

BOARD OF TRUSTEES
April 27, 2018 – 12:30 p.m.
Room C211

ORDER OF BUSINESS

A. CALL TO ORDER

B. ROLL CALL

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

C. PRESENTATIONS

- Meet the All-Ohio Academic Team (subject to availability)
- Meet the Team in Advising
- Wood County JFS
- Welcome – Attorney General's Office Representatives

D. AUDIENCE PARTICIPATION

E. ADMINISTRATIVE REPORTS

1. President's Office (M. Thomson)
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 February 23, 2018 Meeting
 - b. Resignations
 - c. Termination of Grant-funded Position
 - d. Employ Full-time Department Chair of Agricultural Studies
 - e. Employ Full-time Training Coordinator of Advanced Manufacturing
 - f. Employ Full-time Director – JFS Workforce Opportunities
 - g. Employ Full-time Training Coordinator – JFS Workforce Opportunities
 - h. Employ Full-time Custodian
 - i. Employ Full-time Division Secretary – Admissions & Marketing
 - j. Transfer to Assistant – Senior Registrar
 - k. Transfer to Secretary – Arts & Sciences Division
 - l. Transfer to Counselor – Financial Aid
 - m. Promotion to Executive Administrative Assistant
 - n. Promotion to Payroll Accountant
 - o. Promotion to Counselor – Financial Aid
 - p. Transfer to Financial Resource Counselor
 - q. Miscellaneous Employment Contracts
 - r. Acceptance of Gift to the College
 - s. Approval of Financial Report
 - t. Approval for International Travel

2. Approval of Banking Authority
3. Authorization to Award Capital Construction Contracts

G. OTHER BUSINESS

1. June 2018 Board Meeting Date
2. 2017 Financial Disclosure Statement due May 15, 2018
3. Green Carpet Fundraising Event – Thursday, May 17, 2018
4. 2018 Spring Commencement Date – Saturday, May 12, 2018 (preceded by Distinguished Alumni Luncheon at 12:00 in Room C200)
5. OACC Annual Conference – June 7 & 8, 2018, Marion Technical College/ Marion, OH

- H. EXECUTIVE SESSION:** To review collective bargaining, discuss pending court action and to consider the compensation of a public employee

I. ADJOURNMENT

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, February 23, 2018 at 12:00 noon in Room C211.

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

18-10

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

There were seven guests in attendance.

PRESENTATIONS

- 1) Cindy Krueger updated the Board of Trustees on the status of Goal 4 of the strategic plan: *Improve Institutional Effectiveness*.
- 2) Todd Hernandez, Vice President for Innovation, introduced Mr. David Conover, Director, and other members of the CTS Toledo team who updated the Board on the workforce development training being accomplished at our Scott Park campus and in the Toledo area.

ADMINISTRATIVE REPORTS

Informational reports from the President, Vice President for Academics, Vice President for Institutional Effectiveness and Student Success, Chief Fiscal and Administrative Officer, Vice President for Innovation, and Director of Human Resources and Leadership Development were included in the board agenda packets.

President Stuckey thanked the Board for their donations to the NSCC Food Pantry.

Vice President Hernandez reported that Representative Marcy Kaptur visited the Scott Park Campus on her national “Make it in America Tour.” She was pleased to see the high level of training offered through the college’s workforce development division. NSCC continues to expand our footprint in Toledo and the surrounding area. Mr. Hernandez also spoke of NSCC’s recent partnership with the Wood County JFS office and the implications this will have in furthering our workforce development training.

CONSENT AGENDA APPROVED

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

MINUTES OF THE DECEMBER 15, 2017, JANUARY 18, 25, 26 AND FEBRUARY 2, 2018 MEETINGS

18-11

RESIGNATIONS

18-12

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.

PROMOTION TO ACADEMIC ADVISOR

18-13

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 Success 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.

PROMOTION TO ADMISSIONS ADVISOR – UNDECIDED

18-14

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 Success 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.

**PROMOTION TO ADMINISTRATIVE ASSISTANT –
VICE PRESIDENT FOR ACADEMICS**

18-15

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.

TRANSFER TO PART-TIME STATUS

18-16

WHEREAS, Mr. James Hoops has been appointed State Representative to the 81st 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.

FULL-TIME ACADEMIC ADVISOR EMPLOYED

18-17

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 Success 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.

FULL-TIME FACILITIES TECHNICIAN EMPLOYED

18-18

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.

FULL-TIME ASSISTANT – FINANCIAL AID COUNSELOR EMPLOYED

18-19

WHEREAS, the position of Assistant – Financial Aid Counselor 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 Counselor 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.

MISCELLANEOUS EMPLOYMENT CONTRACTS APPROVED

18-20

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

Nartker	Greg	Sizemore	Brittany
Newton	Tera	Smith	Rebecca
Norris	Tamara	Stuber	Jacob
Oberhaus	Annette	Stuckey	Angela
Plummer	Thomas	Talebi	Ali
Preston	Craig	Tefft	Gregory
Racick	John	Vanderpool	Michael
Rawlins	Nathan	Vandock	Kent
Raymond	Steven	Vasko	Carol
Retcher	Donald	Verfaille	Robert
Richter	Mary	VonDeylen	Barry
Ringenberg	Karla	Waisner	Beth
Robinson	Chris	Wamer	Gaynell
Roka	Thomas	Werdebaugh	Ronald
Rowe	James	Wikstrom	Deborah
Schwiebert	Jason	Wilson	Megan
Shelt	Steven	Wood	Sheri
Short	Amanda	Young	Sharla
Silveus	Molly	Zuvers	Larry
Singer	Edward		

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.

FINANCIAL REPORT APPROVED

18-21

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.

2018-2019 STUDENT FEES APPROVED

18-22

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	Hydrogen 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	0.00
BUS160	International/Global Business	0.00
BUS211	Business Communications	45.50
BUS221	Business Law	18.00
BUS223	Employ. Law, Safety, & Security	18.00
BUS250	Labor Relations	15.00
BUS260	International Trade	0.00
BUS298	Special Topics in Business	5.50
BUS299	SpecTopics in Bus.	1.50
CAD111	CAD I	52.00
CAD112	CAD II	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	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.	18.00
CIS285	Microsoft Director Svc. Tech.	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	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	53.00
CJT282	Firearms/Driving	332.50
CJT283	Defensive Tactics/Physical Fit	40.50
CJT284	Human Conditions	78.00
CJT290	Criminal Justice Practicum	38.00
CYB210	Cybersecurity Programming	76.00
CYB220	Security Auditing	15.00
CYB230	Network Security	15.00
DBP110	ICDL Computer Tech	75.00
DBP120	Computer Systems I	150.00
DBP121	Computer Systems II	225.00
DBP150	Database Basics	179.00
DBP205	Discrete Structures App	129.00
DBP210	Computer Programming I	129.00
DBP220	Database Reporting	129.00
DBP225	Computer Programming II	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	259.00
ECD291	Admin. Internship	86.00
ECO211	Macroeconomics	18.00
ECO212	Microeconomics	18.00
ECO299	Special Topics in Economics	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	0.00
ENG090	Basic Composition	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	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	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	0.00
HIS290	Historic Preservation Intern	8.00
HPF106	Beg. Western/Eng. Horse	275.00
HPF107	Inter. West/East 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	30.00
HST212	Principles of Addiction	28.00
HST214	Human Service Case Mgmt	18.00
HST218	Intro to Devel Disabilities	0.00
HST219	Prin of Self-Determination	0.00
HST220	Principles of Work	0.00
HST221	Prin of Habilitation Program	0.00
HST222	Ethics In the Helping Profess	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	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 Syst	24.00

MEA101	Medical Assisting Clinical I	109.00
MEA105	Microbiology for Med. Assist.	124.00
MEA108	Admin. Med. Off. Proc	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	15.00
MGT210	Human Resource Management	18.00
MGT221	Entrepreneurship II	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	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	6.00
NRS133	CPR	28.00
NRS140	Professional Concepts I	106.25
NRS141	Health and Illness Concepts I	332.40
NRS142	Professional Concepts II	106.25
NRS143	Health and Illness Concepts II	169.25
NRS144	Pharmacology	10.00
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	123.00
NRS214	Pediatric Nursing	108.50
NRS215	Psychosocial Health Needs	170.90
NRS216	Physiological Health Needs II	116.75
NRS217	Physiological Health Needs III	140.25
NRS218	Concepts in Management	185.75
NRS220	Special Problems in Nursing I	105.00
NRS221	Special Problems in Nursing II	105.00
NRS230	Transition to Prof Concepts in Nrsg	173.75
NRS231	Transition to Health & Illness	336.90
NRS240	Professional Concepts III	106.25
NRS241	Health and Illness Concepts III	196.25
NRS242	Prof Concepts IV	106.25

NRS243	Health and Illness Concepts IV	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	150.00
PNE105	Effect Communication Skills	5.00
PNE110	Special Topics in PN	105.00
PNE117	Pharmacology I	0.00
PNE118	Pharmacology II	0.00
PNE119	Pharmacology	0.00
PNE120	Essentials Practical Nursing	553.75
PNE121	Nrs. Care Mother/Newborn	103.25
PNE122	Nursing Care of the Child	103.25
PNE123	Nrs. Care: Adults I	235.75
PNE124	Nursing Care Adults II	190.25
PSY110	General Psychology	18.00
PSY210	Abnormal Psychology	18.00
PSY220	Social Psychology	18.00
PSY230	Human Growth & Dev.	18.00
PSY260	Forensic Psychology	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. & Logis.	18.00

SPN111	Spanish I	18.00
SPN112	Spanish II	18.00
SSC101	Sociology	18.00
SSC102	Sociology - Sustainable World	0.00
SSC110	General Anthropology	0.00
SSC120	American Government	18.00
SSC130	Comparative Government	18.00
SSC210	Cultural Diversity	18.00
SSC220	Interpersonal Violence	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	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	225.00
NRS142	Professional Concepts II	43.00
NRS143	Health and Illness Concepts II	332.00
NRS230	Trans to Prof Concepts in Nrsg	43.00
NRS231	Transition to Health & Illness	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	193.00
PNE121	Nrsg Care of Mother & Newborn	139.00
PNE122	Nrsg Care of the Child	86.00
PNE123	Nursing Care Adults I	81.00
PNE124	Nursing Care Adults II	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	29.00
	Fingerprinting - FBI	32.00
	Installment Plan	20.00
	Late Payment Fee	50.00
	Med. Fresh Start	20.00

	Petition Fee	
	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

2017-18 REVISED BUDGET APPROVED

18-23

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>	FY 17-18 Revised Budget
<u>Operating Revenue:</u>	
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
	<hr/>
	\$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
	<hr/>
Total Operating Revenue	\$22,063,951
From Bookstore FB to Building M & R FB	\$160,206
<u>From Reserves:</u>	
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
TOTAL PROJECTED REVENUE	\$25,544,708

PROJECTED EXPENSE

Operating Expense:

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
TOTAL PROJECTED EXPENSE	\$25,544,708
PROJECTED SURPLUS / (DEFICIT)	\$0

**APPROVAL TO PROVIDE RETIREMENT PICK-UP FOR
POSITION OF PRESIDENT**

18-24

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

APPROVAL OF 2020-2021 THROUGH 2027-2028 ACADEMIC CALENDARS

18-25

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

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:

	Proposed 2020-2021	Proposed 2021-2022	Proposed 2022-2023	Proposed 2023-2024
Fall				
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
Spring				
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
	Proposed 2024-2025	Proposed 2025-2026	Proposed 2026-2027	Proposed 2027-2028
Fall				
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

Spring

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

**APPROVAL OF DUPLICATE PROGRAM REPORT
FOR THE OHIO DEPARTMENT OF EDUCATION**

18-26

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

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.

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

**DELEGATE AND ALTERNATE APPOINTED TO THE GOVERNING
BOARD OF THE OHIO ASSOCIATION OF COMMUNITY COLLEGES**

18-27

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

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 Mrs. Sue Derck be appointed as delegate and Mr. John Bridenbaugh as alternate from the Northwest State Community College Board of Trustees to serve on the Governing Board of the Ohio Association of Community Colleges (OACC).

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

MEETING DATES AND TIME ESTABLISHED

18-28

Mr. Erb moved and Dr. Hall seconded the following motion:

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

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 dates of these meetings will be: April 27, 2018; June 22, 2018; August 24, 2018; October 26, 2018; December 14, 2018; and February 22, 2019.

The election of Board officers will take place at the February meeting.

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

APPROVAL OF POSITION CHANGE

18-29

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

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

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

ELECTION OF BOARD CHAIR

18-30

Motion by Mr. Siebenmorgen to nominate Jeffrey Erb as Chair of the Northwest State Community College Board of Trustees to serve through the February 2019 meeting and to close nominations.

Seconded by Mrs. Howell.

ROLL CALL TO ELECT JEFFREY ERB AS CHAIR OF THE NORTHWEST STATE COMMUNITY COLLEGE BOARD OF TRUSTEES:

Aye; Bridenbaugh, Derck, Erb, Hall, Howell, Miller, Mull, Siebenmorgen.

Nay; None. Thereupon the Chair declared the motion approved.

ELECTION OF BOARD VICE CHAIR

18-31

Motion by Mr. Erb to nominate Laura Howell as Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2010 meeting and to close nominations.

Seconded by Mr. Siebenmorgen.

ROLL CALL TO ELECT LAURA HOWELL AS VICE CHAIR OF THE NORTHWEST STATE COMMUNITY COLLEGE BOARD OF TRUSTEES:

Aye; Bridenbaugh, Derck, Erb, Hall, Howell, Miller, Mull, Siebenmorgen.

Nay; None. Thereupon the Chair declared the motion approved.

ELECTION OF SECOND VICE CHAIR

18-32

Motion by Mrs. Howell to nominate Joel Miller as Second Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2019 meeting and to close nominations.

Seconded by Mr. Erb

ROLL CALL TO ELECT JOEL MILLER AS SECOND VICE CHAIR OF THE NORTHWEST STATE COMMUNITY COLLEGE BOARD OF TRUSTEES:
Aye; Bridenbaugh, Derck, Erb, Hall, Howell, Miller, Mull, Siebenmorgen.
Nay; None. Thereupon the Chair declared the motion approved.

EXECUTIVE SESSION

18-33

Mrs. Derck moved and Mrs. Howell seconded a motion to go into executive session to consider the promotion of a public employee and to discuss imminent court action.

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

Following executive session, the meeting returned to regular session.

APPROVAL OF PRESIDENT EMERITUS STATUS

18-34

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

WHEREAS, Dr. Thomas L. Stuckey has served as President of Northwest State Community College for ten years and during that time several expansion and renovation projects have taken place; growth in workforce development training has occurred; and many federal and state grants have been written and secured; and

WHEREAS, the Board of Trustees recommends

NOW, THEREFORE BE IT RESOLVED, that Dr. Thomas L. Stuckey be granted the honorary title of President Emeritus with the privileges and responsibilities as defined by Board policy.

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

ADJOURNMENT

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

1. CONSIDERATION OF A RESOLUTION TO APPROVE CONSENT AGENDA.

Moved by _____, seconded by _____.

1a. Minutes of the February 23, 2018 Meeting

1b. Resignations

WHEREAS, Lynda Cramer, full-time Executive Administrative Assistant has submitted her resignation; and

WHEREAS, Sharon Brubaker, full-time Nursing faculty, has submitted her resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Lynda Cramer, effective July 1, 2018 and Sharon Brubaker for retirement, effective August 15, 2018 be accepted as tendered.

1c. Termination of Grant-funded Position

WHEREAS, funding for the Outreach Specialist position was provided by the TAACCCT Grant through March 31, 2018; and

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the position of Outreach Specialist held by Ms. Verna Cheers be terminated as of March 31, 2018.

1d. Employ Full-time Department Chair of Agricultural Studies

WHEREAS, the position of Department Chair of Agricultural Studies was created to continue development and enhancement of our agricultural program; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Michael Leonard be employed as full-time Department Chair of Agricultural Studies effective April 2, 2018 at an annual salary of \$65,000 (to be pro-rated). This is a grade level IV position.

1e. Employ Full-time Training Coordinator of Advanced Manufacturing

WHEREAS, the position of Training Coordinator of Advanced Manufacturing was left vacant due to the resignation of Todd Harris; and

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

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Paul Ernest be employed as full-time Training Coordinator of Advanced Manufacturing effective March 12, 2018 at an annual salary of \$70,000 (to be pro-rated). This is a grade level IV position.

1f. Employ Full-time Director – JFS Workforce Opportunities

WHEREAS, the College has entered into a partnership with the Wood County Job & Family Services Agency to assist in the recruitment of our workforce development students; and

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

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Peter Prichard be employed as full-time Director – JFS Workforce Opportunities effective April 2, 2018 at an annual salary of \$80,000 (to be pro-rated). This is a grade level III position with continued employment contingent on funding and the ongoing partnership with area JFS agencies.

1g. Employ Full-time Training Coordinator – JFS Workforce Opportunities

WHEREAS, the College has entered into a partnership with the Wood County Job & Family Services Agency to assist in the recruitment of our workforce development students; and

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

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Andrea Morrow be employed as full-time Training Coordinator – JFS Workforce Opportunities effective March 12, 2018 at an annual salary of \$60,000 (to be pro-rated). This is a grade level IV position with continued employment contingent on funding and the ongoing partnership with area JFS agencies.

1h. Employ Full-time Custodian

WHEREAS, the position of full-time custodian was left vacant by the resignation of Edward Hernandez; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Michael Brown be hired as full-time custodian effective April 9, 2018 at the rate of \$9.48 per hour. This is a class 3 C position and is in accordance with the School Support Personnel Bargaining Agreement.

1i. Employ Full-time Division Secretary – Admissions & Marketing

WHEREAS, the position of full-time Division Secretary – Admissions & Marketing was left vacant due to the transfer of Samantha Morr to Division Secretary – Advising Center & Student Services; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Aleksandra Mangotic be employed as full-time Division Secretary – Admissions & Marketing effective April 16, 2018 at an annual salary of \$24,956.47 (to be pro-rated for 55 days). This is a class 6 position and is in accordance with the School Support Personnel bargaining agreement.

1j. Transfer to Assistant – Senior Registrar

WHEREAS, the position of full-time Assistant – Senior Registrar was left vacant due to the promotion of Shannon Floyd 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 & Student Services and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Kristi Von Deylen be transferred to the position of Assistant – Senior Registrar effective April 1, 2018 at an annual salary of \$24,956.47 (65 days to be pro-rated). This is a class VI position and is in accordance with the School Support Personnel bargaining agreement.

1k. Transfer to Secretary – Arts & Sciences Division

WHEREAS, the position of Secretary – Arts & Sciences Division was left vacant due to the promotion of Carrie Baynes to Administrative Assistant – Vice President for Academics; 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. Wendy Walters be transferred to the position of Secretary – Arts & Sciences Division effective March 1, 2018 at an annual salary of \$28,240.11 (87 days to be pro-rated). This is a class VI position and is in accordance with the School Support Personnel bargaining agreement. This transfer resulted in no change of salary.

1l. Transfer to Counselor – Financial Aid

WHEREAS, the Support Personnel Bargaining Agreement allows a trial period for a transferred employee to determine if they are suited for the position; and

WHEREAS, Ms. Wendy Walters has requested to return her previous position of Counselor – Financial Aid; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Wendy Walters be transferred to her previous position of Counselor – Financial Aid effective April 9, 2018 at an annual salary of \$28,240.11. This transfer resulted in no change of salary.

1m. Promotion to Executive Administrative Assistant

WHEREAS, the position of full-time Executive Administrative Assistant will be left vacant by the resignation of Ms. Lynda Cramer; 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 President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Megan Batt be promoted to the position of full-time Executive Administrative Assistant effective April 2, 2018 at an annual salary of \$55,000 (to be pro-rated). This is a grade level V position.

1n. Promotion to Payroll Accountant

WHEREAS, the position of full-time Payroll Account was left vacant by the transfer of Ms. Kristi Von Deylen; 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 Chief Fiscal & Administrative Officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Melissa Vine be promoted to the position of full-time Payroll Accountant effective March 1, 2018 at an annual salary of \$42,000 (to be pro-rated). This is a grade level IV position.

1o. Promotion to Counselor – Financial Aid

WHEREAS, the position of full-time Counselor – Financial Aid was left vacant by the transfer of Ms. Wendy Walters; 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 Chief Fiscal & Administrative Officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Makenzie Warncke be promoted to the position of full-time Counselor – Financial Aid effective March 1, 2018 at an annual salary of \$23,865.89 (87 days to be pro-rated). This is a class 6 position and is in accordance with the School Support Personnel bargaining agreement.

1p. Transfer to Financial Resource Counselor

WHEREAS, Ms. Wendy Walters requested to be transferred back to her previous position of Counselor – Financial Aid; and

WHEREAS, this resulted in bumping Ms. Makenzie Warncke from that position; and

WHEREAS, the position of Financial Resource Counselor was posted; and

WHEREAS, Ms. Makenzie Warncke applied and met the qualifications of the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Makenzie Warncke transferred to the position of full-time Financial Resource Counselor effective April 10, 2018. This transfer resulted in no salary change.

1q. Miscellaneous Employment Contracts

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

Mary Hunt
Steve Shelt
Sara Vicars

Graded

Employ Mr. Lowell Shaneyfelt as substitute Campus Police effective March 5, 2018 at the rate of \$15.69 per hour.

1r. Acceptance of Gift to the College

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

WHEREAS, a donation of nine red gun firearms training devices has been made to the Law Enforcement Academy; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the nine red gun firearms training devices (valued at approximately \$450) be accepted as a gift to the College.

1s. 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 March 31, 2018; and

WHEREAS, the President recommends its approval

NOW, THEREFORE BE IT RESOLVED, that the cumulative financial report dated March 31, 2018 be approved as presented (following the administrative reports).

1t. Approval of International Travel

WHEREAS, advance Board of Trustee approval is necessary for professional activities that require travel outside the United States; and

WHEREAS, two nursing faculty have requested to attend the International Nursing Association for Clinical and Simulated Learning (INACSL) in Toronto, Canada; and

WHEREAS, this conference will present the newest innovations in simulation, along with new strategies to integrate technology into curriculum and practice; and

WHEREAS, training is needed to maintain nursing certification in simulation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Jennifer Behnfeldt and Ms. Annette Oberhaus be granted permission to travel outside the United States to attend the INACSL conference in Toronto, Canada from June 14 – 16, 2018.

ROLL CALL: Aye;

Nay;

Thereupon the Chair declared the motion approved/disapproved.

2. CONSIDERATION OF A RESOLUTION TO APPROVE BANKING AUTHORITY

Moved by _____, seconded by _____.

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

WHEREAS, the College desires to grant the President, Chief Fiscal & Administrative Officer and the Director of Finance and Business Services signing authority; and

WHEREAS, the College desires to grant the Payroll Accountant Automated Clearing House ACH processing authority; and

WHEREAS, the President recommends

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

BE IT FURTHER RESOLVED, that the Payroll Account be granted processing authority for Automated Clearing House transactions.

ROLL CALL: Aye;

Nay;

Thereupon the Chair declared the motion approved/disapproved.

3. CONSIDERATION OF A RESOLUTION TO AUTHORIZE AWARDING OF ARCHITECT AND CONSTRUCTION CONTRACTS

Moved by _____, seconded by _____.

WHEREAS, the awarding of the architect and construction contracts should take place prior to the June 2018 Board Meeting; and

WHEREAS, the College desires to move forward with the campus-wide access control project; and

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees authorizes the President and Chief Fiscal & Administrative Officer to accept bid and award contracts to the architect and general contractor for the campus-wide access control project.

ROLL CALL: Aye;

Nay;

Thereupon the Chair declared the motion approved/disapproved.

President's Report

This month's president's report features three key events connected to our students. The first story demonstrates the connection of our community's generosity with the authentic financial need of our students. We awarded over \$600,000 to 310 students, a very impressive accomplishment. The second story features the outstanding academic accomplishments of our students as recognized by the All-Ohio Academic Team. The final story embodies the rich and meaningful co-curricular experiences that make NSCC a transformational experience for our students. Currently I am spending the majority of my time working within the campus; however, I wanted to report to the Board about my community engagements. Please let me know if you have specific organizations or people you would like for me to connect with as I venture more and more into our six counties.

2018 Scholarship Awards Event

NSCC hosted its annual Foundation Scholarship Awards Event last week, awarding over \$600,000 in scholarships to more than 250 students. Student Speaker Brandon Allen shared an emotional story of the ups and downs in his life, and the path that ultimately led to him attending Northwest State. Brandon, a mechanical engineering and plastics engineering student, told the capacity audience how as a teenager, he lost his focus on academics and made questionable lifestyle choices, which led to dropping out of high school, drug addiction and incarceration.



Four Northwest State Community College Students

have been named to the All-Ohio Academic Teams:

Angel Dietrich, Napoleon, was named to the All-Ohio Academic Third Team, which places her among the top thirty community college students in the state. Angel is also member of Phi Theta Kappa and will graduate Summa Cum Laude in May with an Associate of Applied Science in Early Childhood Education.



Abram Klopfenstein, Paulding, was named to the All-Ohio Academic Second Team, which places him among the top twenty community college students in the state. Abram is a member of the Dean's Leadership Cluster, Phi Theta Kappa, and Kappa Beta Delta and will graduate Summa Cum Laude in May with an Associate of Technical Studies in Crop and Soil Management.

Donald Pinckney, Grelton, was named to the All-Ohio Academic Third Team, which places him among the top thirty community college students in the state. Donald is a member of Phi Theta Kappa and will graduate Magna Cum Laude with an Associate of Arts in May.

Elisha Roden, Montpelier, was named to the All-Ohio Academic Third Team, which places her among the top thirty community college students in the state. Elisa is a member of Kappa Beta Delta, Phi Theta Kappa, and will graduate Magna Cum Laude with an Associate of Applied Business in Accounting.

The 2018 all-Ohio Academic team will be honored at a recognition luncheon on Thursday, April 26 in the Atrium of the Ohio Statehouse.

Please join me in extending our congratulations to Angel, Abram, Donald, and Elisa for their tremendous accomplishments. We wish them well in their future endeavors.

The Dean's Leadership Cluster (DLC) visits the Seattle Metropolitan Area



Sitting, left to right:

Sydney Critten, Haley Oehler, Alicia Barhite, Abram Klopfenstein

Standing, left to right:

Joshua Hathaway, Lisa Becher (Business Faculty), Ron Scozzari (Dean - Industrial Technologies),
Christian Barhite



Snoqualmie Falls



Mt. Rainier
National Park



Seattle's Space Needle



Museum of Flight



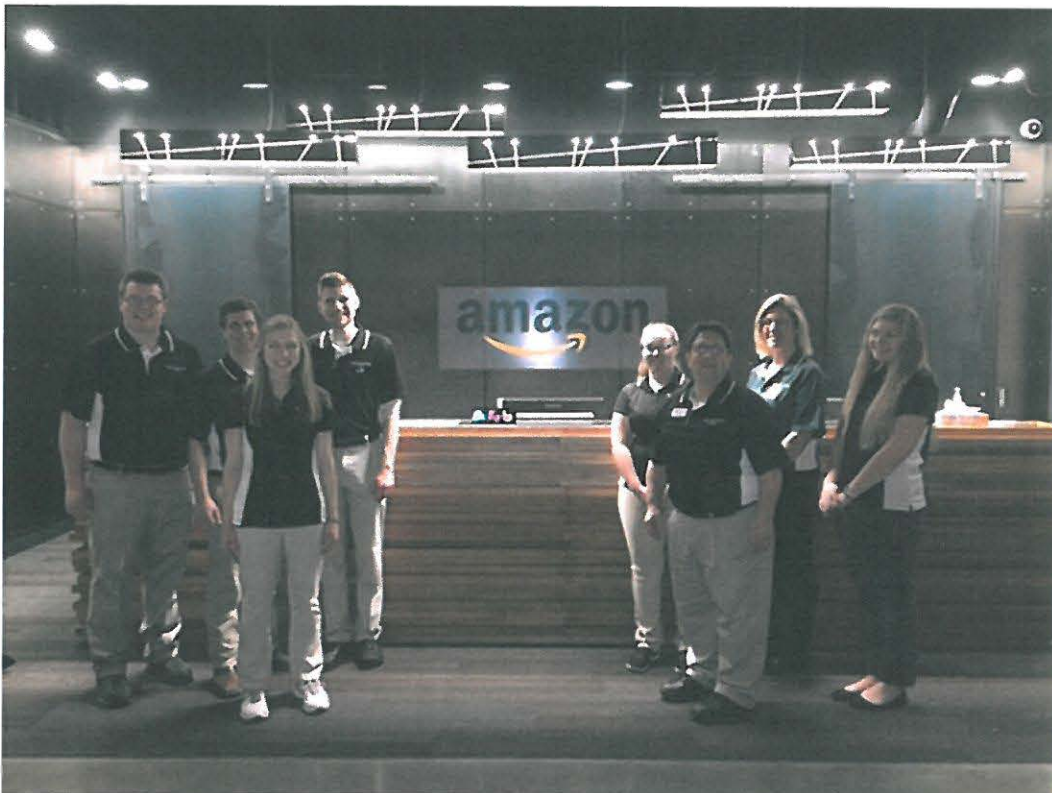
Museum of Pop Culture



Harbor Cruise
Seattle History

On March 9, 2018, the DLC traveled to Seattle, WA, for an experiential & cultural learning adventure. They spent their first couple of days visiting local attractions, including Snoqualmie Falls, Mt Rainier National Park, Museum of Flight, Museum of Pop Culture and the Space Needle.

The remaining activities of the trip were all business as the team met with eight different employers during their last three days in Seattle. Companies of all sizes opened their doors to the DLC. Corporate conglomerates Starbucks and Amazon offered information and tours to the team. Small companies, such as Conservation Services, LLC, also spent time with our students to engage in conversation.



The team visited with Starbucks, Amazon, Recreational Equipment, Inc, Convoy, Jones Soda, Seattle Office of Planning Community Development, Pike Place Market, and Conservation Services, LLC during their travels.

Community Engagements (April 2 - 20)

- Lourdes University President Gawelek (Whitehall, April 4)
- Ohio Community College Presidents; Jack Hershey (Columbus, April 10)
- Fur Ball (Napoleon, April 13)
- Regional Tech Prep (Millstream CC, April 16)
- Black Swamp Safety Council (NSCC, April 17)
- APT Manufacturing visit (NSCC, April 17)
- UT President Gaber (University of Toledo, April 18)
- Bill Lambers, Dream Center (Defiance, April 19)
- Legislative update from Representative Craig Riedel, Representative Jim Hoops and Senator Rob McColley (Four County Career Center, April 20)

Academics
Board Report
April 27, 2018

- 1) The 3Dt Printing Club is working on a special project in partnership with OSU and Rascal Animal Hospital. A puppy was scheduled to be euthanized, as it was born with a birth defect effecting its back legs. While students at NSCC are working to design a mobilization cart for the puppy, two other teams are joining them from the Center for Manufacturing Excellence and the Material Innovation Lab at OSU. These teams will be assisting by designing a water aerobics therapy device and an exercise ball to help strengthen the puppy's legs. For more information, contact Brad Geer, who is serving as advisor on the project.



- 2) The following NSCC students have received the Phi Theta Kappa (PTK) rankings through the All-Ohio Academic Team program, which recognizes Ohio's outstanding community college students. These students will receive a scholarship award and will be recognized at a luncheon April 26 at the Ohio Statehouse.

Abram Klopfenstein – All-Ohio Second Team
Angel Dietrich- All Ohio Third Team
Donald Pinckney – All- Ohio Third Team
Elisha Roden – All-Ohio Third Team

- 3) Campus police officer, Jeff Lehman has coordinated a training event for our local community. The event is for local law enforcement, fire, rescue, and hospital, educational, and governmental administrators.

NSCC Presents: International & Domestic Terrorism Awareness

The Federal Bureau of Investigation/Joint Terrorism Task Force (FBI/JFFT) Toledo, in conjunction with NSCC, will present a FREE 'International & Domestic Terrorism Awareness' seminar on Tuesday, April 24 from 8am-Noon. Voinovich Auditorium at NSCC Archbold campus. This free event is open to a maximum of 125 people, so please register by April 20.

Link to register for the event: <https://goo.gl/5t9ymj>

- 4) NSCC welcomes Amy Thomas, as a full-time Education Faculty. Amy is a graduate of Miami University and holds a Bachelor of Science Degree in Early Childhood Education. She received her Master of Arts Degree in Education from Defiance College. Amy brings over 13 years of experience in public and private early childhood education.
- 5) Dr. Dan Burklo has been co-leading a workgroup with the Ohio Department of Higher Education in partnership with the Ohio Manufacturers Association (OMA) and the Ohio Engineering Technology Educators Association (OETEA) to develop a manufacturing pathway curriculum. This was a federal grant funded initiative. The curriculum is to be developed into standardized curriculum (CTAG and TAC) for the State which would result in an industry certification endorsed by OMA and OETEA.

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

April 17, 2018

Submitted by: Cindy Krueger

CAREER CENTER – Michael Jacobs

The 2018 Job and Career Fair was held April 10, 2018 in the atrium at NSCC. The event connected 94 employer partners with over 230 individuals (172 registered). Employers represented ten counties with 84% of employers from Defiance, Fulton, Henry, and Williams counties. The remaining employers were from Lucas, Paulding, Putnam, Seneca, Van Wert, and Wood counties.

Positive comments were received from attendees:

- This was helpful as I didn't even know about some of these local companies. Thank you!
- A lot of employers were very easy to talk to and connect with.
- I was able to talk to almost everyone. I learned a lot and got eight applications and scheduled two interviews.
- I liked that there were a lot of options and how organized it was.

and Employers:

- Great event!!!
- Thank you for your assistance!
- Very impressed, best job fair I have been to.

Next year's event will be held April 9, 2019.



ADMISSIONS – Terri Lavin

NSCC proudly opened its doors on Saturday, March 24 for Discover NSCC Day, the College's big open house event held twice annually. Fun, hands-on activities were organized all around campus to keep guests engaged and entertained. Over 80 people attended the event.



ADVISING CENTER – Cassie Rickenberg

The director and four advisors attended the NACADA (National Academic Advising Association) regional conference from April 11- April 13 in Columbus. There were more than 500 attendees from the regional area. The advising center staff were able to network with colleagues from the region as well as attend numerous advising and student success professional development sessions. The sessions will help to promote the role of effective academic advising in student success across campus.

.As of March 19, the Advising Center is operational with four full-time academic advisors, an administrative assistant, and the director. The center has created a new logo that will be used placed on the wall of the advising center as well as used on various communications from the advising center.

GRANTS – Ashley Pere

Grants Awarded:

- NSA-NSF GenCyber Camp Grant (\$43,900.11)
 - This grant will fund a weeklong Cybersecurity summer camp for Toledo Public Schools K-12 teachers at the Scott Park Campus in Toledo in June 2018
 - The program will equip teachers with the tools and methods to incorporate cybersecurity education and best practices in their curriculum

- ODHE OhioMeansJobs Workforce Revolving Loan Program – Truck Driving (pending award)
 - submitted 2/28/18, request: \$115,000 (to fund 25 additional students over 1 year)
 - Kathy Soards has received notification from John Magill at ODHE, requesting a few additional items to finalize the grant award agreement
 - This program will allow NSCC students in the Truck Driving certificate programs (Basic and Intermediate) to obtain low-interest loans from the State of Ohio for these programs

Grants submitted:

- Ohio Farm Bureau Foundation – Youth Pathways to Careers in Agriculture Grant
 - submitted 4/12/2018, request: \$19,073 – total project cost \$25,763, NSCC match \$6690
 - The project that we have proposed “Inspiring Future Agricultural Professionals of Northwest Ohio”, consists of 3 phases including high school presentations (27 confirmed participant high schools), industry site visits (14 confirmed participating industry partners), and a public ‘Ag Day at NSCC’ event with student team presentations about their industry site visits, displays from local Ag businesses and organizations, and feature areas focusing on Women in Ag, Ag entrepreneurship, and children’s activities

- ODHE Short-Term Certificate Grant Program (submitted 3/29/18, request: \$468,291.52)
 - Will provide grants of \$1000 maximum to assist need-based students with obtaining short-term (less than 1 year) certificates for in-demand jobs, in programs that are not Pell eligible.
 - NSCC’s application included the following six certificate programs:

Program	Projected 2-year enrollment
MSSC Certified Production Technician	70
Basic Welding	48
STNA (with Four County Career Center)	270
EMT Basic (with Four County Career Center)	50
Professional Salesperson	24
Call Center-Customer Service Representative (with Cherry Street Mission)	85

MARKETING – Jim Bellamy

NSCC Alumni are Trailblazers

We had the good fortune to catch up with two NSCC alumni, who are trailblazers in their respective fields. Carrie Schlade ('99, paralegal) is now Bryan's first female mayor. She credits NSCC for helping shape her adult life, including her marriage, her family and her career. Tasha Eicher ('01, business) was recently appointed as DeKalb Health's first female CEO. Eicher started as a nursing student and transferred to business to continue working in healthcare. She credits NSCC as providing the low-risk opportunity to switch majors while she was still figuring out her true calling. Their NSCC Proud interviews will be available in multiple locations: NSCC Now, the College's social media platforms, and our official YouTube page.

New NSCC Billboard

As part of our ongoing focus on promoting the dual benefits of direct-to-work education and transfer opportunities, we created a new billboard at the corner of Routes 34/66. We will continue to integrate this artwork in to our 2018-2019 marketing efforts.



Chief Fiscal and Administrative Officer
April, 2018
Submitted by: Kathy Soards

Facilities

- **Welding/Machine Shop Renovation Capital Project**
 - **Primary Scope:**
 - Relocate Machine Shop from E108 to Combined E100/E106
 - Add 5 Additional Welding Stations
 - New Fume Exhaust System
 - De-Clutter Equipment and Material Storage
 - Seal Welding Shop to avoid Fume Migration
 - Install New HVAC System Controls
 - Provide Stand-alone HVAC for Precision Equipment
 - Clean and Paint Existing Welding/Machine Shop
 - New LED Lighting
 - New Floor Surfaces – Industrial Epoxy



Current Machine/Welding Shop



Future Machine Shop

- **Secondary Scope:**
 - Renovate E110/E112 for Plastics/Metrology
 - Renovate E192 for Hydro/Pneumatics
 - Renovate E109/E107/E105 for CAD Lab and Cybersecurity
 - Renovate E118 for CAM
 - Renovate E116 for Welding Classroom
 - Renovate E200/E128 Door/Stair Reconfiguration
 - Refinish Engineering Building Atrium and Corridors
 - Build 2nd Floor Connector between Building E and Building B

- **Access Control Capital Project - Projected Timeline**
 - Selection of Consultant 3/28/18 – completed
 - Technical Proposals due at 5 pm 4/4/18 – completed
 - Interviews of Architect candidates 4/9/18 – completed
 - Selection of Consultant 4/16/18 – completed
 - Fee Proposal to the State (by selected firm) 4/20/18 – 12 pm
 - Signed Agreement 4/27/18
 - Schematic Design / Design Development 6/1/18
 - Construction Documents issued for Bid 7/1/18
 - Construction Contract Awarded 8/1/18
 - Construction Completed 11/30/18
 - Professional Services Completed 12/15/18

Financial Aid

- In October 2017, the Board of Trustees approved a Career Service fee that was implemented starting spring 2018 semester. This fee was established to fund a Prior and Workplace Learning Coordinator, (2) Academic Advisors and a Financial Aid Counselor. This fee has funded the creation of the new position of Financial Aid Resource Counselor. Effective April 10, 2018, Makenzie Warncke accepted this new position and is now starting to identify and connect with outside partners to determine possible resources available to students within each of the counties we serve. Additionally, she is creating expense sheets for each program of study students can enroll to aid in recruitment and advising.

April 27, 2018 Board Information from CTS

General Mills Video Conferencing Training: 14 technical courses and 23 computer application courses ran in February - March 2018. This included a customized class for administrative professionals at GMI-World Headquarters. We are also working with the facility in Shanghai to schedule classes convenient for their working hours.

Custom Training Solutions:

1. Archbold Campus

- a. CTS held eight Open Enrollment classes and six contract training classes in March 2018. Companies include: Arrow Tru Line, Hale Performance Coatings, Matsu, Paragon Tempered Glass, Tru-Fast, Chase Brass & Copper, ConAgra, Alex Products, Dynegey, Sauder Mfg, and HE Orr Co. Open Enrollment topics included: Microsoft Office, Supervision & Presentation Skills, Variable Frequency Drives Maintenance, Lean Basics & GreenBelt Certification and Electrical Troubleshooting Basics.
- b. Offsite credit apprenticeship classes supported by CTS include: APT Mfg, LaFarge, Winzeler Stamping, Worthington Industries, and Therma Tru. These classes are the equivalent of 50 students taking one 3 credit hour course outside of the Archbold campus.
- c. Planning stages for Transportation Compliance, Welding short topics course, Electrical Basics, Electrical Contractor and Plumbing Contractor CE classes, Boiler & Steam Basics and Autonomous Maintenance course.

2. Advanced Manufacturing Training Center (AMTC) - Scott Park Campus

- a. Conducted open enrollment and contract training for Kellogg Community College (Battle Creek, MI), HFMA, Promedica and Toledo Public School. Training topics included: Excel, Excel Pivot tables, Microsoft Project, SQL Reporting.
- b. Three students enrolled in online classes in February, two students in March.
- c. Nine people graduated from the Cherry Street Call Center/Customer Service Representative program on March 16, 2018. A new cohort begins 4/16/18 with a projected maximum of 16 students to begin the program.
- d. Finalized receipt of grant money from LISC for digital literacy classes in Toledo. Planning an early summer start.
- e. Met with First Solar 4/11 regarding grant-funded program to send employees to the AMTC for a modified Industrial Automation Maintenance program-start date anticipated summer semester 2018.
- f. Meeting with Maumee Valley Country Day School in Toledo 4/24 regarding a potential one-week private mechanical camp for their students this summer at the AMTC.
- g. Meeting with representative of RMF Nooter 4/24 regarding that company donating funds for student programs at the AMTC.

Community Outreach/Company Visits:

1. Archbold Campus

- a. Jim Drewes and Tori Wolf made site visits to the following clients in January: Alex Products, Allied Moulded Products, Edgerton Forge, ZF/TRW, Old Castle, Campbell Soup Co, Tenneco, Defiance Metal Products, B&B Molded Products, JM Defiance, FWT, Tooling Connection, CTI West Unity and Chase Brass & Copper Co.
- b. NSCC Team 6181 competed in the 2018 Buckeye Regional at Cleveland State University. There are 16 students involved in the various activities with active mentors from Chase Brass & Copper, North Star BlueScope Steel, Worthington Industries and Koester Corp. This is the third year for the NSCC Student Body Organization. We have a good group of young students that will return. The younger students will allow more activities to be planned in the summer (off season).
- c. Tori Wolf and Jim Drewes have increased participation with the county economic development and local agencies including: NORED, WEDCO, Henry County CIC, Defiance County CIC, CIFT Ohio Food Summit and Black Swamp Safety Council.

2. AMTC

- a. Meetings and conversations with area organizations included: Archbold Container, Cherry Street Mission, Designetics, Gross Electric, IBEW/JTEC-Hamilton, Principle Business Enterprises, Springfield Local Schools, The Countertop Shop, WSOS.
- b. Hosted Make it in America Tour with congress people Marcy Kaptur, Steny Hoyer, and Nanette Barragán. The tour met with local business and government officials to discuss jobs and job training. Great media coverage for AMTC and connection with area businesses.
- c. Hosted Dave Marrufo, Training Manager for Tireman for a tour of the AMTC.
- d. Participated in a community leader's breakfast sponsored by Springfield Local Schools.
- e. Tami Norris was appointed to the Board of the Chamber Partnership, a collaboration of three area Chambers of Commerce. She will be chairing the Education and Talent Attainment division. This will include working with manufacturing month activities in the Toledo area market. Also, organized and facilitated a "diversity and inclusion" luncheon for area businesses. The panel was comprised of Dr. Shanda Gore (UT), Mark Urrutia (MBAC), Linda Alvarado (City of Toledo).
- f. Verbal agreement with Fostoria Learning Center to offer computer training at their facility. First class scheduled to begin April 19.

Manufacturing Extension Partnership/Advanced Manufacturing Consortium/Ohio Lean Consortium

1. Serving on committee with Defiance County Economic Development 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 high school students internships with local manufacturing. This program has an official name - ACE (Advanced Career Experience). The team consists of Henry County CIC, Napoleon Area Schools and NSCC.
3. Continuing to meet with the five-county economic development offices for Manufacturing Day 2018. The planned day is October 12, looking at a completely new format.
4. Working on getting contacts at companies with government contracts for Defense Federal Acquisition Regulations System.
5. Ohio Lean Consortium - scheduled morning Lean Coffee sessions short topics, Client Kaizen presentations with Worthington Industries and F&M Bank and Benchmark Tours of Rockwell Automation in Cleveland and Airstream Jackson Center, Ohio.

April 27, 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 March there were 160 incidents opened and 157 resolved. There were also 87 service requests placed and 88 completed.

PA System: System has been tested and minor modifications are being completed. Final configuration of alerts is being worked on.

Mobile App: A beta application is in testing.

Texting Solution: No activity this period.

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

April 2018

Submitted by: Katy McKelvey

UNION:

The negotiations with the support staff are ongoing. We are discussing economics and making progress!

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
- Financial Resources Counselor
- Training Coordinator; Workforce Opportunities – JFS
- Director; Workforce Opportunities – JFS
- Division Secretary – Admissions & Marketing
- Executive Assistant
- Training Coordinator – Advanced Manufacturing
- Payroll Accountant
- Custodian
- Faculty - Education
- Police Officer (sub)

We are recruiting for the following roles:

- Administrator – Network System Technology (on hold)
- Division Secretary – AMTC – replace with Enrollment Advocate (on hold)
- Division Secretary – Arts & Sciences
- Accounts Payable Clerk
- Financial Aid Assistant
- Nursing Lab Coordinator
- Faculty - Nursing

- Administrative Assistant – CFAO & VP for Innovation
- Custodian (sub)

HIGHLIGHTS:

The performance management process is underway and supervisors are doing a tremendous amount of work to update job descriptions and prepare performance evaluations. Supervisors are meeting with every employee to review their job description and to have a formal meeting to discuss the employee's performance over the last year. During the meetings, the supervisor discusses goals and objectives for the next year and areas for improvement and employee development.

Recruiting continues to be a priority and a significant effort for the human resources staff.

Northwest State Community College
Statement of Net Assets
March 31, 2018

Assets	Liabilities & Fund Balance
Current Funds:	Current Funds:
General Fund:	General Fund:
Cash & Investments	Accounts Payable
Accounts Receivable	Accrued Liabilities
Prepaid Expense	Deferred Inflows & Net Pension Lial
Inventory	Fund Balance:
Deferred Outflows of Resou	Unallocated
	Allocated
Total General Fund	Total General Fund
Auxiliary Enterprises:	Auxiliary Enterprises:
Cash	Accounts Payable
Accounts Receivable	Accrued Liabilities
Inventories	Due To General Fund
	Fund Balance
Total Auxiliary Enterprises	Total Aux. Enterprises
Restricted Funds:	Restricted Funds:
Cash	Accrued Liabilities
Accounts Receivable	Fund Balance
Total Restricted Funds	Total Restricted Funds
Total Current Funds	Total Current Funds
Plant Funds:	Plant Funds:
Unexpended Plant Funds:	Unexpended Plant Funds:
Cash	Fund Balance
Total Unexpended Plant Funds	Total Unex-Plant Funds
Investment In Plant:	Investment In Plant:
Land	
Construction in Progress	
Buildings	
Accumulated Depr.	
Parking Lots	
Accumulated Depr.	
Water Tower	
Accumulated Depr.	
Movable Equipment	
Accumulated Depr.	
Library Books	
Motor Vehicles	
Accumulated Depr.	
Art / Collections	
Total Investment In Plant	Net Investment In Plant
Total Plant Funds	Total Plant Funds
Agency Funds:	Agency Funds:
Cash	Fund Held in Custody
Total Agency Funds	Total Agency Funds

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

	Total Annual Budget	Actual To Date	Per Cent Received
Operating Revenue:			
Ohio Board of Regents - Subsidy	\$10,825,284	\$8,096,265	74.79%
Ohio Board of Regents -Capital Component	\$203,927	\$152,946	75.00%
Tuition & Fees	\$10,987,887	\$10,650,153	96.93%
Enrollment Contingency	\$0	\$0	0.00%
Scholarship Allowance and Tuition Offsets	-\$930,181	-\$239,790	25.78%
Income from Investments	\$50,000	\$64,032	128.06%
Foundation	\$114,595	\$0	0.00%
CTS Archbold	\$567,000	\$226,594	39.96%
CTS Scott Park	\$774,125	\$647,824	83.68%
Community Development	\$25,000	\$0	0.00%
Miscellaneous Income	\$103,113	\$67,293	65.26%
Grant Fiscal Agent	\$70,000	\$34,920	49.89%
Finger Printing & Facility Rental	\$71,300	\$47,474	66.58%
To Reserves:			
Capital Component Fund Balance	-\$203,927	\$0	0.00%
Student Fee Fund Balance from Student Fees	-\$156,600	\$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%
Total Operating Revenue	\$22,063,951	\$19,747,711	89.50%
From Bookstore FB to Building M & R FB	\$160,206	\$0	
From Reserves:			
From Student Fee FB for Student Activities/Fac	\$23,595	\$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 Instructional Equip FB for Instrl Equip	\$100,000		
From Equip M & R FB for Equipment M & R	\$73,500	\$0	0.00%
From New Program FB for Agriculture/Cybersecur	\$123,730	\$0	0.00%
From Build M & R FB for Building M & R	\$299,547	\$0	0.00%
From Energy Mgmt FB for Energy Proj Bldg Reno	\$184,757		
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%
Total Revenue	\$25,544,708	\$19,747,711	77.31%
Operating Expense:			
Instruction	\$14,319,751	\$10,724,225	74.89%
Public Service	\$30,223	\$17,522	57.97%
Academic Support	\$686,445	\$538,325	78.42%
Scholarship Allowance,	\$0	\$0	0.00%
Student Services	\$1,578,642	\$946,769	59.97%
Institutional Support	\$4,565,410	\$2,710,871	59.38%
Plant Operations and Maintenance	\$4,364,237	\$877,293	20.10%
Total Expense	\$25,544,708	\$15,815,005	61.91%
Net Increase/Decrease in Net Assets	\$0	\$3,932,707	

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	\$19,644	\$31,297	-\$11,654	-\$53,355
March	\$21,955	\$27,100	-\$5,145	-\$58,499
April			\$0	-\$58,499
May			\$0	-\$58,499
June			\$0	-\$58,499
Subsidy	\$37,500		\$37,500	-\$20,999
Totals	\$201,367.33	\$222,366.45	-\$20,999	

* 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
Totals	\$308,308.51	\$330,769.33	-\$22,461	

2015-2016

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

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

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	\$14,961	\$37,415	-\$22,454	\$92,665
March	\$25,410	\$38,610	-\$13,200	\$79,465
April			\$0	\$79,465
May			\$0	\$79,465
June			\$0	\$79,465
Totals	\$1,237,017.29	\$1,157,552.79	\$79,465	

2016-2017

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

2015-2016

	Rev.	Exp.	Net	YTD
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
Totals	\$1,696,752	\$1,582,609	\$114,144	

BOOKSTORE

	FY 2017/2018	YTD 3/31/2018			Prior Year	
	Revised Budget	Actual	% of Budget	% of Rev	Actual	% of Rev
Revenue						
Book Sales	1,315,731	998,132	75.86%	80.69%	1,071,163	78.87%
Supply Sales	125,571	93,494	74.45%	7.56%	94,936	6.99%
Misc Supply Sales	40,166	21,105	52.54%	1.71%	27,199	2.00%
Used Book Sales	55,700	15,009	26.95%	1.21%	49,489	3.64%
Rental Book Sales	20,000	579	2.89%	0.05%	0	0.00%
Ebook Sales	75,324	58,810	78.08%	4.75%	71,034	5.23%
Candy / Food -Bkstr	47,360	45,021	95.06%	3.64%	39,582	2.91%
Other	14,000	4,868	34.77%	0.39%	4,731	0.35%
Total	<u>1,693,852</u>	<u>1,237,017</u>	73.03%	100.00%	<u>1,358,134</u>	100.00%
Expense				% of Sales		% of Sales
Salaries & Benefits	202,649	150,442	74.24%	12.16%	165,676	12.20%
Cost of Sales	1,260,800	971,491	77.05%	78.53%	1,054,880	77.67%
Other Expenses	39,715	35,620	89.69%	2.88%	31,632	2.33%
Total	<u>1,503,164</u>	<u>1,157,553</u>	77.01%	93.58%	<u>1,252,189</u>	92.20%
Net	<u>190,688</u>	<u>79,465</u>	41.67%	6.42%	<u>105,945</u>	7.80%

FOODSERVICE

	FY 2017/2018	YTD 3/31/2018			Prior Year	
	Revised Budget	Actual	% of Budget	% of Rev	Actual	% of Rev
Revenue						
Cafeteria Sales	44,000	32,511	73.89%	19.84%	38,829	19.55%
Snack Bar Sales	209,000	77,545	37.10%	47.32%	110,857	55.80%
Catering Sales	94,500	53,072	56.16%	32.39%	48,592	24.46%
Other	2,500	741	29.63%	0.45%	385	0.19%
Total	<u>350,000</u>	<u>163,868</u>	46.82%	100.00%	<u>198,663</u>	100.00%
Expense				% of Sales		% of Sales
Salaries & Benefits	205,529	135,497	65.93%	82.69%	148,174	74.59%
Cost of Sales	178,500	81,934	45.90%	50.00%	102,599	51.64%
Other Expenses	15,175	4,936	32.53%	3.01%	6,920	3.48%
Total	<u>399,204</u>	<u>222,366</u>	55.70%	135.70%	<u>257,693</u>	129.71%
Student Fee Subsidize	(50,000)	(37,500)			(37,500)	
Net	<u>796</u>	<u>(20,999)</u>			<u>(21,530)</u>	