

BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
February 25, 2022 – 11:30 a.m.
Room C200

ORDER OF BUSINESS

A. CALL TO ORDER (Joel M)

B. ROLL CALL (Megan B)

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

C. PLEDGE OF ALLEGIANCE

D. MISSION, VISION & VALUES (Volunteer)

E. EXECUTIVE SESSION

F. PRESENTATION – Pillar 3 – Organizational Excellence (Jim D)

G. AUDIENCE PARTICIPATION

H. CHIEF EXECUTIVE OFFICER REPORT (Todd H)

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

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

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

- Board Budget Committee
 - Current Financials
 - Revised Budget
 - Reserves Update
 - Van Wert Building
 - FY21-22 Capital Update
 - COVID Relief Funds
 - Big Ticket Items
 - FY 22-23 Budget Prep
 - FY 22-23 Tuition Increase
- Van Wert
- Anderson’s Lease (Jim D & Jenny T)
- BHAG
- Board Retreat Planning
- Policy and Procedure Updates
 - Presidential Evaluation

J. CHIEF FISCAL OFFICER REPORT (Jenny T)

- Financial Report as of January 31, 2022 (roll call vote)

K. CONSENT AGENDA (Megan B)

1. Consent Agenda Items (roll call vote)
 - a. Minutes of the December 10, 2021 Meeting
 - b. Resignations
 - c. Employ Full-Time Faculty & Program Coordinator – Medical Assisting
 - d. Employ Full-Time Recruiter – Admissions
 - e. Employ Full-Time Clinical Teaching Assistant
 - f. Promotion to Director – Accounting & Auxiliary Services
 - g. Promotion to Manager – Marketing & Communications
 - h. Miscellaneous Contracts
 - i. Presidential Evaluation Policy

L. PROPOSED RESOLUTIONS (Megan B)

1. 2021-2022 Revised Budget
2. Appointment of Delegate and Alternate Trustee to serve on OACC Governing Board
3. Establish Meeting Dates and Times
4. Tuition 2022-2023
5. Tuition Scholarship
6. Purchase of Property

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M. NOMINATION / ELECTION (Joel M)

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

N. OTHER BUSINESS (Todd H)

1. Upcoming Board Activities
 - a. Community Event & Board Retreat (Van Wert) – March 11
 - b. Scholarship Reception – April 21
 - c. Board Meeting – April TBD
 - d. Spring Commencement – May 14
 - e. 2021 Financial Disclosures Due – May 15
 - f. Foundation Green Carpet – TBD

O. ADJOURNMENT (Joel M)

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

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The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, December 10, 2021 at 11:30 a.m.

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

21-105

Members present: Sandy Barber, John Bridenbaugh, Katrina DeGross, Jeff Erb, Lisa McClure, Joel Miller, and Mickey Schwarzbek. Scott Mull arrived after initial roll call.

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

Chair Miller 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 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.

OATH OF OFFICE

Ms. Jenn Thome, Chief Fiscal & Administrative Officer administered the oath of office to Mr. Mickey Schwarzbek, who was sworn in as a trustee to the Northwest State Community College Board of Trustees effective November 12, 2021. Mr. Schwarzbek

represents Defiance County and will serve a term through June 9, 2027.

EXECUTIVE SESSION

21-106

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

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

Trustee Mull arrived after the start of executive session.

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

PRESENTATION: PILLAR 5 – ENGAGED COMMUNITY

Executive Vice President Lewis provided a brief overview of our current strategic plan, the strategic planning committee members and the College's plans for development of the next plan. This process will involve internal and external feedback, environmental scans and development of strategic priorities. Foundation Executive Director Robbin Wilcox talked about how the College is engaged in the community with summer camps, community events and sponsorships to support local organizations. Marketing Director Jim Bellamy provided results of a marketing analysis that breaks down the number of times NSCC is mentioned in online, print and social media, as well as how we can continue to market the College to reach our target audiences. President Hernandez reviewed pillar 5 metrics and which metrics the College has attained and which ones may need more work. Overall, the College has met and exceeded its goals for Pillar 5 of the FY20-23 Strategic Plan.

CHIEF EXECUTIVE OFFICE REPORT

The Vice Presidents reported out on their respective areas of the College. We are heading into finals week to wrap up the fall semester. VP Snider provided an enrollment update, which shows a slight increase in enrollment since the start of fall semester. The College is trending ahead of fall 2020 in new and CCP learners and lagging in returning learners. VP Burklo stated that the College will hold an in-person Commencement December 20 following guidelines from the Henry County Health Department. President Hernandez provided an update regarding the College's stance on vaccines, in particular, how it may affect our nursing students. The College does not have a vaccine mandate in place. The College will facilitate the exemption process for our nursing students; however, it is up to the clinical sites as to whether they accept the exemptions.

BOARD DISCUSSION ITEMS

Board Budget Committee – The committee reviewed the state capital bill, which has opportunities for additional funds for equipment, workforce projects and state priorities (student completion). The College submitted its 6-year capital plan.

Van Wert – The College has officially signed the lease for a property in Van Wert. This will be another campus to serve Van Wert and Paulding counties, which is currently an underserved population.

Anderson’s Lease – The College is entering into partnership with the Anderson’s to provide workforce training for incumbent workers. The lease contract is being reviewed by the A.G. before being signed.

Policy Update – Anti-hazing (Collin’s Law) – The Governor signed Senate Bill 126 into law which is intended to end hazing issues and cultural issues that allow hazing to persist. The College has used a template provided by the state to create a policy, which will be brought to the board for approval.

CHIEF FISCAL OFFICER REPORT

21-107

Mr. Bridenbaugh moved and Mr. Erb 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 August 31, 2021.

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

CONSENT AGENDA.

Mr. Mull moved and Ms. Barber seconded a motion to approve the following consent items:

MINUTES OF THE OCTOBER 29, 2021 MEETING

21-108

RESIGNATIONS

21-109

WHEREAS, Aimee Thorpe – Human Resources Generalist, has submitted her resignation; and

WHEREAS, Bill Eichenauer, Faculty – Business, has submitted his retirement resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Aimee Thorpe, effective December 2, 2021, and the retirement resignation of Bill Eichenauer, effective December 31, 2021, be accepted.

FULL-TIME RECRUITER – ADMISSIONS EMPLOYED

21-110

WHEREAS, the position of full-time Recruiter – Admissions was left vacant due to the transfer of Cayla Swisher to Administrative Assistant – TRIO; 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. Amanda Heil be employed as full-time Recruiter – Admissions effective December 6, 2021 at an annual salary of \$43,092.36. This is in accordance with the Professional Staff Bargaining Agreement.

FULL-TIME FACULTY – INDUSTRIAL ELECTRICAL EMPLOYED

21-111

WHEREAS, the position of full-time Faculty – Industrial Technology Electrical was left vacant due to the resignation of James Boone; 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 Mr. John Mueller be employed as full-time Faculty – Industrial Technology Electrical effective January 10, 2022 at an annual salary of \$58,900.60. This is in accordance with the Professional Staff Bargaining Agreement.

FULL-TIME ADMISSIONS ADVISOR – EARLY ADMIT EMPLOYED

21-112

WHEREAS, the position of full-time Admissions Advisor – Early Admit was left vacant due to the transfer of Nichole Gerschutz to Coordinator – Fundraising; 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. Maddie Fagan be transferred to Admissions Advisor – Early Admit effective November 1, 2021 at an annual salary of \$43,092.36. This is in accordance with the Professional Staff Bargaining Agreement.

TRANSFER TO PART-TIME ADMINISTRATIVE ASSISTANT – TRIO (CORRECTION)

21-113

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

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

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

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

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

RENEWAL OF PROBATIONARY AND NON-TEACHING FACULTY CONTRACTS

21-114

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

WHEREAS, their supervisor recommends; and

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

NOW, THEREFORE BE IT RESOLVED, that the following persons be re-employed as per the terms and conditions indicated effective with the 2021-2022 academic year:

- a. Brittany Thompson (academic advisor), third, one-year probationary contract, Bachelors, total salary \$43,092.36
- b. Suzanne Lammers (faculty – developmental mathematics), third, one-year probationary contract, Bachelors, total salary \$48,268.72
- c. Joshua Verhoff (faculty – industrial technologies mechanical), third, one-year probationary contract, Bachelors, total salary \$60,049.56
- d. Linette Will (faculty – nursing), continuing, one-year probationary contract, Masters, total salary \$56,016.33
- e. Sarah Casserino (academic advisory), second, one-year probationary contract, Bachelors, total salary \$43,092.36
- f. Brenda Housh (success coach), second, one-year probationary contract, Bachelors, total salary \$43,092.36
- g. Kayla Miller (faculty – agricultural studies), second, one-year probationary contract, Masters, total salary \$51,188.87
- h. Gregory Nartker (faculty – industrial technology welding), second, one-year probationary contract, Associates, total salary \$58,596.16

MISCELLANEOUS EMPLOYMENT CONTRACTS

21-115

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 Adjunct:

Terry Drennan

CAREER TECH SCHOLARSHIP REVISED

21-116

WHEREAS, the Career Tech Scholarship requirements include that a student maintain a minimum cumulative 2.75 GPA at the end of the seventh semester of high school, be enrolled full-time (12 credit hours) at NSCC the fall after graduation from high school and continue in the same career field as in high school; and

WHEREAS, the College desires to remove restrictions to make the scholarship more accessible to potential applicants; and

WHEREAS, the scholarship would also be available for part-time students and to students that are pursuing a different career field than what was studied in high school; and

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

NOW, THEREFORE BE IT RESOLVED, that the following changes to the Career Tech Scholarship be approved:

- Change requirement to allow part-time students to apply
- Allow students that are pursuing a different career than their original field of study to apply
- Students in the same career field of study will be given preference

ANTI-HAZING POLICY

21-117

WHEREAS, Governor DeWine signed Senate Bill 126 into law, also known as Collin's Law; and

WHEREAS, Collin's Law is Ohio's anti hazing act, which is intended to end hazing and any cultural issues that allow hazing to persist; and

WHEREAS, Northwest State Community College has partnered with D. Stafford & Associates to create a policy to define hazing and how to recognize and respond to possible hazing acts so the College can continue to provide a safe and respectful campus environment for learners, employees and visitors; and

WHEREAS, an amendment to current policy 14-5-08 Student Code of Conduct was required in accordance with the new policy; and

WHEREAS, the Vice President of Enrollment Management & Student Affairs and the

President recommend

NOW, THEREFORE BE IT RESOLVED, that new policy 14-5-23 Anti-hazing and changes to policy 14-5-08 Student Code of Conduct be approved.

3358: 14-5-23 Anti-hazing.

- (A) Northwest state community college (“NSCC” or “college”) prohibits hazing as defined in this policy. The college will investigate and respond to all reports of hazing as outlined in this policy.
- (B) NSCC is committed to a safe and respectful campus environment that aligns with our institutional values. It is the college's belief that learning and working occurs in environments where learners, employees, and visitors feel safe, secure, and welcome.

The college acknowledges that as part of the higher education experience that learners and some employees participate in various extra- and co-curricular groups and organizations with different purposes and processes for affiliation. The college supports traditions within organizations that match the college’s core values. Hazing is antithetical to our institutional mission and has no place at NSCC.

The college recognizes that a student organization or group may belong to a national oversight organization that also holds students accountable to expectations and standards (e.g., the national organization for a local fraternity chapter). NSCC is committed to partnering with these outside affiliates to address hazing allegations and will communicate with them as appropriate.

- (C) Definitions:

Hazing - as defined in section [2903.31](#) of the Ohio Revised Code, hazing is defined as "doing any act or coercing another, including the victim, to do any act or initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section [3719.011](#) of the Revised Code."

Hazing is a form of power-based violence. Hazing can occur with power differentials in all types of relationships regardless of membership status, including an initiate, an individual seeking reinstatement, a current member, or a current student with inactive status. In part, hazing is an attempt to exert control or influence from one person to another. What constitutes hazing is a dynamic and changing set of circumstances that requires a situational response.

Therefore, NSCC further defines hazing to include:

Any action or situation which recklessly or intentionally endangers the mental, emotional, or physical health or safety of a student for the purpose of initiation or admission into, or

affiliation with, any student organization or group regardless of the person's consent to participate.

Brutality of a physical nature including but not limited to paddling, whipping, beating, branding, forced calisthenics, or exposure to the elements.

Coerced consumption, including but not limited to any food, alcoholic beverage, liquid, drug, or any other substance that subjects the student to an unreasonable risk of harm.

Acts intended to cause mental stress, including but not limited to sleep deprivation, transportation or abandonment, confinement to a small space, forced exclusion from social contact, forced conduct which could result in embarrassment, any forced activity that is designed to shame or humiliate, or any action of harassment (as defined in the student code of conduct).

Coerced activities, including but not limited to violation of local, state, or federal laws, violation of college policies, rules, or regulations, and personal servitude.

Acts of sexual harassment and other sexual misconduct as defined by NSCC policy 14-3-35.

Members of the college community – faculty, staff, learners, volunteers (e.g., advisors and volunteer coaches), organizations, groups, alumni, and consultants are members of the college community for purposes of this policy.

Organization – an organization consists of a number of persons who are associated with each other and have registered with the college as a student organization (such as clubs, club sports, or fraternities and sororities).

Groups – a group consists of a number of persons who are associated with the college and each other, but who have not registered, or are not required to register, as a student organization (including but not limited to athletic teams, musical or theatrical ensembles, academic or administrative units, and clubs not registered as student organizations).

(D) Scope

The college holds students accountable for their behavior both on and off-campus and addresses behavior that is a violation of the "student code of conduct." This policy applies to hazing that takes place between two or more people who are affiliated with the institution regardless of if it occurs at sanctioned or non-sanctioned events. This policy applies to student organizations, groups, and individuals and is effective from matriculation to commencement, including breaks in the academic year.

(E) Outcomes and consequences

Hazing is a serious offense of the college "student code of conduct" and, therefore, is subject to the full range of sanctions (reprimand, disciplinary probation, suspension, and expulsion). In addition, other educational activities may be required as conditions of the sanction. An individual, organization, or group may be subject to other outcomes in accordance with the

applicable outside constituents, academic processes, group in which the student is involved, or their governing bodies. The college has the right to act regardless of the actions of a governing body.

Hazing as defined, as well as some of the specific acts involved, may also violate local, state, or federal laws or regulations; for example, the use of force (including the threat of force) may subject the perpetrator to criminal charges of simple, felonious, or aggravated assault. Punishment upon conviction or plea will be as the court decides, and is independent of any decisions made by the college under this policy.

The victim/s of any hazing may file a civil action against one or more individual perpetrators, or against the local or governing organization. Such suits may result in sanctions as the court directs, independent of any decisions made by the college under this policy.

Individuals who participate in hazing or recklessly permit the hazing of another may also face criminal penalties in accordance with sections [2903.31](#) and [2903.311](#) of the Ohio Revised Code. These penalties are in addition to sanctions imposed by the college under this policy.

(F) Reporting

(1) Duty to report

Immediately upon learning of potential hazing, all employees, volunteers, advisors, consultants, and alumni have a duty to report any alleged violation of hazing. This obligation extends to reporting what someone tells you and/or what you observe. Each mandated reporter must report to the college and to law enforcement. Student employees have a duty to report violations of this policy of which they become aware in the course of their duties when these duties include responsibility for the safety and wellbeing of other members of campus community or if they have supervisory, evaluative, grading, or advisory responsibility over other members of the campus community.

Separate from and in addition to any administrative duty to report hazing, section [2903.0311](#) of the Ohio Revised Code states that "[n]o administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of any organization, who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides on in which the hazing is occurring or has occurred."

Further, section [2921.22](#) of the Ohio Revised Code requires any person who knows that a felony has been or is being committed to report it to law enforcement. It is a criminal offense to knowingly fail to make the report. If you suspect or have knowledge of criminal activity occurring on college property, call the NSCC police department ("NSCC PD"). NSCC police department may be reached by dialing "3" from any campus telephone or by dialing 419-267-1452. The NSCC police department is located in A191

in the atrium. Persons who wish to report crimes or other incidents at other college sites or from their homes should contact the police department of jurisdiction by calling 9-1-1. Incidents that occur off-campus or at a regional campus should be reported to local law enforcement by calling 9-1-1 or the nonemergency telephone number specific to that jurisdiction.

(2) Filing a report of violation of this policy

The vice president of enrollment management & student affairs (“VPEMSA”) serves as the recipient for any complaint or report of hazing. If the report involves criminal conduct, the VPEMSA shall notify law enforcement. If the report involves allegations of sexual misconduct, the provisions of NSCC [policy 14-3-35](#) may also apply. In certain instances, the VPEMSA will notify other appropriate agencies, such as children's services.

Walk-in or mail:
Vice President of Enrollment Management & Student Affairs
Northwest State Community College
22600 State Route 34
Archbold, Ohio 43502
Telephone: 419-267-1349
Submit an incident report:
[NSCC Incident Reporting Form](#)

(3) Anonymous complaints

The college is committed to reviewing all reports of hazing. Anonymous reports are accepted; however, the college's ability to obtain additional information may be compromised and the ability to investigate anonymous reports may be limited.

(4) Rights of the reporting party

In order to encourage reporting of alleged hazing, the reporting party may not face conduct referrals for action under the "student code of conduct" with respect to his or her own unlawful or prohibited use of alcohol or drugs during the incident when the alleged hazing occurred. Further, if the reporting party is found to have violated the "student code of conduct" with respect to hazing, then the act of reporting will be taken as a mitigating factor during the selection of sanction.

(G) Investigation process

The VPEMSA will review all reported allegations of hazing, and where appropriate, investigate. The VPEMSA shall coordinate the investigation of all hazing allegations. When appropriate, other college offices may handle certain aspects of the college response, such as title IX, college human resources, or an academic college/department, etc. Additionally, the VPEMSA will assess the need for interim measures will also be assessed (e.g., partial or full cease and desist of organizational activities). Every effort will be made to complete the investigation in a timely manner. The hazing allegation will be investigated and resolved in

keeping with the "student code of conduct" process for student respondents. When a formal conduct charge is made against an organization, the national or oversight organization, if any, shall be notified. Criminal investigations resulting from a report to law enforcement will be handled by the appropriate law enforcement agency.

(H) Community Education

In addition to posting this policy as part of the policy manual, the college will provide a link to this policy to each recognized organization within the college. The college is further committed to educating all NSCC learners, faculty, staff, and volunteers, about what hazing is, how to recognize it and steps to address it. All learners, employees, and volunteer advisors and coaches are required to complete hazing education as part of being a member of our community. Further, all recognized organizations must conduct mandatory training on hazing for any volunteer who has contact with students.

(I) Further Guidance

Any learner who does not complete the educational program may not participate in any organization or group on campus including groups/organizations, athletics teams, intermural sports, and/or musical ensembles until the training is complete. Continued failure to complete the training may result in a referral to the community standards process.

For all others, failure to comply will be addressed through the appropriate college disciplinary process based on an individual's classification. Disciplinary action may vary, up to and including termination of employment or the individual's volunteer position.

3358: 14-5-08 Student Code of Conduct.

Effective 6/5/09; Reaffirmed by Board of Trustees 10/4/13; Revision 12/14/18

(14) Hazing - [see policy 14-5-23 Anti-hazing.](#)

This concludes the Consent Agenda.

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

2021 AFFORDABILITY AND EFFICIENCY REPORT APPROVED

21-118

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

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

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

WHEREAS, the College is also required to update the Five-year Efficiency Plan for Board of Trustee review; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2021 Affordability and Efficiency Plan Report, as well as the updated Five-year Efficiency Plan that was submitted as a draft by the October 29, 2021 deadline be approved for final submission by the Board of Trustees effective December 10, 2021.

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

IONIZATION PROJECT APPROVED

21-119

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

WHEREAS, the College is seeking to reduce harmful micro-organisms, pollutants, and odors with the aid of COVID relief funds; and

WHEREAS, the College desires to move forward with the Needlepoint Bipolar Ionization project which would be installed in our air handlers; and

WHEREAS, the Chief Fiscal & Administrative Officer and the President can be authorized by the Board of Trustees to accept a bid from an Ohio single-source approved contractor; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees authorizes the President and Chief Fiscal & Administrative Officer to accept a bid and award the assignment for the Needlepoint Bipolar Ionization project.

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

2020-2021 COLLEGE AUDIT APPROVED

21-120

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

WHEREAS, the 2020-2021 financial audit prepared by Plattenburg & Associates, Inc. has been reviewed by the Chief Fiscal and Administrative Officer and the State of Ohio Auditor's Office; and

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

NOW, THEREFORE BE IT RESOLVED, that the 2020-2021 financial audit be accepted.

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

EXECUTIVE SESSION

21-121

Ms. Barber moved and Mr. Erb seconded a motion to go into executive session to discuss the employment and compensation of a public employee.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Miller, Mull and Schwarzbek. 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.

ADJOURNMENT

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

1. APPROVAL OF CONSENT AGENDA.

1a. Minutes of the December 10, 2021 Board Meeting

1b. Resignations

WHEREAS, Kathy Keister, Dean – Nursing, was terminated; and

WHEREAS, Rose Witt, Assistant – Registrar, has submitted her resignation; and

WHEREAS, Audrey Durham, Assistant – Food Service, has submitted her resignation; and

WHEREAS, Tamara Norris, Training Coordinator – Business & Industry, has submitted her resignation; and

WHEREAS, Julie Thome, Cook, has submitted her resignation; and

WHEREAS, Matt Kibler, Training Coordinator – JFS Workforce Opportunities, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the termination of Kathy Keister, effective December 31, 2021, the resignation of Rose Witt, effective January 5, 2022, the resignation of Audrey Durham, effective January 5, 2022, the resignation of Tamara Norris, effective January 17, 2022, the resignation of Julie Thome, effective February 13, 2022, and the resignation of Matt Kibler, effective February 18, 2022 be accepted.

1c. Employ Full-Time Faculty & Program Coordinator – Medical Assisting

WHEREAS, the position of full-time Faculty & Program Coordinator – Medical Assisting was created to provide instruction and development and coordination in the allied health programs; and

WHEREAS, the position will be responsible for program effectiveness, including outcomes, organization, coordination, continuous reviews, planning, and development of the allied health programs; 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. Rhonda Lazette be employed as full-time Faculty & Program Coordinator – Medical Assisting effective January 4, 2022 at an annual salary of \$63,659.34. This is in accordance with the Professional Staff Bargaining Agreement.

1d. Employ Full-Time Recruiter – Admissions

WHEREAS, the position of full-time Recruiter – Admissions was created to better serve learners and position the Admissions team to achieve recruitment goals; and

WHEREAS, this position would replace the Enrollment Specialist position which is currently vacant; 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. Samantha Francis be employed as full-time Recruiter – Admissions effective January 10, 2022 at an annual salary of \$43,092.36. This is in accordance with the Professional Staff Bargaining Agreement.

1e. Employ Full-Time Clinical Teaching Assistant

WHEREAS, the position of full-time Clinical Teaching Assistant 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, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Caitlin Barerra be employed as full-time Clinical Teaching Assistant effective January 18, 2022 at an annual salary of \$51,119.13. This is in accordance with the Professional Staff Bargaining Agreement.

1f. Promotion to Full-Time Director of Accounting & Auxiliary Services

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

WHEREAS, the position will provide management of the operations of the bookstore, copy center and food services, along with accounting functions; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Kemp Stapleton be promoted to Director of Accounting & Auxiliary Services effective December 1, 2021 at an annual salary of \$70,000. This is a graded position.

1g. Promotion to Manager – Marketing & Communications

WHEREAS, the position of full-time Manager of Marketing & Communications was created to further enhance brand recognition throughout the NSCC service area; and

WHEREAS, the position will be responsible for developing and implementing the College’s marketing, advertising, and communications programs and community relations to ensure awareness and build support for the College; and

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. James Bellamy be promoted to Manager of Marketing & Communications effective January 1, 2022 at an annual salary of \$60,000. This is a graded position.

1h. 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 for spring semester 2022:

Aldrich	Catherine	Kuhlman	Nanette
Baker	Luke	Leptak-Moreau	Jeffrey
Bolman	Richard	Martin	Neal
Burken	Christa	Mercer	David
Burkholder	Tracy	Moore	Kevin
Cichy	Kelly	Profit	Danielle
Clink	Michael	Ranaweera	Priyankarage
Coles	Ronald	Rausch	Kristen
Cummins	Alex	Rendleman	Tracy
Daugherty	Deon	Rodriguez-Mejia	Fredy
Davis	Christopher	Rohrs	Rachel
Dillon	Kieron	Rowe	James
Drennan	Terry	Schwiebert	Jason
Ebaugh	Chelsie	Seiple	Candice
Elchinger	Diane	Short	Christine
Esterline	Thelma	Stapleton	Eric
Faber-Starr	Rebekah	Storrer	Jenna

Filipovich	Nicholas	Stuckey	Angela
Foulk	Boyd	Torok	William
Frake	Ann	Villarreal	Michaelangelo
Gayle	Dayna	VonDeylen	Kelly
Gerschutz	Joshua	Waisner	Beth
Gladieux	Michelle	Wikstrom	Debora
Hammer	Diana	Wooster	Benjamin
Jay	Kevin	Worman	Jamie
Kinkaid	Cynthia	Wright	Michelle
Kling	Julie	Wyse	Jennifer
Kuhlman	Chloe	Yambor	Michael
		Zuvers	Larry

Full-time Faculty teaching in overload for spring semester 2022 (includes NTP and graded teaching spring 2022):

ARPS, GLORIA	JONES, ERIK
BECHER, LISA	KWIATKOWSKI, MIKE
BEHNFELDT, JENNIFER	LEITCH, AMY
BERRES, ALLEN	MEYER, TAMARA
CARR, THOMAS	MIGNIN, DEB
CLAWSON, CHRISTOPHER	MILLER, KAYLA
DAPELO, LISA	MOHRING, DAVID
DONALDSON, PAMELA	NARTKER, GREG
DOOLITTLE, COLIN	NEWTON, TERA
DOOLITTLE, MARIANNA	PLUMMER, THOMAS
KEMARLY-DOWLAND, JULIE	PARIKH, ANUJA
DREES, AMY	RAYMOND, STEVE
DUSSEAU, MELANIE	RIEGSECKER, EMILY
FABER, MELISSA	STAPLETON, KEMP
GALBRAITH, HEATHER	TEFFT, GREG
GEER, BRADLEY	THOMAS, AMY
HICKS, MELANIE	VERHOFF, JOSH
HILLS, TONY	ZELLER, ANN

1i. Presidential Evaluation Policy

WHEREAS, it is the responsibility of the Board of Trustees to hire a President and regularly evaluate job performance; and

WHEREAS, the policy will formalize the process for evaluating the President on an annual basis; and

WHEREAS, the Board, through the work of the Executive Committee, will ensure that it engages in a regular process of evaluation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that policy 14-1-17 Presidential Evaluation be adopted.

3358: 14-1-17 Presidential evaluation.

Effective: XX/XX/XXXX

- (A) Recognizing the importance of ongoing evaluation for the development and retention of exceptional leaders throughout the College and that all employees benefit professionally and personally from constructive reviews of how they exercise their responsibilities and accomplish the strategic goals of the College, the Board of Trustees establishes processes for presidential evaluation. With this process, the Board acknowledges the importance of meeting its responsibilities with the President, for effective College governance and leadership.
- (B) It shall be the Board’s responsibility, through the work of the Executive Committee, to ensure that it engages in a regular process of presidential evaluation. The Executive Committee, with the support of the President, will organize and manage the process. The results should be used to identify where the President is performing well and where the President might improve. The results can also be used to set success goals for the President. The annual presidential evaluation will be conducted in the fourth calendar quarter of each academic year (April – June).

This concludes the Consent Agenda.

Moved by _____, seconded by _____.

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

PROPOSED RESOLUTIONS

1. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2021-2022 REVISED BUDGET

Moved by _____, seconded by _____.

WHEREAS, a revised 2021-2022 budget has been completed to make the monetary adjustments based on revised enrollment, the realignment of expense projections including strategic initiatives and COVID expenditures and the acquisition of property; and

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

NOW, THEREFORE BE IT RESOLVED, that the 2021-2022 revised budget be approved.

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

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

Moved by _____, seconded by _____.

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

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

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

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

Moved by _____, seconded by _____.

WHEREAS, the time and place for the Northwest State Community College's Board of Trustee meetings must be designated for April 2021 through February 2022; and

WHEREAS, the Executive Committee of the Board has reviewed several sets of meeting dates and has made a recommendation

NOW, THEREFORE BE IT RESOLVED, that Northwest State Community College be designated as the permanent place of business and that six regular meetings be established for the period April 2022 through February 2023. The election of Board officers will take place at the February meeting.

The Board shall meet on the following Fridays:

- April 22, 2022
- June 24, 2022
- August 26, 2022
- October 28, 2022
- December 9, 2022
- February 24, 2023

Meetings other than those regularly scheduled will be known as interim meetings and will be called by the Chair of the Board of Trustees or the President of the College. Notice of interim meetings is to be dated at least two days prior to the date of the meeting. Regular meetings are to begin at 11:30 a.m.

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

4. CONSIDERATION OF A RESOLUTION TO ESTABLISH TUITION FOR THE 2022-2023 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 2022-2023 academic year; and

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

WHEREAS, the Cabinet and the President recommend

NOW, THEREFORE BE IT RESOLVED, that commencing summer semester 2022, tuition be increased from \$182.33 to \$187.33 for in-state students and increased from \$176.33 to \$181.33 for out-of-state students.

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

5. CONSIDERATION OF A RESOLUTION TO SCHOLARSHIP THE TUITION INCREASE FOR THE 2022-2023 ACADEMIC YEAR.

Moved by _____, seconded by _____.

WHEREAS, the College Trustees previously authorized a \$5 per credit hour tuition increase that went into effect spring 2022; and

WHEREAS, the College Trustees have authorized an additional \$5 per credit hour tuition increase that goes into effect summer 2022; and

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

WHEREAS, the Cabinet and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the College will use scholarship funds to offset the cost of the \$10 per credit hour increase so as to not pass the expense on to learners for the summer and fall 2022 semesters.

ROLL CALL: Aye; Nay;

Thereupon the Chair declared the motion approved/disapproved.

6. CONSIDERATION OF A RESOLUTION TO PURCHASE PROPERTY IN THE CITY OF VAN WERT FOR PUBLIC PURPOSES

WHEREAS, Northwest State Community College has identified the need to provide a physical campus in Van Wert for the purpose of providing access to a currently underserved population in Van Wert and Paulding counties; and

WHEREAS, the property owned by 520 Sycamore Street Acquisitions LLC and Kriegel Holding Company Inc., located at 520 E. Sycamore St, Van Wert, OH 45891, the purchase price is currently \$495,000, which is the agreed-upon purchase price and is pending appraisal; and

WHEREAS, the property has high strategic value to the college development and is available for purchase; and

WHEREAS, funding will be provided by the college’s unallocated fund for this acquisition; and

WHEREAS, upon receipt of authorization by the Board of Trustees to purchase the property listed below, the required approvals will be sought from the State of Ohio and a purchase acquisition will be submitted to the Controlling Board; and

NOW, THEREFORE BE IT RESOLVED, that the Northwest State Community College Board of Trustees hereby authorizes the Chief Fiscal & Administrative Officer and the President to proceed with and conclude the purchase of property at 520 E. Sycamore St, Van Wert, OH, for the total sum of \$495,000 pending all state approvals.

ROLL CALL: Aye; Nay;

Thereupon the Chair declared the motion approved/disapproved.

NOMINATIONS & ELECTIONS

Nominations are to be made for **CHAIR** of the Board of Trustees for the period February 2022 through February 2023. The newly elected Chair will assume his/her duties upon election.

Motion by _____, to nominate _____ as Chair of the Northwest State Community College Board of Trustees to serve through the

February 2023 meeting and to close nominations
Seconded by _____.

ROLL CALL: Aye;

Nay;

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

Nominations are to be made for **VICE CHAIR** of the Board of Trustees for the period February 2022 through February 2023. The newly elected Vice Chair will assume his/her duties upon election.

Motion by _____, to nominate _____ as Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2023 meeting and to close nominations
Seconded by _____.

ROLL CALL: Aye;

Nay;

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

Nominations are to be made for **SECOND VICE CHAIR** of the Board of Trustees for the period February 2022 through February 2023. The newly elected Second Vice Chair will assume his/her duties upon election.

Motion by _____, to nominate _____ as Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2023 meeting and to close nominations
Seconded by _____.

ROLL CALL: Aye;

Nay;

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



President’s Report - February 2022

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)
- EAB New President’s Intensive Cohort (Monthly)
- President - Faculty Leadership Conversations (Monthly)

Date	Activity
Dec 20	Commencement / Emeritus
Jan 7	Defiance Chamber Presentation
Jan 17	Board Engagement - Sandy Barber
Jan 20	Defiance Chamber After Hours
Feb 1	Meet with Van Wert Commissioners, Mayor, & Econ Dev
Feb 1	Meet with Vantage Superintendent (Rick Turner)
Feb 2	Board Engagement - Joel Miller



Scheduled Time Off / Away from Campus

Date	Description
Feb 21-22	OACC Governing Board mtg - Columbus, Ohio
Mar 23 - 26	ACCT Governance Leadership Institute - Philadelphia, PA

Non NSCC related Professional Activities

None.

Executive Vice President
February 2022
Submitted by: Albert Lewis, Jr.

Strategic Planning

Strategic Planning - Co-Chairs Todd Hernandez / Albert Lewis

The timeline is as follows:

- Spring 22
 - Compression Plan Training – **completed February 2022**
 - Environmental Scanning
 - External / Learner Feedback
- Fall 2022
 - Review Environmental Scans
 - Internal Feedback
 - Develop Strategic Priorities
- Spring 2023
 - Deliver Draft to the Board
 - Final Revisions
 - Board Approval April 2023

Big Hairy Audacious Goal (BHAG)

Double (BHAG) the number of students enrolled in healthcare programs by Commencement of 2023.

- 1) Recruit and enroll learners to meet and/or exceed the capacity of nursing and medical assistance programs to capacity.
- 2) Identify and pursue the establishment of new allied healthcare programs exploring both credit and non-credit options.

Currently, approximately 32 individuals have agreed to be on the Healthcare Taskforce. The taskforce represents a cross section of NSCC with every employee group being represented. Additionally, we have engaged external stakeholders in the process. We are currently recruiting students to be on the taskforce.

Vice President for Academics
February 2022
Submitted by: Dan Burklo

As the first report in our spring 2022 semester I am pleased to say the semester has started very well. Academically we started with a faculty orientation including attendance of the Data Summit on January 21. The Summit provided data around what our current enrollment looks like, as well as a qualitative study on perceptions of our learners, staff and faculty. While not everything was glowing reviews, there is much energy around developing our path forward. Faculty have embraced the data and we have had many ideas already brought forward on expanding and improving, all with our learners in focus. As we progress through the semester we will be conducting a search for a dean over the health services area which includes nursing and allied health and is in line with the BHAG of expanding our health services offerings. We will be acquiring a curriculum/catalog management software; this project is led by Heidi Keller. Work will also be starting on review and revision of our Institutional Learning Outcomes, led by dean Jason Rickenberg. Dean Ryan Hamilton will continue working on the development of a one-year schedule, and dean Jamilah Tucker will be continuing working with Melissa Faber in establishing our assessment processes around the Weave program. One final item that I am excited about is our awards luncheon that will take place April 13 in the Auditorium. At this luncheon, we will recognize our Award of Merit learners who will be graduating, as well as the nominees for both full-time and part-time outstanding faculty awards. We are expecting nominees from each division with the NSCC Annual Outstanding Faculty announced during the luncheon. Following are some of the items that our academic deans and directors would like to specifically mention.

Jamilah Tucker: Arts & Science

The semester started with several new adjunct instructors in Philosophy, Visual Communication and Graphic Design, as well as Composition. Offerings were examined to meet demand with a tendency to see more learners desiring online classes. Overall enrollment in course sections, by headcount, is down for the organizational codes that make up the Arts and Sciences division.

2020-2021 = approximately 236 Sections and 3,101 Heads (average class size 13)
2021-2022 = approximately 210 Sections and 2,940 Heads (average class size 14)

I am currently working on college-wide assessment activities. The project includes bringing on board a system that will house and allow contribution to various areas under the assessment umbrella including program review, degree and course assessment, strategic planning, credentialing and accreditation. My engagement includes testing, planning, and implementation.

Jason Rickenberg: Business & Public Services

The U.S. Department of Higher Education has officially approved our new Marketing Certificate and Entrepreneurship Certificate. Learners are now eligible to receive financial aid for both certificates. The Ohio Department of Higher Education and the Higher Learning Commission also previously approved the Marketing Certificate and Entrepreneurship Certificate.

The Business and Public services division has second 8-Week spring 2022 courses offered to learners to help increase enrollment and retention. The summer and fall 2022 schedules have been circulated amongst the faculty within our division for their input and feedback. The Dean is also reviewing the summer and fall 2022 schedules to make changes.

Deborah Hartzell: Nursing & Allied Health

The Division of Nursing & Allied Health Numbers: *Learners starting the program*

AD Nursing (RN program) - The RN program saw an decrease of 4 learners which indicates an **12% decrease** of learners entering the AD Nursing clinical courses (Traditional Track)

2020-2021: Fall – 24, spring – 13, total learners in NRS 141 = 37

2021-2022: Fall – 14, spring – 19, total learners in NRS 141 = 33

Transition LPN to RN Track of AD Nursing (RN program) - The LPN to RN track of the AD program saw an increase in 2 learners which indicates a **33% increase** of learners entering the AD Nursing clinical courses

2020-2021: Fall – 4, spring – 2, Total learners in NRS 231= 6

2021-2022: Fall – 5, spring 22 – 3, Total learners in NRS 231 = 8

Practical Nursing Program (LPN) - The PN program saw an increase in 6 learners which indicates an **43% increase** of learners entering the PN Nursing clinical courses

2020-2021: Fall – 9, spring – 5, Total learners in PNE 120= 14

2021-2022: Fall – 9, spring – 1, Total learners in PNE 120 = 20

Medical Assisting – The Medical Assisting program saw a decrease of 7 learners which indicates a **75% decrease** of learners

2020-2021: Spring 21 total learners in MEA 101= 9

2021-2022: Spring 22 total learners in MEA 101 = 2

Phlebotomy - The Phlebotomy program saw a decrease of 11 learners which indicates a **50% decrease** of learners

2020-2021: Fall – 6, spring – 16, total learners in MEA 105= 22

2021-2022: Fall – 7, spring – 4, total learners in MEA 105 = 11

Consortium Allied Health learners for Spring 2022

- There are 4 learners in Occupational Therapy Assistant
 - There are 4 in the Radiographic Imaging program
- Learners complete their degrees at other institutions. We do not currently have comparison numbers.

Overall, the Division of Nursing and Allied Health has seen a decline in numbers. The most common reason given is the COVID-19 pandemic.

Goals

- The Nursing and Allied Health Division is focusing on improving the number of learners entering into the clinical/core courses of the major.
- The faculty are focusing on ways to improve learner retention from semester to semester through degree completion.
- Expanding the knowledge of the Northwest Ohio Allied Health Consortium component of the division.

The Division has also been working on Team Building and sharing the skills discussed in the *Dare to Lead* book by Brene' Brown.

Dr. Ryan Hamilton: STEM & Industrial Technologies

We have a big (over 40%) enrollment increase in Industrial.

We are starting a new spotlight tutoring program in Anatomy classes. The program has a session containing an active learning exercise and a bit on how to study before each test. The material is tailored to what is traditionally the hardest for learners on that exam. It shines a spotlight on that topic. The class has 5 tests. We offer the session at 3 different times. Each time is the same content.

Kristi Rotroff: Library Director

The start of the semester has gone well. In-person traffic is light, which is consistent with this time of year, but usage of online resources has started out strong.

Our main priority is to finalize the installation and functionality of the remote pickup locker. Due to covid-related shipping delays, followed by the holiday season and time needed to work with our ILS (Integrated Library Services) vendor, getting the locker up and running has taken longer than we had hoped. However, we are on track now! We are scheduled for a final training session on February 8. After a short round of testing, we will be able to offer our campus community the option of quick pickup of items in the atrium anytime the college buildings are open. In terms of our department's mission, this contributes to greater access to materials and also contributes to the "L" in the PIL motto.

In December, we hosted a "Muffins with Mollie" event in the library in conjunction with the Active Minds learner group. During exam week, learners were invited to come to the library to have a hot drink, a muffin, and conversation with library staff as well as service-dog-in-training Mollie (6 months old). Also, in conjunction with Active Minds, there will be a Black History Month informational display in the library's front window. This will include a list of recommended readings. We are happy to collaborate with learners on these types of projects, and hope to continue as ideas develop.

Dan's Two Minutes

NSCC's Data Summit held on Friday, January 21st, was a great opportunity for a large group to hear feedback from Affinity Groups, as well as for virtual breakout sessions focusing on our local retention data. "Early Momentum Metrics" can help us guide conversations as small departmental groups, as a faculty council, and the college community as a whole. If you reflect on what we need to know about our students - especially why they do not persist to a credential or degree - what would YOU like to know? What ideas do YOU have to help fill some of NSCC's equity gaps? If you need more information to reflect on, or would like to give feedback toward this effort, please reach out to your Dean, myself, or even Albert Lewis.

December Birthdays

2 Lisa Becher

January Birthdays

14 Erik Jones

21 Heather Galbraith

25 Colin Doolittle

28 Deborah Hartzell

February Birthdays

3 Thomas Plummer

5 Carissa Broadbridge

Faculty Spotlight



Thomas Plummer - Industrial Technology Faculty

I enjoy my family time very much. Our family is a close-knit circle. Most commonly, when one of us has an issue, we all try to come together to assist each other. We currently get our grandchildren quite often and try to do things with them. My wife and I also enjoy our time raising livestock, gardening, fishing, and hunting.

If I could have one superpower, I would choose to be strong to protect those who are not. I would like to vacation to either Alaska or the Upper Peninsula of Michigan to see the beauty of untouched land (afraid I might never want to leave). The best piece of advice I ever received was that they can take everything from you in this world: money, clothes, and any other items you hold dear, but they can never take away what you put in your mind and heart. So always be careful what you put in those places because they will be there forever.

Distinguished Faculty and Adjunct Faculty nominations:

A google form will be coming out in your email shortly. You will be able to pick a deserving faculty and adjunct faculty during the month of February for this award. As you think about your selections, keep in mind the criteria:

Full-time Faculty Criteria

- Classroom Teaching & Learning
- Professional Development
- Institutional Versatility
- Curriculum Development
- Community Commitment

Adjunct Faculty Criteria

- Teaching & Learning
- Institution Engagement
- Community Engagement
- Student Nomination

“For more than forty years, researchers have recognized the critical role that social and academic integration play in students’ decisions to remain in college and persist through to graduation.” – Davis, Hanzsek-Brill, Petzold, and Robinson (2019)

The article “Students’ Sense of Belonging: The Development of a Predictive Retention Model” discusses a two-pronged approach to examining and influencing student persistence: 1) academic factors and 2) social factors. As the college moves forward with discussing data points (started at the recent Data Summit) let’s keep both of these in mind. We can all help build a sense of belonging in dozens of ways, across all areas of campus.

Library News

Remote pickup locker update - We ran into some delays with getting the atrium locker up and running, but we are almost there! The goal is for learners (and others) to be able to pick up library materials after library “open hours” if it’s more convenient. This is exciting, especially as the college looks at perhaps more evening student cohorts and continued need for “quick-stop” services.



Furry friend update - One or two days per week, usually on Monday and/or Tuesday, we have a yellow labrador retriever service-dog-in-training in the library. Mollie was born in June of 2021, and is being raised by Kristi Rotroff's family until August of 2022 when she will return to Leader Dogs for the Blind in

Rochester, Michigan. Mollie on campus, provides a great training environment for a puppy - learning self-control, meeting new people, navigating stairs and hallways, etc. She loves coming to campus!

Coming Soon...

Award of Merit Nominations:

We will be asking for Award of Merit nominations soon. Nominate a student you feel possess high academic achievement and excellent leadership characteristics. As well as demonstrates special talents or abilities in their academic field. Look for an email from your Deans.

Sakai Tips

Want to include videos in your classes? There's a number of options available within Sakai. Warpwire allows you to create or upload your own videos, including Zoom recordings and PowerPoint lectures.

Films on Demand provides access to a large library of videos on a wide range of subjects, including healthcare, history, art, business, communication, and more.

JoVe Science provides video lessons. Through OhioLink, we have access to their Core Biology, Core Chemistry, and Social Psychology. These short animated videos include a text description as well.

All these are available within Sakai's Course Content pages by going to Add Content -> Add Learning App, or Add Content -> Add External Tool. JoVe and Warpwire are also available anywhere the text editor is used in Sakai.

Contact Christina to learn more about how to add these resources to your classes.

Approved Proposals

Coming back from the holidays we have several proposals that are currently making it through the governing process. Look for proposals in the March Faculty Newsletter.

Vice President of Enrollment Management & Student Affairs
February 15, 2022
Prepared by: Lana Snider

Career Graduation Pathways to Success (CGPS) (aka GPS 2.0)

Adult Learner Initiative

The Board authorized investment in our “Be Bold” growth initiatives for this fiscal year, including the Adult Learner Initiative. NSCC’s enrollment research shows that we’re underserving adult learners (25+ years of age) and we are committed to promptly addressing this equity gap.

The Dean of Learner Services (Ms. Cassie Rickenberg) developed a new Adult Studies Coordinator position in consultation with Human Resources and began a search during the fall semester. The search continues at this time and we look forward to recruiting, enrolling, and retaining adult learners through this initiative as we move into the next phase of the initiative.

Admissions

The Admissions Office is fully-staffed as of 1/10/22 and the Director (Mr. Austin Flores) is thrilled to have his team in place. The Admissions Team’s spring 22 application and registration goals and status, as well as comparisons with spring 21, are included below. Director Flores established application goals by access and equity categories that are (a) used in Ohio’s performance funding model (Adult, Minority, Pell eligible, among others) and (b) are aligned with NSCC’s enrollment growth initiatives (Early Admit – CCP, New, Bachelor’s Bound, and Adult). The New and Adult application goals were exceeded, although Early Admit (CCP) and Bachelor’s Bound goals were not met. *Please note – the comparison reference in the bottom right of the chart is actually 22 v. 21 rather than “21 v. 20.”

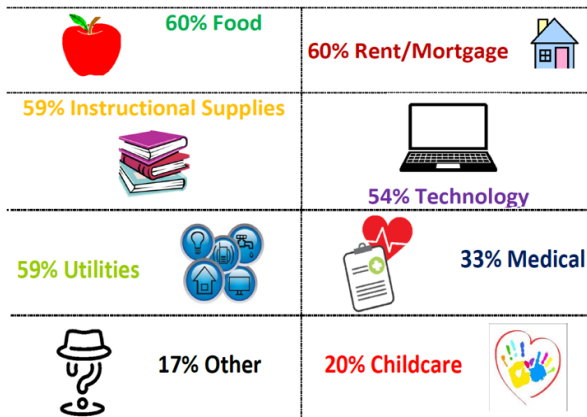
Spring 22			
Applications			
Student Type	Current Count	Goal	% to Goal
Early Admit (E)	42	65	64.6%
New (N,T)	345	275	125.5%
Bachelor's Bound (N,T)	27	50	54.0%
Adult (25+)	64	50	128.0%
Student Type	Current Count	21 Count	21 v. 20
Early Admit (E)	42	77	-45.5%
New (N,T)	345	253	36.4%
Bachelor's Bound (N,T)	27	48	-43.8%
Adult (25+)	64	45	42.2%
Minority (N,T,E)	52	43	20.9%
Pell Eligible (N,T)	88	34	158.8%

American Rescue Plan – Emergency Grants for Learners – Financial Aid Office

The Financial Aid Office launched the spring 2022 emergency grant application and reviews and awards those grants on a weekly basis in partnership with the Business Office and Bank Mobile.

Below are the learner-reported uses of funds – Without this emergency grant aid to learners, their well-being would be compromised and their academic success would be out of reach. Director Amber Yocom and her team – Isaac Benner, Alexis Mills, Makenzie Warncke and Wendy Walters understand our learners and serve them well!

COVID Emergency Funds for Students



**we can
help**

Career Closet

The Phi Theta Kappa International Honor Society (Advisors: Ms. Amy Drees and Ms. Kaitlin Rohrs-Cordes) members and the Dean’s Leadership Cluster (Advisor: Ms. Lisa Becher) initiated the development of a “Career Closet” for NSCC learners who need appropriate attire for their work-based learning needs. The entire Physical Plant Team under the leadership of Kevin Gerken, Ashley Barth, and Jason Baun prepared the space prior to the beginning of the spring 22 semester so the two learner groups could get the Career Closet established in time for the April Career Fair.



Customer Relationship Management (CRM) System

NSCC has not had a CRM system to serve and manage prospects in Admissions and Executive Vice President (EVP) Lewis encouraged us to address this gap in order to better meet application yield and enrollment goals. A CRM will increase efficiency, maximize application yield, and increase the quality of time spent on relationship development with prospective learners. CRM selection and adoption are an important project for Enrollment Management & Student Affairs and we look forward to sharing project updates once we select a final vendor.

TRIO Student Support Services (SSS)

The Annual Performance Report (APR) for year 1 was completed by the TRIO SSS team and the Dean of Learner Services (Project Director).

Vice President – Workforce Development
February 2022
Submitted by: Jim Drewes

NSCC ELDT-CDL – The CDL (Entry-level Driver Training) is off to solid start. The third cohort is in process. The training is three weeks and consists of classroom, maneuverability and over the road driving.

Apprenticeship Classes – We have learners confirmed at Campbell’s Soup, Napoleon, Whirlpool, Ottawa and Alliance Automation, Van Wert.

Agency Update – Starting fall 2022, a total of 200 iron workers will start in Canton and 300 IBEW students in Columbus and 75 in Mansfield. NSCC will issue 30 Associates degrees to agency students this spring.

Custom Training Solutions – CTS is working with Paulding County Opportunity Center to deliver the Certified Manufacturing certificate (40 hours) on site and Evergreen and Swanton high schools with Fulton County OMJ support to deliver the MSSC Certified Production Technician Certification (160 hours).

FIRST Robotics – The season kicked off 1/8/2022 with a design, build and practice driving robot for the 2022 Boeing Rapid React theme. The team has 14 members representing 7 high schools. The competition is 3/25/22 at Cleveland State University.



Chief Fiscal and Administrative Officer
February 2022
Submitted by: Jennifer Thome

The spring semester is chugging along with in person classes. Halls are bubbling and students are roaming campus. As we move forward, we do not want to lose sight of self-care and mental health awareness as they continue to be focal points for our students and employees. In turn, we are preparing for early registration in March for our upcoming summer and fall classes.

These teams love being busy!

Business Office

Recently, we have rounded out our team. Kemp Stapleton was promoted from Book Store Manager to Director of Accounting and Auxiliary Services. Kemp meshes well with the team while bringing valuable accounting and customer service experience. In January, we processed year-end activities including W2, 1099, 1098-T statements, and Foundation donation letters. February brings reporting requirements – HEI, SB6, and IPEDS to name a few. This team continues to meet in order to develop better audit and monthly close out procedures.

Auxiliary Services

January was a welcomed change for Food Service. Students are packing the cafeteria and lining the halls in anticipation of great food for breakfast and lunch. However, we are dealing with difficulty finding replacements for our part-time staffing needs.

The Bookstore is transitioning, while interviewing for Kemp's replacement. We were excited to receive nine applications for this position and currently have two student workers on staff to help.

Facilities has been busy. The solar and deferred maintenance project has commenced. We started with the lighting upgrades in Building A and then will roll out to the rest of the campus. The team is securing and transitioning equipment for the Anderson lease and working through plans and layouts for the Van Wert property.

Vice President; HUMAN RESOURCES & LEADERSHIP DEVELOPMENT
February 2022
Submitted by: Katy McKelvey

Recruiting:

We have filled the following roles:

- Admissions Recruiter
- Medical Assisting Faculty & Program Coordinator

We are recruiting for the following roles:

- Human Resources Generalist
- Adult Studies Coordinator
- Registrar Assistant
- Bookstore Supervisor
- Cook
- Food Services Assistant (PT)

Onboarding Process:

We collected feedback from current supervisors regarding our new resource guide and supervisor training guide. We are finalizing the new guides and we are scheduling supervisor training to continue to improve the new hire onboarding process.

The employee "Co-worker Program" has been established. This program is an onboarding and knowledge sharing program for new employees. The new employee is assigned to a current coworker outside of their department who answers questions and is available to the new employee through their first few weeks or months on the job.

Training for the "Co-workers" has been completed and all future new employees will now get paired with a current workplace co-worker.

Cabinet Development:

The cabinet is continuing to work with O. E. Strategies and most recently received our 360-degree feedback reports. We had individual meetings with a coach from O. E. Strategies and a group feedback session on our collective results. The next step for each cabinet member is to develop an individual development plan and review the plan with our supervisor.

Employee Recognition Program:

The Cheers for Peers! program began in January and the award winners have been announced. Employees who were recognized by their peers for going above and beyond were Ann Fether, Brittany Thompson, Joni Mavis, Kemp Stapleton, Logan Rapini and Ryan Hamilton. Award winners receive a \$10 gift card along with being recognized for their achievement.

Employee Engagement Events:

Christmas Luncheon - Over 140 employees joined us on December 8 for a wonderful meal. Mike Jacobs (Student Activities Coordinator) once again delighted us with his famous pulled pork. Mike spends many hours preparing and smoking the pork and it is amazing! Sides for our meal were provided by Hill's Restaurant & Catering out of Napoleon.

Welcome Back Donuts - Donuts and beverages were provided to employees on January 4 to welcome employees back after the holiday break.

Pizza Day - Marco's Pizza catered pizza for over 90 employees on January 19.



Christmas Luncheon



Cheers FOR PEERS!

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

Employees receiving recognition for the month of JANUARY

Ann Fether

Brittany Thompson

Joni Mavis

Kemp Stapleton

Logan Rapini

Ryan Hamilton

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

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

Nomination forms can always be found on MyNSCC.



Ann Fether

Pillar: People, Learning

Ann always goes above and beyond for her CCP students. Whether it is working with the school counselors or meeting with the students one-on-one, Ann always has the students' best interests in mind. She often comes in early or stays late to meet the needs of her students. Ann's work has contributed to the increase in CCP enrollment over the past several year. Not only does Ann care for her students, she also deeply cares for every person on campus. She often has someone in her office helping them through anything they are going through. Ann is one of campus's greatest support people. Thank you Ann for all you do for NSCC!



Brittany Thompson

Pillar: People, Integrity, Learning

Brittany works with many students that have unique barriers. She is patient and ensures the student is empowered to progress on their own. She still always double checks to make sure they are set. For example, Brittany took time to sit with a student to complete their Financial Aid appeal. She helped them find the answer on their own while being supportive. She is an excellent communicator and always treats our students with respect while holding them accountable.



Joni Mavis

Pillar: People, Integrity, Learning

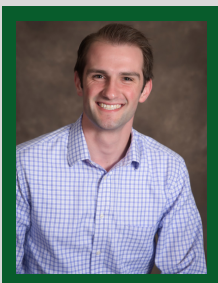
Joni Mavis took time at the end of class to help me with my connect account issue without me asking. This meant a lot to me because I was going through the tough transition of becoming a college student, so I didn't feel like I was not alone or not cared about.



Kemp Stapleton

Pillar: People, Integrity

Kemp is new to this department but has spent countless hours (even came in on days we were closed) to continue learning his new job duties. Kemp has been willing to jump in with both feet and help wherever needed and was a vital part of our audit this fall. Thank you Kemp for all you do!



Logan Rapini

Pillar: People

Logan has gone above and beyond his duties over the past couple of months by filling in as a "one man show" while we hired additional recruiters in admissions. Logan then continued to help transition the new members onto the team with ease. He continues to be a positive presence in admissions and on campus. He is a team player and helped to reach our spring enrollment goals by coming up with meaningful communication to reach learners. Logan has also been responsible for completely revamping the campus visit experience, helping make a meaningful orientation experience for new learners, and helping with overall initiatives for learner services equity and inclusion. Logan puts others on the team first and provides exemplary leadership on extra projects, event planning, and outreach. Cheers to Logan!



Ryan Hamilton

Ryan went above and beyond during the fall term to specifically identify students who were near completion and found ways (PLA, Course Substitution, etc.) for these learners to graduate with little or no additional coursework required.



Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$11,123,315	\$0	\$11,123,315	\$8,484,482	\$0	\$2,638,833
5102	General Fees	\$382,536	\$0	\$382,536	\$297,127	\$0	\$85,409
5103	Lab Fees	\$449,300	\$0	\$449,300	\$376,678	\$0	\$72,622
5105	Out of State Fees	\$452,539	\$0	\$452,539	\$142,262	\$0	\$310,278
5107	Proficiency Fees	\$5,240	\$0	\$5,240	\$2,090	\$0	\$3,150
5109	Other Fees	\$2,980	\$0	\$2,980	\$2,042	\$0	\$938
5110	Late Fees	\$17,300	\$0	\$17,300	\$9,650	\$0	\$7,650
5115	Student Fees	\$125,800	\$0	\$125,800	\$85,834	\$0	\$39,966
5116	Deferred Payment Service Fee	\$6,740	\$0	\$6,740	\$3,840	\$0	\$2,900
5118	Bus & Ind. Traing Fee	\$1,425,000	\$0	\$1,425,000	\$565,826	\$0	\$859,174
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	\$750	\$0	\$2,750
5133	Tuition and Fees Schlop Allow	-\$1,403,460	\$0	-\$1,403,460	-\$695,166	\$0	-\$708,294
5155	Fiscal Agent Fee	\$94,166	\$0	\$94,166	\$68,893	\$0	\$25,273
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$14,118	\$0	\$15,882
5159	Career Advantage Fee	\$43,700	\$0	\$43,700	\$788	\$0	\$42,912
5160	Simulation Fee	\$60,700	\$0	\$60,700	\$24,949	\$0	\$35,751
5161	Career Service Fee	\$544,700	\$0	\$544,700	\$415,520	\$0	\$129,180
5213	COVID 19 Learner Emergency	\$0	\$0	\$0	\$0	\$0	\$0
5214	Cares Act Institutional Funding	\$552,304	\$0	\$552,304	\$0	\$0	\$552,304
5503	Foundation - Instl Supprt	\$135,000	\$0	\$135,000	\$0	\$0	\$135,000
5610	Photo ID	\$100	\$0	\$100	\$440	\$0	-\$340
5611	Over / Short	\$0	\$0	\$0	\$10	\$0	-\$10
5614	Miscellaneous Income	\$127,940	\$0	\$127,940	\$30,051	\$0	\$97,889
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$13,565	\$0	\$21,435
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$550	\$0	\$3,450
5620	Library Fines	\$0	\$0	\$0	\$75	\$0	-\$75
5801	OBR - Subsidy	\$11,696,774	\$0	\$11,696,774	\$6,768,543	\$0	\$4,928,231

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$60,314	\$0	\$60,314
5901	Investment Income	\$75,000	\$0	\$75,000	\$37,754	\$0	\$37,246
Revenue	Sub-Total:	\$26,112,303	\$0	\$26,112,303	\$16,710,985	\$0	\$9,401,318
6101	Administrative Salaries	\$3,078,702	\$0	\$3,078,702	\$1,737,396	\$1,157,315	\$183,991
6102	Non Instructional Salaries	\$2,427,137	\$0	\$2,427,137	\$1,395,785	\$1,056,038	-\$24,686
6103	Part Time Non Instructional	\$105,291	\$0	\$105,291	\$67,294	\$50,315	-\$12,318
6104	Salary Savings	-\$625,000	\$0	-\$625,000	\$0	\$0	-\$625,000
6121	Academic Salaries	\$3,101,847	\$0	\$3,101,847	\$1,826,251	\$1,273,055	\$2,540
6122	Academic Overload	\$405,247	\$0	\$405,247	\$374,188	\$88,859	-\$57,801
6123	Part Time Academic	\$1,150,929	\$0	\$1,150,929	\$570,870	\$118,199	\$461,860
6124	Independent Study	\$17,000	\$0	\$17,000	\$6,608	\$0	\$10,392
6125	Academic Advising	\$5,400	\$0	\$5,400	\$192	\$0	\$5,208
6141	Part Time Student Help	\$66,412	\$0	\$66,412	\$22,364	\$6,795	\$37,254
6142	Work Study Student	\$0	\$0	\$0	\$0	\$7,142	-\$7,142
6143	Student Tutoring	\$5,000	-\$3,000	\$2,000	\$273	\$23,750	-\$22,023
6144	Faculty Tutoring	\$41,000	\$3,000	\$44,000	\$16,953	\$3,406	\$23,641
6145	Honorarium	\$1,700	\$0	\$1,700	\$574	\$0	\$1,126
6200	Fringe Expense	\$3,647,492	\$0	\$3,647,492	\$1,880,435	\$1,311,960	\$455,098
6201	STRS	\$0	\$0	\$0	\$115	\$0	-\$115
6203	SERS	\$0	\$0	\$0	\$0	\$0	\$0
6205	SERS-Surcharge	\$12,000	\$0	\$12,000	\$9,748	\$0	\$2,252
6207	Medicare	\$0	\$0	\$0	\$12	\$0	-\$12
6210	Fringe Actual	\$0	\$0	\$0	\$396,291	\$0	-\$396,291
6211	Medical	\$0	\$0	\$0	-\$183,213	\$0	\$183,213
6214	Life	\$0	\$0	\$0	-\$10	\$0	\$10
6216	Misc Insurances	\$0	\$0	\$0	-\$1	\$0	\$1
6218	HRA	\$0	\$0	\$0	\$7,053	\$0	-\$7,053
6301	Workers Compensation	\$20,000	\$0	\$20,000	-\$172	\$0	\$20,172
6302	Unemployment Compensation	\$5,000	\$0	\$5,000	\$0	\$4,000	\$1,000
6303	Employee Fee Waiver	\$70,000	\$0	\$70,000	\$50,239	\$0	\$19,761
6304	Bookstore Employee Discount	\$3,500	\$0	\$3,500	\$1,122	\$0	\$2,378

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$1,650	\$350	\$1,000
6306	Employee Appreciation	\$14,500	\$0	\$14,500	\$13,387	\$1,861	-\$748
6307	Faculty / Staff Development	\$75,000	\$0	\$75,000	\$58,759	-\$6,750	\$22,991
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
7101	Office Supplies	\$26,010	\$100	\$26,110	\$19,097	\$500	\$6,513
7102	Copier Supplies	\$16,710	\$0	\$16,710	\$6,811	\$2,500	\$7,399
7103	Recruiting Supplies	\$15,500	\$500	\$16,000	\$5,441	\$100	\$10,459
7121	Computer Supplies	\$15,645	\$0	\$15,645	\$5,113	\$0	\$10,532
7131	Instructional Supplies	\$231,212	\$0	\$231,212	\$75,955	\$17,129	\$138,128
7132	Lab Supplies	\$34,000	\$0	\$34,000	\$2,943	\$18,183	\$12,874
7134	ADA Hearing Impaired Books	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7135	Instructional Food/Snacks	\$4,200	\$0	\$4,200	\$887	\$0	\$3,313
7136	Linen and Laundry	\$300	\$0	\$300	\$0	\$0	\$300
7138	Graduation Supplies	\$20,100	\$0	\$20,100	\$7,132	\$3,880	\$9,088
7151	College Car Supplies	\$990	\$0	\$990	\$27	\$0	\$963
7153	First Aid Supplies	\$500	\$0	\$500	\$0	\$0	\$500
7156	Miscellaneous Supplies	\$1,400	\$0	\$1,400	\$249	\$0	\$1,151
7157	Employee Awards	\$7,000	\$0	\$7,000	\$2,162	\$3,500	\$1,338
7161	Library Supplies	\$800	\$985	\$1,785	\$649	\$0	\$1,136
7162	Library Books Lost / Replaced	-\$1,977	\$1,976	-\$1	-\$1	\$0	\$0
7171	Audio Visual Supplies	\$18,358	\$0	\$18,358	\$19,029	\$0	-\$671
7181	Uniforms	\$3,300	\$0	\$3,300	\$774	\$0	\$2,526
7182	Janitorial Supplies	\$30,000	\$0	\$30,000	\$14,412	\$22,500	-\$6,912
7201	Conferences and Seminars	\$61,142	\$0	\$61,142	\$28,443	\$60	\$32,639
7202	Travel	\$42,310	\$1,000	\$43,310	\$14,626	\$0	\$28,684
7203	Development	\$49,000	\$0	\$49,000	\$11,412	\$0	\$37,588
7204	Instructional Travel	\$200	\$0	\$200	\$159	\$0	\$41
7207	Committee Meetings	\$23,940	\$0	\$23,940	\$5,458	\$0	\$18,482
7208	Convocation	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7301	Subscriptions and Publications	\$7,925	\$0	\$7,925	\$4,573	\$0	\$3,352
7311	Dues	\$130,895	\$0	\$130,895	\$105,222	\$6,112	\$19,561
7321	Classified Advertising	\$7,500	\$0	\$7,500	\$3,886	\$0	\$3,614

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7322	Radio Advertising	\$48,000	\$0	\$48,000	\$30,983	\$10,570	\$6,446
7323	Brochures	\$36,000	\$0	\$36,000	\$12,708	\$1,100	\$22,192
7324	Advertising - Papers	\$19,000	\$0	\$19,000	\$7,270	\$9,519	\$2,211
7325	Advertising - Billboards	\$68,000	\$0	\$68,000	\$36,982	\$17,802	\$13,216
7326	Advertising - Miscellaneous	\$36,000	\$0	\$36,000	\$19,863	\$1,085	\$15,052
7328	Advertising - Digital	\$43,000	\$0	\$43,000	\$21,567	\$4,275	\$17,158
7329	Advertise-Wkfrc Devel	\$18,000	\$0	\$18,000	\$4,042	\$106	\$13,852
7331	Community Relations Donations	\$900	\$0	\$900	\$540	\$0	\$360
7352	Printing	\$24,900	\$0	\$24,900	\$12,410	\$6,933	\$5,557
7361	Postage	\$22,250	\$0	\$22,250	\$10,435	\$11,920	-\$105
7401	Equipment M & R	\$194,183	\$0	\$194,183	\$53,591	\$20,563	\$120,029
7402	Buildings M & R	\$407,650	\$0	\$407,650	\$66,626	\$17,739	\$323,285
7403	Grounds M & R	\$15,000	-\$4,378	\$10,622	\$20,759	\$13,562	-\$23,699
7404	Parking Lot M & R	\$30,000	\$0	\$30,000	\$25,138	\$0	\$4,862
7405	Water Tower M & R	\$3,000	\$0	\$3,000	\$27	\$1,000	\$1,973
7406	Vehicles M & R	\$12,000	\$0	\$12,000	\$6,635	\$10,799	-\$5,434
7407	Equipment Replacement	\$8,000	\$0	\$8,000	-\$4,214	\$2,114	\$10,100
7408	Equipment Rental	\$41,600	\$0	\$41,600	\$18,020	\$9,651	\$13,930
7409	Facilities Rental	\$3,508,928	\$0	\$3,508,928	\$265,351	\$9,035	\$3,234,542
7501	Professional Fees	\$35,700	\$0	\$35,700	\$21,955	\$2,260	\$11,485
7502	Legal Fees	\$19,000	\$0	\$19,000	\$16,681	\$0	\$2,319
7503	Audit Fees	\$30,000	\$0	\$30,000	\$14,850	\$6,275	\$8,875
7504	Accreditation	\$2,897	\$0	\$2,897	\$0	\$0	\$2,897
7521	Training	\$28,252	\$0	\$28,252	\$107,755	\$9,900	-\$89,403
7522	Testing / Assessment	\$160,450	\$0	\$160,450	\$26,571	\$25,432	\$108,447
7523	Outside Services	\$5,176,501	\$0	\$5,176,501	\$628,193	\$202,011	\$4,346,297
7525	Purchased Services	\$47,000	\$0	\$47,000	\$30,628	\$26,630	-\$10,258
7527	Collection Fees	-\$16,000	\$0	-\$16,000	-\$2,908	\$7,259	-\$20,351
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$5,540	\$0	\$4,960
7531	Finger Printing Expense	\$23,120	\$0	\$23,120	\$5,851	\$20,000	-\$2,731
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

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7603	Honors Scholarship	\$70,000	\$0	\$70,000	\$33,320	\$0	\$36,680
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$3,192	\$0	\$8,808
7605	Presidential Scholarship	\$550,000	\$0	\$550,000	\$447,492	\$0	\$102,508
7606	Scholarship Allowance	-\$1,403,460	\$0	-\$1,403,460	-\$695,166	\$0	-\$708,294
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$1,578	\$0	\$1,422
7608	Fee Waiver - Senior Citizens	\$6,000	\$0	\$6,000	\$1,166	\$0	\$4,834
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	\$3,432	\$0	\$7,568
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schlp & Books	\$596,058	\$0	\$596,058	\$147,302	\$0	\$448,756
7631	Bad Debt Expense	\$102,000	\$0	\$102,000	-\$733	\$0	\$102,733
7633	Contingency Fund	\$36,500	-\$1,600	\$34,900	\$12,808	\$39,315	-\$17,223
7634	Instructional Media	\$9,500	\$158	\$9,658	\$9,658	\$0	\$0
7635	Database Subscriptions	\$37,000	\$0	\$37,000	\$1,669	\$649	\$34,681
7636	Student Activities	\$20,000	\$0	\$20,000	\$8,573	\$100	\$11,327
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$4,135	\$0	-\$4,135
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$16,584	\$0	-\$93,416
7642	Alumni Fund Expense	\$6,550	\$0	\$6,550	\$4,319	\$0	\$2,231
7644	Miscellaneous	\$3,500	\$0	\$3,500	-\$7,578	\$0	\$11,078
7645	Business Competition	\$800	\$0	\$800	\$592	\$0	\$208
7650	Strategic Planning	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500
7654	NCA - HLC	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500
7666	Grant Matching	\$60,000	\$0	\$60,000	\$0	\$0	\$60,000
7667	CCP Scholarship	\$23,175	\$0	\$23,175	\$0	\$0	\$23,175
7669	COVID19 Learner Emergency	\$0	\$0	\$0	\$0	\$0	\$0
7670	Road to Success Schlp	\$5,000	\$0	\$5,000	\$266	\$0	\$4,734
7671	Sports Club Schlp	\$20,000	\$0	\$20,000	\$8,246	\$0	\$11,754
7676	TRIO - NSCC Scholarship	\$0	\$0	\$0	\$2,671	\$0	-\$2,671

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7677	Tuition Reduction - Cares	\$0	\$0	\$0	\$72,611	\$0	-\$72,611
7701	Gas	\$75,000	\$0	\$75,000	\$28,004	\$27,060	\$19,936
7702	Electricity	\$270,000	\$0	\$270,000	\$101,777	\$146,284	\$21,939
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$1,402	\$1,098	\$199
7704	Water	\$7,000	\$0	\$7,000	\$3,269	\$4,231	-\$500
7705	Sewer	\$36,000	\$0	\$36,000	\$21,641	\$18,090	-\$3,731
7706	Waste Collection	\$6,000	\$0	\$6,000	\$3,212	\$2,788	\$0
7707	Telephone	\$60,253	\$0	\$60,253	\$24,061	\$23,132	\$13,060
7722	Employee Liability Insurance	\$12,000	\$0	\$12,000	\$12,387	\$0	-\$387
7724	Motor Vehicle Insurance	\$13,176	\$0	\$13,176	\$14,709	\$0	-\$1,533
7725	Property Insurance	\$88,319	\$0	\$88,319	\$91,763	\$0	-\$3,445
7727	Prof Liab Students	\$4,986	\$0	\$4,986	\$6,193	\$0	-\$1,208
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$0	\$0	\$2,250
7729	Cyber Liability Insurance	\$14,000	\$0	\$14,000	\$13,675	\$0	\$325
7901	Library Books	\$8,000	-\$1,976	\$6,024	\$6,416	\$0	-\$392
7902	Fixtures and Furnishings	\$257,236	\$9,378	\$266,614	\$47,962	\$35,469	\$183,183
7903	Software and Licensing	\$485,650	-\$1,143	\$484,507	\$357,143	\$1,658	\$125,705
7904	Building Projects	\$85,000	\$0	\$85,000	\$23,575	\$0	\$61,425
7911	Equipment	\$60,580	-\$5,000	\$55,580	\$648	\$0	\$54,932
7912	Motor Vehicles	\$10,000	\$0	\$10,000	\$1,749	\$0	\$8,251
Expense	Sub-Total:	\$26,112,304	\$0	\$26,112,304	\$10,855,032	\$5,918,173	\$9,339,099