

BOARD OF TRUSTEES MEETING

October 17, 2025 – 11:30 a.m.

Room C200

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. PRESENTATION – State Share of Instruction (SSI) (Todd H)

F. AUDIENCE PARTICIPATION

G. 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)

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

- Facilities Projects Update (Todd H)
- Affordability & Efficiency Report (Todd H)
- Master Plan (Todd H)

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

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

Values: People, Integrity and Learning

- Policy and Procedure Updates (Todd H)
 - Curricular Review Policy (new)
 - Ad Hoc Committee
 - CDL Drug Testing Policy (new)
 - ILOs (amended)
- Legislative Updates (Todd H)
- State/Federal Policy Updates

I. CHIEF FISCAL OFFICER REPORT (Jenny T)

- Financial Report as of July 31, 2025

K. CONSENT AGENDA (Megan B)

1. Consent Agenda Items (roll call vote)
 - a. Minutes of the August 15, 2025 Meeting
 - b. Resignations
 - c. Employ Full-Time Cook
 - d. Employ Full-Time APEX Accelerator Center Director
 - e. Promotion to Working Supervisor – Custodial
 - f. Promotion to Communications & Digital Marketing Specialist
 - g. Transition to Custodian (2nd Shift)
 - h. Miscellaneous Employment Contracts

L. PROPOSED RESOLUTIONS (Megan B)

1. Emeritus Nominations

M. UPCOMING BOARD ACTIVITIES (Todd H)

1. Van Wert Open House – October 28
2. Veteran’s Day Luncheon – November 6
3. Board Meeting – December 12
4. Emeritus Dinner – December 15
5. Fall Commencement – December 15

N. OTHER BUSINESS (Todd H)

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

O. ADJOURNMENT (Katrina D)

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

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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.

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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, August 15, 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

25-49

Members present: Sandy Barber, John Bridenbaugh, Katrina DeGroff, Jeff Erb, Joel Miller, Scott Mull, John Poulson, Mickey Schwarzbek
Absent: Lisa McClure

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 Sandy Barber 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.

NSCC 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.

VISION AND VALUES

Trustee Barber 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

25-50

Mr. Erb moved and Mr. Miller 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, Miller, Mull, Poulson, Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

Following executive session, the meeting moved back to regular session and on record at 1:31 p.m.

VAN WERT RENOVATION UPDATE

The Board of Trustees toured the site of the Van Wert campus to see the progress of the renovations. During the meeting, Alexander & Bebout, the construction manager at risk (CRM), provided a progress update to the Board. The certificate of occupancy is expected to be issued on October 10 and the expectation is that fall 8B classes will be offered on-site at the new campus. The project manager is on-site daily to oversee the renovations and manage any issues that arise. Final steps include interior painting, flooring and millwork (fixtures). Dean Jon Tomlinson provided the Board with upcoming events in Van Wert and Paulding counties. NSCC is sponsoring Labor Day at the Van Wert Fair. We will hold our 4th annual Golf Outing on September 12th. We are also visiting area sporting events to spread the word about the opening of the campus.

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. Summer enrollment trended up overall from 2024. All enrollment types are showing a positive trend for fall semester, with all student types showing percentage increases. Jim Drewes, Vice President for Workforce Development, reported that CTS met its sales goal for fiscal year 2025. The EDGE Program (short-term Industrial Certificate) held a fall 2025 cohort signing day for fifteen students. Darin Siler, Vice President / Chief Information Officer, reported the successful launch of the new College website on July 8. President Todd Hernandez discussed the upcoming State of the College address and Board Retreat on September 25.

BOARD DISCUSSION ITEMS

Facilities Project Update – Board members were provided an opportunity to walk through the Van Wert campus before the meeting to view the progress of the renovations. The B building renovations are on schedule for a December 2025 occupancy. The solar field is activated and generating power. The College has already seen significant energy cost savings.

Tuition Increase & Scholarships – The state budget allows for a \$10 per credit hour increase for each year of the biennium. There are two resolutions for the Board's consideration – one to institute the tuition increase and one to provide a scholarship to cover the tuition increase for the spring semester.

Fees – The Controller performed an internal audit to make sure all fees were aligned across all systems within the College. There are a number of fees that were updated and now brought to the Board for approval. There is an item in the consent agenda to review and approve said fees.

ODHE Duplicate Program Report – ORC code 3345.35 requires that the Board evaluate all courses and programs based on enrollment and duplication with other state institutions of higher education every three years. This report is due no later than September 25. There is a resolution for the Board's consideration, to state that NSCC has completed their evaluation, along with any recommendations for discontinuing any programs or courses.

Policy and Procedure Updates:

Prohibition of Diversity, Equity, and Inclusion (DEI) policy (new) – As part of Senate Bill 1, NSCC is required to have a policy in place by September 30 prohibiting DEI practices. There is a new policy as part of the consent agenda for the board's consideration.

College Values – The College Values are current policy. There is a consent agenda item for the Board's consideration to update the policy to change the "People" value to comply with Senate Bill 1.

Institutional Learning Outcomes – The ILOs are board policy. After input from College

stakeholders, the President will ask to temporarily suspend the ILOs. There is a consent agenda item for the Board's consideration to suspend the ILOs. A team of faculty and staff will work together to create new ILOs that comply with Senate Bill 1, which will be brought to the Board for approval in the future.

Inclusive Brilliance – Committee derived from a former DEI group, but with a focus built around our college values. The committee has been disbanded at the recommendation of the AG to comply with Senate Bill 1. One option we are looking at is to amplify our college values and sense of belonging for our students.

Lactation Pod – The College has purchased a lactation pod for our faculty, staff, students and visitors. It is not a specific requirement of Title IX to offer a lactation pod; however, there has been a need for a space and the College responded. We have created a procedure and code of conduct for its use.

CHIEF FISCAL OFFICER REPORT

25-51

Mr. Erb moved and Ms. Barber 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 May 31, 2025.

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

CONSENT AGENDA APPROVED

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

MINUTES OF THE JUNE 26, 2025 BOARD MEETING

25-52

RESIGNATIONS

25-53

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.

EMPLOY FULL-TIME TRAINING COORDINATOR – ELECTRICAL & AUTOMATION

25-54

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.

EMPLOY FULL-TIME CLERK – BOOKSTORE / RETAIL & FOOD SERVICES

25-55

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.

TRANSITION TO CUSTODIAN

25-56

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.

TRANSITION TO EXECUTIVE ADMINISTRATIVE ASSISTANT – VICE PRESIDENT / CHIEF INFORMATION OFFICER

25-57

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.

PROMOTION TO ADMINISTRATIVE ASSISTANT – COMMUNITY & WORKFORCE DEVELOPMENT

25-58

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.

PROMOTION TO EXECUTIVE DIRECTOR OF NETWORK SYSTEMS AND TECHNOLOGY SUPPORT

25-59

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.

FEES

25-60

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

MISCELLANEOUS EMPLOYMENT CONTRACTS

25-61

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

ACCEPTANCE OF GIFT TO THE COLLEGE

25-62

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.

PROHIBITION OF DIVERSITY, EQUITY AND INCLUSION PRACTICES POLICY (NEW)

25-63

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: XX/XX/XXXX

(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

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

**DUPLICATE PROGRAM REPORT FOR THE OHIO DEPARTMENT
OF EDUCATION APPROVED**

25-64

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

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; Barber, Bridenbaugh, DeGroat, Erb, Miller, Mull, Poulson, Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

INSTITUTIONAL LEARNING OUTCOMES SUSPENSION APPROVED

25-65

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

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; Barber, Bridenbaugh, DeGroff, Erb, Miller, Mull, Poulson, Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

COLLEGE VALUES AMENDMENT APPROVED

25-66

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

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; Barber, Bridenbaugh, DeGroff, Erb, Miller, Mull, Poulson, Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

TUITION ESTABLISHED FOR THE 2025-2026 ACADEMIC YEAR

25-67

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

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; Barber, Bridenbaugh, DeGroff, Erb, Miller, Mull, Poulson,

Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

TUITION SCHOLARSHIP APPROVED FOR THE 2025-2026 ACADEMIC YEAR.

25-68

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

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; Barber, Bridenbaugh, DeGroff, Erb, Miller, Mull, Poulson, Schwarzbek. 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. The next Board of Trustees meeting is scheduled for Friday, October 17, 2025.

1. APPROVAL OF CONSENT AGENDA

1a. Minutes of the August 15, 2025 Board Meeting

1b. Resignations

WHEREAS, David Mohring, Mechanical Engineering Technology Faculty, has submitted his resignation; and

WHEREAS, Jason Baun, Working Supervisor – Facility Maintenance, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of David Mohring, effective October 15, 2025; and Jason Baun, effective October 17, 2025 be accepted.

1c. Employ Full-Time Cook

WHEREAS, the position of full-time Cook was left vacant due to the promotion of Krista Maassel to Administrative Assistant for Community & Workforce Development; 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. Linda Rivera be employed as full-time Cook effective September 8, 2025 at an annual salary of \$35,464.00. This is in accordance with the Support Personnel Bargaining Agreement.

1d. Employ Full-Time APEX Accelerator Center Director

WHEREAS, the position of full-time APEX Accelerator Center Director was created to grow business partnerships and address the unique needs of local businesses, particularly those looking to enter the space of government contracting; and

WHEREAS, this position will be responsible for providing leadership and direction to APEX marketing assistance efforts, designing training programs for new employees, serving as an active resource for marketing and support staff, and establishing close working relationships with federal buying centers in our own area, among other duties; 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. Jeremy Garber be employed as full-time APEX Accelerator Center Director effective October 13, 2025 at an annual salary of \$80,000.00. This is a grant-funded graded position.

1e. Promotion to Working Supervisor – Custodial

WHEREAS, the position of full-time Working Supervisor – Custodial, was left vacant due to the termination of Ashley Barth; 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 Mr. David Schaub be employed as full-time Working Supervisor – Custodial, effective September 8, 2025 at an annual salary of \$45,000.00. This is a graded position.

1f. Promotion to Communications & Digital Marketing Specialist

WHEREAS, the position of full-time Communications & Digital Marketing Specialist was created to provide assistance in development and implementation of the College's comprehensive marketing, advertising and communications and community relations efforts aimed at building brand awareness and drive student and employee recruitment and retention; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Ethan Eberly be employed as full-time Communications & Digital Marketing Specialist, effective October 13, 2025 at an annual salary of \$47,500.00. This is a graded position.

1g. Transition to Custodian (2nd Shift)

WHEREAS, the position of full-time Custodian was left vacant due to the promotion of David Schaub to Working Supervisor - Custodial; 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 Mr. Zach Tucker be employed as full-time Custodian 2nd Shift effective September 25, 2025 at an annual salary of \$33,030.40. This is in accordance with the Support Personnel Bargaining Agreement.

1h. 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:

Part-Time Instructors:

Dulat Bekbolsynov
Kenneth Brown
Nathaniel Coleman
Darlington Dick
Jared Gulley
Peter Kappen
Kyle Klinker
Amy McMasters
Melissa Norton
Corey Shubert

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

Lisa Becher	Mike Kwiatkowski
Sean Burres	Amy Leitch
Lisa Dapelo	Kayla Miller
Colin Doolittle	Dave Mohring
Marianna Doolittle	Tera Newton
Chelsie Ebaugh	Anuja Parikh
Lindsay Folkerth	Karla Ringenberg
Heather Galbraith	Christine Robinson
Melanie Hicks	Jesse Schumaker
Tony Hills	Nicole Schwab
Sherry Howard	Greg Tefft
Julie Kemarly-Dowland	Anna Trubey
Craig Kuhlman	Jenny Thome
Connie Nicely	Jason Rickenberg
Jon Tomlinson	Tim Lucas

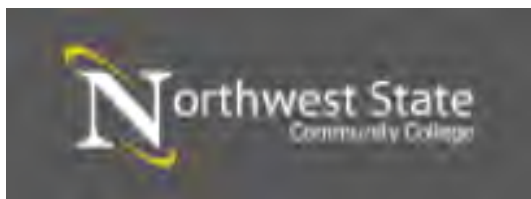
This concludes the Consent Agenda

Moved by _____ Seconded by _____

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

1. CONSIDERATION OF A RESOLUTION TO APPROVE EMERITUS STATUS

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



President's Report - October 2025

Videos / Podcasts:

[8/13/2025 Talking w/Todd](#)

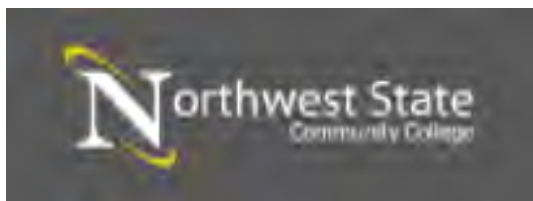
[9/10/2025 Talking w/Todd](#)

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
Aug 11	Alumni Night - Henry Co. Fair
Sep 1	NSCC Sponsor - Van Wert Fair
Sep 2	Alumni Night - Fulton Co. Fair
Sep 6	NSCC Sponsor - Alzheimer's Walk
Sep 11	OACC Meeting - Dayton
Sep 12	NSCC - Van Wert Golf outing
Sep 15	Board Engagement - John Poulson
Sep 18	Trustee's Conference - Columbus
Sep 24	Army Reserve Event on Campus (Marcy Kaptur visit)



Date	Activity
Sep 26	Van Wert - Employee Open House
Sep 27	Electrical JATC Graduation - Cleveland
Oct 3	Plumbers & Pipefitters Directors Meeting - Akron

Scheduled Time Off / Away from Campus

Date	Description
Oct 18 - Oct 25	Higher Education Research & Development Institute (HERDI) / Association Community College Trustees (ACCT) - New Orleans, LA
Nov 12 - Nov 13	OACC Annual Conference - Columbus, OH
Nov 29 - Dec 6	Vacation - Cancun, Mexico

Non NSCC related Professional Activities

None.

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

Information Security Program (July 1, 2025 - June 30, 2026)

- ✓ **Launch a Cyber-awareness Training and Phishing Campaign Program:** A new cybersecurity training program provided by SensCy was launched on October 1st to all full-time employees in an effort to increase awareness. This vendor will increase our compliance with the federal law GLBA, JATC, and House Bill 96.
- ✓ **Perform Annual Penetration Test and Vulnerability Assessment:** External and internal vulnerability assessments and penetration tests will begin October 20th by TrustedSec to evaluate the security of the IT infrastructure. The vulnerability assessment will identify and classify security weaknesses in computer systems, applications or the network. The penetration test will simulate a cyberattack against our systems to exploit vulnerabilities and assess the potential impact of a real-world breach.
- ✓ **Continue IT Involvement in Expanding Physical Security:** A Safety Grant funded the installation of a MARCS radio repeater system on the main campus. This system aims to enhance emergency communications. FlexCom installed 12 new/replacement security cameras around campus to improve video quality and coverage. A physical campus intrusion system was built on our access control and surveillance systems. We continue to work with the Police Chief to coordinate the "campus access" policy, as well as perform onboarding. Access control and security cameras have been addressed for the Van Wert campus through Grant 3.
- ✓ **Upgrade all Computers to Windows 11:** Windows 11 has been installed for all public-facing computers on campus. Currently, all employees are receiving the Windows 11 upgrades as well to ensure a secure a consistent user experience.
- ✓ **Evaluate the following Security Tools (Security Operations Center, Systems Information and Event Management, Network Operations Center, Host-based Intrusion Detection System):** A new partnership with Telesystem Lumifi was established to provide 24/7 security monitoring for all server, workstation, authentication, and firewall logs. This vendor will increase our cybersecurity standing and compliance with GLBA.

Note: House Bill 96 (Effective September 30, 2025): House Bill 96 mandates that Ohio local government entities establish a basic cybersecurity program, which includes annual employee training, a cyber incident response plan with ransomware protocols, risk assessment and remediation practices, and prompt reporting of cyber incidents to the Ohio Cyber Integration Center and the Auditor of State.

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.
- No Banner upgrades are currently needed.

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 NLSC (National Student Loan Clearinghouse) data with our Banner system.
- Currently working with HandShake to interface with Banner. This platform is designed to help students find jobs or internships.
- Collaborated with SensCy to initiate cybersecurity awareness training with employees through animated videos and short quizzes.

New Initiatives

- In the past two months approximately 106 requests have been successfully completed, showing 100% positive feedback from the responses 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. AmyJo Rouleau provided three Self-Service Banner 9 training sessions for employees. Plans are to replace the current Self-Service Banner 8 soon.

State and Federal Reporting

- State Higher Education Information (HEI) reporting has been completed for the summer term.
- IPEDS reporting for FY2026 began in August. The fall reporting has been completed.

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 379 new requests/incidents in September, resolving 388 open tickets with 100% positive feedback from 38 responses.

Halo Optimization

- 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 scheduled to rollout to campus at the end of the year.
- The rollout of the Halo ticketing system to the marketing department is complete.
- 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.

Auditorium Lighting

- All house and stage lights are replaced with modern adjustable fixtures and updated controls. The project is at ninety-nine percent functionality, with a few small lights awaiting new fixtures remaining.

Van Wert Campus

- Internet fiber installation is completed at the Van Wert campus. All critical technology is ready for deployment.

**Vice President for Academics
October 2025
Submitted by: Lana Snider**

The fall term is going well and it's hard to believe the traditional 16-week term is halfway over. We are starting our second 8-week term and lots of amazing things are taking place on campus! We are busy planning for fall commencement which will be held December 15th at 7:00 pm.

Following are some brief updates from the academic deans.

Jamilah Jones: Arts & Science

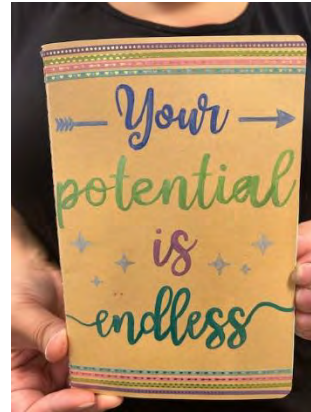
1. Campus belonging

During the week before classes, our Arts & Sciences team set out a small, no-gimmicks table with one invitation: “Come learn about the liberal arts—and start a reflective journal.” Before the semester officially began, it drew only a handful of people. But in the first week the table bloomed: more than 25 journals were decorated and kept by students, and meaningful conversations unfolded among faculty, staff, and both new and returning students. One student—eyes bright, voice steady—shared that she had saved over \$6,000 to pursue nursing at NSCC, enough to step away from her job so she could finish her clinicals. A mother-and-daughter pair (the mom an alum) talked candidly about the challenges they’ve faced and the hope they feel in starting strong at NSCC this year. No raffles. No merch drops. Just community, a stack of journals, and the kind of stories that make a campus feel like home.



Why a Journal? Because Belonging Grows Where Reflection Lives

A reflective journal isn't a diary of secrets; it's a place to **notice**. In the liberal arts, noticing is the muscle that strengthens everything else—reading, listening, interpreting, making, debating, revising. When you reflect regularly, you spot patterns: what helps you learn, where you get stuck, who and what energizes you.



Snazzy truth:

Journaling is like taking your brain for a brisk walk—your worries get fresh air, your ideas pick up speed, and your confidence finds its stride.

2. Faculty Advocacy in Action

At Northwest State, our faculty often continue supporting students well beyond graduation, and a recent example from Visual Communication and Graphic Design faculty member Sean Burres demonstrates the powerful impact of this commitment. When a local employer contacted the College about filling a Marketing Coordinator position, Sean immediately thought of a recent graduate he knew was actively job hunting. He was already familiar with her applications—even

knowing she had been turned down for this role due to “lack of experience.” Sean stepped in, sharing details about her dual degrees, top performance in social media marketing certification, and her overall readiness for the position. His advocacy led the employer to reconsider and invite her to interview. This intervention not only gave a graduate a second chance but also strengthened the College’s connection with the employer, opening the door for future opportunities. This is a shining example of how NSCC faculty teach, mentor, and champion students long after they cross the graduation stage.

3. Statewide Leadership & Scholarship

On September 12, Jamilah at the Ohio Association of Community Colleges’ Statewide Strategic Leadership Institute (SSLI). My session addressed faculty workload, writing-intensive instruction, and the impact of shortened academic terms, highlighting findings from ongoing institutional research. The presentation elevated NSCC’s visibility in statewide conversations on teaching and learning.

4. Professional Development Highlights

September 10, 2025 - NSCC Faculty Join National Forum on the Humanities in Community Colleges: Humanities - Crisis or Comeback?

You’ve heard the refrain: the humanities are in decline. Some politicians cast them as ideological battlegrounds; others question their career value—especially in the age of generative AI. Those headwinds are real. After the Great Recession, students shifted toward majors they believed promised stronger job prospects; humanities bachelor’s degrees fell 24% over the following decade, even as STEM grew.

But a counternarrative is gaining momentum: community colleges are seeing renewed interest in the liberal arts. With more students enrolling in humanities pathways at two-year institutions, many campuses are pairing workforce preparation with a robust liberal education.

NSCC Participation: Jamilah Jones, Dean of Arts & Sciences, and Sherry Howard, Chair in Arts & Sciences, attended The Chronicle’s virtual forum, “The Growing Role of the Humanities at Community Colleges.” They heard from faculty at Austin Community College and other institutions that are seeing growth through refreshed course design, clearer transfer pathways, and stronger storytelling about skills—from writing and critical thinking to collaboration and civic readiness.

What’s next for NSCC: Insights from the forum will inform our review of humanities messaging, transfer maps, and experiences.

Professional Development Highlights Continued

During August–September 2025, Dean Jones completed and earned the Managing Civil Discourse (MCD) micro credential from the Southwest Center for Human Relations Studies (SWCHRS), a credentialed, evidence-based five-part series delivered live via CVENT (10 CEUs; live attendance required). The training strengthens campus capacity to navigate high-stakes and emotionally charged discussions by applying multiple research-supported

frameworks—Crucial Conversations (handling high-stakes dialogue), the 4Rs Method (resolving institutional/governance conflicts), Nonviolent Communication (de-escalation and empathy), Interest-Based Relational (IBR) (negotiating agreements), and the DESC script (direct, constructive feedback). Dean Jones will leverage this micro credential to enhance division and cross-functional facilitation, supervisor coaching/feedback cycles, and student-facing conversations (e.g., appeals, academic integrity, restorative practices), and will be available to share quick-guide tools and offer short, practice-focused sessions for chairs, faculty, and staff to embed these models in meetings, classrooms, and committee work.

Jason Rickenberg: Business & Public Services

- **College Credit Plus (CCP) Expansion:** Two additional instructors have been certified to teach CCP classes at Miller City, beginning this fall. Additionally, Van Wert High School has joined our CCP network with its first certified instructor, marking our initial presence in that region.
- **Community Engagement:** Faculty members and the Dean attended Van Wert Campus open house, strengthening local partnerships. They also participated in the recent *State of the College* address, representing the division and supporting college-wide initiatives.
- **Curriculum Alignment:** Learning outcomes for our Advertising course have been updated to align with the state Transfer Assurance Guide (TAG) and have been submitted through September's Academic Affairs.
- **Enrollment Growth:** The division has seen an encouraging increase in student enrollment. As a result, new course sections have been added to meet demand for the fall semester.
- **Faculty Support:** Faculty morale is high. The Dean has scheduled individual check-ins with instructors throughout the semester to offer additional support and maintain open communication.
- **Student Opportunities:** Kayla Miller recently took her students to the Farm Science Review in Columbus, an enriching experiential learning opportunity. Two-fifteen passenger vans were used during this trip. The Agriculture program currently supports a total of 36 learners.

Dr. Tiffany Ludwig: Nursing & Allied Health

- Practical Nursing (PN) spring graduates (summer completion) all have tested for NCLEX (boards) and 17 out of 18 passed on their first try, giving the PNs a 94% pass rate!
- Recruitment efforts remain a priority. Our numbers for spring start look promising and overall have increased compared to last semester across all programs.
- Nursing & Allied Health have collaborated with admissions/advising/registrar to create a seamless credit evaluation for transfer students.
- Three NRS courses have been submitted for iTAG approval through ODHE.
- I am continuing to gather/organize data for our Ohio Board of Nursing (OBN) visit. Tentative dates of March 2026, but I am still waiting on confirmation from OBN.

- Choose Ohio First (COF) with students utilizing this grant; 36 students were awarded grants.

Dr. Franklin Roberts: Dean of STEM & Industrial Technologies

- Tony Hills spent the summer at North Star as an embedded observer in the Information Technology, Operational Technology and Industrial Control Systems teams. He was given in-depth explanations and demonstrations of the main technology tools used. He learned how the security teams are structured and work together at the local, regional and global levels. This was valuable because Tony's professional experience in Information Technology has been with smaller companies without multiple technology teams. This experience will inform Tony's work in the classroom and have a direct positive impact on classroom learning.
- Continuing our partnership with North Star, STEM & Industrial offered two classes on site: IND 120 - Industrial Electricity I and IND 121 - Industrial Electricity II. The class had students from North Star, traditional students and CCP. The plan is to continue to offer IND classes at North Star and expand to offer Engineering Technology classes as soon as spring semester.
- Franklin and Kara represented Northwest State at the BGSU's Tech Day. Ohio Tech Day is an annual celebration of technology in Ohio, designed to inspire students and highlight innovation career opportunities. We talked with potential students about programs at Northwest State round STEM.

Connie Klingshirn: Registrar

- The Registrar team assisted Financial Aid office with Financial Transparency Value/Gainful Employment reporting and it was completed before the September 30 deadline.
- We tested Banner Reserved Seating functionality to equalize the count of non-CCP learners and CCP learners in a course section. We are conducting a “soft” pilot spring 2026 with composition II courses. We intend to pilot with fall 2026 registration.
- Connie and Eliza will be attending the Fall Ohio Association of Collegiate Registrar’s and Admission Officers (OACRAO) Conference in October.
- We are attending Veterans Administration School Certifying Official training in October.
- Deployment of eDiploma with summer 2025 graduates was successful. We did not hear that any graduate experienced a challenge with accessing the eDiploma or receipt of the physical diploma. The team sent communication to summer graduates to inform them of the eDiploma.
- We worked on updating webpage content and graphics for the Registrar and Military webpages. Here are a few graphics that were designed:



Dr. Jason Lafferty: Associate VP of Academics & Team:

This area continues to build upon the momentum from its summer meetings, including detailing new programming from the Center for Teaching and Learning to start in November. Anticipated topics include active learning classrooms, pedagogical best practices, and assessment workshops, all focused on increasing learner success by implementing high impact practices. Dr. Lafferty attended the Fall Student Success Leadership Institute (SSLI) meeting and participated in Friday mornings keynote session workshop led by Columbia University's Center for Community College Research. We are excited to develop impactful strategies for the College, based on their framework. Leaders from admissions, student success, and Information Technology were present and participatory. Lastly, Dr. Lafferty attended the OACC's Chief Academic Officers meeting in Columbus, where we heard from OACC leadership, Ohio Department of Higher Education (ODHE) leadership, and the attorney general's office, detailing the exciting plans for the growth of transfer courses and partnerships, increased focus on workforce development, and remaining compliant with current legislative requirements.

Kristi Rotroff: Library Director

- Nine new tutorial videos were recorded for viewing on demand by faculty and learners. Topics included steps in the research process, navigating the new library platform, and searching specific databases.
- The new library platform is proving popular with learners! We continue to solicit feedback from users, and have already made one small improvement after a learner stopped in to the library for assistance.
- Faculty received information on several new resources: Sage Skills: Business, Sage Skills: Student Success, and Sage Business Cases.
- Dusty Harris, Library Assistant, was awarded a distinguished service plaque by the Ohio Support Staff Institute (OLSSI) at the final planning committee meeting in Columbus. Way to go, Dusty! This was an excellent way to hone leadership skills and build camaraderie with other library staff around the state.

Christina Schwiebert: Instructional Design and Distance Learning Coordinator

At the start of the term, we discovered that the online proctoring service we have been using was no longer responding to any support emails or calls. Since a number of classes were planning on using proctored tests, we had a short time to evaluate and implement a new proctoring service. The new service, Proctortrack, is now up and running for those classes. We've had to work with some of our high school partners to make the browser plugin available on their students' devices. 8A course evaluations are available 10/6 - 10/19. Christina has created an updated overview template that combines the campus-wide and division-level reports into a single spreadsheet, which will hopefully save a lot of time compiling the report data.

Heidi Keller: Coordinator of Accreditation, Compliance & Curriculum

On September 29, 2025, The Higher Learning Commission (HLC) Institutional Actions Council reviewed our institution's case. On Friday, October 3, we received our official mid-cycle review open action letter. NSCC has been asked to complete a stand-alone monitoring report for criterion 4B: The institution engages in ongoing assessment of student learning as part of its commitment to the educational outcomes of its students. This monitoring report is to be completed by 8/1/2028. Overall, the peer reviewers gave us a positive report and recommended continual accreditation.

On Friday, October 3, we completed the curriculum management (Curriculog) wrap-up meeting with Modern Campus. I am now ready to take this project to the next level, which is creating instructional guides and training our faculty and staff. It is my hope that the curriculum management software will go live in January.

We had our first Academic Affairs meeting of the 2025-2026 academic year on September 24. Kayla Miller is the Chair of the Academic Affairs Committee. There were nine proposals that were presented. There were eight course changes and one program change. All nine proposals were approved.

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

Fraud is on the rise across Ohio, with fraudulent applications, identity theft, and financial aid scams. The recent statewide Fraud Prevention Survey, with participation from 29 Ohio higher education institutions, highlighted the growing sophistication of fraudulent activity in admissions, enrollment, and financial aid.

- Nearly two-thirds of institutions reported cases of financial aid fraud
- One in four experienced credit card fraud
- Most noted enrollment fraud tied to online courses

NSCC is combatting these issues with cross-functional teamwork, AI-driven checks, and OACC task force participation. We flagged 82 fraudulent applications this fall alone and turned the challenge into an opportunity to strengthen processes.

Enrollment and Access

We are preparing for Discover Day on November 1. Students from Sean Burres' Graphic Design program created the promotional materials. It's a chance to showcase student talent and highlight everything NSCC has to offer.

Enrollment has also been on the move. At Van Wert Visit Day, prospective learners completed applications, orientation, and tours. Kudos to the team for making this event a success!



We recently signed an Memorandum of Understanding (MOU) with Tiffin University, making NSCC the ninth DragonNext partner beginning Fall 2025. The [DragonNext](#) program provides seamless transfer pathways into TU bachelor's degree programs, with aligned courses and joint advising, as well as access to career services, libraries, tutoring, athletics, and student activities at both institutions.

Advising and Student Success

The Advising Center was very busy during fall registration, especially in the month of August. The Fall Kickoff Event for new learners was held on 8/13 and was the largest attended since the start of the event.

- 100 students attended the presidential / honors celebration
- 40 scholars attended the Inaugural One Million Degrees Scholar Orientation



- 33 CCP learners, along with their 58 guests
- 149 new learners attended, along with their 231 guests
- 211 walking tacos, stuffed with 20 lbs. of tomatoes, were served to attendees!

Transfer visits are something the Advising Center is looking to expand this year. The location of the transfer table has moved from the Atrium to the front of the Advising Center. Tiffin University, Defiance College, Lourdes University, Indiana Wesleyan University, University of Toledo, and Heidelberg University have already visited this fall. The new location is working very well for increased traffic to the transfer table.

The annual Transfer Fair will be on 11/5 from 11am to 1pm. The Advising Team will meet with the transfer advisors and show them the new SAKAI Advising Center Site with their information that is displayed for our current learners.

Supporting the success of our learners is at the heart of our work.



The Success Center is another key component of supporting learners in their efforts to persist and complete. So far this fall there have been 60 early warning alerts, 70 students tutored, 251 tests proctored, and 92 students that visited the Learning Lounge. Over the past year, efforts were focused on creating a more welcoming and accessible Success Center to encourage greater learner engagement. Key improvements included expanded testing schedules, more tutoring options and availability, and targeted promotional efforts. The results have been significant!

- 78% increase in the usage of tutoring and testing overall from 2024-2025
- 8% increase in testing services provided from 2024 to 2025

Financial Aid

The Gainful Employment (GE) / Financial Value Transparency (FVT) reporting has been completed for the 24-25 year. This new legislation was enacted for the purposes of transparency and accountability, allowing the DOE to assess “whether career programs meet the statutory requirement of preparing students for gainful employment in a recognized occupation,” according to the ED’s fact sheet.

Other recent projects include: working alongside the Business Office to complete the federal audit; assisting learners at our first ever Van Wert Visit Day; and commencing FAFSA Information Nights at local high schools in early October. During the Information Nights, Financial Aid Counselors will be guiding attendees on how to complete the 26-27 FAFSA and explaining recent changes.

With the recent government shut down, there has been some concern about the impact on federal student aid. As of early October, FAFSA processing and aid disbursements will not be impacted. However, if the shutdown extends, there could be an impact.

“Maria’s story”

(Name changed to preserve anonymity)

Maria started her path to her associate’s degree in Spring 2021. She graduated with her Associate’s Degree in HR Management and transferred to the University of Toledo for Fall 2025. During her time at NSCC, she was an “at-risk” learner who worked very closely with her academic advisor and TRIO coach to keep her in classes and on the path to complete her degree. She is a single parent who dealt with the struggles of mental health, financial issues, and barriers in her life. Honestly, she never thought she would make it through, but she finished with the constant help of NSCC’s Learner Services.

Career Services | Student Life

The recent Career Exploration Fair in late September was a huge success. The event was focused on careers in and training for the STEM and industrial tech areas. Participating employers included: Helmets to Hard Hats, US Army Recruiters, American Red Cross, Northwest State Community College, and more. The military members brought along trucks and the event even drew the attention of US Congresswoman Marcy Kaptur. Most importantly, we had between 100-150 students in attendance, thanks, in large part, to our friends at Four County.





In student life news, we are eager to share the progress of the newly introduced golf club. Led by Co-Advisors Michael Donovan and Emili Clingaman, the team has had a number of competitive matches. Suburban Golf Course in Bryan serves as the home course for this year. They have played matches against Siena Heights and Defiance College, including some intra-squad play. On 9/28, during a JV match against Defiance College, NSCC's Daniel

Donovan led the team to finish in 2nd place overall (of 17), with a score of 77 (one shot off medalist position). The team is about to head into their conference season with NCCGA. They are scheduled to play their first conference match on October 11 in Ann Arbor, where NSCC will be represented by 3 players.

In Esports news, NSCC Thunder is competing in a new league this semester - NJCAA Esports. The team currently has 11 players - five Overwatch players and six Super Smash Brothers Ultimate players. Their first games started the week of September 22. The whole team traveled to Kalahari (Sandusky) in early September to compete in a Smash tournament called "Riptide." The Smash players were able to gain a lot of experience playing against new opponents and the entire team had a great time. This is the first ever trip the Esports team took to compete at an event, and Esports Coach Dylan Guthrie hopes to attend more in the future.



Marketing

The marketing duo has been hard at work on various projects. Most recently, they are providing marketing support for the upcoming "Discover NSCC Day" and fall 8B enrollment. The team also promoted the recent Van Wert Visit Day through local radio ads, digital billboards in Van Wert, and social media marketing. With Spring 2026 registration quickly approaching, the marketing team has arranged for increased digital impressions to be served from mid-October through start of spring term. The purchase of FM radio spots was recently completed as well. Recurring work continues regarding newspaper advertisements and billboard locations. In other marketing news, the Website Committee recently met to celebrate the launch of the new website, reflect on the process, and determine next steps.

TRIO Program

TRIO was pleased to participate in the Career Exploration Fair: Pathways to Partnerships, on 9/24/25. During the event, the TRIO Team engaged with Congresswoman Marcy Kaptur, as well as numerous students from the Four County Career Center. Representatives from Owens Community College's TRIO Veterans Upward Bound and TRIO Educational Opportunity Center programs also joined us to highlight the wide range of services offered through TRIO.

In early September 2025, the Council for Opportunity in Education (COE) collaborated with [Good Morning America](#) to spotlight the Federal TRIO Programs, which support low-income, first-generation, and disabled students. The segment highlighted the positive impact of TRIO and raised awareness about potential federal budget cuts threatening these programs.

Title IX & Campus Safety

October is Domestic Violence Awareness Month. Therefore, our Title IX efforts, events, and communications center around this topic for October. A lunch and learn was hosted on 10/7 for all campus, while the monthly Title IX on the 9th focused on available campus and community resources and supports for those affected by domestic violence. Mandated Responsible Employee Training is scheduled for late October, to be delivered by Title IX Consultant Adrienne Murray. The Title VI Team recently met to fulfill the requirements of the recently enacted Campus Act, requiring we have a task force in place to combat and respond to harassment and discrimination based upon race, color, national origin, and shared ancestry.

**Chief Fiscal and Administrative Officer
October 2025
Submitted by: Jennifer Thome**

The fall semester is flying by and the 8B session kicks off on October 15. Spring registration is just around the corner.

Business Office

Fall also brings the busy time for the Business Office. The entire team has been hard at work wrapping up the audit and bringing the year to a close. We are in the process of hiring and introducing a Van Wert position to tie in with Business Office functions – help with students' accounts, payments, vending contracts, petty cash, and Banner and Argos fundamentals for budgeting and expenditure review. We are in the midst of HEI Budgetary reporting and this year the Affordability & Efficiency Report is due in mid-November.

BEYOND PROUD – FOUR out of SEVEN Alumni in the Business Office! Two out of Three in the Bookstore, One in the Police Department, and Four from Facilities & Custodial



Facilities

The team continues to focus primarily on two major renovation projects, both of which are nearing completion. The B Wing renovation is currently ahead of schedule and is expected to be completed by mid-November. The new Van Wert location remains on track for an October occupancy.

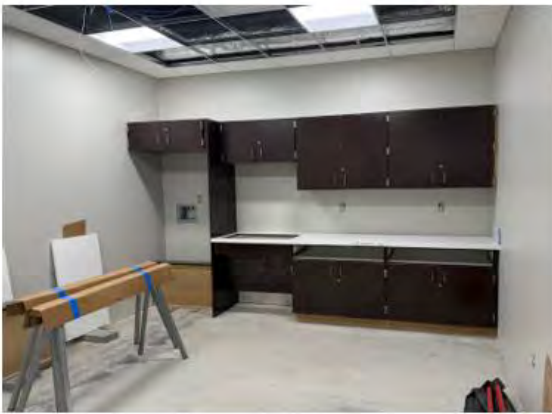
Recently, the Van Wert site hosted two significant events. On September 26, Archbold faculty and staff visited the campus for an in-person tour. Shortly thereafter, a Visit Day was held for prospective students. During this event, the Student Services team led campus tours, answered questions, and assisted students with registration for the upcoming 8-week fall session, which

began on October 15. Both of these events were pulled together with the help of our Van Wert Facilities Supervisor – he did such a great job that I’ve added Event Coordinator to his job description.

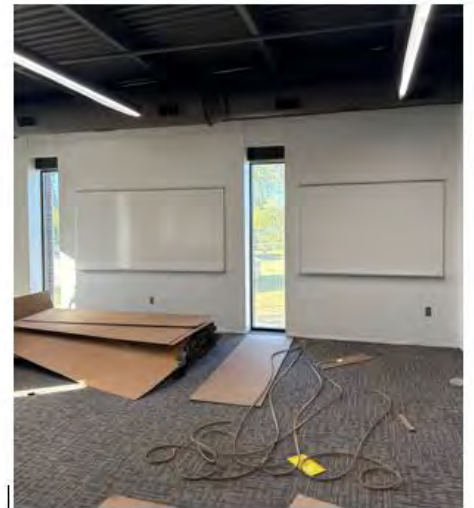


Archbold – Building B: Ag Lab, Carpeting, Ceiling Tile, and Cabinet Installation





Van Wert: Landscaping, Outdoor Lighting, Carpeting, LVT, and Classroom Equipment Installation. We are ready for HYDRO, Rough Plans, and Initial Occupancy Review on Tuesday 10/14/25.



Bookstore

With the start of the 8B session, the bookstore experienced an increase in foot traffic as students stopped by to purchase their course materials and explore the newly arrived apparel options. The team is also actively reviewing department layouts for the upcoming rollout of eCampus. The first introductory eCampus presentation was held onsite 10/7/25 with Bookstore Supervisor, Deans, Admins, and Business Office Representatives.

eCampus enhances Learner Accessibility and Efficiency to our process.



Food Service

Once the fall term kicks off the catering events start kicking in high gear as well. We are pleased to announce that we have hired a new head cook to our team, Linda Rivera. Acclimating Linda and hosting a number of featured events has been our priority. Black Swamp Safety Council and catering for the State of the College are just a few events in our last month.

Police

The Campus Police Department has developed a newsletter, in an attempt to get important safety information delivered throughout campus. The idea was developed at the September Campus Emergency Team Meeting. A special thanks to Lt. Cline for putting forth an exemplary product – the first edition of the newsletter will be uploaded into the Board portal.

We recently completed our 2025 Annual Security Report, which offers important details on crime prevention initiatives, emergency response procedures, incident reporting protocols, and crime statistics for NSCC-owned and neighboring properties. This report is due each year by October 1st and can be found on our website at <https://northweststate.edu>.

As a department, we completed our department firearms qualification. Our Tasers have come in and we have begun training. We are hoping to have them in service sometime in November. Once the Marc's Antenna and Repeaters are activated, we hope to have our Marc's radios in service within November as well.



NSCC PD

Safety Matters

Mission Statement

Serving and protecting Northwest State Community College by providing a safe, secure and pleasant atmosphere for training and learning.

September 2025

Northwest State Community College

Issue #01

Welcome to NSCC!

Welcome everyone, to our first Issue of Safety Matters. We just wanted to say a big hello to all of our new students here at NSCC and for those of you returning we are happy you are back! We are going to be putting out Safety Newsletters this year highlighting things happening on campus that help to keep everyone safe.

What to expect

Emergencies can occur at anytime. NSCC PD conducts yearly fire and tornado drills in the Fall and Spring time. We have staff here to assist we highly recommend you take time to get to know where the Campus Emergency shelters are indoors and outside.

Bookstore



Tornado Area



Shelter locations:
Signs are located above designated areas.



Fire Area



East Lot



Student Amenities

We are here to assist you!



Need a student ID or Lost your ID?

To get an ID all you need to bring is a form of ID with you! The first one is on us. Lost your ID? No worries head to the Business Office there is a \$10 fee bring the receipt to the campus PD and they will help.



Car Unlocks & Vehicle Jumps

Lock your keys in your car or it decided not to start. No worries. Campus Officers can help assist you! Stop on down to the PD located in the Atrium.



Need a background Check?

COST: BCI - \$19 / FBI - \$32 for both \$62
Where to go - You pay in the Business Office in the C 100 Hallway then go to Atrium.
What to bring - Drivers License or State ID. Also must have full Social Security Number.

Yearly Drills

Fire

Please exit the building immediately. There are four designated gathering points outside.



Severe Weather or Tornado

Please make your way to a designated shelter area. They will be on the first floor of campus in the A or E buildings.

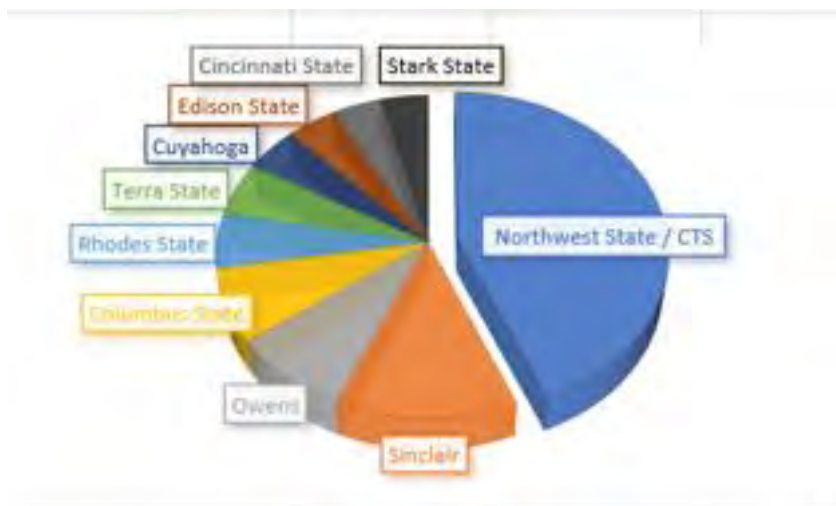


Vice President – Workforce Development
October 2025
Submitted by: Jim Drewes

Custom Training Solutions Sales Activity for FY2026 – Through the first quarter of fiscal year 2026, CTS has achieved 20.4% of their sales goal for the year. July and August are the slowest training months for CTS.

Wildfire Leadership – Focus is K-12 schools, followed by community colleges.

Ohio TechCred – CTS is the top provider of TechCred among the Ohio community colleges, with \$8.3 million total awards through 33 rounds.



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

Recruiting:

We have filled the following roles:

- Cook
- Working Supervisor- Custodial
- Custodian- 2nd shift
- APEX Accelerator Center Director

We are recruiting for the following roles:

- Training Coordinator - Mechanical & Fluid Power
- Training Coordinator - CDL program
- Director of Data Visualization
- Adult Studies Coordinator
- Industrial Technology Faculty (Welding)
- Engineering Technology Faculty (Mechanical)
- Accounts Specialist (Van Wert)
- Helpdesk Technician
- Food Services (Part-time)
- Campus Police (Part-time)

Training:

We have two required trainings this fall:

- **Ohio Ethics** is a part of our annual employee training and is required of all NSCC employees. This training offers an overview of the Ethics Law.
- **Title IX & Title VI** training will be held at the end of the month for all employees. Six sessions are scheduled over two days to complete mandatory face-to-face training.

Employee Events:

August Event – Hawaiian Cookout! - On August 18th, NSCC served our employees at the annual Hawaiian Cookout. Hill's Family Restaurant & Catering provided a wonderful lunch and door prizes were raffled off to celebrate the kickoff of another great school year. The Hawaiian Shirt Contest was also held and a "Best Shirt" winner was crowned.



September Event – Jersey Day! – On September 9th, employees were able to show off their team spirit by wearing their favorite jersey or sports team apparel. Employees were also able to enjoy tacos and nachos for lunch!



Upcoming Events:

- October 15th – Employee Service Awards
- December 3rd – Holiday Luncheon
- January 5th – Welcome Back Donuts



Budget - Monthly Verifications Report

Fiscal Year: 2026
Fiscal Period: 01 - July
ORG: All

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$19,942,336	\$0	\$19,942,336	\$3,720,790	\$0	\$16,221,546
5102	General Fees	\$625,000	\$0	\$625,000	\$128,181	\$0	\$496,819
5103	Lab Fees	\$493,000	\$0	\$493,000	\$216,510	\$0	\$276,490
5105	Out of State Fees	\$500,000	\$0	\$500,000	\$38,610	\$0	\$461,390
5107	Proficiency Fees	\$4,000	\$0	\$4,000	\$360	\$0	\$3,640
5109	Other Fees	\$7,380	\$0	\$7,380	\$3,600	\$0	\$3,780
5110	Late Fees	\$7,620	\$0	\$7,620	\$300	\$0	\$7,320
5115	Student Fees	\$95,400	\$0	\$95,400	\$46,761	\$0	\$48,640
5116	Deferred Payment Service Fee	\$3,680	\$0	\$3,680	\$120	\$0	\$3,560
5118	Bus & Ind. Traing Fee	\$4,550,000	\$0	\$4,550,000	\$205,259	\$0	\$4,344,741
5119	Deposit ADN - Admissions	\$0	\$0	\$0	\$0	\$0	\$0
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	\$0	\$0	\$3,500
5133	Tuition and Fees Schlop Allow	-\$2,499,689	\$0	-\$2,499,689	-\$151,224	\$0	-\$2,348,465
5155	Fiscal Agent Fee	\$79,166	\$0	\$79,166	\$2,131	\$0	\$77,035
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$2,955	\$0	\$27,045
5159	Career Advantage Fee	\$48,000	\$0	\$48,000	\$25,463	\$0	\$22,538
5160	Simulation Fee	\$35,900	\$0	\$35,900	\$14,590	\$0	\$21,310
5161	Career Service Fee	\$830,900	\$0	\$830,900	\$156,853	\$0	\$674,047
5162	Unallocated Reserves	-\$293,746	\$0	-\$293,746	\$0	\$0	-\$293,746
5163	OBR Capital Funds (State)	\$4,200,000	\$0	\$4,200,000	\$0	\$0	\$4,200,000
5503	Foundation - Instl Supprt	\$150,000	\$0	\$150,000	\$0	\$0	\$150,000
5507	Project Independence Wildfire	\$200,000	\$0	\$200,000	\$0	\$0	\$200,000
5610	Photo ID	\$670	\$0	\$670	\$20	\$0	\$650
5611	Over / Short	\$0	\$0	\$0	\$0	\$0	\$0
5614	Miscellaneous Income	\$621,900	\$0	\$621,900	\$5,540	\$0	\$616,360
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$203	\$0	\$34,798
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
5642	E Sports Revenue	\$700	\$0	\$700	\$0	\$0	\$700
5801	OBR - Subsidy	\$17,509,002	\$0	\$17,509,002	\$1,448,475	\$0	\$16,060,527
5803	OBR - Capital Component	\$55,959	\$0	\$55,959	\$0	\$0	\$55,959
5901	Investment Income	\$50,000	\$0	\$50,000	\$1,741	\$0	\$48,259
Revenue	Sub-Total:	\$47,291,178	\$0	\$47,291,178	\$5,867,236	\$0	\$41,423,942
6101	Administrative Salaries	\$4,678,399	\$0	\$4,678,399	\$407,732	\$4,269,233	\$1,434
6102	Non Instructional Salaries	\$3,694,875	\$0	\$3,694,875	\$308,894	\$3,522,405	-\$136,423
6103	Part Time Non Instructional	\$211,669	\$0	\$211,669	\$8,713	\$70,113	\$132,844
6104	Salary Savings	-\$250,000	\$0	-\$250,000	\$0	\$0	-\$250,000
6121	Academic Salaries	\$3,923,122	\$0	\$3,923,122	\$264,110	\$2,920,064	\$738,948
6122	Academic Overload	\$613,977	\$0	\$613,977	\$102,338	\$153,507	\$358,133
6123	Part Time Academic	\$1,483,896	\$0	\$1,483,896	\$40,385	\$179,894	\$1,263,617
6124	Independent Study	\$10,395	\$0	\$10,395	\$0	\$0	\$10,395
6125	Academic Advising	\$1,700	\$0	\$1,700	\$0	\$0	\$1,700
6141	Part Time Student Help	\$90,762	\$0	\$90,762	\$3,173	\$9,110	\$78,480
6142	Work Study Student	\$15,000	\$0	\$15,000	\$0	\$6,656	\$8,344
6143	Student Tutoring	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
6144	Faculty Tutoring	\$41,000	\$0	\$41,000	\$976	\$10,546	\$29,479
6145	Honorarium	\$2,400	\$0	\$2,400	\$0	\$0	\$2,400
6200	Fringe Expense	\$4,869,640	\$0	\$4,869,640	\$182,901	\$3,924,474	\$762,265
6201	STRS	\$0	\$0	\$0	\$33,911	\$0	-\$33,911
6202	STRS-ARP	\$0	\$0	\$0	\$2,792	\$0	-\$2,792
6203	SERS	\$0	\$0	\$0	\$33,343	\$0	-\$33,343
6204	SERS-ARP	\$0	\$0	\$0	\$7,593	\$0	-\$7,593
6205	SERS-Surcharge	\$0	\$0	\$0	\$0	\$0	\$0
6207	Medicare	\$0	\$0	\$0	\$7,727	\$0	-\$7,727
6210	Fringe Actual	\$0	\$0	\$0	-\$69,916	\$0	\$69,916
6211	Medical	\$0	\$0	\$0	\$157,382	\$0	-\$157,382
6212	Dental	\$0	\$0	\$0	\$11,029	\$0	-\$11,029
6213	Vision	\$0	\$0	\$0	\$2,209	\$0	-\$2,209
6214	Life	\$0	\$0	\$0	\$1,020	\$0	-\$1,020

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6216	Misc Insurances	\$0	\$0	\$0	\$0	\$0	\$0
6218	HRA	\$15,000	\$0	\$15,000	\$635	\$0	\$14,365
6301	Workers Compensation	\$20,000	\$0	\$20,000	\$0	\$0	\$20,000
6302	Unemployment Compensation	\$20,000	\$0	\$20,000	\$0	\$0	\$20,000
6303	Employee Fee Waiver	\$80,000	\$0	\$80,000	\$20,596	\$0	\$59,404
6304	Bookstore Employee Discount	\$4,000	\$0	\$4,000	\$31	\$0	\$3,969
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$200	\$0	\$2,800
6306	Employee Appreciation	\$27,500	\$0	\$27,500	\$482	\$0	\$27,018
6307	Faculty / Staff Development	\$106,000	\$0	\$106,000	\$0	\$0	\$106,000
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
6310	IBEW Instructor Fee Waiver	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7101	Office Supplies	\$58,802	\$0	\$58,802	\$1,804	\$0	\$56,998
7102	Copier Supplies	\$22,020	\$0	\$22,020	\$374	\$0	\$21,646
7103	Recruiting Supplies	\$27,600	-\$100	\$27,500	\$1,428	\$0	\$26,072
7104	Orientation	\$1,200	\$0	\$1,200	\$0	\$0	\$1,200
7121	Computer Supplies	\$51,210	\$0	\$51,210	\$742	\$0	\$50,468
7131	Instructional Supplies	\$449,600	\$0	\$449,600	\$18,796	\$8,519	\$422,285
7132	Lab Supplies	\$69,500	\$0	\$69,500	\$74	\$0	\$69,426
7134	ADA Hearing Impaired Books	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7135	Instructional Food/Snacks	\$28,600	\$0	\$28,600	\$2,903	\$0	\$25,697
7136	Linen and Laundry	\$360	\$0	\$360	\$0	\$0	\$360
7138	Graduation Supplies	\$26,250	\$0	\$26,250	\$0	\$480	\$25,771
7151	College Car Supplies	\$990	\$0	\$990	\$4	\$0	\$986
7156	Miscellaneous Supplies	\$14,000	\$0	\$14,000	\$70	\$0	\$13,930
7157	Employee Awards	\$7,000	\$0	\$7,000	\$0	\$0	\$7,000
7161	Library Supplies	\$1,500	\$0	\$1,500	\$23	\$0	\$1,477
7162	Library Books Lost / Replaced	-\$3,953	\$0	-\$3,953	\$0	\$0	-\$3,953
7171	Audio Visual Supplies	\$46,215	\$0	\$46,215	\$6,336	\$3,403	\$36,476
7181	Uniforms	\$7,300	\$0	\$7,300	\$720	\$0	\$6,580
7182	Janitorial Supplies	\$25,000	\$0	\$25,000	\$2,445	\$21,635	\$920
7201	Conferences and Seminars	\$224,627	\$0	\$224,627	\$10,214	\$2,195	\$212,219
7202	Travel	\$190,648	\$0	\$190,648	\$9,010	\$0	\$181,638

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7203	Development	\$82,900	\$0	\$82,900	\$261	\$0	\$82,640
7204	Instructional Travel	\$32,100	\$0	\$32,100	\$1,873	\$0	\$30,227
7207	Committee Meetings	\$41,650	\$0	\$41,650	\$393	\$0	\$41,257
7208	Convocation	\$1,000	\$0	\$1,000	\$0	\$0	\$1,000
7209	Travel for Recruiting	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7301	Subscriptions and Publications	\$20,883	\$0	\$20,883	\$2,836	\$0	\$18,047
7311	Dues	\$187,318	\$0	\$187,318	\$97,961	\$6,205	\$83,153
7321	Classified Advertising	\$17,500	\$0	\$17,500	\$370	\$0	\$17,130
7322	Radio Advertising	\$70,000	\$0	\$70,000	\$0	\$16,500	\$53,500
7323	Brochures	\$25,000	\$0	\$25,000	\$0	\$9,294	\$15,706
7324	Advertising - Papers	\$20,000	\$0	\$20,000	\$194	\$6,600	\$13,206
7325	Advertising - Billboards	\$102,000	\$0	\$102,000	\$0	\$29,100	\$72,900
7326	Advertising - Miscellaneous	\$85,750	\$100	\$85,850	\$8,960	\$17,570	\$59,320
7328	Advertising - Digital	\$75,000	\$0	\$75,000	\$56	\$23,200	\$51,744
7329	Advertise-Wkfrcl Devel	\$41,500	\$0	\$41,500	\$0	\$0	\$41,500
7330	Regional Campus Marketing	\$27,000	\$0	\$27,000	\$90	\$125	\$26,785
7331	Community Relations Donations	\$2,800	\$0	\$2,800	\$0	\$0	\$2,800
7351	Printing and Binding	\$400	\$0	\$400	\$0	\$0	\$400
7352	Printing	\$49,200	\$0	\$49,200	\$3,832	\$0	\$45,368
7361	Postage	\$27,100	\$0	\$27,100	-\$1,251	\$12,039	\$16,312
7401	Equipment M & R	\$344,997	\$0	\$344,997	\$11,063	\$55,679	\$278,256
7402	Buildings M & R	\$570,000	\$0	\$570,000	\$1,593	\$17,099	\$551,309
7403	Grounds M & R	\$30,000	\$0	\$30,000	\$1,946	\$1,500	\$26,554
7404	Parking Lot M & R	\$58,642	\$0	\$58,642	\$21,378	\$0	\$37,264
7405	Water Tower M & R	\$602,000	\$0	\$602,000	\$0	\$42,150	\$559,850
7406	Vehicles M & R	\$30,000	\$0	\$30,000	\$182	\$16,350	\$13,468
7407	Equipment Replacement	\$10,000	\$0	\$10,000	\$109	\$0	\$9,891
7408	Equipment Rental	\$37,900	\$0	\$37,900	\$0	\$4,394	\$33,506
7409	Facilities Rental	\$7,149,105	\$0	\$7,149,105	\$382,733	\$25,000	\$6,741,372
7501	Professional Fees	\$142,250	\$0	\$142,250	\$13,383	\$33,100	\$95,767
7502	Legal Fees	\$59,000	\$0	\$59,000	\$0	\$0	\$59,000
7503	Audit Fees	\$40,000	\$0	\$40,000	\$0	\$30,000	\$10,000

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7504	Accreditation	\$12,897	\$0	\$12,897	\$0	\$0	\$12,897
7505	Consultant	\$16,000	\$0	\$16,000	\$0	\$0	\$16,000
7521	Training	\$274,600	\$900	\$275,500	\$107,992	\$0	\$167,508
7522	Testing / Assessment	\$163,450	\$0	\$163,450	\$1,857	\$0	\$161,593
7523	Outside Services	\$8,674,659	\$0	\$8,674,659	\$2,068,600	\$144,054	\$6,462,004
7525	Purchased Services	\$74,439	\$0	\$74,439	\$15,710	\$27,900	\$30,829
7527	Collection Fees	-\$20,000	\$0	-\$20,000	-\$200	\$5,000	-\$24,800
7528	Policy Compliance	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$728	\$0	\$9,772
7531	Finger Printing Expense	\$29,720	\$0	\$29,720	\$0	\$25,000	\$4,720
7533	Title IX Expenses	\$39,000	\$0	\$39,000	\$2,500	\$0	\$36,500
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	\$2,368	\$0	\$67,632
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$711	\$0	\$11,289
7605	Presidential Scholarship	\$1,200,000	\$0	\$1,200,000	\$45,287	\$0	\$1,154,713
7606	Scholarship Allowance	-\$2,499,689	\$0	-\$2,499,689	-\$151,224	\$0	-\$2,348,465
7607	Agency Graduate Studnt Schl	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7608	Fee Waiver - Senior Citizens	\$8,000	\$0	\$8,000	\$1,310	\$0	\$6,690
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	\$125,804	\$0	\$125,804	\$0	\$0	\$125,804
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$0	\$0	\$11,000
7629	Interntl Student Schl	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schl & Books	\$800,100	\$0	\$800,100	\$80,359	\$0	\$719,741
7631	Bad Debt Expense	\$105,000	\$0	\$105,000	\$0	\$0	\$105,000
7632	Capital Lease Interest	\$57,000	\$0	\$57,000	\$0	\$0	\$57,000
7633	Contingency Fund	\$111,962	-\$900	\$111,062	\$2,781	\$0	\$108,281
7634	Instructional Media	\$13,000	\$0	\$13,000	\$0	\$0	\$13,000
7635	Database Subscriptions	\$36,000	\$0	\$36,000	\$12,895	\$982	\$22,123
7636	Student Activities	\$30,000	\$0	\$30,000	\$13,086	\$0	\$16,914

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$0	\$0	\$0
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$741	\$0	-\$109,259
7642	Alumni Fund Expense	\$12,000	\$0	\$12,000	\$353	\$0	\$11,647
7644	Miscellaneous	\$66,300	\$0	\$66,300	\$353	\$400	\$65,547
7645	Business Competition	\$800	\$0	\$800	\$0	\$0	\$800
7646	Administrative Retreat	\$400	\$0	\$400	\$0	\$0	\$400
7650	Strategic Planning	\$500	\$0	\$500	\$0	\$0	\$500
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	\$592	\$0	\$19,408
7676	TRIO - NSCC Scholarship	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7677	Tuition Reduction - Cares	\$104,000	\$0	\$104,000	\$0	\$0	\$104,000
7681	Fee Waiver - CTS	\$0	\$0	\$0	\$0	\$0	\$0
7701	Gas	\$60,000	\$0	\$60,000	\$0	\$40,000	\$20,000
7702	Electricity	\$100,000	\$0	\$100,000	-\$1,279	\$100,000	\$1,279
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$0	\$2,699	\$0
7704	Water	\$13,000	\$0	\$13,000	\$0	\$13,000	\$0
7705	Sewer	\$51,000	\$0	\$51,000	\$4,179	\$46,821	\$0
7706	Waste Collection	\$10,600	\$0	\$10,600	\$1,121	\$8,840	\$640
7707	Telephone	\$87,437	\$0	\$87,437	\$9,037	\$1,700	\$76,700
7722	Employee Liability Insurance	\$14,400	\$0	\$14,400	\$5,038	\$0	\$9,362
7724	Motor Vehicle Insurance	\$30,449	\$0	\$30,449	\$6,347	\$0	\$24,102
7725	Property Insurance	\$122,162	\$0	\$122,162	\$17,405	\$0	\$104,757
7727	Prof Liab Students	\$15,920	\$0	\$15,920	\$2,443	\$0	\$13,477
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$0	\$0	\$2,250
7729	Cyber Liability Insurance	\$20,100	\$0	\$20,100	\$5,389	\$0	\$14,711
7901	Library Books	\$10,000	\$0	\$10,000	\$585	\$0	\$9,415
7902	Fixtures and Furnishings	\$382,861	\$0	\$382,861	\$200	\$90,857	\$291,804
7903	Software and Licensing	\$1,173,474	\$0	\$1,173,474	\$272,115	\$40,445	\$860,914
7904	Building Projects	\$4,200,000	\$0	\$4,200,000	\$0	\$47,313	\$4,152,687

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7911	Equipment	\$478,500	\$0	\$478,500	\$226	\$0	\$478,274
7912	Motor Vehicles	\$35,000	\$0	\$35,000	\$49	\$0	\$34,951
Expense	Sub-Total:	\$47,291,178	\$0	\$47,291,178	\$4,659,327	\$16,043,149	\$26,588,703