President’s College Update

For period November 5, 2018 to November 16, 2018

* Submissions for next update are due Friday, November 30, 2018
The 2018 Employee Appreciation/Recognition Event is scheduled to take place on Thursday, December 6th at the Ralph Phillips Conference Center in Shelby, Ohio.

This year’s event is an appetizer social free to all employees (Staff, Faculty, and Adjunct Faculty), Retirees and Guests.

All Employees (past and present) may also bring a guest at no additional cost.

The appetizer social will begin at 3:00pm with holiday music and social interaction continuing until 4:30pm.

At around 4:30pm we will pause to recognize and celebrate our fellow employees for their service to the College by presenting the 2018 Longevity Awards. Those receiving service awards this year are:

| 30-Year: | Jim Turner |
| 25-Year: | Katie Danielson, Ellen Johnson |
| 20-Year: | Lisa Barrick, Susan Householder, Robin Owens, Steve Williams |
| 15-Year: | Sheila Campbell, Cathy Craig, Lynn Damberger, Eric Despain, Melissa O’Connell, Scott Shepherd, Bill Sweeney |
| 10-Year: | Michelle Slattery |
| 5-Year:  | Gary Adkins, Amanda Bryant, Dorey Diab, Aubrey Place, Major Price, Audrey Ridenour, Lori Zeigler |

All Divisions and Departments are asked to close all offices to the fullest extent possible during this time to allow for maximum employee participation.

Please make plans to attend and share with fellow Faculty, Staff, Adjuncts, Retirees, and Guests in celebrating each of our accomplishments and contributions. Please let Steve know if you have any further questions.
Business, Administrative & Student Services

Controller

Continue to work with the Auditor to complete the FY2018 audit.

Human Resources

We met our 2018 United Way Campaign goals. Thanks to all who participated.

<table>
<thead>
<tr>
<th>Week</th>
<th># of Pledges</th>
<th>$ Pledges</th>
<th>Date Range</th>
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<td>10/22/18 - 10/26/18</td>
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<td>10/29/18 - 11/2/18</td>
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<td>0</td>
<td>11/5/18 – 11/9/18</td>
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<td>Week 5</td>
<td>8</td>
<td>$901</td>
<td>11/12/18 – 11/16/18</td>
</tr>
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</table>

Total 41 $6,604

Director, Capital Planning Facilities Management hired and starts 11/26/18

Information Technology

Good News

Surface Pro 3 Warranty: The warranty on Surface Pro 3s that were purchased with the Title 3 grant will expire at the end of this year. The IT department is asking faculty and
any one that has received a Surface Pro 3 to back up their data to the Office 365 One drive or to their H drive. The IT department is not equipped to repair these devices.

Network Monitoring Project: The IT department is in the process of installing network performance monitoring tool (NPM) that will enable the IT department to quickly detect, diagnose, and resolve network performance problems and outages.

Security Cameras at Health Science - Update: After having conversations with health science administrators it was decided that there were “high risk” areas that needed to be under surveillance. Additional security cameras are in the process of being installed in those “high risk” areas in the Health Science building.

Accomplishments

Donation of Router to Cyber Security Class: The IT department donated a network router to the Cyber Security class at the Kehoe Center. The decommission router will allow students to gain experience with configuring routers.

Wireless Access Points Update: The new wireless access points are now active in the Child Development Center.

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

We received notice that the recently conducted ODHE audit of financial aid processes found no errors. Amanda worked very hard to amass the many documents required by the state.

We have received the first two Choose Ohio First acceptances for the 2019-2020 year.

We have begun sending ’19-’20 award letters to those who are not Pell eligible.

Accomplishments

While attendance at our scheduled FAFSA workshops has been less that what we had hoped, we have had a number of FAFSA’s completed in our office. Last Friday, we helped seven
students complete FAFSA’s on our office’s computers.

We continue to make financial aid loan awards for 2019-2020. USED has yet to release ’19-’20 Pell tables.

Amanda “worked” the spring 2019 de-reg list to identify students still needing to complete financial aid processes.

We are sometimes informed about outside scholarships, and we post these on our web page. We added four new listings this past week.

Goals

The office will participate in a Preview Night at the Crawford Center.
The last FAFSA workshop for spring semester will be Saturday December 1 at 10:00 in the Byron Kee testing center.

Financial Aid Industry News

Great Lakes Higher Education Loan Services, one of the federal government’s student loan servicers is no more. The Great Lakes loan servicing functions have been bought by Nelnet, another servicer, while Great Lakes’ other functions have been re-incorporated under the name Ascendium Education Group.

Congress is investigating the VA’s backlog of processing veterans benefits.

A bipartisan group of senators has introduced the Faster Access to Federal Student Aid Act. The goal is to improve the availability of IRS data used on the FAFSA form and for other aid procedures.

Ralph Phillips Conference Center

Goals

Looking forward to finishing the year off with a few more weddings, fundraisers and Christmas parties.

Child Development Center

Good News

The CDC spends a significant amount of time on maintaining a safe and healthy environment. Our program is very appreciative of the facilities department, IT department, OSU maintenance department and shared services committee.
Accomplishments

The CDC hosted a family and community Guest Reader event the week of November 5 in celebration of National Family Literacy Month! The event was very successful! Thank you to all who gave 30 minutes of their day to read to children.

On Tuesday, November 13, over 70 children and their families stopped in to enjoy Family Curricula Night. Our focus was on the importance of play and the positive learning and development outcomes when families have fun and engage in play. We provided a family style snack, while classrooms provided intentional play activities. Families ended their evening by getting their picture taken in a photo booth! A great family engagement event!

Goals

Waiting for approval of the Ohio Department of Education Food and Nutrition, Child & Adult Care Food Program (CACFP) grant application. This provides approximately $40,000 annually towards healthy, nutritional meals for young children.

Full enrollment in preschool classrooms by beginning of January.

Student Services

Admissions, Recruitment, and Gateway Services

Good News

The following activities were from November 5th to November 16

- Townsend Community School
- Colonel Crawford CCP Session
- Knox County Career Center IT classes on campus
- Ehove Campus Visit
- Preview Night at the Kehoe Center
- Plymouth High School Visit
- EHOVE Application Day
- Madison Adult Education
- Crestview 8th Grade Campus Visit
- Briggs High School Visit

Accomplishments

Fall Preview Nights have been set. Programs will run from 6:00PM to 7:30PM

The November 15th Preview Night at the Crawford Success Center was cancelled due to weather. The Event has been rescheduled for November 28th.
President’s College Update

We will also be hosting a “Spring Information Fair” on November 29th for students interested in starting classes spring 2019.

<table>
<thead>
<tr>
<th>ADMIT STATUS</th>
<th>SP2019</th>
<th>SP2018</th>
<th>SP2017</th>
<th>SP2016</th>
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<td>209</td>
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<tr>
<td>First Year (freshman)</td>
<td>FIRST</td>
<td>196</td>
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<td>190</td>
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<tr>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>782</strong></td>
<td><strong>683</strong></td>
<td><strong>594</strong></td>
<td><strong>583</strong></td>
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</table>

Applications for spring 2019 are slightly ahead of the same time last year. We have reached out to several groups including former CCP student who were not enrolled in any college course fall semester.

**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**

* Brad attended a conference on military credit evaluations on 11/16/18. Topics included MTAGs and other PLA credit evaluations.

* Met with M. Durham, S. Campbell, G. Kamwithi and L Zeigler on 11/06 to begin discussion on developing and implementing Colleague Curriculum Tracks. These program tracks could be loaded into Student Planning which would lay out planned courses on a semester by semester basis to the conclusion of a student’s program. There are some limitations with creating these tracks. At this point, no definitive decisions have been made on how and when this will be put in place. More meetings to follow.

* Attended an Academic Council meeting on 11/07 to discuss potential new policies and processes associated with the new BAS degree that may need to be developed prior to the HLC visit. In process of reviewing current policies and procedures to determine if any changes will need to be made to accommodate the bachelors program.
Processed 6 college transcript evaluations for new incoming students. Students were mailed notifications of their transfer credit.

Met with FA, Business Office and Academic staff members on 11/16 to finalize all important administrative dates for the 2019/2020 academic year.

**Accomplishments**

To date we have received 26 applications for the new fully online programs. Brad is doing individual follow-up with all of the applicants to ensure they are college ready and informed on future next steps needed for registration. Five students are already registered for their SP2019 classes. The online Orientation program went live.

**Goals**

Will begin work on testing the online graduation petition in self service.

**Student Success Center and Retention Services**

**Good News**

The Speed Networking with Employers/Meet and Greet event held on November 8 was a success--- 74 students and 33 employers were in attendance. Kudos to Paula Waldruff and Pam Schopieray for coordinating this signature event!

**Accomplishments**

- Advising Contacts: 353 total visits (224 In-Person/15 Phone Calls/ 96 Email/18 Other) completed during the period of 11/01 to 11/15/2018
- Career Contacts: 33 total visits (2 Classroom Visit/3 Email/1 Other) completed during the period of 11/01 to 11/15/2018
- Disability Services Visits: 30 total visits (4 Advising/26 Proctoring) completed during the period of 11/01 to 11/15/2018
- Testing Visits: 26 total visits completed during the period of 11/01 to 11/15/2018
- Transition Contacts: 219 total contacts (104 Phone Calls/ 115 Text Messages) completed during the period of 11/01 to 11/15/2018
- Connect to College (New Student Orientation): 29 students attended WED/NOV 7; 10 students attended SAT/NOV 10; 3 students attended TUE/NOV 13
- “New Start” Outreach: A ONE CALL to 185 students went out on 11/15.

**Goals**

- Connect to College (New Student Orientation) – SPRING 2019 DATES:
  - 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
President’s College Update

- WED/DEC 12 9 AM -- 12 PM & 1 PM -- 4 PM
- TUE/JAN 8 9 AM --12 PM & 1 PM -- 4 PM

**Registration T-Shirt Blitz:** Additional dates added—11/19 & 20; 11/26 & 27; 12/3 & 4.

**Not Yet Registered Student Outreach:** Contacting currently enrolled students who have not yet registered for spring term via text or phone call.

**Professional Development Fridays:** Plan for and complete November 30 from 8 AM – 11 AM (last one for fall term).

**Accuplacer Updates:** Make appropriate updates due to changes with math courses. Explore replacing current Computer Literacy assessment with Accuplacer Computer skills test.

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**Title III**

**Good News**

- We received the approval from the Dept. of Ed. to purchase new advising software.
- Student contacts one-on-one by liaisons from 10/29-11/9/2018
  - One-on-one Advising contacts via phone, email or in person -50
  - Outreach -emails or phone calls -84
  - Academic Plans completed/archived through graduation of continuing students -50
- 1 Student advising contact logged into AdvisorTrac by faculty
- 482 continuing active students currently have an Academic Plan in the system through graduation. This does not include first term students or CCP
- 75 current TFS students have an Academic Plan through graduation
- 12 STAR notices sent from faculty 10/29-11/9/2018

**Goals**

- Collecting cohort data for Dr. Walters to find patterns of students who attended fall but did not return in Spring. Contacting them individually to discuss reasons for stop-outs.
- Ongoing data evaluation of cohorts.
- Preparing for Dec 11/14 and Jan 2 Faculty Professional Development. All current faculty either have participated in or will be participating in the training by the end of the grant.

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**Academic Services**

**Business, Industry, and Technology**

**Good News**

- The Kehoe Center had an Open House on Thursday, November 8. Special thanks to Jesse Payne, Mohamed Ghonimy, and Carmen Morrison for their participation.
Accomplishments

- Dan Wagner attended the OETEA meeting at Northwest State Community College. While at the meeting, Dan volunteered to write the state TAG rubric for Hydraulics and Pneumatics. In addition, the OETEA continued work on the Manufacturing Foundations Certificate, which Dan may be presenting to the Curriculum Committee this fall for implementation.
- The Business Administration faculty successfully proposed changes to the Marketing and Business Managements program. The new curriculum will better suit the needs of the students and the community.
- Linda Hess and her team have successfully presented a Leadership Series for ArcelorMittal. Thank you to the whole group for their hard work!

Health Sciences

Good News

- Senior nursing students were acknowledged for their progression in the program at the Nightingale Lighting of the Lamp Ceremony held by faculty on November 14th. Each student was presented with a nightingale lamp pin to be worn as part of their uniform.

- Respiratory Care received notice from the Commission on Accreditation of Respiratory Care that their progress report has been accepted as a final report of progress. The next onsite visit for accreditation is scheduled for 2028.

Accomplishments

- Sara Woodruff presented a demonstration in the nursing lab for students from Knox County Career Center.
- Dr. Gray participated as a guest reader to the toddler class at the Child Development Center.
- The RFP for the Nursing and Respiratory care RAPIDS Grant is ready for advertisement next week.
- Retention data sheets for the 2017-2018 academic year have been compiled for all fulltime faculty.
- Four faculty completed lab fee sheet training with Gina Kamwithi.

Goals

- To have 100% of Health Sciences program students registered for spring term.
- Finalize the lab fee sheet training and complete submission of all lab fee worksheets.
- Finalize ordering of all Phase I supplies for the Crawford Success Center LPN lab.

Liberal Arts

Good News
The final Spring Semester Honors Colloquium was held Friday, November 16, in 164 Fallerius. Dr. Paul Sukys presented “The Great Religions of History in Defense of Diversity.”

Students are completing project work and preparing posters for the Honors Poster Exhibition to be held on Wednesday, November 28, in the Conard Student Lounge in Fallerius.

**Accomplishments**

- Completed and submitted the application for the Achieving the Dream Leah Meyer Austin award.
- Drafted and routed for review the Additional Location Request for the Galion Early College Academy Liberal Arts AA program for fall 2019 to be submitted for approval to ODHE.

**Goals**

- Prepare the proposal for professional development and student support needs for the Strong Start to Finish CLASS grant ($19,000).
- Prepare the AtD Leader College of Distinction Application.
- Present the HMSV 1020 Introduction to Social Services and Intro to Chemical Dependency syllabi and worksheet changes at the Nov. 30 Curriculum Committee meeting.
- Continue development of marketing materials and course development for noncredit ESOL courses in consultation with Workforce Development.

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**President’s Office**

**Accomplishments:**

- On November 5th, President Diab served as a Guest Reader to the children of the Campus Child Development Center.
- On Thursday, November 8th, Dr. Diab participated in the TRiO First Generation Student Celebration.
- On Thursday, November 8th, Dr. Diab attended the Quarterly Foundation Resource Development meeting.
- On Monday, November 12th, Dr. Diab presented the President’s Report as part of the 2018 Fall Staff In-Service activities. The topics in the President’s Report included the major accomplishments in the Student Services and Academic Services plans that were established over a year ago.
- On Wednesday, November 14th, President Diab held a Strategic Planning session with all division and department heads to discuss the top three priorities from each of the Divisional and Departmental Strategic Plans. The session completed discussions of all areas of the
Business, Administrative and Student Services areas. The final Divisional/Departmental Strategic Planning session will be held on Tuesday, November 27th from 8:00am to 12:00pm as part of the November President’s Cabinet meeting.

On Thursday, November 15th, President Diab and Dr. Reed braved the elements for a trip to Columbus to participate in the Chancellor’s 2018 Statewide Trustees Conference and presented on the progress of our Open Education Resources grant for online free textbooks to students.

On Friday, November 16th, President Diab attended the Regional Manufacturers Coalition meeting held at the Gorman-Rupp Company.

As of the publishing of this report, Dr. Diab has visited 49 of the 50 classes selected to participate in the Foundation Alumni Association’s 50 get $50 program. Students in selected classes learned about the College Credit Plus program, College Now, the Tuition Freedom Scholarship, the College’s selection to offer a Baccalaureate Degree in Mechanical Engineering Technology beginning Fall of 2019 and the importance in persisting to the completion of their educational goals. Oh yeah! Then 49 lucky students won a crisp, clean, $50 bill! So far we’ve given away $2,450. Thanks to our previous graduates of the Alumni Association of the Foundation.

Goals

- Working to establish a Turnover Folder and Desktop Procedures for the activities of the President’s Office and support to the Board of Trustees.
- Working to update policies and procedures review schedule with a target implementation date of January 1, 2019.
- Redesigning the electronic files directory structure for the President’s Office as preliminary steps in moving the President’s Office closer to a paperless environment.
- Continuous improvement and implementation on the Pathways Model

Grants & Government Relations

- Still advertising for a Director of Grants

Foundation

Good News
The Foundation has welcomed new Major Gift Officer, Randy Blankenship, to the team. Randy brings extensive relationships in the area to the role and will assume many of the responsibilities that Mary Rodriguez has managed.

At their November Board meeting, the Foundation and Foundation Board issued their fond farewells and Congratulations to Mary Rodriguez on her retirement after almost 30 years of service to North Central State College and area donors.

The Foundation, in partnership with Human Resources provided lunch on November 12th at the in-service day to recognize the 50 years of our college and your extraordinary service.

**Accomplishment**

The Foundation along with several past inductees for the Hall of Excellence and NCSC leadership staff selected the 2019 HOE inductees, Jeff Gorman and Dr. Joe Shadeed. Both leaders will be recognized on Friday, April 12, 2019 Hall of Excellence.

**Goals**

The Foundation has launched the 2018 Richland Gives on Tuesday, November 27. Students are invited to join for lunch between 11:30 am and 1 pm and will be entered to win a $500 gift card. Students will be asked to join the round table discussions to learn more about area service clubs like, Rotary, Altrusa, and Kiwannis.

To help our students with scholarships please make a donation to the Foundation during Richland Gives go to [https://richlandgives.mightycause.com/organization/ncsc](https://richlandgives.mightycause.com/organization/ncsc). There will be special times when the college can earn extra money by bringing donations into the Foundation. Stay tuned for the power hours on November 27th.

The Foundation has set a goal to have a record number of attendees at the 2019 Hall of Excellence and has already had 60% of tables sold.

**Institutional Effectiveness, Analytics & Planning**

**Good News**

- Finished compiling data for ATD Leah Meyer Austin award, and mixed in results during professional development day presentation. Lots of good success data.
- Helping coordinate effort to expand use of Recruit CRM software to strategically target messaging to high school students.
Compiling program review data for Respiratory Therapy, as well as accreditation data for Business and Accounting programs.

Received approval from the state of Ohio to renew tracking of wages of our graduates for program research purposes.

Accomplishments

With help of Ted and Financial Aid, nearly completed very large request from federal DOE on student outcomes study.

Pulling data to help support outreach efforts for proposed bachelor’s degree.

Goals

Working with IT to create a more efficient system for downloading large batch reports with key variables for research. Be a long-term effort but worth it.

Public Affairs

Good News

Celebration of our 50th Anniversary continues.

- 50 random awards of $50 bills has been very popular. Social Media is very active with the postings.

Accomplishments

The Live Scan of the new website toward ADA Compliance is complete.

- The report is in hand
- Finalizing our plan to resolve the deficiencies found by the scanning team

Advertising for Online/Adult learners outside our traditional marketing area is underway.

New street banners are designed. Going out for bid

Temporary signage for the new entrance using our rolling billboard is in production.

- Target for roadway opening in around December 1st.

Goals

Manual Scan/ADA Compliance report needs to be completed and submitted by early December.

Continue implementing promotions for FY19

Promoting

- On campus, online, on budget
- Spring Semester Registration is OPEN
Crawford Success Center

Goals

- NOTICE: The Preview Night at the Crawford Success Center has been rescheduled for Tuesday, November 27th. Financial aid begins at 5:30. Preview night from 6:00 to 7:30.

- Promote the upcoming FAFSA Workshops.

- Amanda will be in all the high schools in Crawford County during the next two weeks promoting the Preview Nights, FAFSA workshops and presenting on local scholarship opportunities. The CSC is collaborating with The Community Foundation for Crawford County.

- I’m collecting art from the local artists for the live auction items.

- Planning for the Ribbon Cutting ceremony on November 28th at 2:00pm at the Crawford Success Center.