

BOARD OF TRUSTEES MEETING

August 28, 2026 – 11:30 a.m.

Room C200 / NSCC Campus

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. PRESENTATION – GENERAL EDUCATION REVIEW (Deans Marianna Doolittle & Franklin Roberts)

F. EXECUTIVE SESSION

G. AUDIENCE PARTICIPATION

H. CHIEF EXECUTIVE OFFICER REPORT

- 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 (Brittany Chamberlain)
- Vice President – Chief Information Officer (Darin Seiler)
- President (Todd Hernandez)

I. BOARD DISCUSSION ITEMS (Mickey S & 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

- Administrative & Fiscal Update (Todd H / Jenny T)
 - o Local Administration of State Capital Projects (Todd H / Jenny T)
 - o Reserve Funds
- Policy and Procedure Updates (Todd H / Cassie R / Lana S)
 - o Workload policy (new)
 - o Cash on Hand policy (new)
 - o Federal Direct Loan Awarding & Disbursement policy (new)
- Legislative Updates (Todd H)
 - o State/Federal Policy Updates
 - o BOT Education Requirements
 - o General Education Review/HB96

J. CHIEF FISCAL OFFICER REPORT (Jenny T)

- Financial Report as of May 31, 2026

K. CONSENT AGENDA (Megan B)

1. Consent Agenda Items (roll call vote)
 - a. Minutes of the June 25, 2026 Meeting
 - b. Resignations
 - c. Retirements
 - d. Employ Full-Time Director of Development & Alumni Relations
 - e. Promotion to Interim Dean – Arts & Sciences
 - f. Promotion to Workforce & Apprentice Programs Manager
 - g. Promotion to Dean – Industrial Technologies & BSSC
 - h. Promotion to Vice President – Human Resources & Leadership Development
 - i. Promotion to Electrical & Automation Training Coordinator
 - j. Promotion to Equipment Specialist
 - k. Transition to Special Assistant to the President
 - l. Transition to Industrial Technology (Automation) Faculty
 - m. Miscellaneous Employment Contracts
 - n. Workload Policy (amended)
 - o. Cash on Hand Policy (new)
 - p. Locally Administer Capital Projects

L. PROPOSED RESOLUTIONS (Megan B)

1. Reserve Funds
2. October Board Meeting Date

M. UPCOMING BOARD ACTIVITIES (Todd H)

1. Ohio Trustees Conference – September 9
2. SOTC / Board Retreat – September 23

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3. Board Meeting – October 30 (Van Wert)
4. Board Meeting – December 11
5. Emeritus Dinner & Fall Commencement – December 14

N. OTHER BUSINESS (Todd H)

1. Foundation Board Meetings
 - a. October 15, 2026
2. Trustee Professional Development
 - a. OACC Trustee's Conference – September 9
 - b. ACCT Leadership Congress (Chicago, IL) – October 21-24, 2026
3. Aspen Presidents & Trustee Collaborative
 - a. September 24-25 (D.C.) In-person session (President, Chair, +2 trustees invited)
 - b. December 10 Virtual session (President, Chair, full board invited)
 - c. February 26 Virtual session (President, Chair, full board invited)

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.

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

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The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Thursday, June 25, 2026 at 11:30 a.m.

Mickey Schwarzbek, 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

26-38

Members present: Sandy Barber, John Bridenbaugh, Katrina DeGross, Lisa McClure, Joel Miller, 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 Lana Snider 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.

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2. We declare that we must equip students with the opportunity to develop the intellectual skills they need to reach their own, informed conclusions.
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VISION AND VALUES

VP Snider 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.

CHECK PRESENTATION FROM THE NSCC FOUNDATION

Robbin Wilcox, Foundation Executive Director and Peter Beck, Foundation Board Chair, presented a check in the amount of \$1,182,805 to the College from the Northwest State Community College Foundation. Over \$10 million has been provided through the generosity of businesses and individuals who have supported the Foundation over the past ten years. The money is designated for student scholarships, equipment, outreach programs and student support efforts.

EXECUTIVE SESSION

26-39

Ms. Barber moved and Mr. Miller 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, McClure, Miller, 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 1:21 p.m. with no action taken.

STRATEGIC PLAN UPDATE

Each of the Vice Presidents provided an update on the current strategic plan, including the top three opportunities, considerations and threats for each of their respective

areas. The College is in the final year of its current strategic plan (2023-2027) and shared a timeline and process for creating and implementing the next strategic plan, beginning July 1, 2027.

BOARD DISCUSSION ITEMS

Board Budget Committee – Members of the Board Budget Committee provided information on the FY27 budget proposal, reserves, five-year projections, policy review and a proposal to participate in an exclusive program to implement and test a new ERP system.

Part-Time Faculty Pay Rates – The College is committed to reviewing the part-time faculty pay rates every two years. The review process includes comparing pay rates with the other Ohio community colleges to remain competitive. A recommendation of 2% is being made and is a consent item for the Board's consideration.

Ohio Department of Higher Education (ODHE) Completion Plan: Legislative requirement to complete every two years. The College's plan is focused on our four strategic items: Learning Management System (LMS), Scaling Shortened Academic Terms (SSAT), Center for Teaching & Learning (CTL) and AI. This is a resolution for the Board's consideration.

Gramm-Leach-Bliley Act (GLBA): Federal law requires that an executive report be given annually. The report that was provided includes a 12-month recap, a 12-month plan and detailed status for each component.

Policy and Procedure Updates:

Title IX Policy & Procedures (amended): Revision to Sexual Misconduct policy and associated procedure. The College has not done a comprehensive review since 2020. There were minor changes to both the policy and procedure, which better reflect what the College is currently doing. The College's coordinator worked with our Title IX consultant from D. Stafford & Associates. The amended policy is part of the consent agenda for the Board's consideration.

Institutional/General Learning Outcomes (ILOs): The ILO policy was suspended at the August 2025 meeting to comply with Senate Bill 1. The Board will vote to rescind resolution 25-65 which suspended the policy; and subsequently will vote to approve the amended policy with updated language.

Board Training Requirements: Senate Bill 1 requires mandatory training for public college and university trustees. All trustees should have created an OHID login if they had not done so already. Training modules are being created and will be available on the OHID platform.

CHIEF FISCAL OFFICER REPORT

26-40

Ms. Barber moved and Mr. Miller 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 April 30, 2026.

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

CONSENT AGENDA APPROVED

Ms. Barber moved and Ms. McClure seconded the following consent items:

MINUTES OF THE APRIL 17, 2026 BOARD MEETING

26-41

RESIGNATIONS

26-42

WHEREAS, Connie Nicely, Controller, has submitted her resignation; and

WHEREAS, Tracy Zuver, Campus Police (PT), has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Connie Nicely, effective May 31, 2026; and Tracy Zuver, effective June 30, 2026 be accepted.

RETIREMENT

26-43

WHEREAS, Bill Chaplin, Faculty – Workforce Development, has submitted his retirement notice; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement of Bill Chaplin, effective May 15, 2026 be accepted.

RENEWAL OF PROBATIONARY FACULTY AND NON-TEACHING FACULTY CONTRACTS

26-44

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 2026-2027 academic year:

Chelsie Ebaugh (faculty – composition), continuing, Masters, total salary \$63,037.68
Lindsay Folkerth (faculty – composition), continuing, Masters, total salary \$63,037.68
Felicia Skeens (coordinator – success center), continuing, Masters, total salary \$61,852.41
Nicole Schwab (faculty – nursing), third, Masters, total salary \$62,556.62
Cynthia Zdanczyk-Westhoven (faculty – psychology), third, PhD, total salary \$65,691.62
Laura Moore (assistant – clinical teaching), second, Bachelors, total salary \$59,596.26
Doug Severt (faculty – industrial technology machining & cnc), second, Associates, total salary \$66,826.26
Anna Trubey (faculty – nursing), second, Masters, total salary \$62,096.26

EMPLOY FULL-TIME CUSTODIAN (2ND SHIFT)

26-45

WHEREAS, the position of Custodian (2nd Shift) was left vacant due to the transition of Zachory Tucker to Custodian (1st Shift); 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. Elisia Rosales be employed as full-time Custodian (2nd Shift) effective April 27, 2026 at an annual salary of \$33,034.40. This is in accordance with the Support Personnel Bargaining Agreement.

EMPLOY FULL-TIME FACULTY – NATURAL SCIENCES (BIOLOGY)

26-46

WHEREAS, the position of Faculty – Natural Sciences (Biology) was left vacant due to the retirement of Greg Tefft; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Jennifer Croft be employed as full-time Faculty – Natural Sciences (Biology) effective August 16, 2026 at an annual salary of \$XX. This is in accordance with the Professional Personnel Bargaining Agreement.

MISCELLANEOUS EMPLOYMENT CONTRACTS

26-47

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:

Campus Police (PT):

Matthew Kosier - \$22.20 / hour

Part-Time Instructors:

Richard Cesta
Sidney Ley

Overload:

Eric Baker
Lisa Becher
Jennifer Behnfeldt
Allen Berres
Chris Clawson
Lisa Dapelo
Colin Doolittle
Marianna Doolittle
Amy Drees
Chelsie Ebaugh
Carissa Emery
Heather Galbraith
Melanie Hicks
Tony Hills
Erin Jacob

Erik Jones
Julie Kemarly-Dowland
Michael Kwiatkowski
Suzanne Lammers
Rhonda Lazette
Amy Leitch
Tamara Meyer
Kayla Miller
John Mueller
Tera Newton
Emily Riegsecker
Karla Ringenberg
Peter Runk
Doug Severt
Josh Verhoff

Supplemental:

Amy Thomas

CURRICULUM CHANGES

26-48

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 April be accepted:

DegreeWorks Academic Success Coursework & Statement in the Catalog
PNE123 Nursing Care of Adults I Course Description, Prerequisites,
Course Learning Outcome Revisions
FIN110 Bank Management Prefix Change from BAN110
FIN210 Credit Management Prefix Change from BAN210
FIN220 Investment Management Prefix Change from BAN220
New Course: EET262 PLC Engineering
Course Inactivation: OAS223, OAS224, OAS225, OAS292, and OAS293
Course Inactivation: CAO210, GSD050, GSD101, HIS290, MUS120, MUS121, MUS123,
PHI220, and SSC130
Course Inactivation: EET240, EET272, MET099, PET110, PET231, PET250, QCT141, QCT250,
CHM138, CHM256, MTH078, MTH079, MTH085, MTH099, and PHY150

PART-TIME FACULTY PAY RATES

26-49

WHEREAS, the current part-time faculty pay rates were last adjusted fall 2024; and

WHEREAS, the College is committed to reviewing part-time instructor rates every two years; and

WHEREAS, the review process includes comparing pay rates with the other Ohio community colleges to remain competitive; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Part-time Faculty pay rates be increased by 2% beginning fall 2026.

SEXUAL MISCONDUCT POLICY (AMENDED)

26-50

WHEREAS, policy 14-3-35 Sexual Misconduct has not had a comprehensive review since 2020; and

WHEREAS, the policy revisions streamline the documents, clarify term and process steps, updates the nonconsensual sexual contact definition using the current NIBRS 2025 framework, and notes related nondiscrimination updates needed to NSCC's broader nondiscrimination policy and procedure in light of newer laws such as the PWFA, Title VI and Ohio law;

WHEREAS, the policy was reviewed and updated in conjunction with the College's Title IX consultant D. Stafford & Associates

NOW, THEREFORE BE IT RESOLVED, that amended policy 14-3-35 Sexual Misconduct be accepted effective June 25, 2026.

This concludes the Consent Agenda

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

2026-2027 BUDGET APPROVED

26-51

Mr. Poulson moved and Ms. DeGroff 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 2026-2027 fiscal year be adopted.

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

ODHE COMPLETION PLAN APPROVED

26-52

Ms. Barber moved and Ms. DeGroff seconded the following motion:

WHEREAS, the 2026-2028 Northwest State Community College Completion Plan Report has been completed; and

WHEREAS, the plan is due to the Ohio Department of Higher Education by June 30, 2026 and must be approved by the Board of Trustees; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2026-2028 Completion Plan for Northwest State Community College be approved by the Board of Trustees effective June 25, 2026.

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

**RESOLUTION 25-65 SUSPENSION OF THE INSTITUTIONAL / GENERAL
LEARNING OUTCOMES RESCINDED**

26-53

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

WHEREAS, the Ohio Attorney General's Representative recommended policy 14-5-07 Institutional Learning Outcomes (ILOs) be modified following the approval of Senate Bill

1, the Advance Ohio Higher Education Act; and

WHEREAS, the Board of Trustees temporarily suspended the ILOs effective August 15, 2025 to allow opportunity for the creation of revised language; and

WHEREAS, a committee was formed to review and update the ILOs; and

WHEREAS, the Board has reviewed the proposed new ILO language and did not concur with the language; and

WHEREAS, the Board modified and approved new ILO language; and

WHEREAS, the Board will vote to rescind resolution 25-65 and subsequently consider a resolution to approve an amendment to policy 14-5-07 Institutional / General Learning Outcomes.

NOW, THEREFORE BE IT RESOLVED, that the Board rescind resolution 25-65 suspending the General/Institutional Learning Outcomes.

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

**POLICY 14-5-07 INSTITUTIONAL / GENERAL LEARNING
OUTCOMES (AMENDED) APPROVED**

26-54

Ms. Barber moved and Ms. McClure seconded the following motion:

WHEREAS, the Ohio Attorney General's Representative recommended policy 14-5-07 Institutional / General Learning Outcomes (ILOs) be modified following the approval of Senate Bill 1, the Advance Ohio Higher Education Act; and

WHEREAS, the Board of Trustees temporarily suspended the ILOs effective August 15, 2025 to allow opportunity for the creation of revised language; and

WHEREAS, a committee was formed to review and update the ILOs; and

WHEREAS, the Board has reviewed the proposed new ILO language and did not concur with the language; and

WHEREAS, the Board modified and approved new ILO language

NOW, THEREFORE BE IT RESOLVED, that policy 14-5-07 be approved with the amended change to the fourth ILO:

Ethical Responsibility in a Pluralistic Society

- Analyze the ethical implications of individual actions.
- Recognize the complexity of historical, social, economic, or political systems.

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

ASPEN PRESIDENTS AND TRUSTEES COLLABORATIVE

The President and Board Vice Chair will participate in the Aspen Presidents and Trustees Collaborative in Washington D.C. September 24-25. Two additional trustees are also invited to attend. There are also two virtual sessions, which is open to the full Board.

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, August 28, 2026.

1. APPROVAL OF CONSENT AGENDA

1a. Minutes of the June 25, 2026 Board Meeting

1b. Resignations

WHEREAS, Jamilah Jones, Dean – Arts & Sciences, has submitted her resignation; and

WHEREAS, Kyrin Tester, Fundraising Coordinator, has submitted her resignation; and

WHEREAS, Amy Drees, Faculty – Arts & Sciences, has submitted her resignation; and

WHEREAS, Fredy Rodriguez, Faculty – Arts & Sciences, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Jamilah Jones, effective May 27, 2026; Kyrin Tester, effective July 7, 2026; Amy Drees, effective August 14, 2026; and Fredy Rodriguez, effective August 15, 2026 be accepted.

1c. Retirements

WHEREAS, Terri Lavin, Director of TRIO, has submitted her retirement notice; and

WHEREAS, Katy McKelvey, Vice President – Human Resources & Leadership Development, has submitted her retirement notice; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement of Terri Lavin, effective July 31, 2026; and the retirement of Katy McKelvey, effective December 31, 2026 be accepted.

1d. Employ Full-Time Director of Development and Alumni Relations

WHEREAS, the position of Director of Development and Alumni Relations is responsible for the day-to-day operational management of the Foundation, Development, and Alumni departments, including supervising staff, executing fundraising campaigns, managing records, coordinating events and ensuring compliance with all policies and procedures; and

WHEREAS, this role is essential for ensuring the smooth and efficient execution of strategic goals and procedures; and

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

WHEREAS, President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Erin McDonough be employed as full-time Director of Development and Alumni Relations effective August 10, 2026 at an annual salary of \$75,500.00. This is a graded position.

1e. Promotion to Interim Dean – Arts & Sciences

WHEREAS, the position of Dean – Arts & Sciences was left vacant due to the resignation of Jamilah Jones; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Marianna Doolittle be employed as full-time Interim Dean – Arts & Sciences, effective June 22, 2026 at an annual salary of \$105,000.00. This is a full-time graded position.

1f. Promotion to Workforce & Apprentice Programs Manager

WHEREAS, the position of Workforce & Apprentice Programs Manager was created to increase capacity to develop new partnerships, launch innovative programs, and expand CTS's regional presence; and

WHEREAS, this position ensures business continuity by transferring institutional knowledge from leadership to an experienced, trusted team member; and

WHEREAS, this position also improves service efficiency for apprenticeship companies through streamlined communication, registration, and follow-up; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Nicole Hand be promoted to Workforce & Apprentice Programs Manager effective July 1, 2026 at an annual salary of \$65,750.00. This is a full-time graded position.

1g. Promotion to Dean – Industrial Technologies & Black Swamp Safety Council

WHEREAS, the position of Dean – Industrial Technologies & Black Swamp Safety Council (BSSC) was created as part of an organizational restructure to align Industrial Technologies with Custom Training Solutions (CTS) and Apprentice Training; and

WHEREAS, this position is responsible for the management and direction of the Industrial Technologies division and its functions, as well as ensuring student success through program development, recruitment and completion efforts, budget development and management and faculty development and evaluation; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Colin Doolittle be employed as full-time Dean – Industrial Technologies & BSSC effective August 3, 2026 at an annual salary of \$105,000.00. This is a full-time graded position.

1h. Promotion to Vice President – Human Resources & Leadership Development

WHEREAS, the position of Vice President – Human Resources & Leadership Development was left vacant due to the retirement of Katy McKelvey; and

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Brittany Chamberlain be employed as full-time Vice President – Human Resources & Leadership Development, effective August 15, 2026 at an annual salary of \$130,000.00. This is a full-time graded position.

1i. Promotion to Electrical & Automation Training Coordinator

WHEREAS, the position of Electrical & Automation Training Coordinator was created to meet the demand of advanced manufacturing training for local industry and business; and

WHEREAS, the training coordinator is responsible for sharing knowledge and industry expertise on a variety of Advanced Manufacturing topics through delivery of technical instruction to local industry and business clients, as well as building, developing and updating technical curriculum as needed; and

WHEREAS, the Vice President for Workforce and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Timothy Lucas be promoted to Electrical & Automation Training Coordinator effective August 17, 2026 at an annual salary of \$68,250.00. This is a full-time graded position.

1j. Promotion to Equipment Specialist

WHEREAS, the position of Equipment Specialist was created to manage and maintain all CTS equipment across all training sites; and

WHEREAS, the equipment specialist will coordinate scheduling of facilities and equipment, deliver equipment, schedule routine preventative maintenance, troubleshoot equipment, coordinate repairs and order parts, maintain inventory and

the CTS storeroom, among other duties; and

WHEREAS, the Vice President for Workforce and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Daniel Robarge be promoted to Equipment Specialist effective August 31, 2026 at an annual salary of \$68,500.00. This is a full-time graded position.

1k. Transition to Special Assistant to the President

WHEREAS, Brittany Chamberlain will assume the role of Vice President – Human Resources & Leadership Development effective August 15, 2026; and

WHEREAS, Katy McKelvey will transition to the role of Special Assistant to the President until her retirement effective no later than December 31, 2026; and

WHEREAS, she will assist the HR transition and other duties as assigned by the President; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that effective August 15, 2026, Katy McKelvey's title and role be changed to Special Assistant to the President.

1l. Transition to Industrial Technology (Automation) Faculty

WHEREAS, the position of Faculty – Industrial Technology (Automation) was created to provide classroom instruction, development, assessment and evaluation of curriculum in existing and new courses and related programs in the industrial technologies division; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. John Mueller transition to Faculty – Industrial Technology (Automation) effective August 16, 2026 at an annual salary of \$69,042.34. This is in accordance with the Professional Staff Bargaining Agreement.

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, 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:

Part-Time Faculty (new):

James Six

1n. Faculty Workload Policy (amended)

WHEREAS, the Board adopted policy 14-3-41 Faculty Workload on June 26, 2025 to comply with ORC 3345.45 The Advance Ohio Higher Education Act; and

WHEREAS, amendments to the workload policy have been made in accordance with direction from legal counsel and precedent set forth by other institutions of higher education; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees adopts the amendments to policy 14-3-41 Faculty Workload effective August 28, 2026.

1o. Cash on Hand Policy (new)

WHEREAS, the Board of Trustees is committed to ensuring the long-term financial stability and operational resilience of the College; and

WHEREAS, maintaining adequate liquidity is essential to meet ongoing operational obligations and manage unexpected financial contingencies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby establishes the following policy regarding minimum cash reserves and financial reporting:

- Minimum Liquidity Standard: The College shall maintain a minimum of thirty (30) days of cash and short-term investments on hand.
- Quarterly Determination: Compliance with this thirty-day standard shall be evaluated on a quarterly basis, utilizing data derived from currently mandated State reporting requirements.
- Corrective Action & Board Reporting: In the event that available cash and short-term investments fall below the thirty-day threshold, the College administration shall immediately implement corrective measures to rebuild cash reserves. Furthermore, the administration shall prepare and submit a biannual cash-on-hand report to the Board of Trustees reflecting values as of June 30 and December 31.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon adoption.

1p. Locally Administer Capital Projects

WHEREAS, the ORC Sections 3345.50 and 3345.51 require Board action to locally administer state appropriated capital projects under \$4 million; and

WHEREAS, funding from the state has been received for basic renovations in the amount of \$3,375,980.00; and

WHEREAS, it is the desire of Northwest State Community College to locally administer these projects; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Northwest State Community College will comply with the guidelines established pursuant to section 153.16 of the Revised Code and all laws that govern the selection of consultants, preparation and approval of contract documents, receipt of bids, and award of contracts with respect to the project.

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 TRANSFER RESERVE FUNDS

Moved by _____, seconded by _____.

WHEREAS, policy 14-9-03 authorizes the Board of Trustees to designate the transfer of reserve funds; and

WHEREAS, the financial audit has been completed and the unallocated reserve fund has exceeded 25% of the total reserve balance; and

WHEREAS, policy 14-9-03 limits unallocated reserve fund balance to be no more than 25% of total reserves; and

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

NOW, THEREFORE BE IT RESOLVED, that the transfer of reserve funds in the amount

of \$750,000 from the unallocated reserve fund to the contingency reserve fund be authorized by the Board of Trustees effective August 28, 2026.

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

2. CONSIDERATION OF A RESOLUTION TO MOVE OCTOBER 2026 BOARD MEETING DATE

Moved by _____, seconded by _____.

WHEREAS, the FY26-27 board meeting calendar was approved by resolution at the February 2026 board meeting; and

WHEREAS, the current meeting for October is scheduled for October 16, 2026; and

WHEREAS, the President has a conflict on this date and has formally requested to move the October board meeting; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the October board meeting be moved from October 16, 2026 to October 30, 2026 at 10:30 a.m. and take place at the NSCC Van Wert Campus.

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



President's Report - August 2026

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
Jun 6	Van Wert Peony Parade
Jun 24	OACC Workforce Committee
Jul 1	BGSU - Tour Engineering & Innovation Center
Jul 7	Chief Phil Kessler
Jul 17	Marietta Electrical JATC Graduation (Marietta, Ohio)
Jul 27-28	Cabinet Retreat (Cleveland, OH)
Jul 30	BGSU Firelands Tour (Huron, OH)
Aug 4-8	AFIT Summer Institute (Albuquerque, NM)
Aug 12	OACC President's Meeting (Columbus, OH)
Aug 14	Toledo Chamber Summer Legislative Reception (Toledo, OH)



Scheduled Time Off / Away from Campus

Date	Description
Aug 24 - 25	JATC Visits - Various sites in Ohio
Aug 31	JATC Visit - Portsmouth, OH
Sep 9	Trustees Conference - Columbus, OH
Sep 17 - 18	OACC Annual Conference - Columbus, OH
Sep 24 - 26	Aspen Presidents & Trustees Collaborative - Washington DC

Non NSCC related Professional Activities

None.



Van Wert Campus:

Fall 2026 Enrollment

- Eighty (80) students
- Eight 16-week courses, 22 students
- Eight 8A courses, 30 students
- Eleven 8B courses, 20 students
- Two Business / Industry courses, 8 students
- Five new part-time faculty starting this Fall
- Two (2) Accuplacer testing sessions per week

Summer 2026 Enrollment

- Twelve (12) courses, 26 students

Summer Events

- Two (2) Visit Days
- Three (3) Ready-Set-Enroll dates
- Three (3) camps – Swing into STEM, Spike Robotics, Esports

Community Events

- Van Wert Education on Location
- Van Wert Chamber Leadership
- Peony Parade
- Table at Paulding County Fair
- Wednesday Esports Open Play Nights
- Van Wert County Health Department – monthly meetings held at Campus
- Van Wert County Foundation Elevate Workshops
- Brumback Library Summer Reading Program – Movie Night
- Teach the Future Table – Vantage Career Center

Training

- Rachel Verville - Social Media Conference, Lima
- Nikki Adams – Administrative Retreat, Vantage Career Center

Campus

- Exterior Banners Installed
- Generator Installed and Operational
- Digital sign installed, not yet operational (this plus flag pole are the last steps before we can get full occupancy)

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

Ellucian and Lighthouse Program Update:

- ✓ **Lighthouse Program Participation:** The Ellucian contract has been executed for the Banner migration to Ellucian Student and to participate in the Lighthouse Program.
- ✓ **Project Onboarding is Underway:** Several NSCC members of the Ellucian Student project team have started the onboarding steps, with a tentative project start date of October 2026. Prepping for the Ellucian Student project kickoff will take place over the next couple of months.

Information Security Program Initiatives:

- ✓ **Incident Response Plan & Executive Tabletop Exercise:** An Incident Response Plan has been drafted. Tom Sui from Inversion6 joined us for an hour at the Cabinet Retreat to review the plan at a high level. Tom will visit our campus October 5th and walk key personnel through a simulated tabletop exercise using the Incident Response Plan.
 - ✓ **Harden Firewall Configuration Phase 2:** We selected CentraComm out of Findlay, a previous partner, to help us complete this project. The main tasks have been completed and we are waiting on the final report from the vendor.
 - ✓ **3rd Party Risk Assessments:** We have begun a pilot trial with SecurityStudio with 3rd party risk assessments. SecurityStudio is a partner with Akron JATC. We hope to have this new solution in place and start onboarding vendors in the next few months.
 - ✓ **Executive Briefings:** Darin and Robert completed an internal executive briefing to Cabinet on the Information Security Program. We have the former governor of Michigan, Rick Snyder, scheduled to provide an executive briefing in September at the board retreat.
-

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:

Campus Support Requests

- ✓ In the past two months about 153 requests have been successfully completed, showing 100% positive feedback from the 18 responses received, 100% in the “awesome” category.

Banner Upgrades

- ✓ A Banner upgrade for Ethos was installed in the Production environment. This allows for final sessions with Ellucian for configuration and set up for third party software.

Banner Software Integration

- ✓ The interface with eCampus (new textbook outlet for students) is running for summer, using flat files exchanges. For fall, the interface with eCampus using Ethos was delayed due to scheduling conflicts with UT and Ellucian. This work will resume in August.
- ✓ A major portion of course syllabi have been created for Simple Syllabus. NSCC is on target for complying with this state initiative.

New Initiatives

- ✓ An Enrollment Data Dashboard was rolled out and new dashboards are underway.
- ✓ Members of IT, Darin Seiler, Jamie Zeller, Jamie Ridenour, AmyJo Rouleau and Terry King, visited Youngstown State University. We met with sixteen of their IT staff and had good discussions with them about their progress in migrating to Banner SaaS. They also demonstrated parts of their Ethos setup.
- ✓ Terry King attended the virtual Ohio Association of Community Colleges (OACC) Data Summit. The site below demonstrates, employee jobs, tasks within those jobs and what portion could be done by AI. Link is shown below:
<https://www.workanalyticslab.com/us-ai-map/>

State and Federal Reporting

- ✓ State Higher Education Information System (HEI) reporting for the spring term and the annual reporting are completed.
- ✓ Integrated Postsecondary Education Data System (IPEDS) reporting is completed until September 2026.

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

- ✓ For the month of July, 306 new requests/incidents were received, and 296 have been resolved, with 100% positive feedback from 20 stakeholders.

Helpdesk Support Enhancement

- ✓ The Information Technology 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 IT renovation will be the next phase of this project with the department temporarily moving to the first floor of the A building.

Events

- ✓ The team provided direct support for our recent Game Con 2026 event by setting up and managing all the live streaming, campus PA announcements, campus signage, and working the event in various capacities making it another successful event.

Single Sign on Migration (SSO)

- ✓ We have worked to move all NSCC services off of our existing Central Authentication Service (CAS) to Microsoft's Entra to consolidate onto a single service. However, we were not able to successfully move the Banner SSO onto Entra. The current SSO will need to remain until we move off of Banner and onto the new Ellucian platform.

MARCS Radio Repeater System

- ✓ The new system has been fully installed and tested. A few lingering issues are holding up the final inspection. The end of August is the estimated completion date for issues to be resolved and final inspection to be completed.

Event/Room Booking

- ✓ The new request portal built into Halo will optimize and centralize room and event bookings for the campus. This project continues to progress, currently on hold awaiting some legal documentation.

Vice President for Academics
August 2026
Submitted by: Lana Snider, PhD

The academic divisions are in full force preparing for our 2026-2027 academic year.

The Dean's Retreat took place on July 20. We started out with welcoming our two newest Deans, Marianna Doolittle, Interim Dean of Arts & Sciences, and Colin Doolittle, Dean of Industrial Technologies. The day was full of productive conversation including reviewing data from our Integrated Postsecondary Education Data System (IPEDS) report & the Postsecondary Employment Outcomes (PSEO) Dashboard. We discussed the forthcoming fiscal analysis of our programs, earnings outcomes data gaps, and reflected on the characteristics of effective communication as we prepare to begin the academic year.

On July 30, we held our first Academics Quarterly meeting. The purpose of the first meeting was to elevate awareness about our goal to improve NSCC's (a) transfer rate and (b) degree completions via reverse transfer. Both components directly impact NSCC's performance funding allocation via the State Share of Instruction (SSI). Learner Services representatives participated and presented at our Quarterly meeting as transfer is an important shared responsibility among Academics and Learner Services. Team members from Academics and Learner Services presented on the Ohio Mathematics Initiative, Advising Center transfer services and operations, and progress on our Ohio Department of Higher Education (ODHE) Transfer Curricular Compliance (compliance percentages are found in Ms. Heidi Keller's section of this Board Report.

Following are some brief updates from academics.

Marianna Doolittle: Interim Dean of Arts & Sciences

Over the summer, the composition faculty worked on redesigning ENG 111 Composition I and ENG 112 Composition II to better serve students. This redesign included multiple modalities and semester lengths such as 8-week, 16-week, online, in-person, and virtual. The composition faculty gave an orientation to all CCP and part-time instructors that will be teaching ENG 111 in the fall.

After analyzing the DataKind report in the spring 2026 semester, one of the discoveries was that students that took multiple writing intensive courses at one time required more support. To help these students be successful in the writing intensive courses, Chelsie Ebaugh (Composition Faculty) and Carissa Emery (Psychology Faculty), created an online platform in Sakai with writing tools and resources for students to use.

This fall semester three classes are slated to be taught at the Steubenville IBEW Local 246 location for the apprenticeship program. These classes include ENG 111 Composition I, ENG 241 Introduction to Fiction, and HIS 102 U.S. History Post 1876.

Work is being done on several Visual Communication & Graphic Design classes to be able to offer them in an 8-week model. The ENG 241 Introduction to Fiction course is also being converted to an 8-week format in order to be offered at the Steubenville IBEW location.

The new Visual Communication and Graphic Design Certificate has been approved by HLC. The Certificate is now awaiting approval from the U.S. Department of Education.

We are sad to see Amy Drees & Fredy Rodriguez-Mejia leave NSCC. Amy has been employed at NSCC for 10 years as a full-time Literacy/Composition faculty member. Amy took the lead on developmental English courses and philosophy courses during her time in the Arts and Sciences Division. Her expertise and knowledge will be missed.

Fredy has been employed at NSCC for three years as a full-time Sociology faculty member. He was the lead on all sociology courses during his time at NSCC. Fredy was very dedicated to his students and he was an active member of the Center for Teaching and Learning committee.



Jason Rickenberg: Business & Public Services

The Division continues preparations for Fall 2026, balancing growth with efficiency. Overall non-agency enrollment exceeded headcount goals, driven by strong returning student enrollment, though College Credit Plus (CCP) and new learner enrollments remain below target. A comprehensive section review was completed, leading to course consolidations/cancellations and faculty load reassignments to maximize efficiency without impacting student degree progress.

Faculty teaching assignments were finalized following the instructional efficiency review. Part-time faculty were notified of final teaching assignments after schedule adjustments were completed, and affected students were proactively re-registered into alternative course sections whenever possible to minimize disruption to degree progress. Work also continued on faculty load sheets and instructional planning for the upcoming semester.

As we continue to emphasize consistent online course quality, expectations for online course development, revision, and redesign were further refined to support consistency across programs while strengthening collaboration with instructional designers. Additional work also continued on instructional policies related to low-enrollment courses and faculty assignment procedures.

Planning advances for the August 12 Fall Kickoff event. Faculty volunteers will represent the division with interactive displays and program demonstrations to engage incoming students and showcase career pathways.

Administrative work focused on eCampus implementation planning, spring 2027 schedule development, and continuous improvement initiatives to improve efficiency while maintaining high-quality academic experiences. Clear communication with faculty, advisors, and students remained a priority throughout scheduling adjustments.

Key priorities include launching fall 2026, monitoring enrollment through add/drop period, onboarding new students, executing efficiency initiatives, and evaluating trends for future program growth and workforce alignment.

Colin Doolittle: New Dean of Industrial Technologies and BSSC

Colin Doolittle serves as Dean of Industrial Technologies at Northwest State Community College. He brings more than 20 years of experience in higher education, engineering technology, and industry. His work focuses on supporting faculty, strengthening industry partnerships, and preparing students for successful careers in technical fields.

Faculty completed two summer courses and prepared for additional workforce training, including a 40-hour GibbsCAM software class scheduled to begin in August. Two summer welding courses were also completed successfully.

Significant work was completed to prepare laboratories and equipment for the fall semester. Faculty repaired and organized equipment in the Industrial Technology machine lab, developed new lab activities, restocked consumable materials, replaced shielding gas, and cleaned the welding laboratory.

Annual maintenance was completed on all FANUC robots. Faculty also developed a prototype fixture for use in fall laboratory activities and will pilot the fixture during the upcoming semester. In addition, nine metal cages were repaired for the local Humane Society, providing a practical application of welding skills while supporting a community organization.

Curriculum development continued across several areas. Course materials and syllabi were updated for the fall semester, and development continued on a Human Machine Interface (HMI) course that will expand the PLC and automation controls offerings. Faculty also continued work related to industrial safety controllers.

Program outreach and growth efforts continued at the Van Wert campus. Faculty worked to strengthen the Industrial Technology program and develop a relationship with Danfoss to better understand and support the company's workforce training needs.

Faculty also participated in committee discussions and sandbox evaluations related to a potential replacement learning management system for the college. Collectively, these efforts support student learning, program growth, community partnerships, and readiness for a successful fall semester.

Dr. Tiffany Ludwig: Nursing & Allied Health

Of our 21 RN spring grads, 19 took NCLEX and passed first try, 1 failed first attempt but has since retested and passed, and 1 individual hasn't tested yet. Our 14 PN students that walked at spring commencement finished up their classes this week.

The yearly Ohio Board of Nursing (OBN) report was submitted last week. The Pre-Survey Report will be prepared and submitted once OBN provides the authorization for the Dean to submit the report. In preparation for this submission, the Dean has been updating the previous report prepared for the original site visit that was rescheduled.

Franklin Roberts: STEM

Anuja Parikh, full time Physics faculty presented at an Organization for Physics at Two-Year Colleges (OPTYC's) conference on work she's done in the classroom around improving student success in physics classes. Anuja implemented reflective journaling across several of her classes and tracked how well the students did as a result. Her key takeaways, reflective writing appears promising as a homework strategy & more research is required.

Marianna Doolittle, full time math faculty in STEM has accepted the Interim Dean of Arts and Sciences position. We wish her well.

Colin Doolittle, full time engineer faculty in STEM has accepted the position of Dean of Industrial Technologies. We wish him well.

Franklin, along with Lana, Todd and Jim had the opportunity to tour Bowling Green's Engineering and Innovation Center and discussed transfer and collaboration opportunities.

Connie Klinsghirn & Registrar Office

- The Registrar Office and Financial Aid offices have been working on Financial Value Transparency/Gainful Employment (FVT/GE) reporting and are on track to meet the reporting deadline of October 1, 2026.
- We have been updating the Transfer Evaluation System (TES) by notating TAG courses.
- We are participating in Achieving the Dream Shortened Academic term sub-committees.
- We are reaching out to potential graduates for 2026-2027 and asking them to complete the graduation petition, which can be done online.
- The team is updating our in-state residency procedure to include a flow chart, along with implementing a google sheet to track the application status, what documents were received, what documents are needed, which includes immigration status.
- Veterans Educational Benefits Chapter 35 Survivors and Dependents has increased from 7 in fall 2024 to 17 in fall 2025, and 16 in fall 2026 (and counting). Many of the chapter 35 are children of veterans, so we are encouraging them to apply for the Ohio War Orphan & Severely Disabled Veterans' Children Scholarship program. Military Spouse Career Advancement Account (myCAA) Scholarship is a workforce development program that provides up to \$4,000 of tuition assistance to eligible military spouse. myCAA has changed its name to SpouseWorks Scholarship.

Registrar's Office Project Updates:

SEVIS (Student Exchange Visitor Information System) Recertification

- As of July 27, 2026, the application is pending.

ORC 3345.601 Student records preservation plans (HB 96)

- We partnered with Rhodes State College.
- Signed Custodian Designation Agreement forms and plans are slated to be submitted by August 1.
- The Buckeye School of Nursing (1972-1989) was not an of Northwest State Community College (then Northwest Technical College). We created subject code "BUC" and course numbers for the 15-16 courses. We have begun to migrate these academic records into the student information system to stream line record-keeping. This means we will manually enter 15-16 courses, credit hours, and letter grade for 476 learners.

SB1 Syllabi Compliance

- We are on track to be LIVE by August 19.
- Location on the website is under Academic Info.
- Here is an example of the syllabi for BIO 131:

Current Version: 6/14/2024 7:27:2024 - 8:00 PM

Course Description
Required/Recommended Materials
Course Schedule
Degree, Accreditation

[Quick Search](#)
Transfer Library
Logout

Northwest State
Community College

Fall 2026
BIO 131 Nutrition

Course Description

A study of nutrition and its role in promoting good health throughout the life span includes the study of proper nutrients and the various functions of the nutrients in the body's metabolism. Transfer Assurance Guide (TAG) approved effective summer 2007 (ONLY 2016: Basic Nutrition)
(3-0)
Pre-requisites: EN0095 and MTH080 or Course Placement Test Score
Credit Hours: 3.000

Required/Recommended Materials for the Course

• Title: (Required) Modified Mastering Nutrition with Pearson exte-Acces Card
ISBN: 9780137652846

Course Schedule

Week	Topic
1	Chapter 1: What is Nutrition?
2	Chapter 2: Tools for Healthy Eating
3	Chapter 3: The Basics of Digestion
4	Chapter 4: Carbohydrates: Sugars, Starches, and Fiber
5	Chapter 5: Fats, Oils, Other Lipids
6	Chapter 6: The Proteins and Amino Acids
7	Chapter 7: Vitamins
8	Chapter 8: Minerals and Water
9	Chapter 9: Alcohol
10	Chapter 10: Weight & Energy
11	Chapter 11: Nutrition and Fitness
12	Chapter 12: Consumption and Sustainability
13	Chapter 13: Food Safety, Technology
14	Chapter 14: Life Cycle Nutrition Chapter 15: Life Cycle Nutrition
15	Chapter 16: Hunger at Home and Abroad
16	Final Exam

Academic Info

[Academic Calendar](#)

[Academic Catalog](#)

[Advising Center](#)

[College Transfer](#)

[Commencement](#)

[Course Schedules](#)

[Course Syllabi](#)

We did find some time to have some fun and played basketball on the NSCC court:



Dr. Jason Lafferty: Associate Vice President for Academics

Our office supported college-wide projects throughout the summer. The summer Learning Management System (LMS) team, comprised of NSCC faculty and staff from Learner Services and Information Technology continued to work with potential LMS providers Design to Learn (D2L) and Canvas by Instructure. This included a second presentation, on-campus, by D2L, and a session for learner services. These platforms continued to provide a “sandbox” system for faculty and staff throughout the summer. We anticipate feedback from the committee once faculty has returned for the fall.

The college submitted its Action Plan and goals for the Scaling Shortened Academic Terms (SSAT) in June and participated in the first OACC SSAT cohort meeting in July. We expect feedback on our progress, soon and look forward to working through the remaining goals and action plan for 2026.

Finally, a subset of the Center for Teaching & Learning (CTL) and academic leadership met for a one-day workshop in July to recommend and develop CTL programming for fall orientation, create a fall calendar of events, and develop communities of practice, led by faculty, staff and academic leadership as champions. The first CTL newsletter will be available in early August, which will provide stakeholders with awareness and information regarding the fall programming via the CTL.

Kristi Rotroff: Library Director

On June 11, the library successfully switched from using OhioLINK's proxy server to our own proxy (through OhioNET). We expect to see no issues when enrollment increases in the fall. This summer we added to our video tutorial suite "Literary Analysis Research" at the request of an ENG instructor. It is a great sense of accomplishment to have completed several projects that will allow our campus community to more smoothly access our resources! Library Assistant Dustin Harris is planning to attend the Ohio Library Employees Institute in Columbus on August 11 and 12. Year-end inventory lists were submitted to the Business Office in a timely manner.

Christina Schwiebert: Instructional Design and Distance Learning Coordinator

The summer 8-week course evaluations are completed with an approximately 35% completion rate. The 12-week summer course evaluations will be closing on August 8. Meetings have taken place with several new instructors to help them get ready for their fall classes. Finally, the Introduction to AI and Responsible Use micro-course got a small update to the content and activities to simplify some confusing concepts. The content modules also got a significant improvement with the addition of (non-AI voiced) narration to improve accessibility

Heidi Keller: Coordinator of Accreditation, Compliance & Curriculum

My primary focus has been preparing for the implementation of our new curriculum platform, which will officially launch at the September Academic Affairs meeting. To support a successful rollout, I provided training presentations for staff during the Staff Council meeting on July 16

and the Administrative Council meeting on July 27. I will also introduce the platform to faculty during Faculty Orientation on August 17.

In addition, I completed and submitted the State Institutions Annual Report on July 30, ahead of the August 1 deadline. The report included the Accreditation Status Report, the HLC Institutional Status Report (ISR), and the Student Records Preservation Plan as appendices.

A key priority for the 2026–2027 academic year is increasing our Assurance Guide compliance rate. As of Spring 2026, our compliance rates are as follows:

- **OT36:** 69.6% — **3.60% above** the statewide average
- **TAG:** 78.8% — **3.55% above** the statewide average
- **CTAG:** 61.2% — **0.98% below** the statewide average
- **ITAG:** 53.8% — **11.62% above** the statewide average

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

Introduction

After returning from the Alliance for Innovation & Transformation (AFIT) Conference, I feel energized. It centered around Exponential Resilience and preparing organizations for transformational change. It couldn't come at a more opportune time, as we prepare for a year with prioritized initiatives and record change. AFIT taught us how to structure our initiatives strategically, to best position us for success. #UpForTheChallenge.

Enrollment and Access

NSCC has officially opted into the Ohio Direct Admission program, a statewide strategy designed to simplify the college-going process for high school seniors. We have developed our process for automatically accepting new learners and await access to the state's portal. We expect to directly admit high school seniors this academic year. This program will help us share college acceptance information with seniors who may not have otherwise considered college, while also highlighting transfer information for seniors considering a 4-year institution.

Throughout the summer, we have offered a variety of events to help our Archbold and Van Wert applicants complete their next steps and get ready to register for classes in one visit, including a newly launched venture to meet with learners at their local community libraries. Between advertised walk-in events on campus and events in the community, we have served over 125 applicants for the fall semester in this streamlined way.

NSCC was selected as one of six Ohio colleges to participate in the OH-MI Pathways Together project. This grant-funded project will allow us to scale our basic needs services available to learners. We will use data from the Trellis survey, CCSSE survey, and our new student intake form to best understand what challenges our learners face. As we work toward shortened academic terms, we understand that holistic supports will be critical to a student's successful journey.

With the state's approval of our CCP innovative waiver, we are excited to enroll 6 learners into the welding program under the College Credit Plus program (4 Fayette; 2 Paulding). Without this waiver, these learners would not have been eligible for the funding.

On the fraud prevention front, we have withdrawn nearly 300 fraudulent applications in the last year. With enhanced application review, the implementation of our ID verification tool, and increased financial aid controls, we are prioritizing the integrity of the application process and the protection of financial aid funds.

Advising and Student Success

Over the summer, we have had a few moments to catch our breath and refresh several web pages. Check them out below:

Web Page	Update	Links
Transfer Page	Added Newly Created Flipbook (created by Transfer Advisor, Megan Schroeder)	https://northweststate.edu/transfer/ https://northweststate.edu/transfer_guidebook/NSCC_Transfer_Workbook.html
Bring Your Credit to NSCC	Added a new Inquiry Form; Prospective learners can also access it through Slate	https://northweststate.edu/cpl/

That is not the only exciting summer news in Advising. Thanks to the Perkins Grant, learners with audio text accommodations will enjoy newer edition [C Pens](#). These became available for learners in June and will be available as needed throughout future semesters.

Our Fall Kickoff is Wednesday, August 12, from 5 pm – 7 pm, to welcome all new learners (including CCP) to campus, along with their family and friends. All NSCC learner services departments, academics, and student groups will be represented. This is such a great event at NSCC and sets the tone for our fall semester. Hope you were able to make it!

Academic Advisors have accumulated a massive 1600+ interactions with fall semester learners since March – 500 of which were to assist learners with registering for fall semester classes and 600+ to assist learners with various questions. August is typically the busiest time of year in learner services. We are looking forward to the start of a great fall semester!



Success Center

During June and July, the Success Center continued to provide academic support services to learners. Let's look at the numbers. NSCC tutors served 12 learners, student workers proctored 94 exams, and staff addressed 15 Early Warning Alerts. We also welcomed two new student workers to the Success Center. They are learning quickly and have already proven to be valuable additions to our team.

One Million Degrees + Adult Studies

New webpages were designed for both One Million Degrees and Adult Studies. The new pages provide information about each program, available services, eligibility requirements, and ways learners can access support. A new referral system was also incorporated into each webpage, so learners can use the referral system to request services for themselves, and faculty or staff members can submit referrals for learners. Give them a glance when you have a chance.

Recruiting efforts for the second cohort of OMD are in full swing. Lastly, we are launching a new layer to the OMD program – Community Mentorship. We are currently recruiting community mentors for the program. We have secured mentors in Business/Accounting and Education. Recommendations are welcome for mentors in Agriculture, Health Sciences & Nursing, Human Services/Criminal Justice, Computer Science, and Engineering Technology.

Financial Aid

NSCC C-Wing is gearing up for Fall Semester – and the Financial Aid Crew is no exception. For the 2026-2027 Award Year, thus far, we have received applications from 1,433 applicants (unduplicated), of which 945 are Pell-Eligible and 54 were selected for verification (Source: FAFSA Information). Notably, there has been a significant increase in the number of learners selected for Verification – extending processing time.

The Ohio Work Ready Grant is another big topic for 2026-2027 and we are pleased to report that NSCC was awarded a total of \$121,707 through the program for this academic year. Approximately half of the annual allocation was awarded during the fall semester, with the remaining funds reserved to support eligible learners during the spring semester. Check out the below for fall award details:

Another (continuing) big topic this year? Fraud prevention! ODHE has implemented a new fraud verification process for financial aid applicants. When potential fraud is detected, learners are required to complete a live identity verification using a camera, where they must present a valid government-issued photo ID. The system provides immediate feedback to the applicant upon completion of the verification.

Our office has suspended promotion of the Foundation Scholarship application for the time being, as all available scholarship funds have been awarded. At the conclusion of the fall term, we will revisit to determine whether funds remain for re-awarding in spring.

Lastly, we are a resource hub for learners in the FA Office. As such, we are gearing up for our semi-annual Community Resource Fair, set for September 2 at 11:00 a.m. in the Atrium. Speaking of resources, we recently stocked up the Food Pantry to prepare for fall semester. The

Total Awarded:
\$58,500
To: 45 Learners



purchases were funded by donations and proceeds from the spring Pancake Breakfast. We are ready to serve!

Student Activities

Esports | GameCon

Campus was booming with activity on 7/18/2026 for our GameCon event. With CosPlay, Legos, virtual reality stations, vendors, panels, food, and the premier Smash Brothers tournament, there was something for each of the 266 in attendance. Needless to say, a good time was had by all!

Golf Club

Check out the developing fall schedule below. We are welcoming back a solid group of golfers and eager to add some new faces to the roster.

Date / Time / Location	Opponent
Thurs 9/3 @ 5:45 PM Home (Suburban, Bryan)	Intrasquad
Fri 9/11 Hickory Sticks, Van Wert	Van Wert Golf Outing
Tues 9/22 @ 5:30 PM Home (Suburban, Bryan)	Intrasquad
Mon 9/28 @ 12 PM Away	Olivet University (JV)
Mon 10/5 @ 1:30 PM Away	Adrian College (JV)

Title IX and Campus Safety

The 2025-2026 Changing Campus Culture results are in! Great news – we went 5 for 5 on meeting the recommendations! We look to repeat in 26-27. The 26-27 programming is set! Cross-campus training is on the horizon – not just for Title IX, but also for Title VI. In our camp, we have lots of titles to keep track of. It keeps us busy (and sometimes our heads are spinning)!

Marketing and Communications

The “hustle and bustle” is on for Marketing & Communications, as there is always much to keep up with across campus. Oh, and did we mention a new academic year?! One of the ways we prepared for the coming year? We held a half-day marketing retreat with admissions and advising. Among the items discussed were enhanced ways to support NSCC recruitment and retention efforts, reworking the branding and style guide and social media best practices.

The Marketing Campaign for the Year is “Forever NSCC.” Billboards, digital advertisements, and video commercials have all been completed around that theme. Check out these visuals and look for the associated commercials to air on your local channels soon. In other video news, we recently created a short video highlighting the Ohio Direct Admissions Program, which you read about earlier. It provides a quick “Intro to NSCC” for prospects. Another exciting video venture for the fall will be working with one of the Industrial Technology professors – Doug Severt – on quick videos about machinery that learners will use in class and supplements to online materials.



Turning to the radio waves, new commercials have been recorded to promote Spring 2027 Registration, set to debut in October. Furthermore, several slots are filled for the Q96.5FM Education Show, with appearances from Cabinet, Admissions, Advising, Registrar and Academic Deans. The Van Wert Golf Outing is 9/11/2026. Promotion in coordination with the Foundation is in full swing.

TRIO

In TRIO news, the group hosted its annual TRIO Block Party on June 24, welcoming learners and their families to campus for food, games, music, and more. It’s an opportunity to connect with peers and TRIO staff. The Block Party is one of TRIO's most anticipated events each year and provides a fun way for learners to stay engaged with the program during the summer months.

Throughout the academic year, learners earn raffle tickets by participating in TRIO activities. Then, at the Block Party, those tickets are entered into prize drawings, rewarding learners for their engagement with the program. Pictured below are some of this year’s winners.



Lastly, our TRIO Director, Terri Lavin, retired at the end of last month. After nine dedicated years of service to NSCC, we will miss Terri. The search for her replacement is underway.

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

Where has the summer gone? It's hard to believe we're already in the final weeks of the summer semester, with the start of the fall semester just around the corner.

As always, NSCC Proud Day on June 30 was a wonderful celebration of our college community. It is inspiring to see faculty, staff, students, and alumni proudly show their support and school spirit. Thank you to everyone who participated and helped make the day another great reminder of what makes the NSCC community so special.



Business Office

With the month of July in the books, the Business Office has been focused on closing out FY26 while transitioning into FY27. Year-end activities include reconciling accounts, completing financial reports, reviewing outstanding items, and ensuring all activity from the prior fiscal year is accurately recorded. At the same time, the team is implementing the FY27 budget and preparing departments for the new fiscal year. These efforts help provide a strong financial foundation as the College prepares for another academic year.

A significant area of focus continues to be preparation for the annual audit. The Business Office and Grant Accounting teams are reviewing financial records, gathering supporting documentation, completing reconciliations, and finalizing the various year-end and grant reports required as part of the audit process. Grant Accounting is also completing final expense reporting (FER) and other required reports for state and federal agencies. The auditors' first visit is scheduled for the week of September 8, with their final visit planned for the week of September 21. The team will continue working closely with the auditors throughout the process to provide requested information and address any follow-up items.

In addition to fiscal year-end and audit responsibilities, the Business Office is preparing for the start of the fall semester and the increased activity that comes with welcoming students back to campus. This includes processing CCP book reimbursement payouts, supporting departments with FY27 budget needs, and completing other financial and administrative preparations for the semester. Balancing year-end closeout, audit preparation, grant reporting, and the start of a new

academic year makes this an especially busy time for the Business Office, and the team continues to work diligently to keep these important processes moving forward.

Grants

The Grants Department has been actively working to secure funding opportunities, support institutional initiatives, and ensure compliance with reporting requirements. The team recently completed several grant applications, including the Supplemental CDL Grant, Haas Foundation Scholarship Grant, BlackRock Future Builders, and the 22+ Adult High School Diploma Program Grant, which is entering its final year of state funding. The Grants Team also assisted with the preparation of the Title III SIP proposal package and continues to stay informed on evolving grant requirements by participating in nine educational webinars since June 5, 2026, including an informational session regarding proposed changes to the federal Uniform Guidance that would take effect October 1, 2026.

The team also held its annual retreat day to reflect on the previous fiscal year's accomplishments and challenges, identify lessons learned, and develop strategies and goals for the upcoming year. Current priorities include completing annual reporting for the Choose Ohio First (STAT and STEM) grants and RAPIDS grants, as well as final reporting for the One-Time Strategic Community Investments Grant, which concluded on June 30, 2026. The department is also actively pursuing new funding opportunities, including the ODHE Capital Safety Grant, a \$50,000 application currently in progress.

Recent grant successes include awards for the 22+ Adult High School Diploma Program (\$15,190), Supplemental CDL Grant (\$15,708.33), and IMAP Round 7 (\$500,000). While not every proposal is successful, the team continues to pursue opportunities that align with institutional priorities, including the recent Metallica Scholars Initiative Grant proposal. Through their continued dedication, collaboration, and strategic approach, the Grants Department remains focused on bringing valuable resources and opportunities to support Northwest State Community College and its students.

Bookstore

The College Bookstore is undergoing an important transition from a traditional full-service, on-campus bookstore model to an online textbook and course materials solution through eCampus. The summer semester served as an opportunity to introduce the new process, work through procedures, and become familiar with the eCampus platform on a smaller scale. This transition is designed to provide students with a convenient and streamlined way to access the textbooks and course materials they need while allowing the College to move away from maintaining a full-service bookstore operation.

Accessibility is key to our students' success, making this transition an important initiative for the College. Our goal is to provide students with a convenient and reliable way to access the course materials they need, regardless of whether they are on campus or learning from a distance.

With the fall semester quickly approaching, the transition is now in full swing as students place their orders for fall course materials through eCampus. The Business Office and other campus departments continue to work together to support students and faculty as everyone becomes accustomed to the new process, address questions as they arise, and make adjustments where needed. The experience gained during the summer semester has helped prepare us for the significantly higher volume of fall orders, and we will continue to monitor the process and identify opportunities to make the eCampus experience as smooth and efficient as possible for our students.

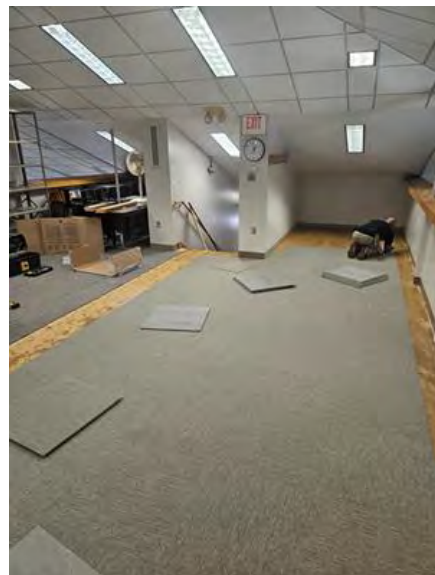
Food Service

The Food Service Department has remained busy throughout the summer, supporting a variety of activities across campus. The team provided food and refreshments for numerous summer catering events while also preparing meals to keep our summer camp attendees fueled and ready for their busy days. In addition to camps and special events, Food Service continued regular campus operations two days each week, providing an important service for employees, students, and visitors on campus. With a full summer of catering, camps, and campus service underway, the team is also preparing for the increased activity that comes with welcoming students back for the fall semester.

The team has also been gathering ideas and conducting research as we explore opening the snack bar in the Student Oasis. As part of that process, we visited Special Grounds in Wauseon to get a feel for their space, menu offerings, and overall approach to service. The visit provided an opportunity to consider products and ideas that could complement what we offer in the Student Oasis, as well as explore the possibility of incorporating some Special Grounds products into our offerings. We are also looking at opportunities to utilize their coffee truck for campus events, providing another option to enhance the food and beverage experience for our students, employees, and guests.

Facilities

The Facilities Department has had a very busy and productive summer, with several projects underway to enhance and maintain our campus spaces. Our student workers have been hard at work refreshing office areas with new paint, helping to improve the look and feel of our workspaces. The team has also completed crack filling and sealant work to the CDL training parking lot to help preserve the surface and extend the life of the pavement. In addition, the Waterline Replacement Project is moving forward, which will provide important infrastructure improvements for campus operations. The department has also been working on carpet replacement in the Childcare Building, creating a cleaner, more welcoming, and updated environment for our students, employees, and families.



Campus Police

The Campus Police Department hosted its first-ever Christmas in July event to support Operation Secret Santa, an initiative dedicated to helping NSCC families in need during the holiday season. By hosting the fundraiser in July, the department hopes to provide an opportunity for greater involvement at a time when individuals may have more flexibility to give, rather than during the busy holiday season when many charitable efforts and family expenses are competing for attention.

The event featured a taco bar, raffle baskets, and several opportunities for attendees to make donations in support of NSCC families during the upcoming holiday season. Overall, the event was a tremendous success, with the department raising nearly \$2,000 to support NSCC families during the upcoming holiday season. The success of this event reflects the Campus Police Department's ongoing commitment to fostering a supportive campus community and serving those in need.



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

Sales Goal – Sales for the past fiscal year were \$4,653,531; 98% of our sales goal. Although we were short of our sales goal, we sold \$346,430 more than the previous year. Our sales goal for this fiscal year is \$4,875,000.

CTS Training – First Solar Perrysburg continues to place training and consulting service orders with CTS. We have Interview training classes at Alabama and South Carolina. Electrical Risk assessment training will be delivered by Cardinal Compliance via CTS.

Summer Camps – NSCC Summer STEM camps are complete. Next year we will plan for additional camp topics with the support of community partners and NSCC employees. The four northwest counties lead enrollment with Van Wert active this year with two camps.

Industrial Technologies – Colin Doolittle serves as Dean of Industrial Technologies at Northwest State Community College starting 8/3/2027. He brings more than 20 years of experience in higher education, engineering technology, and industry. His work focuses on supporting faculty, strengthening industry partnerships, and preparing students for successful careers in technical fields.

Apprentices – CTS is working with Apollo Career Center and Ford Lima to deliver college credit classes for their apprentices. We continue to build customer base in Allen County with Lima IBEW and the Plumbers, Pipefitters Technicians.

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

Recruiting:

We have filled the following roles:

- Director – Development & Alumni Relations
- Dean – Industrial Technologies
- Training Coordinator – Electrical and Automation
- Industrial Technology Faculty (Automation)
- Dean – Arts & Sciences (Interim)

We are recruiting for the following roles:

- Training Coordinator – Mechanical & Fluid Power
- Training Coordinator – Electrical & Automation (Fostoria)
- Campus Police – Van Wert (Part-time)
- Campus Police (Part-time)
- Director of TRIO (SSS)
- Agency Manager
- Equipment Specialist

Part-Time Instructor Stay Interviews:

Human Resources has launched a part-time instructor survey in conjunction with the College's full-time employee stay interview initiative. The survey is designed to gather valuable feedback on the part-time instructor experience and identify opportunities to improve recruitment, onboarding and retention efforts. We will be attending part-time orientation to discuss the survey and answer any questions.

Employee Events:

The Human Resources team is excited to kick off another round of employee engagement opportunities as the new academic year begins. On August 17th, the first Employee Luncheon will be held in partnership with Faculty Orientation. The Hawaiian-themed luncheon will feature Hawaiian shirts, interactive games and prize drawings. The lunch will be provided by Hill's Catering out of Napoleon and will allow employees to reconnect and celebrate the start of a new semester.

Congratulations!

We are pleased to announce the following employee promotions and transfers:

- Colin Doolittle was promoted from Industrial Technologies Faculty to Dean of Industrial Technologies and BSSC.

- Marianna Doolittle was promoted from Mathematics Faculty to Interim Dean of Arts & Sciences.
- Tim Lucas was promoted from Maintenance Technician to Training Coordinator – Electrical & Automation.
- John Mueller has transferred from Industrial Technologies Faculty (Electrical) to Industrial Technologies Faculty (Automation).

Welcome!

We are pleased to welcome the following new employees to NSCC:

Erin McDonough
Director - Development & Alumni Relations



Matthew Kosier
Campus Police (PT)



Jennifer Croft
Biology Faculty



Elisia Rosales
Custodian – 2nd Shift





Budget - Monthly Verifications Report

Fiscal Year: 2026
Fiscal Period: 11 - May
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	\$20,080,940	\$0	-\$138,604
5102	General Fees	\$625,000	-\$25,744	\$599,256	\$701,202	\$0	-\$101,946
5103	Lab Fees	\$493,000	\$0	\$493,000	\$412,447	\$0	\$80,553
5105	Out of State Fees	\$500,000	\$81,010	\$581,010	\$729,473	\$0	-\$148,463
5107	Proficiency Fees	\$4,000	-\$2,180	\$1,820	\$1,325	\$0	\$495
5109	Other Fees	\$7,380	\$0	\$7,380	\$11,333	\$0	-\$3,953
5110	Late Fees	\$7,620	\$0	\$7,620	\$8,550	\$0	-\$930
5115	Student Fees	\$95,400	\$0	\$95,400	\$94,157	\$0	\$1,244
5116	Deferred Payment Service Fee	\$3,680	\$0	\$3,680	\$3,340	\$0	\$340
5118	Bus & Ind. Traing Fee	\$4,550,000	\$0	\$4,550,000	\$3,897,549	\$0	\$652,451
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	\$975	\$0	\$2,525
5133	Tuition and Fees Schlop Allow	-\$2,499,689	\$0	-\$2,499,689	-\$1,767,841	\$0	-\$731,848
5135	IBEW Tuition Offset	\$0	\$0	\$0	\$0	\$0	\$0
5155	Fiscal Agent Fee	\$79,166	-\$50,000	\$29,166	\$16,231	\$0	\$12,935
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$26,573	\$0	\$3,428
5159	Career Advantage Fee	\$48,000	\$0	\$48,000	\$49,163	\$0	-\$1,163
5160	Simulation Fee	\$35,900	\$0	\$35,900	\$29,838	\$0	\$6,062
5161	Career Service Fee	\$830,900	\$0	\$830,900	\$852,540	\$0	-\$21,640
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	\$3,758	\$0	\$96,242
5610	Photo ID	\$670	\$0	\$670	\$770	\$0	-\$100
5611	Over / Short	\$0	\$0	\$0	\$0	\$0	\$0
5614	Miscellaneous Income	\$621,900	\$0	\$621,900	\$133,408	\$0	\$488,492
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$27,631	\$0	\$7,369

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$3,195	\$0	\$805
5642	E Sports Revenue	\$700	\$0	\$700	\$0	\$0	\$700
5801	OBR - Subsidy	\$17,509,002	\$521,501	\$18,030,503	\$16,473,893	\$0	\$1,556,610
5803	OBR - Capital Component	\$55,959	\$0	\$55,959	\$55,959	\$0	\$0
5901	Investment Income	\$50,000	\$0	\$50,000	\$22,177	\$0	\$27,823
Revenue	Sub-Total:	\$47,291,178	\$553,698	\$47,844,876	\$41,868,584	\$0	\$5,976,292
6101	Administrative Salaries	\$4,678,399	\$58,750	\$4,737,149	\$3,982,827	\$1,061,926	-\$307,604
6102	Non Instructional Salaries	\$3,694,875	\$42,200	\$3,737,075	\$3,472,469	\$945,896	-\$681,290
6103	Part Time Non Instructional	\$211,669	\$21,800	\$233,469	\$118,776	\$16,906	\$97,787
6104	Salary Savings	-\$250,000	\$0	-\$250,000	\$0	\$0	-\$250,000
6121	Academic Salaries	\$3,923,122	\$0	\$3,923,122	\$3,414,564	\$897,546	-\$388,988
6122	Academic Overload	\$613,977	\$3,900	\$617,877	\$683,594	\$154,394	-\$220,111
6123	Part Time Academic	\$1,483,896	\$0	\$1,483,896	\$1,357,674	\$240,705	-\$114,484
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	\$40,463	\$2,692	\$49,607
6142	Work Study Student	\$15,000	\$0	\$15,000	\$0	\$2,252	\$12,748
6143	Student Tutoring	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
6144	Faculty Tutoring	\$41,000	\$0	\$41,000	\$34,348	\$3,366	\$3,286
6145	Honorarium	\$2,400	\$0	\$2,400	\$671	\$460	\$1,268
6200	Fringe Expense	\$4,869,640	\$37,500	\$4,907,140	\$3,891,450	\$1,135,467	-\$119,776
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	\$33,346	\$0	-\$33,346
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	\$714,649	\$0	-\$714,649
6211	Medical	\$0	\$0	\$0	-\$208,034	\$0	\$208,034
6212	Dental	\$0	\$0	\$0	\$11,029	\$0	-\$11,029
6213	Vision	\$0	\$0	\$0	\$2,209	\$0	-\$2,209

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6214	Life	\$0	\$0	\$0	\$1,019	\$0	-\$1,019
6216	Misc Insurances	\$0	\$0	\$0	\$0	\$0	\$0
6218	HRA	\$15,000	\$0	\$15,000	\$8,239	\$0	\$6,761
6301	Workers Compensation	\$20,000	\$0	\$20,000	\$18,006	\$0	\$1,994
6302	Unemployment Compensation	\$20,000	\$0	\$20,000	\$19,692	\$0	\$308
6303	Employee Fee Waiver	\$80,000	\$0	\$80,000	\$82,177	\$0	-\$2,177
6304	Bookstore Employee Discount	\$4,000	\$0	\$4,000	\$1,869	\$0	\$2,131
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$1,600	\$0	\$1,400
6306	Employee Appreciation	\$27,500	\$0	\$27,500	\$16,931	\$95	\$10,474
6307	Faculty / Staff Development	\$106,000	\$0	\$106,000	\$78,184	\$4,868	\$22,948
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
6310	IBEW Instructor Fee Waiver	\$10,000	\$0	\$10,000	\$3,848	\$0	\$6,152
7101	Office Supplies	\$58,802	-\$8,608	\$50,194	\$35,730	\$363	\$14,100
7102	Copier Supplies	\$22,020	\$4,000	\$26,020	\$25,022	\$0	\$998
7103	Recruiting Supplies	\$27,600	-\$4,057	\$23,543	\$10,206	\$0	\$13,337
7104	Orientation	\$1,200	\$0	\$1,200	\$0	\$0	\$1,200
7121	Computer Supplies	\$51,210	\$0	\$51,210	\$38,339	\$7,820	\$5,051
7131	Instructional Supplies	\$449,600	-\$13,709	\$435,891	\$176,125	\$13,377	\$246,390
7132	Lab Supplies	\$69,500	-\$8,000	\$61,500	\$25,048	\$0	\$36,452
7134	ADA Hearing Impaired Books	\$3,000	\$0	\$3,000	\$190	\$0	\$2,810
7135	Instructional Food/Snacks	\$28,600	\$14,850	\$43,450	\$16,409	\$1,207	\$25,834
7136	Linen and Laundry	\$360	\$0	\$360	\$180	\$0	\$180
7138	Graduation Supplies	\$26,250	\$0	\$26,250	\$8,381	\$4,780	\$13,089
7151	College Car Supplies	\$990	\$0	\$990	\$147	\$0	\$843
7156	Miscellaneous Supplies	\$14,000	-\$7,500	\$6,500	\$2,208	\$0	\$4,292
7157	Employee Awards	\$7,000	\$0	\$7,000	\$4,456	\$0	\$2,544
7161	Library Supplies	\$1,500	\$0	\$1,500	\$1,846	\$0	-\$346
7162	Library Books Lost / Replaced	-\$3,953	\$0	-\$3,953	-\$45	\$0	-\$3,908
7171	Audio Visual Supplies	\$46,215	\$0	\$46,215	\$30,009	\$0	\$16,206
7181	Uniforms	\$7,300	\$1,900	\$9,200	\$4,896	\$1,173	\$3,131
7182	Janitorial Supplies	\$25,000	\$0	\$25,000	\$28,219	\$1,118	-\$4,336
7201	Conferences and Seminars	\$224,627	\$750	\$225,377	\$98,051	\$14,995	\$112,331

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7202	Travel	\$190,648	-\$4,102	\$186,546	\$95,230	\$0	\$91,316
7203	Development	\$82,900	-\$27,400	\$55,500	\$21,229	\$0	\$34,271
7204	Instructional Travel	\$32,100	\$14,500	\$46,600	\$54,057	\$0	-\$7,457
7207	Committee Meetings	\$41,650	-\$5,500	\$36,150	\$14,820	\$206	\$21,124
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	-\$1,092	\$19,791	\$11,334	\$0	\$8,457
7311	Dues	\$187,318	\$11,076	\$198,394	\$181,097	\$17,902	-\$605
7321	Classified Advertising	\$17,500	\$0	\$17,500	\$4,978	\$0	\$12,523
7322	Radio Advertising	\$70,000	\$0	\$70,000	\$52,345	\$14,532	\$3,123
7323	Brochures	\$25,000	-\$126	\$24,874	\$17,268	\$2,713	\$4,893
7324	Advertising - Papers	\$20,000	\$0	\$20,000	\$16,841	\$6,600	-\$3,441
7325	Advertising - Billboards	\$102,000	\$0	\$102,000	\$78,786	\$10,798	\$12,416
7326	Advertising - Miscellaneous	\$85,750	-\$4,292	\$81,458	\$50,060	\$1,220	\$30,178
7328	Advertising - Digital	\$75,000	\$0	\$75,000	\$61,067	\$10,825	\$3,109
7329	Advertise-Wkfrc Devel	\$41,500	\$0	\$41,500	\$13,390	\$0	\$28,110
7330	Regional Campus Marketing	\$27,000	-\$1,874	\$25,126	\$12,402	\$1,065	\$11,660
7331	Community Relations Donations	\$2,800	\$0	\$2,800	\$1,479	\$0	\$1,321
7332	Advertising - Direct Mail	\$0	\$0	\$0	\$0	\$0	\$0
7351	Printing and Binding	\$400	\$0	\$400	\$0	\$0	\$400
7352	Printing	\$49,200	\$0	\$49,200	\$47,091	\$3,772	-\$1,663
7361	Postage	\$27,100	\$0	\$27,100	\$8,527	\$7,961	\$10,612
7401	Equipment M & R	\$344,997	\$28,759	\$373,756	\$330,501	\$31,087	\$12,169
7402	Buildings M & R	\$570,000	-\$285,272	\$284,728	\$291,733	\$19,851	-\$26,856
7403	Grounds M & R	\$30,000	\$0	\$30,000	\$26,274	\$2,577	\$1,148
7404	Parking Lot M & R	\$58,642	-\$16,500	\$42,142	\$27,916	\$0	\$14,226
7405	Water Tower M & R	\$602,000	-\$500,000	\$102,000	\$39,268	\$3,818	\$58,914
7406	Vehicles M & R	\$30,000	\$2,801	\$32,801	\$20,849	\$4,537	\$7,415
7407	Equipment Replacement	\$10,000	\$0	\$10,000	\$5,604	\$0	\$4,396
7408	Equipment Rental	\$37,900	\$0	\$37,900	\$17,720	\$12,970	\$7,210
7409	Facilities Rental	\$7,149,105	\$28,000	\$7,177,105	\$4,495,792	\$41,500	\$2,639,813
7501	Professional Fees	\$142,250	\$183,000	\$325,250	\$134,561	\$32,965	\$157,725

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7502	Legal Fees	\$59,000	\$0	\$59,000	\$0	\$0	\$59,000
7503	Audit Fees	\$40,000	\$0	\$40,000	\$31,778	\$0	\$8,222
7504	Accreditation	\$12,897	\$0	\$12,897	\$5,885	\$0	\$7,012
7505	Consultant	\$16,000	\$0	\$16,000	\$8,000	\$0	\$8,000
7521	Training	\$274,600	\$1,400	\$276,000	\$440,994	\$30,000	-\$194,994
7522	Testing / Assessment	\$163,450	-\$13,000	\$150,450	\$98,943	\$860	\$50,647
7523	Outside Services	\$8,674,659	\$115,800	\$8,790,459	\$7,691,467	\$310,097	\$788,894
7525	Purchased Services	\$74,439	\$140	\$74,579	\$71,754	\$19,929	-\$17,104
7527	Collection Fees	-\$20,000	\$0	-\$20,000	-\$15,488	\$3,852	-\$8,364
7528	Policy Compliance	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$8,695	\$0	\$1,805
7530	Fiscal Agent Fee	\$0	\$0	\$0	\$291	\$0	-\$291
7531	Finger Printing Expense	\$29,720	\$0	\$29,720	\$18,212	\$25,988	-\$14,480
7533	Title IX Expenses	\$39,000	\$0	\$39,000	\$37,970	\$0	\$1,030
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	\$3,291	\$0	\$8,709
7605	Presidential Scholarship	\$1,200,000	\$0	\$1,200,000	\$919,174	\$0	\$280,826
7606	Scholarship Allowance	-\$2,499,689	\$0	-\$2,499,689	-\$1,767,841	\$0	-\$731,848
7607	Agency Graduate Studnt Schl	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7608	Fee Waiver - Senior Citizens	\$8,000	\$0	\$8,000	\$4,992	\$0	\$3,008
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	\$194,397	\$0	\$605,703
7631	Bad Debt Expense	\$105,000	\$0	\$105,000	\$150	\$0	\$104,850
7632	Capital Lease Interest	\$57,000	\$0	\$57,000	\$56,422	\$0	\$578
7633	Contingency Fund	\$111,962	-\$32,149	\$79,813	\$38,385	\$0	\$41,428

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7634	Instructional Media	\$13,000	-\$11,900	\$1,100	\$0	\$0	\$1,100
7635	Database Subscriptions	\$36,000	\$7,000	\$43,000	\$41,857	\$0	\$1,143
7636	Student Activities	\$30,000	-\$12,775	\$17,225	\$25,444	\$0	-\$8,219
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$19,040	\$7,497	-\$26,537
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$58,017	\$0	-\$51,983
7642	Alumni Fund Expense	\$12,000	\$0	\$12,000	\$11,032	\$0	\$968
7644	Miscellaneous	\$66,300	\$0	\$66,300	\$16,177	\$0	\$50,123
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	\$1,483	\$0	\$3,517
7677	Tuition Reduction - Cares	\$104,000	\$0	\$104,000	\$480,205	\$0	-\$376,205
7681	Fee Waiver - CTS	\$0	\$0	\$0	\$0	\$0	\$0
7701	Gas	\$60,000	\$14,000	\$74,000	\$74,069	\$8,227	-\$8,297
7702	Electricity	\$100,000	\$120,000	\$220,000	\$120,793	\$150,426	-\$51,218
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$3,133	\$1,482	-\$1,916
7704	Water	\$13,000	\$6,000	\$19,000	\$12,588	\$6,350	\$63
7705	Sewer	\$51,000	\$0	\$51,000	\$45,964	\$9,215	-\$4,179
7706	Waste Collection	\$10,600	\$0	\$10,600	\$6,865	\$1,795	\$1,940
7707	Telephone	\$87,437	\$0	\$87,437	\$42,813	\$20,986	\$23,638
7722	Employee Liability Insurance	\$14,400	\$0	\$14,400	\$35,113	\$0	-\$20,713
7724	Motor Vehicle Insurance	\$30,449	\$9,500	\$39,949	\$41,632	\$0	-\$1,683
7725	Property Insurance	\$122,162	\$0	\$122,162	\$137,152	\$0	-\$14,989
7727	Prof Liab Students	\$15,920	\$1,000	\$16,920	\$17,025	\$0	-\$105
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	\$9,225	\$0	\$775

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7902	Fixtures and Furnishings	\$382,861	\$84,928	\$467,789	\$709,915	\$37,900	-\$280,026
7903	Software and Licensing	\$1,173,474	\$19,000	\$1,192,474	\$1,016,130	\$67,650	\$108,694
7904	Building Projects	\$4,200,000	\$650,000	\$4,850,000	\$1,451,423	\$0	\$3,398,577
7911	Equipment	\$478,500	\$29,000	\$507,500	\$125,510	\$81,660	\$300,330
7912	Motor Vehicles	\$35,000	-\$2,000	\$33,000	\$20,530	\$0	\$12,470
7913	Grounds - Infrastructure	\$0	\$0	\$0	\$46	\$0	-\$46
Expense	Sub-Total:	\$47,291,179	\$553,698	\$47,844,877	\$36,829,164	\$5,522,216	\$5,493,497