

**BOARD OF TRUSTEES**  
**October 23, 2020 – 11:30 a.m.**  
**C200**

**ORDER OF BUSINESS**

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

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

Sandra Barber  
John Bridenbaugh  
Sue Derck  
Jeffrey Erb  
Ron Ernsberger  
Laura Howell  
Lisa McClure (Vice Chair)  
Joel Miller (Chair)  
Scott Mull (Second Vice Chair)

**C. OACC LEADERSHIP ACADEMY – RECOGNITION OF GRADUATES**

**D. EXECUTIVE SESSION (Joel M)**

**E. PRESENTATION (Robbin W)**

- Foundation/Pillar 5 Update

**E. AUDIENCE PARTICIPATION**

**F. CHIEF EXECUTIVE OFFICER REPORT (Michael T)**

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

**G. BOARD DISCUSSION ITEMS (Joel M & Michael T)**

- Board Budget Committee Report
- E-Conferences (Michael T)
- Accreditation Update (Todd H)
- ODHE Affordability & Efficiency Report (Todd H)
- Diversity & Inclusion Statement (Dan B, Lana S)
- Graduation Policy Changes (Dan B)
- ODHE Completion Plans (Lana S)

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

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

- Financial Report as of August 31, 2020 (consent item)

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

1. Consent Agenda Items
  - a. Minutes of the August 28, 2020 Meeting
  - b. Promotion to Full-Time Manager – Accounting
  - c. Promotion to Full-Time Accountant – Grants
  - d. Promotion to Full-Time Associate – Student Accounts Receivable
  - e. Miscellaneous Employment Contracts

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

1. Revised 20-21 Budget

**K. OTHER BUSINESS (Michael T)**

1. Upcoming Board Activities
  - a. Trustee Emeritus Nominations due – November 6
  - b. Discover NSCC Day – November 7
  - a. Board Meeting – December 11
  - b. Commencement/Emeritus Dinner – December 14
  - c. Board Meeting – February 26

**L. ADJOURNMENT (Joel M)**

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

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, August 28, 2020 at 11:30 a.m. in Room C200.

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**

**20-49**

Members present: John Bridenbaugh, Sue Derck, Jeff Erb, Ron Ernsberger, Laura Howell, Lisa McClure, Joel Miller and Scott Mull

### **OATH OF OFFICE**

Ms. Jenn Thome, Chief Fiscal & Administrative Officer administered the oath of office to Mr. Ron Ernsberger, who was sworn in as a trustee to the Northwest State Community College Board of Trustees effective July 31, 2020. Mr. Ernsberger represents Henry County and will serve a term through June 9, 2026.

### **EXECUTIVE SESSION**

**20-50**

Ms. McClure moved and Ms. Howell seconded a motion to go into executive session to discuss pending legal matters, review negotiations with public employees concerning compensation or other terms and conditions of their employment and consider the compensation of a public employee.

ROLL CALL: Aye; Bridenbaugh, Derck, Erb, Ernsberger, Howell, McClure, Miller, Mull. 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.

### **PRESENTATIONS**

President Thomson commended the philanthropic work of the Foundation to increase the number of Presidential and Honors scholarships for FY20-21. These additional scholarships will assist in the recruiting efforts of CCP students to continue their education at NSCC. Scholarships are also available for learners participating in NSCC team sports.

Anna Thomas, of Anna Rose Designs and Project Allura, presented the new College website. The website was created with input from faculty, staff, alumni and students. The website is mobile-friendly and easier to navigate for all users.

### **CHIEF EXECUTIVE OFFICER REPORT**

The Vice Presidents reported out on their respective areas as the fall 2020 term started with face-to-face classes and the safety protocols in place to make it successful. The learners have continually expressed their gratitude that the College is open and offering

face-to-face classes. EVP Hernandez shared that the College met and exceeded its fall enrollments goals, but will need to continue recruiting for second eight-week classes to sustain enrollment growth.

### **BOARD DISCUSSION ITEMS**

Governance Leadership Institute (GLI) – Trustee McClure shared her experience from attending the virtual GLI, which reinforced much of what the board is already doing, including being responsible fiduciaries of the College and advocating for students by fulfilling the mission of the College.

Policy Project – The College will review the Policy and Procedure manual this fiscal year and will plan to do so every two years. Trustee Mull volunteered to review the chapter pertaining to the Board of Trustees.

Board Road Map – The Board was provided with a list of potential items for each board meeting for the fiscal year, including presentations, discussion items, standard voting items and activities. This is an active document and will be updated for each board meeting.

Graduation Policy – A change to the graduation policy will be brought to the Board in December to remove barriers for the learner and change the requirements to be an NSCC graduate.

Telecommuting Procedure – The current College procedure is being completely revamped to make it more current. There will be a slight change to the policy.

Sick Leave Policy – There will be one policy for all employees. The policy will go through the councils for review and then to the board as a consent item for approval.

Accreditation – Preparations for the HLC site visit in February 2021 are ongoing and on schedule.

ODHE Completion Plans – The plans will be brought to the Board in October for approval.

### **CHIEF FISCAL OFFICER REPORT**

**20-51**

Ms. Jennifer Thome, Chief Fiscal & Administrative Officer, presented the cumulative financial report to inform the Board of Trustees of the College's financial condition as of May 31, 2020. The Board voted to approve the report by affirmation.

### **CONSENT AGENDA APPROVED.**

### **MINUTES OF THE JUNE 19, 2020 MEETING**

**20-52**

### **FULL-TIME ADMINISTRATIVE ASSISTANT – ADVISING CENTER & STUDENT SERVICES EMPLOYED**

**20-53**

WHEREAS, the position of full-time Administrative Assistant – Advising Center & Student Services was left vacant due to the resignation of Jared Nofziger; and

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

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

President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Sarah Cesserino be employed as full time Administrative Assistant – Advising Center & Student Services effective July 6, 2020 at an annual salary of \$34,590.40. This is in accordance with the Support Staff Bargaining Agreement.

**FULL-TIME TECHNICIAN – MAINTENANCE EMPLOYED**

**20-54**

WHEREAS, the position of full-time Technician – Maintenance was left vacant due to the resignation of Richard Wood; and

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

WHEREAS, the Executive Vice President and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Logan Badenhop be employed as full time Technician – Maintenance effective June 15, 2020 at an annual salary of \$41,204.80. This is in accordance with the Support Staff Bargaining Agreement.

**FULL-TIME FACULTY – NURSING EMPLOYED**

**20-55**

WHEREAS, the position of full-time Faculty – Nursing was left vacant due to the resignation of Wendy Zettel; 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. Emily Riegsecker be employed as full time Faculty – Nursing effective July 31, 2020 at an annual salary of \$66,416.54. This is in accordance with the Professional Bargaining Agreement.

**FULL-TIME CLINICAL TEACHING ASSISTANT – NURSING EMPLOYED**

**20-56**

WHEREAS, the position of full-time Clinical Teaching Assistant – Nursing was left vacant due to the transfer of Tammy Meyer to Faculty – Nursing; 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. Amy Leitch be employed as full time Clinical Teaching Assistant – Nursing effective August 10, 2020 at an annual salary of \$44,069.40. This is in accordance with the Professional Bargaining Agreement.

**TITLE CHANGE – PROJECT MANAGER – GRANTS APPROVED**

**20-57**

WHEREAS, the position of Coordinator – Grants has been updated to Project Manager – Grants Development to better align the responsibilities within Grants Development; and

WHEREAS, the Executive Vice President and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the job title for Ms. Sarah Stubblefield be changed to Project Manager – Grants Development effective August 16, 2020. This results in no change in salary or job responsibilities.

**PROMOTION TO VICE PRESIDENT – WORKFORCE DEVELOPMENT APPROVED**

**20-58**

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

WHEREAS, the position of Vice President for Innovation is re-titled to Vice President – Workforce Development;

WHEREAS, the College opted to utilize its succession plan; and

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

WHEREAS, the Executive Vice President and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. James Drewes be promoted to the position of Vice President – Workforce Development effective July 1, 2020 at an annual salary of \$103,000. This is a grade level I position.

**PROMOTION TO DIRECTOR – GRANTS DEVELOPMENT APPROVED**

**20-59**

WHEREAS, the College has been fortunate in recent years to receive grant funding to provide vital resources to further our strategic plan and bolster our ability to accomplish our mission; and

WHEREAS, the position of Director – Grants Development was created to oversee a grants development team to support the continued success in both completing grant projects and securing new grant awards; and

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

WHEREAS, the Executive Vice President and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Ashley Pere be promoted to the position of Director – Grants Development effective August 16, 2020 at an annual salary of \$70,000. This is a grade level III position.

**MISCELLANEOUS EMPLOYMENT CONTRACTS**

**20-60**

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

WHEREAS, the President recommends

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

Graded

Employ Ms. Shantelle Cline as Campus Police Officer effective July 28, 2020 at the rate of \$16.32 per hour.

**DRUG & ALCOHOL POLICY UPDATE APPROVED**

**20-61**

WHEREAS, the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act requires the college to have an alcohol and other drug policy and distribute this policy annually to all employees and students; and

WHEREAS, this policy must outline expected standards of conduct and consequences that may be applied by both the college and external authorities for policy violations; and

WHEREAS, the law also requires that individuals be notified of possible health risks associated with the use and abuse of alcohol and other drugs, the college's prevention, education and intervention efforts, and sources of assistance for problems that may arise as a result of use; and

WHEREAS, the College does not currently have a drug & alcohol prevention plan or procedure in place; and

WHEREAS, the plan will provide standards of conduct as it relates to smoking and the use of tobacco, drug and alcohol risks, abuse prevention and services for drug and alcohol counseling and rehabilitation; and

WHEREAS, the policy requires an update that the Board of Trustees directs the College to have a drug & alcohol prevention plan

NOW, THEREFORE BE IT RESOLVED, that policy 14-3-21 is updated to include the following mandate and be approved effective immediately:

*Northwest state community college shall maintain a drug and alcohol prevention plan.*

**NONDISCRIMINATION/ANTI-HARASSMENT POLICY UPDATE APPROVED**

**20-62**

WHEREAS, the Ohio Department of Higher Education released new regulations on Title IX; and

WHEREAS, the Vice President - Human Resources and Leadership Development has reviewed the current policy regarding Nondiscrimination/Anti-harassment/Sexual Misconduct; and

WHEREAS, the sexual misconduct portion of the current policy is being moved to its own policy; and

WHEREAS, the Vice President – Human Resources & Leadership Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the updated Nondiscrimination/Anti-Harassment policy be approved effective immediately.

**SEXUAL MISCONDUCT POLICY APPROVED**

**20-63**

WHEREAS, the Ohio Department of Higher Education released new regulations on Title IX; and

WHEREAS, the Vice President - Human Resources and Leadership Development has reviewed the current policy regarding Nondiscrimination/Anti-harassment/Sexual Misconduct; and

WHEREAS, the definitions of sexual harassment have been updated; and

WHEREAS, the sexual misconduct portion of the Nondiscrimination/Anti-harassment/Sexual Misconduct is being moved to its own policy; and

WHEREAS, the Vice President – Human Resources & Leadership Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the Sexual Misconduct policy be approved effective immediately.

**ADJOURNMENT**

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



**1. APPROVAL OF CONSENT AGENDA.**

**1a. Minutes of the August 28, 2020 Meeting**

**1b. Promotion to Manager – Accounting**

WHEREAS, the position of Assistant Director – Finance & Business Services was left vacant due to the resignation of Lori Cain; and

WHEREAS, the Business Department is currently going through a reorganization process with realignment of positions and job duties; and

WHEREAS, the position of Assistant Director – Finance & Business Services was restructured to the position of Manager – Accounting which will oversee the daily operations of the business office and provide supervision to the staff; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Tracy Deblin be promoted to the position of Manger - Accounting effective September 16, 2020 at an annual salary of \$45,900. This is a grade level IV position.

**1c. Promotion to Accountant – Grants**

WHEREAS, the position of Accountant - Grants was left vacant due to election of Mr. James Hoops to the Ohio House of Representatives; and

WHEREAS, the Grants Development Team was created to manage grant projects and secure new grant awards; and

WHEREAS, the increasing number of grants awarded to the College requires a full-time position to manage the accounting side of the grants; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Ashlynn Cox be promoted to the position of Accountant - Grants effective October 1, 2020 at an annual salary of \$42,500. This is a grade level IV position.

**1d. Promotion to Associate – Student Accounts Receivable**

WHEREAS, the position of Associate – Student Accounts Receivable was left vacant due to the promotion of Ms. Tracy Deblin to Manager - Accounting; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Kelly Mattin be promoted to the position of Associate – Student Accounts Receivable effective October 1, 2020 at an annual salary of \$40,500. This is a grade level V position.

**1e. Miscellaneous Employment Contracts**

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

WHEREAS, the President recommends

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

Part-time Faculty Contracts – Fall Semester

Brown	Alissa	Haney	Mackenzie
Coomes	Brittany	Johnston	Judith
Davenport	Rachel	Layne	Thomas
Day	Kathryn	Ranaweera	Priyankarage
Eickhoff	Molly	Storrer	Josh
Elchinger	Diane	Summers	Robert
Esterline	Thelma	Vocke	Tiffany
Gerschutz	Joshua	Zalewski	John
Green	Helen		

Full-time Overload Fall Semester

Arps	Gloria	McKelvey	Kathryn
Becher	Lisa	Meyer	Tamara
Berres	Allen	Mignin	Deb
Boone	James	Mohring	Dave
Carr	Thomas	Newton	Tera
Dapelo	Lisa	Norris	Tamara
Doolittle	Colin	Oberhaus	Annette
Drees	Amy	Rickenberg	Cassie

Doolittle	Marianna	Rickenberg	Jason
Dusseau	Melanie	Robinson	Chris
Faber	Melissa	Stapleton	Kemp
Galbraith	Heather	Stayner	Mindy
Geer	Bradley	Stubblefield	Sarah
Hartzell	Deb	Tefft	Greg
Hicks	Melanie	Vanderpool	Michael
Hills	Tony	Verhoff	Joshua
Howard	Sherry	VonDeylen	Barry
Kwiatkowski	Michael	Will	Linette
Mavis	Joni	Zeller	Ann

**Full-time Supplemental Fall Semester**

		Kemarly-	
Becher	Lisa	Dowland	Julie
Boone	James	Raymond	Steven
Doolittle	Marianna	Robinson	Chris
Drees	Amy	Thomas	Amy
Dusseau	Melanie	Torok	William
Galbraith	Heather	Verhoff	Joshua
Howard	Sherry		

**PROPOSED RESOLUTION**

**CONSIDERATION OF A RESOLUTION TO APPROVE THE  
2020-2021 REVISED BUDGET**

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

WHEREAS, a revised fiscal year 2020-2021 operating budget has been developed through the collective work of the President, Cabinet and the College Finance Committee to adjust for higher than forecasted summer 2020 and fall 2020 enrollments, smaller decrease in ODHE Subsidy for State Instruction (SSI) cuts, higher health care costs, replenishing reserves and needed adjustments to projected capital and operating expenses; and

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

NOW, THEREFORE BE IT RESOLVED, that the 2020-2021 revised budget be approved.

**President's Report, October 2020**  
**Part I: Community and Professional Engagements**  
**(August 28, 2020 – October 23, 2020)**

<b>Date</b>	<b>Activity</b>
Ongoing	Rotary, Defiance (weekly)
Ongoing	Henry County Health Partners (weekly)*
Ongoing	OACC President's Meetings (weekly)*
Ongoing	Defiance 2100 (monthly)
August 28	JATC Marietta Graduation
August 29	Black Swamp Walk to End Alzheimer's*
Aug. 31, Sept. 9, 10, 30	EAB Seminars*
Sept. 1, 10, 21, 24, Oct. 1, 15	American Cancer Society (Real Men Wear Pink)*
September 1, 10, 17	ODHE – Adult Learner Report
September 4	White House Task Force College Update*
September 4, 10, 25	Defiance Chamber (Mixed formats)
September 8	ESC Business Advisory Committee (Speaker)
September 9, October 9	Owens CC Interim President Dr. Bill Balzer
September 9, 29	Activate Clinic (NSCC Testing)*
September 16-17	National Gov. Assoc. Educate for Opportunity (Speaker)*
September 17-18	OACC Student Success Leadership Institute (Speaker)*
September 20	Cherry St. Mission Graduation (Speaker)
September 24, October 5	EAB NSCC Visit (Hybrid)
September 24	AG Office, Education Division*
September 24, October 9	Adult 22+ Program, Graduation Alliance
September 29	AHA Heart Walk*
September 29, Oct. 2, 13, 20	HERDI*

<b>Date</b>	<b>Activity</b>
October 5-8	ACCT Congress*
October 15, 22	Foundation Board Meeting (Speaker)
October 10	Fulton County Historical Society
October 12, 15	Columbus State CC / Honda: Pre-apprenticeships*
October 12	Rep. Craig Reidel (R, 82) Fundraiser
October 13	Van Wert Rotary (Speaker)
October 13, 15, 19-21	Achieving the Dream (ATD) Meetings / Conference*

\* Virtual meeting

## Part II: Public Health Report - October 15

1. **NSCC:** Table One (pp3) indicates that the College, an “open” essential business, has been holding face-to-face classes and serving students / community for nine weeks. We continue to operate using ODH safety guidelines. Our continued weeks of good data indicates that we are a safe place and that we are not contributing to community spread.

**TABLE ONE: NSCC October 13 COVID Report**

### NSCC COVID-19 Campus Activity

#### Weekly activity

Date	Active	Potential	Dismissed
8/31/20	1	5	6
9/7/20	3	17	5
9/14/20	1	4	16
9/21/20	0	3	6
9/28/20	0	5	7
10/5/20	1	9	6



2. **Henry County Health Department:** HCHD now has approximately 419 cases, with 28 new cases this week. The department is **very busy contact tracing**. Henry County has experienced three waves. First, they had the Leisure Time Winery outbreak, which accounted for around 100 cases (over 50 that evening). In late August, a long-term care facility accounted for 57 new cases. As P-12 schools opened they dealt with multiple smaller outbreaks and the painful process of quarantining students and classes. Henry County HD estimates that almost 100% of their caseload is community spread, mask wearing is about 65% and about 85% of residents respond to contact tracing / testing questions.

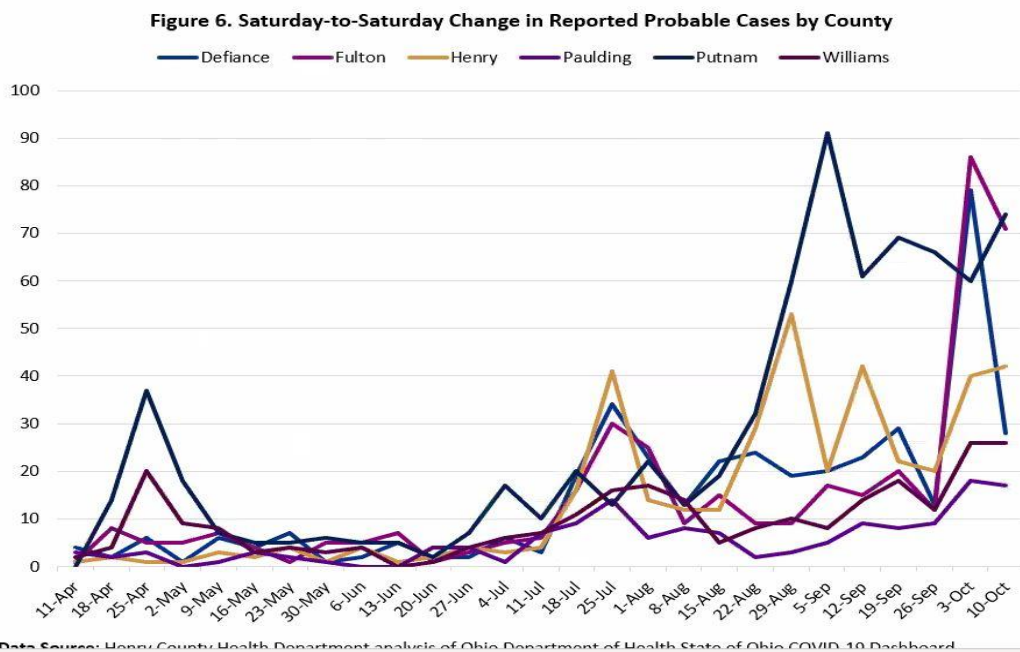
3. **NW Ohio Data:** Part of the Henry County Health Partners work is regular statistical updates for the region. The weekly data (Table Two, pp. 4) shows a continued pattern of moderate growth. Growth percentages under 2% represent a virus growth within the capabilities of the current health system. The trend data (Figure Two, pp4) shows some movement recently, but still within acceptable levels. From NSCC’s perspective this indicates that we are still able to “stay the course” of being open and managing cases that are coming our way. Positivity rate has been around 3.2% for the last two weeks.

**TABLE TWO: HCHD October 14 COVID Regional Report- Weekly Data**

County	Trend	Cases Added Week Ending...		
		3-Oct	10-Oct	Increase
Defiance	-	79	28	0.4
Fulton	-	86	71	0.8
Hancock	-	84	81	1.0
Henry	+	40	42	1.1
Lucas	+	202	227	1.1
Paulding	-	18	17	0.9
Putnam	+	60	74	1.2
Williams	=	26	26	1.0
Wood	-	210	155	0.7

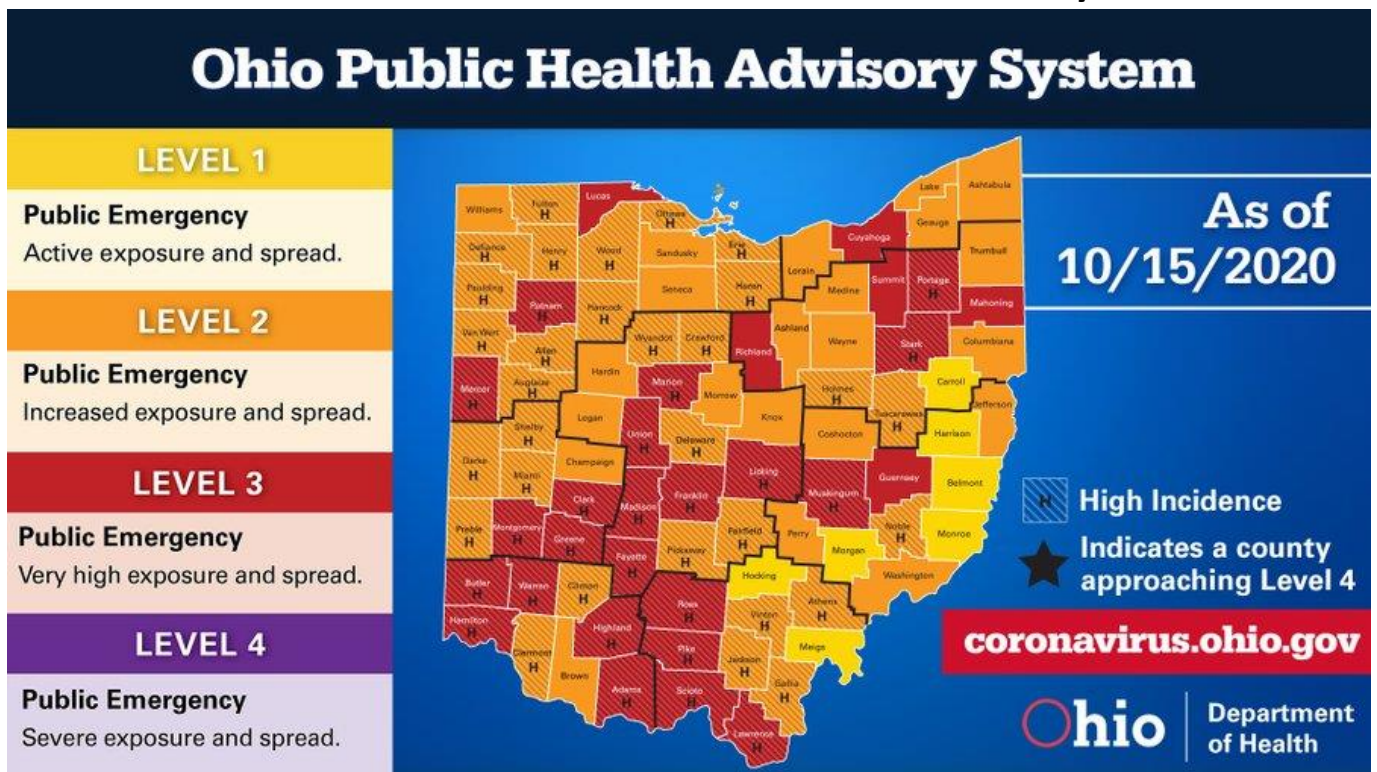
\*Cases include confirmed and probable.

**FIGURE TWO: HCHD October 14 COVID Regional Report – Trends**



4. **Ohio Data:** Figures three (pp 5) and four (pp 6) indicates that we are seeing a disturbing state trend of more community spread due mainly to local events and more lax behavior. We now have **29 red counties** (11 last week, 5 two weeks ago), covering almost 2/3rds of all Ohioans. From a regional perspective, NW Ohio is still basically at level 2 (orange), with a more moderate increase over the past few weeks. Ohio is consistently experiencing 1,000 new cases per day. At the national level, Ohio is “yellow” or stage two on the [CDC alert system](#). Ohio is not one of the states on the CDC’s “concern list” of growing cases (North Dakota, South Dakota, Montana, Wisconsin). Basically, Ohio’s COVID cases are growing, but at a slower rate than many other US States.

**FIGURE THREE: October 15 Ohio Public Health Advisory Data**





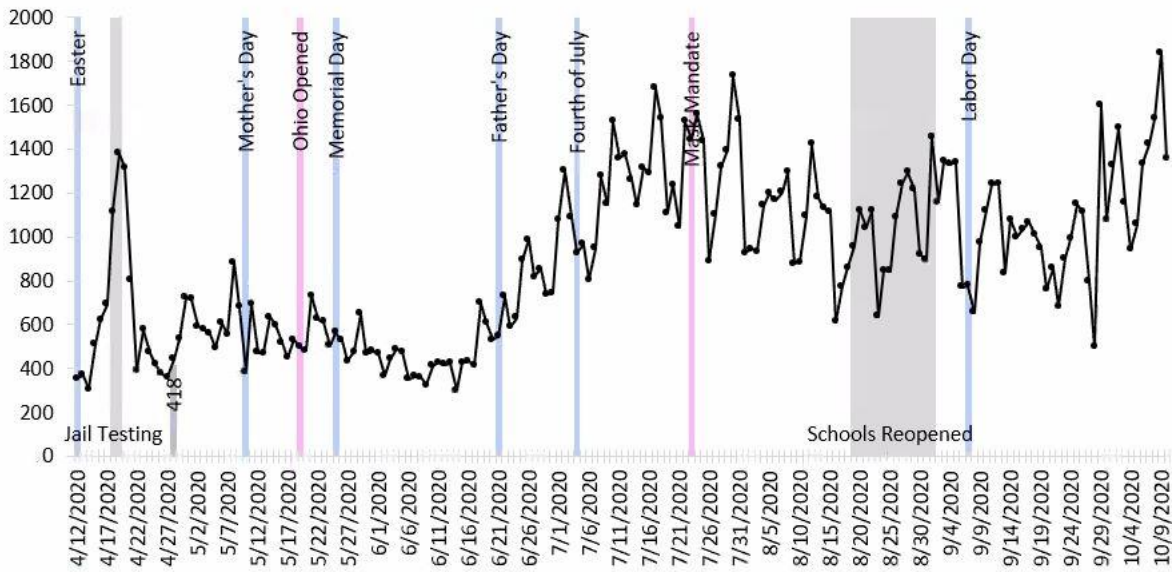
# FIGURE FOUR: Ohio Case Data – 24 Hour Case Change

## Current Trends in Ohio | State-Level

### Daily Case Change

- As of 2pm on Saturday October 10th there were a total of 167,458 cases in the state of Ohio of which 157,764 were test confirmed for a rate of 94.2%.

Figure 1. Trend in 24 Hour Reported Case Change (includes Probable Cases)



Data Source: Ohio Department of Health State of Ohio COVID-19 Dashboard

**Vice President for Academics**  
**October 2020**  
**Submitted by: Dan Burklo**

Well into the fall term now and things are going quite well. Faculty have worked very hard in facilitating classes both safely and in a format that supports our learners. We have been able to accommodate learners, as they have had to deal with different scenarios related to the pandemic, whether they themselves have had to quarantine or a family member or other classmates, etc. Our learners are very appreciative of the ability to continue their plans of study as well as the faculty's willingness to both be here for them and to meet them where they are.

As we work through the fall term, we are shifting thoughts and planning toward a fall commencement in which we are hoping to have "somewhat" live. This will be an event focused on the graduates while assuring a safe environment. In parallel, we are planning a virtual event also should circumstances drive us in that direction.

While it is a much heavier lift this term relative to a typical term, faculty, staff and deans are starting to get traction on different initiatives and projects again. Following is the response from each of the academic division leads as to the work they are starting to lean into currently.

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

- ACEN Accreditation: Received notification the RN program has been reaccredited until Spring 2028.
- Ohio Board of Nursing Visit: Nursing faculty are preparing for the Ohio Board of Nursing program re-approval visit scheduled for December 1- 3, 2020. Visit will be for both the practical and registered nursing programs.
- **NCLEX Pass Rates**
  - RN Program*
  - 2020 = 93.75% - not final – not all Spring 2020 grads have tested
  - 2019 = 92.86%
  - 2018 = 97.06%
  
  - PN Program*
  - 2020 = 92.31% - not final – does not count 22 grads Fall 2020
  - 2019 = 100%
  - 2018 = 94.74%
- Nursing Admissions: Student applications are being reviewed to admit PN and RN students for Spring 2021.
- Educational Agreement: Working on RN-BSN educational agreement with Chamberlain University.
- Medical Assisting: Increasing frequency of course offerings to stimulate growth of program and decrease time to graduation.

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

During the fall semester, Chris Robinson, Barry VonDeylen, Lisa Becher, Bill Eichenauer and Jason Rickenberg are working on finalizing the curriculum for the “Adult Evening Completion Program.”

The Business Management program curriculum is being updated and proposals will need to be created to take through Academic Affairs. Our division is in the process of finalizing the spring 2020 schedule to offer courses face-to-face, hybrid, synchronously and on-line.

We are following the same course format offerings that we made successful during both the summer and fall 2020 semester. Classes have been also been added to the spring 2020 schedule to help support our Van Wert and Paulding County initiative. Classes in both 8A and 8B have also been included on the spring 2020 schedule to help retain students and grow new enrollments.

We have also been interviewing for the open Agriculture Faculty position and I feel confident that we will have a person in place, prior to the start of the spring 2020 semester. Additionally, we are assisting with an “Agriculture is STEM Camp” on Saturday, October 17 from 8:30 a.m. to 12:00 p.m. for students in grades 5 through 8.

Facilitators of the event are:

- Mike DePew, NSCC Adjunct: Soil & Nutrients
- John Poulson, Pettisville High School FFA Instructor: Animal Science
- Chris Liechty, Kenfeld Group: Precision Farming
- Al Leininger, OSU Extension Office, Defiance County: Animal Waste & Water
- Michael Cohrs Gerald Elevator: UAV Drones

## **Jamilah Tucker: Arts & Science**

Arts and Science faculty have adjusted well to COVID-19 teaching, noting that teaching during the pandemic and with the constriction of a mask is forcing some new and innovative active learning techniques, that in some cases are increasing participation and student accountability.

The Visual Communication and Graphic Design program (Mike Vanderpool) is working with local high schools on an After School Game Design academy. The strategic partnership hopes to grow regional interest, which can support a pipeline for a forthcoming Game Design program.

The Spring semester schedule is available. Beginning discussions on optimizing the schedule included a review of data during a divisional meeting. Some decisions have been made on odd year and even year offerings of certain courses to ensure they continue to be offered with sustainable enrollments.

Faculty are engaged in several activities:

- Dr. Allen Berres (Composition and Speech faculty) will engage, in Spring 2021, in proactively reviewing the college governance process.
- Amy Drees (Composition faculty) is working on the HLC Assurance Argument.
- Dr. Melissa Faber (Psychology faculty) is leading the assessment process for the college, Chairing the Assessment Committee and preparing materials for HLC site visit.
- Dr. Sherry Howard (Humanities faculty) continues her work with ODHE on Statewide Transfer and General Education revisions.
- Melanie Dusseau (Composition faculty) continues to serve on the ATD core team and as a completion coach.

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

- Dr. Tom Carr (Chemistry faculty) is a finalist for a Faculty Fellowship to Israel.
- Anuja Parikh (Physics faculty) has developed PHY 140 Astronomy to offer it in the spring term. This will be the first time in several years we will be able to run the course.
- Dave Mohring and Colin Doolittle (Engineering Technology faculty) are teaching at Automatic Feed in Napoleon. Mike Kwiatkowski (Engineering Technology faculty) is working to develop a course using raspberry pies (small programmable controllers) at Automatic Feed in Napoleon.
- Lisa Dapelo and Julie Kemarly-Dowland (Biology faculty) completed the inventory of all chemicals in the division. This was done as part of a migration from paper Materials Safety and Data Sheets (MSDS) to an online platform for maintaining MSDS.
- Steve Raymond (Industrial faculty) has been working to get the new Haas CNC machines online. The machines were purchased with grant money from JobsOhio. Steve has also facilitated training with other faculty on using the new machines.
- Jim Boone (Industrial faculty) completed PLC 230 and awarded his first Fanuc certifications to students. Jim completed the process to get certified to award Fanuc certifications in August. Pictured to the right is Jim awarding the certificate to Weston Garretson



### **Kristi Rotroff: Library**

- Kristi Rotroff implemented the fall semester CCP outreach plan by contacting all instructors and library/media specialists at participating high schools, as well as CCP students in courses requiring research papers.
- Kristi Rotroff reviewed the new website and submitted help desk tickets to ensure that the “open hours” calendar was fully visible and database links were current and accurate.

- Kristi Rotroff completed an analyses of online resource tools and recorded four new video tutorials so that students have 24/7 instruction on research topics.
- Dustin Harris implemented NSCC's response to the statewide OhioLINK re-launch of interlibrary loan, which had ceased in mid-March.
- Dustin Harris aided a community member who needed assistance in locating an article and received an accolade for the level of service provided.
- Library staff worked with Jim Bellamy on a "mini" marketing campaign to highlight our resources.
- The NSCC Library was awarded a \$3,000 Cares Act mini-grant in August 2020.

**Christina Schwiebert: Distance Learning / Teaching & Learning Center**

- Just finished creating documentation to support faculty using Opencast / IT's video production services and using those videos in Sakai.
- Setting up a pilot of a new proctoring service (Wise) which is computer-monitored proctoring, unlimited tests for a flat fee per student for the semester
- Working with the Sakai community to help QA test, looking for 20.2 to help fix problems we have found since August.
- Deployed 8A course evaluations for Fall.

**Vice President for Enrollment Management & Student Affairs**  
**October 2020**  
**Submitted by: Lana Snider**

The October 2020 Board report for Learner Services consists of the following documents:

- Learner Services – GPS Guided Pathways – Mapping Pathways to Student End Goals
- GPS (Title III Grant) – Site Visit Outcomes
- Financial Aid – CARES Emergency Grant Funds Distribution
- Career Services – Healthcare Virtual Job Fair Event Summary

## **Learner Services – Graduation Pathways to Success (GPS) [aka Title III]**

### **Guided Pathways – Mapping Pathways to Student End Goals**

As part of Graduation Pathways to Success Initiative and OACC's Scale of Adoption Self-Assessment the overarching goals of the project are as follows:

1. Programs are organized and marketing broad career-focused academic and communities or meta-majors.
2. Detailed information is provided on the college's website on the employment and further education opportunities targeted by each program.
3. Programs are clearly mapped out for students. Students know which courses they should take and in what sequence.
4. All of this information is clearly mapped out on the college's website.

#### Team

Jim Bellamy, Amber Yocom, Anna Rose, Jamillah Tucker, Kaitlin Rohrs-Cordes, Colin Doolittle, Melanie Dusseau, Amy Thomas, Makayla Windau, Joann Ingoglia

#### Phase One Goals

1. An updated program sheet for recruitment and advising that is cohesive with:
  - a. The College's message
  - b. Academics Tab on the Website
  - c. College Catalog
  - d. Other forms of marketing material
2. Collection of Information
3. Process for keeping information accurate once created

#### Timeline

1. Phase One Goal: Recruitment materials available for open of SU/FA registration in March 2021.

#### Ideas

1. Program Sheets – use as a recruitment and advising tool
  1. Overview
  2. Career options
  3. Bachelor's Bound options
  4. Contract information – academic, faculty, admin
  5. Stats from program review
  6. Faculty credentials/experience
  7. Financial cost
  8. Scholarships
- Use a relational database with program and course to maintain
- Use QR Code to link to academic program on the website
- Survey faculty/division meetings to get "What do your students need to know about your programs" information.

2. Academics tab on the Website
  1. Initial thoughts from Anna?
  2. What will the process be to update the website?
    - Overview
    - Career options – link to O\*Net
    - Bachelor's Bound options
    - Contract information
    - Stats from program review
    - Financial cost
    - Scholarships

#### College Catalog

1. Needs updated – hasn't been updated since FA18 or SP19
2. Long Term goal – guided pathways focus that matches the website/program sheets



**Graduation Pathways to Success (Title III Grant )  
Lana Snider and Cassie Rickenberg  
Grant Evaluation Site Visit Outcomes (9/30/20 – 10/1/20)**

**Goal 1:** Increase Student Success through Advising

**Goal 2:** Establish a Culture of Professional Development to support Student Success

**Goal 3:** Develop data capacity to increase data-informed decision-making

**Goal 4:** Improve fiscal stability through increased tuition revenue



1. **Overall:** We are doing very well on our Title III journey. Joining ATD will be quite useful to our forward progress. There are only a few things to work on.
2. **Institutional Commitment:** The Year 4 (FY 21-22) pledges to pick up 25% of the staffing costs. Year 5 (FY 21-22) picks up “another 1/3 of the costs.” Post grant, the institution picks up all of the costs based on a projected \$1 million in increased revenue from enrollments. With the grant expiring in September, 2022, we have to wait until 2025 for another round of Title III funding as you have to step out for two years. We will look to other funding agencies (maybe connected with Lumina, Great Lakes Foundation, ATD) to identify and close equity gaps as a foundation for that application.
3. **Areas for improvement:** Great job overall, as we have already met several goals. We do have two specific objectives where we did not meet stated goals:

<b>Project Objectives Year 3: October 1, 2019 – September 30, 2020</b>		
	<b>Baseline</b>	<b>April 1, 2020-June 30, 2020</b>
Objective 1.1: By September 30, 2020, program plans will increase to 100% implementation of 2, 3 4-year pathway plans <i>(Shared/TitleIII/Data/PathwaysinDegreeworks)</i>	33% - Fall 2016	81% of associate degree programs have 2,3,4-year pathway templates entered into DegreeWorks
Objective 3.2c: By September 30, 2020, the process of <u>utilization</u> of a set of Key Performance Indicators (KPIs) for institutional decision making will be 100% complete	0 Fall 2016	Report dissemination and analysis is underway.

**Objective 1.1 Notes:** Two-year templates are in place for 37 of 37 (100%) of the associate degree programs, two and three-year templates are in place for 31 associate degree programs (84%) and 2, 3, and 4-year templates are in place for 30 programs (81%). The templates are being used by advisors to develop individualized plans of study. In addition, one-year and two-year templates have been developed for 65% (15 of 24) of the less-than-one-year certificates.

4. **Solutions:** With over \$200,000 unexpended in year two and \$100,000 in year three, Judy Taylor suggests a budget modification with three commitments:
  - a. **Key Performance Indicators & Data Enhancements:** Create a visual dashboard for internal and external stakeholders. **(Strategic Plan Goal #2, Strategy C)**
  - b. **Faculty Engagement & Development:** Invest in faculty development (reassigned time) to create the 8-8 models, especially for the adult learner program. **(Strategic Plan Goal #2, Strategy D)**
  - c. **Improve Curriculum and Scheduling Processes:** Implement Course Dog (<https://www.coursedog.com/>) to help with curriculum update/ development and building a “guaranteed” schedule, especially for the adult learner programs. **(Strategic Plan Goal #1, Strategy B)**
  - d. **Organizational Excellence:** Invest in Banner Grants Management Module to significantly improve efficiency for the CFAO, Business Office, and Grants Offices. **(Strategic Plan Goal #3, Strategy A).**

Northwest State Community College received \$481,467 in Higher Education Emergency Relief Funding to provide emergency grant funds to students. Students that were eligible to apply were sent an electronic application. The intention of the CARES Act was to provide financial support to our students quickly to help with unexpected needs such as food, rent/mortgage, technology, utilities, medical, etc. as a result of the disruption of campus activities due to COVID19.



**18% Food**

**17% Rent/Mortgage**



**18% Instructional Supplies**



**14% Technology**

**20% Utilities**



**7% Medical**



**6% Other**

**\$ 1,500 was the max grant**

**69% of applicants requested  
the maximum**

**86% of students that applied, received emergency grant  
funds**

**Career and Activities  
Healthcare Virtual Job Fair Event Summary**



*Greetings from Career Services!*

## Healthcare Virtual Job Fair 10/13

You are invited to participate in our first **Healthcare Virtual Job Fair** on **October 13** from **3:00-4:00**.

Whether you are a graduate or still a student with NSCC, this 60-minute event will give you the opportunity to connect with four local and regional employers offering positions in your area of interest.

**The format is pretty simple:**

You will be sent a Zoom link the morning of October 13 after you register. During the event, up to four employers will "present" an overview of their company, work culture and current job openings in 15 minute blocks. Each employer will rotate so you will be able to interact with each of them.

**Come prepared:**

- Look professional. While it is not required to turn your video on, I recommend it.
- Ask questions. There will be time at the end of each presentation to ask questions about the company and/or their current openings.

**Register now:**

**Here** is the link to register. Once completed, you will be on the list to receive the Zoom invite to participate on October 13.

**Your participation is valued!**

By participating, you help to ensure future events like this can take place. If there is a better time/day that works, please let me know via email and we can try to accommodate for upcoming events.

Thank you!

**Michael C. Jacobs, M.S.L.**  
**Career and Activities Coordinator**  
mjacobs@NorthwestState.edu

**Feedback Received from participants:**

"It was informative, and I am glad that I have a place to start job searching."

"Very beneficial - a great way for specific employers to meet the right candidates, and a great way for students to start with the best contacts for each employer!"

"It gave me some quick information about future job opportunities."

"Contact with the right people to help the student start through the stepping stones to the right employment."

One employer said of the handful of virtual events in which they have participated, "this one ran the smoothest."

**Three employers and 7 of 10 registered learners participated.**

Parkview Physician's Group  
Fulton County Health Center  
Henry County Health Department

One employer said of the handful of virtual events in which they have participated, **this one ran the smoothest.**

Another employer commented they **prefer this over the large face to face** because they felt more connected.

**Learners shared the same feelings** and really **appreciated the opportunity** to participate.

Mike Jacobs wishes to acknowledge **Sam Raby's (current student worker in IT) initiative, expertise and professionalism.**

**Chief Fiscal and Administrative Officer**  
**October 2020**  
**Submitted by: Jennifer Thome**

In October, we are wrapping up the FY19/20 audit. It has been a slow process with staffing issues, COVID tracking compliance changes and working through processes affected by COVID and remote processing from March through July.

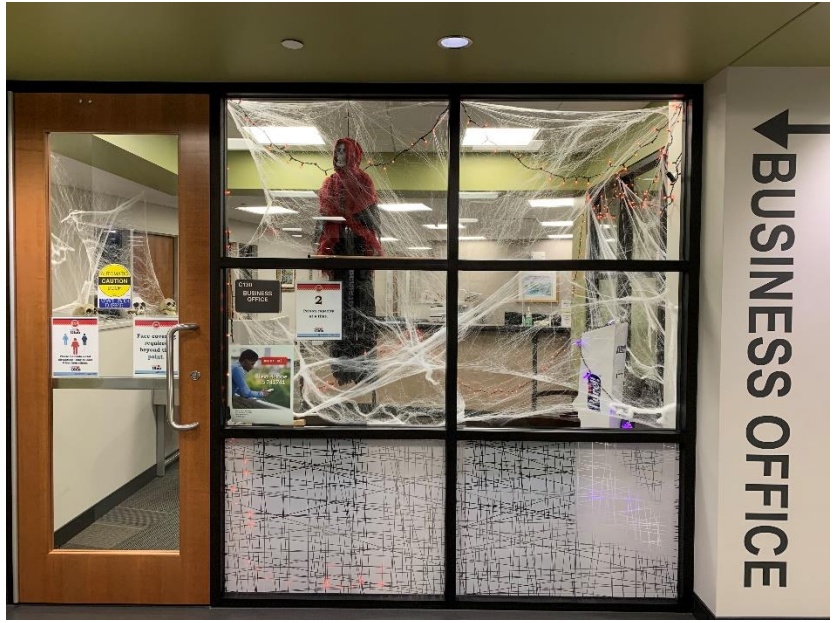
Also, in October, with the help of the President, Cabinet and the College's Finance Committee, we've prepared an adjusted budget for your review and approval. The revenue, expense and capital changes were reviewed with the Board's Budget Committee and will be presented to the Board during the October meeting. We've come a long way since presenting a balanced budget for FY20/21 in June which included asking for \$1 million in reserves.

Business Office

The closing of FY19/20 and restructuring the office have been top priorities. At the October Board meeting, you will see the start of our restructuring plan. Between the CFAO office and Business office, we were down 2 ½ positions. We are making big strides in addressing this and realigning the department for the future. Growth and cross training are key to a solid succession plan and we are well on our way to developing this.

The Business office, Food Service, Book Store and the Welcome Center are back to full "face to face" service for the students four to five days a week. And did someone say Halloween? – this is my personal favorite holiday. We will be celebrating Hall-o-week with the students by providing a check-in process at each office in Learner Services (C-wing). Learners that participate have a chance to win one of two \$250 scholarships.





We are excited for  
Spring Enrollment!

**Vice President – Workforce Development**  
**October 2020**  
**Submitted by: Jim Drewes**

TechCred – State funding for incumbent workers. Tori Atkinson, Workforce & Apprenticeship Program Manager, delivered a Zoom presentation to Northwest Ohio companies interested in the TechCred program. Ms. LuAnne Cooke from the Governor’s office assisted. LuAnne and Tori will deliver this presentation in Toledo, Van Wert and Findlay.



Apprentice Programs – NSCC Sponsorship continues to help grow our apprentice clients in NW Ohio. Tori Atkinson leads this initiative.

**DOL Grant**

CTS supported the NSCC effort to upgrade delivery and availability of skilled trades classes to local industry. I was tasked with signed support letters from local companies and JFS offices. We submitted 27 letters of support.

-  Defiance County APT Mfg
-  Defiance County Johns Manville
-  Defiance County MEC Defiance Metal Pr...
-  Fulton County Sauder Wood
-  Fulton County Wauseon Machine & Mfg
-  Fulton County Bijjax Haulotte
-  Fulton County Worthington Industries
-  Henry County Automatic Feed Co
-  Henry County Campbell Soup
-  Henry County Oldcastle
-  Henry County Silgan Can
-  Henry County Tenneco Automotive
-  Paulding County Baughman Tile
-  Paulding County Cooper Farms
-  Paulding county Spartech
-  Van Wert County Alliance Automation
-  Williams County Hause Machines
-  Williams County Pioneer Custom Molded
-  Williams County Powers & Sons
-  Williams County Wieland Chase
-  Williams County Winzeler Stamping

**JFS and Workforce Boards**

-  signed Area 8 WDB
-  signed Defiance Paulding JFS
-  signed Fulton County JFS
-  signed Henry County
-  signed VW JFS
-  signed Williams County

Paulding County – IND class at Lafarge and Open Enrollment with Paulding Economic Development. CTS is delivering skilled trades classes in Paulding, Ohio at the request of local companies.



Van Wert – working with Brett Rogge with selected high school and business groups to build interest and momentum for future college classes and workforce training.

Toledo – Anderson’s contract under legal review with their corporate office.

JFS - We continue to work with counties and training partners that extend our service area. Putnam County high school pre-apprentice with manufacturing clients. Terra State support at CarboForge with Siemens PLC training. We are setting up technical classes at the Fostoria Learning Center.



Final reviews on CTS software upgrade from Aceware to Destiny One (business & on-line platform).



On site credit classes, workshops and open enrollment continue with a cautious but solid attendance.

New Products: hardware quotes received for Rockwell/Allen Bradley ControlLogix with Kinetix motion. This hardware addition will allow CTS to train local companies on PLC based servo controlled systems.





New Software offerings available to complement our face-to-face delivery. Tooling U (technical topics) and AgTech Innovation (1100 courses) will provide CTS students a more robust training experience.



Ag Camp October 17, 2020

Northwest State Community College will host an Ag camp on 10/17/20. Kenn Feld Group, Gerald Grain and Pettisville FFA will participate. We have four of our Ag Program Advisory members involved with this camp.



**Vice President; Human Resources & Leadership Development**  
**October 2020**  
**Submitted by: Katy McKelvey**

**Recruiting:**

We have filled the following roles:

- Custodian
- Associate - Student Accounts Receivable
- Grants Accountant

We are recruiting for the following roles:

- Faculty – Ag Studies
- Project Director – TRIO
- Associate – Accounts Payable
- Assistant – Student Accounts Receivable

On September 16 and 17, Brittany Chamberlain and I attending training with D. Stafford for Title IX compliance titled “Constructing the Live Hearing Process.” This required training is part of our ongoing efforts to increase our Title IX awareness and prepare for any future complaints. Our core Title IX team, including our investigators, will participate in a full day of training on October 20 with D. Stafford titled, “Decision Maker.”

Insurance benefits informational meetings are scheduled virtually for employees on October 26 – October 27. Open enrollment begins on November 2. This year will be an active enrollment requiring each employee to re-enroll in his or her benefits. Brittany and Andrea will be available to help employees who have benefits or enrollment questions.



We continue to negotiate the Professional Agreement. We have not been able to reach an agreement to date on the economics. The negotiation process has remained amicable and we remain optimistic that we can reach a settlement.

On October 14 and 15, the annual Employee Recognition Program was held in the auditorium honoring employees reaching service milestones with Northwest State. For the second year, the event was catered by an outside vendor allowing our food service employees to enjoy the event with their co-workers. Following a delicious luncheon, employees watched a video containing professional and personal pictures of the honored employees. The video also highlighted comments from their supervisor. Dr. Thomson welcomed employees and thanked everyone for the service and attendance. Brittany Chamberlain concluded the event by describing how recipients would receive their certificates from their supervisor this year due to COVID.



CFO Report 10/12/2020		Summary Sheet
<b>FY19-20: as of 10/12/20</b>		
	<b>Amount</b>	<b>Notes</b>
Revenues: \$	23,417,570	\$1.5 million revenue loss.
Expenses: \$	(24,083,596)	All known expenses, including \$350,000 in COVID expenses.
Encumbrances: \$	(14,133)	Lines: 7131, 7311, 7329, 7631, 7903; to be removed.
Balance \$	(680,159)	As of October 12, 2020
<b>Adjustments</b>		
	<b>Amount</b>	<b>Notes</b>
Encumbrances: \$	14,133	Encumbrances have been resolved and will be removed in period 13.
RAPIDS 3: \$	119,000	Upcoming Controlling Board release of funds for Rapids 3 reimbursal
CARES 1: \$	350,000	For FY 19-20 COVID-19 expenses (pending auditor final approval); \$112,000 in Cares 1 to be placed in FY 20-21. In addition, we opened up DE Financial Aid to add waivers to student CARES 1 funding.
<b>Balance \$</b>	<b>(197,026)</b>	Projected Period 12 FY 19-20 balance.
Unallocated Reserves \$	197,026	From \$352,310 FY 20 balance of unallocated reserves
Balance \$	-	\$155,284 FY 21 balance in unallocated reserves
<b>FY20-21: Period 2 (August) as of 10/12/20</b>		
	<b>Amount</b>	<b>Notes</b>
Revenues: \$	6,223,243	
Expenses: \$	(2,544,280)	
Balance \$	3,678,963	
Available Balance \$	10,623,138	Includes projected revenues with all salaries encumbered.
<b>Audit Process</b>		
<b>Action</b>		<b>Notes</b>
1 Grant activities		Charging grant activities to FY 19-20 budget
2 Cash Flow		Balancing cash transactions
3 Fixed assets		Updating amortization on assets over \$5,000
4 COVID 19		Final accounting of student and institution expenses of CARES 1 funding
5 Credit Card (P-Cards)		Reconciling all purchasing card statements
6 Auditor testing		Auditor testing of steps 1-5.
<b>FY 20-21 Budget Adjustment</b>		
	<b>Action</b>	<b>Notes / Status</b>
1 Revenue: Enroll		70 FTE increase from shifting enrollment: \$362,542
2 Revenue: SSI		SSI cut 4.38% instead of 20%: \$1,780,793
3 Revenue: Reserves		Replacing funds back into contingency funding: -\$1,000,000
4 Expenses: Personnel		9% increase in health care, less salary saving: \$708,564
5 Expenses: Oper. / Cap.		Initial capital authorization, continued COVID: \$405,608
6 Total Adjustment		\$1,114, 172 total adjustment

FY 20-21 NSCC Budget		Revenue		
Acct	Account Title	Orig Budget	YTD Bud Adj	Adjust Bud
5101	Instructional Fees	\$10,780,426	\$309,936	\$11,090,362
5102	General Fees	\$377,532	\$10,854	\$388,386
5103	Lab Fees	\$443,500	\$12,700	\$456,200
5105	Out of State Fees	\$334,607	\$9,252	\$343,859
5107	Proficiency Fees	\$5,300	(\$2,000)	\$3,300
5115	Student Fees	\$124,300	\$3,500	\$127,800
5159	Career Advantage Fee	\$43,200	\$1,200	\$44,400
5160	Simulation Fee	\$60,000	\$1,700	\$61,700
5161	Career Service Fee	\$537,700	\$15,400	\$553,100
5214	Cares Act Institutional Funding	\$481,467	(\$29,163)	\$452,304
5801	OBR - Subsidy	\$9,149,737	\$1,780,793	\$10,930,530
	<b>Total</b>	<b>\$23,109,063</b>	<b>\$2,114,172</b>	<b>\$25,223,235</b>
	<b>Reserves</b>	<b>\$1,000,000</b>	<b>(\$1,000,000)</b>	
	<b>FY 21 Budget</b>	<b>\$24,109,063</b>	<b>\$1,114,172</b>	<b>\$25,223,235</b>
	<b>Adjustments</b>	<b>Amount</b>	<b>Percentage</b>	
	<b>Tuition and Fees</b>	<b>\$362,542</b>	<b>17%</b>	
	<b>Federal / State Support</b>	<b>\$1,751,630</b>	<b>83%</b>	
	<b>Total</b>	<b>\$2,114,172</b>	<b>100%</b>	

FY 20-21 NSCC Budget		Expenses		
Acct	Account Title	Orig Budget	YTD Bud Adj	Adjust Bud
6101	Administrative Salaries	\$3,071,161	\$80,700	\$3,151,861
6102	Non Instructional Salaries	\$2,013,470	\$194,798	\$2,208,268
6104	Salary Savings	(\$800,000)	\$100,000	(\$700,000)
6121	Academic Salaries	\$2,742,601	\$136,366	\$2,878,967
6200	Fringe Expense	\$3,244,330	\$196,700	\$3,441,030
7101	Office Supplies	\$18,390	\$800	\$19,190
7103	Recruiting Supplies	\$9,000	\$7,000	\$16,000
7121	Computer Supplies	\$17,914	\$5,000	\$22,914
7131	Instructional Supplies	\$170,000	\$57,000	\$227,000
7132	Lab Supplies	\$10,000	\$24,000	\$34,000
7171	Audio Visual Supplies	\$22,458	\$900	\$23,358
7203	Development	\$40,000	\$5,000	\$45,000
7207	Committee Meetings	\$10,000	\$5,000	\$15,000
7208	Convocation	\$5,000	\$5,000	\$10,000
7311	Dues	\$115,000	\$8,000	\$123,000
7401	Equipment M & R	\$173,479	\$11,000	\$184,479
7402	Buildings M & R	\$255,000	\$65,000	\$320,000
7407	Equipment Replacement	\$4,000	\$5,000	\$9,000
7523	Outside Services	\$5,993,651	\$24,300	\$6,017,951
7601	Adult Diploma Scholarship	\$1,500	\$30,000	\$31,500
7634	Instructional Media	\$9,000	\$208	\$9,208
7902	Fixtures and Furnishings	\$215,036	\$100,900	\$315,936
7903	Software and Licensing	\$423,955	\$44,000	\$467,955
7911	Equipment	\$50,000	\$7,500	\$57,500
<b>Total:</b>		<b>\$24,109,063</b>	<b>\$1,114,172</b>	<b>\$25,223,235</b>
<b>From Revenue tab</b>		<b>\$24,109,063</b>	<b>\$1,114,172</b>	<b>\$25,223,235</b>
<b>Variance</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
		<b>Adjustments</b>	<b>Amount</b>	<b>Percentage</b>
		<b>Personnel</b>	<b>\$708,564</b>	<b>64%</b>
		<b>Operating</b>	<b>\$172,208</b>	<b>15%</b>
		<b>Capital</b>	<b>\$233,400</b>	<b>21%</b>
		<b>Total</b>	<b>\$1,114,172</b>	<b>100%</b>



Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$10,438,035	\$4,787	\$10,442,822	\$10,429,797	\$0	\$13,025
5102	General Fees	\$387,000	-\$9,666	\$377,334	\$376,514	\$0	\$820
5103	Lab Fees	\$473,000	-\$12,000	\$461,000	\$409,025	\$0	\$51,975
5105	Out of State Fees	\$406,068	-\$208,508	\$197,560	\$194,761	\$0	\$2,799
5107	Proficiency Fees	\$6,300	\$0	\$6,300	\$4,210	\$0	\$2,090
5109	Other Fees	\$3,800	\$0	\$3,800	\$3,268	\$0	\$532
5110	Late Fees	\$20,000	\$0	\$20,000	\$16,800	\$0	\$3,200
5115	Student Fees	\$137,000	-\$3,400	\$133,600	\$128,340	\$0	\$5,260
5116	Deferred Payment Service Fee	\$7,500	\$0	\$7,500	\$6,720	\$0	\$780
5118	Bus & Ind. Traing Fee	\$1,431,000	-\$313,500	\$1,117,500	\$632,285	\$0	\$485,215
5119	Deposit ADN - Admissions	\$0	\$0	\$0	\$200	\$0	-\$200
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	\$1,275	\$0	\$2,225
5133	Tuition and Fees Schlop Allow	-\$912,556	-\$26,943	-\$939,499	-\$902,971	\$0	-\$36,528
5155	Fiscal Agent Fee	\$99,275	\$0	\$99,275	\$57,534	\$0	\$41,741
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$19,355	\$0	\$10,645
5159	Career Advantage Fee	\$47,000	-\$1,200	\$45,800	\$41,475	\$0	\$4,325
5160	Simulation Fee	\$81,000	-\$2,000	\$79,000	\$40,129	\$0	\$38,871
5161	Career Service Fee	\$553,000	-\$14,000	\$539,000	\$528,072	\$0	\$10,928
5503	Foundation - Instl Supprt	\$117,000	\$8,419	\$125,419	\$136,252	\$0	-\$10,833
5505	Donations - Monetary	\$0	\$0	\$0	\$50	\$0	-\$50
5610	Photo ID	\$100	\$0	\$100	\$230	\$0	-\$130
5611	Over / Short	\$0	\$0	\$0	\$0	\$0	\$0
5614	Miscellaneous Income	\$100,940	\$10,000	\$110,940	\$68,337	\$0	\$42,603
5616	Facility Rental - Room Charge	\$30,000	\$0	\$30,000	\$26,382	\$0	\$3,618
5619	Facility Rental - Taxable	\$3,000	\$0	\$3,000	\$3,705	\$0	-\$705
5620	Library Fines	\$0	\$0	\$0	\$69	\$0	-\$69
5801	OBR - Subsidy	\$11,259,270	-\$45,356	\$11,213,914	\$10,919,181	\$0	\$294,733

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	\$114,598	\$0	\$6,031
5901	Investment Income	\$150,000	\$0	\$150,000	\$161,977	\$0	-\$11,977
Revenue	Sub-Total:	\$24,993,361	-\$613,367	\$24,379,994	\$23,417,570	\$0	\$962,424
6101	Administrative Salaries	\$3,295,816	\$22,484	\$3,318,300	\$2,955,174	\$0	\$363,126
6102	Non Instructional Salaries	\$2,493,702	\$19,480	\$2,513,182	\$1,953,214	\$0	\$559,968
6103	Part Time Non Instructional	\$67,103	-\$3,288	\$63,815	\$84,518	\$0	-\$20,703
6104	Salary Savings	-\$291,449	-\$247,514	-\$538,963	\$0	\$0	-\$538,963
6121	Academic Salaries	\$2,555,555	\$39,686	\$2,595,240	\$2,704,394	\$0	-\$109,154
6122	Academic Overload	\$538,122	\$30,689	\$568,811	\$364,909	\$0	\$203,902
6123	Part Time Academic	\$1,101,939	\$56,142	\$1,158,081	\$1,079,112	\$0	\$78,969
6124	Independent Study	\$26,240	-\$2,460	\$23,780	\$23,396	\$0	\$384
6125	Academic Advising	\$5,400	-\$1,800	\$3,600	\$0	\$0	\$3,600
6141	Part Time Student Help	\$68,412	-\$627	\$67,785	\$30,017	\$0	\$37,768
6142	Work Study Student	\$0	\$0	\$0	\$0	\$0	\$0
6143	Student Tutoring	\$5,000	\$0	\$5,000	\$1,475	\$0	\$3,525
6144	Faculty Tutoring	\$46,000	\$7,000	\$53,000	\$39,837	\$0	\$13,163
6145	Honorarium	\$1,750	\$0	\$1,750	\$254	\$0	\$1,496
6200	Fringe Expense	\$0	-\$229,064	-\$229,064	\$2,068,958	\$0	-\$2,298,022
6201	STRS	\$835,340	\$113,610	\$948,950	\$279,334	\$0	\$669,615
6203	SERS	\$684,884	\$22,997	\$707,882	\$174,155	\$0	\$533,727
6204	SERS-ARP	\$0	\$0	\$0	\$12,219	\$0	-\$12,219
6205	SERS-Surcharge	\$24,000	-\$12,899	\$11,101	\$11,101	\$0	\$0
6207	Medicare	\$137,917	\$8,591	\$146,508	\$36,114	\$0	\$110,394
6210	Fringe Actual	\$0	\$0	\$0	\$331,366	\$0	-\$331,366
6211	Medical	\$1,491,448	\$50,981	\$1,542,430	\$231,210	\$0	\$1,311,219
6212	Dental	\$11,053	\$137	\$11,189	\$36,033	\$0	-\$24,843
6213	Vision	\$4,013	\$50	\$4,063	\$9,600	\$0	-\$5,537
6214	Life	\$9,842	\$276	\$10,118	\$3,035	\$0	\$7,083
6216	Misc Insurances	\$0	\$0	\$0	-\$1	\$0	\$1
6217	HSA	\$267,875	\$6,135	\$274,010	\$51,916	\$0	\$222,094
6218	HRA	\$0	\$0	\$0	\$10,795	\$0	-\$10,795



Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6301	Workers Compensation	\$24,000	-\$20,000	\$4,000	-\$22,122	\$0	\$26,122
6302	Unemployment Compensation	\$7,500	\$0	\$7,500	\$13,052	\$0	-\$5,552
6303	Employee Fee Waiver	\$57,154	\$13,000	\$70,154	\$58,670	\$0	\$11,484
6304	Bookstore Employee Discount	\$3,500	\$0	\$3,500	\$1,041	\$0	\$2,459
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$550	\$0	\$2,450
6306	Employee Appreciation	\$17,500	\$0	\$17,500	\$6,123	\$0	\$11,377
6307	Faculty / Staff Development	\$60,000	\$0	\$60,000	\$42,769	\$0	\$17,231
6308	YE Vac / Severance Accls	\$50,000	\$0	\$50,000	\$41,990	\$0	\$8,010
7101	Office Supplies	\$15,010	\$3,344	\$18,354	\$13,841	\$0	\$4,513
7102	Copier Supplies	\$21,130	-\$2,000	\$19,130	\$15,652	\$0	\$3,478
7103	Recruiting Supplies	\$16,250	-\$1,900	\$14,350	\$3,296	\$0	\$11,054
7121	Computer Supplies	\$26,544	\$0	\$26,544	\$19,407	\$0	\$7,137
7131	Instructional Supplies	\$229,749	-\$9,003	\$220,746	\$172,222	\$1,317	\$47,207
7132	Lab Supplies	\$0	\$0	\$0	\$2,760	\$0	-\$2,760
7134	ADA Hearing Impaired Books	\$10,000	\$0	\$10,000	\$514	\$0	\$9,486
7135	Instructional Food/Snacks	\$4,100	-\$500	\$3,600	\$871	\$0	\$2,729
7136	Linen and Laundry	\$300	\$0	\$300	\$150	\$0	\$150
7138	Graduation Supplies	\$17,300	\$42	\$17,342	\$18,373	\$0	-\$1,031
7151	College Car Supplies	\$990	\$0	\$990	\$51	\$0	\$939
7153	First Aid Supplies	\$1,000	-\$1,000	\$0	\$0	\$0	\$0
7156	Miscellaneous Supplies	\$400	\$125	\$525	\$825	\$0	-\$300
7157	Employee Awards	\$15,000	-\$8,000	\$7,000	\$1,772	\$0	\$5,228
7161	Library Supplies	\$1,000	\$0	\$1,000	\$437	\$0	\$563
7162	Library Books Lost / Replaced	\$0	-\$627	-\$627	-\$502	\$0	-\$125
7171	Audio Visual Supplies	\$22,458	-\$100	\$22,358	\$20,505	\$0	\$1,853
7181	Uniforms	\$3,600	\$600	\$4,200	\$2,903	\$0	\$1,297
7182	Janitorial Supplies	\$35,000	\$0	\$35,000	\$35,143	\$0	-\$143
7201	Conferences and Seminars	\$77,655	\$8,901	\$86,556	\$46,345	\$0	\$40,211
7202	Travel	\$44,666	\$2,359	\$47,025	\$30,936	\$0	\$16,089
7203	Development	\$8,000	\$41,519	\$49,519	\$37,593	\$0	\$11,926
7204	Instructional Travel	\$200	\$0	\$200	\$78	\$0	\$122
7207	Committee Meetings	\$28,336	-\$5,611	\$22,725	\$7,044	\$0	\$15,681

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7208	Convocation	\$25,000	-\$8,000	\$17,000	\$1,406	\$0	\$15,594
7301	Subscriptions and Publications	\$6,235	\$527	\$6,762	\$3,653	\$0	\$3,109
7311	Dues	\$110,200	\$2,968	\$113,168	\$106,163	\$150	\$6,855
7321	Classified Advertising	\$5,000	\$0	\$5,000	\$2,306	\$0	\$2,694
7322	Radio Advertising	\$43,000	\$0	\$43,000	\$43,689	\$0	-\$689
7323	Brochures	\$43,000	\$0	\$43,000	\$37,722	\$0	\$5,278
7324	Advertising - Papers	\$14,000	\$0	\$14,000	\$12,626	\$0	\$1,374
7325	Advertising - Billboards	\$57,000	\$2,000	\$59,000	\$59,679	\$0	-\$679
7326	Advertising - Miscellaneous	\$47,000	\$10,000	\$57,000	\$36,641	\$0	\$20,359
7327	Fairbooth	\$240	-\$10	\$230	\$230	\$0	\$0
7328	Advertising - Digital	\$31,000	\$0	\$31,000	\$29,821	\$0	\$1,179
7329	Advertise-Wkfrc Devel	\$30,000	\$0	\$30,000	\$15,975	\$3,669	\$10,356
7331	Community Relations Donations	\$900	\$0	\$900	\$487	\$0	\$413
7352	Printing	\$24,100	\$6,700	\$30,800	\$29,269	\$0	\$1,531
7361	Postage	\$28,350	\$0	\$28,350	\$25,072	\$0	\$3,278
7401	Equipment M & R	\$323,882	-\$60,147	\$263,735	\$121,716	\$0	\$142,019
7402	Buildings M & R	\$443,650	-\$114,500	\$329,150	\$191,320	\$0	\$137,830
7403	Grounds M & R	\$15,000	\$5,000	\$20,000	\$15,708	\$0	\$4,292
7404	Parking Lot M & R	\$130,000	\$86,200	\$216,200	\$138,481	\$0	\$77,719
7405	Water Tower M & R	\$14,000	\$0	\$14,000	\$4,657	\$0	\$9,343
7406	Vehicles M & R	\$24,000	\$0	\$24,000	\$13,063	\$0	\$10,937
7407	Equipment Replacement	\$1,800	\$2,113	\$3,913	\$3,888	\$0	\$25
7408	Equipment Rental	\$39,416	\$0	\$39,416	\$30,032	\$0	\$9,384
7409	Facilities Rental	\$2,307,418	\$146,825	\$2,454,242	\$3,447,729	\$0	-\$993,487
7501	Professional Fees	\$35,750	-\$2,250	\$33,500	\$27,410	\$0	\$6,090
7502	Legal Fees	\$63,500	-\$15,000	\$48,500	\$1,835	\$0	\$46,665
7503	Audit Fees	\$24,510	\$1,800	\$26,310	\$26,127	\$0	\$183
7504	Accreditation	\$12,000	-\$557	\$11,443	\$11,214	\$0	\$229
7521	Training	\$27,200	-\$6,748	\$20,452	\$9,080	\$0	\$11,372
7522	Testing / Assessment	\$155,100	\$0	\$155,100	\$94,753	\$0	\$60,347
7523	Outside Services	\$6,044,614	\$260,321	\$6,304,935	\$4,887,010	\$0	\$1,417,925
7525	Purchased Services	\$52,300	-\$1,800	\$50,500	\$40,534	\$0	\$9,966

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7527	Collection Fees	-\$14,000	\$0	-\$14,000	-\$16,317	\$0	\$2,317
7529	Bank Service Fees	\$10,200	\$0	\$10,200	\$9,696	\$0	\$504
7531	Finger Printing Expense	\$23,120	\$0	\$23,120	\$13,768	\$0	\$9,352
7601	Adult Diploma Scholarship	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500
7602	JATC Career Advantage Fee	\$1,050	\$0	\$1,050	\$75	\$0	\$975
7603	Honors Scholarship	\$133,485	-\$38,893	\$94,592	\$90,628	\$0	\$3,964
7604	Agency Partner Scholarship	\$2,717	\$0	\$2,717	\$1,536	\$0	\$1,181
7605	Presidential Scholarship	\$148,738	-\$22,474	\$126,263	\$119,370	\$0	\$6,893
7606	Scholarship Allowance	-\$912,556	-\$26,943	-\$939,499	-\$902,971	\$0	-\$36,528
7607	Agency Graduate Studnt Schlp	\$13,583	\$0	\$13,583	\$517	\$0	\$13,066
7608	Fee Waiver - Senior Citizens	\$12,154	\$0	\$12,154	\$8,023	\$0	\$4,131
7609	Fee Waiver - ONG	\$515	\$0	\$515	\$0	\$0	\$515
7610	CCP Partner Scholarship	\$5,150	\$0	\$5,150	\$0	\$0	\$5,150
7611	Federal Work Study	\$0	\$0	\$0	\$0	\$0	\$0
7617	22+ Adult Degree Scholarship	\$0	\$0	\$0	\$750	\$0	-\$750
7618	Graduation Alliance Schlp	\$0	\$30,000	\$30,000	\$0	\$0	\$30,000
7619	Registration Scholarship	\$0	\$13,000	\$13,000	\$7,800	\$0	\$5,200
7620	Tech Prep Scholarship	\$11,000	-\$6,000	\$5,000	\$5,000	\$0	\$0
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schlp & Books	\$497,716	\$46,485	\$544,201	\$595,602	\$0	-\$51,400
7631	Bad Debt Expense	\$107,000	\$0	\$107,000	\$94,659	\$0	\$12,341
7633	Contingency Fund	\$30,000	\$17,832	\$47,832	\$15,913	\$720	\$31,199
7634	Instructional Media	\$9,000	\$0	\$9,000	\$8,786	\$0	\$214
7635	Database Subscriptions	\$35,000	\$3,000	\$38,000	\$37,991	\$0	\$9
7636	Student Activities	\$15,000	\$0	\$15,000	\$5,724	\$0	\$9,276
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$0	\$0	\$0
7639	Prior Year Adjustment Bad Debt	-\$115,000	\$0	-\$115,000	-\$87,058	\$0	-\$27,942
7642	Alumni Fund Expense	\$8,650	-\$3,219	\$5,431	\$4,723	\$0	\$708
7644	Miscellaneous	\$500	\$1	\$501	\$3,684	\$0	-\$3,183
7645	Business Competition	\$800	\$0	\$800	\$0	\$0	\$800
7650	Strategic Planning	\$0	\$15,000	\$15,000	\$375	\$0	\$14,625

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	\$950	\$0	\$4,750
7666	Grant Matching	\$73,889	-\$13,889	\$60,000	\$60,000	\$0	\$0
7667	CCP Scholarship	\$23,175	-\$8,175	\$15,000	\$15,000	\$0	\$0
7701	Gas	\$75,000	\$0	\$75,000	\$39,146	\$0	\$35,854
7702	Electricity	\$280,000	-\$13,500	\$266,500	\$233,344	\$0	\$33,156
7703	Electricity - Water Tower	\$2,699	\$1,500	\$4,199	\$3,494	\$0	\$705
7704	Water	\$4,114	\$3,500	\$7,614	\$6,372	\$0	\$1,242
7705	Sewer	\$29,844	\$10,000	\$39,844	\$35,820	\$0	\$4,024
7706	Waste Collection	\$6,000	\$0	\$6,000	\$5,324	\$0	\$676
7707	Telephone	\$59,015	\$0	\$59,015	\$43,110	\$0	\$15,905
7722	Employee Liability Insurance	\$6,500	\$0	\$6,500	\$6,182	\$0	\$318
7724	Motor Vehicle Insurance	\$15,176	\$0	\$15,176	\$8,832	\$0	\$6,344
7725	Property Insurance	\$74,750	\$0	\$74,750	\$58,590	\$0	\$16,160
7726	Water Tower Insurance	\$14,000	\$0	\$14,000	\$0	\$0	\$14,000
7727	Prof Liab Students	\$3,311	\$1,846	\$5,157	\$3,245	\$0	\$1,912
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$2,250	\$0	\$0
7729	Cyber Liability Insurance	\$0	\$14,000	\$14,000	\$9,304	\$0	\$4,696
7777	PC Unapproved Transactions	\$0	\$0	\$0	\$13	\$0	-\$13
7901	Library Books	\$10,000	-\$2,373	\$7,627	\$8,573	\$0	-\$946
7902	Fixtures and Furnishings	\$120,000	\$137,128	\$257,128	\$184,794	\$0	\$72,334
7903	Software and Licensing	\$384,373	\$32,457	\$416,830	\$394,399	\$8,278	\$14,153
7904	Building Projects	\$170,000	\$115,000	\$285,000	\$178,596	\$0	\$106,404
7911	Equipment	\$198,320	-\$60,466	\$137,854	\$234,260	\$0	-\$96,406
7912	Motor Vehicles	\$30,000	-\$30,000	\$0	\$0	\$0	\$0
Expense	Sub-Total:	\$25,978,327	\$432,011	\$26,410,338	\$24,083,596	\$14,133	\$2,312,609



Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$10,780,426	\$0	\$10,780,426	\$3,590,435	\$0	\$7,189,991
5102	General Fees	\$377,532	\$0	\$377,532	\$125,738	\$0	\$251,794
5103	Lab Fees	\$443,500	\$0	\$443,500	\$201,435	\$0	\$242,065
5105	Out of State Fees	\$334,607	\$0	\$334,607	\$94,189	\$0	\$240,418
5107	Proficiency Fees	\$5,300	\$0	\$5,300	\$645	\$0	\$4,655
5109	Other Fees	\$3,050	\$0	\$3,050	\$2,120	\$0	\$930
5110	Late Fees	\$17,550	\$0	\$17,550	\$7,850	\$0	\$9,700
5115	Student Fees	\$124,300	\$0	\$124,300	\$49,876	\$0	\$74,424
5116	Deferred Payment Service Fee	\$6,850	\$0	\$6,850	\$2,900	\$0	\$3,950
5118	Bus & Ind. Traing Fee	\$965,000	\$0	\$965,000	\$65,124	\$0	\$899,876
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	\$75	\$0	\$3,425
5133	Tuition and Fees Schlop Allow	-\$1,105,067	\$0	-\$1,105,067	\$0	\$0	-\$1,105,067
5155	Fiscal Agent Fee	\$99,275	\$0	\$99,275	\$0	\$0	\$99,275
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$1,963	\$0	\$28,037
5159	Career Advantage Fee	\$43,200	\$0	\$43,200	\$27,262	\$0	\$15,938
5160	Simulation Fee	\$60,000	\$0	\$60,000	\$17,789	\$0	\$42,211
5161	Career Service Fee	\$537,700	\$0	\$537,700	\$175,889	\$0	\$361,811
5213	COVID 19 Learner Emergency	\$166,967	\$0	\$166,967	\$0	\$0	\$166,967
5214	Cares Act Institutional Funding	\$481,467	\$0	\$481,467	\$0	\$0	\$481,467
5503	Foundation - Instl Supprt	\$135,000	\$0	\$135,000	\$0	\$0	\$135,000
5610	Photo ID	\$100	\$0	\$100	\$130	\$0	-\$30
5611	Over / Short	\$0	\$0	\$0	\$21	\$0	-\$21
5614	Miscellaneous Income	\$112,940	\$0	\$112,940	\$4,191	\$0	\$108,749
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$3,700	\$0	\$31,300
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$0	\$0	\$4,000
5801	OBR - Subsidy	\$9,149,737	\$0	\$9,149,737	\$1,821,754	\$0	\$7,327,983
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$30,157	\$0	\$90,472

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Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5901	Investment Income	\$175,000	\$0	\$175,000	\$0	\$0	\$175,000
Revenue	Sub-Total:	\$23,109,063	\$0	\$23,109,063	\$6,223,243	\$0	\$16,885,820
6101	Administrative Salaries	\$3,071,161	\$0	\$3,071,161	\$460,891	\$2,343,945	\$266,325
6102	Non Instructional Salaries	\$2,013,470	\$0	\$2,013,470	\$370,149	\$1,874,912	-\$231,590
6103	Part Time Non Instructional	\$96,303	\$0	\$96,303	\$13,233	\$70,979	\$12,092
6104	Salary Savings	-\$800,000	\$0	-\$800,000	\$0	\$0	-\$800,000
6121	Academic Salaries	\$2,742,601	\$0	\$2,742,601	\$467,443	\$2,345,524	-\$70,366
6122	Academic Overload	\$389,711	\$0	\$389,711	\$63,387	\$134,815	\$191,509
6123	Part Time Academic	\$1,049,852	\$0	\$1,049,852	\$102,668	\$464,837	\$482,347
6124	Independent Study	\$25,340	\$0	\$25,340	\$7,593	\$165	\$17,582
6125	Academic Advising	\$5,400	\$0	\$5,400	\$0	\$0	\$5,400
6141	Part Time Student Help	\$52,912	\$0	\$52,912	\$2,962	\$12,097	\$37,852
6142	Work Study Student	\$0	\$0	\$0	\$496	\$11,972	-\$12,468
6143	Student Tutoring	\$5,000	\$0	\$5,000	\$0	\$47,216	-\$42,216
6144	Faculty Tutoring	\$41,000	\$0	\$41,000	\$3,455	\$7,940	\$29,604
6145	Honorarium	\$1,750	\$0	\$1,750	\$0	\$0	\$1,750
6200	Fringe Expense	\$3,244,330	\$0	\$3,244,330	\$508,967	\$2,555,513	\$179,850
6203	SERS	\$0	\$0	\$0	\$0	\$0	\$0
6205	SERS-Surcharge	\$11,101	\$0	\$11,101	\$0	\$0	\$11,101
6210	Fringe Actual	\$0	\$0	\$0	\$66,977	\$0	-\$66,977
6211	Medical	\$0	\$0	\$0	-\$40,121	\$0	\$40,121
6214	Life	\$0	\$0	\$0	-\$3	\$0	\$3
6216	Misc Insurances	\$0	\$0	\$0	\$0	\$0	\$0
6301	Workers Compensation	\$14,000	\$0	\$14,000	\$0	\$0	\$14,000
6302	Unemployment Compensation	\$4,000	\$0	\$4,000	\$0	\$4,000	\$0
6303	Employee Fee Waiver	\$55,000	\$0	\$55,000	\$30,309	\$0	\$24,691
6304	Bookstore Employee Discount	\$3,500	\$0	\$3,500	\$327	\$0	\$3,173
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$900	\$2,000	\$100
6306	Employee Appreciation	\$14,500	\$0	\$14,500	\$429	\$0	\$14,071
6307	Faculty / Staff Development	\$45,000	\$0	\$45,000	\$1,546	\$0	\$43,454
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7101	Office Supplies	\$18,390	\$0	\$18,390	\$1,838	\$0	\$16,552
7102	Copier Supplies	\$22,330	\$0	\$22,330	\$2,852	\$0	\$19,478
7103	Recruiting Supplies	\$9,000	\$2,000	\$11,000	\$0	\$0	\$11,000
7121	Computer Supplies	\$17,914	\$0	\$17,914	\$1,855	\$6,560	\$9,499
7131	Instructional Supplies	\$170,000	\$0	\$170,000	\$22,536	\$5,090	\$142,374
7132	Lab Supplies	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7134	ADA Hearing Impaired Books	\$5,000	\$0	\$5,000	\$259	\$0	\$4,741
7135	Instructional Food/Snacks	\$3,900	\$0	\$3,900	\$22	\$0	\$3,878
7136	Linen and Laundry	\$300	\$0	\$300	\$0	\$0	\$300
7138	Graduation Supplies	\$17,650	\$0	\$17,650	\$85	\$0	\$17,565
7151	College Car Supplies	\$990	\$0	\$990	\$0	\$0	\$990
7153	First Aid Supplies	\$500	\$0	\$500	\$0	\$0	\$500
7156	Miscellaneous Supplies	\$1,400	\$0	\$1,400	\$0	\$0	\$1,400
7157	Employee Awards	\$7,000	\$0	\$7,000	\$0	\$0	\$7,000
7161	Library Supplies	\$800	\$0	\$800	\$414	\$0	\$386
7162	Library Books Lost / Replaced	-\$627	\$0	-\$627	\$0	\$0	-\$627
7171	Audio Visual Supplies	\$22,458	\$0	\$22,458	\$106	\$0	\$22,352
7181	Uniforms	\$3,800	\$0	\$3,800	\$433	\$2,680	\$686
7182	Janitorial Supplies	\$35,000	\$0	\$35,000	\$5,351	\$15,500	\$14,149
7201	Conferences and Seminars	\$48,000	\$0	\$48,000	\$1,934	\$60	\$46,006
7202	Travel	\$30,000	\$0	\$30,000	\$2,653	\$0	\$27,347
7203	Development	\$40,000	\$0	\$40,000	\$7,006	\$0	\$32,994
7204	Instructional Travel	\$200	\$0	\$200	\$0	\$0	\$200
7207	Committee Meetings	\$10,000	\$0	\$10,000	\$2,064	\$0	\$7,936
7208	Convocation	\$5,000	\$0	\$5,000	\$30	\$0	\$4,970
7301	Subscriptions and Publications	\$6,485	\$0	\$6,485	\$1,066	\$0	\$5,419
7311	Dues	\$115,000	\$0	\$115,000	\$22,243	\$4,648	\$88,109
7321	Classified Advertising	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7322	Radio Advertising	\$45,000	\$0	\$45,000	\$10,101	\$9,278	\$25,621
7323	Brochures	\$43,000	\$0	\$43,000	\$0	\$0	\$43,000
7324	Advertising - Papers	\$15,000	\$0	\$15,000	\$192	\$9,300	\$5,508
7325	Advertising - Billboards	\$60,000	\$0	\$60,000	\$15,442	\$35,742	\$8,815

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7326	Advertising - Miscellaneous	\$45,000	\$0	\$45,000	\$1,054	\$375	\$43,571
7327	Fairbooth	\$300	\$0	\$300	\$0	\$0	\$300
7328	Advertising - Digital	\$40,000	\$0	\$40,000	\$3,095	\$8,000	\$28,905
7329	Advertise-Wkfrc Devel	\$20,000	\$0	\$20,000	\$0	\$3,669	\$16,331
7331	Community Relations Donations	\$900	\$0	\$900	\$0	\$0	\$900
7352	Printing	\$26,900	\$0	\$26,900	\$200	\$1,750	\$24,950
7361	Postage	\$26,350	\$0	\$26,350	\$4,042	\$16,500	\$5,808
7401	Equipment M & R	\$173,479	\$0	\$173,479	\$6,204	\$26,020	\$141,255
7402	Buildings M & R	\$255,000	\$0	\$255,000	\$10,978	\$30,302	\$213,720
7403	Grounds M & R	\$15,000	\$0	\$15,000	\$686	\$2,300	\$12,014
7404	Parking Lot M & R	\$30,000	\$0	\$30,000	\$0	\$0	\$30,000
7405	Water Tower M & R	\$15,000	\$0	\$15,000	\$901	\$470	\$13,629
7406	Vehicles M & R	\$24,000	\$0	\$24,000	\$1,533	\$14,527	\$7,940
7407	Equipment Replacement	\$4,000	\$0	\$4,000	\$0	\$2,967	\$1,033
7408	Equipment Rental	\$34,551	\$0	\$34,551	\$2,024	\$15,585	\$16,943
7409	Facilities Rental	\$2,319,418	\$0	\$2,319,418	\$0	\$0	\$2,319,418
7501	Professional Fees	\$51,200	\$0	\$51,200	\$7,760	\$5,800	\$37,640
7502	Legal Fees	\$34,000	\$0	\$34,000	\$0	\$0	\$34,000
7503	Audit Fees	\$25,060	\$0	\$25,060	\$0	\$25,500	-\$440
7504	Accreditation	\$3,000	\$0	\$3,000	\$600	\$0	\$2,400
7521	Training	\$27,952	\$0	\$27,952	\$5,658	\$1,948	\$20,346
7522	Testing / Assessment	\$158,650	-\$2,000	\$156,650	\$40	\$13,560	\$143,050
7523	Outside Services	\$5,993,651	\$0	\$5,993,651	\$79,122	\$132,515	\$5,782,014
7525	Purchased Services	\$48,300	\$0	\$48,300	\$69	\$40,831	\$7,400
7527	Collection Fees	-\$16,000	\$0	-\$16,000	-\$1,195	\$9,033	-\$23,838
7529	Bank Service Fees	\$10,400	\$0	\$10,400	\$0	\$0	\$10,400
7531	Finger Printing Expense	\$23,120	\$0	\$23,120	\$0	\$20,000	\$3,120
7601	Adult Diploma Scholarship	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500
7602	JATC Career Advantage Fee	\$500	\$0	\$500	\$0	\$0	\$500
7603	Honors Scholarship	\$63,839	\$0	\$63,839	\$0	\$0	\$63,839
7604	Agency Partner Scholarship	\$2,750	\$0	\$2,750	\$1,596	\$0	\$1,154
7605	Presidential Scholarship	\$276,635	\$0	\$276,635	\$0	\$0	\$276,635



Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7606	Scholarship Allowance	-\$1,105,067	\$0	-\$1,105,067	\$0	\$0	-\$1,105,067
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7608	Fee Waiver - Senior Citizens	\$12,154	\$0	\$12,154	\$1,115	\$0	\$11,039
7609	Fee Waiver - ONG	\$515	\$0	\$515	\$0	\$0	\$515
7610	CCP Partner Scholarship	\$5,150	\$0	\$5,150	\$0	\$0	\$5,150
7618	Graduation Alliance Schlp	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7619	Registration Scholarship	\$13,000	\$0	\$13,000	\$0	\$0	\$13,000
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$0	\$0	\$11,000
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$3,084	\$0	\$1,036
7630	PSEO/CCP Schlp & Books	\$584,896	\$0	\$584,896	\$71,654	\$0	\$513,242
7631	Bad Debt Expense	\$100,000	\$0	\$100,000	\$0	\$0	\$100,000
7633	Contingency Fund	\$21,748	\$0	\$21,748	\$2,738	\$0	\$19,010
7634	Instructional Media	\$9,000	\$208	\$9,208	\$9,208	\$0	\$0
7635	Database Subscriptions	\$35,000	\$0	\$35,000	\$0	\$1,016	\$33,984
7636	Student Activities	\$15,000	\$0	\$15,000	\$623	\$400	\$13,977
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7639	Prior Year Adjustment Bad Debt	-\$105,000	\$0	-\$105,000	-\$5,785	\$0	-\$99,215
7642	Alumni Fund Expense	\$5,550	\$0	\$5,550	\$0	\$0	\$5,550
7644	Miscellaneous	\$500	\$0	\$500	-\$3	\$0	\$503
7645	Business Competition	\$800	\$0	\$800	\$0	\$0	\$800
7650	Strategic Planning	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7651	Self Study	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7654	NCA - HLC	\$5,700	\$0	\$5,700	\$0	\$0	\$5,700
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	\$166,967	\$0	\$166,967	\$0	\$0	\$166,967
7670	Road to Success Schlp	\$0	\$0	\$0	\$0	\$0	\$0
7671	Sports Club Schlp	\$0	\$0	\$0	\$0	\$0	\$0
7701	Gas	\$75,000	\$0	\$75,000	\$54	\$54,946	\$20,000
7702	Electricity	\$270,000	\$0	\$270,000	\$41,562	\$228,162	\$276
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$564	\$1,936	\$199
7704	Water	\$6,000	\$0	\$6,000	\$463	\$7,037	-\$1,500

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7705	Sewer	\$36,000	\$0	\$36,000	\$8,955	\$30,030	-\$2,985
7706	Waste Collection	\$6,000	\$0	\$6,000	\$887	\$5,113	\$0
7707	Telephone	\$62,808	\$0	\$62,808	\$12,854	\$30,713	\$19,241
7722	Employee Liability Insurance	\$9,000	\$0	\$9,000	\$2,390	\$0	\$6,610
7724	Motor Vehicle Insurance	\$15,176	\$0	\$15,176	\$2,747	\$0	\$12,429
7725	Property Insurance	\$74,750	\$0	\$74,750	\$8,288	\$0	\$66,462
7726	Water Tower Insurance	\$14,000	\$0	\$14,000	\$0	\$0	\$14,000
7727	Prof Liab Students	\$4,378	\$0	\$4,378	\$1,108	\$0	\$3,270
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$0	\$0	\$2,250
7729	Cyber Liability Insurance	\$14,000	\$0	\$14,000	\$2,800	\$0	\$11,200
7901	Library Books	\$8,627	\$0	\$8,627	\$569	\$0	\$8,058
7902	Fixtures and Furnishings	\$215,036	\$0	\$215,036	\$21,373	\$0	\$193,663
7903	Software and Licensing	\$423,955	-\$208	\$423,747	\$70,943	\$245,866	\$106,938
7904	Building Projects	\$285,000	\$0	\$285,000	\$0	\$0	\$285,000
7911	Equipment	\$50,000	\$0	\$50,000	\$1,632	\$0	\$48,368
7912	Motor Vehicles	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
Expense	Sub-Total:	\$24,109,062	\$0	\$24,109,062	\$2,544,280	\$10,941,644	\$10,623,138