

BOARD OF TRUSTEES
June 21, 2019 – 11:30 a.m.
Room C200

ORDER OF BUSINESS

A. CALL TO ORDER (Laura H)

B. ROLL CALL (Megan B)

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

C. EXECUTIVE SESSION (Laura H)

1. To discuss pending legal matters and consider the compensation of a public employee

D. PRESENTATIONS

1. Strategic Planning Update/Focus Area 1 – Student Success (Cindy K & Lori R)
2. Meet the Team – Industrial Technology (Todd H)
3. NSF Grants (Todd H)
4. Board Portal/Engagement (Michael T)

E. AUDIENCE PARTICIPATION

F. CHIEF EXECUTIVE OFFICER REPORT (Michael T) (pgs. 25-44)

- President (Michael T)
- Vice President – Academics (Lori R)
- Vice President – Institutional Effectiveness and Student Services (Cindy K)
- Chief Administrative Officer (Kathy S)
- Vice President – Executive (Todd H)
- Vice President – Human Resources & Leadership Development (Katy M)

G. CHIEF FISCAL OFFICER REPORT (Kathy S)

- Financial Report as of May 31, 2019 (pgs. 21-24)(consent item)

H. CONSENT AGENDA (Megan B)

1. Consent Agenda Items (pgs.15-18)
 - a. Minutes of the April 26, 2019 Meeting
 - b. Resignations
 - c. Renewal of Probationary Faculty & Non-teaching Faculty Contracts
 - d. Employ Full-Time Faculty & Lab Coordinator – Natural Sciences
 - e. Employ Full-Time Working Supervisor – Custodial
 - f. Employ Full-Time Enrollment Specialist

- g. Employ Full-Time Director – Accounting & Business Services
- h. Miscellaneous Employment Contracts

I. PROPOSED RESOLUTIONS (Megan B) (pgs. 18-21)

- 1. 2019-2020 Budget
- 2. Approval of Deferred Compensation to President
- 3. Approval of Tuition for 2019-2020 Academic Year

J. OTHER BUSINESS (Michael T)

- 1. Upcoming Board Activities
 - a. Board Retreat – July 9 – ProMedica Defiance
 - b. Board Meeting – August 23

K. ADJOURNMENT (Laura H)

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, April 26, 2019 at 11:30 a.m. in Room C200.

Laura Howell, 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

19-16

Members present: Sandy Barber, John Bridenbaugh, Jeffrey Erb, Robert Hall, Laura Howell, Lisa McClure, Joel Miller and Scott Mull.

Absent: Sue Derck

EXECUTIVE SESSION

19-17

Ms. McClure moved and Mr. Mull seconded a motion to go into executive session to discuss the evaluation of a public employee.

ROLL CALL: Aye; Barber, Bridenbaugh, Erb, Hall, 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. The Board discussed a form to evaluate the President that corresponds with the goals of the President. The Board voted to approve the evaluation form by affirmation. The Board will form an advisory committee to draft evaluation tools for future evaluation processes.

OATH OF OFFICE

Ms. Kathy Soards, Chief Fiscal & Administrative Officer, administered the oath of office to Ms. Sandy Barber, who was sworn in as a trustee to the Northwest State Community College Board of Trustees effective March 29, 2019. Ms. Barber represents Fulton County and will serve a term through June 2023.

PRESENTATIONS

Lori Robison, Vice President for Academics introduced Caleb Davila and Jacob Klopfenstein. Both students earned All-Ohio Academic Third Team honors and were honored at a recognition luncheon at the Ohio Statehouse in Columbus on April 25. Davila will graduate in May with an Associate of Science and plans to attend the University of Toledo to major in Public Administration. Klopfenstein will graduate in May with an Associate of Applied Science in Electro-Mechanical Engineering and plans to attend Miami University, Oxford, OH. Not present was Mark Oliphant, who was also All-Ohio Academic Third Team. He will graduate in May with an Associate of Applied Science in Industrial Technology.

Todd Hernandez, Executive Vice President provided a Strategic Planning update on Goal 4 – Improving Institutional Effectiveness. The college will base budget and

decision-making on critical analysis and sufficient research. Northwest State Community College (NSCC) has made strategic investments in marketing and the creation of positions to increase enrollment. The college will examine internal processes to improve efficiency and effectiveness. NSCC uses LEAN tools and EAB (Executive Advisory Board) to improve internal and external processes for staff and students. The College will utilize its governance system effectively. NSCC continues to complete tasks on the current strategic plan while preparing for the next plan.

Lana Snider, Dean of Arts Sciences, introduced her entire team (all of whom attended the meeting) and highlighted their high level of engagement in campus-based service work and state-level initiatives. The Division shared several examples of their engagement with students throughout the academic year, including the informal "meet-up" events with Arts & Sciences students and the summer 2019 Arts & Sciences Summer Stage Theatre Camp.

EXECUTIVE SESSION

19-18

Mr. Hall moved and Mr. Erb seconded a motion to go into executive session to discuss pending legal matters.

ROLL CALL: Aye; Barber, Bridenbaugh, Erb, Hall, 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.

CHIEF EXECUTIVE OFFICER REPORT

Dr. Thomson reported out on different campus events that took place for faculty, staff and students, including the Career Fair, Harvard Medical School Opioid Event and the Scholarship evening, in which the Foundation awarded over \$650,000 to over 300 students. Dr. Thomson also provided a budget update from the state that includes an SSI funding increase, additional funds for workforce training and funds for educator preparation (college credit plus instructors). Informational reports from the Vice President for Academics, Vice President for Institutional Effectiveness and Student Services, Chief Fiscal and Administrative Officer, Executive Vice President (Custom Training Solutions and Information Technology) and Vice President of Human Resources and Leadership Development were included in the Board agenda packets.

CHIEF FISCAL OFFICER REPORT

19-19

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 February 28, 2019. The Board voted to approve the report by affirmation.

CONSENT AGENDA APPROVED

19-20

MINUTES OF FEBRUARY 22, 2019 MEETING

19-21

RESIGNATIONS

WHEREAS, Thomas Culbertson, Supervisor - Custodial, has submitted his resignation; and

WHEREAS, Michael Brown, Custodian, has submitted his resignation; and

WHEREAS, Martha Phillips, Faculty – Human Services, has submitted her resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Thomas Culbertson, effective May 31, 2019; Michael Brown, effective April 19, 2019; and Martha Phillips, effective May 31, 2019 be accepted as tendered.

19-22

FULL-TIME ANALYST – DATA SYSTEMS EMPLOYED

WHEREAS, the position of full-time Analyst – Data Systems was left vacant due to the promotion of James Zeller; and

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

WHEREAS, the Executive Vice President and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. AmyJo Rouleau be employed as full time Analyst – Data Systems effective March 5, 2019 at an annual salary of \$60,840.00 (to be pro-rated). This is in accordance with the Professional Staff Bargaining Agreement.

19-23

FULL-TIME COORDINATOR – FUNDRAISING EMPLOYED

WHEREAS, the position of full-time Coordinator - Fundraising was created to assist the Executive Director of the Foundation with fundraising efforts for the NSCC Foundation and student scholarships; and

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Audrey Lehman be employed as full time Coordinator - Fundraising effective March 25, 2019 at an annual salary of \$37,000.00 (to be pro-rated). This is a grade level IV position.

19-24

FULL-TIME CLERK – BOOKSTORE/RETAIL & FOOD SERVICES EMPLOYED

WHEREAS, the position of full-time Clerk – Bookstore/Retail & Food Services was created due to the retirement of Julie Gilgenbach; and

WHEREAS, there is a need for part-time assistance in both the bookstore and food services; 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. Rachele Durham be employed as full time Clerk – Bookstore/Retail & Food Services effective April 15, 2019 at an annual salary of \$23,316.80 (to be pro-rated). This is in accordance with the Support Staff Bargaining Agreement.

19-25

MISCELLANEOUS EMPLOYMENT CONTRACTS

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

WHEREAS, the Vice President for Academics recommends

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

Part-time Adjuncts for spring semester 2019:

- | | |
|--------------|---------|
| Bradley | Paul |
| Bradtmueller | Tamara |
| Cole | Dennis |
| Dirr | Michael |
| Hubaker | Douglas |
| Jay | Kevin |
| Jutze | George |
| Marshall Jr | Henry |
| Martin | Neal |
| McGee | Daniel |
| Mickey | Andrew |
| Sondergaard | Steven |

19-26

INTERNATIONAL TRAVEL APPROVED

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

WHEREAS, three nursing faculty have requested to travel to China May 29 – June 7 for their doctoral studies through Indiana Wesleyan University and as part of the course requirements in Global Healthcare; and

WHEREAS, one business faculty has requested to travel to India to participate in a faculty immersion program focusing on entrepreneurship; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Annette Oberhaus, Ms. Melanie Hicks and Ms. Jennifer Behnfeldt be granted permission to travel outside the United States as part of their DNP graduate course in Global Healthcare from May 29 – June 7; and Ms. Lisa Becher be granted permission to travel outside the United States to participate in a faculty immersion program from June 15 - 29.

The consent agenda was approved by the Board by affirmation.

19-27

BANKING AUTHORITY APPROVED

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

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

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

WHEREAS, the President recommends

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

BE IT FURTHER RESOLVED, that the Accountant – Payroll and Clerk – Accounts Payable be granted processing authority for Automated Clearing House transactions.

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

AUTHORIZATION OF CONSTRUCTION CONTRACT AWARD APPROVED

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

WHEREAS, the awarding of the construction contract should take place prior to the June 2019 Board Meeting; and

WHEREAS, the College desires to move forward with Building E chiller replacement project; and

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

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees authorizes the President and Chief Fiscal & Administrative Officer to accept bid and award contracts to the general contractor for the Building E chiller replacement project.

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

**APPROVAL OF POLICY REVISION 14-3-19 – EQUAL OPPORTUNITY
AND NON-DISCRIMINATION/ANTI-HARASSMENT**

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

WHEREAS, Executive Order 2019-05D from Governor Mike Dewine has directed all state agencies to prohibit unlawful and discriminatory employment practices; and

WHEREAS, the Vice President - Institutional Effectiveness and Student Success and the Vice President - Human Resources and Leadership Development have reviewed the current policies regarding equal opportunity, non-discrimination, anti-harassment and employment; and

WHEREAS, definitions of discrimination have been updated to include all categories identified in the executive order; and

WHEREAS, the President and the Cabinet recommend

NOW, THEREFORE BE IT RESOLVED, that policy 14-3-19 be renamed Non-Discrimination/Anti-Harassment and be approved effective immediately:

3358: 14-3-19 Non-Discrimination/Anti-Harassment

Effective date: 12/14/2018; revised 3/3/19

POLICY STATEMENT:

Northwest State Community College is committed to maintaining a workplace and academic environment free of discrimination and harassment. Therefore, the college shall not tolerate discriminatory or harassing behavior by or against trustees, employees, vendors, customers, students or other persons participating in a college program or activity.

Employees and students are expected to assist in the college's efforts to prevent discrimination or harassment from occurring. Administrators, supervisors, and employees who have been designated to act on behalf of the college are specifically responsible for identifying and taking proper action to end such behavior.

While the college does not tolerate any form of discrimination or harassment, the Non-Discrimination/Anti-Harassment Policy and related procedures are intended to cover discrimination and harassment based on a protected class. Protected classes for purposes of this policy are age, ancestry, color, disability, familial status (status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent), gender, gender identity or expression, genetic information (GINA), military or veteran status, national origin, race, religion, sex, and sexual orientation, or any other bases under the law. Through this and related policies, the College acknowledges and complies with its duties under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended, the Pregnancy Discrimination Act, and relevant state and local laws, by setting forth comprehensive frameworks for receiving, processing, investigating, and resolving complaints.

Anyone who is subjected to conduct that creates an intimidating or hostile environment, regardless if the conduct is based on a protected class, shall report the conduct to a person outlined in Section (E) of this policy. If Human Resources determines that the conduct alleged to be creating an intimidating or hostile environment is not based on a protected class, the report may be referred for remediation according to the relevant policy.

In furtherance of these expectations, employees must participate in required training.

(A) DEFINITIONS OF DISCRIMINATION/HARASSMENT

As used in this policy, the following terms are defined and will be adhered to as follows:

1. **Discrimination** – occurs when an adverse employment action is taken and is based upon a protected class. Discrimination may occur in several forms, such as:
 - a. **Disparate Treatment** - when a person, or a group of people are treated less favorably than another person or group of people on the basis of a protected class.
 - b. **Disparate Impact** - when a college policy, practice or decision is based on neutral factors that have an adverse impact on a protected class.
2. **Harassment*** – (1) Unwelcome, protected class-based physical non-verbal or verbal conduct that (2) is sufficiently severe, persistent or pervasive that (3) it unreasonably interferes with, denies, or limits an individual's ability to participate in or benefit from the university's education and employment programs and activities; and (4) is based on power differentials (quid pro quo) or the creation of a hostile environment. ***This definition does not include sexual harassment/misconduct, for policies related to those see Policy 3358:14-3-35.**
 - a. **Hostile Work Environment** - occurs when the conduct at issue is sufficiently severe or pervasive that it creates an intimidating, abusive or offensive environment regarding employment or academic decisions for a person in a protected class. A single instance of discrimination may be sufficient to create a hostile work environment.

(B) DISCRIMINATION/HARASSMENT INDICATORS AND EXAMPLES

- (1) Examples of discrimination/harassment include, but are not limited to the following:
 - i. Conduct that explicitly or implicitly affects an individual's or group's employment or academic achievement; unreasonably interferes with an individual's work performance or learning ability; and/or creates an intimidating, hostile or offensive work, or academic environment when that person belongs to a protected class;
 - ii. Verbal behaviors or comments, slurs, jokes, recordings, videos, music and personal references or use of negative terms used to identify someone in a protected class;

Non-verbal, offensive, graphic communication (i.e. obscene hand or finger gestures), bullying, demeaning, insulting, intimidating, or suggestive written material, email, posters, graffiti, cartoons, other electronically transmitted messages or use of social media which are directed at someone because of a protected class;

- iv. Any other conduct that has the effect of creating an intimidating, hostile, offensive work environment, or unreasonably interferes with a person's work or academic environment based on a protected class.

(C) **CONSEQUENCES OF DISCRIMINATION/HARASSMENT**

- a. **Employees** - any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.
- b. **Students** - any student found to be in violation of this policy will be subject to review and resolution in accordance with the Student Code of Conduct Policy 3358:14-5-08 and may be subject to disciplinary action in accordance therewith.

(D) **REPORTING RESPONSIBILITIES AND FILING A COMPLAINT**

- a. Anyone who believes that an administrator, any employee, supervisor, student, or non-employee's behavior constitutes discrimination or harassment has a responsibility to report the behavior/action as soon as it is known so that the college may administer this policy.
 - i. Allegations can be made by individuals who are directly involved in, who observe, or who receive reliable information that discrimination/harassment may have occurred.
- b. **Complaints Involving Employees:** In cases of alleged discrimination/harassment in employment or if the victim or alleged perpetrator is an employee, the complaint may be made to any of the following:
 - i. the Title IX Coordinator or Deputy Title IX Coordinator;
 - ii. an employee of Human Resources; or
 - iii. an employee of the NSCC Police Department.
- c. **Complaints Involving Students:** In cases of alleged discrimination/harassment when the victim and/or alleged perpetrator is a student, a potential student, or someone participating in a college-sponsored event or activity, the complaint may be made to any of the following:
 - i. the Title IX Coordinator or the Deputy Title IX Coordinator;
 - ii. the Vice President of Academics;

- iii. an Academic Dean; or
- iv. an employee of the NSCC Police Department.
- d. Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior must immediately report the behavior to the Office of Human Resources, Title IX Coordinator, Chief Student Affairs Officer or Deputy Title IX Coordinator. Failure to do so may result in disciplinary action, up to and including termination of employment.
- e. **Emergency:** Any person seeking immediate assistance or relief from bodily danger or a threat of bodily danger should immediately contact the Northwest State Community College Police Department at 419-267-1452 or by dialing 9-1-1.
- f. **Reporting:** Complaints made in good faith will not be held against an employee or student in any way.
 - i. Any employee who knowingly or maliciously makes a false or frivolous allegation of discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.
 - ii. Any student who knowingly or maliciously makes a false or frivolous allegation of discrimination or harassment will be subject to the process outlined by the Student Code of Conduct Policy 3358:14-5-08.

(E) **ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES**

- a. The college is committed to providing a safe, anti-harassing, and nondiscriminatory environment that protects the civil rights of individuals, per College policies and in compliance with state and federal law, and the college recognizes the value of academic freedom in the classroom.
- b. College policies are not intended to restrict serious discussion of controversial issues in the academic classrooms or trainings. In light of this, to minimize the potential for multiple claims that course content is discriminatory, harassing or offensive, it is recommended that in courses where such discussions occur, faculty provide a disclosure that the content covered may be controversial. However, employees and students are encouraged to file complaints in accordance with Sec. D in this policy for reasons specified therein.

(F) **CONFIDENTIALITY**

To the extent possible, all information received in connection with the reporting, investigation, and resolution of allegations will be treated as confidential, except to the extent it is necessary to disclose information in order to investigate, prevent or address the effects of the discrimination/harassment, resolve the complaint or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(G) **RETALIATION**

The college, in compliance with federal, state and local law that strictly prohibits it, will not tolerate retaliation in any form against any individual who files a complaint or report, makes an allegation, or who participates in an investigation of discrimination or harassment. Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and/or student status, independent of the merits of the underlying allegation. Allegations of retaliation should promptly be directed to the Title IX Coordinator or Deputy Title IX Coordinator.

(H) College administration will develop procedures related to this policy.

Effective: 03/16/2015

Revised: 12/14/2018

CERTIFIED ELECTRONICALLY

Certification

03/04/2015

Date

Promulgated Under: 111.15

Statutory Authority: 3358

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

19-30

APPROVAL OF POLICY REVISION 14-3-14 – EQUAL OPPORTUNITY

Ms. Barber moved and Mr. Erb seconded the following motion:

WHEREAS, Executive Order 2019-05D from Governor Mike Dewine has directed all state agencies to prohibit unlawful and discriminatory employment practices; and

WHEREAS, the Vice President - Institutional Effectiveness and Student Success and

the Vice President - Human Resources and Leadership Development have reviewed the current policies regarding equal opportunity, non-discrimination, anti-harassment and employment; and

WHEREAS, definitions of discrimination have been updated to include all categories identified in the executive order; and

WHEREAS, the employment-related decisions were updated to align with the executive order; and

WHEREAS, the President and the Cabinet recommend

NOW, THEREFORE BE IT RESOLVED, that policy 14-3-14 Equal Opportunity be approved effective immediately:

3358: 14-3-14 Equal opportunity.

Effective date: Revised 4/15/14 3/19/19

It is the established policy of Northwest state community college not to discriminate against any individual employee or student, groups of employees or students, or prospective employees or students for reasons of age, ancestry, color, disability, familial status (status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent), gender, gender identity or expression, genetic information (GINA), military or veteran status, national origin, race, religion, sex, and sexual orientation, or any other bases under the law. This college is fully committed to providing equal opportunities in all employment related activities, and educational programs, including, but not limited to, recruiting, hiring, advancement, demotion, layoff, compensation, training, benefits, transfers, tuition assistance, terms of employment, physical access to facilities, and social and recreational programs, within the financial resources of the college.

The college will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the college through a positive and continuing affirmative action program. Northwest state community college will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this college will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Concerns or complaints regarding equal employment opportunities and affirmative action should be filed with the human resource department of the college.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/04/2015

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

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

19-31

APPROVAL OF POLICY REVISION 14-9-04 – FEES

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

WHEREAS, the Veterans Benefits and Transition Act of 2018 requires that Ohio's State Approving Agency (SAA) to disapprove all courses at educational institutions that charge late fees to recipients of Chapter 31 and Chapter 33 of the G.I. Bill by August 1, 2019; and

WHEREAS, The Department of Veterans Affairs Expiring Authorities Act of 2018 requires Chapter 31 participants be charged the in-state tuition rate effective March 1, 2019; and

WHEREAS, the Vice President - Institutional Effectiveness and Student Success and the Chief Fiscal & Administrative Officer have reviewed the current policy regarding fees; and

WHEREAS, the policy language has been updated to generalize the statement regarding fee waivers to remain in compliance with state and federal law; and

WHEREAS, procedures will be developed to address specific fee waivers; and

WHEREAS, the President and the Cabinet recommend

NOW, THEREFORE BE IT RESOLVED, that policy 14-9-04 Fees be approved effective immediately:

3358: 14-9-04 Fees.

Effective: Reaffirmed by Board of Trustees 10/4/13

Revised: 6/7/14; 2/5/16 3/19/19

(A) The board of trustees shall establish fees for the college based on the recommendations of the president and chief fiscal and administrative officer and in accordance with state guidelines. Fees shall be subject to change without notice, based on the effective date at the time of approval by the board.

(B) Tuition and fees must be paid in full each semester by the date established by the college. The college may drop student registrations if tuition and other fees are not paid by established deadlines.

(C) The college reserves the right to withhold grades, transcripts, and degrees of students who are delinquent in the payment of fees. The college reserves the right to refuse registration if there is a balance of fees from a previous term.

- (D) Tuition and/or fees may be refundable pursuant to college procedures.
- (E) The president has been granted the authority to waive the out-of-state fees for up to fifteen international students per semester. The selection of the students to receive the waiver will be based upon the timeliness of the request. International students who receive fee waivers must be taking face-to-face classes. Online classes do not qualify for the out-of-state fee waiver.
- F) Fees may be waived to remain in compliance with federal and state laws and rules.
- (G) Collection of fees will be in accordance with college procedures and all accounts will be written off to bad debt expense when an account is 365 days past due and has had no activity for 60 days.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/05/2015

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

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

BOARD ENGAGEMENT

The Board agreed that the Presidential updates provided by Dr. Thomson keeps the Board members well informed on college activities and do not need mid-meeting reports in the months that the Board does not formally meet. The Board has requested to have the minutes from the Executive Committee sent within one to two business days of the meeting. The Board discussed a portal that members can access important college and board-related documents, resources and updates.

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 April 26, 2019 Meeting

1b. Resignations

WHEREAS, Kelly Fandrey, Recruiter – Admissions, has submitted her resignation; and

WHEREAS, Michael Shaneyfelt, Campus Police, has submitted his resignation; and

WHEREAS, Janet Delcamp, Dean – Allied Health, Business & Public Service, has submitted her resignation; and

WHEREAS, Ali Talebi, Full-time Faculty – Physics, has submitted his resignation for retirement; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Kelly Fandrey, effective May 3, 2019; Michael Shaneyfelt, effective June 19, 2019; Janet Delcamp, effective June 30, 2019; and Ali Talebi, effective August 15, 2019 be accepted as tendered.

1c. Renewal of Probationary Faculty and Non-teaching Faculty Contracts

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 Success 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 2019-2020 academic year:

- a. Chris Clawson (criminal justice faculty), continuing, Bachelors, total salary \$54,213.76.
- b. Amy Drees (composition and literacy faculty), continuing, ABD, total salary \$58,998.97.
- c. Nichole Gerschutz (advisor – early admit), third, one-year probationary contract, Masters, total salary \$45,214.36.
- d. Erin Jacob (clinical – teaching assistant), second, Masters, total salary \$49,145.59.
- e. Amy Thomas (education faculty), second, Masters, total salary \$51,764.22.
- f. Michael Vanderpool (graphic design faculty), continuing, Masters, total salary \$52,137.04
- g. Linette Will (nursing faculty), second, Masters, total salary \$51,764.22.

1d. Employ Full-time Faculty & Lab Coordinator – Natural Sciences (Biology)

WHEREAS, the position of full-time Faculty & Lab Coordinator – Natural Sciences was left vacant due to the retirement of Gerald Bergman; 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. Julie Kemarly-Dowland be employed as full time Faculty & Lab Coordinator – Natural Sciences effective June 3, 2019 at an annual salary of \$64,705.28. This is in accordance with the Professional Staff Bargaining Agreement.

1e. Employ Full-time Working Supervisor – Custodial

WHEREAS, the position of full-time Working Supervisor - Custodial was left vacant due to the resignation of Thomas Culbertson; 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. Ashley Barth be employed as full time Working Supervisor - Custodial effective June 3, 2019 at an annual salary of \$38,500.00. This is a grade level IV position.

1f. Employ Full-time Enrollment Specialist

WHEREAS, the position of full-time Enrollment Specialist was created to provide admissions counseling and enrollment services to incoming transfer and new students; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Alex Mangotic be employed as full time Enrollment Specialist effective June 3, 2019 at an annual salary of \$40,409.78. This is in accordance with the Professional Staff Bargaining Agreement.

1g. Employ Full-time Director – Accounting & Business Services

WHEREAS, the position of full-time Director – Accounting & Business Services was

created to replace the Assistant Director – Finance & Business Services position, which was left vacant due to the resignation of Lori Cain; and

WHEREAS, the new position is responsible for oversight of the Business Office functions including accounting, payroll, accounts payable and accounts receivable, while focusing on providing exemplary customer service; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Jennifer Thome be employed as full time Director – Accounting & Business Services effective June 17, 2019 at an annual salary of \$85,000. This is a grade level III position.

1h. Miscellaneous Employment Contracts

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

WHEREAS, the President recommends

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

Part-time Adjuncts for summer semester 2019:

Burken	Christa
Cook	Alysha
Dillon	Kieron
Kinkaid	Cynthia
Lammy	James
Leptak-Moreau	Jeffrey
Martin	Neal
Moore	Kevin
Myers	Kenneth
Plummer Jr	Thomas
Roka	Thomas
Rowland-Poplawski	Jean
Schwiebert	Jason
Silveus	Molly
Sizemore	Brittany
Storrer	Jenna
Vandock	Kent
Verfaillie	Robert
Zuvers	Larry

Full-time Faculty and Non-teaching Professionals for summer semester 2019:

Arps	Gloria
Aschemeier	Lisa
Becher	Lisa
Berres	Allen
Bowes	Thomas
Carr	Thomas
Clawson	Christopher
Donaldson	Pamela
Doolittle	Colin
Doolittle	Marianna
Drees	Amy
Eichenauer	William
Faber	Melissa
Fortney	Debra
Geer	Bradley
Kemarly-Dowland	Julie
Kwiatkowski	Michael
Lammers	Suzanne
Mavis	Joni
Newton	Tera
Norris	Tamara
Oberhaus	Annette
Rickenberg	Jason
Robinson	Christine
Schwiebert	Christina
Stayner	Mindy
Tefft	Gregory
Vondeylen	Barry
Zachrich	Lawrence
Zeller	Ann
Zettel	Wendy

Substitute:

Employ Ms. Megan Grime as substitute Food Service effective May 14, 2019 at the rate of \$10.35 per hour.

PROPOSED RESOLUTIONS

1. **CONSIDERATION OF A RESOLUTION TO APPROVE THE 2019-2020 OPERATING BUDGET**

Moved by _____, seconded by _____.

WHEREAS, the proposed operating budget has been developed through the collective work of the Cabinet in conjunction with the budget managers of the college; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the operating budget for 2019-2020 fiscal year be adopted.

Northwest State Community College FY 19/20 Budget <u>PROJECTED REVENUE</u>	<u>FY 19/20 Budget</u>
<u>Operating Revenue:</u>	
Ohio Board of Regents – Subsidy	\$11,259,270
Ohio Board of Regents – Capital Component	\$120,629
Tuition and Fees	\$12,557,703
Scholarship Allowance and Tuition Offsets	-\$912,556
Income from Investments	\$150,000
Foundation	\$117,000
CTS Archbold	\$933,000
CTS Scott Park	\$500,000
Miscellaneous	\$105,940
Grant Fiscal Agent	\$99,275
Finger Printing	\$30,100
Facility Rental	\$33,000
	\$24,993,361
<u>To Reserves:</u>	
Capital Component Fund Balance	-\$120,629
Student Fee Fund Balance from Student Fees	-\$137,000
General Operations to Contingency FB	-\$300,000
Instructional Equipment Fund Balance from Lab Fees	-\$90,000
To Building M & R FB from Subsidy	-\$90,000
Total Operating Revenue	\$24,255,732
From Bookstore to Building M & R FB	\$100,000
From Student Fee FB to Subsidize FS	\$105,569
<u>From Reserves:</u>	
From Student Fee FB to Student Activities/Facilities	\$21,250
From Student Fee FB for Parking Maintenance	\$130,000
From Student Fees FB for Counseling/Wellness	\$8,400
From Instrl Equip FB for Instrl Equipment	\$281,820
From Equip M & R FB for Equip M & R	\$206,500
From New Program FB for Agriculture Prog (partial Strategic Initiative)	\$138,988
From Build M & R FB for Building M & R	\$351,000
From OBR Capital/Capital Component for Access Control	\$150,000
From Business Growth FB to Van Wert/Paulding (Strategic Initiative)	\$69,923
From Business Growth FB to Tranfer - Enrollment Specialist (Strategic Initiative)	\$66,669

From New Program FB for Industrial Program (Strategic Initiative)	\$85,146
From Building M & R Reserves for Faculty/Staff Lounge (Strategic Initiative)	\$5,000
From Grant Match for Title III Grant Match	\$60,000
From 18/19 Unspent Carryover	\$147,898
TOTAL PROJECTED REVENUE	\$25,978,327

PROJECTED EXPENSE	
<u>Operating Expense:</u>	FY 19/20
Instruction	\$16,101,303
Public Service	\$51,045
Academic Support	\$863,524
Scholarship Allowances	\$0
Student Services	\$2,060,666
Institutional Support	\$4,687,947
Plant Operations and Maintenance	\$2,213,843
TOTAL PROJECTED EXPENSE	\$25,978,327
PROJECTED SURPLUS / (DEFICIT)	\$0

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

2. CONSIDERATION OF A RESOLUTION TO APPROVE DEFERRED COMPENSATION FOR PRESIDENT

Moved by _____, seconded by _____.

WHEREAS, President Thomson’s contract approved by the Board of Trustees on December 14, 2018, provides for an annual performance review by the Board of Trustees; and

WHEREAS, section 14.c. Annual Review allows for the Board to award President Thomson an additional \$10,000 contribution towards his deferred compensation if he performs at a level that exceeds expectations; and

WHEREAS, the Board has evaluated President Thomson and has rated his level of performance as exceeds expectations

NOW, THEREFORE BE IT RESOLVED, that President Thomson receive \$10,000 contribution towards his deferred compensation in the current contribution year as a result of his FY 2018-2019 evaluation by the Board of Trustees.

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

3. CONSIDERATION OF A RESOLUTION TO ESTABLISH TUITION FOR THE 2019-2020 ACADEMIC YEAR.

Moved by _____, seconded by _____.

WHEREAS, the College desires to increase enrollment by making strategic investments in positions and programs; and

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

WHEREAS, Governor DeWine is proposing a \$5 per credit hour tuition increase for the 2019-2020 academic year; and

WHEREAS, the College Vice Presidents and the President recommend

NOW, THEREFORE BE IT RESOLVED, that commencing fall semester 2019, tuition be increased from \$167.33 to \$172.33 for in-state students and increased from \$161.33 to \$166.33 for out-of-state students upon passage and signing of the FY19-20 State of Ohio budget.

ROLL CALL: Aye;

Nay;

Thereupon the Chair declared the motion approved/disapproved.

President's Report June 2019

President Thomson's College update can be found in his most recent campus video: President's Update June 2 – 22. President Thomson's report at the June 21 Board meeting will focus on an update from the OACC June conference, review of the Board portal, review of the FY 19-20 College goals and an update on the state budget.

Community and Professional Engagements (April 29 – June 20)

April 29	Defiance, Defiance Rotary; Paulding, NSCC Road Show
April 30	Toledo, Cherry Street Mission graduation*
May 1	Defiance Business Development Committee (part of Defiance 2100)
May 2	Cincinnati, Cincinnati JATC graduation*
May 7	Archbold, NW Ohio Superintendents meetings
May 8	Defiance, Defiance Dream Center graduation*
May 14	Columbus, OACC President's meeting
May 15	Columbus, Ohio College President's Summit (substance use disorder)
May 17	Defiance, Defiance Rotary
May 21	NSCC, Fulton Co Economic Development and Project Allura
May 23	Canton, Canton JATC graduation*
May 29	Bowling Green, Day visit to BGSU for partnership building
June 3	NSCC, Hosted UT's International Summer Leadership Academy*
June 4	Portland (via Zoom), ACE Fellows Retreat*
June 6	Wauseon, Project Allura Open House
June 6	NSCC, Joint Four County / NSCC Aspire Adult program graduation*
June 7	Dublin, ODHE Adult Learning Work Force (co-chair)
June 12 – 13	Columbus, OACC Trustee's Conference
June 19	Washington, DC, College President's Summit, Sen. Sherrod Brown
June 20	Dayton, JATC Graduation

* Indicates a speaking engagement/presentation

VICE PRESIDENT FOR ACADEMICS

May/June 2019

Submitted by: Lori Robison

ARTS & SCIENCES

The Arts & Sciences Division full- and part-time faculty (15 in total) are teaching twenty-two (22) courses with 280 students this summer.

Ms. Amy Drees (Composition & Literacy Faculty) adopted Open Education Resources for the Success Seminar (GSD100) course saving each student \$56 to \$87 in textbook costs (the cost range provided is due to student choice).

Dr. Allen Berres (Composition Faculty) adopted Open Education Resources for Composition II (ENG112) this summer saving each student \$51 to \$75 in textbook costs (the cost range provided is due to student choice).

Arts & Sciences faculty are the first NSCC employee group to use the Faculty Load and Compensation (FLAC) process for summer compensation purposes. The process eliminates days from the typical processing time and is expected to improve faculty satisfaction with the compensation process. The purpose for implementing FLAC is to improve efficiency and reduce error through a Banner-driven automated process. This eliminated a full 5 days from the typical process.

This project is important and complex. The Arts & Sciences Division would like to acknowledge and thank the following Offices and individuals for devoting time and effort to setting up and testing FLAC -- see below:

Vice President for Academics - Lori Robison

Executive Administrative Assistant - Carrie Baynes

Chief Fiscal and Administrative Officer - Kathy Soards

Executive Administrative Assistant - Jennifer Farber

Administrative Assistant, Arts & Sciences - Megan Leppelmeier

Director of Data Systems - Terry King

Human Resources Generalist - Brittany Chamberlain

Vice President Human Resources and Leadership Development - Katy McKelvey

STEM

Peter Beck of Automatic Feed and Dave Mohring, Mechanical Engineering faculty, presented at the STEAM event on May 13. They presented the STEM P4 program and the Manufacturing Foundations Certification. Other presenters include CK Technologies, Spangler Candy Company, and Wayne Trace Robotics, to name a few. More than 90 teachers and administrators from area schools attended the event.

The following area schools attending the event:

Antwerp Local Schools
Ayersville Local Schools
Bryan City Local Schools
Fayette Local Schools
Hicksville Schools
Montpelier Exempted Village Schools
Napoleon Area City Schools
Patrick Henry Local Schools
Wauseon Exempted Village Schools
Wayne Trace Local Schools



Colin Doolittle, Engineering Faculty, Lisa Aschemeier, Biology Faculty and Marianna Doolittle, Math Faculty attended the **National Alliance for Partners in Equity Conference (NAPE)** April 29-May 1.

They presented, *Three Approaches Taken Away from the Educators Equity in Science, Technology, Engineering, and Mathematics (EE-STEM) Academy.*

The EE-STEM projects discussed by our faculty included:

- *An Introduction of the Growth Mindset into the Classroom and its Effect on Classroom Performance*
- *The Effect of Goal Setting on Classroom Performance*
- *The Perception of What an Engineer Looks Like-- Can it be Changed?*

These projects were part of the EE-STEM Academy capstone, which continue to be practiced by our three faculty members.

INDUSTRIAL TECHNOLOGY

On May 3, Tom Bowes, Industrial Technology faculty and Ron Scozzari met with representatives at BGSU to discuss how our AAS Maintenance/Mechatronics degree can articulate to their BS Mechatronics Engineering Technology degree.

LIBRARY SERVICES

Kristi Rotroff attended the OhioLINK Membership Summit on May 31 in Columbus. The summit is an annual information gathering and sharing event regarding resources, policies, and procedures for staff from OhioLINK member institutions.

Snapshot of Library Resource Usage

BOOKS (Spring Semester 2019)

total checkouts from our local collection to our local patrons ("in-house checkouts")	114
total checkouts from our local collection to patrons at other Ohio colleges/libraries	375
total checkouts by our patrons from other Ohio colleges/libraries	481

DATABASES/ONLINE RESOURCES (highlighted selection – not comprehensive)

FALL SEMESTER 2018

Database	Database Sessions	Total Searches	Total Requests	Total Full-Text Requests	Abstract Requests
Academic Search Complete	2120	7302	10842	4301	6224
Criminal Justice Abstracts w/ FT	53	238	15	9	6
Psychology & Behavioral Sciences	101	379	229	100	122
ProQuest Nursing and Allied Health	255	437	389	278	63

SPRING SEMESTER 2019

Database	Database Sessions	Total Searches	Total Requests	Total Full-Text Requests	Abstract Requests
Academic Search Complete	1376	4365	7400	3119	3966
Criminal Justice Abstracts w/ FT	51	172	48	20	5
Psychology & Behavioral Sciences	86	277	172	85	79
ProQuest Nursing and Allied Health	301	802	717	541	112

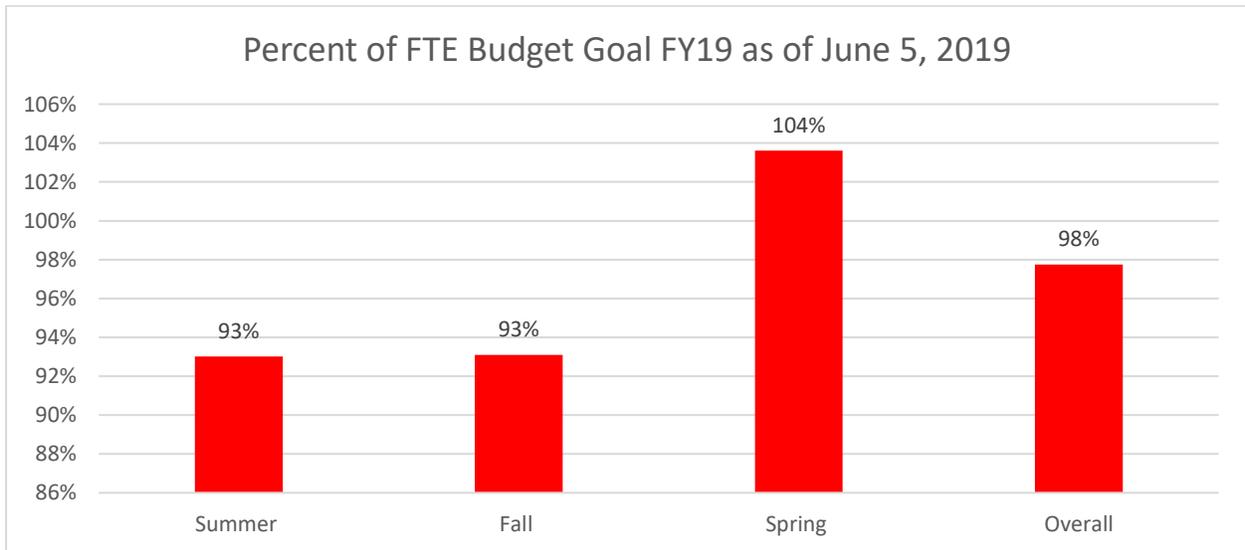
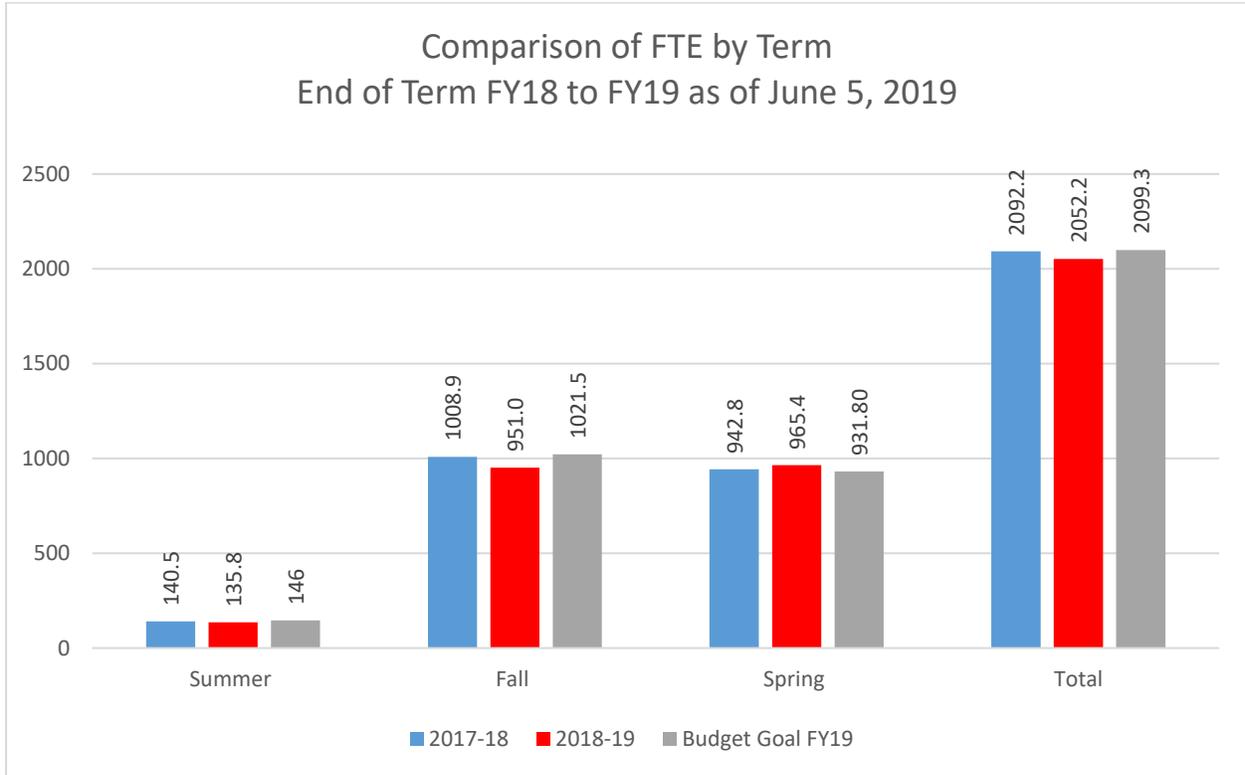
OTHER

The Arts & Sciences Division and the STEM Division went to the Mud Hens game on Friday, 5/31/19 together to celebrate the beginning of summer. Twenty-two (22) faculty, Deans, and family members attended and had a great time together.

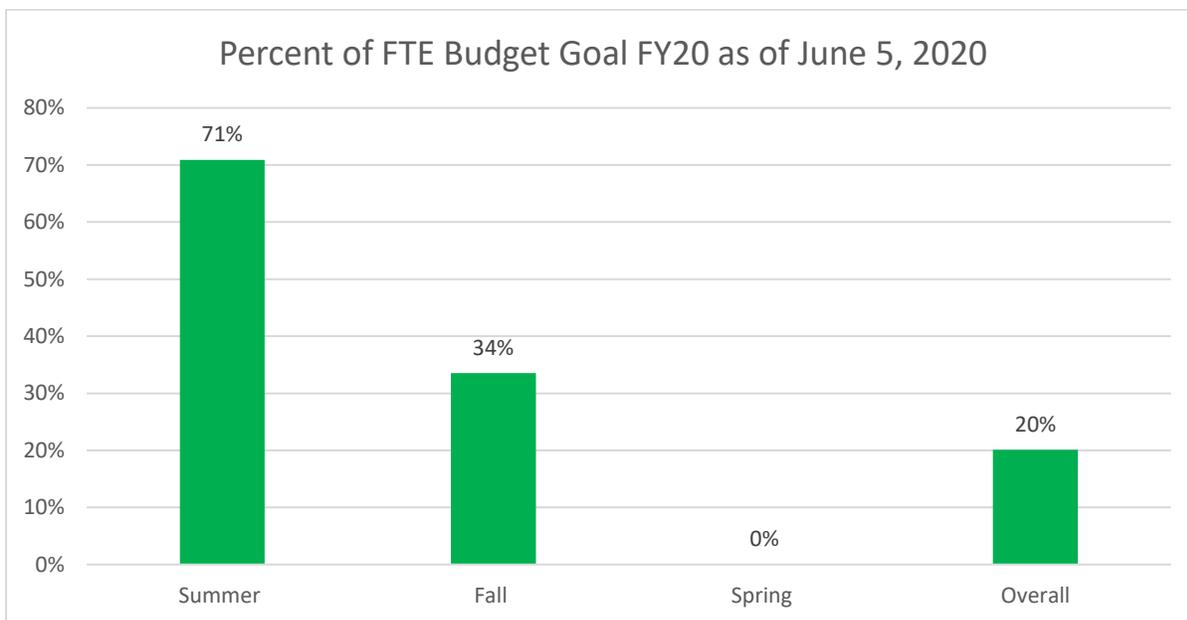
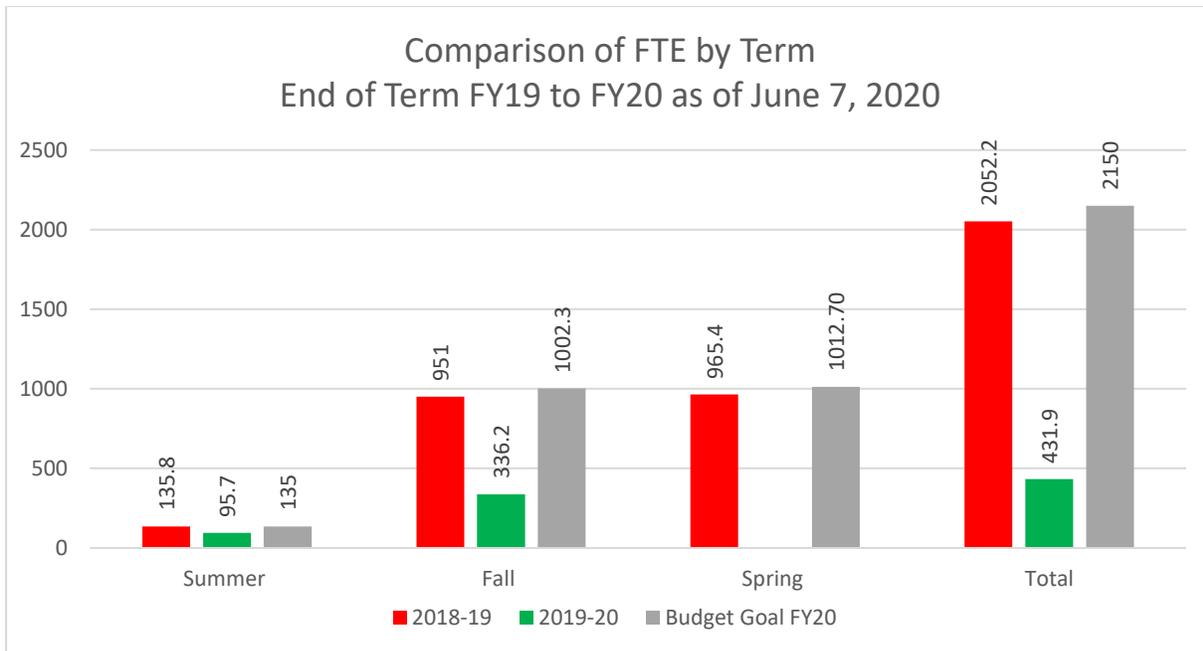


Vice President for Institutional Effectiveness & Student Success
June 2019
Submitted by: Cindy Krueger

Enrollment Update



Even though spring numbers are not finalized, the overall FTE budget goal for spring has been exceeded. This is due to increased FTE with college credit plus and agency enrollments. The overall budget goal was met at 98%; this goal includes the stretch goal of an additional 50 FTE. Overall for the year, non-agency enrollments did not meet budget goals and agency enrollments exceeded budgeted goals.



Budget goals for FY20 have been established. There are no agency enrollments entered for summer or fall term. Agency enrollments are budgeted for 16.5% of summer budget and 44.1% of fall budget.

For summer term, non-agency head count is down about 13% compared to last year. The number of returning students is down by over 100 heads; however, College Credit Plus enrollment is up 25%. Non-agency enrollments are at 85% of the summer FTE budget goals.

As of June 7, overall fall headcount enrollments are up slightly compared to last year at the same time but FTE is tracking about 2% behind last year. It appears students are taking fewer credit hours.

The evening of June 6, NSCC and Four County Career Center held a graduation reception for the students who completed the 22+ Adult Diploma Program, ASPIRE, or the Adult Diploma program over the last year and earned their high school diploma or GED. Six graduates and their families attended the celebration.



NSCC collaborates with Graduation Alliance to offer the 22+ AD Program. The program is offered totally online; students complete the high school requirements that were in effect at the time they would have been in high school. They receive their diploma for the district where they currently live. NSCC had 14 students complete the 22+ AD program this year earning diplomas from Wauseon, Paulding, Fayette, Toledo City, Springfield local, and Archbold. We have 10 students currently working towards their diploma. There is a waiting list to start the program; state funding has not matched the demand for the program.

Success Center for Ohio Community Colleges

Lori Robison, Lana Snider and Cindy Krueger participated in a conference call with staff from the Success Center at the Ohio Association of Community Colleges (OACC). Over the past several years, OACC has sponsored the Student Success Leadership Institutes (SSLI) that we have participated in. The conference call was to update us on the new name for the Success Center and review the status of their multiple initiatives. We were congratulated on having 100% participation at all 12 SSLI events and three (3) Holistic Student Support Institutes over the last three years.

Admissions – Terri Lavin

Makayla Windau participated in the inaugural Decision Day for the Class of 2019 at Camden-Frontier Schools in Camden, MI. Four students who live in Pioneer, Ohio are planning to attend NSCC in the fall.



Advising Center – Cassie Rickenberg

The Advising Center continues to be busy with student appointments for summer and fall registration. The Academic Advisors met with 163 students who registered for summer semester, 44 new students and 119 returning students. This accounts for 27% of non-agency students; if we remove college credit plus students, the advising center has met with 31% of the students registered for summer term as of June 3.

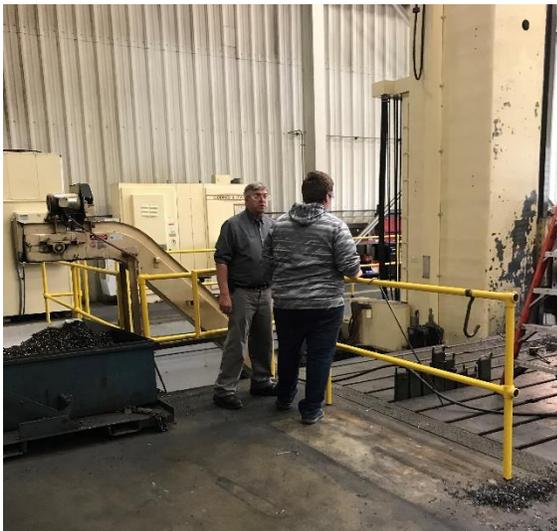
Students registered for summer term, on average, are registering for 4.7 credit hours.

- 84% (516) of students are taking 1-6 credits
- 13% (81) of students are taking 6.5 – 9 credits
- 3% (16) of students are taking 10 or more credits this summer



Brad Geer has been working with Ohio Rotational Moulding (ORM) to provide learning experiences for students. The attached photos show our ORM Team along with Steve Raymond on their most recent adventure. On May 30th, they were joined by a Patrick Henry High School sophomore, Kenny, as they studied the CNC operation at Ohio Rotational Moulding, then toured Automatic Feed, Napoleon Machine, and Custom Ag in Napoleon.

Our team did a great job representing NSCC to our local professionals and they sent Kenny back to PHHS with a completely new respect for the awesome potential of an NSCC education.



Grants – Ashley Pere

Ashely Pere and Sarah Stubblefield attended the Rural Community College Grant Applications Convening on June 6th and 7th at Gateway Technical College in Racine, Wisconsin. The Department of Education and the American Association of Community Colleges is co-hosting this convening, designed to help rural community colleges identify, plan, and design projects for federal grant applications. Activities will include facilitated workshops and information from a variety of federal agencies with upcoming opportunities.

Grants Awarded:

- Cybersecurity Education for Advanced Manufacturing Organizations (\$488,426)
Project leads are Tony Hills, Roger Spears, William Chaplin 8/1/2019 to 7/31/2022

NSCC has been awarded a National Science Foundation (NSF), Advanced Technological Education (ATE) Grant (NSF-ATE) grant to create cyber security training scenarios for advanced manufacturing that will be deployed at the Ohio cyber range. The advanced scenarios will provide an opportunity for the advanced manufacturing technicians to attack/defend a Human Machine Interface (HMI) on a manufacturing network and attack/defend Programmable Logic Controller (PLC) operations on a manufacturing network. The training scenarios developed by this project will provide an opportunity for incumbent workers that serve as industry technicians within advanced manufacturing to experience real world advanced manufacturing cybersecurity scenarios via the Ohio Cyber Range. The driving force for this grant proposal were the local employers, who are concerned about cyber attacks on their manufacturing and process systems.

- Scaling Elements of a Competency-Based hybrid Instructional Model into advanced manufacturing Courses (\$500,005)
Project leads: Thomas Wylie, Thomas Bowes, William Chaplin, Sarah Stubblefield
NSCC has been awarded the June 1, 2019 to May 31, 2022

NSCC has been awarded an NSF-ATE grant to improve the effectiveness of advanced manufacturing courses, increase access to technical education programs, and prepare technicians with the skills that employers require in a rapidly changing workplace. To support these objectives, Northwest State Community College (NSCC) will scale elements of its successful competency-based, hybrid instructional model for implementation at three partner colleges located in Michigan (Henry Ford College), Indiana (Ivy Tech, Fort Wayne), and North Carolina (Robeson County Community College). The first aim of this project establishes a Networked Improvement Community (NIC), consisting of NSCC and the 3 partner colleges. The NIC model was developed by the Carnegie Foundation for the Advancement of Teaching, and focuses on improvement science in higher education. Northwest State will also be presenting a 2-day workshop for faculty from over 90 colleges within the four states, on how to scale the elements into their courses. The driving force for this grant proposal were 2-year colleges from around the country who want to improve the quality and access of their traditional technical courses.

- ODHE Short-Term Certificate Grant supplemental funding for Foster Youth (\$20,263)

NSCC has been awarded supplemental short-term certificate funding for individuals who have aged-out of the foster care system. The funds will allow students in this demographic to pursue short-term certificates in the following programs: Construction Specialist, Manufacturing Skill Standard Council – Certified Production Technician, Call Center Customer Service Representative, EMT Basic, and STNA

Marketing: Jim Bellamy

- Completed the 2019-2020 student planner; project is at printer now and will be delivered late July
- Working with Michael Leonard to create Ag program marketing timeline and materials -- we will build a new website (NorthwestState.edu/Agriculture) to help showcase those programs



- Lined up radio interviews for the week of June 3 for summer camp promotion.
- Working with design team to create the 2019-2020 print ad materials, continuing the "All Roads Begin at Northwest State" concept
- Completed the Green Carpet TV program video, will send to all local TV providers once approved (TV26, BMU-TV, INTV, RTEC, etc.)

Chief Fiscal and Administrative Officer

June 2019

Submitted by: Kathy Soards

- On Wednesday, June 5, a contract was signed with MP2 to secure rates for electricity usage from 2021 through 2024. This negotiated rate is a result of continued strategic collaboration with Terra and Owens to take a combined usage to the market to secure favorable rates. Our current contract has saved the college \$30,000 annually for the last two years and this new rate will save an additional \$7,400 for a total annual savings starting in 2021 to 2024 of \$37,400.

Facilities

- A contract with Earl Mechanical, (Wauseon) for the E building chiller replacement is at the Attorney General's office for final signatures.
- The college is working with Toledo Edison to schedule the replacement of the transformer that supplies the electricity to E building. The transformer has been cracked for several years to allow a planned and budgeted replacement to take place in FY 19/20.
- Presidio Networked Solutions (Toledo & Columbus), the contractor installing the Access Control system, will begin work on campus the week of June 17 with a substantially complete date for the project in September.
- McDonald Design (Defiance) is on campus completing the finishes for the faculty/staff lounge project.
- East parking lot, along with drives, were sealed and cracks filled to maintain parking and delay the need for more extensive repairs and replacement of these areas.
- Planning is underway to grind and install a 2" cap on the NE parking lot once the FY 19/20 budget year is underway and the budget approved.
- Inspection of the inside and outside of the water tower took place the week of June 10 to identify maintenance/painting that is needed during the next few years.
- We welcome Ashley Barth, working custodial supervisor. She began work on June 3 replacing Tom Culbertson whom resigned.

Business Office

- The online tracking of leave requests and reporting is fully implemented. All employees are now able to enter their leave online and supervisors can approve. This is an efficiency to institutional processes to reduce paper consumption and manual processing of these documents.
- We welcome Jennifer Thome, Director of Accounting and Business Services on Monday June 17 to replace Lori Cain, Assistant Director of Finance and Business Services that left the college March 1.

Police

- The installation of AEDs and Stop the Bleed Kits across campus is complete. An AED and Stop the Bleed Kit is now available on each floor of each building of the campus. Identification decals are ordered to add to the sides of each box so that a person down the hall in either direction will be able to identify where these emergency response items are located.



Custom Training Solutions June 2019

General Mills Video Conferencing Training:

Ten (10) technical courses & two (2) computer courses ran in April - May 2019.

Custom Training Solutions:

1. Archbold Campus

- a. CTS held nine (9) Open Enrollment classes and six (6) contract-training classes in April-May 2019. Companies include CK Technologies, Worthington Industries, GT Technologies, Chase Brass & Copper Co, Therma Tru and Silgan Containers. Open Enrollment topics included Microsoft Office, RSLogix 5000, GD&T, Lean Green Belt Certification and Electrical Troubleshooting Basics.
- b. Summer apprentice classes, offsite, are starting at Therma Tru, Worthington Industries and Lafarge.
- c. The Ohio Lean Consortium has scheduled Coffee Club Lean short topics for 2019. The twist to this year's format is to offer these one hour informal sessions in Bryan, Defiance, Archbold and Napoleon at local coffee shops. We plan to bring NSCC lean to our clients!
- d. The Ohio Lean Consortium is planning benchmark field trips to Airstream (Jackson Center Ohio) and either Toyota (Indiana) or Whirlpool (Findlay Ohio) in 2019.

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

- a. Held four (4) contract and three (3) open enrollment classes. Companies include Promedica, Church Doctor, Omnisource, V & A Risk Services, Custom Glass Solutions, Morgan Advanced Materials, Spring Valley USA, Danberry Real Estate and Seneca Ohio Regional Planning Commission.
- b. In discussions to offer Manufacturing Skills Standards Council Certified Production Technician (MSSS CPT) in partnership with Terra State in Fremont.
- c. Will begin running MSSC-Safety Module this spring at Glass City Academy (High School age students). Fall will begin the full CPT at Glass City Academy.
- d. Met with Libbey Glass regarding training for manufacturing employees; target start date September 2019.
- e. Finished YMCA CCMEP After School program for high school students in the Toledo Public Schools system.
- f. The sixth cohort of the call center program and second digital literacy cohort at Cherry Street Mission graduated April 30. Cohort seven launched May 13. We are also planning a MSSC CPT cohort to begin in June at Cherry Street.
- g. Hosted a program for area manufacturers to learn about the benefits of the MSSC - CPT program as part of In Demand Jobs Week.
- h. Presented a session on career opportunities for students and their business

mentors who are participating in Be The Link. This is a grant funded program through Springfield Schools, Fellowship of Christian Athletes and Holland Springfield Chamber of Commerce.

- i. Through our partnership with Partners in Education we hosted several school tours including Discovery Academy, Horizon Science Academy, Rosary Cathedral, Queen of Apostles, Summit Academy, Wildwood Environmental Academy and a Den of Webelos from Epworth United Methodist church.
- j. Ran a “Makers/Tools” afterschool club at Maumee Valley Country Day School.
- k. Running MSSC-CPT programs for Bridges to Career Opportunities (BCO) in partnership with Lutheran Social Services/LISC/Lucas County Department of Development (current, 7/15 and 9/15), Harbor (9/1).
- l. In discussions with Grand Circus of Detroit regarding a possible partnership to operate 12-week coding boot camps at the AMTC.

Open Enrollment Classes and Apprenticeship Efforts - Tori Atkinson

1. Advanced Manufacturing Consortium (AMC), Apprentice Program & Recruiting
 - a. Apprenticeships. Efforts to scale and expand apprenticeships continue. Thus far, Tenneco Automotive, Paragon Tempered Glass, Old Castle and Lafarge have all expressed interest in formalizing their apprenticeship with NSCC. Companies such as Spangler Candy Company, Automatic Feed Company and Alex Products are very positive with the efforts to make the NSCC apprentice programs easier to manage for their students.
 - b. Maker-Facturing Camp is scheduled June 24-27, 2019. Sessions include Welding, CNC Machining, Take-it and Break-it, Spangler Candy and Miller Brothers tours, Cement, and Lego Robot build and battles. There will also be a closing ceremony for parents that includes ice cream.
 - c. Open enrollment classes are going very well. Completed topics include Microsoft Office and Programmable Logic Controller (SLC500, Introduction to ControlLogix, Advanced Control Logix).
 - d. On June 12, the Advanced Manufacturing Consortium is leading an educator/manufacturing event at NSCC. This event will showcase area schools, public & private, middle school and high school age students that are implementing hands on activities to prepare students for careers opportunities in manufacturing.
2. AMTC
 - a. Meetings with organizations included Cherry Street Missions, Libbey Glass and Imagination Station.
 - b. Met with Business Advisory Council at the Educational Service Center of Lake Erie West – discussed programs at AMTC.
 - c. Met with Pathways Fatherhood Initiative – they have funding that may pay for a cohort of their clients in the MSSC-CPT program.
 - d. Partners in Education bringing students and parents to the center for a tour and

presentation regarding training and opportunities available after training at AMTC.

3. JFS Workforce Opportunities - April and May 2019

- a. Working with Wood County to develop an MSSC Plus class that will help job applicants with basic training classes prior to hire. NSCC & JFS in Wood County continue to work with the students to improve job readiness skills.
- b. A new initiative, “Project Readiness”, is underway in Wood County to engage employers early on in the process. Employers are pre-screening participants from a pool of candidates to enter job training. The initiative includes six school districts and is targeted toward high school juniors and seniors.
- c. Coordinator Andrea Morrow has been actively involved in the student recruitment for the next Defiance Dream Center training initiative. This 120 hour session will be Automotive Basics and is scheduled for September 2019.

Information Technology June 2019

New and Ongoing Projects:

IT Help Desk Incidents/Service Requests: For the month of May there were 100 Incidents opened and 105 resolved. There were also 71 Service Requests placed and 64 completed.

Upgrade Openlab: Summer upgrade of Openlab computers & screens.

Mobile App: No activity this period.

Campus Printer Replacement: New printers have been ordered to replace all campus devices. Also, 4 release station printers will be deployed to allow for anyone to print to any of them by walking up and releasing the job.

Access Control Project: Waiting for initial installation.

New Board Portal: A new website portal was built for the Board of Trustees. The portal is still being updated; however, the majority of information has been populated.

Upgraded Cellular Repeater (B-Wing): The B-wing cellular repeater amp was replaced with a more powerful unit and the external Antenna repointed to a new cell tower resulting in about 10% signal increase.

Document Management System (DMS): No activity this period.

Business Analytics (Warehouse): Data Systems is working with Cindy Krueger to define data points and build the data warehouse for improved reporting. This project is on-going and the latest version is currently being tested by Cindy. AmyJo Rouleau has been testing/using the warehouse to build tables for Argos college metrics reporting.

Online Application Replacement: The new application has been completed and is in operation. It allows students to receive their student ID number immediately instead of having an up to two-week waiting period, as in the past. It has also been streamlined for ease of entry and guides the various types of applicants to the specific areas needed. An on-line application has been developed for the CTS students and is being eased into production.

Banner: A database upgrade has been performed in the Production system, as well as thirteen (13) pre-requisite Banner upgrades have been installed. Configuration and testing is continuing for the Banner 9 Self-Service applications.

Banner Training: Implementation for the Faculty Load and Compensation (FLAC) module is proceeding nicely for the Arts and Sciences division for the summer 2019 semester. Seventy-four (74) percent of the faculty have accepted and acknowledged their load. This module will greatly reduce the time and stress involved in the more manual method in which load sheets had

been prepared. Additional academic divisions will be set up and incorporated into FLAC as available.

Vice President – Human Resources & Leadership Development
June 2019
Submitted by: Katy McKelvey

Recruiting:

We have filled the following roles:

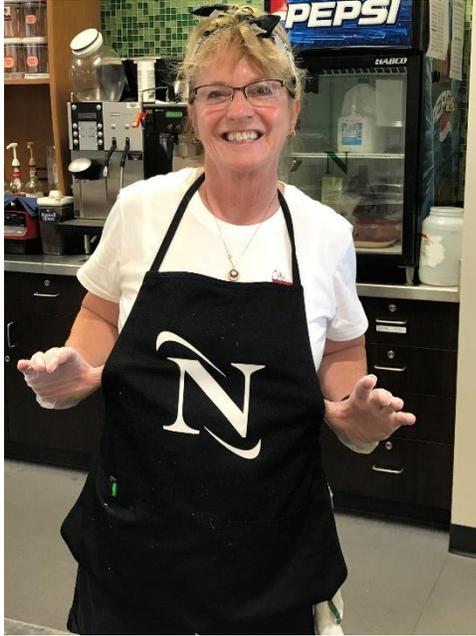
- Faculty & Lab Coordinator – Natural Sciences (Biology)
- Specialist – Enrollment
- Working Supervisor – Custodial
- Faculty – Industrial Technologies
- Faculty – Industrial Technology Mechanical

We are recruiting for the following roles:

- Director – Accounting & Business Services
- Custodian (2)
- Site Coordinator – Van Wert
- Faculty – Natural Sciences (Physics)
- Faculty – Human Services
- Admissions Recruiter
- Custodian (sub)

HIGHLIGHTS:

Thursday, May 30, was the first of three “Thank you Thursdays.” Employees enjoyed a \$5 credit for lunch provided by our Food Service.



Northwest State Community College
Statement of Net Assets
May 31, 2019

Assets

Current Funds:	
General Fund:	
Cash & Investments	\$8,497,576
Accounts Receivable	\$5,381,794
Prepaid Expense	\$31,075
Inventory	\$0
Deferred Outflows of Resource	\$6,504,225
Total General Fund	\$20,414,670
Auxiliary Enterprises:	
Cash	-\$519,988
Accounts Receivable	\$67,291
Inventories	\$499,077
Total Auxiliary Enterprises	\$46,380
Restricted Funds:	
Cash	\$278,817
Accounts Receivable	\$0
Total Restricted Funds	\$278,817
Total Current Funds	\$20,739,867
Plant Funds:	
Unexpended Plant Funds:	
Cash	\$45,733
Total Unexpended Plant Funds	\$45,733
Investment In Plant:	
Land	\$176,657
Construction in Progress	\$364,416
Buildings	\$32,344,596
Accumulated Depr.	-\$17,444,057
Parking Lots	\$1,944,552
Accumulated Depr.	-\$1,503,405
Water Tower	\$499,810
Accumulated Depr.	-\$467,838
Movable Equipment	\$5,921,326
Accumulated Depr.	-\$3,992,765
Library Books	\$472,286
Motor Vehicles	\$295,038
Accumulated Depr.	-\$213,372
Art / Collections	\$1,103,765
Total Investment In Plant	\$19,501,008
Total Plant Funds	\$19,546,741
Agency Funds:	
Cash	\$34,767
Total Agency Funds	\$34,767

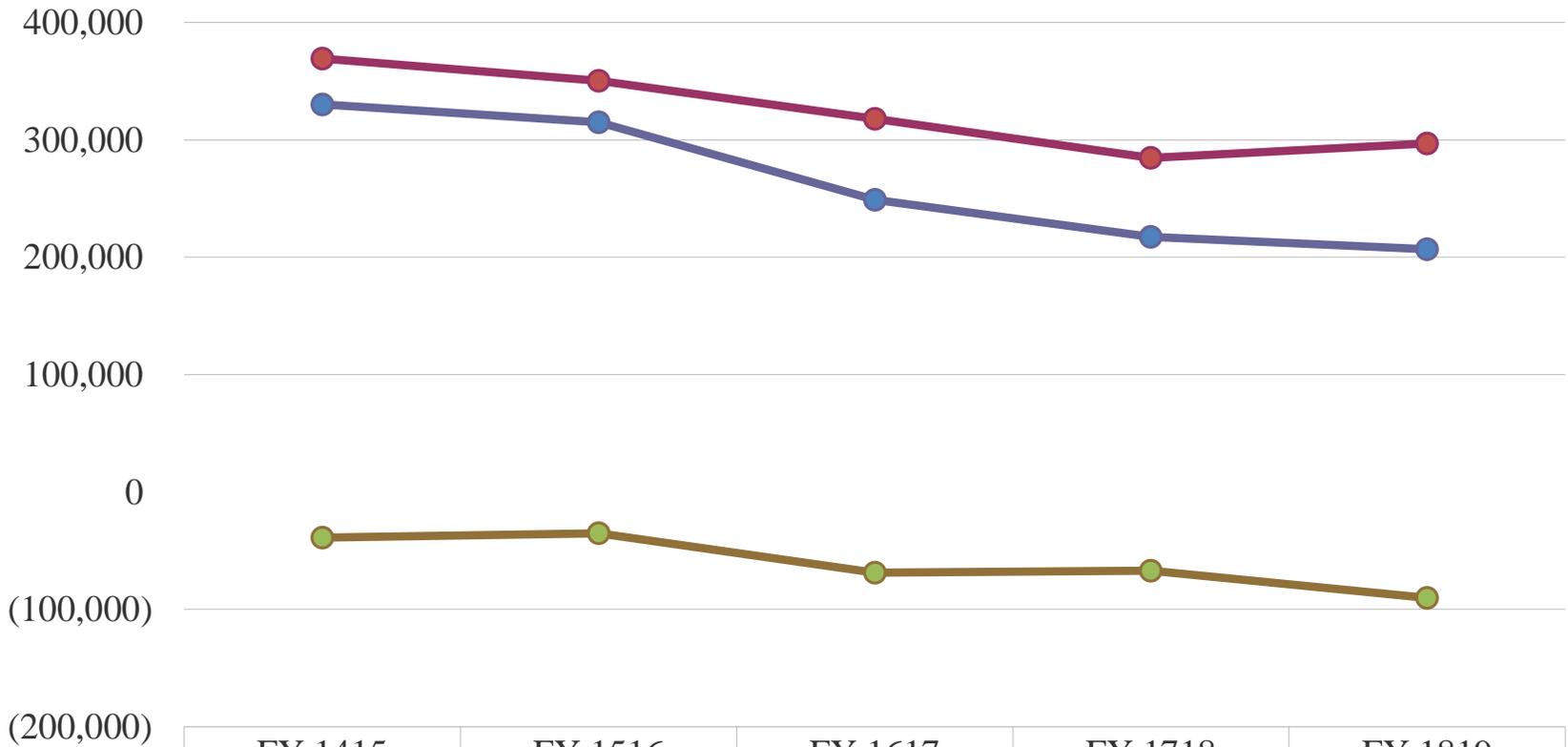
Liabilities & Fund Balance

Current Funds:	
General Fund:	
Accounts Payable	\$224,519
Accrued Liabilities	\$1,008,322
Deferred Inflows & Net Pension Liability	\$28,171,148
Unallocated Fund Balance	\$5,438,851
Allocated Fund Balance	-\$14,428,170
Total General Fund	\$20,414,670
Auxiliary Enterprises:	
Accounts Payable	\$4,731
Accrued Liabilities	\$11,736
Fund Balance	\$29,913
Total Aux. Enterprises	\$46,380
Restricted Funds:	
Accrued Liabilities	\$3,463
Fund Balance	\$275,354
Total Restricted Funds	\$278,817
Total Current Funds	\$20,739,867
Plant Funds:	
Unexpended Plant Funds:	
Fund Balance	\$45,733
Total Unex-Plant Funds	\$45,733
Investment In Plant:	
Net Investment In Plant	\$19,501,008
Total Plant Funds	\$19,546,741
Agency Funds:	
Fund Held in Custody	\$34,767
Total Agency Funds	\$34,767

Northwest State Community College
Statement of Revenue, Expense and Changes in Net Assets
May 31, 2019

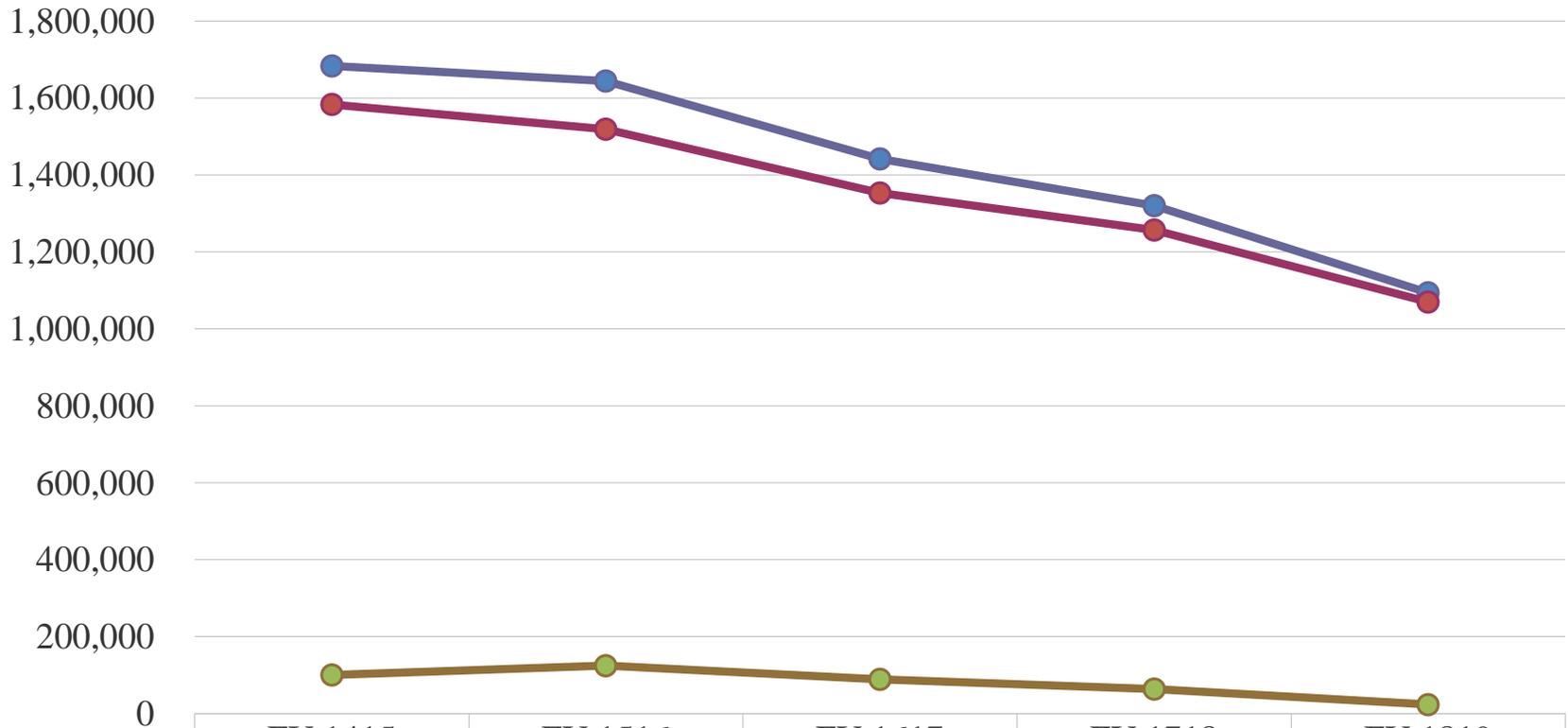
	Total Annual Budget	Actual To Date	Per Cent Received
Operating Revenue:			
Ohio Board of Regents - Subsidy	\$10,953,201	\$10,048,461	91.74%
Ohio Board of Regents -Capital Component	\$120,629	\$120,629	100.00%
Tuition & Fees	\$11,363,966	\$12,356,006	108.73%
Enrollment Contingency	\$0	\$0	0.00%
Scholarship Allowance and Tuition Offsets	-\$728,777	-\$289,153	39.68%
Income from Investments	\$75,000	\$166,947	222.60%
Foundation	\$85,870	\$0	0.00%
CTS Archbold	\$715,000	\$332,863	46.55%
CTS Scott Park	\$400,000	\$395,281	98.82%
Miscellaneous Income	\$103,095	\$76,793	74.49%
Grant Fiscal Agent	\$53,100	\$23,587	44.42%
Finger Printing & Facility Rental	\$63,400	\$53,156	83.84%
Total Operating Revenue	\$23,204,484	\$23,284,572	100.35%
To Reserves	-\$841,629		
From Reserves/State Capital	\$4,249,036		
Total Revenue	\$26,611,891	\$23,284,572	87.50%
Operating Expense:			
Instruction	\$15,509,335	\$11,987,927	77.29%
Public Service	\$28,887	\$15,888	55.00%
Academic Support	\$693,632	\$699,210	100.80%
Scholarship Allowance	\$0	\$0	0.00%
Student Services	\$1,709,333	\$1,237,818	72.42%
Institutional Support	\$4,303,060	\$3,608,957	83.87%
Plant Operations and Maintenance	\$4,367,644	\$1,481,566	33.92%
Total Expense	\$26,611,891	\$19,031,365	71.51%
Net Increase/Decrease in Net Assets	\$0	\$4,253,207	

Food Service (July thru May)



	FY 1415	FY 1516	FY 1617	FY 1718	FY 1819
Revenue	330,164	315,016	249,097	217,529	206,798
Expense	369,200	350,236	317,935	284,568	296,998
Net YTD	(39,036)	(35,220)	(68,838)	(67,039)	(90,200)

Bookstore (July - May)



	FY 1415	FY 1516	FY 1617	FY 1718	FY 1819
Revenue	1,683,447	1,644,201	1,442,140	1,320,867	1,093,724
Expense	1,583,132	1,519,221	1,352,801	1,257,474	1,069,766
Net YTD	100,315	124,980	89,340	63,393	23,958