President’s Bi-Weekly Report
For period November 19, 2018 to November 30, 2018

*Submissions for next update are due Friday, January 25, 2019
**Business, Administrative & Student Services**

**Controller**
- Out this week

**Facilities Management**
- Nothing to Report

**Human Resources**
- Starting January 1, 2019, Medical Mutual will be using a new network for out of state claims. When you go to a provider in any county in Ohio or Boone, Campbell, and Kenton counties in Kentucky, you will continue to use the SuperMed Plus network. If you need to go to a provider outside of Ohio or the 3 indicated counties in Kentucky, you should use a network called Aetna Open Choice Network, which is a very large, national network. This is the most cost effective way to seek treatment. As always, if you have an urgent, life threatening condition, please go to the nearest facility and claims will be covered at the in-network level.

The following are instructions to look up providers in the Aetna Open Choice PPO network:

- Go to [www.aetna.com](http://www.aetna.com)
- Choose “Find a Doctor”
- Under “Not a member yet?”, select “Plan from an employer” (this saves you from having to set up a login and password)
- Under “Continue as a guest” enter zip, city, county or state and click “Search”
- Under “Select a Plan” choose “Open Choice PPO”, scroll to bottom and click “Continue”
- Continue through the information to find a physician

You will be receiving a new MEDICAL/RX card that has this new network information on the back of the card. Once you receive your new MEDICAL/RX card, please get rid of your old MEDICAL/RX card. KEEP YOUR DENTAL AND/OR VISION CARDS AS THEY WILL NOT BE CHANGING.
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

2018/2019 -Holiday Schedule

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<td>Paid Holiday</td>
<td>Paid Holiday</td>
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<td>College Paid</td>
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<td>Paid Holiday</td>
<td>Paid Holiday</td>
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Accomplishments

- Amy Burns hired as Senior Administrative Assistant in Health Sciences.

Goals

- Current position searches underway:
  - Director of Capital Planning and Facilities Management
  - Part-Time Administrative Assistant, Child Development Center
  - Director/Chair Engineering Technology Program
  - Respiratory Care Faculty
  - CISS Faculty
  - Director, Grant Development/Administration & Stakeholder Relations
  - Assistant Dean, Liberal Arts
  - Part-Time Teacher Assistant, Child Development Center
  - Part-Time IST Lab Assistant
  - Part-Time Facilities Utility Worker
Information Technology

Good News

Wireless Network and Security Camera Network Update: The contractor and IT personnel did a walk through in all the buildings. During the walk through a punch list of work that is needed to be performed to complete the installation of both networks was done.

Fallerius Computer Lab Component Upgrade: The IT department replaced all the hard drives in Fallerius Hall F-136 with solid state drives (SSD). Students will notice that login process will take a shorter time to complete the process.

New Network Switch for CDC: With all the new network devices being added at the Child Development Center (CDC) the IT department installed a new 48 port network switch. The new network switch has a fiber cable connection, which will be used when the IT department has a fiber cable installed from the Byron Kee Center to the CDC.

Accomplishments

New Extended Network in Health Science Building: A new network node has been installed on the third floor of the Health Science Building. This network node (wall mounted network enclosure) will be used for new network connections on the second and third floor of the building.

New Extended Network in Kehoe: A new network node was installed in the maintenance area of Kehoe because the cable runs from that area exceeded the distance for reliable network connection back to the network closet on the ground floor.

Goals

Air Conditioning for Network Closet 130M in Health Science Bldg.: The IT department is looking to include the installation of an air conditioner in HS-130M because of the high temperatures being produced from the network switches.

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

To spread holiday cheer to our students and fellow employees, Amanda decorated the hallway doors of the financial aid and records offices. An artistic ability is only one of Amanda’s many talents.

Accomplishments

Jim provided FAFSA completion assistance to prospective students at the Crawford Center and represented the office at the prospective student fair in Byron Kee.

While our FAFSA workshops have had limited attendance, we have seen an increase in students completing FAFSA’s in our office (we have three computers for student use). Typically, we are assisting two to seven students per day complete FAFSA’s.

We continue to reach out to students on the spring semester de-reg list.

Amanda identified for Tom M and Monica students with TFS awards who are on the de-reg list. They are not eligible for their TFS because they are not full-time, and they have no other aid to pay their spring semester bill.

Caroline is vetting a 13-page list of students who may be work-study eligible. When completed, she and Paula will send both an email blast and postcard to those identified encouraging them to apply.

Goals

Our last FAFSA workshop for spring semester is Saturday, December 1 at 10 am in the Byron Kee testing room.

We have important end of semester activities (satisfactory progress and Title IV Refund processes) which need to be completed prior to the holiday break. Because of when grades are due to the student records office, we will be hard pressed to finish our work.

Child Development Center

Good News
The Child Development Center continues to create a “culture of continuous improvement”. The effort from our staff, campus and community cultivates our efforts to maintain quality services for young children and their families.

In mid-November, family surveys and staff surveys were distributed. The data will provide valuable feedback as we continue the culture of continuous improvement.

A community partnership effort to provide single mothers in our community with the knowledge, resources and emotional support to provide their children with age appropriate child development knowledge, be effective in their parenting goals and feel confident in their abilities as a mother. The partners include Little Buckeye Children’s Museum, Parent Aid and North Central State/The Ohio State University Mansfield Child Development Center. Leadership Team members from the CDC will present to Youth & Family Council Finance Committee on Monday, December 3 for funding to provide quality childcare for this partnership.

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

**Goals**
- Recruit Early Head Start parents to participate in leadership roles through Policy Council.
- The Early Head Start Governing Board seeking an Attorney to serve on the board.
- Complete the annual Step Up To Quality application by mid-December.
- Full enrollment in preschool classrooms by beginning of January.
- Complete a program self-assessment for program improvement and program goal setting.

**Management Notes**
- Position postings for full-time teacher assistant and part-time administrative assistant

### Student Services

**Admissions, Recruitment, and Gateway Services**

**Good News**
- The following activities were from November 19th to November 30th
  - Preview Night – Crawford Success Center
  - Spring Semester Information Fair – Byron Kee Center for Student Success
  - Madison Adult Education Center
  - Crestview High Visit to NCSC Campus
  - EHOVE Visit
Accomplishments

Spring Semester Application Summary as of November 30th

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<tr>
<th>ADMIT STATUS</th>
<th>SP2019</th>
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<th>SP2017</th>
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<td>210</td>
<td>153</td>
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<tr>
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<td>217</td>
<td>214</td>
<td>212</td>
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<tr>
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<td>RETR</td>
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<td><strong>742</strong></td>
<td><strong>675</strong></td>
<td><strong>677</strong></td>
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Applications for spring 2019 are slightly ahead of the same time last year. We have reached out to several groups including former CCP students who were not enrolled in any college course fall semester. We are also working unlinked ISRs (results of the FAFSA) encouraging students to apply. We are working former students who have a high percentage of their programs completed.

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

- Attended a strategic planning meeting on 11/27/18 to prioritize goals and projects for the upcoming year. Student Records first priority is the implementation of the Parchment Transcript service, followed by continued emphasis on the development of our online program enrollment.

- The refund committee met on 11/28 and one refund was approved.
Reviewed and submitted feedback regarding current academic and administrative policies and procedures for the BAS degree. It appears that some changes will need to be made, but overall current policies/procedures seem to be in order.

Processed 16 college transcript evaluations for new incoming students. Students were mailed notifications of their transfer credit. **Fifteen** new incoming transcripts were sent out for evaluation.

**Accomplishments**

To date we have received **41** 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. **Nine** students are currently registered for their SP2019 classes.

**Goals**

Tentatively scheduled to work with the Parchment implementation team and IT staff to begin testing within the next two weeks.

**Student Success Center and Retention Services**

**Good News**

We are excited to welcome Alicia Camak as Internship Coordinator to the campus community. We look forward to strengthening the internship program in partnership with OSU-M and increasing opportunities for our students.

**Accomplishments**

- Contacts for 11/01/2018 to 11/15/2018 were reported in previous report.
- Connect to College (New Student Orientation): 13 students attended TUE/NOV 27
- Not Yet Registered Student Outreach: Contacted 280 currently enrolled students who have not yet registered for spring term via text or phone call.
- Mid-Ohio Education Center 6th grade Career Exploration Day: Provided presentations to local 6th graders on November 16.
- Professional Development Fridays: Completed last one for fall term on November 30.

**Goals**

- Connect to College (New Student Orientation) – SPRING 2019 DATES:
  - 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
  - SAT/JAN 5 9 AM -- 12 PM
  - THU/JAN 10 9 AM -- 12 PM & 1 PM -- 4 PM
- Registration T-Shirt Blitz: Last date -- 12/3 & 12/4.
- “New Start” Outreach: Send a text message to 185 students during the week of 12/3.
President’s Bi-Weekly Report

**Professional Development Fridays:** Plan for and schedule spring term. Topics to include: Use of technology to increase effectiveness; wellness; emotional intelligence.

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

**AVIS0 Implementation:** Begin developing plans for AVISO implementation.

**Management Notes**
- Weekly SS&TS Team meetings are held Wednesdays from 9 – 10:15 AM. Please contact me if you would like to attend a meeting to share updates, news, etc.
- We are exploring the idea of creating a food and toiletry pantry for students located in the Byron Kee Center. Please contact me if you have ideas. The plan is to start small to gauge need.

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### Title III

- **Long-Term Planning:** Still conducting them with new advisees who meet with me for the first time.
  - Still trying to do long-term plans as time allows—my summer project every summer is to get a long-term plan to all of my advisees. I am trying to continue this effort in all terms now as time allows.

- **Registration:** still going pretty strong. A few appointments made, but mostly walk-ins.

- I’ve done a bit of advising lately for our new Bachelor’s in Mechanical Engineering Technology. I have also been informed that the Higher Learning Commission plans to meet with me in December to discuss this degree as they formulate their final approval. Lastly, I have been informed (informally) that my division would like for me to be the sole advisor for this program, but that has not yet been officially decided.

- **Following up on 2 STAR Notices.** Received 6 new alerts all from one teacher, over multiple courses (none have been closed yet).

- **Department Meetings with SSTC:** talked about changes in curriculum, the low numbers in the LPN program vs. high numbers is Radiology, new software coming soon (AVIS0), and disability services intern, Shane Smith, is trying to empire a new food and personal needs pantry on campus.

- **New Student Orientation:** Attended the division break-out and helped with registration
• Tag Team Advising: This week I had a meeting with a student as well as our representative from Franklin University to ensure that her remaining courses created the smoothest possible transition to Franklin for her Bachelor’s. I’ve found that these group/team effort appointments can take out a lot of guesswork for students and other advisors; and also allows for maximum productivity during meetings as each advisor is able to touch on their expertise when it is needed in real time.

Academic Services

Business, Industry, and Technology

Good News

Greg Timberlake hosted a PB&J lunch for the students at the Kehoe Center for which he prepared handmade sandwiches for the students. The event this semester was well attended and allowed the students to chat with the dean in an informal environment.

Prior to Thanksgiving break, a group of 95 eighth graders from Crestview visited the Kehoe Center. Thank you to Dan and Greg for leading tours; April, Montana, and Paula for presentations and learning activities; and to Dan for providing a video on car crashes and design factors.

Accomplishments

The Entrepreneur class, under the instruction of Lynn Jones and Neil Hamilton, had a panel discussion at the Kehoe Center on November 28. The topic was How to Finance Your Business Idea, Including Crowdfunding. The speakers were Chris Hiner, President of Richland Bank, Bob Leach from Braintree Business Development Center, and Aaron Cornell from the Economic and Community Development Institute.

Health Sciences

Good News

The ribbon cutting for the Crawford LPN Lab was held November 28th. The event was well attended with a nice presentation of skills by the current cohort students. We are so thankful for the great support of the donors to provide such a wonderful opportunity for the Crawford community!

The OTAP first level students presented their adaptive project posters. Please stop by the first floor of health sciences to view the amazing posters. Second level OTAP students completed some great stress relief videos. Dr. Gray’s favorite was “Stress Relief A-Z”. If you have a chance to review it, you will certainly find something to assist you.

https://youtu.be/VUbkgZmKevY
Accomplishments

- The RFP for the Nursing and Respiratory Care RAPIDS Grant is currently advertised.
- Final lab fee training was completed with Gina Kamwithi.
- The remaining health program students needing spring coursework were contacted for assistance with registration.
- Held our first ever “Cookies for Encouragement” campaign the week before finals. Volunteer Cindy Payne served over 15 dozen cookies and encouragement to students in the health sciences lobby November 27th and 28th.

Goals

- To have 100% of Health Sciences program students registered for spring term.

Liberal Arts

Good News

- Students displayed and discussed their honors projects at the Honors Poster Exhibition, held Wednesday, November 28, in the Conard Student Lounge in Fallerius.
- Deb Hysell and Brian Wirick attended the Regional Transfer Partnerships through Best Practices conference November 20 and learned some promising ways to boost transfer completions and smooth students’ transitions between associate and bachelor degree programs.

Accomplishments

- The Additional Location Request for the Galion Early College Academy Liberal Arts AA program for fall 2019 was submitted for ODHE approval.
- The AtD Leader College of Distinction Application was submitted to Achieving the Dream.
- The proposal for professional development and student support needs for the Gateway Math and English courses was submitted for the Strong Start to Finish CLASS grant ($19,000).
- The Human Services Advisory Board met November 9.
- The HMSV 1020 Introduction to Social Services and HMSV 1150 Intro to Chemical Dependency syllabi, Substance Abuse Studies certificate, and related syllabi and worksheet changes were approved by the Curriculum Committee.

Goals

- Host the Chinese Delegation from Wuxi Vocational Institute of Commerce, December 4, 1-4 pm
- Anne Strouth to conduct CRMJ Advisory Board Meeting December 5.
- Begin work on an Education articulation agreement with Franklin/Urbana.
Management Notes

Postponing work on the development of marketing materials and course development for noncredit ESOL courses in consultation with Workforce Development due to other Liberal Arts priorities—will take it up again in early January.

TRIO Student Support Services

No report.

Tutoring Resources Center

No report.

President’s Office

Accomplishments:

On November 26th, President Diab attended the Business Roundtable: Workforce Partnership Initiative Launch meeting held at AEP in Columbus with CEOs from business and higher education.

On Wednesday, November 27th, President Diab held a continuation of the Strategic Planning sessions 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 remaining areas of the College. Following the division/department discussion, Dr. Diab presented the group with a listing of the top priorities from each division/department and called for discussion in identifying the top priority item for each area along with rationale on why each item was determined (or should be determined) as the top priority for the institution.

On Wednesday, November 27th, President Diab attended the Crawford Success Center Advisory Board meeting and the PN Lab Ribbon Cutting Ceremony.

On Friday, November 30th, President Diab attended the Richland Chamber of Commerce Small Business of the Year Awards Luncheon at the Holiday Inn Downtown.

As of the publishing of this report, the last 50 get $50 presentation has been made. Whew! 50 students received a crisp $50 bill courtesy of the Foundation Alumni Association to bring recognition to the College’s 50 years of serving students. Students in the 50 classes selected,
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. Not a bad way to bring attention to our 50th Anniversary.

Goals

- President Diab is working to complete performance evaluations on all of his direct reports before leaving for the holiday break (December 19th).
- 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:

- We heard our faculty! The FY19 Emerald Club has brought in $552,099.01, including $240,000 for Smart classrooms + $29,000 for the engineering program equipment.

- The Ashland Foundation just funded $29k in equipment for the planned Bachelors of Mechanical Engineering program.

Accomplishments:

- Mary Rodriguez retired after 30 years on Friday, November 16. The Foundation wishes Mary all the best as she enjoys this major milestone.

- The new Major Gift Officer, Randy Blankenship, is trained and learning the NCSC Foundation methods of conducting business. Randy has brought a wealth of knowledge of the area and is working with many of our area businesses, already, to enhance our partnerships.
Goals:

- The Arts for Success fundraiser at the Crawford Success Center and community outreach program is being held on February 21, 2019 from 4:30 pm to 9 pm. The presenting partners for the event are OhioHealth and inkind media partner, WBCO/WQEL/Crawford County Now. Pieces of art are being collected to auction at the event and . The goal is to make $10,000 and proceeds will go to our scholarships for the CSC.

- The Foundation will host a Board sponsored event called “Passion into Action” event - March 7, 2019 at the Renaissance Theatre – sponsored/hosted by Mechanics Bank. Attendees will preview the Mamma Mia set.

- The 2019 Hall of Excellence is Friday, April 12, 2019 with a goal to have a sold out event.
  - Save the dates went out this week.
  - Honorees selected include Jeff Gorman and Dr. Joe Shadeed and filing should start shortly for their video.
  - Miss Ohio will be performing again and Collier Landry will be the keynote speaker.
  - Pictures will be taken with Miss Ohio at 5 pm with the College Board of Trustees and Foundation Board of Trustees, along with local dignitaries.

Compliance, Curriculum & Assessment

No Report

Institutional Effectiveness, Analytics & Planning

Good News

- Worked with Deb Hysell to submit the Achieving the Dream Leah Myer Austin Award and application for Leader College with Distinction

- From data match, identified at least 70 long-term stop outs (under semesters) with at least 75% program completion and good academic standing/no holds. Further, they are not
Currently enrolled elsewhere or graduated.

Compiled and presented gateway math and English data for Strong Start to Finish workgroup.

Helping coordinate dialogues with Academic Council and Facilities Department on space utilization.

Had great conversation with Chris Copper and Mike Welker on development opportunities for 21st Century Learning Space program.

**Accomplishments**

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

Coordinating great discussion with Liberal Arts and other departments on potential enhancements to Mortuary Science program.

**Goals**

Started in depth discussions with staff and IT department to better define, group and warehouse catalogs of key variables to streamline reporting. Will also contribute to dashboard project.

After discussions with controller’s offices, we will start presenting alternative views on academic program financials by weighting state subsidy by program. First projects (Engineering and Registered Nursing) should be out before we leave.

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**Marketing, Public Relations & Creative Services**

**Good News**

- New roadway is open – finally.
- New permanent signage is being considered by shared service committee.

**Accomplishments**

- The Live Scan of the new website toward ADA Compliance is complete.
  - The report and remediation plan have been forwarded to the Office of Civil Rights for acceptance.
- Advertising for Online/Adult learners outside our traditional marketing area is underway.
- New street banners are designed. Going out for bid.
Goals

- Continue implementing promotions for FY19
- Need to revisit the Online Promotional plan for spring implementation in support of summer/fall 2019
  - Will likely request release of proposed funds for continuation of promotions for online.
- Doing mid-FY19 review with external vendor for website/ADA compliance support.
  - Will likely request additional funding release for balance of FY19.

Promoting
- On campus, online, on budget
- Spring Semester Registration is OPEN
- Online Learning opportunities outside our traditional geography

Management Notes

- Social media: Follow us and share your news on:
  - Facebook: www.facebook.com/ncstatecollege
  - Twitter: https://twitter.com/tweetsatncsc
  - Instagram: @ncstatecollege

Crawford Success Center

Good News

Another 50 get $50 winner!

Congrats Alivia Erow! Pictured are Amanda Sheets, Alivia, and professor John Falls!
Accomplishments

- Hosted CSC Preview Nights and FAFSA Workshops on 11/15 and rescheduled for 11/27
- CSC Advisory Board meeting on 11/28
- Successful Practical Nursing Lab Ribbon-Cutting event also on 11/28 in cooperation with the Chamber of Commerce
- Contacted approximately 100 Crawford County applicants by phone or text (42 spring applicants)
- Participated in Spring Information Night on-campus – 11/29

Goals

- Continue to assist last minute students/applicants to enroll for Spring Semester
- Continue to visit High Schools
- Continue to schedule visits with Companies and obtain contributions for the Arts for Success Event to be held in February

Management Notes

- Completed Staff Evaluations
- Art and Fund-Raising for Arts for Success going well