

**BOARD OF TRUSTEES**  
**August 27, 2021 – 11:30 a.m.**  
**C200**

**ORDER OF BUSINESS**

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

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

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

**C. PLEDGE OF ALLEGIANCE**

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

**E. PRESENTATION – FOUNDATION CHECK (Peter B & Robbin W)**

**F. EXECUTIVE SESSION**

**G. CAMPUS FACILITIES TOUR**

**H. AUDIENCE PARTICIPATION**

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

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

**J. BOARD DISCUSSION ITEMS (Lisa M & Todd H)**

- State Biennium Budget (Todd H)
- Wetland Project (Todd H)
- Dynamix Contract Update (Jenny T)

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

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

*Values: People, Integrity and Learning*

- Policy and Procedure Updates:
  - SB 40/ FORUM Policy / Procedure (Lana S)
  - Trustee Orientation (Todd H)
  - Virtual Meeting Policy (Todd H)
  - Admissions Policy (Todd H)
- Campus Culture Initiative (Lana S)

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

- Financial Report as of May 31, 2021 (consent item)

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

1. Consent Agenda Items
  - a. Minutes of the June 25, 2021 Meeting
  - b. Resignations
  - c. Employ Full-Time Recruiter – Admissions
  - d. Employ Full-Time Generalist – Human Resources
  - e. Employ Full-Time Assistant – Registrar
  - f. Employ Full-Time Executive Administrative Assistant – Executive Vice President
  - g. Employ Full-Time Executive Administrative Assistant – Vice President Enrollment Management & Student Affairs
  - h. Employ Full-Time Faculty – Psychology
  - i. Employ Full-Time Faculty – Composition
  - j. Promotion – Enrollment Specialist
  - k. Promotion – Director Auxiliary Services
  - l. Promotion – Operations Coordinator
  - m. Promotion – Project Manager Grants
  - n. Transfer – Administrative Assistant – Advising Center & Learner Services
  - o. Transfer – Coordinator – Nursing Lab
  - p. Transfer – Teaching Assistant – Nursing Lab
  - q. Miscellaneous Employment Contracts
  - r. Expressive Activities and Harassment Policy (SB40)
  - s. Admissions Policy (DoD Audit Response)

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

1. Tuition Increase 2021-2022 Academic Year

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

1. Upcoming Board Activities
  - a. OACC Annual Conference – September 16 (POSTPONED)
  - b. State of the College – September 30
  - c. ACCT Congress – October 13 – 16

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- d. Board Meeting – October 29
  - e. Van Wert Groundbreaking / State of the College – TBD
2. Emeritus Nominations – Trustees

**O. ADJOURNMENT (Lisa M)**

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The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, June 25, 2021 at 11:30 a.m. Board members had the option to attend in person or remotely.

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

### **MEMBERS PRESENT**

21-47

Members present: Sandy Barber, John Bridenbaugh, Sue Derck, Jeff Erb, Lisa McClure and Joel Miller.

### **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 Derck 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**

Chair Miller read the College’s vision and value statements:

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

Values:

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

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

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

### **EXECUTIVE SESSION**

21-48

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

purposes.

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

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

## **PRESENTATION**

President Hernandez, along with the Vice Presidents as goal champions, presented an update on the goals of the College for FY 21-22 as part of the current strategic plan. Each goal tactic is tied to the strategic plan and the FY 21-22 budget.

## **CHIEF EXECUTIVE OFFICER REPORT**

The Vice Presidents reported out on their respective areas of the College and highlighted some of the accomplishments that they are most proud of from the past year. The common theme was that even during remote work and learning, the College continued to implement new initiatives and maintain enrollment numbers during the pandemic.

## **BOARD DISCUSSION ITEMS**

Board Budget Committee – Members of the committee met on June 7 to review April financials and the FY21-22 budget.

State Biennium Budget – The State budget is currently in conference committee. Some items effecting community colleges include removing all trustee ability to meet remotely, SSI increases of 1.1% and 0.9% in FY 22 and FY23, authority for tuition increase of \$5 per credit hour, one-time \$5 million for short-term certificates, chancellor rulemaking power to assist debtors and authorizes “applied” BSN programs statewide.

Diversity, Equity & Inclusion Statement – The revised D, E&I statement will be a voting item.

Campus Culture Initiative – The annual report is being drafted for submission. The College expects to meet all recommendations.

Dynamix Contract Update – The solar project is moving forward. The planning committee is outlining next steps and a timeline for project implementation and completion.

SB40 / FORUM Policy / Procedure – Senator Rob McColley co-sponsored the FORUM Act, which removes free speech zones from state institutions of higher education (IHE) and protects a student’s rights to free speech / expression. State IHE’s will be required to submit a report within 180 days of passage of the bill and provide access to the report on their website.

Vacation Buyback Procedure – The procedure was reviewed by the attorney general and will be implemented to incentivize employees to take vacation time.

Trustee Orientation – Dr. Thomson drafted a policy and procedure using best practices to formalize the process for new trustee orientation. Trustee Barber volunteered to work with President Hernandez to review the proposed documents.

**CHIEF FISCAL OFFICER REPORT**

21-49

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 April 30, 2021. The Board voted to approve the report by affirmation.

**CONSENT AGENDA APPROVED**

**MINUTES OF THE APRIL 30, 2021 BOARD MEETING**

21-50

**MINUTES OF THE JUNE 9, 2021 SPECIAL BOARD MEETING**

21-51

**RESIGNATIONS**

21-52

WHEREAS, Makayla Windau, Admissions Recruiter, has submitted her resignation; and

WHEREAS, James Lugbill, Facilities Technician, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Makayla Windau, effective May 21, 2021, and James Lugbill, effective August 1, 2021 be accepted.

**PROBATIONARY FACULTY AND NON-TEACHING FACULTY  
CONTRACTS APPROVED**

21-53

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

WHEREAS, their supervisor recommends; and

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

NOW, THEREFORE BE IT RESOLVED, that the following persons be re-employed as per the terms and conditions indicated effective with the 2020-2021 academic year:

- a. Erin Jacob (clinical – teaching assistant), continuing, Masters, total salary \$51,885.46
- b. Amy Thomas (faculty – education), continuing, Masters, total salary \$54,650.08.
- c. Heather Galbraith (faculty – human services), third, Masters, total salary \$54,461.56
- d. Julie Kemarly-Dowland (faculty & lab coordinator – biology), third, Masters, total salary \$68,312.60
- e. Anuja Parikh (faculty – physics), third, Masters, total salary \$52,525.94
- f. Steven Raymond (faculty – industrial technology), third, Associates, total salary \$58,143.85
- g. Cayla Swisher (recruiter – admissions), third, Bachelors, total salary \$42,662.63

- h. Alexandra Yantis (success coach), third, Bachelors, total salary \$42,662.63
- i. Amy Leitch (assistant – clinical teaching), second, Masters, total salary \$46,999.48
- j. Emily Riegsecker (faculty – nursing), second, Masters, total salary \$68,076.95

**FULL-TIME SUCCESS COACH EMPLOYED**

**21-54**

WHEREAS, Northwest State Community College (NSCC) was awarded the TRIO-SSS federal grant to fund student support services; and

WHEREAS, NSCC has created several positions to carry out the initiatives of the program; and

WHEREAS, the position of full-time Success coach was created to support the TRIO-SSS initiative; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Brenda Housh be employed as full-time Success Coach effective May 3, 2021 at an annual salary of \$42,041.33. This is in accordance with the Professional Staff Bargaining Agreement and funded by the TRIO-SSS federal grant.

**EXECUTIVE VICE PRESIDENT EMPLOYED**

**21-55**

WHEREAS, the position of Executive Vice President was left vacant due to the promotion of Todd Hernandez to President; and

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

WHEREAS, several candidates for the position gave presentations to the campus community and feedback was gathered on each candidate; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. Albert Lewis Jr. be employed as Executive Vice President effective July 1, 2021 at an annual salary of \$150,000. This is a grade level I position.

**MISCELLANEOUS EMPLOYMENT CONTRACTS**

**21-56**

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

WHEREAS, the Vice President for Academics and the President recommends

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

Part-time Adjuncts:

Storrer Josh  
Vocke Justen

**GIFTS TO THE COLLEGE ACCEPTED**

**21-57**

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

WHEREAS, Northwest Custom Mechanical has made a generous donation of Merv 8 air handler filters with an approximate value of \$500.00; and

WHEREAS, Memorial Home of Mercy Filling Home in Napoleon has made a generous donation of two used Karcher Cricket Auto Mop – Compact Scrubbers with an approximate value of \$750.00 (total) and a used Advance Carpetriever 28 – Commercial Carpet Vacuum with an approximate value of \$800; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that these gifts be accepted to the College.

**2021-2022 BUDGET APPROVED**

**21-58**

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

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

WHEREAS, the College is facing the aftermath of a historic pandemic and fiscal situation and this budget underscores the importance of getting back on track after unprecedented health and financial challenges; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the operating budget for 2021-2022 fiscal year be adopted.



## FY 2022 Proposed Budget: Revenue

NSCC Revenue	FY 22 Revenue	Percent	Increase
Tuition and Fees	\$ 13,344,016	51%	\$ 583,763
Public Support	\$ 11,817,403	45%	\$ 317,369
Scholarship Support	\$ (1,403,460)	-5%	\$ (375,526)
Custom Training	\$ 1,425,000	5%	\$ 460,000
CARES	\$ 552,304	2%	\$ (250,000)
Miscellany	\$ 377,040	1%	\$ 40,000
Unallocated Reserves	\$ 300,000	1%	\$ 300,000
<b>Total</b>	<b>\$ 26,412,303</b>	<b>100%</b>	<b>\$ 1,075,606</b>

## FY 2022 Proposed Budget: Expenses

NSCC Expense	FY 22 Expenses	Percent	Increase
Personnel	\$ 13,676,154	52%	\$ 788,565
Partnertships/ Van Wert	\$ 8,685,429	33%	\$ 305,347
Operating	\$ 2,994,197	11%	\$ 362,530
Scholarship	\$ (1,403,460)	-5%	\$ (375,526)
Capital & Equip	\$ 1,568,299	6%	\$ 3,825
Util. & Ins.	\$ 591,683	2%	\$ (9,136)
<b>Total</b>	<b>\$ 26,112,302</b>	<b>100%</b>	<b>\$ 1,075,605</b>

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

### **SUPPORT OF THE COLLEGE'S DIVERSITY, EQUITY AND INCLUSION STATEMENT APPROVED**

21-59

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

WHEREAS, the College supports diversity, equity and inclusion through its mission, vision, values, institutional learning outcomes, Graduation Pathways to Success (GPS) initiative, Achieving the Dream (ATD) partnership, the federally-funded TRIO-SSS program, partnerships with Job and Family Services (JFS), the NSCC Foundation and other campus initiatives; and

WHEREAS, the College's mission, vision and values drive the strategic plan; and

WHEREAS, GPS and ATD goals are used to identify equity gaps in enrollment and completion data and design strategies to close equity gaps across the College's six-county service area; and

WHEREAS, collaborative partnerships with the Dream Center, JFS and NSCC programs including CCAP and TRIO-SSS serve as examples of NSCC's ongoing commitment to serve underserved populations; and

WHEREAS, the Diversity, Equity and Inclusion committee members have worked together to create a statement that aligns with the College's mission, vision and values; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the college's Diversity, Equity and Inclusion Statement be supported by the NSCC Board of Trustees:

**Northwest State Community College (NSCC) is committed to diversity, equity, and inclusion for all.**

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

### **RETIREMENT**

Chair Miller formally thanked trustee Sue Derck for her more than two decades of service to the Northwest State Community College Board of Trustees. Ms. Derck's term expired June 2021 and she will not be seeking re-appointment to the Board.

### **ADJOURNMENT**

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

**1. APPROVAL OF CONSENT AGENDA.**

**1a. Minutes of the June 25, 2021 Board Meeting**

**1b. Resignations**

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

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

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

WHEREAS, the President recommends

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

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

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

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

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

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

**1d. Employ Full-Time Human Resources Generalist**

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

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

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

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

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

**1e. Employ Full-Time Registrar Assistant**

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

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

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

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

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

**1f. Employ Full-Time Executive Administrative Assistant – Executive Vice President**

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

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

WHEREAS, the Executive Vice President and the President recommends

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

**1g. Employ Full-Time Executive Administrative Assistant – Vice President Enrollment Management & Student Affairs**

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Heather Mendez be employed as Executive Administrative Assistant – Vice President – Enrollment Management & Student Affairs effective August 9, 2021 at an annual salary of \$40,000. This is a graded position.

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

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

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

WHEREAS, the Vice President for Academics and the President recommends

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

**1i. Employ Full-Time Faculty – Composition**

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

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

WHEREAS, the Vice President for Academics and the President recommends

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

**1j. Promotion to Full-Time Enrollment Specialist**

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

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

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

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

**1k. Promotion to Director – Auxiliary Services**

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

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

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

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

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

**1l. Promotion to Full-Time Operations Coordinator**

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

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

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

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

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

**1m. Promotion to Full-Time Project Manager – Grants**

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

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

WHEREAS, this includes overseeing the planning and implementation of project deliverables, collecting report data, setting up project parameters, serving as liaison with principals and other departments and interfacing with various departments on campus while assuring compliance with the rules and regulations established by the grantor over the lifetime of the project with the assurance of deliverables and outcomes; and

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

WHEREAS, the President recommends

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

**1n. Transfer to Full-Time Administrative Assistant – Advising Center & Learner Services**

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

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

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

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

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

**1o. Transfer to Full-Time Nursing Lab Coordinator**

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

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

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

WHEREAS, the Vice President – Academics and the President recommends

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

**1p. Transfer to Teaching Assistant – Nursing Lab**

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

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

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

WHEREAS, the Vice President – Academics and the President recommends

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

**1q. Miscellaneous Employment Contracts**

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

WHEREAS, the Vice President for Academics and the President recommends

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

Part-time Adjuncts:

Elchinger	Diane
Ranaweera	Priyankarage

**1r. Expressive Activities and Harassment Policy**

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

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



institution; and

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

WHEREAS, the President recommends

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

Policy No. 17-05: EXPRESSIVE ACTIVITIES AND HARASSMENT

Effective Date: X/XX/2021

- (A) This policy applies to Northwest State Community College students, student groups, faculty, staff and employees.
- (B) Ohio Revised Code 3345.0212 requires each public college in Ohio to adopt a policy on harassment that is consistent with and adheres strictly to the definition of harassment in section 3345.0211 of the Ohio Revised Code.
- (C) Northwest State Community College believes that the right of expression is as necessary as the right of inquiry and that both must be preserved as essential to the pursuit and dissemination of knowledge and truth. However, NSCC's commitment to freedom of expression does not extend to harassment. Under section 3345.0211, harassment is defined as conduct and/or expression that is:
  - (1) not protected by the First Amendment to the United States Constitution or Article I of the Ohio Constitution (Unprotected Expression);
  - (2) unwelcome; and
  - (3) so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the individual's education program or activity.
- (D) Expression (either in person, in writing or by telecommunication) must meet all three elements to be actionable under this policy. This policy applies to alleged harassment that takes place on Northwest State Community College's property (owned, leased, or controlled premises), at Northwest State Community College's sponsored events, and in connection with a Northwest State Community College's recognized program or activity.
- (E) Students should report alleged violations of this policy to the Vice President for Enrollment Management and Student Affairs. Faculty and Staff should report alleged violations of this policy to the Vice President for Human Resources & Leadership Development.
- (F) This policy shall not be construed to impair any right or activity, including speech, protest, or assembly protected by the U.S. Constitution.

(G) Nothing within this policy shall be interpreted as preventing Northwest State Community College from restricting expressive activities that the First Amendment of the U.S. Constitution or Article I, Sections 3 and 11 of the Ohio Constitution does not protect. Further nothing in this policy shall be interpreted as restricting or impairing the University's obligations under federal law including, but not limited to, Title IV of the Higher Education Act of 1965, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans With Disabilities Act, Age Discrimination in Employment Act and the Age Discrimination Act of 1975 as addressed through its non-discrimination and Title IX policies.

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

### **1s. Admissions Policy Update**

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

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

WHEREAS, the Vice President for Academics and the President recommends

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

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

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

- (A) Northwest state community college is committed to the principle of providing each student access to quality educational programs and lifelong learning. Information provided on the college admissions application will be used to determine initial admission status.
- (B) Additional documentation may be required for certain applicant categories such as international, early admit and transfer students or credit or non-credit classes offered through custom training solutions. Specific information pertaining to each category will be maintained in the admission office. Applicants not providing appropriate documentation may be denied admission.
- (C) Admission to a specific program of study for the purpose of earning a degree or certificate shall be according to requirements and procedures established for the specific program of study.
- (D) Admission procedures, including changes in conditions of admission status, will be adopted

and implemented by the college.

(E) Readmission to the college will include the additional statement regarding service members and reservists: When a learner whose enrollment is interrupted by mobilization or call to active duty, the college will make every possible effort to place the returning learner back into the academic track as close as possible to the point prior to activation in accordance to the Federal Aid Student Handbook, Chapter 3 of Volume 2 [DoD MOU, paragraph 3.i(1)]. The Registrar's office will be the point of contact the learner must provide notification of service and notification of intent to return.

## **PROPOSED RESOLUTION**

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

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

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

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

WHEREAS, Governor DeWine is proposing a \$5 per credit hour tuition increase for the 2021-2022 academic year; and

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

WHEREAS, the Cabinet and the President recommend

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

ROLL CALL: Aye;

Nay;

Thereupon the Chair declared the motion approved/disapproved.



# President's Report - August 2021

## College Updates

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

[First 100 Days](#) (video)

## Talking with Todd vodcast:

[8/5/2021](#) (featuring Chair Miller)

## Activities

### Ongoing

- Napoleon Rotary (weekly)
- Student Mentor (biweekly)
- OACC President's Call (various)
- Terra, Owens, NSCC President's Call (monthly)
- NwOESC Superintendent Meeting (monthly)
- Defiance 2100 planning group (monthly)
- EAB New President's Intensive Cohort (weekly)

<b>Date</b>	<b>Activity</b>
June 29	Radio Commercial Recording - We are ready to serve you!
July 8	Foundation Quarterly Meeting
July 9	Toledo IBEW Graduation
July 22	Terra President Ron Schumacher - peer mentoring
July 23	Cabinet Retreat
July 28	Present at Wauseon Rotary



<b>Date</b>	<b>Activity</b>
July 29	Foundation Board Meeting
July 29	Board Engagement - Sandy Barber
August 2	Lt. Gov Husted Visit
August 5	Radio Interview - Van Wert / Paulding: We're coming!
August 6	Henry Co Chamber Golf outing
August 8	CCP Welcome Picnic
August 11	Agriculture Conference
August 12	President Ron Schumacher - peer mentoring
August 13	NSCC Van Wert Golf Outing
<i>August 16</i>	<i>Lunch w/Governor DeWine in Columbus</i>
<i>August 18</i>	<i>New Student Picnic</i>
<i>August 19</i>	<i>Defiance Chamber meeting w/Director</i>
<i>August 19</i>	<i>Meeting with Van Wert property owner</i>
<i>August 19</i>	<i>Defiance 2100</i>
<i>August 23</i>	<i>Bryan Chamber Golf Outing</i>

**Scheduled Time Off / Away from Campus**

Date	Description
September 1	Personal Day
September 23 /24	Akron & Cleveland IBEW Graduations
October 9 -16	HERDI / ACCT Conference; San Diego, CA



## Non NSCC related Professional Activities

None.

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

While we bring to a close the summer semester we are eager and look forward to start a new academic year in preparing for the fall 2021 term. While the summer term tends to have a lower enrolment than the fall and spring, this summer term has been anything but a light semester. Faculty, deans and administrators are more than excited to get our learners back on campus and have been working on several initiatives gearing up to a vibrant campus again. They have hosted several summer camps in the different academic areas, participated or lead several recruiting events and managed to bring on a couple new faculty members to support growth in CCP and transfer pathways as well as new programs in the industrial area.

In the midst of all the work this summer, on July 8, the deans participated in a retreat. This was an opportunity for the deans to focus on the strategic plan, specifically goal one “*Life Changing Education,*” and to review work over the last year, what we learned, and what we will accomplish in this upcoming 2021-22 academic year. In review of our strategies, *Ensuring High Quality Education, Ensuring Transformative Education, and Ensuring a Safe Learning Environment,* we discussed focus on increasing the engagement and professional development of our part-time faculty who are responsible for teaching a large portion of our courses. We reviewed the continued progress in our assessment process and the increased engagement and production of committees such as the Teaching and Learning and Academic Affairs committees, as well as the need to establish an HLC steering committee and an ad hoc committee for the review of our institutional learning outcomes. The retreat also included discussion on our budget and leveraging it for various initiatives to further support these strategies and our learners. Just a few items that we will be working on in the upcoming year include the ability for learners to register for a year’s worth of courses at one time, the continued focus on increased access and completion (not just learners in the class, but learners as a whole achieving their goal whether it is a degree, certificate or transfer). We also reviewed various software platforms that we could utilize to increase our productivity, such as Weave, for assessment and a program for curriculum and catalog management.

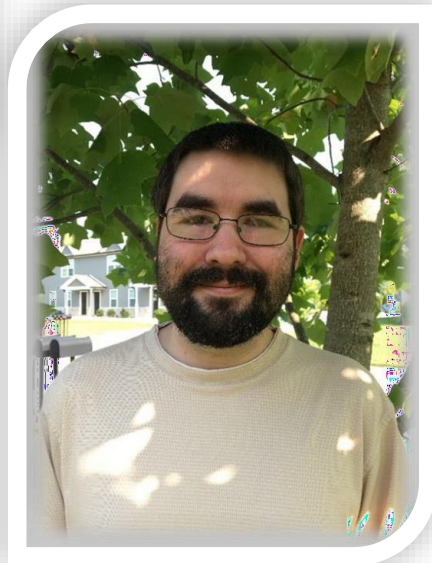
We are excited and looking forward to the start of the fall 2021 term. It is going to be a great year!

**Jamilah Tucker: Arts & Science**

The Division of Arts and Sciences welcomes two new faces:



*Dr. Carissa Broadbridge, Psychology Faculty*



*Dr. Eric Baker, Composition Faculty*



Arts and Sciences graduate and transfer student, **Sol Maria Moreira Chavez**, received the David Gall Memorial Scholarship from the Ohio Transfer Council. The division's participation in the Council allows students to be eligible for the annual award consideration.

Sol came to NSCC two years ago as an adult, immigrant, and working student (at time 50



hours per week). She admits she was a bit scared, but found welcome and connection at NSCC. Her extraordinary ability to balance her priorities consistently put her on the Dean's list and made her stand out in the opinion of many A&S faculty who had the pleasure to instruct her.

Not the only ones to notice her effort, Sol was awarded membership to the All Ohio Academic Team by the Ohio House of Representatives and Senate. The division encouraged Sol to apply for the Ohio Transfer Scholarship while assisting her with transfer processes at The Ohio State University.

Sol will attend OSU in the fall semester and study political science. In her own words: *Looking back on time, two years ago was when I first moved to the States. I couldn't recognize it back then, but I was scared. I was scared that I wouldn't do as good in school as I did in Ecuador. I was scared that I wouldn't be welcomed, and I was scared that I wouldn't meet anyone who I would bond with. Today I am glad to know that I was wrong. NSCC received me with open arms, the professors thought me many things like critical thinking, writing tools that I still use to this day, analyzing, time management, drafting, planning, accessing resources, and many more tools that have prepared me for my time at OSU. **Sherry Howard** in particular, made my time memorable and is still till this day the best professor I had ever had in my experience as a student. I loved how organized her courses were, and how open she was to listening to every single point of view in her humanities class while also inspiring us to look for more. She was the very first professor I took a class with at NSCC, and she was also one of the last ones I had on my last semester. I am so grateful to have had her as my professor, as I will carry on her teachings in any future adventure that it is to come in my life, starting with OSU.*

During the summer semester the division offered two summer camps in Art and College Readiness and Reading Skills, but both were not successful at enrolling interested members of the community. The summer enrollments held steady, and fall numbers appear to be growing. New faculty have made it possible to add additional seats in Composition and Psychology.

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

During the summer semester, faculty and staff within the Business and Public Services Division have been continually reminded to take care of themselves and their loved ones. I have reminded them to find out what makes them happy and do it as much as they can, whether it be exercising, reading or spending time with family. I am also very thankful that the faculty and staff have also been there for their students during the past fall and spring semesters. In conclusion, planning for the fall 2021 semester has went smoothly for our team.

Our division has finalized our fall 2021 schedule. We are following the same course format offerings that we made successful during both the summer 2021 and spring 2021 semesters. Classes in both 8A and 8B have also been included in the fall 2021 schedule to help retain students and grow new enrollments.

The partnership with Central State University (CSU) is in the process of being finalized. CSU will be housing two extension agents in offices B118 and B119. The CSU extension agents will also be using classroom B120 for extension work for our local agricultural community. CSU and the Ohio State Extension Offices work closely together and there are no conflict of interests.

NSCC will be creating several articulation agreements with CSU to allow our NSCC AG students the opportunity to have 2+2 and possible 3+1 transfer plans in place. The transfer plans will be accessible through virtual deliveries from CSU to our NSCC students. As enrollments grow, face-to-face options will be available. We are excited about this partnership and the opportunities that will be provided for our NSCC students.

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

A pinning ceremony was held May 13 to recognize NURAH's spring graduates. Students and faculty attended on-campus; family and friends joined via Zoom. Dr. Keister presided over the ceremony and Dr. Hernandez provided a "Welcome" message to those in attendance.

- Medical Assisting – 7 graduates
- Phlebotomy – 4 graduates
- Practical Nursing – 5 graduates
- Registered Nursing – 25 graduates

During the summer term NURAH courses were offered as usual; no modifications were needed due to Covid.

Two nursing faculty, Erin Jacob and Karla Ringenberg, offered two summer camps; grades 4-6 and grades 7-8 on June 15/16 and June 22/23 respectively. The camps focused on safety, infection prevention and first aid with students creating a first aid kit that they took home. Eight students total attended the camps.

Dr. Keister submitted the annual reports for the Associate Degree Nursing program and the Practical Nursing program in July 2021.

A pinning ceremony was held August 3 to recognize NURAH's summer graduates. Students and faculty attended on-campus; family and friends joined via Zoom. Dr. Keister presided over the ceremony and Dr. Burklo provided a "Welcome" message to those in attendance.

- Medial Assisting – 1 graduate
- Phlebotomy – 8 graduates
- Practical Nursing – 7 graduates

Faculty changes consisted of the following:

- Annette Oberhaus resigned in March 2021
- Erin Jacob has been hired as the Nursing Laboratory Coordinator to replace Annette
- Amy Leitch has been hired as the Nursing Laboratory Teaching Assistant to replace Erin

In collaboration with Human Resources, Dr. Keister is in the beginning stages of a full-time medical assistant faculty member.

Fall plans are to offer all NURAH courses as usual with no modifications. Clinical partners have reached out and are welcoming NURAH students. The biggest concern is a shortage of Registered Nurses to fill adjunct Clinical Teaching Assistant positions.

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

We taught MET 299 this summer and have three teachers now credentialed to teach MET100 - Introduction to Engineering Technology as College Credit Plus (CCP) courses at their high schools. Two instructors are from Bryan High School and one instructor is from Ayersville High School.

Work is ongoing with the DOL Strengthening Community College Grant. We are currently working on the search for the two faculty whose positions are paid for by this grant.



**Vice President of Enrollment Management & Student Affairs  
August 2021  
Submitted by: Lana Snider**

Summer 2021 Review

Learner Services summer 2021 work centered on (a) providing holistic learner supports for our summer learners, (b) celebrating our learner-centered team culture, (c) emphasizing employee well-being through vacations, and (d) planning and/or carrying out 21-22 enrollment and engagement strategies.

Fall 2021 Preparations

Below are some images from our learner events that are designed to develop relationships with our learners and their families for the upcoming academic year.

Presidential and Honors Scholar Orientation  
August 2021 – Virtual and In Person  
170+ Scholars 2021-2022



College Credit Plus Picnic  
August 8, 2021  
100 CCP Learners and Family Members!



## Enrollment Impact in August

August is an exciting month because our team members registered the highest number of credit hours for fall 2021 than any prior month. The C-wing bubbled with energy and excitement from August 2 and this energy continues today! Thanks to *everyone's efforts* NSCC met the combined CCP and Traditional 498 FTE enrollment target on Friday, August 6.

Financial Aid has been using our Signal Vine texting app to encourage learners to finish up their Financial Aid file requirements and to encourage bill payment prior to August 20, 2021. Learners respond well to text messages with a call to action.

We remain focused on reaching out to those learners who have not yet registered for fall 21 and will continue to do so as we approach the August 25 fall semester start date. The TRIO team has recruited over 50 learners to participate in the program for 21-22 thus far and outreach continues to meet the goal of 100 participants.

Learner Services team members have developed a 21-22 Learner Career & Activities Calendar that includes education and training activities centered on learner engagement and education. Learner Services is developing a holistic learner approach designed to provide engagement and connection opportunities in support of their development, growth, and well-being.

Learner Groups and Clubs are gearing up for a great year of activities as well. "Tuesdays" will involve activities, musicians, and educational events for learners in the OASIS area and drive traffic to the Bookstore, Library, Success Center, and Snack Bar.

We are really excited to begin the 21-22 academic year!

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

**Modern Campus**

CTS has launched a new software platform – Modern Campus. The software will allow CTS to consolidate its products and services on one platform for customers to order and review offerings.

**Agency (Iron Workers and IBEW)**

I visited the Iron Workers in Dayton and IBEW Cincinnati with Dr Zachrich the past month. Larry is welcomed at each stop and the partnership with NSCC. NSCC recently received contracts from the Ironworkers in Cleveland and Toledo.

**CTS Archbold**

CTS Archbold shared the short-term Automotive Basics and Construction Basics curriculum and outcomes for the CTS Toledo team. They will work with Goodwill & Cherry Street Mission to deliver content at their sites.

We continue to promote CTS for workforce solutions at Van Wert. Brett Rogge has a lead on a possible youth IT program. We continue to promote NSCC/CTS in the county. NSCC recently hosted a community golf outing at Hickory Sticks in Van Wert.

Fall 2021 CTS classes are planned and delivery of hardware is underway. We are offering Open Enrollment and Contract Training topics.

The visit from Lt Governor Husted to our campus went well on 8/2/21.

We will initiate process improvements using the Lean for Higher Ed teams.

**Chief Fiscal and Administrative Officer**

**August 2021**

**Submitted by: Jennifer Thome**

Summer has come and gone as we await a bustling campus for fall semester. Summer has been filled with a lot of activities as we worked through Strategic Pillars, our Cabinet Retreat, and learning more about our team with the help of OE Strategies. We also had an amazing time representing NSCC at our 1<sup>st</sup> Annual Golf Outing held at Hickory Sticks Golf Course in Van Wert, Ohio.



Over the last few months, we have initiated Banner Grant Module setup and training to help administer grant tracking. With continued growth in this area, efficiency will be the key to maintaining fiscal health and spending. Concerning Grants, we also initiated reevaluating our Indirect Rate and attending training.

We are also heading into a busy time of the year for the Business Office. We just finished implementing our FY22 budget for faculty and staff and we will roll directly into FY21's audit. Onsite visits for our CPAs start the week of August 23 with the final report to be submitted to the state by October 15.

Bringing people back on campus:

On Wednesday August 18, we held a welcome event for new students. Campus was buzzing and what an amazing feeling it was. The C-wing, Learner Services, and Bookstore will open to regular hours for the public. Services will be available on Monday and Tuesday from 8am – 6pm, Wednesday and Thursday 8am – 4:30pm, and Friday 8am – 12pm.

### Planning for the future:

As a new Cabinet, we were given the task of “being bold.” If so, what steps would we take to grow campus and focus on providing learners with the best possible experience? What initiatives should we invest in – people. This process and discussing options have allowed Cabinet to speak freely, build connections with each other and has built trust within our team. We are building a strong foundation for the College – and it feels good!



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

**Recruiting:**

We have filled the following roles (since 6/25 board report):

- Enrollment Specialist
- Admissions Recruiter
- Human Resources Generalist
- Operations Coordinator
- Registrar Assistant
- Administrative Asst – Advising & Learner Services
- Executive Admin Asst to the EVP
- Executive Admin Asst to VP – EMSA
- Psychology Faculty
- Composition Faculty
- Nursing Lab Coordinator
- Grants Project Manager
- Nursing Lab Teaching Assistant
- Facilities Technician
- Director of Auxiliary Services

We are recruiting for the following roles:

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

**Summer Accomplishments:**

In addition to the fourteen new employees hired over the summer, the human resources team has been working with the IT department and will be kicking off the implementation of NEOGOV. This is our new applicant tracking system that will improve our recruiting process. Our second process improvement will be the implementation of Maxient. This software will track Title IX, as well as other employee and student conduct issues. We expect Maxient to be completed and training to begin this fall.



We have been working with O. E. Strategies on a professional development plan for the cabinet. Suzanne Miklos facilitated a workshop at our summer retreat that focused on accelerated team development, leveraging shared strengths and supporting individual development. Understanding of our team's shared strengths was interesting and gave us a good foundation to build from.

### **Preparations for Fall:**

We are hosting multiple listening sessions for employees hired in the last year and employees who transitioned to a new role in the last year. The goal is to encourage candid feedback on how we can improve our **onboarding process**. Gathering this information is the first step in creating a comprehensive onboarding process for new employees and transitioning employees to new roles.

We are researching performance management software to create consistency and promote ongoing communication in our process.



We have an **employee engagement** event planned to kick off the fall semester on Monday, August 23. Faculty and Staff are invited to a Hawaiian Barbeque and after a terrific lunch provided by our food service staff, we will vote for the best Hawaiian shirt and have other games and prizes.



Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$10,780,426	-\$90,462	\$10,689,964	\$11,036,108	\$0	-\$346,144
5102	General Fees	\$377,532	-\$3,168	\$374,364	\$386,487	\$0	-\$12,123
5103	Lab Fees	\$443,500	-\$3,700	\$439,800	\$390,224	\$0	\$49,576
5105	Out of State Fees	\$334,607	-\$3,597	\$331,010	\$261,621	\$0	\$69,389
5107	Proficiency Fees	\$5,300	-\$2,120	\$3,180	\$2,760	\$0	\$420
5109	Other Fees	\$3,050	-\$110	\$2,940	\$5,482	\$0	-\$2,542
5110	Late Fees	\$17,550	\$1,870	\$19,420	\$17,300	\$0	\$2,120
5115	Student Fees	\$124,300	-\$1,100	\$123,200	\$93,624	\$0	\$29,576
5116	Deferred Payment Service Fee	\$6,850	-\$250	\$6,600	\$4,760	\$0	\$1,840
5118	Bus & Ind. Traing Fee	\$965,000	\$0	\$965,000	\$908,757	\$0	\$56,243
5119	Deposit ADN - Admissions	\$0	\$0	\$0	\$100	\$0	-\$100
5130	Instr Fee - Nursing Cont Ed	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500
5131	Provider Fee - Nursing Cont Ed	\$3,500	\$0	\$3,500	\$1,650	\$0	\$1,850
5133	Tuition and Fees Schlop Allow	-\$1,105,067	\$77,133	-\$1,027,934	-\$815,099	\$0	-\$212,835
5155	Fiscal Agent Fee	\$99,275	\$0	\$99,275	\$43,372	\$0	\$55,903
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$12,263	\$0	\$17,737
5159	Career Advantage Fee	\$43,200	-\$400	\$42,800	\$35,888	\$0	\$6,912
5160	Simulation Fee	\$60,000	-\$500	\$59,500	\$27,825	\$0	\$31,675
5161	Career Service Fee	\$537,700	-\$4,500	\$533,200	\$542,457	\$0	-\$9,257
5213	COVID 19 Learner Emergency	\$166,967	-\$166,967	\$0	\$0	\$0	\$0
5214	Cares Act Institutional Funding	\$481,467	\$320,837	\$802,304	\$484,256	\$0	\$318,048
5310	Ohio War Orphans	\$0	\$0	\$0	\$0	\$0	\$0
5503	Foundation - Instl Supprt	\$135,000	\$0	\$135,000	\$0	\$0	\$135,000
5610	Photo ID	\$100	\$0	\$100	\$440	\$0	-\$340
5611	Over / Short	\$0	\$0	\$0	\$23	\$0	-\$23
5614	Miscellaneous Income	\$112,940	-\$50,000	\$62,940	\$25,788	\$0	\$37,152
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$20,350	\$0	\$14,650
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$110	\$0	\$3,890

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5620	Library Fines	\$0	\$0	\$0	\$48	\$0	-\$48
5801	OBR - Subsidy	\$9,149,737	\$2,229,668	\$11,379,405	\$10,377,140	\$0	\$1,002,265
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$120,629	\$0	\$0
5901	Investment Income	\$175,000	-\$75,000	\$100,000	\$46,677	\$0	\$53,323
Revenue	Sub-Total:	\$23,109,063	\$2,227,634	\$25,336,697	\$24,031,039	\$0	\$1,305,658
6101	Administrative Salaries	\$3,071,161	\$41,582	\$3,112,743	\$2,610,836	\$226,913	\$274,994
6102	Non Instructional Salaries	\$2,013,470	\$191,739	\$2,205,209	\$1,972,168	\$195,830	\$37,210
6103	Part Time Non Instructional	\$96,303	\$330	\$96,633	\$95,356	\$7,495	-\$6,218
6104	Salary Savings	-\$800,000	\$100,000	-\$700,000	\$0	\$0	-\$700,000
6121	Academic Salaries	\$2,742,601	\$178,213	\$2,920,814	\$2,712,073	\$244,962	-\$36,221
6122	Academic Overload	\$389,711	\$37,600	\$427,311	\$365,896	\$1,667	\$59,748
6123	Part Time Academic	\$1,049,852	-\$19,600	\$1,030,252	\$1,144,551	\$21,206	-\$135,505
6124	Independent Study	\$25,340	\$0	\$25,340	\$37,344	\$292	-\$12,296
6125	Academic Advising	\$5,400	\$0	\$5,400	\$0	\$0	\$5,400
6141	Part Time Student Help	\$52,912	\$2,294	\$55,206	\$32,482	\$1,510	\$21,213
6142	Work Study Student	\$0	\$0	\$0	\$0	\$1,522	-\$1,522
6143	Student Tutoring	\$5,000	-\$4,000	\$1,000	\$146	\$4,981	-\$4,127
6144	Faculty Tutoring	\$41,000	\$0	\$41,000	\$39,292	\$830	\$878
6145	Honorarium	\$1,750	\$0	\$1,750	\$263	\$0	\$1,487
6200	Fringe Expense	\$3,244,330	\$196,700	\$3,441,030	\$2,795,946	\$253,568	\$391,516
6201	STRS	\$0	\$0	\$0	\$0	\$0	\$0
6203	SERS	\$0	\$0	\$0	\$1	\$0	-\$1
6205	SERS-Surcharge	\$11,101	\$0	\$11,101	\$11,861	\$0	-\$760
6207	Medicare	\$0	\$0	\$0	\$0	\$0	\$0
6210	Fringe Actual	\$0	\$0	\$0	\$448,482	\$0	-\$448,482
6211	Medical	\$0	\$0	\$0	-\$249,219	\$0	\$249,219
6214	Life	\$0	\$0	\$0	-\$18	\$0	\$18
6216	Misc Insurances	\$0	\$0	\$0	-\$1	\$0	\$1
6217	HSA	\$0	\$0	\$0	\$78,961	\$0	-\$78,961
6218	HRA	\$0	\$0	\$0	\$8,625	\$0	-\$8,625
6301	Workers Compensation	\$14,000	\$0	\$14,000	-\$80,249	\$0	\$94,249

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6302	Unemployment Compensation	\$4,000	\$6,800	\$10,800	\$5,759	\$5,000	\$41
6303	Employee Fee Waiver	\$55,000	\$0	\$55,000	\$54,058	\$0	\$942
6304	Bookstore Employee Discount	\$3,500	\$0	\$3,500	\$1,340	\$0	\$2,160
6305	Employee Assistance	\$3,000	\$2,000	\$5,000	\$2,300	\$600	\$2,100
6306	Employee Appreciation	\$14,500	\$0	\$14,500	\$4,801	\$114	\$9,585
6307	Faculty / Staff Development	\$45,000	\$20,000	\$65,000	\$91,077	\$0	-\$26,077
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
7101	Office Supplies	\$18,390	\$1,227	\$19,617	\$15,542	\$0	\$4,075
7102	Copier Supplies	\$22,330	\$0	\$22,330	\$7,275	\$0	\$15,055
7103	Recruiting Supplies	\$9,000	\$9,000	\$18,000	\$2,365	\$142	\$15,493
7121	Computer Supplies	\$17,914	\$3,563	\$21,477	\$13,315	\$0	\$8,162
7131	Instructional Supplies	\$170,000	\$56,513	\$226,513	\$169,074	\$27,322	\$30,118
7132	Lab Supplies	\$10,000	\$24,000	\$34,000	\$31,094	\$1,500	\$1,405
7134	ADA Hearing Impaired Books	\$5,000	\$0	\$5,000	\$285	\$0	\$4,715
7135	Instructional Food/Snacks	\$3,900	-\$300	\$3,600	\$72	\$0	\$3,528
7136	Linen and Laundry	\$300	\$0	\$300	\$0	\$0	\$300
7138	Graduation Supplies	\$17,650	\$0	\$17,650	\$13,928	\$0	\$3,722
7151	College Car Supplies	\$990	\$0	\$990	\$0	\$0	\$990
7153	First Aid Supplies	\$500	\$0	\$500	\$0	\$0	\$500
7156	Miscellaneous Supplies	\$1,400	\$0	\$1,400	\$0	\$0	\$1,400
7157	Employee Awards	\$7,000	\$0	\$7,000	\$1,158	\$600	\$5,242
7161	Library Supplies	\$800	\$0	\$800	\$1,981	\$0	-\$1,181
7162	Library Books Lost / Replaced	-\$627	-\$1,850	-\$2,477	-\$2,129	\$0	-\$348
7171	Audio Visual Supplies	\$22,458	\$900	\$23,358	\$11,998	\$0	\$11,360
7181	Uniforms	\$3,800	\$0	\$3,800	\$1,988	\$1,086	\$726
7182	Janitorial Supplies	\$35,000	\$0	\$35,000	\$22,556	\$8,500	\$3,944
7201	Conferences and Seminars	\$48,000	-\$3,693	\$44,307	\$32,007	\$540	\$11,760
7202	Travel	\$30,000	-\$700	\$29,300	\$11,392	\$0	\$17,908
7203	Development	\$40,000	-\$7,245	\$32,755	\$20,840	\$120	\$11,795
7204	Instructional Travel	\$200	\$0	\$200	\$0	\$0	\$200
7207	Committee Meetings	\$10,000	\$7,950	\$17,950	\$7,631	\$0	\$10,319
7208	Convocation	\$5,000	\$5,000	\$10,000	\$2,549	\$0	\$7,451

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7301	Subscriptions and Publications	\$6,485	\$2,697	\$9,182	\$5,268	\$0	\$3,914
7311	Dues	\$115,000	\$12,000	\$127,000	\$108,789	\$5,745	\$12,466
7321	Classified Advertising	\$5,000	\$0	\$5,000	\$2,397	\$0	\$2,603
7322	Radio Advertising	\$45,000	\$0	\$45,000	\$41,091	\$6,964	-\$3,055
7323	Brochures	\$43,000	-\$2,000	\$41,000	\$32,602	\$855	\$7,543
7324	Advertising - Papers	\$15,000	\$2,000	\$17,000	\$13,365	\$9,300	-\$5,665
7325	Advertising - Billboards	\$60,000	\$5,500	\$65,500	\$59,167	\$16,788	-\$10,454
7326	Advertising - Miscellaneous	\$45,000	\$1,000	\$46,000	\$28,005	\$1,450	\$16,545
7327	Fairbooth	\$300	\$0	\$300	\$0	\$0	\$300
7328	Advertising - Digital	\$40,000	\$0	\$40,000	\$24,441	\$24,000	-\$8,441
7329	Advertise-Wkfrc Devel	\$20,000	\$0	\$20,000	\$3,669	\$2,300	\$14,031
7331	Community Relations Donations	\$900	\$0	\$900	\$0	\$0	\$900
7352	Printing	\$26,900	\$0	\$26,900	\$12,091	\$9,542	\$5,267
7361	Postage	\$26,350	\$0	\$26,350	\$17,105	\$4,420	\$4,824
7401	Equipment M & R	\$173,479	-\$2,000	\$171,479	\$69,439	\$23,548	\$78,492
7402	Buildings M & R	\$255,000	\$65,000	\$320,000	\$37,849	\$39,378	\$242,773
7403	Grounds M & R	\$15,000	\$5,944	\$20,944	\$16,481	\$1,183	\$3,280
7404	Parking Lot M & R	\$30,000	\$0	\$30,000	\$0	\$0	\$30,000
7405	Water Tower M & R	\$15,000	\$0	\$15,000	\$929	\$470	\$13,601
7406	Vehicles M & R	\$24,000	\$0	\$24,000	\$11,475	\$10,097	\$2,429
7407	Equipment Replacement	\$4,000	\$5,000	\$9,000	\$2,935	\$0	\$6,065
7408	Equipment Rental	\$34,551	\$0	\$34,551	\$28,326	\$8,663	-\$2,437
7409	Facilities Rental	\$2,319,418	-\$16,500	\$2,302,918	\$2,642,952	\$13,499	-\$353,534
7501	Professional Fees	\$51,200	-\$5,500	\$45,700	\$17,567	\$3,465	\$24,668
7502	Legal Fees	\$34,000	\$0	\$34,000	\$0	\$0	\$34,000
7503	Audit Fees	\$25,060	\$0	\$25,060	\$27,406	\$900	-\$3,246
7504	Accreditation	\$3,000	-\$103	\$2,897	\$2,100	\$0	\$797
7521	Training	\$27,952	\$0	\$27,952	\$28,971	\$0	-\$1,019
7522	Testing / Assessment	\$158,650	-\$12,400	\$146,250	\$82,969	\$63,127	\$154
7523	Outside Services	\$5,993,651	\$90,073	\$6,083,724	\$3,660,132	\$182,286	\$2,241,306
7525	Purchased Services	\$48,300	\$0	\$48,300	\$47,633	\$1,927	-\$1,261
7527	Collection Fees	-\$16,000	\$0	-\$16,000	-\$14,194	\$720	-\$2,526

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7529	Bank Service Fees	\$10,400	\$0	\$10,400	\$8,912	\$0	\$1,488
7531	Finger Printing Expense	\$23,120	\$0	\$23,120	\$7,884	\$20,000	-\$4,764
7532	Wellness Initiative	\$0	\$0	\$0	\$0	\$0	\$0
7601	Adult Diploma Scholarship	\$1,500	\$30,000	\$31,500	\$0	\$0	\$31,500
7602	JATC Career Advantage Fee	\$500	\$0	\$500	\$225	\$0	\$275
7603	Honors Scholarship	\$63,839	\$0	\$63,839	\$64,969	\$0	-\$1,130
7604	Agency Partner Scholarship	\$2,750	\$0	\$2,750	\$8,512	\$0	-\$5,762
7605	Presidential Scholarship	\$276,635	\$0	\$276,635	\$457,820	\$0	-\$181,185
7606	Scholarship Allowance	-\$1,105,067	\$77,133	-\$1,027,934	-\$815,099	\$0	-\$212,835
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7608	Fee Waiver - Senior Citizens	\$12,154	\$0	\$12,154	\$3,505	\$0	\$8,649
7609	Fee Waiver - ONG	\$515	\$0	\$515	\$0	\$0	\$515
7610	CCP Partner Scholarship	\$5,150	\$0	\$5,150	\$0	\$0	\$5,150
7618	Graduation Alliance Schlp	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7619	Registration Scholarship	\$13,000	\$0	\$13,000	\$0	\$0	\$13,000
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$3,500	\$0	\$7,500
7623	OCO	\$0	\$189	\$189	\$0	\$0	\$189
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$3,598	\$0	\$522
7630	PSEO/CCP Schlp & Books	\$584,896	\$1,058	\$585,954	\$153,546	\$0	\$432,408
7631	Bad Debt Expense	\$100,000	\$0	\$100,000	\$432	\$0	\$99,568
7633	Contingency Fund	\$21,748	\$500	\$22,248	\$9,054	\$3,624	\$9,570
7634	Instructional Media	\$9,000	\$416	\$9,416	\$9,208	\$0	\$208
7635	Database Subscriptions	\$35,000	\$2,440	\$37,440	\$35,703	\$0	\$1,737
7636	Student Activities	\$15,000	-\$1,058	\$13,942	\$1,371	\$0	\$12,571
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$7,755	\$0	-\$7,755
7639	Prior Year Adjustment Bad Debt	-\$105,000	\$0	-\$105,000	-\$73,739	\$0	-\$31,261
7642	Alumni Fund Expense	\$5,550	\$0	\$5,550	\$2,124	\$0	\$3,426
7644	Miscellaneous	\$500	\$1,500	\$2,000	\$2,288	\$0	-\$288
7645	Business Competition	\$800	\$0	\$800	\$210	\$0	\$590
7650	Strategic Planning	\$5,000	-\$2,500	\$2,500	\$0	\$0	\$2,500
7651	Self Study	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7654	NCA - HLC	\$5,700	\$0	\$5,700	\$0	\$0	\$5,700
7666	Grant Matching	\$60,000	\$0	\$60,000	\$50,000	\$0	\$10,000
7667	CCP Scholarship	\$23,175	\$0	\$23,175	\$9,750	\$0	\$13,425
7669	COVID19 Learner Emergency	\$166,967	-\$166,967	\$0	\$0	\$0	\$0
7670	Road to Success Schlp	\$0	\$0	\$0	\$2,394	\$0	-\$2,394
7671	Sports Club Schlp	\$0	\$0	\$0	\$17,467	\$0	-\$17,467
7701	Gas	\$75,000	\$0	\$75,000	\$34,070	\$20,930	\$20,000
7702	Electricity	\$270,000	\$0	\$270,000	\$203,906	\$64,253	\$1,841
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$2,573	\$0	\$126
7704	Water	\$6,000	\$0	\$6,000	\$4,553	\$2,947	-\$1,500
7705	Sewer	\$36,000	\$0	\$36,000	\$33,432	\$5,553	-\$2,985
7706	Waste Collection	\$6,000	\$0	\$6,000	\$4,880	\$1,120	\$0
7707	Telephone	\$62,808	\$0	\$62,808	\$40,324	\$12,812	\$9,672
7722	Employee Liability Insurance	\$9,000	\$0	\$9,000	\$10,334	\$0	-\$1,334
7724	Motor Vehicle Insurance	\$15,176	\$0	\$15,176	\$12,180	\$0	\$2,996
7725	Property Insurance	\$74,750	\$16,112	\$90,862	\$82,806	\$0	\$8,056
7726	Water Tower Insurance	\$14,000	-\$14,000	\$0	\$0	\$0	\$0
7727	Prof Liab Students	\$4,378	\$702	\$5,080	\$5,080	\$0	\$0
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$0	\$0	\$2,250
7729	Cyber Liability Insurance	\$14,000	\$0	\$14,000	\$11,200	\$0	\$2,800
7901	Library Books	\$8,627	\$4,648	\$13,275	\$11,527	\$0	\$1,748
7902	Fixtures and Furnishings	\$215,036	\$70,200	\$285,236	\$172,710	\$78,004	\$34,522
7903	Software and Licensing	\$423,955	\$43,401	\$467,356	\$400,179	\$35,359	\$31,818
7904	Building Projects	\$285,000	-\$185,000	\$100,000	\$0	\$0	\$100,000
7911	Equipment	\$50,000	\$50,128	\$100,128	\$53,523	\$0	\$46,605
7912	Motor Vehicles	\$10,000	\$0	\$10,000	\$43,718	\$0	-\$33,718
Expense	Sub-Total:	\$24,109,062	\$927,635	\$25,036,697	\$20,658,399	\$1,681,527	\$2,696,771