

**BOARD OF TRUSTEES**  
**August 24, 2018 – 11:30 a.m.**  
**Room C200**

**ORDER OF BUSINESS**

- A. CALL TO ORDER (Jeff E)**
- B. ROLL CALL (Megan B)**  
John Bridenbaugh  
Sue Derck  
Jeffrey Erb (Chair)  
Robert Hall  
Laura Howell (Vice Chair)  
Lisa McClure  
Joel Miller (2<sup>nd</sup> Vice Chair)  
Scott Mull  
Paul Siebenmorgen
- C. EXECUTIVE SESSION:** To discuss employment of a public employee
- D. PRESENTATIONS**
1. Presentation from Foundation Board of Directors (P. Beck/R. Wilcox)
  2. Meet the Team – Allied Health, Business and Public Service
- E. AUDIENCE PARTICIPATION**
- F. CHIEF EXECUTIVE OFFICER REPORT (Michael T)**
- President (M. Thomson)
  - Vice President – Academics (L. Robison)
  - Vice President – Institutional Effectiveness and Student Services (C. Krueger)
  - Chief Fiscal & Administrative Officer (K. Soards)
  - Vice President – Innovation (T. Hernandez)
  - Vice President – Human Resources & Leadership Development (K. McKelvey)
- G. CHIEF FISCAL OFFICER REPORT (Kathy S)**
- Financial Report as of July 31, 2018 (pgs 14-17)(consent item)
- H. CONSENT AGENDA (Megan B)**
1. Consent Agenda Items
    - a. Minutes of the June 22, 2018 Meeting
    - b. Resignations
    - c. Employ Full-Time Accounts Payable Clerk
    - d. Employ Full-Time Technician – Network/Systems Technology
    - e. Employ Full-Time Assistant – Financial Aid
    - f. Employ Full-Time Administrative Assistant – Arts & Sciences Division
    - g. Employ Full-Time Student Accounts Receivable Clerk
    - h. Employ Full-Time Clinical Teaching Assistant
    - i. Employ Full-Time Nursing Faculty
    - j. Transfer to Full-Time Nursing Lab Coordinator

- k. Miscellaneous Employment Contracts
- l. Title Changes
- m. Approval to Locally Administer Capital Projects

**I. PROPOSED RESOLUTIONS (Megan B)**

- 1. Amend Student Population to be Charged the Career Service Fee and Career Advantage Fee

**J. OTHER BUSINESS (Jeff E & Michael T)**

- 1. Fall Convocation – Wednesday, October 3, 2018 from 7:30 – 9:00 a.m. in Atrium  
Light breakfast with remarks at 8:15

**K. ADJOURNMENT (Jeff E)**

**IMPORTANT DATES:**

Fall Convocation – October 3  
Board Executive Committee – October 3  
Board Meeting – October 26, 2018 (Room C200)  
Trustees Conference – November 15, 2018  
Commencement – December 17

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, June 22, 2018 at 12:00 noon at Sweetwater Chophouse, Defiance, OH.

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

### **MEMBERS PRESENT**

**18-62**

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

### **OATH OF OFFICE**

Ms. Kathy Soards, Chief Fiscal & Administrative Officer administered the oath of office to Ms. Lisa McClure, who was sworn in as a trustee to the Northwest State Community College Board of Trustees effective May 11, 2018. Ms. McClure represents Paulding County and will serve a term through June 2023.

### **PRESENTATIONS**

The TAACCCT Grant video was distributed to the Board prior to the meeting as the presentation portion of the meeting. The video was produced as a TAACCCT success story to highlight the impact of the TAACCCT grant at the national level. It is also intended to build community in Ohio between other colleges, workforce and manufacturers.

### **CHIEF EXECUTIVE OFFICER REPORT**

A video with the top ten highlights of the college for 2017-2018 was distributed to the Board prior to the meeting. In addition, informational reports from the Vice President for Academics, Vice President for Institutional Effectiveness and Student Services, Chief Fiscal and Administrative Officer, Vice President for Innovation and Director of Human Resources and Leadership Development were included in the Board agenda packets.

### **CHIEF FISCAL OFFICER REPORT**

**18-63**

Ms. Kathy Soards, Chief Fiscal & Administrative Officer presented the cumulative financial report to inform the Board of Trustees of the College’s financial condition as of May 31, 2018. The Board voted to approve the report by affirmation.

### **APPROVAL OF CONSENT AGENDA**

### **MINUTES OF THE APRIL 27, 2018 MEETING**

**18-64**

**MINUTES OF THE MAY 12, 2018 SPECIAL MEETING**

**18-65**

Mr. Joel Miller formally recognized Dr. Thomas Stuckey's contributions to Northwest State Community College throughout his career and his willingness to continue as Special Assistant to the President during the presidential transition. The additional compensation approved at the May 12, 2018 special meeting was given in recognition of the Board's appreciation for Dr. Stuckey's years of commitment to Northwest State.

**RESIGNATIONS**

**18-66**

WHEREAS, Brenda Short, part-time Food Service worker has submitted her resignation; and

WHEREAS, Andrea Morrow, full-time Secretary – Community & Workforce Development, has submitted her resignation; and

WHEREAS, Guillermina Tijerina Iroha, full-time Clerk – Student Accounts Receivable, has submitted her resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Brenda Short, effective May 18, 2018; Andrea Morrow, effective June 14, 2018; and Guillermina Tijerina Iroha for retirement, effective July 31, 2018 be accepted as tendered.

**FACULTY PROBATIONARY CONTRACTS**

**18-67**

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 Institutional Effectiveness and Student Services and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the following persons be re-employed as per the terms and conditions indicated effective with the 2018-2019 academic year:

- a. Gloria Arps (nursing faculty), continuing, Masters, total salary \$70,076.27 (includes 40 additional days for summer 2019).
- b. Renee Bostelman (academic advisor), continuing, Bachelors, total salary \$45,214.36.
- c. Christopher Clawson (criminal justice faculty), third, one-year probationary contract, Bachelors +, total salary \$54,213.76.
- d. Amy Drees, (composition/literacy faculty), third, one-year probationary contract, ABD, total salary \$58,998.97.

- e. Nichole Gerschutz (advisor – early admit), second, one-year probationary contract, Bachelors, total salary \$45,214.36.
- f. Melanie Hicks (nursing faculty), continuing, Masters, total salary \$54,743.90.
- g. Marianna Malek (math faculty), continuing, Masters, total salary \$48,373.71.
- h. Joni Mavis (math faculty), continuing, Masters, total salary \$53,874.95.
- i. Donald Retcher (industrial technical mechanical faculty), third, one-year probationary contract, Associate Degree, total salary \$66,869.76.
- j. Michael Vanderpool, (VCT and graphic design faculty), third, one-year probationary contract, Masters, total salary \$52,137.04.

**FULL-TIME EDUCATION FACULTY EMPLOYED**

**18-68**

WHEREAS, the position of full-time Education Faculty was left vacant by the retirement of Pat Hofbauer; 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 Amy Thomas receive a one-year probationary contract as full-time Education Faculty effective August 16, 2018 at an annual salary of \$51,764.22. This is in accordance with the Professional Staff Contract, Masters degree.

**FULL-TIME EXECUTIVE ADMINISTRATIVE ASSISTANT EMPLOYED**

**18-69**

WHEREAS, the position of full-time Executive Administrative Assistant was left vacant due to the promotion of Megan Batt; and

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

WHEREAS, the Chief Fiscal & Administrative Officer, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Jennifer Farber be employed as full-time Executive Administrative Assistant effective June 4, 2018 at an annual salary of \$40,000 (to be pro-rated). This is a grade level V position.

**MISCELLANEOUS EMPLOYMENT CONTRACTS APPROVED**

**18-70**

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

WHEREAS, the President recommends

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

### Part-time Faculty

Alexander	Eileen	Leptak-	Jeffrey
Dailey	Amy	Moreau	Durrell
Davis	Chris	McGhee	Kevin
Dean	Josie	Moore	Tom
Dillon	Kieron	Plummer	Jason
Frake	Ann	Schwiebert	Brittany
Holt	Melissa	Sizemore	Rebecca
Homier	Tess	Smith	Jenna
Hutchison	William	Storrer	Kent
Kemarly-	Julie	Vandock	Bob
Hopkins	Michael	Verfaillie	Jamie
Kocinski	Nan	Worman	Sharla
Kuhlman		Young	Larry
		Zuvers	

### Full-time Faculty

Arps	Gloria	Hughes	Bette
Aschemeier	Lisa	Jacobs	Michael
Becher	Lisa	Kwiatkowski	Michael
Berres	Allen	Malek	Marianna
Bowes	Tom	Newton	Tera
Carr	Tom	Norris	Tammi
Clawson	Chris	Oberhaus	Annette
Donaldson	Pam	Retcher	Don
Drees	Amy	Robinson	Chris
Eichenauer	Bill	Stapleton	Kemp
Faber	Melissa	Stayner	Mindy
Geer	Brad	Tefft	Greg
Hartzell	Deb	VonDeylen	Barry
Hills	Tony	Zachrich	Larry
		Zeller	Ann
		Zettel	Wendy

### Substitute

1. Employ Ms. Brenda Short as substitute Food Service effective May 21, 2018 at the rate of \$10.35 per hour.
2. Employ Mr. Evan Hilton as substitute Food Service effective May 14, 2018 at the rate of \$8.57 per hour.

**TITLE CHANGES APPROVED**

**18-71**

WHEREAS, the title of Secretary for the Divisions has been changed to Administrative Assistant in the Support Staff Agreement; and

WHEREAS, this necessitates a change in the titles for the grade level V assistants employed in the Executive Offices; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that titles be changed as follows:

Megan Batt – Executive Assistant

Carrie Baynes – Executive Administrative Assistant

The consent agenda was approved by the Board by affirmation.

**2018-2019 OPERATING BUDGET APPROVED**

**18-72**

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

WHEREAS, the proposed operating budget has been developed through a campus-wide process; and

WHEREAS, a committee comprised of budget managers from across the campus was convened to provide recommendations for balancing the budget; and

WHEREAS, this committee submitted those recommendations to the President's cabinet for their review and final decision; and

WHEREAS, the President's cabinet added revenue based on an additional 50 FTE (full-time equivalent) enrollment resulting from early positive results of the Title III funded advising center and the creation of an enrollment management team campus-wide initiative; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the operating budget for the 2018-2019 fiscal year be adopted.

Northwest State Community College FY 18/19 Budget PROJECTED REVENUE	FY 18/19 Budget
<b><u>Operating Revenue:</u></b>	
Ohio Board of Regents – Subsidy	\$11,058,579
Ohio Board of Regents – Capital Component	\$120,629
Tuition and Fees	\$11,934,824

Enrollment Contingency	-200,000
Scholarship Allowance and Tuition Offsets	-734,547
Income from Investments	50,000
Foundation	75,033
CTS Archbold	922,000
CTS Scott Park	350,000
Community Development	10,000
Miscellaneous	90,095
Grant Fiscal Agent	53,720
Finger Printing	40,800
Facility Rental	33,300

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\$23,804,433

**To Reserves:**

Capital Component Fund Balance	-120,629
Student Fee Fund Balance from Student Fees	-128,900
General Operations to Contingency FB	-300,000
Instructional Equipment Fund Balance from Lab Fees	-150,000
To Building M & R FB from Subsidy	-150,000

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**Total Operating Revenue** **\$22,954,904**

From Bookstore FB to Building M & R FB \$150,000

From Student Fee FB to Subsidy FS \$99,151

**From Reserves:**

From Student Fee FB to Student Activities/Facilities	\$19,595
From Student Fee FB for Parking Maintenance	\$30,000
From Student Fees FB for Counseling/Wellness	\$15,000
From Instrl Equip FB for Instrl Equipment	\$245,880
From Equip M & R FB for Equip M & R	\$107,138
From New Program FB for Agriculture	\$104,743
From Build M & R FB for Building M & R	\$257,000
From Energy Mgmt FB for Energy Projects for Renov Bldg C	\$184,757
From OBR Capital Bill/Miller Fund/Capital Component for Welding/Access	\$1,998,343
From RAPIDS Grant	\$160,913

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**TOTAL PROJECTED REVENUE** **\$26,078,273**

**PROJECTED EXPENSE**

**Operating Expense:**

Instruction	\$15,517,451
Public Service	\$27,144
Academic Support	\$683,100
Scholarship Allowances	\$0
Student Services	\$1,762,489
Institutional Support	\$4,282,586
Plant Operations and Maintenance	\$3,805,504

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**TOTAL PROJECTED EXPENSE** **\$26,078,273**

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**PROJECTED SURPLUS / (DEFICIT)** **\$0**

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



**TEXTBOOK SELECTION POLICY ADOPTED**

**18-73**

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

WHEREAS, HB 49 as enacted in Ohio Revised Code 3345.025 requires each board of trustees to: *adopt a textbook selection policy for faculty to follow in selecting and assigning textbooks and other instructional materials*; and

WHEREAS, the College formed a committee to develop the policy; and

WHEREAS, the proposed policy has been approved through the governance councils; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the following textbook selection policy be adopted effective upon approval by the Board of Trustees.

Textbooks and other instructional materials are selected by the lead faculty member responsible for the course. Faculty members are responsible for selecting the textbooks and instructional materials and providing timely, accurate information to the Bookstore through their Division Dean's Office. Division Deans will facilitate and ensure faculty and departments comply with this textbook selection policy.

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

**2018-2020 COMPLETION PLAN APPROVED**

**18-74**

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

WHEREAS, the 2018-2020 Northwest State Community College Completion Plan Report has been completed; and

WHEREAS, the Report and Plan are due to the Ohio Department of Higher Education by June 30, 2018 and must be approved by the Board of Trustees; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the 2018-2020 Completion Plan Report for Northwest State Community College be approved by the Board of Trustees effective June 22, 2018 (begins on page 40).

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

**APPOINTMENT OF PRESIDENT'S DESIGNEE AS  
SECRETARY OF THE BOARD APPROVED**

**18-75**

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

WHEREAS, the Policy 3358:14-1-05 (C3) states that the secretary to the Board of Trustees may be a member of the Board or the President of the college or his designee; and

WHEREAS, Mrs. Lynda Cramer is currently the designated secretary to the Board of Trustees; and

WHEREAS, Mrs. Megan Batt will assume this responsibility upon Mrs. Cramer's retirement effective July 1, 2018; and

WHEREAS, this work is included in her 40 hour per week schedule; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mrs. Megan Batt be officially designated as secretary to the Board of Trustees effective July 1, 2018.

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

**BOARD RETREAT**

The Board retreat is scheduled for Monday, July 23, 2018 at Promedica Hospital, Defiance, OH.

**EXECUTIVE SESSION**

**18-76**

Mr. Miller moved and Mr. Mull seconded a motion to go into executive session to discuss pending court action.

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

**ADJOURNMENT**

Following executive session there was no further business to be brought before the Board and the meeting was declared adjourned.

**1. APPROVAL OF CONSENT AGENDA.**

**1a. Minutes of the June 22, 2018 Meeting**

**1b. Resignations**

WHEREAS, Candace Weirauch, full-time Assistant – Data Entry & Testing has submitted her resignation; and

WHEREAS, Juan Gonzalez, full-time Associate Director - Financial Aid, has submitted his resignation; and

WHEREAS, Roger Spears, full-time Training Coordinator - Cybersecurity, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Candace Weirauch, effective June 20, 2018; Juan Gonzalez, effective July 23, 2018; and Roger Spears, effective July 27, 2018 be accepted as tendered.

**1c. Employ Full-time Accounts Payable Clerk**

WHEREAS, the position of full-time Accounts Payable Clerk was left vacant due to the promotion of Melissa Vine to Payroll Accountant; 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. Ashlynn Cox be employed as full time Accounts Payable Clerk effective July 16, 2018 at an annual salary of \$35,500 (to be pro-rated). This is a grade level V position.

**1d. Employ Full-time Technician – Network/Systems Technology**

WHEREAS, the position of full-time Technician – Network/Systems Technology was left vacant by the resignation of Morgan Wertman; and

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

WHEREAS, the Vice President for Innovation and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Donald (Chris) Gomez be employed as full-time Technician – Network/Systems Technology effective July 2, 2018 at an annual salary of \$39,312.00. This is in accordance with the School Support Personnel Bargaining Agreement.

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

WHEREAS, the position of full-time Assistant – Financial Aid was left vacant due to the promotion of Makenzie Warncke to position of Financial Aid Counselor; 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. Kayleigh Nofziger be employed as full-time Assistant – Financial Aid effective July 2, 2018 at an annual salary of \$27,206.40. This is in accordance with the School Support Personnel Bargaining Agreement.

**1f. Employ Full-time Administrative Assistant – Arts & Sciences Division**

WHEREAS, the position of full-time Administrative Assistant – Arts & Sciences was left vacant due to the promotion of Carrie Baynes to position of Executive Administrative Assistant – Vice President for Academics; 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. Megan Leppelmeier be employed as full-time Administrative Assistant – Arts & Sciences effective July 2, 2018 at an annual salary of \$32,115.20. This is in accordance with the School Support Personnel Bargaining Agreement.

**1g. Employ Full-time Student Accounts Receivable Clerk**

WHEREAS, the position of full-time Student Accounts Receivable Clerk was left vacant due to the retirement of Guillermina Tijerina Iroha; 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. Tracy Deblin be employed as full-time Student Accounts Receivable Clerk effective August 13, 2018 at an annual salary of \$37,000 (to be pro-rated). This is a grade level V position.

**1h. Employ Full-time Clinical Teaching Assistant**

WHEREAS, the position of full-time Clinical Teaching Assistant was left vacant due to the transfer of Annette Oberhaus to Coordinator – Nursing Lab; 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. Erin Jacob receive a one-year probationary contract as full-time Clinical Teaching Assistant effective August 16, 2018 at an annual salary of \$49,145.59. This is in accordance with the Professional Staff Bargaining Agreement, Master's degree.

**1i. Employ Full-time Nursing Faculty**

WHEREAS, the position of full-time Nursing Faculty was left vacant due to the retirement of Sharon Brubaker; 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. Linette Will receive a one-year probationary contract as full-time Nursing Faculty effective August 16, 2018 at an annual salary of \$51,764.22. This is in accordance with the Professional Staff Bargaining Agreement, Master's degree.

**1j. Transfer to Full-time Coordinator - Nursing Lab**

WHEREAS, the position of full-time Coordinator – Nursing Lab was left vacant due to the retirement of Bette Hughes; and

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

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

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Annette Oberhaus be employed as full-time Coordinator – Nursing Lab effective August 16, 2018 at an annual salary of \$74,927.26. This is in accordance with the Professional Staff Bargaining Agreement, Master's degree.

**1k. Miscellaneous Employment Contracts**

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

WHEREAS, the President recommends

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

PT Faculty:  
Laura Brown

## **1l. Title Changes**

WHEREAS, at the request of the President, Human Resources reviewed graded job descriptions to better align positions and titles with current work performance; and

WHEREAS, the title changes align more with comparable positions in other community colleges and provide a more meaningful connection within our community; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that titles be changed as follows:

James Drewes – Executive Director – Workforce Development  
Kathryn McKelvey – Vice President – Human Resources & Leadership Development  
Robbin Wilcox – Executive Director – Development & NSCC Foundation

## **1m. Approval to Locally Administer Capital Projects**

WHEREAS, the ORC Sections 3345.50 and 3345.51 require Board action to locally administer state appropriated capital projects under \$4 million; and

WHEREAS, funding from the state has been received for the building B renovations (\$2,329,873); and

WHEREAS, it is the desire of Northwest State Community College to locally administer these projects; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Northwest State Community College will comply with the guidelines established pursuant to section 153.16 of the Revised Code and all laws that govern the selection of consultants, preparation and approval of contract documents, receipt of bids, and award of contracts with respect to the project.

2. **CONSIDERATION OF A RESOLUTION TO AMEND STUDENT POPULATION TO BE CHARGED THE CAREER ADVANTAGE FEE AND CAREER SERVICE FEE**

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

WHEREAS, all first-time students are charged the Career Advantage Fee of \$75, which can be assessed to offset the cost of new student support and success activities; and

WHEREAS, all students are charged the Career Service Fee of \$8.50 per credit hour, which aids in funding several positions on campus that support student success; and

WHEREAS, there are certain student populations that do not benefit from either fee and therefore should not be charged; and

WHEREAS, the Chief Fiscal & Administrative Officer and President recommend

NOW, THEREFORE BE IT RESOLVED, that effective fall 2018 semester, "guest" and other student populations as a group that will not utilize the services funded by these fees will be exempt from being assessed the Career Advantage Fee and Career Service Fee.

ROLL CALL: Aye; Nay;

Thereupon the Chair declared the motion approved/disapproved.

## **President's Report**

President Thomson's College update can be found in his most recent campus video: President's Update August 20 – September 2. President Thomson's report at the August 24 Board meeting will focus on feedback from the listening sessions.

### **Community Outreach (June 25 – August 17)**

- Bryan Hospital – June 25 (Speaking engagement October 6)
- Defiance College President – June 27 (Future pathways discussed)
- Denise Dahl, Napoleon City Manager, Economic Development members – June 27 (Future development discussed)
- Bishop Culp, NAACP President Wood and Toledo City Council – June 28 (Scott Park and personnel discussed)
- Henry County Rib Fest – June 29
- Cherry Street Mission / Sen. Brown – July 2 (Call Center Program highlighted)
- Toledo Edison (with Foundation) – July 9 (PLC Program in NW Ohio discussed)
- Laura Howell – July 10 (Contact in Fulton County discussed)
- Spangler Candy – July 11 (With STEM Camp)
- Local area political reps – July 12 (attended STEM Camp finale)
- JATC Toledo – July 13 (participated in graduation)
- Van Wert day – July 24 Scott Mull hosting (tour, Rotary presentation, meet county commissioners on future plans, meet Central Insurance on interns)
- NSCC Foundation Board – July 26 (Presentation of annual progress and debut of the four focus areas)
- Jeff Erb – August 1 – (Board retreat feedback)
- Wauseon Rotary – August 1 (Presentation)
- Eastern Michigan University – August 2 (Planning multiple STEM pathways)
- Owens and Terra Presidents – August 6 (Planning combined areas of interest)
- Rep. Bob Latta – August 9 (College update, talking points, photo op)
- WQCT- FM – August 14 (Radio interview; return for post-election analysis)
- Henry County Fair – August 12 (Parade)
- Goodwill – August 17 (Planning future programs in connection with Cherry St.)



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

*August 2018*

*Submitted by: Lori Robison*

**Division of Arts & Sciences**

- Megan Leppelmeier joined the Arts & Sciences Division as the Administrative Assistant on July 2, 2018. She is a graduate of the Office Administration program at NSCC.
- Lana Snider, Dean, updated the NSCC Transfer Module (TM) after consulting with Ohio Department of Higher Education Transfer staff.
- The Division participated in the Guaranteed Transfer Pathway Initiative (GTPI) Webinar for the Social & Behavioral Sciences Pathways in mid-July and the Humanities & Fine Performing Arts Pathways in August. Several GTPs in both discipline areas are in development and due to be submitted by the September and October deadlines.
- The Division is preparing to offer a Creative Arts, Storytelling, and Theater Camp in summer 2019 for area students. Preparation for this Camp involves pursuing grant support and discussing the possibility of seeking sponsorships for the Camp by working with Robbin Wilcox, Executive Director and NSCC Foundation.
- The Arts & Sciences Division Dean and Perkins Grant Co-Coordinator is working with faculty and staff to redesign a standard computer-based lecture classroom (A225) into a collaborative and active learning classroom. The Perkins Grant supports this classroom transformation because of the Stakeholder Committee's commitment to supporting active learning methods in career-technical programs. Faculty across campus continue to seek flexible/adaptable classrooms that are equipped with mobile tables, chairs, and whiteboards to support instructional methods that require activity, creativity, and collaborative learning and that enhances learning and supports successful students. The team is currently working toward identifying the least costly means for equipping the classroom. For the "before" and "in progress" photos – see below:



### **Allied Health, Business, & Public Services**

- NSCC submitted a grant proposal to the Ohio Farm Bureau Foundation. The proposed project is seeking funds to support community awareness and educational activities that promote career opportunities in agriculture. The project targets high school and middle school students and provides onsite education, day camps that include visits to ag industry partner sites, and a culminating “Ag Day” event open to the community. The NSCC proposal was one of the top three grant submissions. As a result, Ashley Pere and Michael Leonard were invited to an ideation meeting in Columbus regarding the grant and were asked to expand the scope of the submission. The new submission occurred August 8 and we await the results. If funded, the project will help the NSCC Ag Program reach over 8500 Junior High and High School Students.



Eleven students completed the Phlebotomy Technician Certificate Program and are eligible for the credentialing exam of the American Society for Clinical Pathology (ASCP) or the American Medical Technologists (AMT).

- To date, the pass rates for our graduates on the Certified Medical Assistant (CMA) exam for 2018 is 100%.
- A working relationship developed with Area Health Education Centers makes our Medical Assisting and Human Services students eligible to apply to become AHEC Scholars this fall. It is a two-year commitment with a \$500 stipend given annually. The program includes training and experience to help prepare students to meet the needs of patients in both rural and urban underserved areas.
- Of 17 applicants, the Law Enforcement Academy (LEA) admitted 15 new cadets to the class of 2018-2019. The application process includes an interview, health physical, physical fitness test, a criminal records check and a drug screen.
- The Academy has received additional equipment through Perkins Grant funding:
  - Replacement Redman Suit for Defensive Tactics training
  - Gun safe
  - 20 hand guns
  - 6 long guns
 Through a Tech Prep grant, LEA received:
  - 20 handgun holsters
  - 20 double magazine pouches
- The Division has received numerous inquiries into the Real Estate Program. In response, the class format has been changed to fully online beginning fall 2018 to better meet the needs of our students.
- Michael Leonard, Chair of Ag Studies, is developing curriculum for an associate of science degree in Crop and Soil with Agribusiness soon to follow in response to community need. The first official Advisory Committee meeting will be held in September.

## Nursing



Twenty-two practical nursing students graduated at the conclusion of summer semester and are eligible to take the National Council Licensure Exam for Practical Nursing.

- The Nursing Department welcomes two new employees:
  - a. Linette Will holds a Master of Science degree in Nursing (MSN) from Lourdes University and was employed at both Lourdes and Sienna Heights University.
  - b. Erin Jacob holds an MSN degree from Walden University. She has been a clinical educator and registered nurse for Promedica Health System.
- The associate degree in nursing (ADN) program received official notification of affirmation of continuing accreditation from the Accreditation Commission for Education in Nursing (ACEN) for their new curricula. The notification letter stated, *“Congratulations on this outstanding achievement! We look forward to continued successes for your nursing program. On behalf of the Board of Commissioners, we thank you and your colleagues for your commitment to quality nursing education.”*

## Other

- Pat Turpening, Program Coordinator of the 21<sup>st</sup> Century Program at the Northwest Ohio Educational Service Center (NOESC), met with the academic deans and discussed partnerships for assisting at-risk students with enrichment activities related to potential career pathways and employment opportunities.

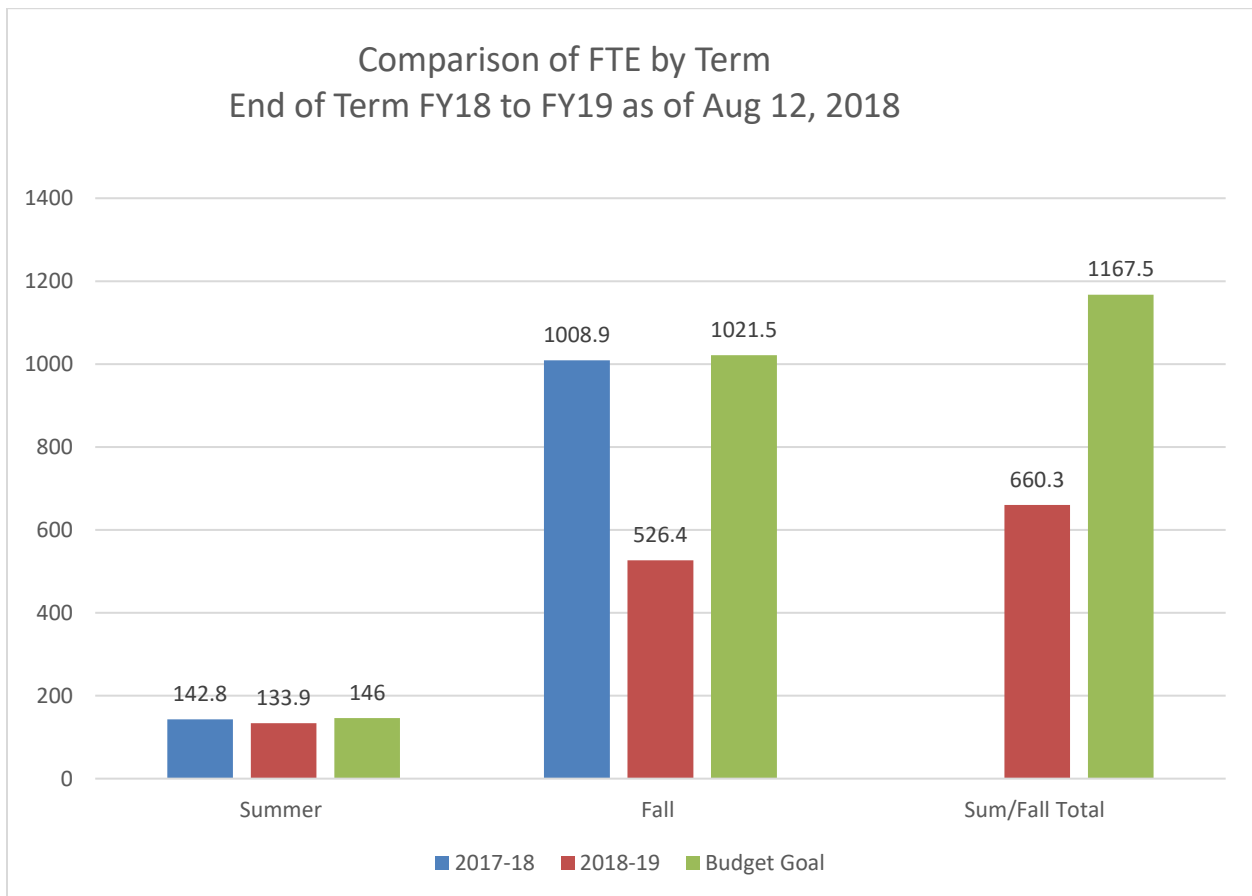
NORTHWEST STATE COMMUNITY COLLEGE  
VICE PRESIDENT FOR INSTITUTIONAL EFFECTIVENESS & STUDENT SUCCESS  
INFORMATION ITEMS FOR BOARD OF TRUSTEES

August 13, 2018

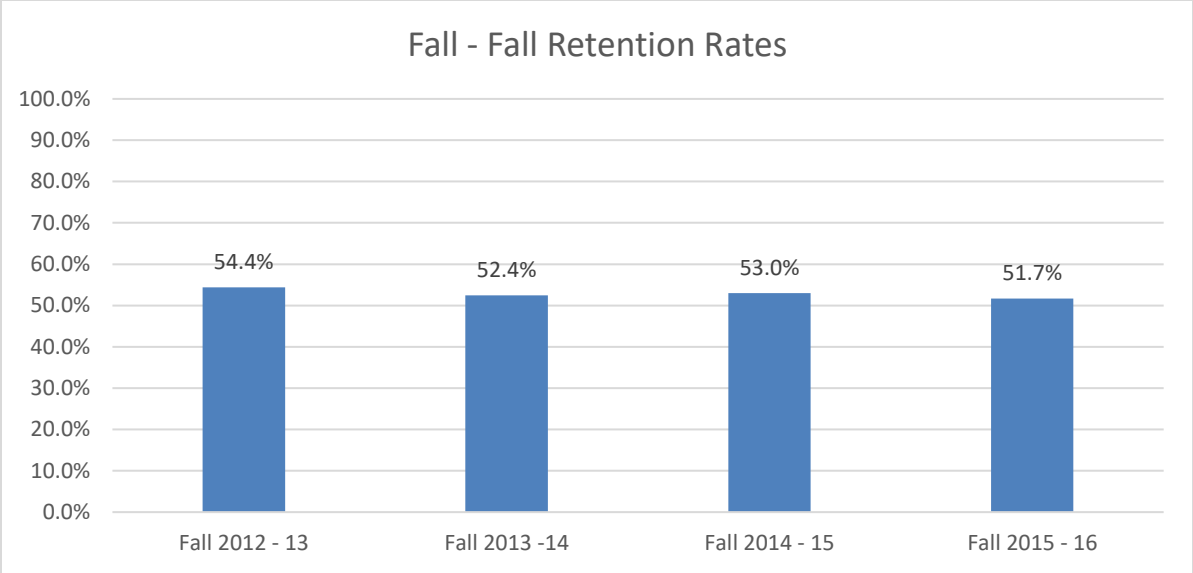
Submitted by: Cindy Krueger

Enrollment Update:

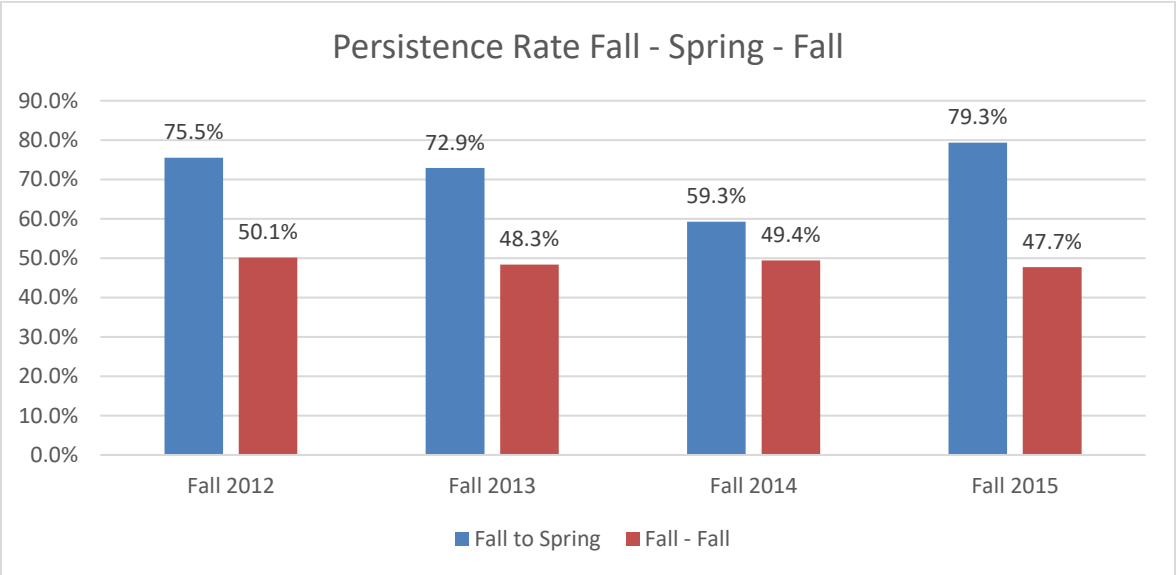
- Admissions and the Advising Center are continuing to recruit and register students for fall semester. The following chart compares the full-time equivalent enrollments (FTE) by term. The blue column is the end of term FTE for fiscal year 18, the red bar is the FTE for this year and the green bar is the budget goal for fiscal year 2019. Summer enrollment is not finalized but there will probably be little change. Agency enrollments for fall semester are not entered; these account for about 40% of the total FTE.



- At the Board retreat, a question was raised regarding retention rates of our students. The overall fall to fall retention rate has averaged about 53% over the four-year period between fall 2012 and fall 2016.



- The persistence rate is the students who attend fall semester, spring semester, and return the following fall. Our fall to spring persistence rate is 71% from fall 2012 through fall 2016 while the fall-spring-fall persistence rate averaged 49% for the same time period. Comparing the retention and persistence rates, we have approximately 4% of our students who take classes in the fall, sit out spring term and return the following fall.



**GRANTS – Ashley Pere**

- ODHE OhioMeansJobs Workforce Revolving Loan Program – Practical Nursing (\$125,000) grant has been submitted. This program, provided by the Ohio Department of Higher Education, will allow approximately 20 NSCC students in the Practical Nursing Certificate

program to obtain low-interest loans from the State of Ohio to cover the cost of their tuition and living expenses.

- Ohio Farm Bureau Foundation – Youth Pathways to Careers in Agriculture Grant (Submitted 4/12/2018, original request: \$19,073 – total project cost \$25,763, NSCC match \$6690)  
Our project entitled “Inspiring Future Agricultural Professionals of Northwest Ohio” was one of three in the state selected to move on to the next level of review for funding. On August 6, Ashley Pere and Michael Leonard met with representatives from the Ohio Farm Bureau Foundation in Columbus to answer questions and refine our project plans. Following the meeting, we have decided to add an additional component to the project, which would provide a 2-day ‘Ag Camp’ to 5th-8th grade students in June 2019. The students who participate in the ‘Ag Experience Days’ industry visit portion of the project will be directly involved in the Ag Camp, serving as Ag Ambassador Counselors. Each Ag Ambassador Counselor will be paired with a camper to provide encouragement and mentorship. Immediately following the 2-day camp, we will host the “Ag Day at NSCC” event, which will be open to the public and will showcase Ag Experience Day team presentations, in addition to special areas focused on the achievements of Women in Ag and Ag Entrepreneurship, as well as a children's activity station. Local agricultural businesses and organizations will also be invited to set up informational booths at the event. The addition of the Ag Camp component will increase the budget request by approximately \$15,000.

#### MARKETING – Jim Bellamy

- Working with an internal/external team to create a promotional calendar for our "Celebrating 50 years" initiative.
- NSCC employees who are also alumni will do radio interviews throughout the area the week of August 13 to talk about how NSCC is a first-choice institution for students and employees. Stations include WQCT, WMTR, WDFM, WNDH, WZOM, WKSD and WERT.
- We have selected Brick Street Agency (an affiliate of Defiance Crescent News) to administer our digital marketing strategy this fiscal year. The ad strategy will consist of web and social display and video advertisements targeting both our traditional and non-traditional age students. We will incorporate the following tactics, as we have the past few years: Search and Site Retargeting, Category and Keyword Contextual, Geo-Fencing and Geo-Targeting, Event Targeting, Pre-Roll Video, and other areas as available.
- As part of the digital marketing strategy, we are directly targeting (and serving ads to) two key groups to increase enrollment and improve retention: prospects that have applied but not registered, and active students that are not finished who have not yet registered for next semester.
- Working with the alumni/foundation area to update the Fact Book, Annual Report, and the fall alumni newsletter.
- Visual ads shown below -- these will be represented on billboards, newspaper/print, and digital advertisements for consistency across all mediums. There are two more boards yet to be produced using "The Heart of Education" theme -- one is workforce development (in final design now), and the other is first-choice institution (a recent graduate is a new employee here; photography will take place in August to finish that design).

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APPLY TODAY



**All roads begin at Northwest State.**

Ensuring Quality Healthcare For All

# The Heart of Education

**N**orthwestState.edu  
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**Chief Fiscal and Administrative Officer**

**August 2018**

**Submitted by: Kathy Soards**

- On August 9, Lori Robison, Todd Hernandez and I attended the 2018 Affordability and Efficiency Summit in Columbus. The keynote for the day was a presentation by John Tannous, of Education Advisory Board (EAB) on *New Frontiers in Advancing Administrative Efficiency and Managing Instruction Capacity*. Other presentations that day highlighted specific initiatives of various institutions including a presentation by Todd Hernandez and Bill McCleary, University of Toledo (UT), regarding our Information Technology/Banner collaboration for Database Administration services from UT. The annual efficiency report is due to the Ohio Department of Higher Education (ODHE) on September 28 and will then be brought to the Board of Trustees meeting in October for acceptance and approval, at which time a copy of the resolution will then be submitted to ODHE.
- The auditors from Plattenburg will be on campus the weeks of August 20 and September 17 to conduct fieldwork for the college and foundation audits.

**Facilities**

- **Welding/Machine Shop Renovation Capital Project**
  - Project continues to progress towards first day of class.



**Before –**

**E Bldg hallway lighting upgrades**

**After -**

**E Bldg hallway lighting upgrades**



**Across from Auditorium – removed single door and opened stairwell to Workforce Development lab**



**Views of connecting link between building B and building E**

- **Access Control Capital Project**
  - Discussion and development of scope continue to progress towards release of construction bid documents in September.

#### **Financial Aid**

- Kaleigh Nofziger has been hired as the new Financial Aid Assistant to replace Makenzie Warncke whom was promoted to Financial Aid Resource Counselor.

#### **Business Office**

- Ashlynn Cox has been hired as the Accounts Payable Clerk to replace Melissa Vine, whom was promoted in April to Payroll Accountant.
- Tracy Deblin, has been hired the Students Account Receivable Clerk to replace Guillermina Iroha whom retired from the college at the end of July.

## August 2018 Board Information from CTS

General Mills Video Conferencing Training: 20 technical courses ran in June - July 2018.

### Custom Training Solutions:

- Archbold Campus
  - CTS held five Open Enrollment classes and six contract-training classes in June-July 2018. Companies include Defiance Metal Products, Tru Fast, Lafarge, Campbell Soup Co, Tru Fast, Therma Tru, Johns Manville and Silgan Containers. Open Enrollment topics included Microsoft Office, Supervision & Presentation Skills, Logix PLC, PowerFlex 525 VFD Maintenance, GD&T, LOTO, and Electrical Troubleshooting Basics.
  - Offsite credit apprenticeship classes for the summer session are in process: LaFarge, Tru Fast, and Therma Tru. These classes are the equivalent of 36 students taking one three credit hour course outside of the Archbold campus.
  - CTS is completing the fall open enrollment classes. The classes will begin in September 2018. Additional course offerings for Transportation Compliance, Welding Short Topics course, Electrical Basics, Electrical Contractor and Plumbing Contractor CE classes and Boiler & Steam Basics and Autonomous Maintenance courses are planned.
  
- Advanced Manufacturing Training Center (AMTC) - Scott Park Campus
  - Conducted contract training for Gross Electric, Treves, V & A Risk Services and WSOS. Training topics included Electrical 1 & 2, Microsoft Outlook, Windows 10 and Safety.
  - One (1) student enrolled in online classes in July.
  - Working with three bidders for the Lucas County CCMEP grant as the education partner for all three.
  - Completed the GenCyber Program for Toledo Public Schools. This was a one-week program to help teachers learn about Cybersecurity, Cyberbullying, and other relevant topics in Information Technology and how these topics relate to education.
  - Graduating two cohorts of Industrial Automation Maintenance program and one cohort IT Specialist at the end of the summer semester - eight of the graduates employed before graduation
  - Established fall open enrollment schedule at AMTC Toledo and Fostoria Learning Center.

## Community Outreach/Company Visits:

- Archbold Campus
  - Jim Drewes and Tori Wolf made site visits to the following clients in July-June 2018: Tru Fast, Campbell Soup Company, Therma Tru, Silgan Container, LaFarge Paulding, HE Orr Company, Johns Manville, Napoleon Machine, Automatic Feed Co, Chrysler Jeep, North Star Steel, Worthington Industries and Allied Moulded Products.
  - CTS led efforts to set up apprentice programs at Silgan Containers (Napoleon), Green Bay Packaging (Archbold), APT Manufacturing Solutions (Hicksville) and Altenloh Brinck CO/Tru Fast (Bryan). These clients will begin to develop their talent pipeline with incumbent training programs.
  - CTS has met with the following clients/schools to assist with Public/Private Training Partnerships. Bryan City Schools and Bryan area industry, FWT Hicksville and Defiance County CIC, Busche Performance Group (Edon) and Silgan Containers (Napoleon) and Napoleon Area Schools.
  
- AMTC
  - Took portable trainers for demonstrations at Cherry Street Life Revitalization center and six LMHA/TPS co-hosted community events.
  - Meetings with Block Communications, Cherry Street Missions, General Mills, Lucas Metropolitan Housing Authority (LMHA), Kelsey Krull from Senator Portman's office, Electro Prime, and Local Initiatives Support Corp (LISC). Dr. Thomson and Tami Norris were also invited to represent Northwest State at a press conference by Senator Brown at the Life Revitalization Center.
  - Working with Pathways, a local social services agency, to provide short-term training for clients in need of employment funded by a State of Ohio employment grant.
  - Working with LMHA to provide digital literacy classes at their locations
  - Began planning for Manufacturing Week activities in Toledo area. Will be partnering with the Chamber Partnership, Penta Career Center, Springfield Local Schools, Toledo Public Schools and Lucas County.
  - Digital Literacy Training cohort at the Life Revitalization Center of Cherry Street Mission began in July.
  - Working with Springfield Local Schools who was a recipient of a Community Connectors grant. This grant funds program to connect at-risk youth with mentors and resources to help keep them engaged in school.
  - Discussions with Pete Pritchard regarding MSSC Certified Production Technician eligibility for Adult Diploma program, possibly funded by the CCMEP grant.

- Advanced Manufacturing Consortium/Ohio Lean Consortium outreach
  - Attend monthly meetings with Defiance, Fulton Henry and Williams County CIC teams.
  - CTS served 28 students during the four day Maker-Facturing Camp at NSCC the last week of June. This camp is partially funded by the Foundation of Fabricators and Manufacturers Association which connects STEM topics with manufacturing processes. The camp included use of Solidworks modeling software, 3D printing, Lego robot building, Virtual Reality simulations, entrepreneurial session with a local APP design, drone flight and tours at Miller Brothers Construction and Spangler Candy Company.
  - Continuing to meet with five county ED offices for MFG Day 2018. The planned day is October 12 - looking at a completely new format. Very exciting!
  - CTS held two additional youth camps focusing on the FIRST Robotics program affiliated with NSCC. We served an additional 14 students in Henry County and 18 students in Fulton County.
  - OLC - scheduled morning Lean Coffee Sessions short topics, Client kaizen presentations from Worthington Industries and F&M Bank & BenchMark Tours Rockwell Automation in Cleveland and Airstream Jackson Center Ohio.
  - 8/2/2018 - met with Rebecca Singer of CIFT/MEP to deliver our written notice to exit the MEP program at the end of their fiscal year dated 9/30/2018.
  
- JFS Initiative
  - Pete Prichard and Andrea Morrow continue to introduce the JFS CCMEP program delivered through Northwest State Community College. The program is supported by the following counties: Defiance, Henry, Defiance, Paulding, Wood and Auglaize.
  - The JFS program will start a youth cohort in Wood County in August. The class will include basic manufacturing skills training with skilled trades topics including electrical, hydraulics and PLC concepts. This is the first training session with the JFS consortium.
  - We will work in Henry County in an effort to support the JAC Products move to Napoleon, Ohio. We will use a mailing list of local youth not enrolled in college to support the employment needs of this new client.

## August 2018 Board Information from IT

### New and Ongoing Projects:

- **IT Help Desk Incidents/Service Requests:** For the month of July there were 117 incidents opened and 111 resolved. There were also 80 service requests placed and 64 completed.
- **PA System:** The system is complete and functional.
- **Mobile App:** A beta application is in testing. Google Play account has been set up, currently working on the Apple developer account for Apple devices.
- **Access Control Project:** Awaiting final plans from architect.
- **Internal Digital Signage:** Open source software packages are being reviewed.
- **E-Building Renovation:** New math lab has been deployed. CAD lab has been upgraded and moved to E109. Classroom technology is in the process of being installed.
- **Document Management System (DMS):** No activity this period.
- **Business Analytics (Data Cube):** No activity this period.
- **Texting Solution:** No activity this period.

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

*August 2018*

*Submitted by: Katy McKelvey*

**Recruiting:**

We have filled the following roles:

- Network/Systems Technician
- Accounts Payable Clerk
- Financial Aid Assistant
- Faculty – Nursing
- Clinical Teaching Assistant
- Student Accounts Receivable Clerk
- Data Entry & Testing Assistant

We are recruiting for the following roles:

- Administrative Assistant – CTS
- Dean – Nursing
- Associate Director – Financial Aid
- Enrollment Advocate
- Custodian (sub)

**HIGHLIGHTS:**

We hosted the second of our three summer fun lunches with the theme Taco Tuesday. Food service prepared a wonderful taco bar and fourteen employees brought in a side dish. Employees voted on their favorite side dish and the winner, Lisa Aschmeier, was awarded a \$25 gift card to the bookstore.



**Northwest State Community College**  
**Statement of Net Assets**  
**June 30, 2018 - PRELIMINARY**

Assets		Liabilities & Fund Balance	
<b>Current Funds:</b>			
General Fund:			
Cash & Investments	\$7,207,521	Accounts Payable	\$709,557.00
Accounts Receivable	\$3,089,346	Accrued Liabilities	\$1,768,372
Prepaid Expense	\$0	Deferred Inflows & Net Pension Liabili	\$28,727,565
Inventory	\$0	Fund Balance:	
Deferred Outflows of Resource	\$6,276,245	Unallocated	\$1,045,871
		Allocated	-\$15,678,253
<b>Total General Fund</b>	<b>\$16,573,112</b>	<b>Total General Fund</b>	<b>\$16,573,112</b>
<b>Auxiliary Enterprises:</b>			
Cash	-\$312,886	Accounts Payable	\$7,427
Accounts Receivable	\$124,642	Accrued Liabilities	\$26,831
Inventories	\$415,064	Due To General Fund	\$0
		Fund Balance	\$192,562
<b>Total Auxiliary Enterprises</b>	<b>\$226,820</b>	<b>Total Aux. Enterprises</b>	<b>\$226,820</b>
<b>Restricted Funds:</b>			
Cash	\$349,800	Accrued Liabilities	\$34,040
Accounts Receivable	\$0	Fund Balance	\$325,760
Prepaid Expense	\$10,000		
<b>Total Restricted Funds</b>	<b>\$359,800</b>	<b>Total Restricted Funds</b>	<b>\$359,800</b>
<b>Total Current Funds</b>	<b>\$17,159,732</b>	<b>Total Current Funds</b>	<b>\$17,159,732</b>
<hr/>			
<b>Plant Funds:</b>			
Unexpended Plant Funds:			
Cash	\$38,825	Fund Balance	\$38,825
<b>Total Unexpended Plant Funds</b>	<b>\$38,825</b>	<b>Total Unex-Plant Funds</b>	<b>\$38,825</b>
<b>Investment In Plant:</b>			
Land	\$176,657		
Construction in Progress	\$441,840		
Buildings	\$32,332,109		
Accumulated Depr.	-\$16,409,901		
Parking Lots	\$1,944,552		
Accumulated Depr.	-\$1,419,774		
Water Tower	\$499,810		
Accumulated Depr.	-\$463,531		
Movable Equipment	\$5,207,627		
Accumulated Depr.	-\$3,778,214		
Library Books	\$472,264		
Motor Vehicles	\$225,913		
Accumulated Depr.	-\$188,174		
Art / Collections	\$1,103,765		
<b>Total Investment In Plant</b>	<b>\$20,144,943</b>	<b>Net Investment In Plant</b>	<b>\$20,144,943</b>
<b>Total Plant Funds</b>	<b>\$20,183,768</b>	<b>Total Plant Funds</b>	<b>\$20,183,768</b>
<hr/>			
<b>Agency Funds:</b>			
Cash	\$36,878	Fund Held in Custody	\$36,878
<b>Total Agency Funds</b>	<b>\$36,878</b>	<b>Total Agency Funds</b>	<b>\$36,878</b>



**Northwest State Community College**  
**Statement of Revenue, Expense and Changes in Net Assets**  
**June 30, 2018 - PRELIMINARY**

	Total Annual Budget	Actual To Date	Per Cent Received
<b>Operating Revenue:</b>			
Ohio Board of Regents - Subsidy	\$10,825,284	\$10,825,284	100.00%
Ohio Board of Regents -Capital Component	\$203,927	\$203,927	100.00%
Tuition & Fees	\$10,987,887	\$10,917,945	99.36%
Enrollment Contingency	\$0	\$0	0.00%
Scholarship Allowance and Tuition Offsets	-\$930,181	-\$917,588	98.65%
Income from Investments	\$50,000	\$76,206	152.41%
Foundation	\$114,595	\$134,216	117.12%
CTS Archbold	\$567,000	\$405,442	71.51%
CTS Scott Park	\$774,125	\$693,541	89.59%
Community Development	\$25,000	\$0	0.00%
Miscellaneous Income	\$103,113	\$75,469	73.19%
Grant Fiscal Agent	\$70,000	\$34,920	49.89%
Finger Printing & Facility Rental	\$71,300	\$64,946	91.09%
To Reserves:			
Capital Component Fund Balance	-\$203,927	\$0	0.00%
Student Fee Fund Balance from Student Fees	-\$156,600	\$0	0.00%
Instructional Equipment Fund Balance from Lab Fees	-\$150,000	\$0	0.00%
Building M & R from Subsidy	-\$150,000	\$0	0.00%
To Unallocated FB	-\$87,572	\$0	0.00%
To Foodservice FB from Student Fees	-\$50,000	\$0	0.00%
<b>Total Operating Revenue</b>	<b>\$22,063,951</b>	<b>\$22,514,307</b>	<b>102.04%</b>
From Bookstore FB to Building M & R FB	\$160,206	\$0	
<b>From Reserves:</b>			
From Student Fee FB for Student Activities/Facilit	\$23,595	\$0	0.00%
From Student Fee FB for Parking Lot Maint & Repair	\$35,000	\$0	0.00%
From Student Fee FB for Counsel/Wellness	\$15,000	\$0	0.00%
From Instructional Equip FB for Instrl Equip	\$100,000	\$0	0.00%
From Equip M & R FB for Equipment M & R	\$73,500	\$0	0.00%
From New Program FB for Agriculture/Cybersecurity	\$123,730	\$0	0.00%
From Build M & R FB for Building M & R	\$299,547	\$0	0.00%
From Energy Mgmt FB for Energy Proj Bldg Reno	\$184,757	\$0	0.00%
From OBR Capital Bill for Renovation of Bldg C	\$2,500,000	\$0	0.00%
From Grant Match for Grant Matching Needs	\$75,627	\$0	0.00%
<b>Total Revenue</b>	<b>\$25,544,708</b>	<b>\$22,514,307</b>	<b>88.14%</b>
<b>Operating Expense:</b>			
Instruction	\$14,319,751	\$14,656,075	102.35%
Public Service	\$30,223	\$22,233	73.56%
Academic Support	\$686,445	\$710,504	103.50%
Scholarship Allowance	\$0	\$0	0.00%
Student Services	\$1,578,642	\$1,268,263	80.34%
Institutional Support	\$4,565,410	\$3,711,641	81.30%
Plant Operations and Maintenance	\$4,364,237	\$1,500,249	34.38%
<b>Total Expense</b>	<b>\$25,544,708</b>	<b>\$21,868,964</b>	<b>85.61%</b>
<b>Net Increase/Decrease in Net Assets</b>	<b>\$0</b>	<b>\$645,343</b>	

## Food Services

### 2017-2018 - PRELIMINARY

	Rev.	Exp.	Net	YTD
July	\$8,205	\$13,536	-\$5,331	-\$5,331
Aug	\$14,067	\$20,232	-\$6,166	-\$11,496
Sept	\$22,033	\$26,458	-\$4,425	-\$15,922
Oct	\$25,934	\$31,533	-\$5,599	-\$21,521
Nov	\$24,041	\$30,215	-\$6,174	-\$27,695
Dec	\$14,361	\$19,889	-\$5,529	-\$33,223
Jan	\$13,628	\$22,105	-\$8,477	-\$41,701
Feb	\$19,644	\$31,297	-\$11,654	-\$53,355
March	\$21,955	\$27,100	-\$5,145	-\$58,499
April	\$35,378	\$36,224	-\$846	-\$59,345
May	\$18,284	\$25,978	-\$7,695	-\$67,039
June	\$14,148	\$19,822	-\$5,674	-\$72,713
Subsidy	\$50,000		\$50,000	-\$22,713
<b>Totals</b>	<b>\$281,677.11</b>	<b>\$304,390.11</b>	<b>-\$22,713</b>	

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

### 2016-2017

	Rev.	Exp.	Net	YTD
July	\$9,933	\$17,519	-\$7,586	-\$7,586
Aug	\$7,447	\$21,910	-\$14,463	-\$22,049
Sept	\$18,775	\$33,491	-\$14,715	-\$36,764
Oct	\$20,879	\$35,596	-\$14,717	-\$51,482
Nov	\$37,034	\$33,517	\$3,518	-\$47,964
Dec	\$15,131	\$21,605	-\$6,474	-\$54,438
Jan	\$38,830	\$37,496	\$1,334	-\$53,105
Feb	\$25,239	\$25,739	-\$499	-\$53,604
March	\$25,395	\$30,821	-\$5,426	-\$59,030
April	\$35,611	\$35,251	\$361	-\$58,669
May	\$14,822	\$24,991	-\$10,169	-\$68,838
June	\$9,212	\$18,249	-\$9,037	-\$77,875
Subsidy	\$50,000		\$50,000	-\$27,875
<b>Totals</b>	<b>\$308,308.51</b>	<b>\$336,183.33</b>	<b>-\$27,875</b>	

### 2015-2016

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

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

### 2014-2015

	Rev.	Exp.	Net	YTD
July	\$14,600	\$16,460	-\$1,860	-\$1,860
Aug	\$19,552	\$29,105	-\$9,553	-\$11,413
Sept	\$46,103	\$52,500	-\$6,397	-\$17,810
Oct	\$42,817	\$34,222	\$8,595	-\$9,215
Nov	\$31,583	\$36,077	-\$4,494	-\$13,710
Dec	\$17,741	\$21,535	-\$3,794	-\$17,503
Jan	\$26,605	\$29,055	-\$2,450	-\$19,954
Feb	\$34,802	\$42,930	-\$8,128	-\$28,082
March	\$34,866	\$38,376	-\$3,510	-\$31,592
April	\$45,556	\$43,784	\$1,772	-\$29,820
May	\$15,939	\$25,155	-\$9,216	-\$39,036
June	\$21,840	\$27,212	-\$5,372	-\$44,408
Subsidy	\$30,000		\$30,000	-\$14,408
<b>Totals</b>	<b>\$382,003.65</b>	<b>\$396,411.62</b>	<b>-\$14,408</b>	

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

## Bookstore

### 2017-2018 - PRELIMINARY

	Rev.	Exp.	Net	YTD
July	\$30,064	\$38,833	-\$8,769	-\$8,769
Aug	\$605,696	\$496,352	\$109,345	\$100,575
Sept	\$38,339	\$60,669	-\$22,330	\$78,246
Oct	\$24,302	\$38,397	-\$14,096	\$64,150
Nov	\$11,107	\$25,792	-\$14,685	\$49,465
Dec	\$43,238	\$59,707	-\$16,469	\$32,996
Jan	\$443,900	\$361,777	\$82,123	\$115,119
Feb	\$14,961	\$37,415	-\$22,454	\$92,665
March	\$25,410	\$38,610	-\$13,200	\$79,465
April	\$12,750	\$26,543	-\$13,794	\$65,671
May	\$71,100	\$73,378	-\$2,278	\$63,393
June	\$41,942	\$50,976	-\$9,033	\$54,360
<b>Totals</b>	<b>\$1,362,809.64</b>	<b>\$1,308,449.97</b>	<b>\$54,360</b>	

### 2016-2017

	Rev.	Exp.	Net	YTD
July	\$63,323	\$58,772	\$4,550	\$4,550
Aug	\$670,763	\$541,288	\$129,475	\$134,025
Sept	\$45,163	\$80,203	-\$35,039	\$98,986
Oct	\$20,138	\$31,256	-\$11,118	\$87,868
Nov	\$33,935	\$30,932	\$3,003	\$90,871
Dec	\$79,613	\$78,088	\$1,525	\$92,396
Jan	\$405,700	\$365,970	\$39,730	\$132,126
Feb	\$17,555	\$33,908	-\$16,353	\$115,773
March	\$21,945	\$31,773	-\$9,828	\$105,945
April	\$9,279	\$23,974	-\$14,695	\$91,250
May	\$74,728	\$76,638	-\$1,911	\$89,340
June	\$44,643	\$64,082	-\$19,439	\$69,901
<b>Totals</b>	<b>\$1,486,783.26</b>	<b>\$1,416,882.67</b>	<b>\$69,901</b>	

### 2015-2016

	Rev.	Exp.	Net	YTD
July	\$101,531	\$93,869	\$7,661	\$7,661
Aug	\$685,607	\$550,780	\$134,827	\$142,488
Sept	\$46,164	\$92,030	-\$45,866	\$96,622
Oct	\$50,143	\$58,049	-\$7,906	\$88,716
Nov	\$47,277	\$62,684	-\$15,407	\$73,309
Dec	\$164,248	\$133,781	\$30,467	\$103,776
Jan	\$419,644	\$346,077	\$73,567	\$177,343
Feb	\$37,081	\$44,737	-\$7,655	\$169,688
March	\$16,385	\$38,771	-\$22,386	\$147,302
April	\$13,934	\$28,304	-\$14,370	\$132,931
May	\$62,187	\$70,139	-\$7,952	\$124,980
June	\$52,552	\$62,129	-\$9,577	\$115,403
<b>Totals</b>	<b>\$1,696,752</b>	<b>\$1,581,350</b>	<b>\$115,403</b>	

### 2014-2015

	Rev.	Exp.	Net	YTD
July	\$91,074	\$89,693	\$1,382	\$1,382
Aug	\$715,952	\$545,484	\$170,468	\$171,850
Sept	\$61,781	\$161,240	-\$99,459	\$72,391
Oct	\$26,395	\$41,771	-\$15,376	\$57,015
Nov	\$10,176	\$31,755	-\$21,579	\$35,436
Dec	\$170,148	\$165,905	\$4,243	\$39,679
Jan	\$476,532	\$417,386	\$59,146	\$98,825
Feb	\$27,809	\$30,410	-\$2,600	\$96,224
March	\$20,848	\$39,447	-\$18,599	\$77,625
April	\$20,472	\$20,113	\$359	\$77,984
May	\$62,261	\$39,931	\$22,330	\$100,315
June	\$77,841	\$116,930	-\$39,089	\$61,225
<b>Totals</b>	<b>\$1,761,288</b>	<b>\$1,700,063</b>	<b>\$61,225</b>	

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**BOOKSTORE**

	<b>FY 2017/2018</b>	<b>PRELIMINARY</b>			<b>Prior Year</b>	
	<b>Revised Budget</b>	<b>YTD 6/30/2018</b>	<b>% of Budget</b>	<b>% of Rev</b>	<b>Actual</b>	<b>% of Rev</b>
<b>Revenue</b>		<b>Actual</b>				
Book Sales	1,315,731	1,083,250	82.33%	79.49%	1,153,583	77.61%
Supply Sales	125,571	107,495	85.60%	7.89%	107,950	7.26%
Misc Supply Sales	40,166	25,235	62.83%	1.85%	31,908	2.15%
Used Book Sales	55,700	17,595	31.59%	1.29%	56,540	3.80%
Rental Book Sales	20,000	579	2.89%	0.04%	58	0.00%
Ebook Sales	75,324	66,040	87.67%	4.85%	76,466	5.14%
Candy / Food -Bkstr	47,360	57,040	120.44%	4.19%	49,515	3.33%
Other	14,000	5,577	39.84%	0.41%	10,299	0.69%
<b>Total</b>	<b>1,693,852</b>	<b>1,362,810</b>	<b>80.46%</b>	<b>100.00%</b>	<b>1,486,319</b>	<b>100.00%</b>
<b>Expense</b>				<b>% of Sales</b>		<b>% of Sales</b>
Salaries & Benefits	202,649	199,600	98.50%	14.65%	213,605	14.37%
Cost of Sales	1,260,800	1,073,250	85.12%	78.75%	1,164,662	78.36%
Other Expenses	39,715	35,599	89.64%	2.61%	38,151	2.57%
<b>Total</b>	<b>1,503,164</b>	<b>1,308,450</b>	<b>87.05%</b>	<b>96.01%</b>	<b>1,416,419</b>	<b>95.30%</b>
<b>Net</b>	<b>190,688</b>	<b>54,360</b>	<b>28.51%</b>	<b>3.99%</b>	<b>69,901</b>	<b>4.70%</b>

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**FOODSERVICE**

	<b>FY 2017/2018</b>	<b>PRELIMINARY</b>			<b>Prior Year</b>	
	<b>Revised Budget</b>	<b>YTD 6/30/2018</b>	<b>% of Budget</b>	<b>% of Rev</b>	<b>Actual</b>	<b>% of Rev</b>
<b>Revenue</b>		<b>Actual</b>				
Cafeteria Sales	44,000	55,243	125.55%	23.84%	47,909	18.51%
Snack Bar Sales	209,000	80,356	38.45%	34.68%	126,451	48.85%
Catering Sales	94,500	95,045	100.58%	41.02%	83,071	32.09%
Other	2,500	1,033	41.33%	0.45%	1,402	0.54%
<b>Total</b>	<b>350,000</b>	<b>231,677</b>	<b>66.19%</b>	<b>100.00%</b>	<b>258,832</b>	<b>100.00%</b>
<b>Expense</b>				<b>% of Sales</b>		<b>% of Sales</b>
Salaries & Benefits	205,529	182,996	89.04%	78.99%	199,443	77.06%
Cost of Sales	178,500	112,422	62.98%	48.53%	127,850	49.40%
Other Expenses	15,175	8,973	59.13%	3.87%	9,414	3.64%
<b>Total</b>	<b>399,204</b>	<b>304,390</b>	<b>76.25%</b>	<b>131.39%</b>	<b>336,707</b>	<b>130.09%</b>
Student Fee Subsidize FS	(50,000)	(50,000)			(50,000)	
<b>Net</b>	<b>796</b>	<b>(22,713)</b>			<b>(27,875)</b>	

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