

BOARD OF TRUSTEES
August 25, 2017 – Time 12:00 noon
Room C211

ORDER OF BUSINESS

A. CALL TO ORDER

B. ROLL CALL

John Bridenbaugh
Sue Derck
Jeffrey Erb (2nd Vice Chair)
Robert Hall
Laura Howell
Joel Miller
Scott Mull
Paul Siebenmorgen (Chair)

C. PRESENTATIONS

1. Presentation from Foundation Board of Directors – P. Beck/R. Wilcox
2. Strategic Planning - Goal 2 Update – J. Hoops/A. Morrow
Generate and invest in transformational partnerships and educational opportunities for institutional growth.
3. Climate Survey Discussion – C. Krueger
4. Update from meeting with U. S. Secretary of Education – A. Klopfenstein

D. EXECUTIVE SESSION – To consider the hiring of a public employee

E. AUDIENCE PARTICIPATION

F. ADMINISTRATIVE REPORTS

1. President's Office (T. Stuckey)
2. Vice President for Academics (L. Robison)
3. Vice President for Institutional Effectiveness and Student Services (C. Krueger)
4. Chief Fiscal and Administrative Officer (K. Soards)
5. Vice President for Innovation (T. Hernandez)
6. Associate Vice President for Strategic Initiatives (J. Hoops)
7. Director of Human Resources & Leadership Development (K. McKelvey)

G. PROPOSED RESOLUTIONS

1. Consent Agenda Items
 - a. Minutes of the June 16, 2017 Meeting
 - b. Resignations
 - c. Layoff
 - d. Employ Full-time Secretary, Admissions and Student Success Divisions
 - e. Employ Full-time Outreach Specialist, CTS
 - f. Employ Full-time Director of Admissions
 - g. Miscellaneous Employment Contracts
 - h. Acceptance of Gifts to the College
 - i. Approval of Financial Report
2. Career Advantage Fee

H. OTHER

1. Trustee Conference at Columbus State – November 9

I. ADJOURNMENT

Future meetings: Friday, October 28, 2017; Friday, December 15, 2017; & Friday, February 23, 2018

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, June 16, 2017 at 12:00 noon in the McDougle Center (Room A101C).

Mr. Paul Siebenmorgen, 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

17-35

Members present: Sandra Barber, John Bridenbaugh, Sue Derck, Jeffrey Erb, Robert Hall, Laura Howell, Joel Miller, Scott Mull, and Paul Siebenmorgen.

There were also six guests in attendance.

PRESENTATIONS

- 1) Director of Human Resources and Leadership Development, Kathryn McKelvey, and Colin Doolittle, representing the Professional staff, announced that a tentative agreement has been reached between the administration and the Professional staff bargaining unit. The negotiating process began on May 19, 2017 and the tentative agreement was reached on June 15. Voting must now take place to accept the agreement.
- 2) CTS/Workforce Development
 - Video was played featuring the hybrid training being done with Braun Industries in Van Wert through CTS.
 - Tom Pierce, Transportation and Logistics Coordinator, shared with the Board a new partnership with Keller Trucking and the NSCC Truck Driving School to begin fall semester 2017. Keller will support the program with three tractor trailer units and pay the maintenance and fuel for each. Their plan is to hire some of the drivers who complete our program. Keller has also offered assistance with advertising and recruitment of students.
 - NSCC and the University of Toledo are working on a contract with Chrysler to train 2,200 workers. After this round of training, another 300 workers will also be trained.
 - CTS is nearing the announcement of a major training contract with Therma-Tru in Butler, Indiana.
 - CTS is hoping to partner with other industries as the college begins refurbishing of the welding shop.
- 3) Admissions Recruiter, Kristen Rausch, presented information to the Board on recent student recruiting efforts for summer and fall semesters.
- 4) Dan Burklo, Dean of Math, Science and Engineering Technologies, provided an update on Goal 1 of the Strategic Plan: “*Create and maintain an environment encouraging excellence and success in all aspects of the student experience.*”
- 5) President Stuckey reviewed the 2016 IPEDS report with the Board. IPEDS collects institutional-level data on student enrollment, graduation rates, student charges, program completions, faculty, staff and finances. This report provides a

- comparison between NSCC and twenty-one similar two-year institutions.
- 6) Board Vice Chair, Sandra Barber, attended the OACC Annual Conference at Terra State Community College. She provided information relative to textbook affordability and the Pathways Project which is working to attract more high school students into two-year colleges.
 - 7) Board member, Joel Miller is working with Kathy Soards to establish a policy relative to college reserve funds and the setting of realistic benchmarks for our reserves. It is their intent to have a policy ready to bring to the Board at the August meeting.
 - 8) The Governor's office has announced the reappointment of Paul Siebenmorgen and John Bridenbaugh to six-year terms on the Board of Trustees.

EXECUTIVE SESSION

17-36

Mrs. Derck moved and Mrs. Barber seconded a motion to go into executive session to consider the salary/benefits/transfer of public employees and to review collective bargaining strategy.

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

Following executive session, Mr. Siebenmorgen declared the meeting in regular session.

ADMINISTRATIVE REPORTS

Informational reports from the President, Vice President for Academics, Vice President for Institutional Effectiveness and Student Services, Chief Fiscal and Administrative Officer, Vice President for Innovation, Vice President for Institutional Advancement, Associate Vice President for Strategic Initiatives, and Director of Human Resources and Leadership Development were included in the Board agenda packets.

Lori Robison, Vice President for Academics, announced that faculty are being encouraged to use open education resources free options for textbooks. The Library Director will be assisting with this as well. Vice President Robison also noted that Dr. Dan Burklo, Dean of Math, Science and Engineering Technology, has been invited to be part of a panel of speakers discussing the evaluation of military education for engineering credit in the state of Ohio.

Vice President for Institutional Effectiveness and Student Services, Dr. Cindy Krueger, reported that the final enrollment numbers for spring semester 2017 were down 1% in FTE. Summer 2017 enrollment currently stands at +27.2% heads, +1.1% FTE with a number of agency students needing to be entered. Fall 2017 enrollment is currently -6.9% heads and - .7% FTE.

Dr. Krueger distributed the 2017 Climate Survey results for Board review with more in-depth discussion to take place at the August meeting.

Kathy Soards, Chief Fiscal and Administrative Officer, stated that a balanced 2017-2018 proposed budget was being submitted to the Board reinstating a portion of the reserve funds as they requested.

Associate Vice President for Strategic Initiatives, Jim Hoops, highlighted HB49 Senate Sub Bill with the Board of Trustees. He also noted that President Trump's signed executive order to increase apprenticeships across the country should provide grant potential for the college. President Trump is a proponent of workforce development.

CONSENT AGENDA APPROVED

Mrs. Barber moved and Mr. Erb seconded a motion to approve the following consent agenda items:

MINUTES OF THE APRIL 28, 2017 MEETING

17-37

RESIGNATIONS

17-38

WHEREAS, Austin Genter, Campus Police Officer, has submitted his resignation; and

WHEREAS, Derek Bassage, full-time Industrial Technologies faculty, has submitted his resignation; and

WHEREAS, Linda Arnold, full-time Nursing Coordinator-Van Wert, has submitted her resignation; and

WHEREAS, Jean Sullivan, full-time Nursing Faculty-Van Wert, has submitted her resignation; and

WHEREAS, Amanda Potts, Director of Admissions, has submitted her resignation; and

WHEREAS, Dr. Edward Singer, full-time Arts and Sciences Faculty, has submitted his resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignations of Austin Genter, effective May 1, 2017; Dereck Bassage, effective May 31, 2017; Linda Arnold, effective June 2, 2017; Jean Sullivan, effective June 5, 2017; Amanda Potts, effective June 30, 2017; and Dr. Edward Singer, effective May 31, 2017 (for retirement) be accepted as tendered.

**PROBATIONARY FACULTY AND NON-TEACHING FACULTY
CONTRACT RENEWALS APPROVED**

17-39

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 to Institutional Effectiveness and Student Services, 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 2017-2018 academic year:

- a. Gloria Arps (nursing faculty), third, one-year probationary contract, Masters, Step 12, total salary \$66,375.23 (includes 40 additional days for summer 2018).
- b. Renee Bostelman (admissions advisor), third, one-year probationary contract, Bachelor's, Step 3, total salary \$41,803.22.
- c. Thomas Bowes (industrial technologies faculty), continuing contract, Bachelors, Step 23, total salary \$57,013.18.
- d. Christopher Clawson (criminal justice faculty), second, one-year probationary contract, Bachelors +, Step 11, total salary \$51,350.64.
- e. Amy Drees, (composition/literacy faculty), second, one-year probationary contract, ABD, Step 11, total salary \$55,883.14.
- f. Melanie Hicks (nursing faculty), third, one-year probationary contract, Masters, Step 9, total salary \$63,841.98 (includes 40 additional days for summer 2018).
- g. Marianna Malek (math faculty), third, one-year probationary contract, Masters, Step 4, total salary \$45,268.30.
- h. Joni Mavis (math faculty), third, one-year probationary contract, Masters, Step 8, total salary \$51,029.72.
- i. Kristen Rausch (admissions recruiter), third, one-year probationary contract (retroactive to January 2017), Masters, Step 10, total salary \$50,960.12.
- j. Donald Retcher (11-month industrial technical mechanical faculty), second, one-year probationary contract, Associate Degree, Step 22, total salary \$64,273.13.
- k. Christina Schwiebert (instructional design & distance learning), continuing contract, Master's, Step 10, total salary \$60,779.82.
- l. Ali Tabili (physics faculty), continuing contract, Master's, Step 13, total salary \$54,527.73
- m. Michael Vanderpool, (VCT and graphic design faculty), second, one-year probationary contract, Masters, Step 6, total salary \$49,383.60.
- n. Ann Zeller (medical assisting lab coordinator), continuing contract, Bachelors, Step 11, total salary \$50,055.64.

PROMOTION TO ADMISSIONS RECRUITER

17-40

WHEREAS, the position of Admissions Recruiter was vacant due to the resignation of Dawn Hauter; and

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

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

WHEREAS, the Vice President for Institutional Effectiveness and Student Services and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Nichole Gerschutz be promoted to the position of Admissions Recruiter and receive a one-year probationary 11-month contract effective June 12, 2017 at an annual salary of \$41,803.22 (to be pro-rated for 43 days). This is in accordance with the Professional Agreement, Professional Specialist Salary Schedule, Bachelor's Degree, Step 3.

**TRANSFER TO SECRETARY – FOUNDATION, ALLIED HEALTH &
PUBLIC SERVICES AND BUSINESS DIVISIONS**

17-41

WHEREAS, a Financial Aid Assistant position has been eliminated; and

WHEREAS, the promotion of Nichole Gerschutz, the transfer of Laurie Storrer and the retirement of Mary Kruse created openings which have now been combined into one position; and

WHEREAS, the current Financial Aid Assistant, Katrina Adams, is qualified to fill this combined position; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Katrina Adams be transferred to the position of Secretary – Foundation, Allied Health & Public Services, and Business Divisions effective May 31, 2017 at an annual salary of \$25,198.25 (23 days to be pro-rated). This is in accordance with the School Support Personnel Bargaining Agreement, Class 6.

**PROMOTION TO SENIOR ADMINISTRATOR
– NETWORK SYSTEMS TECHNOLOGY**

17-42

WHEREAS, due to expanded responsibilities within the information technologies department, including those revolving around the TAAACCT grant, John Shrader is now performing at the Senior Administrator level; and

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. John Shrader be promoted to the position of Senior Administrator – Network/Systems Technology effective May 1, 2017 at an annual salary of \$56,259.18 (to be pro-rated for 45 days). This is in accordance with the School Support Personnel Bargaining Agreement, Class 10.

PROMOTION TO DEAN OF NURSING

17-43

WHEREAS, the position of Dean of Nursing becomes vacant due to the retirement of Lori Bird, effective June 30, 2017; and

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

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Patti Altman be promoted to the position of Dean of Nursing effective June 1, 2017 at an annual salary of \$87,000. This is a Grade Level II position.

**FULL-TIME PRIOR EXPERIENCE AND WORKPLACE
COORDINATOR EMPLOYED**

17-44

WHEREAS, the new position of full-time Prior Experience and Workplace Coordinator is 100% grant-funded; and

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

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Bradley Geer be employed as full-time Prior Experience and Workplace Coordinator effective May 8, 2017 at an annual salary of \$50,400. This is a Grade Level IV position.

**FULL-TIME TRAINING COORDINATOR –
ADVANCED MANUFACTURING EMPLOYED**

17-45

WHEREAS, the position of full-time Training Coordinator – Advanced Manufacturing was vacant due to the resignation of David Jones; and

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

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Todd Harris be employed as the full-time Training Coordinator – Advanced Manufacturing effective May 22, 2017 at an annual salary of \$70,000. This is a Grade Level IV position.

FULL-TIME MANAGER – MEP SALES (AMTC) EMPLOYED

17-46

WHEREAS, the grant funded position of MEP Sales Account Manager for the Advanced Manufacturing Training Center has been created to work at the Scott Park location; and

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

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Tami Herman be employed as full-time MEP Sales Account Manager (AMTC – Scott Park) effective June 5, 2017 at an annual salary of \$65,000. This is a Grade Level IV position.

MISCELLANEOUS EMPLOYMENT CONTRACTS APPROVED

17-47

WHEREAS, it has been determined that the following persons should be employed to accommodate various needs; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the following individuals be approved to receive employment contracts for miscellaneous services:

Part-time Faculty

- | | |
|----------|-------------|
| Eileen | Alexander |
| Pam | Alexander |
| Heidi | DeSota |
| Colin | Doolittle |
| Amy | Drees |
| Anne | Hammersmith |
| Dinah | Henry |
| Melissa | Hilt |
| Debra | Howell |
| Marianna | Malek |
| Jenna | Mitchell |
| Jason | Schwiebert |
| Beth | Stroller |
| Barry | VonDeylen |
| Ann | Zeller |
| Wendy | Zettel |

ACCEPTANCE OF GIFTS TO THE COLLEGE

17-48

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

WHEREAS, monetary gifts have been received to support the veterans' lounge, the food pantry and the Robotics Crystic Cyborg team at Northwest State Community College; and

WHEREAS, the donation of a painting has also been received; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the monetary gifts to the veterans' lounge (totaling \$1,150), the Robotics Crystic Cyborg team (totaling \$500), and the NSCC food pantry (totaling \$50), as well as the painting (valued at \$2,200) be accepted as gifts to the College.

FINANCIAL REPORT APPROVED

17-49

WHEREAS, the cumulative financial report is presented to inform the Board of Trustees of the College's financial condition as of April 30, 2017; and

WHEREAS, the President recommends its approval

NOW, THEREFORE BE IT RESOLVED, that the cumulative financial report dated April 30, 2017 be approved as presented.

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

2017-2018 OPERATING BUDGET APPROVED

17-50

Mrs. Derck moved and Mr. Bridenbaugh seconded the following motion:

WHEREAS, the proposed 2017-2018 operating budget presented to the Board on April 28, 2017 was not approved; and

WHEREAS, the President's cabinet has reworked the budget to begin replacing dollars previously taken from reserve accounts to balance the budget; and

WHEREAS, a position has been eliminated and several positions open due to resignations and/or retirements have been placed on hold or responsibilities have been absorbed by other departments; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the operating budget for the 2017-2018 fiscal year be adopted.

FY 17/18 Budget	FY 17-18 Budget
<u>PROJECTED REVENUE</u>	<hr/>
<u>Operating Revenue:</u>	
Ohio Board of Regents – Subsidy	\$10,736,669
Ohio Board of Regents – Capital Component	\$203,927
Tuition and Fees	\$11,215,208

Enrollment Contingency	-\$200,000
Scholarship Allowance and Tuition Offsets	-\$1,087,024
Income from Investments	\$50,000
Foundation	\$73,000
CTS Archbold	\$592,000
CTS Scott Park	\$350,000
Community Development	\$25,000
Miscellaneous	\$57,175
Grant Fiscal Agent	\$66,000
Finger Printing	\$31,100
Facility Rental	\$40,200
	\$22,153,255

To Reserves:

Capital Component Fund Balance	-\$203,927
Student Fee Fund Balance from Student Fees	-\$160,000
Instructional Equipment Fund Balance from Lab Fees	-\$150,000
To Building M & R FB from Subsidy	-\$150,000
To Unallocated FB	-\$87,572
To FS from Student Fee Fund Balance	-\$50,000
Total Operating Revenue	\$21,351,756

From Bookstore FB to Building M & R FB	\$160,206
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From Reserves:

From Student Fee FB to Student Activities/Facilities	\$22,000
From Student Fee FB for Parking Maintenance	\$35,000
From Student Fees FB for Counseling/Wellness	\$15,000
From Equip M & R FB for Equip M & R	\$73,500
From New Program FB for Agriculture/Cybersecurity	\$94,890
From Build M & R FB for Building M & R	\$375,650
From OBR Capital Bill/Miller Fund/Capital Component for Welding/Access	\$2,500,000
From Grant Match for Grant Matching Needs	\$75,627
From Unallocated Reserves to Balance the Budget	\$0
TOTAL PROJECTED REVENUE	\$24,593,424

PROJECTED EXPENSE

Operating Expense:

Instruction	\$13,876,965
Public Service	\$30,098

Academic Support	\$647,615
Scholarship Allowances	\$0
Student Services	\$1,481,637
Institutional Support	\$4,475,356
Plant Operations and Maintenance	\$4,081,751
TOTAL PROJECTED EXPENSE	\$24,593,424
PROJECTED SURPLUS / (DEFICIT)	\$0

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

**APPROVAL TO OFFER NEW SHORT-TERM
CERTIFICATE IN CYBERSECURITY**

17-51

Mrs. Barber moved and Dr. Hall seconded the following motion:

WHEREAS, local advanced manufacturing has a need for a cybersecurity aware workforce; and

WHEREAS, the short-term cybersecurity certificate will serve to fill the educational gap for local manufacturing organizations and will be offered in a hybrid model with flexible lab times to accommodate the incumbent worker; and

WHEREAS, this short-term program will also offer an entrance into an ATS Cybersecurity degree which is currently under development; and

WHEREAS, the program has been approved by the Academic Affairs Committee and was affirmed through the Governance Councils; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves the offering of the Cybersecurity Short-term Certificate. The request will be sent to the Ohio Department of Higher Education for official approval to offer the program.

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

**APPROVAL OF TENTATIVE AGREEMENT WITH
PROFESSIONAL STAFF BARGAINING UNIT**

17-52

Mrs. Derck moved and Mr. Mull seconded the following motion:

WHEREAS, the respective negotiating teams for the Board and the Professional Staff bargaining unit of the Northwest State Community College Education Association entered into negotiations on May 19, 2017 for a successor agreement to the agreement which will expire on August 15, 2017; and

WHEREAS, those negotiations have resulted in a tentative agreement for the three-year period from August 16, 2017 through August 15, 2020; and

WHEREAS, the tentative agreement includes the following changes:

- Steps have been eliminated. Going forward negotiated increases will be applied to the base salary. Salary increases remain within the approved budget.
- Reduced overload limit from 15 cr. hrs. /19 contact hrs.(fall/spring) and 18 cr. hrs. /22 contact hrs. (summer) to 12 cr. hrs. /15 contact hrs. for all semesters.
- Insurance -choice of high deductible plan or traditional PPO plan. Effective 1/1/18 in either plan the employees will be responsible for the full cost of dental and vision insurance.
- As well as other changes and improvements.

and

WHEREAS, the President recommends

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

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

ADJOURNMENT

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

1. CONSIDERATION OF A RESOLUTION TO APPROVE CONSENT AGENDA.

Moved by _____, seconded by _____.

1a. Minutes of the June 16, 2017 Meeting

1b. Resignations

WHEREAS, Suzette Lake, part-time Food Preparation Worker, has submitted her resignation; and

WHEREAS, Melissa Rupp, full-time Director of Grant Development and Administration, has submitted her resignation; and

WHEREAS, Dr. Gerald Bergman, full-time Math, Sciences and Engineering Technology Faculty, has submitted his resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignations of Suzette Lake, effective June 23, 2017; Melissa Rupp, effective September 1, 2017; and Dr. Gerald Bergman, effective July 31, 2017 (for retirement) be accepted as tendered.

1c. Layoff

WHEREAS, the secretarial position at the college's Van Wert campus has been eliminated due to closing the location; and

WHEREAS, the affected employee has elected to be placed on layoff status; and

WHEREAS, the Director of Human Resources and Leadership Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Jane Maus, Secretary – Van Wert campus, be placed on layoff status effective July 31, 2017.

1d. Employ Full-time Secretary, Admissions and Student Services Divisions

WHEREAS, the position of full-time Secretary, Admissions and Student Services Divisions was vacant due to the transfer of Andrea Morrow to another department; and

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

WHEREAS, the Vice President for Institutional Effectiveness and Student Services and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Samantha Morr be employed as full-time Secretary, Admissions and Student Services effective July 10, 2017 at an annual salary of \$23,866.31 (255 days to be pro-rated). This is in accordance with the School Support Personnel Bargaining Agreement, Class 6.

1e. Employ Full-time Outreach Specialist – Custom Training Solutions (Grant-funded)

WHEREAS, the grant-funded position of Outreach Specialist was created to educate the community about workforce training programs and related services to business and industry; and

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

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Verna Cheers be employed as full-time Outreach Specialist for the Custom Training Solutions Division effective July 17, 2017 at an annual salary of \$47,500 (250 days to be pro-rated). This is a Grade Level IV position.

1f. Employ Full-time Director of Admissions

WHEREAS, the Director of Admissions position was vacant due to the resignation of Amanda Potts; and

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

WHEREAS, the Vice President for Institutional Effectiveness and Student Services and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Teresa Lavin be employed as full-time Director of Admissions effective August 7, 2017 at an annual salary of \$53,000 (240 days to be pro-rated). This is a Grade Level III position.

1g. Miscellaneous Employment Contracts

WHEREAS, it has been determined that the following persons should be employed to accommodate various needs; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the following individuals be approved to receive employment contracts for miscellaneous services:

Part-time Faculty Summer Semester

Eileen Alexander

Pam Alexander

Patti Altman

Cook Alysha

2. **CONSIDERATION OF A RESOLUTION TO APPROVE THE CAREER ADVANTAGE FEE.**

Moved by _____, seconded by _____.

WHEREAS, the State of Ohio has allowed community colleges to implement a new Career Advantage Plan to assist new first-time students in degree completion and/or transfer in the future to other institutions; and

WHEREAS, a Career Advantage Fee can be assessed to offset the cost of new student support and success activities as specified in the State's guidelines; and

WHEREAS, had the \$10 per credit hour tuition increase which was vetoed by the Governor been allowed, it would have cost our students on average approximately \$83 per semester; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that a Career Advantage Fee of \$75 be charged to all new first-time students attending Northwest State Community College effective for Fall Semester 2017.

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

Board Report - President's Office
Submitted by: Dr. Tom Stuckey – August 17, 2017

During our April meeting the Board approved a resolution to increase the tuition by whatever amount the state would allow. At that time we were hoping for a \$10.00 per credit hour increase. This increase for the 2017-18 was vetoed by the Governor. As a compromise for community colleges, the State of Ohio will allow Northwest State to implement a new Career Advantage Plan that will assist students in degree completion and/or transfer in the future to another institution. During their first semester of college, students will be asked to meet with an advisor to plan their pathway to success and graduation. This plan will ensure that they are taking the correct courses in appropriate order to remain on track for timely completion of their course of study. Additional advisors will be available to work with students if further guidance is needed as they select career opportunities. The new fee can be charged to only first time students and only in the first semester that they attend college. Had the \$10.00 per credit hour been allowed, it would have cost our students on the average approximately \$83.00. I am proposing that the Board consider approving the Career Advantage fee and set the amount at \$75.00. This will effect approximately 600 of our students annually. These new dollars will be used to offset the cost of new student support and success activities as specified in the State's guidelines. I apologize for the timing of this action, we are just trying to make the best of a very difficult situation.

Did you know that at our May 6, 2017 Commencement, NSCC had 22 apprenticeship students graduate with their associate degrees? This was our third largest graduating program, only business and nursing are larger. CTS (Scott Park) and the University of Toledo have signed a training contract with Chrysler. Preliminary training has begun.

There will be a picnic dinner at our home for all new employees and their families on Sunday, August 20 beginning at 4:30 p.m. You and your families are invited to attend along with the President's cabinet members. The college provides the food, so please come and enjoy the evening.

Jerry Bergman has officially submitted his resignation for retirement effective July 31, 2017.

Classes are ready to begin on August 23 for approximately 1,513 traditional students, 700 College credit plus students, and 2,200 non-traditional students (agency and workforce students).

**NORTHWEST STATE COMMUNITY COLLEGE
VICE PRESIDENT FOR ACADEMICS
INFORMATION ITEMS FOR BOARD OF TRUSTEES**

July/August 2017

Submitted by: Lori Robison

Faculty Orientation

In preparation for the new academic year, faculty orientations were held on August 8 and 9 for all part-time faculty. Of our 43 College Credit Plus faculty, 36 attended the orientation. In addition, 45 part-time faculty members attended, 11 of which are new to teaching at Northwest State.

The full-time faculty orientation is scheduled for Monday, August 21. The agenda will include presentations about the Innovation Grant/Open Educational Resources, the HLC Quality Initiative-Student Advising/Pathways; and Prior Learning Assessment. Training will also occur on updates to Degreeworks (our degree audit software) and Sakai 11 (our Learning Management System).

Library

Director Kristi Rotroff attended the OhioLINK Open Educational Resources Summit on July 24 at the State Library. OERs are an important part of a two-pronged effort titled *Affordable Learning Ohio*. (The other component is the suite of currently licensed online resources that each library makes available to their campus community.) Kristi will be assisting with OER implementation as OhioLink is taking a lead role in platform development and local librarians will be expected to be consultants on resource identification.

Allied Health, Business, & Public Services

The Law Enforcement Academy Commander conducted interviews and physical fitness testing with applicants for the 2017-2018 Academy. Twelve applicants were accepted for admission and will be enrolled.

The Phlebotomy program recognized summer graduates at a Recognition Ceremony held on August 9. Nine graduates are now eligible to take national credentialing exams with American Medical Technologist or American Society for Clinical Pathology.

Academy Instructor and NSCC Campus Police Officer Jeff Lehman continues to provide Continuing Professional Training to our local law enforcement departments. Jeff trained eight officers from Defiance city and county departments on July 29 and held a training August 19 for 10 officers from Henry County Sheriff's Office.

Nursing

The practical nursing program held a Graduate Tea at the conclusion of summer semester to recognize 14 students who completed the program. Students are now eligible to take the State licensure exam.

Transfer Assurance Guides (TAG) and Ohio Transfer Module (OTM)

At a recent meeting regarding TAG and OTM course submission, NSCC was an institution with one of the higher rates of compliance. Of 103 eligible courses for the TAG or OTM designation, 86 or 83% have received approval. There are only 17 eligible courses in our curriculum remaining for approval, of which, almost half are in process for review.

NORTHWEST STATE COMMUNITY COLLEGE
VICE PRESIDENT FOR INSTITUTIONAL EFFECTIVENESS & STUDENT SUCCESS
INFORMATION ITEMS FOR BOARD OF TRUSTEES

August 10, 2017

Submitted by: Cindy Krueger

**INSTITUTIONAL GOAL 1: CREATE AND MAINTAIN AN ENVIRONMENT
ENCOURAGING EXCELLENCE AND SUCCESS IN ALL ASPECTS OF THE
STUDENT EXPERIENCE.**

DISABILITY SERVICES

Below is a summary of students who have requested some type of accommodation during spring and summer semesters.

	Spring 2017	Summer 2017
# students served	58	30
# students passed all classes	43- (74%)	23 – (77%)
# classes taken	167	50
# classes passed	137 –(82%)	40 – (80%)
Average # classes attempted	2.9	1.7

REGISTRAR – Connie Klingshirn

- Currently in the verification and audit process stage of implementation with Transferology. Transferology is a nationwide network designed to help students explore their college transfer options. Participation in this network will allow NSCC to answer vital transfer questions of many prospective students. The number of students who selected NSCC to see if courses would transfer: 212 in April, 145 in May, 66 in June, 97 in July.
- A new process for logging receipt of transcripts to be evaluated began on July 24, 2017. New student transcripts are now being recorded and tracked in Banner, which allows a student to be notified when a college transcript has been received. An e-mail is sent to students as soon as their transcript is received. This new process reduces student confusion and frustration.
- Submitted SEVIS recertification to continue to issue I-20 to eligible F1 VISA students. Form I-20 is the Certificate of Eligibility for Nonimmigrant Student Status and is needed to enter the United States.
- Parchment, the vendor sending electronic transcripts, went live on July 10. Currently, 10-15 requests are being processed daily by Parchment. Parchment is requiring daily monitoring and management due to several issues that are being addressed.
 - State institutions are mandated to submit transcripts to the Articulation and Transfer Clearinghouse (ATC). Parchment has developed a script that will re-code the request so that the transcript is coded as the main campus for ATC.
 - Also, ATC requires that if an institution has a branch campus that the transcript is coded to be sent to the main campus.
 - Another issue is that some transcripts are missing a required enumeration field. NSCC IT department is working on troubleshooting a solution.

- We also need to recode Prior Learning Type (PLA) credit to meet ATC data elements requirements. PLA examples are College Level Examination Program (CLEP), Advanced Placement (AP), and Credit by Documentation. There are over 800 students with various PLA credits that need to be recoded into Banner.
- We also have to code high schools and colleges in a cross-reference table so transcripts can be processed as XML. We are tackling the data entry by beginning with students who graduated from high schools in Indiana, Michigan, and Ohio that are not in the cross-reference table. There are 471 student records that need updated: 97 from Indiana, 200 from Michigan, and 174 from Ohio. There are other high schools that have to be entered in the cross-reference table and we are developing an Argos report to identify the high schools as a monthly data maintenance report. A similar report will be created for colleges.

INSTITUTIONAL GOAL 2: GENERATE AND INVEST IN TRANSFORMATIONAL PARTNERSHIPS AND EDUCATIONAL OPPORTUNITIES FOR INSTITUTIONAL GROWTH.

GRANTS OFFICE

Melissa Rupp has submitted her resignation effective September 1, 2017; her last day on campus is Friday, August 18, 2017. We wish Melissa well in her new position. A grant writer position has been posted. Grant funders have been notified of her departure and of new contacts for the various grants. A consultant has been hired to help write two NSF grants that are due in early October.

OTHER

Terri Lavin joined the Admissions Office as the new Director on August 7, 2017. We are excited to have her on board. The admissions office is at full staff for the first time in over 8 months.

NSCC participated in the Henry County Fair parade on Sunday, August 13, 2017. Over 20 staff and family members participated passing out literature, candy, miniature Frisbees, and can koozies. Staff included Kristen Rausch, Renee Bostelman, Nichole Gerschutz, Cherie Rix, Terri Lavin, Colin Doolittle, Lisa Aschemeier, Tamara Meyer, Don Retcher, Katrina Adams, Amber Yocum, James Hoops, and Cindy Krueger.

A survey regarding the summer work hours was distributed to 99 staff members who were directly impacted by the four-day week. Eighty-one individuals responded to the survey. There was a strong interest by the campus to have a 4-day work week next summer (60%); while 34% of respondents would consider if changes were made. Having a long weekend was seen as a positive. Several individuals also mentioned getting more work done / managing workload with the longer day. The themes that emerged as barriers were limited time with family during the week, especially with small children; feeling exhausted at the end of the day/week; and limited time in the evening to get things done outside of work.

Chief Fiscal and Administrative Officer

August, 2017

Submitted by: Kathy Soards

Utilizing the services of Standley Law Group as legal counsel assigned by the Attorney General's office, the college has renewed our previously filed trademark registrations. These renewals will remain in force through May and June of 2021:

- N (Stylized/Design)
- NORTHWEST STATE COMMUNITY COLLEGE (Stylized/Design)
- NORTHWESTSTATE.EDU (Stylized/Design)

On August 10th, Jim Hoops, Kemp Stapleton and I attended the annual Efficiency Summit and Advisory Committee meeting in Columbus. Included in the summit were presentations on Managing Healthcare Costs and Textbook Affordability. This summit was the kickoff to the FY2017 Efficiency Reporting which is due to Ohio Department of Higher Education by October 13, 2017. Permission was given to all institutions that reports are to be submitted by the due date with a note included that the Board of Trustees resolution showing acceptance and approval of the report will be provided after the college's next board meeting if the timing does not allow for preapproval. In this meeting it was officially announced that the requirement for the Ohio Department of Higher Education (ODHE) to produce an annual efficiency report by December 31st each year has now been written into law; therefore, institutions of higher education should plan to provide this type of information annually to the ODHE.

As a part of the college's efficiency initiatives, Robert Duncan, Director of Network Systems Engineering & Support is currently reviewing the single source agreement for Copier and Print Management services that was approved by the Inter-University Council Purchasing Group (IUC-PG). The college can choose to utilize this agreement for our copier and printing services without doing our own RFP/bid process since that process was completed by the IUC-PG and Northwest State holds membership to that group.

On July 18, the college received a rebate from the Ohio Bureau of Workers Compensation in the amount of \$24,306.70. This rebate is being applied against the college's annual worker's compensation expense for fiscal year 2018 and is based on 66% of the premium for the 2015 policy year.

Plattenburg, the firm that will be conducting the college and foundation audits is scheduled to be on campus for introductions and fieldwork beginning the week of August 28th. They will return the week of September 18th to finalize their on-site fieldwork portion of the audit.

Facilities

- Welding/Machine Shop Renovation Project
 - Programming meetings were held the week of August 7th with architect Fanning/Howey, Tim Nelson (NSCC Project Mgr.), Deans and Directors and other identified personnel with expertise in the areas that this renovation project will impact. These meetings are to ensure the voice of the campus is being heard and considered by the architect and NSCC Project Manager as the project is being developed into drawings that will then be used to bid the project with interested contractors.

- The north parking lots of the campus were sealed again this summer as part of maintenance efforts used to defer the eventual large expenditure of completely redoing the parking lots. The eventual expenditure of this type is planned for as part of the institution reserves balance that comes from student fees.

Northwest State Community College
Statement of Net Assets
June 30, 2017
Preliminary

Assets

Current Funds:	
General Fund:	
Cash & Investments	\$5,766,649
Accounts Receivable	\$3,519,914
Prepaid Expense	\$11,732
Inventory	\$10,354
Deferred Outflows of Resou	\$3,208,589

Total General Fund	<u>\$12,517,237</u>
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Auxiliary Enterprises:	
Cash	-\$91,014
Accounts Receivable	\$63,371
Inventories	\$430,509

Total Auxiliary Enterprises	<u>\$402,866</u>
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Restricted Funds:	
Cash	\$486,827
Accounts Receivable	\$56,052

Total Restricted Funds	<u>\$542,879</u>
------------------------	------------------

Total Current Funds	<u>\$13,462,982</u>
---------------------	---------------------

Plant Funds:	
Unexpended Plant Funds:	
Cash	\$33,974

Total Unexpended Plant Funds	<u>\$33,974</u>
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Investment In Plant:	
Land	\$176,657
Construction in Progress	\$1,044,814
Buildings	\$29,587,060
Accumulated Depr.	-\$15,501,461
Parking Lots	\$1,944,552
Accumulated Depr.	-\$1,336,142
Water Tower	\$499,810
Accumulated Depr.	-\$459,223
Movable Equipment	\$5,403,557
Accumulated Depr.	-\$3,674,608
Library Books	\$537,427
Motor Vehicles	\$233,953
Accumulated Depr.	-\$187,447
Art / Collections	\$1,103,765

Total Investment In Plant	<u>\$19,372,710</u>
---------------------------	---------------------

Total Plant Funds	<u>\$19,406,684</u>
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Agency Funds:	
Cash	\$47,642

Total Agency Funds	<u>\$47,642</u>
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Liabilities & Fund Balance

Current Funds:	
General Fund:	
Accounts Payable	\$159,761
Accrued Liabilities	\$1,575,945
Deferred Inflows & Net Pension Liability	\$24,304,737

Fund Balance:	
Unallocated	\$1,055,519
Allocated	-\$14,578,789

Total General Fund	<u>\$12,517,237</u>
--------------------	---------------------

Auxiliary Enterprises:	
Accounts Payable	\$1,589
Accrued Liabilities	\$23,130
Due To General Fund	\$0
Fund Balance	\$378,148

Total Aux. Enterprises	<u>\$402,866</u>
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Restricted Funds:	
Accrued Liabilities	\$31,413
Fund Balance	\$511,466

Total Restricted Funds	<u>\$542,879</u>
------------------------	------------------

Total Current Funds	<u>\$13,462,982</u>
---------------------	---------------------

Plant Funds:	
Unexpended Plant Funds:	
Fund Balance	\$33,974

Total Unex-Plant Funds	<u>\$33,974</u>
------------------------	-----------------

Investment In Plant:	
Net Investment In Plant	<u>\$19,372,710</u>

Total Plant Funds	<u>\$19,406,684</u>
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Fund Held in Custody	
Fund Held in Custody	\$47,642

Total Agency Funds	<u>\$47,642</u>
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Northwest State Community College
Statement of Revenue, Expense and Changes in Net Assets
June 30, 2017
Preliminary

	Total Annual Budget	Actual To Date	Per Cent Received
Operating Revenue:			
Ohio Board of Regents - Subsidy	\$10,748,459	\$10,748,459	100.00%
Ohio Board of Regents -Capital Component	\$203,927	\$203,927	100.00%
Tuition & Fees	\$10,656,671	\$10,986,661	103.10%
Scholarship Allowance and Tuition Offsets	-\$1,405,610	-\$607,159	43.20%
Income from Investments	\$50,000	\$36,963	73.93%
Foundation	\$137,826	\$137,826	100.00%
CTS Archbold	\$737,100	\$517,152	70.16%
CTS Scott Park	\$230,000	\$150,211	65.31%
Community Development	\$25,000	\$450	1.80%
Center for Lifelong Learning	\$69,600	\$0	0.00%
Miscellaneous Income	\$85,419	\$71,769	84.02%
Grant Fiscal Agent	\$63,782	\$97,295	152.54%
Finger Printing & Facility Rental	\$55,000	\$56,120	102.04%
To Reserves:			
Capital Component Fund Balance	-\$203,927	\$0	0.00%
Instructional Equipment Fund Balance from Lab	\$0	\$0	0.00%
Building M & R from Subsidy	\$0	\$0	0.00%
Student Fee Fund Balance	-\$156,000	\$0	0.00%
To Foodservice FB from Student Fees	-\$50,000	\$0	0.00%
Total Operating Revenue	\$21,247,247	\$22,399,674	105.42%
From Reserves:			
From Auxiliary (Bookstore/Foodservice) Fund Ba	\$200,000	\$0	0.00%
From Student Fee FB for Food Service Subsidy	\$50,000	\$0	0.00%
From Student Fee FB for Student Activities/Fac	\$18,300	\$0	0.00%
From Student Fee FB for Parking Lot Maint & Re	\$35,000	\$0	0.00%
From Student Fee FB for Counsel/Wellness	\$21,000	\$0	0.00%
From Student Fee FB for Advising Center Startu	\$120,939	\$0	0.00%
From Instrl Equip FB for Instrl Equipment	\$33,645	\$0	0.00%
From Equip M & R FB for Equipment M & R	\$238,974	\$0	0.00%
From Business Growth FB for Scott Park Expansi	\$223,750	\$0	0.00%
From New Program FB for Agriculture/Cybersecur	\$46,559	\$0	0.00%
From Build M & R FB for Building M & R	\$201,650	\$0	0.00%
From Energy Mgmt FB for Energy Projects	\$138,193	\$0	0.00%
From OBR Capital Bill for Renovation of Bldg C	\$2,026,349	\$0	0.00%
From Grant Match for Grant Matching Needs	\$125,000	\$0	0.00%
From Unallocated Reserves to Balance the Budge	\$292,135	\$0	0.00%
Total Revenue	\$25,018,741	\$22,399,674	89.53%
Operating Expense:			
Instruction	\$14,041,225	\$13,366,876	95.20%
Public Service	\$94,188	\$23,136	24.56%
Academic Support	\$710,816	\$753,393	105.99%
Scholarship Allowance	\$76,944	\$0	0.00%
Student Services	\$1,552,529	\$1,342,098	86.45%
Institutional Support	\$4,813,684	\$4,019,937	83.51%
Plant Operations and Maintenance	\$3,729,355	\$2,651,942	71.11%
Total Expense	\$25,018,741	\$22,157,381	88.56%
Net Increase/Decrease in Net Assets	\$0	\$242,292	

Food Services

Preliminary 2016-2017

	Rev.	Exp.	Net	YTD
July	\$9,933	\$17,519	-\$7,586	-\$7,586
Aug	\$7,447	\$21,910	-\$14,463	-\$22,049
Sept	\$18,775	\$33,491	-\$14,715	-\$36,764
Oct	\$20,879	\$35,596	-\$14,717	-\$51,482
Nov	\$37,034	\$33,517	\$3,518	-\$47,964
Dec	\$15,131	\$21,605	-\$6,474	-\$54,438
Jan	\$38,830	\$37,496	\$1,334	-\$53,105
Feb	\$25,239	\$25,739	-\$499	-\$53,604
March	\$25,395	\$30,821	-\$5,426	-\$59,030
April	\$35,611	\$35,251	\$361	-\$58,669
May	\$14,822	\$24,991	-\$10,169	-\$68,838
June	\$9,212	\$12,835	-\$3,623	-\$72,461
Subsidy	\$50,000		\$50,000	-\$22,461
Totals	\$308,308.51	\$330,769.33	-\$22,461	

* budgeted to subsidize foodservice with \$50000
from student fees

2015-2016

	Rev.	Exp.	Net	YTD
July	\$16,437	\$20,986	-\$4,549	-\$4,549
Aug	\$21,957	\$26,221	-\$4,264	-\$8,813
Sept	\$40,316	\$43,097	-\$2,781	-\$11,594
Oct	\$41,757	\$39,329	\$2,428	-\$9,166
Nov	\$32,463	\$37,868	-\$5,404	-\$14,570
Dec	\$14,414	\$18,205	-\$3,791	-\$18,361
Jan	\$24,509	\$26,610	-\$2,101	-\$20,462
Feb	\$34,974	\$45,829	-\$10,855	-\$31,317
March	\$28,414	\$32,702	-\$4,288	-\$35,605
April	\$42,658	\$41,645	\$1,013	-\$34,592
May	\$17,117	\$17,745	-\$628	-\$35,220
June	\$16,707	\$36,080	-\$19,374	-\$54,594
Subsidy	\$30,000		\$30,000	-\$24,594
Totals	\$361,723	\$386,316	-\$24,594	

* budgeted to subsidize foodservice with \$30000
from student fees

2014-2015

	Rev.	Exp.	Net	YTD
July	\$14,600	\$16,460	-\$1,860	-\$1,860
Aug	\$19,552	\$29,105	-\$9,553	-\$11,413
Sept	\$46,103	\$52,500	-\$6,397	-\$17,810
Oct	\$42,817	\$34,222	\$8,595	-\$9,215
Nov	\$31,583	\$36,077	-\$4,494	-\$13,710
Dec	\$17,741	\$21,535	-\$3,794	-\$17,503
Jan	\$26,605	\$29,055	-\$2,450	-\$19,954
Feb	\$34,802	\$42,930	-\$8,128	-\$28,082
March	\$34,866	\$38,376	-\$3,510	-\$31,592
April	\$45,556	\$43,784	\$1,772	-\$29,820
May	\$15,939	\$25,155	-\$9,216	-\$39,036
June	\$21,840	\$25,546	-\$3,706	-\$42,742
Subsidy	\$30,000		\$30,000	-\$12,742
Totals	\$382,003.65	\$394,745.62	-\$12,742	

* budgeted to subsidize foodservice with \$30000
from student fees

Bookstore

Preliminary 2016-2017

	Rev.	Exp.	Net	YTD
July	\$63,323	\$58,772	\$4,550	\$4,550
Aug	\$670,763	\$541,288	\$129,475	\$134,025
Sept	\$45,163	\$80,203	-\$35,039	\$98,986
Oct	\$20,138	\$31,256	-\$11,118	\$87,868
Nov	\$33,935	\$30,932	\$3,003	\$90,871
Dec	\$79,613	\$78,088	\$1,525	\$92,396
Jan	\$405,700	\$365,970	\$39,730	\$132,126
Feb	\$17,555	\$33,908	-\$16,353	\$115,773
March	\$21,945	\$31,773	-\$9,828	\$105,945
April	\$9,279	\$23,974	-\$14,695	\$91,250
May	\$74,728	\$76,638	-\$1,911	\$89,340
June	\$44,643	\$52,264	-\$7,621	\$81,719
Totals	\$1,486,783.26	\$1,405,064.67	\$81,719	

2015-2016

	Rev.	Exp.	Net	YTD		Rev.	Exp.	Net	YTD
July	\$101,531	\$93,869	\$7,661	\$7,661		\$91,074	\$89,693	\$1,382	\$1,382
Aug	\$685,607	\$550,780	\$134,827	\$142,488		\$715,952	\$545,484	\$170,468	\$171,850
Sept	\$46,164	\$92,030	-\$45,866	\$96,622		\$61,781	\$161,240	-\$99,459	\$72,391
Oct	\$50,143	\$58,049	-\$7,906	\$88,716		\$26,395	\$41,771	-\$15,376	\$57,015
Nov	\$47,277	\$62,684	-\$15,407	\$73,309		\$10,176	\$31,755	-\$21,579	\$35,436
Dec	\$164,248	\$133,781	\$30,467	\$103,776		\$170,148	\$165,905	\$4,243	\$39,679
Jan	\$419,644	\$346,077	\$73,567	\$177,343		\$476,532	\$417,386	\$59,146	\$98,825
Feb	\$37,081	\$44,737	-\$7,655	\$169,688		\$27,809	\$30,410	-\$2,600	\$96,224
March	\$16,385	\$38,771	-\$22,386	\$147,302		\$20,848	\$39,447	-\$18,599	\$77,625
April	\$13,934	\$28,304	-\$14,370	\$132,931		\$20,472	\$20,113	\$359	\$77,984
May	\$62,187	\$70,139	-\$7,952	\$124,980		\$62,261	\$39,931	\$22,330	\$100,315
June	\$52,552	\$63,388	-\$10,836	\$114,144		\$77,841	\$96,820	-\$18,979	\$81,335
Totals	\$1,696,752	\$1,582,609	\$114,144			\$1,761,288	\$1,679,953	\$81,335	

BOOKSTORE

06/30/2017 Preliminary

	Budget	Actual	% of Budget		Prior Year Actual	
Revenue						
Book Sales	1,325,600	1,153,583	87.02%	77.59%	1,306,667	77.01%
Supply Sales	138,300	107,950	78.06%	7.26%	131,483	7.75%
Misc Supply Sales	43,000	31,908	74.21%	2.15%	42,737	2.52%
Used Book Sales	55,700	56,540	101.51%	3.80%	60,090	3.54%
Rental Book Sales	20,000	58	0.29%	0.00%	11,383	0.67%
Ebook Sales	69,800	76,466	109.55%	5.14%	69,409	4.09%
Candy / Food -Bkstr	59,900	49,515	82.66%	3.33%	57,084	3.36%
Other	20,000	10,763	53.82%	0.72%	17,900	1.05%
Total	1,732,300	1,486,783	85.83%	100.00%	1,696,752	100.00%
Expense						
				% of Sales		% of Sales
Salaries & Benefits	245,816	214,672	87.33%	14.44%	221,912	13.08%
Cost of Sales	1,328,496	1,152,242	86.73%	77.50%	1,303,319	76.81%
Other Expenses	41,900	38,151	91.05%	2.57%	56,119	3.31%
Total	1,616,212	1,405,065	86.94%	94.50%	1,581,350	93.20%
Net	116,088	81,719	70.39%	5.50%	115,403	6.80%

FOODSERVICE

06/30/2017 Preliminary

	Budget	Actual	% of Budget		Actual	
Revenue						
Cafeteria Sales	45,000	47,909	106.46%		32,212	
Snack Bar Sales	208,600	128,565	61.63%		208,060	
Catering Sales	89,500	83,071	92.82%		91,285	
Other	2,100	(1,237)	-58.89%		167	
Total	345,200	258,309	74.83%		331,723	
Expense						
				% of Sales		% of Sales
Salaries & Benefits	257,113	193,505	75.26%	74.91%	212,452	64.05%
Cost of Sales	179,504	127,850	71.22%	49.50%	164,475	49.58%
Other Expenses	10,300	9,414	91.40%	3.64%	9,390	2.83%
Total	446,917	330,769	74.01%	128.05%	386,316	116.46%
Capital Investment	0	0			0	0.00%
Student Fee Subsidize	50,000	50,000			30,000	
Net	(51,717)	(22,461)			(24,594)	

August 2017 Board Information from CTS

General Mills Video Conferencing Training: Nine (9) technical courses and twenty-eight (28) computer application courses ran in June - July 2017.

Custom Training Classes:

1. Archbold Campus
 - a. CTS ran two Open Enrollment classes and three contract training classes in July. Companies include: Campbell Soup, GM, Tronair, Chase Brass, and CK Technologies
 - b. Open Enrollment topics included: Introduction to ControlLogix PLC, VFD Basics, Gibbs CAM and Lean Leader Series.
2. Advanced Manufacturing Training Center (AMTC) - Scott Park Campus
 - a. Fiat Chrysler training in partnership with University of Toledo-Training 2200 employees for the new Jeep Wrangler line at FCA Jeep complex-training will be done at the AMTC. UT and NSCC instructors will be providing training in 8 subjects this fall.
 - b. Held a Cyber Security symposium for business managers on June 21. Topics included Risk Management, Culture Management and Forming an Incident Response Team.
 - c. Partnering with Goodwill "Building to the Future" grant, Cyber training for Knight-Crockett Insurance Agency business customers.
 - d. Lucas County Metropolitan Housing Authority (LMHA)-finalizing agreements with LMHA-Manufacturing Skills Standards Council (MSSC).
 - e. Terra has exited the AMTC.

Community Outreach/Company Visits:

1. Archbold Campus
 - a. Jim Drewes and Tori Wolf made site visits to the following clients: Campbell Soup Company, Defiance Metal Products, Defiance Economic Development, Henry County Economic Development CIC , Fulton County Economic Development CIC, Williams County Economic Development CIC, JM Defiance, FWT, Campbell Soup and Chase Brass
2. AMTC
 - a. Meetings/visits with area businesses & organizations including: Knight Insurance Group, Lockrey, ICON, Bolt Express, Cherry Street Missions.
 - b. Scheduled a time for Toledo Public Schools guidance counselors to visit the AMTC. Also working with their Technical Prep program to schedule tours of AMTC and demonstrations at TPS High Schools.

Manufacturing Extension Partnership (MEP) Tori Wolf Archbold July 2017 NSCC continues to support local manufacturing through business consultation and workforce training solutions.

1. Archbold MEP activities

- a. Jim Drewes has been working with Economic Development Directors in Henry, Fulton, Defiance, Paulding, and Williams Counties to finalize our Manufacturing Day activities.
- b. Tori Wolf worked with Black Swamp Safety Council of Northwest Ohio to better align the safety courses that are offered onsite at NSCC through the BWC and the safety courses offered at NSCC.
- c. Sent out MEP Additive Manufacturing program and P2 (Energy Efficiency) Grant program to 600+ contacts.
- d. The Ohio Lean Consortium met in July and they are putting together upcoming projects for the fall. These include: tour of Ford River Rouge facility, speaking engagement on zero landfill waste from Sauder Wood and possible tour of Worthington Steel Delta.

2. AMTC MEP activities

- a. Working with Economic Development partners in Lucas County as well as MEP colleagues to organize and deliver an event for Manufacturing Day.
- b. CTS continues to develop a database of manufacturer's in Lucas and Wood counties and created email marketing campaigns for the Additive Manufacturing program and P2 Grant Program.
- c. Late July we made introductions to 2 high schools in Lucas County, introducing Tami Herman, CTS and planting seeds for Manufacturing Day.
- d. Cold calls to 30 manufacturers in Lucas and Wood County with information on CTS, MEP, and current grant programs.
- e. Met with subject matter experts in Lean Six Sigma, Continuous Improvement and Leadership Development, as well as a consultant for assessment testing to understand their content and style and represent services in the field.

August 2017 Board Information from IT

New and Ongoing Projects:

Document Management System (DMS): Continue to work with Admissions.

Business Analytics (Data Cube): No activity this period.

IT Helpdesk Incidents/Service Requests: For the month of July, there were 284 incidents opened and 176 resolved. There were also 79 service requests placed and 78 completed.

PA System: Wiring and speaker installation continues on Buildings, A and B and has been completed for buildings H, C, and E.

Phone System: No activity this period.

myNSCC replacement / Central Authentication Service: The new authentication service (CAS) is set up and the student onboarding process ironed out. We are currently working to get the functionality of that process configured in the new myNSCC portal.

Board Report for August 25, 2017 Board Meeting

Submitted by: Jim Hoops

Associate Vice President for Strategic Initiatives

I, along with Abram Klopfenstein, NSCC Student in the Ag program attended the annual RCCA Legislative Outreach Day in Washington D.C. July 17-19th.

The purpose of the day was to get the word out about rural community colleges and ask for support for a farm bill that was being introduced in Congress that very week. Currently there are 589 colleges representing 60% of all the community colleges nationwide. Rural community colleges serve 3.4 million, or 37% of the 10.2 million community college students enrolled across the nation.

The agenda included a meeting with the Department of Education and the Secretary of Education Betsy DeVos and staff; members of the United States Department of Agriculture ("USDA") staff; and speaking to Senators and House members and their staff about the importance of farm legislation that was just introduced last week and the impact it will have on the rural community colleges across the country.

Community College Presidents from Ohio, Kansas, Michigan, North Carolina and Oklahoma were part of the team who expressed the importance of the farm legislation along with other issues that were critical to the future success of rural community colleges. NSCC Ag student Abram Klopfenstein, who was the only student to attend the outreach day event, spoke about the impact the community college had on his life. Based on comments from Secretary of Education DeVos and others he made a big impact in the meetings because he was an actual example of why rural community colleges exist. Abram brought out the importance of a rural community college such as Northwest State Community College by talking about its affordability, flexibility and accessibility. He shared the importance of being able to attend classes to pursue an Ag degree at NSCC and at the same time be available to work with his dad on the family farm which was critical to the success of the farm.

The movers and the shakers in Washington D.C. now know, thanks to Abram's testimony which by the way Abram was not scheduled to speak but because an opportunity came up and he was prepared he took advantage of it, that NSCC is a place where students are taught that each day will be filled with opportunities and challenges good and bad and through hard work a student at NSCC will be prepared to face them head-on.

I, along with Dave Conover, Robbin Wilcox and Melissa Rupp met with the Toledo Community Foundation on July 27th to discuss grant opportunities with the Scott Park Training Center. They were very interested in visiting the Scott Park Training Center to see what is happening and a meeting is being scheduled in the near future.

Lori Robinson, Janet Koeplinger and I met with Roy Norman, Farm Bureau Director for NW Ohio, to discuss the Ag program at NSCC. Roy is very supportive of our program and is willing to help by placing us in front of the right people to discuss this program.

Sarah Stubblefield, TAACCCT Grant Project Manager, worked on the TAACCCT quarterly report which was submitted to the Department of Labor on August 15th. The TAACCCT grant will end in September of 2018. She has also been very busy working with Brad Geer, Prior Learning and Workplace Coordinator, with the Prior Learning Assessment program.

I, along with Roger Spears had a conference call with the Ohio Attorney General's Cyber Security section on August 8. The purpose of the call was to talk about requesting a letter from the Ohio AG's office supporting NSCC who is applying for a NSF ATE grant that will focus on cyber security in advanced manufacturing.

A meeting has been scheduled for August 16th with Congressman Bob Latta to discuss cyber security. Roger Spears, Tony Hills and others will be at the meeting to discuss the importance of cyber security in the arena of advanced manufacturing with Congressman Latta who has been an avid leader in Congress regarding the importance of being prepared as the country deals with cyber security issues.

Director of Human Resources and Leadership Development
August, 2017
Submitted: Katy McKelvey

UNION:

The Professional Agreement was ratified on July 26, 2017. We have finalized the document and are preparing for signatures. We have continued to have productive discussions and are able to reach mutual decisions.

Presidential Search:

The job description is finalized and the advertising drafted. The search committee is meeting on August 16 to review the responsibilities of the committee, share the job description and share the time-line goals.

Recruiting:

We have filled the following roles:

- Director; Admissions

We are recruiting for the following roles:

- Maintenance Technician
- Grant Writer