

**BOARD OF TRUSTEES**  
**October 29, 2021 – 11:30 a.m. – Room C200**

**ORDER OF BUSINESS**

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

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

Sandra Barber  
John Bridenbaugh  
Katrina DeGross  
Jeffrey Erb  
Ron Ernsberger  
Lisa McClure (Vice Chair)  
Joel Miller (Chair)  
Scott Mull (Second Vice Chair)

**C. PLEDGE OF ALLEGIANCE**

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

**E. SWEARING IN OF NEW TRUSTEE (Jenny T)**

**F. PRESENTATION – Pillar 2 Update: TRIO-SSS & Financial Aid & ATD (Terri L, Alex Y, Makenzie W, Cassie R)**

**G. AUDIENCE PARTICIPATION**

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

- Vice President – Enrollment Management & Student Affairs (Lana S)
- Vice President – Academics (Dan B)
- Vice President – Chief Fiscal & Administrative Officer (Jenny T)
- Vice President – Workforce (Jim D)
- Vice President – Human Resources & Leadership Development (Katy M)
- Executive Vice President (Albert L)
- President (Todd H)

**I. BOARD DISCUSSION ITEMS (Joel M & Todd H)**

- State Biennium Budget (Todd H)
- Tuition Increase – Scholarship Resolution (Todd H)
- Board Budget Committee (Todd H & Jenny T)

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

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

*Values: People, Integrity and Learning*

- Dynamix Contract Update
- CARES / COVID Funding
- Financial Audit
- Student Debt Relief
- Van Wert (Todd H)
- Emeritus Nominations (Todd H / Megan B)
- Policy and Procedure Updates:
  - Chapter 17 Policy updates (Lana S)

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

- Financial Report as of July 31, 2021 (roll call vote)

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

1. Consent Agenda Items (roll call vote)
  - a. Minutes of the August 27, 2021 Meeting
  - b. Employ Full-Time Technician – Facilities
  - c. Employ Full-Time Technician – Maintenance
  - d. Employ Full-Time Assistant – Financial Aid
  - e. Employ Full-Time Administrative Assistant – Arts & Sciences
  - f. Employ Full-Time Faculty – Industrial Technology Computer Aided Manufacturing
  - g. Employ Full-Time Faculty – Industrial Technology Automation
  - h. Transfer to Administrative Assistant – TRIO
  - i. Transfer to Coordinator – Fundraising
  - j. Miscellaneous Contracts
  - k. Chapter 17 Public Relations Policy Updates

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

1. Tuition Scholarship
2. Emeritus
3. Post-Issuance Compliance Policy
4. Authorization of Facility Upgrades

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

1. Upcoming Board Activities
  - a. Discover NSCC – November 6
  - b. Board Meeting – December 10
  - c. Emeritus Dinner – December 20
  - d. Fall Commencement – December 20
  - e. Van Wert Groundbreaking / State of the College – TBD

**N. ADJOURNMENT (Joel M)**

*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.*

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*Values: People, Integrity and Learning*

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, August 27, 2021 at 11:30 a.m.

Lisa McClure, Vice 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**

**21-60**

Members present: Sandy Barber, John Bridenbaugh, Jeff Erb, Lisa McClure and 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**

Trustee Erb 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**

All present read the College’s vision statement and Vice Chair McClure read the 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.

## **FOUNDATION CHECK PRESENTATION**

Peter Beck, Foundation Board Chair and Robbin Wilcox, Foundation Executive Director presented a check in the amount of \$925,620 to the College from the Northwest State Community College Foundation. The Foundation has provided the College over \$6,000,000 in the last ten years. The money is designated for scholarships, equipment, STEM outreach programs and support for learners.

## **EXECUTIVE SESSION**

**21-61**

Ms. Barber moved and Mr. Erb seconded a motion to go into executive session to discuss pending legal matters and to consider the purchase of property for public purposes.

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

Following executive session, the meeting moved back to regular session and on record. No action was taken.

## **SETTLEMENT AUTHORITY**

**21-62**

Mr. Erb moved and Ms. Barber seconded a motion to add a resolution for settlement authority to the agenda as item M.2.

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

## **FACILITY TOUR**

Kevin Gerken, Director of Facilities, provided a tour of several mechanical rooms to the board members, which highlighted the need for updated equipment. They also toured the new TRIO-SSS office, which provides additional support for students and is funded by a US Department of Education federal grant.

## **CHIEF EXECUTIVE OFFICE REPORT**

The Vice Presidents reported out on their respective areas of the College. Faculty, staff and learners are excited to be back on campus and have face-to-face classes. The campus has a lot of positive energy and everyone is doing their part to maintain a safe environment for all. VP Snider provided an enrollment update, which shows that NSCC met and exceeded their fall enrollment goal with a focus on second eight-week classes to maintain enrollment numbers. President Hernandez shared with the Board how he came to the decision for the mask mandate on campus for fall term.

## **BOARD DISCUSSION ITEMS**

State Biennium Budget – The State budget provides authority for a tuition increase of \$5 per credit hour. NSCC will ask the board for authority to implement the increase effective spring term 2022.

Wetland Project – NSCC has received a grant to install a wetland preserve on its property. This preserve will provide teaching opportunities for agriculture and STEM-related classes.

Dynamix Contract – The solar project is moving forward. The College is working with outside counsel to secure the capital funds for the lease.

SB40 / FORUM Policy – The policy is part of the consent agenda that the Board will vote on during this meeting. Policy and procedures have been drafted and the required reporting form for staff and learners is available on the website.

Trustee Orientation – A policy and procedures have been drafted, which will formalize the onboarding of new trustees to the College and the responsibilities of board members. A resolution has been prepared if the board is ready to install the policy.

Virtual Meetings of the Board – The Board can update its current policy to include the ability for board members to meet electronically. A resolution has been prepared for the Board if it is ready to make the update. The President will work with the Board Chair to adopt procedures.

Admissions Policy – The College’s admission policy required an update to accommodate readmission for service members and reservists who are called to mobilization or active duty. This is a result of a corrective action finding from the Department of Defense audit.

Campus Culture Initiative – The College met all 5 recommendations and is awaiting the official benchmark report from the Ohio Department of Higher Education.

## **VIRTUAL MEETING AND TRUSTEE ONBOARDING**

**21-63**

Mr. Mull moved and Mr. Bridenbaugh seconded a motion to add the update to the trustee meeting policy to the consent agenda as item 1t. and the new policy for trustee onboarding to the consent agenda as item 1u.

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

## **CHIEF FISCAL OFFICER REPORT**

**21-64**

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 May 31, 2021. The Board voted to approve the report by affirmation.

## **CONSENT AGENDA APPROVED**

## **MINUTES OF THE JUNE 25, 2021 BOARD MEETING**

**21-65**

## **RESIGNATIONS**

**21-66**

WHEREAS, Lynn Speiser, Director – Finance & Business Services, has submitted her retirement resignation; and

WHEREAS, Mike Vanderpool, Faculty – VCT, has submitted his resignation; and

WHEREAS, James Boone, Faculty – Electrical, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement resignation of Lynn Speiser, effective August 31, 2021, the resignation of Mike Vanderpool, effective December 20, 2021, and James Boone, effective December 20, 2021 be accepted.

## **RECRUITER – ADMISSIONS EMPLOYED**

**21-67**

WHEREAS, the position of Recruiter - Admissions was left vacant due to the resignation of Makayla Windau; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Logan Rapini be employed as full-time Recruiter - Admissions effective June 28, 2021 at an annual salary of \$42,041.33. This is in accordance with the Professional Staff Bargaining Agreement.

## **GENERALIST – HUMAN RESOURCES EMPLOYED**

**21-68**

WHEREAS, the position of Human Resources Generalist was created as a result of the College's strategic initiatives and to improve the onboarding process; and

WHEREAS, the position is responsible for all aspects of the hiring process including research, development and implementation of effective recruiting strategies to attract a diverse pool of qualified talent for the organization and facilitate the interview process; and

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

WHEREAS, the Vice President for Human Resources & Leadership Development and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Aimee Thorpe be employed as Human Resources Generalist effective July 12, 2021 at an annual salary of \$60,000. This is a graded position.

**REGISTRAR ASSISTANT EMPLOYED**

**21-69**

WHEREAS, the position of Registrar Assistant was left vacant due to the resignation of Melinda Wenzlick; and

WHEREAS, the position is responsible for assisting in the day-to-day activities of the registrar's office including training faculty and staff on Transferology to serve learners, managing transcript requests and assist in maintaining compliance with federal, state and institutional policies and regulations including FERPA; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Rose Witt be employed as Registrar Assistant effective July 19, 2021 at an annual salary of \$31,200. This is in accordance with the Support Staff Bargaining Agreement.

**EXECUTIVE ADMINISTRATIVE ASSISTANT – EXECUTIVE VICE PRESIDENT EMPLOYED**

**21-70**

WHEREAS, the position of Executive Administrative Assistant – Executive Vice President was created to provide administrative support services to the office of the Executive Vice President; and

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

WHEREAS, the Executive Vice President and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Tracy Hoffman be employed as Executive Administrative Assistant – Executive Vice President effective August 2, 2021 at an annual salary of \$40,000. This is a graded position.

**EXECUTIVE ADMINISTRATIVE ASSISTANT – VICE PRESIDENT – ENROLLMENT MANAGEMENT & STUDENT AFFAIRS EMPLOYED**

**21-71**

WHEREAS, the position of Executive Administrative Assistant – Enrollment Management & Student Affairs was created to provide administrative support services to the office of the Vice President – Enrollment Management & Student Affairs; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Heather Mendez be employed as Executive Administrative Assistant – Vice President – Enrollment Management &

Student Affairs effective August 9, 2021 at an annual salary of \$40,000. This is a graded position.

**FACULTY – PSYCHOLOGY EMPLOYED**

**21-72**

WHEREAS, the position of full-time Faculty – Psychology was added to offer additional sections to accommodate the increase in College Credit Plus (CCP) learners and transfer pathways (Bachelor’s Bound); and

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

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Carissa Broadbridge be employed as Faculty - Psychology effective August 16, 2021 at an annual salary of \$58,371.58. This is in accordance with the Professional Staff Bargaining Agreement.

**FACULTY – COMPOSITION EMPLOYED**

**21-73**

WHEREAS, the position of full-time Faculty – Composition was added to offer additional sections to accommodate the increase in College Credit Plus (CCP) learners and transfer pathways (Bachelor’s Bound); and

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

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. Eric Baker be employed as Faculty - Composition effective August 16, 2021 at an annual salary of \$57,175.58. This is in accordance with the Professional Staff Bargaining Agreement.

**PROMOTION TO ENROLLMENT SPECIALIST**

**21-74**

WHEREAS, the position of full-time Enrollment Specialist was left vacant due to the transfer of Aleksandra Yantis to Success Coach; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Maddie Fagan be employed as Enrollment Specialist effective June 28, 2021 at an annual salary of \$42,041.33. This is in accordance with the Professional Staff Bargaining Agreement.

### **PROMOTION TO DIRECTOR – AUXILIARY SERVICES**

**21-75**

WHEREAS, the position of full-time Director – Auxiliary Services was created as part of the Business Office reorganization; and

WHEREAS, the position will oversee the operations of the college bookstore, copy center and food services and its employees; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Kemp Stapleton be employed as Director – Auxiliary Services effective July 1, 2021 at an annual salary of \$65,128.00. This is a graded position.

### **PROMOTION TO OPERATIONS COORDINATOR**

**21-76**

WHEREAS, the position of full-time Operations Coordinator was created to provide leadership of the Custom Training Solutions (CTS) division's team, coordinate projects and delivery systems and assist in the management of resources required to support the programs and services of the division; and

WHEREAS, the position will work closely with registered apprenticeship programs and serve as a project manager for new initiatives; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Logan Badenhop be employed as Operations Coordinator effective July 12, 2021 at an annual salary of \$50,000. This is a graded position.

### **PROMOTION TO PROJECT MANAGER – GRANTS**

**21-77**

WHEREAS, the College continues to seek out and receive grants to promote and carry out its mission and strategic plan; and

WHEREAS, the position of full-time Project Manager – Grants was created to lead the operation of grant activities post award, primarily the US Department of Labor Strengthening Community Colleges Training (SCCT) Grant; and

WHEREAS, this includes overseeing the planning and implementation of project deliverables, collecting report data, setting up project parameters, serving as liaison with principals and other departments and interfacing with various departments on campus

while assuring compliance with the rules and regulations established by the grantor over the lifetime of the project with the assurance of deliverables and outcomes; and

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

WHEREAS, the Executive Vice President and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Audrey Lehman be employed as Project manager – Grants effective July 26, 2021 at an annual salary of \$51,300. This is a graded position.

**TRANSFER TO ADMINISTRATIVE ASSISTANT – ADVISING CENTER & LEARNER SERVICES**

**21-78**

WHEREAS, the position of full-time Administrative Assistant – Advising Center & Learner Services was left vacant due to the promotion of Sarah Casserino to Advisor – Academic; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Megan (Leppelmeier) Schroeder be transferred to Administrative Assistant – Advising Center & Learner Services effective July 26, 2021 at an annual salary of \$35,526.40. This is in accordance with the Support Staff Bargaining Agreement.

**TRANSFER TO NURSING LAB COORDINATOR**

**21-79**

WHEREAS, the position of full-time Nursing Lab Coordinator was left vacant due to the resignation of Annette Oberhaus; and

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

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

WHEREAS, the Vice President – Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Erin Jacob be transferred to Nursing Lab Coordinator effective August 16, 2021 at an annual salary of \$51,885.46. This is in accordance with the Professional Staff Bargaining Agreement and resulted in no change in salary.

**TRANSFER TO TEACHING ASSISTANT – NURSING LAB**

**21-80**

WHEREAS, the position of full-time Teaching Assistant – Nursing Lab was left vacant due to the transfer of Erin Jacob to Nursing Lab Coordinator; and

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

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

WHEREAS, the Vice President – Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Amy Leitch be transferred to Teaching Assistant – Nursing Lab effective August 16, 2021 at an annual salary of \$45,391.48. This is in accordance with the Professional Staff Bargaining Agreement and resulted in no change in salary.

**MISCELLANEOUS EMPLOYMENT CONTRACTS**

**21-81**

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

WHEREAS, the Vice President for Academics and the President recommends

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

Part-time Adjuncts:

Elchinger	Diane
Ranaweera	Priyankarage

**EXPRESSIVE ACTIVITIES & HARASSMENT POLICY**

**21-82**

WHEREAS, Senate Bill 40, Forming Open and Robust University Minds (FORUM) Act, requires the adoption of a policy on harassment that is consistent with and adheres strictly to the definition of harassment in section 3345.0122 of the Ohio Revised Code; and

WHEREAS, the College will not prohibit any member of the campus community from engaging in noncommercial expressive activity on campus, so long as the individual’s conduct is lawful and does not materially and substantially disrupt the functioning of the institution; and

WHEREAS, the policy will apply to all College students, student groups, faculty, staff and employees; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that policy 14-17-05 be adopted as follows:

Policy No. 17-05: EXPRESSIVE ACTIVITIES AND HARASSMENT

Effective Date: X/XX/2021

- (A) This policy applies to Northwest State Community College students, student groups, faculty, staff and employees.
- (B) Ohio Revised Code 3345.0212 requires each public college in Ohio to adopt a policy on harassment that is consistent with and adheres strictly to the definition of harassment in section 3345.0211 of the Ohio Revised Code.
- (C) Northwest State Community College believes that the right of expression is as necessary as the right of inquiry and that both must be preserved as essential to the pursuit and dissemination of knowledge and truth. However, NSCC's commitment to freedom of expression does not extend to harassment. Under section 3345.0211, harassment is defined as conduct and/or expression that is:
  - (1) not protected by the First Amendment to the United States Constitution or Article I of the Ohio Constitution (Unprotected Expression);
  - (2) unwelcome; and
  - (3) so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the individual's education program or activity.
- (D) Expression (either in person, in writing or by telecommunication) must meet all three elements to be actionable under this policy. This policy applies to alleged harassment that takes place on Northwest State Community College's property (owned, leased, or controlled premises), at Northwest State Community College's sponsored events, and in connection with a Northwest State Community College's recognized program or activity.
- (E) Students should report alleged violations of this policy to the Vice President for Enrollment Management and Student Affairs. Faculty and Staff should report alleged violations of this policy to the Vice President for Human Resources & Leadership Development.
- (F) This policy shall not be construed to impair any right or activity, including speech, protest, or assembly protected by the U.S. Constitution.
- (G) Nothing within this policy shall be interpreted as preventing Northwest State Community College from restricting expressive activities that the First Amendment of the U.S. Constitution or Article I, Sections 3 and 11 of the Ohio Constitution does not protect. Further nothing in this policy shall be interpreted as restricting or impairing the University's obligations under federal law including, but not limited to,

Title IV of the Higher Education Act of 1965, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans With Disabilities Act, Age Discrimination in Employment Act and the Age Discrimination Act of 1975 as addressed through its non-discrimination and Title IX policies.

(H) The President may adopt procedures to administer this Policy.

### **ADMISSIONS POLICY UPDATE**

**21-83**

WHEREAS, the College participated in an audit by the Department of Defense in spring of 2021; and

WHEREAS, a result of the audit required corrective action to the College's admission policy to accommodate readmission for service members and reservists who are called to mobilization or active duty; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that policy 14-7-01 Admission to the College be updated as follows:

#### **3358: 14-7-01 Admission to the College.**

Effective: Reaffirmed by Board of Trustees 2/17/14, Revised 8/17/21

- (A) Northwest state community college is committed to the principle of providing each student access to quality educational programs and lifelong learning. Information provided on the college admissions application will be used to determine initial admission status.
- (B) Additional documentation may be required for certain applicant categories such as international, early admit and transfer students or credit or non-credit classes offered through custom training solutions. Specific information pertaining to each category will be maintained in the admission office. Applicants not providing appropriate documentation may be denied admission.
- (C) Admission to a specific program of study for the purpose of earning a degree or certificate shall be according to requirements and procedures established for the specific program of study.
- (D) Admission procedures, including changes in conditions of admission status, will be adopted and implemented by the college.
- (E) Readmission to the college will include the additional statement regarding service members and reservists: When a learner whose enrollment is interrupted by mobilization or call to active duty, the college will make every possible effort to place the returning learner back into the academic track as close as possible to the point prior to activation in accordance to the Federal Aid Student Handbook, Chapter 3 of Volume 2 [DoD MOU, paragraph

3.i(1)]. The Registrar's office will be the point of contact the learner must provide notification of service and notification of intent to return.

**MEETINGS OF THE BOARD OF TRUSTEES POLICY UPDATE**

**21-84**

WHEREAS, the ability for the board of trustees to meet electronically due to the COVID-19 pandemic expired June 30, 2021; and

WHEREAS, the new law under Ohio Revised Code (ORC) 3345.82 allows for trustees to adopt a policy to meet electronically; and

WHEREAS, it is the desire of the board to allow trustees the flexibility to attend meetings electronically under the specific guidelines outlined by ORC, board policy and procedures; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the following change be made to policy 14-1-06:

**3358: 14-1-06 Meetings of the board of trustees.**

(E) Meetings of the board of trustees shall be held in an appropriate location designated by the board of trustees. Trustees may attend meetings of the board of trustees electronically in accordance with Ohio Revised Code 3345.82 and procedure no. 1-06 (B).

**ONBOARDING OF THE BOARD OF TRUSTEES POLICY**

**21-85**

WHEREAS, it is the desire of current board members and the College administration to provide a structured process for onboarding newly appointed trustees to the College board; and

WHEREAS, the onboarding process will include but is not limited to orientations by the College President and the Chair or current trustees, an overview of the roles and responsibilities of the board, communication protocols, trustee resources, College budgets; and

WHEREAS, this process is intended to facilitate a smooth transition on to the board and increase trustee effectiveness; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees adopts policy 14-1-16:

**3358: 14-1-16 Onboarding of the board of trustees.**

- (A) It is the expectation of the board of trustees that each new board member is afforded the opportunity to participate in a structured onboarding process to facilitate their smooth transition into board participation and trustee effectiveness.
- (B) Northwest state community college offers a comprehensive and ongoing orientation program about trustee and board roles. The program is both an orientation to the college provided by the president, and a second orientation to the workings of the board provided by the chair and/or current trustees. The board orientation includes an overview of the roles and responsibilities of trustees and the board, board strategies and goals, communications protocols, trustee resources including a board manual, mini-sessions on the college budget, a review of the last audited financial statement, and the campus facility plan.
- (C) The president will adopt procedures to administer this policy.

**This concludes the Consent Agenda**

**TUITION ESTABLISHED FOR THE 2021-2022 ACADEMIC YEAR**

**21-86**

Ms. Barber moved and Mr. Mull 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, Governor DeWine is proposing a \$5 per credit hour tuition increase for the 2021-2022 academic year; and

WHEREAS, the increase would not go into effect until spring 2022 semester; and

WHEREAS, the Cabinet and the President recommend

NOW, THEREFORE BE IT RESOLVED, that commencing spring semester 2022, tuition be increased from \$177.33 to \$182.33 for in-state students and increased from \$171.33 to \$176.33 for out-of-state students.

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

**SETTLEMENT AUTHORITY APPROVED**

**21-87**

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

WHEREAS, the Newell v. Northwest State Community College (“Matter”), 2018-00534, matter is pending in the Ohio Court of Claims and has reached a proposed settlement resolution after mediation; and

WHEREAS, this Matter can be settled for \$250,000.00, payable by Northwest State Community College's ("College") Insurance Company, and subject to a Settlement Agreement; and

WHEREAS, it is in the best interest of the College to accept this settlement proposal;

NOW, THEREFORE BE IT RESOLVED, that the Board accepts the proposed settlement resolution, and gives the President authority to execute the Settlement Agreement on behalf of the Board, subject to the financial terms of this Resolution and any other terms advisable to protect the College.

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

### **COLLEGE EVENTS**

Northwest State Community College will hold a State of the College event on September 30. External guests and stakeholders will be invited to attend. Chancellor Randy Gardner will provide State of Higher Education remarks and President Hernandez will provide a State of the College address.

### **ADJOURNMENT**

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

**1. APPROVAL OF CONSENT AGENDA.**

**1a. Minutes of the August 27, 2021 Board Meeting**

**1b. Employ Full-Time Technician – Facilities**

WHEREAS, the position of Technician – Facilities was left vacant due to the retirement of Randy Norden; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Matthew Hancock be employed as full-time Technician – Facilities effective August 23, 2021 at an annual salary of \$35,526.40. This is in accordance with the Support Staff Bargaining Agreement.

**1c. Employ Full-Time Technician – Maintenance**

WHEREAS, the position of Technician – Facilities was left vacant due to the resignation of James Luginbill; and

WHEREAS, the position was reevaluated to determine the needs of the maintenance department; and

WHEREAS, this position requires electrical and maintenance knowledge and skills; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Todd Kent be employed as full-time Technician – Maintenance effective September 7, 2021 at an annual salary of \$43,472.00. This is in accordance with the Support Staff Bargaining Agreement.

**1d. Employ Full-Time Assistant – Financial Aid**

WHEREAS, the position of Assistant – Financial Aid was left vacant due to the promotion of Madeline Fagan to Enrollment Specialist; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Alexis Mills be employed as Assistant – Financial Aid effective September 20, 2021 at an annual salary of \$30,888.00. This is in accordance with the Support Staff Bargaining Agreement.

**1e. Employ Full-Time Administrative Assistant – Arts & Sciences**

WHEREAS, the position of Administrative Assistant – Arts & Sciences was left vacant due to the transfer of Megan Schroeder to Administrative Assistant – Advising; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Lena Yedica be employed as Administrative Assistant – Arts & Sciences effective September 27, 2021 at an annual salary of \$35,526.40. This is in accordance with the Support Staff Bargaining Agreement.

**1f. Employ Full-Time Faculty – Industrial Technology Computer Aided Manufacturing**

WHEREAS, the position of full-time Faculty – Industrial Technology Computer Aided Manufacturing was created to meet industry needs in the area of computer aided manufacturing for skilled workers; and

WHEREAS, this position is funded through the Department of Labor Strengthening Community Colleges Grant; and

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

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. Thomas Plummer Jr. be employed as Faculty – Industrial Technology Computer Aided Manufacturing effective October 1, 2021 at an annual salary of \$58,215.71. This is in accordance with the Professional Staff Bargaining Agreement and contingent on grant funding and program enrollment.

**1g. Employ Full-Time Faculty – Industrial Technology Automation**

WHEREAS, the position of full-time Faculty – Industrial Technology Automation was created to meet industry needs in the area of industrial technology automation manufacturing for skilled workers; and

WHEREAS, this position is funded through the Department of Labor Strengthening Community Colleges Grant; and

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

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. Erik Jones be employed as Faculty – Industrial Technology Automation effective October 8, 2021 at an annual salary of \$57,530.82. This is in accordance with the Professional Staff Bargaining Agreement and contingent on grant funding and program enrollment.

**1h. Transfer to Full-Time Administrative Assistant – TRIO**

WHEREAS, the position of full-time Administrative Assistant – TRIO was created to provide administrative support to the TRIO-SSS Program; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Cayla Swisher be transferred to Administrative Assistant – TRIO effective October 5, 2021 at a rate of \$17.08 per hour. This is in accordance with the Support Staff Bargaining Agreement.

**1i. Transfer to Coordinator – Fundraising**

WHEREAS, the position of full-time Coordinator - Fundraising was left vacant due to the promotion of Audrey Lehman to Project Manager - Grants; and

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

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Nichole Gerschutz be transferred to Coordinator – Fundraising effective October 25, 2021 at an annual salary of \$41,750.00. This is a graded position.

**1j. Miscellaneous Employment Contracts**

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

WHEREAS, the Vice President for Academics and the President recommends

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

## Full-time Faculty teaching Overload:

Becher	Lisa	Jacob	Erin
Eichanauer	Bill	Jones	Erik
VonDeylen	Barry	Kemarly-Dowland	Julie
Clawson	Chris	Kwiatkowski	Michael
Galbraith	Heather	Lammers	Suzanne
Newton	Tera	Leitch	Amy
Robinson	Chris	Meyer	Tamara
Thomas	Amy	Mignin	Debra
Behnfeldt	Jennifer	Mohring	David
Boone	James	Nartker	Gregory
Carr	Thomas	Parikh	Anuja
Dapelo	Lisa	Plummer	Thomas
Doolittle	Colin	Raymond	Steven
Doolittle	Marianna	Tefft	Gregory
Hicks	Melanie	Verhoff	Joshua
Hills	Tony	Zeller	Ann

## Full-time Faculty with Supplemental Loads:

Becher	Lisa	Hicks	Melanie
Berres	Allen	Howard	Sherry
Boone	Jim	Lammers	Suzanne
Doolittle	Marianna	Leitch	Amy
Dusseau	Melanie	Riegsecker	Emily
Faber	Melissa	Thomas	Amy

## Part-time Adjuncts:

Aldrich	Catherine	Leptak-Moreau	Jeffrey
Baker	Luke	Martin	Neal
Bowes	Thomas	Mercer	David
Brown	Alissa	Monnin	Richard
Burken	Christa	Moore	Kevin
Burkholder	Tracy	Mueller	John
Cichy	Kelly	Mykytuk	Jeremiah
Clink	Michael	Profit	Danielle
Coles	Ronald	Ranaweera	Priyankarage
Cummins	Alex	Rendleman	Tracy
Davis	Christopher	Rodriguez-Mejia	Fredy
Day	Kathryn	Rohrs	Rachel
DeSota	Heidi	Rowe	James
Dillon	Kieron	Rowland-Poplowski	Jean
Ebaugh	Chelsie	Schwiebert	Jason

Esterline	Thelma	Short	Amanda
Faber-Starr	Rebekah	Short	Christine
Filipovich	Nicholas	Snyder	Timothy
Frake	Ann	Stapleton	Eric
Gerschutz	Joshua	Storrer	Jenna
Gladieux	Michelle	Storrer	Josh
Green	Helen	Stuckey	Angela
Hammer	Diana	Torok	William
Head	Naykishia	Villarreal	Michaelangelo
Jay	Kevin	VonDeylen	Kelly
Johnston	Judith	Waisner	Beth
Kinkaid	Cynthia	Wikstrom	Debora
Kling	Julie	Worman	Jamie
Kuhlman	Nanette	Wyse	Jennifer
Lawson	Candice	Yambor	Michael
		Zuvers	Larry

**1k. Chapter 17 Public Relations Policy Updates**

WHEREAS, as part of the overall policy review process, Chapter 17 - Public Relations has been thoroughly reviewed by Vice President Lana Snider, along with a small review committee, and vetted through the Attorney General’s office; and

WHEREAS, the updates made reflect current College practice and to comply with state legislation; and

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

NOW, THEREFORE BE IT RESOLVED, that the changes to Chapter 17 Public Relations, policies 17-01 through 17-04 be accepted.

SEE SEPARATE DOCUMENT – CHAPTER 17 PUBLIC RELATIONS

**This concludes the Consent Agenda.**

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

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

**PROPOSED RESOLUTIONS**

- 1. CONSIDERATION OF A RESOLUTION TO SCHOLARSHIP THE TUITION INCREASE FOR THE 2021-2022 ACADEMIC YEAR.**

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

WHEREAS, the College Trustees have authorized a \$5 per credit hour tuition increase that goes into effect spring 2022; 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 2022 semester.

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

**2. CONSIDERATION OF A RESOLUTION TO APPROVE EMERITUS STATUS**

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

WHEREAS, the college enacted an Emeritus policy in 2013 to recognize individuals that have made an outstanding contribution to the College and the community; and

WHEREAS, the College asked for nominations of faculty, staff and trustees that have permanently retired from Northwest State Community College; and

WHEREAS, the Board Executive Committee has made a recommendation to the Board of Trustees to grant emeritus status to one individual

NOW, THEREFORE BE IT RESOLVED, that Mrs. Sue Derck be granted emeritus status by the Board of Trustees effective October 29, 2021.

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

**3. CONSIDERATION OF A RESOLUTION APPROVING A WRITTEN POST-  
ISSUANCE COMPLIANCE POLICY IN CONNECTION WITH THE ISSUANCE  
OF FEDERALLY TAX-EXEMPT OBLIGATIONS**

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

WHEREAS, Northwest State Community College (the "Issuer") is authorized to issue obligations of the Issuer to pay the costs of education facilities and certain auxiliary facilities and to refund, fund or retire bonds and other obligations previously issued for such purposes; and

WHEREAS, the Issuer has previously issued, or intends to issue in the future, such bonds and other obligations (collectively, the "Obligations") as tax-exempt and/or tax-preferred obligations under the Internal Revenue Code of 1986, as amended; and

WHEREAS, in connection with the issuance of the Obligations, it is advised that the Board of Trustees (the "Board") adopt a formal written policy outlining the policies and procedures necessary to promote compliance with federal income tax and securities laws, as well as the requirements set forth in the documents for each issue of Obligations; and

WHEREAS, the Board desires to formally approve a written policy outlining such policies; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Northwest State Community College, that:

1. Approval of Written Post-Issuance Compliance Policy.

The Board hereby approves a written post issuance compliance policy (the "Policy") in connection with the issuance of the Obligations by the Issuer. On behalf of the Board, each of the President and the Chief Financial Officer of the Issuer, or such other officer or employee of the Issuer as may be designated by the Board as the chief fiscal officer or acting chief fiscal officer of the Issuer from time to time (the "Fiscal Officer"), or any one of them (the "Authorized Officers"), is hereby authorized to execute the Policy. Each of the Authorized Officers is also hereby authorized to execute any other documents necessary in connection with the Policy. The execution of such documents by an Authorized Officer shall be conclusive evidence of the Board's approval of such documents.

2. Compliance with Open Meeting Law.

This Board finds and determines that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board or any of its committees, and that all deliberations of this Board and of any committee that resulted in those formal actions were taken in meetings open to the public, all in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

3. Effective Date.

This Resolution shall take effect and be in force immediately upon its adoption.

SEE SEPARATE DOCUMENT – 14-9-15 POST-ISSUANCE COMPLIANCE POLICY

ROLL CALL: Aye;

Nay;

Thereupon the Chair declared the motion approved/disapproved.

5. **CONSIDERATION OF A RESOLUTION AUTHORIZING THE CONSTRUCTION, EQUIPPING, FURNISHING, RECONSTRUCTION, ALTERATION, ENLARGEMENT, REMODELING, RENOVATION, REHABILITATION, IMPROVEMENT, AND REPAIR OF AUXILIARY FACILITIES OR EDUCATION FACILITIES THROUGH THE LEASE - PURCHASE OF SUCH FACILITIES IN AN AMOUNT NOT EXCEEDING \$3,350,000**

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

WHEREAS, Northwest State Community College (the "College"), was created and exists as a political subdivision of the State of Ohio under Chapter 3354 of the Ohio Revised Code; and

WHEREAS, Sections 3354.09(B) and 3354.121 of the Ohio Revised Code (the "Act") provide that the College may finance the construction, equipping, furnishing, reconstruction, alteration, enlargement, remodeling, renovation, rehabilitation, improvement, and repair of auxiliary facilities or education facilities, including by a lease-purchase; and

WHEREAS, the College plans to acquire, construct, install and equip certain energy improvements including controls, lighting, solar arrays and HVAC equipment throughout the College's facilities, together with all necessary appurtenances thereto (the "Project"), located on property owned by the College; and

WHEREAS, this Board of Trustees (the "Board") has determined that it is advisable and in the best interest of the College to (i) to finance the Project and to enter into such agreements and take such actions as contemplated herein; and (ii) pay the costs of issuance of the Agreement, as defined below;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Northwest State Community College, Ohio:

It is hereby determined to be necessary and in the best interest of the College to finance the Project.

The President or Chief Financial Officer (the "CFO"), on behalf of the College, is authorized to execute, deliver and perform a base lease and lease-purchase agreement or similar agreement (the "Agreement") between the College and a third-party entity or such other entity (the "Lessor") as determined by the CFO. Pursuant to the Agreement, the College shall lease on a non-exclusive basis for use in common with the College (the "Base Leasehold Interest") the Project to the Lessor. Additionally, the College shall lease back the Project from the Lessor pursuant to the terms of the Agreement (the "Lease-Purchase Interest"). The term of the Base Leasehold Interest shall run not later than five years beyond the final renewal term of the Lease-Purchase Interest. The payment of rent, if any, with respect to the Base Leasehold Interest, shall be such amounts as determined by the CFO and set forth in the Agreement. The Agreement shall provide, among other things, for the payment of Rent (as defined in the

Agreement) with respect to the Lease-Purchase Interest from the College to the Lessor. The CFO, on behalf of the College, is authorized to execute, deliver and perform the Agreement in substantially the form of such document as is customarily used in connection with similar transactions with such changes as the CFO determines shall not be adverse to the interests of the College, and the execution and delivery of the Agreement by the CFO shall be conclusive evidence that any such changes are not adverse to the interests of the College.

Rent shall be payable in periodic installments over the term of the Agreement, in such amounts and at such times as shall be determined by the CFO in the Certificate of Fiscal Officer (as defined below), provided that the actual Rent payments shall not exceed in any year the amounts that would be required if the applicable interest rate were 3.50% per annum applied on a principal amount of not to exceed \$3,350,000. The initial term of the Lease-Purchase Interest shall terminate on June 30, 2022, provided that the Board shall have the right to renew for additional one-year (or partial-year) renewal terms, beginning on or after July 1, 2022 and continuing on July 1 of each year thereafter through and including the last renewal term, which shall end on a date that is not later than December 1, 2036. The CFO shall determine the term of the Agreement, subject to such limitations, and report the same to this Board in the Certificate of Fiscal Officer. The Agreement shall provide for termination in the event the Board fails to appropriate funds adequate to pay Rent due with respect to any renewal term. The CFO is authorized to execute, deliver and perform, on behalf of the College, such additional documents and agreements relating thereto as shall she deems, in her discretion, to be necessary or appropriate in connection with the financing herein described, and such additional documents and agreements shall not be inconsistent with the terms of this Resolution. The Board agrees to execute and perform the Agreement in accordance with its terms. The Board agrees to comply with the terms and conditions of any additional instruments, agreements, certificates, and other documents relating to the Agreement as shall be deemed, by the CFO or the President, in their discretion, necessary or appropriate in connection with the financing described in this Resolution.

Nothing in the Agreement, or any agreements or documents relating thereto shall constitute or be construed or deemed to constitute a debt or bonded indebtedness or a general obligation of the Board, the College, or any agency of the College. Neither the taxing power nor the full faith and credit of the College are pledged or shall be pledged for the payment or security of the Agreement or any other related agreement or document.

The Board hereby covenants that it shall comply with the requirements of all existing and future laws which must be satisfied in order that interest on the Agreement is and will continue to be excluded from gross income for federal income tax purposes, including without limitation restrictions on the use of the property financed with the proceeds of the Agreement so that the Agreement will not constitute "private activity bonds" within the meaning of Section 141 of the Internal Revenue Code of 1986, as amended (the "Code"), and the regulations prescribed thereunder (the "Regulations"). The Board further covenants that it will restrict the use of the proceeds of the Agreement in such manner and to such extent, if any, as may be necessary, after taking

into account reasonable expectations at the time the Agreement are issued, so that they shall not constitute arbitrage bonds under Section 148 of the Code and the regulations prescribed thereunder (the "Regulations").

The CFO, or any other officer of this Board, is hereby authorized and directed (a) to make or effect any election, selection, designation, choice, consent, approval or waiver on behalf of the Board with respect to the Agreement as permitted or required to be made or given under the federal income tax laws, for the purpose of assuring, enhancing or protecting favorable tax treatment or the status of the Agreement or interest thereon or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing any rebate amount or any payment of penalties, or making any payments of special amounts in lieu of making computations to determine, or paying, any excess earnings as rebate, or obviating those amounts or payments, as determined by the CFO, which action shall be in writing and signed by the CFO, or any other officer of this Board, on behalf of the Board; (b) to take any and all actions, make or obtain calculations, and make or give reports, covenants and certifications of and on behalf of the College, as may be appropriate to assure the exclusion of interest from gross income and the intended tax status of the Agreement; and (c) to give an appropriate certificate on behalf of the Board, for inclusion in the transcript of proceedings, setting forth the facts, estimates and circumstances, and reasonable expectations of the Board pertaining to Section 148 and the Regulations, and the representations, warranties and covenants of the Board regarding compliance by the Board with Sections 141 through 150 of the Code and the Regulations.

The CFO shall keep and maintain adequate records pertaining to investment of all proceeds of the Agreement sufficient to permit, to the maximum extent possible and presently foreseeable, the College to comply with any federal law or regulation now or hereafter having applicability to the Agreement which limits the amount of Certificate proceeds which may be invested on an unrestricted yield or requires the College to rebate arbitrage profits to the United States Department of the Treasury. The CFO is hereby authorized and directed to file such reports with, and rebate arbitrage profits to, the United States Department of the Treasury, to the extent that any federal law or regulation having applicability to the Agreement requires any such reports or rebates.

The Board hereby approves of the appointment of Robert W. Baird & Co., Incorporated to serve as a placement agent to the College with respect to the lease-purchase transaction described herein. The fee to be paid to such firm shall be subject to review and approval by the CFO and shall not exceed the fee customarily charged for such services. The CFO is also hereby authorized to hire such other professionals or consultants and to take such other action as may be needed to facilitate entering into the Agreement and the construction of the Project.

All proceeds received by the College from the Lessor are hereby appropriated for the payment of the costs of the Project and for the payment of fees related to the financing of the Project pursuant to the Agreement and as set forth in this Resolution.

The officer having charge of the minutes of the Board and any other officers of the

Board, or any of them individually, are hereby authorized and directed to prepare and certify a true transcript of proceedings pertaining to the Agreement and to furnish a copy of such transcript to the purchaser. Such transcript shall include certified copies of all proceedings and records of the Board relating to the power and authority of the College to issue the Agreement and such certificates as to matters within their knowledge or as shown by the books and records under their custody and control, including but not limited to a general certificate of the CFO and a no-litigation certificate of the President and the CFO, and such certified copies and certificates shall be deemed representations of the College as to the facts stated therein.

It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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



# President’s Report - October 2021

## College Updates

[October 1, 2021 Update](#) (pdf)

[State of the College](#) (video)

## Talking with Todd vodcast:

[9/23/2021](#)

[9/30/2021](#) (featuring Makenzie Warncke)

## Activities

### Ongoing

- Napoleon Rotary (weekly)
- OACC President’s Call (various)
- Terra, Owens, NSCC President’s Call (monthly)
- NwOESC Superintendent Meeting (monthly)
- EAB New President’s Intensive Cohort (Monthly)
- President - Faculty Leadership Conversations (Monthly)

<b>Date</b>	<b>Activity</b>
Aug 31	Defiance Chamber - Sarah Tackett
Sept 7	Defiance Visitors Bureau - Kirstie Mack
Sept 13	Terra President Ron Schumacher - peer mentoring
Sept 15	RGP FAM Tour - Toledo
Sept 16	Board Engagement - Katrina DeGross
Sept 17	Board Engagement - Ron Ernsberger



<b>Date</b>	<b>Activity</b>
Sept 21	Q96.5 - Radio - State of the College prep
Sept 21	Student Engagement Dinner - Defiance County
Sept 22	WMTR Radio - State of the College prep
Sept 23	Owens CC - New President's Welcome Reception
Sept 24	IBEW site visits (Youngstown, Warren, Canton)
Sept 24	IBEW - Akron Graduation
Sept 25	IBEW - Cleveland Graduation
Oct 4	Board Budget Committee
Oct 6	Board Executive Committee
Oct 7	Henry Co. Chamber After Hours
Oct 8	Bryan Rotary - Present
Oct 9 - 16	San Diego, CA (HERDI / ACCT)
Oct 18	Cabinet Retreat
<i>Oct 21</i>	<i>NSCC Foundation Board Meeting</i>
<i>Oct 23</i>	<i>Defiance Dream Center Gala</i>
<i>Oct 26</i>	<i>Student Engagement Dinner - Fulton County</i>

**Scheduled Time Off / Away from Campus**

Date	Description
November 20 - 27	Vacation - Portland, Maine

**Non NSCC-related Professional Activities**

None.

**Executive Vice President  
October 2021  
Submitted by: Albert Lewis**

The journey at Northwest State Community College (NSCC) began in July of 2021 and since that time I have been inundated with an extraordinary amount of information about the college, community, as well as learning about how the state of Ohio supports higher education and specifically NSCC. The EVP role provides leadership to the following departments: academic affairs, student affairs, workforce development, information technology, and the grants department. I have met with just about everyone on my respective teams as well as other employees and the following themes stand out from those discussions. NSCC has:

- Fanatical support for learners
- Positive can-do attitude
- Supportive team environment
- Innovative
- Super work ethic

One of the College's common phrases or slogans is to "Strive for Progress." Aligning with that theme, I instituted a goal setting method called OKR (Objectives and Key Results). The premise of instituting the OKR method is to end the need for stretch goals. Simply put, the stretch goal becomes the goal. The importance of the distinction is that the OKRs methodology is focused on change and growth. The goals people set up should move their respective divisions or departments forward and forges a clear separation between day-to-day activities and creating the future.

A faculty and staff survey was conducted in late September and concluded the first week of October. There were 101 responses. A total of 7 questions were asked, three questions used a Likert Scale, and four questions were open ended.

**Likert Scale**

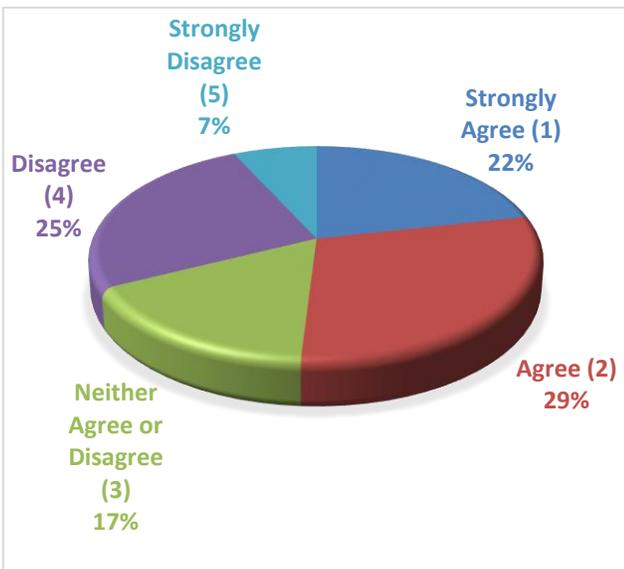
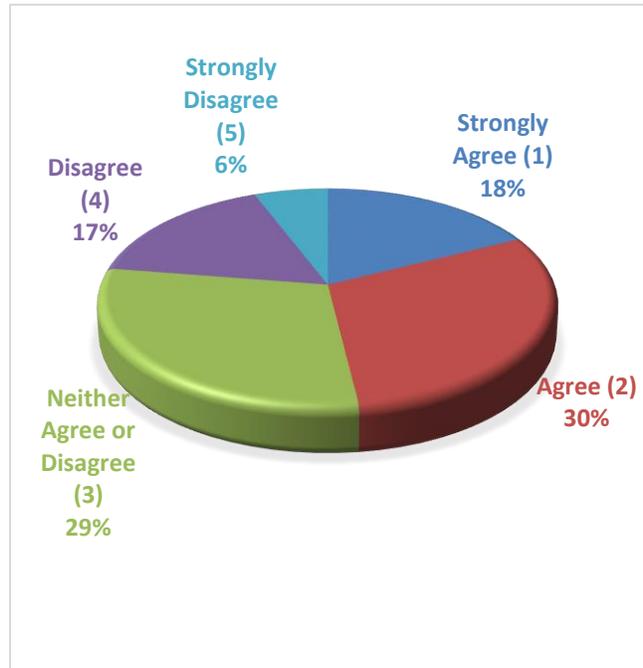
(1) Strongly Agree (2) Agree (3) Neither Agree or Disagree (4) Disagree (5) Strongly Disagree  
Among community colleges in Ohio, NSCC is regarded as one of the best.  
NSCC has a welcoming and inclusive environment for students, staff, and faculty.  
NSCC has a welcoming and inclusive environment for students, staff, and faculty.

**Open Ended Questions**

What are you most proud of as an employee of NSCC?  
What does NSCC do well?  
Please name one thing you would like to see improve at NSCC?  
Please provide any other general comments.

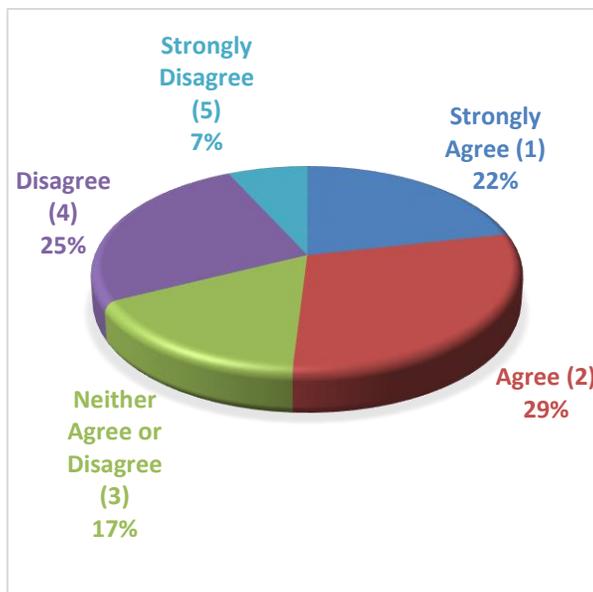
## Survey Results

**AMONG  
COMMUNITY  
COLLEGES IN OHIO,  
NSCC IS REGARDED  
AS ONE OF THE  
BEST**



**NSCC HAS A  
WELCOMING AND  
INCLUSIVE  
ENVIRONMENT  
FOR STUDENTS,  
STAFF AND  
FACULTY**

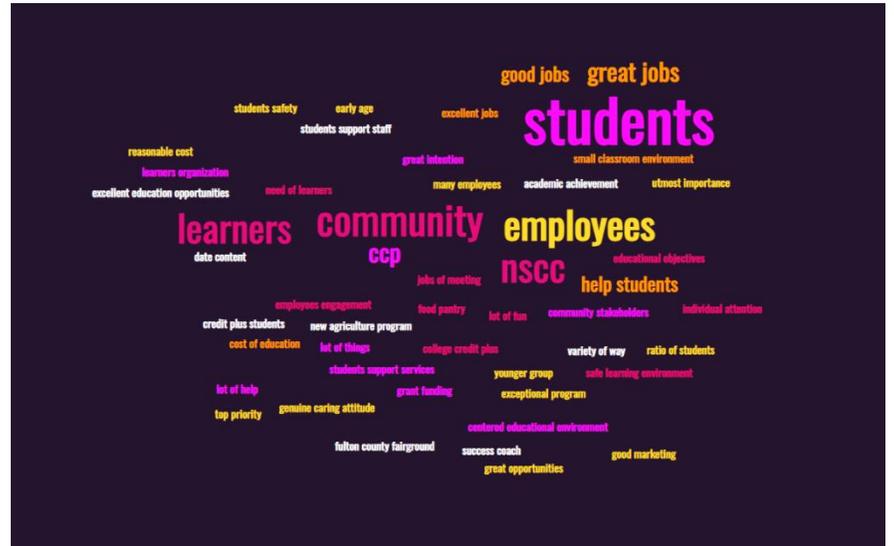
**NSCC HAS A  
WELCOMING AND  
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## Open Question Results by Frequency of Terms

### What does NSCC do well?

1. Students 44 times
2. Community 10 times
3. Employees 9 times
4. NSCC 9 times
5. Learners 8 times



### What are you most proud of as an employee of NSCC?

1. Students 40 times
2. Community 20 times
3. Life 16 times
4. College 11 times
5. NSCC 10 times
6. Learners 9 times



**Vice President for Academics**  
**October 2021**  
**Submitted by: Dan Burklo**

It has been a good and productive semester so far in academics as we pass the halfway mark and start second eight-week classes. The spring schedule is ready and faculty are looking forward to our fall commencement. While the focus has been on our learners and their classroom instruction, the faculty and deans are starting to get past the heavy lift around COVID and starting to lean in more with various initiatives and special projects, including the curriculum management process, a year-long schedule for learners, and a thorough review of all academic policies to ensure a learner focus.

Following are responses from each of the academic division leads on work in their specific areas. Also included is some of our Executive Administrative Assistant Heidi Keller's handywork in our first Academic Newsletter. Please enjoy!

**Jamilah Tucker: Arts & Science**

The division is hard at work putting together a student forward schedule to get ready for the spring semester, which is evolving after a few "irregular" semesters of course-taking patterns. Faculty are also investigating the re-tooling necessary to meet the forthcoming adult learner program as well as the new state-level DEI, Transfer-36 requirement.

To implement the new Ohio Transfer 36 model (formerly the Ohio Transfer Module) Sherry Howard will be chair of the Statewide Arts and Humanities panel and assist with the new DEI panel. Professor Eric Baker (Composition) and Professor Pam Donaldson (Social Sciences) will be participating in an ODHE course on implementing new DEI learning outcomes into courses. These courses will likely be extremely popular for transfer students as they may fill multiple areas of the transfer requirements with one course.

The Arts and Science Division has had some exciting things happening this fall including Amy Drees and Melanie Dusseau having a potential book offer and Dr. Melissa Faber receiving her WEAVE and ACEU Certifications.



The A&S division has identified and continue to onboard a wonderful new administrative assistant, Lena Yedica, who comes with a wealth of experience from industry and her educational journey.

Focusing on students' need for "safe fun" during a pandemic, Dr. Allen Berres, Faculty Advisor for NWO Gamers Game Club, got into the spirit of an evening student activities axe throwing event. He even donned a kilt for the occasion. New faculty member, Eric Baker brought his family out to participate in the fun (sorry, no kilts).



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

The Business and Public services division has offered second eight week fall courses to students to help increase enrollment and retention of our students. The spring 2022 schedule has been circulated amongst the faculty within our division for their input and feedback. The dean has also reviewed the spring 2022 schedule to make changes. The spring 2022 Business and Public Services division's schedule is now ready to publish. Listed below are accomplishments that we would like to share.

#### Kayla Miller – Agricultural Studies Faculty

Radio commercials are airing at least twice a week before or after the Ohio Ag Net news updates on 100.9 WBNO Bryan, 105.7 WZOM Defiance, 96.1 WMTR Archbold, and 103.1 WNDH Napoleon.

Marketing the Ag program continues to be a priority. NSCC had an Ag table at the Fulton and Williams County Fairs. Our fair promotional season is complete! A rolling slideshow with video, backdrop, tablecloth, take-aways, and program fliers were displayed. Will do again in 2022 if possible. A small advertisement ran in the *Bryan Times* on their farm safety page. NSCC made the second page of the *Defiance Crescent* with the news release about our agribusiness program approval. We put \$100 marketing dollars behind the Facebook post announcing our agribusiness degree approval, which reached 11,300 people. The NSCC Ag program tabletop ad has been spotted on Spengler's tables, a local restaurant located in Napoleon. We also restocked marketing material, obtained additional "squishy" corn, cows, and pigs, along with adding sheep to the repertoire.

The articulation agreement with Central State University was approved for the Agronomy degree. The process has started for our Agribusiness degree, which was formally approved on September 14.

NSCC Ag was represented at Monarchs and More (Sauder Village) on Sunday, September 12 and at Fulton County 3<sup>rd</sup> (and 4<sup>th</sup>) Grade Ag Fest Wednesday and Thursday, September 15-16.

Kayla visited Junior and Senior Pettisville Ag classes on Monday, September 20. Two students indicated serious interest.

The Agronomy Principles class went on a field trip to Farm Science Review on Tuesday, September 21. It was a little rainy- but we made it!

Kayla visited all Miller City Ag classes on Wednesday, September 29. It was excellent to meet their new teacher Elizabeth Tietje. She assured me several students are very interested.

#### Chris Robinson – Computer Applications Faculty

The Remote Access has been piloted in CIS courses and has been successful for students that are Mac users or ChromeBook users that are in need of using MsOffice 365/Office 2019, as a Windows PC version. A handout had been created and this information has been communicated to the CCP instructors and other students.

#### Amy Thomas – Education Faculty

Eighteen field placements are occurring in the fall 2021 semester. A new adjunct was hired. The College is running 3 sessions of EDU100 for fall 2021 semester. TAG courses are continuing to grow in enrollment along with online options. We are offering a new course this semester (Fall 2021) - EDU180.

#### Lisa Becher – Business Management & Marketing Faculty

Business Management faculty (Chris, Lisa, Bill and Barry) revamped the Business Management degree to provide different tracks that may better suit students in their future career path.

Lisa initiated marketing and entrepreneurship certificates for a shorter career path to specific content in those fields. The certificates have been submitted and we are awaiting approval from ODHE

Lisa revamped the marketing degree to offer more opportunity to students since marketing is such a broad degree. She developed a marketing research course while Mike Vanderpool is redeveloping the social media marketing course.

In spring 2021, the DLC (Dean's Leadership Cluster) exercised service leadership by serving a meal at the Cherry Street Mission. Also, KBD (Kappa Beta Delta), co-led by Lisa and Bill Eichenauer, welcomed two students. KBD is an international business honor society.

Lisa used technology effectively throughout COVID with Zoom, audio lectures and OpenCast to reach students.

### Heather Galbraith – Human Services Faculty

Active Minds is part of the mental health initiative on campus. The group is active on campus and has about 10 members. Some of the most recent activities were “Stick it to Stigma” on September 22 in the atrium. Students and faculty were asked to write a fact, quote, inspirational message on a post it note. The notes were on display for all to view. Active Minds is planning activities for each month. September 29 the group set up the weeklong Stomp out the Stigma display. They no longer use shoes, but displayed pinwheels. Students and faculty will also have an opportunity to engage in the Active Minds national conference.

### Chris Clawson – Criminal Justice Faculty

Six interns (practicum students) were placed in the field for summer 2021. One turned into full-time employment. The others gained valuable practical experience and made lasting contacts in the field.

### Dave Mack – Law Enforcement Academy

2020-2021 – 12 Academy Graduates

2021-2022 – 12 Students accepted to the Academy

### Bill Eichenauer – Business Management Faculty

Bill revamped the ECO211 Macroeconomics and ECO212 Microeconomics classes.

### **Dr. Kathy Keister: Nursing & Allied Health**

The division of Nursing & Allied Health is busy admitting students to the PN and RN programs for spring 2022 admission. Job postings have been placed for a full-time Faculty and Program Director for the Medical Assisting program.

The fall semester has brought much to be proud of in the area of Nursing and Allied Health:

- Melissa French, a Medical Assisting student at NSCC, was the sole winner of the nationwide 2021 AAMA Student Essay Competition. She was recently recognized at the 65th American Association of Medical Assistants (AAMA) Annual National Conference (2021 Excel Awards) in Houston, TX. As part of the award, French will receive a \$1,000 scholarship from the AAMA, and be recognized at the Northwest Ohio Chapter of Medical Assistants (NWOCMA) fall board meeting and seminar in October 2021.
- Dr. Keister is a member of The Hospital Council of Northwest Ohio, Healthcare Workforce Shortages Task Force, which is examining the shortages of bedside nurses throughout northwest Ohio.
- Dr. Keister is working with Parkview Health System and the Questa Education Foundation, both located in Fort Wayne. As a preferred educational partner, they will be awarding five \$5,000 gifts (forgivable loans) to NSCC RN students in their last year of nursing education.

- Pursuant to enactment of ORC Section 3333.051 Applied bachelor's degree programs at two-year institutions (effective 09.30.2021), Dr. Keister has conducted a survey of current nursing students, nursing alumni, and area VPs of Nursing and Chief Nursing Officers in our 6-county service area regarding preliminary support for NSCC offering a bachelor's degree in nursing. Responses have been overwhelmingly positive from all 3 groups surveyed. With this bill, "The chancellor of higher education shall establish a program under which a community college established under Chapter 3354., technical college established under Chapter 3357., or state community college established under Chapter 3358. of the Revised Code may apply to the chancellor for authorization to offer applied bachelor's and nursing bachelor's degree programs.

### **Dr. Ryan Hamilton: STEM & Industrial Technologies**

- Stem is preparing to send two new programs for the DOL grant to Academic Affairs.
- We have awarded 6 Choose Ohio First scholarships for fall.
- Tom Carr is launching the presidential speaker series in STEM with the first occurring on September 30 and second on October 21.
- Lisa Dapelo completed the Chair Academy.
- Several STEM faculty completed a problem-based learning project related to a summer workshop they attended.
- This summer Julie Dowland, Mike Kwaitkowski, Thomas Carr, Colin Doolittle, Marianna Doolittle, and Anuja Parikh attended the Institute on Project-Based Learning through Worcester Polytechnic Institute. Techniques on how to enhance the classroom experience through projects and best practices were the main focus. All that attended are now incorporating aspects of what was learned in their classrooms this semester.

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

The library had a successful kickoff to fall semester, including several new initiatives. We implemented “autorenewals” in August. This means that students, faculty, and staff with checked-out items no longer have to remember to renew if they want to keep them longer. Periodic email reminders go out from the library listing the items checked out and the renewal status. In addition, late fines for students have been eliminated. This is a trend both statewide and nationwide. We are happy to keep the focus on access to the best academic resources rather than on a practice that could be perceived as punitive to learners.

Finally, in other good news, a remote locker is (finally) on its way to NSCC. This locker will be stationed in the atrium so that people can retrieve items with the simple swipe of an NSCC ID. Library staff has worked with facilities and IT staff on this project, and we are excited about this new service!

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

On August 31, we went live with Warpwire, a video management system (think private YouTube), that allows instructors to easily record and share videos with their class via Sakai. Users who are not in the Sakai sites that the video has been shared to are unable to view it, even

if sent the link by someone in the site, helping ensure privacy if learners are in the video (ie Zoom recordings). Warpwire includes automatic machine-generated captions, which are very easily editable to improve accuracy. In the past month, 9 users have added 48 videos to Warpwire, totaling over 34 hours. All of these videos have closed captions. We've had over 100 unique viewers.

This fall, I am hosting "Sakai Coffee Hour" Fridays at 9 AM. Each week, I share information on another topic relating to Sakai. So far, the topics have been new features in Sakai 21, Warpwire, Assignments, and Tests & Quizzes. Between 9 and 15 faculty have attended each session, with the videos uploaded to Warpwire and shared in the Employee Lounge site in Sakai for those who were unable to attend. Future sessions planned include Discussions, Gradebook, Rubrics, the Sakai Community roadmap of future plans, and basic site management.

# The SCOOP

## Dan's Two Minutes

I hope this first edition of our Academic Newsletter finds you well and enjoying a great start to our fall 2021 term. As you read this newsletter please know that I appreciate each of you, and all you do. I get the pleasure of coming to work every day and seeing your great work in the success of our learners. It is clear the focus is our learners, in the classroom and beyond, ensuring all individuals achieve their goals and aspirations.

## October Birthdays

- 3 Debra Mignin
- 4 William Chaplin
- 16 Emily Riegsecker
- 18 Ann Zeller
- 20 Suzanne Lammers
- 27 Melissa Faber

## Important Dates

- 13 Midterm grades due by 10 am
- 19 Last day to withdraw with a (w)
- 20 8(B) session begins
- 25 8(A) grades are due

## Approved Proposals

- CPF\_2088\_2021
- CPF\_2089\_2021
- CPF\_2090\_2021
- CPF\_2091\_2021
- CPF\_2092\_2021
- CPF\_2093\_2021
- CPF\_2094\_2021
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- CPF\_2102\_2021
- CPF\_2103\_2021
- CPF\_2104\_2021
- CPF\_2105\_2021

## Faculty Spotlight



### Gregory Nartker - Welding Faculty

Greg has three children (Evan, Hayley, and Brock) and two grandchildren (Hayden and Wiatt). He currently resides in Waterville, Ohio. Some of his favorite hobbies include coaching baseball, fishing, golf, camping, and bike riding. When asked if he could be a superhero, he chose The Flash, giving him the ability to get from one place to another very fast to have more time to do other things. He says that teaching full-time has been something he has always wanted to do since graduating high school. He feels very fortunate for the opportunity here at NSCC and wants to thank those that have helped along the way; "It really is amazing how life comes full circle with hard work." Best piece of advice ever received: "Treat others the way you wish to be treated."

## Introducing Active Minds



Active Minds is part of the Mental Health initiative on campus. The group is active on campus and has about ten members. Some of the most recent activities were Stick it to Stigma on September 22nd in the atrium. Students and faculty were asked to write a fact, quote, inspirational message on a post-it note. The notes will be on display for all to view. Active Minds is planning activities for each month. So, be on the lookout! On September 29th, the group set up the weeklong Stomp out the Stigma display. The previous year's shoes have been used. They no longer use shoes but use pinwheels. Students and faculty will also have an opportunity to engage in the active Minds National conference. Please reach out if you have any interest in attending this.

## NSCC 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."*

**“Individual instructors – especially in the first semester and first year – make a huge difference.” – Carl J. Strikweda, Inside Higher Ed. September 4, 2019**

When a learner walks into your classroom ten minutes before start time, what is your response? A cheery “good morning, Sara!” can go a long way toward building a casual rapport. It may seem small, but the impact can be huge. And, more meaningful conversation might follow! According to Nakajima, Dembo & Mossler in the Community College Journal of Research and Practice, faculty-student interaction was significantly correlated with student enrollments, resulting in a positive impact on student persistence. We know that many of our NSCC instructors communicate with our learners in this way, and we say THANK YOU!



### **Library News**

Please note that due to a changeover in OhioLINK's delivery courier, requested items may take longer to arrive at NSCC. We apologize in advance for any inconvenience.

Coming soon! We are excited to be bringing a "remote pickup locker" to the NSCC Atrium. This will allow people to pick up library books (or board games) anytime the NSCC buildings are open. A simple swipe of the NSCC ID will open the locker door, and your item will be there! Watch for more information on this new service in October.



### **Sakai Tips**

Do you access Sakai in a dim room? Do you use a mobile device or laptop and need to conserve battery? Do you prefer dark theme in your apps? If so... Try Sakai's new dark theme!

To enable dark theme once you are logged in to Sakai:

- Click on the Preferences tool on your Sakai Home page.
- Click on the Themes tab.
- Select Dark Theme
- Click the Update Preferences button.

Sakai will remember which theme you were using the next time you log in. Follow these same steps to return to the Light Theme when you wish.

## **Online Teaching Practices**

The Association of College and University Educators (ACUE) starts its second cohort for effective online teaching practices. This course will prepare faculty in evidence-based online teaching practices proven through independently validated research to improve student achievement and close equity gaps. The following faculty will be taking this course from September 27th through May 1st, 2022. From the Business & Public Services Division: Chris Clawson. From the STEM Division: Lisa Dapelo, Anuja Parika, Rebekah Faber-Starr. From the Nursing & Allied Health Division: Deborah Hartzell. From the Arts & Sciences Division: Carissa Broadbridge and Amy Drees.

The following faculty members completed this course and earned a Certificate in Effective Online College Instruction. From the STEM Division: Joni Mavis. From the Arts & Sciences Division: Allen Berres and Melissa Faber.

## **Diversity, Equity, and Inclusion**

Pam Donaldson and Eric Baker are two Arts & Sciences faculty who will be taking the Diversity, Equity, and Inclusion (DEI) Mini-Course Design Institute. The course will run every Friday in October from 8:30 a.m. to 10:00 a.m. To support DEI Ohio Transfer 36 course submissions, professional development training on best practices for course design or redesign, course implementation, and course assessment will be provided for Ohio public institutions of higher education. The DEI professional development known as the Mini Course Design Institutes will allow participants to gain an understanding of how to redesign or design a course based on goals and outcomes, begin planning work in a community of peers, and leave with a basic structure for the course and drafts of course materials including a syllabus, assignments, assessment tools, and course outline.





My favorite event was Axe Throwing – check this out!



### Spring 2022 GPS Recruitment and Retention Initiatives

The Admissions Office redesigned the Discover NSCC Day event and looks forward a great conference style event with sessions on Bachelor’s Bound, Career Services, Learner Organizations, Your First Day in College, along with an open mic storytelling and spoken word poetry jam focused on “Where I’m From” and “First Generation” stories.

The Advising Center kicked off multiple retention efforts in October to register current learners for the spring 2022 semester beginning Friday, October 15, 2021. The Director of Advising also worked with the Completion Coordinators to plan and deliver a Faculty Training Session designed to help faculty build relationships with learners in the effort to encourage the transition of learners from Academic Advisors to Faculty Advisors.

The Chief Fiscal and Administrative Office (Ms. Thome) worked with Tracy Deblin and Amber Yocom to design an immediate effort to support economically disadvantaged learners who experienced financial disruptions during COVID-19, who were enrolled during the pandemic period, and carry a past due balance. This initiative is modeled from other Ohio community and technical colleges and meets the legislative requirements for uses of funds. CFAO Thome will present information on this initiative at the Board meeting. We are researching and identifying additional approaches to debt forgiveness in the future at this time and we anticipate coming forward with additional concepts in the future.

**Chief Fiscal and Administrative Officer**

**October 2021**

**Submitted by: Jennifer Thome**

Fall Semester has been a whirlwind! This week, we just started our second eight-week classes and registration is open for the upcoming spring semester. Since our last Board meeting, the Cabinet continues to grow as a team. In our next steps, we will continue to get to know each other to build a solid foundation for the College.

Fall is here and Halloween is right around the corner. We continue to build off the Learner Services events – we’ve held “Tunes-day” on every Tuesday in September, an Axe throwing event, the Oasis snack bar opened to support these events, a Luau, Employee Recognition event, and a Chili Cook Off. Campus is slowly coming back together!



Over the last few months, the College and Foundation audit has been our focus. The Business office team has grown so much. They have faced another year of adversity with medical leaves and a retirement. This team rose to the challenge and I cannot boast enough as to how proud I am of this group. Along with the audit, we have initiated Banner Grant Module setup and implementation to help administer grant tracking. We filed for an updated Indirect Rate for the Grants department, which will be reviewed annually for the next four years. We also held Indirect Rate training to build a better understanding of what the rate means so we make sure we are getting the most out of our grant writing.

Bringing people back:

The C-wing, Learner Services, and Bookstore will open to regular hours for the public. Services will be available on Monday and Tuesday from 8am – 6pm, Wednesday and Thursday 8am –

4:30pm, and Friday 8am – 4pm. Staff on Fridays is minimal, but each department is staffed to serve our customers.

Planning for the future:

As a new Cabinet, I believe we are still coming to terms with the task of “being bold” and trying to figure out what that means in each of our areas. Deciding on what steps and initiatives we should take to “be bold” is a focus. We need to ask ourselves what initiatives will allow us to grow as a campus and focus on providing learners with the best possible experience. This process and discussing options have allowed Cabinet to speak freely, build connections with each other, and built trust within our Team. It feels good to continue building a strong foundation for our Community College! I trust in this Cabinet to succeed.



**Vice President – Workforce  
October 2021  
Submitted by: Jim Drewes**

**Agency Update**

Visited Lima JATC on 9/7/21. Visited Warren, Youngstown, Canton training centers and attended the Akron JATC graduation on 9/24/21. Larry Zachrich continues to deliver excellent customer service to the offsite accounts.

**CTS**

Open Enrollment and Contract Training demand is strong. TechCred funding site will open for October. Investigating health care workforce opportunities for STNA and Phlebotomy cohorts off campus.

NSCC/CTS is offering Yellow Belt and Green Belt certification classes to employees. The topics delivered will help the campus to continue efforts to improve processes, streamline services and improve client services.

CTS continues to extend workforce solutions in the Fostoria and Findlay area.

Brett Rogge and Tori Atkinson are working on a RADICALLY FLEXIBLE apprentice program with Alliance Automation.

**Lucas County**

Andersons site is still in negotiations. Toledo group has a decent backlog of jobs at non-profit accounts.

**Van Wert**

Jennifer Thome, AG's office, Realtor and Van Wert site owners are in communications.

**Vice President; HUMAN RESOURCES & LEADERSHIP DEVELOPMENT**  
**October 2021**  
**Submitted by: Katy McKelvey**

**Recruiting:**

We have filled the following roles:

- Admin Asst – Arts & Sciences
- Clinical Teaching Assistant
- Fundraising Coordinator
- Financial Aid Assistant
- Industrial Tech Faculty (Computer Aided)
- Industrial Tech Faculty (Automation)
- Industrial Tech Faculty (Electrical)
- Maintenance Technician
- TRIO Administrative Assistant – PT
- Foundation Administrative Assistant – Temporary Agency

We are recruiting for the following roles:

- Admissions Recruiter
- Medical Assisting Faculty & Program Coordinator
- Executive Director – Information Technology

August 23 was our annual Hawaiian Cookout for the start of the fall semester. We had a terrific celebration of food and fun activities and even voted on the best Hawaiian shirt!



In September I attended the Society for Human Resources Management annual conference. There were exceptional speakers, including Michael Phelps, who spoke on leadership, discipline, mental health challenges and what it takes to maintain a champion's mindset. I was also able to speak with vendors on onboarding best practices and software solutions for performance management.



Our employee engagement event, “Jersey Day” was held on September 22 and we had over fifty employees participating. Our food service crew provided a tail-gating theme snack bar with tacos, meatballs, fruit, etc.



As a gift to employees and to launch our “BE BOLD!” campaign, employees were each given a new Northwest State pullover with the Be Bold logo. Employees were very appreciative and it’s great to see employees wearing these pullovers on Fridays.



**Onboarding Project:** Our human resources team hosted employee feedback sessions with employees hired or transitioned during the past year to better understand how NSCC can improve our onboarding process. During these lunches we encouraged candid conversations and we learned a lot! Some of the recommendations included creating supervisor onboarding guides and checklists, having new employee welcome kits, creating a new employee mentor program, and establishing training manuals for new employees. During the next year and beyond the human resources team will be implementing these and many other improvements!

**Upcoming Events:**

October 20 and 21 will be our annual Employee Recognition Program.

Open enrollment for our 2022 medical benefits will be November 4 thru November 17 this year. On October 28, employees are invited to an informational meeting to better help them understand their benefits and the open enrollment process.

The human resources team is working on upcoming engagement events including the annual holiday luncheon.

# CHAPTER 17: PUBLIC RELATIONS

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NORTHWEST STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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Policy No. 17-01: PUBLIC USE OF COLLEGE OUTDOOR AREAS

Effective Date: Reaffirmed by Board of Trustees 12/6/13

**(A) PURPOSE**

The purpose of the policy is to promote the free exchange of ideas and the safe and efficient operation of the college by:

1. Fostering free speech, assembly and other expressive activities on college property by all persons, whether or not they are affiliated with the college.
2. Maintaining an appropriate educational and work environment for all persons present on college property, including but not limited to students, faculty, employees, customers and visitors.
3. Maintaining the personal security of all persons present on college property and protecting the property of the college and of persons present on college property.

In developing this policy, the college recognizes the constitutional freedoms guaranteed by the United States and Ohio Constitutions, including freedom of speech, press and assembly. The college also recognizes the need to preserve and protect its property, students, guests and employees of the college, and to ensure the effective operation of educational, business and related activities of the college. Expressive activities on the college's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. college employees will not consider the content of expressive activities when enforcing this policy. No policy can address every possible activity or situation that may occur on college property, and the college reserves the right to address such situations as circumstances warrant. This policy does not apply to use of college facilities and grounds for official events sponsored by the college. Expressive activities carried out under this policy shall not be considered to be speech made by, on behalf of or endorsed by the college. This policy supersedes any provisions in any other earlier-adopted college policies that address similar or overlapping issues, such as use of outdoor spaces.

**(B) OUTDOOR AREAS OF CAMPUS GENERALLY AVAILABLE FOR USE**

1. ~~General Access~~ Any person or group may use, without prior notification, any publicly accessible outdoor area of the Northwest state community college campus except parking lots and driveways. Federal, state and local laws will be enforced as applicable. The use of walkways or other common areas may not block the free passage of others or impede the regular operation of the college. Use of the general access areas may include speaking, non-verbal expression, distributing literature, displaying signage and circulating petitions. There is no limit to the number of times a month a person or group may access those areas. During work and class hours or if the area is currently in use for an official college event, amplification may be restricted if it unreasonably interferes with college operations or noise ordinances are violated.

2. ~~Off-campus sites~~ The college's off-campus sites (~~currently located in Bryan, Scot Park, Van Wert, and Whitehouse~~) are leased facilities and not owned by the college. Those facilities generally do not include any outdoor space leased or controlled by the college, therefore, no publicly-accessible outdoor areas are available for use under this policy. Where any outdoor space is controlled by the college, this policy applies.
3. ~~Large groups~~ Except in circumstances described below, any person or group whose use of an outdoor area is expected or reasonably likely to have more than one hundred people must notify the college's police department by calling 419-267-1452 at least two (2) business days before the day of the expressive activity, including information as to the specific location to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which shall include at least one person who will be personally present. Prior notice is necessary to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the outdoor space, and that sufficient college resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, the person or group shall provide the college with as much advance notice as circumstances reasonably permit.

**(C) STUDENT USE**

In addition to the general right of access to outdoor areas of campus described above, any student or student organization may seek to reserve the use of specific outdoor areas by contacting the college police department at 419-267-1452. Any request by a student or student organization to reserve such area or space shall be made at least one (1) business day prior to the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy. A student or student organization that has reserved a specific area or space under this policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial. The content of the anticipated speech or other expressive activity shall not form the basis for a denial.

**(D) PROHIBITED ACTIVITIES**

1. Any event or activity that disrupts the ability of the college to effectively and peacefully teach students, provide client services, or conduct any of its other business and support operations is prohibited. Examples include, but are not limited to, excessive noise, impeding vehicle or pedestrian traffic, and conduct otherwise unlawful.
2. No activity may damage college property. Prohibited actions include, but are not limited to, driving stakes or poles into the ground, hammering nails into buildings, and attaching anything to sidewalks, paved areas, or any part of any building, structure or fixture.
3. Distribution/solicitation by placing any material on vehicles in the parking lots is prohibited. Leaving trash, litter, materials or pollutants in any area is prohibited.

**(E) ENFORCEMENT**

1. The Northwest state community college police department and local law enforcement shall enforce the provisions of this policy.
2. Any person who violates section ~~I E~~ of this policy may be subject to an order to leave college property. Employees in violation of this policy may be subject to discipline, up to and including termination.

**(F) DISPUTE RESOLUTION**

Any person or recognized student organization who believes unlawful, unreasonable, or arbitrary limitations have been imposed on any of their speech or other expressive activities under this policy may file a complaint with the vice president for ~~academics and student services~~ enrollment management & student affairs at 419-267-1233.

**(G) PROCEDURES**

The president may adopt procedures to administer this policy.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/05/2015

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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Policy No. 17-02: SOCIAL MEDIA

Effective Date: Reaffirmed by Board of Trustees 12/6/13

- (A) The board of trustees acknowledges that current and future students, faculty, staff, alumni, and citizens of our community are utilizing social media to stay connected. Having a presence in many of these areas will allow the college to broadcast information and interact with the public. Guidelines for social media are defined in procedure 17 – 02(A).
- (B) ~~Northwest State Community College~~ NSCC recognizes its responsibility to assure employees, volunteers, and contractors adhere to local, state, and federal requirements to protect student and staff privacy. The college also retains its prerogative to protect its image, enhance its brand, guard proprietary information, require appropriate use of college computer resources, and restrict employee activities that ~~do not add value to~~ hinder or interfere with the college, mission, vision, strategic priorities, general learning goals, or financial well-being.
- (C) Social media includes, but is not limited, to blogs, wikis, social networks (examples: facebook, linkedIn, twitter, myspace, etc) video and photo portals (examples: youtube, flickr), collaborative professional space and e-mail.
- (D) Employees and volunteers must adhere to general use guidelines when using social media for specific job-related tasks of Northwest state community college. These guidelines can be found on the college website or through the office for institutional advancement.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/05/2015

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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Policy No. 17-03: MEDIA RELATIONS

Effective Date: Reaffirmed by Board of Trustees 12/6/13

(A) Northwest state community college recognizes the value of the media to raise the profile of the institution. The media can aid in promoting programs and events, outreach to the community and increasing enrollment. In order to ensure accuracy, consistency, and the appropriate spokesperson, all media inquiries should be directed to the office of public relations and marketing.

(B) Review procedure 17 – 03(B) for guidelines.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/05/2015

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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Policy No. 17-04: SOLICITATION AND FUNDRAISING (INDOOR)

Effective Date: 7/1/15

- (A) The purpose of the policy is to promote the free exchange of ideas and the safe and efficient operation of the college by:
- (1) Fostering free speech, assembly and other expressive activities on college property by all persons, whether or not they are affiliated with the college.
  - (2) Maintaining appropriate educational and work environment for all persons present on college property, including but not limited to students, faculty, employees, customers and visitors.
  - (3) Maintaining personal security of all persons present on college property and protecting the property of the college and of persons present on college property.
- (B) In developing this policy, the college recognizes the constitutional freedoms guaranteed by the United States and Ohio constitutions, including freedom of speech, press and assembly. The college also recognizes the need to ensure the effective operation of educational, business and related activities of the college. Expressive activities on the college's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of the expressive activities when enforcing this policy. No policy can address every possible activity or situation that may occur on college property, the college reserves the right to address such situations as circumstances warrant.
- (C) This policy does not apply to the use of college buildings for official events sponsored by the college.
- (D) Expressive activities carried under this policy shall not be considered to be speech made by, on behalf of or endorsed by the college.
- (E) This policy supersedes any provisions in any other earlier adopted college policies that address similar or overlapping issues, such as use of outdoor space.
- (F) This policy does not apply to official, college-supported solicitations or fundraising that are intended to address the college's broader mission to serve the community, such as the NSCC foundation, united way appeal, relay for life or red cross blood drives. This policy governs all facilities on the main campus and satellite sites.
- (G) All solicitation and distribution of literature is for informational and educational purposes only. All information expressed by the individual or organization permitted under this policy is particular to the individual/organization, and is not in any way expressing a belief of NSCC in whole or part.

- (H) NSCC also recognizes its responsibility to provide a secure learning environment, which allows members of the community to express their views in ways, which do not disrupt the operation of the college.
- (I) Visitors shall not in any way impede, intimidate or disrupt the business or intent of any event or meeting being held for official college business and/or the business of an approved organization or businesses that is renting college facilities.
- (J) No solicitation activities will be allowed within direct proximity of an approved outside organization or business event or meeting without direct approval of both the college and the business or organization.
- (K) This policy will effectively cover students, student organizations, faculty, staff and visitors who request permission to engage in solicitation or fundraising activity.
- (L) No policy can address every possible activity or situation that may occur on college property, the college reserves the right to address such situations as circumstances warrant.
- (M) Guidelines for solicitation are defined in procedure 17 -01(F) and fundraising in procedure 17 – 01(F1).

Effective: 05/28/2020

CERTIFIED ELECTRONICALLY

Certification

05/14/2020

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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Policy No. 17-05: EXPRESSIVE ACTIVITIES AND HARASSMENT

Effective Date: 08/27/2021

- (A) This policy applies to Northwest state community college students, student groups, faculty, staff and employees.
- (B) Ohio Revised Code 3345.0212 requires each public college in Ohio to adopt a policy on harassment that is consistent with and adheres strictly to the definition of harassment in section 3345.0211 of the Ohio Revised Code.
- (C) Northwest state community college believes that the right of expression is as necessary as the right of inquiry and that both must be preserved as essential to the pursuit and dissemination of knowledge and truth. However, NSCC's commitment to freedom of expression does not extend to harassment. Under section 3345.0211 of the Revised Code, harassment is defined as conduct and/or expression that is:
- (1) not protected by the first amendment to the United States constitution or article I of the Ohio constitution (unprotected expression);
  - (2) unwelcome; and
  - (3) so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the individual's education program or activity.
- (D) Expression (either in person, in writing or by telecommunication) must meet all three elements to be actionable under this policy. This policy applies to alleged harassment that takes place on Northwest state community college's property (owned, leased, or controlled premises), at Northwest state community college's sponsored events, and in connection with a Northwest state community college's recognized program or activity.
- (E) Students should report alleged violations of this policy to the vice president for enrollment management and student affairs. Faculty and staff should report alleged violations of this policy to the vice president for human resources & leadership development.
- (F) This policy shall not be construed to impair any right or activity, including speech, protest, or assembly protected by the U.S. constitution.
- (G) Nothing within this policy shall be interpreted as preventing Northwest state community college from restricting expressive activities that the First Amendment of the U.S. Constitution or article I, sections 3 and 11 of the Ohio Constitution does not protect. Further nothing in this policy shall be interpreted as restricting or impairing the college's obligations under federal law including, but not limited to, Title IV of the Higher Education Act of 1965, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans With Disabilities Act, Age Discrimination in Employment Act and the Age Discrimination Act of 1975 as addressed through its non-discrimination and Title IX policies.

(H) The president may adopt procedures to administer this policy.

### **3358: 14-9-15 Post-issuance compliance**

Northwest State Community College (the “College”) uses bonds as one means of financing capital projects in support of its mission. This Post-Issuance Compliance Policy (the “Policy”) outlines the policies and procedures to promote compliance with federal income tax and securities laws, as well as the requirements set forth in the bond documents for each bond issue. This Policy is to strictly follow the U.S. Constitution and laws and the Ohio Constitution and laws. For purposes of this Policy, the term “bonds” means any obligation of the College incurred for the purpose of borrowing money, including, without limitation, bonds, notes and certificates of participation in capital leases.

#### (A) Monitoring of Post-Issuance Compliance

Monitoring of post-issuance compliance for bonds will be the responsibility of the Chief Financial Officer (the “CFO”). The CFO may designate employees to carry out the CFO’s duties under this Policy on the CFO’s behalf in the same manner and with the same effect as any similar designation for any other purpose permitted by law.

#### (B) Compliance with Covenants in Bond Documents

The CFO shall ensure compliance with all financial and operational covenants made by the College in the bond documents, including but not limited to financial reporting, insurance requirements, the recording of mortgages, restrictions on incurring additional indebtedness, restrictions on the disposition of property, and restrictions on granting liens or encumbering property.

#### (C) Federal Tax Law Compliance

##### (1) Proper Use of Proceeds

The CFO shall ensure that bond proceeds are allocated to expenditures in a manner that is consistent with the purpose for which each bond issue is undertaken, as set forth in any tax compliance certificate or agreement related to each bond issue.

##### (2) Investment of Bond Proceeds

The CFO shall ensure that bond proceeds are invested in investments that are permissible under the terms of the Ohio Revised Code, the bond documents, and any applicable federal tax laws.

##### (3) Arbitrage Rebate Calculations

The CFO shall ensure the timely completion of arbitrage rebate calculations and filings.

(4) Administration of Direct Pay Bonds

The CFO shall ensure the proper administration of each issue of bonds qualifying for the payment by the Federal government of a credit equal to a percentage of interest on such bonds, including the timely completion and filing of any forms required by the Internal Revenue Service to maintain or establish the applicable status of the bonds for purposes of federal income taxation.

(5) Use of Bond-Financed Facilities

The CFO shall consult with Bond Counsel for the College before entering into any agreement or other arrangement for the sale, lease, or use of bond-financed property, including, but not limited to, service, vendor, and management contracts, research agreements, licenses to use bond-financed property, or naming rights agreements. The CFO or the designee of the CFO shall review such agreements for compliance with federal tax laws and complete a Private Business Use Contract Review Worksheet (attached as Exhibit A) to document that such review has been completed.

(6) Post-Issuance Transactions

The CFO shall consult with Bond Counsel for the College before making any modifications or amendments to the bond documents for a bond issue, including, but not limited to, entering or modifying investment agreements; making any change in security for the bonds; engaging in post-issuance credit enhancement transactions (*e.g.*, bond insurance, letter of credit) or hedging transactions (*e.g.*, interest rate swap, cap); terminating or appointing successor trustees; releasing any liens; or reissuing the bonds.

(7) Remedial Action

In the event that it is determined that any use of bond proceeds or bond-financed facilities is inconsistent with the character of the status for federal income tax purposes of the bonds, the CFO shall consult with the College's Bond Counsel for the purpose of determining the nature and extent of any remedial action necessary or proper for the College to take with respect to such bonds or bond-financed facilities according to Treasury Regulations Section 1.141-12 or other remedial actions authorized by the Commissioner of Internal Revenue under 1.141-12(h).

(D) Federal Securities Law Compliance

(1) The CFO shall ensure compliance with all applicable federal securities laws and regulations, including the continuing disclosure requirements of Rule 15c2-12 promulgated under the Securities Exchange Act of 1934.

(2) To the extent required by any continuing disclosure agreement, the CFO shall:

(a) On an annual basis, submit an annual financial report, including audited financial statements and any other information required by the continuing disclosure agreement, to the entities required by the bond documents.

- (b) Make a timely report of any significant material events (as defined by the continuing disclosure agreement) related to the College's outstanding bond issues to the entities required by the bond documents.

(E) Recordkeeping

(1) Responsibility for Records Maintenance

- (a) The CFO shall be responsible for maintaining records related to bonds of the College.
- (b) The CFO shall maintain a central list of records related to each issue of bonds of the College. The list shall identify:
  - (i) The name and date of the document related to the issue,
  - (ii) The person or office responsible for the document, and
  - (iii) The physical or electronic location of the document.

(2) Bond Records to be Maintained

- (a) The following records shall be maintained for each outstanding bond issue for the term of the outstanding bond issue plus three years:
  - (i) Basic records relating to the bond transaction, including the trust indenture, loan, lease, or other financing agreement, the relevant IRS Form 8038 (including Forms 8038-G, 8038-B, or 8038-TC, as applicable) with proof of filing, and bond counsel opinion shall be maintained by the CFO's office;
  - (ii) Documentation evidencing the expenditure of bond proceeds, such as construction or contractor invoices and receipts for equipment and furnishings, as well as records of any special allocation made for tax purposes shall be maintained by the CFO's office;
  - (iii) Documentation evidencing the lease or use of bond-financed property by public and private sources, including, but not limited to, service, vendor, and management contracts, research agreements, licenses to use bond-financed property, or naming rights agreements shall be maintained by the CFO's office; and
  - (iv) Documentation pertaining to investment of bond proceeds, including the yield calculations for each class of investments, actual investment income received from the investment of proceeds, and rebate calculations shall be maintained by the CFO's office.

(b) The CFO shall maintain the College's audited financial statements for not less than seven years.

(F) Bonds Issued on Behalf of College-Supported Entity

With respect to bonds issued by the College on behalf of any College-supported entity, the CFO shall coordinate with the respective fiscal officer of such entity to ensure compliance with all aspects of this Policy.

(G) Bond Counsel Review

(1) The CFO may engage Bond Counsel to assist in implementing this Policy, including, but not limited to, assistance in the following areas:

(2) Rebate calculations and compliance;

(3) Records retention;

(4) Periodic review of the central list of records related to bonds for compliance with federal tax laws regarding private business use;

(5) Other federal tax law compliance, including any annual reporting requirements that may be imposed by the Internal Revenue Service; and

(6) Federal securities law compliance.

(H) Training Requirements

Within six months of becoming the CFO, and on an as-needed basis thereafter, the CFO and the CFO's designees, if any, shall undergo training regarding basic federal tax concepts relating to bonds and records required to be maintained under this Policy.

(I) Annual Policy Review

On an annual basis, or sooner if deemed necessary by the CFO, the CFO shall review this Policy and assess the College's compliance with this Policy. The CFO shall make changes to this Policy as appropriate to ensure compliance with any covenants in the bond documents or the requirements of federal tax and securities laws and any other applicable law.

(J) Miscellaneous

- (1) Internal Use Only. This Policy is intended for the internal use of the College only and is not intended to establish any duties in favor of or rights of any person other than the College.
- (2) Waiver of Procedures. The officers and employees charged by this Policy with performing or refraining from any action may depart from this Policy when they in good faith determine that such departure is in the best interests of the College and consistent with the duties of the Issuer under applicable laws. If the CFO is charged by this Policy with taking or refraining from such action, any such departure shall require review by Bond Counsel.

**EXHIBIT A**

**NORTHWEST STATE COMMUNITY COLLEGE  
PRIVATE BUSINESS USE CONTRACT REVIEW WORKSHEET**

College Department: \_\_\_\_\_

Contracting Parties: \_\_\_\_\_

Type/Title of Agreement: \_\_\_\_\_

**Agreement Not Subject to Private Use Limitation**

- \_\_\_\_\_ Relates solely to construction of bond-financed facility
- \_\_\_\_\_ Relates to property that was not financed with proceeds of a bond issue
- \_\_\_\_\_ Does not relate to use or function of property
- \_\_\_\_\_ Includes incidental services only (janitorial, office equipment repair, or similar services)
- \_\_\_\_\_ Compensation consists solely of reimbursement of actual and direct expenses incurred by the service provider while providing services under the agreement

**Agreement Satisfies Safe Harbors for Management/Service Contracts with Outside Service Providers**

If the arrangement with an outside service provider is not either an “Eligible Expense Reimbursement Arrangement” or an “Other Permissible Arrangement” (both as described below), then Bond Counsel should be consulted.

**Eligible Expense Reimbursement Arrangement**

- \_\_\_\_\_ To be an Eligible Expense Reimbursement Arrangement, the compensation paid to the outside service provider must consist solely of reasonable overhead and the reimbursement of actual and direct expenses paid by the outside service provider to unrelated parties.

**Other Permissible Arrangement**

To be an Other Permissible Arrangement, all six of the following elements must be present:

1. **Financial Requirements**

- \_\_\_\_\_ Compensation payments to the service provider (including any reimbursement for actual and direct expenses paid by the service provider and related administrative overhead expenses) are reasonable compensation for services rendered during the term of the contract; and
- \_\_\_\_\_ The outside service provider does not share in the net profits of the managed facility; and
- \_\_\_\_\_ The outside service provider is not forced to share net losses from the operation of the managed facility.

2. Term of the Contract

\_\_\_\_\_ The term of the contract is no longer than the lesser of (i) 30 years, or (ii) 80% of the weighted economic life of the managed property, which term is retested as of the date of any material modification of the contract.

3. Control of the Managed Property

\_\_\_\_\_ The approval of the College is required for each of the following:

- \_\_\_\_\_ the annual budget of the managed property;
- \_\_\_\_\_ capital expenditures with respect to the managed property;
- \_\_\_\_\_ any disposition of the managed property or any portion thereof;
- \_\_\_\_\_ rates charged for use of managed property (or methodology for setting such rates); and
- \_\_\_\_\_ the general nature and type of use of the managed property (for example, the type of services).

4. Risk of Loss

\_\_\_\_\_ The College bears the risk of loss upon damage or destruction of the managed property.

5. Tax Position of Outside Service Provider

\_\_\_\_\_ The outside service provider expressly agrees that it is not entitled to and will not take any tax position that is inconsistent with being an outside service provider to the College with respect to the managed property.

6. Rights of the College

\_\_\_\_\_ The outside service provider does not have any role or relationship with the College that might limit the ability of the College to exercise its rights under the contract.

**Agreement Requires Further Review by Bond Counsel**

- \_\_\_\_\_ Ownership (including agreement that transfers title at end of the term)
- \_\_\_\_\_ Lease, license, or any other agreement which creates exclusive or priority rights to use any portion of a bond-financed property or which creates an economic benefit for the third-party user
- \_\_\_\_\_ Agreement with governmental entity or 501(c)(3) organization
- \_\_\_\_\_ Research agreement
- \_\_\_\_\_ Management or service contract falling outside safe harbors listed above (provide explanation)

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Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_



Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$11,123,315	\$0	\$11,123,315	\$2,724,961	\$0	\$8,398,354
5102	General Fees	\$382,536	\$0	\$382,536	\$95,428	\$0	\$287,108
5103	Lab Fees	\$449,300	\$0	\$449,300	\$173,469	\$0	\$275,831
5105	Out of State Fees	\$452,539	\$0	\$452,539	\$63,842	\$0	\$388,697
5107	Proficiency Fees	\$5,240	\$0	\$5,240	\$240	\$0	\$5,000
5109	Other Fees	\$2,980	\$0	\$2,980	\$5,994	\$0	-\$3,014
5110	Late Fees	\$17,300	\$0	\$17,300	\$100	\$0	\$17,200
5115	Student Fees	\$125,800	\$0	\$125,800	\$44,054	\$0	\$81,746
5116	Deferred Payment Service Fee	\$6,740	\$0	\$6,740	\$0	\$0	\$6,740
5118	Bus & Ind. Traing Fee	\$1,425,000	\$0	\$1,425,000	\$16,575	\$0	\$1,408,425
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	\$0	\$0	\$3,500
5133	Tuition and Fees Schlop Allow	-\$1,403,460	\$0	-\$1,403,460	-\$110,700	\$0	-\$1,292,760
5155	Fiscal Agent Fee	\$94,166	\$0	\$94,166	\$3,521	\$0	\$90,645
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$1,282	\$0	\$28,718
5159	Career Advantage Fee	\$43,700	\$0	\$43,700	\$488	\$0	\$43,212
5160	Simulation Fee	\$60,700	\$0	\$60,700	\$14,113	\$0	\$46,587
5161	Career Service Fee	\$544,700	\$0	\$544,700	\$134,181	\$0	\$410,519
5213	COVID 19 Learner Emergency	\$0	\$0	\$0	\$0	\$0	\$0
5214	Cares Act Institutional Funding	\$552,304	\$0	\$552,304	\$0	\$0	\$552,304
5503	Foundation - Instl Supprt	\$135,000	\$0	\$135,000	\$0	\$0	\$135,000
5610	Photo ID	\$100	\$0	\$100	\$0	\$0	\$100
5614	Miscellaneous Income	\$127,940	\$0	\$127,940	\$9,881	\$0	\$118,059
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$2,025	\$0	\$32,975
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$0	\$0	\$4,000
5620	Library Fines	\$0	\$0	\$0	\$0	\$0	\$0
5801	OBR - Subsidy	\$11,696,774	\$0	\$11,696,774	\$966,935	\$0	\$10,729,839
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$0	\$0	\$120,629

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5901	Investment Income	\$75,000	\$0	\$75,000	\$456	\$0	\$74,544
	Revenue Sub-Total:	\$26,112,303	\$0	\$26,112,303	\$4,146,844	\$0	\$21,965,459
6101	Administrative Salaries	\$3,078,702	\$0	\$3,078,702	\$277,619	\$2,642,886	\$158,197
6102	Non Instructional Salaries	\$2,427,137	\$0	\$2,427,137	\$205,104	\$2,216,764	\$5,270
6103	Part Time Non Instructional	\$105,291	\$0	\$105,291	\$374	\$80,182	\$24,735
6104	Salary Savings	-\$625,000	\$0	-\$625,000	\$0	\$0	-\$625,000
6121	Academic Salaries	\$3,101,847	\$0	\$3,101,847	\$234,090	\$2,575,850	\$291,907
6122	Academic Overload	\$405,247	\$0	\$405,247	\$87,835	\$53,570	\$263,841
6123	Part Time Academic	\$1,150,929	\$0	\$1,150,929	\$32,305	\$100,701	\$1,017,923
6124	Independent Study	\$17,000	\$0	\$17,000	\$1,650	\$1,650	\$13,700
6125	Academic Advising	\$5,400	\$0	\$5,400	\$192	\$0	\$5,208
6141	Part Time Student Help	\$66,412	\$0	\$66,412	\$2,823	\$13,932	\$49,657
6142	Work Study Student	\$0	\$0	\$0	\$0	\$13,864	-\$13,864
6143	Student Tutoring	\$5,000	\$0	\$5,000	\$0	\$51,673	-\$46,673
6144	Faculty Tutoring	\$41,000	\$0	\$41,000	\$1,781	\$7,772	\$31,447
6145	Honorarium	\$1,700	\$0	\$1,700	\$74	\$0	\$1,626
6200	Fringe Expense	\$3,647,492	\$0	\$3,647,492	\$265,885	\$2,706,944	\$674,663
6201	STRS	\$0	\$0	\$0	\$115	\$0	-\$115
6203	SERS	\$0	\$0	\$0	\$0	\$0	\$0
6205	SERS-Surcharge	\$12,000	\$0	\$12,000	\$0	\$0	\$12,000
6207	Medicare	\$0	\$0	\$0	\$12	\$0	-\$12
6210	Fringe Actual	\$0	\$0	\$0	\$38,553	\$0	-\$38,553
6211	Medical	\$0	\$0	\$0	-\$24,423	\$0	\$24,423
6214	Life	\$0	\$0	\$0	-\$1	\$0	\$1
6216	Misc Insurances	\$0	\$0	\$0	\$0	\$0	\$0
6301	Workers Compensation	\$20,000	\$0	\$20,000	\$0	\$0	\$20,000
6302	Unemployment Compensation	\$5,000	\$0	\$5,000	\$0	\$4,000	\$1,000
6303	Employee Fee Waiver	\$70,000	\$0	\$70,000	\$5,048	\$0	\$64,952
6304	Bookstore Employee Discount	\$3,500	\$0	\$3,500	\$85	\$0	\$3,415
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$900	\$1,100	\$1,000
6306	Employee Appreciation	\$14,500	\$0	\$14,500	\$93	\$207	\$14,200

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6307	Faculty / Staff Development	\$75,000	\$0	\$75,000	\$19,575	\$0	\$55,425
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
7101	Office Supplies	\$26,010	\$0	\$26,010	\$1,695	\$0	\$24,315
7102	Copier Supplies	\$16,710	\$0	\$16,710	\$985	\$0	\$15,725
7103	Recruiting Supplies	\$15,500	\$0	\$15,500	\$424	\$100	\$14,976
7121	Computer Supplies	\$15,645	\$0	\$15,645	\$572	\$0	\$15,073
7131	Instructional Supplies	\$231,212	\$0	\$231,212	\$2,488	\$0	\$228,724
7132	Lab Supplies	\$34,000	\$0	\$34,000	\$153	\$0	\$33,846
7134	ADA Hearing Impaired Books	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7135	Instructional Food/Snacks	\$4,200	\$0	\$4,200	\$642	\$0	\$3,558
7136	Linen and Laundry	\$300	\$0	\$300	\$0	\$0	\$300
7138	Graduation Supplies	\$20,100	\$0	\$20,100	\$0	\$0	\$20,100
7151	College Car Supplies	\$990	\$0	\$990	\$0	\$0	\$990
7153	First Aid Supplies	\$500	\$0	\$500	\$0	\$0	\$500
7156	Miscellaneous Supplies	\$1,400	\$0	\$1,400	\$0	\$0	\$1,400
7157	Employee Awards	\$7,000	\$0	\$7,000	\$0	\$0	\$7,000
7161	Library Supplies	\$800	\$0	\$800	\$48	\$0	\$752
7162	Library Books Lost / Replaced	-\$1,977	\$0	-\$1,977	-\$125	\$0	-\$1,852
7171	Audio Visual Supplies	\$18,358	\$0	\$18,358	\$3,816	\$0	\$14,542
7181	Uniforms	\$3,300	\$0	\$3,300	\$0	\$2,800	\$500
7182	Janitorial Supplies	\$30,000	\$0	\$30,000	\$356	\$22,500	\$7,144
7201	Conferences and Seminars	\$61,142	\$0	\$61,142	\$3,092	\$599	\$57,451
7202	Travel	\$42,310	\$0	\$42,310	\$986	\$0	\$41,324
7203	Development	\$49,000	\$0	\$49,000	\$138	\$0	\$48,862
7204	Instructional Travel	\$200	\$0	\$200	\$0	\$0	\$200
7207	Committee Meetings	\$23,940	\$0	\$23,940	\$1,159	\$0	\$22,781
7208	Convocation	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7301	Subscriptions and Publications	\$7,925	\$0	\$7,925	\$667	\$0	\$7,258
7311	Dues	\$130,895	\$0	\$130,895	\$12,254	\$2,530	\$116,111
7321	Classified Advertising	\$7,500	\$0	\$7,500	\$739	\$0	\$6,761
7322	Radio Advertising	\$48,000	\$0	\$48,000	\$5,772	\$11,241	\$30,987
7323	Brochures	\$36,000	\$0	\$36,000	\$0	\$0	\$36,000

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7324	Advertising - Papers	\$19,000	\$0	\$19,000	-\$100	\$6,519	\$12,581
7325	Advertising - Billboards	\$68,000	\$0	\$68,000	\$1,654	\$22,446	\$43,900
7326	Advertising - Miscellaneous	\$36,000	\$0	\$36,000	\$10,813	\$810	\$24,377
7328	Advertising - Digital	\$43,000	\$0	\$43,000	\$3,760	\$6,740	\$32,500
7329	Advertise-Wkfrc Devel	\$18,000	\$0	\$18,000	\$0	\$2,300	\$15,700
7331	Community Relations Donations	\$900	\$0	\$900	\$500	\$0	\$400
7352	Printing	\$24,900	\$0	\$24,900	\$333	\$2,000	\$22,567
7361	Postage	\$22,250	\$0	\$22,250	\$0	\$0	\$22,250
7401	Equipment M & R	\$194,183	\$0	\$194,183	\$1,385	\$30,990	\$161,808
7402	Buildings M & R	\$407,650	\$0	\$407,650	\$5,687	\$13,320	\$388,643
7403	Grounds M & R	\$15,000	\$0	\$15,000	\$709	\$17,460	-\$3,169
7404	Parking Lot M & R	\$30,000	\$0	\$30,000	\$25,138	\$0	\$4,862
7405	Water Tower M & R	\$3,000	\$0	\$3,000	\$0	\$1,000	\$2,000
7406	Vehicles M & R	\$12,000	\$0	\$12,000	\$501	\$14,499	-\$3,000
7407	Equipment Replacement	\$8,000	\$0	\$8,000	\$0	\$0	\$8,000
7408	Equipment Rental	\$41,600	\$0	\$41,600	\$612	\$6,735	\$34,252
7409	Facilities Rental	\$3,508,928	\$0	\$3,508,928	-\$41,202	\$0	\$3,550,130
7501	Professional Fees	\$35,700	\$0	\$35,700	\$7,610	\$3,800	\$24,290
7502	Legal Fees	\$19,000	\$0	\$19,000	\$3,265	\$0	\$15,735
7503	Audit Fees	\$30,000	\$0	\$30,000	\$0	\$0	\$30,000
7504	Accreditation	\$2,897	\$0	\$2,897	\$0	\$0	\$2,897
7521	Training	\$28,252	\$0	\$28,252	\$20,527	\$0	\$7,725
7522	Testing / Assessment	\$160,450	\$0	\$160,450	\$2,223	\$3,796	\$154,431
7523	Outside Services	\$5,176,501	\$0	\$5,176,501	-\$25,046	\$39,903	\$5,161,644
7525	Purchased Services	\$47,000	\$0	\$47,000	\$10,338	\$0	\$36,662
7527	Collection Fees	-\$16,000	\$0	-\$16,000	-\$367	\$0	-\$15,633
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$808	\$0	\$9,692
7531	Finger Printing Expense	\$23,120	\$0	\$23,120	\$813	\$0	\$22,307
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	\$1,064	\$0	\$68,936
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$532	\$0	\$11,468

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7605	Presidential Scholarship	\$550,000	\$0	\$550,000	\$29,437	\$0	\$520,563
7606	Scholarship Allowance	-\$1,403,460	\$0	-\$1,403,460	-\$110,700	\$0	-\$1,292,760
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$532	\$0	\$2,468
7608	Fee Waiver - Senior Citizens	\$6,000	\$0	\$6,000	\$1,115	\$0	\$4,885
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	\$0	\$13,000	\$0	\$0	\$13,000
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$0	\$0	\$11,000
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schlp & Books	\$596,058	\$0	\$596,058	\$72,972	\$0	\$523,086
7631	Bad Debt Expense	\$102,000	\$0	\$102,000	\$0	\$0	\$102,000
7633	Contingency Fund	\$36,500	\$0	\$36,500	\$1,696	\$0	\$34,804
7634	Instructional Media	\$9,500	\$158	\$9,658	\$0	\$0	\$9,658
7635	Database Subscriptions	\$37,000	\$0	\$37,000	\$0	\$0	\$37,000
7636	Student Activities	\$20,000	\$0	\$20,000	\$2,669	\$0	\$17,331
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$0	\$0	\$0
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$1,896	\$0	-\$108,104
7642	Alumni Fund Expense	\$6,550	\$0	\$6,550	\$0	\$0	\$6,550
7644	Miscellaneous	\$3,500	\$0	\$3,500	-\$7,864	\$0	\$11,364
7645	Business Competition	\$800	\$0	\$800	\$0	\$0	\$800
7650	Strategic Planning	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500
7654	NCA - HLC	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500
7666	Grant Matching	\$60,000	\$0	\$60,000	\$0	\$0	\$60,000
7667	CCP Scholarship	\$23,175	\$0	\$23,175	\$0	\$0	\$23,175
7669	COVID19 Learner Emergency	\$0	\$0	\$0	\$0	\$0	\$0
7670	Road to Success Schlp	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7671	Sports Club Schlp	\$20,000	\$0	\$20,000	\$0	\$0	\$20,000
7676	TRIO - NSCC Scholarship	\$0	\$0	\$0	\$0	\$0	\$0
7701	Gas	\$75,000	\$0	\$75,000	\$0	\$55,000	\$20,000
7702	Electricity	\$270,000	\$0	\$270,000	\$469	\$250,000	\$19,531

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$206	\$2,294	\$199
7704	Water	\$7,000	\$0	\$7,000	\$0	\$7,500	-\$500
7705	Sewer	\$36,000	\$0	\$36,000	\$3,731	\$36,000	-\$3,731
7706	Waste Collection	\$6,000	\$0	\$6,000	\$444	\$5,556	\$0
7707	Telephone	\$60,253	\$0	\$60,253	\$1,060	\$40,415	\$18,777
7722	Employee Liability Insurance	\$12,000	\$0	\$12,000	\$2,648	\$0	\$9,352
7724	Motor Vehicle Insurance	\$13,176	\$0	\$13,176	\$3,144	\$0	\$10,032
7725	Property Insurance	\$88,319	\$0	\$88,319	\$10,058	\$47,010	\$31,250
7727	Prof Liab Students	\$4,986	\$0	\$4,986	\$1,324	\$0	\$3,662
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$0	\$0	\$2,250
7729	Cyber Liability Insurance	\$14,000	\$0	\$14,000	\$2,800	\$0	\$11,200
7901	Library Books	\$8,000	\$0	\$8,000	\$410	\$0	\$7,590
7902	Fixtures and Furnishings	\$257,236	\$0	\$257,236	\$7,311	\$22,438	\$227,486
7903	Software and Licensing	\$485,650	-\$158	\$485,492	\$54,803	\$29,568	\$401,120
7904	Building Projects	\$85,000	\$0	\$85,000	\$0	\$26,857	\$58,143
7911	Equipment	\$60,580	\$0	\$60,580	\$315	\$0	\$60,265
7912	Motor Vehicles	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
Expense	Sub-Total:	\$26,112,304	\$0	\$26,112,304	\$1,293,791	\$11,205,824	\$13,612,689