President’s College Update

For period February 12, 2018 to February 23, 2018

* Submissions for next update are due Friday, March 9, 2018
Controller

1. Completed the EZ Audit submission
2. Attended a Fraud Assessment Webinar put together by NACUBO

Facilities Management

Good News

- The Kehoe Center Cooling Tower project is completed. The new Cooling Tower will start up in April and final adjustments will be made.
- The Kehoe Center Roof project is out for bid. Bids are due on March 1.
- Carpet will be installed in the rotunda and in rooms 128 Kee Hall from March 5th to March 9th. Painting has been completed in 128 Kee Hall
- Facilities continues working with the Radiology Department to bid out the new equipment from the Rapids Grant. A meeting has been scheduled on March 16 to review the RFP.
- The Joint Use Agreement for the North Ohio Industrial Museum has been completed and sent to Ohio Development of Higher Education for review.

Goals

- Facilities continue 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.

Human Resources

News

- As required by the Affordable Care Act (ACA), Form 1095-C was sent to all 2017 insurance eligible employees in mid-February to submit in 2018 as part of your personal tax filing for 2017. Please make sure that you keep copies of Form 1095-C. This form is provided to
report the type of medical coverage that was available to you and your family and whether you and your family members participated in the medical plan during the 2017 calendar year. Only one Form 1095-C will be provided for all the individuals listed on your policy. You may need to provide copies to your spouse or dependents if they file separate tax returns.

The IRS has extended the deadline for employers to mail their employee 1095 forms. The new deadline is March 2, 2018. Due to the filing deadline extension, you may have questions about how to complete your personal taxes if you have not yet received a 1095 form. You do not have to wait for form 1095-C from your coverage provider or employer to file your individual income tax return. You can use other forms of documentation, in lieu of the form 1095 information returns to prepare your tax return.

Accomplishments
Katherine Thompson, PT Kitchen Assistant, hired.

Goals
Current position searches underway:

- PT Transition Specialist
- PT Academic Advisor
- English Faculty
- Nursing Faculty
- OTA Faculty/Program Director
- PTA Faculty/Program Director
- Career Pathway Coordinator
- Webmaster
- Teacher Assistant Sub (2)
- IST Lab Assistant
- Tech Prep Coordinator
- Part-Time Administrative Assistant, Foundation

Information Technology

Good News

New Network Switches for Fallerius: IT is presently installing new network switches in Fallerius Hall that will add redundancy to network connection in each network closet.

New Computers for Cyber Security: The IT department delivered new Intel microform factor computers called NUCs to the Kehoe Center for the cyber security program. Each computer will have two monitors.
NCSC and Ohio Health Email Issues: The IT department is working with Ohio Health to remediate an email issue with regards to receiving encrypted emails from NCSC. The issue started after Ohio Health changed to a new vendor for SPAM filtering services.

Accomplishments

Health Science Technology Upgrade for Sim Lab: The SIM lab in HS-215 received an upgrade that included a new teaching lectern with AV equipment, document camera and mounted ceiling projector.

Wireless Access points and Security Cameras for CDC: A meeting with OSU facilities has been setup to discuss the network cabling project for CDC wireless access points and security cameras. Given the security requirements for daycare centers with children it is better to have campus personnel do the work.

Network Switches for Fallerius Hall: IT services has completed installing a new network switches at the distribution level for Fallerius Hall. These network switches are directly connected to the core network.

Goals

Air Conditioning for Kehoe Center MDF: The IT department is working with facilities to get a separate air conditioning unit for the fourth floor MDF (main data facility) located at the Kehoe Center. Presently during the winter months the door to the MDF room has to remain open because of the heat produced from network equipment.

Institutional Research

Good News

Completed winter IPEDS reporting. Three-year graduation rate for entering first-time, full-time students has increased to 19%.

Completed and submitted projections for subsidy to DHE. We have been averaging about an 89% course success rate. If this stands, this should be an increase of 29 earned FTE from the prior year.

Analyzed our first big attempt at auto-awarding certificates for last term. We issued 170 duplicated certificates in fall.

Accomplishments

Presented at OACC conference for “Return on Investment” cost allocation template for our Student Services Redesign.
Conducting evaluations of Tuition Freedom Scholarship. Appears that at least 43 TFS scholars will earn a degree or certificate by spring.

**Goals**

Working on spring round of program and service reviews. Just finished Graphic Design data.

**Financial Aid Office**

**Good News**

Amanda and Caroline “cleaned up” spring loan disbursements which had been scheduled, but were canceled due to students’ ineligibility to receive them. The process also included adjusting the end date of each loan. Education Department (ED) requires that we do this so that loan records match actual circumstances. The list of loans needing adjustment was 19 pages. In the past, we waited for ED to mandate this process, but have now become proactive in our efforts.

**Accomplishments**

Amanda and Caroline reviewed the list of students applying for graduation this coming May. They updated financial aid records for these grads and noted those who have had student loans. Loan “exit” information was sent to each borrower with instructions and advice for how to manage repayment.

Caroline reviewed departmental work-study allocations and usage. Departments who are using their funding were offered additional funds. Expenditure of work-study moneys is going slowly, and all departments with allocations are encouraged to increase their efforts to use their funds.

Amanda assisted Kelly Gray to identify debt of OTA graduates, information needed for required external reporting.

Amanda worked with TRiO to identify and award students eligible for TRiO grant assistance.

Amanda worked on setting up parameters in Encore for awarding “Year ‘Round Pell” for eligible students attending this coming summer term.

Jim has been working on materials needed for the re-approval of our Program Participation Agreement, the contract between the college and ED which allows us to participate in federal Title IV financial aid programs.

**Goals**

The application period for ’18-’19 NC State Foundation scholarships ends this week. We will then begin the awarding process.
Ralph Phillips Conference Center

Good News

- First Sunday wedding scheduled at Kehoe
- Destination Mansfield accepted Rentals & Reservations proposal to hold their Annual Meeting at Kehoe this year

Accomplishments

- Discussions in the works for Miss Ohio to hold their Spring Forum at the Kehoe this year in April
- Working through arrangements for the College to host the Annual Jail Administrators Conference at the Kehoe. The Conference will be awarding funds to the Criminal Justice students

Goals

- Updating information on all on-line sites. Some of which are Eventective, the Knot, Wedding Wire, etc.
- Also updating photos for prospective client viewing

Child Development Center

Good News

- The Child Development Center and Early Head Start in collaboration with North Central State College and The Ohio State University at Mansfield presented an overview of the current state of the opioid crisis in Ohio and its impact in our community, campus and children. The presentation was Friday, February 23, Riedl Hall Room 151 featuring LeeAnne Cornyn, Director of Children Initiatives, Public Policy and Public Affairs at the Office of Ohio Attorney General.
- Our program developed three broad goals and objectives as we move into Program Year 18-19. Leadership Team, Program Governance and staff will now work together to develop action steps to meet each objective and ultimately our goals.

Accomplishments

- The CDC is enrolling children and their student families into our Early Head Start and childcare. This is a significant accomplishment for NCSC students knowing their child/children will be close and cared for in a quality setting. Now the student/parents can work to attain and meet their educational goals.
Goals

- Provide a draft Early Head Start grant for Governing Board and Policy Council by the week of March 12.
- 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 February 12th to February 23rd
  - Ashland County/West Holmes Career Center visit for Early Childhood Education
  - EHOVE College Fair
  - Recruiter Training
  - Willard HS College and Career Readiness
  - Leader Richland Meeting
  - 19 in-person appointments

Accomplishments

- The communication plan is being constructed for the EASE Grant (Encouraging Additional Summer Enrollment). First communication will go out in March.

- Please encourage summer enrollment as a means to achieving a degree faster.

- Kee Hall is about to undergo a face-lift in the rotunda area, the following will take place:
  - Computer stations have been removed and will be placed in a new location
  - The operator’s desk has been removed
  - All new carpet will be installed
  - The large round welcome desk will be removed
  - Lounge chairs and coffee tables will brought in from the Urban Center
  - A new welcome desk as well as several other desks will be brought in from the Urban Center
  - Wood file cabinets will be brought in from the Urban Center to replace old metal cabinets
  - Possible TV (like Fallerius lobby)
President’s College Update

We are hoping to achieve a more welcoming and consistent look to the rotunda. Furniture will match and be arranged to feel like a hotel lobby.

Goals

Review and make adjustments to the Tuition Freedom Scholarship program. Review new and more effective ways to contact and communicate with prospect and applicants.

Student Success Center and Transition Services

Good News

Doug Heestand provided a breakout session during February’s In-Service day, which was well received by those in attendance.

Accomplishments

- **Student Advising Visits:** 245 visits completed during the period of 2/01 – 2/15/2018 (includes email outreach contacts)
- **Student Testing Visits:** 15 visits completed during the period of 2/01 – 2/15/2018
- **Student Disability Services Visits:** 5 visits completed during the period of 2/01 – 2/15/2018
- **General Applicant (Summer/Fall) Nudge Calls:** 117 personal phone calls placed to new applicants during the period of 2/01 – 2/15/2018
- **New Student Orientation Policy:** Reviewed by Success Committee and sent to Steve Williams for review by President’s Cabinet.
- **Connect to College (New Student Orientation):** 24 sessions scheduled for summer/fall 2018.

Goals

- **Review and revision of Academic Probation Policy:** Current policy being reviewed as well as current implementation and practice. It has been noted that there is an increased poor level of retention and persistence with this group of students.
- **Email Outreach Campaign to Current Advisee Caseload:** Success Coaches sending positive behavioral “nudges” at Week 8 of semester to influence student mindset and affect positive behavior change. This is a new effort/strategy.
- **Advising Week Campaign:** Classroom visits scheduled and campus-wide outreach conducted during weeks of March 5 – 9 and March 19 – 23
- **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

Student Records concluded its review of graduate files. Deans are finishing their review this week. Notifications to students about their graduation status will be sent after the Deans review.

The Refund committee met and a refund will be issued to the student pending documentation.

Attended a course coding webinar on 02/22. This meeting concerned the statewide standardization of non-institutional coursework that we post and report to HEI. After the webinar, SRO met with IT to create and add the new codes into Colleague. We also discussed ways to implement them within the contexts of system.

Goals

Mid-Term grade reminder will be sent to all faculty on 03/07/18.

Title III

Good News

Student Advising Visits: 573 visits completed during the period of 2/05-2/16/2018 (includes email outreach contacts)

Advising by liaisons – 2/05-2/16/2018
  o One-on-one advising sessions – 186
  o Outreach / group advising 387
  o Total ________________________----------

573 student contacts by 3 liaisons

Rose Hughes, Brandon, and Brian are covering advising in Kehoe. This will be for the next several weeks. Thanks to these folks for helping with advising coverage!

Brandon worked with Brian Glover in the tutoring center on advising/outreach to Choose Ohio First Scholars who are at-risk.
Accomplishments

- Our data is showing more faculty involvement in advising functions.

- According to data from Tom P. regarding withdrawals and F grades, we “definitely see the classic W grades declining over the major terms, from 6.9% in FA2015 to 6.4% in FA2016 to 4.7% in FA2017. At the same time, F grades remain stable at 6.5% in FA2015, 6.2% in FA2016 and 6.3% in FA2017. That appears to indicate that more students are successfully completing their courses instead of withdrawing or failing.”

- Dept of Ed approved continued funding for a portion of the part-time advisors in the SSC with the new job description.

Goals

- Continued monitoring of Academic Planning (this data could include transients and apprenticeship)
- Continue work on Annual report
- Work with Dr. Walters on his next survey for gathering input from front-line advisors
- Cathy and Bev to present at break-out sessions for In-Service day.

Academic Services

Academic Services Director

Good News

- The Operations Management Certificate was approved February 1st, 2018 for students to enroll in the certificate program and receive Title IV funds.

- See below the dates our other Title IV Certificates were approved

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<th>Subject or CIP code</th>
<th>Name of the Program</th>
<th>Date Approved</th>
<th>Credit hours</th>
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<td>11.1002</td>
<td>Network Administration/Management Certificate</td>
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<td>31 Semester</td>
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<td>Windows Server Administration Certificate</td>
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<td>Network Security Administration Certificate</td>
<td>08/23/2017</td>
<td>16 Semester</td>
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Accomplishments

Faculty load sheet system worked well. However, one tip for faculty who find their load sheet is incorrect - if you click “Decline” to sign, the system will not notify you every 48 hours that you have a load sheet to sign.

Goals

The Noel Levitz Student Satisfaction Inventory (SSI) is currently being deployed in 30 sections, with 500 possible student responses for Spring Semester. Brandi Walker and Lori Zeigler are visiting all of the classes. A big thanks to all faculty for allowing us to disrupt their schedule.

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

Business, Industry, and Technology

Good News

A big thank you goes out to Sam Renfroe, Mike Beebe, Dan Wagner, and Jesse Payne for traveling to Eastern Michigan with the BIT Dean to solidify our NSF grant writing team and our focus and collaboration. Greg looks forward to being successful on developing scholarship opportunities for students, build our shared project between engineering and ITEC students on both campuses, and having a focus on attracting rural students to these programs.

Thank Rita Wiening (College Now Business) and Darcy Carns (College Now Engineering) for working with Pioneer staff and BIT administration to clarify security issues between our students.
We received notification that the Apprenticeship Expansion Grant has been funded for another cycle (May 2019-April 2020) and that the tuition offset has been increased to $2,500 per student.

There are 29 persons, representing seven companies, registered for and attended “Introduction to Supervision” training this week (2/21-2/22) at the Kehoe Center.

Intro to Supervision Standardized training scheduled at the Crawford Success Center on March 1 and March 2 already has nine persons registered from three different companies, and we anticipate more to sign up before the deadline.

We are chomping at the bit to hear updates from the state level regarding our proposed Mechanical Engineering Tech bachelor degree program.

Accomplishments

Timken in Bucyrus is requesting technical skill training for their employees, including Hydraulics, PLC, Electrical, Mechanical Drives and Panel Building. This project is planned to launch in Mid-March to April.

Next Generation has contracted to do Industrial Electricity training with some of their employees and have requested the training be at their facility.

Apprenticeship programs are being pursued with Rable Machine, Ohio Electric Controls, Emerson Thermo-Disc, and three health care facilities.

Created a Workforce review report for presentation at Program Review- which discusses the period from June-December 2017.

Linda Nicol, Dan Wagner and Greg Timberlake are working with division faculty to get Tech Prep bilateral renewal agreements out with our partner Career Centers.

Goals

Recruit qualified workforce instructors to meet demands of training requests

Continue to promote apprenticeship programs

Discuss collaborative effort with Richland Chamber of Commerce in delivering Supervision Training.

Health Sciences

No report.
President’s College Update

Liberal Arts

Accomplishments

- Completed revision of the Placement Procedures and related forms.

Goals

- Hold fundraising activities for students enrolling in the University of Limerick Humanities Summer Program.
- Complete a memorandum of understanding for the exchange program with Yanshan University.
- Work with the University of Toledo and the Ohio State University to finalize arrangements and publicity for “Whispering Dreams of a Spring Breeze,” Yanshan University Performance Troupe Program, March 20, 12:30-2 pm, Funders Auditorium.

eLearning & Innovation

- No report.

TRIO Student Support Services

- No report.

Tutoring Resources Center

- No report.

Crawford Success Center

Good News

- Hosted Youth Leadership with Goodwill. Jeff Reser, the Mayor was highlight speaker 2/20
- Hosting Wynford ACT Testing 2/27
- Working with Linda Hess to finalize professional development courses for the newly hired Timken Associates.
The CSC staff is making personal strategic phone calls to potential students for summer and fall semester

**Accomplishments**

- The CSC administered work-keys test for 12 Timken Associates on February 16.
- Successful LPN Information Night on 2/13- 9 potential students

**Goals**

- Plan Spring Luncheon for upcoming graduates that have taken classes at the CSC along with the donors.
- Implement the strategic recruitment plan for the LPN and HMSV programs starting in the fall of 2018.
- Meeting with Marion and Avita Hospital to possibly implement courses for Medical Assisting certificate.
- Planning a 3 presentation series for Bucyrus High School. Topic focus: Workforce Ready, College Ready Checklist and Mindset/Ambition

**Public Affairs**

**Marketing, Public Relations & Creative Services**

**Accomplishments**

Latest edition of the NCStatement is finalized and ready to go out.

**Goals**

- Promoting
  - Online degrees and certificates
  - Business cohort in Ashland
  - LPN classes at the Crawford Center
  - CCP/TFS
- Development of the College’s 50th Anniversary celebration is underway
Grants & Government Relations

Good News

- Learned the Ohio Department of Higher Education will be coming out with a RAPIDS grant opportunity this spring.
- Learned the U.S. Department of Labor will be coming out with a grant opportunity similar to TAACCCT this spring.

Accomplishments

- Submitted a $15,000 grant request to Dollar General Foundation for adult literacy programs.
- Submitted a $25,000 proposal to the Lumina Foundation Fund for Racial Justice and Equity.

Goals

- Complete Workforce Development Loan Fund applications. We seek funds in three areas: Nursing (LPN, and RN), 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.

Foundation

Good News:

- NCSC Foundation received a $10,000 gift last week, $8,000 toward the Dash Grant and $2,000 toward the Necessities Fund.
- The Foundation Board held their Feb 22 meeting in the Health Science building, with the Board touring the facility and observing the students in classes. A huge thank you to Dr. Gray, Melinda, and the entire Health Science faculty for hosting the Board

Accomplishments:

- NC State College Foundation and the Scholarship Committee will be selecting fall semester scholarship recipients on March 20th. Students will be notified in April 2018.
Goals

- The Foundation and Resource Development committee are reviewing the current investment policy and updating it for 2018 to continue to maximize our donations and scholarships.
- The annual Employee Giving Campaign will be kicking off in mid-March. New features/benefits will be added, with the 50-year anniversary celebration going on.
- The Foundation is preparing for the 2018 Hall of Excellence and 50th year anniversary celebrations with tables and individuals seats now on sale. Please see Mary or Chris.

President’s Office

Accomplishments:

- The College Employee Photo Directory has been transformed from a static publication that only got updated once every couple years into a dynamic publication that is updated on a continuous basis. The “NEW” Employee Photo Directory is housed under myNC under the “Employee” tab in order to restrict its public access yet maintain its free access to College employees. To access, please go to the College Website and glide your cursor over the Faculty/Staff Tab to bring up “MyNC” click on this and log in as you would to utilize any of the services under “MyNC”. Once logged in, click on the “Employees” tab. On the right-hand side towards the bottom, under the “Employee Resources” heading you will find a link to the “Employee Photo Directory” Once you have the directory open, I recommend capturing the link and creating a shortcut on your desktop for quick, easy access. This is YOUR tool for getting better acquainted with fellow employees in your work area and across the campus and beyond. Since it is now “Dynamic” it gets updated as soon as we realize there is something in it that needs updating so, please don’t hesitate to drop Steve a line to let him know when something needs tweaking. It doesn’t take long to get acquainted with the faces around you that “should” be there. This will enable you to recognize certain faces that you may find in areas where they “should not be”. This will be a great opportunity for you to ask them their business so strangers do not go un-noticed. This we need to do as a matter of looking out for one another. Please let Steve know if you have any questions or recommendations for improvement. You might be interested to know that the Employee Photo Directory began in 2005 from a proposal submitted by the Staff Caucus.
On Thursday, February 22\textsuperscript{nd}, Dr. Diab was joined by others from the College in attending the College Foundations Quarterly Board meeting held in the Health Sciences Building.

**Goals**

- Working to get the invitations from the President out for the Joint Program Advisory Committee meetings taking place at the Kehoe Center on March 22\textsuperscript{nd}.
- Preparing and finalizing material for the President’s Cabinet meeting taking place on Tuesday, February 27\textsuperscript{th} and the Board of Trustees meeting taking place on Wednesday, February 28\textsuperscript{th}.
- Working to establish a Turnover Folder and Desktop Procedures for the activities of the President’s Office.
- Continuous improvement and implementation on the Pathways Model
- 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)