President’s College Update
For period January 15, 2018
to January 26, 2018

* Submissions for next update are due Friday, February 9, 2018
President's College Update

Business, Administrative & Student Services

Controller
- 1098-T will be mailed to over 2,000 students today, January 26, 2018
- 1099’s were mailed to vendors on January 24, 2018

Facilities Management

Good News
- The Kehoe Center Cooling Tower project is almost complete. The new cooling tower has been installed and the final piping is being completed. The project is schedule to be complete by 02-14-2018.
- The Kehoe Center Roof project will be going out for bid on 02-01-2018. Bids are due on March 1.
- Carpet has been ordered for the rotunda and room 128 in Kee Hall. Painting will take place within the next month in 128 Kee Hall before the carpet is installed.

Accomplishments
- Facilities has been working with the IT department receiving the cameras and wireless access equipment. Facilities is working with IT to bid out the installation of the camera and Access point installation. Over 260 wires will be ran in various buildings to run this equipment.

Goals
- Complete inventory of the Urban Center.
- Facilities is working with IT to bid out the installation of the camera and Access point installation. CAD drawings are being completed at this time for locations of wiring.
- Work with Health Sciences on the RAPIDS grant RFP.
- Review Joint Use Agreement for the North Ohio Industrial Museum and send to OBR.

Human Resources

News
- W-2’s for 2017 are now available through MyNC (Web Advisor) as a printable PDF file. To access your W-2 you will need to log onto MyNC. (use your standard MyNC login).
- 2018 Tax Reform may result in slightly higher take home pay for employees. New tax tables will be in effect beginning with pay date 1/26/18.
Accomplishments

- Chemistry faculty hired – Hannah Cronk
- Adjunct Liaison hired – Donna Niederkohr
- Teacher, CDC, hired – Heidi Ankrum
- Physics Faculty hired – Wesley Adams
- Utility Worker (par-time) hired – Tyree Shine

Goals

- Current position searches underway:
  - PTA Faculty/Program Director
  - Career Pathway Coordinator
  - Kitchen Assistant, CDC (part-time)
  - Webmaster
  - Teacher Assistant Sub
  - IST Lab Assistant
  - Tech Prep Coordinator
  - Part-Time Administrative Assistant, Foundation

Institutional Research

Good News

- Progressing through CCP tuition billing. Analyzed, adjusted and uploaded about 2,000 records with about 600 more to go.
- During a preliminary update of retention data for Title III, it appears that fall to spring retention of entering fall students (CCP excluded) has improved for the first time in several years. We will have final numbers at census.
- Helping the Registered Nursing program gather data for ACEN accreditation review. Lot of indicators that program persistence is improving which should lead to improved graduation rates.

Accomplishments

- Worked with OACC and a consultant group to populate a “Return on Investment” cost allocation template for our Student Services Redesign. Will present at upcoming OACC meeting.
- Working with IT and college enrollment committees on several reports for strategic outreach to stopped-out students as well as potential new students (Choose Ohio First scholarship).
- Working on various grant evaluation projects such as Great Lakes Tutoring grant.

Goals

- Continue to support redesign of Integrated Student Support.
Working on another cost allocation project to detail all revenues and costs related to CCP.
Federal and state reports due.
Working on spring round of program and service reviews.

**Financial Aid Office**

**Good News**

- We have many ’18-’19 files completed. As soon as the feds decide how much the Pell Grant will be worth, we will be able to start sending next year’s award letters.

**Accomplishments**

- Amanda created a handout to clarify citizenship requirements for aid.
- Amanda is contacting current TFS recipients to encourage them to complete requirements to receive the scholarship next year.
- Amanda is working with Sheila Campbell to investigate what Ellucian financial aid self-service can do for our students.
- Because the financial aid census date has passed, we have finalized Spring semester aid awards.
- Jim has been working with others at the college to complete Choose Ohio First grant requirements.

**Goals**

- Jim is working with Gina R-K to recertify our eligibility for federal student aid for the next six years. He hopes to have requirements completed by the end of February, a month ahead of time.
- Students will be able to submit applications for ’18-‘19 NC State Foundation scholarships all through the month of February.

**Ralph Phillips Conference Center**

**Good News**

- First rental for a tabling event in a lobby (a company desiring to recruit students)
- Shelby Cruise-In has decided to bring their annual car show to the Kehoe Center this year

**Accomplishments**

- Third year running that NC State has been listed in the issue of Great Meetings in Ohio Magazine which is distributed to more than 25,000 meeting planners
Set in place another Chamber email blast

**Goals**

- Work with interested parties to establish a leasing customer for the Urban Center
- Continue studying allseated.com so that customers can design their floorplan online

**Child Development Center**

**Good News**

- The CDC provides a process of ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective, high-quality program services.

- Program planning is how our program develops goals and objectives for an implementation plan that enables us to accomplish goals. This is important as we prepare to write the Early Head Start five-year period grant that is due in April 2018. The following will provide data to analyze and establish broad goals:
  - Community Assessment
  - Self-Assessment
  - Markers of Progress (School Readiness and Family Outcomes)
  - Employee Survey
  - Family Survey.

**Accomplishments**

- Completed a program staff wage structure in collaboration with Human Resources with an implementation date of January.

- The CDC is providing lab experiences for ECE student teaching, Practical Nursing community health rotation, Occupational Therapy Assistant observations and Human Growth and Development observations.

- The Child Development Center and Early Head Start in collaboration with North Central State College and The Ohio State University at Mansfield will present an overview of the opioid crisis in Ohio and its impact in our community, campus and specifically children. The presentation will take place on Friday, February 23, Riedl Hall Room 151 beginning at 11:30. Our featured speaker LeeAnne Cornyn, Director of Children Initiatives, Public
Policy and Public Affairs at the Office of Ohio Attorney General, will provide an overview of the current state of the opioid epidemic.

Goals

- Begin the process of writing the Early Head Start grant.
- Reaching out to individuals on campus and community to assist in the grant writing.

Student Services

Admissions, Recruitment, and Gateway Services

Good News

The following activities were from January 15th to January 26th, 2018:

- 11 On campus appointments
- Leader Richland Meeting
- Western Reserve CCP Meeting
- Ashland County West Homes student visits
- Seneca East CCP Meeting
- Mapleton CCP Meeting
- Pioneer Senior Visits (3 days)

Accomplishments

Spring Semester 2018 Applications vs 2017 as of January 26, 2018

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CURRENT REGISTRATION SUMMARY

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Goals

Review and adjust the Tuition Freedom Scholarship program. Review new and more effective ways to contact and communicate with prospects and applicants.

Student Success Center and Transition Services

Good News

There was over a 50% pass rate for students completing the TEAS during the month of January.

Accomplishments

- **Student Advising Visits:** 221 visits completed during the period of 1/01 – 1/15/2018 (includes email outreach contacts)
- **Student Testing Visits:** 43 visits completed during the period of 1/01 – 1/15/2018
- **Student Disability Services Visits:** 14 visits completed during the period of 1/01 – 1/15/2018
- **College Student Inventory Presentations:** Attended FYEX class’s week of 1/22/2018.
- **Connect to College (New Student Orientation):** Held on 1/09/2018.

Goals

- **Enrollment Process “Nudge” Calls** – Complete phone calls and direct recently accepted students who plan to attend spring term to the next step in enrollment process.

Registrar

Good News

Spring off campus CCP registration is almost complete except for minor schedule adjustments submitted by the high schools. Overall Spring CCP registrations is as follows:

Head Count 1,313 (44% of total student headcount)
2,624 class sections accounting for 8,393 credit hours (35% of all registered credit hours)

Faculty were sent notifications to report class attendance. Attendance reports are due by 01/28/2018.

All students were sent email reminders about submitting graduation petitions for spring semester graduation. The deadline to submit is January 26, 2018.

Accomplishments

A Report Manager Report auto awarding certificates was deployed on 01/23/18. The registrar has developed a list of potential fall semester certificate eligible students for review. Currently, there are potentially 231 students who may be awarded one or more of our certificates based on their fall enrollment. Of the 231 students, six are eligible for one of our 30-hour certificates.

Goals

Will be reviewing degree audits for all potential fall certificate eligible students and will post certificate information to their transcripts and mail hard copy certificates to those students who have earned this credential.

Review of graduate files will begin the week of February 5.

Attendance drops will be processed on 01/29/2018.

Title III

Good News

- The number of course drops has dropped again fall term. There were 67 fewer withdraws compared to last fall, which is the lowest numbers during the grant years. This fall, students were required to obtain instructor signatures before dropping in order for students to talk to them and possibly be convinced to stay in class. Data still needs to be collected on the number of drops compared to the total number of courses taken and number of F’s. Overall, this is good news!

- Tom P. presented Bev, Dr. Walters and administration preliminary data that shows the highest percentage of persistence for fall to spring and highest percentage of course and credits completed since the beginning of the grant.

- Advising by liaisons – 1/1-1/19/2018
  - One-on-one advising sessions – 701
Outreach emails or phone messages - 564

**Accomplishments**

- Nine more faculty and three staff (Monica, Tara, and Barb) participated in Title III Advising Professional Development. Two groups participated in two days in December or 2 days the second week of January (despite the ice and snow)! Two new topics were included at the suggestions of previous surveyed faculty. Both groups were very engaged and most shared how they are already doing some advising! They also provided some great ideas for improving our systems. At present, 94% of faculty have been trained on advising basics and the advising software; only three faculty remain who have not yet participated in the on-campus sessions. Another session will be held potentially in Fall for them and any other new faculty/staff.

- Met with Dr. Walters to begin the Annual Report to the Department of Education. Data analysis and goal progress/accomplishment/plan revision is the focus. Some goals have been accomplished; some have not.

- Met with Cathy and Michael Welker to explore some suggestions made by faculty regarding advising with Canvas/AdvisorTrac.

**Goals**

- Next meeting with Dr. Walters will review the results of his recent survey on Title III from the standpoint of staff and administration, continue on data analysis and where the College is not compliant, and the agenda for the next Evaluation Committee.

- Work with key people to resolve the “transitioning” of students from liaisons to faculty, which does not seem to be working effectively in one department.

- Continued monitoring of data.

- Monitor progress on academic plan completion for students. Currently 70% of students have only 1 term planned out, and less than 20% two or three terms.

**Academic Services**

**Academic Services Director**

**Good News**

- Between 10 to 15 courses have come from each of the divisions to be submitted by the January 19th deadline to ODHE. Great work Faculty, Lori Zeigler, and Assistant Deans!

- 10 CTAGS were approved before the first of the year.
The Operations Management Certificate has been submitted to the Federal Department of Education for possible Title IV eligibility. We will know soon the approval status.

**Accomplishments**

The faculty load-sheet process has finally entered the 21st century. While we have had some snags in the system, it has generally progressed smoothly. We will be scheduling a meeting within the next three weeks to discuss ways to make the process easier for all involved. Meeting date/time/place will be sent to all faculty, as well as staff involved in load-sheet processing. Feedback is extremely important to perfect this process. If you have had an issue with this digital process please consider attending the meeting to help us understand the problems.

**Goals**

The Noel Levitz Student Satisfaction Inventory (SSI) will be deployed in 25 sections, with over 400 possible student responses for Spring Semester.

The ITEC degrees are seeking to move from an AAB designation to an AAS. This change aligns better with what is actually taught in the courses, what our sister institutions provide, as well as what our four year partner institutions are looking for in Associate Degree graduates.

March 5th, 2018 a Peer Reviewer from HLC will be on campus to review two of our additional locations: Kehoe and the Crawford Success Center. Students and faculty will be invited to join in a roundtable discussion. The schedule will be sent to all faculty/deans in February.

**Business, Industry, and Technology**

**Good News**

Famico Williams, who served as the Career Coach for the TAACCT grant and helped administer our sub grant from Lorain through Lift, has taken a full time position with Catholic Charities. Famico will be missed and we wish him well in his new endeavor!

**Accomplishments**

Dan Wagner took part in the presentation of the Engineering Foundations Certificate to the Ohio Manufacturing Association’s workforce subcommittee.

Successfully closed out TAACCT Grant (thanks Michele Schaad!)
Successful Intro to Supervision Standards trainings held in November (22 persons trained with our first at the Success Center which hosted 10 participants)

Registering participants for two additional Intro to Supervision trainings in February at the Kehoe Center and March at the Success Center

Completed 5th customized Supervision training for MTD Willard, with next one being planned for March

Entered into a cooperative training agreement with Madison for use of our welding lab

Registered our first sponsored apprenticeship

Goals

Meeting with Avita regarding IT apprenticeships

Developing proposal for Medical Assisting apprenticeships in collaboration with Madison Adult Education

Working with three local companies on new apprenticeships

Piloting a “virtual classroom” for CPT certification through the Lift grant

Continuing to develop a plastics certification program through workforce with Next Gen and other industry partners through CDME

Working with Sam Renfroe on Workforce Loan Grant

Developing customized training plan with Timken

Health Sciences

Accomplishments

Health Sciences is currently deep into accreditation and grant report reviews

Liberal Arts

Good News

Xintong Jiang was selected to give her presentation Chinese Programs with Dynamic Partnerships with Community Colleges at the 2018 National Chinese Language Conference
in Salt Lake City, Utah in May.

**Accomplishments**

- The first Honors Colloquium will be Monday, February 19th at 6:00pm in 164-F. Dara Shade will be giving a presentation *Financial Focus 101* to help students better understand managing finances during the college experience and beyond.

- There will be an informational meeting for the study abroad opportunity with University of Limerick in Ireland on Monday, February 5th at 4:00pm in Fallerius 149. Janny Nauman, Communication and Humanities Program Coordinator, will be accompanying students and be on hand to answer questions regarding this exciting opportunity.

- Xintong Jiang developed the curriculum for CHIN 20130 which was approved by the Curriculum Committee.

- The Chinese New Year celebration “Year of the Dog” will be on Monday, February 12th from 10:00 – 2:30 in Fallerius 164.

- Faculty working with Lori Zeigler submitted several courses to ODHE for TAG and OTM approval: Christine Lynch (HMSV 2110), Janny Nauman (COMM 2010), Dustin Bates (GEOL 1030), Wei Xiong (ENGL 2070), Nelliam Fernandez (SPAN 1010 and 1020), Xintong Jiang (CHIN 1011 and 1031), Michael Hale (HIST 1050 and 1070), James Predovich (MUSC 1010), and Scott Smith (THEA 1010).

**Goals**

- Develop/revise program descriptions for the College website.

- Review/revise program curriculum as needed.

- Develop a memorandum of understanding with Galion High School for a Liberal Arts cohort program.

- Plan presentations arrangements and publicity for troupe of Chinese performing arts faculty and students from Yanshan University, March 20.

**eLearning & Innovation**

- No report.
TRIO Student Support Services

- TRIO Open House will be Thursday February 1, 2018. 12 Noon – 3:00 pm in Fallerius Room 115. Come check out our new resource room and offices. Feel free to encourage students to attend to learn more about TRIO and the services we provide. Light refreshments provided.
- Finalizing plans for our partnership with Richland Bank. Mechanics Bank employees will assist in presentations and workshops during Spring / Summer 2018.
- TRIO Week
  - February 18th -24th, 2018
  - Theme: #TRIOWell #TRIOStrong
  - National TRIO Day of Service: Saturday February 24th (project TBD)
- TRIO Career Week
  - March 26th -30th, 2018
- Tax prep workshops in collaboration with 211 and Ohio Benefit Bank will begin in February 2018. Anticipate having 3 workshops that will be open to NCSC community

Accomplishments:

- Our new resource center (Room 115) and offices in Fallerius are up and running. Our visits have tripled and students have been very positive regarding our new space.
- IT is working on getting our computers ready to install.
- 3 tutors hired and scheduled for the TRIO resource center.
- Grant aid application for CURRENT ACTIVE TRIO participants has been released. Funds will be awarded to students in February.
- Recruitment emails and letters have gone out to all NEW to NCSC students and students who are returning to NCSC after being out of school at least 1 year.

Goals:

- TRIO is still accepting applications for new students. Please continue to refer students that may be eligible for service.
- Finalize plans for TRIO Week, TRIO Career Week, Tax Prep Workshops, and Annual Awards Program

Tutoring Resources Center

- Tutors have been assigned to the following areas:
  - Fallerius 117/119
  - Kehoe 229
  - Health Science
    - Anatomy Lab
    - Respiratory Lab
    - Radiology Lab
Nursing Lab
- Embedded in Math and English classes
- Trio

Tutors have begun contacting the Choose Ohio First students who have GPAs that have fallen below 3.0 to develop a remediation plan.

Tutors will begin contacting students who have been placed on probation.

The tutors who have achieved level 3 certification are now doing all the training for our department.

Son Wynn, Tutor Coordinator is now evaluating tutors for effectiveness. He has taken on other duties as well.

Outreach

Good News

I. GPS Initiative:
We have 37 students enrolled in our GPS College Prep Semester experience at Mansfield Middle School and 3 more that already qualify for CCP. I'm happy to report that they are all doing well. They are being challenged and stretched. Our facilitator, Sandra McGregor is doing a phenomenal job with the kids. The middle school Principal Mr. McQuate said that it was a testament to the quality of the program we've created that not one student has dropped out. These children are bright, wonderful and full of promise. We are all very excited about working with them!

II. Faith Community:
Cheryl will be meeting with the Pastoral Steering Committee Co-Chairs the 2nd week in February to plan for the next gathering

III. MCS Seniors:
Cheryl has resumed meeting with seniors individually to discuss education plans after graduation and financial aid options.

IV. Diversity and Social Justice Council:
The Council has finalized its mission and looks forward to helping the college honor the Ends Policies on diversity, equity, and inclusion as inseparable dimensions of academic excellence and institutional well-being.
- Mission: The NC State College Diversity and Social Justice Committee commits to upholding diversity, inclusion, and equity by working with the college community to create an institutional climate that fosters respect for all members as equals.
Crawford Success Center

Good News

Spring classes off to a good start. We have nine courses for spring 2018.

Goals

Collaborating with Bucyrus High School on Certificate Programs and Success Bound Pathways.

Collaborating with Health Science and the NCSC foundation for the implementation of the 2018 LPN Program.

Plan Spring Luncheon for upcoming graduates that have taken classes at the CSC along with the donors.

Public Affairs

Marketing, Public Relations & Creative Services

Good News

Congratulations to Chris and Mary in the foundation office for their successful Day of Giving/#RichlandGives campaign. And thanks to the alumni donor who matched EVERY DOLLAR RAISED!

Accomplishments

The new digital signage system using Xibo will be implemented through OCIO at Ohio State Columbus in all buildings. Tentative timing is the beginning of the year.

- Xibo is an open source product and will provide significant cost savings
- Training will occur soon. Administration will shift to Ohio State Mansfield since Xibo is a product managed in Columbus

New view book is at the printer

Goals

Promoting

- “Degrees without Debt” is a new umbrella we are using.
  - College isn’t FREE
But we are working to manage costs for our students, and reduce the amount of student loan debt they incur.

- Spring enrollment is open
- Special campaign online for non-traditional students

**Grants & Government Relations**

**Good News**

- Finally received the award notice from the Environmental Protection Agency for the People, Prosperity and Planet Phase II proposal submitted in 2016. This will permit Ken Ekegren and four students to travel to Malawi to conduct research on a new design for a cook stove. The award was for $71,060. While Ken has retired, he plans to continue with the project.

- Completed move to Fallerius 155 from Kee Hall 132 on Jan. 10. Thanks to the Facilities and IT staff for their help with the relocation!

**Accomplishments**

- Submitted the requested information to the National Science Foundation as the NSF said we are being considered for funding for the ATE grant. We were asked to submit a package of forms related to our abilities to manage grants, including a number of forms that were completed by the business office. Thanks to Michele Schaad for her help!

**Goals**

- Complete Workforce Development Loan Fund applications by Jan. 31. We seek funds in three areas: Health Services Technology (LPN, EMT, Paramedic, and Dental Assisting), MTOM and IT Networking. We are currently soliciting employers for support. We can ask for up to $500,000 to be spread over three degree areas, with a max of $250,000 per program. Requested some data from Tom Prendergast and help with employer letters from BIT and HS.

**Foundation**

**Good News:**

- NCSC Foundation was awarded a small grant to support a Women in Leadership Development Program, under the Honors College from the Richland County Foundation.

- The 2018 Scholarship luncheon will have a full capacity crowd of 90 people attending on Friday, Feb 13th at Kee Hall. Two student scholarship winners will be speaking and one
Benefactor. The event was planned with the Foundation Board Activities Committee.

The 2018 Hall of Excellence, on Friday, April 13th, inductees have been announced. This year’s winners include Michael Miller and Doc Stumbo. The event will feature Miss Ohio and will kick off the 50 year anniversary of NCSC.

Accomplishments:

- A new $15,000 grant was received to support Tuition Freedom from the Richard and Arlene Landers Foundation.

- The Community Foundation for Crawford County has moved a grant submitted to them for a new LPN program at the Crawford Success Center to the next level with an in person visit scheduled on Monday, January 29th.

- All outstanding pledges for FY18 have been received for the Crawford Success Center.

Goals

- Three new grant requests have been submitted in the past two weeks, including a Tuition Freedom grant from the Robert and Esther Black Foundation, a grant for the LPN program from Gannett and AEP.

President’s Office

Accomplishments:

- On Wednesday, January 16th, President Diab participated in the Board of Trustees’ January 2018 Regular Meeting. One of the feature highlights of the meeting was a discussion on renaming Kee Hall (as stakeholders have been confusing it with Kehoe).

- On Tuesday, January 26th, President Diab held the January 2018 President’s Cabinet meeting. Policies approved included: Ongoing policy work can be found on the Policy Activity Page
  - 19-06 Electronic Signage System Policy
  - 18-14 Hazardous Materials Policy/Procedure
  - 18-13 College/Campus Closing Policy and Procedure
  - 18-131 Class Cancellation Policy and Procedure
  - 14-09 Contact Hour Fee Policy
  - 14-091 Contact Hour Fee Calculations
Policies Tabled:

- 16-41 Outstanding Academic Advisor Award

Goals

- Continuous improvement and implementation on the Pathways Model
- Preparation for In-Service Day
- Preparation for HLC visits
- Continuous scanning of federal and state regulation changes impacting our college (such as CCP, and Reauthorization of the Higher Education Act)