

**BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
February 26, 2020 – 11:30 a.m.
C200/ZOOM**

ORDER OF BUSINESS

A. CALL TO ORDER (Joel M)

B. ROLL CALL (Megan B)

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

C. MISSION STATEMENT (Volunteer)

D. AUDIENCE PARTICIPATION

E. CHIEF EXECUTIVE OFFICER REPORT (Michael T)

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

F. BOARD DISCUSSION ITEMS (Joel M & Michael T)

- Board Budget Committee Report
- OACC Governing Board Report
- OACC Webinar Series
- ACCT National Legislative Summit Report
- HLC Accreditation Update (Todd H)
- Policy and Procedure Updates:
 - Telecommuting (Todd H)
 - Emeritus Procedure Change (Michael T)

NSCC 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.

G. CHIEF FISCAL OFFICER REPORT (Jenny T)

- Financial Report as of December 31, 2020 (consent item)

H. CONSENT AGENDA (Megan B)

1. Consent Agenda Items
 - a. Minutes of the December 11, 2020 Meeting
 - b. Minutes of the January 15, 2021 Special Meeting
 - c. Resignation
 - d. Employ Full-Time Faculty – Agricultural Studies
 - e. Employ Full-Time Technician – Maintenance
 - f. Employ Full-Time Program Manager – JFS Workforce Opportunities
 - g. Promotion – Dean – Learner Services
 - h. Promotion – Director – TRIO-SSS
 - i. Promotion – Director – Workforce Development & Innovative Learning Programs
 - j. Miscellaneous Employment Contracts
 - k. Acceptance of Gifts to the College
 - l. Approval of 2021-2022 Student Fees
 - m. Graduation Policy

I. PROPOSED RESOLUTIONS (Megan B)

1. Energy Infrastructure Upgrade
2. Appointment of Delegate and Alternate Trustee to serve on OACC Governing Board
3. Establish Meeting Dates and Times

J. NOMINATION/ELECTION (Joel M)

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

K. OTHER BUSINESS (Michael T)

1. Upcoming Board Activities
 - a. OACC Trustee Webinar – March 3
 - b. Board Retreat – March 5
 - c. OACC Trustee Webinar – April 7
 - d. Scholarship Reception – April 15
 - e. Board Meeting – April TBD
 - f. OACC Trustee Webinar – May 5
 - g. Spring Commencement/50th Celebration – May 14-15
 - h. Foundation Green Carpet Event – May 20
 - i. OACC Governing Board – June 17

L. ADJOURNMENT (Joel M)

NSCC 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.

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, December 11, 2020 at 11:30 a.m. Board members had the option to attend in person or remotely.

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

MEMBERS PRESENT

20-75

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

NSCC MISSION STATEMENT

Jim Bellamy 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.

FOUNDATION CHECK PRESENTATION

Peter Beck, Foundation Board Chair and Robbin Wilcox, Foundation Executive Director presented a check in the amount of \$818,356 to the College from the Northwest State Community College Foundation. The Foundation has provided the College over \$5,600,000 in the last ten years. The money is designated for scholarships, equipment, STEM outreach programs and support for students.

EXECUTIVE SESSION

20-76

Ms. Derck moved and Mr. Mull seconded a motion to go into executive session to consider the compensation of a public employee.

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

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

PRESENTATIONS

Lana Snider – Vice President for Enrollment Management & Student Affairs provided an update on the College’s Pillar 2 – Learning for All. The pillar will promote collaborative partnerships that serve our learners and provide an equitable opportunity to succeed. VP Snider provided objectives, metrics, investments and key updates, including partnering with Achieving the Dream to identify and fill equity gaps and get all learners on a plan to degree completion.

Michael Thomson – President and Jim Bellamy – Marketing provided an update on the College's Pillar 5 – Community Engagement. The pillar creates intentional communications and interactions between the College and its stakeholders to strengthen our community relationships. President Thomson provided objectives, key investments, key metrics and important accomplishments, including increased media presence with more team involvement and a redesigned website. Mr. Bellamy provided an overview of the Meltwater study that provides the College's media presence and exposure. NSCC experienced a substantial increase (74 percent) in media exposure from 2019 to 2020. NSCC has a strong relationship with area media and there is a high level of trust and admiration.

CHIEF EXECUTIVE OFFICER REPORT

The Vice Presidents reported out on their respective areas as the College ended the fall term. NSCC maintained a safe campus with very few active cases and no community spread. Classes finished mostly remote after the Thanksgiving break. Fall Commencement will be a virtual event on December 14. President Thomson provided updates from the federal and state levels. Dr. Thomson noted that the College provided nearly \$500,000 in student aid to nearly 350 students in the fall using CARES 1 funds. Additional funding is available through federal and state CARES funds and grants.

BOARD DISCUSSION ITEMS

Board Budget Committee – Members of the committee met on December 1. A representative from Plattenburg and Associates provided a presentation and answered questions regarding the 19-20 college audit.

Accreditation – The Higher Learning Commission site visit is scheduled for February 22-23, 2021. The complete draft is due January 22, 2021. The team is finalizing the documents for submission.

Graduation Policy – Changes to the policy have been made to make it more learner-centered vs. process-centered. The policy will go through the College governance system and be brought to the board for approval in February.

Telecommuting Policy & Procedure – Changes have been made to both the policy and procedure and the policy will be brought to the board for approval in February.

Chapter One: Board of Trustees – President Thomson and Trustee Mull have reviewed chapter one of the policy manual pertaining to the board of trustees and will make one recommendation to change the emeritus procedure.

CHIEF FISCAL OFFICER REPORT

20-77

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, 2020. The Board voted to approve the report by affirmation.

CONSENT AGENDA APPROVED

MINUTES OF THE OCTOBER 23, 2020 MEETING

20-78

RESIGNATION

20-79

WHEREAS, Randy Norden, Facilities Technician, has submitted his retirement resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement resignation of Randy Norden, effective December 31, 2020 be accepted.

FULL-TIME CUSTODIAN EMPLOYED

20-80

WHEREAS, the position of full-time second shift Custodian was left vacant due to the transfer of Mr. Matt Gomez to first 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. Dennis Hartley be employed as full time second shift Custodian effective November 2, 2020 at an annual salary of \$24,627.20. This is in accordance with the Support Staff Bargaining Agreement.

FULL-TIME ASSISTANT – STUDENT ACCOUNTS RECEIVABLE EMPLOYED

20-81

WHEREAS, the position of Assistant – Student Accounts Receivable was left vacant due to the promotion of Ms. Kelly Mattin to Associate – Student Accounts Receivable; 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 Ms. Heather Hagerman be employed as full time Assistant – Student Accounts Receivable effective November 9, 2020 at an annual salary of \$32,500. This is a grade level VI position.

FULL-TIME ASSOCIATE – ACCOUNTS PAYABLE EMPLOYED

20-82

WHEREAS, the position of Associate – Accounts Payable was left vacant due to the promotion of Ms. Ashlynn Cox to Accountant – Grants; 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 Ms. Jennifer Morris be employed as full time Associate – Accounts Payable effective November 30, 2020 at an annual salary of \$35,500. This is a grade level V position.

RENEWAL OF PROBATIONARY AND NON-TEACHING FACULTY CONTRACTS

20-83

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 2020-2021 academic year:

- a. James Boone (faculty – industrial technologies electrical), second, one-year probationary contract, Bachelors, total salary \$58,872.13
- b. Ann Fether (admissions advisor undecided), continuing, Bachelors, total salary \$43,188.03
- c. Shannon Floyd (academic advisor), continuing, Bachelors, total salary \$43,188.03
- d. Brittany Galbraith (academic advisor), second, one-year probationary contract, Associates, total salary \$42,041.33
- e. Suzanne Lammers (faculty – developmental mathematics), third, one-year probationary contract, Bachelors, total salary \$48,268.72
- f. Kaitlin Rohrs-Cordes (academic advisor), continuing, Masters, total salary \$43,188.03
- g. Joshua Verhoff (faculty – industrial technologies mechanical), second, one-year probationary contract, Bachelors, total salary \$73,590.15
- h. Linette Will (faculty – nursing), third, one-year probationary contract, Masters, total salary \$54,650.08
- i. Makayla Windau (admissions recruiter), continuing, Bachelors, total salary \$43,188.03.

MISCELLANEOUS EMPLOYMENT CONTRACTS

20-84

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

WHEREAS, the President recommends

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

Fall PT Adjuncts

Elchinger Diane
Kraus Robert
Layne Thomas
VonDeylen Kelly

ACCEPTANCE OF GIFTS TO THE COLLEGE

20-85

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

WHEREAS, following the College's departure from the Scott Park Campus as of June 30, 2020, The University of Toledo desires to donate RAPIDS equipment (approximate value of \$103,677.00) located at the University's Scott Park Campus to Northwest State Community College; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the RAPIDS equipment be accepted as a gift to the College.

SICK LEAVE DONATION POLICY

20-86

WHEREAS, the College's current Vacation Donation Policy only applies to graded employees and allows for donation of sick leave hours to another employee in the graded unit; and

WHEREAS, the College would like to streamline the policy to include all employees eligible for sick pay and rename the policy "Sick Leave Donation" to specify the donation of sick leave hours, which is different from vacation hours; and

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

NOW, THEREFORE BE IT RESOLVED, that the Vacation Donation Policy be updated as follows:

3358: 14-3-25 ~~Vacation~~ Sick Leave donation policy for graded employees

Effective Date: Revised

- (A) Policy statement: Northwest state community college is committed to recruiting and retaining quality employees ~~in the administrative areas~~. To accomplish this goal the college strives to stand out as an employer of choice. The college goal is to create a community that supports graded employees and their families and the college regards family care concerns as legitimate and important.

- (B) The purpose of the ~~sick leave~~ ~~vacation~~ donation policy is to provide financial assistance during approved unpaid leaves of absence due to serious, life-threatening or terminal illness and/or injury to self or immediate family members. This policy visibly demonstrates the college's commitment to work/life ~~balance~~ integration. The human resource department will be responsible for the administration of this policy and procedure.

2019-2020 COLLEGE AUDIT APPROVED

20-87

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

WHEREAS, the 2019-2020 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 2019-2020 financial audit be accepted.

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

2020 AFFORDABILITY AND EFFICIENCY REPORT APPROVED

20-88

Ms. McClure moved and Ms. Derck 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, the College is also required to update the Five-year Efficiency Plan for Board of Trustee review; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2020 Affordability and Efficiency Plan Report, as well as the updated Five-year Efficiency Plan that was submitted as a draft by the October 31, 2020 deadline be approved for final submission by the Board of Trustees effective December 11, 2020.

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

ODHE COMPLETION PLAN APPROVED

20-89

Ms. Howell moved and Mr. Mull seconded the following motion:

WHEREAS, the 2020-2022 Northwest State Community College Completion Plan Report has been completed; and

WHEREAS, the plan was due to the Ohio Department of Higher Education by December 1, 2020 and must be approved by the Board of Trustees; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2020-2022 Completion Plan for Northwest State Community College be approved by the Board of Trustees effective December 11, 2020.

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

EMERITUS STATUS APPROVED

20-90

Mr. Erb and Ms. Derck seconded the following motion:

WHEREAS, the college enacted an Emeritus policy in 2013 to recognize individuals that have made an outstanding contribution to the College and the community; and

WHEREAS, the College asked for nominations of faculty, staff and trustees that have permanently retired from Northwest State Community College; and

WHEREAS, the President has made a recommendation to the Board of Trustees to grant emeritus status to five individuals; and

WHEREAS, the Board Executive Committee has made a recommendation to the Board of Trustees to grant emeritus status to three individuals

NOW, THEREFORE BE IT RESOLVED, that Mr. Steve Dick, Ms. Dianne Wendt, Mr. Gary Kadesch, Dr. Cindy Krueger, Mr. Thomas Wylie, Mr. Darrell Handy, Mr. Michael Faber and Mr. Darrell Jones be granted emeritus status by the Board of Trustees effective December 11, 2020.

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

ADJOURNMENT

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

The Board of Trustees of Northwest State Community College (NSCC) held a special meeting on Friday, January 15, 2021 at 11:30 a.m. Board members had the option to attend in person or remotely.

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

MEMBERS PRESENT

21-01

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

NSCC MISSION STATEMENT

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

CHIEF EXECUTIVE OFFICER REPORT

Executive Vice President Hernandez provided an enrollment update on the spring semester. As of January 12, the College is down 2.5% in enrollment compared to spring 2020. The Higher Learning Commission site visit will occur February 22-23. CFO Thome provided unaudited financials through January 11, 2021. President Thomson provided updates from the federal and state levels including an update on FAFSA reform, CARES 2 and SSI funding.

EXECUTIVE SESSION

21-02

Mr. Bridenbaugh moved and Ms. Howell seconded a motion to go into executive session to consider the employment and compensation of a public employee and to consider the purchase of property for public purpose.

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

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

ADDENDUM TO CURRENT PRESIDENTIAL CONTRACT APPROVED

21-03

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

WHEREAS, the current contract for President Thomson is effective through December 31, 2021; and

WHEREAS, President Michael Thomson has communicated his intent to complete his contract effective March 31, 2021; and

WHEREAS, an addendum will be added to the current contract to amend the contract employment dates; and

WHEREAS President Thomson's will be available through a private consulting firm on an as needed basis to facilitate a smooth and orderly Presidential transition from April 1, 2021 through June 30, 2021

NOW, THEREFORE BE IT RESOLVED, that the addendum to the current Presidential contract be accepted.

CONTRACT ADDENDUM:

This Professional Employment Contract Addendum (herein "Agreement") is made by and between the Board of Trustees of Northwest State Community College (herein the "Board of Trustees") and Dr. Michael Thomson (herein "Thomson") (each a "Party" and collectively "Parties").

WHEREAS, the Board of Trustees has the power pursuant to Ohio Revised Code ("R.C.") Chapter 3358, to appoint a President of Northwest State Community College (herein the "College"); and

WHEREAS, Thomson is currently under a contract (signed January 18, 2019 and herein called "Current Contract"; Appendix A) to serve as President of the College, that expires on December 30, 2021; and

WHEREAS, the Board of Trustees has decided on an orderly and smooth transition of the NSCC presidency;

NOW, THEREFORE, in consideration of these representations, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby mutually agree as follows:

1. CONTRACT-IN-FORCE

The current contractual agreement (Appendix A, current contract) remains in force unless otherwise stipulated in this updated agreement.

2. DURATION OF AGREEMENT / TERMINATION OF AGREEMENT OF PARTIES

President Thomson will continue serving as NSCC President through midnight on March 31, 2021, instead of the duration of agreement noted in the current agreement (December 31, 2021). This updated agreement represents a termination by mutual agreement as stated in the current agreement, section 17. As such, Thomson will no longer be an employee of the College as of April 1, 2021.

3. BENEFITS CHANGES

- a. On January 1, 2021, Thomson will receive 1.25 weeks (60 hours) of vacation instead of the 5 weeks (200 hours) stipulated in the current contract Section 6d, in lieu of the shortening of the contract.
- b. As long as COVID pandemic health restrictions are still applicable, President Thomson continues to waive the automobile benefit stated in current contract section 6j. Dr. Thomson qualifies for travel reimbursement under the current college guidelines.

4. RESIDENCY REQUIREMENT

The current contract's residency requirement (Section 9) expires as of the signing of this agreement.

5. ANNUAL REVIEW

- a. In light of this contract expiring in March, 2021, section 14 Annual Review is waived.
- b. In light of Thomson's performance accomplishments over the life of his tenure as NSCC President, the successful execution of additional duties brought on by the COVID pandemic, and the preparation of the organization for an orderly and smooth leadership change, Thomson will receive a \$20,000 contribution towards his deferred compensation activities executed by April 30, 2021.

6. CONTRACT PAYOUT

- a. Thomson will be eligible for a contract payout per Chapter 3358:17-11 Employee Benefits including full compensation for any unused vacation time and 25% of unused sick time (up to 240 hours).
- b. Thomson may direct portions of that contract payout towards his federal or state taxes, his deferred compensation, an HSA contribution or a pre-payment of COBRA benefits.

7. ORDERLY AND SMOOTH TRANSITION PROCESS

- a. In recognition that the organization desires an orderly and smooth transition of the NSCC President and leadership team, Thomson will make himself available to the college through a third-party consulting agreement from the period of April 1, 2021 through June 30, 2021. Extensions of that agreement can be made by mutual consent.
- b. In terms of reporting structure and duties, starting April 1, 2021 Thomson will report to and perform duties as needed and assigned by the NSCC President.

The NSCC President also will authorize the number of hours Thomson's services are required.

- c. As part of this consulting service, Thomson is available for both in-person and remote work at the fee of \$200 per hour. Should Thomson's services be needed more than 25 hours in any given week, the fee for work above 25 hours is \$300 per hour. That fee includes the consulting company bearing the costs of compensation, benefits, technology, insurance and travel.
- d. In terms of required on-site work, the College will provide office space for occasional work, as well as a parking pass, identification card for appropriate access to needed work areas, and digital access to required work materials. Thomson can use College prescribed technology should the College so desire.
- e. In terms of schedule, on-site will not be more than three days in any work week. The College will strive to use consecutive days if more than one day in any work week is required on site.

IN WITNESS WHEREOF, this Agreement has been executed on the dates set forth below by Thomson and by the Chair of the Board of Trustees.

By: _____
Joel Miller, Chair

Date: _____

By: _____
Michael Thomson, President

Date: _____

Certification of Funds:

This signature certifies the amount required to meet the obligation in which this Agreement is made has been lawfully appropriated for such purpose, and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

By: _____
Jennifer Thome, CFO

Date: _____

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

**EMPLOYMENT OF THE NEW PRESIDENT OF NORTHWEST STATE
COMMUNITY COLLEGE APPROVED**

21-04

Ms. Derck moved and Ms. Howell seconded the following motion:

WHEREAS, Dr. Michael Thomson is completing his contract effective March 31, 2021;
and

WHEREAS, the Board of Trustees has decided to implement a transition model for
installation of the next President; and

WHEREAS, Mr. Todd Hernandez currently serves as Executive Vice President for the
College; and

WHEREAS, the Board of Trustees has interviewed Mr. Hernandez and has received the
recommendation of the Board to be employed as President

NOW, THEREFORE BE IT RESOLVED, that Mr. Todd Hernandez be employed as the
eighth president of Northwest State Community College effective April 1, 2021 through
June 30, 2024 at an annual salary of \$185,000.

CONTRACT:

This Professional Employment Contract (herein "Agreement") is made by
and between the Board of Trustees of Northwest State Community College
(herein the "Board of Trustees") and Todd Hernandez (herein "Hernandez")
(each a "Party" and collectively "Parties").

WHEREAS, the Board of Trustees has the power pursuant to Ohio Revised
Code ("R.C.") Chapter 3358, to appoint a President of Northwest State
Community College (herein the "College"); and

WHEREAS, the Board of Trustees has determined that the background
and experience of Hernandez indicate that he has the ability to serve the
College as its President; and

WHEREAS, the Board of Trustees has selected Hernandez to serve as
President of the College and Hernandez agrees to serve as President of the
College;

NOW, THEREFORE, in consideration of these representations, for good
and valuable consideration, the receipt and sufficiency of which is
hereby acknowledged, the Parties hereby mutually agree as follows:

1. **EMPLOYMENT**

The Board of Trustees hereby contracts with Hernandez to be employed in the position of President of the College.

2. DURATION OF AGREEMENT

Hernandez agrees to serve starting April 1, 2021, through midnight on June 30, 2024, (the "Term") as President of the College, unless earlier terminated as set forth herein.

3. DUTIES

Hernandez shall serve as the chief executive officer of the College. Hernandez shall perform those services and duties that are incident to the office of the President of a state community college in Ohio including but not limited to:

- a. provide leadership for academic excellence;
- b. administer the instruction, student services, and business affairs of the College;
- c. periodically direct the review of the Board of Trustees policies;
- d. promote and endeavor to maintain a positive College image in the community;
- e. establish and maintain sound working relations with other governmental agencies;
- f. endeavor to maintain and improve professional competence;
- g. serve as the Board of Trustees' designated representative with respect to all employer- employee matters;
- h. annually evaluate administrative employees reporting directly to Hernandez and participate in the evaluation of the remaining employees in accordance with College procedures;
- i. manage and control College property in accordance with College policies;
- j. enter into contracts on behalf of the College as authorized by the Board of Trustees; and
- k. perform such other duties commensurate with his position that he may from time to time be assigned by the Board of Trustees.

Hernandez shall perform his duties subject to the direction of the Board of

Trustees and shall carry out and comply with the Ohio Revised Code, the College's by-laws, and all other policies, rules and regulations of the College currently existing and hereafter amended. The executive authority rests with the Board of Trustees. Hernandez, as President, shall take no action contrary to that ordered by the Board of Trustees or in contradiction of the policies as established by the Board of Trustees.

4. OUTSIDE PROFESSIONAL ACTIVITIES

Hernandez may undertake outside professional activities, including consulting, speaking, and writing, provided (1) such activities do not interfere with his performance of his obligations or interfere with time, attention, or effort necessary to carry out his duties and responsibilities as President and (2) are not in conflict or potential conflict with his duties as President. Hernandez shall issue a quarterly report to the Board listing any/all consultancies. The President is encouraged to serve on boards of private, publicly held, or nonprofit corporations, subject to the College's conflict of interest policy and procedures. The President's outside professional activities shall reflect the values of the College and shall not be inconsistent with the mission of the College.

5. COMPENSATION

Hernandez's annual base salary as President of the College for the Term of this Agreement shall start at \$185,000, less all customary withholdings and taxes, paid in twenty-four (24) equal installments and shall be prorated for any partial fiscal year during said Term. Hernandez's performance as President and compensation will be reviewed by the College prior to the end of each fiscal year during the Term of this Agreement and any successor agreement thereto. Hernandez may receive an adjustment to this compensation, which must be approved by action of the Board of Trustees and will be effective at the beginning of the subsequent fiscal year or as otherwise approved by the Board of Trustees.

6. BENEFITS

The benefits for the position of President of the College for the Term of this Agreement are as follows:

a. Cost of living: A cost of living wage increase up to the average percentage pay increase for all graded employees of the college may be added to the base pay (\$185,000 as of April 1, 2021 as stated in Section 5), each fiscal year (beginning on July 1) of the Agreement, as follows:

- April 1, 2021 – June 30, 2022: \$185,000
- July 1, 2022 – June 30, 2023: Base + approved % pay increase

- July 2, 2023 – June 30, 2024: Base + approved % pay increase
- b. Medical, Dental, and Vision Coverage: Hernandez will receive medical, dental, and vision coverage as provided through the insurance company serving the College and as set forth in the current Summary Plan Description for College available in the Office of Human Resources and in accordance with the medical, dental and vision plan options and funding arrangements afforded graded employees of the College.
- c. Term Life: Hernandez will receive life insurance coverage as provided through the insurance company serving the College and as set forth in the current Summary Plan Description for College and in accordance with the college's life insurance policy for graded employees.
- d. Vacation: In recognition of Hernandez's previous service at Ohio public institutions and professional experience, Hernandez will accrue vacation leave monthly at a rate of 5 weeks (200 hours) per year during the Term. Hernandez will be compensated for 2 weeks (80 hours) vacation leave as of March 31, 2021 in a one-time payout at his then-current salary rate; Hernandez will retain any remaining unused vacation as of March 31, 2021.

Hernandez may carry-over unused vacation leave from year-to-year in accordance with established College policy for graded personnel (Policy 3358: 14-3-07; Procedure 3-07(E)). Upon the conclusion or termination of this Agreement, Hernandez will be compensated for unused vacation leave in a one-time payout at his then-current salary rate in accordance with College policy and procedures.

- e. Sick Leave: Hernandez will roll over sick leave accrued under previous Ohio public employment. Hernandez's use of and accrual of sick leave and any payout benefits he is eligible for will be in accordance with the Policy 3358:14-3-09, Leaves of Absence other than FMLA, Procedure 3-09 (8).
- f. Retirement: Per R.C. Chapter 3309, Hernandez is part of the State Employees Retirement System (SERS). The College shall contribute fifty percent (50%) of Hernandez's employee-share for SERS contribution, to the extent it is permitted by applicable law.
- g. Deferred Compensation: As a state employee, Hernandez has the right to contribute towards a state approved deferred compensation plan, including "catch up" provisions. Currently, Hernandez pays 100% of the

contribution towards an Ohio 457 Plan.

- h. Holidays: Hernandez will receive holiday leave consistent with those holidays received by graded employees of the College.
- i. Personal Days: Hernandez will receive three (3) personal days consistent with those received by graded employees of the College for each year of this Agreement for personal activities. The initial three days are available at the signing of this Agreement. Accrued but unused personal days are converted to sick leave at the start of each fiscal year (July 1) in accordance with Policy 3358:14-3-09, Leaves of Absence other than FMLA, Procedure 3-09 (B).
- j. Automobile: In recognition of Hernandez's extensive community engagement work and in lieu of the College providing Hernandez an automobile, the College shall pay a monthly amount of \$800 ("Vehicle Stipend") to Hernandez. The Vehicle Stipend covers all incidentals such as normal wear and tear, fuel, and other ordinary costs and expenses associated with vehicle travel within the regular service area of the College. The Vehicle Stipend is conditioned upon Hernandez maintaining and showing proof of liability automobile insurance subject to state limits and current college travel policy at all times for the duration of this Agreement.
- k. Digital Support: In recognition of the College's need to provide Hernandez and the Board of Trustees / employees timely communications, Hernandez will receive a minimum of eighty dollars (\$80.00), or the maximum allowed by the College's wireless communication policy per month allowance, whichever is greater, for mobile digital communications (e.g. cellular and other digital connected devices). In addition, the College shall provide and maintain a College-owned digital device to facilitate College work, at the College, at home, and remote places. Also, to protect the confidentiality of data on devices that Hernandez uses for College business, the College shall provide and pay for a private network device. Hernandez will receive a one hundred dollar (\$100) per month allowance for home office technology (internet, printer/scanner, hand-held personal device, etc.). It is the College's expectation that such allowances permit reasonable digital access to Hernandez at all times except during scheduled vacation periods, unless in the event of an emergency or as directed by the Board of Trustees.
- l. Modification: Nothing in Section 6 shall be construed as limiting the ability of the College to terminate, discontinue, or modify any plan, benefit, or program for other College employees.

7. SUPPORTING COMMUNITY COLLEGE LEADERSHIP DEVELOPMENT

In recognition of Hernandez's previous professional development as a community college leader, Hernandez is permitted to devote up to three (3) days of College work annually to support professional development through recognized professional development organizations. Examples of recognized professional development organizations include the American Council for Education (ACE) and the American Association of Community Colleges (AACCC).

8. EXPENSES

Hernandez's expenses for reasonable travel and other activity or actions on behalf of the College shall be paid or reimbursed in accordance with College policies, upon presentation of supporting documentation to the Chair of the Board of Trustees or designee. Expenses reimbursable under this provision exclude any expenses covered pursuant to the Vehicle Stipend in Sec. 6j).

9. RESIDENCY REQUIREMENT

Hernandez agrees to reside in the College's current (or future) designated service area during the Term of this Agreement.

10. TAX LIABILITY

Hernandez shall be responsible for any income tax liability incurred as a result of this Agreement.

11. CONFIDENTIALITY

Hernandez acknowledges that, in the course of the performance of this Agreement, he may learn certain confidential and proprietary information about the College's business ("Confidential Information"). Hernandez agrees he will keep all such information strictly confidential and that he will not use it for any purpose other than to perform his obligations hereunder. Hernandez will not, without the prior written consent of the Board of Trustees, communicate or divulge any such Confidential Information to anyone other than the College or those designated by it, unless the communication of such Confidential Information is required pursuant to a compulsory proceeding in which Hernandez's failure to provide such Confidential Information would subject Hernandez to criminal or civil sanctions and then only if Hernandez provides advance written notice to the Board of Trustees of such disclosure. The restrictions imposed on the release of Confidential Information described in this provision may be enforced by the College, and/or any successor thereto, by an action to recover payments made under this Agreement, an action for injunction, an action for damages, or any other remedy permitted by law. This provision constitutes an essential element of this Agreement,

without which the Board of Trustees would not have entered into this Agreement. This provision shall survive termination of this Agreement indefinitely.

12. INTELLECTUAL PROPERTY.

Hernandez agrees to assign to the College all intellectual property developed or conceived by Hernandez, or jointly with others, during Hernandez's employment with the College, which are within the scope of either the College's business or an affiliate's business, or which utilize College materials, information, or property and further agrees not to assign the same in whole or in part to any third parties. Hernandez understands and agrees that R.C.3345.14 is applicable to him. For purposes of this Agreement, "intellectual property" means inventions, discoveries, business or technical innovations, creative or professional work product, or works of authorship. Hernandez agrees to execute all necessary papers and otherwise to assist the College to obtain patents, copyrights or other legal protection as the College deems fit. Any such property is to be the property of the College whether or not patented, copyrighted or published.

13. TENURE

Hernandez waives any right to tenure at the College by virtue of entering into this Agreement and any terms and conditions hereto.

14. ANNUAL REVIEW

In order to ensure ongoing communication between Hernandez and the Board of Trustees concerning Hernandez's objectives and job responsibilities, as well as achieve a mutual understanding between the Parties concerning the accomplishments of such objectives and responsibilities, there shall be an annual review of Hernandez's performance, which shall include a meeting with Hernandez and the Board of Trustees for the purpose of reviewing such objectives and responsibilities. Such annual reviews may include, but are not limited to, prioritizing job objectives and establishing timetables and resources for completion of such objectives.

The Board of Trustees shall establish a schedule and evaluation instrument for the review of Hernandez and shall allow sufficient time to prepare an outline of accomplishments and progress made toward attaining the performance objectives and satisfying the duties and responsibilities of the office of President.

Upon consideration of Hernandez's annual review, dependent upon his performance and to incentivize future performance, the following

guidelines will be used as possible outcomes:

- a. Hernandez's performance has not met or minimally met contractual duties and will receive no pay increase to his base salary as stated in Section 6(a);
- b. Hernandez has met contractual duties at a satisfactory performance level and will receive a percentage pay increase to his base salary as stated in Section 6(g). The amount of the pay increase will be determined by the Board of Trustees.

15. FISCAL SUFFICIENCY

This Agreement, including the payment of salary and other benefits, is subject to the sufficiency of legislative salary appropriations and the receipt of sufficient funds to enable performance hereof by the College.

16. TERMINATION OF AGREEMENT BY THE BOARD OF TRUSTEES

The Board of Trustees may terminate this Agreement and discharge Hernandez for cause at any time for misconduct, substantial failure to perform the duties of President of the College, or for conduct unbecoming the President of the College. Remuneration and benefits for Hernandez shall cease upon the effective date of said termination or discharge. The Board of Trustees may also terminate this Agreement under the following events and conditions:

- a. For Disability. In the event of disability of Hernandez before the expiration of the Term of this Agreement. For the purposes of this Subparagraph 16.a., disability shall be defined as occurring when all of the following conditions are met:
 - i. Hernandez shall become physically or mentally incapable (excluding infrequent and temporary absences due to ordinary illness) of properly performing the services required of him in accordance with his obligations hereunder. Hernandez agrees that the College may select any physician, in addition to his own, to examine Hernandez with regard to disability, and Hernandez hereby waives any doctor-patient privilege and/or confidence in order to permit the disclosure of the results of such examination(s) to the Board of Trustees;
 - ii. Either Hernandez or the Board of Trustees shall have given the other Party thirty (30) days written notice of his or its intention to terminate the active employment of Hernandez as President because of such disability and the decision of either to terminate shall be final. Remuneration and benefits for Hernandez shall

cease upon the effective date of said termination due to disability.

- b. For Death. This Agreement will terminate along with Hernandez's employment, remuneration, and benefits upon Hernandez's death.

- c. "For Cause". For purposes of the Agreement, "For Cause" means:
 - i. the commission of a felony or any other unlawful act against the best Interests of the College;

 - ii. the commission of an intentional or unlawful act which a reasonable person would consider to be materially damaging to the College, its financial well-being, its reputation, or otherwise;

 - iii. knowing and uncured violations of Board policies or procedures;

 - iv. knowing violations of Ohio law which a reasonable person would consider to be material damaging to the College, its financial well-being, its reputation, or otherwise;

 - v. dereliction of duty or refusal to follow Board directions; or

 - vi. a material and uncured breach of or failure to perform, the material terms and conditions contained in this Agreement.

Hernandez acknowledges that if this Agreement terminates pursuant to any of the subsections above, said termination will be automatic, without further liability of College under the Agreement.

- d. "Without Cause" pursuant to the following conditions:

Should the Board terminate Hernandez without cause at any time during the duration of this Agreement, he shall receive a lump sum severance payment equal to three (3) months of his annual salary stated in Paragraph 6(a) and insurance benefits that would be payable under Paragraph 6(b) for a term of three (3) months. If Hernandez is terminated "Without Cause", compensation and benefits shall remain as described here In Paragraph 16(d), but all other obligations under this Agreement will be terminated

immediately.

17. TERMINATION OF AGREEMENT BY HERNANDEZ.

Hernandez may terminate this Agreement for any reason upon providing the Board of Trustees one hundred eighty (180) days advance written notice; and Hernandez may terminate this Agreement upon his retirement from the field of higher education. Remuneration and benefits for Hernandez shall cease upon the effective date of said termination.

18. TERMINATION BY AGREEMENT OF PARTIES.

This Agreement may be terminated at any time by written mutual agreement of the Parties. Remuneration and benefits for Hernandez shall cease upon the effective date of said termination.

19. ENTIRE AGREEMENT AND AMENDMENT.

This Agreement contains the entire agreement between the Parties and supersedes all prior communications, contracts, or agreements between the Parties with respect to the subject matter addressed in this Agreement, whether oral or written and shall not be modified, amended or supplemented, or any rights herein waived, unless specifically agreed upon in writing by the Parties hereto. This Agreement may be amended, changed, and/or supplemented provided, however, that any and all such amendments, changes and/or supplements shall be in writing and executed by both Parties hereto.

20. APPLICABLE LAW AND FORUM.

The laws of the state of Ohio shall govern the terms and conditions of this Agreement, including any questions, which may arise relating to the validity, interpretation, performance and/or enforcement of this Agreement, and each of its provisions. Hernandez consents to jurisdiction for any and all causes of action arising from the creation or performance of this Agreement in a court of proper jurisdiction in the State of Ohio.

21. SEVERABILITY.

Nothing contained in this Agreement is intended to contradict any laws of the State of Ohio. In the event that any provision of this Agreement is or shall be determined to be contrary to Ohio law, such provision shall be deemed invalid and of no force and effect. The remainder of this Agreement shall remain in full force and effect.

22. FISCAL WATCH.

In the event of the appointment of a conservator pursuant to R.C. 3345.74,

28. AUTHORITY

The College acknowledges that this Agreement is executed by the College through the authority of the Board of Trustees and by the signatures of the Chair of the Board of Trustees, and by the signature of Hernandez on his own behalf.

29. ENFORCEABILITY

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

[Signature page to follow.]

IN WITNESS WHEREOF, this Agreement has been executed on the dates set forth below by Hernandez and by the Chair of the Board of Trustees.

By: _____
Joel Miller - Board of Trustees Chair Date _____

By: _____
Todd Hernandez Date _____

Certification of Funds:

This signature certifies the amount required to meet the obligation in which this Agreement is made has been lawfully appropriated for such purpose, and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

Date: _____

CFO/Treasurer of the College

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

LEASE OF PROPERTY APPROVED

21-05

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

WHEREAS, it is the desire of Northwest State Community College to increase its presence and accessibility in the outlying parts of its service area of Van Wert and Paulding counties; and

WHEREAS, the Vice President for Workforce Development has identified a property in Van Wert that is available for lease; and

WHEREAS, this location will allow the College to offer classes and training to the

families of Van Wert, Paulding and its surrounding areas and continue to fulfill its mission to serve by providing access to excellent and affordable education, training and services that will improve the lives of individuals and strengthen communities; and

WHEREAS, the President and the Executive Vice President recommend

NOW, THEREFORE BE IT RESOLVED, that the leasing of property in Van Wert be approved.

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

ADJOURNMENT

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

1. APPROVAL OF CONSENT AGENDA.

1a. Minutes of the December 11, 2020 Meeting

1b. Minutes of the January 15, 2021 Special Meeting

1c. Resignation

WHEREAS, Carrie Baynes, Executive Administrative Assistant – Vice President for Academics, has submitted her resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Carrie Baynes, effective January 18, 2021 be accepted.

1d. Employee Full-Time Faculty – Agricultural Studies

WHEREAS, the position of full-time Chair – Agricultural Studies was left vacant due to the resignation of Mr. Michael Leonard; and

WHEREAS, the needs of the agriculture department were reviewed and it was determined that the greatest need was for a full-time faculty; and

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Kayla Miller be employed as full time Faculty – Agricultural Studies effective January 4, 2021 at an annual salary of \$49,940.36. This is in accordance with the Professional Staff Bargaining Agreement.

1e. Employ Full-Time Technician – Maintenance

WHEREAS, the position of Technician - Maintenance was left vacant due to the retirement resignation of Mr. Randy Norden; 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. Andrew Nofziger be employed as full time Technician - Maintenance effective January 11, 2021 at an annual salary of \$42,328. This is in accordance with the Support Staff Bargaining Agreement.

1f. Employ Full-Time Program Manager – JFS Workforce Opportunities

WHEREAS, the position of Program Manager – JFS Workforce Opportunities will be responsible for developing and implementing Employment and Training Services programs and projects under the JFS Workforce Project for the counties of Hardin, Lucas, Ottawa, Sandusky, Seneca and Wood counties; and

WHEREAS, the program manager will work closely with the JFS Workforce Opportunities Director, coordinate with CTS and college academics departments to create employment, training and educational services and assist with the development of policies to assure compliance with State and Federal laws; and

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

WHEREAS, the Vice President – Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Robert Kraus be employed as full-time Program Manager – JFS Workforce Opportunities effective January 11, 2021 at an annual salary of \$66,500. This is a grade level IV position.

1g. Promotion to Dean – Learners Services

WHEREAS, the position of Dean – Learner Services was created to direct the Learner Services offices of Admissions, Advising, Career & Activities, Prior and Workplace Learning, Success Center and TRIO – SSS; and

WHEREAS, the Dean provides leadership for, manages, and directs assigned aspects of the Vice President of Enrollment Management & Student Affairs (VP – EM &SA) enrollment management plan, student affairs programs and initiatives and NSCC’s mission, vision, and strategic plan; and

WHEREAS, The Dean directs learner recruitment, retention, and success activities and facilitates collaboration between faculty and staff in support of learner success under the direction of the VP - EM & SA; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Cassie Rickenberg be promoted to the position of Dean – Learner Services effective January 1, 2021 at an annual salary of \$83,000. This is a grade level II position.

1h. Promotion to Director – TRIO-SSS

WHEREAS, the TRIO Student Support System (SSS) program is a five-year grant

awarded to NSCC by the U.S. Department of Education to provide academic and other support services to low-income, first-generation or disabled college students; and

WHEREAS, the position of Director – TRIO-SSS was created to provide leadership to the Student Support Services (SSS) under the TRIO grant and the Community College Education Program (CCAP); and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Terri Lavin be promoted to the position of Director – TRIO – SSS effective January 1, 2021 at an annual salary of \$70,000. This is a grade level III position.

1i. Promotion to Director – Workforce Development & Innovative Learning Programs

WHEREAS, the Director – Workforce Development was left vacant due to the promotion of Mr. James Drewes to Vice President – Workforce Development; and

WHEREAS, the position of Director – Workforce Development was revised to include innovative learning programs to continue meeting the unique training needs of business and industry; and

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

WHEREAS, the Vice President for Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Tori Atkinson be promoted to the position of Director – Workforce Development & Innovative Learning Programs effective January 1, 2021 at an annual salary of \$73,500. This is a grade level III position.

1j. Miscellaneous Employment Contracts

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

WHEREAS, the President recommends

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

Part-time Adjuncts for spring semester 2021:

Aldrich	Catherine	Moore	Kevin
Burkholder	Tracy	Mueller	John
Clink	Michael	Mykytuk	Jeremiah
Coles	Ronald	Nalepa	Cassidy
Davis	Christopher	Nartker	Gregory
Day	Kathryn	Neeb	Mindy
DeSota	Heidi	Plummer Jr	Thomas
Dial	Lauren	Racick	John
Dillon	Kieron	Radtke	Taylor
Ebaugh	Chelsie	Rendleman	Tracy
Eickhoff	Molly	Rohrs	Rachel
Esterline	Thelma	Schwiebert	Jason
Faber-Starr	Rebekah	Short	Amanda
Filipovich	Nicholas	Short	Christine
Frake	Ann	Snyder	Timothy
Gerschutz	Joshua	Stapleton	Eric
Gladieux	Michelle	Storrer	Jenna
Green	Helen	Storrer	Josh
Hammer	Diana	Torok	William
Jay	Kevin	Vandock	Kent
Johnston	Judith	Villarreal	Michaelangelo
Kinkaid	Cynthia	VonDeylen	Kelly
Kling	Julie	Wagner	Shirley
Lawson	Candice	Waisner	Beth
Leptak- Moreau	Jeffrey	Wikstrom	Debora
Martin	Neal	Worman	Jamie
Mercer	David	Wyse	Jennifer
Miller	Todd	Yambor	Michael
Monnin	Richard	Zuvers	Larry

Full-time Faculty teaching in overload for spring semester 2020 (includes NTP and graded teaching spring 2020):

ARPS, GLORIA
BERRES, ALLEN
BECHER, LISA
CLAWSON, CHRISTOPHER
DAPELO, LISA
DUSSEAU, MELANIE
DONALDSON, PAM
DOOLITTLE, COLIN
DREES, AMY

DUSSEAU, MELANIE
EICHENAUER, W
FABER, MELISSA
GALBRAITH, HEATHER
GEER, BRAD
HICKS, MELANIE
HILLS, TONY
HOWARD, SHERRY
KEMARLY-DOWLAND, JULIE
KWIATKOWSKI, MICHAEL
KRAUS, ROBERT
LEITCH, AMY
MAVIS, JONI
MCKELVEY, KATHRYN
MEYER, TAMARA
MOHRING, DAVID
NEWTON, TERA
NORRIS, TAMARA
OBERHAUS, ANNETTE
PARIKH, ANUJA
RICKENBERG, CASSIE
RICKENBERG, JASON
ROBINSON, CHRIS
STAPLETON, KEMP
STAYNER, MINDY
STUBBLEFIELD, SARAH
TEFFT, GREG
THOMAS, AMY
VANDERPOOL, MICHAEL
VERHOFF, JOSH
VONDEYLEN, BARRY
ZELLER, ANN

1k. Acceptance of Gifts to the College

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

WHEREAS, YG-1 Tool Company of Vernon Hills, IL has made a generous donation of tools to support our Industrial Technologies labs with an approximate value of \$30,707; and

WHEREAS, an anonymous cash donation was made to the NSCC Food Pantry in the amount of \$300; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the tooling equipment and cash donation be accepted as gifts to the College.

1l. Approval of 2021-2022 Student and Lab Fees

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

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

WHEREAS, fee changes were sent to and approved by the Chancellor at ODHE; and

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

NOW, THEREFORE BE IT RESOLVED, that the student fees be adopted for the 2021-2022 academic year.

<u>Course</u>	<u>Course Description</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
ART103	Beginning Drawing	\$34.00	\$51.00
ART210	Oil/Acrylic Painting	\$78.00	\$160.00
ART220	Beginning Sculpture	\$34.00	\$39.00
CAD213	CAD III	\$52.00	\$42.00
EDP160	Intro to Paraprofessional Ed.	\$93.00	\$86.00
EDP290	ParaProf Internship	\$76.00	\$69.00
EET107	Python Programming	\$30.00	\$30.00
IND100	Precision Measurement	\$45.00	\$39.00
IND232	Machine Repair	\$54.00	\$94.00
IND234	Industrial Fluid Power II	\$55.00	\$94.00
MEA202	MA Clin Extern/CMA Review	\$198.00	\$71.00
NRS230	Transition Professional Concepts	\$ -	\$23.00
VCT210	Essentials of Social Media	\$35.00	\$50.00
VCT268	Video Production	\$45.00	\$20.00

1m. Graduation Policy

WHEREAS, the current graduation policy is process focused and creates barriers for learners; and

WHEREAS, the policy also defines graduates as those completing a one-year certificate and/or Associates degree; and

WHEREAS, the College desires to streamline processes and remove barriers for learners and change the definition of graduate to any learner that completes a program, certificate or degree listed in the College catalog; and

WHEREAS, the Vice President for Academics and the President recommend

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

3358: 14-5-11 Graduation requirements

Effective: Spring Semester 2021

- (A) The associate degree is awarded upon the successful completion of any degree programs. A certificate is awarded upon the successful completion of any certificate programs.
 - (B) The College shall maintain the list of degrees and certificates eligible for graduation and published in the college catalog and other environs that the College deems appropriate.
 - (C) To be considered a candidate for an associate degree or a certificate, the student must have completed all the requirements for that degree/certificate as described in the college Catalog in effect at the time the student enrolled in the program leading to that degree.
 - (D) The Catalog in effect at the time of a student's acceptance to the college is their "Catalog in force." If the requirements for the degree change while the student is enrolled in a degree or certificate program, the student may choose their entrance Catalog or any subsequent catalog as their chosen Catalog in force for meeting their graduation requirements.
 - (E) Students are expected to complete the requirements for their desired degree or certificate in a timely fashion. That period is six calendar years from the time the student initially enrolled in their degree or three calendar years for their certificate, unless otherwise determined by specific program accreditation. If the student does not receive a degree or certificate in a timely fashion, their graduation requirements become the Catalog in force at the semester of graduation. Exceptions to this policy can be granted by the Vice President for Academics of the College.
 - (F) To be considered a candidate for a degree or certificate, the student must meet the program grade point average requirements, complete the minimum number of credit hours at NSCC for the degree or certificate, and complete or submit applicable assessment activities.
 - (G) The college shall verify eligibility of individual students to receive degrees or certificates in accordance with established procedures.
 - (H) Individuals may earn more than one degree or certificate provided all requirements are met as stated in this policy and the College Catalog.
- (1) The Registrar will perform a degree audit to verify that all applicable degree/certificate requirements have been met. Current graduation requirements include:

- (a) Successful completion of all required courses in the program. Certain majors require a “C” or better in certain courses to meet graduation requirements. Each required course in which an “F” grade is received must be repeated (please refer to Course Repeat Policy and/or Academic Fresh Start Policy).
 - (b) Earn a minimum cumulative grade point average of 2.00.
 - (c) Attain a minimum 2.0 grade point average in their technical courses.
 - (d) Complete a minimum of thirty (30) percent of the credits from NSCC.
 - (e) In addition, graduates may be required to:
 - (i) Complete a nationally normed test.
 - (ii) Submit the required elements of a portfolio.
- (2) Students are eligible to receive only one (1) degree within a technology but may have more than one major. All majors are listed on the student’s transcript. Diplomas are issued for each degree within a technology. Students applying for a certificate and associate degree within the same technology at the same time will be awarded the higher degree only.
- (3) When a student completes a second major at any time within the same technology area, the second major will be added to the transcript.
- (4) Any student graduating with a cumulative grade point average of 3.50 or higher will be graduated with honors, including a notation of this honor placed on the student’s diploma and transcript, as follows:
- | | |
|-------------|-----------------|
| 3.50 – 3.74 | Cum Laude |
| 3.75 – 3.89 | Magna Cum Laude |
| 3.90 – 4.00 | Summa Cum Laude |
- (5) Students who are verified as having met all degree/certificate requirements and do not have an outstanding obligation (eg: financial, academic) to the college; will receive their diplomas within 90 days of when all final grades have been verified.
- (6) Official college diplomas will be mailed to the mailing address listed in the college’s student information. Students are expected to keep their contact information, including mailing address, up-to-date.

The college may choose to use a surrogate or unofficial diploma to assist in celebrating student completion of their degree or certificate requirements.

PROPOSED RESOLUTIONS

1. CONSIDERATION OF A RESOLUTION TO APPROVE ENERGY PROJECT

Moved by _____, seconded by _____.

WHEREAS, the College can realize significant savings in energy costs by upgrading energy infrastructure; and

WHEREAS, the College will create its own energy, but not become an energy provider in the state of Ohio; and

WHEREAS, the college has the authority to use the land proposed for this purpose; and

WHEREAS, the initial 15 years of estimated cost savings will be used to replace needed deferred maintenance; and

WHEREAS, Dynamix is a pre-approved single-source vendor with considerable experience in these projects, including multiple local area school districts; and

WHEREAS, the College does not enter into any long-term debt using this financial arrangement; and

WHEREAS, Dynamix has presented to the key College leaders and the Board Budget Committee; and

WHEREAS, the contract will be reviewed by the Ohio Attorney General's office, senior leadership and the Board before entering into the agreement

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees grant the President authority to enter into contract with Dynamix to upgrade NSCC energy production potential.

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

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

Moved by _____, seconded by _____.

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

NOW, THEREFORE BE IT RESOLVED, that a delegate and an alternate from the

Northwest State Community College Board of Trustees be appointed to serve on the Governing Board of the Ohio Association of Community Colleges.

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 2021 through February 2022; and

WHEREAS, the Executive Committee of the Board has reviewed several sets of 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 2021 through February 2022. The election of Board officers will take place at the February meeting.

The Board shall meet on the following Fridays:

- April 30, 2021
- June 25, 2021
- August 27, 2021
- October 29, 2021
- December 10, 2021
- February 25, 2022

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 2021 through February 2022. 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 2022 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 2021 through February 2022. 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 2022 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 2021 through February 2022. The newly elected Second 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 2022 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.

Part I: President’s Report, February 2021 Community and Professional Engagements



Date	December 2020 and January 2021 Activity
Ongoing	Rotary, Defiance (weekly, mixed format)
Ongoing	Henry County Health Partners (weekly)
Ongoing	OACC President’s Meetings (bi-weekly)
Ongoing	Terra, Owens and NSCC Presidents (monthly)
Ongoing	Defiance 2100 (monthly)
=====	
December 15	OACC Governing Board – Fall 2020 Meeting
December 15	Real Men Wear Pink – Fall campaign celebration
December 16	Wauseon Rotary – Speaker, NSCC update
December 17	Adult 22+ Program – Allocation discussion
December 17	Terra - Partnership conversation
January 4	EAB – Cost containment seminar
January 12	NW Ohio Superintendents – Quarterly meeting
January 12	Ohio Attorney General – NSCC update with Liz Chavez
January 13	ATD - President’s Cohort; Solo meeting with President Stout
January 14	DOD - “Voluntary” compliance audit seminar
January 14	OBN – Accreditation exit interview
January 18	OACC – President’s workforce group “Rapid Recovery Plan”
January 19	Fulton County Economic Development – Quarterly meeting
January 25	HLC – Site lead Janet Perry, site visit conversation
January 28	University of Toledo - Abby Dohanos dissertation committee
January 26	Black Swamp Alzheimer’s Walk – Plans for 2021
January 28	NSCC Foundation Board – Quarterly meeting
January 28	OACC Governing Board – Spring 2021 update
January 28	University of Toledo - Lana Snider dissertation committee

Date	February 2021 Activity
February 1	EAB – Customer follow-up with Dustin Ott
February 2	Northwest Ohio Presidents – “Project V” collaboration
February 3	OACC Trustee Webinar – Budget & legislative update
February 8 – 10	ACCT / OACC - National Legislative Summit
February 9	NW Ohio Superintendents – Quarterly meeting
February 9	ODHE - Adult Learner Group follow up action plan
February 9	Adult 22+ Program – Allocation discussion
February 9	Black Swamp Alzheimer’s Walk – 2021 Kick-off meeting
February 11 – 12	OACC - Student Success Leadership Institute (SSLI)
February 15	Burning Glass – Potential partnership from DOL grant
February 16 – 20	ATD - DREAM 2021
February 16	ATD - Presidents Meeting – ATD President Stout update
February 22 – 23	HLC - Higher Learning Commission NSCC Site Visit
February 24	Ohio Attorney General – NSCC handoff meeting

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Spring, 2021 Reflections: This is a time when meetings are electronic, but we are still actively engaging external stakeholders locally, in Ohio and nationally. We should see face-to-face meetings starting late March and early April.

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Part II: Public Health Update – Spring, 2021 Term



NSCC remains a very safe place. We moved to small groups (10, less) February 8 and we open gradually to a fuller face-to-face model when the second eight-week term starts March 22. In terms of vaccination, clinical health care faculty and students are in group 1A and are the responsibilities of their clinical site. Over 50 CCP faculty qualified for group 1B. About 60% opted for a vaccination and their first shot is part of the 800 dose P-12 vaccinations slated for February 19 with a second dose March 19. Our thanks to VP Dan Burklo for handling the communications and paperwork quickly.



The Henry County Health Department’s (HCHD) most recent data (as of February 13; See Figures One – Five) indicate continued state and regional downward trends in cases, hospitalizations and deaths (a lagging indicator). The current positivity rate is around 9%, which is half of the peak rate about a month ago, but less than the 5% this fall. Over time, Henry County Hospital has tested 2,873 people. Also, over 1,000 people have been vaccinated in Henry county across two sites. Vaccine allocations and approved sites are increasing. The trend continues to suggest more face-to-face activity over the coming weeks.

FIGURE ONE: Ohio Daily Case Reporting Trend

Current Trends in Ohio | State-Level

Daily Case Change

- As of 2pm on Saturday February 13th there were a total of 937,541 cases in the state of Ohio.

Figure 1. Trend in 24 Hour Reported Case Change (includes Probable Cases)

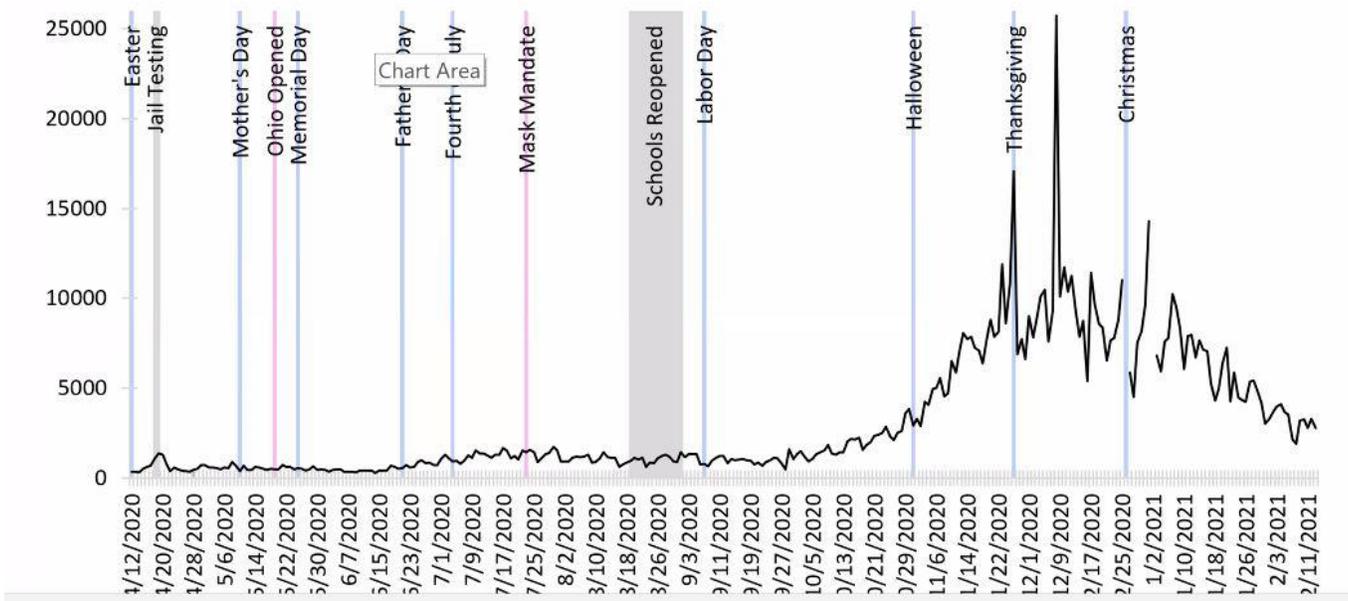
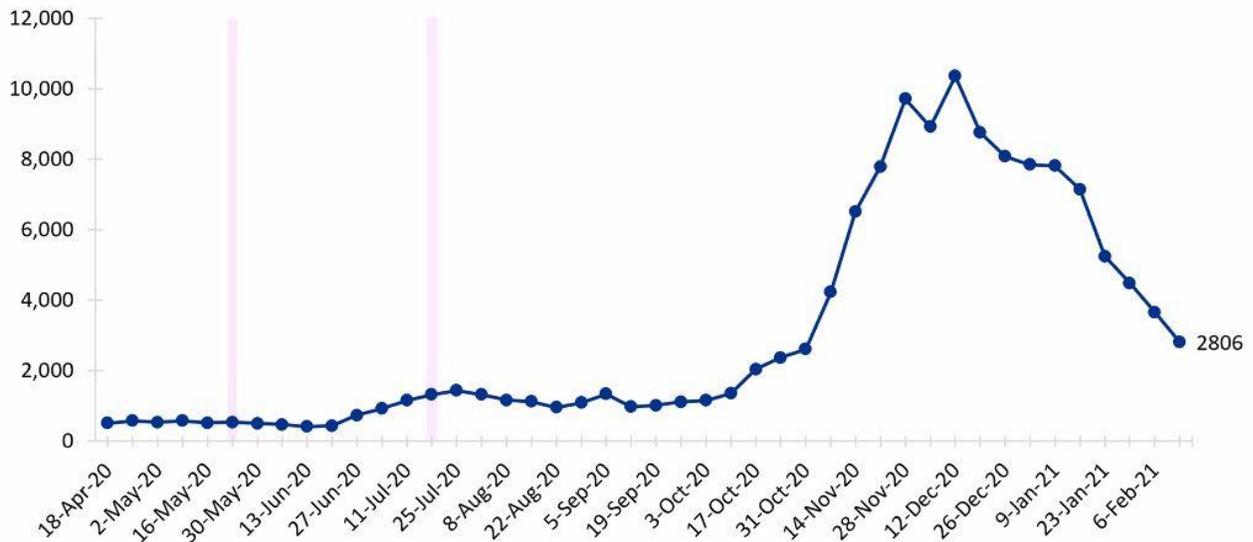


FIGURE TWO: Ohio Weekly Median Cases

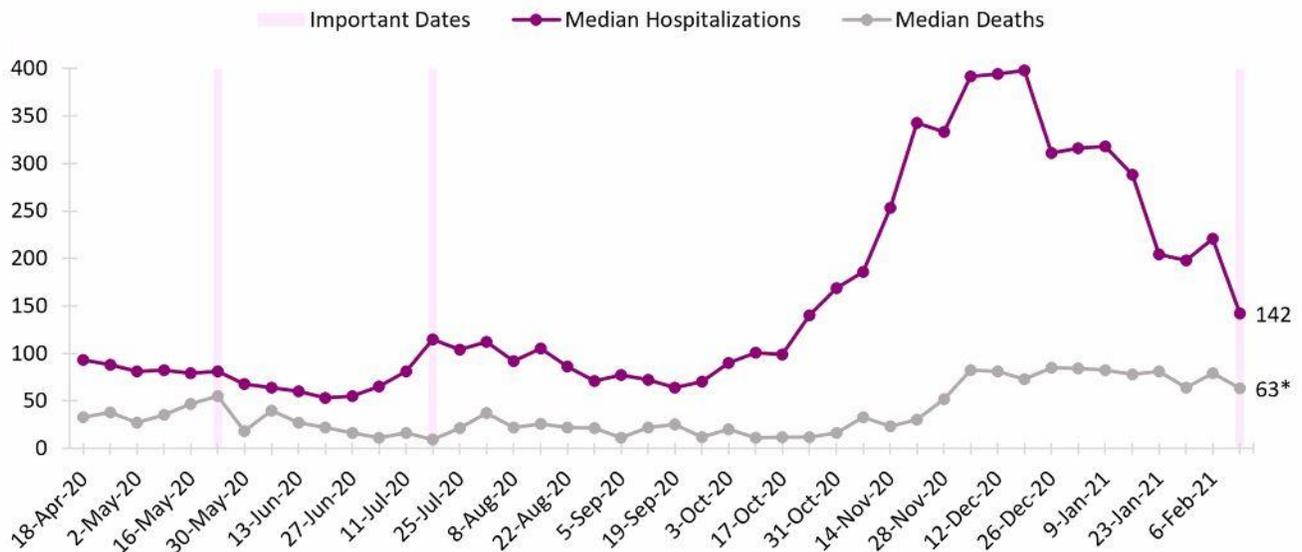
Figure 3. Trend in 24 Hour Reported Case Change - Weekly Medians (Includes Probable Cases)



Data Source: Henry County Health Department analysis of Ohio Department of Health State of Ohio COVID-19 Dashboard

FIGURE THREE: Ohio Weekly Median Hospitalizations and Deaths

Figure 4. Trend in 24 Hour Reported Hospitalizations and Death Change - Weekly Medians



Data Source: Henry County Health Department analysis of Ohio Department of Health State of Ohio COVID-19 Dashboard

*This is an estimated number of deaths derived by subtracting the estimated number of deaths dropped into the ODH system each

FIGURE FOUR: Henry County Monthly Confirmed Cases

Figure 7. Monthly Total Confirmed COVID-19 Cases for Henry County



Data Source: Ohio Department of Health State of Ohio COVID-19 Dashboard

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FIGURE FIVE: Henry County Case Rate by Zip Code

Case Rate for the Last 30 Days

- Three Henry County zip codes did not have enough cases to report over the past 30-days. New Bavaria remains the highest at 1,193.

Figure 8. Percentage of Population Who Tested Positive for COVID-19 by Henry County Zip Code (As of February 17, 2021)

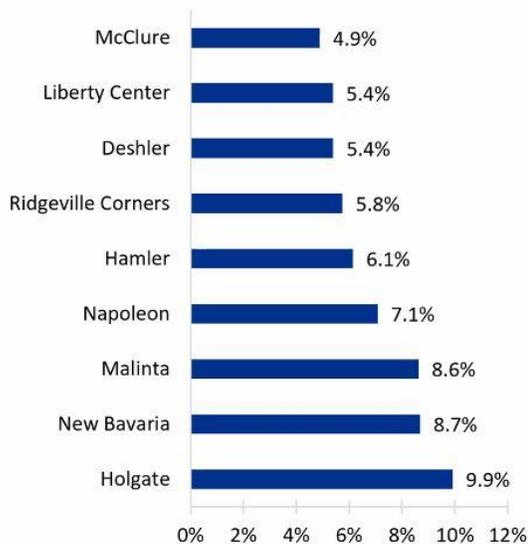
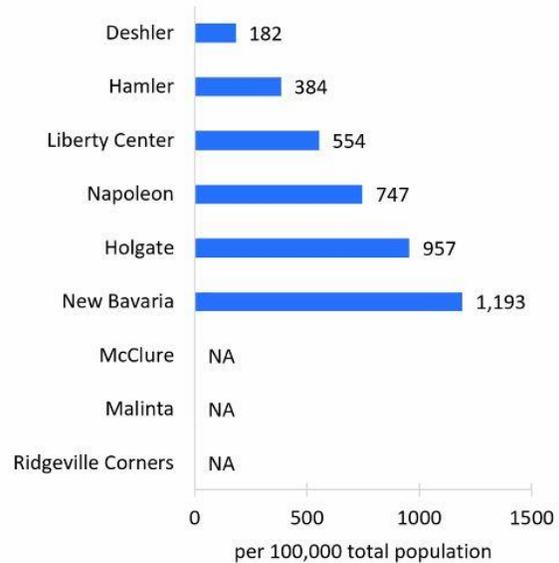


Figure 9. Rate of Confirmed Cases Over the Last 30 Days by Henry County Zip Code (As of February 17, 2021)



Data Source: Henry County Health Department analysis of Ohio Department of Health State of Ohio COVID-19 Dashboard

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Vice President for Academics
February 2021
Submitted by: Dan Burklo

Well into the spring term, both the learners and faculty seemed to have settled in well. Though we had a remote start to the term, we have been able to accommodate learners, providing quality-learning experiences during the pandemic. While learners are appreciative of the ability to continue toward their goals, and are progressing nicely, they along with the faculty are eager to get back to face-to-face classes and to be on campus. We are now allowing small classes of ten or less on campus and will transition back to face-to-face with reduced class sizes hopefully by mid-March. We will be monitoring the COVID cases and will adjust as necessary in working toward the goal of face-to-face.

Following is the response from each of the academic division leads as to how their team is doing:

Jason Rickenberg: Business & Public Services

The overall Business and Public Services health and welfare during the COVID-19 Pandemic has been a positive one. Faculty and staff within the Business and Public Services Division have been continually reminded to take care of themselves and their loved ones. I have reminded them to find out what makes them happy and do it as much as they can, whether it be exercising, reading or spending time with loved ones. During the holiday break, they were reminded to refresh themselves and that it was okay to shut down their computers and to get plenty of “me time.” I am also very thankful that the faculty and staff have also been there for their students during the fall and spring semesters, also reminding their students that it is okay to relax and refresh themselves. In conclusion, the start of the spring 2021 semester has went smoothly for our team.

A shout out to **Chris Robinson**, Full-Time Business Instructor. *How to solve a learning and resource issue, during the COVID-19 Pandemic.*

Chris had noticed that there was a barrier for College Credit Plus (CCP) high school students enrolled in the CIS114 Microsoft Applications Transfer Assurance Guide (TAG) courses during the COVID-19 Pandemic. Many of the CCP students didn't have access to the necessary equipment, such as the correct laptop with the correctly installed software. A number of CCP students had either a Mac or a Chromebook. Mac's do not have a database software as part of their suite software. Microsoft Access is a required competency in the CIS114 TAG course.

As a result, Chris initiated conversations with her Dean, Cassie Rickenberg (Dean -Learner Services) and Robert Duncan (Director of IT Systems). Initially, it was decided that additional laptops would be purchased that CCP students could use on loan, while taking the CIS114 course. The CIS114 course enrollment has grown in numbers and there were additional laptops that were needed to be purchased, in order to meet the requests. With a large number of CCP students requesting laptops with Office 2019 installed, this created a resource and large cost issue.

To remedy the issue of loaning a large number of laptops to CCP students at a high cost, IT suggested that they set up a remote server; a Virtual Private Network (VPN), with Office 2019 installed that students can log into. This would allow students to access the full Office 2019 suite from their own devices: Windows, Mac, or Chromebook from anywhere that has internet. Chris has been working with John Shrader, Senior Administrator of Networks in IT, to see if there are any issues with this type of VPN access using other learning assessment tools. So far so good!

We are extremely excited about being able to offer this VPN Office 2019 access to the area schools and their CCP students. This should be an excellent solution and we should continue to see an increase in enrollment in the following courses: CIS114, CIS112, CIS118, CIS119, etc.

Dr. Ryan Hamilton: STEM & Industrial Technologies

The faculty in STEM & Industrial is doing reasonably well. The year has been stressful with the forced changes to teaching methods to accommodate social distancing. Many are excited for the opportunity to get the COVID vaccine as they serve CCP students. They are looking forward to returning to campus on a large scale and to interacting face to face with students again. Morale is improving as vaccinations are increasing.

Jamilah Tucker: Arts & Science

The division of Arts and Sciences Faculty, Staff, and Administration are doing well considering all that 2020 has handed us. Our range in personal responsibilities varies. Some of us have college-aged children who are managing intermittent breaks from college, while others have school-aged children whose schedules have been disrupted. Others of us have spouses or aging parents who have been extremely vulnerable during COVID-19, or for whom we have had to make adjustments. While not an exhaustive list of our personal responsibilities, each of us has dealt with COVID in some fashion including personal and-loved one illnesses, disruption of routine and plans, fear and lack of information, student illness and unfortunately death from COVID-19.

Because of this, COVID-19 has required us to focus more intentionally on the **care for the whole** individual. We have been supporting one another and students in a rough year. To say that learners are still “learning” and receiving a high quality education is not only miraculous, but a show of the will, determination, and the sheer commitment of the people of this college community!

At the Holidays, we paused together as a unit for an evening virtual gathering in celebration of ourselves. Pre-made bags from the Deans personal account :) were filled with holiday cheer and a small art project. We all gathered, talked, painted and lost track of time with only one rule -- no work talk at all! We are sorry to say we can't point out specifics because, “what happens on zoom, stays on zoom,” but we are pleased to report there was laughter, funny stories, and smiles!

The holidays also offered much needed time to unplug and seemed to bring renewed energy to the current semester. We are looking forward to 2021-2022 with lots of ideas on how to help move the college strategic vision forward.

Shout Out - We couldn't do it without our adjuncts!

We are intentionally focusing this year and in the upcoming one on making sure all members of our community are supported. We intentionally host listening and update sessions quarterly with adjuncts in the division. We look forward to shouting out our first-year instructor, Judie, for whom we received this wonderful note from a parent!

To Whom It May Concern, 11-12-2020
My daughter, [REDACTED] is currently a junior at Napoleon High School and is taking her first college class (via Zoom) at NSCC.
She was very nervous before starting the class, but her professor, Judie Johnston, has been phenomenal. I have been home during several of the classes and Judie is kind, knowledgeable, encouraging, and captivating. I just wanted to make sure you know what a gem you had! Thanks so much.
[REDACTED]

Dr. Kathy Keister: Nursing & Allied Health

Faculty are remaining COVID-free but mentally and physically tired of Zoom courses. All Nursing and Allied Health students are on-campus for laboratory experiences and are completing clinical experiences in healthcare agencies. Nearly all faculty have opted to keep courses remote to decrease the potential of COVID transmission. Faculty in NURAH are eager to return to on-campus teaching in fall 2022.

Faculty Shout-out: Jen Behnfeldt has done an awesome job offering simulation-learning experiences remotely this past year.

- Workforce – Partnerships: public, employer and not-for-profit: *Three short presentations showing our public, employer and non-profit partnerships. Participants are asked to provide feedback and ideas so we can scale this work for greater community impact.*

There were 94 faculty and staff in attendance. Overall, faculty and staff thought the event helped to better understand the purpose of Achieving the Dream and provided information about people who experience barriers at NSCC with a focus on diversity, equity, and inclusion.

Vice President – Workforce Development
February 2021
Submitted by: Jim Drewes

Agency Support:

Larry Zachrich & Vickie Rhodes continue to serve the IBEW/JATC training centers across the state. The majority of their work was remote pre-COVID. Larry and Vickie are remote scheduling and processing the apprentices. Larry and Vickie plan a physical move from the library office suite area to the CTS H-wing suite. Concerned for their health after pandemic

Truck Driving:

Tom Pierce is instructing drivers for local companies. Trucking industry has been busy during the pandemic serving all as an essential business.

Van Wert & Paulding Area:

Brett Rogge is upbeat and positive with the possibility of a new facility. Brett is having more substantial client conversations as news of local NSCC support in Van Wert but also programs specific to Paulding. The Van Wert agreement is under review at the AG's office. Expected response is any day. Ready for the end of pandemic so "solid" plans can be made in his territory.

JFS Initiative:

Pete Prichard, Jay Miller, Matt Kibler & Rob Kraus. Most JFS offices closed and client activities reduced. This group will be happy to resume normal operations post-COVID.

Toledo Team:

Non-profit business is still soft which has been the base of Toledo business. They look forward to business return post-COVID and a location to call home.

Archbold Team:

Business client skilled trades is strong. NSCC-sponsored apprentice growth is beginning to stress our system. Local pre-apprentice (connecting high school youth with manufacturing accounts) is strong and companies look to support. Weary of pace (three of us) and client needs for workforce training – short term, contracts and new curriculum development.

Chief Fiscal and Administrative Officer
February, 2021
Submitted by: Jennifer Thome

The spring semester is upon us. We are starting the semester with remote operations in hopes to be back to face to face interactions by spring break. Everyone on campus is looking forward to this but we've also come to realize that remote operations will be a part of our future. COVID forced us to become more efficient and more flexible. As we move forward, self-care and mental health awareness are focal points for our students and employees.

Business Office

In January, we processed year-end activities including W2, 1099 and 1098t statements and the entire Learner Services departments (including the Business office in the C-wing) have moved toward semi-remote operations with rotating office schedules. We will continue to monitor our service levels as we adjust toward an open campus.

Auxiliary Services

January brought mixed reactions in our auxiliary departments, Food Service has opened with limited selections along with stocking the coolers in the Book Store with sandwich, meat and cheese and wrap options.

The Book Store was busy with books orders for the spring semester. This time was unusual as we were limited to the number of students we could help at one time. Students were directed to our website to purchase books and supplies (similar to last spring and summer), but we also provided onsite transactions for in person orders and order pickup.

Vice President; Human Resources & Leadership Development
February 2021
Submitted by: Katy McKelvey

Recruiting:

We have filled the following roles:

- Project Director – TRIO
- Technician – Maintenance
- JFS Program Manager
- Executive Administrative Assistant – VPA

We are recruiting for the following roles:

- Executive Vice President
- Director – Admissions
- Director - Advising
- Faculty – Welding

NSCC engaged The Pauly Group to source applicants for the Executive Vice President position. Interviews will begin the week of February 22. Serving on the search committee are:

- Greg Tefft – Faculty (STEM & Industrial Technology)
- John Shrader – Staff (Information Technology)
- Jason Rickenberg – Graded (Dean)
- Brittany Chamberlain and Katy McKelvey – Human Resources
- Sally Taylor – Foundation (Vice President, Parkview Physicians Group)

Finalists will have an opportunity to present to the entire campus and Board of Trustees. The final interviews will be conducted by Todd Hernandez and Lisa McClure.



Prior to the holiday break we held a zoom lunch for all employees. It was fun to see everyone’s “ugly” Holiday sweater. We played some holiday movie trivia games led by Andrea Mofield, our new HR representative. Although we missed getting together and enjoying our annual potluck, it was still good to find out how everyone was planning their holidays.

In preparation of the support staff negotiation process, we engaged Findley (formerly Findley Davies) to conduct a comprehensive compensation study. Findley also prepared the data in preparation of faculty negotiations and provided a study for the graded positions. We are meeting next week with supervisors of support staff employees to discuss priorities for the bargaining process.





Employees received a THANK YOU gift from the College and many employees expressed their appreciation for the College's continued support during this stressful time.

Megan Batt is modeling her new fleece jacket!



This is a sample of the new birthday greeting employees receive from the college on their birthday. The human resources team took on this responsibility in 2021.

Attached is a sample of a Lighthouse Employee Assistance message that is sent out each month to employees and/or supervisors. Our EAP provider has been a valuable partner and resource for the College and our employees in the past year.



Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$10,780,426	\$309,936	\$11,090,362	\$8,069,100	\$0	\$3,021,262
5102	General Fees	\$377,532	\$10,854	\$388,386	\$282,582	\$0	\$105,804
5103	Lab Fees	\$443,500	\$12,700	\$456,200	\$359,316	\$0	\$96,884
5105	Out of State Fees	\$334,607	\$9,252	\$343,859	\$188,634	\$0	\$155,225
5107	Proficiency Fees	\$5,300	-\$2,000	\$3,300	\$995	\$0	\$2,305
5109	Other Fees	\$3,050	\$0	\$3,050	\$4,712	\$0	-\$1,662
5110	Late Fees	\$17,550	\$0	\$17,550	\$17,200	\$0	\$350
5115	Student Fees	\$124,300	\$3,500	\$127,800	\$88,252	\$0	\$39,548
5116	Deferred Payment Service Fee	\$6,850	\$0	\$6,850	\$4,600	\$0	\$2,250
5118	Bus & Ind. Traing Fee	\$965,000	\$0	\$965,000	\$380,138	\$0	\$584,862
5119	Deposit ADN - Admissions	\$0	\$0	\$0	\$100	\$0	-\$100
5130	Instr Fee - Nursing Cont Ed	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500
5131	Provider Fee - Nursing Cont Ed	\$3,500	\$0	\$3,500	\$450	\$0	\$3,050
5133	Tuition and Fees Schlop Allow	-\$1,105,067	\$0	-\$1,105,067	-\$542,934	\$0	-\$562,133
5155	Fiscal Agent Fee	\$99,275	\$0	\$99,275	\$22,107	\$0	\$77,168
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$7,801	\$0	\$22,199
5159	Career Advantage Fee	\$43,200	\$1,200	\$44,400	\$35,662	\$0	\$8,738
5160	Simulation Fee	\$60,000	\$1,700	\$61,700	\$27,722	\$0	\$33,978
5161	Career Service Fee	\$537,700	\$15,400	\$553,100	\$396,668	\$0	\$156,432
5213	COVID 19 Learner Emergency	\$166,967	\$0	\$166,967	\$0	\$0	\$166,967
5214	Cares Act Institutional Funding	\$481,467	-\$29,163	\$452,304	\$484,256	\$0	-\$31,952
5310	Ohio War Orphans	\$0	\$0	\$0	\$0	\$0	\$0
5503	Foundation - Instl Supprt	\$135,000	\$0	\$135,000	\$0	\$0	\$135,000
5610	Photo ID	\$100	\$0	\$100	\$340	\$0	-\$240
5611	Over / Short	\$0	\$0	\$0	\$23	\$0	-\$23
5614	Miscellaneous Income	\$112,940	\$0	\$112,940	\$15,207	\$0	\$97,733
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$14,800	\$0	\$20,200
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$40	\$0	\$3,960

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5620	Library Fines	\$0	\$0	\$0	\$13	\$0	-\$13
5801	OBR - Subsidy	\$9,149,737	\$1,780,793	\$10,930,530	\$6,368,081	\$0	\$4,562,449
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$60,314	\$0	\$60,314
5901	Investment Income	\$175,000	\$0	\$175,000	\$32,774	\$0	\$142,226
Revenue	Sub-Total:	\$23,109,063	\$2,114,172	\$25,223,235	\$16,318,955	\$0	\$8,904,280
6101	Administrative Salaries	\$3,071,161	\$80,700	\$3,151,861	\$1,767,244	\$1,183,240	\$201,377
6102	Non Instructional Salaries	\$2,013,470	\$179,798	\$2,193,268	\$1,366,476	\$963,558	-\$136,766
6103	Part Time Non Instructional	\$96,303	\$0	\$96,303	\$59,973	\$34,376	\$1,954
6104	Salary Savings	-\$800,000	\$100,000	-\$700,000	\$0	\$0	-\$700,000
6121	Academic Salaries	\$2,742,601	\$151,366	\$2,893,967	\$1,853,700	\$1,183,567	-\$143,300
6122	Academic Overload	\$389,711	\$0	\$389,711	\$224,977	\$114,863	\$49,871
6123	Part Time Academic	\$1,049,852	\$0	\$1,049,852	\$650,129	\$315,784	\$83,940
6124	Independent Study	\$25,340	\$0	\$25,340	\$27,983	\$2,694	-\$5,337
6125	Academic Advising	\$5,400	\$0	\$5,400	\$0	\$0	\$5,400
6141	Part Time Student Help	\$52,912	-\$2,206	\$50,706	\$16,145	\$6,197	\$28,364
6142	Work Study Student	\$0	\$0	\$0	\$0	\$6,249	-\$6,249
6143	Student Tutoring	\$5,000	\$0	\$5,000	\$71	\$22,928	-\$17,999
6144	Faculty Tutoring	\$41,000	\$0	\$41,000	\$25,690	\$3,287	\$12,024
6145	Honorarium	\$1,750	\$0	\$1,750	\$0	\$0	\$1,750
6200	Fringe Expense	\$3,244,330	\$196,700	\$3,441,030	\$1,904,262	\$1,325,166	\$211,602
6203	SERS	\$0	\$0	\$0	\$0	\$0	\$0
6205	SERS-Surcharge	\$11,101	\$0	\$11,101	\$9,408	\$0	\$1,693
6210	Fringe Actual	\$0	\$0	\$0	\$426,315	\$0	-\$426,315
6211	Medical	\$0	\$0	\$0	-\$164,279	\$0	\$164,279
6214	Life	\$0	\$0	\$0	-\$12	\$0	\$12
6216	Misc Insurances	\$0	\$0	\$0	-\$1	\$0	\$1
6217	HSA	\$0	\$0	\$0	\$76,461	\$0	-\$76,461
6218	HRA	\$0	\$0	\$0	\$5,330	\$0	-\$5,330
6301	Workers Compensation	\$14,000	\$0	\$14,000	-\$81,011	\$0	\$95,011
6302	Unemployment Compensation	\$4,000	\$0	\$4,000	\$5,759	\$5,000	-\$6,759
6303	Employee Fee Waiver	\$55,000	\$0	\$55,000	\$52,994	\$0	\$2,006

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6304	Bookstore Employee Discount	\$3,500	\$0	\$3,500	\$585	\$0	\$2,915
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$1,950	\$950	\$100
6306	Employee Appreciation	\$14,500	\$0	\$14,500	\$2,314	\$114	\$12,071
6307	Faculty / Staff Development	\$45,000	\$0	\$45,000	\$57,047	\$8,117	-\$20,164
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
7101	Office Supplies	\$18,390	\$1,285	\$19,675	\$11,396	\$0	\$8,280
7102	Copier Supplies	\$22,330	\$0	\$22,330	\$5,455	\$0	\$16,875
7103	Recruiting Supplies	\$9,000	\$9,000	\$18,000	\$2,365	\$0	\$15,635
7121	Computer Supplies	\$17,914	\$3,563	\$21,477	\$9,702	\$0	\$11,775
7131	Instructional Supplies	\$170,000	\$56,600	\$226,600	\$103,422	\$19,918	\$103,260
7132	Lab Supplies	\$10,000	\$24,000	\$34,000	\$1,768	\$1,500	\$30,732
7134	ADA Hearing Impaired Books	\$5,000	\$0	\$5,000	\$273	\$0	\$4,727
7135	Instructional Food/Snacks	\$3,900	-\$300	\$3,600	\$72	\$0	\$3,528
7136	Linen and Laundry	\$300	\$0	\$300	\$0	\$0	\$300
7138	Graduation Supplies	\$17,650	\$0	\$17,650	\$5,107	\$5,755	\$6,788
7151	College Car Supplies	\$990	\$0	\$990	\$0	\$0	\$990
7153	First Aid Supplies	\$500	\$0	\$500	\$0	\$0	\$500
7156	Miscellaneous Supplies	\$1,400	\$0	\$1,400	-\$116	\$0	\$1,516
7157	Employee Awards	\$7,000	\$0	\$7,000	\$967	\$600	\$5,433
7161	Library Supplies	\$800	\$0	\$800	\$630	\$0	\$170
7162	Library Books Lost / Replaced	-\$627	-\$1,350	-\$1,977	-\$2,256	\$0	\$279
7171	Audio Visual Supplies	\$22,458	\$900	\$23,358	\$2,173	\$0	\$21,185
7181	Uniforms	\$3,800	\$0	\$3,800	\$1,399	\$1,283	\$1,118
7182	Janitorial Supplies	\$35,000	\$0	\$35,000	\$15,024	\$15,500	\$4,476
7201	Conferences and Seminars	\$48,000	-\$1,900	\$46,100	\$13,308	\$0	\$32,792
7202	Travel	\$30,000	-\$500	\$29,500	\$7,919	\$0	\$21,581
7203	Development	\$40,000	\$6,170	\$46,170	\$11,121	\$0	\$35,049
7204	Instructional Travel	\$200	\$0	\$200	\$0	\$0	\$200
7207	Committee Meetings	\$10,000	\$8,000	\$18,000	\$6,125	\$180	\$11,695
7208	Convocation	\$5,000	\$5,000	\$10,000	\$30	\$0	\$9,970
7301	Subscriptions and Publications	\$6,485	\$497	\$6,982	\$3,800	\$0	\$3,182
7311	Dues	\$115,000	\$8,000	\$123,000	\$98,001	\$1,225	\$23,774

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7321	Classified Advertising	\$5,000	\$0	\$5,000	\$449	\$0	\$4,551
7322	Radio Advertising	\$45,000	\$0	\$45,000	\$32,870	\$10,070	\$2,060
7323	Brochures	\$43,000	\$0	\$43,000	\$9,457	\$24,000	\$9,543
7324	Advertising - Papers	\$15,000	\$0	\$15,000	\$8,175	\$9,300	-\$2,475
7325	Advertising - Billboards	\$60,000	\$0	\$60,000	\$40,146	\$25,700	-\$5,846
7326	Advertising - Miscellaneous	\$45,000	\$0	\$45,000	\$14,512	\$15,400	\$15,088
7327	Fairbooth	\$300	\$0	\$300	\$0	\$0	\$300
7328	Advertising - Digital	\$40,000	\$0	\$40,000	\$14,293	\$24,000	\$1,707
7329	Advertise-Wkfrc Devel	\$20,000	\$0	\$20,000	\$3,669	\$0	\$16,331
7331	Community Relations Donations	\$900	\$0	\$900	\$0	\$0	\$900
7352	Printing	\$26,900	\$0	\$26,900	\$6,442	\$1,759	\$18,699
7361	Postage	\$26,350	\$0	\$26,350	\$14,152	\$500	\$11,698
7401	Equipment M & R	\$173,479	\$11,000	\$184,479	\$50,690	\$11,722	\$122,066
7402	Buildings M & R	\$255,000	\$65,000	\$320,000	\$39,932	\$28,081	\$251,987
7403	Grounds M & R	\$15,000	\$0	\$15,000	\$6,303	\$1,753	\$6,944
7404	Parking Lot M & R	\$30,000	\$0	\$30,000	\$0	\$0	\$30,000
7405	Water Tower M & R	\$15,000	\$0	\$15,000	\$929	\$470	\$13,601
7406	Vehicles M & R	\$24,000	\$0	\$24,000	\$5,443	\$12,633	\$5,924
7407	Equipment Replacement	\$4,000	\$5,000	\$9,000	\$3,243	\$0	\$5,757
7408	Equipment Rental	\$34,551	\$0	\$34,551	\$14,851	\$14,750	\$4,950
7409	Facilities Rental	\$2,319,418	-\$6,500	\$2,312,918	\$225,245	\$164	\$2,087,508
7501	Professional Fees	\$51,200	\$0	\$51,200	\$14,913	\$965	\$35,322
7502	Legal Fees	\$34,000	\$0	\$34,000	\$0	\$0	\$34,000
7503	Audit Fees	\$25,060	\$0	\$25,060	\$20,150	\$5,500	-\$590
7504	Accreditation	\$3,000	-\$103	\$2,897	\$2,100	\$0	\$797
7521	Training	\$27,952	\$0	\$27,952	\$27,032	\$0	\$920
7522	Testing / Assessment	\$158,650	-\$2,400	\$156,250	\$70,779	\$63,202	\$22,269
7523	Outside Services	\$5,993,651	-\$14,700	\$5,978,951	\$490,811	\$342,234	\$5,145,906
7525	Purchased Services	\$48,300	\$0	\$48,300	\$33,407	\$3,589	\$11,304
7527	Collection Fees	-\$16,000	\$0	-\$16,000	-\$4,410	\$2,918	-\$14,509
7529	Bank Service Fees	\$10,400	\$0	\$10,400	\$5,676	\$0	\$4,724
7531	Finger Printing Expense	\$23,120	\$0	\$23,120	\$5,337	\$20,000	-\$2,217

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7601	Adult Diploma Scholarship	\$1,500	\$30,000	\$31,500	\$0	\$0	\$31,500
7602	JATC Career Advantage Fee	\$500	\$0	\$500	\$225	\$0	\$275
7603	Honors Scholarship	\$63,839	\$0	\$63,839	\$36,597	\$0	\$27,242
7604	Agency Partner Scholarship	\$2,750	\$0	\$2,750	\$4,256	\$0	-\$1,506
7605	Presidential Scholarship	\$276,635	\$0	\$276,635	\$239,261	\$0	\$37,374
7606	Scholarship Allowance	-\$1,105,067	\$0	-\$1,105,067	-\$542,934	\$0	-\$562,133
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$0	\$0	\$3,000
7608	Fee Waiver - Senior Citizens	\$12,154	\$0	\$12,154	\$3,505	\$0	\$8,649
7609	Fee Waiver - ONG	\$515	\$0	\$515	\$0	\$0	\$515
7610	CCP Partner Scholarship	\$5,150	\$0	\$5,150	\$0	\$0	\$5,150
7618	Graduation Alliance Schlp	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7619	Registration Scholarship	\$13,000	\$0	\$13,000	\$0	\$0	\$13,000
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$2,000	\$0	\$9,000
7623	OCO	\$0	\$0	\$0	\$189	\$0	-\$189
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$3,598	\$0	\$522
7630	PSEO/CCP Schlp & Books	\$584,896	\$0	\$584,896	\$144,761	\$0	\$440,135
7631	Bad Debt Expense	\$100,000	\$0	\$100,000	\$432	\$0	\$99,568
7633	Contingency Fund	\$21,748	-\$2,000	\$19,748	\$5,367	\$124	\$14,257
7634	Instructional Media	\$9,000	\$416	\$9,416	\$9,208	\$0	\$208
7635	Database Subscriptions	\$35,000	\$0	\$35,000	\$6,466	\$16,594	\$11,940
7636	Student Activities	\$15,000	\$0	\$15,000	\$3,651	\$0	\$11,349
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7639	Prior Year Adjustment Bad Debt	-\$105,000	\$0	-\$105,000	-\$19,960	\$0	-\$85,040
7642	Alumni Fund Expense	\$5,550	\$0	\$5,550	\$630	\$0	\$4,920
7644	Miscellaneous	\$500	\$0	\$500	\$1,778	\$0	-\$1,278
7645	Business Competition	\$800	\$0	\$800	\$210	\$0	\$590
7650	Strategic Planning	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7651	Self Study	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7654	NCA - HLC	\$5,700	\$0	\$5,700	\$0	\$0	\$5,700
7666	Grant Matching	\$60,000	\$0	\$60,000	\$50,000	\$0	\$10,000
7667	CCP Scholarship	\$23,175	\$0	\$23,175	\$5,250	\$0	\$17,925
7669	COVID19 Learner Emergency	\$166,967	\$0	\$166,967	\$0	\$0	\$166,967

Budget - Monthly Verifications Report

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7670	Road to Success Schlp	\$0	\$0	\$0	\$1,596	\$0	-\$1,596
7671	Sports Club Schlp	\$0	\$0	\$0	\$11,970	\$0	-\$11,970
7701	Gas	\$75,000	\$0	\$75,000	\$18,961	\$36,039	\$20,000
7702	Electricity	\$270,000	\$0	\$270,000	\$149,927	\$118,232	\$1,841
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$1,871	\$629	\$199
7704	Water	\$6,000	\$0	\$6,000	\$2,976	\$4,524	-\$1,500
7705	Sewer	\$36,000	\$0	\$36,000	\$23,880	\$15,105	-\$2,985
7706	Waste Collection	\$6,000	\$0	\$6,000	\$3,106	\$2,894	\$0
7707	Telephone	\$62,808	\$0	\$62,808	\$31,689	\$19,474	\$11,645
7722	Employee Liability Insurance	\$9,000	\$0	\$9,000	\$10,334	\$0	-\$1,334
7724	Motor Vehicle Insurance	\$15,176	\$0	\$15,176	\$12,180	\$0	\$2,996
7725	Property Insurance	\$74,750	\$0	\$74,750	\$82,806	\$0	-\$8,056
7726	Water Tower Insurance	\$14,000	\$0	\$14,000	\$0	\$0	\$14,000
7727	Prof Liab Students	\$4,378	\$608	\$4,986	\$5,080	\$0	-\$94
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$0	\$0	\$2,250
7729	Cyber Liability Insurance	\$14,000	\$0	\$14,000	\$11,200	\$0	\$2,800
7901	Library Books	\$8,627	\$4,648	\$13,275	\$6,866	\$0	\$6,409
7902	Fixtures and Furnishings	\$215,036	\$100,900	\$315,936	\$99,400	\$36,606	\$179,930
7903	Software and Licensing	\$423,955	\$43,401	\$467,356	\$336,570	\$10,894	\$119,892
7904	Building Projects	\$285,000	\$0	\$285,000	\$0	\$0	\$285,000
7911	Equipment	\$50,000	\$53,580	\$103,580	\$5,479	\$49,097	\$49,004
7912	Motor Vehicles	\$10,000	\$0	\$10,000	\$24	\$6,000	\$3,976
Expense	Sub-Total:	\$24,109,062	\$1,114,172	\$25,223,234	\$10,514,194	\$6,156,975	\$8,552,064