

# **BOARD OF TRUSTEES MEETING**

**February 20, 2026 – 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. EXECUTIVE SESSION**

### **F. PRESENTATION – NONE**

### **G. AUDIENCE PARTICIPATION**

### **H. CHIEF EXECUTIVE OFFICER REPORT (Todd H)**

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

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

- Facilities Projects Update (Jenny T)
- Master Plan / Capital (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*

- Board Budget Committee (Jenny T / Todd H)
- Proposed Board Meeting Dates FY26-27 (Todd H / Megan B)
- Course Fees (Lana S)
- Part-Time Faculty Pay Rates (Lana S)
- Policy and Procedure Updates (Todd H / Cassie R / Lana S)
  - Mental Health & Wellness procedure (new)
  - Curricular Review Policy
  - Ad Hoc Committee
  - ILOs (amended)
- Legislative Updates (Todd H)
  - BOT Education Requirements

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

- Financial Report as of December 31, 2025

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

1. Consent Agenda Items (roll call vote)
  - a. Minutes of the December 12, 2025 Meeting
  - b. Resignation
  - c. Retirement
  - d. Employ Full-Time Accounts Specialist (Van Wert)
  - e. Employ Full-Time Faculty – Engineering Technology (Mechanical)
  - f. Employ Full-Time Faculty – Industrial Technology (Welding)
  - g. Employ Full-Time Administrative Assistant – Industrial Technologies & Black Swamp Safety Council
  - h. Employ Full-Time Success Coach (TRIO)
  - i. Employ Part-Time Wildfire Sales Coordinator
  - j. Employ Full-Time Working Supervisor – Facility Maintenance
  - k. Promotion to Executive Director of Enterprise Solutions & IR
  - l. Promotion to Director of Data Systems
  - m. Miscellaneous Employment Contracts
  - n. Program Inactivations
  - o. Curriculum Changes
  - p. Performance Audit

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

1. Approval FY25-26 Revised Budget
2. Approval FY2024-2025 Audit
3. Appointment of Delegate and Alternate Trustee to serve on OACC Governing Board
4. Establish Meeting Dates and Times

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**M. NOMINATION / ELECTION PROCESS (Katrina D)**

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

**N. UPCOMING BOARD ACTIVITIES (Todd H)**

1. Scholarship Reception – April 16
2. Spring Commencement – May 9
3. Green Carpet Event – May 14
4. Financial Disclosures Due – May 15

**O. OTHER BUSINESS (Todd H)**

1. Foundation Board Meetings
  - a. April 23, 2026
2. Trustee Professional Development
  - a. AACC 2026 (Seattle, WA) – April 10-14, 2026
  - b. ACCT New Trustee Governance Leadership Institute (Anaheim, CA) – August 5-7, 2026
  - c. ACCT Leadership Congress (Chicago, IL) – October 21-24, 2026

**P. ADJOURNMENT (Katrina D)**

**Northwest State Community College Statement of Commitment**

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

*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*

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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The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, December 12, 2025 at 11:30 a.m.

Katrina DeGross, 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**

**25-80**

Members present: John Bridenbaugh, Katrina DeGross, Jeff Erb, Joel Miller, Scott Mull, John Poulson, Mickey Schwarzbek  
Absent: Sandy Barber, 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**

Vice President Cassie Rickenberg 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.
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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**

VP Rickenberg 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**

**25-81**

Mr. Erb moved and Mr. Mull seconded a motion to go into executive session to discuss the employment and compensation of a public employee or official and to review negotiations with public employees concerning compensation or other terms and conditions of their employment.

ROLL CALL: Aye; 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 12:45 p.m.

### **LEARNER SERVICES**

The Learner Services Team presented an update on enrollment and retention. Team members Brittany Thompson, Executive Director – Enrollment Management, Renee Bostelman, Director – Advising and Ashlynn Cox, Director – Financial Aid each presented on their respective areas. The goals are to remove barriers and increase retention and completion. Strategies include strategic outreach initiatives, streamlining financial aid navigation, strengthen case management to remove barriers and build supports for childcare, transportation, mental health and other basic needs.

## **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 the spring semester. Retention from fall to spring is 78.1%. Learner Services has held several visit days to enroll learners for spring term. Lana Snider, Vice President for Academics, provided information on an upcoming project to assess and recommend a new Learning Management System (LMS). A cross-functional committee will be formed, representative of all areas of the College, to assess vendors, compile information and make a recommendation. Connie Nicely, Controller, shared that the Business Office is working on year-end processes to close out 2025 and the construction projects for both Van Wert and B building are nearing completion. Darin Seiler, Chief Information Officer, provided an update on cyber awareness training being provided to employees through a third-party vendor. This training will increase awareness for employees and reduce risk to the College. President Todd Hernandez provided an update from the Ohio Association of Community Colleges Board Meeting and Annual Conference.

## **BOARD DISCUSSION ITEMS**

**Facilities Project Update** – The Van Wert campus and the B Building renovation projects are both nearing completion. Final inspections are scheduled and both are estimated to open for spring semester.

**Affordability & Efficiency Report** – In accordance with Ohio Revised Code 3333.95, the report was filed by the November 21 deadline. The report requires board approval and is a resolution for the board's consideration. The focus is on textbook affordability.

**Master Plan** – NSCC has partnered with BDHP for current pricing and strategic alignment of each project. This will be a future board meeting or retreat topic.

**FY25 Audit** – The audit components including financial accuracy and internal controls are complete. Guidance on new compliance was release on December 1 and testing is currently underway. The audit will be complete by the February 2026 board meeting.

**Policy and Procedure Updates:**

***Curricular Review Policy (new)*** - As part of the State Budget, we are required to have a policy in place by December 31 which discusses the Board's review of the curriculum. An ad hoc committee was formed to review the College's current curriculum development policy. Edits were made to comply with the new legislation and the amended policy is part of the consent agenda for the Board's consideration.

***CDL Drug Testing Policy & Procedure*** – A policy has been drafted and reviewed by the Attorney General's office and is a consent item for the Board's consideration.

***Institutional Learning Outcomes (ILOs)*** – The ILOs policy was suspended at the August 2025 board meeting in response to Senate Bill 1. The Board would like the College to continue its assessment of the following ILOs: Communication, Critical / Creative Thinking, Quantitative Reasoning / Literacy in support of continued assessment required by the Higher Learning Commission. The Board thinks the Ethical Responsibility for a Diverse Society ILO sounds political in nature. The Board would like the faculty to propose alternative language that maintains the integrity of the original

ILO, while preventing the possible misconception that it is political in nature.  
*Civic Literacy Requirement (new)* – This requirement is for Bachelor degree-seeking students. In support of the College’s transfer mission and CCP learners, NSCC is going to pursue meeting this requirement. A current course will be updated to meet the requirements. The plan will be submitted to ODHE and requires Board approval. There is a resolution for the Board’s consideration.

Trustee Training Requirements – Senate Bill 1 established a framework for training trustees at two-year and four-year public institutions. Trustees will complete 17 training modules over a two-year period through a platform provided by the Ohio Department of Higher Education.

**CHIEF FISCAL OFFICER REPORT**

**25-82**

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

Ms. Connie Nicely, Controller, presented the cumulative financial report to inform the Board of Trustees of the College’s financial condition as of September 30, 2025.

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

**CONSENT AGENDA APPROVED**

Mr. Schwarzbek moved and Mr. Poulson seconded approval of the following consent items:

**MINUTES OF THE OCTOBER 17, 2025 BOARD MEETING**

**25-83**

**RESIGNATION**

**25-84**

WHEREAS, Aaron Hess, Mechanical & Fluid Power Training Coordinator (Maumee), has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Aaron Hess, effective October 31, 2025 be accepted.

**FULL-TIME CDL PROGRAM TRAINING COORDINATOR EMPLOYED**

**25-85**

WHEREAS, the position of full-time CDL Program Training Coordinator was created to provide additional support for the CDL Program and backfill the current Coordinator while on reserve leave for the United States National Guard; 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. Storm Miller be employed as full-time CDL Program Training Coordinator effective October 21, 2025 at an annual salary of \$62,500.00. This is a graded position.

**FULL-TIME DIRECTOR OF DATA VISUALIZATION EMPLOYED**

**25-86**

WHEREAS, the position of full-time Director of Data Visualization was created to lead the College's efforts in transforming complex data into clear, actionable and visually compelling insights; and

WHEREAS, this position will be responsible for overseeing all data visualization, statistical regression and analysis for the College, with a focus on creating uniformed Institutional Research (IR) dashboards across all departments; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Jamie Ridenour be employed as full-time Director of Data Visualization effective October 22, 2025 at an annual salary of \$85,000.00. This is a graded position.

**FULL-TIME HELPDESK TECHNICIAN EMPLOYED**

**25-87**

WHEREAS, the position of full-time Helpdesk Technician was created to provide a first point of contact and play a vital role in all technology support at NSCC, including its satellite and remote campuses; and

WHEREAS, this role is responsible for efficiently triaging, resolving and escalating support requests while coordinating tasks across IT support tiers, including managing routine hardware, software and network issues, while ensuring timely communication with users and maintaining clear documentation; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Kyle Hageman be employed as full-time Helpdesk Technician, effective November 10, 2025 at an annual salary of \$44,886.40.00. This is in accordance with the Support Personnel Bargaining Agreement.

**PROMOTION TO COORDINATOR OF ADULT STUDIES**

**25-88**

WHEREAS, the position of full-time Coordinator of Adult Studies was left vacant due to the resignation of Kristen Davis; 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 Ms. Brenda Housh be employed as full-time Coordinator of Adult Studies, effective October 27, 2025 at an annual salary of \$60,000.00. This is a graded position.

**PROBATIONARY AND NON-TEACHING FACULTY CONTRACTS RENEWED**

**25-89**

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

WHEREAS, their supervisor recommends; and

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

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

Keira Christman (recruiter – admissions), continuing, Masters, total salary \$51,610.79

Fredy Rodriguez (faculty – sociology, social behavioral sciences), continuing, PhD, total salary \$69,718.23

Megan Schroeder (advisor – academic), continuing, Bachelors, total salary \$51,610.79

Craig Kuhlman (faculty – business management & economics), third, Masters, total salary \$63,037.68

Karla Ringenberg (faculty – nursing), third, Masters, total salary \$63,037.68

Abigail Roth (recruiter – admissions), third, Bachelors, total salary \$51,610.79

Rachel Verville (specialist – enrollment VW), third, Bachelors, total salary \$51,610.79

Katherine Murphy (faculty – nursing), second, Masters +, total salary \$59,176.59

Jesse Schumacher (faculty – business accounting), second, ABD, total salary \$64,646.62

**MISCELLANEOUS EMPLOYMENT CONTRACTS**

**25-90**

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

WHEREAS, the Vice President of Academics, Chief Fiscal and Administrative Officer 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 (PT):

Jade Scott - \$14.58 / hour

Part-Time Instructors:

Chad Dicke  
Gavin Gerig  
Michael McClain

**CDL TRAINING PROGRAM DRUG AND ALCOHOL TESTING POLICY (NEW)**

**25-91**

WHEREAS, the CDL Training Program Drug and Alcohol Testing policy was created to formalize the drug and alcohol testing requirements for CDL students and to comply with the Federal Motor Carrier Safety Administration (FMCSA) and the Department of Transportation (DOT) regulations (49 CFR Part 382); and

WHEREAS, a procedure has also been created that addresses pre-registration, random and reasonable suspicion drug testing, as well as procedures for documentation and recordkeeping; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that policy 14-5-25 CDL Training Program Drug and Alcohol Testing be approved effective December 12, 2025.

**3358: 14-5-26 CDL training program drug and alcohol testing.**

Effective: XX/XX/XXXX

(A) Purpose

To ensure the safety of students, staff, and the public, and to comply with Federal Motor Carrier Safety Administration (FMCSA) and U.S. Department of Transportation (DOT) regulations (49 CFR Part 382).

(B) Scope

This policy applies to all applicants prior to acceptance into the CDL Training Program, and to all enrolled students throughout the duration of the program.

(C) General Policy Statements

- (1) All applicants and students must comply with all drug & alcohol testing requirements as a condition of participation.
- (2) A verified positive drug/alcohol test or refusal to test will result in denial of entry or permanent dismissal from the program.

- (3) All drug and alcohol testing results will be maintained in confidential files, accessible only to authorized personnel, in compliance with DOT, FERPA, and institutional policies.

**CURRICULUM DEVELOPMENT POLICY (AMENDED)**

**25-92**

WHEREAS, House Bill 96 states that the Board of Trustees has ultimate authority to establish new academic programs, schools, colleges, institutes, departments and centers at the institution; and

WHEREAS, the curricular approval process must do the following:

- Grant the faculty senate, or comparable representative body the opportunity to provide advice, feedback, and recommendations on the establishment and modification of academic programs, curricula, courses, general education requirements, and degree programs.
- Clarify that all feedback and recommendations by the faculty senate, or comparable representative body, is advisory in nature.
- Retain the board's final, overriding authority to approve or reject any establishment or modification of academic programs, curricula, courses, general education requirements, and degree programs.

WHEREAS, policy 3358: 14-5-05 Curriculum Development, has been amended to meet the requirements of House Bill 96

NOW, THEREFORE BE IT RESOLVED, that the policy amendment be adopted effective December 12, 2025 to comply with House Bill 96.

**3358: 14-5-05 Curriculum development.**

Effective: 4/01/09; reaffirmed by Board of Trustees 10/14/13; revised 12/12/25

- ~~A. All degrees and degree programs must be reviewed and approved by the Board of Trustees and the Ohio Board of Regents before being offered. The Vice President for Academics shall establish procedures for curriculum development.~~
- A. The board of trustees has ultimate authority to establish new academic programs, schools, colleges, institutes, departments, and centers at the institution. The board of trustees will not delegate the board's authority to approve or reject academic programs.
- B. The board of trustees is adopting a curricular approval process to establish and modify academic programs, curricula, courses, general education requirements, and degree programs.
- C. The Vice President of Academics or their designee will support curriculum development in accordance with the current governance handbook and present recommendations to establish

or modify academic programs, curricula, courses, general education requirements, and degree programs to the board of trustees for approval or rejection in accordance with Ohio Revised Code 3345.457.

- D. Where applicable, academic programs, curricula, courses, general education requirements, and degree programs will be reviewed and approved by the Ohio Department of Higher Education.
- E. The board of trustees' standing curricular review process will be assessed and revised as needed for submission every five (5) years from 12/31/25.

**PROGRAM NAME CHANGE FOR BANKING & FINANCE DEGREE**

**25-93**

WHEREAS, with the recent passage of House Bill 96, the Ohio Department of Higher Education requires the Board to approve all curriculum changes; and

WHEREAS, the Banking & Finance Program has been reviewed and a name change recommendation has been made to change the program name to Financial Services Banking & Wealth Management; and

WHEREAS, this name change will allow NSCC more effective branding to reach a different generation(s) that may not consider “banking” as a career alternative; and

WHEREAS, it distinguishes us among Ohio Community Colleges as this name isn't currently used and reflects current financial services industry language, broader market appeal that encompasses wider career paths and wealth management is experiencing significant industry growth;

NOW, THEREFORE BE IT RESOLVED, that the program name change be approved effective the summer 2026 term to Financial Services Banking & Wealth Management.

**This concludes the Consent Agenda**

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

**2025 AFFORDABILITY & EFFICIENCY REPORT APPROVED**

**25-94**

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

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

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

WHEREAS, textbook affordability remains a top priority for community colleges as we are tasked to report on providing affordability and accessibility for learners; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2025 Affordability and Efficiency Plan Report that was submitted as a draft by the November 21, 2025 deadline be approved for final submission by the Board of Trustees effective December 12, 2025.

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

**RESERVE FUNDS FOR CAPITAL PROJECT EXPENDITURES APPROVED**

**25-95**

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

WHEREAS, the B Building and Van Wert capital projects are nearing completion and final payments are due; and

WHEREAS, Foundation support is not expected to be received until February 2026; and

WHEREAS, there are dollars in the Unallocated Fund Balance from unspent budget allocations during previous budget years; and

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

NOW, THEREFORE BE IT RESOLVED, that the Board approves the use of \$650,000 from Unallocated Reserve funds for the purpose of supplementing capital construction expenditures, until financial support becomes available from the College's Foundation.

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

**AMERICAN CIVIC LITERACY PLAN TO THE OHIO DEPARTMENT OF HIGHER EDUCATION (ODHE) APPROVED**

**25-96**

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

WHEREAS, Section 3345.382 of the Ohio Revised Code (ORC) requires each bachelor's degree granting institution of higher education develop a plan, approved by its Board of Trustees, to offer an American civic literacy course;

WHEREAS, NSCC has developed a plan to modify the current three (3) credit hour Ohio Transfer 36 (OT36) Social and Behavioral Sciences approved American Government Course (SSC120) to meet the specific requirements of section 3345.382(B), including the prescribed readings and a cumulative final examination at the conclusion of the course that assesses student proficiency about the prescribed

readings;

WHEREAS, the Vice President of Academics, the Dean of Arts & Sciences, and an appropriately qualified faculty member will oversee the modification to the American Government course and seek approval via NSCC Curricular Review Policy and Shared Governance Academic Procedures;

NOW, THEREFORE BE IT RESOLVED, that NSCC's *American Civic Literacy Plan* be approved by the Board of Trustees of Northwest State Community College and be submitted for approval to the Chancellor of the Ohio Department of Higher Education.

ROLL CALL: Aye; Bridenbaugh, DeGross, 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, February 20, 2026.

**1. APPROVAL OF CONSENT AGENDA**

**1a. Minutes of the December 12, 2025 Board Meeting**

**1b. Resignation**

WHEREAS, Karen Myers, Accounts Specialist (Van Wert) has submitted her resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Karen Myers, effective January 22, 2026 be accepted.

**1c. Retirement**

WHEREAS, Greg Tefft, Faculty – Biology, has submitted his retirement notice; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement of Greg Tefft, effective May 31, 2026 be accepted.

**1d. Employ Full-Time Accounts Specialist (Van Wert)**

WHEREAS, the position of full-time Accounts Specialist (Van Wert) was created to provide support to the Van Wert Campus; and

WHEREAS, the primary purpose of this position is to take and process payments and to assist in the daily collection of revenue; 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. Karen Myers be employed as full-time Accounts Specialist (Van Wert) effective December 15, 2025 at an annual salary of \$44,000.00. This is a graded position.

**1e. Employ Full-Time Faculty – Engineering Technology (Mechanical)**

WHEREAS, the position of full-time Faculty – Engineering Technology (Mechanical) was left vacant due to the resignation of David Mohring; and

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

WHEREAS, the Vice President of Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Dhafir Almansoori be employed as full-time Faculty – Engineering Technology (Mechanical) effective January 5, 2026 at an annual salary of \$57,458.26. This is in accordance with the Professional Personnel Bargaining Agreement.

**1f. Employ Full-Time Faculty – Industrial Technology (Welding)**

WHEREAS, the position of full-time Faculty – Industrial Technology (Welding) was created to support the growing Industrial Program for Welding; and

WHEREAS, this position will provide leadership in the development, assessment and evaluation of curriculum in existing courses, new courses and related programs; and

WHEREAS, this position will also actively participate in student advising, department meetings, college committees and facilitate industry advisory committees; and

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Peter Runk be employed as full-time Faculty – Industrial Technology (Welding) effective January 5, 2026 at an annual salary of \$65,280.26. This is in accordance with the Professional Personnel Bargaining Agreement.

**1g. Employ Full-Time Administrative Assistant – Industrial Technologies & Black Swamp Safety Council**

WHEREAS, the position of full-time Administrative Assistant - Industrial Technologies & Black Swamp Safety Council was created to provide support to the new Dean of Industrial Technologies position following an organizational restructure in STEM, Industrial Technologies and Workforce Development; and

WHEREAS, this person will be the first point of contact for the division/department and provide exceptional customer service to learners, staff and community members; and

WHEREAS, this position is also responsible for routine and non-routine administrative tasks while also facilitating the daily operations of the department; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Britany Waidelich be employed as

full-time Administrative Assistant – Industrial Technologies & Black Swamp Safety Council, effective January 6, 2026 at an annual salary of \$43,264.00. This is in accordance with the Support Personnel Bargaining Agreement.

**1h. Employ Full-Time Success Coach (TRIO)**

WHEREAS, the position of full-time Success Coach (TRIO) was left vacant due to the promotion of Brenda Housh to Coordinator of Adult Studies; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Sidney Faine be employed as full-time Success Coach (TRIO), effective January 12, 2026 at an annual salary of \$51,610.79. This is in accordance with the Professional Personnel Bargaining Agreement and contingent on the continuation of funding of the TRIO-SSS federal grant.

**1i. Employ Part-Time Wildfire Sales Coordinator**

WHEREAS, the position of part-time Wildfire Sales Coordinator was created to assist with sales of the Wildfire Leadership product; and

WHEREAS, this position is responsible for assisting with the sale of the Wildfire product line through the generation and prospecting of local and national clients, working closely with K-12 schools in the continental United States, focusing on private, parochial and homeschool organizations, as well as community colleges, private sector, government institutions and correctional facilities; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Tiffany Rodriguez be employed as part-time Wildfire Sales Coordinator, effective January 20, 2026 at an hourly rate of \$27.00/hr. This is a graded position.

**1j. Employ Full-Time Working Supervisor – Facility Maintenance**

WHEREAS, the position of full-time Working Supervisor – Facility Maintenance was left vacant due to the resignation of Jason Baun; 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 Jason Baun be re-employed as full-time Working Supervisor – Facility Maintenance, effective February 9, 2026 at an annual salary of \$68,000.00. This is a graded position.

**1k. Promotion to Executive Director of Enterprise Solutions and IR**

WHEREAS, the position of Executive Director of Enterprise Solutions and IR was created to serve as the College’s chief advisor for data and information, overseeing all institutional research activities; and

WHEREAS, this position will direct the collection, analysis, and communication of institutional data to monitor trends and ensure the timely submission of required state and federal reports; and

WHEREAS, this position will lead the college-wide data strategy and serve as the Institutional Research Board Lead, providing the training and interpretation necessary to support data-informed decision-making

WHEREAS, the Vice President / Chief Information officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Terry King be promoted to Executive Director of Enterprise Solutions and IR effective January 1, 2026 at an annual salary of \$110,000.00. This is a graded position.

**1l. Promotion to Director of Data Systems**

WHEREAS, the position of Director of Data Systems was left vacant due to the promotion of Terry King to Executive Director of Enterprise Solutions and IR; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Jamie Zeller be promoted to Director of Data Systems effective January 1, 2026 at an annual salary of \$92,000.00. This is a graded position.

**1m. Miscellaneous Employment Contracts**

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

WHEREAS, the Vice President 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:

Full-Time Faculty – Overload:

Eric Baker  
Lisa Becher  
Sean Burren  
Chris Clawson  
Lisa Dapelo  
Chelsea Ebaugh  
Lindsay Folkerth  
Heather Galbraith

Melanie Hicks  
Tony Hills  
Sherry Howard  
Erik Jones  
Julie Kemarly-Dowland  
Rhonda Lazette  
Mike Kwiatkowski  
Kayla Miller

Tera Newton  
Anuja Parikh  
Karla Ringenberg  
Nicole Schwab  
Greg Tefft  
Amy Thomas

Supplemental:

Amy Thomas  
Christine Robinson  
Tera Newton

Non-Teaching Professionals/Graded:

Katy McKelvey  
Andrea Mofield  
Jon Tomlinson  
Connie Nicely  
Jenny Thome  
Cassie Rickenberg  
Jason Rickenberg

**1n. Program Inactivations**

WHEREAS, the practice of having the Board of Trustees provide approval of all program inactivations was suspended during the COVID-19 pandemic; and

WHEREAS, it is the desire of the Administration to reinstate the practice of Board approval for all academic program inactivations; and

WHEREAS, there are several programs that have been inactivated since 2021 that have not received Board approval; and

WHEREAS, the Vice President of Academics and the President recommend

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

Network Administration - Associate of Applied Business (term effective – summer 2021)  
Cybersecurity – Associate of Applied Business (term effective – summer 2021)  
Paralegal – Associate of Applied Business (term effective – fall 2021)

## **1o. Curriculum Changes**

WHEREAS, House Bill 96 states that the Board of Trustees has ultimate authority to establish new academic programs, schools, colleges, institutes, departments and centers at the institution; and

WHEREAS, policy 3358: 14-5-05 Curriculum Development, has been amended to meet the requirements of House Bill 96; and

WHEREAS, the Board has final, overriding authority to approve or reject any establishment or modification of academic programs, curricula, courses, general education requirements, and degree programs; and

WHEREAS, the following curriculum changes have been made to academic programs that now require board of trustee approval

NOW, THEREFORE BE IT RESOLVED, that the following changes for December and January be accepted:

- CIS118 Microsoft Access Lecture/Lab Hour Revisions & Prerequisite Removal
- Course Inactivation: ACC090 Introduction to Accounting
- Course Inactivation: EDP298 Paraprofessional Internship I
- Course Inactivation: EDP299 Paraprofessional Internship II
- Course Inactivation: MGT280 Business Climate Analysis
- Course Inactivation: OAS229 Diagnostic & Procedural Coding
- Course Inactivation: STA220 Statistics
- Course Inactivation: EMS103 EMT Basic II
- Course Inactivation: EMS102 EMT Basic I
- Course Inactivation: EMS203 EMT Advanced II
- Course Inactivation: MEA200 Medical Assisting Adm Extern
- Course Inactivation: EMS202 EMT Advanced I
- Course Inactivation: MEA202 MA Clin Extern/CMA Review
- Course Inactivation: PNE105 Effect Communication Skills
- Course Inactivation: MEA229 Diagnostic & Procedural Coding
- Course Inactivation: PNE110 Special Topics in Practical Nursing
- Pre-Kindergarten Program Course Order Change
- Course Inactivation: CIS104 Desktop Management
- Office Administrative Services – Medical Support Removal of Course and Credit Hour
- Office Administrative Services Removal of Courses and Credit Hour
- Office Assistant Certificate Removal of Course and Credit Hour
- PNE120 Essentials of Practical Nursing Course Overview and Teaching Strategies

Revisions

**1p. Performance Audit**

WHEREAS, the Ohio Auditor of State has provided a Notice of Engagement, "*Northwest State Community College NOE revised 02042026.pdf*", for a performance audit; and

WHEREAS, the administration worked collaboratively with representatives from the Auditor of State to identify areas for performance review; and

WHEREAS, the performance audit will provide objective analysis, findings, and conclusions to assist administration and the Board with improving performance and operations and will contribute to public accountability; and

WHEREAS, the Chief Fiscal and Administrative Officer and President recommend

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approve the performance evaluation process to be completed Fall 2026 at a cost to the College of no more than \$125,000.

**This concludes the Consent Agenda**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

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

**PROPOSED RESOLUTIONS**

**1. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2025-2026 REVISED BUDGET**

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

WHEREAS, adjustments for the 2025-2026 budget has been made for state share of instruction, scholarship and foundation support, and business & industry revenue, building projects and infrastructure adjustments, miscellaneous personnel adjustments, and professional services; and

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

NOW, THEREFORE BE IT RESOLVED, that the 2025-2026 revised budget be approved.

ROLL CALL: Aye; Nay;

Thereupon the Chair declared the motion approved/disapproved.

**2. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2024-2025 COLLEGE AUDIT**

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

WHEREAS, the 2024-2025 financial audit prepared by Plattenburg & Associates, Inc. has been reviewed by the Chief Fiscal and Administrative Officer and the State of Ohio Auditor's Office; and

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

NOW, THEREFORE BE IT RESOLVED, that the 2024-2025 financial audit be accepted.

ROLL CALL: Aye; Nay;

Thereupon the Chair declared the motion approved/disapproved.

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Mrs. Sandy Barber be appointed as delegate and Trustee Volunteer/Nomination be appointed as alternate from the Northwest State Community College Board of Trustees to serve on the Governing Board of the Ohio Association of Community Colleges effective February 2026 through February 2027.

ROLL CALL: Aye; Nay;

Thereupon the Chair declared the motion approved/disapproved.

**4. CONSIDERATION OF A RESOLUTION TO ESTABLISH MEETING DATES AND TIME**

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

WHEREAS, the time and place for the Northwest State Community College's Board of Trustee meetings must be designated for April 2026 through February 2027; and

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

NOW, THEREFORE BE IT RESOLVED, that Northwest State Community College be designated as the permanent place of business and that six regular meetings be established for the period April 2026 through February 2027. The election of Board officers will take place at the February meeting.

The Board shall meet on the following days:

- Friday, April 17, 2026
- Thursday, June 25, 2026
- Friday, August 28, 2026
- Friday, October 16, 2026
- Friday, December 11, 2026
- Friday, February 19, 2027

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

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

### **NOMINATIONS & ELECTIONS**

Nominations are to be made for **CHAIR, VICE CHAIR AND SECOND VICE CHAIR** of the Board of Trustees for the period February 2026 through February 2027. The newly elected Chairs will assume his/her duties upon election.

Motion by \_\_\_\_\_, to nominate \_\_\_\_\_ as Chair of the Northwest State Community College Board of Trustees to serve through the February 2027 meeting and to close nominations  
Seconded by \_\_\_\_\_.

Motion by \_\_\_\_\_, to nominate \_\_\_\_\_ as Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2027 meeting and to close nominations  
Seconded by \_\_\_\_\_.

Motion by \_\_\_\_\_, to nominate \_\_\_\_\_ as Second Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2027 meeting and to close nominations  
Seconded by \_\_\_\_\_.

ROLL CALL: Aye; Nay;

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

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

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

# President's Report - February 2026

## Videos:

[2/4/2026 All Campus Update](#)

## 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)

## Scheduled Time Off / Away from Campus

<b>Date</b>	<b>Activity</b>
Dec 8	<a href="#">NSCC's Hernandez speaks at Patrick Henry about evading hackers - The Crescent-News</a>
Dec 10	Paulding Co Economic Development
Dec 11	Defiance Chamber BAH
Jan 14	OACC Meeting - Columbus
Jan 15	Van Wert Business Advisory Council
Jan 21	Dr. John Berry, Central Ohio Technical College President - Newark, OH

<b>Date</b>	<b>Description</b>
Jan 17-19	Meetings with Legislature - Columbus, Ohio
Jan 21	Electrical JATC Graduation - Newark, Ohio
Feb 8-12	ACCT NLS: Senator Rulli, Husted, & Moreno; Rep Latta
Feb 25-29	Alliance For Innovation in Technology (AFIT) CEO & Rep Forum - Albuquerque, NM
Feb 26-Mar 4	Achieving the Dream, Dream Conference - Portland, OR
Mar 18-23	Vacation - Cleveland, OH

## Non NSCC related Professional Activities

None.

**Vice President / Chief Information Officer**  
**February 2026**  
**Submitted by: Darin Seiler**

**Ellucian 2026 Timeline**

- ✓ **Assessing our Ellucian Technology Roadmap:** As we approach the end of our current fiscal year and the expiration of our Ellucian Banner contract this September, Northwest State is embarking on a three-month "Discovery Period" in partnership with Ellucian. Our goal is to perform a holistic review of how we use our current systems and explore what modern options are available to best support our institutional goals.
  
  - ✓ **Ellucian Discovery Sessions:** The months of March through May will be spent gathering campus feedback from all departments. We want to understand where our current Banner on-premise system is serving the campus well and where manual processes may be creating unnecessary hurdles for our teams. We are not committing to a system change at this time. Rather, we are doing our due diligence to make sure our next contract and budget reflect the needs of our functional areas and our students.
  
  - ✓ **Discovery Period Timeline:**
    - **February: Discovery Surveys** - We are gathering feedback to understand how our current tools support daily work. This survey is a fact-finding exercise to ensure our next Ellucian contract accurately reflects the actual needs of our campus departments.
    - **March: Strategic Alignment Workshop** - We are hosting this workshop to align our future technology roadmap with the college's overarching goals for student success and institutional efficiency. The input will help us determine if our current Banner software configuration still supports the college's long-term direction.
    - **March: Technical Review** - IT technical review on integrations NSCC currently has with Banner and third-party systems. This session focuses on the 'under the hood' connections between our systems to ensure data flows smoothly and securely between departments. We are exploring these technical requirements now to ensure any future contract updates maintain the stability and integrity of our campus data.
    - **April: Modern Platform Demonstrations** - Power users and cabinet are invited to view a demonstration of modern platform features to help us evaluate the gap between our current tools and newer available technologies.
    - **May: Investment Review & Final Timeline Planning** - We will review the potential costs and logistical structures of modernizing our current systems versus maintaining our existing setup. The findings from our discovery process will be reviewed to establish a clear timeline for our contract renewal and any recommended process improvements. At this time, we will verify the proposed path forward is realistic for all functional areas.
-

## **Data Systems Team**

The Data Systems team continues to manage the Banner Student Information System (SIS) and fulfill request for all departments in the college. Key accomplishments and ongoing initiatives include:

### **Banner Upgrades**

- The latest financial aid and year end upgrades were installed into Banner Production. This has allowed us to start the packaging of financial aid for next year.

### **Banner Software Integration**

- Work is ongoing with the interfaces between SLATE (Student Customer Relationship Management) and Banner.
- Work is continuing with DataKind to interface National Student Loan Clearinghouse (NLSC) data with our Banner system.
- Working to interface the new platform HandShake with the Banner system. HandShake is designed to assist students with their job or internship searches.

### **New Initiatives**

- The Data Systems staff assisted in implementing a new process that allows the Financial Aid department to include the State Mandated Financial Cost Disclosure statement. The Financial Cost Disclosure will be included with the Financial Aid Award Statements.
- Institutional Data Dashboards are in the beginning stages with plans to display in the near future.
- The MyNSCC portal is being updated internally and is continuing to evolve.
- Self-Service Banner 9 has been implemented and plans are to start the phase out the current Self-Service Banner 8.

### **State and Federal Reporting**

- State HEI reporting is underway for the Fall term.
- IPEDS reporting for FY2026 winter and spring semesters is in process.

### **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.

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## **Network/System, Engineering & Support Team**

This team received 351 new requests/incidents in January, resolving 332 open tickets with 100% positive feedback from 27 responses.

## **Helpdesk Support Enhancement**

- The IT department continues to develop the new helpdesk experience initiative, which focuses on improved customer service, clearer communication, expanded coverage, and a modernized support model for students, faculty, and staff.

## **Halo Optimization**

- The new event/room booking Halo request portal will optimize and centralize room and event bookings within Halo. The new system is scheduled to rollout to campus this semester.

## **Auditorium Lighting**

- The auditorium lighting project to replace all house and stage lights with modern, adjustable fixtures and updated controls has been completed.

## **Van Wert and B Building 1<sup>st</sup> Floor**

- Campus technology has been completed in both Van Wert and the B Building 1<sup>st</sup> Floor in time for the start of the spring semester.
- The eSports labs at both locations are set: the Archbold equipment has been relocated from the A-Building 2<sup>nd</sup> Floor to the B-Building 1<sup>st</sup> Floor next to the Atrium, while the Van Wert campus is furnished with 10 new esports gaming systems in time for the February 11<sup>th</sup> Visit Day.

## **MARCS Radio Repeater System**

- The system has been delayed due to weather and scheduling. It is fully set up and waiting on final inspection, which is scheduled and will be fully powered on in the next few weeks.

## **Cyber Security Initiatives**

- We are making great progress with Lumifi. Their ShieldVision platform now monitors 99% of our systems, backed by a dedicated team of analysts watching our security events around the clock.
- Our second round of phishing tests with SensCy are completed. The results were excellent: our click rate dropped significantly from last month, falling to just 4.1%.

**Vice President for Academics**  
**February 2026**  
**Submitted by: Lana Snider**

We started off the spring semester with our Spring Term Kickoff (Orientation) event that was held on Friday, January 16. Full-time faculty participated in a workshop regarding the topic of Peer-to-Peer Professional Learning. The Commencement committee has started working on the details for the Spring 2026 Commencement. The spring Commencement will be held on Saturday, May 9 at 2:00 p.m. at Founder’s Hall, Sauder Village. Our academic deans are diligently looking at all creative options in regards to our summer and fall 2026 course schedules and working together to increase access for our learners.

Following are some brief updates from those who report to the VP for Academics.

**Jamilah Jones: Arts & Science**

The proposed Visual Communication & Graphic Design (VCGD) Certificate has advanced through Academic Affairs and faculty governance and is now being brought forward for Board of Trustees consideration. The certificate was developed to respond to changing student demand and workforce needs by offering a flexible, skills-focused credential for learners seeking entry into creative and digital fields without immediately pursuing a two-year degree. The 30-credit program leverages existing coursework within the VCGD program and reflects a multi-year redesign aligned with industry standards, transfer pathways, and labor-market trends. No new fiscal impact is anticipated, as all courses are currently offered within the institution’s instructional portfolio.

If approved by the Board, the VCGD Certificate will be offered beginning fall 2026 and will provide a stackable pathway that supports both workforce entry and continued academic progression into the associate degree. Program learning outcomes emphasize applied design, multimedia production, collaboration, and use of industry-standard tools, with assessment measures already embedded across the curriculum. The proposal aligns with institutional priorities related to enrollment responsiveness, workforce alignment, and access, and represents a strategic approach to credential expansion while maintaining academic quality and governance integrity.

**Jason Rickenberg: Business & Public Services**

**Enrollment Management & Student Success**

Spring 2026 enrollment in the Business and Public Services Division continues to trend positively. Olof Fleming has returned from maternity leave and we are excited to have her back. In response to increased student demand and to support timely program completion, additional course sections were strategically added. These actions align with institutional and **Accreditation Council for Business Schools and Programs (ACBSP)** goals related to student access, retention, and academic quality.

Beyond their core instructional and operational roles, faculty and staff are actively supporting recruitment, outreach, and career-focused initiatives aligned with student success, and workforce needs. These efforts support continuous improvement and demonstrate responsiveness to community and workforce needs, consistent with ACBSP Standard 2 (Leadership) and Standard 4 (Student Learning and Success).

### **Strategic Partnerships & Pathway Development (CCP & JATC/IBEW)**

The Business and Public Services Division continues to expand and strengthen external partnerships to support enrollment growth, workforce alignment, and seamless academic pathways, consistent with ACBSP Standard 6 (Stakeholder Focus).

- **Van Wert High School:** Faculty member Tera Newton and Dean Rickenberg have confirmed that Amanda Temple is credentialed and will be teaching *OAS180 – Medical Terminology* through College Credit Plus (CCP) during the 2026–2027 academic year, expanding early college access aligned with workforce demand. The textbook and other materials have been shared with Amanda as she prepares to teach the course.
- **Four County Career Center (FCCC):** This week it has been confirmed that FCCC will be moving forward teaching the course below. Brad Strickland has been credentialed and will be offerings *CJT130, CJT220, and CJT230* as CCP classes beginning in 2026–2027. These offering are strengthening our career and technical education pathways.
- **Miller City High School:** Robbie Lucas has been credentialed to teach *CIS114 Microsoft Applications*. The course will be offered through CCP during the 2026-2027 academic year. I again would like to thank faculty member Chris Robinson who contributed to planning efforts, supported curriculum alignment and has improved the instructional quality of the course.
- **Steubenville, OH (JATC-IBEW):** A MGT110 Management course is being offered during the 8A spring 2026 semester at the JATC site. The class is being taught, on Saturday mornings for 8-weeks. The Training Director, Rich Cesta has been credentialed and is teaching the MGT110 Course. He has 19 learners registered in the course and is enjoying teaching the course. We look forward to offering other on-site courses in the near future.

### **Strategic Priorities & Continuous Improvement Actions**

In alignment with the College’s Strategic Plan, and ACBSP standards, the division will focus on the following priorities:

- **Pathway Expansion:** Finalize and implement new CCP courses and agreements that support clear academic and career pathways.
- **Enrollment & Capacity Planning:** Monitor enrollment trends and course demand to ensure efficient scheduling, resource allocation, and student access.

- **Stakeholder Engagement:** Continue collaboration with secondary partners, workforce stakeholders IBEW JATC, CCP and community organizations, including academic advisory boards to ensure program relevance.
- **Quality Assurance & Assessment:** Support faculty engagement in assessment, curriculum alignment, and professional development to ensure continuous improvement and student learning outcomes.

## **Summary**

The Business and Public Services Division demonstrates ongoing progress toward institutional strategic goals through positive enrollment trends, expanded partnerships, and intentional planning. These efforts reflect a commitment to academic quality, student success, and continuous improvement consistent with ACBSP Accreditation Standards.

### **Dr. Tiffany Ludwig: Nursing & Allied Health**

- Three NRS courses (NRS 142, 143, 144) have been approved for iTAG through ODHE.
- Recruitment is still underway. There are 19 local high schools on the docket to be visited this term. A few have had to be rescheduled due to weather.
- We had 9 PN students graduate in December. Four (4) out of the 9 have tested for NCLEX (boards) and passed first try! The remaining 5 are all exam eligible, so we are just waiting for them to test.
- We had 21 RN students graduate in December ALL 21 HAVE TESTED FOR NCLEX AND PASSED FIRST TRY!!!! This gives us a 100% pass rate for the past 5 semesters in a row!

### **Franklin Roberts: Dean & Associate Dean of STEM & Industrial Technologies**

#### **Math and Multiple Measures**

Math faculty are working with Learner Services and the Registrar to improve how learners are being placed in Math classes. The process includes information gather from other Ohio community colleges as well as developing a deeper understanding of our own processes.

#### **Biology Curricular**

Biology faculty are in the early stages of redesigning what biology courses cover what material. Starting with introducing a new course designed to cover all the material beginning nursing students need to prepare them for the sciences classes they'll need to complete throughout the program. The next step will be to update current courses to reflect the needs of non-science majors.

## **Staffing Updates**

STEM is happy to announce the addition of Dhafir Almansoori has joined the division as Engineering Technology (Mechanical) Faculty. Dhafir bring exciting energy and industry expertise to the division.

With mixed emotions, STEM announces the retirement of Greg Tefft effective May 31st. Greg has been teaching Biology at Northwest State since August 1998. His contributions to the classroom, the biology department, the STEM division and Northwest State at large will be greatly missed.

### **Connie Klingshirn: Registrar**

- Data Systems, Financial Aid, and Registrar teams tested changing current CIP Code year from 2010 to 2020 and were successful. Clearinghouse and other FA reporting were submitted using the 2020 CIP year.
- Fall commencement was successful. Graduation clearance was finished and eDiplomas were submitted to Parchment. This is the second time using Parchment's eDiploma service (paper diplomas are also mailed) and it was successful.
- Team is working on Senate Bill 1 course syllabi project.
- Eliza is participating on the Fraud Ad-Hoc Committee.

### **Dr. Jason Lafferty: Associate Vice President - Academics**

The office is currently supporting multiple college initiatives including evaluating our current systems and process in technology, establishing opportunities for faculty growth and development, and assisting in the project management of current and future grants and strategic priorities at the college.

Dr. Lafferty will attend the Alliance for Innovation and Transformation CEO and reps meeting in Albuquerque in February with President Hernandez. They will attend sessions that will be the basis for this summer's institute. He currently is supporting the Scaling Shortened Academic Terms grant as project lead, and supported a team of 16 NSCC team members which included cabinet members, learner services, deans, the registrar, financial aid, and faculty. We are excited to begin the transformational work evaluating potential redesign courses to meet our diverse learner needs.

### **Kristi Rotroff: Library Director**

Kristi Rotroff participated with the Academic team in the Harrison Debrief on December 8. The kickoff to spring semester went well. Dustin Harris is starting classes toward earning his Masters in Library and Information Science. All 3 student workers who were with us in the fall have returned for spring semester. We are currently conducting a "soft launch" of the Library Mobile App with learners in Comp 1 and 2 courses. The app will allow people to use their smartphones as their student ID for purposes of checking items out, and will also allow for requests and

renewals of print items and viewing/reading of electronic items (ex. journal articles). The app will be rolled out to everyone in the campus community in summer and fall semesters.

### **Christina Schwiebert: Instructional Design and Distance Learning Coordinator**

The start of spring semester went smoothly. Fall 2025 course evaluations have been compiled and made available to the deans and administration. There were 1,974 evaluations completed out of 4,943 enrollments, for an overall completion rate of 39.9%. I have created an Introduction to AI and Responsible Use micro-course that should be ready to release campus-wide very soon. This contains information on how AI works, the ethical concerns relating to AI use, accuracy and bias issues with AI, and what is responsible use of AI in academics, work, and personal life.

### **Heidi Keller: Coordinator of Accreditation, Compliance & Curriculum**

As the new year begins, we are transitioning from the planning phase into active execution of the 2026 initiatives.

At the January Faculty Council meeting, I presented an overview of the Curriculum Management System. As a result, two key documents were developed: The Catalog/Proposal Due Date and the New Program/Certificate Catalog Timeline. These documents provide faculty with clearly defined submission deadlines for academic changes to be included in the upcoming catalog. Training for the Curriculum Management Platform will begin in March, initially targeting members of the Academic Affairs Committee. The platform is scheduled to go live on July 1, 2026.

During the final week of January, I attended the Modern Campus Curriculum Administrative training. This training provided the foundation to develop interactive training sessions and accompanying instructional materials, which will be housed in the Teaching and Learning Center to support faculty and staff.

In preparation for House Bill 96 and ORC 3345.457 regarding the curricular approval process, twenty-one (21) academic changes will be submitted for review and approval by the Board of Trustees (BOT) at the February BOT meeting.

Additionally, in March, Jason Lafferty, Eric Baker, and I will attend the Higher Learning Commission (HLC) Conference in Chicago.

**Vice President of Enrollment Management and Student Affairs**  
**Submitted by: Cassie Rickenberg**  
**February 2026**

**Enrollment and Access**

Spring term is underway and enrollment efforts have shifted to the March 8B start with a targeted goal of enrolling at least 22 additional new learners. This supports the department objective of reaching 140 new student heads for spring 2026. In partnership with Marketing, the College continues to promote enrollment opportunities with focused messaging around access, affordability, flexibility and transfer pathways through coordinated campaigns running through March.

College Credit Plus (CCP) enrollment remains strong, with over 1,000 students registered this spring. The CCP team continues active high school engagement through on-site Accuplacer testing and advising/registration appointments. Eleven high school visits are currently scheduled to support summer and fall enrollment, with expectations that this number will double before May. In addition, the College is participating in 29 required CCP Information Nights hosted by partner high schools.

Visit Days are being held at both the Archbold and Van Wert campuses to support prospective students in completing all enrollment steps in a single visit. Upcoming events are scheduled for Van Wert (February 11) and Archbold (February 19). Counselor Day, an annual relationship-building and professional development event for regional school counselors, was postponed due to weather and will be rescheduled. Planned topics include new legislative and academic requirements, including SB104 credentialing changes and the Civic Literacy course requirement.

**Advising and Student Success**

Advising staff continue to support March-start enrollment, update student academic plans, and prepare for summer and fall registration opening soon. A new general and customizable transfer guide is in development to better support transfer-focused students.

Spring Transfer Table visits are scheduled with multiple partner institutions including Defiance College, Lourdes University, The Ohio State University, University of Toledo, Trine University, Ball State University, Franklin University and others, expanding student transfer awareness and pathways.

The Success Center continues to see steady utilization, supporting 62 test takers to date along with strong participation in in-person and online tutoring. Nearly 30 tutoring sessions have already been completed with NSCC tutors this term. Targeted academic workshops are being offered in partnership with Nursing programs. Early Alert outreach is active, with more than 30 alerts already issued and follow-up support ongoing.

Academic Advisor, Megan Schroeder is developing a student-friendly transfer guide that will provide clear general transfer information along with personalized planning options to help students map efficient pathways beyond NSCC.

Work is underway to revitalize the Be Bold cohort serving non-traditional business students. Current efforts include reviewing program structure, exploring aligned certificate and degree pathways, gathering participant feedback, and engaging campus stakeholders to strengthen collaboration, alignment with workforce needs, and long-term sustainability.

The One Million Degrees program continues to demonstrate strong persistence and engagement. Of 35 fall scholars, 34 completed the semester and earned the \$100 stipend. Spring began with 32 active scholars, who are now completing required progress check-ins tied to the \$400 spring stipend distribution. Engagement remains high due to consistent relationship-based advising and structured case management, supported in part by financial incentives. Scholar Development Sessions continue to build career readiness and student success skills, with participation averaging about 50% — above peer benchmarks. Recruitment is beginning for the next cohort of 40 scholars, plus limited backfill spots. Despite a fast startup and early implementation challenges, the partnership is progressing well and showing strong momentum. Next steps focus on aligning NSCC initiatives with OMD workstreams and planning for long-term integration of case management practices.

## **Financial Aid**

The Financial Aid Office hosted a Community Resource Fair on February 4, 2026, featuring 18 partner organizations and providing centralized access to student support services. The 2026–2027 Foundation Scholarship application cycle is underway using the Slate platform for the second year, improving tracking and communication efficiency. More than 500 completed applications have been received to date. The application deadline is February 13. New state requirements mandate that beginning in academic year 2026–2027, all qualifying students must receive a Financial Cost and Aid Disclosure Form with their initial financial aid offer prior to admission acceptance deadlines. The required disclosure form has been completed in collaboration with Data Systems using the state template and submitted for review. Packaging for 2026–2027 will begin once approval is received.

## **Student Engagement & Career Services**

Student engagement continues to grow through both digital and in-person initiatives. The College renewed its Goosechase license to support interactive co-curricular and classroom engagement, with increasing use by both students and faculty. Eight Goosechase experiences have been completed, engaging 179 unique participants and generating 667 submissions. Participation has steadily increased, with the most recent experience drawing 44 students. One spring experience is scheduled and four more are in development.

A new Career Pathway Checklist has been developed for full and part-time students. These outline tasks that should be completed each semester of enrollment, ensuring students are prepared for their next steps in their career path.

Game Con planning is underway, and esports labs are opening on both the Archbold and Van Wert campuses to expand student activity and competitive engagement opportunities.

Career Services has been working behind the scenes to improve processes and communication. With lots of help

from Terry King, new reports have been created, allowing a much quicker turnaround for job postings to be shared with relevant current students and graduates. A completely revised Graduate Employment Survey was sent to AY2025 graduates. An updated collection model has been implemented, and we have received strong data so far. Looking ahead, Career Services is offering weekly workshops, hosting employers on campus, and preparing for the large-scale job & career fair on April 7.

### **Title IX and Campus Safety**

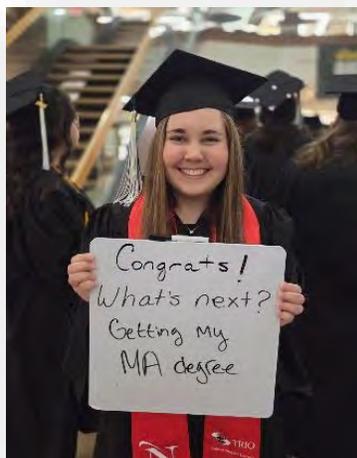
The Title IX Office continues proactive education and awareness programming. Recent initiatives included a Lunch and Learn on digital boundaries, online harassment, and misconduct reporting. Monthly Title IX awareness communications addressed digital abuse prevention and stalking awareness, including recognition of behaviors and available support resources. Prevention education and resource visibility remain ongoing priorities.

### **Marketing and Communications**

Marketing initiatives during this period focused on expanding awareness, access, and learner engagement across both campuses. Key activities include updated campus maps, a new Van Wert photo and video shoot, and launch of a Choose Ohio First Sakai video. Enrollment-focused outreach is active through Google Ads, short-form video, social media, regional radio, and digital billboards, with emphasis on high-demand and short-term credentials. The team continues direct collaboration with academic divisions to align marketing strategies with program and workforce priorities. Community storytelling continues through regional education radio features. Joint work with IT and the College’s web vendor is ongoing to strengthen website accessibility and inclusive digital access.

### **TRIO**

A new TRIO Success Coach has been hired to fill a vacant role. We welcome Sydney Faine. She brings strong student-serving experience and will help continue the excellent, student-centered



service our TRIO team is known for. TRIO celebrated December graduates and continues to offer monthly workshops and student engagement programming. Recent sessions included mindfulness and stress reduction, and financial wellness during the holidays. Sixteen TRIO students will participate in an upcoming educational trip to Cleveland, including university and cultural site visits to support transfer and career exploration.

**Chief Fiscal and Administrative Officer  
February 2026  
Submitted by: Jennifer Thome**

As the holiday season comes to a close, the spring semester is well underway. The return of students and daily activity brings renewed energy to campus, a welcome sight after the quiet of break. Did someone say “BINGO”!

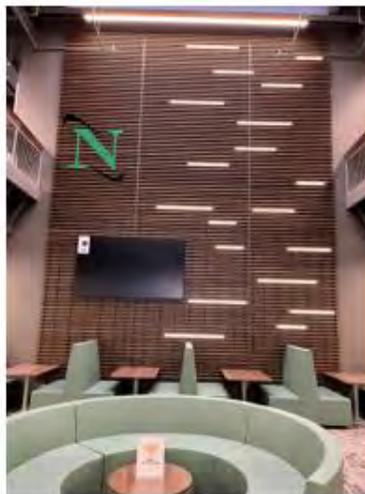
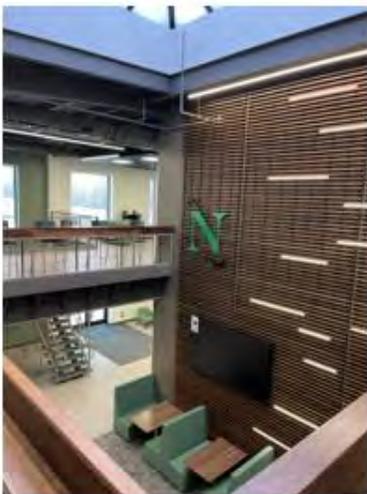


**Business Office**

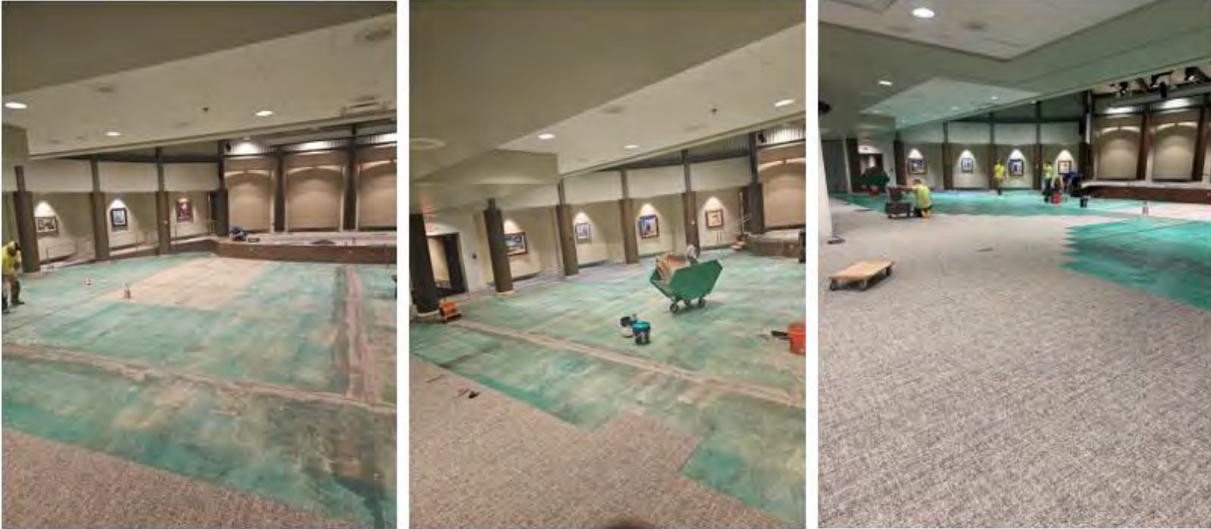
The team transitioned smoothly back to work following the holiday break, focusing their efforts on completing year-end reporting requirements, including W-2s, 1098-T statements, 1099s, annual tax reconciliations, and Foundation donations. As these tasks conclude, the team is now shifting its attention to February reporting requirements, including HEI, SB6, and IPEDS reporting.

**Facilities**

With most renovation work now complete, the Facilities team has shifted its primary focus to winter operations, particularly snow removal. Their top priority is ensuring parking lots and walkways are cleared and properly salted before students arrive each day to maintain a safe campus environment. While the team has begun the interview process for the Working Supervisor position, they continue to remain committed to keeping the campus safe and accessible throughout the winter weather.



The Auditorium is getting a facelift –new carpeting is being installed the week of February 9.



Building B – updates to the stairwells. The rubber flooring in the two stairwells in Building B are almost complete. We are just waiting on supplies to be able to finish the first-floor tie in.



### **Bookstore**

The Bookstore team successfully navigated another semester start, managing order processing, check-ins, and customer pickups. In December, we hosted a book buyback event that proved to be very successful, and plans are underway to host another event in late April, prior to the conclusion of the spring term. We plan to begin transiting to eCampus for summer semester and are beginning to work through that new process.

## Food Service

Bert and her team are keeping all of the learners and staff well-nourished this term. The team has also been preparing for a multitude of events including Purse Bingo, Black Swamp, and Ag meetings.



## Police

The Northwest State Community College Police Department (NSCC PD) continued its commitment to maintaining a safe, secure, and welcoming environment for work, learning, and training throughout the year.

As part of its community outreach efforts, the department concluded the year with Operation Secret Santa, led by Lieutenant Cline. Through this initiative, twelve families in need received assistance during the holiday season. One family was identified late in the campaign following the loss of the mother, leaving the eldest child responsible for caring for three younger siblings. Upon learning of this situation, Lieutenant Cline, with assistance from Lena Yedica, coordinated the provision of a Christmas tree, gifts, and monetary donations to support the family. President Hernandez also contributed by presenting the family with a gift in support of their future. The NSCC Police Department recognizes and appreciates the exceptional efforts of Lieutenant Cline and Lena Yedica in carrying out this initiative.

In addition to community outreach, the department completed Taser training during the year. All officers are now certified and authorized to carry Tasers while on duty.

The department is also nearing implementation of the Marc's radio system, which will enhance communication and coordination with the Henry County Sheriff's Office Dispatch.



**Vice President – Workforce Development**  
**February 2026**  
**Submitted by: Jim Drewes**

**Custom Training Solutions Sales Activity for FY2026** – Currently at 54.1% of our sales goal. Backlog is solid. With the Van Wert Campus opening, we are expecting both credit classes and workforce contracts to improve.

**First Lego League (FLL) Robotics Competition** – NSCC hosted the FLL Robotics Competition on January 10 with 12 teams participating for a total of 120 team members and an additional 200-225 family attendees. This event pulled teams from all over the state of Ohio.



**Custom Training Solutions (CTS) and Industrial Technology** – The Industrial Technology division joined the Workforce Division (CTS) effective January 5, 2026. This change will allow NSCC to serve private sector apprentices with degree and certificate programs, including automation, electrical controls, mechanical, hydraulics & pneumatics, HVAC and welding & fabrication.

**Vice President; Human Resources & Leadership Development**  
**Submitted by: Katy McKelvey**  
**February 2026**

**Recruiting:**

We have filled the following roles:

- Wildfire Sales Coordinator (Part-time)
- Administrative Assistant - Industrial Technologies Division & BSSC
- TRIO - Success Coach

We are recruiting for the following roles:

- Training Coordinator- Mechanical & Fluid Power
- Training Coordinator- Electrical & Automation (Fostoria)
- Campus Police (Part-time)
- Campus Police- Van Wert (Part-time)
- Food Services (Part-time)
- Dean- Industrial Technologies & BSSC
- Working Supervisor- Facility Maintenance

**Performance Management:**

Human Resources is currently developing our 2026 process for performance management. We will be holding supervisor training in the month of February as a refresher course to kick off this year's performance evaluation cycle.

All employees will receive a performance evaluation and job description review with their supervisor.

**Compensation Study**

We are partnering with USI to conduct comprehensive compensation studies for faculty and graded positions. The objective is to update market values for each position to ensure compensation strategies are aligned with current market standards.

**Employee Recognition Program:**

The Cheers for Peers! recognition program has continued to allow employees to recognize peers for going above and beyond. Nine employees were recently recognized for their efforts.

Fall 2025

# Cheers FOR PEERS!

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

## **Employees receiving recognition for Fall 2025**

**Audrey Lehman**  
**Christina Schwiebert**  
**Connie Klingshirn**  
**Eric Baker**  
**Greg Nartker**  
**Joel Miller**  
**Kara Flesher**  
**Roberta Oberlin**  
**Sean Burres**

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

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

**Nomination forms can always be found on MyNSCC.**

**Employee Events:**

**Holiday Luncheon** – Over 120 employees joined us on December 3rd for a wonderful meal. We played a round of Winter Trivia and the winners enjoyed holiday chocolate treats!



**Exam Refresh Station** - During Exam Week, employees were treated to a variety of snacks and refreshments to help them power through the end of the semester. More than 80 employees stopped by to enjoy a well-deserved break!



**Welcome Back Donuts** - After the holiday break, employees were provided with donuts and refreshments to start the semester off right!



**Upcoming Events:**

- March 4<sup>th</sup> - Employee Appreciation Luncheon
- May 6<sup>th</sup> - Exam Refresh Station



Budget - Monthly Verifications Report

Fiscal Year: 2026  
 Fiscal Period: 06 - December  
 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	\$13,159,534	\$0	\$6,782,802
5102	General Fees	\$625,000	\$0	\$625,000	\$458,755	\$0	\$166,245
5103	Lab Fees	\$493,000	\$0	\$493,000	\$378,364	\$0	\$114,636
5105	Out of State Fees	\$500,000	\$0	\$500,000	\$378,248	\$0	\$121,752
5107	Proficiency Fees	\$4,000	\$0	\$4,000	\$1,010	\$0	\$2,990
5109	Other Fees	\$7,380	\$0	\$7,380	\$9,805	\$0	-\$2,425
5110	Late Fees	\$7,620	\$0	\$7,620	\$4,100	\$0	\$3,520
5115	Student Fees	\$95,400	\$0	\$95,400	\$85,014	\$0	\$10,387
5116	Deferred Payment Service Fee	\$3,680	\$0	\$3,680	\$2,020	\$0	\$1,660
5118	Bus & Ind. Traing Fee	\$4,550,000	\$0	\$4,550,000	\$2,083,840	\$0	\$2,466,160
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	\$525	\$0	\$2,975
5133	Tuition and Fees Schlop Allow	-\$2,499,689	\$0	-\$2,499,689	-\$987,825	\$0	-\$1,511,864
5155	Fiscal Agent Fee	\$79,166	\$0	\$79,166	\$8,867	\$0	\$70,299
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$17,081	\$0	\$12,920
5159	Career Advantage Fee	\$48,000	\$0	\$48,000	\$40,538	\$0	\$7,463
5160	Simulation Fee	\$35,900	\$0	\$35,900	\$29,399	\$0	\$6,501
5161	Career Service Fee	\$830,900	\$0	\$830,900	\$564,161	\$0	\$266,739
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	\$3,040	\$0	\$196,960
5610	Photo ID	\$670	\$0	\$670	\$480	\$0	\$190
5611	Over / Short	\$0	\$0	\$0	\$0	\$0	\$0
5614	Miscellaneous Income	\$621,900	\$0	\$621,900	\$85,578	\$0	\$536,322
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$13,423	\$0	\$21,578
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$1,760	\$0	\$2,240

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	\$8,690,848	\$0	\$8,818,154
5803	OBR - Capital Component	\$55,959	\$0	\$55,959	\$27,980	\$0	\$27,979
5901	Investment Income	\$50,000	\$0	\$50,000	\$14,985	\$0	\$35,015
Revenue Sub-Total:		\$47,291,178	\$0	\$47,291,178	\$25,071,530	\$0	\$22,219,648
6101	Administrative Salaries	\$4,678,399	\$0	\$4,678,399	\$2,219,033	\$4,269,233	-\$1,809,867
6102	Non Instructional Salaries	\$3,694,875	\$5,200	\$3,700,075	\$1,886,777	\$3,522,354	-\$1,709,056
6103	Part Time Non Instructional	\$211,669	\$0	\$211,669	\$64,501	\$70,113	\$77,055
6104	Salary Savings	-\$250,000	\$0	-\$250,000	\$0	\$0	-\$250,000
6121	Academic Salaries	\$3,923,122	\$0	\$3,923,122	\$1,799,894	\$2,920,064	-\$796,836
6122	Academic Overload	\$613,977	\$0	\$613,977	\$413,838	\$153,507	\$46,633
6123	Part Time Academic	\$1,483,896	\$0	\$1,483,896	\$716,966	\$179,894	\$587,036
6124	Independent Study	\$10,395	\$0	\$10,395	\$600	\$0	\$9,795
6125	Academic Advising	\$1,700	\$0	\$1,700	\$0	\$0	\$1,700
6141	Part Time Student Help	\$90,762	\$2,000	\$92,762	\$23,457	\$9,110	\$60,195
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	\$17,614	\$10,546	\$12,840
6145	Honorarium	\$2,400	\$0	\$2,400	\$290	\$0	\$2,110
6200	Fringe Expense	\$4,869,640	\$0	\$4,869,640	\$2,023,499	\$3,924,474	-\$1,078,332
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	\$33,345	\$0	-\$33,345
6204	SERS-ARP	\$0	\$0	\$0	\$7,593	\$0	-\$7,593
6205	SERS-Surcharge	\$0	\$0	\$0	\$17,105	\$0	-\$17,105
6207	Medicare	\$0	\$0	\$0	\$7,727	\$0	-\$7,727
6210	Fringe Actual	\$0	\$0	\$0	\$214,608	\$0	-\$214,608
6211	Medical	\$0	\$0	\$0	-\$16,269	\$0	\$16,269
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	\$2,697	\$0	\$12,303
6301	Workers Compensation	\$20,000	\$0	\$20,000	\$0	\$0	\$20,000
6302	Unemployment Compensation	\$20,000	\$0	\$20,000	\$2,948	\$0	\$17,052
6303	Employee Fee Waiver	\$80,000	\$0	\$80,000	\$70,914	\$0	\$9,086
6304	Bookstore Employee Discount	\$4,000	\$0	\$4,000	\$756	\$0	\$3,244
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$200	\$0	\$2,800
6306	Employee Appreciation	\$27,500	\$0	\$27,500	\$12,127	\$82	\$15,291
6307	Faculty / Staff Development	\$106,000	\$0	\$106,000	\$36,022	\$0	\$69,978
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
6310	IBEW Instructor Fee Waiver	\$10,000	\$0	\$10,000	\$2,960	\$0	\$7,040
7101	Office Supplies	\$58,802	\$992	\$59,794	\$15,439	\$500	\$43,855
7102	Copier Supplies	\$22,020	\$0	\$22,020	\$7,759	\$4,786	\$9,475
7103	Recruiting Supplies	\$27,600	-\$57	\$27,543	\$5,724	\$0	\$21,819
7104	Orientation	\$1,200	\$0	\$1,200	\$0	\$0	\$1,200
7121	Computer Supplies	\$51,210	\$0	\$51,210	\$22,482	\$531	\$28,196
7131	Instructional Supplies	\$449,600	\$3,999	\$453,599	\$100,407	\$115,937	\$237,255
7132	Lab Supplies	\$69,500	\$0	\$69,500	\$3,961	\$18,973	\$46,566
7134	ADA Hearing Impaired Books	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7135	Instructional Food/Snacks	\$28,600	\$15,000	\$43,600	\$8,940	\$3,615	\$31,045
7136	Linen and Laundry	\$360	\$0	\$360	\$0	\$0	\$360
7138	Graduation Supplies	\$26,250	\$0	\$26,250	\$5,253	\$2,438	\$18,559
7151	College Car Supplies	\$990	\$0	\$990	\$9	\$0	\$981
7156	Miscellaneous Supplies	\$14,000	-\$500	\$13,500	\$1,379	\$0	\$12,121
7157	Employee Awards	\$7,000	\$0	\$7,000	\$4,347	\$33	\$2,620
7161	Library Supplies	\$1,500	\$0	\$1,500	\$771	\$0	\$729
7162	Library Books Lost / Replaced	-\$3,953	\$0	-\$3,953	-\$45	\$0	-\$3,908
7171	Audio Visual Supplies	\$46,215	\$0	\$46,215	\$15,123	\$4,275	\$26,818
7181	Uniforms	\$7,300	\$0	\$7,300	\$3,178	\$1,783	\$2,339
7182	Janitorial Supplies	\$25,000	\$0	\$25,000	\$15,022	\$10,250	-\$272
7201	Conferences and Seminars	\$224,627	\$11,000	\$235,627	\$52,199	\$24,645	\$158,784
7202	Travel	\$190,648	\$0	\$190,648	\$51,039	\$0	\$139,609

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	\$6,277	\$0	\$76,623
7204	Instructional Travel	\$32,100	\$0	\$32,100	\$27,234	\$100	\$4,766
7207	Committee Meetings	\$41,650	\$0	\$41,650	\$6,738	\$132	\$34,780
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	-\$4,142	\$16,741	\$8,300	\$0	\$8,441
7311	Dues	\$187,318	\$18,000	\$205,318	\$143,503	\$4,659	\$57,156
7321	Classified Advertising	\$17,500	\$0	\$17,500	\$4,978	\$0	\$12,523
7322	Radio Advertising	\$70,000	\$0	\$70,000	\$22,933	\$13,305	\$33,763
7323	Brochures	\$25,000	\$1,874	\$26,874	\$14,523	\$5,200	\$7,151
7324	Advertising - Papers	\$20,000	\$0	\$20,000	\$8,888	\$9,800	\$1,312
7325	Advertising - Billboards	\$102,000	\$0	\$102,000	\$38,394	\$28,761	\$34,845
7326	Advertising - Miscellaneous	\$85,750	-\$92	\$85,658	\$38,862	\$1,285	\$45,511
7328	Advertising - Digital	\$75,000	\$0	\$75,000	\$31,042	\$13,279	\$30,680
7329	Advertise-Wkfrc Devel	\$41,500	\$0	\$41,500	\$11,756	\$1,300	\$28,444
7330	Regional Campus Marketing	\$27,000	-\$1,874	\$25,126	\$8,104	\$0	\$17,022
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	\$31,240	\$12,974	\$4,986
7361	Postage	\$27,100	\$0	\$27,100	\$3,992	\$16,000	\$7,108
7401	Equipment M & R	\$344,997	-\$2,801	\$342,196	\$85,870	\$46,643	\$209,683
7402	Buildings M & R	\$570,000	\$0	\$570,000	\$150,903	\$125,534	\$293,563
7403	Grounds M & R	\$30,000	\$0	\$30,000	\$15,676	\$4,200	\$10,124
7404	Parking Lot M & R	\$58,642	\$0	\$58,642	\$21,500	\$5,887	\$31,255
7405	Water Tower M & R	\$602,000	\$0	\$602,000	\$13,210	\$28,941	\$559,850
7406	Vehicles M & R	\$30,000	\$2,801	\$32,801	\$12,762	\$9,782	\$10,257
7407	Equipment Replacement	\$10,000	\$0	\$10,000	\$4,242	\$0	\$5,758
7408	Equipment Rental	\$37,900	\$0	\$37,900	\$7,864	\$20,629	\$9,407
7409	Facilities Rental	\$7,149,105	\$0	\$7,149,105	\$395,233	\$12,500	\$6,741,372
7501	Professional Fees	\$142,250	\$0	\$142,250	\$77,074	\$27,625	\$37,551
7502	Legal Fees	\$59,000	\$0	\$59,000	\$0	\$0	\$59,000
7503	Audit Fees	\$40,000	\$0	\$40,000	\$26,250	\$3,750	\$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	\$4,100	\$0	\$8,797
7505	Consultant	\$16,000	\$0	\$16,000	\$0	\$3,600	\$12,400
7521	Training	\$274,600	\$1,400	\$276,000	\$344,684	\$30,000	-\$98,684
7522	Testing / Assessment	\$163,450	\$0	\$163,450	\$47,074	\$4,779	\$111,598
7523	Outside Services	\$8,674,659	-\$51,900	\$8,622,759	\$2,499,397	\$412,050	\$5,711,312
7525	Purchased Services	\$74,439	\$0	\$74,439	\$44,651	\$16,666	\$13,122
7527	Collection Fees	-\$20,000	\$0	-\$20,000	-\$884	\$4,123	-\$23,240
7528	Policy Compliance	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$4,597	\$0	\$5,903
7531	Finger Printing Expense	\$29,720	\$0	\$29,720	\$10,346	\$26,244	-\$6,870
7533	Title IX Expenses	\$39,000	\$0	\$39,000	\$22,144	\$0	\$16,856
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	\$23,954	\$0	\$46,046
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$1,347	\$0	\$10,653
7605	Presidential Scholarship	\$1,200,000	\$0	\$1,200,000	\$511,683	\$0	\$688,317
7606	Scholarship Allowance	-\$2,499,689	\$0	-\$2,499,689	-\$987,825	\$0	-\$1,511,864
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7608	Fee Waiver - Senior Citizens	\$8,000	\$0	\$8,000	\$2,031	\$0	\$5,969
7609	Fee Waiver - ONG	\$515	\$0	\$515	\$0	\$0	\$515
7610	CCP Partner Scholarship	\$5,150	\$0	\$5,150	\$0	\$0	\$5,150
7618	Graduation Alliance Schlp	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7619	Registration Scholarship	\$125,804	\$0	\$125,804	\$0	\$0	\$125,804
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$3,000	\$0	\$8,000
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schlp & Books	\$800,100	\$0	\$800,100	\$190,298	\$0	\$609,802
7631	Bad Debt Expense	\$105,000	\$0	\$105,000	\$0	\$0	\$105,000
7632	Capital Lease Interest	\$57,000	\$0	\$57,000	\$29,412	\$0	\$27,588
7633	Contingency Fund	\$111,962	-\$6,500	\$105,462	\$19,159	\$63	\$86,240
7634	Instructional Media	\$13,000	-\$9,000	\$4,000	\$0	\$0	\$4,000
7635	Database Subscriptions	\$36,000	\$7,000	\$43,000	\$19,131	\$0	\$23,869
7636	Student Activities	\$30,000	-\$7,400	\$22,600	\$20,743	\$0	\$1,857

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	\$7,452	\$0	-\$7,452
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$5,735	\$0	-\$104,265
7642	Alumni Fund Expense	\$12,000	\$0	\$12,000	\$7,236	\$0	\$4,764
7644	Miscellaneous	\$66,300	\$0	\$66,300	\$8,247	\$0	\$58,053
7645	Business Competition	\$800	\$0	\$800	\$0	\$0	\$800
7646	Administrative Retreat	\$400	\$0	\$400	\$0	\$0	\$400
7650	Strategic Planning	\$500	\$0	\$500	\$120	\$0	\$380
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	\$18,006	\$0	\$1,994
7676	TRIO - NSCC Scholarship	\$5,000	\$0	\$5,000	\$635	\$0	\$4,365
7677	Tuition Reduction - Cares	\$104,000	\$0	\$104,000	\$162,995	\$0	-\$58,995
7681	Fee Waiver - CTS	\$0	\$0	\$0	\$0	\$0	\$0
7701	Gas	\$60,000	\$0	\$60,000	\$9,605	\$50,589	-\$194
7702	Electricity	\$100,000	\$0	\$100,000	\$9,819	\$89,062	\$1,119
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$1,215	\$1,484	\$0
7704	Water	\$13,000	\$0	\$13,000	\$4,002	\$8,865	\$134
7705	Sewer	\$51,000	\$0	\$51,000	\$25,069	\$30,110	-\$4,179
7706	Waste Collection	\$10,600	\$0	\$10,600	\$3,363	\$6,598	\$640
7707	Telephone	\$87,437	\$0	\$87,437	\$32,639	\$25,475	\$29,323
7722	Employee Liability Insurance	\$14,400	\$0	\$14,400	\$15,742	\$0	-\$1,342
7724	Motor Vehicle Insurance	\$30,449	\$0	\$30,449	\$18,348	\$0	\$12,101
7725	Property Insurance	\$122,162	\$0	\$122,162	\$54,382	\$0	\$67,781
7727	Prof Liab Students	\$15,920	\$0	\$15,920	\$7,633	\$0	\$8,287
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	\$4,001	\$0	\$5,999
7902	Fixtures and Furnishings	\$382,861	\$0	\$382,861	\$342,684	\$60,205	-\$20,028
7903	Software and Licensing	\$1,173,474	\$15,000	\$1,188,474	\$741,032	\$48,368	\$399,074
7904	Building Projects	\$4,200,000	\$0	\$4,200,000	\$912,229	\$0	\$3,287,771

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	\$43,872	\$0	\$434,628
7912	Motor Vehicles	\$35,000	\$0	\$35,000	\$19,940	\$0	\$15,060
7913	Grounds - Infrastructure	\$0	\$0	\$0	\$46	\$0	-\$46
Expense	Sub-Total:	\$47,291,179	\$0	\$47,291,179	\$16,399,503	\$16,464,361	\$14,427,315