friendly for our customers as we continue to expand to more campus services.
- New microphones and speakers are scheduled to be installed in June to upgrade C200 and C211 for optimal vocal interaction in virtual meetings.
- New policies, procedures, and standards are being drafted as part of the GLBA compliance initiative.

**Vice President for Academics**  
**June, 2024**  
**Submitted by: Lana Snider**

It has been a smooth start to the beginning of the Summer semester. I am pleased with all of the work and achievements our faculty have accomplished in Spring. After a busy Spring semester packed full of progress the faculty are eager to recharge over the summer in anticipation of a new academic year.

Distinguished Faculty & Spring Commencement was a huge success. With Commencement taking place as Sauders Founders Hall, it has been confirmed we will continue to hold our Spring Commencement ceremonies at that location.

I am excited to announce the interactive catalog (Acalog) is fully functional on our NSCC website. This has been a project in the works for awhile and I am thankful for Heidi's work on the project as well as Connie Klingshirn's assistance from the Registrar's office.

I am also excited to share in the news with Dean Ludwig that eight of ten RN programs now have both a day and evening section. They are making plans to have all RN programs include a day/evening option by Spring of 2025.

The CTL (Center for Teaching & Learning) Committee has been very active this semester and includes: Dan Burklo, Jamilah Jones, Cassie Rickenberg, Keri Eason, Lisa Dapelo, Colin Doolittle, Felicia Skeens, Fredy Rodriguez, Kristi Rotroff, Christina Schwiebert & Sandra Manon. As a group and in partnership with our ATD coach, they have prepared their vision, mission and theme for the year which is "Feedback Forward: Cultivating a Culture of Constructive Critique." This upcoming academic year with the CTL will be focused on the Writing ILO & Feedback, Shortened Academic Terms & the overall student experience. The CTL committee is meeting again in July to prepare questions for a virtual site visit of other centers for teaching and learning.

Dean's Retreat is being planned and we anticipate holding the 5-hour event in early July. We will be reviewing statistics from this last academic year, planning continued communication on current initiatives and working on building the culture of the Academic divisions. We will also be strategizing fall faculty orientation being held on August 19<sup>th</sup>.

Following are some brief updates from the academic deans.

**Jamilah Jones: Arts & Science**

**Faculty Advising Effectiveness Report (Spring 2024 for Fall 2024)**

These data were first presented in November 2023 and are available below. For Spring 2024 advising, to effect Summer 2024 and Fall 2024 learners, 100% of faculty participated in the advising outreach. This is up from 85% at the last reporting.



Sixty-one students were contacted. Thirteen responses were gathered and resulted in action. Of those 13, 11 resulted in career and academic advising and schedules made during the appointment. Of those 11 who built schedules with faculty, 7 made schedules for both fall and summer.

Other outcomes: 1 learner decided to not attend next semester, 2 learners had transfer intentions, 1 learner was on probation, 1 learner was returning from maternity leave, and 1 learner relayed (after 50 credit hours) this was the first advising appointment contact and decided to receive an ATS. Faculty advising appointments continue to make positive impacts on student success. Expansion on this goal is planned for the coming fall semester. A central goal will be to address effective communication strategies using positive psychology and predictive analytics to improve learner-faculty advising sessions.



**Arts and Sciences** completed a comprehensive four-year program review on January 24, 2023. The collaborative plan engaged all faculty and administration in the division, and outside stakeholders in a review of the Associates of Arts and Associates of Science programs over the prior four years, and set goals for the coming four years.

### Identifying the Problem

One problem that was discovered in the report was, that while faculty provide advising to students after their first 15 hours are completed, the hand-off between academic advisors in the student success center and faculty advisors was a common place where students were not transitioning effectively, as well, much of student advising was informal and poorly recorded.

### Making a Plan

Thus, the comprehensive program review set a goal over the next four years to “Develop a plan that more adequately reflects faculty efforts (both formal and informal) advising. Show improvement in those metrics over each year.”

*This goal links directly to the strategic plan, the completion plan, the student success agenda, and the newly conceived, Elevate Northwest Ohio agenda, as it is focused on retaining and serving learners.*

### The Results

The resulting numbers are preliminary but show the following results of faculty effort for Spring 2023 advising & registration:

Number of Learners Transitioning to Faculty Advisors  
(in the Fall 2023, for Spring 2023 Faculty Advising):

11

Number of Transitioning Learners Reviewed Administratively (this review aligns advisors, checks for non-native credit, and hands learners off to faculty from the Dean with proposed advising guidance).	11  <b>100%</b>
--	-----------------------

#### Faculty Advising Efforts:

Percentage of active faculty reporting to the newly developed tracker:	<b>85%</b>
Target reach (unduplicated students):	31
Target successful contacts	18
Success rate:	<b>58%</b>

#### Overall Picture of Enrollment All Learners in the Majors AA/AS (as of 11.17. 2023):

<u>Associate of Arts</u>	<u>Associate of Science</u>
Fall 2023 Enrollment: 47	Fall 2023 Enrollment: 67
Spring 2024 Enrollment 32	Spring 2023 Enrollment: 41
New Fall 2023 Enrollment: 12	New Fall 2023 Enrollment: 11
New Spring 2024 Enrollment: 9	New Spring 2023 Enrollment: 5

**Discussion** - After consulting their faculty advisee listings, faculty were encouraged to use a tracker between 10-15-2023 (the opening of registration) and the present to track the communications they made with their advisees and the responses. 85% of faculty acknowledged their new advisee listings and the tracker, 31 “reaches” were attempted, with 18 responses. Responses resulted in email exchanges and formal and informal advising meetings. This presents an 85% participation rate and 58% response rate and establishes the first baseline for the goal to more accurately reflect faculty advising efforts. The metric will be tracked each semester over the next four years with hopes for improvement in participation, target reach, and response rate. This is the beginning of a plan, where in addition to better documenting faculty effort, we establish more accurate faculty advisee listings and gather more information on advising context and need. Faculty engagement in advising is a vital component of the student success agenda and these often “uncaptured” efforts of faculty aid in the overall strategic enrollment, retention, transfer, and success agendas. I look forward to updating you more in the future.

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

During the summer semester, faculty and staff within the Business and Public Services Division are continually reminded to take care of themselves and their loved ones. I have reminded them to find out what makes them happy and do it as much as they can, whether it be exercising, reading or spending time with loved ones. I am also very thankful that the faculty and staff have also been there for their students during the past fall and spring semesters.

The summer 2024 semester has started without any issues. We are looking forward to a successful summer semester. Our division is finalizing our fall 2024 schedule. We are following the same course format offerings that we made successful during both the summer 2024 and spring 2024 semesters. Classes in both 8A and 8B have been included in the fall 2024 schedule to help retain students and grow new enrollments.

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

Eight out of ten RN programs now have both a day and evening section. By spring 2025, all of our RN programs will have both day/evening options. The new phlebotomy certificate is on the schedule for fall 2024 for students to complete in one semester. We had 20 RN, 14 pending PNs, 3 Medical Assisting, and 11 Phlebotomists (PN, MA, Phleb all pending completion of summer 2024 precepting/externships) graduate at the spring 2024 commencement. NSCC will be hosting the Rural Northwest Ohio Organization of Nurse Leaders on June 20th. Tiffany Ludwig (and Ashlynn Cox) will be complete with the OACC Leadership Academy, with the final session June 25-26.

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

The EV Motorsports team received second place in the 13th annual EV Grand Prix at Purdue University, Indiana. Mike Kwiatkowski and Colin Doolittle were accepted to participate in the National Science Foundation Robotics and Advanced Manufacturing Research program at BGSU over the summer. Suzanne Lammers completed the ACUE training course that took place over the past academic year. She learned ways in which to improve online learning.

Anuja Parikh, Mike Kwiatkowski, Keri Eason, Brittany Thompson, Kara Flesher, and Marianna Doolittle completed the National Alliance for Partnerships in Equity (NAPE) Program Improvement Process for Equity (PIPE) training that took place over the past academic year. The training focused on getting underrepresented groups into the STEM fields. The NSCC group focused on increasing the number of female students in the engineering programs. Anuja, Mike and Marianna presented the groups' work at the PIPE showcase in May. The group plans to continue their work in the upcoming academic year. The following classes were OT 36 approved: BIO 201 General Biology I, PHY 252 Physics Electricity & Magnetism, MTH 213 Calculus I, and MTH 109 College Algebra. Julie Dowland, Anuja Parikh, Marianna Doolittle, and Joni Mavis worked hard to ensure this happened. MET 222 Programming Computer Numerical Control (CNC) was CTAG approved. Part-time instructor Nick Filipovich was instrumental in getting this approved. The STEM and Industrial Department have been connecting with local companies by taking tours and learning what upcoming industry needs are. Companies visited include Swanton Welding, APT Manufacturing Solutions, Altenloh Brinck & CO, North Star BlueScope Steel, Worthington Industries, and APA Solar Racking.

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

Dr. Jon Tomlinson and I have been working hard to complete the Ohio Department of Higher Education (ODHE) and the Higher Learning Commission (HLC) additional location change request forms for our new Northwest State Community College Van Wert campus. The ODHE additional location change request form is scheduled to be submitted on Monday, June 17, but we are ahead of schedule to possibly submit sooner.

The interactive catalog (Acalog) is fully functional on our NSCC website. To view it, go to the NSCC website and click on academics at the top of the page. Then click on the academic catalog icon. This will take you directly to the interactive catalog. A google form (Acalog Revision

Submission Form) was created to allow faculty and staff to submit catalog revisions.

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

We updated our LMS (Learning Management System) to Sakai 23, the newest version released, on May 15. This has a much more modern-looking interface and a number of new features including:

- Scheduled publishing and unpublishing a class
- Gradebook Quick Entry page
- Rubric criterion summary and student summary statistics

Course evaluations for Spring 2024 are available for faculty in Sakai and I am in the process of downloading and compiling them for the Deans. The overall response rate was 36%, which is lower than recent semesters. The response rate has been above 40% since Summer 2022. Once the evaluations are all downloaded for the Deans, I plan to consult with the division deans and faculty members to identify strategies for improving the response rate.

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

Spring semester ended well! Student feedback survey was deployed to give us assessment data on our course-embedded resources. We submitted the Data Migration forms to OhioLINK/Ex Libris on time. We completed the Library Resources section of the Van Wert site application form. Summer projects include:

- Ex Libris Alma "sandbox" exploration in preparation for receiving our own data environment in September
- Review and updating of library research tutorial videos
- Review and updating (as needed) the Library policy and procedure manual

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

The Institutional Research (IR) department has seen a significant increase in the number of research project inquiries (beyond the traditional counts and percentages questions). In 2023, IR received 2 research project inquiries. At the beginning of 2024, IR received inquiries regarding retention rates, completions rates, the effectiveness of OLR, retention report, and admissions/enrollment processes (most of these projects have also already been executed). Additionally, the number of individual questions has increased. In 2023, IR received 2 questions total, while in 2024, IR has received between 2-5 weekly. IR has given numerous presentations regarding its services, Tableau dashboards, and Assessment. IR will be presenting findings from the 2024 Retention Report at the next All Campus meeting (June 2024).

On the administrative side, IR has attended and discussed both data culture and governance procedures to increase data accuracy, efficiency, and effectiveness. The IR department has played a key role in data cleaning and analysis regarding committee

and grant work. For example, IR recently completed work for the Completion Plan report and TRIO grant application.

**Vice President of Enrollment Management & Student Affairs**  
**June 2024 Board Report**  
**Prepared by: Cassie Rickenberg**

**VP of ENROLLMENT MANAGEMENT & STUDENT AFFAIRS**

With the Kick-Off to Summer Term, we are pleased to continue offering learners with a variety of supports outside of the classroom to contribute to their success and well-being. One such support is mental health services – with in-person and virtual options.

Through our partnership with the Center for Child and Family Advocacy (CCFA), we are pleased to have Clinician Stephanie Operacz on-campus with us one day per week throughout Summer Term for Face-to-Face Counseling – with virtual options also available. Throughout spring 2024, 23 learners visited our on-campus clinician, with an additional five (5) learners contacting the hotline – an increase in traffic compared with the Fall Term. In addition to our local partnership, we recently launched TimelyCare, thanks to state funding devoted to mental health services. TimelyCare is a telehealth option that allows for learners to be matched with culturally-compatible counselors.



**EXECUTIVE DIRECTOR OF ENROLLMENT MANAGEMENT:**  
**ADMISSIONS**

Admissions hosted events that are geared toward helping learners complete their next steps and be ready to register for classes. Many learner services offices contributed to the success of these events as we collaborated with Advising and Financial Aid to have staff available to assist. Through two in-person events ("Visit Days") and one virtual event ("Zoom through your Next Steps"), we saw over 60 learners and helped them through admissions requirements, FAFSA completion and registration. There are Visit Days scheduled in Van Wert, where staff will travel to the community and assist prospective learners with the enrollment process. This "one stop" event will expand access to learners in Van Wert and allow us to engage early, promoting persistence through the enrollment process.

With the help of our CRM, Slate, Admissions is now providing weekly reports to each division to show application and conversion rates, broken down by major. Our goal is to be able to alert divisions of potential enrollment as early as possible while having a clear view of programs that are showing growth or programs that are not gaining as much interest and alter our recruitment efforts.

**FINANCIAL AID**

The FAFSA simplification process has been challenging to navigate. It has brought several changes that are not easy to adapt to. Some examples include:

- 1.) The new FAFSA was delayed by three months.
- 2.) Data load was delayed by several months.
- 3.) All comment codes have changed, requiring learning of the new codes.
- 4.) The Pell calculation has changed.
- 5.) A completely new FAFSA form.
- 6.) Learning to adapt to new terminology.

These challenges have led to some difficult conversations with learners, including explanations on why things are delayed and why they are no longer eligible for certain types of aid. While this has been frustrating to learners, as one might imagine, the Financial Aid Staff has continued to serve learners with tremendous grace, poise, understanding, and creativity – always putting the learner first. Throughout all the challenges, we remain on course with our progress over the past few months. While it has taken time, as regulation changes often do, we find ourselves in a good spot – right where we need to be. We have our FAFSAs loaded in, and we are packaging award offers to learners – which is ahead of several other Ohio colleges.

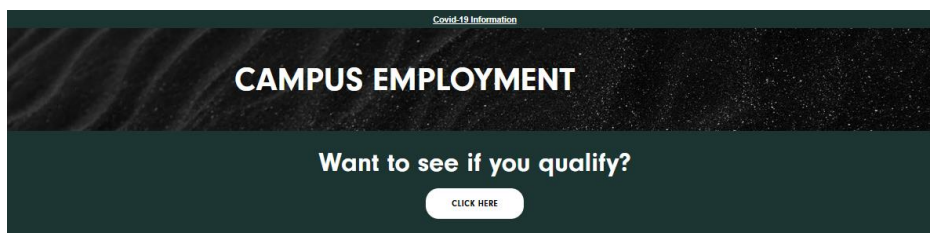
### **EXECUTIVE DIRECTOR OF LEARNER SERVICES:**

In addition to her new role as Executive Director of Learner Services, Shannon Floyd is also being “fitted for the new hat” of Campus Title IX Coordinator. She has been and will continue working closely with Title IX Consultant, Adrienne Meador Murray, as she learns the regulations and the process for handling Title IX issues. Speaking of regulations, you may have heard the news that, after much ado, the new Title IX Regulations were finally released and will become effective on August 1. We are working with D. Stafford to update our 2024 policy accordingly. Shannon has already completed some preliminary steps to aid in the re-write process.

Shannon is also working with the Grants, TRIO, and Data Teams, as well as an outside TRIO Grant Consultant, to prepare for the writing of the TRIO Grant Application (renewal), which is due in mid-July. The TRIO Team has served learners very well in the first grant period, meeting and exceeding several of the success benchmarks. We feel this positions our team very well, as we apply for our second grant.

### **CAREER SERVICES**

Career Services has been busy working with recent graduates on resumes and career opportunities. Planning and scheduling is underway to offer even more workshops and connections for the upcoming fall semester. A new Campus Employment link has been added to the Resources page under Career Services on the NSCC website. By offering more information to learners and student-facing offices, this update will increase interest in the Campus Employment program and provide a resource to explore available opportunities. You can access the full page at <https://northweststate.edu/campus-employment>.



#### **Campus Employment**

Campus employment is a great way to build your resume, gain experience and connect with campus.

#### **Requirements**

- High school graduate or equivalent
- Minimum 2.0 GPA
- At least 6 credits registered in fall/spring or 3 credits in summer
- Good academic standing
- Completed FAFSA (preferred)
- Pass BCI background check (completed at NSCC)



## **E-SPORTS**

The Esports Team is gearing up for Game Con – scheduled to take place on Saturday, June 22, right here at NSCC. The day will include a *Super Smash Brothers Tournament*, a *Cosplay Contest*, a *Lego Build Competition*, vendor tables, and much more! This is a free event to the public – we are hoping for a big turnout!

## **EV MOTORSPORTS**

The evMotorsports Team placed 2<sup>nd</sup> at the ev Grand Prix back in April! After a mishap in the days leading up, with a cart test drive that resulted in a crash and damage to the competitive cart, the team had to work fast and furiously to prep another cart to bring it up to competition status. They did it – and then came away with an impressive 2<sup>nd</sup> place finish! Go Team ev @ NSCC!

## **TRIO**

Eighteen TRIO students participated in a two-day trip to Cincinnati in March. The first day included a campus tour and presentation at the University of Cincinnati, the Cincinnati Art Museum, the Cincinnati Observatory, and the Broadway show *Peter Pan* in the evening. The second day provided a visit to the National Underground Railroad Freedom Center and a riverboat sightseeing tour on the Ohio River. This cultural trip allowed learners to build relationships with other learners as well as experience many cultural activities. Everyone enjoyed a great trip.



Thirty-two (32) TRIO learners graduated in the Spring Commencement. Jayne Durham, pictured at left, was the Commencement speaker this year. All TRIO learners wore a red stole to represent they were part of the TRIO program. We also had 28 TRIO learners on the Dean's List for the fall semester.

Another highlight was – at the annual Scholarship Night, hosted at Founder's Hall at Sauder Village – another of our TRIO students, Kimmy White (pictured at right), was selected as the honored student speaker to share her story with donors. She highlighted the impact their financial support has made, allowing her to pursue a better future for her and her children through a college education.



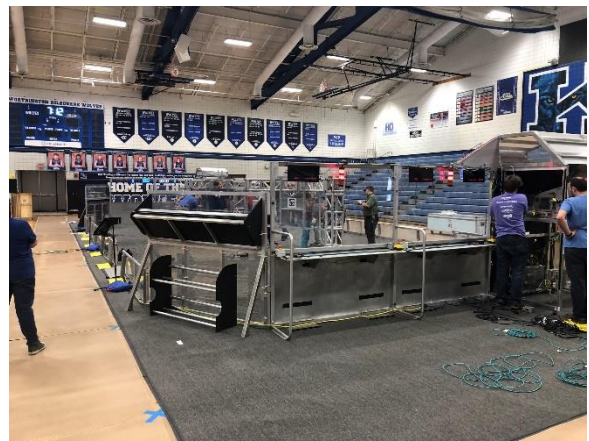
Lastly, every spring, the TRIO program holds an Awards and Recognition Ceremony. This year's event was well attended with approximately 120 in attendance. The keynote speaker was Brock Mealer, who shared his personal story of turning tragedy into triumph. Awards were presented for learners who earned a 3.5 GPA, graduated and/or would be transferring to a four-year university. Finally, two special awards were presented for Perseverance and Rising Star.

**SUMMARY:** As we dive into the Summer Term, with an eye toward Fall, we continue to *Strive for Progress* and value *People, Integrity, and Learning* as we always search for new and creative ways to better serve our learners! #NSCCProud #GoTeamNSCC #GoTeamLearnerServices



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

**First Robotics Competition** – NSCC Team 6181 Cryptic Cyborgs competed at the Ohio State Tournament in Worthington in May. This is the first time the team was invited to the state competition.



**Paulding County High School Welding Class** - graduated 6 students.



## **AMC/NSCC Certified Production Technician Class at Ottawa Glandorf High School**



### **CTS Activities – June through August**

Custom Training Solutions continues to provide training and services to our local communities through the summer, including summer camps, welding classes, and on and off-site training.

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

Summer semester is in full swing and fall registration has opened. April and May were busy months, as always, with Scholarship night, Spring Graduation and our Green Carpet event. I appreciate what the Facilities, Food Service, Robbin's Team, and the Business Office all do to put on these events.

**Business Office**

Budget and year-end are our current focus. The team volunteered for Green Carpet and helped decorating as well as checking and cashing out for the event. Krista, our Customer Service Representative, has been out, but the team has been sharing Copy Center tasks and making sure everything continues to flow and get done in a timely manner.

We are missing our Controller for a few weeks. So, pictured below is a zoom lunch with Connie that we set up. This team is really coming together.



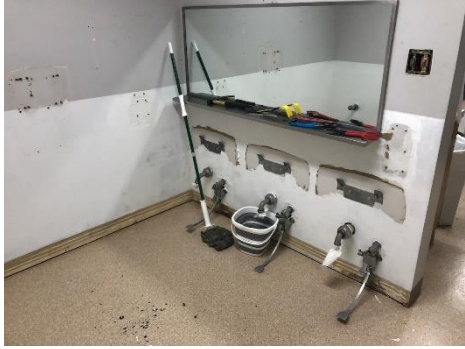
**Auxiliary Services**

Food Service was busy in April and May with all of the campus events, so after a brief hiatus, they will be opening back up two days a week to service learners, faculty, and staff. The bookstore has been working on the book orders for the summer 8-week term. They have had a few interviews for the open Bookstore/Retail & Food Services Clerk.

**Facilities**

The facilities team is busy with the main campus and our Van Wert Campus. Demolition on the Van Wert Campus began on May 6<sup>th</sup> with an expected completion date in June. The team also worked on the bathroom remodel at NOCAC.





In celebration of Memorial Day and Flag Day, they put up a flag display. They still have an open position for a Maintenance Technician and have had a few people apply so far.



## **Police**

The Police and the Campus Emergency Team have been brainstorming ideas on the best way to educate the campus community on what to do during an active shooter situation. One of the ideas has been a video on NSCC's campus to show what to do should an active shooter situation happen on our campus. The team hopes to have a video and presentation completed and ready to present to campus by the start of fall semester.

## **Vice President; HUMAN RESOURCES & LEADERSHIP DEVELOPMENT**

**June 2024**

**Submitted by: Katy McKelvey**

### **Recruiting:**

We have filled the following roles:

- Training Coordinator - CDL
- Fundraising Coordinator
- Campus Police (SUB)
- Program Coordinator - Nursing
- Enrollment Specialist (Van Wert)
- Administrative Assistant CTS (Maumee)
- Psychology Faculty

We are recruiting for the following roles:

- Chemistry Faculty
- Nursing Faculty (2)
- Training Coordinator - Mechanical and Fluid Power (2)
- Training Coordinator - Welding
- Workforce Sales Coordinator
- Food Services - PT
- Custodian (1<sup>st</sup> shift)
- Clerk - Bookstore/Retail & Food Services
- Maintenance Technician

### **Employee Training:**

We held Title IX training for all employees on April 24<sup>th</sup> & 25<sup>th</sup>. Our current Title IX Coordinator, Adrienne Murray, held six sessions over the two days to complete mandatory face to face training. During that time, we also made employees aware that Shannon Floyd, Executive Director of Learner Services, will be transitioning into the role of Title IX Coordinator.

### **Supervisor Training:**

We held Crucial Conversation training for supervisors on May 13<sup>th</sup> & 14<sup>th</sup>. The reviews from the training has been very positive. The training helps supervisors to set performance expectations, discuss results and address any performance gaps with employees.

### **Employee Recognition Program**

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

Twenty employees have been recognized over the past academic year.



## Greg Tefft

Pillar: People, Integrity, Learning

The students whom Greg teaches Anatomy & Physiology come to my nursing courses with such a strong foundation and understanding! He has no idea of the positive impact he makes when he goes above and beyond, not only on his students, but on me as well. I get to build off that knowledge that he has provided. Students are expected to retain that knowledge to have continued application and success in their nursing courses. With Greg's understanding of this need and putting students first, I can confidently focus on what I need to teach related to the nursing care of my students' patients. Specifically, recently, my students who had Greg as an instructor could confidently explain the circulation of blood flow through the heart! I was ecstatic!!! Thank you, Greg, for all you do in helping to prepare the next generation of nurses!!! You are a ROCKSTAR!!!!



## John Mueller

Pillar: Learning

John has been spending extra time above and beyond his office hours to assist learners in multiple of his courses to achieve success when they were in need of further guidance. He has been setting an example that we should all be striving for when working with every learner.



## Lisa Dapelo

Pillar: People

Lisa does an outstanding job in keeping the bulletin board outside of the labs up to date with fun and relevant material for students to enjoy. This is not something she has to do, but goes above for the students to make sure they have engaging and relevant information.



## Robbin Wilcox

Pillar: People, Learning

Robbin took a risk by doing Purse Bingo. It had never been done on the campus before, so she was striving for progress by trying something new. She addresses the People value by the number of volunteers and external partners that engaged in the process. The value of learning was invoked because this was a new endeavor. Purse Bingo could have failed, yet it did not. It was a rousing success. Hat's off to Robbin for taking a risk on something new! I am sure there was plenty of lessons learned that will apply toward next year's Purse Bingo. Great Job!

### **Employee Engagement Events:**

**Taco Tuesday & Bingo** - Hill's Restaurant & Catering catered a wonderful taco bar for employees on April 9<sup>th</sup>. Bingo was also added for a fun spin on the day and resulted in friendly competition. Over 115 employees joined us for this popular event.



**Exam Refresh Station** - Each Exam Week, the College provides an array of treats to employees to help them finish out the school year strong!





**Retirement Celebration Luncheon** – We celebrated Tom Pierce and Deborah Hartzell's retirements with a Celebration Luncheon on May 1<sup>st</sup>. Over 100 employees came to wish the retirees congratulations!







Northwest State  
Community College  
Institutional Reporting

Budget - Monthly Verifications Report

Fiscal Year: 2024  
Fiscal Period: 10 - April  
ORG: All

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	\$14,788,847	\$0	-\$180,889
5102	General Fees	\$477,126	\$0	\$477,126	\$517,212	\$0	-\$40,086
5103	Lab Fees	\$377,900	\$0	\$377,900	\$381,239	\$0	-\$3,339
5105	Out of State Fees	\$438,671	\$0	\$438,671	\$428,419	\$0	\$10,252
5107	Proficiency Fees	\$3,250	\$0	\$3,250	\$1,555	\$0	\$1,695
5109	Other Fees	\$3,000	\$0	\$3,000	\$6,386	\$0	-\$3,386
5110	Late Fees	\$7,900	\$0	\$7,900	-\$10,500	\$0	\$18,400
5115	Student Fees	\$87,300	\$0	\$87,300	\$90,672	\$0	-\$3,372
5116	Deferred Payment Service Fee	\$3,600	\$0	\$3,600	\$2,940	\$0	\$660
5118	Bus & Ind. Traing Fee	\$2,710,000	\$750,000	\$3,460,000	\$2,458,294	\$0	\$1,001,706
5130	Instr Fee - Nursing Cont Ed	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500
5131	Provider Fee - Nursing Cont Ed	\$3,500	\$0	\$3,500	\$1,650	\$0	\$1,850
5133	Tuition and Fees Schlop Allow	-\$1,850,227	-\$191,804	-\$2,042,031	-\$1,220,089	\$0	-\$821,942
5155	Fiscal Agent Fee	\$99,166	\$0	\$99,166	\$43,561	\$0	\$55,605
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$24,001	\$0	\$5,999
5159	Career Advantage Fee	\$17,000	\$17,650	\$34,650	\$35,250	\$0	-\$600
5160	Simulation Fee	\$73,700	\$0	\$73,700	\$27,361	\$0	\$46,339
5161	Career Service Fee	\$667,700	\$0	\$667,700	\$671,558	\$0	-\$3,858
5162	Unallocated Reserves	\$0	-\$522,763	-\$522,763	\$0	\$0	-\$522,763
5163	OBR Capital Funds (State)	\$6,140,991	-\$2,802,000	\$3,338,991	\$0	\$0	\$3,338,991
5503	Foundation - Instl Supprt	\$135,000	\$0	\$135,000	\$0	\$0	\$135,000
5610	Photo ID	\$500	\$170	\$670	\$900	\$0	-\$230
5614	Miscellaneous Income	\$121,040	\$0	\$121,040	\$34,927	\$0	\$86,113
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$25,830	\$0	\$9,170
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$1,030	\$0	\$2,970
5642	E Sports Revenue	\$700	\$0	\$700	\$198	\$0	\$502
5753	Catering Sales - Nontaxable	\$750	\$0	\$750	\$1,505	\$0	-\$755
5801	OBR - Subsidy	\$13,346,203	\$948,178	\$14,294,381	\$11,719,452	\$0	\$2,574,929

# Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$90,471	\$0	\$30,158
5901	Investment Income	\$35,000	\$0	\$35,000	\$95,408	\$0	-\$60,408
Revenue	Sub-Total:	\$37,698,857	-\$1,800,569	\$35,898,288	\$30,218,075	\$0	\$5,680,213
6101	Administrative Salaries	\$3,800,544	\$5,000	\$3,805,544	\$2,829,074	\$0	\$976,470
6102	Non Instructional Salaries	\$3,118,368	\$115,750	\$3,234,118	\$2,736,212	\$0	\$497,906
6103	Part Time Non Instructional	\$125,000	\$25,654	\$150,654	\$137,867	\$0	\$12,787
6104	Salary Savings	-\$250,000	\$0	-\$250,000	\$0	\$0	-\$250,000
6121	Academic Salaries	\$3,598,676	\$0	\$3,598,676	\$2,997,273	\$0	\$601,403
6122	Academic Overload	\$644,607	\$0	\$644,607	\$542,209	\$0	\$102,398
6123	Part Time Academic	\$1,340,247	\$34,000	\$1,374,247	\$1,185,390	\$0	\$188,857
6124	Independent Study	\$5,580	\$5,900	\$11,480	\$6,094	\$0	\$5,386
6125	Academic Advising	\$2,950	\$0	\$2,950	\$0	\$0	\$2,950
6141	Part Time Student Help	\$75,076	\$0	\$75,076	\$58,472	\$0	\$16,604
6142	Work Study Student	\$0	\$17,000	\$17,000	\$8,601	\$0	\$8,399
6143	Student Tutoring	\$3,000	-\$2,000	\$1,000	\$6	\$0	\$994
6144	Faculty Tutoring	\$41,000	\$0	\$41,000	\$15,382	\$0	\$25,618
6145	Honorarium	\$2,000	\$0	\$2,000	\$429	\$450	\$1,121
6200	Fringe Expense	\$4,175,649	\$44,888	\$4,220,537	\$3,229,594	\$0	\$990,943
6203	SERS	\$0	\$0	\$0	\$1	\$0	-\$1
6210	Fringe Actual	\$0	\$0	\$0	\$766,463	\$0	-\$766,463
6211	Medical	\$0	\$0	\$0	-\$321,328	\$0	\$321,328
6212	Dental	\$0	\$0	\$0	\$207	\$0	-\$207
6213	Vision	\$0	\$0	\$0	\$71	\$0	-\$71
6214	Life	\$0	\$0	\$0	-\$9	\$0	\$9
6216	Misc Insurances	\$0	\$0	\$0	\$5	\$0	-\$5
6218	HRA	\$15,000	\$0	\$15,000	\$9,899	\$0	\$5,101
6301	Workers Compensation	\$17,500	\$0	\$17,500	\$65	\$0	\$17,435
6302	Unemployment Compensation	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
6303	Employee Fee Waiver	\$60,000	\$0	\$60,000	\$47,317	\$0	\$12,683
6304	Bookstore Employee Discount	\$4,000	\$0	\$4,000	\$2,694	\$0	\$1,306
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$1,050	\$0	\$1,950

# Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6306	Employee Appreciation	\$24,500	\$2,700	\$27,200	\$20,658	\$0	\$6,542
6307	Faculty / Staff Development	\$75,000	\$0	\$75,000	\$39,145	\$0	\$35,855
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
7101	Office Supplies	\$33,897	\$4,305	\$38,202	\$18,849	\$272	\$19,081
7102	Copier Supplies	\$17,575	\$0	\$17,575	\$13,362	\$0	\$4,213
7103	Recruiting Supplies	\$17,750	\$500	\$18,250	\$7,388	\$0	\$10,862
7121	Computer Supplies	\$28,960	\$15,250	\$44,210	\$12,905	\$0	\$31,305
7131	Instructional Supplies	\$207,744	\$189,632	\$397,376	\$161,670	\$9,537	\$226,169
7132	Lab Supplies	\$44,200	-\$41	\$44,159	\$5,471	\$0	\$38,688
7134	ADA Hearing Impaired Books	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7135	Instructional Food/Snacks	\$29,600	\$0	\$29,600	\$13,663	\$0	\$15,937
7136	Linen and Laundry	\$360	\$0	\$360	\$0	\$0	\$360
7138	Graduation Supplies	\$25,500	\$0	\$25,500	\$6,096	\$300	\$19,104
7151	College Car Supplies	\$990	\$0	\$990	\$8	\$0	\$982
7153	First Aid Supplies	\$0	\$0	\$0	\$0	\$0	\$0
7156	Miscellaneous Supplies	\$13,700	\$420	\$14,120	\$2,266	\$0	\$11,854
7157	Employee Awards	\$7,000	\$0	\$7,000	\$2,223	\$370	\$4,407
7161	Library Supplies	\$1,400	\$0	\$1,400	\$1,448	\$0	-\$48
7162	Library Books Lost / Replaced	-\$3,953	\$0	-\$3,953	-\$875	\$0	-\$3,078
7171	Audio Visual Supplies	\$28,734	\$0	\$28,734	\$25,451	\$0	\$3,283
7181	Uniforms	\$10,800	-\$6,000	\$4,800	\$3,415	\$0	\$1,385
7182	Janitorial Supplies	\$15,000	\$10,000	\$25,000	\$14,915	\$7,930	\$2,155
7201	Conferences and Seminars	\$115,000	-\$3,199	\$111,801	\$50,949	\$775	\$60,077
7202	Travel	\$109,064	\$19,321	\$128,384	\$67,846	\$0	\$60,538
7203	Development	\$47,000	\$16,100	\$63,100	\$42,299	-\$3,237	\$24,038
7204	Instructional Travel	\$31,000	-\$1,850	\$29,150	\$10,570	\$0	\$18,580
7207	Committee Meetings	\$27,890	\$500	\$28,390	\$11,577	\$0	\$16,813
7208	Convocation	\$8,000	\$0	\$8,000	\$5,296	\$0	\$2,704
7301	Subscriptions and Publications	\$10,835	\$0	\$10,835	\$9,442	\$0	\$1,393
7311	Dues	\$175,540	-\$1,000	\$174,540	\$149,701	\$3,450	\$21,389
7321	Classified Advertising	\$0	\$7,000	\$7,000	\$6,122	\$0	\$878
7322	Radio Advertising	\$60,000	\$0	\$60,000	\$45,730	\$10,944	\$3,326

# Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7323	Brochures	\$40,000	-\$6,000	\$34,000	\$31,910	\$0	\$2,090
7324	Advertising - Papers	\$18,000	\$0	\$18,000	\$13,937	\$8,582	-\$4,519
7325	Advertising - Billboards	\$82,000	\$6,000	\$88,000	\$79,691	\$12,437	-\$4,128
7326	Advertising - Miscellaneous	\$55,725	\$0	\$55,725	\$41,358	\$0	\$14,367
7328	Advertising - Digital	\$44,000	\$0	\$44,000	\$33,687	\$4,800	\$5,513
7329	Advertise-Wkfrnc Devel	\$18,000	\$0	\$18,000	\$6,914	\$0	\$11,086
7331	Community Relations Donations	\$500	\$0	\$500	\$337	\$0	\$163
7352	Printing	\$41,700	\$0	\$41,700	\$32,735	\$1,395	\$7,570
7361	Postage	\$22,800	\$0	\$22,800	\$12,125	\$0	\$10,675
7401	Equipment M & R	\$189,016	\$38,266	\$227,282	\$150,775	\$27,824	\$48,684
7402	Buildings M & R	\$102,650	\$0	\$102,650	\$69,170	\$8,216	\$25,264
7403	Grounds M & R	\$30,622	\$14,000	\$44,622	\$32,103	\$2,730	\$9,789
7404	Parking Lot M & R	\$30,000	-\$8,300	\$21,700	\$21,522	\$0	\$178
7405	Water Tower M & R	\$302,000	\$0	\$302,000	\$0	\$0	\$302,000
7406	Vehicles M & R	\$25,000	\$0	\$25,000	\$13,816	\$0	\$11,184
7407	Equipment Replacement	\$10,000	\$0	\$10,000	\$3,088	\$0	\$6,912
7408	Equipment Rental	\$40,300	\$0	\$40,300	\$22,358	\$11,036	\$6,907
7409	Facilities Rental	\$4,238,490	\$4,200	\$4,242,690	\$3,819,534	\$2,850	\$420,305
7501	Professional Fees	\$47,200	\$5,000	\$52,200	\$141,463	\$3,605	-\$92,868
7502	Legal Fees	\$19,000	\$5,000	\$24,000	\$14,154	\$0	\$9,846
7503	Audit Fees	\$40,000	\$0	\$40,000	\$31,172	\$0	\$8,828
7504	Accreditation	\$2,897	\$7,000	\$9,897	\$8,512	\$0	\$1,385
7521	Training	\$241,000	\$1,000	\$242,000	\$262,920	\$285	-\$21,205
7522	Testing / Assessment	\$160,950	\$0	\$160,950	\$78,850	\$1,070	\$81,030
7523	Outside Services	\$5,650,538	\$214,942	\$5,865,480	\$5,351,879	\$153,677	\$359,924
7525	Purchased Services	\$73,839	\$0	\$73,839	\$32,542	\$17,432	\$23,864
7527	Collection Fees	-\$16,000	\$0	-\$16,000	-\$19,967	\$4,841	-\$874
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$6,890	\$0	\$3,610
7531	Finger Printing Expense	\$27,620	\$0	\$27,620	\$18,582	\$20,148	-\$11,111
7601	Adult Diploma Scholarship	\$25,000	\$0	\$25,000	\$0	\$0	\$25,000
7602	JATC Career Advantage Fee Schl	\$500	\$0	\$500	\$0	\$0	\$500
7603	Honors Scholarship	\$70,000	\$0	\$70,000	\$33,532	\$0	\$36,468

# Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$14,542	\$0	-\$2,542
7605	Presidential Scholarship	\$900,000	\$0	\$900,000	\$852,492	\$0	\$47,508
7606	Scholarship Allowance	-\$1,850,227	-\$191,804	-\$2,042,031	-\$1,220,089	\$0	-\$821,942
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7608	Fee Waiver - Senior Citizens	\$6,000	\$0	\$6,000	\$1,826	\$0	\$4,174
7609	Fee Waiver - ONG	\$515	\$0	\$515	\$0	\$0	\$515
7610	CCP Partner Scholarship	\$5,150	\$0	\$5,150	\$0	\$0	\$5,150
7618	Graduation Alliance Schlp	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7619	Registration Scholarship	\$13,000	\$191,804	\$204,804	\$0	\$0	\$204,804
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$3,500	\$0	\$7,500
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schlp & Books	\$669,442	\$0	\$669,442	\$149,926	\$0	\$519,516
7631	Bad Debt Expense	\$105,000	\$0	\$105,000	\$2,225	\$0	\$102,775
7632	Capital Lease Interest	\$65,445	\$0	\$65,445	\$65,166	\$0	\$278
7633	Contingency Fund	\$62,750	-\$7,400	\$55,350	\$16,465	\$0	\$38,885
7634	Instructional Media	\$10,500	\$0	\$10,500	\$11,011	\$0	-\$511
7635	Database Subscriptions	\$35,000	-\$340	\$34,660	\$29,742	\$0	\$4,918
7636	Student Activities	\$32,225	\$0	\$32,225	\$13,921	\$0	\$18,304
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$12,824	\$720	-\$13,544
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$60,861	\$0	-\$49,139
7642	Alumni Fund Expense	\$8,200	\$0	\$8,200	\$6,461	\$0	\$1,739
7644	Miscellaneous	\$63,800	\$0	\$63,800	\$971	\$0	\$62,829
7645	Business Competition	\$800	\$0	\$800	\$809	\$0	-\$9
7650	Strategic Planning	\$1,000	\$0	\$1,000	\$0	\$0	\$1,000
7666	Grant Matching	\$60,000	\$0	\$60,000	\$0	\$0	\$60,000
7667	CCP Scholarship	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7670	Road to Success Schlp	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7671	Sports Club Schlp	\$20,000	\$0	\$20,000	\$17,515	\$0	\$2,485
7676	TRIO - NSCC Scholarship	\$5,000	\$0	\$5,000	\$807	\$0	\$4,193
7677	Tuition Reduction - Cares	\$0	\$0	\$0	\$81,046	\$0	-\$81,046
7701	Gas	\$75,000	\$12,000	\$87,000	\$48,689	\$38,277	\$34

# Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7702	Electricity	\$175,000	\$23,000	\$198,000	\$165,028	\$26,268	\$6,703
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$2,687	-\$291	\$303
7704	Water	\$8,000	\$1,500	\$9,500	\$4,932	\$3,921	\$647
7705	Sewer	\$40,000	\$0	\$40,000	\$29,850	\$10,120	\$30
7706	Waste Collection	\$7,000	\$0	\$7,000	\$6,368	\$1,192	-\$560
7707	Telephone	\$84,370	\$0	\$84,370	\$41,610	\$30,689	\$12,072
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	\$396	\$0	\$1,854
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	\$8,932	\$0	\$3,068
7902	Fixtures and Furnishings	\$433,884	-\$4,754	\$429,130	\$79,090	\$70,718	\$279,322
7903	Software and Licensing	\$694,748	-\$8,000	\$686,748	\$547,118	\$32,712	\$106,917
7904	Building Projects	\$6,014,991	-\$2,802,000	\$3,212,991	\$0	\$0	\$3,212,991
7911	Equipment	\$146,000	\$204,498	\$350,498	\$144,713	\$0	\$205,785
7912	Motor Vehicles	\$30,000	\$0	\$30,000	\$7,235	\$0	\$22,765
Expense	Sub-Total:	\$37,698,857	-\$1,800,558	\$35,898,300	\$26,624,552	\$526,048	\$8,747,700