

BOARD OF TRUSTEES MEETING

December 9, 2022 – 11:30 a.m.

Room C200

ORDER OF BUSINESS

A. CALL TO ORDER (Scott M)

B. ROLL CALL (Megan B)

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

C. PLEDGE OF ALLEGIANCE

D. MISSION, VISION & VALUES (Volunteer)

E. EXECUTIVE SESSION

F. PRESENTATION – Strategic Plan / Dotting Session (All)

G. AUDIENCE PARTICIPATION

H. CHIEF EXECUTIVE OFFICER REPORT (Todd H)

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

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

- Board Budget Committee (Jenny / Todd)
 - Audit Report Out

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

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

Values: People, Integrity and Learning

- Strategic Planning Update (Al L / Todd H)
- Facilities Project Update (Jenny T)
- Policy and Procedure Updates
 - Board Self Evaluation

J. CHIEF FISCAL OFFICER REPORT (Jenny T)

- Financial Report as of September 30, 2022

K. CONSENT AGENDA (Megan B)

1. Consent Agenda Items (roll call vote)
 - a. Minutes of the October 21, 2022 Meeting
 - b. Resignations
 - c. Employ Full-Time Financial Aid Counselor
 - d. Employ Full-Time Fundraising Coordinator
 - e. Employ Full-Time Grants Officer
 - f. Promotion to Director – Admissions
 - g. Transfer to Administrative Assistant – Nursing & Allied Health
 - h. Transfer to Academic Advisor
 - i. Renewal of Probationary and Non-Teaching Faculty Contracts
 - j. Miscellaneous Employment Contracts
 - k. Board Self Evaluation Policy (New)
 - l. Acceptance of Gift to the College

L. PROPOSED RESOLUTIONS (Megan B)

1. Affordability and Efficiency Report
2. Approval FY2021-2022 Audit

M. OTHER BUSINESS (Todd H)

1. Upcoming Board Activities
 - a. Emeritus Dinner – December 19
 - b. Fall Commencement – December 19
 - c. Foundation Board – January 26

N. ADJOURNMENT (Scott M)

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

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

Values: People, Integrity and Learning

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, October 21, 2022 at 11:30 a.m.

Lisa McClure, 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

22-75

Members present: Sandy Barber, John Bridenbaugh, Lisa McClure, Joel Miller and Scott Mull

Absent: Katrina DeGroff, Jeff Erb, Ron Ernsberger, Mickey Schwarzbek

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 Mull 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 Mull 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.

EXECUTIVE SESSION

22-76

Mr. Miller moved and Ms. Barber seconded a motion to go into executive session to review negotiations with public employees concerning compensation and other terms of their employment and to discuss the employment of a public employee."

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

Following executive session, the meeting moved back to regular session and on record at 12:12 a.m. No action was taken.

STRATEGIC PLAN UPDATE: PILLAR ONE – LIFE-CHANGING EDUCATION

Dan Burklo, Vice President for Academics, provided an update on our strategic plan. Dr. Burklo is the goal champion for pillar one: Life-changing education. As part of the update, he introduced the four academic deans, which have led some of the initiatives to achieve the goals of the strategic plan. The strategies include ensuring high quality learning experiences, ensuring transformative educational experiences and ensuring a safe learning environment built for and around the learner. *Ensuring high quality learning experiences* include (but not limited to) maintaining HLC accreditation, implementation of a college-wide assessment model, updating the institutional learning outcomes (ILOs), faculty onboarding and professional development and increased inclusion and engagement of part-time faculty. *Ensuring transformative educational experiences* includes an increase in awarded credentials, increase the rate of credential attainment and reducing the average time of credential completion, concerted effort around retention and completion and providing educational experiences outside the classroom. The focus is also on adult learners (age 25+) and lifelong learning. *Ensuring a safe learning environment built for and around the learner* includes updating all policies and procedures to make them learner-centered, updating technology to increase access and creating an inclusive environment for all learners.

CHIEF EXECUTIVE OFFICE REPORT

Each of the Vice Presidents provided a report from their respective areas. Lana Snider, VP for Enrollment Management & Student Affairs provided a few metrics on student success. Since 2017, the average credit hours per term has increased from 6.6 to 9.4. This increase is a result of the Advising Center and the College's partnership with Achieving the Dream. Fall enrollments as of October 13 are up overall compared to fall 2021, mostly due to agency enrollments. Degree-seeking and early admit (CCP) are both down from fall 2021. Some of the initiatives to curb the decline in enrollments include increased outreach, packaged programs, strategic schedules and services, financial access and the addition of the Van Wert campus.

BOARD DISCUSSION ITEMS

BHAG – EVP Lewis provided an in-depth update on the status of the College's healthcare initiative, which is to have 225 learners enrolled in healthcare programs by May 2023. This will be accomplished through the following strategies: strategic partnerships with local healthcare facilities, no student left behind which includes scholarships / financial support, academic support and attraction, robust marketing, short-term certificate offerings, increase in clinical capacity, flexible scheduling to include evening, weekend and hybrid class offerings and fulfilling current equipment needs for the nursing lab.

Strategic Planning – The strategic planning process is currently gaining feedback from different stakeholder groups. The faculty and staff will participate in dotting sessions in mid-November to identify the trends that should be the priority / focus of the College for the next plan, followed by the Board of Trustees in December. The goal is to provide a draft plan to the Board in February 2023.

Facilities Project Update – The project to replace the HVAC and chiller in A building will begin November 1. There will be several weeks of work including one week where the College will have to evacuate the A building to remove and replace large pieces of equipment. Classes will be moved online or to different buildings that week to minimize disruption to the learners.

Audit Report Out – The financial audit is being finalized and will be submitted by the October 31 deadline.

Emeritus Nomination – One nomination will be brought to the board for recommendation and approval.

Policy and Procedure Updates:

Minors on Campus – a policy and procedure have been created and the policy is on the agenda for approval.

Free Speech Policy / S.B.135 – a policy has been created and is on the agenda for approval.

Board Self Evaluation – A policy and procedure has been drafted for the Board's review. Dr. Hernandez asked for two volunteers from the Board to review the drafts and assist in creating a questionnaire. Trustee Miller and Trustee Barber will serve on an ad hoc committee with the President and Secretary of the Board to finalize the documents. They will be brought to the December board meeting for review and approval.

CONSENT AGENDA APPROVED

Ms. Barber moved and Mr. Miller seconded the following consent items:

MINUTES OF AUGUST 26, 2022 BOARD MEETING

22-77

RESIGNATIONS

22-78

WHEREAS, Sarah Stubblefield, Grants Project manager, has submitted her resignation; and

WHEREAS, Kemp Stapleton, Director of Accounting & Auxiliary Services, has submitted his resignation; and

WHEREAS, Austin Flores, Director of Admissions, has submitted his resignation; and

WHEREAS, Marsha Buehrer, Administrative Assistant – Nursing & Allied Health, has submitted her retirement notice; and

WHEREAS, Rebecca Slattman, Receptionist, has submitted her retirement notice; and

WHEREAS, Jill Van Horn, Bookstore Clerk, has submitted her retirement notice; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Sarah Stubblefield, effective September 6, 2022; Kemp Stapleton, effective September 21, 2022; Austin Flores, effective October 26, 2022; and the retirements of Marsha Buehrer, effective December 31, 2022; Rebecca Slattman, effective December 31, 2022; and Jill Van Horn, effective December 31, 2022 be accepted.

GRANT-FUNDED POSITIONS

22-79

WHEREAS, the positions of Director – JFS Workforce Opportunities held by Pete Prichard, Training Coordinator – JFS Workforce Opportunities held by Jay Miller and Program Manager – JFS Workforce Opportunities held by Robert Kraus were funded through a grant from Job & Family Services; and

WHEREAS, the grant ended on September 30, 2022; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees acknowledges the end of the grant and the non-continuance of the three positions funded by Job & Family Services effective September 30, 2022.

FULL-TIME FINANCIAL AID COUNSELOR EMPLOYED

22-80

WHEREAS, the position of full-time Financial Aid Counselor was left vacant due to the resignation of Wendy Walters; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Melissa Durham be employed as full-time Financial Aid Counselor effective September 6, 2022 at an annual salary of \$36,483.20. This is in accordance with the Support Staff Bargaining Agreement.

FULL-TIME CDL TRAINING COORDINATOR EMPLOYED

22-81

WHEREAS, the position of full-time CDL Training Coordinator was created to support the growing enrollment in the CDL program at the College; and

WHEREAS, the position is responsible for delivering instruction, developing classroom training materials, and updating curriculum as needed; and

WHEREAS, the Training Coordinator may also facilitate the daily operation of training at future sites, and work with CTS staff, prospective and registered students; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Timothy Aldape be employed as full-time CDL Training Coordinator effective October 10, 2022 at an annual salary of \$57,000. This is a graded position.

PROMOTION TO GRANTS ACCOUNTANT

22-82

WHEREAS, the position of Grants Accountant was left vacant due to the promotion of Ashlynn Cox to Director – Financial Aid; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Jennifer Morris be promoted to full-time Grants Accountant effective September 6, 2022 at an annual salary of \$41,000. This is a graded position.

PROMOTION TO ACCOUNTS PAYABLE ASSOCIATE

22-83

WHEREAS, the position of Accounts Payable Associate was left vacant due to the promotion of Jennifer Morris to Grants Accountant; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Heather Hagerman be promoted to full-time Accounts Payable Associate effective October 3, 2022 at an annual salary of \$37,000. This is a graded position.

PROMOTION TO SENIOR REGISTRAR ASSISTANT

22-84

WHEREAS, the position of Senior Registrar Assistant was left vacant due to the transfer of Julie Curry to Administrative Assistant – Business & Public Services; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Lisa Spiess be promoted to full-time Senior Registrar Assistant effective October 4, 2022 at an annual salary of \$36,774.40. This is in accordance with the Support Staff Bargaining Agreement.

TRANSFER TO ADMINISTRATIVE ASSISTANT – FOUNDATION

22-85

WHEREAS, the position of full-time Administrative Assistant – Foundation was left vacant due to the passing of Laurie Storrer; and

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

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Katrina Adams be employed as full-time Administrative Assistant – Foundation effective September 14, 2022 at an annual salary of \$36,483.20. This is in accordance with the Support Staff Bargaining Agreement.

TRANSFER TO AGENCY MANAGER – CUSTOM TRAINING SOLUTIONS

22-86

WHEREAS, the position of full-time Agency Manager – Custom Training Solutions (CTS) was created as part of ongoing succession planning for the CTS Division of the College; and

WHEREAS, the grant-funded position of Program Manager of JFS Workforce Opportunities, which was held by Robert Krauss, ended on September 30, 2022; and
WHEREAS, Mr. Krauss has the qualifications for the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Robert Kraus be employed as full-time Agency Manager – CTS effective October 1, 2022 at an annual salary of \$68,495. This is a graded position.

**TRANSFER TO ADMINISTRATIVE ASSISTANT –
BUSINESS & PUBLIC SERVICES**

22-87

WHEREAS, the position of full-time Administrative Assistant – Business & Public Services was left vacant due to the transfer of Katrina Adams to the Foundation office; and

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

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Julie Curry be employed as full-time Administrative Assistant – Business & Public Services effective October 4, 2022 at an annual salary of \$36,483.20. This is in accordance with the Support Staff Bargaining Agreement.

MISCELLANEOUS EMPLOYMENT CONTRACTS

22-88

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

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

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

Graded

Employ Mr. Jesse Barrera as Campus Police Officer effective October 13, 2022 at the rate of \$20.00 per hour.

Part-time Instructors:

Ameno-Gill	Molliey	Hamel	April
Anderson	Charity	Howey	Diana
Brown	Alissa	Jacob	Michelle
Cook	Christina	Martin	Kay
Dehn	Eric	Menna	Anthony
Emch	Sarah	Miller	Luke
Esmail	Ashraf	Mott	Diane
Fisher	Heather	Pierce	Haley
Fitzpatrick	Leon	Shreves	Bradley
Geiger	Matthew	Thomas	Jonathan
Gordon	Brandon	Wyse	Karen

INTERNATIONAL TRAVEL

22-89

WHEREAS, advance Board of Trustee approval is necessary for professional activities that require travel outside the United States; and

WHEREAS, two STEM faculty have requested to travel to Toronto, Canada November 16-21 to attend the American Mathematical Association of Two-Year Colleges annual conference; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Marianna Doolittle and Ms. Suzanne Lammers be granted permission to travel outside the United States to attend the above-mentioned conference November 16-21.

NEW POLICY – MINORS ON CAMPUS

22-90

WHEREAS, Northwest State Community College (NSCC) seeks to promote the safety and welfare of minors on NSCC campus, including minors who participate in youth activities and programs on NSCC campus; and

WHEREAS, this policy outlines what is required of faculty, staff, learners and volunteers who interact with minors or work in youth activities and programs; and

WHEREAS, this policy applies to all minors on college property, as defined in the policy; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that policy 14-3-38 Minors on Campus be approved.

3358: 14-3-38 Minors on campus.

Effective Date: 10/21/2022

Northwest state community college (NSCC) seeks to promote the safety and welfare of minors on NSCC campus, including minors who participate in youth activities and programs on NSCC campus. This policy outlines what is required of faculty, staff, learners, and volunteers who interact with minors or work in youth activities and programs, including their reporting obligations in instances of known or suspected incidents of child abuse or neglect of minors. This policy applies to all minors, as defined below, on college property, and any faculty, staff, learners, and volunteers who interact with minors while on campus.

(A) Definitions / applicability

- (1) “Child abuse or neglect” is when a child has suffered or faces a substantial threat of suffering any physical or mental injury that reasonably indicates abuse or neglect, including that of a sexual nature.
- (2) “Minors” are persons under the age of eighteen (18) who may or may not be enrolled or accepted for enrollment at Northwest state community college as a learner. The term “minor” and “child” are used interchangeably in this policy.
- (3) Youth activities include but are not limited to:
 - (a) Youth activities and programs the college operates on college property including but not limited to overnight camps, licensed childcare facilities, instructional programs, day camps, academic camps, and sports camps.
 - (b) Youth activities and programs the college operates that do not take place on college property, including but not limited to outreach and community service activities.
 - (c) Virtual youth activities and programs the college hosts on an online platform.
 - (d) Hybrid youth activities and programs that have both virtual and in-person components.
 - (e) Faculty or staff who bring a youth to college property as an intern, volunteer, or recruit outside of a structured youth activity or program.

(B) Reporting suspected abuse or neglect

- (1) Any program personnel who in the course of their duties witness child abuse or neglect

or have information that would lead a reasonable person to believe a youth faces a substantial threat of child abuse or neglect must immediately take the following two steps to report:

(a) Alert the appropriate agency:

- (i) If a youth is in imminent danger (life threatening or abuse is being witnessed), call 911. If you are unsure whether there is imminent danger, call 911 or
- (ii) If a youth is not in imminent danger, call children services agency at 855-O-H-CHILD (855-642- 4453), which is a 24-hour automated telephone directory that will link callers directly to a child welfare or law enforcement office in their county.

(b) Report to campus police (who will also alert their administrative chain of command).

- (2) If consultation is needed regarding reporting, or if there are questions on the process or other support needed, contact the title IX coordinator.
- (3) The college will make every reasonable effort to conduct its investigation of reported child abuse or neglect occurring in college programs or activities in a manner that protects the confidentiality of the person making the report. However, it may be necessary to disclose details in the course of an investigation or when required by law.
- (4) Nothing in this policy is intended to prevent non-employees, such as learners and visitors, from making a report if they have reasonable cause to suspect that child abuse or neglect has occurred or may occur.

(C) Youth activity requirements

- (1) All youth activities and programs must register annually with the NSCC camp coordinator.
- (2) All youth activities and programs must follow the “Minors in youth activities procedure” for registration, execution of waivers, reporting, background checks and training.
- (3) Units and individuals must cooperate with investigations when they occur.

(D) Supervision of minors on campus

- (1) No minors (this does not include enrolled or accepted NSCC learners) are to be left alone or unsupervised on college property: this includes, but is not limited to classrooms, offices, skills labs, science labs, learner lounges, waiting areas, etc. It is the responsibility of anyone who brings minors to campus to ensure supervision of that minor. If a minor has been left unattended, this should be reported to campus police.

(E) Minors in the workplace or classroom

(1) As discussed in this section, in certain circumstances, it may be appropriate for faculty, staff, and learners to bring their minor children to the workplace or classroom. In such situations, the goal should be to foster respect for the needs of all parties impacted by the presence of the minor children. Employees and supervisors must consider issues of safety, confidentiality, disruption of operations, disruption of services, disruption to other employees, appropriateness and liability posed by the presence of the minor children in the workplace.

(2) Faculty, staff, and learners:

- (a) May occasionally bring minors to the workplace for brief visits, specific campus events, situational convenience, or family emergencies. These should be occasional and not in the place of regular childcare. Additionally, the minor cannot be ill when brought to the college.
- (b) Must obtain prior approval from their workplace supervisor or classroom instructor before bringing a minor to the workplace or classroom.
- (c) Assume and accept full responsibility for all aspects of the minor's behavior, including safety, unauthorized or inappropriate use of college resources, any damages to persons or to property. Minor may not have access to any confidential or FERPA protected information or meetings, etc.
- (e) Accept responsibility for monitoring the minor's behavior to prevent interruptions to College business or instruction.
- (f) Minors are not allowed in high-risk or hazardous areas as defined by the supervisor or instructor. These areas may include mechanical rooms, food preparation areas, areas with heavy equipment, college vehicles, or laboratories or other specialized hazardous areas. Additionally, minors are not allowed in college motorized vehicles.
- (g) At all times, the college reserves the right to not allow a minor to attend work or class with a faculty member, staff member, or learner.

[1] Campus Police will make subsequent notifications to campus administrators, to include the Title IX Coordinator and the VP of workforce development.

(End of Policy)

NEW POLICY – FREE SPEECH

22-91

WHEREAS, Senate Bill 135, Free Speech Act, requires the adoption of a policy on free speech that is consistent with and adheres strictly to the requirements set forth in section 3345.0215 of the Ohio Revised Code; and

WHEREAS, the policy will apply to all College students, student groups, faculty, staff, and employees of Northwest State Community College, to the extent set forth in this policy and in Ohio Revised Code Section 3345.0215; and

WHEREAS, the Board of Trustees of Northwest State Community College directs the president and/or designee to develop procedures for the implementation of the requirements described in this policy; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that policy 14-17-06 Free Speech be adopted.

3358: 14-17-06 Free speech.

Effective Date: 10/21/2022

This policy applies to Northwest state community college students, student groups, faculty, staff, and employees. Revised Code 3345.0215 requires each public college in Ohio to enact a free speech policy in accordance with specific definitions of terms (subsection A), (subsection B), establish a complaint process (subsection C), and report annually to the Ohio Department of Higher Education (ODHE) (subsection D). Revised Code section 3345.0215 amends Ohio Revised Code Section 3345.0212 enacted through the FORUM Act to incorporate the free speech policy required by Senate Bill 135.

(A) Definitions

- (1) “Constitutional time, place, and manner restrictions” means restrictions on that time, place and manner of free speech that do not violate the First Amendment to the United States Constitution or Article I, sections 3 and 11 of the Ohio Constitution that are reasonable, content- and viewpoint-neutral, narrowly tailored to satisfy a significant institutional interest, and leave open ample alternative channels for the communication of the information or messages to its intended audience.
- (2) “Faculty” or “faculty member” means any person, whether or not the person is compensated by a state institution of higher education, and regardless of political affiliation, who is tasked with providing scholarship, academic research, or teaching. For purposes of this part, the term “faculty” includes tenured and non-tenured professors, adjunct professors, visiting professors, lecturers, graduate student instructors, and those in comparable positions, however titled. For purposes of this section, the term “faculty” does not include persons whose primary responsibilities are administrative or managerial.
- (3) Free speech means speech, expression, or assemblies protected by the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution, verbal, or written, including, but not limited to, all forms of peaceful assembly, protests, demonstrations, rallies, vigils, marches, public speaking, distribution of printed materials, carrying signs, displays, or circulating petitions. Free speech does not include

the promotion, sale, or distribution of any product or service.

- (4) "State institution of higher education" has the same meaning as in section 3345.011 of the Revised Code.
 - (5) "Student" has the same meaning as in section 3345.0211 of the Revised Code, except that "student" also includes "student group."
 - (6) "Student group" has the same meaning as in section 3345.0211 of the Revised Code.
- (B) Northwest state community college believes that the right of free expression is as necessary as the right of inquiry and that both must be preserved as essential to the pursuit and dissemination of knowledge and truth. Northwest state community college affirms the following principles:
- (1) Students have a fundamental constitutional right to free speech.
 - (2) Northwest state community college is committed to giving students broad latitude to speak, write, listen, challenge, learn, and discuss any issue, subject to division (E) of this section.
 - (3) Northwest state community college is committed to maintaining a campus as a marketplace of ideas for all students and all faculty, staff, and employees in which the free exchange of ideas is not to be suppressed because the ideas put forth are thought by some or even by most members of the institution's community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.
 - (4) It is for individual students and faculty, staff, and employees to make judgments about ideas for themselves, and to act on those judgments not by seeking to suppress free speech, but by openly and vigorously contesting the ideas that they oppose.
 - (5) It is not the proper role of Northwest state community college to attempt to shield individuals from free speech, including ideas and opinions they find offensive unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.
 - (6) Although Northwest state community college greatly values civility and mutual respect, concerns about civility and mutual respect shall never be used by an institution as a justification for closing off the discussion of ideas, however offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed those ideas may be to some students or faculty.
 - (7) Although all students and faculty are free to state their own views about and contest the views expressed on campus, and to state their own views about and contest speakers who are invited to express their views on the campuses of Northwest State Community

College, they may not substantially obstruct or otherwise substantially interfere with the freedom of others to express views they reject or even loathe. To this end, Northwest State Community College has a responsibility to promote a lively and fearless freedom of debate and deliberation and protect that freedom.

(8) Northwest state community college shall be committed to providing an atmosphere that is most conducive to speculation, experimentation, and creation by all students and all faculty, staff, and employees, who shall always remain free to inquire, to study and evaluate, and to gain new understanding.

(9) The primary responsibility of faculty is to engage an honest, courageous, and persistent effort to search out and communicate the truth that lies in the areas of their competence.

(C) Complaints

Northwest state community college is creating a process under which a student, student group, or faculty, staff, or employee may submit a complaint about an alleged violation by an employee of Northwest state community college for violations of the above Free Speech policy, including any violation which results in a penalty imposed on a student's grade for an assignment or coursework that is unrelated to ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and is instead based on the contents of student's free speech.

Under the process, shall comply with the Ohio Department of Higher Education's defined complaint process standards. Under the complaint process, Northwest state community college shall investigate the alleged violation and conduct a fair and impartial hearing regarding the alleged violation. If the hearing determines the Northwest state community college's policy was violated, the board of trustees shall determine a resolution to address the violation and prevent any further violation of the state institution of higher education's policy.

Filing a complaint of an alleged violation of this policy can be submitted to the vice president for academics office or anonymously through an online reporting form:

<https://FreeSpeechReportingForm>

(D) Revised Code 3345.0215 Reporting Requirement

Northwest state community college annually shall report to the chancellor, in a form and manner prescribed by the chancellor, both of the following regarding complaints submitted in the academic year under the process prescribed under division (C) of this section:

(1) The total number of submitted complaints;

(2) For each submitted complaint, a description of all of the following:

(a) Northwest state community college's investigation regarding the complaint;

(b) The outcome of the hearing conducted by Northwest state community college regarding the complaint;

- (c) If the hearing determines Northwest state community college's policy was violated, the resolution determined by the board of trustees to address that violation.

(End of policy)

This concludes the Consent Agenda.

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

EMERITUS STATUS APPROVED

22-92

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

WHEREAS, the college enacted an Emeritus policy in 2013 to recognize individuals that have made an outstanding contribution to the College and the community; and

WHEREAS, the College asked for nominations of faculty, staff and trustees that have permanently retired from Northwest State Community College; and

WHEREAS, the President has made a recommendation to the Board of Trustees to grant emeritus status to one individual

NOW, THEREFORE BE IT RESOLVED, that Mrs. Pamela Donaldson be granted emeritus status (posthumously) by the Board of Trustees effective October 21, 2022.

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

SUPPORT PERSONNEL BARGAINING AGREEMENT APPROVED

22-93

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

WHEREAS, College administration approached the staff bargaining unit to open negotiations; and

WHEREAS, the respective negotiating teams for the College and the Support Staff bargaining unit of the Northwest State Community College Education Association entered into negotiations in August 2022 to review salary and wages for the current agreement; and

WHEREAS, those negotiations have resulted in an amended agreement for the three-year period from July 1, 2021 through June 30, 2024; and

WHEREAS, the amended agreement includes:

- A 5% increase for all members of the support staff for FY22-23

- Increased vacation time / schedule
- Extra benefits for eligible part-time employees; and

WHEREAS, the 5% wage increase will go into effect July 1, 2022

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

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

ADJOURNMENT

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

1. APPROVAL OF CONSENT AGENDA.

1a. Minutes of the October 21, 2022 Board Meeting

1b. Resignations

WHEREAS, Tracy Deblin, Accounting Manager, has submitted her resignation; and

WHEREAS, Melissa Vine, Payroll Accountant, has submitted her resignation; and

WHEREAS, Lisa Bever, part-time Food Service, has submitted her resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Tracy Deblin, effective November 4, 2022; Melissa Vine, effective November 11, 2022; and Lisa Bever, effective December 6, 2022 be accepted.

1c. Employ Full-Time Financial Aid Counselor

WHEREAS, the position of full-time Financial Aid Resource Counselor was left vacant due to the resignation of Issac Benner; and

WHEREAS, the position of Financial Aid Resource Counselor was updated to align with the other counselor positions in the Financial Aid department to promote more cross-training and increase access for learners; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Adriana Lopez be employed as full-time Financial Aid Counselor effective November 21, 2022 at an annual salary of \$38,833.60. This is in accordance with the Support Staff Bargaining Agreement.

1d. Employ Full-Time Fundraising Coordinator

WHEREAS, the position of full-time Fundraising Coordinator was left vacant due to the resignation of Nichole Gerschutz; and

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Gina Kasch be employed as full-time Fundraising Coordinator effective November 28, 2022 at an annual salary of \$53,000. This is a graded position.

1e. Employ Full-Time Grants Officer

WHEREAS, the position of full-time Grants Project Manager was left vacant due to the resignation of Sarah Stubblefield; and

WHEREAS, the position was reviewed and updates were made to the job title, duties and requirements; and

WHEREAS, the position requires more experience and greater knowledge and responsibility for monitoring of grants compliance, procurement and contribution to grants development; and

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

WHEREAS, the Executive Vice President and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Susan Cheesman be employed as full-time Grants Officer effective November 28, 2022 at an annual salary of \$62,000. This is a graded position.

1f. Promotion to Director – Admissions

WHEREAS, the position of Director - Admissions was left vacant due to the resignation of Austin Flores; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Brittany Thompson be promoted to full-time Director – Admissions effective November 14, 2022 at an annual salary of \$67,500. This is a graded position.

1g. Transfer to Administrative Assistant – Nursing & Allied Health

WHEREAS, the position of full-time Administrative Assistant – Nursing & Allied Health was left vacant due to the retirement of Marsha Buehrer; and

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

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

WHEREAS, the Vice President – Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Kristi Von Deylen be employed as full-time Administrative Assistant – Nursing & Allied Health effective November 28, 2022 with no change in salary.

1g. Transfer to Academic Advisor

WHEREAS, the position of full-time Academic Advisor was left vacant due to the promotion of Brittany Thompson to Director – Admissions; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Kara Flesher be employed as full-time Academic Advisor effective December 5, 2022 at an annual salary of \$44,169.67. This is in accordance with the Professional Staff Bargaining Agreement.

1h. Renewal of Probationary Faculty and Non-teaching Faculty Contracts

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

WHEREAS, their supervisor recommends; and

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

NOW, THEREFORE BE IT RESOLVED, that the following persons be re-employed as per the terms and conditions indicated effective with the 2022-2023 academic year:

- a. Suzanne Lammers (faculty – developmental mathematics), continuing, one-year probationary contract, Masters, total salary \$52,458.93
- b. Joshua Verhoff (faculty – industrial technologies mechanical), continuing, one-year probationary contract, Bachelors, total salary \$61,250.55
- c. Sarah Casserino (advisor-academic), third, one-year probationary contract,

- Bachelors, total salary \$44,169.67
- d. Brenda Housh (success coach), third, one-year probationary contract, Bachelors, total salary \$44,169.67
 - e. Kayla Miller (faculty – agricultural studies), third, one-year probationary contract, Masters, total salary \$52,468.59
 - f. Gregory Nartker (faculty – industrial technology welding), third, one-year probationary contract, Associates, total salary \$59,768.09
 - g. Caitlin Barrera (assistant – clinical teaching), second, one-year probationary contract, Masters, total salary \$52,397.11
 - h. Amanda Heil (recruiter - admissions), second, one-year probationary contract, Bachelors, total salary \$44,169.67
 - i. Rhonda Lazette (faculty- program coordinator medical assisting), second, one-year probationary contract, Bachelors, total salary \$69,017.70
 - j. John Mueller (faculty- industrial technology electrical), second, one-year probationary contract, Associates, total salary \$60,078.61

1i. Miscellaneous Employment Contracts

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

WHEREAS, the Vice President for Academics and the President recommends

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

Food Service Sub:

Effective November 23, 2022, Audrey Durham, transition from part-time food service to substitute food service.

Part-time Instructors:

Cody	Ronald
Martin	Isaac
Myers	Paige
Odenthal	Luke

1j. New Policy – Board Self-Evaluation

WHEREAS effective boards of trustees engage in a regular process of self-assessment of their performance; and

WHEREAS, the process of self-assessment demonstrates that trustees are strongly committed to fulfilling their governance responsibilities; and

WHEREAS, this policy provides guidance to the Board on the self-evaluation annual process; and

WHEREAS, a procedure will also be created with specific guidelines on the self-evaluation process; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that policy 14-1-18 Board Self-Evaluation be approved.

3358: 14-1-18 Board self-evaluation.

Effective: XX/XX/XXXX

- (A) Effective boards of trustees engage in a regular process of self-assessment of their performance. Engagement in the process of self-assessment demonstrates that trustees are strongly committed to fulfilling their governance responsibilities as defined in chapter 3358.08 of the Ohio Revised Code. In addition, discussion that emerges from the self-assessment about board roles and responsibilities strengthens communication and understanding among individual trustees and improves the effectiveness of the board as a whole.
- (B) The board shall determine the instrument or process to be used in board self-evaluation. The evaluation instrument shall incorporate evaluation criteria concerning the board's role and responsibilities including fiduciary responsibility, setting policy, advocacy for the college and its students, and improving community relations. The executive committee, with the support of the president, will organize and conduct the process. If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the assistant to the president / secretary to the board. The process will occur on an annual basis or as directed the board executive committee and will be completed by February of each year in concurrence with the annual organizational meeting of the board of trustees.

1k. Acceptance of Gift to the College

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

WHEREAS, Pride Gage Associates, Metamora, OH, has made a generous donation of a Starrett kinescope hand held video microscope with an approximate value of \$1,028; and

WHEREAS, this kinescope hand held microscope will be used in the industrial technology labs; and

WHEREAS, the President recommends

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

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 2022 AFFORDABILITY AND EFFICIENCY REPORT

Moved by _____, seconded by _____.

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

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

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

WHEREAS, textbook affordability remains a top priority and colleges and universities are required to report the use of Open Education Resources (OER) materials or Inclusive Access; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2022 Affordability and Efficiency Plan Report, as well as the Open Education Resource reporting worksheet that was submitted as a draft by the October 14, 2022 deadline be approved for final submission by the Board of Trustees effective December 9, 2022.

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

2. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2021-2022 COLLEGE AUDIT

Moved by _____, seconded by _____.

WHEREAS, the 2021-2022 financial audit prepared by Plattenburg & Associates, Inc. has been reviewed by the Chief Fiscal and Administrative Officer and the State of Ohio Auditor's Office; and

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

NOW, THEREFORE BE IT RESOLVED, that the 2021-2022 financial audit be accepted.

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



President's Report - December 2022

Videos / Podcasts:

[College Update - 11/15/22](#)

[Talking w/Todd 10/13](#)

[Talking w/Todd - 10/20](#)

[Talking w/Todd 11/10](#)

Activities

Ongoing

- Defiance Rotary (weekly)
- OACC President's Call (various)
- Terra, Owens, NSCC President's Call (monthly)
- NwOESC Superintendent Meeting (monthly)
- Four County Superintendent Meeting (monthly)
- President - Faculty Leadership Conversations (Monthly)
- Aspen New Presidential Fellows (various)

Date	Activity
Oct 26-29	ACCT Leadership Congress
Oct 12	WNDH Radio Interview
Oct 31	Board Engagement - Katrina DeGross
Nov 1	Van Wert Rotary Presentation
Nov 1	Paulding County Economic Development Banquet
Nov 7	Strategic Planning Student Listening Session
Nov 10	Veterans Day Luncheon
Nov 15	Dinner w/Students - Fulton County
Nov 17	Board Engagement - Jeff Erb



Date	Activity
Nov 17	Lima Electrical Apprenticeship Graduation
Nov 21	Meet w/ Allen County Goodwill / Easter Seals

Scheduled Time Off / Away from Campus

Date	Description
December 7-8	Columbus, OH. Meetings / OACC Governing Board meeting
Dec 22 - Jan 2	College Closed (Tennessee Dec 26 - Jan 2)
Jan 22 - Jan 30	Middleburg, VA. Aspen Fellows

Non NSCC related Professional Activities

None.

**Executive Vice President
December, 2022
Submitted by Albert Lewis, Jr.**

Strategic Planning

Strategic Planning - Co-Chairs Todd Hernandez / Albert Lewis

- ✓ Environmental scans completed
- ✓ Community meetings completed
- ✓ Students input completed
- ✓ Faculty and staff feedback completed
- Board feedback scheduled for 12/9
- Draft Report due February Board Meeting
- Final Draft Due April Board Meeting

Grants

- Campus Safety and Security Grant awarded for \$149,700
- RAPIDS 6 awarded (as part of the Northwest region); our portion is \$91,700, that will be used for a robotic welder
- Susan Cheeseman, the new Grants Officer has started

Van Wert

- Article in VW and Paulding papers
(<https://timesbulletin.com/Content/News/News/Article/Northwest-State-Campus-to-open-next-fall/2/4/234205?s=1>)
- Community survey released (10/28). To date, 80 responses (63 VW, 10 Paulding, 7 others).
- Updated the VW webpage design: www.northweststate.edu/vanwert
- Developed a VW webpage specific QR code. Small 2-inch cards printed and distributed in VW and Paulding and have a 2 ft square sign now in our storefront window.
- Spring VW schedule released on 11/7. Press release attached.
- Finalizing MOU with Hospital.
- Computers for January classes have arrived and will be delivered to VW in December.
- Radio interview for January scheduled.
- Articulation meetings conducted with St. Francis University and Indiana Tech University (both in Fort Wayne). A meeting with Purdue Fort Wayne is pending.
- Finalized the internship placement agreement with Tri-County ADAMHS/Westwood Behavioral Health Center (locations in VW and Paulding) for our social work students.
- Radio ads revised to invite Paulding and VW students to register for January classes.
- Working with Crestview schools on credentialing more CCP faculty.
- VW Faculty recruiting - Begins in January for the Fall 2023 class schedule.

Information Technology

- The campus garage sale was a success with over 50 laptops and 20 projectors and more were sold.
- The campus wireless infrastructure is in the process of being upgraded to expand the range and speed of our WIFI network to better service the expanding use of mobile devices.
- We continue to build out our new request system Halo. The new room request portal is in testing with plans to roll out in the next month.
- The Visual Communications Technology lab is being upgraded with new tables funded through the Perkins grant to help accommodate student laptops and touch screens.
- A new offsite campus backup is being set up by the end of the year to further harden our campus disaster recovery plan.

Banner Upgrades

- Banner end-of-year upgrades will be available to load in our test system soon. These upgrades will need to be tested and loaded into the production server for W2's, 1098-T's, 1099's, etc. and also for the new Payroll tax tables for 2023.
- All of the three new DegreeWorks upgrades have been installed in the test system. Configurations are completed for the first two and underway for the third upgrade.
- The goal is to have DegreeWorks version ready in March for the start of the summer and fall registration period.

Ongoing Software Integration

- New summer and fall 2023 applications for admission are being received into Slate (Student Customer Relationship Management). Information flow between Slate and Banner is underway and enhancements are being made.
- Continued implementation of the HALO system for Data Systems customer's requests.
- For the month of October, there were 399 new requests received and 372 have been resolved.

**Vice President for Academics
December 2022
Submitted by: Dan Burklo**

This fall semester has had an over abundance of academic projects. The people in academics will be looking for a well-deserved holiday break beginning Thursday, December 22.

In October, we were happy to learn that NSCC was accepted into a five-college cohort participating in Achieving the Dream's Teaching and Learning BCAP (Building Capacity Action Plan) project. Thanks to OACC funding and support, 10 NSCC employees are spending an intensive six months learning best practices in teaching and learning. A decade of research has shown that professional learning (also sometimes called professional development) for faculty and staff has a direct impact on raising completion and success rates for learners. The ATD training involves twice monthly Zoom sessions with the large cohort group working through a comprehensive "toolkit." On alternating weeks, the NSCC group of 10 meets in person on campus. We have found the topics very enlightening and the discussions are robust as we work toward a completed BCAP specific to NSCC. The availability of a dedicated, experienced ATD coach is a helpful addition. The participants in this project are: Dan Burklo, Kristi Rotroff, Melanie Dusseau, Melissa Faber, Chris Robinson, Greg Tefft, Tammy Meyer, Cassie Rickenberg, Jamliah Tucker and Ryan Hamilton.

The Institutional Learning Outcome (ILO) feedback sessions were completed on Monday, November 14 and Thursday, November 17. Attendees were asked to participate in two activities that helped them narrow down the top three ILO options. This feedback will be reviewed by the ILO committee before a final draft is written. The final draft will then go through governance for approval. The proposed seven institutional learning outcomes are: communication, critical/creative thinking, quantitative reasoning/literacy, civic/ethical responsibility, diversity/equity, information literacy and technological competency.

Lifelong learning had its final lecture for the 2022 year on Friday, November 18. The host speakers included the Ability Center in Toledo, Ohio, Assistance Dogs of America, and our own Kristi Rotroff, Director of Library Services at NSCC. This lecture focused on the organization's offerings to the community and Kristi Rotroff discussed her experience in raising puppies for Leader Dogs for the Blind. A new calendar of events for the 2023 year will be coming out in January.

Lastly, Heidi Keller, commencement chair is planning our 53rd Commencement being held on Monday, December 19 in the Auditorium beginning at 7:00 p.m. We have secured Shirley Wagner as our keynote speaker. Shirley is a NSCC alum, graduating in 2012 with her Associate of Science. Shirley furthered her education at the Cincinnati College of Mortuary Science, achieving both her Associate degree in 2014 and Bachelor's degree in 2015 in Mortuary Science.

Following are some brief updates from the academic deans.

Jamilah Tucker: Arts & Science:

Communication is a key component in the division of Arts and Sciences. This is being achieved

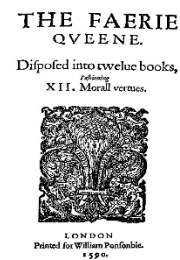


by having four divisional meetings a year to provide updates and connect the broader Arts and Sciences teaching community. The division of Arts and Sciences has two full-time staff that service eight full-time faculty, approximately 25-30 part-time faculty, and 12-15 part-time faculty in the college credit plus area. In the spring we will continue to work on ways to provide

communication by showing appreciation and assuring the quality of our teaching faculty.

There will be two new members joining the division of Arts and Sciences. Dr. Fredy Rodriguez-Mejia has recently accepted the position of full-time faculty member for Sociology/Social Sciences and Camille Lively has accepted a position as part-time faculty in the Humanities area. Current faculty have been instrumental in college initiatives. Dr. Allen Berres, Composition Faculty, has provided his assistance to the strategic planning process. Dr. Melissa Faber and Sherry Howard have been instrumental in leading the campus in a review of the college ILO's framework, a recommendation noted as necessary by our regional accreditors.

Eric Baker, Composition faculty, continues to work on his dissertation titled, Master Mulcaster's Pageantry of Miseducation in Spenser's *The Faerie Queen*. Even as Spenser was writing in the 1500's, Eric has discussed how themes presented in the literature including the purpose of education, goodness, morality, and duty are timeless.



Jason Rickenberg: Business & Public Services:

The spring 2023 spring schedule is currently being staffed as we approach the spring semester start. We added 14 face-to-face and hybrid courses to the spring schedule in an attempt to increase enrollments for those learners who prefer face-to-face vs. on-line options. Of the 14 additional sections, evening face-to-face sections were the priority.

The Marketing Certificate and Entrepreneurship Certificate were approved by ODHE & Financial Aid during the fall 2022 semester. Learners will have the opportunity to enroll in these options starting fall 2023.

We are currently working on course development within the Medical Billing and Coding one-year certificate, which was recently approved by ODHE & Financial Aid. This new opportunity will allow learners to enroll within this one-year certificate during the fall 2023 semester.

Faculty from the Nursing Division's Medical Assisting program and our Medical Support program have started the process of reviewing course delivery options to attract additional enrollments.

Faculty member Kayla Miller has created an "Agri-Tech" two-year degree. We will be having a discussion with Dean Hamilton from the STEM Division on Monday, November 28 and inquire if this degree can be supported by STEM and if any curriculum changes will need to be made. This new degree can then start the process of governance through our division and academic affairs.

We have been working with The Adult Learner leads to create a "Business Core" and "Business Pathways". This opportunity will allow learners to choose from our business management, marketing, logistics & supply chain management and banking & finance degrees, after completing the "Business Core". Classes will be offered during the evening and on-line in 8-week formats. This opportunity will be available to learners starting the fall 2023 semester.

During the spring of 2020, Dr. Larry Zachrich and I started a discussion of creating an Associates of Technical Studies: Electrical Supervision Degree for learners who enrolled within the IBEW partnership with NSCC. We are expecting our first graduate during the December 2022 commencement.

Faculty member, Chris Robinson is currently working with Dean Cassie Rickenberg to create a policy to address offering laptops to learners who currently are in need. The issue stems from learners who currently have Chromebooks or other technology that do not align with the needs of certain courses at NSCC. Currently, there are approximately 60 laptops have been checked out to learners. As the need increases, we are trying to find other way to accommodate learners.

Tiffany Ludwig: Nursing & Allied Health

The division of Nursing & Allied Health has been seeing some growth in enrollment. Enrollment for the Spring 2023 semester has increased for both the Associate Degree and Practical Nursing programs. We have remained the same in enrollment for our transition students. We are working with adult services on offering other modalities in future classes. We have also begun the process of narrowing down classes to offer Spotlight tutoring as an assist for students. We are also partnering with Advising on using strategies for nursing students to be successful with passing the PAX exam.

Sadly, our long-term administrative assistant, Marsha Buehrer will be retiring as of December 31, but we will also welcome Kristi Von Deylen. Kristi will begin her training and transition period with Marsha beginning November 28.

Dr. Ryan Hamilton: STEM & Industrial Technologies

The division of STEM and Industrial Technologies continues to receive very positive feedback from students who are using the Spotlight tutoring. There has been multiple requests to expand this to other classes outside of Biology.

Marianna Doolittle and Suzanne Lammers attended the National American Mathematical Association of Two-Year Colleges (AMATYC) conference in Toronto. We just won't correct the mathematicians on their geography.

Vice President of Enrollment Management & Student Affairs
December 2022
Prepared by: Lana Snider & Treasure Sullivan

DEAN OF LEARNER SERVICES – CASSIE RICKENBERG

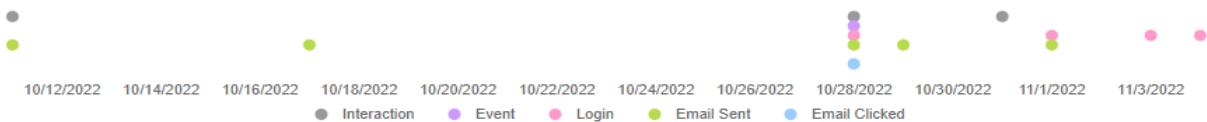
ADMISSIONS

Brittany Thompson (formerly Academic Advisor) was recently promoted to Director of Admissions. Brittany brings experience in recruiting, particularly to adults in industrial technology careers. The focus will be on collaborative, campus-wide recruitment efforts to adults with a continued recruitment effort on learners that are 18-24 years old.

The Admissions Recruiters and CCP Advisors are on the go with recruitment efforts for next academic year. The annual Discover NSCC day was held earlier in the month with 42 prospective learners in attendance. From campus tours to over 30 sessions, demonstrations, and opportunities for interaction, prospective learners and their families had the opportunity to explore campus. Additionally, division visits are occurring throughout November. We have had over 50+ Four County learners visit campus and many apply the same day.

The summer and fall 2023 application is now open to learners via Slate! Slate is a customer relationship management (CRM) tool that allows the admissions staff to manage interactions and relationships with potential and applied learners in a more digital way. The below image illustrates how staff are now able to see and track learner interactions.

Activity History



STUDENT ACTIVITIES

There have been several activities on campus during November:

- Transfer Fair
- Pizza with Professionals
- 6th Annual Formal Networking Dinner
- Open Mic in the Oasis

There were five learners that participated in the OASIS event on November 16th





There were over 50 learners and 18 colleges and military representatives at the college fair

ADVISING

The Advising Center has seen an increase in returning learner engagement, having registered 600 returning learners (fall to spring) in the first 5 weeks of registration. In addition to 40 new, registered learners for spring. The advisors continue to focus efforts on adults, minorities, transfer, first gen, and Pell eligible learners.

BE BOLD – ADULT LEARNERS

The adult studies coordinator is continuing to focus on recruitment and holistic supports for the adult learners programming that will start in fall 2023 with Business Division programs.

Be Bold was named after the specific needs of NSCC's adult learners that are heavily focused on modality with flexibility and balance and certainty in degree completion.

WHAT ARE NSCC ADULTS SAYING ABOUT US?

- "I can't attend full time because I work full time and have family obligations."
- "I think my biggest obstacle at NSCC is the availability of classes at night."
- "If we had childcare on campus then I would be able to attend more."
- "I haven't been to school in over 30 years so e-learning is intimidating to me."
- "A lot of adults I know only come to school part time because of class availability."
- "I have no idea how I am going to do this fall because my classes are online, and I know I learn better in the classroom."
- "It would be easier for me if I knew my schedule ahead of time."

Balance - courses will be held one night a week on campus with an online component to ensure you have time for other obligations

Opportunity - we allow you the chance to build relationships with potential employers, peers, and professors

Learn - courses are tailored to effectively provide consistent and meaningful content in an 8-week format

Degree - programs are designed for you to complete your certificate, earn a degree, and begin your career

TRIO – STUDENT SUPPORT SERVICES

See next page for highlights and updates.



TRIO - Student Support Services

Program Highlights | Fall 2022

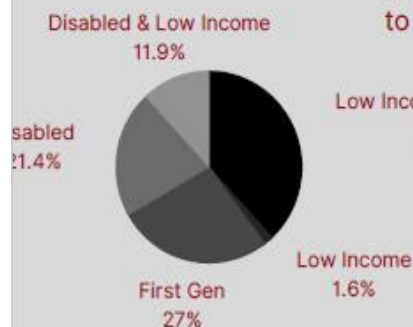
Learners Being Served

As of 11/10/2022, TRIO-SSS has served 127 of their 140 learners for the 2022-2023 fiscal year (Sept. 1, 2022-Aug. 31, 2023).



Eligibility Status

TRIO Learners must be either first generation, have a documented disability, or be low income to be eligible to join the program.



Low Income & First Gen
38.1%

65.7%

Low Income/First Gen or Disabled or Disabled/Low Income (Goal - 67%)

36.4% ✓

Disabled/Low Income (Goal - 33%)

Thank You

to all faculty and staff members for your support during First Gen Week 2022! We had

49

faculty and staff members participate in the TRIO First Gen Video!

First Gen Week 2022 Oct. 31 - Nov. 5

Activities Held:



Written in Stone Workshop



Meet & Eat



First Gen Group Photo & Written in Stone Workshop



Coffee Break with TRIO



Watch our Video!

“I proudly support First Gen learners! A college education is important to open great career paths. Do it for yourself, for your family, and for your future!”

Jim Bellamy, Marketing



trioss@northweststate.edu



419.267.1339



A101D



[Click here for a Short Video](#)

FINANCIAL AID – ASHLYNN COX

Adriana Lopez was hired as a Financial Aid Counselor. We are excited to have her on the team. She brings a lot of experience in customer service. Adriana has experience in collaborating with families, providers, schools, and the community to develop strategies that educate and train young individuals to gain life skills.

The 23-24 FAFSA opened on October 1. We have received several FAFSAs and are working to get all the information into Banner. The New Year set up for the 23-24 year is almost complete and we will soon be sending out award letters. The current required data form will now be on MYNSCC. Previously, learners were required to turn in a hard copy of the data form. This FA team is excited to have less paper on our desks and move a required process to a more efficient, electronic process.

The Food Pantry received a generous amount of donations! Our holiday food drive was a great success. If you know of any learners or faculty/staff who could benefit from the Food Pantry, please send them our way. The Food Pantry is located in the Financial Aid Office.



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

Christmas is right around the corner and the campus is coming alive with holiday spirit. We have a lot of projects and changes in the works that will elevate campus morale. Tis the Season!



Pictures below are from the deferred maintenance project included in the Solar Project. The entire project is around 90% complete. Please refer to the write up in the Northwest Signal that hit the front page of the newspaper. The article is in the board portal for your viewing.



Business Office

The Business Office has overcome some challenges. This week we hired 3 out of 4 open positions in the office. We hired the Assistant Student Accounts Receivable, Payroll Accountant, and Financial Account. We have interviewed 5 applicants for the Controller position and we hope to send an offer the week of December 5, 2022.

Facilities

Kevin's team has been busy with events: The Solar project and timelines are being fine-tuned. We are preparing Van Wert for winter months (waterlines, heat, etc.) until construction starts. This week we interviewed 5 of 10 submissions for the B-wing renovations, with the hopes of announcing our selected vendor the week of December 5, 2022. We received 9 submissions for the Van Wert project, with many submitting for both projects.

Bookstore

We have a new neighbor in the Student Oasis (Building A). Cabin Fever is creating a buzz, which is also bringing more people into the bookstore. Foot traffic is everything for a sales department. Rockie, our new Bookstore Supervisor, in putting a new set of eyes on things, is making things more accessible and affordable.

Food Service

Catering events are picking up. Black Swamp events are back in person on campus at NSCC. We still have two part-time Food Service positions open with a third retiring soon – we are having a hard time filling these positions because they are entry level and our competition pays more in an hourly rate.

Campus Police

Mike Foreman is our new Police Chief and he is settling in. He has been involved in refilling two positions within the department, reviewed and submitted his first Annual Security Report, has taken state training for Police Chiefs and Clery reporting, and is working on resurrecting our Emergency Preparedness Plan since the pandemic brought it to a halt.

The Many projects we have been working on:

- 1) Filling positions within the departments
- 2) Van Wert RFQ
- 3) Cabin Fever open in the Student Oasis
- 4) Close out FY22 and Audit
- 5) FY22 Affordability & Efficiency Report
- 6) Water Tower – working with Four County on a joint project. Potential timeline – drawings this fall and project set for next summer to limit hassle for students and staff
- 7) Solar and Deferred Maintenance project
- 8) B-Wing RFQ – interviews

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

Custom Training Solutions (CTS) has been busy answering apprentice sales calls in Henry County and setting up off-site training in December with local manufacturers including Campbell's Soup, Spangler, Wieland Chase, Silgan, Paragon and Napoleon Lynx.

Agency Visits – Larry Zachrich and Rob Krauss held orientation for Mansfield and Marietta sites and President Hernandez attended the Lima graduation event.

Job & Family Services (JFS) – Fulton County JFS and NSCC joined together to give local youth career opportunities. Evergreen, Swanton and Wauseon school students participated in an MSSC cohort to deliver industry recognized credentials (see picture below).



Van Wert – CTS worked with Van Wert Economic Development, Regional Growth Partnerships (RGP) and Jobs Ohio in a recruiting effort to possibly bring two manufacturing companies interested in a large site in Van Wert.

Foundation Scholarship Opportunities – coordinated with NSCC Foundation and local solar installation companies to offer scholarships to students in Paulding and Putnam counties.

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

Recruiting:

We have filled the following roles:

- Grants Officer
- Sociology Faculty
- Director of Admissions
- Financial Aid Counselor
- Fundraising Coordinator
- Academic Advisor
- Administrative Assistant- Nursing & Allied Health Division

We are recruiting for the following roles:

- Admissions Recruiter
- Custodian
- Director of Business Development
- Events Coordinator
- Director of Institutional Research
- Student Accounts Receivable Assistant
- Registrar Assistant
- Workforce Sales Consultant
- Training Manager Manufacturing
- Payroll Accountant
- Financial Accountant
- Controller
- Food Services Assistant- PT
- Campus Police-SUB

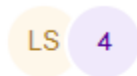
Benefit Spotlights:

As a reminder, Benefit Spotlights have been scheduled throughout the year and will come in the form of memos, flyers, emails, and presentations. Our hope is that these will not only help inform employees, but also remind them of all the great benefits that NSCC has to offer.

Human Resources has recently highlighted the following through our “Benefits Spotlight” efforts: 2023 Open Enrollment & Benefits update and Vacation Buyback.

Employee Recognition Program:

Our Performance Management platform has an added benefit of promoting peer recognition through High-fives. These can be shared both publicly and privately and are a way for employees to appreciate their teammates by recognizing their successes and showing their appreciation to one another.



Lisa Spiess to 4 people

@KatrinaAdams @HeatherHagerman @JulieCurry @JenniferMorris

High five to you gals for taking on new roles and continuing to train in the old. You are doing a fabulous job!



Audrey Lehman to Melissa Durham

@MelissaDurham We are lucky to have you here at NSCC! You have a great attitude and dedication to your work - thanks for inspiring me!



Jamilah Jones to Melissa Faber

@MelissaFaber thank you for your above and beyond service to the college on so many committees. You are so willing, and it means you care deeply about the mission of this institution!



Jamilah Jones to Treasure Sullivan

@TreasureSullivan from finding my purse (OMG) to keeping us organized on the success team, to coordinating a student meeting between three departments... you are hitting the mark and with a smile and genuine compassion! thanks!



Employee Engagement Events:

Employee Recognition - On October 13, NSCC served 125 employees at the Employee Service Awards. Hill's Family Restaurant & Catering provided a wonderful lunch. Following the luncheon, employees watched a video containing pictures of honored employees as well as "fun facts" which they provided. NSCC formally recognized twenty-two employees for their years of service and classes taught. Dr. Hernandez spoke on the impact Northwest State employees have on our learners and the community and thanked everyone for all that they do. It was a special time for everyone involved.



5 Years of Service



10 Years of Service



15 Years of Service



20 Years of Service



25 Years of Service





Northwest State
Community College
Institutional Reporting

Budget - Monthly Verifications Report

Fiscal Year: Current
Fiscal Period: 03 - September
ORG: All

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$12,924,710	\$0	\$12,924,710	\$4,925,850	\$0	\$7,998,860
5102	General Fees	\$448,416	\$0	\$448,416	\$172,032	\$0	\$276,384
5103	Lab Fees	\$526,300	\$0	\$526,300	\$201,197	\$0	\$325,103
5105	Out of State Fees	\$384,981	\$0	\$384,981	\$375,475	\$0	\$9,506
5107	Proficiency Fees	\$3,720	\$0	\$3,720	\$315	\$0	\$3,405
5109	Other Fees	\$3,420	\$0	\$3,420	\$2,804	\$0	\$616
5110	Late Fees	\$20,000	\$0	\$20,000	\$3,850	\$0	\$16,150
5113	Testing - Credit	\$0	\$0	\$0	\$0	\$0	\$0
5115	Student Fees	\$147,200	\$0	\$147,200	\$47,266	\$0	\$99,934
5116	Deferred Payment Service Fee	\$7,840	\$0	\$7,840	\$1,920	\$0	\$5,920
5118	Bus & Ind. Traing Fee	\$1,995,000	\$0	\$1,995,000	\$501,793	\$0	\$1,493,207
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	\$375	\$0	\$3,125
5133	Tuition and Fees Schlop Allow	-\$1,650,000	\$0	-\$1,650,000	-\$240,695	\$0	-\$1,409,305
5155	Fiscal Agent Fee	\$175,000	\$0	\$175,000	\$20,857	\$0	\$154,143
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$9,440	\$0	\$20,560
5159	Career Advantage Fee	\$51,000	\$0	\$51,000	\$12,450	\$0	\$38,550
5160	Simulation Fee	\$70,900	\$0	\$70,900	\$11,997	\$0	\$58,903
5161	Career Service Fee	\$638,000	\$0	\$638,000	\$229,104	\$0	\$408,896
5162	Unallocated Reserves	\$25,267	\$0	\$25,267	\$0	\$0	\$25,267
5163	OBR Capital Funds (State)	\$7,166,239	\$0	\$7,166,239	\$0	\$0	\$7,166,239
5214	Cares Act Institutional Funding	\$0	\$0	\$0	\$0	\$0	\$0
5503	Foundation - Instl Supprt	\$135,000	\$0	\$135,000	\$0	\$0	\$135,000
5610	Photo ID	\$500	\$0	\$500	\$310	\$0	\$190
5611	Over / Short	\$0	\$0	\$0	\$1	\$0	-\$1
5614	Miscellaneous Income	\$128,000	\$0	\$128,000	\$19,674	\$0	\$108,326
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$6,255	\$0	\$28,745
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$0	\$0	\$4,000

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5801	OBR - Subsidy	\$12,134,050	\$0	\$12,134,050	\$3,033,512	\$0	\$9,100,538
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$30,157	\$0	\$90,472
5901	Investment Income	\$75,000	\$0	\$75,000	\$21,274	\$0	\$53,726
Revenue	Sub-Total:	\$35,605,172	\$0	\$35,605,172	\$9,387,214	\$0	\$26,217,958
6101	Administrative Salaries	\$3,345,637	\$0	\$3,345,637	\$786,984	\$2,576,903	-\$18,250
6102	Non Instructional Salaries	\$2,674,144	\$0	\$2,674,144	\$735,318	\$2,318,906	-\$380,080
6103	Part Time Non Instructional	\$118,618	\$0	\$118,618	\$9,663	\$68,852	\$40,103
6104	Salary Savings	-\$625,000	\$0	-\$625,000	\$0	\$0	-\$625,000
6121	Academic Salaries	\$3,230,884	\$0	\$3,230,884	\$840,939	\$2,540,580	-\$150,635
6122	Academic Overload	\$524,289	\$0	\$524,289	\$179,642	\$36,703	\$307,944
6123	Part Time Academic	\$1,179,437	\$0	\$1,179,437	\$276,249	\$148,686	\$754,502
6124	Independent Study	\$17,000	\$0	\$17,000	\$8,361	\$2,475	\$6,164
6125	Academic Advising	\$5,400	\$0	\$5,400	\$0	\$0	\$5,400
6141	Part Time Student Help	\$67,076	\$0	\$67,076	\$12,219	\$25,461	\$29,397
6142	Work Study Student	\$0	\$0	\$0	\$430	\$15,783	-\$16,213
6143	Student Tutoring	\$5,000	\$0	\$5,000	\$0	\$53,800	-\$48,800
6144	Faculty Tutoring	\$38,000	\$0	\$38,000	\$4,895	\$7,927	\$25,178
6145	Honorarium	\$1,700	\$0	\$1,700	\$0	\$0	\$1,700
6200	Fringe Expense	\$3,866,342	\$0	\$3,866,342	\$830,356	\$2,712,324	\$323,662
6203	SERS	\$0	\$0	\$0	\$0	\$0	\$0
6205	SERS-Surcharge	\$12,500	\$0	\$12,500	\$0	\$0	\$12,500
6210	Fringe Actual	\$0	\$0	\$0	\$150,379	\$0	-\$150,379
6211	Medical	\$0	\$0	\$0	-\$78,775	\$0	\$78,775
6214	Life	\$0	\$0	\$0	-\$4	\$0	\$4
6216	Misc Insurances	\$0	\$0	\$0	-\$657	\$0	\$657
6218	HRA	\$15,000	\$0	\$15,000	\$983	\$0	\$14,017
6301	Workers Compensation	\$20,000	\$0	\$20,000	\$0	\$0	\$20,000
6302	Unemployment Compensation	\$5,000	\$0	\$5,000	\$174	\$3,000	\$1,826
6303	Employee Fee Waiver	\$85,000	\$0	\$85,000	\$22,234	\$0	\$62,766
6304	Bookstore Employee Discount	\$3,500	\$0	\$3,500	\$667	\$0	\$2,833
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$0	\$1,500	\$1,500

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6306	Employee Appreciation	\$24,500	\$0	\$24,500	\$3,162	\$500	\$20,838
6307	Faculty / Staff Development	\$75,000	\$0	\$75,000	\$495	\$0	\$74,505
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
7101	Office Supplies	\$31,561	\$0	\$31,561	\$4,619	\$0	\$26,942
7102	Copier Supplies	\$17,275	\$0	\$17,275	\$3,326	\$0	\$13,949
7103	Recruiting Supplies	\$15,000	\$0	\$15,000	\$585	\$0	\$14,415
7121	Computer Supplies	\$12,240	\$0	\$12,240	\$3,211	\$0	\$9,029
7131	Instructional Supplies	\$200,000	\$0	\$200,000	\$47,246	\$12,339	\$140,414
7132	Lab Supplies	\$35,000	\$0	\$35,000	\$11,094	\$0	\$23,906
7134	ADA Hearing Impaired Books	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7135	Instructional Food/Snacks	\$27,700	\$0	\$27,700	\$1,634	\$0	\$26,066
7136	Linen and Laundry	\$300	\$0	\$300	\$0	\$0	\$300
7138	Graduation Supplies	\$21,300	\$0	\$21,300	\$61	\$5,100	\$16,139
7151	College Car Supplies	\$990	\$0	\$990	\$9	\$0	\$981
7153	First Aid Supplies	\$500	\$0	\$500	\$0	\$0	\$500
7156	Miscellaneous Supplies	\$3,200	\$0	\$3,200	\$0	\$0	\$3,200
7157	Employee Awards	\$7,000	\$0	\$7,000	\$0	\$0	\$7,000
7161	Library Supplies	\$1,285	\$0	\$1,285	\$141	\$0	\$1,144
7162	Library Books Lost / Replaced	-\$3,953	\$0	-\$3,953	-\$540	\$0	-\$3,413
7171	Audio Visual Supplies	\$27,984	\$0	\$27,984	\$9,539	\$0	\$18,445
7181	Uniforms	\$3,300	\$0	\$3,300	\$800	\$0	\$2,500
7182	Janitorial Supplies	\$15,000	\$0	\$15,000	\$532	\$15,000	-\$532
7201	Conferences and Seminars	\$94,656	\$0	\$94,656	\$22,167	\$0	\$72,489
7202	Travel	\$78,254	\$0	\$78,254	\$12,945	\$0	\$65,309
7203	Development	\$37,000	\$0	\$37,000	\$4,421	\$0	\$32,579
7204	Instructional Travel	\$500	\$0	\$500	\$0	\$0	\$500
7207	Committee Meetings	\$27,990	\$0	\$27,990	\$4,783	\$0	\$23,207
7208	Convocation	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7301	Subscriptions and Publications	\$8,000	\$0	\$8,000	\$3,651	\$0	\$4,349
7311	Dues	\$145,000	\$0	\$145,000	\$19,468	\$5,312	\$120,220
7321	Classified Advertising	\$9,000	\$0	\$9,000	\$1,325	\$0	\$7,675
7322	Radio Advertising	\$65,000	\$0	\$65,000	\$15,285	\$0	\$49,715

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7323	Brochures	\$40,000	\$0	\$40,000	\$8,213	\$0	\$31,787
7324	Advertising - Papers	\$25,000	\$0	\$25,000	\$1,667	\$0	\$23,333
7325	Advertising - Billboards	\$91,100	\$0	\$91,100	\$24,832	\$0	\$66,268
7326	Advertising - Miscellaneous	\$41,000	\$0	\$41,000	\$23,436	\$0	\$17,564
7328	Advertising - Digital	\$45,000	\$0	\$45,000	\$9,604	\$0	\$35,396
7329	Advertise-Wkfrc Devel	\$18,000	\$0	\$18,000	\$0	\$0	\$18,000
7331	Community Relations Donations	\$800	\$0	\$800	\$0	\$0	\$800
7352	Printing	\$29,900	\$0	\$29,900	\$6,977	\$1,539	\$21,384
7361	Postage	\$22,400	\$0	\$22,400	\$7,978	\$0	\$14,422
7401	Equipment M & R	\$166,233	\$0	\$166,233	\$23,800	\$26,350	\$116,083
7402	Buildings M & R	\$102,650	\$0	\$102,650	\$7,826	\$16,223	\$78,601
7403	Grounds M & R	\$30,622	\$0	\$30,622	\$1,832	\$9,193	\$19,597
7404	Parking Lot M & R	\$30,000	\$0	\$30,000	\$20,935	\$0	\$9,065
7405	Water Tower M & R	\$193,000	\$0	\$193,000	\$0	\$1,000	\$192,000
7406	Vehicles M & R	\$25,000	\$0	\$25,000	\$3,773	\$15,000	\$6,227
7407	Equipment Replacement	\$8,000	\$0	\$8,000	\$1,062	\$0	\$6,938
7408	Equipment Rental	\$36,100	\$0	\$36,100	\$4,415	\$23,848	\$7,837
7409	Facilities Rental	\$3,575,000	\$0	\$3,575,000	\$276,784	\$1,175	\$3,297,041
7501	Professional Fees	\$37,200	\$0	\$37,200	\$12,339	\$0	\$24,861
7502	Legal Fees	\$29,000	\$0	\$29,000	\$0	\$0	\$29,000
7503	Audit Fees	\$30,000	\$0	\$30,000	\$2,100	\$0	\$27,900
7504	Accreditation	\$2,897	\$0	\$2,897	\$2,875	\$0	\$22
7521	Training	\$35,252	\$0	\$35,252	\$102,876	\$0	-\$67,624
7522	Testing / Assessment	\$158,850	\$0	\$158,850	\$12,396	\$1,000	\$145,454
7523	Outside Services	\$5,544,330	\$0	\$5,544,330	\$621,770	\$136,974	\$4,785,586
7525	Purchased Services	\$47,000	\$0	\$47,000	\$14,164	\$0	\$32,836
7527	Collection Fees	-\$16,000	\$0	-\$16,000	-\$1,856	\$0	-\$14,144
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$2,251	\$0	\$8,249
7531	Finger Printing Expense	\$23,120	\$0	\$23,120	\$6,369	\$0	\$16,751
7601	Adult Diploma Scholarship	\$25,000	\$0	\$25,000	\$0	\$0	\$25,000
7602	JATC Career Advantage Fee	\$500	\$0	\$500	\$0	\$0	\$500
7603	Honors Scholarship	\$70,000	\$0	\$70,000	\$532	\$0	\$69,468

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$1,107	\$0	\$10,893
7605	Presidential Scholarship	\$850,000	\$0	\$850,000	\$32,983	\$0	\$817,017
7606	Scholarship Allowance	-\$1,650,000	\$0	-\$1,650,000	-\$240,695	\$0	-\$1,409,305
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$575	\$0	\$2,425
7608	Fee Waiver - Senior Citizens	\$6,000	\$0	\$6,000	\$1,799	\$0	\$4,201
7609	Fee Waiver - ONG	\$515	\$0	\$515	\$0	\$0	\$515
7610	CCP Partner Scholarship	\$5,150	\$0	\$5,150	\$0	\$0	\$5,150
7618	Graduation Alliance Schlp	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7619	Registration Scholarship	\$13,000	\$0	\$13,000	\$0	\$0	\$13,000
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$0	\$0	\$11,000
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schlp & Books	\$610,500	\$0	\$610,500	\$68,366	\$0	\$542,134
7631	Bad Debt Expense	\$105,000	\$0	\$105,000	-\$10	\$0	\$105,010
7632	Capital Lease Interest	\$69,445	\$0	\$69,445	\$0	\$0	\$69,445
7633	Contingency Fund	\$70,790	\$0	\$70,790	\$4,680	\$0	\$66,110
7634	Instructional Media	\$10,300	\$0	\$10,300	\$10,131	\$0	\$169
7635	Database Subscriptions	\$34,000	\$0	\$34,000	\$4,427	\$0	\$29,573
7636	Student Activities	\$20,760	\$0	\$20,760	\$4,339	\$0	\$16,421
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$6,902	\$0	-\$6,902
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$11,786	\$0	-\$98,214
7642	Alumni Fund Expense	\$6,050	\$0	\$6,050	\$141	\$0	\$5,909
7644	Miscellaneous	\$60,300	\$0	\$60,300	\$0	\$0	\$60,300
7645	Business Competition	\$800	\$0	\$800	\$0	\$0	\$800
7650	Strategic Planning	\$2,500	\$0	\$2,500	\$2,201	\$40	\$259
7654	NCA - HLC	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500
7666	Grant Matching	\$60,000	\$0	\$60,000	\$0	\$0	\$60,000
7667	CCP Scholarship	\$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	\$0	\$0	\$20,000
7676	TRIO - NSCC Scholarship	\$5,000	\$0	\$5,000	\$2,535	\$0	\$2,465
7677	Tuition Reduction - Cares	\$0	\$0	\$0	\$258,878	\$0	-\$258,878

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7701	Gas	\$55,000	\$0	\$55,000	\$310	\$55,000	-\$310
7702	Electricity	\$175,000	\$0	\$175,000	\$4,486	\$190,211	-\$19,697
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$0	\$2,500	\$199
7704	Water	\$8,000	\$0	\$8,000	\$1,458	\$8,000	-\$1,458
7705	Sewer	\$40,000	\$0	\$40,000	\$8,955	\$38,000	-\$6,955
7706	Waste Collection	\$7,000	\$0	\$7,000	\$1,121	\$6,000	-\$121
7707	Telephone	\$50,000	\$0	\$50,000	\$22,575	\$26,400	\$1,025
7722	Employee Liability Insurance	\$13,000	\$0	\$13,000	\$3,246	\$0	\$9,754
7724	Motor Vehicle Insurance	\$15,000	\$0	\$15,000	\$4,524	\$0	\$10,476
7725	Property Insurance	\$92,319	\$0	\$92,319	\$65,403	\$0	\$26,915
7727	Prof Liab Students	\$7,322	\$0	\$7,322	\$1,623	\$0	\$5,699
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$0	\$0	\$2,250
7729	Cyber Liability Insurance	\$14,000	\$0	\$14,000	\$3,625	\$0	\$10,375
7901	Library Books	\$11,000	\$0	\$11,000	\$3,608	\$0	\$7,392
7902	Fixtures and Furnishings	\$264,506	\$0	\$264,506	\$81,441	\$0	\$183,065
7903	Software and Licensing	\$614,977	\$0	\$614,977	\$121,556	\$0	\$493,422
7904	Building Projects	\$7,780,506	\$0	\$7,780,506	\$0	\$0	\$7,780,506
7911	Equipment	\$66,000	\$0	\$66,000	\$65,099	\$73,664	-\$72,763
7912	Motor Vehicles	\$30,000	\$0	\$30,000	\$0	\$0	\$30,000
Expense	Sub-Total:	\$35,605,173	\$0	\$35,605,173	\$5,684,570	\$11,183,269	\$18,737,334