President’s College Update

For period September 10, 2018 to September 21, 2018

* Submissions for next update are due Friday, October 5, 2018
Business, Administrative & Student Services

Controller

Working on Audit

Facilities Management

Good News

- Facilities met on 09-21-2018 for the review of the request for qualifications for the Phase II Kehoe Center Roof Projects and the IT Infrastructure Project and have short listed three firms for each project to interview.
  - Phase II Roof Project $1,200,000.00
  - IT Infrastructure Project $326,246.00
- The sealing and striping of the parking lots at the Kehoe Center is underway. The project should be complete by 09-29-2018, weather permitting.
- Facilities continues working on various construction projects throughout the college such as the Wire Access Point/Security Camera installation and the Kehoe Center Roof replacement.

Human Resources

News

- Premium Holidays for health insurance will take place during the following pay periods. Those with health insurance will not have insurance contributions taken out of these pays:
  - 9/21/18
  - 10/5/18
  - 10/19/18
  - 11/2/18
  - 11/16/18
  - 11/30/18

Goals

- Current position searches underway:
  - Director, Capital Planning and Facilities Management
  - Part-Time Development Coordinator, Foundation
  - Dean, Liberal Arts
  - Part-Time Teacher Assistant, Child Development Center
Information Technology

Good News

Wireless Network Update: The installers have finished installing the wireless APs and security cameras in Fallerius hall. They have started installing wireless access points and security cameras in the Health Sciences building.

Intermittent Student Printing Issues Solved: IT had been looking into intermittent printing issues with student printing. At any given time the printer would not appear within the student’s windows logged in session. There was an issue with certain records not being transferred from faculty/staff domain to the student domain, this issue has been resolved.

NCSC ID Card Machine Update: The IT department did send the NCSC ID card machine in for warranty repair. It will take a couple of weeks before the machine is returned. The IT department is getting a quote for a second machine because of the high volume of use at the beginning of the semester.

Accomplishments

ID Card Machine: The ID card machine has been returned to the business office from the manufacturer and is operating properly. As stated above the IT department is in the process of getting quotes for a backup unit.

Computer Labs Updated: IT has provided security updates to open lab computers. This is an ongoing task with regards to protecting the College network environment.

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

Amanda completed amassing copious amounts of data and forms to comply with the requirements of ODHE’s annual audit of our state financial aid programs. She spent multiple hours each day for the last two weeks on this project.

Accomplishments

Fall semester Pell amounts and the first half of student loan funds were drawn down from USED. These moneys have been posted to students’ college accounts. The cashier’s
President’s College Update

office will be making the first refunds of excess financial aid today through direct deposit and next Tuesday by paper check.

Jim spoke to a “financial aid night” at St. Peter’s High School.

Goals

- Jim will be conducting a financial aid night at Northmoor High School and will be giving a presentation on financial aid at the Mansfield area college fair.
- The first of several FAFSA workshops designed to assist students applying for aid for spring semester will be held October 1.
- Amanda’s next project is to “set up” the financial aid section of Colleague for handling aid processing for the 2019-2020 academic year.

Financial Aid Industry News

- Official Cohort Default Rates will be released prior to the end of September.
- The Congress is discussing measures to reinforce students’ understanding of student loan responsibilities. They are considering requiring annual loan counseling and ending “passive” loan awarding. These measures, though well intentioned, will require a lot of work, not just once, but continually, for our office and probably most other aid offices as well.
- A Congressional conference committee is nearing agreement of funding for FY19 federal projects including financial aid. The maximum Pell is expected to increase to $6195 and legislators favor an increase for Trio, Perkins Career & Tech grants, and Title III.

Ralph Phillips Conference Center

Out for bereavement

Child Development Center

Good News

- The CDC received approval for a supplemental Early Head Start grant for $12,388. The supplemental funding will be added to our annual EHS five-year project grant.

Accomplishments

- The CDC/EHS Governing Board invited three new members; Diane Karther, Mental Health & Recovery board of Ashland County, Michael LaCroix, The Ohio State University Mansfield and Dan Dickman, Success Unlimited.

Goals

- Full enrollment in preschool classrooms by beginning of October
- Complete the Ohio Department of Education Food and Nutrition, Child & Adult Care Food Program (CACFP) annual application due by October 1st
Student Services

Admissions, Recruitment, and Gateway Services

Good News
- The following activities were from September 10th to September 23rd
  - Leader Richland meeting
  - BGSU Firelands college fair
  - Madison Comp visit to campus
  - Women’s Business Showcase
  - SPARC Conference
  - Danville High School Visit
  - Huron High School Visit
  - Norwalk High School Visit
  - Shelby High School Visit
  - Black River High School Visit
  - Loudonville High School Visit
  - Triway High School Visit
  - Dalton High School Visit
  - Wooster City High School Visit
  - 8 individual admission appointments

Accomplishments
- Enrollment numbers continue to shift as CCP classes are finalized for the fall semester.
  - Student Count – 93.4% of goal
  - Credit Hours – 96% of goal
  - Term FTE – 96% of goal
- Currently we are .73 FTE behind of where we were last year at this time.
  - Both regular and CCP student numbers are very similar to last year
  - CCP is currently making up 40.39% of our student head count
  - CCP is currently making up 31.91% of total credit hours and FTE

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**Goals** Review and make adjustments to the enrollment process. Review new and more effective ways to contact and communicate with prospect and applicants.

**Registrar**

**Good News**
- CCP fall enrollment reports were sent to all area high schools on 09/10/18. There are 1,192 CCP students currently enrolled for fall semester.
- The Refund Committee met on 09/18 to discuss one refund request. The request is pending additional information from the student.
- From 09/10/18 to 09/21/18 transfer credits from other institutions were posted for 15 students. Some of these students had multiple college transcripts with transfer credit. Transfer credit notifications were mailed out to these students.
- Student Records received 40 graduation petitions for fall semester. Student records and the deans are reviewing degree audits to ensure students are meeting their graduation requirements. The diploma order was sent to Jostens on 09/21/18.
- 09/21/18 is the last day for faculty to change Summer incomplete (I) grades.

**Accomplishments**
- Brad has been working closely throughout the summer with various divisions and departments to enhance and develop an on-line degree program presence for the College. A new section on our website devoted exclusively to students who will be taking all their classes online will soon be up and running. New testing, orientation and advising processes and procedures for this student population are in development. Brad will initially be acting as the primary advisor for this group of students. The planned start date for the online degree program is spring 2019. Online programs being offered are in the areas of business, criminal justice and liberal arts.

**Goals**

- Mid-term grade reminder memo will be sent to faculty on 10/10/18.
- SRO plans to begin the implementation of third party student transcript processing through Parchment Inc. We already sent Parchment requested documentation and worksheet information and are now waiting to hear back from them on a proposed implementation timeline.

**Student Success Center and Transition Services**

**Good News**
- Currently the department is fully staffed!
**Accomplishments**

- **Advising Visits:** 183 total visits (182 In-Person/1 Phone) completed during the period of 09/01 to 09/15/2018
- **Disability Services Visits:** 37 visits completed during the period of 09/01 to 09/15/2018
- **Testing Visits:** 10 visits completed during the period of 09/01 to 09/15/2018
- **“New Start” Outreach:** Conducted outreach campaign for 2013-2014 group which consisted of 116 students. *(These are students who were experiencing academic difficulty and stopped out from the college during the 2013-14 academic year.)*
- **Holistic Support for Former and Current Foster Youth:** Assisted 3 currently enrolled students with the application process to receive Education and Training Voucher (ETV) funds. *(Students may receive up to $5,000 a year for qualified school related expenses through the program.)*

**Goals**

- **Connect to College (New Student Orientation) – SPRING 2019 DATES:**
  - WED/NOV 7 9 AM – 12 PM & 1 PM – 4 PM
  - SAT/NOV 10 9 AM – 12 PM
  - TUE/NOV 13 9 AM – 12 PM & 1 PM – 4 PM
  - TUE/NOV 27 9 AM – 12 PM & 1 PM – 4 PM
  - TUE/DEC 4 9 AM – 12 PM
  - FRI/DEC 7 1 PM – 4 PM
  - WED/DEC 12 9 AM – 12 PM & 1 PM – 4 PM
  - TUE/JAN 8 9 AM – 12 PM & 1 PM – 4 PM

- **Saturday ACCUPLACER Testing:** Scheduled a Saturday date of SAT/OCT 13 in order to increase ability to meet needs of students.

- **FYEX 0070 Classroom Visits: Conduct classroom visits** week of October 1 to encourage students to meet with their assigned advisor before priority registration.

- **Advising Weeks:** Conduct campus wide outreach campaign during weeks of October 15 and 22 to encourage students to meet with their assigned advisor before priority registration. Will partner with Financial Aid Office to increase awareness of Financial Aid workshops.

- **Priority Registration Kick-off Event:** Scheduled in the Student Success Office on 10/31… Candy, costumes and cool door prizes for students!

- **Holistic Support for Former and Current Foster Youth:** Contact 19 currently enrolled students regarding support and resources available.

- **“New Start” Outreach:** Obtain list from IS/IR of students from Academic Year 2014-15 and begin outreach campaign.

- **Collegenow Transition:** Partnering with CollegeNOW to plan an event to help students and their family members prepare for “life after high school & college”!

- **Professional Development Fridays:** Plan for and complete September 26; October 19 and November 30 from 8 AM – 11 AM.
Title III

Good News
- Liaisons report that students from FYEX class are starting to visit them to review the academic plans they created in FYEX! This is a great move in the right direction for not only getting students a completed academic plan but also for getting them connected with their liaison!
- Bev is indoctrinating new SSC Part Time advisors in Title III.

Goals
- Working on cohort data for Dr. Walters to find patterns of students who attended fall but did not return in Spring.
- Planning the last sessions of faculty professional development in Dec/Jan on advising.

Academic Services

Business, Industry, and Technology

Good News
- The parking lot at the Kehoe Center has been resurfaced, and more importantly, repainted! The division appreciates the work being done so quickly and with little to no disruption to the flow of student traffic.
- The new roof is coming along. The new copper chimney toppers have been installed, and shine brilliantly in the sunlight.
- The Cyber Security Club held its first meeting of the year this week.
- Greg Timberlake and Darcy Carns are holding a CollegeNOW informational session for students and their parents focusing on transferring after graduating from the CollegeNOW program. Topics will include data from past graduates, tips for starting the search, financial aid options, and options for career advising & resume help, as well as a question/answer period. It will take place on Monday, Oct. 15, 5:30-6:30pm in the Auditorium at Kehoe.

Accomplishments
- Jen Adkins is having her students in second year accounting classes do a self-assessment progress audit regarding their progress toward graduation. This is an in-class activity and she helps students as needed.
Greg Timberlake will be attending an ACBSP (Accreditation Council for Business Schools and Programs) workshop next week, which will cover the standards for business and accounting program accreditation. The ACBSP is the accrediting body for our Accounting and Business Administration programs.

The Fab Lab has received a new 3-D printer, which replaces a unit that was no longer functioning. This new printer is able to print intricate details that the current units cannot.

Health Sciences

Good News

Charles River Labs has donated a flammable chemical cabinet to our Bioscience program. Many thanks to Charles River for their contribution!

Accomplishments

Construction of the nursing lab at the Crawford Success Center has been completed and is waiting inspection. Thank you Kevin Kline and facilities!
Visits to Ashland County West Holmes Career Center and Ashland University were completed.
Seven area high schools have been scheduled for Cadaver Lab visits for the 2018-2019 academic year.
OTAP, and RADS faculty completed Curriculum Committee presentations on program and course changes.

Goals

Secure additional adjunct biology and bioscience faculty for the upcoming semester.
Begin to work with Monica Durham on streamlining the CCP application process for the Bioscience and SciMed programs.

Liberal Arts

Good News

Logan Broadbent, Elite runner, US Triathlon Team, US Boomerang Team, Elite Obstacle Course Racer, and American Ninja Warrior Competitor will present “Boomerangs Are Coming Back and You Can Too: How Passion and Drive Can Transform A Career” at the next Honors College Colloquium, Tuesday, October 2, 2018, 6:00 – 7:00 p.m., 128 Byron Kee Building.
Planning is underway for the Chinese Fall Festival to be held Wednesday, October 17, 11:30 a.m.-1:30 p.m., in 164 Fallerius. Please encourage students to attend and reserve time in your own schedules for this international cultural event. Our new Chinese professor Yanhong Bai is working with the University of Toledo faculty to bring Chinese crafts, language arts, and food to our campus.

**Accomplishments**

Michelle Slatttery (Psychology) and Christine Lynch (Human Services) worked with the ODHE panel on the Guaranteed Transfer Pathways last year. North Central State has now submitted its AA degrees in Psychology and Social Work to ODHE for acceptance as Guaranteed Transfer Pathways. Next coming are the AA degree in English and the AS degree in Mathematics.

The SSLI team attended the OACC Fall 2018 Student Success Leadership Institute September 14 held at Kehoe. Monica Durham and Margaret Puckett presented “Redesigning Student Onboarding & First Year Experience,” and Deb Hysell presented “Co-Req Redesign of English and Mathematics Pathways.”

**Goals**

Anne Strouth is writing the letter outlining articulation agreement to accompany the Memorandum of Understanding for Dr. Akakpo to submit for the partnership with the Department of Rehabilitation and Correction to provide the Corrections FastTrack Online degree program to their employees at 27 prisons.

At the October 19 Curriculum Committee meeting, Christine Shearer will present a new math course (MATH 0084) that combines and replaces MATH 0074 and MATH 0086 and reduces math prerequisites by 4 credits and one semester for some students and prepares for the replacement of the Tech Math courses.

Deb Hysell is continuing to meet with the administration of Galion High School to complete the Additional Location Request for the Galion site for offering a Liberal Arts AA program at Galion by fall 2019. Goal is to complete the request by mid-October.

The Strong Start to Finish team is attending a convening at the Columbus Convention Center October 4 and 5.

The English Department is working with Tom Prendergast to prepare for program review October 26.

**President’s Office**

**Good News**

As a follow up to the survey on the employee recognition event, we will be making a change this year based on the feedback we received from all of you. The comments show a strong tendency not to have the event on the weekend but rather during work hours, not to have to pay for spouses, and not a great understanding of the criteria for the performance awards. As a result we are considering piloting the following this year:
1. Hold an “Employee Appreciation & Celebration of Service” on a weekday. The event will be on Thursday, December 6, from 3:00-5:00 p.m. during the scheduled academic division meetings. The college will be closed during this time so everyone can attend.

2. Keep employee recognition only to the years of service (i.e. longevity awards and no performance awards)

3. Everyone is invited to attend (i.e. full-time and part-time faculty and staff)

4. The College will provide a nice assortment of Hors D’oeuvre and non-alcoholic beverages

5. Make it more fun and less formal

Thank you all for your input on this important event for our College community. We will request additional feedback during or after the event to decide on future plans.

Look for more information on this year’s event to come soon.

**Accomplishments:**

On Thursday & Friday, September 13th & 14th, President Diab was joined by others from the College in attending the 2-day Student Success Leadership Institute (SSLI) conducted through the OACC and held at NCSC’s Kehoe Center in Shelby, OH. Representatives from OACC Colleges all across the State participated in this event to discuss best practices in providing services to enhance student success.

On Tuesday, September 18th, President Diab attended Governor Kasich’s Workforce Development Board’s Executive meeting as part of the Midwestern Governor Association Summit held at COSI in Columbus, OH on September 18-20.

On Thursday, September 20th, President Diab participated in the Renaming and Rededication of the Byron Kee Center for Student Success and hosted the Mansfield-Richland County Chamber of Commerce’s Business After Hours.

**Goals**

- Preparation for HLC visits
- Planning for the Board of Trustees and the External Constituencies groups meeting with the Higher Learning Commission Accreditation Team during their visit on October 8th & 9th.
- 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
Grants & Government Relations

Good News

We received an award of $396,785 for the 2019-2020 Choose Ohio First Scholarship. This is an increase of $99,000. These scholarships are designated for STEM majors. Thanks to all who help in administering this program!

Accomplishments

Prepared second draft for NSF ATE proposal for engineering technology, using hands-on projects with career centers. Mike Beebe submitted a revised concept paper. This would strengthen the career pathway from career centers to NCSC. Budget has yet to be determined. Proposals are due Oct. 15. First draft was sent to BIT team for review. It was also reviewed by our NSF mentor.

Goals

Continue to work with proposal led by Lorain for the USDOL $150 million apprenticeship grant targeted at community college consortia. The consortium of Ohio community colleges will request the maximum amount, $12 million. The focus of this grant is manufacturing. The consortia will need to show $4.2 million in match.

Complete work on a GenCyber camp opportunity for K-12 teachers and students. Proposal for up to $100K would be due Oct. 12. Mohamed Ghonimy is lead faculty. Plan to complete draft this week.

Thank You

Thank you to all who helped make the Grants Office successful over the past 6 years. As a college, we have generated nearly $19 million in grants in that time. I appreciate the support so many have provided in so many different capacities over the years to make it possible.

Best wishes,

Sam Renfroe

Foundation

Good News:

Emerald Club Goal: $250,000 with $238,148.47 in so far. $71,512.20 is for unrestricted

To date, our Top Level Emerald Club donors are:
Leadership Circle
- Mechanics Bank
- Robert & Esther Black Family Foundation
- The Ralph E. Boyd Foundation
- Richland Bank
- Richland County Foundation
- The Eleanor Searle Whitney McCollum Foundation
- John Q. Shunk Association
- The Shelby Foundation
- Gorman Rupp

President’s Level
- Jay Industries, Inc.
- Phillips Tube Group
- OhioHealth

General Announcements:

- The Foundation and Resource Development finalized the current investment policy and are adding Mechanics Bank as a 4th investor.

- The Foundation brought on 5 new Board members at our Annual meeting.

- Glenn McClelland’s idea, Igniting Passion into Action, an experiential fundraiser, in honor of the 50 year was held at the Phoenix with 39 people RSVP’ing and 3 tours. The event generated $1,400 in new donations.

- In celebration of the College’s 50-year Anniversary, the College Foundation is sponsoring the “50 get $50” project. Beginning October 1, (50) classes will be selected at random to participate in this project. At one of the randomly selected classes meetings, President Diab (or a representative of the Administration) will come to that class and select a student at random to receive a “crisp” “clean” Fifty Dollar Bill! All thanks to the support of our College Foundation.

Goals:

- FY19 Scholarship Luncheon - October 18, 2018

- Crawford Success Center Arts for Success is Thursday, Feb 21, from 5:30 pm to 8:30 pm. We will feature the area high school students’ art for sale in the silent auction and fine art in the live auction. Miss Ohio will be attending, along with Judson Laipply, Evolution of Dance creator, American motivational speaker and comedian from Bucyrus Ohio will emcee.

- Hall of Excellence is Friday, April 12, 2019
Compliance, Curriculum & Assessment

**Good News**

We are ready for our HLC visit. The agenda was sent out the week of September 24th. The Federal Compliance Reviewer has received all of the materials requested in an extremely swift timeframe. This turnaround time is essential to the professional reputation of the institution.

**Accomplishments**

The Higher Learning Commission compliance reviewer requested 50 faculty personalized syllabi from Fall 2018. The deans and faculty were able to turn this around and send the syllabi on in just a little over two business days. That spoke volumes to our reviewers!!! KUDOS.

We are pretty certain that almost all of our folks can recite our mission ad our strategic goals. Our mission is: Providing Individuals with the Knowledge, Skills, and Inspiration to Succeed in their Chosen Paths. Our three strategic goals are: Access, Success, and Resources.

Management had training in the MBTI and conflict resolution at the last two MAC meetings. All managers underwent the Ohio Ethics Commission Training (this is a compliance task).

**Goals**

That HLC has a smooth, information rich visit October 8 & 9. The set up and smooth upload of all curriculum material into the new curriculum management system. Training will begin Fall 2019 for Faculty and Deans.

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Institutional Effectiveness, Analytics & Planning

**Good News**

Helped assemble 4-week unsatisfactory interim grade pilot. Nearly 170 students were issued notes of concern.

Helping expand mid-term deficiency reporting to include health science majors who must attain C+ in certain classes for graduation requirement – notification if receive a C grade.
President’s College Update

Accomplishments
- Completed state-required “Efficiency Report” which has been forwarded for BOT approval.
- Current with submissions for CCP billings – more than 2,400 records.
- Progressing through program review data (English, IT, Tutoring).

Goals
- Several external reporting deadlines looming: IPEDS, EASE grant, Strong Start to Finish Grant, ATD Leader College application, etc.

Public Affairs
Marketing, Public Relations & Creative Services

Good News
- Celebration of our 50th Anniversary continues.
  - Thanks to all who attended the rededication of the Byron Kee Center for Student Success on Thursday, September 20th.
  - Following the rededication, 100-150 members of the Chamber of Commerce and the College attended Business After Hours in the Byron Kee Center for Student Success. It was a great turnout and for some attendees, their first visit to the Mansfield Campus.
- Part-time web technician has joined our team. Malaina Nelson is a graduate of College NOW Engineering and VCMT.

Accomplishments
- Completed the first round of web training toward ADA Compliance
- Initial templates are complete for the new website
- New sub website for Online Learning push is being completed with Brad Dunmire – online student champion.

Goals
- Finish Online Learning website and publish the site for prospective online students
- Prepare for next phase of Website compliance – audit and live scan in late October
- Continue implementing promotions for FY19
- Promoting
  - On campus, online, on budget
  - College fair on September 25th
  - Practical nursing
Crawford Success Center

Good News

- The Practical nursing lab is complete.

Accomplishments

- Working on “Arts for Success” and evening event. This is a collaborating project to raise funds for Students at the Success Center.
- The CSC advisory board met and welcomed new member Dave Bush from WBCO.
- Hosted Wynford Jr. High annual IEP meeting
- School site visits to Bucyrus and Galion
- Hosted a Leadership Training for Jim Kennedy former CEO of Ohio Mutual

Goals

- Marketing for upcoming NCSC supervision training
  Continue to visit the Crawford Schools