

BOARD OF TRUSTEES MEETING

February 21, 2025 – 11:30 a.m.

Room C200 / NSCC Campus

ORDER OF BUSINESS

A. CALL TO ORDER (Sandy B)

B. ROLL CALL (Megan B)

Sandra Barber (Chair)
John Bridenbaugh
Katrina DeGroff (Vice Chair)
Jeffrey Erb
Lisa McClure
Joel Miller
Scott Mull
John Poulson
Mickey Schwarzbek (Second Vice Chair)

C. PLEDGE OF ALLEGIANCE

D. MISSION, VISION & VALUES (Volunteer)

E. PRESENTATION – Arts & Sciences Division

F. TOUR OF B BUILDING

G. AUDIENCE PARTICIPATION

H. CHIEF EXECUTIVE OFFICER REPORT (Todd H)

- Vice President – Enrollment Management & Student Affairs (Cassie Rickenberg)
- Vice President – Academics (Lana Snider)
- Vice President – Chief Fiscal & Administrative Officer (Jenny Thome)
- Vice President – Workforce Development (Jim Drewes)
- Vice President – Human Resources & Leadership Development (Katy McKelvey)
- Chief of Staff / Executive Vice President (Albert Lewis Jr)
- President (Todd Hernandez)

I. BOARD DISCUSSION ITEMS (Sandy B & Todd H)

- Facilities Projects Update (Jenny T)
- Board Budget Committee (Todd H / Jenny T)

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

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

Values: People, Integrity and Learning

- Police Department Authority (Todd H / Jenny T)
- Board Self Performance Evaluation (Todd H)
- Course Fees (Lana S)
- Policy and Procedure Updates (Todd H)
 - Workplace Violence (new policy)
 - Equal Opportunity / Anti-Harassment – Title IX (amended policy)
 - Admissions (amended policy)
 - Financial Aid (amended policy)
- Legislative Updates (Todd H)
 - Direct Admissions
 - State/Federal Policy Updates

J. CHIEF FISCAL OFFICER REPORT (Jenny T)

- Financial Report as of December 31, 2024

K. CONSENT AGENDA (Megan B)

1. Consent Agenda Items (roll call vote)
 - a. Minutes of the December 13, 2024 Meeting
 - b. Retirements
 - c. Employ Administrative Assistant – Community & Workforce Development
 - d. Employ Faculty – Nursing
 - e. Employ Faculty – Business (Accounting)
 - f. Employ Administrative Assistant – Nursing & Allied Health
 - g. Miscellaneous Employment Contracts
 - h. Lab Fees
 - i. Workplace Violence Policy (new)
 - j. Gender Inclusive Restrooms (rescind current policy)

L. PROPOSED RESOLUTIONS (Megan B)

1. FY24-25 Revised Budget
2. Police Department Authority / ORI
3. Appointment of Delegate and Alternate Trustee to serve on OACC Governing Board
4. Establish Meeting Dates and Times

M. NOMINATION / ELECTION PROCESS (Sandy B)

1. Chair
2. Vice Chair
3. Second Vice Chair

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N. UPCOMING BOARD ACTIVITIES (Todd H)

1. Scholarship Reception (Founders Hall) – April 10
2. Spring Commencement (Founders Hall) – May 10
3. Foundation Green Carpet Event (NSCC) – May 15
4. Financial Disclosures Due – May 15

O. OTHER BUSINESS (Todd H)

1. Foundation Board Meetings
 - a. April 24, 2025
 - b. July 24, 2025
2. Trustee Professional Development
 - a. AACC Annual 2025 (Nashville, TN) – April 12-16, 2025
 - b. ACCT Leadership Congress 2025 (New Orleans, LA) – October 22-25, 2025

P. EXECUTIVE SESSION (Sandy B)

Q. ADJOURNMENT (Sandy B)

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

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

Values: People, Integrity and Learning

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, December 13, 2024 at 11:30 a.m.

Sandy Barber, 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

24-114

Members present: Sandy Barber, John Bridenbaugh, Katrina DeGross, Jeff Erb, Joel Miller, Scott Mull, John Poulson, Mickey Schwarzbek
Absent: Lisa McClure

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance: I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

NSCC MISSION STATEMENT

Trustee Joel Miller read the College’s mission statement: To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities. This statement guides the board, administration, faculty and staff in all decisions of the College.

VISION AND VALUES

Trustee Miller read the College’s vision and values statements:

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

Values:

People – We believe in the power of teamwork, bringing people of diverse backgrounds and communities together to excel.

Integrity – We believe that honesty, respect, and accountability are the basis of building trust.

Learning – We believe that the acquisition and application of knowledge is the key to success, and to that end, we provide access to greater opportunities through education, training, and services.

PRESENTATION – BUSINESS & PUBLIC SERVICES DIVISION

Jason Rickenberg, Dean – Business & Public Services Division, introduced his faculty members from each of the programs in his division. Each faculty provided their accomplishments, student impact and future goals / plans. Overall themes include increased enrollment, most notably in agriculture and medical coding and billing, retention and completion rates and program reviews to streamline content and offer multiple learning modalities. The business programs are accredited through the Accreditation Council for Business Schools and Programs (ACBSP).

CHIEF EXECUTIVE OFFICE REPORT

Each of the Vice Presidents provided a report from their respective areas. Cassie Rickenberg, Vice President for Enrollment Management & Student Affairs, provided an update on fall enrollment. New and College Credit Plus enrollment is up compared to fall 2023. Fall 2024 to spring 2025 retention is currently at 75.8% for degree-seeking learners. Lana Snider, Vice President for Academics, shared that spring kickoff is set for January 17 and will feature Dr. Sandy Shugart. Jenny Thome, Chief Fiscal & Administrative Officer, provided an update on facilities and campus police. Operation Secret Santa was organized by Lt. Cline and the NSCC police department to raise money and gifts for local families in need. Albert Lewis Jr., Chief of Staff / EVP, provided an update on the Van Wert Campus. Hybrid classes are being offered in the spring; marketing is pushing ads on a variety of platforms. A postcard mailing also went out to promote registration in Van Wert and the surrounding service area.

BOARD DISCUSSION ITEMS

Facilities Project Update – The solar project, after many delays, is nearing completion. The system will be in full operation January 2025. The Van Wert campus renovation is on schedule with phase one target completion of May 2025. The B Building demolition and renovation has started with a December 2025 target completion date.

Board Budget Committee – The committee met on November 22 to review the College audit. The external auditor was present to provide additional information and answer questions. It was a clean audit and is a resolution for the Board's consideration.

Police Department / ORI – Chief Campbell provided an update on the campus police department. The department currently has authority to enforce speed and parking violations. Chief would like to obtain an Originating Agency Identifier (ORI), which provides legal authorization to access criminal justice information and allows for criminal justice enforcement. The College will work with the Attorney General to draft a resolution for the Board to proceed with the ORI.

Affordability & Efficiency Report – The state required annual Affordability & Efficiency report was submitted by the November 18 deadline as a draft pending board approval. This will be a resolution for the Board's consideration.

Lab Fees – The academic deans are reviewing the current lab fees and will make recommendations for any changes to fees, keeping in mind affordability and cost to the

learners.

New Agriculture Programs – AAS and Certificate in Agricultural Technician will be offered as new programs in fall 2025. These will be part of the consent agenda for the Board's consideration.

Fall Commencement Survey – We issued a survey to employees and a survey to learners this fall. The results have been compiled from 71 faculty / staff and nearly 280 learners. We will share the more details from the survey, but the majority feel a fall commencement is important and we will most likely continue to hold one.

Board Self-Evaluation – Board policy requires the board members to perform a self-evaluation annually in the third quarter of each fiscal year. Procedure no. 1-18(A) explains the process for self-evaluation, including the timeline and process for review. The survey will be sent out on / around January 2 with a February 1 completion deadline.

February 2025 Meeting Dates – The President and Chief of Staff / Executive Vice President are both attending the AFIT conference in February, which overlaps with the February 28 board meeting. We will propose moving the February meeting one week earlier to February 21 and the Board Executive Committee to February 4. The new date is a resolution for the Board's consideration.

Policy & Procedure Updates:

Workplace Violence – Proposed new policy. Discussion item in December. Voting item in February.

Equal Opportunity / Anti-Harassment – New regulations for Title IX effective August 1 (not retroactive). Ohio was part of an injunction that we not follow the new changes. We will not implement the changes as the new administration will likely overturn them.

CHIEF FISCAL OFFICER REPORT

24-115

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

Ms. Jennifer Thome, Chief Fiscal & Administrative Officer, presented the cumulative financial report to inform the Board of Trustees of the College's financial condition as of October 31, 2024.

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

CONSENT AGENDA APPROVED

Mrs. DeGross moved and Mr. Schwarzbek seconded the following consent items:

MINUTES OF THE OCTOBER 18, 2024 BOARD MEETING

24-116

RESIGNATIONS

24-117

WHEREAS, Thomas Plummer, Training Coordinator – Custom Training Solutions, has

submitted his resignation; and

WHEREAS, Jamie Krupp, Workforce Sales Coordinator – Custom Training Solutions, has submitted his resignation; and

WHEREAS, Kristi Von Deylen, Administrative Assistant – Nursing & Allied Health, has submitted her resignation; and

WHEREAS, Caitlin Barrera, Clinical Teaching Assistant – Nursing, has submitted her resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Thomas Plummer, effective October 18, 2024; Jamie Krupp, effective November 28, 2024; Caitlin Barrera, effective December 16, 2024; and Kristi Von Deylen, effective January 31, 2025 be accepted.

RETIREMENT

24-118

WHEREAS, Gloria Arps, Faculty – Nursing, has submitted her retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement of Gloria Arps, effective May 11, 2025 be accepted.

EMPLOY FULL-TIME WORKFORCE SALES COORDINATOR

24-119

WHEREAS, the position of full-time Workforce Sales Coordinator was left vacant due to the transfer of Thomas Kelly to Training Manager of Manufacturing; and

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

WHEREAS, the Vice President - Workforce and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Jamie Krupp be employed as full-time Workforce Sales Coordinator effective October 22, 2024 at an annual salary of \$74,000.00. This is a graded position.

**EMPLOY FULL-TIME ADMINISTRATIVE ASSISTANT –
COMMUNITY & WORKFORCE DEVELOPMENT (MAUMEE)**

24-120

WHEREAS, the position of full-time Administrative Assistant – Community & Workforce Development (Maumee) was left vacant due to the resignation of Chandra Gibbons; and

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

WHEREAS, the Vice President – Workforce and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Jennifer Burghardt be employed as full-time Administrative Assistant – Community & Workforce Development (Maumee) effective November 4, 2024 at an annual salary of \$41,600.00. This is in accordance with the Support Personnel Bargaining Agreement.

EMPLOY CUSTODIAN – 2ND SHIFT

24-121

WHEREAS, the position of full-time Custodian – 2nd Shift was left vacant due to the transfer of Zachory Tucker to Custodian – 1st Shift; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. David Schaub be employed as full-time Custodian – 2nd Shift effective December 9, 2024 at an annual salary of \$31,803.20. This is in accordance with the Support Personnel Bargaining Agreement.

TRANSITION TO CUSTODIAN – 1ST SHIFT

24-122

WHEREAS, the position of full-time Custodian – 1st Shift was left vacant due to the promotion of Jodi Adams to full-time Clerk – Bookstore/Retail & Food Services; and

WHEREAS, an internal candidate applied for and accepted the position; and

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Zachory Tucker be employed as full-time Custodian – 1st Shift effective November 1, 2024 at an annual salary of \$30,867.20. This is in accordance with the Support Personnel Bargaining Agreement.

RENEWAL OF PROBATIONARY AND NON-TEACHING FACULTY CONTRACTS

24-123

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

WHEREAS, their supervisor recommends; and

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

NOW, THEREFORE BE IT RESOLVED, that the following persons be re-employed as per the terms and conditions indicated effective with the 2024-2025 academic year:

- a. Caitlin Barrera (assistant – clinical teaching), continuing, one-year probationary contract, Masters, total salary \$58,587.83 – RESIGNED eff 12/16/2024
- b. Amanda Heil (recruiter – admissions), continuing, one-year probationary contract, Bachelors, total salary \$49,388.32
- c. Rhonda Lazette (faculty- program coordinator medical assisting), continuing, one-year probationary contract, Bachelors, total salary \$61,737.71
- d. John Mueller (faculty- industrial technology electrical), continuing, one-year probationary contract, Associates, total salary \$66,386.86
- e. Keira Christman (recruiter – admissions), third year, one-year probationary contract, Masters, total salary \$49,388.32
- f. Fredy Rodriguez (faculty – sociology/social & behavioral sciences), third year, one-year probationary contract, PhD, total salary \$66,716.01
- g. Megan Schroeder (advisor – academic), third year, one-year probationary contract, Bachelors, total salary \$49,388.32
- h. Craig Kuhlman (faculty – business management & economics), second year, one-year probationary contract, Masters, total salary \$60,323.14
- i. Karla Ringenberg (faculty – nursing), second year, one-year probationary contract, Masters, total salary \$60,323.14
- j. Diae Mizou (faculty – mathematics), second year, one-year probationary contract, Masters, total salary \$53,433.84
- k. Abigail Roth (recruiter – admissions), second year, one-year probationary contract, Bachelors, total salary \$49,388.32
- l. Rachel Verville (enrollment specialist – Van Wert), second year, one-year probationary contract, Bachelors, total salary \$49,388.32

MISCELLANEOUS EMPLOYMENT CONTRACTS

24-124

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

WHEREAS, Vice President of Academics and the President recommends

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

Part-Time Instructors:

Armando Macias
 Jerry Payton
 Charles Stewart
 Jesse Wallace

**NEW PROGRAM – ASSOCIATE OF APPLIED SCIENCE (AAS) –
 AGRICULTURE TECHNICIAN**

24-125

WHEREAS, the future of agriculture is technology driven, requiring graduates to be

able to analyze, integrate, and act on data collected by agricultural equipment; and

WHEREAS, today's agricultural leaders and managers require the ability to take this data and apply it to incorporate advanced technologies—all while keeping a focus on an industry that demands sustainability; and

WHEREAS, the Associate of Applied Science in Agriculture Technician degree prepares graduates for a broad spectrum of opportunities within agriculture technology, equipment repair, and any number of agriculturally related career fields; and

WHEREAS, the core of the program is a solid engineering and industry foundation offered within the STEM and Industrial Technologies Division, coupled with specific agricultural technical courses; and

WHEREAS, graduates will be prepared for a variety of entry-level positions in the agricultural sector, such as agriculture equipment technician and precision agriculture technician; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves the Associate of Applied Science in Agriculture Technician to be effective Fall 2025.

NEW PROGRAM – CERTIFICATE – AGRICULTURE TECHNICIAN

24-126

WHEREAS, the future of agriculture is technology driven, requiring graduates to be able to analyze, integrate, and act on data collected by agricultural equipment; and

WHEREAS, today's agricultural leaders and managers require the ability to take this data and apply it to incorporate advanced technologies—all while keeping a focus on an industry that demands sustainability; and

WHEREAS, this certificate seeks to answer that call with a solid engineering and industrial foundation and agricultural coursework that uses the real-world as its classroom – including a required course, Agricultural Technology Management, which uses both case study and actual farm data and implements to understand the application of electronic equipment repairs; and

WHEREAS, Ohio State University Extension employs extension agents in the area with direct interests and investment in this program, further supporting the vision and direction of the Agriculture Technician AAS program and certificate; and

WHEREAS, an Agriculture Technician AAS has been proposed simultaneously with this certificate, as the agricultural program advisory committee and lead faculty strongly feel a need amongst the current and prospective ag learners to have a one-year certificate option for those who may not wish to complete general education coursework and/or

feel a desire to complete a degree at NSCC; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees approves the Certificate – Agriculture Technician to be effective Fall 2025.

PROGRAM INACTIVATION – IT SPECIALIST SHORT-TERM CERTIFICATE

24-127

WHEREAS, the IT Specialist Short-Term Certificate was created in 2011 by Custom Training Solutions (CTS) to meet industry needs under the original name of Database Programming; and

WHEREAS, CTS made course changes to the certificate and changed the name in 2013; and

WHEREAS, one final revision took place in 2015 under CTS and the Industrial Technologies Division which updated the course requirements; and

WHEREAS, since its creation, a total of 13 students have graduated with this certificate with the last one being in 2015; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the IT Short-Term Specialist Certificate be inactivated effective the fall 2024 term.

This concludes the Consent Agenda

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

AFFORDABILITY & EFFICIENCY REPORT APPROVED

24-128

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

WHEREAS, in 2015 Governor John Kasich created the Ohio Task Force on Affordability and Efficiency to make recommendations to Ohio's institutions of higher education; and

WHEREAS, House Bill 49 requires each institution's Board of Trustees to complete an efficiency review; and

WHEREAS, textbook affordability remains a top priority for community colleges as we are tasked to report on providing affordability and accessibility for learners; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2024 Affordability and Efficiency Plan Report that was submitted as a draft by the November 15, 2024 deadline be approved for final submission by the Board of Trustees effective December 13, 2024.

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

COLLEGE AUDIT APPROVED

24-129

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

WHEREAS, the 2023-2024 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 Chief Fiscal and Administrative Officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the 2023-2024 financial audit be accepted.

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

NEW DATE FOR FEBRUARY 2025 BOARD MEETING APPROVED

24-130

Mr. Poulson moved and Mr. Schwarzbek seconded the following motion:

WHEREAS, the FY24-25 board meeting calendar was approved by resolution at the February 2024 board meeting; and

WHEREAS, the current meeting for February 2025 is scheduled for February 28; and

WHEREAS, the President and Executive Vice President / Chief of Staff will be attending the Alliance for Innovation and Transformation (AFIT) Conference February 26-28, 2025; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the February board meeting be moved from February 28, 2025 to February 21, 2025.

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

EXECUTIVE SESSION

24-131

Mr. Miller moved and Mr. Poulson seconded a motion to go into executive session to discuss the employment and compensation of a public employee or official.

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

Following executive session, the meeting moved back to regular session and on record at 3:02 p.m. with no action taken.

VOTE TO ADD RESOLUTION

24-132

Mr. Miller moved and Mr. Schwarzbek seconded a motion to add a resolution to the agenda to approve a one-time performance bonus for the President.

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

ONE-TIME PERFORMANCE BONUS FOR PRESIDENT APPROVED

24-133

Mrs. DeGroff moved and Mr. Poulson seconded the following motion:

WHEREAS, the Board of Trustees (herein "Board") of Northwest State Community College (the "Board") entered into an Employment Agreement with Todd Hernandez ("President") dated August 26, 2022; and

WHEREAS, the Agreement allows the Board flexibility in determining President's compensation; and

WHEREAS, the Board desires to recognize President's outstanding leadership and contributions to the College during the 2024 fiscal year, particularly in enrollment, student success and fiscal sustainability; and

WHEREAS, the Board approved an Amendment to the Agreement on August 23rd 2024 establishing a performance-based bonus program (the "Amendment") that will take effect for future performance periods;

NOW, THEREFORE BE IT RESOLVED that the Board hereby approves a one-time performance bonus payable immediately and directly to President in the amount of fifteen thousand dollars (\$15,000) in recognition of his exceptional performance during the 2024 fiscal year.

BE IT FURTHER RESOLVED that this one-time bonus is separate from the performance bonus program established in the Amendment.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGroff, Erb, Miller, Mull, Poulson, Schwarzbek. 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 next Board of Trustees meeting is scheduled for Friday, February 21, 2025.

DRAFT

1. APPROVAL OF CONSENT AGENDA

1a. Minutes of the December 13, 2024 Board Meeting

1b. Retirements

WHEREAS, Thomas Kelly, Training Manager – Manufacturing, has submitted his retirement; and

WHEREAS, Gloria Arps, Faculty – Nursing, has submitted her adjusted retirement date; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement of Thomas Kelly, effective February 3, 2025; and Gloria Arps, effective August 15, 2025 be accepted.

1c. Employ Full-Time Administrative Assistant – Community & Workforce Development

WHEREAS, the position of full-time Administrative Assistant – Community & Workforce Development was left vacant due to the resignation of Anita Weisenbach; and

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

WHEREAS, the Vice President - Workforce and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Vena Valdez-Chowdhury be employed as full-time Administrative Assistant – Community & Workforce Development effective January 6, 2025 at an annual salary of \$41,600.00. This is in accordance with the Support Personnel Bargaining Agreement.

1d. Employ Full-Time Faculty – Nursing

WHEREAS, the position of full-time Faculty – Nursing was left vacant due to the retirement of Mindy Stayner; and

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

WHEREAS, the Vice President – Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Katherine Murphy be employed as full-time Faculty – Nursing effective January 13, 2025 at an annual salary of \$56,224.79. This is in accordance with the Professional Personnel Bargaining Agreement.

1e. Employ Full-Time Faculty – Business (Accounting)

WHEREAS, the position of full-time Faculty – Business (Accounting) was left vacant due to the resignation of Barry Von Deylen; and

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

WHEREAS, the Vice President - Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Jesse Schumacher be employed as full-time Faculty – Business (Accounting) effective January 13, 2025 at an annual salary of \$61,862.79. This is in accordance with the Professional Personnel Bargaining Agreement.

1f. Employ Administrative Assistant – Nursing & Allied Health

WHEREAS, the position of full-time Administrative Assistant – Nursing & Allied Health was left vacant due to the resignation of Kristi Von Deylen; and

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

WHEREAS, the Vice President – Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Breanna Sancrant be employed as full-time Administrative Assistant – Nursing & Allied Health effective January 13, 2025 at an annual salary of \$41,600.00. This is in accordance with the Support Personnel Bargaining Agreement.

1g. Miscellaneous Employment Contracts

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

WHEREAS, Vice President of Academics and the President recommends

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

FT Faculty –Overload:

Lisa Becher	Erik Jones	David Mohring
Chris Clawson	Julie Kemarly-Dowland	Tera Newton
Lisa Dapelo	Michael Kwiatkowski	Anuja Parikh
Colin Doolittle	Rhonda Lazette	Karla Ringenberg
Heather Galbraith	Amy Leitch	Christine Robinson
Melanie Hicks	Tammy Meyer	Nicole Schwab

Tony Hills	Kayla Miller	Gregory Tefft
Sherry Howard	Diae Mizou	Amy Thomas

Supplemental:

Suzanne Lammers
Tera Newton
Christine Robinson
Timothy Lucas
Amy Thomas
Jon Tomlinson

Non-Teaching Professionals/Graded:

Marianna Doolittle
Katie McKelvey
Connie Nicely
Cassie Rickenberg
Jason Rickenberg
Jenny Thome
Jon Tomlinson

Part-Time Instructors:

Bradley Asbury
Allen Beatty
Chelsea Benecke
J'net Costello
Jennifer Croft
Beth Hall
Mark Hall
Edwina Hatzaetos
Annette Heil
Tyler Hoppe
Justin Killion
Todd Kindinger
Ashley Knepper
Anita Morton
Stacie Shine
Zoe Smith

1h. Approval of 2025-2026 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 new courses have been added; and

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

NOW, THEREFORE BE IT RESOLVED, that the student fees be adopted for the 2025-2026 academic year.

Course	Course Description	Reason for Change	Current Fee	Proposed Fee	Heads Impacted	Change
AGR260 Lab Fee	Agricultural Technology	New Course		\$ 75.00	10	\$ 750.00
EET128 Lab Fee	Introduction to Semiconductors	New Course		\$ 25.00	12	\$ 300.00
CIT266 Lab Fee	Data Structures & Algorithms	New Course		\$ 15.00	12	\$ 180.00
MET105 Lab Fee	Introduction to Vacuum Systems	New Course		\$ 15.00	12	\$ 180.00
MET124 Lab Fee	Semiconductor Manufacturing	New Course		\$ 25.00	12	\$ 300.00
VCT182 Lab Fee	Photography	New printer being purchased with refillable ink, students will need paper. one reem of photo paper = approx. \$15-40, each student will have 6-7 copies of this paper for finished work in the course	\$ 45.00	\$ 52.50	18	\$ 135.00
ART210 Lab Fee	Oil/Acrylic Painting	increased cost of individual supplies cost per student is approximately 203.00, and includes all paints, brushes, canvas, wood, etc.	\$ 160.00	\$ 203.00	20	\$ 860.00

1i. Workplace Violence Policy (new)

WHEREAS, Northwest State Community College (NSCC) is committed to providing a safe, violence-free workplace for all employees, students, and guests; and

WHEREAS, NSCC does not tolerate any type of workplace violence committed by or against employees, students, or guests and employees are prohibited from making threats or engaging in abusive or violent activities; and

WHEREAS, a policy and procedure has been created in coordination with the Ohio Attorney General and outside consultants

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees adopts policy 14-3-40 Workplace Violence as follows:

3358: 14-3-40 Workplace violence

Effective: XX/XX/XXXX

(A) Northwest State Community College (NSCC) is committed to providing a safe, violence-free workplace for all employees, students, and guests. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

(B) Prohibited Conduct

NSCC does not tolerate any type of workplace violence committed by or against employees, students, or guests. Employees are prohibited from making threats or engaging in abusive or violent activities. This list of behaviors provides examples of conduct that is prohibited:

- (1) Causing physical injury to another person.
- (2) Making threatening remarks, either explicitly or impliedly.
- (3) Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- (4) Intentionally damaging employer property or property of another employee.
- (5) Committing acts motivated by, or related to, sexual harassment or domestic violence.

(C) The President shall adopt procedures for potential violations of this policy.

1j. Gender Inclusive Restroom Facilities – Rescind Policy

WHEREAS, the Board of Trustees adopted policy 14-3-33 Gender Inclusive Restroom Facilities in October of 2015 at the recommendation of the Ohio Attorney General; and

WHEREAS, the policy contradicts current state law; and

WHEREAS, the recommendation of the Ohio Attorney General is to rescind the policy, as it is not required to have an official policy in place

NOW, THEREFORE BE IT RESOLVED, that policy 14-3-33 be rescinded effective February 21, 2025 and that the College follow all state laws as required.

14-3-33 Gender inclusive restroom facilities

Northwest State Community College strives to provide safe, accessible, and convenient locker room and restroom facilities. Students, staff, faculty and campus guests may use facilities

corresponding with biological sex or gender identity, or may use the gender inclusive designated restroom facilities.

This concludes the Consent Agenda

Moved by _____ Seconded by _____

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

PROPOSED RESOLUTIONS

1. CONSIDERATION OF A RESOLUTION TO APPROVE THE 2024-2025 REVISED BUDGET

Moved by _____, seconded by _____.

WHEREAS, adjustments for the 2024-2025 budget has been made for tuition, fees, state share of instruction, and training revenue, changes in timing for capital projects, miscellaneous personnel adjustments, and the addition of agency partnership enrollments; and

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

NOW, THEREFORE BE IT RESOLVED, that the 2024-2025 revised budget be approved.

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

2. CONSIDERATION OF A RESOLUTION TO EXPAND AUTHORITY OF THE NSCC POLICE DEPARTMENT

Moved by _____, seconded by _____.

WHEREAS, the original resolution for the Northwest State Community College police department did not include criminal justice initiatives; and

WHEREAS, it is the desire of the College Administration and the Board of Trustees to expand the authority of the NSCC Police Department; and

WHEREAS, the police department will have the authority to enforce criminal and traffic laws of the State of Ohio on the campus of Northwest State Community College; and

WHEREAS, the police department will investigate all crimes, accidents, and traffic issues to the fullest extent including taking statements, investigating leads, securing

property, rendering aid, and making sure the campus is safe; and

WHEREAS, the police department will take action upon violation of criminal and traffic laws when necessary to promote a safe and secure campus; and

WHEREAS, the police department will work with Henry County Prosecutor, the Napoleon City Law Director, the Napoleon Municipal Court, and/or the Common Pleas Court of Henry County when prosecution of a violation of Ohio Criminal and/or Traffic Laws is necessary; and

WHEREAS, memorandums of understanding (MOUs) will be negotiated with one or more local law enforcement agencies with overlapping jurisdictions outlining reasonable communications and coordination efforts between the departments and agencies; and assure that all police officers execute a bond as required by law

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees grant the Northwest State Community College Police Department authority to enforce all laws, including, Henry County ordinances and State of Ohio laws.

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

3. **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 Mrs. Sandy Barber be appointed as delegate and Mr. John Bridenbaugh be appointed as alternate from the Northwest State Community College Board of Trustees to serve on the Governing Board of the Ohio Association of Community Colleges effective February 2025 through February 2026.

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

3. **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 2025 through February 2026; and

WHEREAS, the Executive Committee of the Board has reviewed proposed meeting dates and has made a recommendation

NOW, THEREFORE BE IT RESOLVED, that Northwest State Community College be designated as the permanent place of business and that six regular meetings be established for the period April 2025 through February 2026. The election of Board officers will take place at the February meeting.

The Board shall meet on the following days:

- Friday, April 25, 2025
- Thursday, June 26, 2025
- Friday, August 15, 2025
- Friday, October 17, 2025
- Friday, December 12, 2025
- Friday, February 20, 2026

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 dated at least two days prior to the date of the meeting. Regular meetings are to begin at 11:30 a.m.

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

NOMINATIONS & ELECTIONS

Nominations are to be made for **CHAIR** of the Board of Trustees for the period February 2025 through February 2026. The newly elected Chair will assume his/her duties upon election.

Motion by _____, to nominate _____ as Chair of the Northwest State Community College Board of Trustees to serve through the February 2026 meeting and to close nominations
Seconded by _____.

ROLL CALL: Aye; Nay;
Thereupon the Chair declared that _____ is duly elected **CHAIR** of the Northwest State Community College Board of Trustees.

Nominations are to be made for **VICE CHAIR** of the Board of Trustees for the period

February 2025 through February 2026. The newly elected Vice Chair will assume his/her duties upon election.

Motion by _____, to nominate _____ as Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2026 meeting and to close nominations
Seconded by _____.

ROLL CALL: Aye; Nay;

Thereupon the Chair declared that _____ is duly elected **VICE CHAIR** of the Northwest State Community College Board of Trustees.

Nominations are to be made for **SECOND VICE CHAIR** of the Board of Trustees for the period February 2025 through February 2026. The newly elected Second Vice Chair will assume his/her duties upon election.

Motion by _____, to nominate _____ as Second Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2026 meeting and to close nominations
Seconded by _____.

ROLL CALL: Aye; Nay;

Thereupon the Chair declared that _____ is duly elected **SECOND VICE CHAIR** of the Northwest State Community College Board of Trustees.



President's Report - February 2025

Videos / Podcasts:

[01-23-25 Talking with Todd](#)

[02-05-25 Talking with Todd](#)

[Spring Kickoff - Dr. Shugart](#)

Activities

Ongoing

- Defiance Rotary (weekly)
- OACC President's Call (various)
- NwOESC Superintendent Meeting (monthly)
- Four County Superintendent Meeting (monthly)
- President - Faculty Leadership Conversations (Monthly)
- OACC - Legislative Committee

Date	Activity
Dec 14	Steubenville Holiday Party
Jan 7	Board Engagement - Lisa McClure
Jan 10	Board Engagement - Joel Miller
Feb 5-7	Community College Bachelor Association - Austin, TX
Feb 9-12	Association of Community College Trustee, National Legislative Summit - Washington, DC.



Scheduled Time Off / Away from Campus

Date	Description
Feb 26-28	Alliance For Innovation in Transformation (AFIT) Summit - Jacksonville, FL
Mar 20-24	Vacation - Philadelphia, PA
Mar 31- Apr 2	CEO Talent Summit - Atlanta, GA
Apr 5	Cryptic Cyborgs Robot Competition - Cleveland, OH
Apr 9	OACC President's Meeting - Columbus, OH
Apr 19	evGrand Prix, Fayetteville, IN

Non NSCC related Professional Activities

None.

**Chief of Staff /Executive Vice President
February 2025
Submitted by: Albert Lewis, Jr.**

VAN WERT CAMPUS

Community Events

- We are the sponsor for the Van Wert Chamber Youth Leadership and the Van Wert Adult Leadership.
- Attended the Small Business Development Corporation for Entrepreneurship educational opportunities and the Van Wert Chamber dinner.
- High schools have been contacted to gauge CCP availability for fall semester.
- Attended CCP nights at Parkway, Wayne Trace and Van Wert.
- Building open houses will be in July.

Building Updates

- Scheduling two building tours with Van Wert Independent and the Times Bulletin.
- On February 3 the final portions of roof work began.
- 90% of the walls are framed in.
- Electrical/plumbing/fire suppression are roughed in.
- Completion timeframe is set for June.
- NSCC IT will be discussing the technology requirements for the Van Wert Campus.

Activities

- Nine Accuplacer sessions have been provided.

Spring 2025 Courses

- STA 120, Intro to Statistics, is running for 8A with 9 learners at the Van Wert Hospital.
- Jon is teaching a College Credit Plus ACC111, Financial Accounting, at Paulding High School.
- Potential for two 8B classes to run, but there is limited enrollment right now.
- Still accepting First Course Free scholarship applications, and Jon would like to continue this option when the campus is open.

Summer 2025 Courses

- A working meeting with the Deans to discuss summer and fall schedules was held on February 5.

Staffing

- Jon is working on position description for two proposed new employees to be hired before the Van Wert campus is open to help cover hours.

GRANTS REPORT

Completed

- 1/29/2025 – All current awards were inventoried to determine relation to federal funding sources as well as DEI initiatives and other points related to the federal grants funding pause.
- 1/31/2025 - DOL-Strengthening Community Colleges, Round 1 project completion date. Closeout reporting is due 120 days after the close date, or May 31, 2025.

Submitted

- 12/19/24 - The proposal for the College Credit Plus (CCP) Teacher Credentialing Grant was submitted to the Ohio Department of Higher Education. NSCC requested \$620,400.00 to support graduate coursework for high school teachers to meet the required qualifications to teach College Credit Plus courses in the postsecondary school location in order to decrease gaps in qualified College Credit Plus instructors. NSCC partnered with 11 local school districts, the majority of which were deemed highest priority in need of CCP/advanced coursework options for students. This project, titled, "ElevatEd: Increasing College Credit Plus Access by Elevating Teacher Credentials" includes the following partners: Crestview Local, Defiance City schools, Paulding Exempted Village, Stryker Local, Vantage Career Center, Bryan City Schools, Lincolnview, Millcreek-west Unity, Wayne Trace Local, Antwerp Local, and Ayersville Local. Awardees to be announced in early 2025.

Awarded

- NSCC's Safety Grant proposal of \$459,000.00 for safety equipment on both the Archbold and Van Wert campuses for IT/Campus Police/Maintenance was fully funded.

Rejected

- 12/30/2024 - NSCC received notification that our proposal for DOL-Strengthening Community Colleges, Round 5 to create a Radiology degree/certificate program was not awarded. DOL funded 18 out of 112 proposals received.

MARKETING

- Work is continuing on the [new website](#). Meetings are now being scheduled with the Deans, as well as Faculty Council to share updates and generate feedback, critical review and discussion.
- [Updated and distributed digital creative](#) for the summer/fall registration period with Ethan, with slight modifications to background image and language to avoid redundancy from previous semester.
- The Van Wert strategy team is reconvening to discuss all current marketing tactics being executed in that area, and to develop new aggressive strategies (and associated costs for potential adjusted budget request) to promote the new campus opening and fall semester recruitment.

- Digital marketing campaign for all healthcare programs is underway, and the efforts are producing tremendous data. Currently working with the web team and Admissions on a regular basis to chart its impact on web traffic and applications in all healthcare programs.
- Working with Brittany in Admissions and Ethan to take the **Motimatic** social media recruitment and retention service in-house by creating, designing, and implementing a comprehensive long-term communications strategy to help build and fill the admissions pipeline. We will launch this campaign in mid-March, to coincide with the summer/fall recruitment period.
- Created and pinned [Dr. Hernandez's "Elevate Northwest Ohio" post](#) on all social platforms for two consecutive days, to celebrate our enrollment growth. A companion piece social post will go out immediately after, including [a YouTube link](#) with more information on the "Elevate" initiative from Dr. Hernandez, which will also be pinned for two consecutive days.

INFORMATION TECHNOLOGY

DATA SYSTEMS TEAM

Banner Upgrades

- Banner upgrades were tested and loaded into the production system for end-of-year reporting of W-2's, 1099's and 1098-T's.

Banner Software Integration

- Work is on-going with the interfaces between SLATE (Student Customer Relationship Management) and Banner.

New Initiatives

- In the past two months about 124 requests have been successfully completed, with 100% positive feedback from the responses.
- The myNSCC portal is being updated using more up-to-date software and tools. This will be finalized as the new NSCC website is completed, via an outside contractor.
- The internal IntraNet modernization project is completed. User ease of use and additional functionality are the main features.

State and Federal Reporting

- State HEI reporting has been started for the fall term.
- IPEDS reporting has been started for FY2025; All fall and winter files have been completed to date.

Functional

- Training new employees, and those transferring to different departments, in Banner and Argos (reporting tool). Training is offered as needed.

Technical

- DegreeWorks is being moved to a new server which will also have an updated Oracle database.

NETWORK/SYSTEM & SUPPORT TEAM

- For the month of January, 478 new requests/incidents were received, and 450 have been resolved, with 100% positive feedback from 47 responses.
- The new event/room booking Halo request portal will optimize and centralize room and event bookings within Halo. This is on track to be rolled out to campus by the end of the semester.
- The new physical campus intrusion system built on our access control and surveillance systems to increase campus security has been completed. This is still in the testing phase, with employee onboarding to be completed once the system is fully tested.
- The Halo optimization process is ongoing. This will make the Halo processes more efficient and user-friendly for our customers as we continue to expand to more campus services.
- Policies, procedures, and standards are still being drafted as part of the GLBA compliance initiative. Required documentation for legal compliance has been drafted, and we have started working on recommended documentation.
- The initial vulnerability and penetration testing has been completed as part of the GLBA requirements. The report was primarily positive, and we are working on remediation of found issues. This testing will now be done annually, and vulnerability scans will be done quarterly.
- The auditorium lighting project will be a complete replacement of the house and stage lighting with new controls to modernize the lighting and add movable stage lighting. A vendor has been selected, equipment ordered, and installation is scheduled for May 21st through June 13th.
- We have started working with security consultants to finalize and confirm legal compliance for all Gramm-Leach-Bliley Act (GLBA) initiatives. They will also assist us in prioritizing the next steps in compliance.
- Technical specs and final technology plans are being completed for the B building and Van Wert campus renovations including computer labs, hybrid classrooms, and security systems.
- As part of the new Safety Grant, a number of new projects are in early development, including a generator for our Van Wert campus, a MARCs radio repeater system for main campus emergency services coverage, and expansions to main campus access control.

**Vice President for Academics
February, 2025
Submitted by: Lana Snider**

We started off the Spring semester with our Spring Term Kickoff (Orientation) event that was held on January 17th with guest speaker Dr. Sandy Shugart. All faculty and staff were invited and we were pleased to have him come speak on campus! You can watch his presentation on our YouTube channel here: <https://youtu.be/bbyuRNal1Nw>

Our Commencement committee has started working on the details for the Spring 2025 Commencement. The Spring Commencement will be held on Saturday, May 10th at 2:00 p.m. at Founder's Hall, Sauder's Village.

Our academic deans are diligently looking at all creative options in regards to our summer and fall 2025 course schedules and working together to increase access for our learners.

Following are some brief updates from those who report to the VP for Academics.

Jamilah Tucker: Arts & Science

Course Section Trends: The following table details the number of sections offered in key course formats over the past four Spring semesters:

Part Type	Spring 2025	Spring 2024	Spring 2023	Spring 2022
M	103	82	80	83
HS	29	19	20	15
HSF	22	18	13	12
8B	8	4	5	3
8A	8	4	3	1

Head Count A&S Courses

Spring 25	Spring 24	Spring 23	Spring22
1549	1369	1230	1344

Key Findings:

1. **Increased Section Offerings:** The total number of sections across all categories has increased significantly, particularly for "M" sections, which grew from 83 in 2022 to 103 in 2025, a 24% increase.

2. **Expansion of High School Dual Enrollment:** "HS" and "HSF" sections have seen growth, with "HS" sections nearly doubling from 15 in 2022 to 29 in 2025, indicating increased high school partnership engagement.
3. **Growth in Accelerated Courses:** 8A and 8B courses have also expanded, offering more short-term scheduling options for students. In Spring 2025 we canceled due to zero and low enrollment several additional 8A and 8B courses.

Faculty Expansion: To support these additional sections, the institution has steadily added new instructors:

- **Spring 2022 to Spring 2023:** 5 new instructors
- **Spring 2023 to Spring 2024:** 8 new instructors
- **Spring 2024 to Spring 2025:** 10 new instructors

Conclusions

- Continue to monitor enrollment trends to determine further expansion needs.
- Assess student success outcomes in new section formats to ensure their effectiveness.
- Develop strategic faculty recruitment plans to maintain instructional quality as offerings grow.
- **Expand Administrative Program Manager and Chair Roles:** Given the increase in course offerings, additional administrative and chair roles should be allocated to provide necessary oversight in meeting the desire for growth. Conversations have taken place on how we approach this growth with additional administrative support.
- **Prepare for Upcoming IBEW Agreements:** The anticipated agreement will introduce additional courses, further increasing the need for leadership and coordination. Proactive planning is necessary to ensure smooth implementation and support for faculty and students.

Jason Rickenberg: Business & Public Services

ACBSP Accreditation Update

We have successfully completed our 10-year self-study for ACBSP accreditation and submitted the final version of our 158-page report. This process began in August and required extensive collaboration, data collection, and documentation to meet the accreditation standards. We will host the ACBSP site visit from February 17-19, 2025, and further updates will be provided upon completion of our site visit.

IBEW Program Collaboration

We are working with Vickie Rhodes - CTS on the IBEW program in Steubenville. Currently, we are offering Microsoft Applications, Management and Supervision courses to students in this program. With this collaboration, we have been able to add additional courses to our schedule and increase enrollments within our division. A special thanks to the lead instructor of this program, Chris Robinson, for her efforts in ensuring these students have the necessary resources to succeed. We appreciate her dedication and support in making this initiative a success.

Agriculture Program Update

The Agriculture program continues to grow and thrive, currently serving 42 students. This program provides essential agricultural education and hands-on learning experiences to prepare students for careers in the industry. We are excited about the continued success and expansion of this program.

Tiffany Ludwig: Nursing & Allied Health

- Our fall PN students have all taken their boards and 10/11 passed giving them a 90.9% pass rate for first time test takers. 10/12 RN students have taken their boards and 100% of them have passed their boards first try. We are still waiting for our last two to test.
- The Choose Ohio First grant is well underway with students utilizing this grant; 29 learners have been awarded grants.
- Medical Assisting/phlebotomy area continues to grow as I have added sections and seats for students.
- All RN programs have both a day and evening section offered.
- Information is continuing to be gathered for the BSN, Bachelors of Healthcare Management, and Rad Tech. I will be running all the info by my team this month for their input.

Dr. Franklin Roberts: STEM & Industrial Technologies

- STEM and Industrial hosted their first part-time orientation on January 7. This was targeted at new incoming part-time instructors but was open to all in the STEM and Industrial Division. Topics covered included an overview of Sakai, how to navigate MyNSCC, classroom expectations, and Success Center services. [Christina Schwiebert](#) and Felicia Skeens presented on Sakai and the Success Center respectively.
- New PLC equipment was purchased using the DOL grant. This equipment helps bring the PLC classes up-to-date with industry practices.
- Steve Raymond retired at the end of the fall semester. A retirement party was held on January 8 to wish him well. The division is in the process of hiring an Industrial Faculty that focuses on Machining and CNC.
- The Division hired several new part-time instructors in biology, welding, machining, and HVAC for the spring semester.

Kristi Rotroff: Library Director

- Progress continues on the new Library Services Platform transition, with presentations to Deans and Arts & Sciences faculty
- Both library staff members are participating in HLC Four-Year Assurance Review subcommittee work (Kristi Rotroff on Mission; Dustin Harris on Teaching and Learning)
- In-person Research Workshops were held the week of February 4, with a total of 13 learners attending; another set of workshops will be held in March
- Research Workshops will be recorded for distribution in fall semester so that faculty can show the content on-demand at their convenience

Christina Schwiebert: Coordinator Instructional Design & Distance Learning

Spring semester in Sakai is going smoothly. Fall 2024 course evaluations have been compiled and shared with the Deans. Instructors were able to view theirs in Sakai shortly after final grades were submitted.

The evaluations were deployed to 474 course sections, with a total of 4776 enrollments. There were 1978 evaluations completed, a response rate of 41.4%. This is in line with prior terms. This semester I am trying some new data manipulation in Excel to provide the deans with division summaries of the evaluation results, including a breakdown by subject, part of term, and delivery method.

Heidi Keller: Coordinator of Accreditation, Compliance & Curriculum

A new year brings new initiatives. The first part of the year I am focusing on our interactive catalog, Acalog and completing the integration with Curriculog, our curriculum management system.

With the implementation of Acalog I have made great strides with our program sheets. As of January 13, all program sheets can now be generated right from Acalog. No longer will program sheets be revised by hand.

The interactive catalog is not only making it easier for the community to research our programs; it has also helped our advisors and faculty advisors. Those who advise students now have the access to a degree planner. This document is an excellent tool for the advisors and learners to focus on completing their degree program.

Lastly, I am working with Jim Bellamy and Billy Heath, Modern Campus Account Manager, on integrating our catalog with the look of the new website.

At the same time, I am working on starting the implementation of Curriculog, our curriculum management system. Once the proposals are revised implantation can begin. I hope to have this up and running by fall semester.

Vice President of Enrollment Management & Student Affairs
Cassie Rickenberg
Board Report for February 2025

VP of ENROLLMENT MANAGEMENT & STUDENT AFFAIRS

The spring term is off and running, and we have much to be proud of here at NSCC! The teams have been working hard to recruit, enroll, register, and support new learners. Those efforts are evident as we have seen record enrollment and registration - particularly in terms of College Credit Plus numbers. It leaves me with a deep sense of gratitude for a dedicated team who shows up every day, demonstrates tremendous work ethic and innovation, and produces results.

We continue to prioritize mental health for learners, ensuring resources are available and accessible. Recognizing that our resources are extremely underutilized, we seek to understand why that may be. Thanks to mental health funding built into the state budget for 2024-2025, we are again working with Dr. Brandy Bryson, a mental health clinician and consultant, to survey learners on this very topic.

EXECUTIVE DIRECTOR OF ENROLLMENT MANAGEMENT: ADMISSIONS

2025 is off to a great start with the spring main term underway and 8b enrollment being Admissions' focus. We once again worked closely with Advising to review the 8b schedule and ensure that we are communicating effectively with prospective learners about opportunities to begin their educational journey in March. Admissions and Financial Aid also worked closely to promote scholarship opportunities and met regularly to track existing awards. This alignment proved to be beneficial and we look forward to working closely together in the future to ensure that opportunities are communicated effectively.

College Credit Plus Advisors are busy with high school visits and presenting at CCP information nights. On January 23rd, we invited high school counselors and principals to campus for our annual School Counselor Day. We spent time discussing opportunities for their seniors after graduation and had many great discussions about CCP rules and regulations. We were fortunate to have the VPA and division deans join us for lunch and discuss high school teacher credentialing - a hot topic this year - as many schools are expressing a desire to keep their seniors in their buildings during the school day.

FINANCIAL AID

The Financial Aid office, along with Admissions, is hosting a FAFSA night on February 11, 2025, with 20 learners currently registered. During the presentation, we will discuss the importance of the FAFSA, how to complete the FAFSA, types of Financial Aid (need based, non-need based), and all of the scholarship opportunities at NSCC.

The Financial Aid office, Registrar's office, and Data Systems Team worked closely together to meet the Gainful Employment (GE) and Financial Value Transparency (FVT) requirements. This was a major project that began in October 2024 and wrapped up last month. We are pleased with how the team pulled together to meet these complex regulations in both a timely and thorough manner.

Switching gears to lighter news - we are pleased to report that the Financial Aid and Foundation Offices worked closely together to re-award unused fall term foundation dollars to learners for the spring term. With those efforts, we were able to re-award 53 learners with scholarships totaling \$56,750.

EXECUTIVE DIRECTOR OF LEARNER SERVICES & ADVISING:

It has been a busy time focusing on all things compliance - including new regulations and changes in existing regulations. One of the recent items of note is that we formed a task force to combat discrimination and hate on the basis of race, religion, and national origin, in accordance with the State of Ohio *Campus Act*. The task force is composed of the Title IX Team and the Campus Police Chief.

We are actively in the midst of our sexual violence prevention programming, which helps us meet state requirements set forth by the Changing Campus Culture initiative and federal requirements set forth by Title IX and the Clery (Campus Security) Act. One of the leading methods we use to educate learners and employees on important topics relating to sexual violence prevention and response is our four-part lunch and learn series. Approximately 20 NSCC individuals attended the December event.

ADVISING CENTER:

The Advising Center is in the beginning stages of creating a newly designed Advising Sheet for each certificate and program. These sheets will be utilized by academic advisors when presenting degree options to learners. Key information included will be: admission criteria, when applicable; stackable credential options; transfer options; and career options. There will also be QR Codes that link the learners directly to resources on our webpages. The advising team is eager to share updates as the work develops.

Transfer work is always in process with the advising center. The focus on learners who are transferring out is continued through building relations with other institutions to assist transfer discussions with our learners. Our transfer table events are scheduled through this semester and learners can see that information on the events page of the website. Also, those learners who transfer out before completing a degree with NSCC are explained the process of the Reverse Transfer option to earn their credential at NSCC. Now, let's quantify it for Fall 2024! 86 credits, across 23 learners, were awarded through Bring Your Credit to NSCC; 35 Prior Learning Credit inquiries were approved; and 33 Learners pursuing an AIS or ATS were seen in The Advising Center.

CAREER SERVICES | STUDENT ACTIVITIES

Career Services has been buzzing with activity to start the term. In early February, the Community Resource Fair was held. This event allows learners to connect with area agencies regarding a variety of supports and services available to them, such as financial assistance, food assistance, medical care, mental health services, and more. Career and Resume Workshops are scheduled throughout the term, all in anticipation of the annual Job and Career Fair scheduled for 4/1/2025 - and that's no joke!

Switching to the Student Activities' side of things... Does anyone have a song in their heart?! If you do, you're in luck! Learners have expressed their love for a little karaoke - which returns for their participation and entertainment right before Cupid's Day, with a Valentine's theme! This serves as a nice segway right into Tuesdays in March - local musicians in the OASIS for the campus community to enjoy each Tuesday in March.

SUCCESS CENTER

The Success Center has had an outstanding few months, achieving record-high student testers during exam periods while successfully accommodating demand. We welcomed a new student worker, enhancing our ability to support students, and actively participated in Welcome Back Week, increasing awareness and engagement. To invite learners to the success center, there have been more classroom visits, social media posts, and collaborations on workshops with other NSSC departments. The center provides a welcoming space for studying and tutoring across various subjects, ensuring students have the resources they need to succeed. With growing tutoring services and strong student feedback, we remain committed to ensuring academic success and look forward to expanding our impact in 2025!

TRIO

Annual Performance Review (APR):

The TRIO Leadership Team completed the Annual Performance Review (APR) recently for the 2023-2024 Academic Year. Great news - they exceeded all of the *Performance Experience* Benchmarks set forth by the grant: 1) Persistence; 2) Good Academic Standing; 3) Associate's Degree or Certificate Earned; 4) Associate's Degree or Certificate Earned and Transfer to a 4-Year Institution; and 5) # of Students in Program (Funded #). Wow - now that is at the heart of the mission of NSCC - "to **serve** by providing access to **excellent** education, training, and **services** that **improve the lives of individuals and strengthen communities!**"

2023-24 Summary Results for the Prior Experience (PE) Points (P042A201784)				
Criteria	Maximum Points Allowed	Approved Rate	Actual Attained Rate	PE Points Earned
Persistence				4
Good Academic Standing				4
Associate's Degree or Certificate				2
Associate's Degree or Certificate and Transfer to a 4-Year				2
Funded Number				3
A project that served less than 90 percent of the number of points for any of the criteria in this assessment year.				
Total PE Points Earned				15



TRIO Buddy Network Update:

In December and January, TRIO hosted two events for students in the Buddy Network, a mentor program that connects peers within academic programs. These events featured team-building activities to strengthen relationships, encourage academic support, and foster a sense of community. The Buddy Network continues to provide students with valuable opportunities for personal and academic growth.

Commencement Celebration:

In December, we proudly celebrated the graduation of eight TRIO students. The TRIO program continues to exceed its goals, with 43% of participants in the 2023-2024 academic year earning their associate's degree or certificate within four years—well above our target of 35%.

Additionally, TRIO student Summer Strawser had the honor of serving as Jr. Marshal during the commencement ceremony.

ESPORTS

NSCC Thunder has a busy semester planned, as they gear up to host multiple events each month, including the ever popular *Thunderstrike* event that recurs the first Tuesday of each month. Numbers and interest continue to grow and see record-breaking attendance. Plus, things are starting to heat-up surrounding GameCon. Mark your calendars! The date is Saturday, 6/14/25, and planning is underway for another epic edition of this popular community event!

Chief Fiscal and Administrative Officer
February 2025
Submitted by: Jennifer Thome

The holiday break has concluded and the spring semester is now in full swing. It's wonderful to see the campus bustling with activity once again.

Business Office

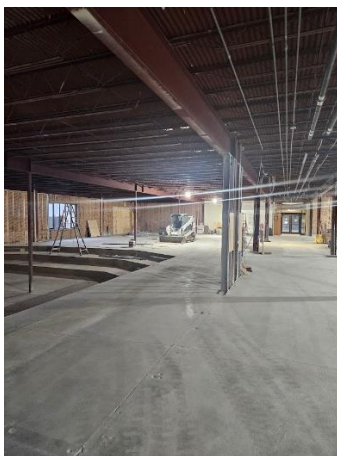
The team jumped right back into the swing of things with all of the year-end activities, including the W-2, 1098T statements, 1099's, annual tax reconciliations and Foundation donations. They are now shifting their focus to the February reporting requirements including the HEI, SB6, and IPEDS.

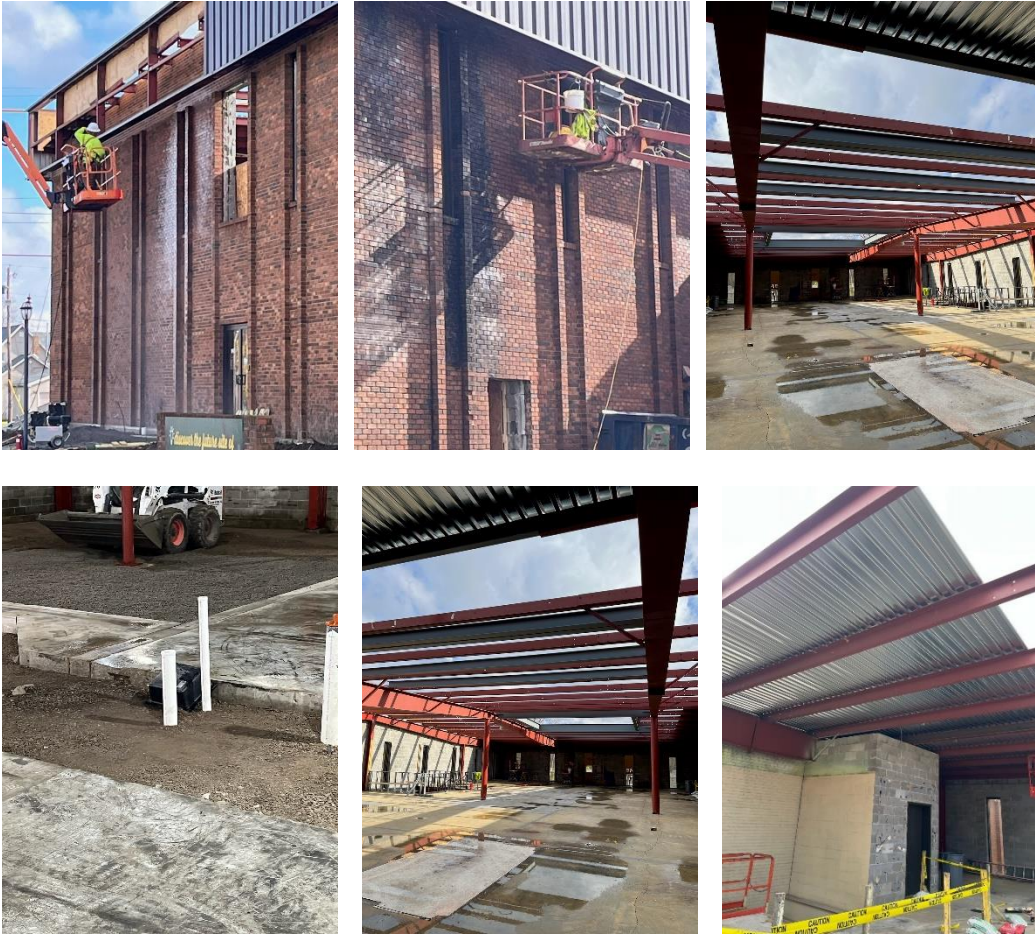
Facilities

The Facilities team has been diligently working to maintain a safe and accessible environment, ensuring our parking lot and sidewalks remain clear of ice and snow.

Both renovation projects are progressing smoothly. The B-Wing demolition has been completed, with trenching for plumbing and wall stud installation set to begin soon. The Van Wert renovation is slightly ahead of the B wing renovation with roof work about to commence. Electricians and plumbers are making steady progress on in-wall rough-ins, the parapet wall is being demolished, and stud work has been completed.

We remain on track for project completion in June 2025 in Van Wert.





Bookstore

The Bookstore team has transitioned two new employees through their first full semester – working through orders, check ins, and pick up orders. Additionally, the December book buyback event was highly successful, and we look forward to hosting the next one in late April.

Food Service

Bert and her team have successfully opened for the spring term, ensuring that both learners and staff are well-nourished. We did pass on some price increases due to container costs and dairy items. In addition to their daily operations, the team is preparing for several upcoming events, including Purse Bingo, a training event for the Williams County Sheriff's Office, the Science Fair, Mini Manufacturing, and the Democratic Party's annual meeting. Our catering events are steadily increasing.

Police

The NSCC Police Department has successfully concluded the year by completing all state-mandated Continuing Professional Training (CPT) required by the State of Ohio to maintain officer certification. Additionally, all officers reviewed and acknowledged updates to Policies and Procedures and completed all required Training Bulletins. Lieutenant Cline once again led Operation Secret Santa, which had another successful year. This initiative provided Christmas gifts to 37 individuals across 10 families, bringing joy to those in need during the holiday season. As we begin the new year, we have scheduled Civilian Response to Active Shooter Event (CRASE) training for faculty and staff who have not yet completed it, as well as a dedicated session tailored for students.

Vice President – Workforce Development
February 2025
Submitted by: Jim Drewes

Custom Training Solutions – Train with CTS, established in 2000, is celebrating 25 years! The first agency account was established with JATC / IBEW Toledo in 2000. CTS is also celebrating ten years with the Ohio Lean Consortium, the Advanced Manufacturing Consortium and the Cryptic Cyborgs.

NSCC FRC Robot Team – 2025 season kickoff on January 4 with a global kickoff event. The event *Reefscape* focused on the importance of ocean life, the impact of pollution and coral reef preservation.



Vice President – Human Resources & Leadership Development
February 2025
Submitted by: Katy McKelvey

Recruiting:

We have filled the following roles:

- Administrative Assistant- Community & Workforce Development
- Administrative Assistant- Nursing & Allied Health Division

We are recruiting for the following roles:

- Chemistry Faculty
- Nursing Faculty
- Clinical Teaching Assistant
- Industrial Technology Faculty (Machining & CNC)
- Training Coordinator - Mechanical & Fluid Power
- Training Coordinator - Electrical & Automation
- Workforce Sales Coordinator
- Training & Equipment Manager (Manufacturing)
- Associate VP - Academics
- Food Services (part-time)

Performance Evaluation Process & Training:

We have updated our performance evaluation process and will no longer be using 15Five. Moving forward, Google Drive will be used to edit and share information related to the performance evaluation process, ensuring a more streamlined and accessible approach. Additionally, we held Performance Evaluation Training to ensure all supervisors were informed on the updated process. This training provided a comprehensive overview of key changes, expectations, and best practices, equipping supervisors with the knowledge and tools needed to conduct effective evaluations.

Remote Work Guides:

NSCC made the decision, after COVID, to support employees working remotely on a hybrid basis. We now recognize we did not provide formal guidelines or training for our employees or supervisors. Consequently, the Human Resources department created two guides to address this need:

- Guide for Working Remotely
- Best Practices for Managing Remote Employees

Training was provided in January to all supervisors. These guides have been shared with employees and are accessible on myNSCC under the “Employee” tab. New employees will also be introduced to these guides during their onboarding.

BEST PRACTICES for Managing Remote Employees



Guide for Working Remotely



Employee Recognition Program:

The Cheers for Peers! recognition program has continued to allow employees to recognize peers for going above and beyond. Five employees were recently nominated and recognized for their efforts.



Caitlin Roehrig

Pillar: People

During the month of August, there is a heavy traffic flow of learners that come in and out of the Advising Center as they get ready to begin Fall semester! It is a very busy and often the most stressful time in our department. However, Cait went over and beyond as our Administrative Assistant to make sure the process of a learner dropping in to meet with an Academic Advisor was smooth and organized. She took it upon herself to make sure that the learner had all Admissions and Financial Aid (if applicable) steps completed when stopping at the front desk. If not, she helped guide the learner in completion of those steps so that they were ready to meet with an Academic Advisor. She helped create and distribute an intake survey for drop-in learners to complete that greatly helped the Academic Advisors prep and complete the drop-in appointment. This decreased the stress felt by last minute registrations on both the learner and advisor end. She made learners feel welcome and provided outstanding customer service including always having a smile on her face. She would touch base with the Academic Advisors often to make sure we were not overwhelmed and if there was anything she could do to help alleviate a stressful situation. The Advising Center is very grateful to have Cait on our frontlines! She is a great asset not only to our department but also to our college! Thank you for ALL you do, Cait!



Katrina Adams

Pillar: People, Integrity

Katrina has spent the last couple months going above and beyond to help Dawn adjust. She never hesitates to help and is always ready to demonstrate or walk her through her tasks. Katrina is the support system that everyone needs when transitioning into a new position. She also helped me learn my position when I started in May, and she is the best help when learning new things. Her patience and kindness never waivers, even in stressful situations.



Krista Maassel

Pillar: People

Krista does a sensational job receiving and welcoming all who walk through the front doors of NSCC. She makes an effort to acknowledge everyone by saying hello or goodbye as they come and go. This makes people - learners, employees, and guests alike - feel seen and important, which exemplifies our belonging work and mission of service. She has helped to establish a warm and inviting atmosphere for all those who walk through the NSCC Atrium. This immediately puts our learners and guests at ease. Plus, Krista has a broad knowledge of the campus and the events happening around campus, to effectively guide folks to where they need to be. Krista can often be seen personally escorting guests to offices, to get them to their destination. Now that is service! Additionally, she demonstrates team work by being willing to assist with other campus departments and events - including the Bookstore and Black Swamp.



Mike Jacobs

Pillar: People, Integrity

Mike does a great job of helping students with their employment needs. He has stepped up his recruitment game and has been handling many inquiries to get the right fit for each department's student worker needs as well as the right fit for our students. Mike also has a way of being excited and able to relate to our learners, whether at a student event or just casually walking on campus. Mike does so much more behind-the-scenes work that we don't always see. He shows up with a smile and a "Can do" attitude. I am proud to have a co-worker who is so student-focused and likes to make sure the learners have a great time here at NSCC!



Renee Bostelman

Pillar: People

August is one of the busiest (and most stressful) months in our department as we work to get learners registered and ready to go for their upcoming semester. It can sometimes take a toll on the emotional, mental, and physical well-being of an Academic Advisor by the end of the month. However, the Director of Advising, Renee Bostelman, really focused on keeping the Advising Center staff's mental and physical health in check throughout the month. For example, she made sure each staff member took a lunch break and a second "mental" break to get away from their desk every day. This can be extremely hard to do with the heavy flow of learners coming in but she made it a priority. She also went out of her way and created a snack station for the staff to keep their energy up! Renee made sure she took the time to check in with every staff member in the department daily to see how the employee was doing and if there was anything that she could do to support. She would also step in and see learners if all Academic Advisors were in appointments and answered phone calls in the que. Renee stayed over on some of our late nights to make sure the office was fully covered when there was a few medical emergencies. The Advising Center is always looking to process improve and Renee listens and trusts the input of her Advising Center staff to do so. Renee is not only our Director of Advising, but she is also the Deputy Title IX Coordinator, Accessibility Coordinator, and Prior Learning Coordinator. She wears multiple hats for NSCC and has done an outstanding job taking on all these roles in a short amount of time, while keeping the Advising Center's energy strong as we finished out the month of August. Thank you for all you do Renee! Your leadership and support is recognized, respected, and appreciated!

Employee Engagement Events:

Holiday Luncheon – Over 120 employees joined us on December 4th for a wonderful meal. We played a round of Winter Trivia and the winners enjoyed holiday chocolate treats!



Exam Refresh Station – During Exam Week, employees were treated to a variety of snacks and refreshments to help them power through the end of the semester. More than 80 employees stopped by to enjoy a well-deserved break!



Retirement Celebration Luncheon – We celebrated Steven Raymond’s retirement with a Celebration Luncheon on January 8th. Employees came to wish Steven congratulations and they enjoyed a wonderful meal provided by Hill’s Catering and delicious cake from Food Services.



January All-Campus Pizza Party – To celebrate our Fall 2024 enrollment growth across all student populations, we hosted a Pizza Party in conjunction with the January All-Campus Meeting. More than 100 employees enjoyed a variety of pizza and salad options from Marco's in Archbold.



Upcoming Events:

- March 5th – Appreciation Luncheon
- April 8th – Taco Tuesday & Bingo
- May 1st – Retirement Celebration - Gloria Arps
- May 6th – Exam Refresh Station



Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$15,471,079	\$0	\$15,471,079	\$11,942,531	\$0	\$3,528,548
5102	General Fees	\$479,250	\$0	\$479,250	\$416,807	\$0	\$62,443
5103	Lab Fees	\$395,000	\$0	\$395,000	\$413,591	\$0	-\$18,591
5105	Out of State Fees	\$442,355	\$0	\$442,355	\$304,705	\$0	\$137,650
5107	Proficiency Fees	\$3,000	\$0	\$3,000	\$1,410	\$0	\$1,590
5109	Other Fees	\$3,050	\$0	\$3,050	\$5,671	\$0	-\$2,621
5110	Late Fees	\$12,300	\$0	\$12,300	\$3,900	\$0	\$8,400
5115	Student Fees	\$88,500	\$0	\$88,500	\$84,460	\$0	\$4,040
5116	Deferred Payment Service Fee	\$3,650	\$0	\$3,650	\$2,040	\$0	\$1,610
5118	Bus & Ind. Traing Fee	\$4,195,000	\$0	\$4,195,000	\$1,951,318	\$0	\$2,243,682
5119	Deposit ADN - Admissions	\$0	\$0	\$0	\$200	\$0	-\$200
5130	Instr Fee - Nursing Cont Ed	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500
5131	Provider Fee - Nursing Cont Ed	\$3,500	\$0	\$3,500	\$300	\$0	\$3,200
5133	Tuition and Fees Schlop Allow	-\$2,192,631	\$0	-\$2,192,631	-\$835,735	\$0	-\$1,356,896
5155	Fiscal Agent Fee	\$99,166	\$0	\$99,166	\$10,995	\$0	\$88,171
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$19,014	\$0	\$10,986
5159	Career Advantage Fee	\$37,000	\$0	\$37,000	\$39,300	\$0	-\$2,300
5160	Simulation Fee	\$47,000	\$0	\$47,000	\$34,533	\$0	\$12,467
5161	Career Service Fee	\$676,000	\$0	\$676,000	\$529,838	\$0	\$146,162
5162	Unallocated Reserves	-\$3,210,269	\$0	-\$3,210,269	\$0	\$0	-\$3,210,269
5163	OBR Capital Funds (State)	\$9,400,000	\$0	\$9,400,000	\$0	\$0	\$9,400,000
5503	Foundation - Instl Supprt	\$140,000	\$0	\$140,000	\$0	\$0	\$140,000
5507	Project Independence Wildfire	\$0	\$0	\$0	\$5,586	\$0	-\$5,586
5603	Misc Revenue	\$0	\$0	\$0	\$13	\$0	-\$13
5610	Photo ID	\$670	\$0	\$670	\$380	\$0	\$290
5611	Over / Short	\$0	\$0	\$0	\$0	\$0	\$0
5614	Miscellaneous Income	\$2,759,808	\$0	\$2,759,808	\$1,094,144	\$0	\$1,665,664
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$15,505	\$0	\$19,495

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$0	\$0	\$4,000
5642	E Sports Revenue	\$700	\$0	\$700	\$0	\$0	\$700
5753	Catering Sales - Nontaxable	\$0	\$0	\$0	\$130	\$0	-\$130
5801	OBR - Subsidy	\$15,986,108	\$0	\$15,986,108	\$7,993,054	\$0	\$7,993,054
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$60,306	\$0	\$60,323
5901	Investment Income	\$50,000	\$0	\$50,000	\$32,478	\$0	\$17,522
Revenue	Sub-Total:	\$45,081,365	\$0	\$45,081,365	\$24,126,474	\$0	\$20,954,891
6101	Administrative Salaries	\$4,076,271	\$0	\$4,076,271	\$1,985,358	\$0	\$2,090,913
6102	Non Instructional Salaries	\$3,415,374	\$0	\$3,415,374	\$1,689,595	\$0	\$1,725,779
6103	Part Time Non Instructional	\$186,454	\$0	\$186,454	\$67,744	\$0	\$118,710
6104	Salary Savings	-\$250,000	\$0	-\$250,000	\$0	\$0	-\$250,000
6121	Academic Salaries	\$3,778,610	\$0	\$3,778,610	\$1,693,813	\$0	\$2,084,797
6122	Academic Overload	\$700,436	\$0	\$700,436	\$357,188	\$0	\$343,248
6123	Part Time Academic	\$1,442,959	\$0	\$1,442,959	\$713,098	\$0	\$729,861
6124	Independent Study	\$12,395	\$0	\$12,395	\$4,170	\$0	\$8,225
6125	Academic Advising	\$2,950	\$0	\$2,950	\$0	\$0	\$2,950
6141	Part Time Student Help	\$76,076	\$0	\$76,076	\$25,030	\$0	\$51,046
6142	Work Study Student	\$15,000	\$0	\$15,000	\$1,729	\$0	\$13,271
6143	Student Tutoring	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
6144	Faculty Tutoring	\$41,000	\$0	\$41,000	\$18,031	\$0	\$22,969
6145	Honorarium	\$2,400	\$0	\$2,400	\$397	\$0	\$2,003
6200	Fringe Expense	\$4,431,563	\$0	\$4,431,563	\$2,067,191	\$0	\$2,364,373
6201	STRS	\$0	\$0	\$0	-\$2,762	\$0	\$2,762
6203	SERS	\$0	\$0	\$0	\$5	\$0	-\$5
6210	Fringe Actual	\$0	\$0	\$0	\$372,529	\$0	-\$372,529
6211	Medical	\$0	\$0	\$0	-\$198,660	\$0	\$198,660
6216	Misc Insurances	\$0	\$0	\$0	-\$0	\$0	\$0
6218	HRA	\$15,000	\$0	\$15,000	\$1,957	\$0	\$13,043
6301	Workers Compensation	\$15,000	\$0	\$15,000	\$16,445	\$0	-\$1,445
6302	Unemployment Compensation	\$3,000	\$0	\$3,000	\$21,028	\$0	-\$18,028
6303	Employee Fee Waiver	\$60,000	\$0	\$60,000	\$53,712	\$0	\$6,288

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6304	Bookstore Employee Discount	\$4,000	\$0	\$4,000	\$773	\$0	\$3,227
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$550	\$0	\$2,450
6306	Employee Appreciation	\$27,500	\$0	\$27,500	\$9,230	\$0	\$18,270
6307	Faculty / Staff Development	\$106,200	-\$200	\$106,000	\$45,323	\$0	\$60,677
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
6310	IBEW Instructor Fee Waiver	\$0	\$0	\$0	\$3,173	\$0	-\$3,173
7101	Office Supplies	\$43,222	\$800	\$44,022	\$11,487	\$116	\$32,420
7102	Copier Supplies	\$17,620	\$0	\$17,620	\$12,068	\$0	\$5,552
7103	Recruiting Supplies	\$22,350	\$0	\$22,350	\$5,713	\$0	\$16,637
7121	Computer Supplies	\$46,810	\$0	\$46,810	\$21,266	\$0	\$25,544
7131	Instructional Supplies	\$333,385	-\$26,685	\$306,700	\$45,235	\$15,700	\$245,765
7132	Lab Supplies	\$49,300	\$0	\$49,300	\$12,517	\$2,927	\$33,855
7134	ADA Hearing Impaired Books	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7135	Instructional Food/Snacks	\$28,600	\$0	\$28,600	\$7,567	\$0	\$21,033
7136	Linen and Laundry	\$360	\$0	\$360	\$0	\$0	\$360
7138	Graduation Supplies	\$26,150	\$0	\$26,150	\$1,853	\$450	\$23,847
7151	College Car Supplies	\$990	\$0	\$990	\$24	\$0	\$966
7156	Miscellaneous Supplies	\$14,450	-\$50	\$14,400	\$1,819	\$0	\$12,581
7157	Employee Awards	\$7,000	\$0	\$7,000	\$3,335	\$806	\$2,859
7161	Library Supplies	\$1,500	\$0	\$1,500	\$218	\$0	\$1,282
7162	Library Books Lost / Replaced	-\$3,953	\$0	-\$3,953	-\$225	\$0	-\$3,728
7171	Audio Visual Supplies	\$33,091	\$0	\$33,091	\$6,592	\$0	\$26,499
7181	Uniforms	\$5,050	\$0	\$5,050	\$1,308	\$1,000	\$2,742
7182	Janitorial Supplies	\$20,000	\$0	\$20,000	\$9,675	\$6,791	\$3,534
7201	Conferences and Seminars	\$161,904	-\$400	\$161,504	\$24,165	\$2,800	\$134,540
7202	Travel	\$163,384	\$900	\$164,284	\$41,757	\$0	\$122,527
7203	Development	\$63,500	\$0	\$63,500	\$13,811	\$7,200	\$42,489
7204	Instructional Travel	\$32,900	\$0	\$32,900	\$13,480	\$0	\$19,420
7207	Committee Meetings	\$31,240	\$0	\$31,240	\$11,355	\$12	\$19,873
7208	Convocation	\$8,000	\$0	\$8,000	\$0	\$0	\$8,000
7209	Travel for Recruiting	\$4,000	\$0	\$4,000	\$0	\$0	\$4,000
7301	Subscriptions and Publications	\$14,835	\$0	\$14,835	\$5,929	\$0	\$8,906

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7311	Dues	\$189,239	\$0	\$189,239	\$168,877	\$499	\$19,864
7321	Classified Advertising	\$7,500	\$0	\$7,500	\$1,175	\$0	\$6,325
7322	Radio Advertising	\$65,000	\$0	\$65,000	\$32,878	\$5,023	\$27,099
7323	Brochures	\$20,000	\$0	\$20,000	\$14,468	\$0	\$5,532
7324	Advertising - Papers	\$18,000	\$0	\$18,000	\$7,662	\$6,200	\$4,138
7325	Advertising - Billboards	\$87,000	\$0	\$87,000	\$44,051	\$7,044	\$35,905
7326	Advertising - Miscellaneous	\$84,725	\$0	\$84,725	\$41,552	\$3,130	\$40,043
7328	Advertising - Digital	\$70,000	\$0	\$70,000	\$26,713	\$17,000	\$26,287
7329	Advertise-Wkfrc Devel	\$25,500	\$0	\$25,500	\$14,339	\$511	\$10,650
7330	Regional Campus Marketing	\$2,000	\$0	\$2,000	\$428	\$0	\$1,572
7331	Community Relations Donations	\$500	\$0	\$500	\$0	\$0	\$500
7352	Printing	\$44,200	\$0	\$44,200	\$17,116	\$4,919	\$22,165
7361	Postage	\$24,600	\$0	\$24,600	\$9,093	\$4,000	\$11,507
7401	Equipment M & R	\$288,863	-\$4,315	\$284,548	\$131,290	\$21,579	\$131,679
7402	Buildings M & R	\$210,000	\$0	\$210,000	\$45,536	\$14,290	\$150,174
7403	Grounds M & R	\$30,000	-\$3,642	\$26,358	\$5,460	\$4,327	\$16,571
7404	Parking Lot M & R	\$40,000	\$3,642	\$43,642	\$43,642	\$0	\$0
7405	Water Tower M & R	\$302,000	\$0	\$302,000	\$298	\$1,000	\$300,702
7406	Vehicles M & R	\$30,000	\$0	\$30,000	\$14,551	\$10,438	\$5,011
7407	Equipment Replacement	\$10,000	\$0	\$10,000	\$5,967	\$4,790	-\$757
7408	Equipment Rental	\$38,500	\$0	\$38,500	\$10,434	\$16,326	\$11,739
7409	Facilities Rental	\$5,054,638	\$0	\$5,054,638	\$2,487,421	\$12,500	\$2,554,717
7501	Professional Fees	\$127,250	\$0	\$127,250	\$33,824	\$31,988	\$61,438
7502	Legal Fees	\$29,000	\$0	\$29,000	\$11,946	\$1,381	\$15,673
7503	Audit Fees	\$40,000	\$0	\$40,000	\$21,700	\$8,300	\$10,000
7504	Accreditation	\$12,897	\$0	\$12,897	\$1,700	\$0	\$11,197
7505	Consultant	\$8,000	\$0	\$8,000	\$0	\$0	\$8,000
7521	Training	\$292,100	\$0	\$292,100	\$183,124	\$0	\$108,976
7522	Testing / Assessment	\$160,950	\$0	\$160,950	\$43,986	\$27,227	\$89,737
7523	Outside Services	\$6,280,754	\$25,000	\$6,305,754	\$3,505,585	\$287,062	\$2,513,107
7525	Purchased Services	\$73,839	\$0	\$73,839	\$29,321	\$18,018	\$26,500
7527	Collection Fees	-\$20,000	\$0	-\$20,000	-\$3,481	\$4,487	-\$21,006

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7528	Policy Compliance	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$4,411	\$0	\$6,089
7531	Finger Printing Expense	\$28,220	\$0	\$28,220	\$12,978	\$24,000	-\$8,758
7601	Adult Diploma Scholarship	\$25,000	\$0	\$25,000	\$0	\$0	\$25,000
7602	JATC Career Advantage Fee	\$500	\$0	\$500	\$0	\$0	\$500
7603	Honors Scholarship	\$70,000	\$0	\$70,000	\$20,789	\$0	\$49,211
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$6,084	\$0	\$5,916
7605	Presidential Scholarship	\$1,050,000	\$0	\$1,050,000	\$486,431	\$0	\$563,569
7606	Scholarship Allowance	-\$2,192,631	\$0	-\$2,192,631	-\$835,735	\$0	-\$1,356,896
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7608	Fee Waiver - Senior Citizens	\$6,000	\$0	\$6,000	\$3,380	\$0	\$2,620
7609	Fee Waiver - ONG	\$515	\$0	\$515	\$0	\$0	\$515
7610	CCP Partner Scholarship	\$5,150	\$0	\$5,150	\$0	\$0	\$5,150
7618	Graduation Alliance Schlp	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7619	Registration Scholarship	\$204,804	\$0	\$204,804	\$0	\$0	\$204,804
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$3,500	\$0	\$7,500
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schlp & Books	\$690,042	\$0	\$690,042	\$164,248	\$0	\$525,794
7631	Bad Debt Expense	\$105,000	\$0	\$105,000	\$0	\$0	\$105,000
7632	Capital Lease Interest	\$61,000	\$0	\$61,000	\$31,540	\$0	\$29,460
7633	Contingency Fund	\$86,900	\$0	\$86,900	\$16,228	\$0	\$70,672
7634	Instructional Media	\$11,500	\$0	\$11,500	\$11,969	\$0	-\$469
7635	Database Subscriptions	\$35,000	\$0	\$35,000	\$8,282	\$0	\$26,718
7636	Student Activities	\$27,225	\$0	\$27,225	\$8,771	\$0	\$18,454
7637	Student Group	\$300	-\$300	\$0	\$0	\$0	\$0
7638	Fund Raising	\$0	\$0	\$0	\$6,935	\$0	-\$6,935
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$11,731	\$0	-\$98,269
7642	Alumni Fund Expense	\$11,600	\$0	\$11,600	\$7,631	\$0	\$3,969
7644	Miscellaneous	\$63,800	\$0	\$63,800	\$2,034	\$400	\$61,366
7645	Business Competition	\$800	-\$800	\$0	\$311	\$0	-\$311
7646	Administrative Retreat	\$400	\$0	\$400	\$0	\$0	\$400
7650	Strategic Planning	\$500	\$0	\$500	\$43	\$0	\$457

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7660	Open House	\$500	\$0	\$500	\$0	\$0	\$500
7667	CCP Scholarship	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7670	Road to Success Schlp	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7671	Sports Club Schlp	\$20,000	\$0	\$20,000	\$15,002	\$0	\$4,998
7676	TRIO - NSCC Scholarship	\$5,000	\$0	\$5,000	\$827	\$0	\$4,173
7677	Tuition Reduction - Cares	\$0	\$0	\$0	\$78,992	\$0	-\$78,992
7681	Fee Waiver - CTS	\$0	\$0	\$0	\$0	\$0	\$0
7701	Gas	\$65,000	\$0	\$65,000	\$5,072	\$59,928	\$0
7702	Electricity	\$150,000	\$0	\$150,000	\$112,949	\$32,807	\$4,244
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$1,353	\$1,147	\$199
7704	Water	\$7,000	\$0	\$7,000	\$2,735	\$4,675	-\$410
7705	Sewer	\$35,000	\$0	\$35,000	\$17,910	\$20,075	-\$2,985
7706	Waste Collection	\$8,000	\$0	\$8,000	\$3,923	\$4,637	-\$560
7707	Telephone	\$89,644	\$0	\$89,644	\$25,193	\$25,334	\$39,117
7722	Employee Liability Insurance	\$14,400	\$0	\$14,400	\$32,625	\$0	-\$18,225
7724	Motor Vehicle Insurance	\$28,000	\$0	\$28,000	\$36,580	\$0	-\$8,580
7725	Property Insurance	\$109,319	\$0	\$109,319	\$84,375	\$0	\$24,943
7727	Prof Liab Students	\$13,897	\$0	\$13,897	\$15,818	\$0	-\$1,921
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$0	\$0	\$2,250
7729	Cyber Liability Insurance	\$18,100	\$0	\$18,100	\$21,556	\$0	-\$3,456
7901	Library Books	\$12,000	\$0	\$12,000	\$3,170	\$0	\$8,830
7902	Fixtures and Furnishings	\$512,261	\$0	\$512,261	\$26,284	\$0	\$485,977
7903	Software and Licensing	\$829,978	\$50	\$830,028	\$491,882	\$22,653	\$315,493
7904	Building Projects	\$9,400,000	\$0	\$9,400,000	\$0	\$0	\$9,400,000
7911	Equipment	\$489,140	\$0	\$489,140	\$149,268	\$43,612	\$296,260
7912	Motor Vehicles	\$30,000	\$6,000	\$36,000	\$29,558	\$0	\$6,442
Expense	Sub-Total:	\$45,081,365	\$0	\$45,081,365	\$17,251,421	\$789,111	\$27,040,833