



Achieving the Dream **LEADER COLLEGE**
OF DISTINCTION



President's Bi-Weekly Report

For period August 19, 2019 to September 6, 2019

NOTE: First Report of the Fall Semester

** Submissions for next update are due Friday, September 20, 2019*

Academic Affairs

Business, Industry, and Technology

Good News

- ✚ Welcome Dr. Toni Johnson, Assistant Dean! She is an experienced higher education executive with 30 years of experience in teaching and management in both academic and corporate settings. In higher education management, Toni has managed teams in the areas of academics, student services and facilities management.

In the early years of her career, Toni gained extensive leadership experience in the areas of information technology, business consulting, and project management during her tenure at corporations such as Accenture, Sprint and H&R Block. Her corporate leadership crosses over the utilities, government, marketing, and banking industries. Simultaneously, Toni worked as an adjunct professor for Brooks Institute (Ventura, CA), Colorado Technical University (Denver, CO & Kansas City, MO campuses), Friends University (Mission, KS), University of Phoenix (Overland Park, KS) and Allen County Community College (Burlington, KS outreach center).

Toni holds a B. S. in Health Administration and Education (Wichita State University), M. S. in Management Information Systems (Friends University) and a PhD in Business Administration with a specialization in Management Information Systems (Northcentral University).



- ✚ Welcome Brian Baldrige to the ITEC faculty! Brian has worked with the division for numerous years as the Information Technology Services Instrumentation Technician and as an adjunct instructor for the Engineering programs. We are excited to work with Brian in his new role.

- ✚ The division welcomed the first BASMET junior class this semester (picture below).



Accomplishments toward Strategic Projects

Strategic Priority: Develop and implement new programs and certificates: BASMET, Business Analytics, 8-Week courses, competency-based education.

- ✚ BASMET enrollment goals were above our minimum expectations of 15-20 students. Beginning this fall term, 45 BASMET students are taking classes. Twelve of these students are in their junior year, marking the first junior classes in NCSC 50-year history.
- ✚ A new Business Analytics major is prepped for advisory board review this month and will be headed to curriculum committee next month. Our most recent Choose Ohio First grant application lists this program along with Information Technology, Visual Communications Media and Technology, and Engineering Technology programs as a candidate for Choose Ohio First support. Having this scholarship available to business students would be a very big step forward.
- ✚ We presume that college-wide planning will pick up next week for 8-week courses.
- ✚ The division is looking at our Electrical Maintenance program as a possible candidate for Competency Based Education (CBE). Timberlake will be participating in the first meeting of a statewide steering committee with the Ohio Department of Higher Education in late September.
- ✚ The division has uploaded several courses into the FastPathOhio website, which is a part of the CollegeTransfer.net. FastPath connects candidates for Prior Learning Experience to a list of eligible NCSC courses.

Strategic Project: Make project-based learning the signature brand of the division

- ✚ Mr. Beebe is coordinating projects for the Engineering Technology programs. Companies/organizations currently participating in projects are:
 - Mansfield Engineering Components

- SkyBox
 - Stoneridge
 - Ohio Historical Society.
 - Three of our College Now Engineering senior students will be working to convert a 1989, 9-person, horse-drawn carriage to electric drive for the Ohio History Connection in Columbus.
- ✚ NCSC's proposal has been selected as one of the winners of the AACC MentorLinks: Advancing Technological Education project supported by the National Science Foundation. Mike Beebe and Dan Wagner will be working to advance engineering project collaboration with area career centers and high schools over the next three years as a result.
- ✚ Faculty in other programs are being asked to review their current practices of using industry examples/projects and local area businesses and helping us figure out how to succinctly articulate what we are already doing in each program in this arena, and how to shape and envision and work toward a desired state 1 – 2 years down the road.

Workforce & Non-Credit

Good News

- ✚ Two companies are looking at renting the Workforce trailer to host customized training.
- ✚ Hess and Timberlake were named to the OACC Workforce League
- ✚ NCSC was approved as a certified training site for Great Lakes OSHA/Univ. of Cincinnati. NCSC will be hosting a number of OSHA trainings (these trainings last 3-4 days), as part of Region Five, which is Ohio, Michigan, Illinois, Wisconsin and Indiana. This will generate income for the college, as well as the community as the participants will be staying, dining and exploring the area!

Accomplishments toward Strategic Projects

Strategic Priority: Expand training and apprentices in both number and occupation (manufacturing, IT, business, plastics)

- ✚ Met with the following companies to discuss apprenticeship/training opportunities:
 - Skybox
 - Guardian
 - Ohio Tool Works
 - Pepperidge Farms
 - Milliron Industries
 - Avita Health- Surgical Tech apprenticeship approved
- ✚ NCSC named as consortium members in the following grants:

- AACC Expanding Community College Apprenticeships with Sinclair and Rhodes State (LEAP Consortium)
- DOL's Scaling Apprenticeship Through Sector-Based Strategies grant with the Ohio TechNet Consortium

Strategic Project: Promote customized training and increase company awareness to assessment and testing resources available through the College.

- ✚ Long term OSHA courses scheduled <https://www.greatlakesosha.org/sites/north-central-state-college/>
- ✚ Guardian Mfg. customized electrical and PLC training ongoing
- ✚ Pepperidge Farms- customized tech training onsite in planning stage
- ✚ G&S Bar and Wire onsite training proposed and tentative approval
- ✚ Warren Rupp- continued Excel training
- ✚ Peer Recovery Support training at CSC Sept/Oct 2019

Health Sciences

Good News

- ✚ A wonderful interactive science booth was set up at this July's Children's Festival event in downtown Mansfield. Faculty members Justin Tickhill, Jason Tucker, and Hannah Cronk spent the Saturday demonstrating the fun of science with paper airplane building, an erupting volcano, and DNA extraction. We are looking forward to next year, let us know if you would like to be a part of sharing your career passion with our community!
- ✚ Heidi Kreglow completed 9 graduate hours this summer to meet CAPTE requirements for PTA Program Directors. Congratulations Heidi!
- ✚ The Crawford LPN Cohort graduates have completed NCLEX testing with 100% pass rate!
- ✚ The LPN Program was the recipient of a \$191,000 Nurse Education Grant Program award from the Ohio Board of Nursing to continue program expansion and retention efforts.
- ✚ The OTAP Program received notification from the Accreditation Council for Occupational Therapy Education that the Program Directors Experience area of noncompliance has now been fully corrected. Congratulations John Stewart on your work to demonstrate educational, supervisory, program leadership, and budgeting experience!



Accomplishments toward Strategic Projects

Strategic Priority: Human resources development of faculty and program directors

- ✚ New Faculty Orientation sessions have been set for the term with the Assistant Dean.

Strategic Project: Develop more coordinated outreach efforts among programs (Access)

- ✚ A Program Directors meeting has been set for September 12th. This session will include Clinical Coordinators as we work to coordinate efforts for a high school activity day scheduled for October 14th.

Strategic Project: Grant management: OBN NEGP, GPS, NSF, RAPIDS

- ✚ Coordinated efforts with Shawn Gunnoe for a RAPIDS grant application.

Strategic Project: Curriculum development for grants or outreach centers (Surge Tech...)

- ✚ Continue to work on curriculum development for SURG Tech at Crawford with EHOVE and AGRI for NECIC along with Jim Mudra.

Liberal Arts

Good News

- ✚ The Honors College will hold its first colloquium event 6:00 p.m. Monday, September 23, Room 164 Fallerius. Allie Watson, Richland Foundation, will present *Mansfield Rising*, an informative session about the proposed revitalization plan for downtown Mansfield and the surrounding area.
- ✚ Interest in the Honors College is growing. More than 80 students and parents attended the Honors College Information Sessions, August 22 and 23.

Accomplishments toward Strategic Projects

Strategic Priority1: Develop a comprehensive strategic plan to improve transfer outcomes

- ✚ Outline of plan is underway based on *The Transfer Playbook*, plans from other colleges, and information gathered at the Gardner seminar.
- ✚ Invitations have been sent to Transfer Council members to discuss the plan elements September 19.

Strategic Priority2: Increase completion of gateway college level English and math in their first year to 50% by 2020 as part of the Strong Start to Finish state grant

- ✚ Learning communities for growth mindset, trauma-informed education, mindfulness, and connecting with students have begun meeting to explore and apply concepts.
- ✚ Tom Sudkamp, new ODHE Interim Director for SSTF, indicated in conference call that our CLASS grant for \$19,000 for focus on Equity work in 2019-20 will be approved.
- ✚ Core team is attending SSTF convening in Columbus September 27.

Strategic Project: Update education curriculum (syllabi, TAG) to reflect a more general degree (not early childhood) to facilitate transfer completion and increase enrollment

- ✚ Heiden Secrist-Eichorn and Teri Brannum are finishing work this month on TAG submittals for Education courses.

Strategic Project: Implement the Galion CCP Academy in Liberal Arts to increase enrollment and educational attainment

- ✚ Classes are underway for the first cohort of the Galion Early College Academy. At the orientation session held August 15, students and their parents expressed excitement about the program and classes.

Strategic Project: Promote and arrange for implementation of OER materials in general education courses

- ✚ OER kickoff meeting was held August 30. The team is meeting next on Sept. 13 to review the schedule of tasks.

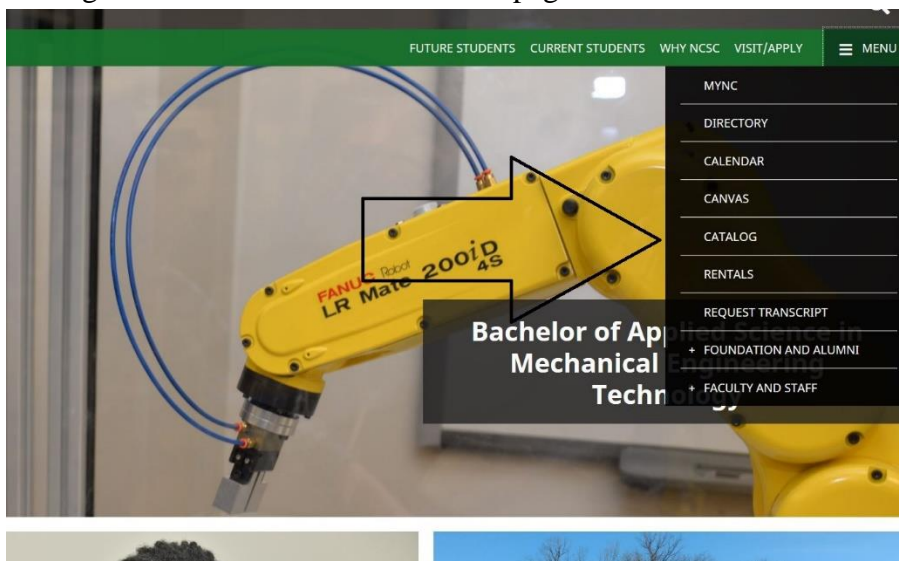
Strategic Project: Increase enrollment and promotion of Liberal Arts and Public/Social Services

- ✚ Anne Strouth is working with Student Services to connect with and promote the enrollment of employees at ManCi/RiCi in the Criminal Justice program.

Academic Support Services

Good News

- ✚ Curriculum, Compliance, Accreditation
Over the summer the new catalog, using the Acalog software was published. The new catalog can be accessed from the home page.



Accomplishments toward Strategic Projects

STRATEGIC PROJECT- CATALOG AND CURRICULUM MANAGEMENT

The final draft of the curriculum management system will be available as a pilot for the changes to several courses/programs this semester. Margaret Puckett, and Jesse Payne have volunteered to be the first faculty to use the system as 'originators'. Anyone else interested can contact Lori Z. or Gina K. Training of all faculty will occur later in the semester after the testing period.

STRATEGIC PROJECT- CO-CURRICULAR ASSESSMENT

The professional skills rubric has been updated for student self-assessment. Additionally, the rubric, which will look identical to the VALUE rubrics will be available in CANVAS within the next week.

Professional/Soft Skills Director/Professor Rubric

Attribute	4 points	3 points	2 points	1 point	N/A
Self - Motivation	Student needs no external pressure to motivate him/her to action, such as studying, dealing with conflict. Student is able to complete tasks with little to no external pressure.	Student needs little external pressure to motivate him/her to action, such as studying, dealing with conflict. Student is able to complete most tasks with little external pressure.	Student needs a moderate amount of external pressure to motivate him/her to action, such as studying, dealing with conflict. Student is able to complete most tasks with a moderate amount of external pressure.	Student needs a continual external pressure to motivate him/her to action, such as studying, dealing with conflict. Student is unable to complete most tasks without continual external pressure.	
Timeliness	Every project was turned in either ahead of time or on time. Student is on time to class/appointments.	Most projects are turned in either ahead of time or on time. Student is usually on time to class/appointments.	A little under 3/4 of the student's projects are turned in either ahead of time or on time. Student is late for class/appointments periodically.	Student's projects are often turned in late. Student is consistently late for class/appointments.	
Professional Dress	Student completely adheres to the standard of professional dress for his/her profession.	Student generally adheres to the standard of professional dress for his/her profession.	Student adheres to the standard of professional dress less than 60% of the time for his/her profession.	Student rarely adheres to the standard of professional dress for his/her profession.	
Conflict Resolution	Student almost always recognizes the cues of conflict, and addresses the issue in a calm, non-judgmental fashion, while working toward a resolution that takes into consideration all parties views.	Student can often recognize the cues of conflict, and addresses the issue in a calm, non-judgmental fashion, while working toward a resolution that takes into consideration all parties views.	Student cannot often recognize the cues of conflict, or does not consistently address issues in a calm, non-judgmental fashion, while working toward a resolution that takes into consideration all parties views.	Student seems to rarely recognize the cues of conflict or does not care. Student is either aggressive, or very passive and constructive conflict never occurs.	

STRATEGIC PROJECT- ACCREDITATION AND COMPLIANCE

The revamping of the K drive repository of all accreditation documents was completed over the summer. Consequently all program, state, and regional accreditation documents are accessible to all employees. The folders are organized by year, with sub folders for each of the entities communicated with- Higher Learning Commission, Ohio Department of Higher Education, Federal Department of Education, Program Accreditors.

42) (K) > Accreditation-Compliance > ACCREDITATION FOLDER			142) (K) > Accreditation-Compliance > ACCREDITATION FOLDER > 2019		
Name	Date modified	Type	Name	Date modified	Type
2009	7/11/2019 12:06 PM	File folder	Federal Department of Education	7/3/2019 9:00 AM	File folder
2010	7/11/2019 9:50 AM	File folder	Higher Learning Commission	9/9/2019 10:10 AM	File folder
2011	3/1/2019 11:58 AM	File folder	Ohio Department of Higher Education	8/7/2019 10:15 AM	File folder
2012	3/1/2019 8:19 AM	File folder	Program Accreditation Documents	8/22/2019 8:51 AM	File folder
2013	3/1/2019 8:19 AM	File folder			
2014	3/1/2019 8:10 AM	File folder			
2015	3/1/2019 8:09 AM	File folder			
2016	3/1/2019 8:15 AM	File folder			
2017	3/1/2019 8:09 AM	File folder			
2018	8/7/2019 5:00 PM	File folder			
2019	3/1/2019 8:16 AM	File folder			
2020	3/1/2019 8:16 AM	File folder			

TRIO, Solutions, and Tutoring Support Services

✚ No report.

Outreach Mansfield Community/Senior High School

Good News

- ✚ We have three GPS courses off and running this semester. They are:
FYEX-1000 College and Career Success for new GPS students (Brandi Walker)
MUSC-1010 Music Appreciation for the current GPS Cohort (James Predovich)
COMM-1010 Speech for the current GPS Cohort (Heather Pohlable)
All of the instructors are doing a marvelous job in engaging the students! Thank you Brandi, Heather and James!
- ✚ Next week, we will begin to process-map the entire GPS machine. This is an exciting development in that the district has fully embraced the GPS initiative and wants to formally incorporate it into their standard operating procedures and master plan.

Accomplishments toward Strategic Projects

Strategic Priority 1: Enhance enrollment and persistence of Graduate Pathway to Success program at Mansfield Senior High.

A) Build student enrollment to increase access to higher education among first generation college students.

B) Support current GPS cohorts by coordinating their academic and non-academic services

- ✚ There are 10 students of the first cohort continuing on the GPS Health Pathway
- ✚ The other 18 students from the first cohort are either continuing with regular CCP courses, planning to take CCP courses next year, or are considering a College Now program. One of the students from our first cohort is now taking classes at Ohio State University in his chosen major. The NC State GPS program gets all the credit for inspiring this young man according to his mother.
- ✚ There are 16 students in the 2nd cohort
- ✚ We will begin recruiting across the entire 8th grade class to build our third cohort for 2024.

- ✚ We are working with the district to begin the conversation about early college opportunities with 7th graders.
- ✚ Condense FYE course for Mansfield City 8th graders through a summer bridge course (3 weeks)
 - This summer experience is being modified because we can now offer FYEX in year 1 of the GPS program for Freshmen.
- ✚ Support current GPS cohorts by coordinating their academic and non-academic services
 - This is in a state of constant evolution given available resources at Mansfield City and NC State College.
- ✚ We have been building working relationships with the new personnel that have joined the district. The good news is that the new superintendent and high school principal both embrace GPS and the NC State Partnership. As a show of support, a team of 10 folks from the college participated in the Mansfield City Schools Convocation in August. We are excited about the new year as we witness the growth of early college opportunities in our outreach to Mansfield City. The success of the GPS program has inspired the district to be even more aggressive about college pathways for our children. Thank you to everyone who has made this partnership a success!

Strategic Priority2: Enhancing the culture of diversity, equity, and inclusion across the College

- ✚ The committee made great progress in planning for the presentation at Convocation. Ginny Telego's presentation was well received.

Crawford Success Center

Good News

- ✚ Hosted First Town and Gown Event for education and community members on August 9th
- ✚ Participated in the Crawford County WAGE Tours (Workforce Awareness For Graduates and Educators Tours)
- ✚ Collaborated with the Community Foundation for Crawford County to host the annual scholarship "Celebrate Student Success" scholarship event.
- ✚ Hosted Crawford Partnership Census Focus Group Meeting for the entire county for the upcoming 2020 Census.
- ✚ Hosted Bucyrus After School summer camp theme "Medical Exploration"
- ✚ Hosted JFS / Goodwill Summer Program Activity

- ✚ Hosted the Bratwurst Royal court Judging for the 2019-2020 Princess Pageant

Accomplishments toward Strategic Projects

Strategic Priority: Grow enrollment through certificate and technical programs and CCP outreach at the high schools (LPN, Surgical Tech, Human Services...)

- ✚ Making targeted phone calls to potential students for Spring 2020 Semester.
 - Special efforts have been instituted to contact prospective Practical Nursing prospects.
- ✚ 49 Accuplacer Tests Administered, Assisted 26 Students with FAFSA and 23 Students met with an Advisor throughout the summer.

e-Learning & Innovation

Good News

Accomplishments toward Strategic Projects

Strategic Priority: Coordinate the professional development of faculty in utilizing OER, QM/Canvas/online education, and utilization of the Next Gen Classroom

Teaching Best Practice

- ✚ Led an interactive Newsprint Dialog on Canvas usage at Adjunct Convocation – harvesting group reports out with wins, confusions and frustrations – will send out response to adjuncts in coming week. – as well as distributed how-to handout on discussion technique
- ✚ Facilitated an interactive Kahoot quiz on Lang's 8 Small Teaching techniques at Adjunct Convocation
- ✚ Facilitated an Interactive Kahoot & Snowball Discussion at Fulltime Convocation over Langs Small Teaching Practices – as well as distributed how to handout on discussion technique
- ✚ Facilitated a discussion and introduction to teaching & 7 Best practices at New Faculty Orientation
- ✚ Disseminated tips and resources for “the most important day of the semester” – 1st day of class

Innovation in Teaching

- ✚ Embedded Fink's "Joy & Responsibility of Teaching Well" interactive improvement cycle in Presidential Update at Fall Convocation & at New Faculty Orientation
- ✚ Helping Departments disseminate 'master' course materials in Canvas Commons
- ✚ Identifying Recognized faculty experts to record series of mini technique & Canvas tutorials throughout Fall.

Strategic Project: Establish and implement the Next Gen Classroom (high tech; collaborative/open/flexible environment)

- ✚ Have created ZoomRoom licenses and initial setup prep for Crawford, Kehoe & Fallerius Pilot Next Gen Classrooms
- ✚ Ongoing work with Chris Copper on prioritizing capabilities of Next Gen classroom pilot at Crawford Center
- ✚ Based on LA faculty feedback, Working with Liberal Arts to change targeted Fallerius Next Gen classroom
- ✚ Setup temporary Zoom capability in Crawford computer lab for connecting to ENGL-1010-916 Zoom hybrid
- ✚ Working on obtaining a \$600 'all in one' Zoom meeting mic/cam combo unit (Meeting Owl) for testing and loaner capacity to turn any room with a PC into a temporary Zoom capable room
- ✚ Working to get acoustic tile treatment in the Test Kitchen model to have full model of Next Gen room elements.

Strategic Project: Coordination of the OER grant and adopting and implementing OER courses

- ✚ Wrapping up OER Grant Project – 2 out of 3 teams completed work. Regional meetings coming up and sustainability plan for maintenance is being developed.

Other Projects:

- ✚ Initial call sent to Deans for Fall new Distance course development to go through "Quality Matters (QM) Process & Fall Quality Matters Team Kickoff meeting set.

Student Services & Institutional Effectiveness

Admissions & Enrollment Management

Good News

As we end the third week of classes, enrollment is at 98% goal for headcount, total hours and FTE. The majority of non-attendance drops have taken place. We are sitting almost exactly, where we were at this time in 2018. We are a few heads and hours ahead. The CCP percentage is 41% for headcount and 33% for total hours, which is slightly higher than 2018.

Accomplishment toward goal.

Strategic Priority: Increase the number of valid post high school applications.

Strategic Project: Develop strategies to increase enrollment and work with marketing and recruiters to have a 12-month plan for enrollment (CCP, preview nights, information session high school visits)

- ✚ IN Fall semester 2019 we enrolled 9 adults through the Reconnect Scholarship program. The program will continue with outreach for spring 2020 semester.
- ✚ A 13-month calendar has been given to marketing with admission events, mailings etc. Items such as CCP sessions are not set.

Student Success Center and Retention Services

Good News

- ✚ AVISO ENGAGE was launched at the start of Fall term. In advance of the launch, trainings were provided to Adjunct and full-time Faculty.
- ✚ Over 500 new students attended New Student Orientation for summer and fall term. A special thank you to everyone involved who helped to make the experience a welcoming and positive one for students!

Accomplishments toward Strategic Projects

Strategic Priority #1: Develop a targeted strategy and tiered outreach approach to proactively intervene with students utilizing Aviso Engage

- ✚ Finalize customization project of Off-Plan Alerting feature and functionality
- ✚ Develop Rollout and Communication Plan for students—target date of Spring 2020
- ✚ Revise Faculty/Staff-Initiated Early Alert process and procedures
- ✚ Create training materials for advisors and faculty on Early Alert process and procedures
- ✚ Develop Automated Alert Calendar/Timeline
- ✚ Explore Growth Mindset principles as part of intervention strategies
- ✚ Research and identify effective and tailored strategies/messaging based on the predictive analytics and “risk levels” identified within the system
- ✚ Possible future customization projects: CSI integration and Early Alert enhancements

Strategic Priority #2: First Increase access to services that focus on integration of holistic support to students (basic needs, mental health/well-being, etc.) through leveraging local and state resources

- ✚ Meeting held with Rebecca Owens from Catholic Charities to discuss partnership and opportunities to provide on-campus support to our students
- ✚ Food pantry partnership established with Grace Episcopal Church/Cleveland Food Bank. Several students are signed up to receive weekly deliveries of items. Shane Smith is coordinating with OSU-M for pickup and delivery.
- ✚ Building out Resource functionality within Aviso Engage to include links to community resources

Strategic Project: Expand professional development and training for staff including use of technology

- ✚ Department Professional Development Fridays for fall term—September 6; October 18 and November 8
- ✚ New Student Orientation Continuous Improvement— Reviewing results of evaluations from summer and fall attendees. A PERC within Colleague was created to identify students who have attended orientation. This will help with tracking and reporting purposes.

Strategic Project: Embed and reinforce students' Academic Mindset development during career planning, advising, testing and New Student Orientation

- ✚ CSI Advising Appointments— Over 350 new students will be meeting with Success Coaches/Advisors from now until September 12. A HUGE thank you to Eric Grove, Rose Hughes, Lindsay Adams and Casey Kelley for their commitment and effort in meeting with a high volume of students during a short period of time!
- ✚ Sensory Room— Discussion being held regarding creation of a room on campus to provide a space for students with a variety of disabilities including autism spectrum disorders, developmental disabilities, post-traumatic stress disorders, cerebral palsy and sensory processing disorders. It is also an opportunity for any student who wants to relax, regardless of abilities. Doug Heestand is coordinating this effort.

Strategic Project: Support the success of adult learners through implementation of Finish For Your Future grant and Reconnect Scholarship

- ✚ NEW START initiative—Contacting students who stopped out from the college and last date of attendance was during the 2016-2017 Academic Year. These are students who when they left the college were not in good academic standing. The goal is to provide them with

supports and resources to help get them back on-track to completion of a degree/certificate. Eric Grove is taking the lead with this effort.

Additional Projects:

- ✚ Career Week—Tentatively scheduled for the week of October 14-17

College Credit Plus (CCP)

Good News

- ✚ As 9/5/19, we have enrolled for Fall 2019: 1,216 College Credit Plus students for over 8,000 credit hours. This is no small feat when one considers we had over 900 seniors graduating high school, and out of the CCP pathway this past May. CollegeNow, GPS and GECA continue to be included in these numbers. *CCP enrollment for Fall 2019, both in headcount and credit hours have surpassed Fall 2018!!*
- ✚ None of this would be possible without the months-long dedication and sharp mind of Scott George, devoted CCP advisor extraordinaire. THANK YOU!
- ✚ Nor would the sustainability of CCP be possible without commitment and hours of support from several NCSC colleagues who are not in the CCP department, but who have nonetheless devoted innumerable hours to supporting the enrollment of new and continuing CCP students. THANK YOU to Mark Monnes, Brad Dunmire, Diane Kelley, Casey Kelley, Cathy Craig, Doug Heestand, China Robinson, Pam Barrett, Christie Bowie, Linda Nicol, Aubrey Place, April Gregory, Tom Mansperger, Leach Wachtel, Monica Durham and Paula Waldruff. Thank you to Mike Welker for your expertise and time with hybrid course technology and Canvas support. Thank you to Major Price and Sheila Campbell for your support with SharePoint, a vital part of our communication with our secondary school partners. Thank you to Edmund Niese and Ted Mecurio (and Sheila) for your support with the evolving CCP report needs. Thank you to Tom Prendergast for always being supportive of CCP, for being willing to listen and support new ideas. Thank you to Dr. Diab for establishing and advocating the presence of CCP as part of the fabric of our college.
- ✚ We had 12 new high school faculty who were approved and started teaching this Fall. My sincere gratitude to the Deans and Assistant Deans (Deb Hysell, Dr. Steve Haynes, Dr. Kelly Gray, Melinda Roepke, Dr. Greg Timberlake, Dan Wagner, Dr. Toni Johnson, and Dr. Karen Reed, all of whom who support new CCP faculty reviews, course alignment and preparation. Thank you too for your willingness to seek to fulfill requests from the high schools for NCSC faculty to teach, when they do not have high school faculty with the credentials to do so. Thank you to our NCSC faculty who are teaching either an online or high school base section devoted to CCP! (Michelle Slattery, Sara Rollo, Donna Niederkohr, Tom Shields, Lisa Morrison, Nisha Nemmara, Janny Nauman, Nyssa Tucker, Toni Brown-Crump, Brandi Walker, Heather Pohlbel, James Predovich, Mike Stine, Gary Swiatek). THANK YOU!

- ✚ THANK YOU to Carla Butdorf at the campus bookstore, as well as Kimberly Lybarger, Amy Burns and Linda Nicol for your expertise and support in textbook coordination. THANK YOU to Alyssa Wright and Lisa Barrick for all you do with textbook vouchers and billing! The efforts of all of these folks help to ensure the students and faculty have access to their materials.

Accomplishments toward Strategic Projects

Strategic Priority1: Increase number of CCP partnerships and CCP enrollment

- ✚ In addition to the results noted above; we have two new partners for 2019-2020, Mt. Vernon City Schools and Wayne County Schools Career Center. These schools will run courses in Spring 2019, bringing the total to 31 high schools with embedded NCSC coursework.

Strategic Priority2: Develop an online onboarding/welcome for CCP students taking courses at high school (HSB/CT/CBO)

- ✚ We are working to build an online welcome tool for our CCP students who do not leave their high school to take NCSC courses, in efforts to build their feelings of identification as an NCSC student as well as to strengthen their engagement with the college. We have consulted what has been built for the online degree students, as well as our campus based orientations. Next steps are to determine the platform and duration. A focus of this is to help inspire engagement with NCSC, but to also be careful not to detract from the value of the CCP Orientation for campus-based CCP students, not the Connect to College Orientation for CCP students who matriculate to NCSC post high school.

Registrar (Student Records Office)

Good News

- ✚ Student Records continues to work collaboratively with CCP staff on finalizing fall registrations for CCP students. We anticipate on going registrations and schedule adjustments for several more weeks.
- ✚ The first enrollment report for fall semester was successfully sent to the National Student Clearinghouse on 09/04.
- ✚ Fall semester non-attendance drops are being processed this week. So far, 57 students have been dropped from a total of 86 class sections.

Accomplishments toward Strategic Projects

Strategic Priority1: CCP Billing Submission

- ✦ SRO will be submitting CCP billing information to the state next week. Summer semester billing was successfully submitted in July.

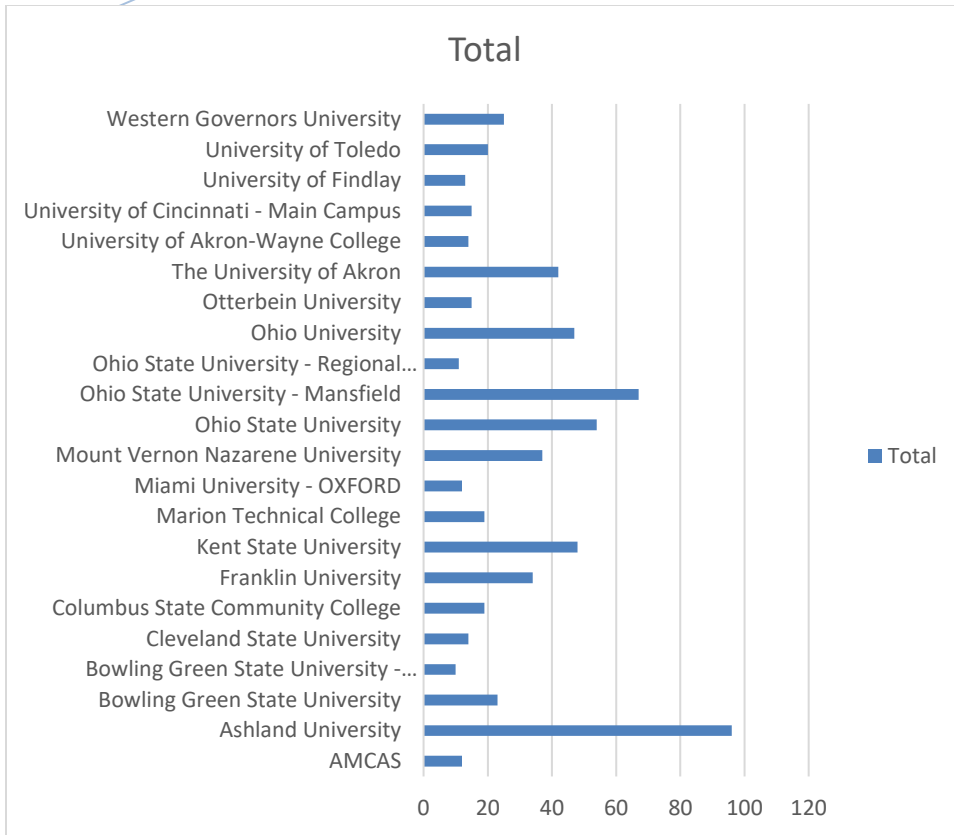
Strategic Priority2: Develop fully online asynchronous programs in collaboration with academic and student services to better serve students anywhere

- ✦ There are currently 48 actively registered fully online students. Two of these students are re-admits who will be graduating this fall.
- ✦ A partnership has been created with Straighterline.com to allow fully online students who do not test directly into college-level math to take a developmental math course equivalency online. This allows these students to still complete their degree fully online when an in-seat developmental math course won't work with their schedule.
- ✦ Brad has been working with a team creating a partnership with MANCI/RICI for promoting the Online Corrections Fastrack degree program, as well as the other online and in-seat programs we have at the college.

Other Projects: Utilize Parchment Transcript Service to allow students to send electronic transcripts anywhere anytime

- ✦ Official transcripts are now available to order through a 3rd party company called Parchment. Students may send transcripts electronically or by mail. Electronic transcripts are sent within minutes of the request if there are no financial holds on the student account. Transcript fees are \$5.00 for the electronic version and \$7.50 if mailed. This service went into effect on 04/15/19. Through the first 4 ½ months since this service went live, over **1,500** transcript requests were successfully fulfilled. So far, there have been minimal issues with using this service.

We are able to run reports from this service and we found that almost 90% of transcripts requests are fulfilled electronically versus being mailed. Also, here is a graph showing the most popular college/university destinations for transcripts. Not surprisingly, local institutions have the most volume.



Title III

Grant Wrap-up

- ✚ Final weeks of the grant involve wrapping up loose ends
- ✚ Completed a 22-page narrative of the grant's five years, with data references. Awaiting updated data to finalize. Information to be shared with Tom P. and Dr. Walters who will complete annual review in upcoming months.
- ✚ Preparing a No Cost Extension for remaining grant dollars. Will present it to the Director's meeting and Dr. Diab for final decisions and revisions before requesting from Dept. of Ed. All dollars used have to be related to the original goals of the grant.
- ✚ Packing Title III binders of yearly budget and work to be housed in Kee hallway storeroom for any future reference.
- ✚ Most recent data on number of student contacts by all combined advising staff/faculty advising/career services is an average of 5.8 meetings per student, per academic year.

Business Services

Accounting Services/ Controller's Office

Good News

- ✚ Held more interviews for the open part-time cashier position.

Accomplishments toward Strategic Projects

Strategic Priority: Developing mini-terms processes while working with the financial aid office

Strategic Project: Get our Synoptix reporting software ready for the new reporting related to accounts receivable and payroll reporting

- ✚ Updates have been installed by our IT department. Synoptix is supposed to help us build five custom reports. We have had a couple of conference calls with them and we have one report that is still a work in progress. They are supposed to add new reporting spheres in the near future so we are going to wait on any more reports until we see what they have to offer.

Financial Aid Office

Good News:

- ✚ We awarded a lot of financial aid for fall semester:

• Pell Grants	\$2,047,352
• Supplemental Grants	\$44,270
• Tuition Freedom	\$262,252
• Choose Ohio First	\$176,500
• NCSC Foundation	\$142,934
• Subsidized Loans	\$562,686
• Unsubsidized Loans	\$464,722
• Parent Loans	\$11,576
• Private Loans	\$73,301

- ✚ We have concentrated this fall on generating interest in our work-study program. We've placed recruiting fliers in all buildings, created an information board which we've displayed at orientation programs, have given emphasis to FWS during orientation presentations, mailed postcards to all students eligible to apply, and have worked with IT to develop a report to identify those students who have applied for FWS but are not currently employed in FWS positions.

Accomplishments toward Strategic Projects

Strategic Priority1: Improve customer service (simple and effective communication with students in coordination with Student Services)

- ✚ We developed a handout which walks students (and parents of dependent students) through the process of obtaining a Federal Student Aid ID.
- ✚ We have added a comprehensive explanation of the various types of student loans to the insert we include with each mailed award letter.

Strategic Priority2: Establish FAFSA completion as a twinned process with applying for admission, and increase number of students completing FAFSA

- ✚ We have spoken with our admissions staff to identify how the FAFSA completion can be integrated at the beginning of the onboarding process.
- ✚ We have spoken with a representative of Franklin University's financial aid office to learn how Franklin handles aid in a module academic calendar.

Strategic Project: Approval of BASMET for federal student aid

- ✚ We have adjusted our financial aid budgets to account for second-year BASMET students.

Child Development Center

Good News

- ✚ FY19-20 Enrollment Goals
 - Enrollment Opportunities
 - ~ Accepting applications for enrollment
 - ~ Openings for preschool aged children (3 – 5 years)

Accomplishments toward Strategic Projects

Strategic Priority: Maintain enrollment in child care, Early Head Start, ODE preschool. Determine/track/analyze enrollment numbers for each funding source.

- ✚ Maintained Early Head Start grant and ODE preschool

Strategic Project: Participate and maintain a quality rating through Ohio's Tiered Quality Rating and Improvement System, Step Up To Quality

- ✚ Maintained a quality rating through Ohio's Tiered Quality Rating and Improvement System, Step Up To Quality

Strategic Project: Engage and train staff in Relationship-Based Competencies (RBC) to support families

- ✚ Began our year-long training goal related to Relationship-Based Competencies (RBC). Training will increase our knowledge, skills and practices to better support families.

Facilities Management

Good News

- ✚ Repainted the dividers in the CRC restrooms and Locker rooms
- ✚ Painted the hallway to the Student Union and the Student Union conference room and union walls.
- ✚ Working on painting the CDC walls for the first three classrooms.
- ✚ Painted the basement walls and Student Lounge at the Kehoe Center.
- ✚ Shined floors all summer.
- ✚ Removed and recycled large quantity of things left on the third floor of Kehoe Center
- ✚ Installed building numbers on ALL NCSC buildings
- ✚ First responder meeting on Main Campus (CERT)
- ✚ Completed standard classroom set up for 12 classrooms

Accomplishments toward Strategic Projects

Strategic Priority1: Continue wayfinding signage throughout campus (internal, and external with Shared Services)

- ✚ Room numbers and door access numbers for first responders are over 90% installed
- ✚ Wayfinding directories are installed in main junctures of the buildings
- ✚ Emergency exit routes are in process

Strategic Priority2: Optimize space utilization (by improving scheduling and closing/renting unused space) and enhance energy conservation

- ✚ Working with the academic divisions to optimize space utilization and closing of unused space

Strategic Project: Reduce energy consumption and increase recycling throughout campus (example number of computer rooms, digitizing paperwork and copying)

- ✚ Energy is considerably down, and I would like to take this time to thank everyone's constant efforts to reduce the electric consumption. It is noticeable and thank you.

President's Office

Foundation & Government Relations

Good News

- ✚ NCSC Foundation and the Renaissance Theatre co-sponsored a Turn the Page concert on Sat Sept 7. Proceeds from the event is being used for student Scholarships.
- ✚ NCSC Foundation has received \$190,000 year to date towards scholarships, equipment to support the college, and expenses.
- ✚ A joint consortium, led by Columbus State, and includes NCSC is submitting for a Rapids grant. Our grant request will include a digital cadaver table for Health Sciences and ten 3D printers for the BIT department.

Accomplishments toward Strategic Projects

Strategic Priority1: Secure donors to fund IT needs for smart classrooms

- ✚ The first 12 classrooms have been completed with their standard smart classroom equipment.
- ✚ A gift has been received from the Crawford Foundation for the CSC and from Arcelor Mittal for Kehoe to implement two Next Generation classrooms.

Strategic Priority2: Secure funding for Tuition Freedom Scholarship program

- ✚ NCSC Foundation received a new \$50,000 Tuition Freedom Scholarship award for the 2019/2020 school year.
- ✚ NCSC Foundation has a \$50,000 pledge coming for a newly endowed TFS scholarship.

Human Resources

Good News

- ✚ New hires since last spring:
 - Kimberly Beal – English faculty
 - Karey Borden – part-time Administrative Assistant, CDC
 - Carter Hayes – Computer Technician
 - Pam Studer – Nursing Faculty
 - Heidi Marsh – Teacher Assistant, CDC
 - Tara Puckett – Teacher, CDC

- Dr. Toni Johnson – Assistant Dean, BIT
- Dave Jones – Network Systems Administrator
- Shane Smith – Retention Specialist
- Sheryl Cress – Assistant Director, TRIO
- Penelope Parmer – part-time Institutional Research Analyst
- Marc Pumala – part-time Transition Specialist
- Brian Baldrige – CISS faculty
- Sara Gerhart – part-time Administrative Assistant, Financial Aid
- Randee Frangella – Respiratory Care faculty
- Dr. Steven Haynes – Assistant Dean LA

Accomplishments toward Strategic Projects

Strategic Priority1: Increase diversity of faculty and staff

- ✚ Working with the DEII committee to increase ways to recruit diverse faculty and staff

Strategic Priority2: Create consistent back-up/separation of payroll preparation and processing responsibilities:

- ✚ Working with VP of Business Services to restructure payroll preparation/processing responsibilities internally by creating a separation of duties between all payroll preparation including new hire set-up, sub pays, special pays, time-sheet processing, etc., and processing payroll.
- ✚ Currently recruiting for part-time cashier in accounting office to free up other accounting staff to run payroll process component. Final candidate being vetted.

Information Systems & Technology Services

Good News

- ✚ **Office 365 Subscription (A1 to A3) update:** The IT department has migrated 100% of the College faculty and staff from an Office 365 A1 subscription to Microsoft's new Office 365 A3 subscription. The A3 gives each user a 100 GB mailbox along with 1TB storage and sharing options for OneDrive.
- ✚ **Phase III of IT Project update:** Controlling Board request have been sent and should be approved by September 18th. Once the controlling board request has been approved, the contract will be given to Spring Electric. The intent is to start the phase III projects in October 2019. Facilities and IT is working together on this project.

- ✚ **Pay to Print Wireless Printing update:** Wireless printing is now available for faculty and students. Instructions for installing the right print driver for your device and campus location is provided on our campus web page for mobility printing. <http://ncsc-prn-mc:9163/help/mobility-print-devices/topics/en/client-setup-windows.html>

Accomplishments toward Strategic Projects

Strategic Priority: Create and implement a computer refresh policy for students and employees, including virtual desktop infrastructure (thin client) to reduce cost of replacement and maintenance, or partnership with companies providing laptops/iPads

- ✚ IT and the Foundation department had a meeting with the President of the College to discuss the annual funding that will be needed for refreshing College computers. IT is in the process of getting computer quotes. A refresh schedule has been created.

Strategic Project: Emergency power and air conditioning for main data facility at Kehoe

- ✚ The IT and Facilities department are working together on this project to provide emergency power to the main data facility and the network closets in the building. As stated above, this part of the project is scheduled to begin October 2019.

Marketing & Public Relations

Accomplishments toward Strategic Projects

Strategic Priority: Rework all student services content provided to prospects and students to make it more customer-focused including web content and print materials

- ✚ Special thanks to Tom P. and Monica D. who are working to accomplish some of this activity using outside contractors paid with grant funds awarded to the college.

Strategic Project: Work with all departments requiring marketing support

- ✚ View book, die-cut handout, new brochures for target audiences are all in production for Fall 2020 recruitment
- ✚ 150 Cookie boxes were prepared for admissions recruiters to deliver to partner K12 counselors. The delivery went well and included an invitation to Counselor Coffees on October 4th in Byron Kee Center and on October 11th in Bucyrus. The dates for the Preview nights in November were also included on the insert.
- ✚ Numerous projects in the works for foundation, internships, Honors College, and more.

Campus Emergency Response Team (CERT)

Good News

- ✚ Multiple projects are being worked on simultaneously:
 - Window/room numbering for all buildings facing externally is in final stage of installation
 - Video surveillance signage has been installed.
 - Limiting access from select doorways into some buildings & Limiting access to buildings in morning and evening
 - Coordinating needs vs. available personnel to implement desired changes
 - Kevin has met with vendor regarding key card access
 - Moving handicapped door actuators from beside facilities to the triple door in Fallerius. Kevin is researching this project.
 - Messaging and alert systems are under review
 - Contracting with Regroup

Accomplishments toward Strategic Projects

Strategic Priority1 Strengthen response plan through annual tabletop scenarios

- ✚ Updated presentation was made to Board of Trustees on June 18th.
- ✚ Hennes Communication community workshop was held in Byron Kee Center on August 26th.
 - 70+ people attended

Strategic Priority2: Increase response awareness by providing signage in classrooms throughout campus

- ✚ In progress this semester

Strategic Priority3: Increase response awareness by students and faculty by providing information in the syllabus, going over it in the first session and showing Run-Hide-Fight video

- ✚ Run-Hide-Fight video is part of the syllabus to inform faculty and students how to prepare in case of an emergency