

**BOARD OF TRUSTEES**  
**February 23, 2018 – Time 12:00 noon**  
**Room C211**

**ORDER OF BUSINESS**

**A. CALL TO ORDER**

**B. ROLL CALL**

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

**C. PRESENTATIONS**

- Strategic Plan Update – Goal 4 (Cindy Krueger)
- Meet the CTS Toledo Team

**D. AUDIENCE PARTICIPATION**

**E. ADMINISTRATIVE REPORTS**

1. President's Office and District 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. Director of Human Resources & Leadership Development (K. McKelvey)

**F. PROPOSED RESOLUTIONS**

1. Consent Agenda Items
  - a. Minutes of the December 15, 2017, January 18, 25, 26 and February 2, 2018 Meetings
  - b. Resignations
  - c. Promotion to Academic Advisor
  - d. Promotion to Admissions Advisor – Undecided
  - e. Promotion to Administrative Assistant – Vice President for Academics
  - f. Transfer to Part-time Status
  - g. Employ Full-time Academic Advisor
  - h. Employ Full-time Facilities Technician
  - i. Employ Full-time Assistant – Financial Aid
  - j. Miscellaneous Employment Contracts
  - k. Approval of Financial Report
  - l. Approval of 2018-2019 Student Fees
  - m. Approval of 2017-2018 Revised Budget
  - n. Retirement Pick-up for Position of President
2. Approval of Academic Calendars 2020-2021 through 2027-2028
3. Approval of Duplicate Program Report for Ohio Department of Higher Education
4. Appointment of Delegate and Alternate Trustee to Serve on OACC Governing Board
5. Establish Meeting Dates and Times
6. Title/Position Change

**G. NOMINATION/ELECTION**

- Chair
- Vice Chair
- Second Vice Chair

**H. OTHER BUSINESS**

1. 2017 Financial Disclosure Statement due May 15, 2018
2. 2018 Spring Commencement Date – Saturday, May 12 , 2018
3. Foundation Green Carpet Event – Thursday, May 17, 2018
4. OACC Annual Conference – June 7 & 8, 2018 – Marion Technical College

- I. EXECUTIVE SESSION** – to consider the promotion of a public employee and to discuss imminent court action.

**J. ADJOURNMENT**

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, December 15, 2017 at 12:00 noon in Room C211.

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**

17-82

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

There were also seven guests in attendance, primarily faculty and staff making presentations to the Board of Trustees.

### **PRESENTATIONS**

- 1) Katy McKelvey, Director of Human Resources and Leadership Development, along with Brittany Chamberlain, Human Resources Generalist, and Martha Dennison, Human Resources Administrative Assistant, spoke about their respective responsibilities within the Human Resources Department.
- 2) Board member, Laura Howell, provided an update from the Trustees Conference that she attended on November 9, 2017. Also attending the conference were President Stuckey, Lori Robison, and Todd Hernandez.
- 3) The Board heard a presentation from Dave Mohring, NSCC STEM faculty member, regarding ongoing recruitment and community outreach efforts from the STEM (Science, Technology, Engineering Technologies & Math) division. The pilot project “Advising for Engineering Career Pathways” includes engineering classes at Automatic Feed in Napoleon and Defiance Metal Products, plastics classes at B&B Molded Products in Defiance, strategic visits to high schools throughout the College’s service area, and numerous other school and community outreach functions in an effort to increase STEM field student enrollment at NSCC.

### **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, Associate Vice President for Strategic Initiatives, and the Director of Human Resources and Leadership Development were included in the Board agenda packets.

President Stuckey advised the Trustees that changes are being proposed to the rules governing College Credit Plus. These changes are raising concern among the community colleges. Lori Robison, Vice President for Academics, explained the proposed changes to the courses the high school students would be allowed to take as well as a change in the admissions criteria. If the changes take place, it would have a negative impact on the number of College Credit Plus students coming to NSCC. The

Ohio Association of Community Colleges (OACC) is working between the colleges and the Ohio Department of Education to explain the impact of the rule changes.

Dr. Cindy Krueger, Vice President for Institutional Effectiveness and Student Services, provided an enrollment update:

12/12/17 Fall Semester -11.4% heads (compared to Fall 2016)  
-0.1% FTE (compared to Fall 2016)

12/8/17 Spring Semester 2018 - 4.7% heads (compared to Spring 2017)  
- 1.4% FTE (compared to Spring 2017)

Spring semester begins Tuesday, January 16, 2018.

Todd Hernandez, Vice President for Innovation, reported on a new component in the college's Workforce Development area. Northwest State is partnering with Job and Family Services (JFS) offices in Williams, Henry, Defiance, Paulding, Auglaize and Wood Counties. The objective of the partnership is to support workforce development and the under privileged youth in our region. NSCC will hire two full-time positions that will identify employment and training needs of employers and recruit participants for educational and employment opportunities. The funding for the positions will be provided by the JFS offices utilizing funds from the Comprehensive Case Management and Employment Program. It was noted that NSCC is the only college in the state participating in this type of arrangement.

Associate Vice President for Strategic Initiatives, Jim Hoops, announced that the contract with the Educational Advisory Board (EAB) has been signed and they are ready to begin studying the student admissions and enrollment processes at NSCC..

### **CONSENT AGENDA APPROVED**

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

#### **MINUTES OF THE OCTOBER 27, 2017 MEETING**

17-83

#### **RESIGNATION**

17-84

WHEREAS, Melissa Brothers, part-time Police Officer, has submitted her resignation;  
and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Melissa Brothers, effective December 21, 2017 be accepted as tendered.

**PROFESSIONAL STAFF PROBATIONARY CONTRACT APPROVED**

**17-85**

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

WHEREAS, their supervisor recommends; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Jennifer Behnfeldt (nursing simulation coordinator) receive a second, one-year probationary contract, total salary - \$54,758.70.

**PROMOTION TO DIRECTOR OF ADVISING CENTER**

**17-86**

WHEREAS, dollars received from the Title III Grant entitled "Graduation Pathways to Student Success – GPS" has allowed the creation of an advising center; and

WHEREAS, a Director for the advising center must be hired; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Cassie Rickenberg be promoted to the position of Director of Advising Center effective December 1, 2017 at an annual salary of \$60,000 (to be pro-rated). This is a Grade Level III position and is funded through the Title III grant.

**POSITION TRANSFERS**

**17-87**

WHEREAS, a reorganization of administrative assistant job responsibilities in the Foundation office has taken place; and

WHEREAS, academic advisors must be employed in the Advising Center; and

WHEREAS, a search was conducted to fill the academic advisor positions and administrative assistant position; and

WHEREAS, internal candidates applied and met the qualifications of the positions; and

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

NOW, THEREFORE BE IT RESOLVED, that the following position transfers be approved:

- 1) Katrina Adams, transferred from the position of Division Secretary – Foundation & Allied Health, Business and Public services to Division Secretary – Allied Health, Business and Public Services.
- 2) Samantha Morr, transferred from Division Secretary – Admissions and Marketing to Division Secretary – Advising Center and Student Services. Ms. Morr will continue in her current role until her replacement has been hired and trained. Through a memorandum of understanding with the Union, Samantha will be placed on a six-month probationary period as of the start date in her new position.
- 3) Renee Bostelman, transferred from Admissions Advisor – Early Admit to Academic Advisor. Ms. Bostelman will remain in her present position until her replacement has been trained.
- 4) Cherie Rix, transferred from Admission Advisor – Undecided to Academic Advisor. Ms. Rix will remain in her present position until her replacement has been trained.
- 5) Nichole Gerschutz, transferred from Admissions Recruiter to Admissions Advisor – Early Admit. Ms. Gerschutz will remain in her present position until her replacement has been trained.

**FULL-TIME ADMISSIONS RECRUITER EMPLOYED**

**17-88**

WHEREAS, the position of Admissions Recruiter was vacant due to the resignation of Kristen Rausch; 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. Kelly Fandrey receive a one-year probationary contract as Admissions Recruiter effective October 23, 2017 at an annual salary of \$39,812.59 (213 days to be pro-rated). This is in accordance with the Professional Staff Bargaining Agreement, Professional Specialist category.

**FULL-TIME ADMISSIONS RECRUITER EMPLOYED**

**17-89**

WHEREAS, the position of Admissions Recruiter was vacant due to the transfer of Nichole Gerschutz to Admissions Advisor – Early Admit; 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. Makayla Windau receive a one-year probationary contract as Admissions Recruiter effective November 27, 2017 at an annual salary of \$39,812.59 (188 days to be pro-rated). This is in accordance with the Professional Staff Bargaining Agreement, Professional Specialist category.

**FULL-TIME NURSING FACULTY EMPLOYED**

17-90

WHEREAS, a full-time nursing faculty position was vacant due to the resignation of Christine Higbie; 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. Wendy Zettel receive a one-year probationary contract as full-time nursing faculty effective January 8, 2018. Ms. Zettel's employment year will include the standard faculty calendar plus forty (40) additional days of instruction for a total annual salary of \$51,044.42. This is in accordance with the Professional Staff Bargaining Agreement.

**MISCELLANEOUS EMPLOYMENT CONTRACTS APPROVED**

17-91

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

WHEREAS, the President recommends

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

**Part-time Faculty Contracts – Fall Semester**

Zaid Aldoulah  
Luke Baker  
Paul Ernest  
Kevin Jay  
James Parker  
Joel Stevens

**Part-time Support Staff**

- a. Jenny Waldvogel, Custodial substitute effective October 23, 2017 at \$8.80 per hour.
- b. Cheryl Geer, Division Secretary – CTS effective November 7, 2017 at the rate of \$12.80 per hour, to be used on an as-needed basis.
- c. Vickie Rhodes, Secretary, Apprenticeship, IBEW Application Completion, move from Class 5 to Class 6 on the support staff salary matrix effective January 1, 2018; total annual salary \$25,450.21 (to be pro-rated). (per agreement with Union)

Part-time Graded

- a. Karen Bleeks, employ as part-time Tech Prep Coordinator, effective November 6, 2017 through June 30, 2018 at the rate of \$39/hour based on grant funded dollars with a maximum of 700 hours total for the remainder of the fiscal year.
- b. Jim Bellamy, Marketing and Communications, salary increased to \$46,184.40 effective January 1, 2018 for assuming additional responsibilities resulting from elimination of the Institutional Advancement office.
- c. Terersa Lavin, Director of Admissions, salary increase to \$54,590 effective January 1, 2018 as a market adjustment based upon experience factor.
- d. Ashley Pere, Grant Writer, salary increase to \$39,320.25 effective January 1, 2018 as a market adjustment based upon experience factor.

**ACCEPTANCE OF GIFT TO THE COLLEGE**

17-92

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

WHEREAS, a monetary donation has been made to the We Are STEMM Day program; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the monetary donation of \$300 for We Are STEMM be accepted as a gift to the College.

**FINANCIAL REPORT APPROVED**

17-93

WHEREAS, the cumulative financial report is presented to inform the Board of Trustees of the College's financial condition as of October 31, 2017; and

WHEREAS, the President recommends its approval

NOW, THEREFORE BE IT RESOLVED, that the cumulative financial report dated October 31, 2017 be approved as presented.

**2016-2017 COLLEGE AUDIT ACCEPTED**

17-94

WHEREAS, the 2016-17 financial audit prepared by Plattenburg & Associates, Inc. has been reviewed by the Chief Fiscal and Administrative Officer and the State of Ohio Auditor's Office; and

WHEREAS, the audit has been reviewed by the Audit Committee of the Board; and

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

NOW, THEREFORE BE IT RESOLVED, that the 2016-2017 financial audit be accepted.



**2016-2017 BUDGET TRANSFERS APPROVED**

**17-95**

WHEREAS, additional expenses were incurred in 2016-2017 for institutional support due to the GASB68 unfunded pension liability; and

WHEREAS, there are additional dollars in Instruction which can be transferred to cover the expenses; and

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

NOW, THEREFORE BE IT RESOLVED, that \$378,295 be transferred from Instruction to Institutional Support in the 2016-2017 budget to cover the GASB68 unfunded pension liability.

**AUTHORITY GRANTED TO AWARD BIDS**

**17-96**

WHEREAS, the College is in the process to begin seeking bids for the welding/machine shop renovation project; and

WHEREAS, the Chief Fiscal and Administrative Officer and the President can be authorized by the Board of Trustees to accept the bid; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees authorizes the President and the Chief Fiscal and Administrative Officer to award the contract bid for the welding/machine shop renovation project.

**JOINT USE AGREEMENT WITH NAPOLEON CIVIC CENTER APPROVED**

**17-97**

WHEREAS, the 131<sup>st</sup> General Assembly of Ohio enacted House Bill 390, which includes specific appropriation of capital improvement resources directed to Northwest State Community College (NSCC) for the benefit of the Napoleon Civic Center, Napoleon, Ohio in the amount of one hundred thousand dollars (\$100,000); and

WHEREAS, these funds will be used to renovate the former Central School Auditorium and elementary wing; and

WHEREAS, NSCC desires to collaborate with the Napoleon Civic Center to create arts and recreation programs to better the lives of the residents in Napoleon, Henry County, and the surrounding area; and

WHEREAS, Ohio Administrative code §3333-1-03(E) requires a public institution to submit to the Ohio Department of Higher Education a Joint Use Agreement that contains the requirements in E(1)-(11) for review and approval; and

WHEREAS, NSCC has demonstrated that the value of the use of the facility or equipment is reasonably related to the amount of the appropriation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that in consideration of the mutual benefits of this Agreement, the Board of Trustees approves the signing of the Joint Use Agreement between Northwest State Community College and the Napoleon Civic Center.

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

**TUITION APPROVED FOR THE 2018-2019 ACADEMIC YEAR**

**17-98**

Mr. Miller moved and Mrs. Howell seconded the following motion:

WHEREAS, the College desires to grow in enrollment, program offerings, and services to increase student success as spelled out through the institutional goals; and

WHEREAS, the College has undergone extensive data analysis to determine the financial need for operations and the price sensitivity to meet student needs; and

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

WHEREAS, Governor Kasich has approved up to a \$10 per credit hour tuition increase for the 2018-2019 academic year; and

WHEREAS, the President's Cabinet and the President recommend

NOW, THEREFORE BE IT RESOLVED, that commencing Summer Semester 2018 tuition be increased from \$157.33 to \$167.33 per semester credit hour (6.4%) for in-state tuition.

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

**OUT-OF-STATE SURCHARGE FOR  
2018-2019 ACADEMIC YEAR APPROVED**

**17-99**

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

WHEREAS, the college desires to make the appropriate adjustment to the out-of-state fees; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Northwest State Community College set the out-of-state surcharge at \$161.33 per semester credit hour beginning Summer Semester 2018.

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

**EXECUTIVE SESSION**

**17-100**

Mr. Erb moved and Dr. Hall seconded a motion to go into executive session to consider the hiring of a public employee.

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

No action was taken following executive session.

**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 held a special meeting on Thursday, January 18, 2018 at 3:00 p.m. 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**

**18-01**

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

### **EXECUTIVE SESSION**

**18-02**

Mrs. Derck moved and Mr. Miller seconded a motion to go into executive session to consider the employment of applicant for the position of President.

ROLL CALL: Aye; 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, the meeting was declared adjourned.

The Board of Trustees of Northwest State Community College held a special meeting on Thursday, January 25, 2018 at 3:00 p.m. 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**

**18-03**

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

**EXECUTIVE SESSION**

**18-04**

Mr. Erb moved and Mrs. Derck seconded a motion to go into executive session to consider the employment of applicant for the position of President.

ROLL CALL: Aye; 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, the meeting was declared adjourned.

The Board of Trustees of Northwest State Community College held a special meeting on Friday, January 26, 2018 at 8:00 a.m. in the McDoughe 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**

**18-05**

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

### **EXECUTIVE SESSION**

**18-06**

Mr. Miller moved and Mrs. Howell seconded a motion to go into executive session to consider the employment of applicant for the position of President.

ROLL CALL: Aye; 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, the meeting was declared adjourned.

The Board of Trustees of Northwest State Community College held a special meeting on Friday, February 2, 2018 at 1200 noon in the McDougle Center, Room A101C.

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

### **MEMBERS PRESENT**

**18-07**

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

### **ACCEPTANCE OF RETIREMENT RESIGNATION**

**18-08**

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

WHEREAS, Dr. Thomas Stuckey, President, has submitted his resignation for retirement;

NOW, THEREFORE BE IT RESOLVED, that the retirement resignation of Dr. Thomas Stuckey, effective June 30, 2018 be accepted as tendered.

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

### **EMPLOYMENT OF NEW PRESIDENT FOR NORTHWEST STATE COMMUNITY COLLEGE**

**18-09**

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

WHEREAS, Dr. Thomas Stuckey is retiring; and

WHEREAS, a search committee was formed including three Board of Trustee members, the Director of Human Resources and Professional Development, a community leader, and four representatives from faculty and staff; and

WHEREAS, the search committee selected five applicants for interview by the committee; and

WHEREAS, the search committee recommended two applicants for interview by the Board of Trustees; and

WHEREAS, the Board of Trustees interviewed both candidates; and

WHEREAS, Dr. John Michael Thomson received the recommendation of the Board to be employed as President

NOW, THEREFORE BE IT RESOLVED, that Dr. John Michael Thomson be employed as the seventh President of Northwest State Community College effective April 1, 2018 for a term of fifteen months at an annual salary of \$185,000.

BE IT FURTHER RESOLVED, that a formal employment contract be prepared listing the duties and responsibilities of the Office of President and also listing the benefits accruing to the position. This contract shall be signed by Dr. Thomson and the officers of the Board of Trustees.

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

#### EMPLOYMENT CONTRACT READS AS FOLLOWS:

This Employment Contract is entered into by and between the Northwest State Community College of Ohio ("College") through its Board of Trustees ("Board") and John Michael Thomson, Ph.D. ("Thomson").

WHEREAS, the College is organized under Section 3358 of the Ohio Revised Code as a public institution of higher education; and

WHEREAS, the College desires to employ Thomson as its President and Chief Executive Officer; and

WHEREAS, Thomson is willing to accept this position and devote his full time, energy and efforts to the duties of the office;

NOW, THEREFORE, it is agreed as follows:

#### I. DURATION OF CONTRACT

This contract shall extend for a period beginning April 1, 2018 through June 30, 2019. Notice of renewal, non-renewal or resignation must be provided by each party three (3) months prior to the contract end date.

#### II. SALARIES AND BENEFITS

Effective April 1, 2018, the College shall pay to Thomson an annual salary of \$185,000 (one hundred eighty-five thousand dollars) payable in twenty-four (24) equal installments each year.

Thomson will receive a one-time moving expense of up to \$5,000 upon verification of move to Northwest Ohio and submission of receipts for moving expenses.



### III. ADDITIONAL BENEFITS

The College will pay five percent (5%) of the employee's share of the appropriate State Retirement System costs of Thomson.

Thomson shall be entitled to four (4) weeks of vacation. Thomson shall be entitled to have three (3) personal days as well as any holidays declared by the Board of the College as such. The accumulation of time and payment will follow the then current Board policy.

Thomson shall earn sick leave pursuant to the then current Board policy.

Thomson shall be entitled to all health, medical and life insurance benefits as per the Board policy.

The College shall provide a car allowance of \$500 per month for Thomson.

Thomson will also receive an \$80 per month cell phone stipend.

### IV. DUTIES

Thomson shall perform those services and duties that are incident to the office of the President of a state community college in Ohio including but not limited to: (1) provide leadership for academic excellence; (2) administer the instruction, student services, and business affairs of the College; (3) periodically direct the review of Board policies; (4) promote and endeavor to maintain a positive College image in the community; (5) establish and maintain sound working relations with other governmental agencies; (6) endeavor to maintain and improve professional competence; (7) serve as the Board's designated representative with respect to all matters concerning employer-employee matters; (8) annually evaluate administrative employees reporting directly to Thomson and participate in the evaluation of the remaining employees in accordance with College procedures; (9) manage and control College property and enter into contracts on behalf of the College as authorized by the Board; and (10) perform such other duties commensurate with his position that he may from time to time be assigned by the Board. The executive authority rests with the Board. Thomson as President shall take no action contrary to that ordered by the Board or in contradiction of the policies as established by the Board.

### V. GOVERNING LAW AND FISCAL WATCH PROVISION

The parties to this Contract recognize that the College is a state community college created pursuant to O.R.C. Chapter 3358. This agreement shall be governed and construed in accordance with the laws of the State of Ohio. The parties also acknowledge that the appointment of President is specifically subject to and may be superseded by the fiscal watch provisions of O.R.C. Chapter 3345, including the performance evaluation, suspension, suspension of authority, duties, pay and termination provisions mandated by O.R.C. Section 3345.77.

### VI. AUTHORITY

The College acknowledges that this Contract is executed by the College through the authority of the Board and by the signatures of the Chair, Vice Chair and Second Vice Chair of the Board and by the signature of Thomson on his own behalf.

## VII. ENFORCEABILITY

This Contract may be signed in counterparts. True and accurate photocopies of this Contract shall be enforceable.

(Signed by Chair, Vice Chair, and 2<sup>nd</sup> Vice Chair of the Board and Dr. Thomson)

## **ADJOURNMENT**

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

**1. CONSIDERATION OF A RESOLUTION TO APPROVE CONSENT AGENDA.**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

**1a. Minutes of the December 15, 2017, January 18, 25, 26 and  
February 2, 2018 Meetings**

**1b. Resignations**

WHEREAS, Todd Harris, full-time Training Coordinator for Advanced Manufacturing, has submitted his resignation; and

WHEREAS, Edward Hernandez, full-time Custodian, has submitted his resignation; and

WHEREAS, Patricia Hofbauer, full-time Early Childhood Education faculty, has submitted her resignation for retirement; and

WHEREAS, David Donaldson, part-time Accessibility Services Coordinator, has submitted his resignation for retirement; and

WHEREAS, Bette Hughes, full-time Nursing Lab Coordinator, has submitted her resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignations of Todd Harris, effective January 31, 2018; Edward Hernandez, effective February 16, 2018; Patricia Hofbauer for retirement, effective June 1, 2018; David Donaldson for retirement, effective June 30, 2018; and Bette Hughes for retirement, effective July 31, 2018 be accepted as tendered.

**1c. Promotion to Academic Advisor**

WHEREAS, additional advisors are needed to complete the staffing of the Advising Center; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Shannon Floyd be promoted to the position of Academic Advisor effective January 1, 2018 at an annual salary of \$39,812.59 (163 days to be pro-rated). This is in accordance with the Professional Staff Bargaining Agreement, Professional Specialist category.

**1d. Promotion to Admissions Advisor – Undecided**

WHEREAS, the position of Admissions Advisor – Undecided was vacant due to the transfer of Cherie Rix to Academic Advisor; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Ann Fether be promoted to the position of Admissions Advisor – Undecided effective January 1, 2018 at an annual salary of \$39,812.50 (to be pro-rated for 163 days). This is in accordance with the Professional Staff Bargaining Agreement, Professional Specialist category.

**1e. Promotion to Administrative Assistant – Vice President for Academics**

WHEREAS, the position of Administrative Assistant – Vice President for Academics was vacant due to the promotion of Cassie Rickenberg to the Director of the Advising Center; and

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

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Carrie Baynes be promoted to the position of Administrative Assistant – Vice President for Academics effective February 5, 2018 at an annual salary of \$39,000 (to be pro-rated). This is a Grade Level V position.

**1f. Transfer to Part-time Status**

WHEREAS, Mr. James Hoops has been appointed State Representative to the 81<sup>st</sup> House District of Ohio; and

WHEREAS, Mr. Hoops desires to continue in his capacity at Northwest State on a part-time basis; and

WHEREAS, Mr. Hoops has met with the Ethics Commission of Ohio to ensure that there will be no conflict of interest; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. James Hoops' status be moved to

part-time Associate Vice President of Strategic Initiatives effective January 17, 2018 at the rate of \$34.10 per hour. This is a Grade Level I position.

**1g. Employ Full-time Academic Advisor**

WHEREAS, additional advisors are needed to complete the staffing of the Advising Center; 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. Kaitlin Rohrs-Cordes be employed as a full-time Academic Advisor effective January 8, 2018 at an annual salary of \$39,812.59 (158 days to be pro-rated). This is in accordance with the Professional Staff Bargaining Agreement, Professional Specialist category.

**1h. Employ Full-time Facilities Technician**

WHEREAS, the position of Facilities Technician was created as part of the succession planning within the Facilities Department; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Richard Wood be employed as full-time Facilities Technician effective January 22, 2018 at the rate of \$12.00 per hour. This is in accordance with the School Support Personnel Bargaining Agreement, Class 6.

**1i. Employ Full-time Assistant – Financial Aid**

WHEREAS, the position of Assistant – Financial Aid was vacant due to the promotion of Ann Fether to Admissions Advisor – Undecided; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Makenzie Warncke be employed as full-time Assistant – Financial Aid effective January 29, 2018 at an annual salary of \$21,857.21 (to be pro-rated for 110 days). This is in accordance with the School Support Personnel Bargaining Agreement, Class 5.

## 1j. 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 recommends

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

### Part-time Faculty

Aldrich	Catherine	Frake	Ann
Anthony-Mills	Crystal	Hammersmith	Anne
Aschemeier	Jennifer	Handy	Darrell
Aschemeier	Lisa	Harris	Heidi
Baker	Luke	Hills	Tony
Becher	Lisa	Hilt	Melissa
Behnfeldt	Jennifer	Homier	Tess
Berres	Allen	Hopper	Carolyn
Borton	Teresa	Howard	Sherry
Bowes	Thomas	Hughes	Bette
Brubaker	Sharon	Jacob	Erin
Burken	Christa	Jay	Kevin
Burkholder	Tracy	Joel	Steven
Chaplin	William	Kemarly-	
Clawson	Christopher	Hopkins	Julie
Clink	Michael	Kenning	Celeste
Cook	Alyssa	Kinkaid	Cindy
Coressel	Andrew	Kloos	Phyllis
Coulter	Scott	Kocinski	Michael
Dailey	Amy	Kohl	Deanna
Dalby	Brittany	Kolovich	Monica
Davis	Chris	Kuhlman	Annette
DeSota	Heidi	Kuhlman	Nanette
Dillon	Kieron	Kwiatkowski	Michael
Donaldson	Pam	Lammers	Suzanne
Doolittle	Colin	Lanius	Vicki
Durham	Tammy	Leppelmeier	John
Dusseau	Melanie	Leptak-Moreau	Jeff
Eichenauer	Bill	Mack	Dave
Ernest	Paul	Malek	Marianna
Faber	Melissa	Manz	Craig
Filipovich	Nick	McGhee	Durrell

McQuade	Tim	Rowe	James
Meyer	Ashley	Schwiebert	Jason
Meyer	Tamara	Shelt	Steven
Miller	Martha	Short	Amanda
Miller	Todd	Silveus	Molly
Minsel	Curtis	Singer	Edward
Mintz	Aaron	Sizemore	Brittany
Mohring	David	Smith	Rebecca
Moore	Kevin	Stuber	Jacob
Myers	Kent	Stuckey	Angela
Nafziger	Beth	Talebi	Ali
Nartker	Greg	Tefft	Gregory
Newton	Tera	Vanderpool	Michael
Norris	Tamara	Vandock	Kent
Oberhaus	Annette	Vasko	Carol
Plummer	Thomas	Verfaillie	Robert
Preston	Craig	VonDeylen	Barry
Racick	John	Waisner	Beth
Rawlins	Nathan	Wamer	Gaynell
Raymond	Steven	Werdebaugh	Ronald
Retcher	Donald	Wikstrom	Deborah
Richter	Mary	Wilson	Megan
Ringenberg	Karla	Wood	Sheri
Robinson	Chris	Young	Sharla
Roka	Thomas	Zuvers	Larry

Administrative

1. Dr. John Michael Thomson, to be paid at the daily rate of \$711.54, for additional days worked prior to beginning of full-time contract, February 23 through March 31, 2018.

**1k. Approval of Financial Report**

WHEREAS, the cumulative financial report is presented to inform the Board of Trustees of the College's financial condition as of January 31, 2018; and

WHEREAS, the President recommends its approval

NOW, THEREFORE BE IT RESOLVED, that the cumulative financial report dated January 31, 2018 be approved as presented on pages 43-46.

## 1I. Approval of 2018-2019 Student Fees

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the student fees be adopted for the 2018-2019 academic year.

NORTHWEST STATE COMMUNITY COLLEGE  
COURSE FEES / STUDENT FEES  
AND NURSING TESTING FEES  
2018-2019 ACADEMIC YEAR

ACC090	Introduction to Accounting	0.00	
ACC111	Financial Accounting	18.00	
ACC112	Managerial Accounting	18.00	
ACC120	Payroll Accounting	18.00	
ACC140	Individual Income Tax Acct.	28.00	
ACC211	Intermediate Accounting I	18.00	
ACC212	Intermediate Accounting II	18.00	
ACC221	Cost Accounting I	18.00	
ACC222	Cost Accounting II	18.00	
ACC230	Auditing	53.00	
ACC240	Business Income Tax Acctg.	28.00	
ACC260	Accounting on Computers	23.00	
ACC291	Accounting Internship	23.00	
ACC299	Special Topics in Accounting	1.50	
AET100	Intro to Alternative Energies	18.00	
AET110	Energy Audit	38.00	
AET120	Wind Power	27.00	
AET130	Solar Energy I	27.00	
AET140	Geothermal	27.00	
AET200	Sustainable Building Design	24.00	
AET220	Solar Energy II	27.00	
AET230	Sydragen and Fuel Cell Tech.	27.00	
AET240	Biofuels	27.00	
AET290	Alternative Energy Capstone	32.00	
ART103	Beginning Drawing	34.00	
ART210	Oil/Acrylic Painting	78.00	

ART220	Beginning Sculpture	34.00	
ATS101	Portfolio Development	5.00	
BAN110	Bank Management	18.00	
BAN210	Credit Management	18.00	
BAN220	Investment Management	33.00	
BAN299	Special Topics in Banking	1.50	
BIO100	The World of Science	24.00	
BIO101	Biology	47.00	
BIO115	Ecology	42.00	
BIO131	Nutrition	24.00	
BIO150	The Human Body	37.00	
BIO180	Principles of Genetics	47.00	
BIO201	General Biology I	87.00	
BIO202	General Biology II	87.00	
BIO231	Anatomy & Physiology I	102.00	
BIO232	Anatomy & Physiology II	102.00	
BIO234	Human Diseases	37.00	
BIO257	Microbiology	102.00	
BUS101	Introduction to Business	18.00	
BUS110	Bus. Math/Calculators	28.00	0.00
BUS160	International/Global Business	18.00	0.00
BUS211	Business Communications	45.50	
BUS221	Business Law	18.00	
BUS223	Employ. Law, Safety, & Security	18.00	
BUS250	Labor Relations	18.00	15.00
BUS260	International Trade	22.00	0.00
BUS298	Special Topics in Business	5.50	
BUS299	SpecTopics in Bus.	1.50	



CAD111	CAD I	52.00	
CAD112	CAD II	52.00	35.00
CAD213	CAD III	52.00	
CAO210	Job Search Skills	5.00	
CET100	Construction Methods & Materials	25.00	
CET115	Project Management	35.00	
CET120	Construction Materials Testing	35.00	
CET200	Surveying	35.00	
CET215	Project Management II	0.00	55.00
CET240	Soils	25.00	
CHM100	The World of Science	18.00	
CHM101	Principles of Chemistry	42.00	
CHM110	Science & Tech of Sustainability	42.00	
CHM138	Principles of Forensics	37.00	
CHM201	General Chemistry I	70.00	
CHM202	General Chemistry II	70.00	
CHM256	Principles of Biochemistry	39.00	
CIS090	Introduction to Computers	11.00	
CIS104	Desktop Management	17.00	
CIS108	Internet Scripting	29.00	
CIS109	Database Management	29.00	
CIS111	Visual Basic Programming	29.00	
CIS112	Microsoft Word	33.00	
CIS113	Microsoft Excel	44.50	
CIS114	Microsoft Applications	37.50	
CIS117	Microsoft Publisher	16.00	
CIS118	Access	21.00	
CIS119	PowerPoint	21.00	
CIS121	Intermediate Word	21.00	
CIS122	Intermediate Excel	26.00	
CIS129	Web Page Development	23.00	
CIS150	Programming C++	29.00	
CIS155	Linux Networking I	49.00	
CIS161	C#	29.00	
CIS165	Java Programming	29.00	
CIS191	Computer Operations	38.00	
CIS192	Microsoft Workstation Tech	23.00	
CIS193	Microsoft Server Technology	23.00	
CIS194	IT Security Fundamentals	23.00	
CIS195	Networking Essentials	18.00	
CIS201	Workplace Technologies	28.00	
CIS255	Linux Networking II	49.00	
CIS265	Java Programming II	18.00	
CIS284	Microsoft Infrastructure Tech.	21.00	18.00
CIS285	Microsoft Director Svc. Tech.	21.00	23.00
CIS290	Information Tech. Intern.	11.00	
CIS299	Special Topics in Computers	1.50	

CJT130	Principles of Criminal Justice	18.00	
CJT132	Criminal Justice Admin	18.00	0.00
CJT134	Criminal Law	18.00	
CJT136	Juvenile Delinquency Principle	18.00	
CJT140	Constitutional Law	18.00	
CJT220	Law Enforc. in Am. Society	18.00	
CJT230	Corrections	18.00	
CJT240	Criminal Evidence & Proc.	18.00	
CJT242	Probation & Parole	18.00	
CJT244	Criminal Investigation	43.00	
CJT246	Technical Skills for Officers	43.00	
CJT252	Seminar in Criminal Justice	18.00	
CJT281	Vehicle Patrol Traffic Enforce	38.00	53.00
CJT282	Firearms/Driving	282.50	332.50
CJT283	Defensive Tactics/Physical Fit	30.50	40.50
CJT284	Human Conditions	43.00	78.00
CJT290	Criminal Justice Practicum	38.00	
CYB210	Cybersecurity Programming	0.00	76.00
CYB220	Security Auditing	0.00	15.00
CYB230	Network Security	0.00	15.00
DBP110	ICDL Computer Tech	75.00	
DBP120	Computer Systems I	150.00	
DBP121	Computer Systems II	225.00	
DBP150	Database Basics	225.00	179.00
DBP205	Discrete Structures App	225.00	129.00
DBP210	Computer Programming I	225.00	129.00
DBP220	Database Reporting	225.00	129.00
DBP225	Computer Programming II	225.00	129.00
ECD150	Infant & Toddler Dev & Care	18.00	
ECD190	Fund. of Early Childhood Edu	94.00	
ECD201	PreK Curriculum & Methods	65.50	
ECD280	Child Care Field Exp	86.00	
ECD282	ECD Field Experience	86.00	
ECD290	Pre-K Practicum	249.00	259.00
ECD291	Admin. Internship	86.00	
ECO211	Macroeconomics	18.00	
ECO212	Microeconomics	18.00	
ECO299	Special Topics in Economics	0.00	1.50
EDP160	Intro to Paraprofessional Edu	93.00	
EDP290	Paraprofessional Internship	76.00	
EDU100	Intro to Teaching	22.00	
EDU120	Guidance & Classroom Mgmt	18.00	
EDU140	Strat /Teach Business	18.00	

EDU150	Child Development I	18.00	
EDU210	Creative Arts Curriculum	13.00	
EDU220	Special Education	18.00	
EDU230	Family, School & Community	13.00	
EDU240	Educational Psychology	18.00	
EDU250	Education Seminar	12.00	
EDU260	Instructional Technology	46.00	
EDU270	Cult & Linguistic Diversity /Edu	86.00	
EET121	DC Circuits	64.00	
EET122	AC Circuits	64.00	
EET132	Discrete Structures	24.00	
EET221	Digital Electronics	77.00	
EET231	Microprocessors	57.00	
EET240	Engineering Programming	49.00	
EET272	Networking I	57.00	
EET277	Industrial Electronics	54.00	
EET282	Networking II	44.00	
EET289	Systems Integration	44.00	
EMS102	EMT Basic I	175.00	
EMS103	EMT Basic II	75.00	
EMS202	EMT Intermediate I	200.00	
EMS203	EMT Intermediate II	75.00	
ENG080	Reading Comprehension	19.00	0.00
ENG090	Basic Composition	19.00	0.00
ENG099	Writing Skills Workshop	19.00	
ENG095	Integrated Col Reading/Writing	16.00	
ENG111	Composition I	19.00	
ENG112	Composition II	19.00	
ENG113	Speech	19.00	
ENG210	Technical Communications	18.00	
ENG214	Discussion & Conf. Method	18.00	
ENG217	Intro to Creative Writing	3.00	
ENG223	Interpretation of Literature	18.00	
ENG230	Children's Literature	18.00	
ENG234	Narr Lit--Old NW Territory	18.00	0.00
ENG240	Introduction to Poetry	18.00	
ENG241	Introduction to Fiction	18.00	
ENG250	Am Lit Thru Mid-19th Cent.	18.00	
ENG251	Am Lit Since Mid-19th Cent.	18.00	
ENG260	Brit Lit Thru 18th Century	18.00	
ENG261	Brit Lit 19th Cent to Present	18.00	
ENG271	Non-Western Literature	18.00	0.00
FRA100	Fraud Detection & Deterrence	18.00	
FRA200	Fraud Examination	18.00	
FRA210	Legal Elements of Fraud	18.00	

FRA220	Corp. Int. Ctrl & Governance	18.00	
GEO110	World Geography	18.00	
GEO210	Geography--U.S. & Canada	18.00	
GSD100	Success Seminar	6.00	
GSD120	Career and Life Planning	18.00	
HIS101	U.S. History Pre-1876	18.00	
HIS203	U.S. Since 1945	18.00	
HIS210	The Modern World	18.00	
HIS234	History Old NW Territory	54.00	0.00
HIS290	Historic Preservation Intern	8.00	
HPF106	Beg. Western/Eng. Horse	275.00	
HPF107	Inter. Western/Eastern Horse	275.00	
HPF108	Adv. Western/Eastern Horse	275.00	
HST101	Principles of Human Services	18.00	
HST105	Cult Competence w/Div. Pop	18.00	
HST108	Principles of Dev. Disability	18.00	
HST112	Group Work in Human Serv	18.00	
HST208	Interview Techniques	18.00	
HST210	Human Services Methods	28.00	38.00
HST212	Principles of Addiction	28.00	
HST214	Human Service Case Mgmt	18.00	
HST218	Intro to Devel Disabilities	12.00	0.00
HST219	Prin of Self-Determination	12.00	0.00
HST220	Principles of Work	12.00	0.00
HST221	Prin of Habilitation Program	12.00	0.00
HST222	Ethics In the Helping Profess	20.50	23.00
HST240	Social Problems	18.00	
HST242	Marriage & Family	18.00	
HST290	Practicum I	97.50	
HST295	Practicum II	71.00	
HST296	Practicum III	71.00	
HUM209	Hum & Cult: Anc. & Medieval	18.00	
HUM210	Hum & Cult: Renais to Pres.	18.00	
HUM221	Music Appreciation	18.00	
HUM230	Art Appreciation	18.00	
IND100	Precision Measurement	0.00	39.00
IND105	Industrial Safety	49.00	
IND107	Print Reading & Sketching	39.00	
IND110	Industrial Computing I	29.00	
IND120	Industrial Electricity I	44.00	
IND121	Industrial Electricity II	44.00	
IND122	Industrial Wiring (NEC)	34.00	

IND130	Rigging & Erecting	44.00	
IND131	Industrial Pipefitting	89.00	
IND132	Benchwork	54.00	
IND134	Ind. Fluid Power I	77.00	
IND140	Principles of Machining	84.00	
IND141	Metallurgy & Heat Treat.	34.00	
IND220	Elec. Prints & Troubleshoot.	44.00	
IND221	Instr. & Controls I	59.00	
IND223	Motors & Motor Controls	44.00	
IND232	Machine Repair	54.00	
IND234	Ind. Fluid Power II	49.00	
IND240	Mach. Processes II	54.00	
IND241	Tooling & Fixtures	44.00	
INT120	HVACR I	54.00	
INT220	HVACR II	34.00	
INT221	HVAC III Heating Systems	24.00	
MEA101	Medical Assisting Clinical I	109.00	
MEA105	Microbiology for Med. Assist.	124.00	
MEA108	Admin. Med. Office Proced.	36.00	
MEA110	Pharm for Allied Health Profes	18.00	
MEA200	Med Assisting Adm Extern	55.00	
MEA201	Medical Assisting Clinical II	92.00	
MEA202	Med. Assisting Clinical Extern	182.00	
MEA205	Disease Conditions	24.00	
MEA207	Phlebotomy Externship	123.00	
MEA229	Diagnostic & Procedural Coding	35.50	
MEA283	Computerized Medical Ins	20.50	
MET099	Engineering Math	19.00	
MET100	Intro to Engineering Tech.	26.00	
MET107	Engineering Graphics & Sketching	24.00	
MET110	Print Reading & Sketching	39.00	
MET121	Manufacturing Processes	34.00	
MET134	Engineering Materials	34.00	
MET222	Prog. Comp. Num Con.	49.00	
MET223	CAM	67.00	
MET234	Strength of Materials	29.00	
MET235	Statics	29.00	
MET255	Fluid Mechanics	29.00	
MET260	CAM II	44.00	
MET262	CAD/CAM Project	67.00	
MET265	Machine Design	29.00	
MET290	Eng. Tech Co-op/Internship	5.00	
MGT110	Management	18.00	
MGT120	Supervision	18.00	
MGT121	Entrepreneurship I	0.00	15.00

MGT210	Human Resource Management	18.00	
MGT221	Entrepreneurship II	18.00	15.00
MGT230	Retail Management	18.00	
MGT280	Business Climate Analysis	35.00	
MGT281	Global Bus. Climate Analysis	53.00	
MGT290	Business Management Intern.	23.00	
MGT299	Special Topics in Management	1.50	
MKT110	Marketing	18.00	
MKT111	Entrepreneurial Marketing I	6.00	
MKT112	Entrepreneurial Marketing II	6.00	
MKT113	Entrepreneurial Marketing III	6.00	
MKT210	Advertising	18.00	
MKT230	Salesmanship	18.00	
MKT299	Special Topics in Marketing	1.50	
MTH050	Basic Mathematics	24.00	
MTH078	Beginning Algebra I	18.00	
MTH079	Beginning Algebra II	18.00	
MTH080	Review of Beginning Algebra	23.00	
MTH090	Intermediate Algebra	23.00	
MTH099	Engineering Math	19.00	
MTH105	Quantitative Reasoning	0.00	23.00
MTH109	College Algebra	23.00	
MTH112	Trigonometry	23.00	
MTH151	Review for Calculus	22.00	
MTH170	Survey of Mathematics	18.00	
MTH213	Calculus I	30.00	
MTH214	Calculus II	30.00	
NRS100	Nurse Aide Cert	44.15	
NRS105	Math for Nurses	5.00	
NRS110	Pharmacology	18.00	
NRS111	Pharmacology I	18.00	
NRS132	First Aid	9.00	6.00
NRS133	CPR	28.00	
NRS140	Professional Concepts I	<del>0.00</del> 115.75	<del>115.75</del> 106.25
NRS141	Health and Illness Concepts I	<del>0.00</del> 431.90	<del>431.90</del> 332.40
NRS142	Professional Concepts II	<del>0.00</del> 115.75	<del>15.75</del> 106.25
NRS143	Health and Illness Concepts II	<del>0.00</del> 178.75	<del>178.75</del> 169.25
NRS144	Pharmacology	<del>0.00</del> 10.00	<del>10.00</del>
NRS150	Concepts in End of Life Care	6.00	
NRS207	Nursing Care Fam Thru Preg	16.00	
NRS208	Nursing Care: Family w/ Children	16.00	
NRS209	NRS Drg ChldBrg & Chldhd	15.00	
NRS213	Maternal-Newborn Nursing	115.50	123.00
NRS214	Pediatric Nursing	101.00	108.50

NRS215	Psychosocial Health Needs	144.65	170.90
NRS216	Physiological Health Needs II	95.50	116.75
NRS217	Physiological Health Needs III	119.00	140.25
NRS218	Concepts in Management	153.50	185.75
NRS220	Special Problems in Nursing I	105.00	
NRS221	Special Problems in Nursing II	105.00	
NRS230	Transition to Prof Concepts in Nrsng	0.00	173.75
NRS231	Transition to Health & Illness	0.00	336.90
NRS240	Professional Concepts III	0.00	106.25
NRS241	Health and Illness Concepts III	0.00	196.25
NRS242	Professional Concepts IV	0.00	106.25
NRS243	Health and Illness Concepts IV	0.00	228.25
OAS090	Keyboarding Basics	11.00	
OAS101	College Keyboarding	36.00	
OAS102	Keyboarding Applications	36.00	
OAS103	Office Accounting	25.00	
OAS104	Voice Recognition	16.00	
OAS105	Document Editing & Proof.	12.00	
OAS110	Records Management	18.00	
OAS111	Electronic Health Records	28.00	
OAS160	Office Procedures	18.00	
OAS180	Medical Terminology	18.00	
OAS200	Speedbuilding	11.00	
OAS223	CCA Coding Exam Review	21.00	
OAS224	CCS Hospital Cod. Exam Rev	21.00	
OAS225	CCS-P Physi Off Code Exam	21.00	
OAS226	Home-Based Ind. Med. Coder	21.00	
OAS229	Diagnostic & Procedural Coding	36.00	
OAS230	Transcription	28.00	
OAS249	Advanced Microsoft Suite	28.00	
OAS282	Medical Transcription	23.00	
OAS283	Computerized Medical Ins.	20.50	
OAS291	Internship I	6.00	
OAS292	Internship II	6.00	
OAS293	Internship III	6.00	
OAS299	Special Topics	1.50	
PAR100	Introduction to Paralegal	18.00	
PAR101	Law Office Management	18.00	
PAR110	Civil Procedures	18.00	

PAR115	Family Law	18.00	
PAR205	Real Estate Transactions	18.00	
PAR210	Legal Research and Writing	18.00	
PAR215	Tort Law	18.00	
PAR220	Criminal Law	18.00	
PAR221	Bankruptcy	18.00	
PAR222	Estates, Trusts, & Wills	18.00	
PAR290	Paralegal Internship	23.00	
PAR299	Special Topics in Paralegal	1.50	
PET110	Principles of Plastics	52.00	
PET115	Plastics Processes I	52.00	
PET215	Plastics Processes II	52.00	
PET231	Plastic Materials Testing	52.00	
PET240	Injection Mold Tooling	37.00	
PET250	Plastics Secondary Operations	62.00	
PHI110	Critical Thinking & Logic	18.00	
PHI201	Introduction to Philosophy	18.00	
PHI210	Ethics	18.00	
PHI220	Ethics in Health Care	18.00	
PHI230	World Religions	18.00	
PHY100	The World of Science	18.00	
PHY101	Prin of Physical Science	42.00	
PHY140	Astronomy	42.00	
PHY150	Principles of Geology	42.00	
PHY251	Physics: Mechanics & Heat	62.00	
PHY252	Physics: Elect & Magnetism	62.00	
PLC200	Programmable Controller I	54.00	
PLC210	Programmable Controller II	54.00	
PLC220	PLC III	44.00	
PLC230	Servo/Robotic Systems	49.00	150.00
PNE105	Effect Communication Skills	5.00	
PNE110	Special Topics in PN	0.00	125.00
PNE117	Pharmacology I	0.00	7.50
PNE118	Pharmacology II	0.00	7.50
PNE119	Pharmacology	0.00	15.00
PNE120	Essentials Practical Nursing	553.75	499.07
PNE121	Nrs. Care Mother/Newborn	103.25	108.56
PNE122	Nursing Care of the Child	103.25	108.56
PNE123	Nrs. Care: Adults I	235.75	201.35
PNE124	Nursing Care Adults II	190.25	270.36
PSY110	General Psychology	18.00	
PSY210	Abnormal Psychology	18.00	
PSY220	Social Psychology	18.00	
PSY230	Human Growth & Dev.	18.00	
PSY260	Forensic Psychology	18.00	0.00
QCT100	Quality Concepts	24.00	
QCT131	Quality for Lean Mfg	34.00	

QCT141	Precision Measurement	39.00	
QCT142	Adv. Concepts of GD & T	39.00	
QCT243	Advanced Quality Improv.	39.00	
QCT250	Certified Quality Technician/	24.00	
REA210	Real Estate Principles	18.00	
REA220	Real Estate Law	18.00	
REA230	Real Estate Finance	18.00	
REA240	Real Estate Appraisal	18.00	
REA299	Special Topics in Real Estate	1.50	
RTI152	Prog: Numerically Cont Mach	49.00	
SCM200	Supply Chain Management	18.00	
SCM210	Purchasing & Materials Mgt.	18.00	
SCM220	Operations Management	18.00	
SCM230	Physical Dist. & Logistics	18.00	
SPN111	Spanish I	18.00	
SPN112	Spanish II	18.00	
SSC101	Sociology	18.00	
SSC102	Sociology - Sustainable World	18.00	0.00
SSC110	General Anthropology	18.00	0.00
SSC120	American Government	18.00	
SSC130	Comparative Government	18.00	
SSC210	Cultural Diversity	18.00	
SSC220	Interpersonal Violence	18.00	0.00
SSC299	Special Topics	50.00	
STA120	Introduction to Statistics	18.00	
STA222	Business Statistics	18.00	
STA299	Special Topics in Statistics	1.50	
TRN113	Tractor-Trailer Operations	2071.00	1453.00
TRN204	Tractor-Trailer Driving I	815.00	
TRN205	Tractor-Trailer Driving II	815.00	
VCT103	Intro to Visual Communication	45.00	
VCT108	Photo Editing	42.50	
VCT111	Layout and Design	47.50	
VCT120	Vector Graphics	45.00	
VCT182	Photography	45.00	
VCT204	Concepts of Visual Comm.	45.00	
VCT261	3D Computer Modeling	45.00	
VCT266	Multimedia Production	45.00	
VCT268	Video Production	45.00	
VCT289	VCT Co-Op Experience	45.00	
VCT299	Special Topics in Vis. Comm	10.25	
WLD110	Intro to Applied Welding	164.00	
WLD120	Gas Metal Arc Welding	164.00	
WLD130	Flat & Horiz. Shield Arc	164.00	

WLD140	Gas Tungsten Arc Welding	164.00	
WLD150	Adv. Gas Metal Arc Welding	164.00	
WLD210	Vertical and Overhead SMAW	164.00	
WLD220	Adv Gas Tungsten Arc Welding	164.00	
WLD230	Welding Fabrication & Layout	164.00	
WLD240	SMAW Plate Cert Procedures	155.00	
WLD250	Pipe Welding	155.00	
WLD260	Pre-Pipe Certification	155.00	
National League for Nursing Testing Fees			
	Anatomy & Physiology	27.00	
	Nrsg Care During Childbear	45.00	
	PAX-RN	39.00	
Nursing Simulation Fees			
NRS141	Health and Illness Concepts I	0.00	225.00
NRS142	Professional Concepts II	0.00	43.00
NRS143	Health and Illness Concepts II	0.00	332.00
NRS230	Trans to Prof Concepts in Nrsg	0.00	43.00
NRS231	Transition to Health & Illness	0.00	289.00
NRS240	Professional Concepts III	22.00	
NRS241	Health & Illness Concepts III	225.00	
NRS242	Professional Concepts IV	21.40	
NRS243	Health & Illness Concepts IV	209.05	
PNE120	Essentials in Prac. Nursing	0.00	193.00
PNE121	Nrsg Care of Mother & Newborn	0.00	139.00
PNE122	Nrsg Care of the Child	0.00	86.00
PNE123	Nursing Care Adults I	0.00	81.00
PNE124	Nursing Care Adults II	0.00	43.00
Student Fees			
	Academic Fresh Start (application/per course)	10.00	

Academic Fresh Start			
(trscpt placement fee per course)	20.00		
Credit by Documentation			
(include portfolio evaluation)	45-262		
Distance Learning (Test Proctor)	25.00		
Facility Fee (off campus)	21-196		
Deans Leadership Cluster			
Domestic Travel Fees	0-1500		
Deans Leadership Cluster			
Intern. Cluster Fees	0-3000		
Fingerprinting - BCI	27.50	29.00	

Fingerprinting - FBI	30.00	32.00	
Installment Plan	20.00		
Late Payment Fee	50.00		
Med. Fresh Start Petition Fee	20.00		
NSF Check Fee	20.00		
Nrs. Acceptance Deposit Fee	100.00		
Proficiency Examination Fee	45-262		
Retesting Placement Test Fee	20.00		
Student Fee	41.00		
Student ID Replacement	10.00		

### 1m. Approval of 2017-18 Revised Budget

WHEREAS, a revised 2017-2018 budget has been completed to make the monetary adjustments based on lower tuition income and the realignment of expense projections; and

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

NOW THEREFORE BE IT RESOLVED, that the following 2017-2018 revised budget be approved:

Northwest State Community College FY 17/18 Revised Budget <u>PROJECTED REVENUE</u>	<b>FY 17-18 Revised Budget</b>
<b><u>Operating Revenue:</u></b>	
Ohio Board of Regents – Subsidy	\$10,825,284
Ohio Board of Regents – Capital Component	\$203,927
Tuition and Fees	\$10,987,887
Enrollment Contingency	\$0
Scholarship Allowance and Tuition Offsets	-\$930,181
Income from Investments	\$50,000
Foundation	\$114,595
CTS Archbold	\$567,000
CTS Scott Park	\$774,125
BI Business Opportunity	\$0
Community Development	\$25,000
Center for Lifelong Learning	\$0
Miscellaneous	\$103,113
Grant Fiscal Agent	\$70,000
Finger Printing	\$31,100
Facility Rental	\$40,200
	\$22,862,050
To Reserves:	
Capital Component Fund Balance	-\$203,927
Student Fee Fund Balance from Student Fees	-\$156,600

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
<b>Total Operating Revenue</b>	<b>\$22,063,951</b>

From Bookstore FB to Building M & R FB	\$160,206
<b>From Reserves:</b>	
From Student Fee FB to Student Activities/Facilities	\$23,595
From Student Fee FB for Parking Maintenance	\$35,000
From Student Fees FB for Counseling/Wellness	\$15,000
From Instrl Equip FB for Instrl Equipment	\$100,000
From Equip M & R FB for Equip M & R	\$73,500
From New Program FB for Agriculture/Cybersecurity	\$123,730
From Build M & R FB for Building M & R	\$299,547
From Energy Mgmt FB for Energy Projects for Renov Bldg C	\$184,757
From OBR Capital Bill/Miller Fund/Capital Component for Welding/Access	\$2,500,000
From Grant Match for Grant Matching Needs	\$75,627
<b>TOTAL PROJECTED REVENUE</b>	<b>\$25,544,708</b>

**PROJECTED EXPENSE**

<b><u>Operating Expense:</u></b>	
Instruction	\$14,319,751
Public Service	\$30,223
Academic Support	\$686,445
Scholarship Allowances	\$0
Student Services	\$1,578,642
Institutional Support	\$4,565,410
Plant Operations and Maintenance	\$4,364,237
<b>TOTAL PROJECTED EXPENSE</b>	<b>\$25,544,708</b>

<b>PROJECTED SURPLUS / (DEFICIT)</b>	<b>\$0</b>
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**1n. Approval to Provide Retirement Pick-up for Position of President**

WHEREAS, College policy does not currently allow for the pick-up of any portion of the employee's retirement contribution by the College; and

WHEREAS, it is the Board's desire to revise the policy to allow for pick-up of a portion of the President's retirement contribution

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees authorizes a 5% pick-up of the retirement contribution for the position of President effective April 1, 2018.

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

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**2. CONSIDERATION OF A RESOLUTION TO APPROVE ACADEMIC CALENDARS 2020-2021 THROUGH 2027-2028.**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

WHEREAS, a committee led by the Vice President for Institutional Effectiveness & Student Success was formed to establish academic calendars extending for the next eight years; and

WHEREAS, the calendars were developed by the committee and approved by the Cabinet; and

WHEREAS, the Cabinet and the President recommend

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the following academic calendars for the years 2020-2021 through 2027-2028:

	<b>Proposed 2020-2021</b>	<b>Proposed 2021-2022</b>	<b>Proposed 2022-2023</b>	<b>Proposed 2023-2024</b>
<b>Fall</b>				
Classes Begin	19-Aug	25-Aug	24-Aug	23-Aug
Labor Day Holiday	7-Sep	6-Sep	5-Sep	4-Sep
Second 8 weeks begins	14-Oct	20-Oct	19-Oct	18-Oct
Grades Due 8 wk by 12 (noon)	19-Oct	25-Oct	17-Oct	23-Oct
Thanksgiving Break (No class)	Nov 25-29	Nov 24-28	Nov 23-27	Nov 22-26
Exam Week	Dec 7-12	Dec 13-18	Dec 12-17	Dec 11-16
Last Day of Semester	12-Dec	18-Dec	17-Dec	16-Dec
Commencement	14-Dec	20-Dec	19-Dec	18-Dec
Grades Due by 12 noon	14-Dec	20-Dec	19-Dec	18-Dec
<b>Spring</b>				
Classes Begin	19-Jan	18-Jan	17-Jan	16-Jan
MLK Day	18-Jan	17-Jan	16-Jan	15-Jan
Grades Due 8 wk by 12 noon	15-Mar	14-Mar	13-Mar	11-Mar
Spring Break	Mar 15-21	Mar 14-20	Mar 13-19	Mar 11-17
Second 8 weeks begins	22-Mar	21-Mar	20-Mar	18-Mar
Exam Week	May 10 -15	May 9-14	May 8-13	May 6-11



Last Day of Semester	15-May	14-May	13-May	11-May
Commencement	15-May	14-May	13-May	11-May
Grades Due by 12 noon	17-May	16-May	15-May	13-May
	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Fall</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
Classes Begin	21-Aug	20-Aug	19-Aug	25-Aug
Labor Day Holiday	2-Sep	1-Sep	7-Sep	6-Sep
Second 8 weeks begins	16-Oct	15-Oct	14-Oct	20-Oct
Grades Due 8 wk by 12 noon	21-Oct	20-Oct	19-Oct	25-Oct
Thanksgiving Break (No class)	Nov 27 - Dec 1	Nov 26-30	Nov 25-29	Nov 24-28
Exam Week	Dec 9-14	Dec 8-13	Dec 7-12	Dec 13-18
Last Day of Semester	14-Dec	13-Dec	12-Dec	18-Dec
Commencement	16-Dec	15-Dec	14-Dec	20-Dec
Grades Due by 12 noon	16-Dec	15-Dec	14-Dec	20-Dec
<b>Spring</b>				
Classes Begin	13-Jan	12-Jan	19-Jan	18-Jan
MLK Day	20-Jan	19-Jan	18-Jan	17-Jan
Grades Due 8 wk by 12 noon	10-Mar	9-Mar	15-Mar	13-Mar
Spring Break	Mar 10-16	Mar 9-15	Mar 15-21	Mar 13 - 19
Second 8 weeks begins	17-Mar	16-Mar	22-Mar	20-Mar
Exam Week	May 5-10	May 4-9	May 10-15	May 8 -13
Last Day of Semester	10-May	9-May	15-May	13-May
Commencement	10-May	9-May	15-May	13-May
Grades Due by 12 noon	12-May	11-May	17-May	15-May

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

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**3. CONSIDERATION OF A RESOLUTION TO APPROVE THE DUPLICATE PROGRAM REPORT FOR THE OHIO DEPARTMENT OF EDUCATION.**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

WHEREAS, Northwest State Community College has completed the required Duplicate Program Report for the Ohio Department of Higher Education; and

WHEREAS, this report must be reviewed and approved by the Board of Trustees; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Northwest State Community College Duplicate Program Report be approved by the Board of Trustees effective February 23, 2018. (see report on pages 52-57)

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4. **CONSIDERATION OF A RESOLUTION TO APPOINT DELEGATE AND ALTERNATE FROM THE BOARD OF TRUSTEES TO SERVE ON THE GOVERNING BOARD OF THE OHIO ASSOCIATION OF COMMUNITY COLLEGES (OACC).**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

WHEREAS, the bylaws of the Ohio Association of Community Colleges specify the annual appointment of a delegate and an alternate to their Governing Board from each College Board of Trustees by March 31 of each year

NOW, THEREFORE BE IT RESOLVED, that a delegate and alternate from the Northwest State Community College Board of Trustees be appointed to serve on the Governing Board of the Ohio Association of Community Colleges (OACC). (Mrs. Barber previously served as delegate and Mrs. Derck is the alternate)

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

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5. **CONSIDERATION OF A RESOLUTION TO ESTABLISH MEETING DATES AND TIME.**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

WHEREAS, the time and place for the Northwest State Community College's Board of Trustee meetings must be designated for April, 2018 through February, 2019; and

WHEREAS, the Executive Committee of the Board asked for two sets of dates to be considered

NOW, THEREFORE BE IT RESOLVED, that the Northwest State Community College be designated as the permanent place of business and that six regular meetings be established for the period April, 2018 through February, 2019. The election of Board officers will take place at the February meeting.

Dates – 1<sup>st</sup> Friday of month: April 6, 2018; June 1, 2018 (possible Board Retreat); August 3, 2018; October 5, 2018; December 7, 2018; and February 1, 2019

Dates – 4<sup>th</sup> Friday of the month: April 27, 2018; June 22, 2018 (possible Board Retreat); August 24, 2018; October 26, 2018; December 14, 2018 (college closed on 12/28); and February 22, 2019

Meetings other than those regularly scheduled will be known as interim meetings and will be called by the Chair of the Board of Trustees or the President of the College. Notice of interim meetings is to be postmarked at least two days prior to the date of the meeting. Regular meetings are to begin at 12:00 p.m. (noon).

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

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**6. CONSIDERATION OF A RESOLUTION FOR POSITION CHANGE**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

WHEREAS, President Thomas L. Stuckey is currently contracted with the Board to serve as President of the College until June 30, 2018;

WHEREAS, Dr. J. Michael Thomson will assume the role and responsibilities of President of the College effective April 1, 2018 pursuant to his contract with the Board; and

WHEREAS, Dr. Stuckey has voluntarily agreed to amend the role and responsibilities provisions of his current contract, effective April 1, 2018, for the remainder of his contract term, to instead assume a new role to assist Dr. Thomson in his transition to the College;

NOW, THEREFORE BE IT RESOLVED, that effective April 1, 2018 through June 30, 2018, Dr. Stuckey's position will no longer be the President of the College but will instead be the Special Assistant to the President, Dr. Thomson, and he will serve at the direction of the new President. All other terms, conditions, and benefits of his current contract will remain in effect during the three (3) month term as Special Assistant.

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

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Following executive session, the Board of Trustees approved a resolution to name Dr. Stucky President Emeritus, effective July 1, 2018.

**Board Report - President's Office**  
**Submitted by: Dr. Tom Stuckey**  
**February 23, 2018**

After the December Board meeting, several of you inquired about gifts to the NSCC food bank. Any gift will be helpful. Speaking of giving, you (the trustees) are tied with the Foundation Board of Directors in that 43% of you have given to the Foundation this academic year. The amount of the gift is not as important as the percentage of Trustees who give. Let's beat the Foundation Directors to the 100% giving mark. Gifts can be sent to Robbin Wilcox, Director of the Foundation. This year the Foundation is planning to give our students over \$650,000 in scholarship dollars and you can be part of this effort by supporting the Foundation.

I believe the day is coming when NSCC will be offering a limited number of Technical Bachelor Degrees. It is now lawful for NSCC to begin moving in this direction. This was written into the strategic plan without specifically naming this growth as "bachelor" programs. At the April Board meeting, we will have the engineering department share their efforts in creating a Bachelor's Degree in Project Management. After the presentation, I would suggest that the Board engage in a discussion that gives direction to the administration on this concept.

Recently our Sarah Stubblefield received a call from the DOL (Department of Labor) asking how NSCC promotes the "re-usable items" in the Skills Commons repository. The information Sarah shared with them will be used in their presentation about how TAACCCT grants are helping communities. Skills Commons estimates that \$540,000 is now going back into the community and assisting in improving the economy. Also, Sarah was invited to create a webinar that will invite other institutions to collaborate with NSCC. Our grant writing seminar (hosted by NSCC on January 12, 2018) stressed how important it is that the college have other institutional partners who are ready to partner with us at a moment's notice as we continue to pursue more Federal grants.

For the 2018-19 academic year, NSCC will be following the College Credit Plus Law. In the past, the college had filed with the Chancellor to offer these credits at a reduced rate. However, this has continued to create financial difficulties for the college. Beginning fall 2018, the high schools that have College Credit Plus (high school) students taking courses on campus and/or online will be charged the same tuition rate as any other student. If a qualified high school instructor is teaching the class at the high school, the tuition (by law) is reduced to approximately 25% of the actual rate. In this case NSCC does not pay the high school instructor and does not provide the facilities for the instruction.

Recently, I received the following note from Brad Geer, our Prior and Workplace Learning Coordinator: "Our 3Dt team had its first official meeting as a student group today. Along with about 12 student members, they were joined by Buck Buchanan from Allied Molded, Ashley Pere, and Cassie Rickenberg and the advising team. The 3Dt team is evaluating several community projects, but the most interesting is an opportunity to re-engineer the Phoenix Hand for a child in Pittsburgh, PA. The incredible part of this project is that our team will be leading a collaboration of Miami University students and Youngstown State University students to solve post-engineering logistics."

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

*January 2018*

*Submitted by: Lori Robison*

**Allied Health, Business, and Public Service**

Chris Robinson, Business Faculty and Jim Drewes from CTS are working with the IT Department to offer **Microsoft Office Specialist (MOS) Certification** for Excel here at NSCC. It has been determined that there is a lack of certification providers in our area. Once NSCC is established as a provider of this service, we plan to add MOS Certification for Word as well.

NSCC is planning to host a **free seminar addressing international and domestic terrorism** for law enforcement and other public servants i.e., fire/EMS, medical professionals, government officials, educational administrators, etc. The presenter is Louie Espinosa, a detective with the Toledo P.D., who is assigned to the FBI's Joint Terrorism Task Force (JTTF).

NSCC is hosting the **Toledo Chapter of the American Association of Medical Assistants (AAMA)** teleconference for all area Medical Assistants. The conference offers 2 free general CEUs on February 27, 2018. The presenter is AAMA CEO and Legal Counsel Donald Balasa, JD, MBA, who will speak about the MA Scope of Practice according to state and federal law.

**Medical Assisting Annual Report** form was submitted to the Medical Assisting Educational Review Board (MAERB) on February 19, 2018 for the reporting year of 2016. Although the retention threshold of 57% was just below the MAERB threshold of 60%, the program achieved 100% graduate satisfaction, 100% job placement, 100% employer satisfaction, and 100% CMA test participation with an 80% pass rate for the credential in 2016. This tells us that we need to focus our efforts on program retention as those students who are retained successfully complete the program and find employment.

Business Faculty member and former real estate agent, Barry VonDeylen is working to convert the four **Real Estate courses** to an online format by the Fall Semester. We believe this will increase enrollment and better serve the scheduling needs of students.

NSCC is in the search process for a **new full-time faculty** for the Pre K and Paraprofessional Program with the retirement of Pat Hofbauer. The search for a **Chair of the Ag Program** is in its final stages.

## Nursing

The Nursing program is preparing for a site visit from the **Accreditation Commission for Education in Nursing (ACEN)** on March 5. The visit is to review the *substantive change* in the program due to the recent curriculum revision to a concept-based model in the associate degree program.

## Library

Spring semester is well underway in the academic support corner of campus. Students are coming to the library space for three main reasons: 1) to check out books to support their papers/projects; 2) to find a quiet study area; and 3) to utilize computers and printer. The addition of A103 as an Open Computer Lab has been helpful, as this is open whenever A building is unlocked and after the library closes. The Library area sees the most traffic from around 10:00am to 2:00pm Monday through Thursday.

In addition to assisting patrons at the circulation desk, our two library staff members are busy purchasing books, removing older items from the collection, responding to faculty/staff/student requests, maintaining OhioLINK consortium compliance, working with vendors, licensing and promoting databases, troubleshooting database access issues, supervising student workers, and collaborating with other campus staff as needed on projects such as OER implementation.

We are pleased that the recent student survey conducted via the Strategic Planning committee included four positive comments about the library. Students said the following:

*"The library website is easy to use and has been helpful in writing my class papers"*

*"...The library is awesome. It is always quiet, clean, and fully stocked to help me achieve a better education."*

*"I haven't had too much experience with these services, except for the library, but when I have experienced them they were helpful."*

*"Library is always helpful, I have never used the other resources."*

## Other

**Part-time faculty orientation** was held on Tuesday, January 9. The event was required for new faculty and optional for returning faculty. Faculty responsibilities were reviewed and faculty received training on the use of the MYNSCC portal, the SAKAI learning platform, and access to the SafeColleges required FERPA, Ethics, and Title IX training.



**Full-time faculty orientation** was held on Friday, January 19. Dr. Ben Williams from the National Alliance for Partners in Equity (NAPE) returned to campus to continue training on Micro- messaging. The day-long workshop challenged faculty to consider the ways in which micromessages may be impacting non-traditional student participation and completion in their programs. Potential strategies and targeted areas for change were discussed.

Lori Robison accompanied a team of seven other individuals representing the Ohio Association of Community Colleges at the **Jobs for the Future Annual State Policy Meeting** in Seattle, January 24-26. The meeting focused on implementation of State policy at the institutional level. Two of the three goals for the Meeting fit well with current initiatives on our campus. Goal two: **Scaling Guided Pathways** aligns with our Strategic Plan, College Completion Plan and Title III (Advising) Grant. We have been working hard as an institution to put two-year and three-year plans into DegreeWorks (our degree audit system), and train faculty on how to use this feature when advising students. The new advisors will be trained on this as well, and we hope to ensure that eventually every student has a clear pathway. This meeting presented best practices on how to "scale up" these types of initiatives on our campuses and help shift campus thinking and culture to new ways of doing things.

Goal Three: **Bolstering Equity and Economic Mobility** aligns well with our mission, but also our Perkins Grant initiatives in increasing opportunities for disadvantaged populations. These activities are examples of how to bring people to jobs and jobs to people, which brings economic stability to our families and our businesses. The meeting discussed what types of successes are occurring in other regions of the country that perhaps can be implemented locally.

Lori Robison continues to serve on the **Open Education Resources Steering Committee** which recently organized and held a training session for the first faculty team. The event was held on Friday, January 26 and prepared the team for their task to select OER content for the first seven courses identified for the grant project. Applications for the first team of content reviewers have been solicited as well as applications for the second faculty content selection team for the next group of seven courses.

On January 30, Lori Robison, Lana Snider, and Cassie Rickenberg attended the Ohio Department of Higher Education (ODHE) **2018 Tackling Transfer: Essential Practices** workshop in Columbus. The event focused on reviewing institutional transfer data and strategies for improving transfer outcomes. **Regional meetings** were held in the afternoon. The NSCC team joined member institutions of the Northwest region to identify barriers to successful transfer between the 2-year and 4-year institutions. Plans for future institutional meetings were also discussed.

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

February 12, 2018

Submitted by: Cindy Krueger

ADVISING CENTER – Cassie Rickenberg

The Graduation Pathways to Success (GPS) Advising Center opened January 8, 2018. Since opening, the staff has connected with approximately 70 students. There are currently two full time advisors that are meeting regularly with students to advise for summer and fall registration. The two remaining advisors will transition to their new roles by March 5, 2018. This will allow time to prepare for summer and fall registration which begins on March 19, 2018. Aside from student appointments, we are working on establishing processes and training for the advisors regarding campus resources, course offerings, and program pathways.

REGISTRAR – Connie Klingshirn

- NSCC participates with Transferology (currently in the verification and audit process stage of implementation). Transferology is a nationwide network designed to help students explore their college transfer options. Over 1,000 course equivalencies were imported into Transferology in January 2018 for the following institutions:

Bowling Green State University	The Ohio State University
Terra State Community College	Owens Community College
James A. Rhodes Community College	Ohio University
University of Toledo	Wright State University
Sinclair Community College	University of Cincinnati
- Kristi VonDeylen, currently in Payroll, has accepted the position of Senior Registrar Assistant, replacing Shannon Floyd who has accepted an academic advisor position in the Advising Center.
- The Ohio Department of Higher Education has identified new codes for transfer course work and prior learning assessment. We have begun to look at the changes we need to make in Banner to standardize our coding to the new state requirement.

SUCCESS CENTER – Jason Rickenberg

The following statistics are for fall semester 2017.

- 1-on-1, Group or Lab Tutoring Sessions
  - 219 students have completed 923 tutoring sessions
  - The top five tutored subject are ENG111, MTH109, MTH090, MTH080 & CIS113.
  - 65 different courses were supported through tutoring.
  - All student tutor requests were matched with a tutor during the fall 2017 semester.
  - The average tutoring session lasted 59 minutes.
- eTutoring, Online Tutoring Sessions
  - 233 students submitted 745 asynchronous writing submissions for review.
  - 12 different courses were supported through eTutoring.
  - \*Fall 2017 had the highest semester paper submissions since eTutoring's inception in fall 2010.

- Student Referrals
  - 215 student "Early Warning" submissions were received from faculty for students with lack of attendance or students who needed academic support services.
- Make-up Testing
  - 299 students completed 473 make-up tests.
  - 87 different courses were supported through make-up testing.

#### GRANTS – Ashley Pere

NSCC received the Ohio Manufacturers' Association Technical Assistance Grant for Emerging Sector Partnerships. This technical assistance grant (valued at \$10,000) supports the Advanced Manufacturing Consortium to refine the organizational and governance structures and to coordinate efforts throughout the college in relationships with manufacturers. The goal is to develop a strategic plan that moves the partnerships from 'emerging' to 'advancing' status.

#### MARKETING – Jim Bellamy

- I am pleased to announce I have a student intern for spring semester. Lindsey Roehrig is a student in our VCT program, and she is using her considerable graphic design talents to assist in a variety of projects.
- Digital advertising:
  - General NSCC and short-term certificate ads being served to all six counties for all mobile devices, tablets, etc.
  - Express Registration ads to all six counties, starting later in February (once new dates are confirmed by admissions)
  - Discover NSCC Day ads to all six counties, starting 2/26
  - Geo-Fencing prospect students (applied but not registered) in all six counties, starting 3/15. These ads go directly to their homes and appear on all mobile devices and household computers to encourage them to complete the enrollment process.
- Radio advertising:
  - Buying all area stations' high school basketball tournament coverage with a special commercial.
  - Discover NSCC Day buy on area stations, including on-air interviews to promote
  - Summer / Fall enrollment will begin mid-March, and will include multiple on-air interviews at each station to promote
- Other:
  - Print ads for HS basketball tournament brackets, Discover NSCC Day and Summer / Fall enrollment
  - New billboard at Rte. 34/66 promoting our 2018-2019 tagline "The Heart of Education", featuring Cameron Haas, the 4 year old recipient of the 3-D printed hand. Other billboards to be created will include healthcare, workforce development, veterans' services and possibly transfer opportunities. All images will show how we offer more than just an education, we also put our collective hearts into what we do.

- NSCC Proud interviews with alumni, including Jim Rufenacht, Ron Coles, Doug Bernath and new Bryan mayor Carrie Schlade.
- I am starting work on a new CareerFocus magazine which will be sent out in early May.

**Chief Fiscal and Administrative Officer**  
**February 2018**  
**Submitted by: Kathy Soards**

**Facilities**

- Welding/Machine Shop Renovation Project
  - The bid opening took place on January 19<sup>th</sup> at which time it was determined that Midwest Contracting was the lowest qualified bidder for the project. The base bid received was low enough so that by combining it with \$184,757 of institutional reserve funds set aside for Energy Projects and \$100,000 of institutional reserve funds set aside for Instructional Equipment, the college will be able to accept the following alternates as well: atrium lighting, exterior wall restoration, temperature control upgrades and masonry screen wall.
  - On January 25<sup>th</sup>, the capital request for the release of funds for this project was submitted to the Controlling Board. This request should be going before the Controlling Board on February 26<sup>th</sup> at which time the college anticipates approval and release for the construction project to begin.
- The college has received another payment from the NRG Energy Curtailment program for \$7,451.44. To date the college has received over \$32,000.

**Financial Aid**

- On February 2, Northwest State received notification from The U.S. Department of Education that it has completed its review of Northwest State's application to participate in the Title IV, Higher Education Act (HEA) programs. Their analysis of the materials submitted indicates Northwest State meets the minimum requirements of institution eligibility, administrative capability, and financial responsibility as set forth in 34 CFR Parts 600 and 668. This reauthorization process was long and grueling, and Amber and her team are to be commended for their work in achieving this reauthorization.
- Preliminary funding levels for Federal Work Study (FWS) show a funding reduction by 16% from \$44,877 for FY 17/18 to \$37,874 for FY 18/19. FWS is a direct award to students that benefits the college as well as reducing cost of student employment at the college.
- Federal Supplemental Educational Opportunity Grant (FSEOG) FSEOG will be reduced by 14% from \$41,623 for FY 17/18 to \$35,978 for FY 18/19. FSEOG is a direct award to students.

**Police Dept.**

- Usage of the Veteran's Lounge continues to increase. As of Feb 12<sup>th</sup>, twenty-three keys have been issued.

**Northwest State Community College**  
**Statement of Net Assets**  
**January 31, 2018**

<b>Assets</b>		<b>Liabilities &amp; Fund Balance</b>	
<b>Current Funds:</b>		<b>Current Funds:</b>	
<b>General Fund:</b>		<b>General Fund:</b>	
Cash & Investments	\$8,519,111	Accounts Payable	\$34,649
Accounts Receivable	\$6,501,679	Accrued Liabilities	\$1,907,318
Prepaid Expense	\$88	Deferred Inflows & Net Pension Liability	\$28,698,772
Inventory	\$0	Fund Balance:	
Deferred Outflows of Resou	\$6,272,575	Unallocated	\$6,330,967
		Allocated	-\$15,678,253
<b>Total General Fund</b>	<b>\$21,293,453</b>	<b>Total General Fund</b>	<b>\$21,293,453</b>
<b>Auxiliary Enterprises:</b>		<b>Auxiliary Enterprises:</b>	
Cash	-\$219,797	Accounts Payable	\$33,224
Accounts Receivable	\$2,167	Accrued Liabilities	\$24,852
Inventories	\$560,039	Due To General Fund	\$0
		Fund Balance	\$284,334
<b>Total Auxiliary Enterprises</b>	<b>\$342,409</b>	<b>Total Aux. Enterprises</b>	<b>\$342,409</b>
<b>Restricted Funds:</b>		<b>Restricted Funds:</b>	
Cash	\$239,579	Accrued Liabilities	\$24,642
Accounts Receivable	\$0	Fund Balance	\$214,938
<b>Total Restricted Funds</b>	<b>\$239,579</b>	<b>Total Restricted Funds</b>	<b>\$239,579</b>
<b>Total Current Funds</b>	<b>\$21,875,441</b>	<b>Total Current Funds</b>	<b>\$21,875,441</b>
<b>Plant Funds:</b>		<b>Plant Funds:</b>	
<b>Unexpended Plant Funds:</b>		<b>Unexpended Plant Funds:</b>	
Cash	\$35,098	Fund Balance	\$35,098
<b>Total Unexpended Plant Funds</b>	<b>\$35,098</b>	<b>Total Unex-Plant Funds</b>	<b>\$35,098</b>
<b>Investment In Plant:</b>		<b>Investment In Plant:</b>	
Land	\$176,657		
Construction in Progress	\$441,840		
Buildings	\$32,332,109		
Accumulated Depr.	-\$16,409,901		
Parking Lots	\$1,944,552		
Accumulated Depr.	-\$1,419,774		
Water Tower	\$499,810		
Accumulated Depr.	-\$463,531		
Movable Equipment	\$5,207,627		
Accumulated Depr.	-\$3,778,214		
Library Books	\$537,427		
Motor Vehicles	\$209,427		
Accumulated Depr.	-\$188,174		
Art / Collections	\$1,103,765		
<b>Total Investment In Plant</b>	<b>\$20,193,619</b>	<b>Net Investment In Plant</b>	<b>\$20,193,619</b>
<b>Total Plant Funds</b>	<b>\$20,228,717</b>	<b>Total Plant Funds</b>	<b>\$20,228,717</b>
<b>Agency Funds:</b>		<b>Fund Held in Custody</b>	\$56,689
Cash	\$56,689	<b>Total Agency Funds</b>	<b>\$56,689</b>
<b>Total Agency Funds</b>	<b>\$56,689</b>		

Northwest State Community College  
Statement of Revenue, Expense and Changes in Net Assets  
January 31, 2018

	Total Annual Budget	Actual To Date	Per Cent Received
<b>Operating Revenue:</b>			
Ohio Board of Regents - Subsidy	\$10,736,669	\$6,276,919	58.46%
Ohio Board of Regents -Capital Component	\$203,927	\$101,964	50.00%
Tuition & Fees	\$11,215,208	\$8,579,976	76.50%
Enrollment Contingency	-\$200,000	\$0	0.00%
Scholarship Allowance and Tuition Offsets	-\$1,087,024	-\$152,914	14.07%
Income from Investments	\$50,000	\$49,632	99.26%
Foundation	\$73,000	\$0	0.00%
CTS Archbold	\$592,000	\$169,511	28.63%
CTS Scott Park	\$909,125	\$614,095	67.55%
Community Development	\$25,000	\$0	0.00%
Miscellaneous Income	\$57,175	\$64,018	111.97%
Grant Fiscal Agent	\$66,000	\$17,081	25.88%
Finger Printing & Facility Rental	\$71,300	\$39,242	55.04%
To Reserves:			
Capital Component Fund Balance	-\$203,927	\$0	0.00%
Student Fee Fund Balance from Student Fees	-\$160,000	\$0	0.00%
Instructional Equipment Fund Balance from Lab	-\$150,000	\$0	0.00%
Building M & R from Subsidy	-\$150,000	\$0	0.00%
To Unallocated FB	-\$87,572	\$0	0.00%
To Foodservice FB from Student Fees	-\$50,000	\$0	0.00%
<b>Total Operating Revenue</b>	<b>\$21,910,881</b>	<b>\$15,759,523</b>	<b>71.93%</b>
From Bookstore FB to Building M & R FB	\$160,206	\$0	
<b>From Reserves:</b>			
From Student Fee FB for Student Activities/Fac	\$22,000	\$0	0.00%
From Student Fee FB for Parking Lot Maint & Re	\$35,000	\$0	0.00%
From Student Fee FB for Counsel/Wellness	\$15,000	\$0	0.00%
From Equip M & R FB for Equipment M & R	\$73,500	\$0	0.00%
From New Program FB for Agriculture/Cybersecur	\$94,890	\$0	0.00%
From Build M & R FB for Building M & R	\$375,650	\$0	0.00%
From OBR Capital Bill for Renovation of Bldg C	\$2,500,000	\$0	0.00%
From Grant Match for Grant Matching Needs	\$75,627	\$0	0.00%
From Unallocated Reserves to Balance the Budge	\$0	\$0	0.00%
<b>Total Revenue</b>	<b>\$25,152,549</b>	<b>\$15,759,523</b>	<b>62.66%</b>
<b>Operating Expense:</b>			
Instruction	\$14,252,560	\$5,555,619	38.98%
Public Service	\$30,098	\$16,019	53.22%
Academic Support	\$647,615	\$413,723	63.88%
Scholarship Allowance	\$0	\$0	0.00%
Student Services	\$1,481,637	\$707,409	47.75%
Institutional Support	\$4,475,356	\$2,203,483	49.24%
Plant Operations and Maintenance	\$4,081,751	\$682,835	16.73%
<b>Total Expense</b>	<b>\$24,969,018</b>	<b>\$9,579,088</b>	<b>38.36%</b>
<b>Net Increase/Decrease in Net Assets</b>	<b>\$183,530</b>	<b>\$6,180,435</b>	

## Food Services

2017-2018

	Rev.	Exp.	Net	YTD
July	\$8,205	\$13,536	-\$5,331	-\$5,331
Aug	\$14,067	\$20,232	-\$6,166	-\$11,496
Sept	\$22,033	\$26,458	-\$4,425	-\$15,922
Oct	\$25,934	\$31,533	-\$5,599	-\$21,521
Nov	\$24,041	\$30,215	-\$6,174	-\$27,695
Dec	\$14,361	\$19,889	-\$5,529	-\$33,223
Jan	\$13,628	\$22,105	-\$8,477	-\$41,701
Feb			\$0	-\$41,701
March			\$0	-\$41,701
April			\$0	-\$41,701
May			\$0	-\$41,701
June			\$0	-\$41,701
Subsidy	\$29,167		\$29,167	-\$12,534
<b>Totals</b>	<b>\$151,435.27</b>	<b>\$163,969.16</b>	<b>-\$12,534</b>	

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

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
<b>Totals</b>	<b>\$308,308.51</b>	<b>\$330,769.33</b>	<b>-\$22,461</b>	

budgeted to subsidize food service with \$50,000 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
<b>Totals</b>	<b>\$361,723</b>	<b>\$386,316</b>	<b>-\$24,594</b>	

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

## Bookstore

2017-2018

	Rev.	Exp.	Net	YTD
July	\$30,064	\$38,833	-\$8,769	-\$8,769
Aug	\$605,696	\$496,352	\$109,345	\$100,575
Sept	\$38,339	\$60,669	-\$22,330	\$78,246
Oct	\$24,302	\$38,397	-\$14,096	\$64,150
Nov	\$11,107	\$25,792	-\$14,685	\$49,465
Dec	\$43,238	\$59,707	-\$16,469	\$32,996
Jan	\$443,900	\$361,777	\$82,123	\$115,119
Feb			\$0	\$115,119
March			\$0	\$115,119
April			\$0	\$115,119
May			\$0	\$115,119
June			\$0	\$115,119
<b>Totals</b>	<b>\$1,196,646.03</b>	<b>\$1,081,527.09</b>	<b>\$115,119</b>	

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
<b>Totals</b>	<b>\$1,486,783.26</b>	<b>\$1,405,064.67</b>	<b>\$81,719</b>	

2015-2016

	Rev.	Exp.	Net	YTD
July	\$101,531	\$93,869	\$7,661	\$7,661
Aug	\$685,607	\$550,780	\$134,827	\$142,488
Sept	\$46,164	\$92,030	-\$45,866	\$96,622
Oct	\$50,143	\$58,049	-\$7,906	\$88,716
Nov	\$47,277	\$62,684	-\$15,407	\$73,309
Dec	\$164,248	\$133,781	\$30,467	\$103,776
Jan	\$419,644	\$346,077	\$73,567	\$177,343
Feb	\$37,081	\$44,737	-\$7,655	\$169,688
March	\$16,385	\$38,771	-\$22,386	\$147,302
April	\$13,934	\$28,304	-\$14,370	\$132,931
May	\$62,187	\$70,139	-\$7,952	\$124,980
June	\$52,552	\$63,388	-\$10,836	\$114,144
<b>Totals</b>	<b>\$1,696,752</b>	<b>\$1,582,609</b>	<b>\$114,144</b>	



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**BOOKSTORE**

	<b>FY 2017/2018</b>	<b>YTD 1/31/2018</b>			<b>Prior Year</b>	
	<b>Budget</b>	<b>Actual</b>	<b>% of Budget</b>	<b>% of Rev</b>	<b>Actual</b>	<b>% of Rev</b>
<b>Revenue</b>						
Book Sales	1,325,600	981,039	74.01%	81.98%	1,054,393	79.96%
Supply Sales	138,300	87,019	62.92%	7.27%	88,208	6.69%
Misc Supply Sales	43,000	18,777	43.67%	1.57%	23,729	1.80%
Used Book Sales	55,700	13,561	24.35%	1.13%	49,237	3.73%
Rental Book Sales	20,000	579	2.89%	0.05%	0	0.00%
Ebook Sales	69,800	58,072	83.20%	4.85%	68,804	5.22%
Candy / Food -Bkstr	59,900	33,052	55.18%	2.76%	29,701	2.25%
Other	20,000	4,548	22.74%	0.38%	4,562	0.35%
<b>Total</b>	<b><u>1,732,300</u></b>	<b><u>1,196,646</u></b>	<b>69.08%</b>	<b>100.00%</b>	<b><u>1,318,634</u></b>	<b>100.00%</b>
<b>Expense</b>				<b>% of Sales</b>		<b>% of Sales</b>
Salaries & Benefits	245,816	117,711	47.89%	9.84%	133,507	10.12%
Cost of Sales	1,328,496	932,114	70.16%	77.89%	1,026,265	77.83%
Other Expenses	41,900	31,702	75.66%	2.65%	26,736	2.03%
<b>Total</b>	<b><u>1,616,212</u></b>	<b><u>1,081,527</u></b>	<b>66.92%</b>	<b>90.38%</b>	<b><u>1,186,508</u></b>	<b>89.98%</b>
<b>Net</b>	<b><u>116,088</u></b>	<b><u>115,119</u></b>	<b>99.17%</b>	<b>9.62%</b>	<b><u>132,126</u></b>	<b>10.02%</b>

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**FOODSERVICE**

	<b>FY 2017/2018</b>	<b>YTD 1/31/2018</b>			<b>Prior Year</b>	
	<b>Budget</b>	<b>Actual</b>	<b>% of Budget</b>	<b>% of Rev</b>	<b>Actual</b>	<b>% of Rev</b>
<b>Revenue</b>						
Cafeteria Sales	45,000	7,956	17.68%	6.51%	20,277	13.70%
Snack Bar Sales	208,600	72,268	34.64%	59.11%	91,663	61.92%
Catering Sales	89,500	42,214	47.17%	34.53%	36,703	24.79%
Other	2,100	(169)	-8.04%	-0.14%	(615)	-0.42%
<b>Total</b>	<b><u>345,200</u></b>	<b><u>122,269</u></b>	<b>35.42%</b>	<b>100.00%</b>	<b><u>148,029</u></b>	<b>100.00%</b>
<b>Expense</b>				<b>% of Sales</b>		<b>% of Sales</b>
Salaries & Benefits	257,113	102,456	39.85%	83.80%	113,441	76.63%
Cost of Sales	179,504	58,280	32.47%	47.67%	82,897	56.00%
Other Expenses	10,300	3,233	31.38%	2.64%	4,796	3.24%
<b>Total</b>	<b><u>446,917</u></b>	<b><u>163,969</u></b>	<b>36.69%</b>	<b>134.11%</b>	<b><u>201,134</u></b>	<b>135.87%</b>
Student Fee Subsidize	(50,000)	(29,167)			(29,167)	
<b>Net</b>	<b><u>396,917</u></b>	<b><u>134,802</u></b>			<b><u>171,967</u></b>	

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## February 2018 Board Information from CTS

General Mills Video Conferencing Training: 18 technical courses and 20 computer application courses ran in December 2017 - January 2018.

### Custom Training Solutions:

1. Archbold Campus
  - a. CTS held three Open Enrollment classes and four contract training classes in January 2018. Companies include: Tenneco Automotive, Tru-Fast, Dynegy and HE Orr Co. Open Enrollment topics included: Microsoft Office, Benchwork Machine Safety and Electrical Troubleshooting Basics.
  - b. Offsite credit apprenticeship classes supported by CTS include: APT Mfg, LaFarge, Winzeler Stamping, Worthington Industries, and Therma Tru in Butler, Indiana. These classes are the equivalent of 50 students taking one 3 credit hour course outside of the Archbold campus.
  - c. Planning stages for Lean topic series, Hybrid GreenBelt certification, Transportation Compliance, Cybersecurity, Welding short topics course, Electrical Basics and Autonomous Maintenance course.
2. Advanced Manufacturing Training Center (AMTC) - Scott Park Campus
  - a. A local manufacturer pledged to scholarship students in the 8 week Manufacturing Skills Standards Council (MSSC) Certified Production Technician program. The cohort started January 16, 2018.
  - b. Conducted open enrollment and contract training for Detroit Edison, OmniSource, HFMA, and Promedica. Training topics included: Excel, Excel Power Query, PLC Basics, and SharePoint.
  - c. Held professional development sessions for sales personnel and faculty on the Process and Instrumentation workstations and on the Siemens portable training systems.
  - d. Five (5) students enrolled in online classes in December, six (6) students in January.
  - e. 15 people graduated from the Cherry Street Call Center/Customer Service Representative program on December 29, 2017. Ten were offered jobs at the new Toledo location of Credit Adjustments.
  - f. A new Call Center/Customer Service Representative cohort started 1/22/18 with 10 students at Cherry Street Mission Life Revitalization Center.

### Community Outreach/Company Visits:

1. Archbold Campus
  - a. Jim Drewes and Tori Wolf made site visits to the following clients in January: Alex Products, Campbell Soup Co, Tenneco, Defiance Metal Products, B&B Molded Products, JM Defiance, FWT, Tooling Connection, CTI West Unity and Chase Brass.

- b. NSCC is participating in the First Robotics Competition (FRC) again this year. The FRC program involves high school aged youth that attend NSCC in the CCP program. There are 16 students involved in the various activities with active mentors from Chase Brass & Copper, North Star BlueScope Steel and Koester Corp. This year's competition is named "Power Up" and the team will compete in the Buckeye Regional at the end of March at Cleveland State University.
- c. Tori Wolf and Jim Drewes have increased participation with the county Economic Development teams on a variety of committees. This activity has resulted in a number of workforce opportunities.

## 2. AMTC

- a. Meetings with area businesses & organizations included: Erie Shores Council BSA, Cherry Street Mission, Lucas County/Lisa Arend, Springfield Local Schools, Tech Toledo, and Toledo Public Schools.
- b. Hosted tours for Toledo Mayor Wade Kapszukiewicz, Toledo Councilperson Gary Johnson, and Rodney Eason of Principle Business Enterprises.
- c. Held a meeting with community leaders of the neighborhoods that surround Scott Park to talk about their needs and the programming offered at the AMTC. Attendees included representatives from Toledo Mayor's office, City Council members Tyrone Riley, Larry Sykes, and Yvonne Harper, Port Authority Board member Bernard Culp, Martice Bishop - Compliance Coordinator LMHA, Darlene Newbern - Toledo Regional Director Ohio Civil Rights Commission.
- d. Tami Norris served as a judge for the regional Business Professionals of America competition at BGSU.
- e. On February 19<sup>th</sup>, the Democratic parties "Make it in America" listening tour will make an appearance at the AMTC. Congressman Steny Hoyer and Congresswoman Marcy Kaptur will be at the facility from 9:30 – 11:00am.

### Manufacturing Extension Partnership:

1. Working with Defiance County ED to hold a STEM camp in July for Defiance County Youth ages 11-14.
2. Working with Henry County CIC to develop a bridge program to get HS students internships with local manufacturing.
3. Continuing to meet with 5-county ED offices for MFG Day 2018 which is scheduled for October 12, looking at a completely new format! Very Exciting.
4. Working on getting contacts at companies with government contracts for DFARS

Jobs and Family Services (JFS) Partnership: Northwest State is partnering with JFS offices in Williams, Henry, Defiance, Paulding, and Auglaize counties. The objective of the partnership is to support workforce development and the underprivileged youth in our region. NSCC will hire two full time positions to support this effort. The positions will identify employment and training needs of employers and recruit participants for educational and employment opportunities. The funding for the positions will be provided by the JFS offices utilizing funds from the Comprehensive Case Management and Employment Program (CCMEP).

## February 2018 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 Help Desk Incidents/Service Requests:** For the month of January there were 258 incidents opened and 242 resolved. There were also 135 service requests placed and 97 completed.

**PA System:** No activity this period. Testing and final configurations remain.

**Phone System:** No activity this period.

**Mobile App:** IT is reviewing the requirements from marketing.

**Texting Solution:** No activity this period. Working to automate population of faculty and document the process.

**myNSCC replacement / Central Authentication Service:** The new authentication service (CAS) and the myNSCC replacement have been fully deployed to the campus community as of the 8th of January.

**NORTHWEST STATE COMMUNITY COLLEGE  
DIRECTOR; HUMAN RESOURCES & LEADERSHIP DEVELOPMENT**

*February 2018*

*Submitted by: Katy McKelvey*

**UNION:**

We now have monthly meetings with the union leadership to discuss any issues or concerns.

In anticipation of the upcoming negotiations with the support staff, I held a meeting with support staff supervisors to begin to compile a list of contract language concerns. We anticipate negotiations to begin early in April.

**PERFORMANCE MANAGEMENT:**

Training meetings with supervisors were held to explain the performance management process and answer any questions. April 27, 2018, is the goal date we set to have this process completed.

**Recruiting:**

We have filled the following roles:

- President
- Facilities Technician
- Administrative Assistant to VP/Academics
- Financial Aid Assistant
- Academic Advisor (2)
- Senior Registrar Assistant
- Admissions Advisor – Undecided
- Department Chair – Agricultural Studies

We are recruiting for the following roles:

- Administrator – Network System Technology (on hold)
- MEP Sales Manager – Toledo
- Division Secretary – AMTC
- Financial Resources Counselor
- Training Coordinator; Workforce Opportunities – JFS (on hold)
- Director; Workforce Opportunities – JFS (on hold)
- Division Secretary – Admissions & Marketing
- Executive Assistant

- Division Secretary – Arts & Sciences
- Training Coordinator – Advanced Manufacturing
- Payroll Accountant
- Custodian
- Faculty - Education
- Custodian (sub)
- Food Service (sub)
- Police Officer (sub)



## **Duplicate Program Report**

**Board Approved:**

**Submitted to Ohio Department of Higher Education:**

The Academic Deans, Vice President for Academics, and the Vice President for Institutional Effectiveness & Student Success reviewed the list of duplicative programs provided by the Ohio Department of Higher Education. Data from program reviews and the October 2017 Ohio Means Jobs Northwest Regional In-Demand Occupations Report were used in the analysis of the programs.

All programs at NSCC are congruent with the mission of the college. However, we also are aware that community needs change and to meet those needs we must be flexible to provide the education and training the community requires. Over the last few years, we have made changes to many programs, reducing the credit hours required as well as updating the curriculum. The following is our analysis of the identified duplicative programs within the northwest Ohio region.

**Programs Not Targeted for Action:**

Program Name	CIP Code	Rationale for Leaving Program in Its Current Form
Kindergarten/Preschool Education and Teaching	131209	Prepares students for Pre-Kindergarten associate license. Program was recently revised to reduce credit hours to 62. Enrollment has declined since 2013 at the same rate as the overall college. Students are employed in area of study.
Electrical, Electronic and Communications Engineering Technology/Technician	150303	Program enrollment and number of graduates has remained consistent. In-demand occupation in northwest Ohio.
Computer Engineering Technology/Technician	151201	Newer program, enrollment numbers are increasing slowly. Shares course work with electrical engineering technology. Program will transfer to four-year institution.
Liberal Arts and Sciences/Liberal Studies	240101	These are degrees (Associate of Arts [AA], Associate of Science [AS]) designed for transfer into Bachelors Pathways at 4-year institutions; AA and AS degrees include NSCC's entire set of Transfer Module (TM)-approved courses, as well as many Transfer Assurance Guide-approved courses. NSCC's TM meets the general



		<p>education requirements for Ohio Public bachelor's degree granting institutions.</p> <p>Northwest Ohio College Credit Plus (CCP) students typically enroll in courses within the AA, AS, and TM as well.</p> <p>NSSC's AA &amp; AS degrees and TM provide geographic access to bachelor's career pathways for Northwest Ohio residents and contributes toward the Ohio Department of Education's (ODHE) Attainment Goal 2025 through this access. Further – financial access to higher education for Northwest Ohio residents is enhanced because (a) NSSC's tuition is lower than bachelor's degree granting institutions' tuition and (b) students who complete the AA or AS degree may receive scholarships upon transfer because of the earned degree.</p> <p>Most of the courses in NSSC's AA and AS degrees (inclusive of the OTM) also serve as the general education requirements for applied associate degrees at NSSC.</p> <p>These programs remain fully enrolled and help meet Northwest Ohio residents' educational needs and advance progress on ODHE's Attainment Goal overall.</p>
Criminal Justice/Police Science	430107	<p>Meets the needs of law enforcement agencies in our service area. Provides an avenue for students completing the Law Enforcement Academy certificate program, which leads to Ohio Peace Officer Training Academy (OPOTA) certification, to obtain their associate degree.</p>
Social Work (Human Services)	440701	<p>Enrollment has remained consistent in program. Prepares students for Social Work Assistant certification through the Ohio counselor, Social Work, Marriage &amp; Family Therapist Board and for CDCA Phase I certification through the Ohio Chemical Dependency Professionals Board. Program articulates with baccalaureate degrees at Defiance College and other four-year institutions.</p>

Medical Administrative/Executive Assistant and Medical Secretary	510716	This program is combination of courses from the office administration program and the medical assisting program. Physician offices and other medical facilities frequently hire graduates. Student enrollment and graduates have been constant. In-demand occupation for northwest Ohio.
Medical/Clinical Assistant	510801	CAAHEP accredited program; prepares students for certified medical assistant exam (89% pass rate for past five years). Employer satisfaction rating of 97% over the last five years. Job placement for 2016 was at 100% (82% five-year average). In-demand occupation for northwest Ohio.
Registered Nursing/Registered Nurse	513801	Robust enrollment, high quality program, consistently ranked in the top 5% on NCLEX passage rates in the state. Graduates are readily employed by medical facilities in our service area. In-demand occupation for northwest Ohio.
Business Administration and Management, General	520201	High-enrolled program includes the transfer pathway to baccalaureate degree. Consistent number of graduates each year. Curriculum revised in FY16.
Accounting	520301	High-enrolled program. Consistent number of graduates each year. Program revised in FY16.
Human Resources Management/Personnel Administration, General	521001	An incorrect CIP code was assigned to this program; it was corrected. However, we found several graduates were reported under the incorrect code. Program enrollment has been steady and we have had 33 graduates since FY13.
Marketing/Marketing Management, General	521401	Program has had consistent enrollment but the number of graduates has declined the past two years. Graduates are employed in the technical area. Plan to monitor enrollment to determine if any changes need to be made.

**Programs Targeted for Action:**

Program Name	CIP Code	Final Action and Rationale	Timeline for Actions
Banking & Financial Support Services	520803	Lower enrolled program; however, there is a statewide employer need. Current curriculum is being reviewed to determine what changes are required to better meet the needs of employers and attract students to the major.	Implement curricular changes no later than Fall 2019.
Computer Programming/Programmer, General	110201	Has been a popular program; however, enrollment has decreased slightly more than the overall decline at the college. Despite the decline, the number of graduates has remained steady. Graduates obtain employment in the field. A curriculum revision was approved in October 2017 to include a mobile applications course.	New curriculum effective Summer 2018.
Computer and Information Systems Security / Information Assurance	111003	A new short-term certificate in cybersecurity was recently developed that leads to CompTIA Security+ certification. The current Internet Security Curriculum was revised to align with the new short-term certificate. The name of the program was also changed Cybersecurity. Local employers have expressed a need for a cybersecurity program.	Implementing new curriculum Fall 2018. Teach out old curriculum.
Energy Management and Systems Technology/Technician	150503	The Alternative Energy program has been inactivated effective Fall 2017 due to low enrollment. Select alternative courses are available as electives within the project management and mechanical engineering majors.	Teach out curriculum over the next year.
Plastics and Polymer Engineering Technology / Technician	150607	Enrollment in the plastics program has been consistent but low. The program was revised during the FY17 academic year reducing the number of credit hours and aligning the PET program with	Revised curriculum began fall 2017. Teach out old curriculum

		the mechanical engineering technology program. The revisions were made to better meet area employer needs.	
Quality Control Technology/Technician	150702	This is a one-year certificate program at NSCC, not an associate degree. Associate degree graduates noted on the state report were from Human Resources program that had an incorrect CIP code applied.	CIP codes have been updated.
Legal Assistant/Paralegal	220302	The AAB in Paralegal is being inactivated. In collaboration with the University of Toledo, an Associate of Arts degree focusing on a pre-legal pathway will be developed. This program will align with the American Bar Association accreditation standards.	Revised curriculum to begin in Fall 2018. Teach out students currently enrolled in program.
General Studies	240102	This code was used for an individualized degree; it is not used on a regular basis. No further action is required	
Corrections	430102	This program was inactivated in FY13. No further action is required.	No students currently enrolled in major.
Administrative Assistant and Secretarial Science, General	520401	These programs are under review. Enrollment in both programs has declined. Working with advisory committees to determine the best curriculum option. Plan to reduce to one program. In-demand occupation in Northwest Ohio.	New curriculum in place by Fall 2019.
Office management and Supervision	520204		
International Business/Trade/Commerce	521101	This program was inactivated in FY17.	Teach out program – no students currently enrolled.
History, General	540101	This program was inactivated in FY17.	
Web Page, Digital/Multimedia and Information resources Design	110801	This program was inactivated in FY17.	