

BOARD OF TRUSTEES
June 25, 2021 – 11:30 a.m.
C200/ZOOM

ORDER OF BUSINESS

A. CALL TO ORDER (Joel M)

B. ROLL CALL (Megan B)

Sandra Barber
John Bridenbaugh
Sue Derck
Jeffrey Erb
Ron Ernsberger
Laura Howell
Lisa McClure (Vice Chair)
Joel Miller (Chair)
Scott Mull (Second Vice Chair)

C. PLEDGE OF ALLEGIANCE

D. MISSION, VISION & VALUES (Volunteer)

E. EXECUTIVE SESSION

F. PRESENTATION – College Goals (Todd H)

G. AUDIENCE PARTICIPATION

H. CHIEF EXECUTIVE OFFICER REPORT (Todd H)

- Vice President – Enrollment Management & Student Affairs (Lana S)
- Vice President – Academics (Dan B)
- Vice President – Chief Fiscal & Administrative Officer (Jenny T)
- Vice President – Workforce (Jim D)
- Vice President – Human Resources & Leadership Development (Katy M)
- President (Todd H)

I. BOARD DISCUSSION ITEMS (Joel M & Todd H)

- Board Budget Committee (Michael T / Jenny T / Todd H)
- State Biennium Budget (Todd H)
- Diversity, Equity & Inclusion Statement (Dan B / Lana 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.

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

Values: People, Integrity and Learning

- Campus Culture Initiative (Lana S)
- Dynamix Contract Update (Jenny T)
- Policy and Procedure Updates
 - SB 40/ FORUM Policy / Procedure (Michael T / Lana S)
 - Vacation Buyback Procedure (Todd H)
 - Trustee Orientation (Michael T / Todd H)

J. CHIEF FISCAL OFFICER REPORT (Jenny T)

- Financial Report as of April 30, 2021 (consent item)

K. CONSENT AGENDA (Megan B)

1. Consent Agenda Items
 - a. Minutes of the April 30, 2021 Meeting
 - b. Minutes of the June 9, 2021 Special Meeting
 - c. Resignations
 - d. Renewal of Probationary & Non-teaching Faculty Contracts
 - e. Employ Full-Time Success Coach
 - f. Employ Executive Vice President
 - g. Miscellaneous Employment Contracts
 - h. Acceptance of Gifts to the College

L. PROPOSED RESOLUTIONS (Megan B)

1. FY 21-22 Budget
2. Diversity, Equity & Inclusion Statement

M. OTHER BUSINESS (Todd H)

1. Upcoming Board Activities
 - a. Ethics Training Due – June 30
 - b. Board Meeting – August 27
 - c. ACCT Congress – October 13 – 16

N. ADJOURNMENT (Joel M)

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

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

Values: People, Integrity and Learning

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, April 30, 2021 at 11:30 a.m. Board members had the option to attend in person or remotely.

Joel Miller, 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

21-27

Members present: Sandy Barber, John Bridenbaugh, Sue Derck, Jeff Erb, Laura Howell, Lisa McClure and Joel Miller. Trustee Scott Mull arrived after roll call at 11:35 a.m.

NSCC MISSION STATEMENT

Chair Miller 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.

EXECUTIVE SESSION

21-28

Ms. Barber moved and Ms. Derck seconded a motion to go into executive session to discuss pending legal matters, to review negotiations with public employees concerning compensation or other terms and conditions of their employment, to consider the employment of a public employee and to consider the purchase of property for public purposes.

ROLL CALL: Aye; Barber, Bridenbaugh, Derck, Erb, Howell, McClure, Miller and Mull. Nay; None. Thereupon the Chair declared the motion approved.

Following executive session, the meeting moved back to regular session and on record. No action was taken.

PRESENTATION

Heather Galbraith, Human Services Faculty, presented on the College’s new Mental Health Initiative. Learners regularly experience anxiety, depression and relationship stress, and these have only been exacerbated by the pandemic. The three goals of the initiative are (1) to reduce the stigma of mental health, (2) develop a campus-wide approach in the form of a task force to examine current policies/procedures and determine why services are underutilized and (3) create a student group to focus on learner’s mental health. A peer to peer approach to mental health is more effective all around.

CHIEF EXECUTIVE OFFICER REPORT

The Vice Presidents reported out on their respective areas as the College started the

spring term. VP Burklo stated that plans for an outdoor in-person Commencement on May 15 are underway and will follow all local and state health orders. VP Snider provided an update on spring enrollment. Numbers are up in CCP and agency, but continue to lag in traditional enrollment. President Hernandez provided a state legislative update on tuition and SSI for 2021-22, board meeting format and student debt collection. NSCC distributed a goals survey to faculty, staff, board and community members asking for feedback on the current strategic plan and where the College should focus its efforts for 2021-22. The results will be reviewed by the Strategic Planning Committee and the Cabinet.

BOARD DISCUSSION ITEMS

Board Budget Committee – Members of the committee met on April 12 to review February financials, the revised FY20-21 budget, big ticket items and CARES funding.

OACC Webinar Series – The Ohio Association of Community Colleges (OACC) is offering a trustee webinar series on the first Wednesday of each month. The next webinar is May 5. The topic is *In-Demand Jobs Week: A Post-COVID Workforce*. The webinars are free and open to all trustees and college employees.

Diversity, Equity & Inclusion Statement – The statement is one sentence and aligns with the College mission. There was some discussion on how the phrase “stands with our community” may be interpreted. The statement will go back to the D, E & I Team for further review.

Accreditation – NSCC reviewed the HLC team’s written report and corrected a few factual errors. The final review process by the HLC board will take until June 2021.

Telecommuting Policy & Procedure – The policy has been through all the councils and will be a consent item for today’s meeting.

Vacation Buyback Procedure – President Hernandez would like to re-implement this procedure to incentivize employees to take vacation time. Many employees do not take enough time off and are at risk of losing time at the end of each year.

CHIEF FISCAL OFFICER REPORT

21-29

Ms. Jennifer Thome, Chief Fiscal & Administrative Officer, presented the cumulative financial report to inform the Board of Trustees of the College’s financial condition as of March 31, 2021. The Board voted to approve the report by affirmation.

CONSENT AGENDA APPROVED

MINUTES OF THE FEBRUARY 26, 2021 MEETING

21-30

RESIGNATIONS

21-31

WHEREAS, Jody Glaser, Cook, has submitted her resignation; and

WHEREAS, Annette Oberhaus, Coordinator – Nursing Lab, has submitted her resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Jody Glaser, effective January 18, 2021; and Annette Oberhaus, effective March 23, 2021 be accepted.

**FULL-TIME EXECUTIVE ADMINISTRATIVE ASSISTANT – VICE PRESIDENT
FOR ACADEMICS EMPLOYED**

21-32

WHEREAS, the position of full-time Executive Administrative Assistant was left vacant due to the resignation of Carrie Baynes; 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. Heidi Keller be employed as full-time Executive Administrative Assistant – Vice President for Academics effective February 25, 2021 at an annual salary of \$40,000. This is grade level V position.

FULL-TIME FACULTY – INDUSTRIAL TECHNOLOGIES (WELDING) EMPLOYED

21-33

WHEREAS, the College renovated the Welding lab in 2017-2018 as part of its efforts to train skilled workers in different areas of advanced manufacturing; and

WHEREAS, the position of full-time Faculty – Industrial Technology (Welding) was created as part of the College’s strategic initiative to increase enrollment in skilled trades including welding; 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 Mr. Gregory Nartker be employed as full time Faculty – Industrial Technologies (Welding) effective March 9, 2021 at an annual salary of \$57,447.22. This is in accordance with the Professional Staff Bargaining Agreement.

FULL-TIME DIRECTOR – ADMISSIONS EMPLOYED

21-34

WHEREAS, the position of full-time Director - Admissions was left vacant due to the transfer of Terri Lavin to the position of Director – TRIO SSS; 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 Austin Flores be employed as full-time Director - Admissions effective April 5, 2021 at an annual salary of \$63,000. This is a grade level III position.

FULL-TIME ADVISOR – ACADEMIC EMPLOYED

21-35

WHEREAS, the position of full-time Advisor - Academic was left vacant due to the promotion of Shannon Floyd to the position of Director – Advising; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Sarah Casserino be employed as full-time Advisor - Academic effective March 29, 2021 at an annual salary of \$42,041.33 This is in accordance with the Professional Staff Bargaining Agreement.

FULL-TIME SUCCESS COACH EMPLOYED

21-36

WHEREAS, Northwest State Community College (NSCC) was awarded the TRIO-SSS federal grant to fund student support services; and

WHEREAS, NSCC has created several positions to carry out the initiatives of the program; and

WHEREAS, the position of full-time Success coach was created to support the TRIO-SSS initiative; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Aleksandra Yantis be employed as full-time Success Coach effective April 5, 2021 at an annual salary of \$42,662.63 This is in accordance with the Professional Staff Bargaining Agreement and funded by the TRIO-SSS federal grant.

FULL-TIME COOK EMPLOYED

21-37

WHEREAS, the position of full-time Cook was left vacant due to the resignation of Ms. Jody Glaser; and

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

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

and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Julie Thome be promoted to the position of Cook effective March 22, 2021 at an annual salary of \$28,558.40. This is in accordance with the Support Staff Bargaining Agreement.

PROMOTION TO DIRECTOR – ADVISING

21-38

WHEREAS, the position of Director – Advising was left vacant due to the promotion of Ms. Cassie Rickenberg to Dean – Learner Services; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Shannon Floyd be promoted to the position of Director – Advising effective March 1, 2021 at an annual salary of \$65,000. This is a grade level III position.

MISCELLANEOUS EMPLOYMENT CONTRACTS

21-39

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

WHEREAS, the Vice President for Academics and the President recommends

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

Part-time Adjuncts:

Cole	Dennis
Miller	Staci
Summers	Robert
Villarreal	Michaelangelo

REMOTE WORK POLICY APPROVED

21-40

WHEREAS, the pandemic created an environment where employees had to work from home due to public safety orders; and

WHEREAS, as a result, it was evident that certain employees could efficiently perform their job duties in a remote environment; and

WHEREAS, the current telecommuting policy creates barriers and does not promote remote work; and

WHEREAS, the policy has been revised to align with current procedures already in place due to the COVID 19 pandemic; and

WHEREAS, the Vice President – Human Resources and Leadership Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the Remote Work Policy be updated as follows:

3358: 14-3-36 Remote work

(Effective date: 7/1/2011, Revised 1/5/2021)

(A) Northwest State community college considers remote work to be a viable alternative work arrangement and supports the use of a remote work in positions whose job duties can be performed away from campus. Remote work allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek.

(B) Remote work may be considered as one of several types of off-campus work but is primarily defined as working in an employee’s residence. Remote work is not appropriate for all employees or all positions. Remote work arrangements are mutually agreed by the employee, supervisor(s), and member of the president’s cabinet.

(C) Human resources, in collaboration with the president, will be responsible for the development of a procedure for remote work.

APPROVAL TO LOCALLY ADMINISTER CAPITAL PROJECTS GRANTED

21-41

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 the building B renovations (\$2,376,366) and for a cyber disaster recovery site (\$100,000); 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.

2020-2021 REVISED BUDGET APPROVED

21-42

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

WHEREAS, a revised 2020-2021 budget has been completed to make the monetary adjustments based on revised enrollment and the realignment of expense projections including strategic initiatives and COVID expenditures; and

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

NOW, THEREFORE BE IT RESOLVED, that the 2020-2021 revised budget be approved.

ROLL CALL: Aye; Barber, Bridenbaugh, Derck, Erb, Howell, McClure, Miller and Mull. Nay; None. Thereupon the Chair declared the motion approved.

BANK SIGNING AUTHORITY APPROVED

21-43

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

WHEREAS, the appointment of a new President has resulted in the need for change in signing authority for business office transactions; and

WHEREAS, the College desires the President, Chief Fiscal & Administrative Officer and the Director of Finance and Accounting to preserve signing authority; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the President, Chief Fiscal & Administrative Officer and the Director of Finance and Accounting preserve signing authority for business office transactions.

ROLL CALL: Aye; Barber, Bridenbaugh, Derck, Erb, Howell, McClure, Miller and Mull. Nay; None. Thereupon the Chair declared the motion approved.

ADJOURNMENT

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

The Board of Trustees of Northwest State Community College (NSCC) held a special meeting on Wednesday, June 9, 2021 at 12:00 p.m. Board members had the option to attend in person or remotely.

Joel Miller, 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

21-44

Members present: Sandy Barber, John Bridenbaugh, Sue Derck, Jeff Erb, Ron Ernsberger, Laura Howell, Lisa McClure, Joel Miller and Scott Mull.

EXECUTIVE SESSION

21-45

Mr. Bridenbaugh moved and Ms. Derck seconded a motion to go into executive session to discuss pending legal matters and to review negotiations with public employees concerning compensation or other terms and conditions of their employment.

ROLL CALL: Aye; Barber, Bridenbaugh, Derck, Erb, Ernsberger, Howell, McClure, Miller and Mull. Nay; None. Thereupon the Chair declared the motion approved.

Following executive session, the meeting moved back to regular session and on record. No action was taken.

SUPPORT STAFF BARGAINING AGREEMENT APPROVED

21-46

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

WHEREAS, the respective negotiating teams for the Administration and the Support Staff Bargaining Unit of the Northwest State Community College Education Association entered into negotiations in April, 2021 for a successor agreement to the agreement which expires on June 30, 2021; and

WHEREAS, those negotiations have resulted in a complete tentative agreement for the three-year period from July 1, 2021 through June 30, 2024; and

WHEREAS, the tentative agreement includes:

- Wage increases:
 - 10.03% over 3 (three) years
 - Employees currently paid at a higher rate remain at their current rate and receive a \$750 (full-time) or \$375 (part-time) lump sum at the beginning of the contract. Lump sum payments are not added to base pay.
- Medical benefits: Mirrors graded and faculty medical plan. We are incentivizing team members towards the higher deductible plan.

- HDHP – employees pay 10% of the total cost of the premium
 - The College funds 70% of the deductible into the HSA
- Access+ Plan – employees pay 20% of the total cost of the premium
- Other changes:
 - Change minimum number of hours a part-time employee must work to be eligible for benefits from 20 (twenty) to 25 (twenty-five).
 - Change trial period from 30 days to 10 working days in the event of promotion or transfer from one job to another.

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

BE IT FURTHER RESOLVED, that signing authorization be granted to President Todd Hernandez.

ROLL CALL: Aye; Barber, Bridenbaugh, Derck, Erb, Ernsberger, Howell, McClure, Miller and Mull. Nay; None. Thereupon the Chair declared the motion approved.

ADJOURNMENT

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

1. APPROVAL OF CONSENT AGENDA.

1a. Minutes of the April 30, 2021 Board Meeting

1b. Minutes of the June 9, 2021 Special Meeting

1c. Resignations

WHEREAS, Makayla Windau, Admissions Recruiter, has submitted her resignation; and

WHEREAS, James Lugbill, Facilities Technician, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Makayla Windau, effective May 21, 2021, and James Lugbill, effective August 1, 2021 be accepted.

1d. Renewal of Probationary Faculty & Non-teaching Faculty Contracts

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 2020-2021 academic year:

- a. Erin Jacob (clinical – teaching assistant), continuing, Masters, total salary \$51,885.46
- b. Amy Thomas (faculty – education), continuing, Masters, total salary \$54,650.08.
- c. Heather Galbraith (faculty – human services), third, Masters, total salary \$54,461.56
- d. Julie Kemarly-Dowland (faculty & lab coordinator – biology), third, Masters, total salary \$68,312.60
- e. Anuja Parikh (faculty – physics), third, Masters, total salary \$52,525.94
- f. Steven Raymond (faculty – industrial technology), third, Associates, total salary \$58,143.85
- g. Cayla Swisher (recruiter – admissions), third, Bachelors, total salary \$42,662.63
- h. Aleksandra Yantis (success coach), third, Bachelors, total salary \$42,662.63
- i. Amy Leitch (assistant – clinical teaching), second, Masters, total salary \$46,999.48
- j. Emily Riegsecker (faculty – nursing), second, Masters, total salary \$68,076.95

1e. Employee Full-Time Success Coach

WHEREAS, Northwest State Community College (NSCC) was awarded the TRIO-SSS federal grant to fund student support services; and

WHEREAS, NSCC has created several positions to carry out the initiatives of the program; and

WHEREAS, the position of full-time Success coach was created to support the TRIO-SSS initiative; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Brenda Housh be employed as full-time Success Coach effective May 3, 2021 at an annual salary of \$42,041.33. This is in accordance with the Professional Staff Bargaining Agreement and funded by the TRIO-SSS federal grant.

1f. Employ Executive Vice President

WHEREAS, the position of Executive Vice President was left vacant due to the promotion of Todd Hernandez to President; and

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

WHEREAS, several candidates for the position gave presentations to the campus community and feedback was gathered on each candidate; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. Albert Lewis Jr. be employed as Executive Vice President effective July 1, 2021 at an annual salary of \$150,000. This is a grade level I position.

1g. Miscellaneous Employment Contracts

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

WHEREAS, the Vice President for Academics and the President recommends

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

Part-time Adjuncts:

Storrer Josh
Vocke Justen

1h. Acceptance of Gifts to the College

WHEREAS, the College is appreciative of gifts and donations received by the community; and

WHEREAS, Northwest Custom Mechanical has made a generous donation of Merv 8 air handler filters with an approximate value of \$500.00; and

WHEREAS, Memorial Home of Mercy Filling Home in Napoleon has made a generous donation of two used Karcher Cricket Auto Mop – Compact Scrubbers with an approximate value of \$750.00 (total) and a used Advance Carpetriever 28 – Commercial Carpet Vacuum with an approximate value of \$800; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that these gifts be accepted to the College.

PROPOSED RESOLUTIONS

1. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2021-2022 BUDGET

Moved by _____, seconded by _____.

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 College is facing the aftermath of a historic pandemic and fiscal situation and this budget underscores the importance of getting back on track after unprecedented health and financial challenges; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the operating budget for 2021-2022 fiscal year be adopted.

FY 2022 Proposed Budget: Revenue

NSCC Revenue	FY 22 Revenue	Percent	Increase
Tuition and Fees	\$ 13,344,016	51%	\$ 583,763
Public Support	\$ 11,817,403	45%	\$ 317,369
Scholarship Support	\$ (1,403,460)	-5%	\$ (375,526)
Custom Training	\$ 1,425,000	5%	\$ 460,000
CARES	\$ 552,304	2%	\$ (250,000)
Miscellany	\$ 377,040	1%	\$ 40,000
Unallocated Reserves	\$ 300,000	1%	\$ 300,000
Total	\$ 26,412,303	100%	\$ 1,075,606

FY 2022 Proposed Budget: Expenses

NSCC Expense	FY 22 Expenses	Percent	Increase
Personnel	\$ 13,676,154	52%	\$ 788,565
Partnertships/ Van Wert	\$ 8,685,429	33%	\$ 305,347
Operating	\$ 2,994,197	11%	\$ 362,530
Scholarship	\$ (1,403,460)	-5%	\$ (375,526)
Capital & Equip	\$ 1,568,299	6%	\$ 3,825
Util. & Ins.	\$ 591,683	2%	\$ (9,136)
Total	\$ 26,112,302	100%	\$ 1,075,605

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

2. CONSIDERATION OF A RESOLUTION TO SUPPORT THE COLLEGE'S DIVERSITY, EQUITY AND INCLUSION STATEMENT

Moved by _____, seconded by _____.

WHEREAS, the College supports diversity, equity and inclusion through its mission, vision, values, institutional learning outcomes, Graduation Pathways to Success (GPS) initiative, Achieving the Dream (ATD) partnership, the federally-funded TRIO-SSS program, partnerships with Job and Family Services (JFS), the NSCC Foundation and other campus initiatives; and

WHEREAS, the College's mission, vision and values drive the strategic plan; and

WHEREAS, GPS and ATD goals are used to identify equity gaps in enrollment and completion data and design strategies to close equity gaps across the College's six-county service area; and

WHEREAS, collaborative partnerships with the Dream Center, JFS and NSCC programs including CCAP and TRIO-SSS serve as examples of NSCC's ongoing commitment to serve underserved populations; and

WHEREAS, the Diversity, Equity and Inclusion committee members have worked together to create a statement that aligns with the College's mission, vision and values; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the college's Diversity, Equity and Inclusion Statement be supported by the NSCC Board of Trustees:

Northwest State Community College (NSCC) is committed to diversity, equity, and inclusion for all.

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



President’s Report - June 2021

College Updates

[June 1, 2021 Update](#)

Talking with Todd vodcast:

[4/22/2021](#)

[5/6/2021](#)

[5/20/2021](#)

[5/27/2021](#)

Activities

Ongoing

- Napoleon Rotary (weekly)
- HCHD Calls (concluded 6/9/2021)
- Student Mentor (biweekly)
- OACC President’s Call (various)
- Terra, Owens, NSCC President’s Call (monthly)
- NwOESC Superintendent Meeting (monthly)
- Defiance 2100 planning group (monthly)

Date	Activity
May 6	Board Engagement - Sue Derck
May 10	Personal Day
May 11	NwOESC BAC / Superintendent Meeting
May 13	President Ron Schumacher - peer mentoring
May 13	Nursing Pinning Ceremony



Date	Activity
May 14	50th + 1 Celebration
May 15	Distinguished Alumni Luncheon / Commencement
May 17	Defiance Dream Center / Cherry Street Mission Graduations
May 18	Skilled Trades Academy Graduation - Oak Harbor, Ohio
May 20	Board Engagement - Jeff Erb
May 20	Defiance 2100 Call
May 20	Green Carpet Event
May 25	FCEDC Meeting
May 25	RGP - Mike Jay
May 25	Board Engagement - Laura Howell
June 3	Dayton Electrical JATC Graduation
June 14	President Ron Schumacher - peer mentoring
<i>June 16</i>	<i>Senator Sherrod Brown - President's Conference</i>
<i>June 17</i>	<i>OACC Governing Board</i>
<i>June 17</i>	<i>Board Engagement - Scott Mull</i>
<i>June 17</i>	<i>Lima Electrical JATC Graduation</i>
<i>June 22</i>	<i>Board Engagement - Lisa McClure</i>
<i>June 23</i>	<i>Employee Luncheon</i>

Scheduled Time Off / Away from Campus

Date	Description
June 28	Personal Day
July 12-14	Vacation (tentative)



Non NSCC related Professional Activities

None.

Vice President for Academics
June 2021
Submitted by: Dan Burklo

As we finish another academic year with a live commencement, the first live large event we have had on campus in over a year, it seems appropriate to look back over the last year at our accomplishments. While it feels like all we did was COVID this and COVID that, amidst all the juggling around COVID we stayed on course with our strategic plan and goal, Life Changing Education. We continue to focus on providing high quality and transformative educational experiences with a safe learning environment built for and around the learner. This has been evident over the last year as faculty have pivoted to fully remote, to some remote with face to face, back to fully remote, to a mix of remote and face to face, and finally preparing for a fully face-to-face in the upcoming fall, all providing the best possible experience for our learners.

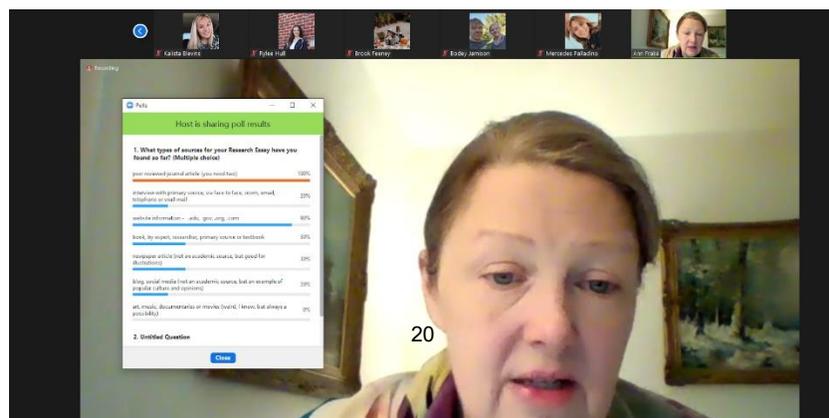
Through all this, as other colleges have had significant enrollment declines, we have maintained or even grew in some areas and had less student concerns than in years past. We also affirmed another 10 years HLC accreditation. As we met with the HLC reviewers they noted several times our commitment to our learners. Faculty and Deans worked in various committees resulting in an improving and highly engaged assessment process, review of our current governance process, and revised policies, such as the graduation policy, that are more learner centered. They have established an orientation process for new and existing faculty, revised several courses, certificate and associated degree programs as well as developed some new ones. They have also managed to secure several grants and funding for different initiatives as well as faculty positions.

Following are highlights specifically for each of the academic areas, library, and instructional design & learner services provided by our deans and directors.

Jamilah Tucker: Arts & Science

2020-2021 academic year in review for the division of Arts & Sciences.

- Faculty participation in HLC Self-Study Narrative (esp. Melissa Faber and Amy Drees) contributed to another 10 Years Accreditation!
- Exceptional faculty participation in the return to campus planning for Fall 2020 (Melanie Dusseau, Ann Frake, and Amanda Short.)
- Faculty excelled in teaching remote; including developing many homegrown and original instructional strategies for student engagement. (Pictured below: Instructor Ann Frake, is captured during her Composition virtual class observation as she launches a poll for her remote learners).



- Quarterly meetings were held for the entire division, including CCP and adjunct faculty, to keep abreast of changes throughout the CoronaVirus Pandemic and to discuss division goals and needs in the coming academic year.

On the Right is a clip of a shared jamboard of divisional goals and objectives for FY22 that were jointly developed and aligned to the strategic plan through an all division virtual compression planning session.



Jason Rickenberg: Business & Public Services

2020-2021 academic year in review for the division of Business & Public Services.

- Redesigned the Business Management degree for the adult learner initiative.
- Moved several courses from face-to-face delivery to an on-line or Zoom option during COVID.
- Created certificates: Marketing and Entrepreneurship.
- Hired a Full-time Agriculture Faculty member.
- Submitted the Agribusiness degree for approval with ODHE.
- Designed a focused marketing campaign for our Agronomy and Agribusiness programs.
- In the process of completing an MOU with Central State University for a shared space agreement which will benefit our AG program.
- 100% OPOTA test passage of our 2020 Law Enforcement Academy graduates; July 2020.
- Academic affair changes made to the Office Administrative Services and Medical Support programs.
- Updated degrees: Banking and Finance, Education, Paraprofessional and Human Services.
- Increased enrollments of 9.5% in Business, 12.5% in Public Services since fall of 2019 and Law Enforcement Academy by 25% during the 2020-2021 year.
- Increase enrollments in our Education program by moving classes to on-line for CCP increased enrollments.
- Had zero student grievances and employee discipline issues.
- Increased faculty engagement amongst peers.

- Submitted a large number of academic affairs proposals to ensure academic quality.
- Creation of a Virtual Privacy Network to allow students to access Microsoft Office (MO) from home in case their computers aren't compatible to run MO.
- Increased morale amongst the division.
- Increased enrollments in our Human Services program, additional course sections are now needed.
- Purchased two patrol vehicles (Dodge Charger & Ford SUV) using PERKINS grant dollars for the Law Enforcement Academy outfitting them with NSCC decals and radar speed controls.
- Creation of a social media presence promoting the Agronomy and Agribusiness programs.
- All CIS courses were converted to Microsoft Office 2020.
- A Campus Mental Health initiative was created by our Human Services Faculty.
- The Small Business and Development Center has educated several area residents on starting a business.
- Our October 2020 AG Camp was a success with over 40 participants.
- Our Business Management degree has the most diversity amongst all degrees on campus.

Dr. Kathy Keister: Nursing & Allied Health

Nursing Academic Partnerships

- NSCC-Bluffton University Articulation – dissolved Spring 2020
- NSCC-BGSU Articulation – signed in Spring 2020
- NSCC-Chamberlain University Articulation – signed in Spring 2021

Program Outcomes

AD Outcomes

1. NCLEX-RN:
 - a. NSCC pass rate = 94% for calendar year 2020
 - b. Ohio pass rate = 84.4%
 - c. National pass rate = 86.6%
2. Job Placement rate = 100%
3. Graduation (Program Completion) rate
 - a. Based on day 1 of semester = 66.7% (ACEN requirement)
 - b. Based on day 14 of semester = 69.6% (OBN requirement)
4. Number of graduates, 2020 = 53

PN Outcomes

1. NCLEX-RN:
 - a. NSCC pass rate = 96% for calendar year 2020
 - b. Ohio pass rate = 80.3%
 - c. National pass rate = 83.1%
2. Job Placement rate = 100%
3. Graduation (Program Completion) rate

- a. Based on day 14 of semester = 63.4% (OBN requirement)
4. Number of graduates, 2020 = 25

Medical Assisting

1. Job Placement rate = 100%
2. Graduation (Program Completion) rate = 100%
 - a. Based on trigger course, MEA101
3. Number of graduates, 2020 = 10
4. AAMA Certification pass rate = 100%

Phlebotomy Certificate

1. Job Placement = 100%
2. Completed certificate, 2020 = 16 (nearly all in MA as well)

Accreditation/Approval Updates

1. ACEN: 9-year accreditation for RN program; next visit Spring 2028
2. OBN: 5-year approval for both RN and PN programs; next visits December 2025

I am most proud of graduating 104 students during Covid-19.

Dr. Ryan Hamilton: STEM & Industrial Technologies

2020-2021 academic year in review for the division of STEM & Industrial Technology.

- Lisa Dapelo participated in Chair Academy.
- Tom Carr was selected for the faculty fellowship to Israel.
- Tom Carr has put together a speaker series related to technology that will launch in the fall.
- Anuja Parikh redesigned and offered PHY 140 Astronomy for the first time in several years.
- Julie Kemarly-Dowland has begun to redesign BIO 180 Genetics so we may begin offering the course again.
- Marianna Doolittle, Joni Mavis, and Suzanne Lammers have joined the American Mathematical Society.
- Marianna Doolittle redesigned and began offering MTH 213 Calculus I as a fully online course.
- Steve Raymond has organized with JobsOhio a development seminar for other local community colleges and career centers in Computer Aided Manufacturing. That will occur in July.
- Tony Hills continues to work the NSF Cyberrange grant.
- Tony Hills and Mike Kwiatkowski have participated in professional development seminars with Tom Wylie to work to Hybridize courses.
- Tony Hills worked in conjunction with Defiance College to create a 2+2 program in computer science that is currently in the approval process.

- Josh Verhoff and Jim Boone have redeveloped numerous courses in Industrial Technology. This includes curriculum redesigns and making the courses fully hybridized.
- Josh Verhoff has led the cleaning/redesign of E194. Two former offices have been converted to secure storage for industrial technology equipment.
- Jim Boone became certified by FANUC to offer industry-recognized credentials in robotics operations to students who complete PLC 230.
- Greg Nartker has joined the division as a full-time faculty member and is actively engaged in recruiting.
- Dave Mohring has initiated conversations with Evergreen Schools about a possible partnership to offer classes a North Star Blue Scope Steel.
- Colin Doolittle has been lead faculty on developing MET 299 Introduction to Engineering Technology for teachers, a summer course to help enhance engineering offerings in local K-12. Dave Mohring, Mike Kwiatkowski, and Tony Hills will also help teach the course.
- Industrial Technology received the \$1.68 million Strengthening Community Colleges grant for the US Department of Labor; one of only 4 single institution grantees in the entire country.
- Industrial Technologies received a \$600,000 Choose Ohio First grant.
- Industrial Technology faculty have begun to work closely with CTS to better integrate our credit bearing courses with workforce training courses.

Kristi Rotroff: Library Director

2020-2021 academic year in review for the NSCC Library. During the fall semester the library staff accomplished the following items:

- We implemented Covid mitigation measures for the library's physical space with the assistance of the facilities staff.
- Dustin Harris worked with OhioLINK staff to plan for resumption of daily book deliveries/pickups after a two-month stoppage period.
- We offered students the option for Zoom research assistance upon request. Students could also email questions, and those questions are prioritized for answering in a timely manner.
- We cooperated with OhioLINK and worked with Christina Schwiebert (Distance Learning Coordinator) to advertise the new online GEER resources (JoVE science videos & SAGE Business cases to faculty.
- We received a mini grant from the State Library of Ohio, and with those funds purchased a new, easy-to-manuever book truck and multiple bins for transporting items to our planned remote locker.
- As a small staff of two, we had a debriefing meeting to review the first 6 months of Covid mitigation. We learned that our operations moved fairly smoothly to fully online in March 2020. Since it wasn't possible to obtain print books during March/April, faculty allowed more journal articles and/or ebooks as sources and we were able to assure that students got what they needed to complete assignments. Much of the Library Director's work can be done remotely, and even the Library Assistant found many tasks that could

be done from off campus. Like all others at NSCC, this time of upheaval was also a time for lessons about our daily work and our priorities.

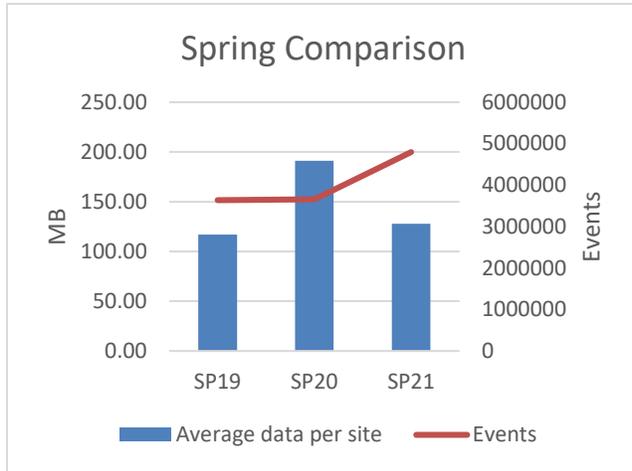
During the spring semester the library staff accomplished the following items:

- Dustin Harris (Library Assistant) was accepted into the MLIS program at Valdosta State University.
- We worked with Four County Career Center Health instructors to obtain books for their students competing with various national VOSE projects. A total of 29 items were identified and loaned.
- We welcomed TRIO staff into the A101D suite, including sharing the room calendar and beginning to discuss how we can partner in delivering information on research skills if there are gaps in student knowledge.
- We are in the middle phase of planning to bring a new service to our learners, faculty, and staff – a Remote Locker for book (and other item) pickup. This locker will be located in the atrium, and will allow for before/after-hours pickup with a simple swipe of the NSCC ID.

Christina Schwiebert: Coordinator Instructional Design & Distance Learning

What happened over the past year? Sakai use increased. Spring 2020 had us pivot to entirely online learning for the second half of spring 2020, the entire summer 2020, and the first half of fall 2020. Our transition was made easier because all classes have a course site in Sakai, no matter the instructional method. Many face-to-face classes used Sakai only for the gradebook, or to provide digital copies of the course syllabus or PowerPoint files. There was a rapid shift to using Sakai for content organization, communication, and assessments. Obviously, the amount of data stored on Sakai and the activity (measured as events) increased.





What am I most proud of? The faculty. Faculty worked quickly to adapt to the changing circumstances. Our more experienced faculty helped support and mentor our newer faculty. While some of the class sites made in the early pandemic were a little rough, faculty kept working to improve. I worked with many faculty via email, Zoom, and Google Meet to help address problems and make the classes more effective.



**Vice President of Enrollment Management & Student Affairs
June 2021
Submitted by: Lana Snider**

The Learner Services team is 100% committed to developing meaningful relationships with all whom we work and serve - our co-workers, our new, continuing, and future learners who come from all walks of life, and our communities. We spent this year developing our team, cultivating a learner-first culture, getting important things done, and planning our work in support of our Strategic Plan and to create and maintain a strong future for NSCC. The 20-21 academic year brought clarity, change, and opportunities for NSCC, the Learner Services team, and the learners we serve and will serve in the future.

Clarity

NSCC on the whole, and Learner Services in particular, understand our current enrollment stream ratios (Traditional, CCP, and Agency). Learner Services is committed to working together with Academic Affairs to diversify and increase our Traditional enrollment streams through partner-informed tactics that focus on equitable access and completion. EAB, Achieving the Dream, Ohio Association of Community Colleges (OACC), Higher Learning Commission, and professional associations have been and continue to be essential sources of research-driven information designed to improve practice.

Dr. Hernandez and Dr. Thomson prepared an end-of-year professional development for the President's Leadership Team (PLT) that further clarified NSCC's access and completion gaps for all enrollment streams and with an equity lens that included our Graduation Pathways to Success performance outcomes, Momentum Metrics and performance funding distribution outcomes. Greater specificity led to refined departmental goals and further reinforced the importance of investments in the Adult Learner and Bachelor's Bound initiatives. Prior Learning Assessment (PLA) and Career & Activities continue to be essential components of our goal to provide a robust career development experience throughout the learner lifecycle that will also support access, completion, and successful transitions to the workforce.

Equitable access to NSCC is an essential component threaded throughout our access and completion initiatives and tactics. It is evident from NSCC's data that strategic initiatives that focus on improving access and completion for potential learners who are Pell eligible (low income), adult learners (25+ with no prior college), underrepresented groups (African American, Hispanic, and Native American populations), academically underprepared, and First Generation are of critical importance.

Change

Learner Services changed significantly from September 2020 through April 2021. Several employees were promoted to different roles as the TRIO-SSS Office was established. The Community College Accelerated Program (CCAP) is housed within the TRIO-SSS Office and together, these programs and supports will enhance access and success for First Generation and Pell eligible learners. The reorganized Learner Services structure was designed to support and fulfill our mission, vision and values (People, Integrity, and Learning). The new structure is also designed to advance access and equity outcomes and improve learner completion, success, and overall well-being through holistic and individualized learner support.

Although change can drain an organization's energy, these changes led to an increase in energy and enthusiasm for our work and purpose and actually reinforced our steadfast commitment to access and completion outcomes for all. Learner Services continues to focus effort and support toward providing academic, digital, financial, and geographic access for all as outlined in Pillar Two (Learning for All).

Opportunities

I have the privilege of serving a fantastic Learner Services team and I love working with and supporting my colleagues across the College in every division, department, and service area. The opportunities for service to our learners and communities in a post-pandemic world are clearly visible and are outlined in our Strategic Plan Pillars, Goals, and Objectives.

Our college-wide commitment to fulfilling our mission and vision and to living our values daily gives me joy and purpose. I am so proud of the work that our College team engaged in this year that led to a 10-year reaffirmation of accreditation and for our team's commitment to professional growth in service of our learners and values.

Select learner-success focused professional development completed during 20-21:

Assessment Institute: Leading Improvements in Higher Education (Virtual via IUPUI);
Becoming a Learner-Ready College (Dr. Tia Brown McNair);
Achieving the Dream Kickoff (ATD) featuring Dr. Brandy Bryson and the Cost of Poverty Experience (COPE);
ATD DREAM Conference;
Unpacking Program Enrollments;
Equity Champion Professional Development Workshops;
Student Success Leadership Institutes (SSLI);
ATD Core Team Meetings and Subgroups;
Diversity, Equity, and Inclusion (DEI) Conversations & Commitment;
Encouraging Additional Summer Enrollments (EASE);
President's Leadership Team (PLT) April 2021– Equity and Excellence in Leadership;
PLT May 2021 – The Elephant and the Rider;
Title IX Training for Investigators and Youth Protective Services Training for Summer Camps

I appreciate everyone's participation in these events and initiatives and I want to thank our team

members for their unique contributions to our work. Although our work has only just begun - this past year was a year of accomplishments worthy of appreciation and celebration! Thank you to everyone for successfully navigating the pandemic while serving our communities and learners!



LEARNING FOR ALL



ACADEMIC ACCESS

- Advocate for equity in assessment & placement practices
- Co-requisite models in English
- Success Center Services & Tutoring



DIGITAL ACCESS

- Communicate modalities of remote learning options to learners
- Assess learner technology needs
- Respond to learner technology needs to ensure successful course completion
- Communicate best practices to learners on working in a digital environment



FINANCIAL ACCESS

- Hold tuition, fee, and book expenses down where possible
- Increase scholarship dollars awarded to students
- Increase percent of FAFSA completion amongst our degree seeking students
- Continue to address food and basic needs insecurity



GEOGRAPHIC ACCESS

- Multiple locations across service district that are high quality & industry-driven
- Bachelor's Bound options
- Comprehensive Learner Services in high quality ways at all locations

Vice President – Workforce
June 2021
Submitted by: Jim Drewes

Highlights

We recently received the MOU from Cleveland Ironworkers to move their training program to NSCC. This is the second Ironworkers location; Dayton is the other. The Toledo site is evaluating NSCC as their provider.

Van Wert building Phase 2 EPA report has been received. No major issues were discovered. NSCC IT and facilities toured the facility to review the property and condition of structure.

Highlights Fiscal Year

Workforce survives COVID shutdown and rebounds to serve clients and individuals in Northwest Ohio.

Paulding / Van Wert – Brett Rogge – Paulding reclaim project, Marsh Foundation training and Industrial Apprentice cohort delivered in Paulding. Van Wert building progression.

Toledo Group – Pilkington welding class and continued support of Cherry St Mission, Harbor and Zepf.

Agency – Recently added the Cleveland IronWorkers. NSCC continues to serve International Brotherhood of Electrical Workers (IBEW) across the state.

Archbold – Strong incumbent worker sales which allowed NSC/ CTS to gain the Standard Recognitions Entity, one of 27 across the country. This allows NSCC to develop Industrial Recognized Apprentice Programs (IRAP).

JFS Consortium – work on various initiatives to serve the 14-24 year old population for career and job placement.

Youth Camps – building on the ten-year program that Dr Burklo initiated in the engineering division. NSCC offered 2-3 camps early on in the program. This year, the committee scheduled 22 different camps on a variety of topics. This will lead to youth outreach delivered throughout the year to give youth educational opportunities. We plan to add field trip experiences for students to Henry Ford Museum, NASA Glenn Research Center, National Museum USAF Museum Dayton and other centers of education.

Chief Fiscal and Administrative Officer
June 2021
Submitted by: Jennifer Thome

Spring is finally here! The campus is coming “alive” with people breathing life into campus. The rose garden is in full bloom. We have students walking through campus visiting the atrium, bookstore, and C-wing to schedule summer and fall classes.

Campus coming alive:



Bringing people back:

As the campus opens up, we are relieving Covid restrictions and introducing public “face to face” hours back into the fold. What a great feeling this is! The C-wing, Learner Services, Bookstore, Library, and IT Help Desk support will open to regular hours for the public. Services will be available on Monday and Tuesday from 8am – 6pm, Wednesday and Thursday 8am – 4:30pm, and Friday 8am – 12pm.

Planning for the future:

As a new Cabinet, we were giving the task of “being bold.” If so, what steps would we take to grow campus and focus on providing learners with the best possible experience. What initiatives should we invest in – people. This process and discussing options have allowed Cabinet to speak freely, build connections with each other, and build trust within our team. We are building a strong foundation for the College – and it feels good!

Focus on Learners:

We are still focusing on mental health for learners and staff. As things return, self-care is even more important! We cannot just snap our fingers and expect everything to fall back into place. Cabinet realizes this and we are taking the time to allow transition time with the focus of getting back to normal. We are designating money to programs, activities, and communications to focus on this.

Vice President; HUMAN RESOURCES & LEADERSHIP DEVELOPMENT

June 2021

Submitted by: Katy McKelvey

Highlights from the Last Year

Recruiting:

The human resources team filled nine graded positions, eight faculty positions and four support positions during the last year. We hired the Pauly Group to source candidates for the Executive Vice President role and a team from NSCC coordinated and conducted the interview process.

Compensation:

NSCC engaged USI (formerly Findley Davies) to conduct compensation studies for the faculty, staff and graded employees. The results of the faculty and staff compensation studies were provided to the union bargaining teams during the labor negotiations process. The graded study is used for salary planning purposes and determining salaries for new employees.

Labor Negotiations:

After a lengthy negotiation with our Professional Unit a new contract was ratified on October 26, 2020. Negotiating via Zoom was not ideal; however, we were able to meet and come to an agreement. Highlights of the agreement include a 2.25% wage increase each year of the agreement, and for employees electing the High Deductible Health Plan, the College pays 90% of the insurance premium and contributes 70% of the deductible to a Health Savings Account.

The Support Staff negotiations were much shorter and the contract was ratified on May 17, 2021. Tim McCarthy from Shumaker, Loop & Kendrick provided guidance and was our chief spokesperson. We were able to meet face to face which was beneficial. Highlights from the support agreement include a 3.34% wage increase each year of the agreement, and for employees electing the High Deductible Health Plan, the College pays 90% of the insurance premium and contributes 70% of the deductible to a Health Savings Account.

Training:

We relied on our partnership with D. Stafford & Associates to conduct our annual training for the Title IX team and all administrators in July. The Director of H. R. and the Vice President of H. R. attended virtual training for Title IX on Constructing the Live Hearing Process in September. In October training was conducted for Title IX Decision Makers. Our First Responders received training on VAWA (Violence Against Women Reauthorization Act) in November. Our Title IX investigators received training on conducting effective investigations in a series of virtual training events from April through June. Our annual Safe Colleges training was conducted in the spring.

The President's Leadership Team had internal and external trainers. Topics included Communication Skills, Failing Forward, Budgeting, Google Tips and Tricks, Implicit Biases, and State Subsidy.

Employee Events:

The Human Resources Team took over the responsibility of sending out a birthday greeting to our employees and put together a NSCC cup filled with goodies for employees on their birthdays. When Covid took us off campus, we started hosting virtual lunches with our employees. It was an interesting way to meet our employees' families and pets! Our annual Employee Recognition program was held in October honoring employees reaching service milestones at NSCC. Employees received a fleece jacket as a THANK YOU gift from the College in December. Although it was virtual, we still had a holiday luncheon where employees were able to show off their ugly sweater in December. Employees received a small planter on Employee Appreciation Day from Northwest State and it was a fun project for employees and in some cases their families! The Human Resources team coordinated an employee "refresh station" during finals week in May for all employees. The big hit was the cookies from Cookies on Demand in Montpelier.

A strong emphasis on employee self-care was encouraged throughout the year. We relied on resources from our Employee Assistant Provider for information for employees as well as our supervisors leading in a supportive and caring manner.

Process Improvement:

In the past year the Human Resources team improved the Organization Charts with a new software program called Org Plus. We are also working with the IT department along with Lana Snider on a software program called Maxient which will track our Title IX complaints. The final software program, NEOGOV, will be implemented as our applicant tracking program.



Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$10,780,426	-\$90,462	\$10,689,964	\$10,598,830	\$0	\$91,134
5102	General Fees	\$377,532	-\$3,168	\$374,364	\$371,174	\$0	\$3,190
5103	Lab Fees	\$443,500	-\$3,700	\$439,800	\$359,136	\$0	\$80,664
5105	Out of State Fees	\$334,607	-\$3,597	\$331,010	\$267,875	\$0	\$63,135
5107	Proficiency Fees	\$5,300	-\$2,120	\$3,180	\$2,200	\$0	\$980
5109	Other Fees	\$3,050	-\$110	\$2,940	\$4,852	\$0	-\$1,912
5110	Late Fees	\$17,550	\$1,870	\$19,420	\$17,650	\$0	\$1,770
5115	Student Fees	\$124,300	-\$1,100	\$123,200	\$88,498	\$0	\$34,702
5116	Deferred Payment Service Fee	\$6,850	-\$250	\$6,600	\$4,640	\$0	\$1,960
5118	Bus & Ind. Traing Fee	\$965,000	\$0	\$965,000	\$774,515	\$0	\$190,485
5119	Deposit ADN - Admissions	\$0	\$0	\$0	\$100	\$0	-\$100
5130	Instr Fee - Nursing Cont Ed	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500
5131	Provider Fee - Nursing Cont Ed	\$3,500	\$0	\$3,500	\$1,125	\$0	\$2,375
5133	Tuition and Fees Schlop Allow	-\$1,105,067	\$77,133	-\$1,027,934	-\$806,429	\$0	-\$221,505
5155	Fiscal Agent Fee	\$99,275	\$0	\$99,275	\$36,521	\$0	\$62,754
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$10,980	\$0	\$19,020
5159	Career Advantage Fee	\$43,200	-\$400	\$42,800	\$35,812	\$0	\$6,988
5160	Simulation Fee	\$60,000	-\$500	\$59,500	\$27,026	\$0	\$32,474
5161	Career Service Fee	\$537,700	-\$4,500	\$533,200	\$522,120	\$0	\$11,080
5213	COVID 19 Learner Emergency	\$166,967	-\$166,967	\$0	\$0	\$0	\$0
5214	Cares Act Institutional Funding	\$481,467	\$320,837	\$802,304	\$484,256	\$0	\$318,048
5310	Ohio War Orphans	\$0	\$0	\$0	\$0	\$0	\$0
5503	Foundation - Instl Supprt	\$135,000	\$0	\$135,000	\$0	\$0	\$135,000
5610	Photo ID	\$100	\$0	\$100	\$420	\$0	-\$320
5611	Over / Short	\$0	\$0	\$0	\$23	\$0	-\$23
5614	Miscellaneous Income	\$112,940	-\$50,000	\$62,940	\$17,600	\$0	\$45,340
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$18,500	\$0	\$16,500
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$110	\$0	\$3,890

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5620	Library Fines	\$0	\$0	\$0	\$43	\$0	-\$43
5801	OBR - Subsidy	\$9,149,737	\$2,229,668	\$11,379,405	\$9,374,875	\$0	\$2,004,530
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$90,472	\$0	\$30,157
5901	Investment Income	\$175,000	-\$75,000	\$100,000	\$48,404	\$0	\$51,596
Revenue	Sub-Total:	\$23,109,063	\$2,227,634	\$25,336,697	\$22,351,328	\$0	\$2,985,369
6101	Administrative Salaries	\$3,071,161	\$41,582	\$3,112,743	\$2,406,709	\$731,681	-\$25,647
6102	Non Instructional Salaries	\$2,013,470	\$191,739	\$2,205,209	\$1,804,070	\$576,752	-\$175,613
6103	Part Time Non Instructional	\$96,303	\$330	\$96,633	\$86,947	\$19,912	-\$10,226
6104	Salary Savings	-\$800,000	\$100,000	-\$700,000	\$0	\$0	-\$700,000
6121	Academic Salaries	\$2,742,601	\$178,213	\$2,920,814	\$2,459,945	\$728,590	-\$267,721
6122	Academic Overload	\$389,711	\$37,600	\$427,311	\$322,032	\$74,947	\$30,332
6123	Part Time Academic	\$1,049,852	-\$19,600	\$1,030,252	\$1,020,003	\$187,007	-\$176,758
6124	Independent Study	\$25,340	\$0	\$25,340	\$33,581	\$3,652	-\$11,893
6125	Academic Advising	\$5,400	\$0	\$5,400	\$0	\$0	\$5,400
6141	Part Time Student Help	\$52,912	\$2,294	\$55,206	\$28,711	\$3,673	\$22,822
6142	Work Study Student	\$0	\$0	\$0	\$0	\$3,705	-\$3,705
6143	Student Tutoring	\$5,000	-\$4,000	\$1,000	\$92	\$13,233	-\$12,325
6144	Faculty Tutoring	\$41,000	\$0	\$41,000	\$35,675	\$1,904	\$3,422
6145	Honorarium	\$1,750	\$0	\$1,750	\$0	\$0	\$1,750
6200	Fringe Expense	\$3,244,330	\$196,700	\$3,441,030	\$2,551,734	\$811,185	\$78,111
6203	SERS	\$0	\$0	\$0	\$1	\$0	-\$1
6205	SERS-Surcharge	\$11,101	\$0	\$11,101	\$11,861	\$0	-\$760
6210	Fringe Actual	\$0	\$0	\$0	\$400,840	\$0	-\$400,840
6211	Medical	\$0	\$0	\$0	-\$225,339	\$0	\$225,339
6214	Life	\$0	\$0	\$0	-\$16	\$0	\$16
6216	Misc Insurances	\$0	\$0	\$0	-\$1	\$0	\$1
6217	HSA	\$0	\$0	\$0	\$78,961	\$0	-\$78,961
6218	HRA	\$0	\$0	\$0	\$8,625	\$0	-\$8,625
6301	Workers Compensation	\$14,000	\$0	\$14,000	-\$80,249	\$0	\$94,249
6302	Unemployment Compensation	\$4,000	\$6,800	\$10,800	\$5,759	\$5,000	\$41
6303	Employee Fee Waiver	\$55,000	\$0	\$55,000	\$52,994	\$0	\$2,006

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6304	Bookstore Employee Discount	\$3,500	\$0	\$3,500	\$1,272	\$0	\$2,228
6305	Employee Assistance	\$3,000	\$2,000	\$5,000	\$2,300	\$600	\$2,100
6306	Employee Appreciation	\$14,500	\$0	\$14,500	\$3,851	\$114	\$10,534
6307	Faculty / Staff Development	\$45,000	\$20,000	\$65,000	\$73,416	\$0	-\$8,416
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
7101	Office Supplies	\$18,390	\$1,227	\$19,617	\$14,232	\$0	\$5,385
7102	Copier Supplies	\$22,330	\$0	\$22,330	\$6,465	\$0	\$15,865
7103	Recruiting Supplies	\$9,000	\$9,000	\$18,000	\$2,365	\$142	\$15,493
7121	Computer Supplies	\$17,914	\$3,563	\$21,477	\$12,237	\$0	\$9,240
7131	Instructional Supplies	\$170,000	\$56,513	\$226,513	\$149,852	\$14,758	\$61,904
7132	Lab Supplies	\$10,000	\$24,000	\$34,000	\$22,690	\$1,500	\$9,810
7134	ADA Hearing Impaired Books	\$5,000	\$0	\$5,000	\$285	\$0	\$4,715
7135	Instructional Food/Snacks	\$3,900	-\$300	\$3,600	\$72	\$0	\$3,528
7136	Linen and Laundry	\$300	\$0	\$300	\$0	\$0	\$300
7138	Graduation Supplies	\$17,650	\$0	\$17,650	\$4,093	\$3,165	\$10,392
7151	College Car Supplies	\$990	\$0	\$990	\$0	\$0	\$990
7153	First Aid Supplies	\$500	\$0	\$500	\$0	\$0	\$500
7156	Miscellaneous Supplies	\$1,400	\$0	\$1,400	-\$116	\$0	\$1,516
7157	Employee Awards	\$7,000	\$0	\$7,000	\$1,158	\$600	\$5,242
7161	Library Supplies	\$800	\$0	\$800	\$811	\$0	-\$11
7162	Library Books Lost / Replaced	-\$627	-\$1,850	-\$2,477	-\$2,129	\$0	-\$348
7171	Audio Visual Supplies	\$22,458	\$900	\$23,358	\$10,394	\$0	\$12,964
7181	Uniforms	\$3,800	\$0	\$3,800	\$1,661	\$1,130	\$1,009
7182	Janitorial Supplies	\$35,000	\$0	\$35,000	\$15,055	\$5,500	\$14,445
7201	Conferences and Seminars	\$48,000	-\$3,693	\$44,307	\$29,891	\$540	\$13,875
7202	Travel	\$30,000	-\$700	\$29,300	\$9,359	\$0	\$19,941
7203	Development	\$40,000	-\$7,245	\$32,755	\$19,860	\$120	\$12,775
7204	Instructional Travel	\$200	\$0	\$200	\$0	\$0	\$200
7207	Committee Meetings	\$10,000	\$7,950	\$17,950	\$7,582	\$0	\$10,368
7208	Convocation	\$5,000	\$5,000	\$10,000	\$30	\$0	\$9,970
7301	Subscriptions and Publications	\$6,485	\$2,697	\$9,182	\$4,458	\$0	\$4,724
7311	Dues	\$115,000	\$8,000	\$123,000	\$103,855	\$295	\$18,850

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7321	Classified Advertising	\$5,000	\$0	\$5,000	\$1,574	\$0	\$3,426
7322	Radio Advertising	\$45,000	\$0	\$45,000	\$37,994	\$8,037	-\$1,031
7323	Brochures	\$43,000	-\$2,000	\$41,000	\$13,142	\$20,315	\$7,543
7324	Advertising - Papers	\$15,000	\$2,000	\$17,000	\$11,910	\$9,300	-\$4,210
7325	Advertising - Billboards	\$60,000	\$5,500	\$65,500	\$56,002	\$13,572	-\$4,074
7326	Advertising - Miscellaneous	\$45,000	\$1,000	\$46,000	\$27,110	\$175	\$18,715
7327	Fairbooth	\$300	\$0	\$300	\$0	\$0	\$300
7328	Advertising - Digital	\$40,000	\$0	\$40,000	\$22,141	\$24,000	-\$6,141
7329	Advertise-Wkfrc Devel	\$20,000	\$0	\$20,000	\$3,669	\$0	\$16,331
7331	Community Relations Donations	\$900	\$0	\$900	\$0	\$0	\$900
7352	Printing	\$26,900	\$0	\$26,900	\$10,222	\$930	\$15,748
7361	Postage	\$26,350	\$0	\$26,350	\$17,105	\$4,420	\$4,824
7401	Equipment M & R	\$173,479	-\$2,000	\$171,479	\$63,844	\$15,106	\$92,529
7402	Buildings M & R	\$255,000	\$65,000	\$320,000	\$26,939	\$42,453	\$250,608
7403	Grounds M & R	\$15,000	\$5,944	\$20,944	\$14,165	\$1,753	\$5,026
7404	Parking Lot M & R	\$30,000	\$0	\$30,000	\$0	\$0	\$30,000
7405	Water Tower M & R	\$15,000	\$0	\$15,000	\$929	\$470	\$13,601
7406	Vehicles M & R	\$24,000	\$0	\$24,000	\$9,027	\$10,957	\$4,015
7407	Equipment Replacement	\$4,000	\$5,000	\$9,000	\$2,935	\$0	\$6,065
7408	Equipment Rental	\$34,551	\$0	\$34,551	\$20,071	\$10,692	\$3,789
7409	Facilities Rental	\$2,319,418	-\$16,500	\$2,302,918	\$2,642,789	\$0	-\$339,871
7501	Professional Fees	\$51,200	-\$5,500	\$45,700	\$16,302	\$3,750	\$25,648
7502	Legal Fees	\$34,000	\$0	\$34,000	\$0	\$0	\$34,000
7503	Audit Fees	\$25,060	\$0	\$25,060	\$27,406	\$900	-\$3,246
7504	Accreditation	\$3,000	-\$103	\$2,897	\$2,100	\$0	\$797
7521	Training	\$27,952	\$0	\$27,952	\$27,204	\$0	\$748
7522	Testing / Assessment	\$158,650	-\$12,400	\$146,250	\$81,878	\$63,137	\$1,235
7523	Outside Services	\$5,993,651	\$94,073	\$6,087,724	\$3,633,057	\$154,781	\$2,299,886
7525	Purchased Services	\$48,300	\$0	\$48,300	\$37,071	\$1,941	\$9,288
7527	Collection Fees	-\$16,000	\$0	-\$16,000	-\$12,269	\$2,173	-\$5,905
7529	Bank Service Fees	\$10,400	\$0	\$10,400	\$8,101	\$0	\$2,299
7531	Finger Printing Expense	\$23,120	\$0	\$23,120	\$6,691	\$20,000	-\$3,571

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7601	Adult Diploma Scholarship	\$1,500	\$30,000	\$31,500	\$0	\$0	\$31,500
7602	JATC Career Advantage Fee Schl	\$500	\$0	\$500	\$225	\$0	\$275
7603	Honors Scholarship	\$63,839	\$0	\$63,839	\$64,969	\$0	-\$1,130
7604	Agency Partner Scholarship	\$2,750	\$0	\$2,750	\$8,512	\$0	-\$5,762
7605	Presidential Scholarship	\$276,635	\$0	\$276,635	\$457,820	\$0	-\$181,185
7606	Scholarship Allowance	-\$1,105,067	\$77,133	-\$1,027,934	-\$806,429	\$0	-\$221,505
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7608	Fee Waiver - Senior Citizens	\$12,154	\$0	\$12,154	\$3,505	\$0	\$8,649
7609	Fee Waiver - ONG	\$515	\$0	\$515	\$0	\$0	\$515
7610	CCP Partner Scholarship	\$5,150	\$0	\$5,150	\$0	\$0	\$5,150
7618	Graduation Alliance Schlp	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7619	Registration Scholarship	\$13,000	\$0	\$13,000	\$0	\$0	\$13,000
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$3,500	\$0	\$7,500
7623	OCO	\$0	\$189	\$189	\$0	\$0	\$189
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$3,598	\$0	\$522
7630	PSEO/CCP Schlp & Books	\$584,896	\$1,058	\$585,954	\$145,941	\$0	\$440,013
7631	Bad Debt Expense	\$100,000	\$0	\$100,000	\$432	\$0	\$99,568
7633	Contingency Fund	\$21,748	-\$2,000	\$19,748	\$8,034	\$124	\$11,590
7634	Instructional Media	\$9,000	\$416	\$9,416	\$9,208	\$0	\$208
7635	Database Subscriptions	\$35,000	\$2,440	\$37,440	\$30,127	\$1,998	\$5,315
7636	Student Activities	\$15,000	-\$1,058	\$13,942	\$1,330	\$0	\$12,612
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$0	\$0	\$0
7639	Prior Year Adjustment Bad Debt	-\$105,000	\$0	-\$105,000	-\$59,003	\$0	-\$45,997
7642	Alumni Fund Expense	\$5,550	\$0	\$5,550	\$1,059	\$0	\$4,491
7644	Miscellaneous	\$500	\$1,500	\$2,000	\$1,571	\$0	\$429
7645	Business Competition	\$800	\$0	\$800	\$210	\$0	\$590
7650	Strategic Planning	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7651	Self Study	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7654	NCA - HLC	\$5,700	\$0	\$5,700	\$0	\$0	\$5,700
7666	Grant Matching	\$60,000	\$0	\$60,000	\$50,000	\$0	\$10,000
7667	CCP Scholarship	\$23,175	\$0	\$23,175	\$9,750	\$0	\$13,425

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7669	COVID19 Learner Emergency	\$166,967	-\$166,967	\$0	\$0	\$0	\$0
7670	Road to Success Schlp	\$0	\$0	\$0	\$2,394	\$0	-\$2,394
7671	Sports Club Schlp	\$0	\$0	\$0	\$17,467	\$0	-\$17,467
7701	Gas	\$75,000	\$0	\$75,000	\$31,688	\$23,312	\$20,000
7702	Electricity	\$270,000	\$0	\$270,000	\$176,270	\$91,889	\$1,841
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$2,573	\$0	\$126
7704	Water	\$6,000	\$0	\$6,000	\$3,621	\$3,879	-\$1,500
7705	Sewer	\$36,000	\$0	\$36,000	\$30,148	\$8,836	-\$2,985
7706	Waste Collection	\$6,000	\$0	\$6,000	\$4,437	\$1,563	\$0
7707	Telephone	\$62,808	\$0	\$62,808	\$39,051	\$13,651	\$10,106
7722	Employee Liability Insurance	\$9,000	\$0	\$9,000	\$10,334	\$0	-\$1,334
7724	Motor Vehicle Insurance	\$15,176	\$0	\$15,176	\$12,180	\$0	\$2,996
7725	Property Insurance	\$74,750	\$16,112	\$90,862	\$82,806	\$0	\$8,056
7726	Water Tower Insurance	\$14,000	-\$14,000	\$0	\$0	\$0	\$0
7727	Prof Liab Students	\$4,378	\$702	\$5,080	\$5,080	\$0	\$0
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$0	\$0	\$2,250
7729	Cyber Liability Insurance	\$14,000	\$0	\$14,000	\$11,200	\$0	\$2,800
7901	Library Books	\$8,627	\$4,648	\$13,275	\$10,511	\$0	\$2,764
7902	Fixtures and Furnishings	\$215,036	\$70,200	\$285,236	\$147,012	\$67,836	\$70,387
7903	Software and Licensing	\$423,955	\$43,401	\$467,356	\$389,243	\$13,969	\$64,143
7904	Building Projects	\$285,000	-\$185,000	\$100,000	\$0	\$0	\$100,000
7911	Equipment	\$50,000	\$50,128	\$100,128	\$53,523	\$0	\$46,605
7912	Motor Vehicles	\$10,000	\$0	\$10,000	\$43,718	\$0	-\$33,718
Expense	Sub-Total:	\$24,109,062	\$927,635	\$25,036,697	\$19,314,656	\$3,825,626	\$1,896,415