

BOARD OF TRUSTEES MEETING

April 17, 2026 – 8:30 a.m.

**Hubbard Banquet Room
Serrick Center, Defiance College**

ORDER OF BUSINESS

A. CALL TO ORDER (Mickey S)

B. ROLL CALL (Megan B)

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

- President's Evaluation (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

- Course Fees (Lana S)
- Part-Time Faculty Pay Rates (Lana S)
- ODHE Completion Plan (Cassie R)
- Out-of-State Tuition Waiver (Todd H)
- Policy and Procedure Updates (Todd H / Cassie R / Lana S)
 - o Curricular Review Policy
 - Ad Hoc Committee
 - Procedure
 - One-month Extension
- ILOs (amended)
- Legislative / Other Updates (Todd H)
 - o North Star Training Facility
 - o BOT Education Requirements

J. CHIEF FISCAL OFFICER REPORT (Jenny T)

- Financial Report as of February 28, 2026

K. CONSENT AGENDA (Megan B)

1. Consent Agenda Items (roll call vote)
 - a. Minutes of the February 20, 2026 Meeting
 - b. Resignation
 - c. Employ Full-Time Accounts Specialist (Van Wert)
 - d. Transition to Custodian – 1st Shift
 - e. Miscellaneous Employment Contracts
 - f. Curriculum Changes
 - g. Approval of 2026-2027 Student Fees
 - h. New Program – Visual Communication & Graphic Design Certificate

L. PROPOSED RESOLUTIONS (Megan B)

1. Tuition Waiver

M. UPCOMING BOARD ACTIVITIES (Todd H)

1. Foundation Board Meeting – April 23
2. Distinguished Alumni Luncheon & Spring Commencement – May 9
3. Green Carpet Event – May 14
4. Financial Disclosures Due – May 15
5. President's Performance Evaluation Due – May 15
6. State of the College / Board Retreat – September 24

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N. OTHER BUSINESS (Todd H)

1. Foundation Board Meetings
 - a. April 23, 2026
 - b. July 30, 2026
2. Trustee Professional Development
 - a. ACCT New Trustee Governance Leadership Institute (Anaheim, CA) – August 5-7, 2026
 - b. ACCT Leadership Congress (Chicago, IL) – October 21-24, 2026

O. ADJOURNMENT (Mickey S)

Northwest State Community College Statement of Commitment

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

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

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The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, February 20, 2026 at 11:30 a.m.

Katrina DeGroff, Chair of the Board, stated that “the record should show that notice of this meeting has been given in accordance with the Ohio Revised Code, Section 121.22(F).”

MEMBERS PRESENT

26-1

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

PLEDGE OF ALLEGIANCE

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

NSCC MISSION STATEMENT

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.
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.
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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

26-2

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

Following executive session, the meeting moved back to regular session and on record at 1:13 p.m. with no action taken.

COLLEGE AUDIT OVERVIEW

Kevin Vaughn from Plattenburg joined remotely to provide the Board of Trustees with an overview of the College audit. No material weaknesses were found and there were no instances of non-compliance. He provided the Board an opportunity to ask questions prior to approving the audit by resolution.

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 update on the TRIO-SSS federal grant 2020-2025. The program met and exceeded all goal areas except for one area - student transfer. Overall, retention from fall to spring is

83.1%, well above the national average. Lana Snider, Vice President for Academics, shared that a cross-functional team has met to discuss scaling shortened academic terms (16-week to 8-week), which will assist part-time learners in completing their certificate and / or degree. Jenny Thome, Chief Fiscal & Administrative Officer, reported that the Business Office had completed year-end reporting requirements. Brittany Chamberlain, Director of Human Resources, shared that the focus for HR has been recruiting, supervisor training, employee recognition and engagement. Darin Seiler, Chief Information Officer, reported that the College is conducting an evaluation of its current Ellucian Banner services to ensure its technology supports the goals of the College and reduces challenges for its team members. There will be four phases: information gathering, discovery and evaluation, analysis and budgeting and contract renewal. President Hernandez attended the Association of Community College's National Legislative Summit with Trustee Sandra Barber. They both provided a quick summary of the summit which included advocacy for community colleges.

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.

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.

Board Budget Committee – The committee met to review the single audit for year ended June 30, 2025, the adjusted budget proposal, reserves total and the composite financial index (CFI).

Proposed Meeting Dates FY 26-27 – The proposed dates for the Board of Trustees were provided for review and discussion. The Board will vote to confirm the meeting schedule for April 2026 – February 2027.

Course Fees – Annual review of course fees as required by ODHE. Once approved by the Board, they are sent to ODHE for submission. Adjustments are made related to new courses and fee modifications, keeping in mind affordability and cost to the learners.

Part-Time Faculty Pay Rates – NSCC is committed to reviewing the part-time faculty pay rates every two years. The Cabinet will review recommended changes and bring to the Board for approval in April for a July 1 effective date.

Policy and Procedure Updates:

Mental Health & Wellness Procedure (new) – This procedure formalizes current practice and adds what is required by law.

Curricular Development Policy (amended) – The policy was updated to comply with the new requirements. We are developing procedures connected with the policy changes.

Institutional Learning Outcomes (ILOs) – The ILOs policy was suspended at the August 2025 board meeting in response to Senate Bill 1. There is an ILO workgroup that will meet regularly to continue its assessment of the ILOs.

Trustee Training Requirements – Senate Bill 1 established a framework for training trustees at two-year and four-year public institutions. No new information was provided prior to the Board of Trustees meeting. The last communication was provided in November. The Board will be updated as soon as more information becomes available.

CHIEF FISCAL OFFICER REPORT

26-3

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

Jennifer Thome, Chief Fiscal & Administrative Officer, presented the cumulative financial report to inform the Board of Trustees of the College's financial condition as of December 31, 2025.

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

CONSENT AGENDA APPROVED

Ms. McClure moved and Mr. Schwarzbek seconded the following consent items:

MINUTES OF THE DECEMBER 12, 2025 BOARD MEETING

26-4

RESIGNATION

26-5

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.

RETIREMENT

26-6

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.

EMPLOY FULL-TIME ACCOUNTS SPECIALIST (VAN WERT)

26-7

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.

EMPLOY FULL-TIME FACULTY – ENGINEERING TECHNOLOGY (MECHANICAL)

26-8

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.

EMPLOY FULL-TIME FACULTY – INDUSTRIAL TECHNOLOGY (WELDING)

26-9

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.

EMPLOY FULL-TIME ADMINISTRATIVE ASSISTANT – INDUSTRIAL TECHNOLOGIES & BLACK SWAMP SAFETY COUNCIL

26-10

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.

EMPLOY FULL-TIME SUCCESS COACH (TRIO)

26-11

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.

EMPLOY PART-TIME WILDFIRE SALES COORDINATOR

26-12

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.

EMPLOY FULL-TIME WORKING SUPERVISOR – FACILITY MAINTENANCE

26-13

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.

PROMOTION TO EXECUTIVE DIRECTOR OF ENTERPRISE SOLUTIONS AND IR

26-14

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.

PROMOTION TO DIRECTOR OF DATA SYSTEMS

26-15

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.

MISCELLANEOUS EMPLOYMENT CONTRACTS

26-16

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 Burres
Chris Clawson
Lisa Dapelo
Chelsea Ebaugh
Lindsay Folkert
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

PROGRAM INACTIVATIONS

26-17

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)

CURRICULUM CHANGES

26-18

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

PERFORMANCE AUDIT

26-19

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

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

2025-2026 REVISED BUDGET APPROVED

26-20

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

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

2024-2025 COLLEGE AUDIT APPROVED

26-21

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

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

**DELEGATE AND ALTERNATE FROM THE BOARD OF TRUSTEES
APPOINTED TO SERVE ON THE GOVERNING BOARD OF THE OHIO
ASSOCIATION OF COMMUNITY COLLEGES (OACC)**

26-22

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

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

MEETING DATES AND TIME ESTABLISHED

26-23

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

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

NOMINATIONS & ELECTIONS

26-24

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 Sandy Barber to nominate Mickey Schwarzbek as Chair, Joel Miller as Vice Chair, and John Poulson as Second Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2027 meeting and to close nominations. The motion was seconded by Jeff Erb.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGroff, Erb, McClure, Miller, Mull, Poulson, Schwarzbek. Nay; None. Thereupon the Chair declared that Mickey Schwarzbek is duly elected Chair, Joel Miller is duly elected Vice Chair, and John Poulson is duly elected Second Vice Chair of the Northwest State Community College Board of Trustees.

OTHER BUSINESS

The Board was provided with dates on several upcoming activities, including the Foundation's Scholarship Event on April 16 and Green Carpet Fundraiser Event on May 14. Commencement will be at Founder's Hall on May 9.

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, April 17, 2026.

1. APPROVAL OF CONSENT AGENDA

1a. Minutes of the February 20, 2026 Board Meeting

1b. Resignation

WHEREAS, Jodi Adams, Custodian, has submitted her resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Jodi Adams, effective February 13, 2026 be accepted.

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

WHEREAS, the position of full-time Accounts Specialist (Van Wert) was left vacant due to the resignation of Karen Myers; 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. Nicole Adams be employed as full-time Accounts Specialist (Van Wert) effective April 6, 2026 at an annual salary of \$44,000.00. This is a graded position.

1d. Transition to Custodian (1st Shift)

WHEREAS, the position of Custodian (1st Shift) was left vacant due to the resignation of Jodi Adams; and

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

WHEREAS, an internal candidate applied for the position

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Zachory Tucker transition to full-time Custodian (1st Shift) effective March 11, 2026 at an annual salary of \$32,094.40. This is in accordance with the Support Personnel Bargaining Agreement.

1e. Miscellaneous Employment Contracts

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

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

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

Food Service (PT):

Pamela Bishop - \$14.58 / hour

Part-Time Instructors:

Justin Brown
Alyssa Campbell
Courtney Duncan
Tyler Helentjaris
Eric Hurless
Bradley Kill
Terry Miller
Aaron Wingo

Full-Time Faculty – Overload:

Greg Nartker
Peter Runk
Rhonda Lazette
Emily Riegsecker
Josh Verhoff
Doug Severt
Erin Jacob
John Mueller
Eric Jones

Supplemental:

Eric Baker
Allen Berres
Josh Verhoff
Amy Drees
Lindsay Folkerth
Chelsie Ebaugh
Tony Hills

Non-Teaching:

Jon Tomlinson

1f. 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 February and March be accepted:

- PNE124 Nursing Care: Adults II Course Information Sheet Revisions
- New Course: BIO102 Foundations of Natural Science for Human Biology
- PNE122 Nursing Care of the Child 30 Clinical Hours Conversion to 15 Simulation Time and 53 Theory Hours and Prerequisite Changes.
- ENG210 Technical Communications Learning Outcome Revisions
- Course Inactivation: CIT285 Microsoft Directory Services Technology
- Course Inactivation: CIT111 Visual Basic Programming
- Course Inactivation: CIT192 Microsoft Workstation Technology
- Manufacturing Foundations STC Adding MET100 as an Alternative to MET290
- PNE121 Nursing Care of Mother and Newborn Course and Course Information Sheet Revisions
- PNE122 Nursing Case of the Child Course Information Sheet Revisions
- NRS241 Health & Illness Concepts III Course Information Sheet Correction.
- Practical Nursing Certificate Course Sequence Change

1g. Approval of 2026-2027 Student Fees

WHEREAS, the administration has reviewed the student fees for the College; and

WHEREAS, changes have been made to existing courses and fees for new courses have been added; and

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

NOW, THEREFORE BE IT RESOLVED, that the student fees be adopted for the 2026-2027 academic year.

Course Description	Reason for Change	Current Fee	Proposed Fee	Impacted	Change
BIO150 The Human Body	No Lab. Removing \$5 Lab supply fee	\$ 37.00	\$32.00	20	-\$100.00
BIO234 Human Disease	No Lab. Removing \$5 Lab supply fee	\$ 37.00	\$32.00	24	-\$120.00
CIT155 Linux Networking I	Standardizing the Lab / Equipment / tech fees	\$ 49.00	\$29.00	15	-\$300.00
CIT191 Computer Operations	Standardizing the Lab / Equipment / tech fees	\$ 38.00	\$29.00	15	-\$135.00
CIT193 Microsoft Server Tech	Standardizing the Lab / Equipment / tech fees	\$ 23.00	\$24.00	15	\$15.00
CIT194 IT Security Fundamentals	Standardizing the Lab / Equipment / tech fees	\$ 23.00	\$29.00	15	\$90.00
CIT202 Mobile Application Programming	Standardizing the Lab / Equipment / tech fees	\$ 15.00	\$5.00	15	-\$150.00
CIT266 Data Structures & Algorithms	Standardizing the Lab / Equipment / tech fees	\$ 15.00	\$24.00	15	\$135.00
MTH132 Discrete Structures	same as other math classes	\$ -	\$23.00	24	\$552.00
IND131 Industrial Pipefitting	used by students in class. approximately 30	\$ 114.00	\$140.00	8	\$208.00
IND134 Industrial Fluid Power I	used by students in class. approximately 30	\$ 96.00	\$125.00	8	\$232.00
IND232 Machine Repair	used by students in class. approximately 30	\$ 117.00	\$139.00	8	\$176.00
IND234 Industrial Fluid Power II	used by students in class. approximately 30	\$ 116.00	\$139.00	8	\$184.00

1h. Visual Communication & Graphic Design Certificate (new)

WHEREAS, the Visual Communication and Graphic Design (VCGD) certificate is an opportunity for students not planning on continuing to a four-year degree to complete VCGD specific classes and move into the workforce; and

WHEREAS, the certificate will leverage all the existing classes to complete the 30-credit hour requirement and is designed so students can continue on to earn an associate degree in a 1 plus 1, and does not replace the associate degree pathway; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the Visual Communication & Graphic Design Certificate be approved for fall 2026.

This concludes the Consent Agenda

Moved by _____ Seconded by _____

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

PROPOSED RESOLUTION

1. CONSIDERATION OF A RESOLUTION TO APPROVE OUT-OF-STATE TUITION WAIVER FOR OHIO APPRENTICE STUDENTS AND VETERANS OF NORTHWEST STATE COMMUNITY COLLEGE

Moved by _____, seconded by _____.

WHEREAS, The Board of Trustees of Northwest State Community College (NSCC) desires to support the apprenticeship students and veterans throughout our state with a reduced tuition rate; and

WHEREAS, there are approximately 300 apprentices that are enrolled in NSCC apprentice programs and 15 veterans that are enrolled at NSCC in Ohio but live in a contiguous state; and

WHEREAS, the waiver amount is the out of state tuition surcharge minus \$1.00 per credit hour:

Tuition = currently 207.33

Out-of-State Tuition = currently 201.33

Career Service Fee = 8.50

Amount Being Waived = 200.33

WHEREAS, the timeframe will begin spring 2026 and be in effect for summer 2026, fall 2026 and spring 2027, ending May 15, and a request for renewal will be submitted every two years as required by the Ohio Department of Higher Education; and

WHEREAS, §381.170 of Am. Sub. H.B. 166 of the 133rd General Assembly requires any waiver of tuition for a student or class of students not otherwise permitted by law at a state-assisted institution of higher education be approved by the Ohio Chancellor of Higher Education;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approve the proposed discounted tuition rate for the apprentice sites and veterans.

BE IT FURTHER RESOLVED, that the Board of Trustees directs the administration to seek approval of such discounted tuition rates from the Ohio Chancellor of Higher Education.

ROLL CALL: Aye;

Nay;

Thereupon the Chair declared the motion approved/disapproved.



President's Report - April 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)

Date	Activity
Feb 17-18	Legislative meetings (Columbus, OH)
Feb 21	Newark Electrical JATC Graduation (Newark, OH)
Feb 25-27	AFIT Conference (Albuquerque, NM)
Mar 1-4	ATD Dream Conference (Portland, OR)
Mar 11	CEO Day at Bryan High School
Mar 12	Bryan Chamber Business After Hours
Mar 13	Board Engagement - Joel Miller
Mar 17	Brian Becher - Ayersville HS Superintendent
Apr 1	Board Engagement - Scott M.
Apr 9	Dr. Cory Stine - Terra State CC Interim President



Scheduled Time Off / Away from Campus

Date	Description
Apr 11	Plumbers JATC Graduation - Lima, Ohio
Apr 27 - May 3	Vacation / Remote Work - San Antonio, TX
May 8	Electrical JATC Graduation - Columbus, OH
May 19 - 20	ODHE / OACC Meetings - Columbus, OH
Jun 1	OACC Meeting - Columbus, OH
Jun 10 - 20	Vacation - Cancun, Mexico

Non NSCC related Professional Activities

None.

Vice President / Chief Information Officer

April 2026

Submitted by: Darin Seiler

Artificial Intelligence (AI)

- ✓ **Ad Hoc Institutional AI Committee:** An Ad Hoc AI committee proposal has been submitted for input through the council's governance process. This committee will proactively assess and mitigate risks while promoting a collaborative approach to AI integration. Key objectives include:
 - Develop an Institutional AI Governance Operations Policy that complements the existing Generative AI Usage guidelines in the Academic Honesty policy.
 - Review the 78+ AI tools in use to ensure operational security and efficiency.
 - Work collaboratively with Presidential AI Fellows to ensure their findings benefit all divisions.
 - Promote AI literacy and awareness across all campus departments.
 - ✓ **Presidential AI Fellows Groups:** These groups will be our eventual resident experts and drive research, author the Institutional AI Operations Policy, and pilot new strategies.
 - ✓ **Foundational AI Training:** Fifteen employees will participate in AI OWL training in May 2026 through the state funded TechCred program.
 - ✓ **AI Integration Grant:** The college will submit an application before April 15th for the state's 2nd round of AI grant funding. \$100,000 is being awarded to five (5) community colleges in this 2nd round.
-

Data Systems Team

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

Banner Upgrades

- ✓ A Banner Database upgrade and 13 module upgrades were installed in the test environment in mid-March. These upgrades have been tested and will be installed in the production environment soon. These releases were prerequisites for the newest Finance Self-Service version.

Banner Software Integration

- ✓ Work is on-going with the interfaces between SLATE (Student Customer Relationship Management) and Banner.
- ✓ Work is progressing on implementing the interface with eCampus (new textbook bookstore system for students). Plans are to begin using eCampus in the summer. For fall, work is being done to implement Ellucian Ethos. This will allow interfaces with eCampus, and other third-party software, to share data in real-time.
- ✓ Work is beginning for implementing an application called Simple Syllabus. This tool will address part of the SB1 directive to have course syllabi easily accessible on the website

within 3 clicks. Each syllabus will be created with a common template, allowing for easier student experiences when going from one course to another.

New Initiatives

- ✓ In the past two months about 107 requests have been successfully completed, showing 100% positive feedback from the 15 responses received, all in the “awesome” category.
- ✓ A 3-Day Kaizen event was held in February regarding agency student types. Five process improvements were identified to apply, register, bill and track the agency students more effectively. Implementation of the process improvements is scheduled over the next three months.
- ✓ Functional areas met with Ellucian representatives to provide input on the current Banner (SIS) platform. Ellucian will demonstrate enhancements and alternative platforms during April. The current Banner contract expires in September.
- ✓ An initial Enrollment and Retention Data Dashboard is being created and is being reviewed for final modifications.

State and Federal Reporting

- ✓ State Higher Education Information System (HEI) reporting for the fall term and the annual submissions are completed.
- ✓ Integrated Postsecondary Education Data system (IPEDS) reporting for the spring has been completed.

Functional

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

Network/System, Engineering & Support Team

Campus Support Requests

- ✓ 381 new request/incidents were received for the month of March; 354 of those were resolved with 100% positive feedback from 35 stakeholders.

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. The new Helpdesk Technician, Kyle Hageman, has been a great addition to our IT staff. Many campus employees have expressed gratitude for Kyle & his performance in his new role.

Annual NSCC Garage Sale

- ✓ With the IT team leading the way, the campus garage sale has been a great success. The garage sale earned \$8,424.00 over 3 days.

Single Sign on Migration (SSO)

- ✓ We have been moving all NSCC services off of our existing Central Authentication Service (CAS) to Microsoft Entra. Entra already authenticates many of our services. This move will save the college \$16,000 a year in support cost and centralize all of our authentication processes.

MARCS Radio Repeater System

- ✓ The new system has been fully installed. Testing and tuning is underway and we are waiting on permits for final inspection.

B Building Renovation

- ✓ The B building second floor furniture is scheduled for the week of April 15. All remaining technology setups are scheduled to be completed by April 24.

New Learning Management System (LMS)

- ✓ Members of IT, John Shrader and Jamie Ridenour, are taking part in a committee to find a new Learning Management System (LMS) for the campus.

Cyber Security Initiatives

- ✓ We are working to draft & finalize an Incident Response Plan.
- ✓ Security awareness training and email phishing campaigns with SensCy continues.
- ✓ Firewall Audit & Hardening quotes have been requested from multiple vendors.
- ✓ The team is currently in the process of evaluating third party risk assessment tools. We are exploring a number of options and have a tentative completion date as the end of this calendar year.

Vice President of Academics
April, 2026
Submitted by: Lana Snider

It's hard to believe we are in the final stretch of the 2025-2026 academic year. Spring Commencement is around the corner and is once again being held at Sauder Village Founders Hall. It will be held on Saturday, May 9th at 2pm. We are pleased to have Ohio Senator, Jane Timken as our keynote speaker. In addition to Ms. Timken being the Senator for the 29th District in Ohio, she is Chair of the Ohio State Senate Higher Education Committee. She was also the keynote speaker at Stark State Community College Commencement. Our Distinguished Faculty Committee received 25 nominations (18 full-time & 7 part-time) for faculty to be considered to receive the award. Nominees and those chosen for the award will be celebrated at the Academic Awards Luncheon on Thursday, April 30. At this event, we will also be honoring our Award of Merit graduates from each academic division.

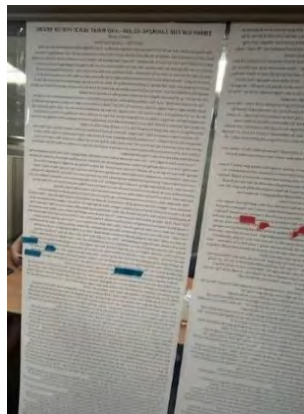
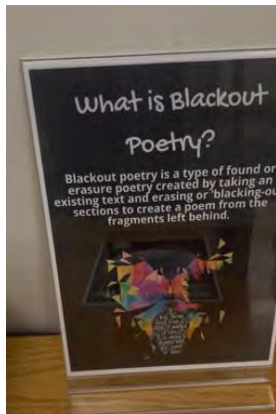
Following are some brief updates from those who report to the VP for Academics.

Jamilah Tucker: Arts & Science

Northwest State Community College faculty continued the campus tradition of hosting the annual YAWP Festival, a celebration of student writing, creativity, and artistic expression. This year's theme, "Through the Looking Glass," features a series of events throughout April designed to engage students in poetry, storytelling, and collaborative art. Three faculty members: Chelsie Ebaugh, Lindsay Folkerth, and Sean Burres, organized the initiative, and this year the Inkblots student organization made a significant contribution to the programming, highlighting increased student leadership in the creative arts.

Festival activities include poetry contests, creative writing workshops, open mic performances, and opportunities for students to publish their work in The Inkwell, the college's student literary publication. Interactive installations such as blackout poetry, a community poetry mural, and six-word memoir displays invite students to participate creatively throughout the month.

Photos from the event showcase student engagement in the blackout poetry and art exhibit, reflecting the vibrant creative culture supported by faculty and students at NSCC.



Jason Rickenberg: Business & Public Services

Current enrollment across Business and Public Services programs has increased with select programs, including Accounting, experiencing modest growth.

The division continues to expand meaningful partnerships with industry and community organizations to better align academic programming with workforce needs. This spring, the MGT110 Management course was delivered on-site at the Steubenville JATC during the 8A term. Additionally, an online CIS114 Microsoft Applications course is currently being offered to IBEW students in Lima, with four additional sections scheduled for Summer 2026, primarily serving Columbus-area IBEW students. These partnerships reflect the division's commitment to flexible delivery models and workforce-focused education.

Students within the division are also actively engaged on campus through applied learning experiences. In multiple sections of BUS211 Business Communication, students are completing client-based projects that include administering and analyzing surveys for campus and community stakeholders. These projects culminate in formal presentations delivered to faculty, the Dean, and members of the NSCC Cabinet, providing students with hands-on experience in data analysis, professional communication, and problem-solving.

The division has also contributed to institutional planning efforts, including participation in the recent presidential listening session. Key themes included innovation, workforce alignment, the integration of artificial intelligence (AI) into curriculum, and student-centered course delivery. These discussions are helping inform program review efforts and identify opportunities for new or revised offerings that better meet regional labor market demands.

Looking ahead, the division is focused on sustaining strong student outcomes while pursuing targeted growth in high-demand program areas. Priorities include increasing retention and enrollment by an additional 2–3%, expanding work-based learning opportunities such as internships and practicums, and strengthening employer engagement to support job placement. The division will also continue exploring new program pathways and short-term credentials that respond to evolving workforce needs. Through these efforts, Business and Public Services remains committed to preparing students for immediate employment and long-term career success while supporting the economic vitality of the region.

Notable Events and Updates:

- Banking & Finance program renamed to Financial Services: Banking and Wealth Management
- Agriculture Program hosted an Ohio State University Extension Fertilizer Applicator Certification Training (March 20)
- Cash rent agreement established between NSCC Agriculture Program and Henry Agriculture Research and Technology Center (HARTC) for 20 acres (pending

approval)

- Awarded National Association for Community College Entrepreneurship (NACCE) \$20,000 grant; \$10,000 to be distributed at Entrepreneurship Forum (April 30)
- Agriculture Program Open House (March 26)
- Agriculture Recruitment Night (March 30)
- Entrepreneurship Forum “Shark Tank” Event (April 30)
- Kappa Beta Delta Induction Ceremony (May 7)



Tiffany Ludwig: Nursing & Allied Health

- All students from the December graduating class have passed their NCLEX first try!
- The Ohio Board of Nursing (OBN) Pre-Survey Report (PVR) is due April 21. Dr. Ludwig has been working on it since the summer, and it is near completion. The draft report will be sent out to all faculty for feedback and the goal is to submit by 4/17. OBN will be on campus May 12-15. They will be reviewing the AD program May 12 & 13, and the PN program May 14 & 15.
- Tammy Meyer held the second Nursing 101 Lunch & Learn. We had 25 students in attendance (up from 5 in September for the first one).
- We held the Rural Northwest Ohio Organization of Nursing Leadership meeting on 2/18. We had 15 local agencies in attendance. Gina & Audrey from our Grants Department presented on COF-STAT (Choose Ohio First) & Perkins offered to students.
- Nursing orientation was held 3/3/26. We had 74 total students in attendance (59 RN, 27 PN, 8 LPN-RN). There are about 12 students needing a makeup orientation, which will be held 5/8.
- We are hosting our annual spring Nursing Advisory Board meeting 4/9.
- Pinning for Medical Assistants and phlebotomy students will be held 4/22. There are three (3) MA students & 12 phlebotomy.
- Nursing students have exceeded the one section of BIO 257 (Microbiology) and warranted another section for this summer. This is in correspondence with our advising initiative to encourage nursing students to take their science courses in the summer to alleviate the extra burden of classes during the fall.
- So far, there are 50 applicants for the COF grant for fall.

Dr. Franklin Roberts & Marianna Doolittle: STEM

- Marianna and Suzanne attended the Ohio Mathematical Association of Two-Year Colleges (OMATYC) conference on 3/27/26. The conference covered a variety of topics, including Artificial Intelligence (AI) and standards-based grading. Suzanne is evaluating how this skilled based assessment technique may provide a better student experience in developmental math classes.
- The Electric Vehicle team and faculty advisors, Mike K, Tony H and Colin D are in full swing preparing for the race on April 18th at Purdue Main Campus.

- The IT/EE/CSET programs held their yearly advisory committee meeting. AI and how it impacts working in IT and Cybersecurity was discussed at length.
- As Dean, Franklin has been working with Miller City High School to evaluate CCP offerings in biology and engineering to support their launching of a Biomedical Pathway. While Northwest State does not offer a biomedical degree option or classes, there are individual CCP classes Miller City students could take with the intent to transfer to a four-year institution offering Biomedical bachelor degrees.
- Full time Biology faculty Greg Tefft has announced his retirement. Greg regularly showed his dedication to student success by the time and effort into providing students with every opportunity to be successful in their individual education journey.

Greg's Teaching Stats:

- Greg's first class taught was in Summer of 1988.
- Number of Course-Sections taught: 425
- Number of Credit Hours taught: 1,593
- Number of Students taught: 5,937

Connie Klingshirn: Registrar



We are completing the Collegiate Purples Star Renewal application (due April 17). One new requirement is to have a written policy on working with off-campus stakeholders. As we engage with the stakeholders a policy will be submitted through our governance system for approval. The renewal application has been submitted for review by VP Snider and President Hernandez. The Collegiate Purple Star began in 2022 and Ohio was the first state in the nation to offer the designation. The Collegiate Purple Star designation is awarded to institutions who have a dedicated military/veteran point of contact, has priority registration for veterans and servicemembers, surveys student veterans and servicemembers, along with spouses and dependents asking about needs and challenges, allows for the creation of student-led groups and organization for veterans and servicemembers. More information can be found [here](#).

The team reviewed Argos reports in the Registrar folder in order to identify what is currently used, what could be archived, or relocated in the reporting folder. Their efforts produced a spreadsheet defining the purpose of the report, report title, and details when reports produce automated emails. A Halo ticket was submitted to archive reports no longer needed, and to move some reports into folders.

We are also working on Ohio Revised Code (ORC) § 3345.601 Student records preservation plans (aka House Bill 96). This code requires institutions to have a “plan to preserve student records indefinitely if the state institution was to cease operations.” The Ohio Department of Higher Education (ODHE) FAQ explains “The minimum requirement is to ensure there is a plan a designated custodian for: academic transcripts; financial aid documents; international student forms, tax information.” For more information [click here](#). The international student form plan draft has been completed. We will begin focusing on the last three categories and securing a custodian. Lana Snider, VP - Academics, Jenny Thome, Chief Fiscal Officer, and Darin Seiler,

VP / Chief Information Officer are working together with the Registrar through this process. The college is required to submit a plan and the Custodian Designation Agreement(s) by August 1, 2026 to ODHE.

Lisa and Connie were joined by Keira Christman to attend the Ohio Association of Collegiate Registrars and Admissions Officers Residency Workshop at Mount Carmel School of Nursing.

The ORC § 3345.029 (Advance Ohio Higher Education Act (also known as Senate Bill 1) requires posting of syllabi. NSCC must provide a publicly accessible course syllabus on our website that does not require course registration. The syllabus must be within three clicks from the homepage and be searchable by keywords(s) or phrase(s). As a community college, we chose the “general syllabus” document Ohio Revised Code § 3345.029 (B)(3), which contains a calendar for a course outlining what materials and topics will be covered. when during the course they will be covered, and a list of required or recommended readings for the course. The college has contracted with Simple Higher Ed (aka Simple Syllabus) to provide software to manage and support NSCC’s public view of a course syllabus. A compliance report is due to ODHE by June 30, 2026 and the syllabi must be available on our website by August 19, 2026.

Dr. Jason Lafferty: Associate Vice President of Academics (AVPA)

The AVPA area is continuing to support multiple initiatives across the college, including the upcoming Achieve the Dream visit regarding the continued development of the Center for Teaching and Learning, and the four-year grant supporting Scaling Shortened Academic Terms. Dr. Lafferty is also leading projects on behalf of the VPA’s office to evaluate a potential new learning management system and new initiatives and goal setting for the creation of new 8-week programming for the college.

Dr. Lafferty attended the Higher Learning Commission’s annual meeting in Chicago. He participated in sessions which detailed changes in federal compliance and accreditation needs, strategies to grow community colleges in rural areas, the development of professional learning communities via their Center for Teaching and learning at Clark State in Ohio, and keynote sessions which analyzed the potential impact of enrollment declines, enhanced federal oversight, and the onset of artificial intelligence across the college landscape.

Kristi Rotroff: Library Director

YAWP fest/Poetry month is taking place including several workshops being hosted in the library. Both library staff members completed an on online training on Artificial Intelligence through the Research Data Management Librarian Academy (RDMLA). Finally, they are monitoring online resource usage, since several changes and improvements have been made. They will continue to evaluate the system and determine if further changes are necessary throughout the summer term.

Christina Schwiebert: Instructional Design and Distance Learning Coordinator

Christine Schwiebert has continued to create content for her midweek Sakai Magic tutorial programming for faculty at NSCC. She has received positive feedback on this programming and feels that this work will continue to grow, eventually leading to programming in the Center for Teaching and Learning. Christina is working with Dr. Lafferty to support the learning management system selection process by providing historical data, referencing the Warpwire selection process, and development of rubrics for vendor presentations. Finally, Christina has been working on a checklist to support faculty in examining Title II accessibility and compliance in the course shells in Sakai. She anticipates creating tutorials in the future.

Heidi Keller: Coordinator of Accreditation, Compliance & Curriculum

Jason Lafferty, Eric Baker, and I attended the Higher Learning Commission (HLC) Conference in Chicago from March 21–24. The conference featured a variety of sessions on topics including artificial intelligence, the development of reduced-credit bachelor's degree programs, and assessment practices. I focused primarily on sessions related to the Accreditation Liaison Officer (ALO) role, which provided valuable insights directly applicable to my responsibilities. In addition, I had the opportunity to network with fellow ALOs, resulting in my participation in a newly established monthly forum dedicated to discussing accreditation and compliance matters.

March has been a particularly productive month with several key projects underway. I have been working to finalize the 2026 Institutional Update, which is due on April 3. At the request of the Vice President for Academics, I also developed a document outlining the curriculum approval process. This document is scheduled for review at the Curriculum Review Committee meeting on April 2 and, pending approval, will be submitted to the Board for final authorization and implementation.

Fifteen academic proposals will be submitted to the Board of Trustees for review and approval at its April meeting. We are submitting a new Visual Communication Graphic Design Certificate. The Visual Communication and Graphic Design (VCGD) certificate is an opportunity for students not planning on continuing to a four-year degree to complete VCGD specific classes and move into the workforce. The certificate will leverage all the existing classes to complete the 30-credit hour requirement. It is designed so students can continue on to earn an associate degree in a 1 plus 1, and does not replace the associate degree pathway.

Board Report | April 2026
Cassie Rickenberg
Vice President of Enrollment Management and Student Affairs

Enrollment and Access

The annual OACAC College Fair was a strong success, with participation from 50 colleges and 20 high schools. Attendance was high, creating steady engagement throughout the event, and feedback from counselors and college representatives indicated it was the best fair to date. We're excited to share that NSCC generated 51 student inquiries, all of whom will be added to our



prospect pool for continued outreach through graduation. This placed NSCC 10th in total student interest among participating institutions.

Our CCP Information Nights have wrapped up for the year. The CCP advisors attended 24 info sessions at area high schools and had a great turnout for both sessions offered here on campus. Our information night for public school students brought 44 families while our session for homeschooled students brought 10 families. This session is provided to individuals who were unable to attend the information session at their high school. We're happy to see the growth in our CCP program and are committed to offering continued support through graduation and beyond. We are working with Academic Deans to review our CCP Pathways (tools for advising) to ensure that we are providing the most beneficial and accurate academic guidance to our CCP. These pathways serve as a guide for students as they explore their future career goals.

As we ramp up recruitment for the upcoming summer and fall, we're focusing heavily on relationship building as early as possible in an applicant's journey. Recruiters will be sending personalized graduation cards to all Seniors in our database – including applicants, prospects, and current CCP students. In addition to a congratulatory message, applicants will receive a note saying that we are excited to see them in the fall, while prospects will receive a reminder that we offer great scholarships and transfer opportunities. This underscores one of President Hernandez' favorite statements – “relationships are our secret sauce.”

Our Van Wert team continues to strategize ways to drive enrollment – including scholarship strategies. The recent Esports Mario Kart Tournament at Van Wert was a huge success – bringing approximately 50 community members to campus. More to come on that later.



Advising and Student Success

In Advising News, Summer and Fall registration have opened and advisor schedules are full of appointments. They are seeing New, Returning, Former, and Transfer students via appointments and drop-ins. The current agriculture students register as a group, and this is led by the lead

faculty, Kayla Miller, and academic advisor for the programs, Megan Schroeder. Also, advisor Kara Flesher visited NorthStar to group advise the Industrial Technology students on site.

Early planning has started for the annual Fall Kickoff Event that will be held on Wednesday, August 12 from 5-7pm for all new learners. A new addition will be a Career/Major meet up the last half hour of the event, giving divisions an opportunity to highlight the career outlooks for their majors. Students will be able to use this time to meet full time faculty, division deans, and get more insight to the career goal they have in mind.

The Success Center continues to support students through testing, tutoring, and Early Alert outreach. We served roughly 85 test takers during the month of March, even with a slower spring break week, and tutoring services remain steady with both in-person and online usage. Early Alert outreach is ongoing, with approximately 125 alerts this semester. The Success Center Coordinator makes efforts to follow-up on these alerts and connect these students with resources and supports. Furthermore, we have been working to expand support by adding peer tutors and pursuing the hiring of a nursing tutor.

One Million Degrees (OMD) / Complete College America (CCA) / Adult Studies

OMD is aiming to help students become all they can be! Brenda Housh, the Adult Studies Coordinator, is currently serving 40+ students, with active recruitment underway following the expansion to include part-time students. While the current cohort is showing some challenges with peer connection, near-term supports are being implemented, alongside longer-term planning to better structure incentives and engagement. The team is also

# of OMD Scholars	Achieved / completed
29	\$400 Stipend for meeting milestones
12	Myers-Briggs Personality Assessment
15	VARK Learning Style Assessment

working through stipend timing flexibility and identifying additional eligible students to fill open spots. Brenda also participated in a Q96.5 radio interview to promote this program, Adult Studies, and NSCC at-large. Learner Services Director, Shannon Floyd, had the opportunity to participate in a panel discussion, sharing insights and perspective from the experience thus far.

In OMD-adjacent work, Darin, Lana, and Cassie are working with Complete College America (CCA) consultants on planning for AI, data infrastructure, and a student success policy. These “workstreams” hone in on time management and project planning.

The Adult Studies program is getting a makeover. Visual Communications and Graphic Design (VCGD) classes have been redesigned into an 8-week format, and recruitment for this certificate is now in progress. Furthermore, two Tuesday evening business classes have been added to the fall semester. These courses are open to all students and serve as both accessible offerings and a recruitment tool for the Adult Studies initiative. Additional work continues to strengthen program structure, identify pilot pathways, and build a model responsive to adult learner needs.

Financial Aid

Over the past two months, Ashlynn Cox and Jessica Thome have met with all academic divisions to review Satisfactory Academic Progress (SAP) policies and related federal regulations. The purpose of these meetings was to increase awareness of SAP requirements and to strengthen communication between faculty and the Financial Aid Office. These conversations have been productive in building collaboration and ensuring a shared understanding of how academic performance impacts student aid eligibility.

In preparation for the 2026–2027 academic year, the Financial Aid office has also begun the initial stages of processing and packaging financial aid. This was on hold due to a new state regulation requiring a Financial Disclosure form. This has been approved by ODHE; hence, packaging has begun.

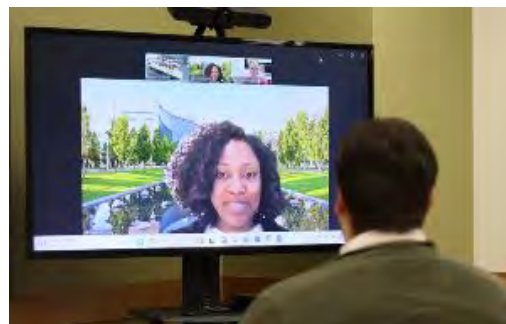


In other FA news, the team will be hosting a Pancake Breakfast – “Flapjacks and Givebacks” – on April 29th at 9:00 a.m. in the Atrium. This event is intended to raise money for the food pantry. It’s a free-will donation, and all are welcome – students, employees, and the community!

In an effort to further expand resource offerings, the group has also initiated conversations with Henry County Transportation (HCT) to explore potential transportation options for our campus community. While these discussions are still in the early stages, we are encouraged by the possibilities and look forward to learning more about the services HCT may be able to provide.

Student Engagement & Career Services

Career Services hosted a Healthcare Career Exploration Fair on March 25th. Area healthcare employers and four-year higher ed partners welcomed NSCC healthcare students for valuable networking and career exploration opportunities! We even had participation from the nationally renowned facility, Cleveland Clinic. To the right is an NSCC nursing student discussing career path options with Cleveland Clinic Talent Acquisition via Zoom, along with NSCC nursing alumna, Janel McLaughlin, the Pediatric Emergency Department Nurse Manager for CC!



The annual Job and Career Fair will take place on 4/7. It is sure to be a busy time on-campus! This supports our post-graduation success efforts and the coming workforce outcomes initiative.

Golf

The team kicked off its spring season with an NCCGA tournament in Bloomington, Indiana on March 28–29 (36 holes). Two NSCC Golfers participated and checked out the historic IU campus in between tee times. The follow-up tourney is at East Lansing in Michigan on April 11–12 (36 holes). Additional highlights include a home match vs. Olivet University on April 14, two intrasquad matches on April 22 and April 29, and a matchup at Bluffton University (date TBA). Recently, the club also hosted a successful merchandise fundraiser through BSN Sports. Proceeds from the fundraiser will directly support tournament travel, practice needs, and the continued growth of the club. Shout out to NSCC staff Emili Clingaman and Stryker School Counselor Mike Donavon for their commitment to the Golf Club!

Esports

Van Wert Esports, The Vortex, hosted their first event – a Mario Kart Tournament on 3/31. It was a big draw to campus to show off the new lab and facility to the Van Wert Community. With what felt like a record number of people on-campus simultaneously, the event was deemed a major success.

Archbold Esports, The Thunder, took fourteen (14) players to the Lawrence Technical College (LTUx) Convention event on Saturday, 4/4, where several players participated in their Smash Tournament. It was a memorable experience for the team.

Title IX and Campus Safety

The Title IX Coordinator, Shannon Floyd, is busy learning the ins and outs of the Maxient Software – the case management software for a variety of incident reports. In fact, to celebrate St. Patrick’s Day (insert laugh here), Shannon travelled with a fellow TIX team member Treasure Sullivan to a Maxient Training at the University of Indianapolis, where they were able to dig in and test the various features the program has to offer. Once enough testing and “sandbox exercises” have occurred, we look to expand this to a variety of other incident reports and case management – Student Conduct, Behavioral Threat Assessment, Academic Dishonesty, and beyond. Shannon, who also serves as the campus Title VI Coordinator, which covers non-discrimination and anti-harassment as it relates to race, ethnicity, and shared ancestry, is scheduled for an intensive training on the topic during the summer.

Finally, we finished up our Sexual Violence Prevention Lunch and Learn Series on 4/2 with a presentation on Sexual Assault. Fitting, as April is Sexual Assault Awareness Month (SAAM). Approximately 20-25 individuals attended, with 3 being NSCC learners. Not quite as well attended as the prior one, but getting any learner in the room is a win.

Marketing and Communications

Several different campaigns are running – including a targeted Summer guest student campaign on social media to a Van Wert postcard campaign for summer/fall classes (thank you, CollegeApp, for 1500 households). Across the radio waves, interviews with various NSCC staff

could be heard around the region, promoting summer & fall registration. The team is making strides toward Van Wert banners to hang on the exterior of the building. Plus, in a collaborative, cross-departmental effort, the 2026-2027 student planner is nearing completion.

Finally, turning to web content accessibility news, enhanced regulations are coming (aka WCAG 2.1 – Website Content Accessibility Guidelines; or Title II). Consequently, the team has been working on finalizing an updated employee handbook on best practices for social media, video, and PDF files. Oh, but there is more – we are currently undergoing a website audit to identify any accessibility concerns and then comes remediation and validation – hopefully later this month.

TRIO

Throughout March, TRIO offered weekly workshops to prepare students for the April Job Fair, including *Dress for Success*, *LinkedIn Development*, *Interview Skills*, and *Exploring Careers*. These sessions focused on building confidence and essential employability skills. TRIO hosts its third annual *Employer Breakfast* on 4/7, featuring an employer panel and student networking opportunities to further prepare students for the Job Fair.

Over spring break, TRIO ventured on its annual trip, where students visited the Cleveland Aquarium, Case Western Reserve University, Rock and Roll Hall of Fame, Museum of Art, History Center, and



Great Lakes Science Center, promoting cultural and educational experiences and exposure to a four-year university.



Just a couple days prior to the spring break trip, Terri Lavin and Alex Yantis attended the COE Policy Seminar in Washington, D.C., joining over 700 TRIO professionals who met with over 400 Congress members. They participated in professional development and advocacy for continued TRIO funding.

National TRIO Day was celebrated on March 28th in collaboration with the TRIO programs at the University of Toledo, Bowling Green State University, Lourdes University, and Owens Community College. The five institutions came together for a day of service and recognition, beginning with community service projects at various sites, followed by a shared lunch and scholarship ceremony at Lourdes University. NSCC students completed their service project with the Lucas County Pit Crew. During the scholarship ceremony, NSCC student Amanda Tracy



was awarded a \$1,500 scholarship presented by Vince DiPofi, CEO of the SSOE Group. Three cheers for Amanda!

Chief Fiscal & Administrative Officer
April 2026
Submitted by: Jennifer Thome

Students are back on campus after spring break feeling refreshed and ready to finish the spring term strong. Around campus there are a lot of preparations going on behind the scenes for spring commencement. Early registration for the summer and fall semesters began in mid-March.

Business Office

The Business Office has been busy completing several important reports, including HEI, IPEDS, HLC, and the Q3 report. The team is also finalizing the Foundation's 990 tax schedules for the Foundation with a May reporting date.

As we approach the end of FY26, we are preparing for fiscal year closeout process while shifting our focus toward planning and preparing the FY27 budget. Key members of the team were involved in a three-day Kaizen event to reconcile growth and procedural issues within the Agency Student population. Most recently, these members regrouped for a 30-day status update.

Facilities

There are a number of projects going on currently: 1) The Waterline Separation Project, which is connected to the Four County and Water Tower Bypass, will begin in June and end in July. 2) We are reviewing the architect and engineering design for IT renovations with JDI. 3) We are finishing up outstanding punch list items for Building B and at the Van Wert Campus. 4) The Fire Alarm system updates continue, including replacements to duct detectors and elevator smoke and heat detectors.

Jason Baun has returned to the Facilities Team after holding a 4-month position at University of Toledo Medical. Staff members Jason Baun, Jon Thomas, and Kevin Gerken will be attending Local Administration Certification training in May for Capital projects and we continue to work on updating the FY2022 initial Master Plan for FY2026 updates.

Food Service

Food Services has been very busy lately, making over 550 boxed lunches for student events and Mini Manufacturing Day events. The schedule looks to keep the catering events busy through May. April will be a flurry of events with most notable activities including the Red Line breakfast, lunch, investor dinner, and TRIO Awards Dinner. The month will close with the two-day SART Symposium, held immediately after the Red Line investor dinner.

Bookstore

eCampus update: The initial kick off meeting was held during the first week of April with initial break out groups to lay the ground work for IT, Book Adoptions, Financial Aid and Marketing.

Each group is working through a startup plan with eCampus specialists. The expectation is to go live in the summer to work through processes on a smaller scale before a full implementation in the fall.

The bookstore team had been hard at working preparing for graduation, ensuring that all new regalia is ready for students, faculty, and staff. In addition, they are working to expand their offerings by introducing additional apparel and other merchandise to further enhance the bookstore as a valuable resource for both students and employees, especially once we begin using eCampus.

Grants

In March, the Grants team submitted several applications, including the State of Ohio Community Funding request for \$1 million, four separate Congressional Directed Spending applications totaling \$2 million (submitted through Kaptur, Latta, Husted, and Moreno), the Lowe's Community Bucket List grant for \$300,000, the Cooper Family Foundation request for \$100,000, and the Individual Micro-credential Assistance Program (IMAP) application for \$500,000.

Looking ahead to April, anticipated submissions include the AI Integration Grant - Round 2 for \$100,000 and the Home Depot Path to Pro Education Grant for \$10,000. The team is also preparing for several pending future funding opportunities, including the DOL Strengthening Community Colleges Round 6 grant, Title III funding, the Campus Safety Grant and RAPIDS.

In addition to grant activity, the team is advancing several key projects, including development of a Legacy Naming Letter and menu template, implementation updates to the Perkins Grant (which no longer requires a Performance Improvement Plan), completion and approval of the Perkins Grant biennium Comprehensive Local Needs Assessment by ODE, and the launch of the Choose Ohio First Cohort—facilitated by the Grants team—with a kickoff Lunch & Learn introducing the cohort's purpose, future activities and Sakai page.

Police

The last two months have been busy developing a safety and security plan for Van Wert, interviewing for security help in Van Wert and Archbold to extend our coverage area, final testing of the MARCs Radios and their connection into the Fire Panel for alarm notifications and tracking down quotes for the next round of the Safety and Security Grant.

Vice President – Workforce Development
April 2026
Submitted by: Jim Drewes

Custom Training Solutions Sales Activity for FY2026 – Currently at 69.9% of our sales goal.

Mini-Manufacturing Days – Provide activities at the NSCC campus for 5-6 grade levels.



Pre-Apprentice Programs – Custom Training Solutions works with 109 high school students to delivery pre-apprentice programs, including precision welding, metalworking and mechanical principles.



Vice President - Human Resources & Leadership Development

April 2026

Submitted by: Katy McKelvey

Recruiting:

We have filled the following roles:

- Working Supervisor - Facility Maintenance
- Food Services (Part-time)
- Custodian
- Accounts Specialist (Van Wert)
- Natural Sciences Faculty (Biology)

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)
- Dean - Industrial Technologies & BSSC

Performance Management:

HR kicked off the Performance Evaluation Process with a Supervisor Training in February. Although very similar to last year, the form and process changed slightly due to SB1. Supervisors received training on how to communicate performance as well as the process. Faculty reviews are scheduled to be delivered by the end of April and all others by the end of May.

Stay Interviews:

As we continue to conduct stay interviews in 2026 (8 completed so far), our focus has shifted slightly to action plans and putting them in motion. Employee Recognition has been at the top of the list.

Employee Recognition

Cabinet Employee Recognition

In direct response to employee stay interview feedback, HR is working alongside Cabinet members to enhance employee recognition efforts. Cabinet members are now equipped with note cards to provide personalized, handwritten thank-you messages to acknowledge employee contributions and achievements. Cabinet members are also encouraged to offer timely, face-to-face appreciation to reinforce a culture of recognition and gratitude.

Employee Memorial

Dr. Von Plessner was a cherished member of the NSCC community for nearly 30 years, leaving a lasting impact on students, colleagues, and the institution as a whole. Through our updated Employee Memorial process, we were honored to recognize his legacy with a memorial stone, now placed in the Rose Garden, as a tribute to his many contributions.

Employee Events:

Employee Appreciation Luncheon – We celebrated Employee Appreciation Week by hosting an Employee Appreciation Luncheon. The luncheon was catered by Hill's Restaurant & Catering, who served over 135 employees.



Upcoming Events:

April 13th - Retirement Celebration – Greg Tefft, Biology Faculty, 27 Years

May 6th – Exam Refresh Station

June 2nd – Employee Luncheon



Budget - Monthly Verifications Report

Fiscal Year: 2026
Fiscal Period: 08 - February
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	\$15,547,311	\$0	\$4,395,025
5102	General Fees	\$625,000	-\$25,744	\$599,256	\$542,402	\$0	\$56,854
5103	Lab Fees	\$493,000	\$0	\$493,000	\$367,890	\$0	\$125,110
5105	Out of State Fees	\$500,000	\$81,010	\$581,010	\$498,446	\$0	\$82,564
5107	Proficiency Fees	\$4,000	-\$2,180	\$1,820	\$1,055	\$0	\$765
5109	Other Fees	\$7,380	\$0	\$7,380	\$9,595	\$0	-\$2,215
5110	Late Fees	\$7,620	\$0	\$7,620	\$9,200	\$0	-\$1,580
5115	Student Fees	\$95,400	\$0	\$95,400	\$84,768	\$0	\$10,633
5116	Deferred Payment Service Fee	\$3,680	\$0	\$3,680	\$3,100	\$0	\$580
5118	Bus & Ind. Traing Fee	\$4,550,000	\$0	\$4,550,000	\$2,695,560	\$0	\$1,854,440
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	\$750	\$0	\$2,750
5133	Tuition and Fees Schlop Allow	-\$2,499,689	\$0	-\$2,499,689	-\$1,553,549	\$0	-\$946,140
5155	Fiscal Agent Fee	\$79,166	-\$50,000	\$29,166	\$11,777	\$0	\$17,389
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$20,640	\$0	\$9,361
5159	Career Advantage Fee	\$48,000	\$0	\$48,000	\$44,513	\$0	\$3,488
5160	Simulation Fee	\$35,900	\$0	\$35,900	\$28,857	\$0	\$7,043
5161	Career Service Fee	\$830,900	\$0	\$830,900	\$664,215	\$0	\$166,685
5162	Unallocated Reserves	-\$293,746	-\$15,889	-\$309,635	\$0	\$0	-\$309,635
5163	OBR Capital Funds (State)	\$4,200,000	\$0	\$4,200,000	\$0	\$0	\$4,200,000
5503	Foundation - Instl Supprt	\$150,000	\$145,000	\$295,000	\$0	\$0	\$295,000
5507	Project Independence Wildfire	\$200,000	-\$100,000	\$100,000	\$3,040	\$0	\$96,960
5610	Photo ID	\$670	\$0	\$670	\$630	\$0	\$40
5611	Over / Short	\$0	\$0	\$0	\$0	\$0	\$0
5614	Miscellaneous Income	\$621,900	\$0	\$621,900	\$88,361	\$0	\$533,539
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$19,496	\$0	\$15,504
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$1,970	\$0	\$2,030

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	\$521,501	\$18,030,503	\$11,804,066	\$0	\$6,226,437
5803	OBR - Capital Component	\$55,959	\$0	\$55,959	\$41,970	\$0	\$13,989
5901	Investment Income	\$50,000	\$0	\$50,000	\$18,002	\$0	\$31,998
Revenue	Sub-Total:	\$47,291,178	\$553,698	\$47,844,876	\$30,954,064	\$0	\$16,890,812
6101	Administrative Salaries	\$4,678,399	\$58,750	\$4,737,149	\$2,921,206	\$1,731,057	\$84,886
6102	Non Instructional Salaries	\$3,694,875	\$40,200	\$3,735,075	\$2,521,210	\$1,554,919	-\$341,054
6103	Part Time Non Instructional	\$211,669	\$21,800	\$233,469	\$85,238	\$28,301	\$119,930
6104	Salary Savings	-\$250,000	\$0	-\$250,000	\$0	\$0	-\$250,000
6121	Academic Salaries	\$3,923,122	\$0	\$3,923,122	\$2,431,003	\$1,486,854	\$5,265
6122	Academic Overload	\$613,977	\$5,400	\$619,377	\$473,283	\$208,710	-\$62,616
6123	Part Time Academic	\$1,483,896	\$0	\$1,483,896	\$900,298	\$413,638	\$169,959
6124	Independent Study	\$10,395	\$0	\$10,395	\$2,400	\$0	\$7,995
6125	Academic Advising	\$1,700	\$0	\$1,700	\$0	\$0	\$1,700
6141	Part Time Student Help	\$90,762	\$2,000	\$92,762	\$28,176	\$4,225	\$60,361
6142	Work Study Student	\$15,000	\$0	\$15,000	\$0	\$3,487	\$11,513
6143	Student Tutoring	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
6144	Faculty Tutoring	\$41,000	\$0	\$41,000	\$23,105	\$4,805	\$13,091
6145	Honorarium	\$2,400	\$0	\$2,400	\$671	\$0	\$1,729
6200	Fringe Expense	\$4,869,640	\$37,500	\$4,907,140	\$2,740,622	\$1,841,776	\$324,742
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	\$456,129	\$0	-\$456,129
6211	Medical	\$0	\$0	\$0	-\$92,413	\$0	\$92,413
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	\$6,321	\$0	\$8,679
6301	Workers Compensation	\$20,000	\$0	\$20,000	\$682	\$0	\$19,318
6302	Unemployment Compensation	\$20,000	\$0	\$20,000	\$12,412	\$0	\$7,588
6303	Employee Fee Waiver	\$80,000	\$0	\$80,000	\$68,283	\$0	\$11,717
6304	Bookstore Employee Discount	\$4,000	\$0	\$4,000	\$1,609	\$0	\$2,391
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$200	\$0	\$2,800
6306	Employee Appreciation	\$27,500	\$0	\$27,500	\$13,039	\$100	\$14,361
6307	Faculty / Staff Development	\$106,000	\$0	\$106,000	\$52,934	\$0	\$53,066
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
6310	IBEW Instructor Fee Waiver	\$10,000	\$0	\$10,000	\$3,552	\$0	\$6,448
7101	Office Supplies	\$58,802	-\$8,808	\$49,994	\$21,338	\$68	\$28,588
7102	Copier Supplies	\$22,020	\$0	\$22,020	\$16,717	\$0	\$5,303
7103	Recruiting Supplies	\$27,600	-\$4,057	\$23,543	\$7,347	\$0	\$16,196
7104	Orientation	\$1,200	\$0	\$1,200	\$0	\$0	\$1,200
7121	Computer Supplies	\$51,210	\$0	\$51,210	\$27,277	\$0	\$23,933
7131	Instructional Supplies	\$449,600	-\$1,809	\$447,791	\$127,395	\$123,325	\$197,071
7132	Lab Supplies	\$69,500	-\$8,000	\$61,500	\$24,670	\$0	\$36,830
7134	ADA Hearing Impaired Books	\$3,000	\$0	\$3,000	\$190	\$0	\$2,810
7135	Instructional Food/Snacks	\$28,600	\$14,850	\$43,450	\$11,727	\$2,442	\$29,280
7136	Linen and Laundry	\$360	\$0	\$360	\$180	\$0	\$180
7138	Graduation Supplies	\$26,250	\$0	\$26,250	\$7,725	\$4,630	\$13,894
7151	College Car Supplies	\$990	\$0	\$990	\$37	\$0	\$953
7156	Miscellaneous Supplies	\$14,000	-\$7,500	\$6,500	\$1,812	\$0	\$4,688
7157	Employee Awards	\$7,000	\$0	\$7,000	\$4,456	\$0	\$2,544
7161	Library Supplies	\$1,500	\$0	\$1,500	\$955	\$0	\$545
7162	Library Books Lost / Replaced	-\$3,953	\$0	-\$3,953	-\$45	\$0	-\$3,908
7171	Audio Visual Supplies	\$46,215	\$0	\$46,215	\$16,025	\$4,275	\$25,916
7181	Uniforms	\$7,300	\$1,900	\$9,200	\$3,396	\$2,055	\$3,749
7182	Janitorial Supplies	\$25,000	\$0	\$25,000	\$20,151	\$5,607	-\$758
7201	Conferences and Seminars	\$224,627	-\$250	\$224,377	\$79,873	\$8,794	\$135,711
7202	Travel	\$190,648	-\$3,000	\$187,648	\$64,226	\$2,300	\$121,122

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7203	Development	\$82,900	-\$27,400	\$55,500	\$6,682	\$0	\$48,818
7204	Instructional Travel	\$32,100	\$14,500	\$46,600	\$36,367	\$0	\$10,233
7207	Committee Meetings	\$41,650	-\$5,500	\$36,150	\$8,847	\$1,246	\$26,057
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	-\$3,592	\$17,291	\$9,603	\$0	\$7,688
7311	Dues	\$187,318	\$13,000	\$200,318	\$166,022	\$11,978	\$22,318
7321	Classified Advertising	\$17,500	\$0	\$17,500	\$4,978	\$0	\$12,523
7322	Radio Advertising	\$70,000	\$0	\$70,000	\$38,257	\$7,009	\$24,734
7323	Brochures	\$25,000	-\$126	\$24,874	\$14,523	\$0	\$10,351
7324	Advertising - Papers	\$20,000	\$0	\$20,000	\$11,650	\$6,600	\$1,750
7325	Advertising - Billboards	\$102,000	\$0	\$102,000	\$53,027	\$15,597	\$33,376
7326	Advertising - Miscellaneous	\$85,750	-\$4,092	\$81,658	\$45,125	\$2,420	\$34,113
7328	Advertising - Digital	\$75,000	\$0	\$75,000	\$45,330	\$11,303	\$18,367
7329	Advertise-Wkfrcl Devel	\$41,500	\$0	\$41,500	\$13,038	\$0	\$28,462
7330	Regional Campus Marketing	\$27,000	-\$1,874	\$25,126	\$8,922	\$645	\$15,560
7331	Community Relations Donations	\$2,800	\$0	\$2,800	\$100	\$0	\$2,700
7351	Printing and Binding	\$400	\$0	\$400	\$0	\$0	\$400
7352	Printing	\$49,200	\$0	\$49,200	\$41,831	\$3,507	\$3,862
7361	Postage	\$27,100	\$0	\$27,100	\$7,243	\$12,000	\$7,857
7401	Equipment M & R	\$344,997	\$18,259	\$363,256	\$153,325	\$44,123	\$165,809
7402	Buildings M & R	\$570,000	-\$200,000	\$370,000	\$222,320	\$86,056	\$61,625
7403	Grounds M & R	\$30,000	\$0	\$30,000	\$19,853	\$3,677	\$6,471
7404	Parking Lot M & R	\$58,642	-\$13,000	\$45,642	\$21,500	\$5,887	\$18,255
7405	Water Tower M & R	\$602,000	-\$500,000	\$102,000	\$29,292	\$12,858	\$59,850
7406	Vehicles M & R	\$30,000	\$2,801	\$32,801	\$14,575	\$9,220	\$9,007
7407	Equipment Replacement	\$10,000	\$0	\$10,000	\$4,854	\$0	\$5,146
7408	Equipment Rental	\$37,900	\$0	\$37,900	\$12,792	\$16,799	\$8,308
7409	Facilities Rental	\$7,149,105	\$28,000	\$7,177,105	\$3,748,880	\$7,500	\$3,420,725
7501	Professional Fees	\$142,250	\$175,000	\$317,250	\$103,532	\$8,565	\$205,153
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	\$5,600	\$0	\$10,400
7521	Training	\$274,600	\$1,400	\$276,000	\$374,859	\$30,000	-\$128,859
7522	Testing / Assessment	\$163,450	-\$8,000	\$155,450	\$82,799	\$28,014	\$44,637
7523	Outside Services	\$8,674,659	\$102,100	\$8,776,759	\$6,582,207	\$378,821	\$1,815,730
7525	Purchased Services	\$74,439	\$140	\$74,579	\$56,709	\$13,769	\$4,101
7527	Collection Fees	-\$20,000	\$0	-\$20,000	-\$3,069	\$4,123	-\$21,054
7528	Policy Compliance	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$6,175	\$0	\$4,325
7530	Fiscal Agent Fee	\$0	\$0	\$0	\$291	\$0	-\$291
7531	Finger Printing Expense	\$29,720	\$0	\$29,720	\$13,856	\$25,988	-\$10,124
7533	Title IX Expenses	\$39,000	\$0	\$39,000	\$37,375	\$0	\$1,625
7601	Adult Diploma Scholarship	\$25,000	\$0	\$25,000	\$0	\$0	\$25,000
7602	JATC Career Advantage Fee Schl	\$500	\$0	\$500	\$0	\$0	\$500
7603	Honors Scholarship	\$70,000	\$0	\$70,000	\$40,954	\$0	\$29,046
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$2,573	\$0	\$9,427
7605	Presidential Scholarship	\$1,200,000	\$0	\$1,200,000	\$924,383	\$0	\$275,617
7606	Scholarship Allowance	-\$2,499,689	\$0	-\$2,499,689	-\$1,553,549	\$0	-\$946,140
7607	Agency Graduate Studnt Schl	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7608	Fee Waiver - Senior Citizens	\$8,000	\$0	\$8,000	\$3,266	\$0	\$4,734
7609	Fee Waiver - ONG	\$515	\$0	\$515	\$0	\$0	\$515
7610	CCP Partner Scholarship	\$5,150	\$0	\$5,150	\$0	\$0	\$5,150
7618	Graduation Alliance Schl	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7619	Registration Scholarship	\$125,804	\$0	\$125,804	\$0	\$0	\$125,804
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$5,500	\$0	\$5,500
7629	Interntl Student Schl	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schl & Books	\$800,100	\$0	\$800,100	\$187,083	\$0	\$613,017
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	-\$30,750	\$81,212	\$25,525	\$0	\$55,687
7634	Instructional Media	\$13,000	-\$9,400	\$3,600	\$0	\$0	\$3,600
7635	Database Subscriptions	\$36,000	\$7,000	\$43,000	\$22,040	\$0	\$20,960

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7636	Student Activities	\$30,000	-\$11,400	\$18,600	\$21,526	\$0	-\$2,926
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$12,230	\$0	-\$12,230
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$6,975	\$0	-\$103,025
7642	Alumni Fund Expense	\$12,000	\$0	\$12,000	\$7,968	\$0	\$4,032
7644	Miscellaneous	\$66,300	\$0	\$66,300	\$12,355	\$0	\$53,945
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	\$31,819	\$0	-\$11,819
7676	TRIO - NSCC Scholarship	\$5,000	\$0	\$5,000	\$1,271	\$0	\$3,729
7677	Tuition Reduction - Cares	\$104,000	\$0	\$104,000	\$283,428	\$0	-\$179,428
7681	Fee Waiver - CTS	\$0	\$0	\$0	\$0	\$0	\$0
7701	Gas	\$60,000	\$0	\$60,000	\$48,692	\$15,113	-\$3,805
7702	Electricity	\$100,000	\$75,000	\$175,000	\$76,952	\$21,929	\$76,119
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$2,109	\$590	\$0
7704	Water	\$13,000	\$0	\$13,000	\$7,236	\$5,631	\$134
7705	Sewer	\$51,000	\$0	\$51,000	\$33,427	\$21,752	-\$4,179
7706	Waste Collection	\$10,600	\$0	\$10,600	\$5,324	\$4,636	\$640
7707	Telephone	\$87,437	\$0	\$87,437	\$36,866	\$23,529	\$27,042
7722	Employee Liability Insurance	\$14,400	\$0	\$14,400	\$34,058	\$0	-\$19,658
7724	Motor Vehicle Insurance	\$30,449	\$9,500	\$39,949	\$38,943	\$0	\$1,007
7725	Property Insurance	\$122,162	\$0	\$122,162	\$133,505	\$0	-\$11,343
7727	Prof Liab Students	\$15,920	\$1,000	\$16,920	\$16,513	\$0	\$407
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	\$9,196	\$0	\$804
7902	Fixtures and Furnishings	\$382,861	\$11,156	\$394,017	\$550,701	\$5,164	-\$161,848
7903	Software and Licensing	\$1,173,474	\$16,000	\$1,189,474	\$756,523	\$68,869	\$364,083

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7904	Building Projects	\$4,200,000	\$650,000	\$4,850,000	\$1,456,342	\$0	\$3,393,658
7911	Equipment	\$478,500	\$90,000	\$568,500	\$111,983	\$0	\$456,517
7912	Motor Vehicles	\$35,000	\$5,000	\$40,000	\$19,940	\$590	\$19,470
7913	Grounds - Infrastructure	\$0	\$0	\$0	\$46	\$0	-\$46
Expense	Sub-Total:	\$47,291,179	\$553,698	\$47,844,877	\$28,626,432	\$8,350,626	\$10,867,818