

# **BOARD OF TRUSTEES MEETING**

**October 18, 2024 – 11:30 a.m.**

**Willow Bend Country Club, Van Wert**

## **ORDER OF BUSINESS**

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

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

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

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

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

### **E. PRESENTATION – STRATEGIC PLAN (Cabinet)**

### **F. AUDIENCE PARTICIPATION**

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

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

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

- Facilities Projects Update (Jenny T)
- Steubenville JATC Apprenticeship (Todd H & Jim D)
- Emeritus Nominations (Todd H / Megan B)

*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*

- Affordability & Efficiency Report (Albert L)
- Fall Commencement Survey (Todd H)
- Policy and Procedure Updates (Todd H)
  - Equal Opportunity / Anti-Harassment (amended policy)
  - Campus Free Speech (new policy) – October action (Cassie R)

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

- Financial Report as of June 30, 2024 (unverified – no vote)

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

1. Consent Agenda Items (roll call vote)
  - a. Minutes of the August 23, 2024 Meeting
  - b. Minutes of the September 26, 2024 Special Meeting
  - c. Resignations
  - d. Retirements
  - e. Transfer to Administrative Assistant – Business & Public Services
  - f. Promotion to Administrative Assistant – Foundation, BSSC & Marketing
  - g. Promotion to Clerk – Bookstore/Retail & Food Services
  - h. Miscellaneous Employment Contracts
  - i. Acceptance of Gift to the College
  - j. Locally Administer Capital Projects
  - k. Campus Free Speech Policy (new)

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

1. Emeritus Awards
2. JATC Tuition Scholarship & Residency Exemption

**L. UPCOMING BOARD ACTIVITIES**

1. Veterans Day Luncheon – November 7
2. Emeritus Dinner – December 16
3. Fall Commencement – December 16

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

1. Foundation Board Meetings
  - a. January 30, 2025
  - b. April 24, 2025
2. Trustee Professional Development
  - a. ACCT Leadership Congress (Seattle, WA) – October 23-26, 2024
  - b. CCBA National Conference (Austin, TX) – February 5-7, 2025
  - c. ACCT Community College National Legislative Summit (D.C.) – February 9-12, 2025

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d. AACC Annual 2025 (Nashville, TN) – April 12-16, 2025

**N. ADJOURNMENT (Sandy B)**

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*Values: People, Integrity and Learning*

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, August 23, 2024 at 11:30 a.m.

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

### **MEMBERS PRESENT**

**24-77**

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

### **VOTE TO CHANGE AGENDA**

**24-78**

Mr. Miller moved and Ms. DeGross made a motion to move item G. Presentation up on the agenda following item E. Proclamation. All in favor; Aye. Any opposed; Nay. Motion passed.

### **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 Lisa McClure 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**

Trustee McClure read the College’s vision and values statements:

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

Values:

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

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

Learning – We believe that the acquisition and application of knowledge is the key to

success, and to that end, we provide access to greater opportunities through education, training, and services.

### **PROCLAMATION – BONNIE STUCKEY**

The Board of Trustees presented a proclamation to Mrs. Bonnie Stuckey, wife of Dr. Thomas Stuckey, President Emeritus, for her many years volunteering her time and talents to tend the landscaping and flower gardens on the College campus. A beech tree was planted and a plaque installed to recognize and honor her for her countless hours of community service to the College.

### **PRESENTATION – ESPORTS & EVMOTORSPORTS STUDENT GROUPS**

The Board of Trustees heard presentations from two student groups – ESports and EVMotorsports. Dylan Guthrie, ESports coach, introduced himself and two learners, both of whom are on the NSCC Thunder Esports Team. Dylan Winger and Raven Dell are both second year learners majoring in computer programming. The Esports team is open to all NSCC learners and competes against other colleges. The Esports club is open to the public and hosts multiple monthly community events. They noted some of the impact of Esports at NSCC is bringing the community together through free events, fostering good sportsmanship and cooperation, giving learners real world experience in event planning, social media marketing and video production and incentivizing learners to continue their academic careers. Dave Mohring, EVMotorsports faculty advisor, introduced himself and learner Joseph Kelly. The group works together to build, upgrade and maintain an EV Kart that they race in competitions with other Colleges. They talked about rebuilding key parts of the kart and the challenges they faced leading up to 2024 Collegiate evGrandPrix in Indianapolis. The team ultimately placed second after many challenges that almost caused them to withdrawal from the race.

### **EXECUTIVE SESSION**

**24-79**

Mr. Schwarzbek moved and Mr. Mull seconded a motion to go into executive session to review negotiations with public employees concerning compensation or other terms and conditions of their employment.

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

Following executive session, the meeting moved back to regular session and on record at 1:13 p.m. with no action taken.

### **CHIEF EXECUTIVE OFFICE REPORT**

Each of the Vice Presidents provided a report from their respective areas. Cassie Rickenberg, Vice President for Enrollment Management & Student Affairs, provided an

update on summer and fall enrollment. Summer exceeded enrollment goals in most learner types, including returning and CCP. Fall enrollment goals exceeded expectations in all learner types with over 1,740 heads and 480 FTE. Lana Snider, Vice President for Academics, discussed fall orientation for all full-time faculty. Activities focused on identifying barriers and reviewing and operationalizing our (NSCC) values. Jenny Thome, Chief Fiscal & Administrative Officer, reported that the Business Office is working on closing out FY24 processes and performing pre-audit work. Albert Lewis Jr., Executive Vice President / Chief of Staff, provided an update on the College website. We have formed an internal website committee to work with a vendor to create the new College's website. It's in the beginning stages of development and the committee will continue to seek stakeholder input (staff, faculty, learners etc.) as they build it out. President Hernandez confirmed that Mr. Avi Zaffini, the Ohio Association of Community Colleges CEO, will be our guest speaker at the State of the College address on September 26, 2024.

### **BOARD DISCUSSION ITEMS**

Facilities Project Update – The Van Wert campus demolition and renovation is in process with a targeted phase one opening of January 2025. The B Building is in the final stage of the layout design and demolition has already begun. The solar array is in the final stages. The switch gear is expected to arrive late October, which is the final step to energizing the field.

Steubenville JATC – The Eastern Gateway closure has adversely affected the JATC electrical apprentices in Steubenville. All of their apprentices graduate with a 2-year degree. The JATC has approached NSCC to assist their apprentices with completing the required general education courses. There are two concerns including the residency requirement and funding. Eastern Gateway was not charging tuition. There are two items for the board's consideration: waiving the residency requirement for the students and providing a scholarship to cover the tuition. This will be a discussion item or potential resolution at the October board meeting.

Alternative Revenue – Northwest State has created a partnership with Wildfire Leadership. MOUs are being drafted and finalized. This will potentially create another revenue stream for the College. This will be a discussion topic at the September Board Retreat.

Law Enforcement Academy Certificate – Required hour reduction in the law enforcement academy for gainful employment regulations effective October 1. Academic Affairs held a meeting over the summer to discuss and make appropriate changes. Our interpretation is that academy enrollees are still eligible for Title IV aid under the new regulations.

#### Policy & Procedure Updates:

*Institutional Learning Outcomes Policy* - The proposed ILO's were presented and discussed at the Board retreat in April with further discussion at the June board meeting. This updated policy is a resolution for consideration as part of the board agenda.

*Equal Opportunity / Anti-Harassment Policy* - New regulations for Title IX effective August 1 (not retroactive). The updated 2024 Title IX regulations reflect an ongoing effort to address the evolving landscape of sex discrimination in education and to ensure a

more equitable and supportive environment for all individuals. The College worked with D. Stafford & Associates to make sure we meet the federal requirements. Ohio is part of an injunction that we not follow the new changes. The Supreme Court has upheld the injunction effective August 16. NSCC will continue to follow the previous Title IX rules until the law mandates otherwise.

### **CHIEF FISCAL OFFICER REPORT**

**24-80**

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

Ms. Jennifer Thome, Chief Fiscal & Administrative Officer, presented the cumulative financial report to inform the Board of Trustees of the College's financial condition as of May 31, 2024.

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

### **CONSENT AGENDA APPROVED**

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

### **MINUTES OF THE JUNE 21, 2024 BOARD MEETING**

**24-81**

### **RESIGNATIONS**

**24-82**

WHEREAS, Keri Eason, Director of Institutional Research, has submitted her resignation; and

WHEREAS, Anita Weisenbach, Administrative Assistant – Community & Workforce Development has submitted her resignation; and

WHEREAS, Daniel Burklo, Associate Vice President – Strategic Initiatives has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Keri Eason, effective July 5, 2024; Anita Weisenbach, effective August 9, 2024; and Daniel Burklo, effective August 31, 2024 be accepted.

**RETIREMENT**

**24-83**

WHEREAS, Mindy Stayner, Nursing Faculty, has submitted her retirement notice; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement of Mindy Stayner, effective August 30, 2024 be accepted.

**EMPLOY PART-TIME MARKETING & COMMUNICATIONS ASSISTANT**

**24-84**

WHEREAS, the position of part-time Marketing & Communications Assistant was created to assist the Information Technology and Marketing departments in creation, design and editing of any multimedia needs of the College; and

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Ethan Eberly be employed as part-time Marketing & Communications Assistant effective July 1, 2024 at a rate of \$27.00 / hour. This is a graded position.

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

**24-85**

WHEREAS, the position of full-time Custodian (1<sup>st</sup> Shift) was left vacant due to the resignation of Kaitlyn Cousino; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Jeffrey Dupureur be employed as full-time Custodian (1<sup>st</sup> Shift) effective July 8, 2024 at an annual salary of \$29,390.40. This is in accordance with the Support Personnel Bargaining Agreement.

**EMPLOY FULL-TIME TRAINING COORDINATOR – MECHANICAL & FLUID POWER (MAUMEE)**

**24-86**

WHEREAS, the position of full-time Training Coordinator – Mechanical & Fluid Power (Maumee) was created to deliver technical instruction for revenue generation in mechanical and fluid power topics for business clients throughout northwest Ohio; and

WHEREAS, this position is also responsible for building, developing and updating technical curriculum as needed and collaborates with the CTS sales personnel in planning, organizing and leading technical training offices; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Aaron Hess be employed as full-time Training Coordinator – Mechanical & Fluid Power (Maumee) effective July 29, 2024 at an annual salary of \$68,000.00. This is a graded position.

**EMPLOY FULL-TIME MAINTENANCE TECHNICIAN**

**24-87**

WHEREAS, the position of full-time Maintenance Technician was left vacant due to the resignation of Andrew Nofziger; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Tim Lucas be employed as full-time Maintenance Technician effective August 12, 2024 at an annual salary of \$48,131.20. This is in accordance with the Support Personnel Bargaining Agreement.

**EMPLOY FULL-TIME TRAINING COORDINATOR – MECHANICAL & FLUID POWER (VAN WERT)**

**24-88**

WHEREAS, the position of full-time Training Coordinator – Mechanical & Fluid Power (Van Wert) was created to deliver technical instruction for revenue generation in mechanical and fluid power topics for business clients throughout northwest Ohio; and

WHEREAS, this position is also responsible for building, developing and updating technical curriculum as needed and collaborates with the CTS sales personnel in planning, organizing and leading technical training offices; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Brad Poeth be employed as full-time Training Coordinator – Mechanical & Fluid Power (Van Wert) effective August 15, 2024 at an annual salary of \$72,000.00. This is a graded position.

**EMPLOY FULL-TIME FACULTY – PSYCHOLOGY**

**24-89**

WHEREAS, the position of Faculty – Psychology was left vacant due to the retirement of Melissa Faber; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Cynthia Zdanczyk-Westhoven be employed as full-time Faculty – Psychology effective August 16, 2024 at an annual salary of \$62,862.79. This is in accordance with the Professional Personnel Bargaining Agreement.

**EMPLOY FULL-TIME FACULTY – NURSING**

**24-90**

WHEREAS, the position of Faculty – Nursing was left vacant due to the transfer of Tammy Meyer to Coordinator – Nursing Program; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Nicole Schwab be employed as full-time Faculty – Nursing effective August 16, 2024 at an annual salary of \$59,862.79. This is in accordance with the Professional Personnel Bargaining Agreement.

**EMPLOY FULL-TIME CUSTODIAN (2ND SHIFT)**

**24-91**

WHEREAS, the position of full-time Custodian (2<sup>nd</sup> Shift) was left vacant due to the transfer of Dennis Hartley to Clerk – Bookstore / Retail & Food Services; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Zachory Tucker be employed as full-time Custodian (2<sup>nd</sup> Shift) effective August 20, 2024 at an annual salary of \$30,368.00. This is in accordance with the Support Personnel Bargaining Agreement.

**TRANSFER TO CLERK – BOOKSTORE / RETAIL & FOOD SERVICES**

**24-92**

WHEREAS, the position of full-time Clerk – Bookstore / Retail & Food Services was left vacant due to the resignation of April Robarge; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Dennis Hartley be employed as full-time Clerk – Bookstore / Retail & Food Services effective July 8, 2024 at an annual salary of \$30,284.80. This is in accordance with the Support Personnel Bargaining Agreement.

**MISCELLANEOUS EMPLOYMENT CONTRACTS**

**24-93**

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

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

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

Food Service:

Daphne Hall – Substitute; \$13.35 / hour

Part-Time Instructors:

Jeffrey Dojcsak  
Edwin Reinhart  
James Staup

**This concludes the Consent Agenda**

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

**POLICY 14-5-07 INSTITUTIONAL / GENERAL EDUCATION LEARNING  
OUTCOMES (AMENDED) APPROVED**

**24-94**

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

WHEREAS, the recommendation of the Higher Learning Commission includes reviewing the College's institutional learning outcomes (ILOs) at least once every five years; and

WHEREAS, the current ILOs had not been updated since 2013; and

WHEREAS, a review committee was created to include representation from across the campus to draft updated ILOs and invite the entire campus to provide feedback; and

WHEREAS, from seven different models of ILOs, the preferred model was selected and faculty experts drafted specific language for each outcome to create the new proposed ILOs; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that amended policy 14-5-07 Institutional / General Education Learning Outcomes be accepted effective 8/23/2024 as follows:

**3358: 14-5-07 Institutional/general education learning outcomes.**

Graduates from Northwest state community college will become professional, lifelong learners and responsible global citizens through achievement of the following outcomes.

(A) Communication

- (1) Create effective written communication.
- (2) Adapt communication skills beyond written form.

(B) Critical / Creative Thinking

- (1) Evaluate and appropriately use resources.
- (2) Use problem-solving strategies to draw conclusions or find solutions.

(C) Quantitative Reasoning / Literacy

- (1) Apply mathematical problem-solving skills.
- (2) Interpret and communicate (e.g., verbally, graphically, and written forms) quantitative results.

(D) Ethical Responsibility in a Diverse Society

- (1) Analyze the ethical implications of individual actions.
- (2) Recognize the complexities of diverse identities and the impact on equity of historical, social, economic, or political systems.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, McClure, Miller, Mull, Poulson, Schwarzbek. Nay; Erb. Thereupon the Chair declared the motion approved.

**EXECUTIVE SESSION**

**24-95**

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

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

Following executive session, the meeting moved back to regular session and on record at 3:10 p.m. with no action taken.

## VOTE TO ADD RESOLUTION

24-96

Mr. Schwarzbek moved and Ms. McClure seconded a motion to add a resolution to the agenda to amend the President's employment contract.

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

## AMENDMENT TO PRESIDENT'S EMPLOYMENT CONTRACT APPROVED

24-97

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

WHEREAS, the Board of Trustees of Northwest State Community College (the "Board") entered into an Employment Agreement with Todd Hernandez ("President") dated August 26, 2022; and

WHEREAS, the Board desires to incentivize the President to achieve specific performance objectives in furtherance of the College's mission and strategic goals; and

WHEREAS, the Board desires to modify the annual salary increase provision in the Agreement; and

WHEREAS, the President desires to teach academic courses; and

WHEREAS, the Board and President have negotiated an Amendment to the Employment Agreement to establish a performance bonus program (the "Amendment")

NOW, THEREFORE BE IT RESOLVED, that the Board hereby approves the Amendment to the Employment Agreement, substantially in the form attached hereto as Exhibit A, which incorporates a performance bonus program based on achieving specific performance objectives.

### EXHIBIT A – THE CONTRACT AMENDMENT

**1. Performance Bonus.** Subject to the terms and conditions of this Amendment, the College agrees to pay the President a performance bonus (the "Bonus") in an amount equal to seven percent (7%) of President's annual base salary in effect on the payment date (the "Base Salary"), provided the President meets the following performance objectives (the "Objectives") during the Performance Period:

- Achieve an overall performance rating on the College's annual performance review of at least 3.0 (out of 5.0); and
- Demonstrate progress towards achieving President's vision of "Elevate Northwest Ohio" by meeting at least two (2) of the following four (4) criterion:
  - Increase year-over-year annual Full-Time Equivalent (FTE) enrollment.

- Maintain Fall-to-Spring student retention rate above 70%.
  - Increase the number of awarded degrees and/or certificates compared to the previous year.
  - Maintain a 3.0 or higher Composite Financial Index as defined by the Higher Learning Commission.
2. **Performance Period.** The Performance Period shall be the fiscal year in which the annual performance review evaluates.
  3. **Bonus Payment.** The College shall pay the Bonus by contributing the full amount to President's Ohio Deferred Compensation Retirement Account within thirty (30) days following the conclusion of the Performance Period, contingent upon completion of the annual performance review process and successful achievement of the Objectives during the Performance Period.
  4. **Verification of Objectives.** The President shall provide documentation that demonstrates the achievement of the Objectives as part of the annual performance review process.
  5. **Amendment to Article 14.b.i.** Hernandez will receive a minimum annual salary increase to his base pay. The increase will be the greater of:
    - The average percentage increase for all Graded personnel at the College, or
    - Three percent. (3%)

The Board may approve a higher percentage increase at its discretion. However, the Board cannot approve a salary increase less than the minimum annual salary increase defined above without the President's written consent.
  6. **Teaching.** The College has established policy and procedure that govern graded personnel teaching courses. Hernandez may teach academic courses in accordance with established policy.
  7. **Integration.** This Amendment is incorporated into and made a part of the Agreement. In the event of any conflict between this Amendment and the Agreement, the terms of this Amendment shall control.

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

### **ADJOURNMENT**

With no further business to be brought before the Board, the meeting was declared adjourned. The next Board of Trustees meeting is scheduled for Friday, October 18, 2024.

The Board of Trustees of Northwest State Community College (NSCC) held a special meeting on Thursday, September 26 at 10:00 a.m.

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

### **MEMBERS PRESENT**

**24-98**

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

### **SUPPORT PERSONNEL BARGAINING AGREEMENT ADOPTED**

**24-99**

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

WHEREAS, the respective negotiating teams for the Administration and the Support Staff Bargaining Unit of the Northwest State Community College Education Association entered into negotiations on April 29, 2024 for a successor agreement to the agreement which expired on June 30, 2024; and

WHEREAS, those negotiations have resulted in a complete tentative agreement for the three-year period from July 1, 2024 through June 30, 2027; and

WHEREAS, the tentative agreement includes wage increases of 13.57% over three (3) years

NOW, THEREFORE BE IT RESOLVED, that the tentative labor agreement reached between the parties be adopted by the Board of Trustees.

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

### **ADJOURNMENT**

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

**1. APPROVAL OF CONSENT AGENDA**

**1a. Minutes of the August 23, 2024 Board Meeting**

**1b. Minutes of the September 26, 2024 Special Board Meeting**

**1c. Resignations**

WHEREAS, Chandra Gibbons, Administrative Assistant – Community & Workforce Development (Maumee), has submitted her resignation; and

WHEREAS, Barry Von Deylen, Faculty – Business Accounting, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Chandra Gibbons, effective September 3, 2024; and Barry Von Deylen, effective September 13, 2024 be accepted.

**1d. Retirements**

WHEREAS, Steven Raymond, Faculty – Industrial Technology, has submitted his retirement; and

WHEREAS, Deborah Hartzell, Nursing Program and Clinical Coordinator, has resubmitted her retirement to extend the official retirement date; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement of Steven Raymond, effective December 30, 2024; and Deborah Hartzell, effective December 31, 2024 be accepted.

**1e. Transfer to Administrative Assistant – Business & Public Services**

WHEREAS, the position of full-time Administrative Assistant – Business & Public Services was left vacant due to the retirement of Julie Curry; and

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

WHEREAS, the Vice President - Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Olof Fleming be employed as full-time Administrative Assistant – Business & Public Services effective September 16, 2024 at an annual salary of \$41,600.00. This is in accordance with the Support

Personnel Bargaining Agreement.

**1f. Promotion to Administrative Assistant – Foundation, BSSC & Marketing**

WHEREAS, the position of full-time Administrative Assistant – Foundation, BSSC & Marketing was left vacant due to the transfer of Olof Fleming to Administrative Assistant – Business & Public Service; and

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Dawn Bischoff be employed as full-time Administrative Assistant – Foundation, BSSC & Marketing effective September 30, 2024 at an annual salary of \$41,600.00. This is in accordance with the Support Personnel Bargaining Agreement.

**1g. Promotion to Clerk – Bookstore/Retail & Food Services**

WHEREAS, the position of full-time Clerk - Bookstore/Retail & Food Services was left vacant due to the promotion of Dawn Bischoff to Administrative Assistant – Foundation, BSSC & Marketing; and

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Jodi Adams be employed as full-time Clerk – Bookstore/Retail & Food Services effective October 8, 2024 at an annual salary of \$31,803.20 This is in accordance with the Support Personnel Bargaining Agreement.

**1h. Miscellaneous Employment Contracts**

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

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

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

Food Service:

Phillis Kretz – Part-Time; \$14.02 / hour

Mikaylie Young – Part-Time; \$14.02 / hour

Part-Time Instructors:

Judie	Alessi
Stacey	Blakemore
Nichole	Burns
Christine	Davis
Terri	Draper
Chris	Dukeshire
Jerett	Godeke
Ricardo	Gonzalez
Ashley	Howard
Richard	Killion
Lucy	Manley
Theresa	Miller
Katelin	Moquin
Brooke	Myers
Gregory	Pysh
John	Reber
Charles	Reed
Erin	Sanchez
Sydney	Sours
Anthony	Tomasi
Hanah	Varner
Robin	Workman
Sarah	VonSeggern

Full-time faculty NTPs and Graded teaching on overload or supplemental contracts:

Overload:

Gloria Arps  
Sean Burren  
Lisa Dapelo  
Melanie Hicks  
Colin Doolittle  
Heather Galbraith  
Tony Hills  
Julie Kemarly-Dowland  
Craig Kuhlman  
Mike Kwiatkowski  
Rhonda Lazette  
Amy Leitch  
Tammy Meyer  
Kayla Miller

Supplemental:

Amy Daeger  
Sherry Howard  
Christine Robinson  
Kent Vandock  
Debbie Wikstrom  
Amy Daeger

NTP / Graded:

Todd Hernandez  
Katy McKelvey  
Connie Nicely  
Jon Tomlinson  
Jenny Thome

Diae Mizou  
Anuja Parikh  
Christine Robinson  
Dave Mohring  
Tera Newton  
Erik Jones  
Fredy Rodriguez-Mejia  
James Smith  
Gregory Tefft  
Amy Thomas  
Barry Vondelyen  
Chris Clawson  
John Mueller  
Greg Nartker  
Steve Raymond  
Josh Verhoff

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

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

WHEREAS, C Stephens Appliances has made a generous donation of a Frigidaire Refrigerator/Freezer with an approximate value of \$649.00; and

WHEREAS, this gift will assist the College in aiding our learners through the food pantry; and

WHEREAS, the President recommends

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

**1j. Locally Administer Capital Projects**

WHEREAS, the ORC Sections 3345.50 and 3345.51 require Board action to locally administer state appropriated capital projects under \$4 million; and

WHEREAS, funding from the state has been received for Van Wert Facility renovations in the amount of \$2,400,000; and

WHEREAS, it is the desire of Northwest State Community College to locally administer these projects; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Northwest State Community College will comply with the guidelines established pursuant to section

153.16 of the Revised Code and all laws that govern the selection of consultants, preparation and approval of contract documents, receipt of bids, and award of contracts with respect to the project.

### **1k. Racial, Religious and Ethnic Harassment and Intimidation Policy**

WHEREAS, sections 3320.05 of the Ohio Revised Code (ORC) requires each state and private for-profit college in Ohio to adopt a policy on racial, religious and ethnic harassment and intimidation that is consistent with the requirements that rest in the code; and

WHEREAS, Northwest State Community College has created a policy in conjunction with the Ohio Attorney General to comply with the ORC requirements; and

WHEREAS, this policy includes a statement on prohibition on racial, religious and ethnic harassment and intimidation, definitions and reporting instructions

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees adopts policy 14-17-09 Racial, Religious and Ethnic Harassment and Intimidation Policy effective October 18, 2024, prior to the October 31, 2024 state required deadline.

#### **3358:14-17-09: Racial, Religious, and Ethnic Harassment and Intimidation**

Sections 3320.05 of the Ohio Revised Code requires each state and private for-profit college in Ohio to adopt a policy on Racial, Religious, and Ethnic Harassment and Intimidation that is consistent with the requirements that rest in the code. As such, NSCC puts forth this policy and associated procedures to comply with said requirements.

#### **Statement of Prohibition on Racial, Religious, and Ethnic Harassment and Intimidation**

Northwest State Community College ("NSCC" or "the College") is committed to maintaining a workplace and academic environment free of all forms of discrimination and harassment. Therefore, the College affirms in this policy the prohibition of discrimination or harassment on the basis of race, religion, and ethnic origin as well as other protected classes as identified in 3358: 14-3-19: Equal Opportunity and Non-Discrimination/Anti-Harassment. In addition to such acts being in violation of this policy, those acts may also constitute discrimination under Title VI of the Civil Rights Act of 1964 and/or under Title VII of the Civil Rights Act of 1964, as well as Ohio law.

The College prohibits discriminatory or harassing behavior by or against trustees, employees, vendors, customers, students, or other persons participating or attempting to participate in a College program or activity.

#### **Definitions**

**"Harassment"** means unwelcome conduct that is so severe, pervasive, and objectively offensive

that it effectively denies an individual equal access to the individual's education program or activity.

**“Intimidation”** means:

- (A) Knowingly cause another to believe that the offender will cause serious physical harm to the person or property of the other person, the other person's unborn, or a member of the other person's immediate family. In addition to any other basis for the other person's belief that the offender will cause serious physical harm to the person or property of the other person, the other person's unborn, or a member of the other person's immediate family, the other person's belief may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.
- (B) Knowingly, by any means; or Recklessly, by means of fire, explosion, flood, poison gas, poison, radioactive material, caustic or corrosive material, or other inherently dangerous agency or substance, cause, or create a substantial risk of physical harm to any property of another without the other person's consent. Without privilege to do so, knowingly move, deface, damage, destroy, or otherwise improperly tamper with any of the following: (i) the property of another, or (ii) one's own property, when certain conditions are met, or (iii) the land, land markings, safety devices, boundary markers, monument, survey station, or other real or electronic (including computer, computer system, computer network, computer software, or the like)

**“Ethnic Intimidation”** means any act of “intimidation” as defined in this policy perpetrated because of the race, color, religion, or national origin of another person or group of persons.

Further, in accordance with the requirements of the Revised Ohio Code, NSCC:

- has created a campus task force on combating antisemitism, Islamophobia, anti-Christian discrimination, and hatred, harassment, bullying, or violence toward others on the basis of their actual religious identity or what is assumed to be their religious identity at the institution.
- shall provide training for all College administration, faculty, and staff, which shall include information on how to respond to hate incidents or incidents of harassment that occur during a class or event held at the institution at the time the incident occurs.
- shall require the NSCC Police Department to collaborate with local law enforcement, the state highway patrol, and student communities to provide security functions for institutionally sanctioned student organizations that face threats of terror attack or hate crimes.

## **Process to Resolve Allegations of Racial, Religious, and Ethnic Harassment and Intimidation**

NSCC will accept and investigate allegations of racial, religious, or ethnic harassment or intimidation against any student, staff, or faculty member in accordance with the procedures set forth in 3358:14-3-19 Equal Opportunity and Non-Discrimination/Anti-Harassment.

In accordance with the requirements of 3320.05 of the Ohio Revised Code, NSCC is required to list the potential disciplinary actions that may be taken after an investigation is conducted. Such actions include:

- a) Employees - any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.
- b) Students - any student found to be in violation of this policy will be subject to review and resolution in accordance with the Student Code of Conduct policy 3358:14-5-08 and may be subject to disciplinary action in accordance therewith.
- c) Non-NSCC Party-incidents that are reported to NSCC that do not involve a non-NSCC student or employee will be referred to law enforcement.

The College is required to submit an annual report to the Chancellor of Higher Education of all harassment and intimidation reports submitted to the federal government consistent with the federal Clery Act.

### **Reporting**

Anyone who believes that they have witnessed or been the victim of behavior at NSCC or within an NSCC program or activity that constitutes discrimination, harassment, or threats on the basis of race, religion, or ethnic origin has a responsibility to report the behavior/action as soon as it is known so that the College may administer this policy.

Reports of harassment, discrimination, or threats on the basis of race, religion, or ethnicity should be made to:

Vice President – Human Resources & Leadership Development

419.267.1327

[humanresources@northweststate.edu](mailto:humanresources@northweststate.edu)

OR

Campus Police

419.267.1452

[police@northweststate.edu](mailto:police@northweststate.edu)

Anonymous reports may be submitted by filing out [this form](#). Type “anonymous” in the name field. The full address to the form is as follows:

**This concludes the Consent Agenda**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

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

**PROPOSED RESOLUTION**

**1. 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 President has made a recommendation to the Board of Trustees to grant emeritus status to two individuals

NOW, THEREFORE BE IT RESOLVED, that Dr. Melissa Faber and Dr. Larry Zachrich be granted emeritus status by the Board of Trustees effective October 18, 2024.

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

**2. CONSIDERATION OF A RESOLUTION TO AWARD TUITION SCHOLARSHIPS AND EXEMPT RESIDENCY REQUIREMENT FOR STEUBENVILLE JATC APPRENTICES**

WHEREAS, the Steubenville Joint Apprenticeship and Training Committee (JATC) was partnered with Eastern Gateway Community College and were not paying tuition for general education courses offered by Eastern Gateway; and

WHEREAS, Eastern Gateway Community College will close at the end of October 2024; and

WHEREAS, the JATC has approached Northwest State Community College to provide courses for their apprentices to complete their two-year degrees; and

WHEREAS, the JATC does not have the funds to pay for general education course tuition for their apprentices; and

WHEREAS, Northwest State will provide a temporary scholarship for their apprentices to cover general education course tuition; and

WHEREAS, JATC will reimburse the full cost of the scholarship using their share of the subsidy generated by the partnership over the course of time; and

WHEREAS, the College has a residency requirement that states at least 30% of program credits be awarded by Northwest State Community College; and

WHEREAS, there are apprentices that will not meet the residency requirement as former students of Eastern Gateway; and

WHEREAS, the Ohio Department of Higher Education and the Higher Learning Commission have been consulted regarding serving former Eastern Gateway students by providing a residency exemption

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approve the scholarship to cover general education course tuition and exempt the residency requirement for the Steubenville JATC students.



# President's Report - October 2024

## Videos / Podcasts:

[8-21-24 Talking with Todd](#)

[9-11-24 Talking with Todd](#)

[8-28-24 Talking with Todd](#)

## Activities

### Ongoing

- Defiance Rotary (weekly)
- OACC President's Call (various)
- Terra, Owens, NSCC President's Call (monthly)
- NWOESC Superintendent Meeting (monthly)
- Four County Superintendent Meeting (monthly)
- President - Faculty Leadership Conversations (Monthly)
- OACC - Legislative Committee

<b>Date</b>	<b>Activity</b>
Aug 15	Defiance Chamber Event
Aug 16	Montpelier Chamber Event
Aug 29	Coffee with a Cop - Defiance College
Sep 3	Alumni night - Fulton Co Fair
Sep 7	Walk to end Alzheimer's
Sep 11	OACC President's Meeting - Columbus



<b>Date</b>	<b>Activity</b>
Sep 13	NSCC Golf Outing
Sep 20	Alliance Automation - CEO <a href="#">Doug Wenninger</a>
Oct 4	Propel Ohio

**Scheduled Time Off / Away from Campus**

<b>Date</b>	<b>Description</b>
Oct 16	OACC President's Meeting, Columbus, Ohio
Oct 19-26	HERDI / ACCT
Dec 2-6	Vacation - Nashville, TN
Dec 11	OACC President's Meeting, Columbus, Ohio

**Non NSCC related Professional Activities**

None.

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

**VAN WERT CAMPUS**

**Community Events**

- Held two visit days in Van Wert for potential 8B students
- August 8 – Met with Van Wert County Health Collaborative
- August 21 – Met with Paulding Business Advisory Council
- August 23 – Met with Van Wert High School
- September 12 - Met with Van Wert Business Advisory Council
- September 12 – NSCC Van Wert Golf Outing
- September 26 – Paulding Chamber of Commerce Dinner
- September 27 – Met with Spartech

**Building Updates**

- East parking lot sealed and striped.
- All old HVAC units removed.
- Most of old electrical besides switch gear has been removed.
- Concrete has been cut to install water and sewer lines.
- Awaiting structural steel to replace the roof in the next couple of weeks.

**Fall 2024 Courses**

- Two courses currently running for fall 2024 8A.
- Two courses will run for fall 8B.
- Paulding High School CCP Course (BUS 101- Intro to Business ) has 6 students enrolled and is being taught by Jon Tomlinson.

**Spring 2025 Courses**

- Will offer 16 courses in Van Wert at the hospital until the campus is operational.

**GRANTS REPORT**

**Completed**

- 8/14/2024 - The Grants team had a table at Fall Kick-off to promote Choose Ohio First Scholarships and invite eligible learners to apply live on-site. Two additional learners applied but many others stopped to check in on the status of their submitted application and realized they had been awarded but had not checked their NSCC email and seen the approval. COF STAT (Allied Health & Nursing) was fully expended for the term at \$34,500.00 and COF STEM was half spent with \$68,500.
- 8/27/24-8/28/24 - The Grants team had tables up during Welcome Back Week for COF-STAT & COF-STEM Scholarship Orientation opportunities for awardees. The majority of recipients completed the required orientation through this method and the team felt it was much easier and more accommodating of students than in the past when trying to set-up individual appointments with each recipient.

- NSCC is potentially partnering with the University of Toledo on a new endeavor that will be funded through the National Science Foundation titled, “REU Site: Interfacial Science - From Engineering to Healthcare.” A significant fraction of the student participants at an REU (Research Experience for Undergraduates) Site must come from outside the host institution or organization, and at least half of the student participants must be recruited from academic institutions where research opportunities in STEM are limited (including two-year colleges). If funded, this project focusing on water purification, clean energy and clean food processing, will enroll mechanical, environmental, bio and chemical engineering students from both institutions in paid internships in Summer 2025. UT's proposal has been submitted and is awaiting award notification.

### **Submitted**

- 8/22/24 - The proposal for the next round of CDL grant/loan funds was submitted to the Ohio Department of Higher Education. We requested the full amount allowable of \$140,000. There was no timeline given for award notification.
- 8/30/24 - The proposal for the Individual Microcredential Assistance Program was submitted to the Ohio Governor's Office on Workforce Transformation. NSCC requested \$498,000.00 to provide financial assistance to learners in 4 different Career Pathways: Electricians, Maintenance & Repair Workers, Industrial Machinery Mechanics, and Automotive Service Technicians & Mechanics. Award notifications will be made before the start of the grant project period on January 1, 2025.
- 9/16/24 - The proposal for the State and Local Cybersecurity Grant Program through CyberOhio was submitted. NSCC requested \$15,600.00 to be used to off-set the cost of a Cybersecurity Vulnerability Assessment. There was no timeline given for award notification.
- 9/23/24 - The proposal for the US Dept. Of Labor - Strengthening Community Colleges Grant, Round 5 was submitted. NSCC requested \$1,750,000.00, the max amount allowable. This grant proposes enhancing the Allied Health & Nursing Divisions with Radiologic Technology AAS degree and Mammography certificate options. Award notifications will be sent out before the start of the grant performance period of February 1, 2025.

### **Awarded**

- 8/23/24 - NSCC was awarded The Haas Foundation Scholarship Grant in the amount of \$10,000.00. This award can be used for scholarships and competitions in Industrial Tech using Haas equipment.

### **Rejected**

- N/A

### **Updates**

- The US Dept. of Labor - Strengthening Community Colleges, Round 1 Grant (DOL-SCC1) has submitted a budget modification to the Federal Program Officer. The project period ends January 31, 2025 and still has roughly \$900,000 left to spend. Equipment (defined as a single item costing \$5,000 or more) cannot be purchased in the final year of the grant so the project team focused on supplies such as computers, 3D printers and other smaller tech and manufacturing items. Approval is pending review. The budget mod is necessary as the project needed to be revamped due to staff turnover of key team members (Project Investigator, Grants Director) and the length of time it took to

implement FlexTrack course options. FlexTrack options developed through DOL-SCC1 grant funds allow NSCC to offer an additional learning modality to aid adult learners.

## MARKETING

- 8B geo-fencing of "applied but not registered" and "current students not yet completed".
- Boosted social media efforts to increase the enrollment pipeline in Henry and Defiance counties, working in tandem with Admissions.
- Planning radio buys for both spring 2025 enrollment, plus Discover NSCC Day event. All standard marketing tactics for spring enrollment are ongoing (digital efforts, billboards, newspaper, radio, social media, email, etc.).
- Joined the American Marketing Association (AMA) and registered to attend the 2024 AMA Symposium for the Marketing of Higher Education for educational and networking opportunities (Nov. 10-13).
- Worked with Ethan to create new Elevate Northwest Ohio logo suite (below).



- Creating a new criminal justice / LEA brochure for Chris Clawson to increase awareness and enrollment.
- Worked with Ethan and C wing to create a new "meet the team" [promotional video of the Advising Center](#). Other videos of C wing plus other areas will follow.

## INFORMATION TECHNOLOGY

### DATA SYSTEMS TEAM

#### Banner Upgrades

- Several Banner upgrades are being tested in preparation for Banner Self-Service, version 9.

#### Banner Software Integration

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

#### New Initiatives

- In the past two months about 126 requests have been successfully completed, with 100% positive feedback from 26 responses.
- The MyNSCC portal is being updated using more up-to-date software and tools.
- The Intranet (for internal processing) is being updated.

- The deadline for the Federal “Gainful Employment” has been changed from October 1, 2024 to January 15, 2025. This is because the federal government has not finalized the guidelines.

### **State and Federal Reporting**

- State HEI reporting is underway for the summer term.
- IPEDS reporting has been started for FY2025; four files have been completed to date.

### **Functional**

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

### **Technical**

- The Production database is scheduled to be moved to an updated hardware platform at the University of Toledo on October 13. The application servers will also be updated in the near future.

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

- For the months of August and September, 827 new requests/incidents were received, and 827 have been resolved with 100% positive feedback from 117 responses.
- Campus multifactor authentication for all campus services is continuing to progress. All students were successfully moved to two-factor authentication on September 23rd with great success. Only around 30 students had issues out of thousands.
- The new event/room booking Halo request portal has been completed, with employees scheduled to be trained soon. The new procedure will be communicated to campus after training. This will optimize and centralize room and event bookings within Halo.
- The new physical campus intrusion system built on our access control and surveillance systems to increase campus security has been completed. It is in the testing phase, with employee onboarding to be completed once the system is fully tested.
- The electronic records project is still in the demo stage. This project will help us digitize our records along with automating and streamlining many of our processes. We are hoping to have a solution in place within a year.
- The Halo optimization process is ongoing. This will make the Halo processes more efficient and user-friendly for our customers as we continue to expand to more campus services.
- Policies, procedures, and standards are still being drafted as part of the GLBA compliance initiative.
- A new project to replace and upgrade the end-of-life auditorium lighting systems is currently in development and in the planning stage.

**Vice President for Academics**  
**October 2024**  
**Submitted by: Lana Snider**

The fall term is going well and it's hard to believe the traditional 16-week term is half over. We are starting our second 8-week term and lots of amazing things are taking place on campus! Planning for fall commencement has begun as we have been interviewing for our keynote speaker and will be starting interviews soon for our student speaker. Fall Commencement will be held on Monday, December 16<sup>th</sup> at 7pm.

Academic divisions have been productive, not only in day to day objectives for our learners, but the many committees our faculty and staff serve have begun and I admire everyone's effort in striving to meet our values serving these committees! One of those committees as you will see in the report from Heidi below is our Accreditation Criterion Steering Committee for our 4-year assurance review. I look forward to how many teams on campus will come together to excel in this review.

A new newsletter has been created called Campus Connections. It was created to increase faculty and staff engagement and create an opportunity to learn more about the people who live out NSCC values every day! A copy of this newsletter will be sent out to all Board members.

Following are some brief updates from the academic deans.

**Jamilah Jones: Arts & Science**

**Arts & Sciences Report: The Impact of Faculty Adopting Open Educational Resources (OER): Learner Savings, Faculty Challenge, and Excellence in Response**

*Textbook affordability has been a growing concern for college students, with textbook costs rising significantly over the past few decades. Faculty adoption of Open Educational Resources (OER) has emerged as a critical solution to address this issue. OER refers to freely accessible and openly licensed educational materials that replace costly commercial textbooks. This report will explore how faculty adoption of OER benefits students, particularly in terms of financial savings, and examine the challenges faculty may face when transitioning to OER.*

One of the most compelling advantages of OER is the direct financial savings it offers students. Take, for example, the case of **General Psychology** at **Northwest State Community College (NSCC)**. Since **Fall 2019**, NSCC has been using OER for its General Psychology course. Prior to adopting OER, the textbook for the course retailed at **\$80** per student. With an average enrollment of **200 students per semester**, switching to OER has saved students an estimated **\$16,000** per semester. Over nine semesters, this equates to a total savings of **\$144,000**.

This is a conservative estimate, as it does not account for inflation or other factors that could have further increased the cost of commercial textbooks over time. The transition to OER in just this one course has provided substantial relief to students who may otherwise struggle to afford traditional textbooks. The vast majority of courses in the division of Arts and Sciences, are offered through OER, or reduced cost textbooks.

## *Faculty Challenges in Adopting OER*

While the benefits of OER for students are clear, the transition to OER is not without challenges for faculty. Some of the primary obstacles include:

**Time and Effort to Curate Materials:** Adopting OER is not as simple as downloading a free textbook. Faculty members must carefully curate, evaluate, and sometimes revise OER materials to ensure they align with the course curriculum and learning outcomes. This can be time-consuming, particularly for faculty who are already managing heavy teaching loads

**Limited Availability for Certain Subjects:** While OER is widely available for some subjects like psychology, other disciplines may have fewer high-quality resources. Faculty in specialized fields may struggle to find suitable OER materials and might need to create or significantly modify existing content.

**Lack of Institutional Support:** In some institutions, faculty do not receive formal support, training, or incentives (compensation or release time) to adopt OER. This can be a barrier, especially for faculty unfamiliar with digital resources or those who prefer traditional print textbooks.

### **Expanding OER Through Faculty Grant Opportunities: Acknowledging Faculty Efforts**

Faculty members who actively seek grant opportunities to expand Open Educational Resources (OER) play a critical role in making higher education more affordable and accessible for students.

Most recently, **Chelsie Ebaugh**, a composition faculty member demonstrated her commitment to OER by securing an **OhioLINK OER Course Redesign Grant**. Through this grant, Ebaugh worked over the summer to redesign a course using OER materials. Ebaugh has also encouraged her colleagues to apply for future grants for faculty members interested in making similar transitions to OER

Faculty members like Ebaugh, who take the initiative to pursue such opportunities, deserve recognition for their efforts to innovate and enhance educational affordability. By securing grants like OhioLINK, faculty can gain support in terms of both time and resources, which can make the often-challenging process of OER adoption more manageable.

Ebaugh's leadership in applying for and implementing OER underscores the value of faculty collaboration and institutional support. As more faculty members follow her lead, the pool of available OER materials will continue to grow, benefiting students across a wide range of disciplines. Faculty who pursue these opportunities contribute significantly to a more equitable learning environment, helping reduce the costs of education while ensuring high-quality instruction.



## Jason Rickenberg: Business & Public Services

It's been a productive semester for the programs in Business & Public Services! Learners in Kayla Miller's ag programs participated in several events / field trips and have more to attend later in the semester.

- **Fulton Soil & Water Conservation District's Ag Fest** - Aimed to educate third graders about agriculture and environmental conservation. The event featured interactive stations where students learned about soil health, water conservation, and the importance of sustainable farming practices.
- **Farm Science Review** – Premier agricultural event showcasing latest farming technology, research & practices that provide insights into innovative agricultural methods to be shared with the community.
- **Team Building at 4H Camp Palmer** – Teaching leadership skills and fostering collaboration through outdoor challenges that also encourage youth engagement in agriculture.



Faculty Amy Thomas represented our organization at the Higher Education Early Childhood Summit Conference. This event brought together educators and policymakers to discuss the latest trends and research in early childhood education. Amy gained insights into effective strategies for enhancing learning experiences for young children. Amy is currently working on transitioning a portion of the early childhood education program to an online format. This initiative aims to increase accessibility and flexibility for students, allowing them to engage with the curriculum from anywhere.



Chris Clawson has been actively involved in developing marketing strategies for law enforcement initiatives. This includes creating materials that promote community engagement and highlight the importance of public safety programs. Chris is also planning a large field trip for students next semester to explore the corrections system. The trip aims to provide students with real-world insights into law enforcement and the judicial process, reinforcing their understanding of these critical areas.

Our division is currently preparing the 10-year report for the Accreditation Council for Business Schools and Programs (ACBSP). This comprehensive report will highlight our institution's achievements, challenges, and plans for future improvement. It is a crucial step in maintaining our accreditation status and ensuring we meet the high standards set by ACBSP.

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

Our summer PN graduates have all taken their boards and 10 of 11 have passed their first try. This is a 91% pass rate for first time test takers in our PN program!

Myself and the grants team have been working on submitting a grant for the fifth round of DOL money, which was submitted last week. The plan is to partner with three local hospitals to start up a Radiology Technician program. We should hear if we are approved by February 2025.

We had a large number of applications for potential entry in the spring 25 cohort: 55 applications for RN and 43 for PN. Of those, 39 either meet criteria for the RN program or will after the completion of this current semester (they either need to complete a pre-req or have to maintain their GPA) and/or retaking the NEX exam. There are 37 that meet for the PN program or will after the completion of this current term. Stay tuned on how many accept their seat/qualify once the fall semester concludes.

### **Franklin Roberts & Marianna Doolittle: Dean & Associate Dean of STEM & Industrial Technologies**

The STEM and Industrial Department worked in conjunction with the Admissions Office to host a Division Day on September 27 that highlighted several aspects of the Division. Four faculty members volunteered to do activities; Anuja Parikh with Physics Explorations, Tony Hills with Physical Security, Mike Kwiatkowski with Blinky Lights, and Lisa Dapelo with Murder Mystery Blood Typing. Students came from the Miller City- New Cleveland high school as well as several home-schooled students.

Twenty course assessment plans were created during the 2023-2024 academic year and of those twenty plans, nineteen reports were completed. This is a considerable improvement from the 2022-2023 academic year number of course reports that were submitted. The Division is working on creating course and program plans for the 2024-2025 academic year.

Metal for the welding program was donated by three area companies. This metal will be used at all levels of the welding classes for students to practice their skills on. These companies include North Star BlueScope, C&C Fabrication, and MEC of Defiance.

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

There has been increased foot traffic in the library - nice to see more learners! A few events/updates on the library is below.

- We participated in Fall Kickoff and Welcome Back Week
- Presented in class to two ENG111 classes on research skills - 20 learners total
- Received our "live" Ex Libris Alma platform for data testing (part of the OhioLINK statewide transition)

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

I have been testing another minor update to Sakai to fix a couple small bugs that are affecting a small number of classes. This is going to be deployed Friday, 10/4/2024. I have also been testing all of the LTI integrations within Sakai, which allows a publisher's tool to be tied into Sakai. I've removed ones that are no longer used, reconfigured ones that were not working correctly, and created instructions for all currently available tools. These include publishers like Pearson, Cengage, and McGraw Hill and other resources such as Films on Demand. These instructions have been shared with faculty along with a short list of the benefits of using the LTI integration, rather than using the publisher resource independently.

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

Things are getting finalized with the NSCC Van Wert location. We received approval from the Higher Learning Commission (HLC) on September 4 and are anticipating approval from the Ohio Department of Higher Education (ODHE) soon.

It has been an exciting couple of months in the area of curriculum. The newly created Semiconductor Manufacturing Short-term Certificate has been approved by the State and HLC. It recently became eligible for Federal Financial Aid allowing learners to enroll in the certificate and start taking classes in the fall.

In reference to the Ohio Transfer Promise, I submitted the following transfer credit initiatives: One Transfer Assurance Guide (TAG), three Career-Technical Assurance Guides (CTAGs), one Industry-Recognized Credential Transfer Assurance Guide (ITAG) and six Ohio Transfer 36 (OT36) assurance guide.

My focus has transitioned to completing the Year 4 Assurance Report. On October 23, my Accreditation Criterion Steering Committee Chairs, Kristi Rotroff, Samantha Thiel, Melanie Hicks, Eric Baker and Tiffany Ludwig along with Lana Snider and myself will be involved in an Assurance Argument Virtual Workshop. We will be working with an HLC peer reviewer to go over one core component (4B), Teaching and Learning Evaluation and Improvement. This workshop will serve as a learning experience on how to properly write our assurance report and our Ten-Year Assurance Review.

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

**VP of ENROLLMENT MANAGEMENT & STUDENT AFFAIRS**

You can hear the hustle and bustle coming from A-and C-Wings, as Learner Services Departments are busy at work with all things learner success.



Concerns about mental health and well-being continue to be “top of mind,” not only on college campuses, but also across the globe. Therefore, the demand for mental health support professionals is arguably greater than ever before. The State recognizes this need and has dedicated funding for students pursuing these professions – the *Great Minds Fellowship*. We have taken this need seriously and actively pursued students to offer this funding. Below is a snapshot of the associated work.

- 1) Between Fall 2023 and Spring 2025, we have offered 8 learners \$64,133 in scholarship funding to complete their Human Services program.
- 2) Learners who graduate between May 2023 & December 2024 are eligible for assistance with student loan support (up to \$20k).
- 3) There will be information out soon for a \$10k hiring bonus at Community Behavioral Health Centers.

Our Financial Aid Team will be promoting options 2 & 3 to learners in the appropriate graduation window so they can access the student loan support & the hiring bonus.

Overall, between Fall 2023 and Fall 2024, 1,200 learners have been assisted with funding across the state in order to increase the behavioral health workforce. Overview here: <https://highered.ohio.gov/initiatives/workforce-development/great-minds>  
<https://highered.ohio.gov/initiatives/workforce-development/GreatMindsWCIP>

**EXECUTIVE DIRECTOR OF ENROLLMENT MANAGEMENT: ADMISSIONS**

Discover Day planning is underway. The Admissions team is working hard to make this year’s event the best one yet. We are working with the marketing team to ensure that the community is aware of this event and to come see what NSCC has to offer!



The recruiters and CCP Advisors are busy visiting high schools and community partners. We recently welcomed Four County's Visual Communications class over for a personalized presentation where we shared VCGD program information and connected them to our lead faculty member, Sean Burres. Our Defiance County admissions counselor was invited to speak at a ceremony held by NOCAC as they graduated community members from their Financial Literacy class. Lastly, our CCP Advisors are on the edge of travel season with 15 CCP info nights, 10 Accuplacer sessions at area high schools, 12 spring registration visits, and 8 summer and fall registration visits on the books!

And, there's more! Our Van Wert office is now offering the Accuplacer placement assessment to our applicants in the Van Wert area each week.

Scholarship applications are opening soon and we now have all scholarship applications available through Slate. By moving these applications into Slate, we have the ability to track app completion and send targeted outreach to those who have not applied.

### **FINANCIAL AID**

Financial Aid Director, Ashlynn, was recently able to spend time with the EDGE students at the Hebron Food Pantry in Defiance. Pastor Vince Cantu, who runs the ministry, was incredibly kind. Vince allowed NSCC to take anything needed from his Food Pantry to stock ours. On top of that – the EDGE students unloaded Vince's truck and then loaded up the NSCC van. They even helped us unload back at campus! A special thank you to Joe Silva in CTS for coordinating the event and Pastor Vince for his heartfelt generosity.



The Food Pantry also received a donation of a fridge. For the first time, NSCC will be able to offer perishable items including eggs, butter, milk and the like to campus members.

The Financial Aid Office has processed 1,405 unduplicated FAFSAs for the 24-25 year. Of those applicants, 950 are Pell-eligible. The FAFSA application is delayed for the 25-26 year. The anticipated date of release is December 2024.

The FA crew recently delivered a FAFSA night presentation at Edon High School, with two more scheduled for the remainder of this year so far – hoping for more!

### **ADULT STUDIES**

Adult learners are a significant part of Northwest State. The Be BOLD initiative was created to support these students by offering evening courses in shortened academic terms. While the program has successfully served business cohorts, we recognize that many adult learners remain

underserved. The goal for spring is to expand access to more adult learners in other academic programs.

In addition to academic support, Kristen has been addressing key challenges faced by adult learners, such as childcare and transportation. She is developing proposals for child-friendly spaces on-campus and collaborating with the ADAMhs board to explore transportation solutions, all to help create a more inclusive environment for students balancing work and family responsibilities.

Lastly, in an effort to create a vibrant student space in the evenings, Kristen started hosting Be BOLD on Tuesdays. The event is held on Tuesday evenings, with a focus on career and transfer, where learners have the opportunity to grab dinner before class and network with employers or other peers. This was launched in the summer and has continued through fall. The goal is to double attendance come spring.

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



We offered numerous TimelyCare information sessions for employees throughout September to better equip faculty and staff to share this resource with learners. There are approximately 40 learners registered for the service. TimelyCare is a virtual mental health support service for students.

Admissions has worked hard to draw more prospective learners to visit days, with noticeable success. Therefore, we are looking to expand Visit Days to include detailed information about available learner services and supports – Advising, Accessibility Services, Prior Learning Credit, Career Services, Success Center, and TRIO – and how these can support their academic and career goals.



Another exciting happening – we are creating short Learner Services videos with the help of the Marketing Department for each department’s webpage. The short form content introduces the department, outlines their services and benefits, and provides contact information. Advising was the focus of our first video. Check it out here: <https://northweststate.edu/advising-center>.

The Advising Team is focusing on AIS/ATS/Reverse Transfer/Credit When It’s Due, so they can engage in deeper conversations with learners about these options.

### **CAREER SERVICES | STUDENT ACTIVITIES**

Career Services and Student Activities have been busy connecting with learners this Fall. So far this term, Career Services has conducted 11 classroom visits and shared services with close to 80 learners. Student employment has seen record interest with the addition of more online resources connecting learners with valuable, on-campus employment opportunities.



September was especially busy. Student Activities hosted the fall Community Resource Fair with participation numbers at a record high with 28 agencies represented.



TUNESdays returned and added a karaoke component this year. This was the highlight for students so far this semester! We also saw a record turnout for Constitution and Voter Registration Day with 12 individuals registering to vote.

## **SUCCESS CENTER**

The Success Center has a few new tutors this semester for learners to utilize, including tutors for computer, nursing, and accounting classes. While these subjects have been offered in the past, we have new tutors and more supports than the previous semester.

The Learning Lounge tutors have seen many writing and math-related sessions this semester. We continue to offer tutoring in-person and on Zoom; as well as e-tutoring. We have a variety of math subjects within e-tutoring this semester. Both schedules of tutoring are available to anyone on the NSCC website.

The newly implemented test booking process has been working well for the Success Center to effectively serve learners with their testing accommodations.

Other recent highlights include 1) the development of a process to respond to Early Alert submissions within 24 hours; 2) development of a framework for testing that utilizes student workers; 3) creation of a process for faculty to submit testing requests electronically; and 4) classroom visits promoting Success Center Services.

## **TRIO**

On September 7, TRIO learners attended the University of Toledo Kickoff Event, which included an Admissions presentation, lunch, campus tour and the UT vs UMass football game. We also had the privilege to meet the Interim President Matt Schroeder.

TRIO is hosting a book club open to all NSCC learners, faculty and staff. This year, we are focusing on the book “First Gen: A Memoir” by Alejandra Campoverdi. The book comes with the following description: “With candor and heart, Alejandra retraces her trajectory as a Mexican American woman raised by an immigrant single mother in Los Angeles. In this timely and revealing reflection, Alejandra draws from her own experiences to name and frame the challenges First and Onlys often face, illuminating a road to truth, healing, and change in the process” (Amazon summary).



Additionally, for a cultural and career exploration experience, TRIO learners visited Providence MetroPark on 9/27 to learn about MetroPark careers, tour Ludwig Mill, and ride on the Canal Boat.



Lastly, a group of TRIO learners opted to spend a recent Friday evening serving the community as a team – they picked apples at the orchard of Lily Creek Farms – helping them learn the value of giving back.

### **SUMMARY**

We are motivated to identify unique and innovative ways to serve our learners, whose needs continue to change as our world does the same. Our motto – “Meet the learners right where they are.” All the while, we continue to *Strive for Progress* and hold our *PIL* values resolute.

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

**Custom Training Solutions (CTS)** – The #1 priority for Custom Training Solutions is customer service and sales.

**October Manufacturing Day Events** – CTS hosted three manufacturing days on campus during the month of October, which included approximately 15 manufacturers and 500 students representing 14 area high schools.



**Agency Sites** – Registrations are in process for our agency partners and a majority of the sites are growing enrollment.

**Defiance Dream Center** – Effort to add entry level health care training topics – partner with Mercy Medical.

**Allen County Correctional Facility (Lima)** – working with ACCF to offer workforce training.

**RIDGE Project** – Connecting the RIDGE Project with JATC sites in Columbus, Lima and Mansfield. The RIDGE Project is committed to breaking generational cycles of incarceration in families and communities throughout Ohio. Through award-winning, based programs and case management, we are helping families create new legacies for themselves and their families.

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

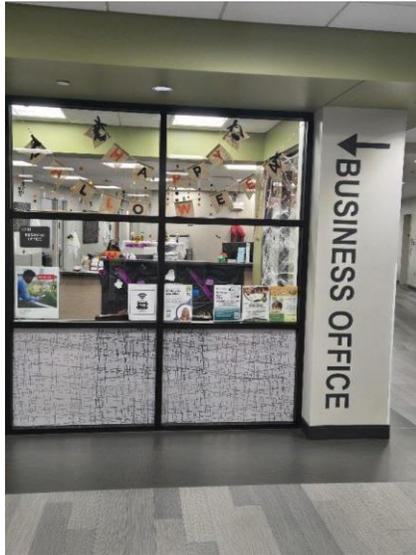
Time has been flying. We are nearly halfway through fall semester! Spring semester open registration begins soon!

The campus has been active since our last Board meeting. We held our annual Chili cook-off, “Tunes” day each Tuesday in September and Manufacturing Day events on Friday’s through October for our local high school students. The State of the College Address was a big event with a Board retreat and Cabinet retreat taking place shortly after.



Honest Abe’s Chili won the people’s choice. Pictured above the Facilities and Custodial Team with the Golden Ladle.

Each October the C-wing is decorated with ghostly decorations in preparation for Halloween. Spirits are alive creating a fun atmosphere for learners to visit.



### **Business Office**

The team has been working well together and has been focusing most of their time with finalizing the audit and closing out the end of the year. Final Expenditure Reports (FERs) have been issued on a number of grants and this year's audit includes a Financial Aid audit, which comprises of testing Student Accounts with information provided from a Federal Level, which is compared to what is dispersed to students, along with any refunds.

The Foundation Audit is completed at the same time as the College's. These statements will then be used to populate the annual reporting of the Federal Form 990, coming up next.

### **Facilities**

The facilities team has been working hard as usual. The B-wing renovation will start in November with a completion date of December 2025. Our solar array electrical shutdown is



scheduled for two days – Friday October 25<sup>th</sup> and Wednesday November 27<sup>th</sup>. The team also used the lack of rain to their advantage and stained the stamped concrete in front of the H building and the flagpole entrance areas.

## **Food Service**

It's that time of year again and our catering events are picking up! We are pleased to announce that the food service team is now fully staffed! We recently hired 2 part-time employees and an additional sub. With a full staff we are going to be able to continue all of our catering as well as providing delicious meals to our learners, faculty and staff! Bert says "Finally!"

## **Police**

Our Lexipol and Policy Procedure Manuals have been fully released. Officers are currently in the final stages of acknowledging the recently issued policies. Upon completion of this process, we will begin distributing Daily Training Bulletins to reinforce understanding of the Policy and Procedures Manual.

The department-issued body armor was received earlier than anticipated! Effective October 1st, all officers are required to wear this body armor while on duty.

We have officially implemented an online training program for Campus Security Authorities (CSAs) to ensure Clery compliance. This annual training will be conducted by D. Stafford, our Clery Consultant. CSAs have been assigned the necessary online courses and will have a designated timeframe to complete them.

We have also successfully finalized our annual Clery security report, which is now posted on our website in compliance with federal requirements for public access to security information.

Furthermore, we have initiated training on campus for Civilian Response to Active Shooter Events (CRASE). Faculty members received this training during their orientation in early August, along with other emergency protocols. Staff training is scheduled for the end of October with 2 sessions available.

Additionally, we are producing a CRASE video to provide training for students, expected to be released in early November.



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

**October 2024**

**Submitted by: Katy McKelvey**

### **Recruiting:**

We have filled the following roles:

- Administrative Assistant- Business & Public Services
- Administrative Assistant- Foundation
- Food Services- SUB
- Food Services- PT
- Clerk- Bookstore/Retail & Food Services

We are recruiting for the following roles:

- Chemistry Faculty
- Business Faculty (Accounting)
- Nursing Faculty
- Workforce Sales Coordinator
- Food Services- PT (2)
- Administrative Assistant- Community & Workforce Development
- Administrative Assistant- Community & Workforce Development (Maumee)

### **Training:**

We have two required trainings this fall:

- **Ohio Ethics** is a part of our annual employee training and is required of all NSCC employees. This training offers an overview of the Ethics Law.
- **Fraud Reporting** training details Ohio's fraud-reporting system and the means of reporting fraud, waste, and abuse. All employees must undergo this training every four years to remain in compliance.

### **Staff Contract Negotiations:**

Negotiations between Administration and the staff bargaining unit have concluded with both parties accepting the recommendations of the factfinder. The new agreement is in effect from July 1, 2024 through June 30, 2027.

Terms of the new agreement are as follows:

- 5% pay increase in year one
- 4% pay increase in year two
- 4% pay increase in year three

The overall pay increase is 13.57% over three years.

**Employee Engagement Events:**

**August Event – Hawaiian Cookout!** - On August 19th, NSCC served our employees at the annual Hawaiian Cookout. Hill’s Family Restaurant & Catering provided a wonderful lunch as door prizes were raffled off to celebrate the kickoff to another great school year. The Hawaiian Shirt Contest was also held and a “Best Shirt” winner was crowned.



**September Event – Jersey Day!** – On September 10th, employees were able to show off their team spirit by wearing their favorite jersey or sports team apparel. Employees were also able to enjoy Tacos and Nachos for lunch!



**Upcoming Events:**

- Employee Recognition Luncheon – October 8<sup>th</sup>
- Holiday Luncheon – December 4<sup>th</sup>



Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$14,607,958	\$0	\$14,607,958	\$14,834,871	\$0	-\$226,913
5102	General Fees	\$477,126	\$0	\$477,126	\$520,237	\$0	-\$43,111
5103	Lab Fees	\$377,900	\$0	\$377,900	\$370,088	\$0	\$7,812
5105	Out of State Fees	\$438,671	\$0	\$438,671	\$461,382	\$0	-\$22,711
5107	Proficiency Fees	\$3,250	\$0	\$3,250	\$1,840	\$0	\$1,410
5109	Other Fees	\$3,000	\$0	\$3,000	\$6,514	\$0	-\$3,514
5110	Late Fees	\$7,900	\$0	\$7,900	-\$8,500	\$0	\$16,400
5115	Student Fees	\$87,300	\$0	\$87,300	\$87,760	\$0	-\$460
5116	Deferred Payment Service Fee	\$3,600	\$0	\$3,600	\$3,620	\$0	-\$20
5118	Bus & Ind. Traing Fee	\$2,710,000	\$750,000	\$3,460,000	\$3,536,790	\$0	-\$76,790
5130	Instr Fee - Nursing Cont Ed	\$1,500	\$0	\$1,500	\$1,475	\$0	\$25
5131	Provider Fee - Nursing Cont Ed	\$3,500	\$0	\$3,500	\$1,725	\$0	\$1,775
5133	Tuition and Fees Schlop Allow	-\$1,850,227	-\$191,804	-\$2,042,031	-\$1,509,162	\$0	-\$532,869
5134	Bookstore Scholarship Allow	\$0	\$0	\$0	-\$186,950	\$0	\$186,950
5155	Fiscal Agent Fee	\$99,166	\$0	\$99,166	\$145,574	\$0	-\$46,408
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$28,976	\$0	\$1,024
5159	Career Advantage Fee	\$17,000	\$17,650	\$34,650	\$36,975	\$0	-\$2,325
5160	Simulation Fee	\$73,700	\$0	\$73,700	\$26,832	\$0	\$46,868
5161	Career Service Fee	\$667,700	\$0	\$667,700	\$673,915	\$0	-\$6,215
5162	Unallocated Reserves	\$0	-\$522,763	-\$522,763	\$0	\$0	-\$522,763
5163	OBR Capital Funds (State)	\$6,140,991	-\$2,802,000	\$3,338,991	\$0	\$0	\$3,338,991
5503	Foundation - Instl Supprt	\$135,000	\$0	\$135,000	\$238,325	\$0	-\$103,325
5610	Photo ID	\$500	\$170	\$670	\$970	\$0	-\$300
5614	Miscellaneous Income	\$121,040	\$0	\$121,040	\$55,887	\$0	\$65,153
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$30,840	\$0	\$4,160
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$1,295	\$0	\$2,705
5642	E Sports Revenue	\$700	\$0	\$700	\$328	\$0	\$372
5753	Catering Sales - Nontaxable	\$750	\$0	\$750	\$1,505	\$0	-\$755

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5801	OBR - Subsidy	\$13,346,203	\$948,178	\$14,294,381	\$14,105,189	\$0	\$189,192
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$120,612	\$0	\$17
5901	Investment Income	\$35,000	\$0	\$35,000	\$122,943	\$0	-\$87,943
Revenue	Sub-Total:	\$37,698,857	-\$1,800,569	\$35,898,288	\$33,711,856	\$0	\$2,186,432
6101	Administrative Salaries	\$3,800,544	\$5,000	\$3,805,544	\$3,445,781	\$62,000	\$297,763
6102	Non Instructional Salaries	\$3,118,368	\$115,750	\$3,234,118	\$3,291,120	\$38,605	-\$95,607
6103	Part Time Non Instructional	\$125,000	\$25,654	\$150,654	\$159,010	\$0	-\$8,356
6104	Salary Savings	-\$250,000	\$0	-\$250,000	\$0	\$0	-\$250,000
6121	Academic Salaries	\$3,598,676	\$0	\$3,598,676	\$3,592,521	\$0	\$6,155
6122	Academic Overload	\$644,607	\$0	\$644,607	\$669,466	\$0	-\$24,859
6123	Part Time Academic	\$1,340,247	\$34,574	\$1,374,820	\$1,399,875	\$9,971	-\$35,026
6124	Independent Study	\$5,580	\$5,900	\$11,480	\$7,788	\$0	\$3,692
6125	Academic Advising	\$2,950	\$0	\$2,950	\$0	\$0	\$2,950
6141	Part Time Student Help	\$75,076	\$0	\$75,076	\$68,520	\$0	\$6,556
6142	Work Study Student	\$0	\$17,000	\$17,000	\$10,143	\$235	\$6,622
6143	Student Tutoring	\$3,000	-\$2,000	\$1,000	\$6	\$0	\$994
6144	Faculty Tutoring	\$41,000	-\$574	\$40,426	\$22,568	\$1,157	\$16,701
6145	Honorarium	\$2,000	\$0	\$2,000	\$949	\$0	\$1,051
6200	Fringe Expense	\$4,175,649	\$44,888	\$4,220,537	\$3,890,491	\$39,472	\$290,574
6202	STRS-ARP	\$0	\$0	\$0	\$0	\$23	-\$23
6203	SERS	\$0	\$0	\$0	-\$94	\$0	\$94
6205	SERS-Surcharge	\$0	\$0	\$0	\$19,242	\$0	-\$19,242
6210	Fringe Actual	\$0	\$0	\$0	\$895,360	\$0	-\$895,360
6211	Medical	\$0	\$0	\$0	-\$386,624	\$0	\$386,624
6212	Dental	\$0	\$0	\$0	\$207	\$0	-\$207
6213	Vision	\$0	\$0	\$0	\$71	\$0	-\$71
6214	Life	\$0	\$0	\$0	-\$9	\$0	\$9
6216	Misc Insurances	\$0	\$0	\$0	\$5	\$0	-\$5
6217	HSA	\$0	\$0	\$0	\$4	\$0	-\$4
6218	HRA	\$15,000	\$0	\$15,000	\$8,795	\$0	\$6,205
6250	Pension Expense	\$0	\$0	\$0	-\$582,103	\$0	\$582,103

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6301	Workers Compensation	\$17,500	\$0	\$17,500	\$23,240	\$0	-\$5,740
6302	Unemployment Compensation	\$5,000	\$0	\$5,000	\$7,214	\$0	-\$2,214
6303	Employee Fee Waiver	\$60,000	\$0	\$60,000	\$54,510	\$0	\$5,490
6304	Bookstore Employee Discount	\$4,000	\$0	\$4,000	\$3,105	\$0	\$895
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$1,050	\$0	\$1,950
6306	Employee Appreciation	\$24,500	\$2,700	\$27,200	\$24,097	\$0	\$3,103
6307	Faculty / Staff Development	\$75,000	\$0	\$75,000	\$58,742	\$0	\$16,258
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$66,620	\$0	-\$21,620
7101	Office Supplies	\$33,897	\$3,672	\$37,569	\$24,717	\$0	\$12,852
7102	Copier Supplies	\$17,575	\$0	\$17,575	\$17,324	\$0	\$251
7103	Recruiting Supplies	\$17,750	\$250	\$18,000	\$9,707	\$0	\$8,293
7121	Computer Supplies	\$28,960	\$15,250	\$44,210	\$22,968	\$0	\$21,242
7131	Instructional Supplies	\$207,744	\$195,832	\$403,576	\$345,152	\$0	\$58,424
7132	Lab Supplies	\$44,200	-\$5,041	\$39,159	\$6,535	\$0	\$32,624
7134	ADA Hearing Impaired Books	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7135	Instructional Food/Snacks	\$29,600	\$0	\$29,600	\$20,449	\$0	\$9,151
7136	Linen and Laundry	\$360	\$0	\$360	\$20	\$0	\$340
7138	Graduation Supplies	\$25,500	\$0	\$25,500	\$11,522	\$0	\$13,978
7151	College Car Supplies	\$990	\$0	\$990	\$8	\$0	\$982
7153	First Aid Supplies	\$0	\$0	\$0	\$0	\$0	\$0
7156	Miscellaneous Supplies	\$13,700	-\$80	\$13,620	\$15,097	\$0	-\$1,477
7157	Employee Awards	\$7,000	\$0	\$7,000	\$2,459	\$0	\$4,541
7161	Library Supplies	\$1,400	\$0	\$1,400	\$2,008	\$0	-\$608
7162	Library Books Lost / Replaced	-\$3,953	\$0	-\$3,953	-\$875	\$0	-\$3,078
7171	Audio Visual Supplies	\$28,734	\$0	\$28,734	\$35,205	\$0	-\$6,471
7181	Uniforms	\$10,800	-\$5,650	\$5,150	\$3,918	\$0	\$1,232
7182	Janitorial Supplies	\$15,000	\$10,000	\$25,000	\$23,268	\$0	\$1,732
7201	Conferences and Seminars	\$115,000	-\$3,142	\$111,858	\$58,010	\$0	\$53,849
7202	Travel	\$109,064	\$19,323	\$128,386	\$79,380	\$0	\$49,006
7203	Development	\$47,000	\$21,100	\$68,100	\$44,530	\$0	\$23,570
7204	Instructional Travel	\$31,000	-\$1,850	\$29,150	\$13,297	\$0	\$15,853
7207	Committee Meetings	\$27,890	-\$326	\$27,564	\$15,655	\$0	\$11,909

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7208	Convocation	\$8,000	\$0	\$8,000	\$5,296	\$0	\$2,704
7301	Subscriptions and Publications	\$10,835	\$0	\$10,835	\$8,568	\$0	\$2,267
7311	Dues	\$175,540	-\$2,000	\$173,540	\$155,054	\$0	\$18,486
7321	Classified Advertising	\$0	\$7,000	\$7,000	\$9,768	\$0	-\$2,768
7322	Radio Advertising	\$60,000	\$0	\$60,000	\$56,516	\$0	\$3,484
7323	Brochures	\$40,000	-\$7,500	\$32,500	\$25,785	\$0	\$6,715
7324	Advertising - Papers	\$18,000	\$0	\$18,000	\$18,016	\$0	-\$16
7325	Advertising - Billboards	\$82,000	\$6,500	\$88,500	\$88,544	\$0	-\$44
7326	Advertising - Miscellaneous	\$55,725	\$0	\$55,725	\$43,300	\$0	\$12,425
7328	Advertising - Digital	\$44,000	\$0	\$44,000	\$39,903	\$0	\$4,097
7329	Advertise-Wkfrc Devel	\$18,000	\$0	\$18,000	\$6,914	\$0	\$11,086
7331	Community Relations Donations	\$500	\$0	\$500	\$337	\$0	\$163
7352	Printing	\$41,700	\$0	\$41,700	\$40,699	\$0	\$1,001
7361	Postage	\$22,800	\$0	\$22,800	\$12,239	\$0	\$10,561
7401	Equipment M & R	\$189,016	\$60,266	\$249,282	\$250,682	\$0	-\$1,400
7402	Buildings M & R	\$102,650	-\$3,000	\$99,650	\$62,838	\$0	\$36,812
7403	Grounds M & R	\$30,622	\$14,000	\$44,622	\$38,647	\$0	\$5,975
7404	Parking Lot M & R	\$30,000	-\$8,300	\$21,700	\$21,522	\$0	\$178
7405	Water Tower M & R	\$302,000	-\$2,000	\$300,000	\$0	\$0	\$300,000
7406	Vehicles M & R	\$25,000	\$0	\$25,000	\$18,945	\$0	\$6,055
7407	Equipment Replacement	\$10,000	\$0	\$10,000	\$12,159	\$0	-\$2,159
7408	Equipment Rental	\$40,300	\$0	\$40,300	\$32,195	\$0	\$8,105
7409	Facilities Rental	\$4,238,490	\$3,200	\$4,241,690	\$4,771,717	\$0	-\$530,028
7501	Professional Fees	\$47,200	\$5,000	\$52,200	\$163,380	\$0	-\$111,180
7502	Legal Fees	\$19,000	\$5,000	\$24,000	\$14,356	\$0	\$9,644
7503	Audit Fees	\$40,000	\$0	\$40,000	\$31,996	\$0	\$8,004
7504	Accreditation	\$2,897	\$7,000	\$9,897	\$10,262	\$0	-\$365
7521	Training	\$241,000	\$1,000	\$242,000	\$296,297	\$0	-\$54,297
7522	Testing / Assessment	\$160,950	\$4,500	\$165,450	\$83,713	\$0	\$81,737
7523	Outside Services	\$5,650,538	\$208,702	\$5,859,240	\$6,631,333	\$1,200	-\$773,293
7525	Purchased Services	\$73,839	\$0	\$73,839	\$42,380	\$0	\$31,459
7527	Collection Fees	-\$16,000	\$0	-\$16,000	-\$24,739	\$0	\$8,739

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$8,351	\$0	\$2,149
7531	Finger Printing Expense	\$27,620	\$0	\$27,620	\$23,647	\$0	\$3,973
7601	Adult Diploma Scholarship	\$25,000	\$0	\$25,000	\$0	\$0	\$25,000
7602	JATC Career Advantage Fee Schl	\$500	\$0	\$500	\$0	\$0	\$500
7603	Honors Scholarship	\$70,000	\$0	\$70,000	\$33,532	\$0	\$36,468
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$14,542	\$0	-\$2,542
7605	Presidential Scholarship	\$900,000	\$0	\$900,000	\$852,492	\$0	\$47,508
7606	Scholarship Allowance	-\$1,850,227	-\$191,804	-\$2,042,031	-\$2,098,113	\$0	\$56,082
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7608	Fee Waiver - Senior Citizens	\$6,000	\$0	\$6,000	\$1,826	\$0	\$4,174
7609	Fee Waiver - ONG	\$515	\$0	\$515	\$0	\$0	\$515
7610	CCP Partner Scholarship	\$5,150	\$0	\$5,150	\$0	\$0	\$5,150
7618	Graduation Alliance Schlp	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7619	Registration Scholarship	\$13,000	\$191,804	\$204,804	\$0	\$0	\$204,804
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$3,500	\$0	\$7,500
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schlp & Books	\$669,442	\$0	\$669,442	\$774,139	\$0	-\$104,697
7631	Bad Debt Expense	\$105,000	\$0	\$105,000	\$101,825	\$0	\$3,175
7632	Capital Lease Interest	\$65,445	\$0	\$65,445	\$65,166	\$0	\$278
7633	Contingency Fund	\$62,750	-\$7,196	\$55,554	\$19,108	\$0	\$36,446
7634	Instructional Media	\$10,500	\$0	\$10,500	\$11,011	\$0	-\$511
7635	Database Subscriptions	\$35,000	-\$340	\$34,660	\$29,742	\$0	\$4,918
7636	Student Activities	\$32,225	-\$863	\$31,362	\$16,828	\$0	\$14,534
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$28,952	\$0	-\$28,952
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$77,104	\$0	-\$32,896
7642	Alumni Fund Expense	\$8,200	\$1,000	\$9,200	\$8,643	\$0	\$557
7644	Miscellaneous	\$63,800	\$388	\$64,188	\$10,152	\$0	\$54,036
7645	Business Competition	\$800	\$0	\$800	\$809	\$0	-\$9
7650	Strategic Planning	\$1,000	-\$1,000	\$0	\$0	\$0	\$0
7666	Grant Matching	\$60,000	\$0	\$60,000	\$0	\$0	\$60,000
7667	CCP Scholarship	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7670	Road to Success Schlp	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7671	Sports Club Schlp	\$20,000	\$0	\$20,000	\$17,515	\$0	\$2,485
7676	TRIO - NSCC Scholarship	\$5,000	\$0	\$5,000	\$1,014	\$0	\$3,986
7677	Tuition Reduction - Cares	\$0	\$0	\$0	\$80,461	\$0	-\$80,461
7701	Gas	\$75,000	-\$20,917	\$54,083	\$49,247	\$0	\$4,835
7702	Electricity	\$175,000	\$35,417	\$210,417	\$205,036	\$0	\$5,381
7703	Electricity - Water Tower	\$2,699	\$500	\$3,199	\$3,032	\$0	\$167
7704	Water	\$8,000	\$1,500	\$9,500	\$6,488	\$0	\$3,012
7705	Sewer	\$40,000	\$0	\$40,000	\$35,820	\$0	\$4,180
7706	Waste Collection	\$7,000	\$0	\$7,000	\$6,928	\$0	\$72
7707	Telephone	\$84,370	\$0	\$84,370	\$49,967	\$0	\$34,403
7722	Employee Liability Insurance	\$14,400	\$0	\$14,400	\$23,676	\$0	-\$9,276
7724	Motor Vehicle Insurance	\$21,000	\$0	\$21,000	\$27,273	\$0	-\$6,273
7725	Property Insurance	\$109,319	\$0	\$109,319	\$82,813	\$0	\$26,506
7727	Prof Liab Students	\$8,947	\$0	\$8,947	\$11,479	\$0	-\$2,532
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$396	\$0	\$1,854
7729	Cyber Liability Insurance	\$18,100	\$0	\$18,100	\$15,585	\$0	\$2,515
7777	PC Unapproved Transactions	\$0	\$0	\$0	\$0	\$0	\$0
7901	Library Books	\$12,000	\$0	\$12,000	\$10,945	\$0	\$1,055
7902	Fixtures and Furnishings	\$433,884	-\$4,754	\$429,130	\$159,427	\$0	\$269,703
7903	Software and Licensing	\$694,748	-\$8,000	\$686,748	\$537,908	\$0	\$148,840
7904	Building Projects	\$6,014,991	-\$2,802,000	\$3,212,991	\$0	\$0	\$3,212,991
7911	Equipment	\$146,000	\$204,498	\$350,498	\$101,608	\$0	\$248,890
7912	Motor Vehicles	\$30,000	\$4,000	\$34,000	\$27,137	\$0	\$6,863
Expense Sub-Total:		\$37,698,857	-\$1,800,170	\$35,898,688	\$31,753,451	\$152,663	\$3,992,574