BOARD OF TRUSTEES MEETING
August 25, 2023 – 11:30 a.m.
Room C200

ORDER OF BUSINESS

A. CALL TO ORDER (Scott M)

B. ROLL CALL (Megan B)

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

C. PLEDGE OF ALLEGIANCE

D. MISSION, VISION & VALUES (Volunteer)

E. PRESENTATION – Van Wert Update

F. AUDIENCE PARTICIPATION

G. CHIEF EXECUTIVE OFFICER REPORT (Todd H)

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

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

- Facilities Project Update (Jenny T)
- State Budget Update (Todd H)
- College Credit Plus Textbooks – Reimbursement (Todd H)
- Tuition (Todd H / Jenny T)
- Policy and Procedure Updates (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

- Weapons Policy (new)
- Transcript Withholding (new)

I. CHIEF FISCAL OFFICER REPORT (Jenny T)

- Financial Report as of May 31, 2023

J. CONSENT AGENDA (Megan B)

1. Consent Agenda Items (roll call vote)
    a. Minutes of the June 23, 2023 Meeting
    b. Resignations
    c. Employ Interim Commander Law Enforcement Academy
    d. Employ Full-Time Maintenance Technician
    e. Employ Full-Time Director of Institutional Research
    f. Employ Full-Time Faculty – Composition
    g. Employ Full-Time Faculty – Composition
    h. Employ Full-Time Admissions Recruiter
    i. Promotion to Director of Grants Development
    j. Promotion to Agency Manager
    k. Promotion to Coordinator of Accreditation, Compliance and Curriculum
    l. Promotion to Academic Pathways Coordinator
    m. Miscellaneous Employment Contracts
    n. Weapons Policy (new)

K. PROPOSED RESOLUTIONS (Megan B)

- Tuition 2023-2024
- Tuition Scholarship

L. OTHER BUSINESS (Todd H)

1. Upcoming Board Activities
    a. State of the College – September 28
    b. Board Retreat – September 28
    c. Board Meeting – October 25
    d. OACC Governing Board – December 7
2. February 23 Board Meeting Date
3. Presidential Evaluation (edits)

M. ADJOURNMENT (Scott M)

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

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

Values: People, Integrity and Learning

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, June 23, 2023 at 11:30 a.m.

Sandy Barber, Vice 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

23-48

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

PLEDGE OF ALLEGIANCE

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

NSCC MISSION STATEMENT

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

VISION AND VALUES

Trustee McClure 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

23-49

Mr. Miller moved and Mr. Erb seconded a motion to go into executive session 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, Schwarzbek. Nay; None. Thereupon the Vice Chair declared the motion approved.

Following executive session, the meeting moved back to regular session and on record at 11:55 a.m. with no action taken.

VOTE TO MOVE RESOLUTION

23-50

Mr. Erb moved and Ms. McClure seconded a motion to move agenda item L.2. up on the agenda to be voted on immediately.

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

TENTATIVE AGREEMENT WITH THE PROFESSIONAL ASSOCIATION BARGAINING UNIT APPROVED

23-51

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

WHEREAS, the respective negotiating teams for the Administration and the Professional Association bargaining unit of the Northwest State Community College Education Association entered into negotiations on May 15, 2023 for a successor agreement to the agreement which expires on August 15, 2023; and

WHEREAS, those negotiations have resulted in a tentative agreement for the three-year period from August 16, 2023 through August 15, 2026; and

WHEREAS, the tentative agreement includes the following highlights:

- Negotiated improvements in wages and compensation
- Includes $1,000 one-time bonus as incentive for faculty to convert more courses to use Open Education Resources
- Increased existing retirement notification incentive from $400 to $1000
- Establishes minor modifications to faculty workload and provides clarifying language regarding recruiting and advising
- Establishes a Labor Management Committee to work on contract language during the life of the agreement

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the tentative agreement reached between the parties be accepted by the Board of Trustees.

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

PILLAR 2: LEARNING FOR ALL / COMPLETION PLAN

Vice President Snider provided a quick overview of pillar two of the strategic plan and introduced members of the Learner Services Team to provide updates on the completion plan and enrollment growth initiatives. The pillar 2 goal is to promote collaborative partnerships that serve our learners and provide an equitable opportunity to succeed. The College looks at academic, digital, financial and geographic opportunities. Cassie Rickenberg, Dean of Learner Services, provided information on the 2022-2024 student success plan, which uses early momentum metrics for retention and has an equity focus, targeting part-time and adult learners. Brittany Thompson, Director of Admissions, provided an overview of Slate, the customer relationship management tool, which offers a comprehensive platform for application, outreach and communication management. Shannon Floyd, Director of Advising, discussed how holistic learner supports are improving retention. Some examples include mandatory advising, career exploration and laptop loan processes. Terri Lavin, Director of TRIO-SSS, provided an update on the TRIO program, which serves 140 first generation learners, those with limited income and / or learners with learning disabilities. The program is exceeding each performance marker set by the federal grant. Some of the supports for TRIO learners include individual coaching, tutoring, cultural trips, career counseling, workshops and transfer assistance.

CHIEF EXECUTIVE OFFICE REPORT

Each of the Vice Presidents provided a report from their respective areas. Lana Snider, VP for Enrollment Management & Student Affairs provided an enrollment update. Summer enrollment first day of term is up 16% in traditional, 23% in CCP and 139% in Workforce compared to summer 2022. Recruitment for fall is trending slightly above fall 2022 numbers. Dan Burklo, VP for Academics, provided an overview of the new draft Institutional Learning Outcomes (ILOs), which are college-wide student learning objectives which clearly state the knowledge, skills, attitudes and critical reasoning that all NSCC learners are expected to acquire and develop by completing associate degrees at NSCC. These were created with input from each governance council.

BOARD DISCUSSION ITEMS

Facilities Update – Toledo Edison has approved the College's plans and the contractor has ordered equipment to continue work on the solar project. Contracts for B building and Van Wert are being reviewed by the Attorney General. Facilities is working on upgrades in the Café and Child Care Center during the summer break.
FY24 Budget – The Board Budget Committee met on June 7. They reviewed the current

financials, the FY24 Budget, The state budget, capital projects, a 5-year draft projection and the College's CFI scores.
Changing Campus Culture Initiative – Annual report required by ODHE. There are five recommendations that each College should strive to achieve. NSCC met four out of five recommendations.
Policy & Procedure Updates –
Suicide Prevention Policy – House Bill 28 and Ohio Revised Code 3345.37 requires the College to have a policy that raises awareness about mental health and suicide prevention. The policy will be a voting item as part of the consent agenda. There is also a procedure being created to provide crisis intervention, mental health program access, student communication plans and postvention plans.
Capital Expenditures Policy – Policy 14-9-02 has been updated to include language related to responsible contractors with responsible hiring and safety practices.
Safeguarding Customer Information (Gramm Leach Bliley) – Effective June 9, the Financial Services Modernization Act of 1999, also know as GLBA, requires institutions of higher education to increase cybersecurity to better protect student data and privacy. A policy has been created to comply with the new requirements and will be a voting item as part of the consent agenda.
Weapons Policy – A policy and procedure is being drafted to define who is permitted to carry on College property. Currently, NSCC law enforcement officers carry as part of their job duties. The policy will allow off-duty officers and police academy instructors to carry as long as they are identified as law enforcement and are current with the State. The College is working with the AG and this policy will be brought to the board as a voting item at a future meeting.

CHIEF FISCAL OFFICER REPORT

23-52

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

Ms. Jennifer Thome, Chief Fiscal & Administrative Officer, presented the cumulative financial report to inform the Board of Trustees of the College's financial condition as of April 30, 2023.

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

CONSENT AGENDA APPROVED

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

MINUTES OF THE APRIL 28, 2023 BOARD MEETING

23-53

RESIGNATIONS

23-54

WHEREAS, Mike Foreman, Chief of Police, has submitted his resignation; and

WHEREAS, Ashley Pere, Director of Grants Development, has submitted her resignation; and

WHEREAS, Ryan Hamilton, Dean of STEM & Industrial Technologies, has submitted his resignation; and

WHEREAS, Melanie Dusseau, Composition Faculty, has submitted her resignation

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Mike Foreman, effective May 12, 2023; Ashley Pere, effective May 26, 2023; Ryan Hamilton, effective June 1, 2023; and Melanie Dusseau, effective July 31, 2023 be accepted.

RENEWAL OF PROBATIONARY FACULTY AND NON-TEACHING FACULTY CONTRACTS

23-55

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

WHEREAS, their supervisor recommends; and

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

NOW, THEREFORE BE IT RESOLVED, that the following persons be re-employed as per the terms and conditions indicated effective with the 2023-2024 academic year:

a. Amy Leitch (assistant – clinical teaching), continuing, Masters, total salary $49,619.70
b. Emily Riegsecker (faculty – nursing), continuing, Masters, total salary $71,523.35
c. Eric Baker (faculty – composition), third, ABD, total salary $58,064.97
d. Carissa Emery (faculty – psychology), third, PHD, total salary $59,830.87
e. Madline Fagan (advisor – admissions early admit), third, Bachelors, total salary $44,169.67
f. Erik Jones (faculty – industrial technology automation), third, Associates, total salary $58,681.44
g. Thomas Plummer Jr. (faculty – industrial technology CAM), third, Associates, total salary $59,380.02
h. Sean Burres (faculty – VCGD), second, Masters, total salary $56,078.42
i. Rebekah Faber-Starr (faculty – natural sciences chemistry), Masters, total salary $56,078.42
j. Kara Flesher (advisor – academic), second, Bachelors, total salary $44,169.67
k. Deandra Travis (faculty – business management & economics), second, PHD, total salary 59,666.42

EMPLOY FULL-TIME ADMINISTRATIVE ASSISTANT – COMMUNITY & WORKFORCE DEVELOPMENT DIVISION

23-56

WHEREAS, the position of full-time Administrative Assistant – Community & Workforce Development Division was left vacant due to the promotion of Nicole Hand to Operations Coordinator; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Kristine Shaffer be employed as full-time Administrative Assistant – Community & Workforce Development effective April 25, 2023 at an annual salary of $38,313.60. This is in accordance with the Support Personnel Bargaining Agreement.

PROMOTION TO SUCCESS CENTER COORDINATOR

23-57

WHEREAS, the position of full-time Success Center Coordinator was left vacant due to the retirement of Cherie Rix; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Renee Bostelman be employed as full-time Success Center Coordinator effective May 16, 2023 at an annual salary of $50,795.12. This is in accordance with the Professional Staff Bargaining Agreement.

PROMOTION TO ACTING CHIEF OF POLICE

23-58

WHEREAS, the position of Chief of Police was left vacant due to the resignation of Mike Foreman; and

WHEREAS, the College has 10 days to name an Acting Chief of Police until a new Chief of Police is hired; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Shantelle Cline be promoted acting Chief of Police effective May 22, 2023 at an annual salary of $52,000. This is a graded position.

PROMOTION TO ACADEMIC ADVISOR

23-59

WHEREAS, the position of Advisor – Academic was left vacant due to the promotion of Renee Bostelman to Success Center Coordinator; and

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

WHEREAS, an internal candidate met the qualifications of the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Megan Schroeder be employed as full-time Academic Advisor effective June 6, 2023 at an annual salary of $44,169.67. This is in accordance with the Professional Staff Bargaining Agreement.

MISCELLANEOUS EMPLOYMENT CONTRACTS

23-60

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

WHEREAS, the Vice President for Academics and the President recommends

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

Part-time Instructors (new):

Shank, Lowell

Part-time Instructors for summer semester:

Bashore	Andrew	Menna	Anthony
Burken	Christa	Miller	Luke
Daugherty	Deon	Moore	Kevin
Dillon	Kieron	Mott	Diane
Ebaugh	Chelsie	Profit	Danielle
Foulk	Boyd	Schwiebert	Jason
Frake	Ann	Seiple	Candice
Geiger	Matthew	Torok	William
Kinkaid	Cynthia	Vandock	Kent
Kling	Julie	VonDeylen	Kelly

Lively	Camille	Wooster	Benjamin
McDade	Brent	Wyse	Jennifer
		Zuvers	Larry

Full-time Faculty Overload / Supplemental – Summer Semester:

Eric Baker	Supplemental	Anuja Parikh	Supplemental
Allen Berres	Overload	Julie Kemarly-Dowland	Overload
Sean Burres	Overload	Joni Mavis	Supplemental
Amy Drees	Overload	Marianna Doolittle	Supplemental
Carissa Emery	Supplemental	Lisa Dapelo	Overload
Melissa Faber	Supplemental	Rebekah Faber-Starr	Overload
Sherry Howard	Supplemental	Colin Doolittle	Supplemental
Fredy Rodriguez-Mejia	Overload	Erik Jones	Overload
Amy Thomas	Supplemental	David Mohring	Overload
Lisa Becher	Supplemental	John Mueller	Overload
Kayla Miller	Supplemental/Overload	Thomas Plummer	Overload
Chris Clawson	Overload		
Heather Galbraith	Overload		
Tera Newton	Overload		
Chris Robinson	Overload		
Barry VonDeylen	Overload		
Tammy Meyer	Supplemental/Overload		
Rhonda Lazette	Supplemental/Overload		
Caitlin Barrera	Overload		
Jennifer Behnfeldt	Overload		
Melanie Hicks	Overload		
Amy Leitch	Overload		
Emily Riegsecker	Overload		

SUICIDE PREVENTION POLICY (NEW)

23-61

WHEREAS, in accordance with House Bill 28 and Ohio Revised Code 3345.37, the College is required to have a policy that raises awareness about mental health and suicide prevention; and

WHEREAS, this policy will apply to learners, faculty and staff with the objective to foster the overall health, well-being and safety of our campus community; and

WHEREAS, a procedure is also being created to provide crisis intervention, mental health program access, student communication plans and postvention plans; and

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

NOW, THEREFORE BE IT RESOLVED, that policy 14-17-07 Suicide Prevention be adopted as follows:

3358: 14-17-07 Suicide prevention.
Effective Date: XX-XX-XXXX

This policy applies to Northwest state community college staff, faculty, and learners and is in accordance with section 3345.37 of the Revised Code. Northwest state community college is committed to raising awareness about mental health and suicide prevention across our campus community, including learners, faculty, and staff. In an effort to achieve this objective and foster the overall health, well-being, and safety of our campus community, our institution will regularly provide suicide prevention information, programming, and awareness, as well as educate campus members about suicide prevention / mental health resources and supports available on and off campus.

SAFEGUARDING CUSTOMER INFORMATION POLICY (NEW)

23-62

WHEREAS, the Financial Services Modernization Act of 1999, also known as Gramm Leach Bliley Act (GLBA), requires financial institutions to explain their information-sharing practices to their customers and to safeguard sensitive data; and

WHEREAS, effective June 9, the GLBA requires institutions of higher education to increase cybersecurity to better protect student data and privacy; and

WHEREAS, the College has created a policy to comply with the new requirements and ensure security and confidentiality of nonpublic financial records, protect against anticipated threats or hazards to the security of said records and protect against unauthorized access or use of records in ways that could result in harm or inconvenience to customers; and

WHEREAS, the Chief Fiscal & Administrative Officer, the Executive Vice President / Chief of Staff and the President recommend

NOW, THEREFORE BE IT RESOLVED, that policy 14-13-02 Standards for Safeguarding Customer Information policy be adopted as follows:

3358:14-13-02 Standards for safeguarding customer information.
Effective Date: XX/XX/XX

In order to protect personal critical information and data, Northwest State Community College will comply with the Financial Services Modernization Act of 1999 (also known as Gramm Leach Bliley (GLB) 15 U.S.C. §6801)

(A) This policy summarizes Northwest State Community College's comprehensive written information security program mandated by the Federal Trade Commission's Safeguards

Rule and the Gramm – Leach – Bliley Act ("GLBA"). The policy and following procedure define how Northwest State Community College will

(1) Ensure the security and confidentiality of nonpublic financial records.
(2) Protect against any anticipated threats or hazards to the security of such records.
(3) Protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to customers.

(B) This information security program incorporates existing Northwest State Community College policies and procedures and is in addition to any institutional policies and procedures that may be required pursuant to other federal and state laws and regulations, including without limitation FERPA.

(C) This policy applies to all student, employee, and financial data collected by the College, especially data that contains Personal Identifying Information (PII) and is individually identifiable.

(D) While these practices mostly affect IT, some of them will impact diverse areas of the College, including but not limited to Business Office, Custom Training Solutions (CTS), Grants Office, Learner Services, the Office of the Registrar, and many third-party contractors, facilities and building service providers. The goal of this document is to define the College's Information Security Program, to provide an outline to assure ongoing compliance with federal regulations related to the Program and to position the College for likely future privacy and security regulations.

(E) In order to comply with GLB, NSCC has designated an Information Security Policy Coordinator. This individual must work closely with the Business Office, the State of Ohio AG, the network/systems administrators, data systems, as well as all relevant academic and administrative Departments throughout the College. The coordinator is the Chief Financial Officer (CFO) or designee. The Coordinator must help the relevant offices of the College identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of customer information; evaluate the effectiveness of the current safeguards for controlling these risks; design and implement a safeguards program, and regularly monitor and test the program.

Related Policies or Procedures:
Information Security Procedure 6.01(a) NIST Requirements Handbook

Compliance References:
The Financial Services Modernization Act of 1999 (also known as Gramm Leach Bliley (GLB)
15 U.S.C. §6801

CAPITAL EXPENDITURES POLICY (AMENDED)

23-63

WHEREAS, the College Administration and the Board of Trustees currently follows the bid process required as a public institution when selecting a contractor for capital projects; and

WHEREAS, the current policy does not specify or require the hire of contractors with additional qualifications; and

WHEREAS, it is the desire of the College Board and Administration to hire contractors that follow responsible hiring and safety practices; and

WHEREAS, a procedure has been created with criteria for the Board to follow when they elect to require additional criteria for a certain capital project; and

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

NOW, THEREFORE BE IT RESOLVED, that the changes to policy 14-9-02 Capital Expenditures be accepted.

3358: 14-9-02 Capital expenditures.
Effective: Reaffirmed by Board of Trustees 10/4/13

(A) The purpose of this policy is to require Northwest state community college to be strategic in the use of its facilities and equipment resources to meet its mission, and to maintain safe and attractive facilities and to do so in a responsible manner.

(B) The college campuses are those locations at which the college owns the property, and on which there is potential growth in the number of degrees and certificate programs offered.

(C) Other facilities at which the college provides course and service offerings shall be considered college sites.

(D) The board of trustees shall approve all major capital projects that require a formalized bidding process and state contracts to be issued.

(E) The board of trustees shall make a determination on a project by project basis whether to include additional qualifications to ensure a responsible bidding pool when it is in the best interest of the college.

This concludes the Consent Agenda.

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

2023-2024 BUDGET APPROVED

23-64

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

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the operating budget for 2023-2024 fiscal year be adopted.

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

STATE OF THE COLLEGE

The College will hold a State of the College on September 28. The Board will retreat following the event.

EXECUTIVE SESSION

23-65

Mr. Miller moved and Mr. Erb seconded a motion to go into executive session consider the compensation of a public employee.

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

Following executive session, the meeting moved back to regular session and on record at 2:55 p.m. Vice Chair Barber read the following statement: *The annual evaluation of the President has been conducted in accordance with Board Policy.*

VOTE TO ADD RESOLUTION

23-66

Mr. Erb moved and Mr. Miller seconded a motion to add a resolution to the agenda to approve a merit increase for the President effective July 1, 2023.

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

MERIT INCREASE FOR PRESIDENT APPROVED

23-67

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

WHEREAS, President Hernandez's contract approved by the Board of Trustees on August 26, 2022, provides for an annual performance review by the Board of Trustees; and

WHEREAS, section 5. Compensation allows for the Board to adjust compensation for President Hernandez, which must be approved by action of the Board and will be effective at the beginning of the subsequent fiscal year; and

WHEREAS, the Board has evaluated President Hernandez and has rated his level of performance as exceeds expectations

NOW, THEREFORE BE IT RESOLVED, that President Hernandez receives a 6.0% increase in base pay as a result of his FY 2022 evaluation by the Board of Trustees. The increase will be effective July 1, 2023.

BE IT FURTHER RESOLVED, that per the terms of the contract, President Hernandez's contract automatically extends by one year to June 30, 2028.

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

ADJOURNMENT

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

1. APPROVAL OF CONSENT AGENDA.

1a. Minutes of the June 23, 2023 Board Meeting

1b. Resignations

WHEREAS, Tracy Campbell, Tech Prep Regional Coordinator, has submitted his resignation; and

WHEREAS, David Mack, Commander – Law Enforcement Academy, has submitted his resignation; and

WHEREAS, Deandra Travis, Business Management & Economics Faculty, has submitted her resignation; and

WHEREAS, William Hutchison, Training Coordinator – Advanced Manufacturing, has submitted his resignation; and

WHEREAS, Abby Calvin, Controller, has submitted her resignation; and

WHEREAS, Lawrence Zachrich, Coordinator – Experiential Learning, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Tracy Campbell, effective June 30, 2023; David Mack, effective July 15, 2023; Deandra Travis, effective August 1, 2023; William Hutchison, effective August 15, 2023; Abby Calvin, effective August 22, 2023; and Lawrence Zachrich, effective December 31, 2023 be accepted.

1c. Employ Interim Commander – Law Enforcement Academy

WHEREAS, the position of Commander – Law Enforcement Academy was left vacant due to the resignation of David Mack; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Greg Smith be employed as Interim Commander – Law Enforcement Academy effective July 16, 2023 at an annual salary of $13,653.00. This is a part-time graded position.

1d. Employ Full-Time Maintenance Technician

WHEREAS, the position of full-time Facilities Technician was left vacant due to the resignation of Matt Hancock; and

WHEREAS, the needs of the facilities department were reviewed and the position was updated to a maintenance technician instead of a facilities technician; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Daniel Robarge be employed as full-time Maintenance Technician effective July 17, 2023 at an annual salary of $48,131.20. This is in accordance with the Support Personnel Bargaining Agreement.

1e. Employ Full-Time Director – Institutional Research

WHEREAS, the position of full-time Director – Institutional Research serves as the College's chief advisor for data and information and supervising all institutional research activities; and

WHEREAS, this person also directs and manages the collection, development, analyzation and communication of institutional data and other information to constituents throughout the College among other duties; and

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

WHEREAS, the Vice President – Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Keri Eason be employed as full-time Director – Institutional Research effective August 7, 2023 at an annual salary of $89,000.00. This is a graded position.

1f. Employ Full-Time Faculty – Composition

WHEREAS, the position of full-time Faculty – Composition was left vacant due to the resignation of Melanie Dusseau; and

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

WHEREAS, the Vice President – Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Lindsay Folkerth be employed as full-time Faculty – Composition effective August 16, 2023 at an annual salary of

$57,725.49. This is in accordance with the Professional Personnel Bargaining Agreement.

1g. Employ Full-Time Faculty – Composition

WHEREAS, the position of full-time Faculty – Composition was created to meet the growing need for additional composition offerings for College Credit Plus classes; and

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

WHEREAS, the Vice President – Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Chelsie Ebaugh be employed as full-time Faculty – Composition effective August 16, 2023 at an annual salary of $57,725.49. This is in accordance with the Professional Personnel Bargaining Agreement.

1h. Employ Full-Time Admissions Recruiter

WHEREAS, the position of full-time Admissions Recruiter was left vacant due to the resignation of Logan Rapini; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Jose Silva be employed as full-time Admissions Recruiter effective August 21, 2023 at an annual salary of $47,261.55. This is in accordance with the Professional Personnel Bargaining Agreement.

1i. Promotion to Director – Grants Development

WHEREAS, the position of full-time Director – Grants Development was left vacant due to the resignation of Ashley Pere; and

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

WHEREAS, a qualified internal candidate applied for and accepted the position; and

WHEREAS, the Chief of Staff / Executive Vice President and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Susan Cheeseman be promoted to full-time Director – Grants Development effective July 1, 2023 at an annual salary of $72,500.00. This is a graded position.

1j. Promotion to Agency Manager

WHEREAS, the position of full-time Agency Manager was left vacant due to the resignation of Robert Kraus; and

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

WHEREAS, a qualified internal candidate applied for and accepted the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Vickie Rhodes be promoted to full-time Agency Manager effective July 13, 2023 at an annual salary of $58,000.00. This is a graded position.

1k. Promotion to Coordinator – Accreditation, Compliance and Curriculum

WHEREAS, the position of full-time Coordinator – Accreditation, Compliance and Curriculum was created to serve as the Vice President for Academic's chief advisor and representative in matters related to institutional accreditation, academic program compliance and curriculum; and

WHEREAS, this person is also responsible for managing all aspects of accreditation through the Higher Learning Commission, providing oversight, collaborative and strategic leadership for the development, modification, dissemination and recording of academic programs and all curricular related material, and ensuring the College is compliant with state and federal regulations through necessary reporting and correspondence; and

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

WHEREAS, a qualified internal candidate applied for and accepted the position; and

WHEREAS, the Vice President – Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Heidi Keller be promoted to full-time Coordinator – Accreditation, Compliance and Curriculum effective July 15, 2023 at an annual salary of $55,000.00. This is a graded position.

1l. Promotion to Academic Pathways Coordinator

WHEREAS, the position of full-time Academic Pathways Coordinator was created to assist various learner types in finding the most efficient pathway to transfer or certificate / degree completion using various types of credit; and

WHEREAS, this person will provide oversight for the coordination of all activities related to Prior Learning Assessment (PLA); including ensuring the appropriate assignment of academic credit for various prior learning experiences; and
WHEREAS, a search was conducted to fill the position; and

WHEREAS, a qualified internal candidate applied for and accepted the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Renee Bostelman be promoted to full-time Academic Pathways Coordinator effective August 14, 2023 at an annual salary of $57,500.00. This is a graded position.

1m. Miscellaneous Employment Contracts

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

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

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

Food Service:

Rachel Baumgartner, Food Service Assistant (Sub), $13.35 / hour

Campus Police:

Chris Clawson, Campus Police (Sub), $20.80 / hour

Part-time Instructor:

Dylan Guthrie

1n. Weapons Policy (New)

WHEREAS, it is the desire of the Board of Trustees to enact a weapons policy which clearly states the prohibition of staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a College safety zone; and

WHEREAS, the policy defines the term weapon and lists exceptions to the policy, including state or federal agents and law enforcement officers, including NSCC Campus Police; and

WHEREAS, the policy confirms that the College will follow all state and federal laws pertaining to weapons, including section 2923.122 of the Ohio Revised Code; and
WHEREAS, the Chief Fiscal & Administrative Officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that policy 14-19-03 be adopted.

3358: 14-19-03 Weapons.
Effective XX/XX/XX

(A) Unless otherwise authorized by law or by this policy, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto any property owned by Northwest State Community College.

(B) The Board of Trustees prohibits staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a college safety zone and any setting that is under the control and supervision of the Board for the purpose of college activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a college-sponsored event, or in a college-owned vehicle, except as permitted by law.

(C) The term weapon includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under state law.

(D) Exceptions to this policy include:

(1) Weapons under the control of state or federal agents authorized to carry weapons who are acting within the scope of their duties as law enforcement agents.

(a) Agent is defined as an officer of the department of state police, an officer of a law enforcement agency of a county, township, city, or village =e, or a conservation officer.
(b) Agents must be in their official department uniform and display proper identification when carrying weapons openly on campus.
(c) Police Academy instructors must be identified as instructors or display proper identification when carrying weapons openly on campus.

(2) Concealed carry requirements for off duty agents:

(a) The agent must be qualified to carry a weapon and have documentation to show that their qualification to carry is in good standing with the State of Ohio
(b) Must be in good standing with their respective agency

(c) Carry a weapon in which they are currently qualified with their respective agency
(d) Keep weapons concealed while on campus.
(e) Carry agency identification card or badge

(E) The Board recognizes there may be instances where items that may be considered weapons are necessary for the purpose of theatrical props, college safety training, or as a part of a class or individual presentation. Any individual intending to utilize an object for these purposes must first be granted permission from their supervisor/professor and Campus police.

(F) Staff members shall immediately report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the NSCC Police Department. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

(G) The President shall conspicuously post notices at each entrance of a college and/or college building and in areas inside the building where visitors qualified to carry a weapon according to this policy. Notices shall also be posted at each entrance leading into a college activity (particularly those activities held outside of the college building) and parcel of land.

This concludes the Consent Agenda.

Moved by _____, seconded by _____.

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

PROPOSED RESOLUTIONS

1. CONSIDERATION OF A RESOLUTION TO ESTABLISH TUITION FOR THE 2023-2024 ACADEMIC YEAR.

Moved by _____, seconded by _____.

WHEREAS, the College desires to increase enrollment by making strategic investments in positions and programs; and

WHEREAS, Northwest State Community College is sensitive to the impact tuition has on the individual student and providing access to higher education; and

WHEREAS, the Governor approved state budget allows for a $5 per credit hour tuition increase for the 2023-2024 academic year; and

WHEREAS, the increase would not go into effect until spring 2024 semester; and

WHEREAS, the Cabinet and the President recommend

NOW, THEREFORE BE IT RESOLVED, that commencing spring semester 2024, tuition be increased from $187.33 to $192.33 for in-state students and increased from $181.33 to $186.33 for out-of-state students. Out-of-state students pay both in-state and out-of-state tuition fees totaling $378.66.

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

2. <u>CONSIDERATION OF A RESOLUTION TO SCHOLARSHIP THE TUITION INCREASE FOR THE 2023-2024 ACADEMIC YEAR.</u>

Moved by _____, seconded by _____.

WHEREAS, the College Trustees authorized a $5 per credit hour tuition increase to go into effect spring 2024; and

WHEREAS, Northwest State Community College is sensitive to the impact tuition has on the individual learner and providing access to higher education; and

WHEREAS, the Cabinet and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the College will use scholarship funds to offset the cost of the $5 per credit hour increase so as to not pass the expense on to learners for the spring 2024 semester.

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

President's Report - August 2023

Videos / Podcasts:

Activities

Ongoing

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

Date	Activity
Jun 21	Keil Dennison - Plumbers & Pipefitters Lima Director
Jun 22	Erik Belcher - Napoleon Superintendent
Jun 24	Newark Electrical Joint Apprentice Training Center Graduation - Newark, Oh
Jun 26	Maumee Chamber Fundraiser
Jun 27	Jennifer Arps - Henry County CIC Director
Jun 29	Law Enforcement Academy Graduation
Jun 30	Defiance Chamber Fundraiser
Jul 5	Rodney Rodgers - BGSU President
Jul 12-13	EAB President's Roundtable - Washington D.C.
Jul 18	Board Engagement - Jeff Erb

Date	Activity
Jul 19	Van Wert Chamber Fundraiser
Jul 25	TRIO Block Party
Jul 26	Inclusive Brilliance Retreat
Jul 27	NSCC Foundation Board Meeting
Aug 1	Frank Latendresse - Andersons HR Director
Aug 2	Randy VanWagoner - Mohawk Valley CC President
Aug 3 - 13	Scheduled Vacation
Aug 14	Cherry Street Mission Fundraiser

Scheduled Time Off / Away from Campus

Date	Description
Aug 24	Electrical Apprentice (JATC) Graduation - Lima, Oh
Sep 30	Electrical Apprentice (JATC) Graduation - Cleveland, Oh
Oct 7 - 14	Higher Education Research & Dev Institute (HERDI) / American Community College Trustee (ACCT) Meeting & Conference

Non NSCC related Professional Activities

None.

Chief of Staff /Executive Vice President Board Report
August 2023
Submitted by: Albert Lewis, Jr.

VAN WERT CAMPUS

STA120 Intro to Statistics (Running Fall 2023)

Articulation Agreements – Purdue FW, Indiana Tech, St. Francis, Wright State – Lake Campus

Events – VW Economic Development Annual Meeting, Paulding Teacher Bootcamp, VW Education on Location, VW Service Club Presentation, Farm to Table, Paulding Chamber Golf Outing, VW Chamber Golf Outing, Paulding Hospital Foundation Golf Outing

Business Development Corporation – Board membership

GRANTS REPORT

Awarded

HEERF – granted a 1 year No Cost Extension to fully expend the remining funds

$159,046 Supplemental Nutrition Assistance Program (SNAP)

SNAP E&T (CCAP) Grant over two years for learners who are eligible SNAP benefit

$50,000 awarded for FY24 allocation 22+ High School Diploma Grant

Hydrogen Academic Programs (subaward via University of Toledo) - $100,000 over 3 years for course development and implementation

Submitted

- DOL-SCC Quarterly Report
- FY23 Choose Ohio First Annual Report

INFORMATION TECHNOLOGY

CONSULTANTS - FERRELLI

- Security Assessment-August
- Project Management Training-To begin in September.
- Creating Technology Plan-In process.
- Staff Evaluation-Ongoing

DATA SYSTEMS TEAM

Ongoing

Banner Upgrades

- A Banner Finance upgrade will be performed to correct a defect when cancelling invoices.

Banner Software Integration

- The Spring 2024 application for admission has being created for Slate (Student Customer Relationship Management). Additional information is being added to the interface between Slate and Banner for the Fall semester.

State and Federal Reporting

- State HEI reporting has been completed for the Spring term and for the annual reports.
- IPEDS reporting has been started for FY2024.

Functional

- Training new employees, and those transferring to different departments, in Banner and Argos (reporting tool). SQL instruction will be scheduled for the IR Director.

Statewide Collaboration

- Work continues with a team from the Ohio Department of Higher Education (ODHE), BGSU, Owens, Terra State and UT on a revision of electronic college transcript sending and receiving. This has a schedule completion time of December 15, 2023.

NETWORK/SYSTEM & SUPPORT TEAM:

- For the month of July, 221 new requests/incidents were received, and 230 have been resolved with 100% positive feedback from 37 responses.
- Moving to multifactor authentication on all campus services, with a planned rollout over winter break.
- The security grant funded new parking lot cameras to be deployed in the coming months, giving us better coverage and functionality over the security in the parking lots.
- New portal power stations have been deployed across campus for the start of fall semester.
- Our shared disaster recovery project with Henry County has been fully set up and is now our functional off-site backup.

- The new phone system has been fully deployed and the old hardware decommissioned. With the new system we have taken 7 full servers offline and replaced them with a virtual machine saving substantial power and cooling.
- The new room request portal is still in development and is to be rolled out once the position is filled.
- The maintenance and archive building are being outfitted with new access control and intrusion detection solutions to increase security and ease of use.
- A new project is underway partnering with Henry County to host each other's disaster recovery hardware to further harden each of our recovery plans.

Vice President for Academics
August 2023
Submitted by: Dan Burklo

Faculty were back on campus for orientation on Wednesday, August 16. As we start the semester, I wanted the faculty to go in energized, excited and student focused. So, I revamped orientation this year and brought in Frederick Shegog. In February, I went to the Achieving the Dream National Conference in Chicago where I saw one of the most dynamic speakers by the name of Frederick Shegog. His message was how he changed his life from the actions of faculty and staff from Delaware County Community College. The response I received after Freddy's presentation was "thank you for bringing Freddy to campus."

The new academic year starts the ACUE Effective Online Teaching Practices program. Through ACUE's course, faculty will learn about, and implement a comprehensive set of evidence-based teaching competencies defined in ACUE's Effective Practice Framework. The following faculty members will take part in Cohort 4: Eric Baker and Fredy Rodriguez from Arts & Sciences, Kayla Miller from Business & Public Services, Ann Zeller from Nursing & Allied Health and Suzanne Lammers from STEM & Industrial Technologies.

Along with two new faculty, noted in our update from Jamilah, Dean of Arts and Science, I am excited to have two new positions in Academics. We have Keri Eason, who is our new Director of Institutional Research. Keri earned a Bachelor's degree in Communication Studies from Northern Kentucky University and a Master's degree in English from Northern Kentucky University. Keri recently earned her PhD of Sociology from The University of Cincinnati. We now have the position of Coordinator of Accreditation, Compliance, Curriculum. Heidi Keller, currently our Executive Administrative Assistant for the Vice President for Academics was promoted into this position. I am currently in the process of hiring a new Executive Administrative Assistant to take her place.

Following are some brief updates from the academic deans.

Jamilah Tucker: Arts & Science

Arts & Sciences welcomed two new Composition Faculty to the division.

Lindsay Folkerth, earned a Bachelor's degree in English from The Ohio State University and a Master's degree in English from The University of Sussex.

Chelsie Ebaugh, earned a Bachelor's degree in English from Bowling Green State University and a Master's degree in English from Southern New Hampshire University.

Jason Rickenberg: Business & Public Services

During the summer semester, faculty and staff within the Business and Public Services Division have been continually reminded to take care of themselves and their loved ones. I have reminded them to find out what makes them happy and do it as much as they can, whether it be exercising,

reading or spending time with loved ones. I am also very thankful that the faculty and staff have also been there for their students during the past fall and spring semesters. In conclusion, planning for the fall 2023 semester has went smoothly for our team.

Our division has finalized our fall 2023 schedule. We are following the same course format offerings that we made successful during both the summer 2023 and spring 2023 semesters. Classes in both 8A and 8B have also been included in the fall 2023 schedule to help retain students and grow new enrollments.

Dr. Tiffany Ludwig: Nursing & Allied Health

Nursing & Allied Health have been working diligently on growing our numbers and increasing pass rates on the NCLEX. PN students are at 100% pass rate for the first quarter (no students tested in second quarter). We just completed a cohort of 12 PN students this summer and 5 of the 12 have tested and all have passed the NCLEX. RN students are at 100% pass rate for the second quarter.

We continue to work on increasing our numbers with enrollment, and we have 31 RN students beginning the fall of 2023, which is more than double last fall (or even spring). We have 15 students beginning in the PN program. Most of our new equipment for the lab has arrived, which will help accommodate the increase in our learners. We are also continuing the PAX review course this semester as our learners are testing much more strongly since the initiation of the review course.

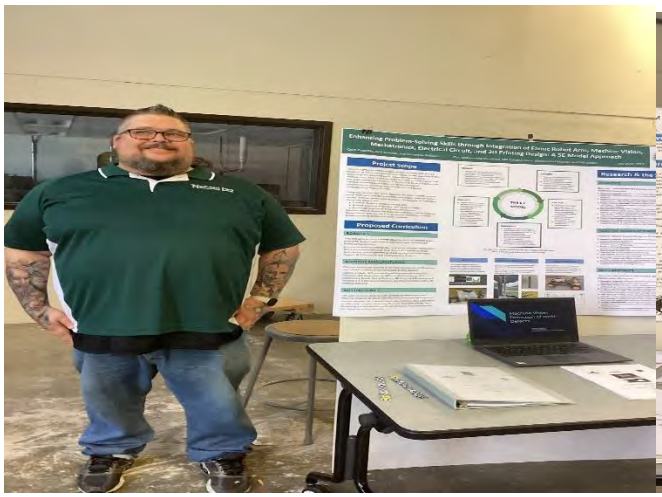
Marianna Doolittle: Interim Dean of STEM & Industrial Technologies

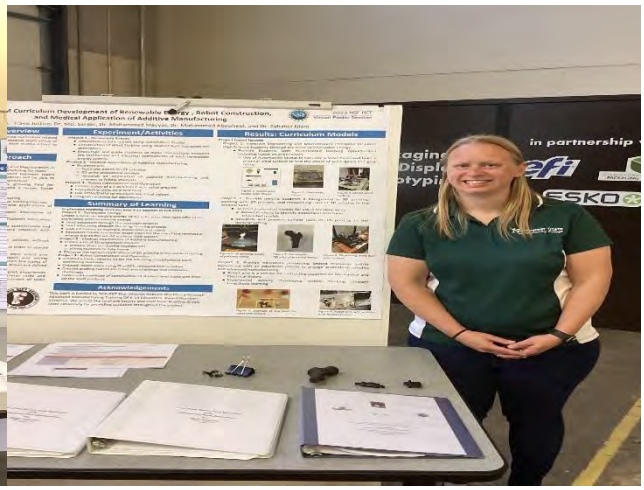
Erik Jones, Industrial faculty, presented on a panel at the Sakai Conference over the summer. He presented on how he has set up Sakai for the 6-week automation courses developed through the Strengthening Community Colleges grant through the Department of Labor.

Tony Hills and Mike Kwaitkowski, Engineering faculty, have started work on creating courses centered around the needs of Intel.

NSCC will be part of the Department of Energy Hydrogen Academic Program grant. This grant was awarded to the University of Toledo to perform research on hydrogen energy. NSCC and Owens Community College are partners on this grant that have been tasked to develop courses centered around hydrogen energy. This grant will begin in December 2023 and will last for 30 months.

On June 24, 2023, professors in STEM Lisa Dapelo and Colin Doolittle presented their projects as part of a statewide cohort of educators (K-20). The National Science Foundation grant supported principal investigators at BGSU in selecting faculty members (across K-20 institutions in Ohio) to lead research and develop innovative and accessible curriculum materials and provided their institutions with supply funding to implement the newly designed curriculum. Lisa and Colin's work focused on the integration of 3-D printing and advanced manufacturing in the Biological Sciences. Through their developments, learners will gain insights into the advances and uses of additive manufacturing to create prosthetics and medical apparatus, materials joining processes used to strengthen the effectiveness of designs in the same, and future careers. The pair will pilot their curriculum, and use the new 3-D printers secured by the grant in Fall 2023. Watch for fun this Fall as the pair help learners produce a few 3-D prints of anatomical models to aid in biological science study!





Kristi Rotroff: Library Director

This summer, the two library staff members participated in meetings in preparation for the statewide change of ILS (Integrated Library Service) vendor. The vendor chosen through the state RFP process was Ex Libris, and we will be using Alma, Primo, and Rialto modules to circulate items, offer an enhanced online catalog of our resources, and manage eResources. We are awaiting word on which state cohort we will be a part of, which should be announced in mid to late August. There has been a good amount of pre-work required, most of which has been handled by Dusty Harris.

In June, we were excited to receive four new "study pods" to replace the bank of desktop computers that were rarely used. (The library still has 6 desktop computers for learners who need one.) These pods will allow learners to sit more comfortably to read, use their laptop, and study. They come with footstools and privacy screens. We are excited to offer this new option that was driven by learner feedback as well as research on best practices for library and learning spaces.

Staff members held an internal Library Data Summit in early August. We focused specifically on eResources, and looked at data across many of our ebooks, ejournals, and databases. It is

important to regularly assess usage statistics for purposes of decision making, budgeting, and marketing. A summary of our findings will be in the next Board report.

Christina Schwiebert: Coordinator Instructional Design & Distance Learning

Christina has had a very productive Summer. Since classes ended in May, I have:

- Updated the LMS (Sakai) to 22.3 on May 17. Everything went smoothly.
- Updated Rollover instructions to reflect the changes in the new version.
    - Currently working on updating documentation in the Employee Lounge site for instructors to reference.
- Met with faculty to discuss plans and potential policies for dealing with AI generated text in classes
- Troubleshoot issues with various online classes
- Reviewed 5 newly designed or redesigned classes for faculty (AGR230, AGR220, AGR225, PSY220, CJT130)

For Fall, I am looking at additional ways to support less-experienced faculty. Open Lab sessions before or after the campus orientations are usually have minimal visitors. Zoom "lunch and learn" style sessions are also usually not successful.

Two years ago, NSCC launched Warpwire, a video management tool. Over the second year over use (August 2022 – August 2023), we have added over 150 hours of new video. There have been 6,834 unique viewers, watching a total of 136 days, 18 hours of videos.

Personally, I was recently recognized as an Apereo Fellow for my contributions to the Sakai community. I have been active in the QA testing for upcoming versions, embedding our workflows into the test plans and working to identify any problems that would affect our faculty and students.

Vice President of Enrollment Management & Student Affairs
August 2023
Prepared by: Lana Snider

Admissions: The Admissions team launched the 2024 application and went live with numerous changes that are aimed at providing ease and access during the application process. Since launching our first application, we learned a lot about how to improve the application in Slate moving forward and spent many hours refining our processes.

The mandatory scholarship orientation was offered in-person on August 7 and virtually on August 8. We welcomed over 100 Presidential and Honors scholarship recipients and provided them with necessary information for maintaining their scholarship.

We hosted two Summer Visit Days, welcoming applicants and prospects to campus to complete all of their admissions steps in one day. July's event was successful – 12 applicants came ready to register. As of 8/7, we have 16 individuals signed up for the August event, and expect several more.

Advising: Focused on a 10% enrollment increase from fall 2022, the Advising Center deployed custom communications targeting unregistered learners. Additionally, we provided learners with personalized academic pathways, as well as specific class scheduling options, for the fall term. Mandatory advising has proven beneficial in providing every new learner with the opportunity to engage in advising services, allowing them to discuss their educational/career goals, develop a plan of study, and learn about available wraparound holistic supports. Furthermore, mandatory advising has created opportunities for meaningful relationship-building, positioning academic advisors to better assist learners at key decision-making times in their educational journey. I am happy to report that with 5 weeks until the start of the fall 2023 semester, we have met 81% of our new learner enrollment goal, and 73% of our returning learner goal.

Adult Studies / Be Bold: Be BOLD held their first orientation on 8/7. Six of the 7 learners attended the orientation and received a tour, Subway sandwiches, and informational handouts from many leaders on the learner services team. The Be BOLD learners had the opportunity to get to know each other and ask questions about the upcoming semester. Each learner received a swag bag that included a t-shirt, umbrella, stress ball, pens, and a slinky all marked with our "Be BOLD" logo. Kristen Davis is hopeful to have a few more learners enrolled in the program by the start of fall term.

Dean of Learner Services: As we head into Fall semester with all cylinders on go, we kicked things off in style with our Fall Kick-Off Event on 8/16 – welcoming 107 new learners and 19 CCP learners, in addition to family members, to campus to get their NSCC bearings. Another fall focus will be continued progress on our completion plan / Learner Success Plan. And, we are eager for our ATD Coaches' fall site visit coming up just after Labor Day!

Esports: We are excited to welcome Dylan Guthrie to the Esports coaching staff, joining current Coach Ethan Eberly. Over the summer, the team hosted two N.W.O. Gamers' events. The July event welcomed approximately 30 players and guests to the OASIS. The events continue to grow – so much so that we may need to find a bigger campus space.

Financial Aid: The financial aid office has been busy preparing for the start of the fall semester. As of 8/7/2023, we have received 1,142 FAFSAs for the 23-24 year – 796 of which were packaged with Federal Aid and 582 were pell-eligible. This past month, we focused on re-awarding foundation scholarships – re-awarding a total of $49,250 across 27 scholarships.

There will be major FAFSA changes happening in the 24/25 aid year, which will affect all areas of the campus. One small example is the terminology change – Estimated Family Contribution (or EFC) will now be Student Aid Index (SAI). Ashlynn Cox, our Financial Aid Director, will be creating a reference guide summarizing all the changes.

We are working through the recertification process currently, which is performed every six years. The process started in mid-July and will be complete by August 25, 2023.

Success Center: In an effort to create an updated and welcoming space for learners to help normalize the use of tutoring services – the Success Center will look a little different come Fall 2023.

The former math lab, designated for math tutoring, has been transformed into a new Learning Lounge for learners. The space was created with tables and chairs for individual and group studying spaces, along with a few computers for learners who may need them. The tutors for various subjects will be in the Learning Lounge for those learners who need assistance with their studies. Learners have access to the Learning Lounge anytime campus is open.

Lastly, the Success Center website has been updated to include more access and information for our learners. Learners can also access this page via a link in their MyNSCC.

TRIO Student Support Services: The TRIO Block party was held on July 25. We had 72 in attendance, including learners, their families, staff, and faculty. Everyone enjoyed music, food from the grill, yard games, and fellowship. It was a fun day, enjoyed by all.

On June 23, TRIO learners and staff went to a Mud Hens game. This was in collaboration with Lourdes University, Owens Community College, and the University of Toledo. Approximately, 50 learners and staff were in attendance between the four colleges. Prior to the game, a staff member from the Mud Hens organization spoke with the learners about careers and internships available with the Mud Hens and the Toledo Walleye organizations. Events with the other colleges help us promote transfer opportunities. Our program is required to meet a federal performance measure of ten percent of our students who will transfer to a four-year university.

Summary: Our Learner Services Team continues to *Strive for Progress* as we look for new and innovative ways to attract more learners and grow enrollment. Additionally, we continue to seek fresh and creative ways to support our learners and connect them with available resources, on their journey to achieving the dream. Fall Term – here we come! Go Team NSCC!

Vice President – Workforce Development
August 2023
Submitted by: Jim Drewes

Summer / Fall Camps 2023 – Summer camps have wrapped up. Two camps are planned for fall – fall harvest (agriculture camp) and a night under the stars camp with star gazing and indoor activities.

Northwest Ohio Science & Engineering Fair – NSCC will host the NWOSEF on February 24, 2024.

Agency / IBEW – Fall orientation visits are in progress. Dr. Larry Zachrich is retiring December 31st after 45+ years of service to NSCC. Vickie Rhodes will transition to his role.

HLC – The Higher Learning Commission will visit the following agency sites: IBEW Columbus, Hamilton, Lima and Youngstown, along with Iron Workers sites Cleveland and Dayton.

Chief Fiscal and Administrative Officer
August 2023
Submitted by: Jennifer Thome

Summer has come and gone as we await a bustling campus for fall semester. Learner Services, the Atrium, B wing, Bookstore, and Student Oasis were busy with welcoming new students this week. Summer has been filled with many activities: kicking off projects, our Cabinet Retreat, and continued growth learning more about our team with the help of OE Strategies.

Pictures from our Facilities 2nd Annual Cookout which is put on by our Facilities, Custodial, and Foodservice staff. Mickaylie Young (in black shirt) is our in-house cake baker and decorator.

<u>Business Office</u>

Preparation for our annual audit is high priority. The auditor's first onsite visit will be the week of August 21st focusing on transactional testing. We are in the middle of fall payment week with anticipation of classes next week. We have a new staff this year and they will be fully involved with our upcoming audit. They are nervous but only because it is new and they do not know what to expect yet.

<u>Auxiliary Services</u>

There are a number of items in process at this point of the year. Food service was busy with catering events. We are still looking to fill one part time position. As we are adjusting back to a full staff, catering is taking on more internal events that we had to outsource in the prior year due to lack of availability.

Grant Accounting

In Grant Accounting, we are helping to close out the fiscal year and preparing for the annual audit. We were awarded a no cost extension for HEERF funding through 6/30/2024 and we will be working on retraining our new Grants team on the use of the Banner Grant module.

Facilities

The Solar and deferred maintenance project is in its last stage. We have Toledo Edison's design plan approval and equipment is ordered. We adapted to a two-step approach to capital projects to include the Construction Manager at risk delivery. We issued the RFQ for qualifications, held pre-implementation interviews with submission firms and we are on track with naming the CMR firm for each project by the end of August.

Police

We have hired a new police chief with a start date of Tuesday 9/5/23, the day after Labor Day. We are very excited for this transition and our candidate is well rounded with a deep sense of community outreach. We will focus on a department reorganization and implementing internal policies and procedures with the state as our main projects for this year.

Vice President; HUMAN RESOURCES & LEADERSHIP DEVELOPMENT
August 2023
Submitted by: Katy McKelvey

Recruiting:

We have filled the following roles:

- Director of Grant Development
- Agency Manager
- Director of Institutional Research
- Coordinator of Accreditation, Curriculum, & Compliance
- Maintenance Technician
- Admissions Recruiter
- Academic Pathways Coordinator
- Composition Faculty (2)

We are recruiting for the following roles:

- Dean of STEM
- Success Center Coordinator
- Administrative Asst - Advising Center & Learner Services
- Administrative Asst - IBEW Apprenticeships & Apollo
- Administrative Asst - VP of Academics
- Customer Service Specialist
- Training Coordinator- Electrical and Automation
- Training Coordinator- Mechanical and Fluid Power
- Campus Police Chief
- PT Food Services Assistant

Recruiting has been busy but we have been able to find great employees to add to the wonderful staff at NSCC!

We engaged USI to help us with a compensation study for the faculty and graded employees. This process takes our internal job descriptions and compares them to other similar jobs in the market to establish a competitive market salary that we use for salary planning and contract negotiations.

Our HR Generalist, Aimee Thorpe, participated in the NSCC Inclusive Brilliance retreat. She is part of the implementation team and brings the HR/Employee perspective to the team and provides input on creating a sense of belonging for employees.

Employee Engagement Events:

June Event – Lunch on Us! - Outlaw Smokehouse catered our employee event on June 20th. It was a great time to get everyone together to enjoy some food, see familiar faces, and to meet some of our new employees across campus.

Sno Cone Event – Human Resources teamed up with Student Activities on July 6th to provide employees and students with a variety of flavored sno cones. It was a great treat to help everyone cool off from the 85-degree heat and humidity!

Northwest State Community College Institutional Reporting

Budget - Monthly Verifications Report

Fiscal Year: 2023
Fiscal Period: 11 - May
ORG: All

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	$12,924,710	$790,366	$13,715,076	$14,459,220	$0	-$744,144
5102	General Fees	$448,416	$5,400	$453,816	$505,896	$0	-$52,080
5103	Lab Fees	$526,300	$6,300	$532,600	$393,167	$0	$139,433
5105	Out of State Fees	$384,981	$10,019	$395,000	$408,069	$0	-$13,069
5107	Proficiency Fees	$3,720	$30	$3,750	$1,485	$0	$2,265
5109	Other Fees	$3,420	$30	$3,450	$3,004	$0	$446
5110	Late Fees	$20,000	$200	$20,200	$8,050	$0	$12,150
5113	Testing - Credit	$0	$0	$0	$0	$0	$0
5115	Student Fees	$147,200	$1,700	$148,900	$91,628	$0	$57,272
5116	Deferred Payment Service Fee	$7,840	$60	$7,900	$4,140	$0	$3,760
5118	Bus & Ind. Traing Fee	$1,995,000	$0	$1,995,000	$1,849,633	$0	$145,367
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	$1,500	$0	$2,000
5133	Tuition and Fees Schlop Allow	-$1,650,000	$0	-$1,650,000	-$1,225,349	$0	-$424,651
5155	Fiscal Agent Fee	$175,000	-$70,000	$105,000	$73,330	$0	$31,670
5157	Finger Printing Fee	$30,000	$0	$30,000	$25,785	$0	$4,215
5159	Career Advantage Fee	$51,000	-$21,000	$30,000	$20,250	$0	$9,750
5160	Simulation Fee	$70,900	$850	$71,750	$28,586	$0	$43,164
5161	Career Service Fee	$638,000	$7,600	$645,600	$673,301	$0	-$27,701
5162	Unallocated Reserves	$25,267	-$40,920	-$15,653	$0	$0	-$15,653
5163	OBR Capital Funds (State)	$7,166,239	-$6,000,000	$1,166,239	$0	$0	$1,166,239
5214	Cares Act Institutional Funding	$0	$0	$0	$0	$0	$0
5503	Foundation - Instl Supprt	$135,000	$0	$135,000	$0	$0	$135,000
5610	Photo ID	$500	$0	$500	$750	$0	-$250
5611	Over / Short	$0	$0	$0	$4	$0	-$4
5614	Miscellaneous Income	$128,000	$0	$128,000	$136,827	$0	-$8,827
5616	Facility Rental - Room Charge	$35,000	$0	$35,000	$27,396	$0	$7,604
5619	Facility Rental - Taxable	$4,000	$0	$4,000	$300	$0	$3,700

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5642	E Sports Revenue	$0	$1,000	$1,000	$672	$0	$328
5753	Catering Sales - Nontaxable	$0	$750	$750	$450	$0	$300
5801	OBR - Subsidy	$12,134,050	$72,349	$12,206,399	$11,182,714	$0	$1,023,685
5803	OBR - Capital Component	$120,629	$0	$120,629	$120,629	$0	$0
5901	Investment Income	$75,000	$0	$75,000	$111,775	$0	-$36,775
Revenue	Sub-Total:	$35,605,172	-$5,235,266	$30,369,906	$28,903,213	$0	$1,466,693
6101	Administrative Salaries	$3,345,637	$2,500	$3,348,137	$2,904,851	$416,508	$26,778
6102	Non Instructional Salaries	$2,674,144	$0	$2,674,144	$2,727,404	$384,701	-$437,961
6103	Part Time Non Instructional	$118,618	$0	$118,618	$66,220	$9,735	$42,663
6104	Salary Savings	-$625,000	-$375,000	-$1,000,000	$0	$0	-$1,000,000
6121	Academic Salaries	$3,230,884	$0	$3,230,884	$3,013,109	$395,276	-$177,501
6122	Academic Overload	$524,289	$37,910	$562,199	$638,512	$41,203	-$117,515
6123	Part Time Academic	$1,179,437	$9,700	$1,189,137	$1,470,123	$59,116	-$340,101
6124	Independent Study	$17,000	-$11,420	$5,580	$48,841	$1,763	-$45,024
6125	Academic Advising	$5,400	-$2,450	$2,950	$0	$0	$2,950
6141	Part Time Student Help	$67,076	$9,000	$76,076	$54,006	$3,816	$18,254
6142	Work Study Student	$0	$0	$0	$465	$2,132	-$2,597
6143	Student Tutoring	$5,000	$0	$5,000	$138	$6,394	-$1,532
6144	Faculty Tutoring	$38,000	$18,000	$56,000	$49,419	$2,719	$3,862
6145	Honorarium	$1,700	$0	$1,700	$1,515	$0	$185
6200	Fringe Expense	$3,866,342	$0	$3,866,342	$3,258,978	$454,269	$153,094
6201	STRS	$0	$0	$0	-$412	$0	$412
6202	STRS-ARP	$0	$0	$0	$198	$0	-$198
6203	SERS	$0	$0	$0	$4,800	$0	-$4,800
6205	SERS-Surcharge	$12,500	$0	$12,500	$0	$0	$12,500
6210	Fringe Actual	$0	$0	$0	$752,250	$0	-$752,250
6211	Medical	$0	$0	$0	-$317,433	$0	$317,433
6214	Life	$0	$0	$0	-$12	$0	$12
6216	Misc Insurances	$0	$0	$0	-$786	$0	$786
6218	HRA	$15,000	$0	$15,000	$13,348	$0	$1,652
6301	Workers Compensation	$20,000	$0	$20,000	$218	$0	$19,782

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6302	Unemployment Compensation	$5,000	$0	$5,000	$427	$2,747	$1,826
6303	Employee Fee Waiver	$85,000	$0	$85,000	$52,305	$0	$32,695
6304	Bookstore Employee Discount	$3,500	$0	$3,500	$2,716	$0	$784
6305	Employee Assistance	$3,000	$0	$3,000	$350	$1,150	$1,500
6306	Employee Appreciation	$24,500	$0	$24,500	$19,203	$240	$5,057
6307	Faculty / Staff Development	$75,000	$0	$75,000	$12,383	$1,552	$61,065
6308	YE Vac / Severance Accls	$45,000	$0	$45,000	$0	$0	$45,000
7101	Office Supplies	$31,561	$2,600	$34,161	$19,365	$278	$14,518
7102	Copier Supplies	$17,275	$0	$17,275	$16,592	$0	$683
7103	Recruiting Supplies	$15,000	$1,741	$16,741	$7,371	$0	$9,370
7121	Computer Supplies	$12,240	$0	$12,240	$14,737	$0	-$2,497
7131	Instructional Supplies	$200,000	$17,286	$217,286	$193,250	$10,257	$13,779
7132	Lab Supplies	$35,000	$864	$35,864	$17,401	$7,746	$10,716
7134	ADA Hearing Impaired Books	$3,000	$0	$3,000	$0	$0	$3,000
7135	Instructional Food/Snacks	$27,700	$0	$27,700	$9,902	$40	$17,758
7136	Linen and Laundry	$300	$0	$300	$180	$0	$120
7138	Graduation Supplies	$21,300	$0	$21,300	$8,849	$751	$11,700
7151	College Car Supplies	$990	$0	$990	$9	$0	$981
7153	First Aid Supplies	$500	$0	$500	$0	$0	$500
7156	Miscellaneous Supplies	$3,200	$866	$4,066	$2,131	$0	$1,935
7157	Employee Awards	$7,000	$0	$7,000	$1,104	$200	$5,696
7161	Library Supplies	$1,285	$0	$1,285	$1,998	$0	-$713
7162	Library Books Lost / Replaced	-$3,953	-$540	-$4,493	-$540	$0	-$3,953
7171	Audio Visual Supplies	$27,984	$0	$27,984	$17,019	$1,691	$9,275
7181	Uniforms	$3,300	$2,000	$5,300	$3,329	$0	$1,971
7182	Janitorial Supplies	$15,000	$0	$15,000	$7,289	$15,000	-$7,289
7201	Conferences and Seminars	$94,656	$1,416	$96,072	$71,537	$0	$24,535
7202	Travel	$78,254	$22,027	$100,281	$85,727	$0	$14,554
7203	Development	$37,000	$200	$37,200	$29,723	$0	$7,477
7204	Instructional Travel	$500	$0	$500	$0	$0	$500
7207	Committee Meetings	$27,990	$1,000	$28,990	$11,806	$0	$17,184
7208	Convocation	$10,000	-$2,000	$8,000	$0	$0	$8,000

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7301	Subscriptions and Publications	$8,000	$0	$8,000	$8,075	$210	-$285
7311	Dues	$145,000	$15,000	$160,000	$143,771	$401	$15,828
7321	Classified Advertising	$9,000	$0	$9,000	$2,228	$0	$6,772
7322	Radio Advertising	$65,000	-$6,000	$59,000	$53,576	$5,871	-$447
7323	Brochures	$40,000	-$4,000	$36,000	$22,888	$0	$13,112
7324	Advertising - Papers	$25,000	-$8,700	$16,300	$15,453	$2,370	-$1,523
7325	Advertising - Billboards	$91,100	-$12,325	$78,775	$74,026	$1,224	$3,525
7326	Advertising - Miscellaneous	$41,000	-$2,300	$38,700	$33,982	$451	$4,267
7328	Advertising - Digital	$45,000	$18,700	$63,700	$56,755	$584	$6,361
7329	Advertise-Wkfrc Devel	$18,000	$0	$18,000	$8,012	$919	$9,069
7331	Community Relations Donations	$800	$0	$800	$0	$0	$800
7352	Printing	$29,900	$6,600	$36,500	$20,045	$0	$16,455
7361	Postage	$22,400	$0	$22,400	$19,661	$4,000	-$1,261
7401	Equipment M & R	$166,233	$4,365	$170,598	$100,160	$11,307	$59,131
7402	Buildings M & R	$102,650	$0	$102,650	$71,110	$9,492	$22,048
7403	Grounds M & R	$30,622	$7,600	$38,222	$32,051	$2,400	$3,770
7404	Parking Lot M & R	$30,000	$0	$30,000	$25,654	$0	$4,346
7405	Water Tower M & R	$193,000	$0	$193,000	$97	$1,000	$191,903
7406	Vehicles M & R	$25,000	$0	$25,000	$17,590	$7,045	$366
7407	Equipment Replacement	$8,000	$46,725	$54,725	$4,920	$0	$49,805
7408	Equipment Rental	$36,100	$0	$36,100	$23,925	$11,167	$1,008
7409	Facilities Rental	$3,575,000	$498,500	$4,073,500	$2,469,411	$475	$1,603,614
7501	Professional Fees	$37,200	$8,000	$45,200	$53,345	$17,168	-$25,313
7502	Legal Fees	$29,000	$0	$29,000	$540	$0	$28,460
7503	Audit Fees	$30,000	$5,000	$35,000	$32,724	$1,125	$1,150
7504	Accreditation	$2,897	$0	$2,897	$5,175	$0	-$2,278
7521	Training	$35,252	$212,500	$247,752	$317,134	$0	-$69,382
7522	Testing / Assessment	$158,850	$0	$158,850	$50,726	$46,015	$62,109
7523	Outside Services	$5,544,330	-$23,289	$5,521,042	$4,456,436	$114,167	$950,438
7525	Purchased Services	$47,000	$11,000	$58,000	$51,818	$723	$5,459
7527	Collection Fees	-$16,000	$0	-$16,000	-$15,316	$4,249	-$4,933
7529	Bank Service Fees	$10,500	$0	$10,500	$8,156	$0	$2,344

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7531	Finger Printing Expense	$23,120	$4,000	$27,120	$22,127	$13,600	-$8,607
7601	Adult Diploma Scholarship	$25,000	$0	$25,000	$1,000	$0	$24,000
7602	JATC Career Advantage Fee Schl	$500	$0	$500	$825	$0	-$325
7603	Honors Scholarship	$70,000	$0	$70,000	$45,597	$0	$24,403
7604	Agency Partner Scholarship	$12,000	$0	$12,000	$11,252	$0	$748
7605	Presidential Scholarship	$850,000	$0	$850,000	$951,812	$0	-$101,812
7606	Scholarship Allowance	-$1,650,000	$0	-$1,650,000	-$1,225,349	$0	-$424,651
7607	Agency Graduate Studnt Schlp	$3,000	$0	$3,000	$575	$0	$2,425
7608	Fee Waiver - Senior Citizens	$6,000	$0	$6,000	$4,489	$0	$1,511
7609	Fee Waiver - ONG	$515	$0	$515	$0	$0	$515
7610	CCP Partner Scholarship	$5,150	$0	$5,150	$0	$0	$5,150
7618	Graduation Alliance Schlp	$10,000	$0	$10,000	$0	$0	$10,000
7619	Registration Scholarship	$13,000	$0	$13,000	$0	$0	$13,000
7620	Tech Prep Scholarship	$11,000	$0	$11,000	$7,000	$0	$4,000
7629	Interntl Student Schlp	$4,120	$0	$4,120	$0	$0	$4,120
7630	PSEO/CCP Schlp & Books	$610,500	$0	$610,500	$141,082	$0	$469,418
7631	Bad Debt Expense	$105,000	$0	$105,000	-$10	$0	$105,010
7632	Capital Lease Interest	$69,445	$10	$69,455	$33,636	$0	$35,819
7633	Contingency Fund	$70,790	-$3,116	$67,674	$28,292	$0	$39,382
7634	Instructional Media	$10,300	$0	$10,300	$10,131	$0	$169
7635	Database Subscriptions	$34,000	$0	$34,000	$28,116	$2,589	$3,295
7636	Student Activities	$20,760	$225	$20,985	$14,287	$5,835	$862
7637	Student Group	$300	$0	$300	$285	$0	$15
7638	Fund Raising	$0	$0	$0	$27,290	$72	-$27,362
7639	Prior Year Adjustment Bad Debt	-$110,000	$0	-$110,000	-$74,379	$0	-$35,621
7642	Alumni Fund Expense	$6,050	$0	$6,050	$4,951	$190	$909
7644	Miscellaneous	$60,300	$1,000	$61,300	$5,438	$0	$55,862
7645	Business Competition	$800	$0	$800	$133	$0	$667
7650	Strategic Planning	$2,500	$2,275	$4,775	$4,597	$0	$178
7654	NCA - HLC	$2,500	$0	$2,500	$0	$0	$2,500
7666	Grant Matching	$60,000	$0	$60,000	$380	$0	$59,620
7667	CCP Scholarship	$10,000	$0	$10,000	$0	$0	$10,000

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7670	Road to Success Schlp	$5,000	$0	$5,000	$532	$0	$4,468
7671	Sports Club Schlp	$20,000	$0	$20,000	$5,932	$0	$14,068
7676	TRIO - NSCC Scholarship	$5,000	$0	$5,000	$3,514	$0	$1,486
7677	Tuition Reduction - Cares	$0	$0	$0	$0	$0	$0
7701	Gas	$55,000	$37,800	$92,800	$80,637	$18,435	-$6,272
7702	Electricity	$175,000	$23,800	$198,800	$166,162	$42,232	-$9,594
7703	Electricity - Water Tower	$2,699	$0	$2,699	$2,318	$182	$199
7704	Water	$8,000	$800	$8,800	$6,555	$3,665	-$1,421
7705	Sewer	$40,000	$0	$40,000	$32,835	$14,120	-$6,955
7706	Waste Collection	$7,000	$0	$7,000	$6,165	$956	-$121
7707	Telephone	$50,000	$0	$50,000	$37,806	$29,406	-$17,212
7722	Employee Liability Insurance	$13,000	$1,400	$14,400	$14,359	$0	$41
7724	Motor Vehicle Insurance	$15,000	$2,000	$17,000	$19,168	$0	-$2,168
7725	Property Insurance	$92,319	$12,000	$104,319	$106,294	$0	-$1,975
7727	Prof Liab Students	$7,322	$800	$8,122	$7,011	$0	$1,111
7728	Travel- Intramural/Recreatl	$2,250	$0	$2,250	$210	$0	$2,040
7729	Cyber Liability Insurance	$14,000	$4,100	$18,100	$18,045	$0	$55
7804	Misc Supply CGS	$0	$0	$0	$70	$0	-$70
7901	Library Books	$11,000	$720	$11,720	$11,292	$0	$428
7902	Fixtures and Furnishings	$264,506	$84,842	$349,348	$194,479	$12,178	$142,692
7903	Software and Licensing	$614,977	$19,000	$633,977	$563,325	$1,595	$69,057
7904	Building Projects	$7,780,506	-$6,000,000	$1,780,506	$4,596	$0	$1,775,910
7911	Equipment	$66,000	$80,000	$146,000	$145,216	$0	$784
7912	Motor Vehicles	$30,000	-$20,000	$10,000	$980	$4,578	$4,443
Expense	Sub-Total:	$35,605,173	-$5,235,267	$30,369,906	$24,927,106	$2,211,279	$3,231,521