President’s College Update

For period October 23, 2017 to November 3, 2017

* Submissions for next update are due Friday, November 17, 2017

NOTE:

This will also be the last day to pick up your tickets for the Employee Appreciation/Awards Dinner.
Employee Appreciation/Awards Dinner

Saturday, December 2\textsuperscript{nd} @ 5:30pm

The 2017 Employee Appreciation/Awards Dinner is scheduled to take place on Saturday, December 2\textsuperscript{nd} at the Ralph Phillips Conference Center in Shelby, Ohio.

This year’s event is free Staff, Faculty, and Adjunct Faculty.

Employees will be able to pay $18 to bring a guest (one per employee).

A cocktail reception will begin at 5:30pm with dinner served at 6:00pm followed by the awards presentation at 7:00pm. Entertainment during the cocktail reception and throughout dinner will be provided by Pau Martin’s PM Jazz, as we have done in years past. There will be an open beer & wine bar provided compliments of the North Central State College Foundation.

Due to seating limitations, all Employees and their guests will require a ticket to participate in this year’s event.

Employee Tickets and Guest Passes are available for pickup at the Cashier’s Office until Friday, November 17\textsuperscript{th}. Please only pick up a ticket if you plan to attend.

The Cashier’s Office will accept cash, check, or credit card for the purchase of your guest pass. Ticket pickup and Guest Pass sales will conclude at 5:00pm on Friday, November 17, 2017.
Business, Administrative & Student Services

Controller
- Still working to complete the FY2017 audit.
- Verified all course / section fees prior to registration opening for Spring Semester 2018

Facilities Management

Good News
- The Kehoe Center Cooling Tower project continues. The cooling tower has been shut-down and drained. Demolition on the tower starting on 11-08-2017.

Accomplishments
- Working on the controlling Board Request for the submission of the IT equipment purchase, rapids grant equipment, and the Ashland West/Home Joint Use Controlling Board Request,
- Met with the North Central Ohio Industrial Museum to complete the Joint Use Agreement.

Goals
- Facilities continues to work on increasing safety and security awareness throughout the campus.
- Complete tours within the next two weeks to EHOVE and Lexington for the Civil Review Finding list.
- Facilities has begun putting the list of projects during winter break for moves of classroom and offices that may take place. Facilities will have part-time staff working periodically through Christmas break so they can receive pay.

Human Resources

News
- The United Way of Richland County and United Fund of Shelby campaigns have kicked-off the week of 10/2/17. The campaign will run through November 17, 2017 and the goal is $6,000.
- 17-18 Holiday Schedule:
2017/2018
Holiday Schedule

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Accomplishments

- Academic Advisor hired – Sherri Shafter (start date to be determined)

Goals

Current position searches underway:
  - PTA Faculty/Program Director
  - Chemistry Faculty
  - Adjunct Liaison
  - Teacher, CDC
  - Nursing Simulation Lab Coordinator
  - Physics Faculty
  - Career Pathway Coordinator
  - Utility Worker (part-time)

Information Technology

Good News

- **Security Patch Management for Admin Computers**: The IT department is in the process of installing new client software that will allow the scheduling of software updates to protect College computers. These updates are very important to protect computers from harmful viruses.

- **Network Upgrade for Health Science Building**: IT department is in the process of receiving quotes to install single mode fiber and a wall mounted network cabinet on the third floor of the Health Science building.
Phase II of IT Project Update: Now that the vendors have been chosen, a request to the controlling board will be submitted to release the funds for the project. After the funds are released NCSC will purchase the network equipment and security cameras.

Accomplishments

SSD in Classroom Instructor Computer: Solid state hard drives have been installed in the instructor computers located in the following classrooms: all classrooms in Fallerius Hall, all classrooms in Health Science building except HS-107 and 317, and the Kehoe Center classrooms KC-048, 054, 010, 135, 220, 222, 219, and 226.

Cyber Security Class Equipment: Computer hardware for the cyber security class located at the Kehoe Center is in the process of being ordered. Students will begin to use the computer hardware spring semester.

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.

Cell Phone DAS for the Kehoe Center: The IT department is working with the administration in hopes to get funding to install a cell phone DAS (Distributed Antenna System) on the bottom floor of the Kehoe Center.

Institutional Research

Good News

Helped organize and facilitate some interesting meetings regarding a potential new certificate in “data analysis”, as well as potential new partnerships for the cybersecurity program and AA in education. Lots of interest in all three.

Accomplishments

Completed data gathering and analysis for fall program review cycle, including data debrief meetings with some departments.

Presented data for Title III evaluation meeting.

Started process of sharing responsibility of CCP billing administration with Registrar.

Goals

Complete summary sheets for all academic programs on outcomes.
Assist team for Integrated Student Support Redesign.

Financial Aid Office

Good News

- FAFSA processing for 2018-2019 has started and the IRS Data Retrieval Toll is working as expected. Each day, we draw down student application information from the FAFSA processor (over 400 to date) and are contacting students to inform them of what is needed to complete their financial aid files. Over 20 percent of the ISIR’s (FAFSA reports) are for students who have not yet applied for admission to the college.

- The college has installed new deadbolt locks on the FAO and SRO hallway doors. This gives us greater security as we will not have to go into the hallway to lock the doors in case of an emergency.

Accomplishments

- Jim gave a financial aid information presentation at Buckeye Central High School.
- Jim presented financial aid information at admission open houses in the health sciences building and at Kehoe.
- Amanda sent additional missing information reminders to those planning to attend new student orientations sessions next week.
- Throughout each week, we run Colleague processes that identify students registered for non-required spring semester courses. We forward this information to the Student Success Center.

Goals

- Jim and Caroline will be assisting FAFSA completion workshops next week at Mansfield Christian School. Caroline is a Mansfield Christian alumna.

- Jim and Michele Schaad will be back with their Sonny and Cher-style presentations for new student orientations starting next week.

Ralph Phillips Conference Center

Good News
One of the aerial shots from the drone coverage
Gathered up all the holiday decorations. They are ready to go

**Accomplishments**

- Up to 10 wedding receptions for 2018 already
- Gained a new company client

**Goals**

Still…..To learn new job duties and be able to be a helpful and efficient team player in that area

**Child Development Center**

**Good News**

The Child Development Center is very happy to introduce our newly hired Health and Safety Coordinator, April Thompson. She completes what the CDC calls the “Leadership Team” and will be involved in the monitoring and implementation of quality health services for
children and their families including oral health, child nutrition, child mental health and social emotional well-being and safety practices.

The Child Development Center/Early Head Start completes an annual Community Assessment. Its purpose is to reflect any significant changes, including increased availability of publicly-funded families (and an assessment of how the early childhood education community meets the needs of the families and children served by programs, and whether it is offered full school day), rates of family and child homelessness, and significant shift in community demographics and resources. This document will be available for review by the end of November. Please contact Kim Washington if you have an interest in the assessment.

Accomplishments

The CDC continues to offer students (from both campuses) an opportunity to work (FWS) or complete practicums in classrooms to support teaching staff with adult/child ratios and gain experience working with young children and their families.

Goals

- Complete the Community Assessment and prepare the Annual Report.
- Plan for program Self-Assessment that will lead to broad goals and initial short-term objectives.
- Both assessments will assist in grant writing.

Student Services

Admissions, Recruitment, and Gateway Services

Good News

The following activities were from October 23rd to November 3, 2017

- 13 On campus appointments
- Mt. Vernon HS visit
- Preview Night – Kehoe Center
- Knox County CC Mock interview day
- Lucas HS visit
- Crestview HS visit
- Orville HS visit
- Buckeye Central HS visit
- Northwestern CCP Meeting
- Monroeville Career/College Readiness
- Plymouth HS visit
- Knox County CC Cosmetology Seniors
President’s College Update

- Crestline HS visit
- BPA Event in Columbus
- Crestview HS on campus visit
- Knox County CC visit
- Plymouth HS campus visit

Accomplishments

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Applications for Spring 2018 as of November 2, 2017
- Overall applications are up 67 for Spring 2018

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.

Registrar

Good News

- October’s enrollment file was successfully submitted to the Student Clearinghouse.

- Attended WebEx Data Standards meeting on 11/02/17. The meeting was centered around the current status of a common coding system for alternative credit (transfer, PLA, CTAG, TAG etc.) for state supported institutions. Codes are now established and some codes currently in use for the HEI AC file will be discontinued and replaced with new codes that better define the type of credit.

- Priority registration began on 11/01/17. For the most part, registration is progressing smoothly. A few pre-req issues were identified, but they were quickly addressed. As of noon 11/03/17, 864 continuing students are registered for their spring 2018 classes. Off-campus CCP and most College NOW registrations haven’t started yet, but roster information is being sent to us from the high schools and registrations should begin sometime next week.
Accomplishments

SRO staff now has access to the ODDEX website and we are now responding to any CCP data submission issues submitted by high schools through this site. We will be addressing CCP course discrepancies and other data irregularities between the high schools and NC State. This should reduce some of Tom Prendergast’s workload related to CCP.

Goals

Will be meeting with IT on 11/16 to discuss auto awarding all certificates, not just the 30 hour programs. This will add 30+ certificates to review. If we are able to put this into effect, it could eliminate the need for students to petition for their certificates. We would just review eligible candidates at the end of term, award the credential, post the credential to the transcript and produce and mail the certificate the student. This will take additional initial work on the part of IT to implement this project.

Brad will be attending an international student workshop in Columbus on 11/08/17. Sessions will cover a variety of topics/issues related to different visa types.

Student Success Center and Transition Services

Good News

Rose is scheduled to return on November 6!

Accomplishments

Student Advising Visits: 303 visits completed during the weeks of 10/16 – 10/31/2017 (includes email outreach contacts)

Student Testing Visits: 29 visits completed during the weeks of 10/16 – 10/31/2017

Student Disability Services Visits: 6 visits completed during the weeks of 10/16 – 10/31/2017

General Applicant Nudge Calls: 85 personal phone calls placed to applicants during the weeks of 10/16 – 10/31/2017

Preview Night: Crawford Success Center on 10/26/17

Full-Time Career Position: Identified candidates to advance to first round of interviews.

Mock Interviews: 2 conducted with students in a capstone course.

Resource Fair: Disability Services attended event held on 10/24/17 at St. Peter’s HS

Goals

CONNECT TO COLLEGE: New Student Orientation – SPRING 2018 DATES:
  o THU 11/09 @ 9 AM – 12 PM & 1 – 4 PM
  o TUE 11/14 @ 9 AM – 12 PM & 1 – 4 PM
President’s College Update

- FRI 11/17 @ 9 AM – 12 PM
- WED 11/29 @ 9 AM – 12 PM & 1 – 4 PM
- TUE 12/05 @ 1 – 4 PM
- MON 12/11 @ 9 AM – 12 PM
- THU 12/14 @ 1 – 4 PM
- TUE 1/09 @ 9 AM – 12 PM & 1 – 4 PM

**ACCUPLACER NEXT GEN Administration at MSH:** Support Cheryl Carter with plan for the GPS grant to test more than 100 Mansfield 8th graders

**Full-Time Career Position Vacancy:** Conduct ZOOM Interviews week of 11/06/2017

**Not Registered OneCall:** Monitor registration of current DR/DR1 and PROB students and schedule a OneCall for the week of 11/20/07

**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.

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**Title III**

**Good News**

- The Title III Evaluation Committee met. It was reported by Tom P. that the 2014 cohort has met the grant goal of 5% increase in retention. It actually was higher than the goal. Also, faculty documented 1-on-1 advising sessions in Advisor Trac have doubled since the first year they began using it.

- Met with Dr. Reed to review advising policies and procedures and discuss data. Walked her through logging into Advisor Trac.

- **Mediated Course Drop**
  223 classes have been dropped so far Fall 2017 by 140 students. This compares to 308 classes being dropped by this time Fall 2016 by 179 students. Data will continue to be monitored to see if there is a positive impact.

**Accomplishments**

- Viewed a webinar on Ferpa and best practices for advising notes, especially those electronic, including email. Purchasing these and will be incorporating this into faculty professional development and reviewing it with the liaisons. Will also be offering it to SSTC and anyone else at the College who is interested.

- Requisitioned a second computer monitor for each liaison to better facilitate advising by being able to see all needed software screens at one time.
President’s College Update

- 229 1-on-1 Student advising sessions by 3 Liaisons
- 377 Total Outreach/emails/phone calls to students by liaisons

Goals

- Participate in the AtD redesign of the college advising system.
- Continue work on the online Advising Handbook.
- Continue on adding new modules to the Canvas faculty professional development.
- Revamping the faculty professional development upcoming in Dec and Jan.

Academic Services

Business, Industry, and Technology

Good News

Jim Simmering sent us the pictures below of the signs that now hang in his classroom at Ashland County West Holmes Career Center. Jim is a part-time lab assistant in the IST lab at the Kehoe Center, and a fulltime instructor in the Robotics and Advanced Manufacturing Technology program for high school students at the career center.

Accomplishments

The division had excellent advisory board meeting this week for the following programs. Thank you to all who participated.
  o Manufacturing Technology and Engineering Technology
  o Information Technology
  o Accounting and Business Administration
Carmen Morrison organized a great meeting with the Air National Guard through former NC State Board Member, Colonel Gary McCue. Col. McCue brought Mr. Mark Bell, Cyber Security Outreach Coordinator for the State of Ohio Adjutant General’s Department, to the meeting. This very informative session also included Dr. Diab, Mr. Renfro, Mr. Prendergast, and the ITEC faculty and administrators.

The division congratulates Darcy Carns for her solid report and presentation regarding the College NOW Engineering program to the Institutional Services and Program Review committee.

Dan Wagner is attending the OMA Workforce Summit in Columbus, and the Ohio Engineering Technology Educators Association (TOETEA) fall meeting in Youngstown this week.

Dr. Diab submitted the proposal to the state for the Bachelor of Science in Mechanical Engineering Technology degree this week. Thank you for all who submitted data and to Dan Wagner for compiling that data into a solid proposal. We are hopeful that there will be more to report on this new degree in the coming weeks.

Health Sciences

Good News

The letter was received for the awarding of a RAPIDS grant for $171,112 from the Ohio Department of Higher Education. Funds will be utilized to renovate the Radiological Sciences lab. Great collaboration Sam Renfroe, Ellen Johnson, Dorie Ford, Major Price, and Dean Schaad who worked to complete the grant application and renovation details.

Health Sciences is proudly displaying the Halloween Costume trophy. Thank you to the fun committee for another fun event. A potluck luncheon organized by Betty Hager was a wonderful addition to the day!

Accomplishments

Completed a visit to North Western High School with Carrie Bash regarding CCP course offerings

Added 2 additional high schools to the schedule for cadaver lab visits over Christmas break

Justin Tickhill presented at the combined division meeting to discuss soft skill assessment

Goals
To complete preparation for the CoArc visit scheduled for December 4th and 5th
To complete CoAEMSP Accreditation visit scheduled for November 16th and 17th
Complete scheduling of all December high school cadaver visits

Liberal Arts

Good News
Several Liberal Arts faculty and staff members attended the OER Grant Information Summit, October 19. Great benefits for students and faculty are seen in this approach. Faculty in mathematics, English, psychology, sociology, and political science are still needed for the first Jan.-August 2018 teams who will work with a librarian and instructional designer to select/develop and review content. Applications for participation are due November 13.

Accomplishments
MATH 0065 was approved by the Curriculum Committee has been added to the spring 2018 schedule. It is a co-requisite for MATH 1070 making it faster for apprentices to complete the college-level math requirement.
Completed Psychology Program Review October 27.
Drafted electives lists and AA curriculum worksheets for review by faculty and deans/assistant deans.
Drafted outline for proposed student/faculty exchange program with Yanshan University and requested clarification for MOU from Dawei Han (Yanshan rep).
Conducted HMSV Advisory Committee meeting.
Met with Galion HS administrators to begin planning a Liberal Arts CCP cohort program.
Refined proposal for three-week humanities study program at the University of Limerick.
OSU Lecturer Paula Cohen gave a presentation for the Honors Colloquium entitled “What Ever Happened to Civility”
The Honors Council met to discuss ways to collaborate between Honors-level initiates, support the Crawford Success Center and fundraising to offset Honors-level expenses.
Goals

- Assist in completing the capacity survey for the Start-to-Finish grant application.
- Participate in the OhioLINK/ODHE review of publishing vendors to participate in building an electronic textbook repository for colleges in Ohio.
- Michelle Slattery and Sara Rollo to apply for participation in the OER development/review teams. Other gen ed faculty are encouraged to apply as well.

TRIO Student Support Services

Good News

- Brandon has been contacting students who have not yet registered for classes for spring.
- Brandon took students to the Black Diamonds conference, which provided them an opportunity to be empowered.
- Brandon, Barb, and Amanda took students to the Collegiate Leadership Conference of Ohio. The students learned about inclusive leadership. Thomas Mansperger arranged for the group to wear matching NC State t-shirts and we are very grateful.
- The TRIO Office has been planning for the move to Fallerius.
- Barb has been in touch with the Director of Trio at the ATI Wooster campus to learn more about the program.
- Barb met with Cathy Craig to learn more about Advisortrac.
- Barb will attend the faculty advising training held by Bev Walker.

Tutoring Resources Center

Good News

- Barb did a survey of students to learn more about why they think they are getting “the run around.” Deb and Barb will be doing a session about this at the Staff In-service Day on November 10th
- Work is in progress on the policies and procedures for embedded tutoring.
Work is underway on the job description for the coordinator of tutoring position.

**Crawford Success Center**

**Good News**
- Successful “Preview Night” - 26 Potential Students
- Crawford Works completed 1 week workshop on 10/27
- Hosting Recovery Coaching every Saturday until 12/2
- Sponsored the Bucyrus Annual Chamber Dinner. Also offered a silent auction items.

**Accomplishments**
- Hosted Guidance Counselor College Credit Plus Breakfast
- Hosted the October Crawford County Human Resources Council, 15 attendees
- 2 Hour live coverage with WBCO radio station during Preview Night
- Worked with April Gregory and visited all Crawford County High Schools

**Goals**
- Plan for upcoming marketing events
- Speak at the Counsel and Aging about 60+ program
- Working with the Career Coach at the Bucyrus High School on upcoming presentations in all grade levels.

**Public Affairs**

**Marketing, Public Relations & Creative Services**

**Accomplishments**
- The new digital signage system using Xibo will be implemented through OCIO at Ohio State Columbus in all buildings. Tentative timing is the end of the year/first of the year.
President’s College Update

- Xibo is an open source product and will provide significant cost savings
- All three Fall Preview Nights have been completed

**Goals**

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

**Grants & Government Relations**

**Good News**

- We received the RAPIDS grant award from the Ohio Department of Higher Education for $171,112 for Radiology equipment. NC State led a consortium of four Northeast Ohio colleges for a total grant award of $684,448 for various workforce training equipment.

- Joined a successful meeting with the cybersecurity outreach coordinator of the Ohio Adjutant General’s Department, hosted by Carmen Morrison and Dr. Greg Timberlake, along with IT faculty. We are working on a cybersecurity proposal with Mohamed Ghonimy. Also attended the IT Business Advisory Committee meeting to discuss the proposal with members and seek letters of support. The NSF Secure and Trustworthy Cyberspace (SaTC) proposal has a due date of Dec. 13

**Accomplishments**

- Attended the CASE Conference for Community College Grant Professionals in Washington, D.C. Had the opportunity to meet with federal agency program officers to discuss grant opportunities, as well as sessions for grant professionals regarding various strategies and techniques for successful applications and projects.

- While in D.C., met with Senators Portman and Brown and their legislative aides, as well as Congressman Gibbs and his staff assistant. Discuss issues important to community colleges in general as well as accomplishments of NC State and future needs for funding.

**Goals**

- Complete and submit the NSF SaTC proposal before Dec. 13.
Foundation

Good News:

- The 2018 Emerald Club has been launched and generated $109,000 year to date.

- The NCSC Foundation will once again invite Donors, Alumni, Staff, Students, and community members to actively participate in the 2017 “Richland Gives” online donation campaign on Tuesday Nov 28th.

  - Please support the North Central State College Foundation and go online today to [https://richlandgives.razoo.com/organization/Ncsc](https://richlandgives.razoo.com/organization/Ncsc) and make your donation. All gifts will be appreciated!!

  - Our first $1250 has been donated by two Board members.

  - Richland County Foundation will do a live remote from the Rec Center, with Mansfield Rotary & Kiwannis meeting on campus that day.

  - A “Food Truck Rally” will be featured on Nov 28th, serving lunch.

  - Philanthropic student organizations have an opportunity to set up informational tables in the Rec Center.

  - All NCSC and OSU students, staff, faculty, and partners are invited to join the fun.

Accomplishments:

- The Foundation met with Barbasol, joined Linda Hess for a tour of the Kehoe Center, and received permission to submit for a grant through their Foundation.

- The Foundation has launched the 2018 “Hall of Excellence” planning, including save the dates to past partners of this mission critical event.

- Past donors received a Thanksgiving post card and thank you this week.

Goals:

- The Foundation will be hosting a preparatory meeting to plan for the launch of the 2018/2019 scholarship process, to further streamline the process.
President’s Office

Accomplishments:

- Dr. Reed, Dr. (soon-to-be-official) Akakpo, and Dr. Diab enjoyed a presentation by Tom Friedman at Lorain County Community College about the major trends impacting our world mainly: Climate Change, Globalization, and Technology.

- Trustee Mark Masters and Dr. Diab participated in a strategic planning session for our community with both the Chamber and the Richland Community Development Group.

- President’s Cabinet met on October 24th to review and approve the following policies/procedures:
  - 14-20/14-141 Academic Milestones Policy/Definitions and Procedures
  - 14-57 Complimentary Textbooks Policy
  - 14-19 Advising Documentation Policy (Revision)
  - 19-04 Policy on Use, Change, Alteration of College Name, Logo & Seal
  - 12-10 Internal Review Board Policy/Processes (Revision)
  - 16-041 Determination of Faculty Qualifications Procedure
  - 16-042 Faculty Qualification Exception Process
  - 16-043 Minimum Criteria for Full-Time and Adjunct Faculty Positions

- The Board of Trustees met on October 25th to consider the following actions:
  - R-2017-34 Employment of April Thompson, Bethany Gardner, and Sherri Shafer
  - R-2017-35 Professional Growth Recognition for Brian Wirick earning a Master’s degree
  - R-2017-36 Contract Approval for probationary faculty member Sara Woodruff
  - R-2017-37 Duplicative Courses and Programs Report to the state

- Postcard Invitations/Reminders for the December 2nd Employee Appreciation Dinner mailed to the home of all adjunct faculty and distributed internally to all full-time faculty and staff and part-time staff.

Goals

- Working on staff in-service day presentation/activity

- Working to assure maximum awareness of the Employee Appreciation Dinner and celebrate employee achievements. Knowing the headcount will be very helpful to the event setup and catering requirements. If you are planning to attend, please pick up your ticket(s) soon.