President’s College Update

For period April 9, 2018 to April 20, 2018

* Submissions for next update are due Friday, May 4, 2018
Business, Administrative & Student Services

Controller
- Working with Radiology for the bid process on new equipment
- Working to compile FY2019 Budget data

Facilities Management

Good News

- The Contract Agreement for the Kehoe Center Roof project has been sent to the Attorney General’s Office for approval. The tentative start date on the roof is May 1.

- Facilities Department continues to clean and touch up the paint at the Urban Center. The new tenants are scheduled to lease the Urban Center May 1.

- Facilities Department continues filling in for Leah while she is gone for the next 2 to 4 weeks. Please contact Kevin, Sandy or Dean while Leah is gone for scheduling of meetings and events.

- The college received two bids for the RFP for the new radiology equipment. The committee is scheduled to meet on April 24 to review the two submittals.

- The cooling tower has been replaced at the Kehoe Center and the air conditioning is working very well as it was turned on April 12.

- Facilities Department will be very busy the next few months as we work on construction projects, filling in for scheduling of meetings and events, and various other projects with two less staff at this time. Please be patient with facilities as we will accommodate everyone’s needs. I appreciate everyone’s help.

- The RFP for the Cameras and Wireless Access point wire installation was sent out on 04-11-2018 and a pre-bid meeting held on 04-18-2018.

Human Resources

News

- Summer hours (10-hours, Monday through Thursday) will be for the period of 5/14/18 to 7/27/18. Regular schedule will resume 7/30/18.
Accomplishments

- Part-Time Utility Worker hired – John Skulski
- PTA Faculty/Program Director hired – Heidi Kreglow

Goals

- Current position searches underway:
  - PT Transition Specialist
  - PT Academic Advisor
  - English Faculty
  - Nursing Faculty
  - OTA Faculty/Program Director
  - PTA Faculty/Program Director
  - PTA Faculty/Clinical Coordinator
  - Webmaster
  - Teacher Assistant Sub, Child Development Center
  - IST Lab Assistant
  - Tech Prep Coordinator

Information Technology

Good News

- RFP for Installation of Security and Wireless Network Update: The IT department and facilities have posted the RFP via email and plan to have it posted on the website.
The network cable, security cameras, and wireless access points have already been purchased. The chosen installer will only be providing a quote to “physically” install the devices and cable. The configuration of all these devices on the College’s information highway will be implemented by the IT department.

**Report Manager Upgrade:** A new, upgraded version of NCSC Reporting Services (formerly known as Report Manager) has been deployed. Please use the link labeled 'Report Manager' found on our NCSC home page under the Faculty & Staff menu. Upgrading and migrating all of our existing reports is a large project and not all of the reports have been deployed yet.

**Network Switches Installed at Kee Hall and Health Science:** New high speed network switches have been installed in the Health Science building and Kee Hall. These switches are being installed to support the new wireless network and installation of security cameras.

**Accomplishments**

**Computers in Rotunda Area in Kee Hall:** The IT department has completed relocating computers in Kee Hall in the rotunda area. These computers are located in an alcove area to the right of the main entrance as you are walking into the building.

**Test Network for Security Cameras:** The IT department has completed setting up a test network that will be used to configure the security cameras. All security cameras will be configured with a static IP address that is based on building location.

**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.

**Financial Aid Office**

**Good News**

The final Pell amounts for ’18-’19 were finally released. A few more folks are now eligible for Pell. We thank Ted Mecurio for developing a report to identify the newly eligible students.
Accomplishments

- The new Pell figures caused us a lot of work. Amanda and Caroline had to re-award all students who had been previously awarded Pell.

- Amanda created a Colleague rule for identifying students who have been in foster care as foster care affects aid eligibility.

- Amanda created a Colleague rule to identify FAFSA filers who amend their federal tax returns. Verification rules mandate special processing for amended returns.

- Amanda continues to pour over TFS rosters. She has awarded TFS for fall and summer, but is concerned that a number of TFS students are either not registered for fall, not registered in at least 12 credit hours, or have not completed their aid file.

- Caroline is working on allocating work-study funds to college departments for ’18-’19.

- Caroline stood in for Jim at this week’s new student orientation, as Jim was in Columbus attending a meeting of financial aid directors of the state’s two-year colleges.

- Jim is working on awarding scholarship funds from the EASE Grant, the Ada Ford Summer Grant, and the Choose Ohio First Scholarship.

- Jim spoke to those attending the recently held open houses and at the high school counselor update meeting.

Goals

- FAFSA completion help sessions will be held each week for the next three weeks.

Child Development Center

Good News

- The Child Development Center will have openings for preschool (3 – 5 year olds) beginning in May. The openings are occurring because of 17 preschool children transitioning to kindergarten throughout the summer months. Contact the CDC for further information.

Accomplishments

- The Child Development Center submitted a budget to NC State and OSU-M to continue providing a student resource on campus.

- On Saturday, April 14, with the help of Kevin Kline, NC State Facilities, Campus Optimist Club and CDC families, our playground and outside play space experienced a spring clean-up for a healthier and cleaner outdoor environment!!
Goals

- Develop an on-going monitoring policy & procedure to maintain compliance with State and Federal regulations.

- Revise enrollment selection criteria for a stronger waitlist practice, for example, staff/faculty may receive higher priority.

Student Services

Admissions, Recruitment, and Gateway Services

Good News

The following activities were from April 9th to April 18th:

- Townsend Community Visit
- Madison Comprehensive CCP appreciation day
- Buckeye Central HS
- Area High School Counselors meeting
- Leader Richland Meeting
- Preview Day for BIT, Kehoe Center
- Tri-Rivers Career Center
- 23 Personal Visits

Accomplishments

- As of April 20, enrollment for summer was at 677 or 87.5% of the goal.

- Both Preview Days held so far have had impressive number compared to previous programs. Both programs experienced a high show rate as well as walk-ins.

- Tuesday April 24 will be the last Preview Day and will be held at the Crawford Success Center.

Goals

- Review and make adjustments to the enrollment process. Review new and more effective ways to contact and communicate with prospects and applicants.

Student Success Center and Transition Services

Good News
Paula Waldruff and Casey Kelley presented during the Spring 2018 School Counselor Meeting held on April 13.

**Accomplishments**

- **Advising Visits:** 188 visits completed during the period of 4/01 – 4/15/2018 (includes email outreach contacts)

- **Testing Visits:** 83 visits completed during the period of 4/01 – 4/15/2018

- **Disability Services Visits:** 3 visits completed during the period of 4/01 – 4/15/2018

- **General Applicant (Summer/Fall) Nudge Calls:** 117 personal phone calls placed to new applicants during the period of 4/01 – 4/15/2018

- **Connect to College (New Student Orientation):** MON/APR 9

**Goals**

- **Connect to College (New Student Orientation):**
  - TUE/APR 17 @ 1 – 4 PM
  - FRI/APR 27 @ 9 AM – 12 PM
  - TUE/MAY 1 @ 9 AM – 12 PM & 1 - 4 PM
  - TUE/MAY 8 @ 1 - 4 PM
  - MON/MAY 14 @ 9 AM – 12 PM
  - WED/MAY 23 @ 9 AM – 12 PM

- **Holistic Support for Former and Current Foster Youth:** Developing outreach and support services for former and current foster youth. SS&TS department putting plan in place and taking lead on coordinating efforts with Admissions, TRIO and Institutional Research.

- **Review and revise Academic Probation Policy:** Current policy being reviewed as well as current implementation and practice. Suggested revision of policy and draft of procedure will go to Success Committee for discussion during a May meeting.

- **Email Outreach to Not Yet Registered:** Success Coaches emailing advisees who are currently enrolled but not yet registered for summer/fall.

- **One Call:** Automated phone call to students who are in Directions and/or Academic Probation who are not yet registered for upcoming term of summer/fall.

- **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.

- **NEW Start Project (formerly Fresh Start):** Conducted initial exploration of data and discussion of outreach to students who have been academically dismissed or stopped out due to academic issues. Preparing materials to send out to first round of students and identifying
internal business processes and procedures. Letters scheduled to be sent out to 180 students by 4/20/2018.

**Registrar**

**Good News**

- The petition for school recertification to the Student and Exchange Visitor Program (SEVP) was successfully submitted. The petition is currently under adjudication to determine our continued eligibility to issue I-20 documents for F-1 visa students. We will be notified on the outcome in the near future.

- Brad and Mark met with a representative from Parchment Exchange on 04/12 to discuss the company’s solution to sending online transcripts for our college. This service could save processing time and allow for the sending of transcripts electronically to any person or institution. We are very interested in moving forward with this initiative. Ellucian implementation information was forwarded to Sheila Campbell for her review.

- Met with Ted Mecurio to work on new HEI course coding for the AC file submission in fall.

**Accomplishments**

- The last day to withdraw from spring semester courses was April 9. On that date, SRO processed 92 class section drops for 55 students. For the entire term, SRO processed 371 class sections drops for 213 students.

**Goals**

- Our office will be receiving a scanner in the near future that will allow us to do in-house scanning of student records. Docufree will be providing training once the scanner arrives.

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**Title III**

**Good News**

- Student Advising Visits: 348 contacts completed during the period of 4/9-4/20/2018 (includes email outreach contacts)

- Advising by liaisons – 4/9-4/20/2018 (includes email outreach contacts)
  - One-on-one advising sessions(actual discussions with students) – 303
  - Outreach (emails or phone call attempts- with no discussion) - 45
President’s College Update

TOTAL 348 student contacts by 3 liaisons

• Number of academic plans completed by liaisons – 15

• Completed a phone meeting with Senior Project Director of the grant. Discussed goal progress, questions, challenges, and other grant related items.

• Attended the Achieve the Dream all-day meetings with coach Leon who discussed the advising revamp and other advising components, which directly affect the goals of the Title III grant.

• Evaluation Committee met to discuss data, progress, AtD items which impact the grant, Summer Summit, and how to move forward. It was led by Dr. Walters.

Accomplishments

• Cathy presented at the national conference on AdvisorTrac on how she has frequently customized the software, according to the College’s changing needs.

• Liaisons attended NACADA regional conference (on advising).

• Brian and Brandon were accepted to present at the upcoming Northeast Ohio Academic Advising Conference.

Goals

• Continued monitoring of Academic Planning, Academic Alerts and Mediated Course Drop, and faculty-logged advising contacts.

• Continue work with Michele on budget and Dr. Walters on reports.

Academic Services

Business, Industry, and Technology

Good News

• Linda Hess has been busy with meetings and networking throughout the area, such as:
  o Attended the PACE/OTDN conference where NCSC received the “Innovator” award for work on the Lift Grant
  o Attended WIB board meeting and presented on apprenticeships
  o Attended a state apprenticeship provider meeting in Columbus which resulted in a promise of more support from Apprentice Ohio to engage employers
  o Met with a local US Bank branch manager along with Chris Copper
President’s College Update

Greg Timberlake and Dan Wagner will be hosting our first “Burgers and Dogs with the Dean & Assistant Dean” event on May 2. Greg and Dan will be grilling up some delicious treats for the Kehoe students while they connect and answer any questions the students have. We are hoping for good weather!

Accomplishments

Lynn Jones took a group of students in ENGR 2850 Engineering Economics to RS Hanline in Shelby on April 19. The students were able to tour the facility and learned how the company does capital equipment justification and project management.

Customized training continues to gain momentum - companies who have reached out this month include Warren Rupp, LiquiBox, Ohio Mutual Insurance Group, MT Business, Richland County Chamber, and Crawford Partnerships

Goals

Market push for the HR Summit which will feature Dave Shealy presenting on Succession planning

Register four pending apprenticeships

Work with JFF on implementing Google IT Certificate online program

Continue to promote/market workforce customized training

Liberal Arts

Good News

The Galion High School Board has approved a resolution to support the development of a Liberal Arts cohort with the College at Galion High School.

Accomplishments

The dean attended the College Preview nights with the Health Sciences and Kehoe Center programs.

Submitted the 2018-19 Liberal Arts budgets.

The dean, assistant dean and area faculty participated in the Achieve the Dream visit review and planning sessions.
Goals

- The next Honors Colloquium speakers will be Dr. Paul Sukys, Faculty Emeritus and Tom Bachelder from Malabar Farms on Friday, April 27th at 10:00 in 164 Fallerius.
- Continue developing the Galion site-application for ODHE
- Continue to explore a possible NEH grant application for support and development of programming with Galion High School.

President’s Office

Accomplishments:

- On Friday, April 13th, Dr. Diab participated in the North Central Ohio Hall of Excellence where this year’s inductees included: Doc Stumbo currently serving as Community relations person for Graham’s Auto Mall; and Michael Miller, owner of Miller’s Diamond Jewelry and serves as President/CEO for the Renaissance Theater.

- The NCO Hall of Excellence also served as the kick-off of the College’s 50th Year Anniversary celebration and included an honoring of the past presidents of the first 50 years. President’s Ronald Abrams, Donald Plotts, and Dorey Diab were present and Byron Kee’s daughter was present to represent her father.

- On Tuesday, April 17th, Dr. Diab participated in the Richland, Crawford Full Workforce Development Board meeting held at Pioneer CTC.

- On Thursday, April 19th, Dr. Diab welcomed and provided introductions for Achieving the Dream Coach, Leon Hill.

- On Friday, April 20th, Dr. Diab participated in the Regional Manufacturer’s Coalition meeting held at the Gorman Rupp Company. State Representative Mark Romanchuk and Senator Larry Obhof were also in attendance.

Goals

- Planning for the May 11th Graduation Ceremony is underway with 3 weeks until the event.
Working on invitations and planning for the upcoming breakfast meeting with members of the faith-based community representing Ashland, Richland, and Crawford counties.

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)

Grants & Government Relations

Good News

Learned the campus has been awarded a $33,200 grant from the Ohio Department of Higher Education for the Changing Campus Culture Partnership Grant to fund programs related to stopping sexual violence. We are working with OSU-M and the Domestic Violence Shelter.

Accomplishments

Assisted Linda Hess and Chris Copper on a proposal to US Bank for workforce development funds. We requested $30,000 to help support the new plastic certificate program requested by several area manufacturers.

Worked with Jesse Payne and Dr. Greg Timberlake to submit an application to attend a workshop at Ashland University to prepare faculty to write NSF Advanced Technological Education proposals. We are looking to submit a proposal in October related to IT.

Goals

Work with regional partners to put together a proposal for equipment to be funded through the ODHE RAPIDS grant, due May 30. Have received equipment lists from deans of HS and BIT. We look to submit by May 17.

Assist Dr. David Murray in preparation of a National Endowment for the Humanities proposal, due June 26.

Participate in U.S. Department of Labor grant consortium proposal to address the Opioid Crisis, working with Clark State, Rhodes State and the State of Ohio. The proposal is due July 31.

Foundation

Good News

All Scholarship letters have gone out to students for the Fall 2018 semester.
A $50,000 grant has been approved from the Black Family Foundation for FY19 Tuition Freedom Scholarships.

Emerald Club 2018, Goal: $225,000 Total in pledges/payments raised: $313,716.45.

Annual Employee Campaign has kicked off and runs through Friday, April 27th. $4995 has come in so far for FY19 pledges.

Cedar Fair Partnership: Each new $100 donation will receive a CF ticket, while supplies last.

**Accomplishments**

- $100,000 grant request to the Conard Foundation to upgrade the RN and LPN labs, beds are outdated, mismatched, new curtains, carpet, and paint are needed.
- Grant requests have been submitted for $75,000 to Timken and $75,000 to Kellogg for the Crawford Success Center LPN Program.
- The Foundation and Resource Development reviewed the current investment policy and updating it for FY19, to continue to maximize our donations and scholarships.
- The Activities Committee are evaluating and will help implement a plan designed by Board member Glenn McClelland to have an experiential fundraiser, in honor of the 50 year anniversary of the college.
- 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.

**Goals**

- Graduate Picnic – May 10, 2018
- College and Foundation Hosted Chamber Business After Hours-September 20, 2018
- FY19 Scholarship Luncheon - October 18, 2018

**Compliance, Curriculum & Assessment**

**Good News**

- The Higher Learning Commission moved our visit date to October 8, 9 & 10th to better align with possible peer reviewers that can come to campus.
Accomplishments

Lori Zeigler is working on a new template for PARS and CWO’s that will display data for faculty on one page. Previously the CWO (College Wide Outcome) data was gathered and presented in aggregate. It was decided that this was not as helpful as looking at trends, within each group of students within the programs.

The assessment committee will be leading the discussion in the next academic year of “how best can we analyze this CWO data, and make it meaningful for all faculty?” Screenshot example below. Peach shading over the college wide outcomes, green shading over the program outcomes.

| Program & College-Wide Assessment Report North Central State College | Data from Academic Year Fall 2016 & Spring 2017 |

April 17th from 3-4p.m. a number of faculty and staff attended a webinar examining a possible new curriculum management system with a catalog generating tool. We have decided to take the next step of asking the company – Digarc- to give a personalized webinar to NCSC about the system. We will send an email with the date of that webinar.

Goals

All areas on campus will be visited within the coming months to communicate the most important points of the upcoming reaffirmation of accreditation and HLC visit on campus. It is the goal that all employees will be reminded, or if they are new to the college, introduced to...
the five criteria for accreditation that all HLC accreditation institutions must meet to stay accredited. These criteria are as follow: 1. Mission, 2. Integrity, 3. Teaching & Learning (input), 4. Teaching & Learning (output), 5. Planning, Resources & Data.

Institutional Effectiveness, Analytics & Planning

Good News

- Helped support visit from Achieving the Dream coach Leon Hill. Very informative and good information sharing.

- Based on free consulting services available from OACC, we are planning to change the “levels” of some of the courses in our course inventory submitted to the state from general to bachelor. This could provide a minor boost in subsidy.

Accomplishments

- Helping gather data to support the effort for the bachelor’s degree in Mechanical Engineering Technology, as well as a potential grant to increase workforce to battle opioid addiction.

- Updating data for reach-out list for Choose Ohio First targets.

- Gathering data for CCP program review.

Goals

- Assemble aggregate data for spring strategic planning sessions.

Public Affairs

Marketing, Public Relations & Creative Services

Good News

- Hall of Excellence event on Friday, April 13th was a great success. Well attended and a fitting place for the kickoff of the 50th Anniversary Celebration. Congrats to Chris and Mary for a successful Foundation event!
Good crowds for the first two Open House events. Kudos to Thomas and April for their work, and thanks to everyone who presented and took the time to meet with prospective students and their families!

**Accomplishments**

- Link to the 50th Anniversary Video: [https://www.youtube.com/watch?v=2PwttSizvAA](https://www.youtube.com/watch?v=2PwttSizvAA)

**Goals**

- Presenting basics of new web navigation and layouts to academic council on Wednesday, May 2nd.

  - Promoting
    - Online degrees and certificates
    - Business cohort in Ashland
    - LPN classes at the Crawford Center
    - Summer Classes

**Crawford Success Center**

**Good News**

- Hosted OMIG Meeting 4/18
- Hosting WAGE Tours 4/26
- The CSC Staff are continuously making phone calls to potential students for summer / fall semesters.
- Hosting OhioMeans Jobs Life Skill training courses on 2 times a month until the end of July
- MTC NCSC Medical Assisting Partnership; classes will begin Fall semester 2018
- Linda Hess and the CSC will have a table set up at OhioMeans Jobs, IN-Demand Jobs week.

**Accomplishments**

- 12 Accuplacer Tests Administered since 4/6
- 3 Crawford County School Site Visits: Presenting about upcoming programs or judging Senior Capstone Projects
- Presentation at Maple Crest Assisted living for LPN program
Confirmed Marketing opportunities for both LPN Program and Medical Assisting Program at AVITA Hospital: May 1 Bucyrus site, May 2 Galion Site and May 3 Ontario site.

**Goals**
- Gather information and send out invitations to the “Celebrating Student Success” event in June.
- Prepare for upcoming Certified Medical Assistant information night at the CSC on May 17th.