

BOARD OF TRUSTEES MEETING

August 15, 2025 – 11:30 a.m.

Willow Bend Country Club, Van Wert

ORDER OF BUSINESS

A. CALL TO ORDER (Katrina D)

B. ROLL CALL (Megan B)

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

C. PLEDGE OF ALLEGIANCE

D. MISSION, VISION & VALUES (Volunteer)

E. EXECUTIVE SESSION

F. PRESENTATION – ALEXANDER & BEBOUT

G. AUDIENCE PARTICIPATION

H. CHIEF EXECUTIVE OFFICER REPORT (Todd H)

- Vice President – Enrollment Management & Student Affairs (Cassie Rickenberg)
- Vice President – Academics (Lana Snider)
- Vice President – Chief Fiscal & Administrative Officer (Jenny Thome)
- Vice President – Workforce Development (Jim Drewes)
- Vice President – Human Resources & Leadership Development (Katy McKelvey)
- Vice President – Chief Information Officer (Darin Seiler)
- President (Todd Hernandez)

I. BOARD DISCUSSION ITEMS (Katrina D & Todd H)

- Facilities Project Update
- Tuition Increase / Scholarships

- Fees
- Duplicate Programs Report
- Policy and Procedure Updates
- DEI Prohibition policy (new)
 - College Values
 - ILOs
 - Inclusive Brilliance
- Lactation Pod procedure (new)

J. CHIEF FISCAL OFFICER REPORT (Jenny T)

- Financial Report as of May 31, 2025

K. CONSENT AGENDA (Megan B)

1. Consent Agenda Items (roll call vote)
 - a. Minutes of the June 26, 2025 Meeting
 - b. Resignations
 - c. Employ Training Coordinator – Electrical & Automation
 - d. Employ Clerk – Bookstore / Retail & Food Services
 - e. Transition to Custodian
 - f. Transition to Executive Administrative Assistant – Vice President / Chief Information Officer
 - g. Promotion to Administrative Assistant – Community & Workforce Development
 - h. Promotion to Executive Director of Networks Systems and Technology Support
 - i. Fees
 - j. Miscellaneous Employment Contracts
 - k. Acceptance of Gift to the College
 - l. Prohibition of Diversity, Equity and Inclusion Practices Policy (new)

L. PROPOSED RESOLUTIONS (Megan B)

1. Duplicate Program Report
2. Institutional Learning Outcomes
3. College Values
4. Tuition 2025-2026
5. Tuition Scholarship

M. UPCOMING BOARD ACTIVITIES (Todd H)

1. Van Wert Golf Outing – September 12
2. Trustees Conference – September 18
3. State of the College / Retreat – September 25

4. Employee Recognition Luncheon – October 15
5. Board Meeting – October 17

N. OTHER BUSINESS (Todd H)

1. Foundation Board Meetings
 - a. October 23, 2025
 - b. January 29, 2026
2. Trustee Professional Development
 - a. ACCT Leadership Congress 2025 (New Orleans, LA) – October 22-25, 2025
 - b. ACCT National Legislative Summit (Washington DC) – February 9-12, 2026

O. ADJOURNMENT (Katrina D)

Northwest State Community College Statement of Commitment

1. We declare that we will educate students employing free, open, and rigorous intellectual inquiry to seek the truth.
2. We declare that we must equip students with the opportunity to develop the intellectual skills they need to reach their own, informed conclusions.
3. We declare our commitment to not requiring, favoring, disfavoring, or prohibiting speech or lawful assembly.
4. We declare we are committed to creating a community dedicated to an ethic of civil and free inquiry, which respects the autonomy of each member, supports individual capacities for growth, and tolerates the differences in opinion that naturally occur in a public higher education community.
5. We declare that our duty is to treat all faculty, staff, and students as individuals, to hold them to equal standards, and to provide them equality of opportunity, with regard to those individuals' race, ethnicity, religion, sex, sexual orientation, gender identity, or gender expression.

This Statement of Commitment fulfills the requirements set forth in Section 3345.0216 of the Advance Ohio Higher Education Act (Sub. S.B. No. 1, 136th General Assembly) while reaffirming our mission, vision, and values.

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Thursday, June 26, 2025 at 11:30 a.m.

Katrina DeGroff, 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

25-27

Members present: Sandy Barber, John Bridenbaugh, Katrina DeGroff, Jeff Erb, Lisa McClure, Mickey Schwarzbek

Absent: Joel Miller, Scott Mull, John Poulson

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance: I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

NSCC MISSION STATEMENT

Trustee Jeff Erb read the College’s mission statement: To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities. This statement guides the board, administration, faculty and staff in all decisions of the College.

VISION AND VALUES

Trustee Erb 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.

WELCOME VICE PRESIDENT / CHIEF INFORMATION OFFICER

Darin Seiler was welcomed as the new Vice President / Chief Information Officer at Northwest State Community College. Mr. Seiler brings over twenty-five years of I.T. experience to the College.

CHECK PRESENTATION FROM THE NSCC FOUNDATION

Robbin Wilcox, Foundation Executive Director and Peter Beck, Foundation Board Chair, presented a check in the amount of \$1,051,000 to the College from the Northwest State Community College Foundation. Over \$10 million has been provided through the generosity of businesses and individuals who have supported the Foundation over the past ten years. The money is designated for student scholarships, equipment, outreach programs and student support efforts.

STRATEGIC PLAN UPDATE

The Board of Trustees were provided an update on the current three-year strategic plan, which has been approved through June 2026. The plan has five pillars focusing on life-changing education, learning for all, organizational excellence, empowered team and engaged community. The Vice Presidents responsible for each pillar reported out on several accomplishments under each pillar and also ongoing progress on various initiatives. The current strategic plan is a solid plan and the College recognizes that more time is needed to accomplish certain initiatives. The President will ask for a one-year extension of the strategic plan to June 2027 to allow for additional time to complete strategic initiatives outlined in the plan.

CHIEF EXECUTIVE OFFICE REPORT

Each of the Vice Presidents provided a report from their respective areas. Cassie Rickenberg, Vice President for Enrollment Management & Student Affairs, provided an enrollment update for summer and fall semesters. Overall, enrollment is up 9.2% in FTE for summer. All enrollment types are showing a positive trend for fall semester. Lana Snider, Vice President for Academics, introduced the new Associate Vice President of Academics, Dr. Jason Lafferty. The Law Enforcement Academy held its graduation. Eleven graduated with a 100% employment rate. Jim Drewes, Vice President for Workforce Development, reported that CTS is on track to meet the forecasted sales goal for fiscal year 2025. Albert Lewis Jr., Executive Vice President, reported that the new College website will launch July 8. President Todd Hernandez provided an overview of the 2026-2027 state operating budget, which includes a one percent overall increase in SSI funding.

GRAMM-LEACH-BLILEY ACT (GLBA) – ANNUAL REPORT

Northwest State Community College adopted a policy in June 2023 to comply with the

GLBA regulations, which requires institutions to formalize and document its information security program. Darin Seiler, VP / Chief Information Officer, provided an update to the Board on the College's commitment to protecting its data through continuous security enhancement and compliance. Progress achieved this past year includes completed penetration test, rolled out Multi-Factor Authentication and implemented immutable cloud backups. Current status includes strong GLBA compliance and ongoing program maturity. Future focus for the next 12 months includes launching cyber-awareness training, finalizing security documents and evaluating advanced security tools.

BOARD DISCUSSION ITEMS

Facilities Project Update – Board members were provided an opportunity to walk through B building to view the progress of the renovations. The B Building is on schedule to be completed December 2025. Van Wert renovations are back on schedule and the building will be partially open for classes in August. The solar field will be activated in July, providing significant energy savings to the College.

Board Budget Committee – The committee met on June 3 to review current financials, the proposed budget for fiscal year 2025-2026, reserve balance, five-year projections and capital projects. The proposed budget is a conservative budget. The current proposed state Senate budget shows a 1% increase in SSI and included authority to increase tuition \$10 per hour / year. The proposed budget for FY26 for NSCC is \$47,291,178.

Policy and Procedure Updates:

Faculty Workload Policy – Requirement of the Advance Ohio Higher Education Act. A policy was drafted with guidance from the Ohio Attorney General and will be a consent item to meet the June 27 implementation deadline.

Faculty Annual Performance Evaluation Policy – Requirement of the Advance Ohio Higher Education Act. NSCC updated current policy *Employee Performance Appraisal* to include language for faculty. This is a consent item for board approval to meet the June 27 implementation deadline.

Legislative Updates:

Statement of Commitment – Requirement of Ohio Revised Code 3345.0216 and the Advance Ohio Higher Education Act. NSCC has adopted language provided directly from the legislation. This is a consent item for board approval to meet the June 27 implementation deadline.

CHIEF FISCAL OFFICER REPORT

25-28

Ms. Sandy Barber moved and Ms. Lisa McClure seconded the following motion:

Ms. Jennifer Thome, Chief Fiscal & Administrative Officer, presented the cumulative financial report to inform the Board of Trustees of the College's financial condition as of April 30, 2025.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Schwarzbek. Nay;

None. Thereupon the Chair declared the motion approved.

CONSENT AGENDA APPROVED

Mr. Erb moved and Mr. Schwarzbek seconded the following consent items:

MINUTES OF THE APRIL 25, 2025 BOARD MEETING

25-29

RESIGNATIONS & TERMINATION

25-30

WHEREAS, Vena Valdez-Chowdhury, Administrative Assistant – Community & Workforce Development, has submitted her resignation; and

WHEREAS, Diae Mizou, Faculty – Mathematics, has submitted his resignation; and

WHEREAS, Ashley Barth, Working Custodial Supervisor, was terminated; and
WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Vena Valdez-Chowdhury, effective June 16, 2025; Diae Mizou, effective August 15, 2025, be accepted and the termination of Ashley Barth, effective May 12, 2025, be accepted.

**RENEWAL OF PROBATIONARY FACULTY AND NON-TEACHING
FACULTY CONTRACTS**

25-31

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

WHEREAS, their supervisor recommends; and

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

NOW, THEREFORE BE IT RESOLVED, that the following persons be re-employed as per the terms and conditions indicated effective with the 2025-2026 academic year:

Sean Burres (faculty – VCGD), continuing, Masters, total salary \$65,525.77

Kara Flesher (advisor – academic), continuing, Bachelors, total salary \$51,610.79

Chelsie Ebaugh (faculty – composition), third, Masters, total salary \$63,037.68

Lindsay Folkerth (faculty – composition), third, Masters, total salary \$63,037.68

Felicia Skeens (coordinator – success center), third, Bachelors, total salary \$59,352.41

Nicole Schwab (faculty – nursing), second, Masters, total salary \$62,556.62

Cynthia Zdanczyk-Westhoven (faculty – psychology), second, PhD, \$65,691.62

EMPLOY FULL-TIME WORKFORCE SALES COORDINATOR

25-32

WHEREAS, the position of full-time Workforce Sales Coordinator was left vacant due to the resignation of Jamie Krupp; and

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

WHEREAS, the Vice President - Workforce and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Joseph Wendell be employed as full-time Workforce Sales Coordinator effective May 6, 2025 at an annual salary of \$75,000. This is a graded position.

EMPLOY FULL-TIME VICE PRESIDENT / CHIEF INFORMATION OFFICER

25-33

WHEREAS, the position of full-time Vice President / Chief Information Officer was created to provide leadership, vision and strategic direction for the College's Information Technology Department; and

WHEREAS, this position is responsible for all information technology and institutional research functions that support the academic and administrative areas of the College, while ensuring that all services support and align with the mission, strategic plan and goals of the College; and

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. Darin Seiler be employed as full-time Vice President / Chief Information Officer effective June 2, 2025 at an annual salary of \$150,000.00. This is a graded position.

EMPLOY FULL-TIME ASSOCIATE VICE PRESIDENT OF ACADEMICS

25-34

WHEREAS, the position of full-time Associate Vice President of Academics was created to provide support for the Vice President of Academics; and

WHEREAS, this role is responsible for providing leadership and oversight to the Center for Teaching and Learning, Library, Accreditation and Distance Learning; and

WHEREAS, this position is also responsible for supporting the Vice President with all administrative duties and will serve as a resource to deans, faculty and students, as well as lead and serve on various college committees; and

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

WHEREAS, the Vice President of Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Dr. Jason Lafferty be employed as full-time Associate Vice President of Academics effective June 10, 2025 at an annual salary of \$120,000.00. This is a graded position.

**EMPLOY FULL-TIME TRAINING COORDINATOR – ELECTRICAL & AUTOMATION
(VAN WERT & MAUMEE)**

25-35

WHEREAS, the position of full-time Training Coordinator – Electrical & Automation (Van Wert & Maumee) was left vacant due to the promotion of James Smith to Training & Equipment Manager; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Boyd Foulk be employed as full-time Training Coordinator – Electrical & Automation (Van Wert & Maumee) effective July 8, 2025 at an annual salary of \$85,000.00. This is a graded position.

EMPLOY FULL-TIME CLINICAL TEACHING ASSISTANT – NURSING

25-36

WHEREAS, the position of full-time Clinical Teaching Assistant – Nursing, was left vacant due to the resignation of Caitlin Barrera; and

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

WHEREAS, the Vice President of Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Laura Moore be employed as full-time Clinical Teaching Assistant – Nursing effective August 16, 2025 at an annual salary of \$59,596.26. This is in accordance with the Professional Personnel Bargaining Agreement.

EMPLOY FULL-TIME FACULTY – NURSING

25-37

WHEREAS, the position of full-time Faculty - Nursing, was left vacant due to the retirement of Gloria Arps; and

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

WHEREAS, the Vice President of Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Anna Trubey be employed as full-time

Faculty – Nursing effective August 16, 2025 at an annual salary of \$62,096.26. This is in accordance with the Professional Personnel Bargaining Agreement.

**EMPLOY FULL-TIME FACULTY – INDUSTRIAL TECHNOLOGY
(MACHINING & CNC)**

25-38

WHEREAS, the position of full-time Faculty – Industrial Technology (Machining & CNC), was left vacant due to the retirement of Steven Raymond; and

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

WHEREAS, the Vice President of Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Doug Severt be employed as full-time Faculty – Industrial Technology (Machining & CNC) effective August 16, 2025 at an annual salary of \$66,826.26. This is in accordance with the Professional Personnel Bargaining Agreement.

TRANSITION TO CUSTOMER SERVICE SPECIALIST

25-39

WHEREAS, the position of full-time Customer Service Specialist was left vacant due to the promotion of Krista Maassel to Cook; and

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

WHEREAS, an internal candidate applied for the position

NOW, THEREFORE BE IT RESOLVED that Ms. Dawn Bischoff be employed as full-time Customer Service Specialist effective April 28, 2025 at an annual salary of \$32,489.60. This is in accordance with the Support Personnel Bargaining Agreement.

TRANSITION TO FACULTY – MATH

25-40

WHEREAS, the position of Faculty – Math was left vacant due to the resignation of Diae Mizou; and

WHEREAS, an internal candidate applied for and was qualified for the position

NOW, THEREFORE BE IT RESOLVED, that Ms. Marianna Doolittle be employed as full-time Faculty – Math effective August 16, 2025 at an annual salary of \$62,096.26 This is in accordance with the Professional Personnel Bargaining Agreement.

**PROMOTION TO ADMINISTRATIVE ASSISTANT – FOUNDATION,
BSSC & MARKETING**

25-41

WHEREAS, the position of Administrative Assistant – Foundation, BSSC & Marketing

was left vacant due to the transfer of Dawn Bischoff to Customer Service Specialist; and

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

WHEREAS, an internal candidate applied for and was qualified for the position

NOW, THEREFORE BE IT RESOLVED, that Mr. Zachory Tucker be employed as full-time Administrative Assistant – Foundation, BSSC & Marketing effective June 23, 2025 at an annual salary of \$41,600.00. This is in accordance with the Support Personnel Bargaining Agreement.

MISCELLANEOUS EMPLOYMENT CONTRACTS

25-42

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

WHEREAS, Vice President of Academics and the President recommends

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

Food Service:

Mikaylie Young – part-time to substitute, effective May 9, 2025 at \$14.02 / hour

Full-Time Faculty, NTPs and Graded Teaching on Overload or Supplemental Contracts:

Overload:

Eric Baker	Amy Leitch
Jennifer Behnfeldt	Tammy Meyer
Sean Burres	Kayla Miller
Colin Doolittle	Dave Mohring
Heather Galbraith	John Mueller
Melanie Hicks	Tera Newton
Tony Hills	Emily Riegsecker
Erin Jacob	Karla Ringenberg
Erik Jones	Chris Robinson
Julie Kemarly-Dowland	Gregory Tefft
Craig Kulhman	Amy Thomas
Rhonda Lazette	Jason Rickenberg

Supplemental:

Sherry Howard

PARAPROFESSIONAL CERTIFICATE (NEW)

25-43

WHEREAS, the community (K-12 schools, Advisory Board, state level discussions) has expressed a desire for more training for classroom aides that are already employed in their school system; and

WHEREAS, while a full degree may not be reasonable for many learners, a certificate allows them to learn more about the field and gives them a leg up when interviewing or performing in the educational aide / paraprofessional positions; and

WHEREAS, this also allows students to seamlessly continue on to earn their associate degree if they decide to continue with schooling in the future

NOW, THEREFORE BE IT RESOLVED, that the Paraprofessional Certificate be approved for fall 2025.

STATEMENT OF COMMITMENT APPROVED

25-44

WHEREAS, Ohio Revised Code 3345.0216 requires that all institutions of higher education post a Statement of Commitment in any place in which the mission statement appears, including when it is published and posted; and

WHEREAS, the statement below fulfills the requirement of ORC 3345.0216 of the Advance Ohio Higher Education Act while reaffirming our mission, vision and values

NOW, THEREFORE BE IT RESOLVED, that the Statement of Commitment be approved by the Board of Trustees effective June 26, 2025 in accordance with Senate Bill 1 of the 136th General Assembly.

Northwest State Community College Statement of Commitment

1. We declare that we will educate students employing free, open, and rigorous intellectual inquiry to seek the truth.
2. We declare that we must equip students with the opportunity to develop the intellectual skills they need to reach their own, informed conclusions.
3. We declare our commitment to not requiring, favoring, disfavoring, or prohibiting speech or lawful assembly.
4. We declare we are committed to creating a community dedicated to an ethic of civil and free inquiry, which respects the autonomy of each member, supports individual capacities for growth, and tolerates the differences in opinion that naturally occur in a public higher education community.

5. We declare that our duty is to treat all faculty, staff, and students as individuals, to hold them to equal standards, and to provide them equality of opportunity, with regard to those individuals' race, ethnicity, religion, sex, sexual orientation, gender identity, or gender expression.

This Statement of Commitment fulfills the requirements set forth in Section 3345.0216 of the Advance Ohio Higher Education Act (Sub. S.B. No. 1, 136th General Assembly) while reaffirming our mission, vision, and values.

**EMPLOYEE PERFORMANCE APPRAISAL POLICY (AMENDED) AND
FACULTY WORKLOAD POLICY (NEW) APPROVED**

25-45

WHEREAS, The Advance Ohio Higher Education Act (ACT) becomes effective June 26, 2025; and

WHEREAS, the ACT requires the adoption of a faculty evaluation policy and a faculty workload policy; and

WHEREAS, the college administration has consulted with the Ohio attorney general's office in drafting the policies

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees adopt changes to policy 14-3-04 Employee Performance Appraisal and new policy 14-3-41 Faculty Workload effective June 26, 2025 in accordance with the Advance Ohio Higher Education Act.

3358: 14-3-04 Employee performance appraisal.

Effective Date: 4/15/04; revised 6/26/25

The board delegates all personnel employments and discharges to the president or designee who will establish and implement a program of performance appraisal.

(A) It is the purpose of the employee performance appraisal to:

- (1) Review and evaluate an employee's job performance as supported and supplemented by ongoing documentation, continuous monitoring, coaching, and providing feedback so that employees may learn if their job performance is meeting expectations and identify strengths and weaknesses;
- (2) Receive recognition for good performance;
- (3) Learn what the employee could do to improve their outcomes by stressing the importance of job performance improvement on the part of employees so that each student may be provided a quality education;

- (4) Ensure the continuous improvement of administrative and supervisory services that are provided employees;
 - (5) Establish a process of continuous and systematic employee performance evaluation; and
 - (6) Establish a plan for employee development and/or training.
- (B) The evaluation program shall aim at the early identification of specific areas in which the employee needs help so that appropriate assistance may be provided. A supervisor offering suggestions for improvement to an employee shall not release the employee from the responsibility to improve. In the case of an employee, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal or non-renewal procedures may be invoked. In such an instance, all relative evaluation documents may be used in the proceedings.
- (C) Evaluations shall be conducted for each full-time employee. Employees shall be given a copy of any documents relating to his/her performance, which are to be placed in the personnel file.
- (1) Examples of good documents relating to the evaluation are, position descriptions, the last performance review document, work product files, written observations of job performance, significant job-related incidents, certificates, awards and thank-you notes.
 - (2) Examples of inappropriate documents for the evaluation are medical records and unsigned observation notes.
 - (3) The supervisor conducting the evaluation should be cautious of making subjective judgments as the review should be based on objective facts that can be documented and consistent with disciplinary or other performance records.
 - (4) All evaluations will follow the prescribed guidelines within the applicable collective bargaining agreements.
- (D) Additional Performance Evaluation Guidance for Full Time Faculty per ORC 3345.0216 of the Advance Ohio Higher Education Act
- (2) Evaluations must be conducted annually by the Division Chair or Associate Dean and reviewed and approved by the Dean. The evaluation must be submitted to the Vice President of Academics (VPA) for review. If the Chair or Associate Dean disagree with the Dean, VPA has final decision-making authority as to the content of the evaluation.
 - (3) The evaluation must be comprehensive and include standardized, objective, and measurable performance metrics.

- (4) The evaluation must include an assessment for each of the following areas that the faculty member has spent at least 5% of their annual work time on over the preceding year:
- (a) Teaching
 - (b) Research
 - (c) Service
 - (d) Clinical Care
 - (e) Administration
- (5) Student evaluations must account for at least 25% of the teaching area component of the evaluation.
- (6) The evaluation must include a summary assessment of the above performance areas that include the parameters “exceeds performance expectations,” “meets performance expectations,” or “does not meet performance expectations”.
- (7) The evaluation establishes a projected work effort distribution for the faculty member which will be used for the next year’s evaluation. This distribution must be compliant with established workload policies and must be approved by the Division Associate Dean or Dean.
- (8) Faculty may use the grievance procedure contained in the bargaining unit agreement to appeal the final evaluation.

3358: 14-3-41 Faculty workload.

Effective Date: 6/26/25

The Advance Ohio Higher Education Act, ORC 3345.45, requires the Board to approve a policy governing faculty workload.

- (A) Faculty workload is defined in the Bargaining Agreement
- (B) Workload is based on teaching credit hours and/or equivalent contact hours.
- (C) Faculty at Northwest State Community College do not have tenure; faculty are awarded continuing contracts per the requirements outlined in the Bargaining Agreement.
- (D) Administration may take disciplinary actions regarding workload compliance in accordance with the Bargaining Agreement, which currently complies with ORC 3345.45.

This policy will be reviewed pursuant to additional guidance provided by the Chancellor of the Ohio Department of Education.

This concludes the Consent Agenda

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

2025-2026 BUDGET APPROVED

25-46

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

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the operating budget for 2025-2026 fiscal year be adopted.

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

2023-2026 STRATEGIC PLAN EXTENSION APPROVED

25-47

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

WHEREAS, the current board-approved strategic plan runs through June 30, 2026; and

WHEREAS, there has been a lot of progress towards achieving the goals and tactics of the plan under each of the five pillars; and

WHEREAS, the college administration feels the Strategic Plan is a strong plan with several initiatives that need additional time to be completed; and

WHEREAS, the language for Pillar Two: Learning for All Goal Statement and sub-goal three be modified to demonstrate the college's commitment to fully comply with the Advance Ohio Higher Education Act (Senate Bill 1 of the 136th General Assembly);

NOW, THEREFORE BE IT RESOLVED, that the Board approves a one-year extension of the 2023-2026 Strategic Plan to June 30, 2027 and the updated language for Pillar Two: Learning for All as follows:

Goal Statement: Provide ~~equitable and inclusive~~ access to ~~high quality~~ education, training and services to increase enrollment, retention and completion

3. Provide learning experiences that ~~embrace diversity and inclusivity to~~ foster a sense of belonging ~~for each student~~.

EXECUTIVE SESSION

25-48

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

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

Following executive session, the meeting moved back to regular session and on record at 3:13 p.m. Chair DeGroff read the following statement: *The annual evaluation of the President has been conducted in accordance with Board Policy.*

ADJOURNMENT

With no further business to be brought before the Board, the meeting was declared adjourned. The next Board of Trustees meeting is scheduled for Friday, August 15, 2025.

1. APPROVAL OF CONSENT AGENDA

1a. Minutes of the June 26, 2025 Board Meeting

1b. Resignations

WHEREAS, Chris Clawson, part-time Campus Police Officer, has submitted his resignation; and

WHEREAS, Kristen Davis, Adult Studies Coordinator, has submitted her resignation; and

WHEREAS, Albert Lewis Jr., Chief of Staff / Executive Vice President, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Chris Clawson, effective July 10, 2025; Kristen Davis, effective July 31, 2025; and Albert Lewis Jr., effective August 1, 2025 be accepted.

1c. Employ Full-Time Training Coordinator – Electrical & Automation

WHEREAS, the position of full-time Training Coordinator – Electrical & Automation was left vacant due to the promotion of James Smith to Training & Equipment Manager for CTS; and

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

WHEREAS, the Vice President - Workforce and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Jim Lammers be employed as full-time Training Coordinator – Electrical & Automation effective July 10, 2025 at an annual salary of \$74,000. This is a graded position.

1d. Employ Full-Time Clerk – Bookstore / Retail & Food Services

WHEREAS, the position of full-time Clerk – Bookstore / Retail & Food Services was left vacant due to the transfer of Jodi Adams to Custodian; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Brynn Ballmer be employed as full-time Clerk – Bookstore / Retail & Food Services effective August 4, 2025 at an annual salary of \$33,072.00. This is in accordance with the Support Personnel Bargaining

Agreement.

1e. Transition to Custodian

WHEREAS, the position of full-time Custodian was left vacant due to the promotion of Zachory Tucker to Administrative Assistant – Foundation, BSSC & Marketing; and

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

WHEREAS, an internal candidate applied for the position

NOW, THEREFORE BE IT RESOLVED that Ms. Jodi Adams be employed as full-time Custodian effective July 1, 2025 at an annual salary of \$32,094.40. This is in accordance with the Support Personnel Bargaining Agreement.

1f. Transition to Executive Administrative Assistant – Vice President / Chief Information Officer

WHEREAS, the position of Executive Administrative Assistant – Vice President / Chief Information Officer (CIO) was created to provide administrative support to the VP / CIO and the information technology department; and

WHEREAS, an internal candidate interviewed for and was qualified for the position; and

WHEREAS, the Vice President / Chief Information Officer and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Tracy Hoffman be employed as full-time Executive Administrative Assistant – Vice President / Chief Information Officer effective August 4, 2025. There is no change in salary.

1g. Promotion to Administrative Assistant – Community & Workforce Development

WHEREAS, the position of Administrative Assistant – Community & Workforce Development was left vacant due to resignation of Vena Valdez-Chowdury; and

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

WHEREAS, an internal candidate applied for the position

NOW, THEREFORE BE IT RESOLVED, that Ms. Krista Maassel be employed as full-time Administrative Assistant – Community & Workforce Development effective July 1, 2025 at an annual salary of \$43,264.00. This is in accordance with the Support Personnel Bargaining Agreement.

1h. Promotion to Executive Director of Network Systems and Technology Support

WHEREAS, the position of Executive Director of Network Systems and Technology Support is responsible for architecting, provisioning, maintenance and operations of the college technology services, customer and technical support for the College and its constituents; and

WHEREAS, this position is also responsible for assisting the Chief Information Officer (CIO) in maintaining a high level of information assurance and security, consulting the CIO to develop and implement network/system infrastructure and technical support policy and procedure; and

WHEREAS, the Vice President / Chief Information Officer and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. Robert Duncan be promoted to Executive Director of Network Systems & Technology Support effective August 1, 2025 at an annual salary of \$110,000.00 This is a graded position.

1i. Fees

WHEREAS, the Board of Trustees approves any changes in student and course fees; and

WHEREAS, the Controller has conducted an internal audit to ensure that all fees are accurate and consistent across institutional systems; and

WHEREAS, there are fees that were approved by the Ohio Department of Education (ODHE) and updated in the Banner system, but were not previously submitted to the Board of Trustees for formal approval

NOW, THEREFORE BE IT RESOLVED, that the following fees be approved by the Board of Trustees:

AGR130	Fundamentals of Soil Science	68.00
AGR210	Sustainable Agronomy	58.00
AGR220	Agricul. Meteorology & Climate	18.00
AGR240	Integrated Pest Management	18.00
BIO250	Genetics	102.00
CAD111	CAD I	52.00
CIT108	Internet Scripting	29.00
CIT109	Database Management	29.00
CIT111	Visual Basic Programming	29.00
CIT150	Programming C++	29.00
CIT155	Linux Networking I	49.00

CIT161	C#	29.00
CIT165	Java Programming	29.00
CIT191	Computer Operations	38.00
CIT192	Microsoft Workstation Tech	23.00
CIT193	Microsoft Server Tech	23.00
CIT194	IT Security Fundamentals	23.00
CIT195	Networking Essentials	18.00
CIT202	Mobile Application Programming	15.00
CIT255	Linux Networking II	49.00
CIT265	Java Programming II	18.00
CIT284	Microsoft Infrastructure Tech	18.00
CIT285	Microsoft Directory Svcs Tech	23.00
CIT290	Information Technology Intern	11.00
CYB190	Introduction to Programming	15.00
EDU180	Health, Safety, and Nutrition	38.00
ENG220	Business Writing	15.00
IND230	Servo/Robotic Systems	150.00
MEA227	Diagnostic Coding	18.00
MEA228	Procedural Coding	18.00
MKT225	Marketing Research	15.00
OAS227	Diagnostic Coding	18.00
OAS228	Procedural Coding	18.00
PSY250	Personality Psychology	18.00

1j. Miscellaneous Employment Contracts

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

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

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

Food Service:

Braxton Scheele – part-time, effective June 30, 2025 at \$14.58 / hour

Part-Time Instructors:

Brian Cheeseman
Michael Donovan
Gregory Silva

1k. Acceptance of Gift to the College

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

WHEREAS, Pepsi Company has made a generous donation of a Guard Shack for the Commercial Driver License (CDL) students and instructors with an approximate value of \$2,000.00; and

WHEREAS, this gift will provide shelter for our students and instructors during extreme weather conditions while out in the field for instruction; and

WHEREAS, the President recommends

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

1l. Prohibition of Diversity, Equity and Inclusion Practices Policy (new)

WHEREAS, Ohio Senate Bill 1, the Advance Ohio Higher Education Act, section 3345.0217 of the Ohio Revised Code, requires DEI prohibitions and commitment to intellectual diversity; and

WHEREAS, a policy has been created in accordance with Senate Bill 1 and through the guidance of the Ohio Attorney General; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that policy 3358: 14-1-19 Prohibition of Diversity, Equity and Inclusion Practices be approved effective August 15, 2025 by the Board of Trustees.

3358: 14-1-19 Prohibition of diversity, equity, and inclusion practices.

Effective: 8/15/2025

(A) In accordance with Ohio Senate Bill 1 (the Advance Ohio Higher Education Act), specifically Section 3345.0217 of the Ohio Revised Code concerning DEI prohibitions and commitment to intellectual diversity, Northwest State Community College establishes this policy to prohibit certain diversity, equity, and inclusion (Hereinafter “DEI”) practices while ensuring the fullest degree of intellectual diversity.

(B) Northwest State Community College shall do all of the following:

(1) (a) Prohibit all of the following: i. Any orientation or training course regarding diversity, equity, and inclusion, unless the college submits a written request for an exception to the Chancellor of Higher Education because the College determines the orientation or training course is exempt from this prohibition, because all aspects of the

orientation or course are required to do any of the following: I. Comply with state and federal laws or regulations; II. Comply with state or federal professional licensure requirements; or III. Obtain or retain accreditation.

The exception request shall include an explanation of the circumstances and the effort made by the College to comply with (B)(1)(a)(i) of this section. (ii) The continuation of existing DEI offices or departments; iii. Establishing new DEI offices or departments; (iv) Using DEI in job descriptions (v) Contracting with consultants or third parties whose role is or would be to promote admissions, hiring, or promotion on the basis of race, ethnicity, religion, sex, sexual orientation, gender identity, or gender expression; and (vi) The establishment of any new institutional scholarships that use DEI in any manner. For any institutional scholarships existing on the effective date of ORC 3345.0217, the College must, to the extent possible, eliminate DEI requirements. If the College is unable to do so because of donor requirements, the College may continue to offer the scholarship. However, the College shall not accept any additional funds for the operation of institutional scholarships that have DEI requirements.

(b) The college shall not replace any orientation, training, office, or position designated for the purpose of diversity, equity, and inclusion that is prohibited under this division with an orientation, training, office, or position under a different designation that serves the same or similar purposes, or that uses the same or similar means.

(c) If the requirements to obtain a research grant conflict with the prohibitions on DEI in this policy, the College shall endeavor, to the extent possible, to comply with Section (B)(1) of this policy while retaining eligibility for the research grant, including by consulting with legal counsel. If the College is unable to comply with Section (B)(1) herein, with respect to a research grant, it must submit a written request for an exception to the Chancellor of Higher Education that must include an explanation of the circumstances and the effort made by the College to comply with Section (B)(1) herein while retaining eligibility for the research grant.

(d) Section (B)(1)(a) and (c) herein do not apply to agreements or contracts regarding any research grants entered into before the effective date of ORC 3345.0217. However, they do apply to any renewal of such agreements or contracts occurring on or after that date.

(2) Affirm and declare that the College's primary function is to practice or support the practice, discovery, improvement, transmission, and dissemination of knowledge and citizenship education by means of research, teaching, discussion, and debate.

(3) Affirm and declare that the college shall ensure the fullest degree of intellectual diversity.

(4) Affirm and declare that faculty and staff shall allow and encourage students to reach their own conclusions about all controversial beliefs or politics and shall not seek to indoctrinate any social, political, or religious point of view.

(5) Demonstrate intellectual diversity for course approval, approval of courses to satisfy general education requirements, student course evaluations, common reading programs, annual reviews, strategic goals for each department, and student learning outcomes.

(6) Declare that the College will not endorse or oppose, as an institution, any controversial belief or policy, except on matters that directly impact the institution's funding or mission of discovery, improvement, and dissemination of knowledge. Though it may endorse the United States Congress when it establishes a state of armed hostility against a foreign power.

(7) Affirm and declare that the College will not encourage, discourage, require, or forbid students, faculty, or administrators to endorse, assent to, or publicly express a given ideology, political stance, or view of a social policy, nor will the institution require students to do any of those things to obtain any certification, undergraduate, or post-graduate degree.

(C) The college shall:

- (1) Prohibit political and ideological litmus tests in all hiring, promotion, and admissions decisions, including diversity statements and any other requirement that applicants describe their commitment to any ideology, principle, concept, or formulation that requires commitment to any controversial belief or policy.
- (2) Affirm and declare that no hiring, promotion, or admissions process or decision shall encourage, discourage, require, or forbid students, faculty, or administrators to endorse, assent to, or publicly express a given ideology or political stance.
- (3) Affirm and declare that the College will not use a diversity statement or any other assessment of an applicant's political or ideological views in any hiring, promotions, or admissions process or decision.
- (4) Affirm and declare that no process or decision regulating conditions of work or study, such as committee assignments, course scheduling, or workload adjustment policies, shall encourage, discourage, require, or forbid students, faculty, or administrators to endorse, assent to, or publicly express a given ideology or political stance.
- (5) Affirm and declare that the College will seek out invited speakers who have diverse ideological or political views.
- (6) Post prominently on its website a complete list of all speaker fees, honoraria, and other emoluments in excess of \$500 for events that are sponsored by the College. The information shall be all of the following: a. Accessible from the main page of the website by use of not more than three links; b. Searchable by keywords and phrases; c. Accessible without requiring registration.

(D) The College shall respond to complaints from any student, student group, or faculty member about an alleged violation of the prohibitions and requirements included in this policy using the same complaint process as is used for complaints regarding the college's free speech policy under current law, as outlined in the existing academic and student grievance policies. Information about this complaint process must be provided in any new student orientation.

(E) Nothing in this policy prohibits:

(1) Faculty or students from classroom instruction, discussion, or debate, so long as faculty members allow students to express intellectual diversity; and

(2) The College from complying with any state or federal law to provide disability services or to permit student organizations, including fraternities and sororities.

(F) Failure to comply with this policy may result in the General Assembly withholding or reducing any state operating subsidy payments, state capital improvement funds, or other state appropriations to the College, should the general assembly determines the College failed to comply with the requirements established herein.

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 DUPLICATE PROGRAM REPORT FOR THE OHIO DEPARTMENT OF EDUCATION

Moved by _____, seconded by _____.

WHEREAS, Northwest State Community College has completed the required Duplicate Program Report for the Ohio Department of Higher Education; and
WHEREAS, this report must be reviewed and approved by the Board of Trustees; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Northwest State Community College Duplicate Program Report be approved by the Board of Trustees effective August 15, 2025.

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

2. CONSIDERATION OF A RESOLUTION TO SUSPEND THE INSTITUTIONAL LEARNING OUTCOMES

Moved by _____, seconded by _____.

WHEREAS, the passage of Senate Bill 1, the Advance Ohio Education Act, prohibits the use of DEI practices while ensuring the fullest degree of intellectual diversity; and

WHEREAS, the College's adoption of policy 14-1-19 Prohibition of Diversity, Equity and Inclusion Practices impacts the current Institutional Learning Outcomes (ILOs); and

WHEREAS, after multiple discussions with College stakeholders, the decision was made to temporarily suspend the current ILOs; and

WHEREAS, a committee of faculty, staff and administration will work together to propose adjusted ILOs in response to the new policy

NOW, THEREFORE BE IT RESOLVED, that the Institutional Learning Outcomes, adopted by the Board of Trustees at the August 23, 2024 general board meeting, be temporarily suspended to comply with Senate Bill 1, the Advance Ohio Education Act.

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

3. CONSIDERATION OF A RESOLUTION TO AMEND THE COLLEGE VALUES STATEMENT: PEOPLE

Moved by _____, seconded by _____.

WHEREAS, the passage of Senate Bill 1, the Advance Ohio Education Act, prohibits the use of DEI practices while ensuring the fullest degree of intellectual diversity; and

WHEREAS, the College's adoption of policy 14-1-19 Prohibition of Diversity, Equity and Inclusion Practices impacts the current College Values; and

WHEREAS, the "People" value has been updated to comply with Senate Bill 1, the Advance Ohio Education Act

NOW, THEREFORE BE IT RESOLVED, that the value be updated as follows:

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

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

4. **CONSIDERATION OF A RESOLUTION TO ESTABLISH TUITION FOR THE 2025-2026 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, the Governor approved state budget allows for a \$10 per credit hour tuition increase for the 2025-2026 academic year; and

WHEREAS, the increase would not go into effect until spring 2026 semester; and

WHEREAS, the Cabinet and the President recommend

NOW, THEREFORE BE IT RESOLVED, that commencing spring semester 2026, tuition be increased from \$197.33 to \$207.33 for in-state students and increased from \$191.33 to \$201.33 for out-of-state students. Out-of-state students pay both in-state and out-of-state tuition fees totaling \$408.66.

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

5. **CONSIDERATION OF A RESOLUTION TO SCHOLARSHIP THE TUITION INCREASE FOR THE 2025-2026 ACADEMIC YEAR.**

Moved by _____, seconded by _____.

WHEREAS, the College Trustees authorized a \$10 per credit hour tuition increase to go into effect spring 2026; 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 spring 2026 semester.

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

President's Report - August 2025

Videos / Podcasts:

[Jul 30, 2025 Talking w/Todd](#)

Activities

Ongoing

- Defiance Rotary (weekly)
- OACC President's Call (various)
- NwOESC Superintendent Meeting (monthly)
- Four County Superintendent Meeting (monthly)
- President - Faculty Leadership Conversations (Monthly)
- OACC - Legislative Committee
- Alliance For Innovation in Technology President's Call (AFIT) (monthly)

Date	Activity
Jun 28	JATC Graduation - Newark, Ohio
July 1	Allied Moulded Plastics CEO
July 15	The Ridge Project - Ron Tijerina
July 16	Van Wert Chamber Event
July 25	Swanton Chamber Event
July 30 - Aug 2	Alliance For Innovation in Technology (AFIT)

Scheduled Time Off / Away from Campus

Date	Description
Sep 11	OACC President's Meeting - Dayton, Ohio

Non NSCC related Professional Activities

None.

Vice President / Chief Information Officer
August 2025
Submitted by: Darin Seiler

New Website Launch

The IT department was instrumental in the launch of the [new website](#) on July 8, 2025. They were responsible for the infrastructure readiness and smooth transition from the old website to the new one.

- The team is now working on automating data updates to gain efficiencies and reduce future costs.

Strategic Growth in the IT Department

The IT Department is strategically growing and restructuring to better support the college's vision. To address key areas of development, we've added a new position, restructured the Institutional Research position and promoted a dedicated team member.

- **Executive Director of Network Systems and Technology Support:** This role oversees the department's network infrastructure and technology support. This position will assist the Chief Information Officer in maintaining a high level of information assurance and security. We're proud to announce that Robert Duncan, a long-term, dedicated employee, has been promoted to this position from Director of Network Systems and Technology Support.
- **Director of Data Visualization:** This position had previously been the Director of Institutional Research and will focus on leveraging data to provide actionable insights. The Director of Data Visualization will lead efforts to transform complex data into clear, understandable visual representations to help inform strategic decision-making across campus.
- **Helpdesk Operations Specialist:** This new specialist will be dedicated to optimizing the day-to-day operations of the helpdesk. The role will involve improving service delivery, enhancing user support, and streamlining helpdesk processes to ensure a high level of support for all employees and locations.

Data Systems Team

The Data Systems team continues to manage the Banner Student Information System (SIS) and fulfill departmental requests. Key accomplishments and ongoing initiatives include:

Banner Upgrades

- DegreeWorks is being updated in the test environment from DW 5.1.3 to DW 5.1.5. This upgrade is necessary to bring the platform up to a current level.

- The latest Banner upgrades in the test environment were for a Banner Financial Aid upgrade. The prerequisites for this upgrade included building a new Tomcat server to separate Banner Admin from Banner Application Navigation. After several days of troubleshooting, the users are now testing out the new version release. This same set of tasks will be required when moving these upgrades to the Production environment.

Banner Software Integration

- Work is on-going with the interfaces between SLATE (Student Customer Relationship Management) and Banner.
- Work is underway with DataKind to interface National Student Loan Clearinghouse (NLSC) data with our Banner system.
- Currently working with HandShake to interface with Banner. This platform is designed to help students find jobs or internships.

New Initiatives

- In the past two months about 141 requests have been successfully completed, showing 100% positive feedback from the responses, with 89% being in the “awesome” category.
- The MyNSCC portal is being updated internally and is continuing to evolve as the new NSCC website went live on July 8, via an outside contractor.
- Self-Service Banner 9 has been configured and tested and plans are to replace the current Self-Service Banner 8 in late September.

State and Federal Reporting

- State HEI reporting has been completed for the spring term.
- IPEDS reporting for FY2026 will begin in August.

Functional

- Continuing to train new employees, and those transferring to different departments; in Banner, Self-Service Banner, MyNSCC portal and Argos (reporting tool). Training is offered as needed.

Network/System, Engineering & Support Team

This team received 352 new requests/incidents in June, resolving 340 with 100% positive feedback from 37 responses. Notable projects include:

Room Request & Booking Systems

- The new event/room booking Halo request portal will optimize and centralize room and event bookings within Halo. Employees have been trained on the new system and it will be rolled out to campus once the process is finalized.

Campus Security

- To increase security, a new physical campus intrusion system was built on our access control and surveillance systems. We are continuing to work with the police Chief to coordinate the "campus access" policy, as well as perform onboarding.

Halo Optimization

- Halo optimization is an ongoing process and it will increase efficiency and continue to make the platform user-friendly as it is expanded to more services. Most of the critical

changes have been completed and a few small items are left to address before closing the project this month.

- The expansion of the Halo ticketing system to the Distance Learning department is completed. This will facilitate a more efficient resolution of distance learning issues for both students and faculty.

Compliance & Infrastructure

- Policies, procedures and standards are continuing to be drafted as part of the GLBA compliance initiative. Legal compliance documentation is drafted and work has begun on recommended documentation. The final drafts of compliance documents are currently being revised.

Auditorium Lighting

- All house and stage lights are being replaced with modern adjustable fixtures and updated controls. Installation of house lights is continuing with an expected project completion by end of this year.

Van Wert Campus

- Internet fiber installation is underway at the Van Wert campus. Equipment continues to arrive and will be deployed to Van Wert once the site is operational.

Safety Initiatives

- The new Safety Grant funded the installation of a MARCS radio repeater system on the main campus. This system aims to enhance emergency communications. Installation of cabling and the antenna is finished. Testing will be completed and the project is expected to be concluded by the end of the year.

Software Rollout

- Windows 11 is gradually being rolled out to campus computers, with many employee devices already upgraded. Student and public-access computers are on schedule to be updated by the start of the fall semester to ensure a secure a consistent user experience.

Vice President for Academics
August 2025
Submitted by: Lana Snider

Though the lyrics to the *Lazy Days of Summer* could be sung while writing this as the weather is currently at a heat index of 100', the academic divisions are far from lazy as we are in full force preparing for our 2025-2026 academic year.

Dean's Retreat took place on July 21 and started with a tour of the Van Wert campus and spent the rest of the day having productive conversation on how to take full advantage if we are granted a Title III grant for our Center for Teaching & Learning. This grant would mean more than just professional development & networking opportunities for faculty, but could potentially change the entire academic landscape of our campus.

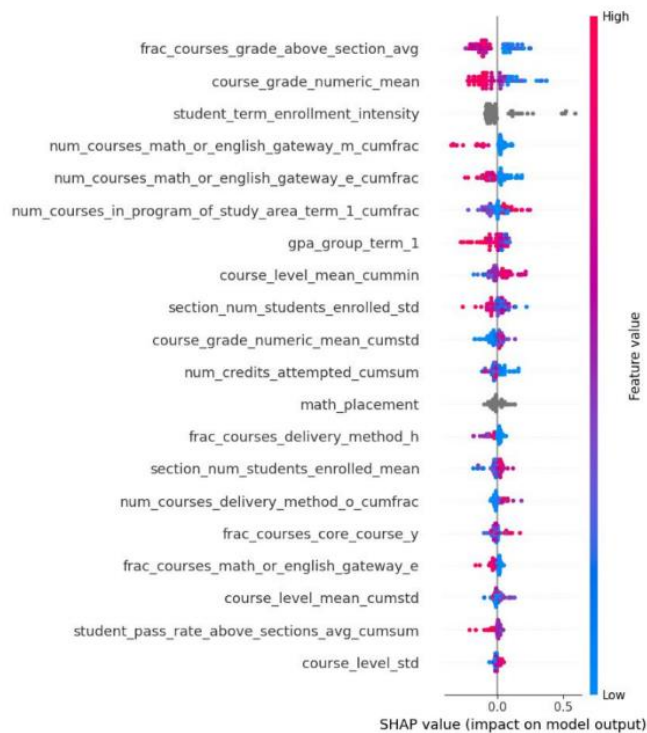
We are preparing for at least three faculty participants to participate in the OACC yearlong ACUE Course, "Effective Online Teaching Practices." Several faculty members have participated in the ACUE offerings and it is just one testament to our faculty's willingness for continuously learning effective teaching practices.

Following are some brief updates from the academic deans.

Jamilah Tucker: Arts & Science

Feature Importances

- + Shows the relative impact of features on model predictions
- + Each dot represents a labeled student-term record; color indicates feature value
- + Higher SHAP value => higher risk of not graduating on time
- + E.g. Students with a low % of grades above the section average have a higher risk of not graduating on time



DataKind

NSCC has partnered with DataKind, a nonprofit organization that helps social impact organizations use data science, to create an early warning system that identifies students at risk of not graduating on time. The system analyzes nearly 900 students who are seeking Associate's degrees and have completed at least 12 credits. By examining student performance data from their first semester, the system can predict which students may struggle to graduate within three years (full-time) or six years (part-time). For each at-risk student, the system provides a support score and identifies the top five reasons why that student may need additional help.

The system looks at key indicators of student success, including course grades, performance compared to classmates, first-semester GPA, and completion of important math and English courses. It also considers factors like participation in writing-intensive courses and whether students are taking classes fully online. When advisors receive this information, they can reach out to students proactively rather than waiting for students to ask for help. The system has been tested to ensure it treats all student groups fairly, showing only small differences in accuracy across gender, age, and racial groups. This approach allows our advisors to intervene early when students need support most.

After a pilot phase, campus stakeholders will be trained and have access to this information through our existing student information system, where they can see which students need support and understand the specific reasons behind each recommendation. This is just the beginning of our effort to use data-driven insights to improve student success. We are currently developing specific intervention strategies based on what the system tells us, and we plan to share the results of these interventions with DataKind to make the system even better. As we learn more about what works best for our students, we will continue to refine our approach and expand our ability to help students succeed.

Video: <https://www.powtoon.com/s/f4YYF8pMIqd/1/m/s>

Jason Rickenberg: Business & Public Services

Our fall schedule is set and we have seen increased enrollment and additional course sections were added to our schedule for the fall. Last week, we received our 10-year reaffirmation letter from ACBSP and it stated we are fully reaffirmed with no notes or conditions and they identified a best practice on Standard 7: Best practice on Criteria 7.3: The Business Unit offers a service to assist students with additional funding for education.

I reached out to Dr. Larry Zachrich, a former long-time Dean of Business, who serves as an ACBSP evaluator since 1993 & asked, “how big of a deal is it for the NSCC Business division to receive a 10-year reaffirmation without any notes or conditions and also receive a best practice on Standard 7?” Dr. Zachrich responded, “It is extremely rare for a college to be accredited or reaffirmed without notes, conditions or recommendations for improvement and mentioned he has only seen it a handful of times in his 30+ years of experience. This result is a testimony to the effectiveness of the business faculty and the leadership of the Dean of Business and Public Services. On 2/15/2029 the full ACBSP Quality Assurance report will be due and our ten-year ACBSP Reaffirmation will be due on 12/15/2034.

Additional Noteworthy Highlights:

Academy Commander, Greg Smith was notified by OPOTA that 10 of the 11 NSCC Law Enforcement Cadets passed the state OPOTA test on the first try. Additionally, the 10 cadets were offered and accepted positions with local agencies before they even graduated.

Law Enforcement Academy received notice from OPOTA that we passed our opening audit and can proceed with this year's academy. A total of 10 cadets have been enrolled, down from 11 cadets from the year before.

Lisa Becher, Marketing and Entrepreneurship faculty member and Jason J. Rickenberg attended the Annual ACBSP Conference in Las Vegas, Nevada.

Kayla Miller, AG Faculty Member facilitated an Articulation Agreement with Wright State University's Lake Campus for an Agricultural Concentration: Bachelor of Technical and Applied Studies degree. This allows for yet another transfer opportunity for her AG students.

15 learners are committed to joining the Ag program in the fall. We have an additional 5 who have applied to NSCC, indicating Agronomy or Agribusiness, but have to complete more steps to enroll. Based on previous data, we estimate we'll have 17 new learners joining the Ag program in the fall. The two sections of AGR110 Agronomy Principles (the introductory class to the ag program) for fall 2025 have 19 enrolled. This includes learners who began this semester, learners who will start in the fall, and CCP learners.

The Agriculture Technician AAS program has been approved by HLC, ODHE, and is being advertised and ready to enroll learners.

The Agriculture Technician Certificate has been approved by HLC, ODHE and we are currently waiting on the DOE to approve for financial aid before we can start enrolling learners.

The Paraprofessional Certificate has been approved by HLC. Still waiting on approval from ODHE before we can submit to DOE for financial aid approval.

Dr. Tiffany Ludwig: Nursing & Allied Health

All full-time faculty positions have been filled (YAY)! Our newest faculty & CTA members have been paired with a mentor and have been working with them already. Both have come in periodically over the summer to get their offices ready.

Twenty (20) out of 23 RN spring graduates have taken their NCLEX and have passed on the first try. One has a temporary license in Indiana (so I suppose I can count that as a first-time pass),

one hasn't tested yet, and the last one just completed last week so hasn't tested yet either. So far, 100% pass rate!

Our current PN students that walked at spring commencement are all ready to complete their precepting course this summer; stay tuned on their NCLEX progress!

Brittany Thompson's team and I have been working on recruiting for enrollment for our RN students through CollegeApp which is the platform that Medical Coding & Billing used to help increase interest (and it worked)! There was a total of 36,000 names that matched criteria to focus on for enrollment. Just the other day, I received an update that last year at this time there were 243 applications, and now there are 339. Overall, all of my programs have shown an increase in applications from last year to this year. Hopefully we will see that reflected in enrollment soon.

Medical Assisting/Phlebotomy courses continue to fill, and I am looking to hire another PT instructor.

Franklin Roberts: STEM & Industrial Technologies

The biology department received an updated BIOPAC to better serve students that collect data in BIO 231 Anatomy & Physiology I and BIO 232 Anatomy & Physiology II. The BIOPAC is used to collect data in areas such as cardiovascular and muscular. Students then analyze the data to make informed medical decisions in the realm of nursing.

A welding cobot was purchased using funds from RAPIDS 6. This equipment helps keep the welding program up-to-date with technology being used in the field. Students will be able to utilize the cobot this fall semester in several welding classes.

Franklin Roberts completed the Leadership Academy through the OACC. He attended the ending ceremony with past alumni in Columbus in June.

The NorthStar BlueScope Steel Foundation Board toured the NSCC campus on July 15 to learn more about the college with a particular focus on engineering and industrial programs. Enrollment continues in the three classes that are being offered at NorthStar this fall.

The STEM Office has acquired three new office mates whose names are yet to be determined.



Connie Klinsghirn & Registrar Office

- We are still working on collaborating with other departments regarding changing from a document management imaging system that is open-source to one that integrates with our student information system and complies with state and federal regulations. This will save on time & effort!
- The office completed the ODHE implementation of standardize scores and course equivalencies for International Baccalaureate courses, and the NSCC website is updated with the course equivalences.
- The office, along with the Financial Aid office, have begun the 2024-2025 Gainful Employment/Financial Value Transparency reporting. The deadline is September 30, 2025.
- We received five Credit When It's Due requests and were able to award three degrees.
- On August 5, our Student and Exchange Visitor Program (SEVP) will be on campus and provide updates. This is an annual visit.
- The team is conducting mock registrations and testing Self-Service Banner 9 in preparation for going live.

Jason Lafferty & Team (Heidi Keller, Kristi Rotroff & Christina Schwiebert)

A provisional plan has been sent to the HLC for the Youngstown Ironworkers Local 207 to become one of our new agency sites. Upon approval, Youngstown Ironworkers will be entered in Canopy as one of our new locations. The HLC approved three new agency sites on July 1st. The new sites are: Steubenville Electrical JATC, in Steubenville, Ohio; Marietta Plumbers Pipefitters Local 168, in Marietta, Ohio; and Lima Pipefitters JATC, in Lima, Ohio.

The Curriculog project is moving forward. My committee completed the review of the proposal forms on Thursday, July 24th. Revisions have been given to Modern Campus to complete. Next steps include a final meeting to review the platform, testing of the program, along with training faculty.

The new library platform training is reaching campus & included targeted emails to learners and faculty in courses requiring research, a spur of the moment appearance in an English classroom to answer questions, and emails with learners. We are working this summer to record some new library tutorial videos, adding to the 9 already available. July 27 - 30, Library Assistant Dusty Harris is attending his sixth OLSSI (Ohio Library Support Staff Institute) conference at the University of Dayton.

Christina led a workshop at the summer Sakai virtual conference in support of users and the Sakai community.

We were happy to welcome our new direct supervisor, Associate VP for Academics Jason Lafferty, and appreciate the great leadership of VP Lana Snider for the past 18 months.

Vice President of Enrollment Management & Student Affairs
Submitted by: Cassie Rickenberg
August 2025

The flurry of fall is afoot and there is much activity on-campus as we continue recruitment of students, registering them for classes, helping them navigate the financial landscape, and more. Here is a look at what the Learner Services teams have been up to this summer and are preparing for this fall.



Enrollment and Access

Recruitment efforts continue to gain momentum as we focus on building community connections, increasing visibility, and providing accessible enrollment support for prospective students. This summer, our recruiting team worked closely with Division Deans to create flyers that can be delivered to local businesses. In addition to flyers, the team delivered three bags of un-popped popcorn to each business for their breakroom, labeled with custom “Popping with Possibilities” NSCC-branded stickers. This small but memorable gesture will keep our name top of mind in the community. The goal was to visit over 150 area businesses before August 1!



We recently hosted another successful NSCC Visit Day, welcoming approximately 15 students and their guests to campus. During the event, attendees were able to complete essential enrollment steps, including orientation, placement testing (if needed), and course registration. To encourage participation, we raffled off two \$250 scholarships during the event, which helped boost interest and engagement.

CCP enrollment is going well and over 900 students are registered for the upcoming fall semester. CCP Advisors are anxiously waiting for high school counselors to return in order to finalize schedules and start booking CCP information sessions within the high schools this fall. As of mid-July, we had over 200 in-house CCP classes on the schedule. This work requires collaboration amongst CCP Advisors, the VPA office, Division Deans, and faculty. NSCC is proud to partner with our area schools and provide access to this coursework.

In more CCP news, our Advisors took on a summer project which included updating the required CCP orientation. This revamped version offers more information in areas that bring the most questions. For example, a video is being created to walk students through how to navigate their student portal. This tutorial offers a quick and easy view of where students can find the most valuable resources. The new orientation will go live in Sakai by September.

Advising and Student Success

The Advising Center has been bustling with activity, registering students for the upcoming term. During June and the first part of July, the academic advisors served 304 (unduplicated) students via a variety of methods – phone calls, text messages, emails, walk-ins, and both virtual and in-person appointments.



We will be welcoming new students to campus by way of The Fall Kickoff Event on Wednesday, August 13 from 5pm – 7pm in the Atrium and OASIS areas. All new students (including CCP students) will be able to see all of what NSCC has to offer them, along with tours of campus, food, and some NSCC swag! This will help kick-start their NSCC

journey and set them on the path to success!

Over the summer, the Success Center continued to provide strong academic support through both testing services and tutoring. We served a steady number of students, and early feedback on our new online tutoring platform, NetTutor, has been very positive. Students appreciate the accessibility and 24/7 availability of support directly through Sakai.

As we look ahead to the fall semester, we're preparing for a smooth transition. One of our current student workers is graduating and has accepted a position with NSCC, an exciting next step we're proud to celebrate. In turn, we'll be welcoming a new student worker to the team. The fall schedule for our Learning Lounge tutors is finalized, and we're ready to continue offering both in-person and online academic support to meet student needs.

Financial Aid

The Financial Aid Team, in collaboration with the Admissions Team, hosted a FAFSA Information Night on-campus in mid-July (7/17), to help students navigate the 2526 FAFSA form. As a result, seven students were assisted in the completion of their FAFSA.



Switching gears, the Great Minds Fellowship – supporting students pursuing a career in the behavioral health field – has successfully concluded. Through this initiative, eight (8) students in the Human Services program received support. A total of **\$64,133** in grant funding was awarded, with each student eligible to receive up to **\$10,000** in assistance.

Next on the docket, the Financial Aid and the Registrar's Offices will be teaming up once again to complete the gainful employment reports for the 2425 academic year.

Student Life

In Student Life News, there is a full line-up of Fall activities – including Welcome Back Week to kick things off, major/industry-specific jobs fairs throughout the term, and classics like the Halloween Costume Party and the Ugly Christmas Sweater Photos woven in!

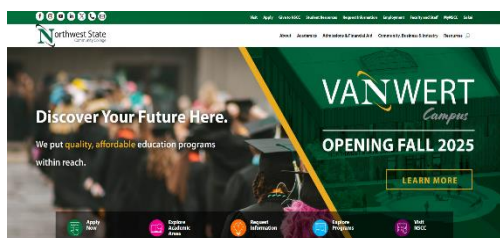
Earlier this summer, NSCC hosted the third annual Game Con event (fourth overall). The event drew 274 attendees, including 193 registered participants and 81 guests age 14 and under. While slightly lower than last year's attendance of 393, the event continued to attract a wide and diverse audience. Activities included a Super Smash Bros. tournament, cosplay contest, card game and console gaming areas, VR stations, a vendor and artist alley, LEGO tables, and food trucks. Notably, 10% of attendees were high school students—primarily from Defiance—and 46% were between the ages of 20 and 30. Additionally, 31% indicated this was their first time attending an NSCC event, and 13% came from the city of Defiance. The furthest traveler joined us from Newport, Indiana—over 240 miles away—highlighting the event's growing regional reach. The team is already looking forward to the 2026 event.



Marketing

The Marketing Team is busy balancing many priorities and collaborating with groups across campus to promote all things NSCC! A top priority right now is promoting fall enrollment using all marketing tactics – print, digital, and radio – emphasizing NSCC as “Your Community’s College!” A recent collaboration with the Admissions Team resulted in producing multiple social media boosted posts to increase applications in various counties where numbers are a bit lower than target, as well as to drive enrollment for the fall semester.

Did someone say county fair?! Yes! The Marketing Team helped the Foundation office and the Van Wert campus create a direct mail postcard to drive participation at the Van Wert County Fair booth on Labor Day. That wasn't all on the county fair front. They also assisted the Foundation office with promotion of the Henry and Fulton County Fair "Alumni Nite" events, including radio (WNDH-FM) and social media promotion.



Did you hear the new NSCC website launched on 7/8?! After much planning, many meetings, review, and feedback, the new design is here! All ticket requests should now be caught up with the new website, including old and new requests. Next up are larger-scale projects, such as building new pages for the site.

Our fun "Throwback Thursday" social media posts – featuring historical photos from NSCC's past – have received significant attention on NSCC social media. The goal is to have one each Thursday, for the foreseeable future.

The Marketing Team can also be seen snapping photos around campus. In fact, they captured some recent pictures for the CTS group, as CTS did an "EDGE Signing Day" for students joining the EDGE Program. This helps these students celebrate the day, just as a student athlete would when declaring their school. Look for those images and stories to populate the CTS and NSCC social media feeds.

TRIO Program

The TRIO Team, along with the greater campus, received some wonderful news last month. Northwest State has been awarded another 5-year TRIO Student Support Services grant! We have officially received the Grant Award Notice, which ensures the TRIO funding for 9/1/25-8/31/26. From 2020 to 2025, TRIO served 305 students; of those, 121 graduated from NSCC or transferred to a four-year institution and more than 100 students remain actively enrolled. TRIO students stop out at a rate 19% lower than the general student population at NSCC (TRIO Data and DOE Scorecard). The program plays a vital role in supporting first-generation college students, students with disabilities, and those who are Pell-eligible.



The TRIO grant supports educational and cultural experiences for students. Therefore, earlier this summer, TRIO students enjoyed an afternoon at Sauder Village. This was a great opportunity to learn about the history from 1803 through the 1920s. Students enjoyed watching demonstrations, interacting with the artisans, and a train ride.

Trainings and Professional Development

A few leaders of Learner Services joined a group of Academic leaders, as well as President Hernandez, at the AFIT Conference in Jacksonville, FL 7/30 – 8/2. The conference focused on “leading at the speed of change” and helped team members coordinate their skill sets for optimum group effectiveness. The project of focus for NSCC throughout the conference was the Center for Teaching and Learning – the subject of a Title III Grant Proposal NSCC is working on.

Title IX and Campus Safety

In the Compliance Corner, we are working with the AG's Office to review our Sexual Misconduct and Non-Discrimination Policies to ensure compliance. Our Title IX Coordinator and Deputy Title IX Coordinator for Students recently attended a three-day intensive Title IX Training in Maryland, taught by our Title IX Consultant from D. Stafford. It covered a significant amount of information, but it was valuable in broadening our understanding of this expansive and evolving law.

Summary

A new academic year is dawning, and we are eager to get underway. While there may be a bit of turbulence created by the changing legislation, we remain steadfast in our commitment to serve all students well and value *People, Integrity, and Learning*. 2025-2026 here we come!

Chief Fiscal & Administrative Officer
August 2024
Submitted by: Jennifer Thome

It's hard to believe the summer semester is already coming to a close. As we wrap up the final weeks, we want to take a moment to acknowledge the hard work and dedication shown by our students, faculty, and staff throughout the term.

On June 30, we celebrated NSCC Proud Day — a great opportunity to reflect on everything that makes NSCC special. It's always nice to see the college recognized for the support, opportunities, and sense of community it offers to faculty, staff, alumni, and more.

With the fall semester quickly approaching, preparations are well underway across campus. From finalizing course schedules to new learner welcome events, there's a renewed sense of energy and anticipation for the academic year ahead.



Business Office

With the month of July in the books, the business office is continuing to work on preparations for our annual audit. The auditor's first visit will be the week of August 18th and their second visit will be the week of September 22nd.

Grants Accounting is actively working to close out the fiscal year by preparing for the annual audit and finalizing FER (final expense reporting) with state or federal agencies.

Bookstore

The bookstore has begun preparations for the fall term, working to ensure that all textbooks, supplies and merchandise are in place to support the academic needs of students and faculty.

In addition to these preparations, the bookstore is excited to welcome a new member to the team. Brynn Ballmer joined the team on August 4th as the new Bookstore/Retail & Food Services Clerk.

Food Service

On June 30, the Food Service team welcomed Braxton Scheele as the new Food Services Assistant. We are still interviewing for the Cook position and are hopeful that we can get that position filled early in the fall term.

This summer has been marked by a wide range of events, including multiple summer camps held throughout June and July. During this time, the team successfully provided 118 lunches and 362 morning and afternoon snacks for camp participants. Additionally, they coordinated catering services for the Black Swamp event, the Gideons Faith Rally, and several smaller internal functions.



Facilities

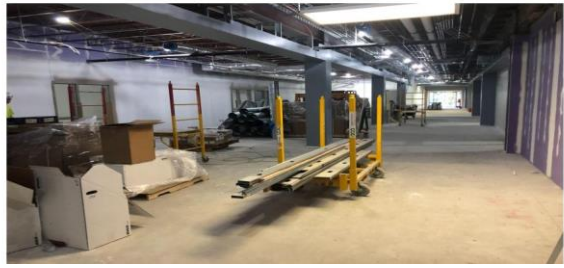
The solar project initiated in 2022 is now partially operational. Currently, five of the nine inverters are active, with additional units scheduled to come online shortly. This project is expected to save the college \$137,000 on the electric bill annually.



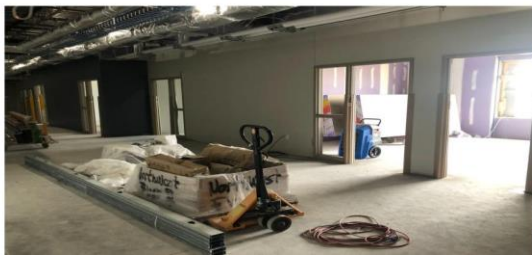
B Wing East Entrance from Atrium



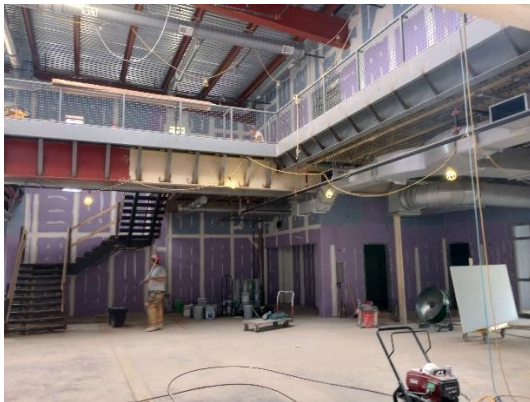
B Wing East Side Classrooms & Commons



2nd floor V.P Suits



2nd Floor Hallway Offices



Campus Police

The Campus Police Department is currently looking into adding a Class B uniform option. This would feature an exterior vest carrier designed to resemble a uniform shirt, worn over a base layer. Several of our officers have expressed interest in this option, and we believe it offers a functional, professional and non-militaristic appearance.

In addition, we are updating the current Class C uniform. This updated version will include department patches on the sleeves and an embroidered badge on the left chest of the polo shirt, resulting in a more professional look.

We are also looking into the addition of a less-lethal option to our equipment—Tasers—for enhanced safety and incident response.

Thanks to the School Safety Grant, the department recently able to purchase new MARCS radios. With the BDA antenna system installed by IT, our officers will have the ability to communicate directly with Henry County Dispatch in the event of an emergency and assist with school-related calls routed through their system. We are hopeful that the radios will be fully operational this fall, following training provided by the Henry County Sheriff's Office.

Chief Campbell recently met with Chief Asbury of Columbus State to discuss a variety of issues facing campus law enforcement, including security measures for remote campus locations.

We are also proud to share that Chief Campbell was nominated for the Midwest Community Federal Credit Union's *Community Hero Award Nominee Spotlight*, recognizing his dedication to campus & community safety.



Vice President – Workforce Development
August 2025
Submitted by: Jim Drewes

CTS Sales and Credentials for FY2025 – CTS exceeded its sales goal at 100.5% for fiscal year 2025 and 3,594 credentials were awarded including in the areas of business and professional development, computer and software, health and safety and industrial technology.

Summer Camps – NSCC hosted 12 summer campus from June 9 – July 16 with a total of 86 campers participating.



EDGE Program – NSCC Short Term IND Certificate 2025 signing Day for 15 students.



Vice President – Human Resources & Leadership Development
August 2025
Submitted by: Katy McKelvey

Recruiting:

We have filled the following roles:

- Custodian - 1st Shift
- Administrative Assistant – Custom Training Solutions
- Administrative Assistant – Foundation, BSSC & Marketing
- Food Services (part-time)
- Training Coordinator – Electrical & Automation
- Bookstore/Retail Clerk & Food Services

We are recruiting for the following roles:

- Training Coordinator- Mechanical & Fluid Power
- Food Services (part-time)
- Working Supervisor – Custodial
- Associate Dean of STEM & Industrial Technologies
- Cook

New Position Recruitment Efforts:

As part of our strategic enhancements to IT services and how we use data across the college, we're moving ahead with recruiting for two important positions:

Helpdesk Operations Specialist will focus on improving customer service and extending technology support to our satellite campuses.

Director of Data Visualization will replace the Executive Director of Institutional Research position we had previously been recruiting for. This role will lead the development of dashboards to turn complex data into clear insights for guided decision-making across the college.

Employee Shirts:

As a gesture of appreciation, the College is offering employees a selection of branded apparel items in various styles. These shirts are a gift from the College and will be available to try on during the upcoming employee luncheon on August 18th. Staff will have the opportunity to select their gift through the end of August.



Upcoming Events:

- August 18th – Hawaiian Luncheon
- September 9th – Taco Tuesday & Jersey Day
- October 15th – Employee Service Awards



Northwest State
Community College
Institutional Reporting

Budget - Monthly Verifications Report

Fiscal Year: 2025
Fiscal Period: 11 - May
ORG: All

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$15,471,079	\$2,959,324	\$18,430,403	\$18,412,586	\$0	\$17,817
5102	General Fees	\$479,250	\$88,776	\$568,026	\$643,408	\$0	-\$75,382
5103	Lab Fees	\$395,000	\$37,000	\$432,000	\$478,194	\$0	-\$46,194
5105	Out of State Fees	\$442,355	\$0	\$442,355	\$546,836	\$0	-\$104,481
5107	Proficiency Fees	\$3,000	-\$1,500	\$1,500	\$1,905	\$0	-\$405
5109	Other Fees	\$3,050	\$3,000	\$6,050	\$7,415	\$0	-\$1,365
5110	Late Fees	\$12,300	-\$6,000	\$6,300	\$7,550	\$0	-\$1,250
5115	Student Fees	\$88,500	\$8,300	\$96,800	\$94,259	\$0	\$2,541
5116	Deferred Payment Service Fee	\$3,650	\$350	\$4,000	\$3,820	\$0	\$180
5118	Bus & Ind. Traing Fee	\$4,195,000	-\$50,000	\$4,145,000	\$3,835,996	\$0	\$309,004
5119	Deposit ADN - Admissions	\$0	\$0	\$0	\$400	\$0	-\$400
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	\$900	\$0	\$2,600
5133	Tuition and Fees Schlop Allow	-\$2,192,631	\$0	-\$2,192,631	-\$1,442,179	\$0	-\$750,452
5155	Fiscal Agent Fee	\$99,166	\$0	\$99,166	\$94,010	\$0	\$5,156
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$28,187	\$0	\$1,813
5159	Career Advantage Fee	\$37,000	\$3,400	\$40,400	\$48,225	\$0	-\$7,825
5160	Simulation Fee	\$47,000	-\$11,000	\$36,000	\$34,830	\$0	\$1,170
5161	Career Service Fee	\$676,000	-\$76,000	\$600,000	\$811,923	\$0	-\$211,923
5162	Unallocated Reserves	-\$3,210,269	\$1,008,287	-\$2,201,982	\$0	\$0	-\$2,201,982
5163	OBR Capital Funds (State)	\$9,400,000	-\$3,500,000	\$5,900,000	\$0	\$0	\$5,900,000
5503	Foundation - Instl Supprt	\$140,000	\$0	\$140,000	\$0	\$0	\$140,000
5507	Project Independence Wildfire	\$0	\$0	\$0	\$16,606	\$0	-\$16,606
5603	Misc Revenue	\$0	\$0	\$0	\$13	\$0	-\$13
5610	Photo ID	\$670	\$0	\$670	\$710	\$0	-\$40
5611	Over / Short	\$0	\$0	\$0	-\$20	\$0	\$20
5614	Miscellaneous Income	\$2,759,808	-\$1,157,968	\$1,601,840	\$1,110,353	\$0	\$491,487
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$28,765	\$0	\$6,235

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$120	\$0	\$3,880
5642	E Sports Revenue	\$700	\$0	\$700	\$0	\$0	\$700
5753	Catering Sales - Nontaxable	\$0	\$0	\$0	\$130	\$0	-\$130
5801	OBR - Subsidy	\$15,986,108	-\$73,204	\$15,912,904	\$14,592,929	\$0	\$1,319,975
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$120,613	\$0	\$16
5901	Investment Income	\$50,000	\$0	\$50,000	\$63,946	\$0	-\$13,946
Revenue	Sub-Total:	\$45,081,365	-\$767,235	\$44,314,130	\$39,542,430	\$0	\$4,771,700
6101	Administrative Salaries	\$4,076,271	\$66,667	\$4,142,938	\$3,724,143	\$0	\$418,795
6102	Non Instructional Salaries	\$3,415,374	\$0	\$3,415,374	\$3,188,074	\$0	\$227,300
6103	Part Time Non Instructional	\$186,454	\$0	\$186,454	\$123,156	\$0	\$63,298
6104	Salary Savings	-\$250,000	\$0	-\$250,000	\$0	\$0	-\$250,000
6121	Academic Salaries	\$3,778,610	\$0	\$3,778,610	\$3,109,804	\$0	\$668,806
6122	Academic Overload	\$700,436	\$0	\$700,436	\$624,675	\$0	\$75,761
6123	Part Time Academic	\$1,442,959	-\$50,000	\$1,392,959	\$1,494,479	\$0	-\$101,520
6124	Independent Study	\$12,395	\$0	\$12,395	\$10,265	\$0	\$2,130
6125	Academic Advising	\$2,950	-\$1,250	\$1,700	\$0	\$0	\$1,700
6141	Part Time Student Help	\$76,076	\$0	\$76,076	\$61,362	\$0	\$14,714
6142	Work Study Student	\$15,000	\$0	\$15,000	\$1,729	\$0	\$13,271
6143	Student Tutoring	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
6144	Faculty Tutoring	\$41,000	\$0	\$41,000	\$30,849	\$0	\$10,151
6145	Honorarium	\$2,400	\$0	\$2,400	\$893	\$300	\$1,207
6200	Fringe Expense	\$4,431,563	\$0	\$4,431,563	\$3,796,449	\$0	\$635,114
6201	STRS	\$0	\$0	\$0	-\$2,762	\$0	\$2,762
6203	SERS	\$0	\$0	\$0	\$1,004	\$0	-\$1,004
6210	Fringe Actual	\$0	\$0	\$0	\$867,933	\$0	-\$867,933
6211	Medical	\$0	\$0	\$0	-\$372,458	\$0	\$372,458
6216	Misc Insurances	\$0	\$0	\$0	-\$142	\$0	\$142
6218	HRA	\$15,000	\$0	\$15,000	\$3,805	\$0	\$11,195
6301	Workers Compensation	\$15,000	\$0	\$15,000	\$16,763	-\$330	-\$1,433
6302	Unemployment Compensation	\$3,000	\$12,000	\$15,000	\$21,028	\$0	-\$6,028
6303	Employee Fee Waiver	\$60,000	\$0	\$60,000	\$75,009	\$0	-\$15,009

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6304	Bookstore Employee Discount	\$4,000	\$0	\$4,000	\$1,852	\$0	\$2,148
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$900	\$0	\$2,100
6306	Employee Appreciation	\$27,500	\$0	\$27,500	\$16,690	\$170	\$10,640
6307	Faculty / Staff Development	\$106,200	-\$200	\$106,000	\$96,128	\$1,365	\$8,507
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
6310	IBEW Instructor Fee Waiver	\$0	\$0	\$0	\$5,481	\$0	-\$5,481
7101	Office Supplies	\$58,222	-\$8,879	\$49,343	\$24,560	\$116	\$24,667
7102	Copier Supplies	\$17,620	\$0	\$17,620	\$19,749	\$0	-\$2,129
7103	Recruiting Supplies	\$23,350	-\$3,759	\$19,591	\$8,885	\$0	\$10,705
7121	Computer Supplies	\$46,810	\$0	\$46,810	\$45,472	\$0	\$1,338
7131	Instructional Supplies	\$341,385	-\$27,695	\$313,690	\$150,377	\$14,884	\$148,429
7132	Lab Supplies	\$69,300	-\$4,800	\$64,500	\$22,470	\$4,606	\$37,424
7134	ADA Hearing Impaired Books	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7135	Instructional Food/Snacks	\$28,600	\$0	\$28,600	\$16,065	\$0	\$12,535
7136	Linen and Laundry	\$360	\$0	\$360	\$180	\$0	\$180
7138	Graduation Supplies	\$26,150	-\$515	\$25,635	\$3,640	\$180	\$21,815
7151	College Car Supplies	\$990	\$0	\$990	\$54	\$0	\$936
7156	Miscellaneous Supplies	\$14,450	\$4,479	\$18,929	\$3,129	\$0	\$15,800
7157	Employee Awards	\$7,000	\$0	\$7,000	\$3,612	\$529	\$2,859
7161	Library Supplies	\$1,500	\$0	\$1,500	\$868	\$0	\$632
7162	Library Books Lost / Replaced	-\$3,953	\$0	-\$3,953	-\$225	\$0	-\$3,728
7171	Audio Visual Supplies	\$33,091	\$0	\$33,091	\$43,722	\$21,391	-\$32,023
7181	Uniforms	\$6,550	\$0	\$6,550	\$2,827	\$32	\$3,690
7182	Janitorial Supplies	\$25,000	\$0	\$25,000	\$17,844	\$0	\$7,156
7201	Conferences and Seminars	\$164,904	\$4,152	\$169,056	\$68,099	\$3,208	\$97,749
7202	Travel	\$168,384	\$12,840	\$181,224	\$77,756	\$0	\$103,468
7203	Development	\$63,500	\$1,000	\$64,500	\$39,177	\$7,200	\$18,123
7204	Instructional Travel	\$35,900	-\$2,400	\$33,500	\$21,668	\$4,295	\$7,537
7207	Committee Meetings	\$31,740	\$5,000	\$36,740	\$24,960	\$5,012	\$6,768
7208	Convocation	\$8,000	-\$7,000	\$1,000	\$0	\$0	\$1,000
7209	Travel for Recruiting	\$4,000	\$0	\$4,000	\$0	\$0	\$4,000
7301	Subscriptions and Publications	\$15,335	-\$352	\$14,983	\$9,110	\$0	\$5,873

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7311	Dues	\$191,239	\$11,250	\$202,489	\$206,025	\$13,206	-\$16,741
7321	Classified Advertising	\$7,500	\$0	\$7,500	\$3,769	\$0	\$3,731
7322	Radio Advertising	\$66,000	\$0	\$66,000	\$57,291	\$8,777	-\$68
7323	Brochures	\$20,000	\$0	\$20,000	\$14,468	\$0	\$5,532
7324	Advertising - Papers	\$18,000	\$0	\$18,000	\$15,625	\$10,000	-\$7,625
7325	Advertising - Billboards	\$87,000	\$0	\$87,000	\$76,794	\$5,099	\$5,107
7326	Advertising - Miscellaneous	\$84,725	-\$6,550	\$78,175	\$60,681	\$3,030	\$14,465
7328	Advertising - Digital	\$70,000	\$0	\$70,000	\$52,578	\$14,417	\$3,005
7329	Advertise-Wkfrnc Devel	\$25,500	\$0	\$25,500	\$14,778	\$511	\$10,211
7330	Regional Campus Marketing	\$27,000	-\$12,000	\$15,000	\$5,275	\$150	\$9,575
7331	Community Relations Donations	\$500	\$0	\$500	\$300	\$0	\$200
7352	Printing	\$44,200	\$8,850	\$53,050	\$35,185	\$7,998	\$9,866
7361	Postage	\$25,100	\$0	\$25,100	\$14,150	\$7,934	\$3,015
7401	Equipment M & R	\$293,863	\$27,185	\$321,048	\$221,652	\$11,218	\$88,179
7402	Buildings M & R	\$220,000	\$71,000	\$291,000	\$127,259	\$38,819	\$124,922
7403	Grounds M & R	\$37,000	\$10,858	\$47,858	\$19,212	\$2,000	\$26,646
7404	Parking Lot M & R	\$47,000	\$3,642	\$50,642	\$48,339	\$0	\$2,303
7405	Water Tower M & R	\$302,000	\$0	\$302,000	\$1,135	\$43,750	\$257,115
7406	Vehicles M & R	\$30,000	\$0	\$30,000	\$20,867	\$6,306	\$2,826
7407	Equipment Replacement	\$10,000	\$0	\$10,000	\$8,434	\$0	\$1,566
7408	Equipment Rental	\$38,500	-\$6,985	\$31,515	\$16,952	\$8,109	\$6,454
7409	Facilities Rental	\$5,058,838	\$1,315,000	\$6,373,838	\$7,493,467	\$40,910	-\$1,160,539
7501	Professional Fees	\$127,250	\$0	\$127,250	\$77,637	\$69,814	-\$20,201
7502	Legal Fees	\$29,000	-\$7,000	\$22,000	\$12,246	\$1,381	\$8,373
7503	Audit Fees	\$40,000	\$0	\$40,000	\$29,678	\$0	\$10,322
7504	Accreditation	\$12,897	\$0	\$12,897	\$1,700	\$0	\$11,197
7505	Consultant	\$8,000	\$0	\$8,000	\$0	\$0	\$8,000
7521	Training	\$293,600	\$0	\$293,600	\$272,166	\$0	\$21,434
7522	Testing / Assessment	\$160,950	\$1,500	\$162,450	\$94,446	\$11,576	\$56,427
7523	Outside Services	\$6,325,754	\$1,336,800	\$7,662,554	\$9,763,128	\$146,069	-\$2,246,643
7525	Purchased Services	\$73,839	\$0	\$73,839	\$69,795	\$7,441	-\$3,397
7527	Collection Fees	-\$20,000	\$0	-\$20,000	-\$15,341	\$2,586	-\$7,245

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7528	Policy Compliance	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$7,765	\$0	\$2,735
7531	Finger Printing Expense	\$29,720	\$0	\$29,720	\$21,683	\$25,180	-\$17,143
7601	Adult Diploma Scholarship	\$25,000	\$0	\$25,000	\$0	\$0	\$25,000
7602	JATC Career Advantage Fee Schl	\$500	\$0	\$500	\$0	\$0	\$500
7603	Honors Scholarship	\$70,000	\$0	\$70,000	\$40,049	\$0	\$29,951
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$6,704	\$0	\$5,296
7605	Presidential Scholarship	\$1,050,000	\$0	\$1,050,000	\$867,041	\$0	\$182,959
7606	Scholarship Allowance	-\$2,192,631	\$0	-\$2,192,631	-\$1,442,179	\$0	-\$750,452
7607	Agency Graduate Studnt Schl	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7608	Fee Waiver - Senior Citizens	\$6,000	\$0	\$6,000	\$7,079	\$0	-\$1,079
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 Schl	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7619	Registration Scholarship	\$204,804	-\$79,000	\$125,804	\$0	\$0	\$125,804
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$6,500	\$0	\$4,500
7629	Interntl Student Schl	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schl & Books	\$690,042	\$0	\$690,042	\$169,702	\$0	\$520,340
7631	Bad Debt Expense	\$105,000	\$0	\$105,000	\$13,640	\$0	\$91,360
7632	Capital Lease Interest	\$61,000	\$0	\$61,000	\$60,953	\$0	\$48
7633	Contingency Fund	\$86,900	-\$3,881	\$83,019	\$41,515	\$80	\$41,425
7634	Instructional Media	\$11,500	\$0	\$11,500	\$11,969	\$0	-\$469
7635	Database Subscriptions	\$35,000	\$0	\$35,000	\$31,193	\$0	\$3,807
7636	Student Activities	\$27,225	\$500	\$27,725	\$13,937	\$2,143	\$11,645
7637	Student Group	\$300	-\$300	\$0	\$0	\$0	\$0
7638	Fund Raising	\$0	\$0	\$0	\$19,651	\$5,545	-\$25,196
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$60,275	\$0	-\$49,725
7642	Alumni Fund Expense	\$11,600	\$0	\$11,600	\$11,150	\$0	\$450
7644	Miscellaneous	\$63,800	\$0	\$63,800	\$2,957	\$0	\$60,843
7645	Business Competition	\$800	-\$800	\$0	\$311	\$0	-\$311
7646	Administrative Retreat	\$400	\$0	\$400	\$0	\$0	\$400
7650	Strategic Planning	\$500	\$0	\$500	\$43	\$0	\$457

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7660	Open House	\$500	\$0	\$500	\$0	\$0	\$500
7667	CCP Scholarship	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7670	Road to Success Schlp	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7671	Sports Club Schlp	\$20,000	\$0	\$20,000	\$31,157	\$0	-\$11,157
7676	TRIO - NSCC Scholarship	\$5,000	\$0	\$5,000	\$1,241	\$0	\$3,759
7677	Tuition Reduction - Cares	\$0	\$79,000	\$79,000	\$232,624	\$0	-\$153,624
7681	Fee Waiver - CTS	\$0	\$0	\$0	\$0	\$0	\$0
7701	Gas	\$85,000	\$0	\$85,000	\$55,008	\$29,310	\$682
7702	Electricity	\$175,000	\$50,000	\$225,000	\$202,297	\$21,762	\$941
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$2,661	\$0	\$38
7704	Water	\$9,500	\$500	\$10,000	\$5,693	\$4,217	\$90
7705	Sewer	\$35,000	\$3,000	\$38,000	\$32,835	\$5,150	\$15
7706	Waste Collection	\$9,500	\$600	\$10,100	\$6,165	\$2,395	\$1,540
7707	Telephone	\$91,644	\$0	\$91,644	\$37,170	\$30,062	\$24,411
7722	Employee Liability Insurance	\$14,400	\$0	\$14,400	\$32,625	\$0	-\$18,225
7724	Motor Vehicle Insurance	\$28,000	\$622	\$28,622	\$37,899	\$0	-\$9,277
7725	Property Insurance	\$117,319	-\$622	\$116,696	\$113,882	\$0	\$2,815
7727	Prof Liab Students	\$13,897	\$1,400	\$15,297	\$15,818	\$0	-\$521
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$365	\$0	\$1,885
7729	Cyber Liability Insurance	\$20,100	\$0	\$20,100	\$21,556	\$0	-\$1,456
7901	Library Books	\$12,000	\$0	\$12,000	\$6,189	\$0	\$5,811
7902	Fixtures and Furnishings	\$514,761	-\$23,140	\$491,621	\$156,645	\$133,323	\$201,653
7903	Software and Licensing	\$829,978	-\$61,950	\$768,028	\$708,214	\$26,882	\$32,932
7904	Building Projects	\$9,400,000	-\$3,500,000	\$5,900,000	\$0	\$109,895	\$5,790,105
7911	Equipment	\$497,140	\$8,500	\$505,640	\$235,857	\$14,500	\$255,283
7912	Motor Vehicles	\$30,000	\$4,500	\$34,500	\$33,755	\$0	\$745
Expense	Sub-Total:	\$45,325,065	-\$768,233	\$44,556,832	\$38,121,850	\$934,504	\$5,500,479