

President's Bi-Weekly Report

For period January 11, 2021 to January 22, 2021

** Submissions for next update are due Friday, February 5, 2021*

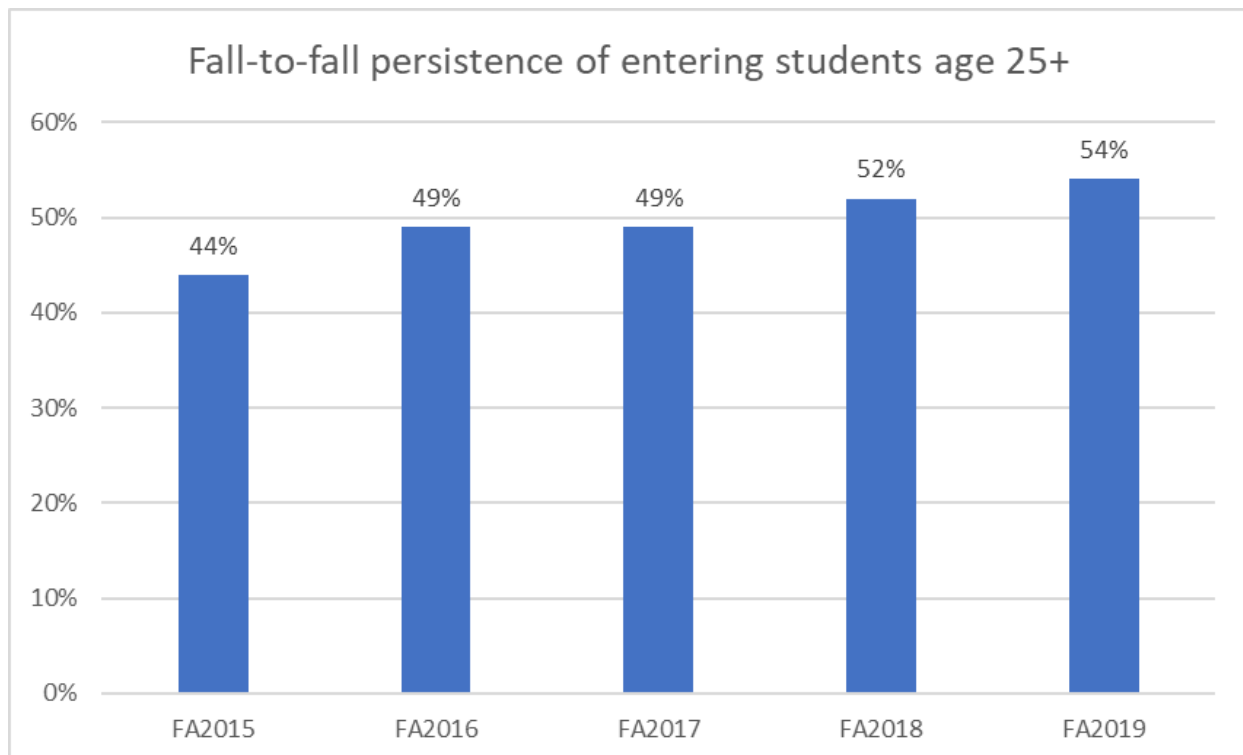


Data Spotlight – Adult Students

In December, NC State wrapped up an [18-month grant](#) from the Ohio Department of Higher Education to improve the manner in which it services adult students. The grant had many positive outcomes such as:

- Creation of an [adult-focused landing page](#) on the NC State website.
- Creation of the Reconnect scholarship to incent the return of adults that have already completed 25% of their degree. Nearly 25 students have enrolled and four have achieved a degree.
- Creation of the “Retention Specialist” from a part-time to full-time role, serving as the “go-to” person in the Success Center for students struggling with issues outside of the classroom.

But possibly the best news was the increase in adult students entering NC State in fall who persist to the next fall, taking place even during a tumultuous 2020. Congrats to everyone who took part in this effort.



01_Campus Emergency Response Team (CERT)

Accomplishments toward Strategic Projects

Strategic Project 1:

Effectively react and implement needed changes for the COVID-19 pandemic as they relate to NC State and the safety of our students and employees. Update the CERT manual and place it on a shared drive accessed only by the CERT team.

✦ *Installed emergency Exit signs in all Kehoe classrooms and Crawford Success Center*

Strategic Project 2: Strengthen response plan to natural or human-made crises through training and tabletop scenarios, communication, and building relationships with first responders.

✦ *Kevin Kline talked with the new individual from Mansfield Fire. They are looking at options regarding training videos and materials on fire safety.*

Academic Services

02_Business, Industry, and Technology

Accomplishments toward Strategic Projects

✦ *Nothing to Report for this period*

Strategic Project ACCESS:

- a. Substantially increase the number of courses/programs available and delivered in hybrid format or fully online (complete by June 30, 2021)
- b. Certificates:
 - i. Review certificate inventory for enrollment and need (complete by June 30, 2021)
 - ii. Develop new 15-hour electrical cert to align w/Career Centers' strong electrical curriculum, and send to curriculum Committee in Fall 2020.
 - iii. Develop on-line Coding Cert (determine credit/non-credit and length) – complete by June 30, 2021
- c. Increase participation of women and minorities in BIT programs 2% - fall 2020 vs. fall 2021

Strategic Project SUCCESS:

- a. Increase completions 1% Fall 2020 – Spring 2021 compared to previous year, and Fall 2020-Fall 2021 compared to Fall 2019-Fall 2020.

- b. Improve course review including QM additional 5% + set benchmark.

Strategic Project RESOURCES:

- a. IT / ENGR integration in relevant curriculum;
- b. Seek grants to support strategic goals min. \$100,000 by June 30, 2021.

03_Workforce & Non-Credit

Accomplishments toward Strategic Projects

Strategic Project 1:

Expand training and apprentices in both number and occupation (manufacturing, IT, business, plastics). Recover apprenticeships post Covid, implement Plastics Technology apprenticeship, increase number sponsored by the college. Increase apprenticeships by 15%.

- ✦ *Received a one year, \$44,900 sub-grant from Lorain Community College for expanding apprenticeships through Competency Based Learning. These funds will help us transition our Electrical Maintenance to CBE, which in turn will help accelerate apprenticeship and student learning.*
- ✦ *Brandel Boyd worked tirelessly to get our existing and new apprentices registered. We have to date 119 apprentices registered with the college.*
- ✦ *Ten companies were visited in November and December to discuss their current and potential apprenticeship programs*

Strategic Project 2:

Promote customized training and increase company awareness to assessment and testing resources available through the College. Increase workforce revenue by 15%.

- ✦ *RMC (Richland Manufacturing Council) has contracted for a leadership series for their membership. We will be hosting them over 8 weeks, one day week, starting February 11th.*
 - ✦ *The third cohort of the PTEC program (Plastics Technician) will launch February 8 for 24 weeks.*
 - ✦ *Gorman Rupp has gotten the go ahead to implement their long term training plan for new machinist hires- which involves taking classes and labs at NCSC in conjunction with working. Target implementation: May of 2021. Gorman's representative says they see this being the standard requirement for persons entering machine trades within their organization.*
- a. Implement online delivery of a) supervision/leadership' b) MS Office; c) promote MindEdge curriculum - implemented by Jan. 01/2020

- b. Target recruitment for workforce training opportunities to women and minorities, as aligned with DEI strategic priorities. Increase number of women and minority represented students by 2% of baseline

04_Health Sciences

Accomplishments toward Strategic Projects

Strategic Project 1:

Increase percent of hybrid online classes in Health Sciences with an overall goal to increase by 2% for Academic year 2021-2022 as compared to Academic year 2019-2020

- ✦ *Jason Tucker will take the Water treatment courses to QM in Fall2021.*
- ✦ *Almost all Health science courses have been through QM. There are several Radiology and PN courses to go in the fall with several grandfathered courses to do QM and then Health Science will be complete.*

Strategic Project 2:

Increase student enrollment in LPN, Respiratory, BioScience and SciMed programs with an overall goal of 20% increase for the 2021-2022 Academic year.

- ✦ *Advance Standing students were readmitted to several Health science programs to complete their degrees or certificate.*
- ✦ *Connect to College has been scheduled for Spring2021.*
- ✦ *The Dean has connected with Pioneer instructors related to an interest in the LPN certificate, the Health Service Tech degree and the Health Information Technology degree.*

Strategic Project 3:

Increase professional development for Assessment and Curriculum Design to improve the number of programs completing the College Wide Outcome (CWOs) Rubrics with an overall goal of 100% participation of Health Science Courses with identified CWOs by the 2021-2022 Academic Year.

- ✦ *Spring 2021 Program Directors meeting will review this with the Dean.*

05_Liberal Arts

Accomplishments toward Strategic Projects

Strategic Project 1:

Increase new online courses/programs or transform current in-person courses and program to full

online section delivery (complete by June 30, 2021). Add online degree in Communication and convert 34 courses for online delivery for 2020-2021.

- ✦ *Faculty successfully converted all 15 courses slated for conversion for spring 2021, completed the QM review process with Mike Welker and Michelle Slattery, and made final revisions for review by Dean and Assistant Dean and in time for the start of spring classes.*

Strategic Project 2:

Continue work on the advancement of transfer strategic plan with the overall goal of increasing successful transfer by 1% (from 19% to 20%). Add (*Community College of the Air Force*) General Education Mobile (GEM) program and increase articulation agreements, Guaranteed Transfer Pathways, and Ohio Transfer Module/Transfer Assurance Guide (OTM/TAG)-approved courses.

- ✦ *Two new agreements with Ashland University have been signed.*
- ✦ *Three new articulation agreements with Ohio University (in criminal justice, nursing, and business) have been signed.*
- ✦ *GEM application completed; and NCSC courses have been loaded as our GEM Catalog in the Air Force portal. Next step is to create landing page and arrange AF Portal and GEM training for Brad Dunmire so that he can become point of contact for the program.*
- ✦ *Guaranteed Transfer Pathways in psychology and social work have been approved and will be posted on the ODHE website. Next to be resubmitted are mathematics, and English.*

Strategic Project 3:

Increase enrollment in Liberal Arts classes with the overall goal of increasing headcount and credit hours by 1% traditional, 2% non-traditional, and 1% minority in Liberal Arts programs. Promote Addiction Studies program, College Credit Plus (CCP) courses, and Galion Liberal Arts program.

- ✦ *Flier completed for the Galion Early College Academy. Banner and other collateral materials in process in Marketing.*

Strategic Project 4:

Increase retention in Liberal Arts classes with the overall goal of increasing fall to spring and fall-to-fall retention by 1% and minority fall-to-fall persistence rate by 2%), especially in gateway courses such as English and Math. Increase the use and quality of Open Educational Resource (OER) materials, increase the number of courses going through Quality Matters review, and increase smart technology in classrooms.

- ✦ *OER materials for ENGL 2050 and ENGL 2070 (American Literature I and II) have been incorporated into Canvas courses, reviewed, and shared with other faculty teaching the courses.*

- ✦ *OER has been implemented for the COMM 2010 Small Group Communication and PSYC 2100 Personality Theory courses.*

06 Academic Support Services (Quality and Compliance: curriculum, assessment, accreditation)

Accomplishments toward Strategic Projects

Strategic Project 1:

Operations manuals for Accreditation and Compliance. Draft to be finished December 2020. Tutorials for process involved in program approval, assessment compliance, curriculum mapping, etc...posted to the web. Audience - Deans/Faculty

- ✦ *Three more tutorials have been uploaded to the Curriculum website for training purposes for Faculty/Staff in relation to load sheets, textbook updates, curriculum updates.*

Strategic Project 2:

Updated operations manuals for Assessment and Curriculum. Draft finished and posted on web- August 2020. Feedback integrated into the newest iteration for next year- May 2021. Cross-training within all academic divisions for Digarc Fall and Spring.

- ✦ *The software company hired to help us with making curriculum dynamic have modified our software processes over the holiday to allow syllabi to now become dynamic. The update to syllabi will be finished by the first week of February.*

- ✦ *All updates to CWO's have been posted to the site, as well as the archived CWO's for each program from 2018.*

Strategic Project 3:

Increased participation in HLC Assurance Argument. Initial tutorials deployed to faculty/staff "how to tell the story of your area" - December 2020 . First draft of all functional areas "story" - submitted to Academic Services June 2020. Repository of evidence files with substantive artifacts at least one process from each functional area - August 2021.

Strategic Project 4:

Increased engagement in co-curricular assessment as well as professional skills and academic assessment. Update to Assessment website- August 2020. Tutorials posted for professional skills/co-curricular assessment training - November 2020. Co-curricular assessment strategy update meeting Fall and Spring.

Strategic Project 5:

Support data research and survey administration. Initial tutorials deployed for Managers Advisory Council (MAC) on how to ask for/read/utilize data (required by Perkins) - December 2020. Community College Survey of Student Engagement (CCSSE) and Student Satisfaction

Inventory (SSI) deployed either face to face or online - Spring 2021. Two training sessions for data analysis – MAC/AC December 2020 and March 2021.

- ✦ *President's cabinet has requested a shift in CCSSE and SSI deployment to Fall 2021.*
- ✦ *A standard process has been implemented to gain insight, and provide a more comprehensive view for workforce research from EMSI. Big thanks to the faculty/dean who have already contributed to this work Dan Wagner and Jason Tucker. Please note: if you are going to program review, you will receive an email from Dr. Kamwithi to request a meeting to discuss in-depth what you expect your graduates to be doing on the job in their first year and beyond. This will take our projections of workforce needs and make the research a bit more targeted. Please know this meeting is not mandatory, but it does help us to give you more useful information for your program review.*

07_TRIO, Solutions, and Tutoring Support Services

Accomplishments toward Strategic Projects

- ✦ *Nothing to Report for this period*

Strategic Project 1:

TRIO: Implement new grant(s); complete Annual Performance Report (APR)-achieve annual goals; create programming that is highly engaging and meaningful to specific student needs

Strategic Project 2:

Tutoring: cross-train Scott Smith; develop new strategies to increase enrollment in Solutions; continue to support Choose Ohio First (COF), Guided Pathways for Success (GPS), College Now and various college initiatives as needed

08_Crawford Success Center & Mansfield Sr. H.S. Outreach

Accomplishments toward Strategic Projects

Crawford County

Strategic Project 1:

Grow enrollment through credit and non-credit certificate and technical programs and College Credit Plus (CCP) outreach at the high schools. Key Performance Indicator (K.P.I.): increase enrollment headcount and credit hours by 1% traditional, 2% non-traditional and 1% minority.

- ✦ *The transition specialist working with total 312 applicants for Crawford County 2020/21.*
 - *An email was sent to all nursing applicants and registered pre-nursing students to make them aware of the upcoming nursing info session on February 08.*

- *Continuously calling applicants to encourage them to work through the enrollment process.*
- *The CSC enrollment sub-committee had its first meeting*

✦ Arts for Success

- *Making calls to request donations from the community for the silent auction.*
- *Working on the virtual event.*

Strategic Project 2:

Pick back up with Avita partnership for upskilling State-Tested Nurse Assistant (STNA) to Licensed Practical Nurse (LPN). Implement this same model with Ohio Health.

Strategic Project 3:

Work with Crawford County businesses to offer opportunities for upskilling or reskilling with workforce training opportunities.

- ✦ *Working with the grants department to write a Youth Build grant for the Tradesman program.*

Mansfield City School

Strategic Project 1:

Maximize student choices with College Credit Plus (CCP) and Career Technical Education (CTE) options. Collaborate with the new College and Career Readiness Supervisor creating pathways for students using the site articulation agreements would allow Mansfield City Schools (MCS) to qualify for Tuition Freedom scholarship. GEAR UP discussion with Calos Bing from Ohio Department of Higher Education (ODHE) as a school of interest for the next grant cycle.

- ✦ *Working with the MSC Guidance Counselor to identify students for the TFS.*

9_Center for Teaching Excellence **Accomplishments toward Strategic Projects**

Strategic Project 1:

Develop & find resources to implement long-term professional development programming for faculty to perpetuate a culture of success in teaching & learning, especially online

- ✦ *Proposal for new NCSC iterative and long-term faculty development cycle submitted to new Academic leadership.*

Strategic Project 2:

Recognize & Disseminate best practices & innovations in utilization of instructional tools & techniques to perpetuate a culture of success in teaching & learning, especially online

- ✦ *Canvascast restarted per identified need - Canvas tool of week: Customizable multiple assignment due dates & Excusing assignments for one or several students.*
- ✦ *FACILITATOR newsletter email sent out to all faculty with a technique of the week: Essential Questions.*

Strategic Project 3:

Develop sustainable & collegial process for iterative distance course design & development around standards such as Quality Matters (QM) external certifications

- ✦ *Finalizing specific list of new distance course conversions with Deans for QM Spring process (launching Su21 or F21).*
- ✦ *Determining available resources for doing Quality Reviews for iterative development of pre-QM process grandfathered courses that will be in line with the overall NCSC Distance competitive offerings vision.*

Student Services & Institutional Effectiveness

10 Admissions & Enrollment Management **Accomplishment toward Strategic Projects.**

Strategic Project 1:

Focus on adult and minority student recruitment as many adults and minorities have been impacted by the pandemic and needing additional education and training for new career options (Access).

- ✦ *Strong marketing push in print, electronic, and radio for short-term certificates. Targeting adult who may need to retrain as a result COVID-19.*
- ✦ *Continue to use the Reconnect and Aspire scholarships to attract adult student who have not finished their degree or have earned a GED.*

Strategic Project 2:

With uncertainty, prepare all we do to continue in a virtual experience for campus visit, campus tour, College Day / Night fair, high school visits, correspondence, and preview days or other open house programming (Access/Resources).

- ✦ *We have information sessions scheduled into January. These Zooms session are offered both during business hours and evening.*
- ✦ *Recruiters have had limited access to school since before Thanksgiving due to COVID-19. With the rise in cases in Ohio we are uncertain about opportunities after the new year.*
- ✦ *We have scheduled a virtual open house for "Presidents Day" and we have set dates for Spring "Connect to Campus" events. The events will be held March 2nd, 18th, and 25th. There will be a virtual and face to face option.*
- ✦ *A virtual campus tour is now available on the website.*

Strategic Project 3:

Develop better, stronger, and positive communication with specific audiences (Tuition Freedom Scholarship (TFS), Choose Ohio First (COF), and Foundation Scholarships) receiving aid, what steps need to be completed. (Access/Success/Resources).

- ✦ *Worked with Marketing on a last minute push for spring 2021. Targeting inquires, applicants and current students not registered.*
- ✦ *About 360 current CCP students who qualified before the end of fall semester were offered the Tuition Freedom Scholarship for Fall 2021. Emails were sent to CCP students who are a few hours shy encouraging them to register for addition spring classes so they do qualify by the end of the year. CCP students who will qualify after grades were submitted are currently being notified.*
- ✦ *Developing a communications plan for current CCP students, which will include seniors, juniors, sophomores, freshmen, and middle school students in the program.*

11_Student Success Center and Retention Services

Accomplishments toward Strategic Projects

Strategic Project 1:

Increase advising support to students of color and students in the Directions program to ensure successful completion of gateway courses in the first year

- ✦ *Advisors/Success Coaches will be meeting with new incoming spring 2021 students to discuss results of the College Student Inventory (CSI); students will be referred to appropriate resources based on needs; data will be collected to help identify students who may need additional support*

- ✦ *Analyzing data provided by IR/IS as part of Program Review related to outcomes for new students (particular focus on disaggregated data which includes race/ethnicity)*

Strategic Project 2:

Maximize utilization of Aviso Engage (key features such as alerts, referrals, action plans and texting) to increase next term persistence for new students

- ✦ *Aviso training held on January 20 with SS&TS staff—other departments invited*

- ✦ *Analyzing data collected from fall 2020*

- ✦ *Configuring automated alerts for spring 2021 deployment*

Strategic Project 3:

Enhance services and strengthen support to Adult Learners during the onboarding process to remove barriers to success

- ✦ *Compiled and assembled onboarding materials as part of the Interact communication project; Items sent to Keith Stoner*

- ✦ *Analyzing data collected from success plans completed by students receiving the Reconnect Scholarship to help identify barriers and gaps in services to adult learners*

- ✦ *Retention Specialist position posted (this position works closely with adult learners)*

12_College Credit Plus (CCP)

Accomplishments toward Strategic Projects

Strategic Project 1:

Support CCP enrollment growth (Access) during uncertain and changing school operating environments in 20-21, with a focus on student success (Success)

- ✦ *For Spring, 21, extended Spring CCP application deadline for new CCP students, beyond Spring application deadline, so as to accommodate our partner schools' needs and support CCP enrollment*

- ✦ *For Spring 21, extended dates and added additional orientation and advising sessions for new CCP students and continuing CCP student advising for Spring semester registration*

- ✦ *Continuing to meet partner schools' evolving needs for various delivery formats of CCP Information Sessions held annually (Oct-Feb) for students and families, both in person and virtually.*

Strategic Project 2:

Expand use of technology to support communication for Department needs, student enrollment and student success during COVID and with current staffing. (Success and Resources)

- ✦ *For Spring 21, continued use of virtual orientation format for new CCP student registration with pre-orientation delivery of virtual orientation materials and content.*
- ✦ *Testing an option for students to self-schedule advising appointments*
- ✦ *Continued work on CCP webpage content to reflect updates of 21-22 enrollment*
- ✦ *Continued updates to SharePoint for secondary school partners' applicant and enrollment tracking*

13_Registrar - Student Records Office (SRO)

Accomplishments toward Strategic Projects

Strategic Project 1:

Continue work with online resources including: getting various degrees fully online, creating an extensive suite of topic-based videos/how-to videos for online students to view during orientation and to have as resources for 24/7 assistance. (Access)

- ✦ *In collaboration with Deb Hysell, the assistant registrar will be the General Education Mobile (GEM) advisor/point of contact for Community College of the Air Force students seeking general education courses. This is slated to start this coming fall semester.*
- ✦ *Communications is being added to the list of fully online programs.*
- ✦ *There are currently 102 registered fully online students for spring semester. This is the first semester that we have been over 100.*

Strategic Project 2:

Continue work on the Career-Technical Articulation Verification (CTAV) project to enable the download of approved Career-Technical Assurance Guide Descriptions (CTAGs) through Ohio Department of Higher Education (ODHE) for enrolled students. Fully implementing this project will eliminate excessive paper and increase efficiencies for processing proficiency credit. High schools do not need to submit hard copies of CTAGs eliminating extra work on their part and credit posted in a timely manner. (Access)

- ✦ *A new run of student CTAGs was downloaded on 01/20/21. There are 10 additional students eligible for articulated CTAG credit. The registrar is reaching out to these students to get their permission to post the credit.*

- ✦ *So far, the implementation is working out fairly well, but there is a need to refine the list of specific students to send in for the download. I will be working with IT to modify the report that is used to pull in the student list.*

Strategic Project 3:

Review current office procedures to determine which ones can incorporate electronic vs in-person means of processing. Convert some forms to fillable pdfs to accommodate distance processing. (Access/Success)

- ✦ *The following forms were converted to fillable pdf versions to facilitate electronic transactions. They are the FERPA release, Change of Status, First Day Attendance Registration, Prerequisite Waiver, Change of Major, Reference Request, Request for Refund, Drop/Add and Replacement Degree Request forms.*
- ✦ *We will continue to monitor situations that may require alteration of procedures or forms to accommodate distance processing of student transactions.*

Business Services

14_Accounting/ Controller's Office

Accomplishments toward Strategic Projects:

- ✦ *Nothing to Report for this period*

Strategic Project 1:

With the implementation of project accounting, have all new grants/projects set up on this system as well as training for any project managers.

Strategic Project 2:

Continue listing obsolete items on govdeals.com

Strategic Project 3:

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

15_Financial Aid Office

Accomplishments toward Strategic Projects

Strategic Project 1:

Improve communication and customer service with students and other student-servicing departments to be clear, positive, and expeditious

Strategic Project 2:

Establish Free Application for Federal Student Aid (FAFSA) completion, and scholarship awards, as a twinned process with the Admissions Office and the Foundation to expedite student application and validation.

- ✦ *We are working on the process for awarding 2021/2022 NC State Foundation scholarships. Applications may be submitted by students starting February 1. All those wishing to be considered are required to submit the FAFSA.*

Strategic Project 3:

Improve/Revamp the administration of our Federal Work-Study (FWS) program to find and support internal departments with their human resources needs.

16_ Child Development Center (CDC)

Accomplishments toward Strategic Projects

Strategic Project 1: Maintain full enrollment in child care, Early Head Start and Ohio Department of Education (ODE) preschool

- ✦ *Developed FY21-22 Enrollment Goals for child care, EHS and ODE Early Learning grant*
- ✦ *Proposed a weekly tuition increase for FY21-22*
- ✦ *Current year: Program enrollment goal: 92 (64 center-based and 28 home-based total 92)*
- ✦ *Current enrollment: 49 center-based, 26 home-based, 2 prenatal, total 77.*
- ✦ *Accepting applications for enrollment for prenatal – preschool*
- ✦ *Home-based services will be provided virtually in collaboration with community agencies*

Strategic Project 2:

Participate and maintain a quality rating through Ohio's Tiered Quality Rating and Improvement System, Step Up To Quality (SUTQ)

- ✦ Step Up To Quality is a five-star quality rating and improvement system administered by the Ohio Department of Education and Ohio Department of Job and Family Services. SUTQ recognizes and promotes learning and development programs that meet quality program standards that exceed [preschool licensing](#) and [child care licensing](#) health and safety regulations. Step Up To Quality program standards are based on national research identifying standards, which lead to improved outcomes for children.
- ✦ The CDC is rated a five-star through October 23, 2022.

- ✦ Program will be submitting Early Head Start continuous grant April 1, 2021 to continue services to families and children in poverty from campus and our community.
- ✦ Program completed self-assessment and strategic planning.

Strategic Project 3:

Promote regular attendance for enrolled children: program wide, individual attendance, encourage positive attendance habits, engage families in understanding relationship between attendance and success

- ✦ *Our program goal is to maintain an average daily attendance of 85%*
- ✦ *December ADA for EHS – 64% (significantly low) Child Care – 73%*

17_Facilities Management

Accomplishments toward Strategic Projects

Strategic Project 1:

Continue to implement safety procedures (COVID Safety) on campus through wayfinding signage throughout campus (internal and external) based on building restrictions

- ✦ *Installed all of the classroom emergency exit routes in the Kehoe and Crawford Success buildings*
- ✦ *Facilities redid some flooring and is working on relabeling the floors to remind people of the pandemic protocols*

Strategic Project 2:

Continue work to reduce energy consumption (example number of computer rooms, work on replacing lights to Light Emitting Diode (LED) when they burn out), and minimize space utilization (by helping to improve scheduling and closing rooms, wings, floors...) both for safety and energy conservation

- ✦ *Installed new LED lighting in Fallerius rooms 158A, 158B, 115, 117,119*
- ✦ *Installed LED lamps in Health Sciences 107*
- ✦ *Facilities is looking at projects to replace 279 lamps and install new emergency lighting to help with room access, in the IST lab at Kehoe Center, ROI is estimated at 7.2 months*
- ✦ *Facilities is pricing a new lighting replacement project in the North and South stairways off the main corridor of Kehoe Center, current lights are 3 lamp Fluorescent, we are changing to flat panel LED, ROI will be 2 months.*

- ✦ *The water project at Kehoe Center is completed, our team has installed the new flush valves and with the help of a contractor, we now can turn off the water at every floor, the ROI of this project is 8.1 months.*
- ✦ *The new high efficiency boiler water pump is operational, this will increase the efficiency by 24% in the process of pushing hot water to the AHU in the fourth floor penthouse. Project ROI is figured at 23 months.*

Strategic Project 3:

Continue Employee Enhancement through training facilities employees on proper equipment usage and equipment cleaning/maintenance, improving facilities employees awareness of department objectives, and establishing an understanding of facilities employees roles within the total campus community.

- ✦ *Facilities team has been working with Buckeye Chemical to implement a new flooring program that will be completed by 2022, and all of the staff have been cross-trained on all the facets of doing this job.*
- ✦ *With the purchase of a new high speed burnisher and a new buffer, the facilities team has been reading and training on the new equipment to better serve the tasks at hand.*

President's Office

18_Foundation, Government Relations & Grants

Accomplishments toward Strategic Projects

Strategic Project 1:

Secure funding for scholarship programs, including Tuition Freedom and certificates.

- ✦ *Certificate Programs-\$85,000*
- ✦ *Tuition Freedom-\$105,164*
- ✦ *Advancing Diversity-\$17,000*
- ✦ *Response Fund-\$15,739*

Strategic Project 2:

Secure donors and grants to fund emerging College and program needs especially to build the information technology infrastructure inside and outside the classroom.

- ✦ *New gift - Engineering Equipment - \$31,121*
- ✦ *State grant ask with Clark State includes a Next Gen classroom*
- ✦ *Constructing 2021 budgets with updated quotes for standard classroom.*

19_Human Resources (HR)

Accomplishments toward Strategic Projects

✦ *Nothing to Report for this period*

Strategic Project 1:

Increase diversity of faculty and staff while incorporating Diversity, Equity & Inclusion (DEI) best practices into the hiring process

Strategic Project 2:

Implement Colleague Self-Service for HR

Strategic Project 3:

Automate payroll payable process i.e. pay online

20_Information Technology Services (IT)

Accomplishments toward Strategic Projects

Strategic Project 1:

Installation of new firewalls at the main campus and the Kehoe Center.

✦ *IT is still working on configuring the new firewalls for the Kehoe Center and now the main campus. The network admin and the IT consultant are in the final stages of the configuration of the firewall units.*

Strategic Project 2:

Utilization of Microsoft Azure cloud storage as a third off-campus site for College data being backed up.

✦ *The latest update with this project is that not only will the cloud be used for backup data but for business continuity. A virtualized server was placed in the cloud on standby and ready for testing. The biggest barrier with this project is trying to obtain a flat rate costing model.*

Strategic Project 3:

Continue to enhance the technology infrastructure and capabilities for wireless connectivity and online learning inside and outside the classroom

✦ *The IT department is in the process of implementing phase 2 of the data backup project. It will entail installing two high power servers, two 10GB network switches, and a 21 terabyte SAN (Storage Area Network) device in the main data facility located at the Kehoe Center. **Update:** All the network components have arrived on campus. The first priority is to install the firewalls and the second priority is to install the second SAN unit at the Kehoe Center.*

21_ Information Services & Institutional Research (IS/IR)

Accomplishments toward Strategic Projects

Strategic Project 1:

Full implementation of the Colleague Self-Service solution functionality by transitioning from WebAdvisor (MyNC) through collaboration with almost all areas across the College. This will include the development and execution of a timetable and plan to migrate from Colleague WebAdvisor to Colleague Self-Service that will include changes to various office processes as well as training of all College employees on utilization of the new interface.

Strategic Project 2:

Continue to build the foundation for effective and efficient Institutional Research in order to support the management decision-making process. This will include organizing and centralizing the collection, management, and reporting of institutional data (strategic plan, leading/lagging indicators, predictive analytics, early alert for gateway courses, section analysis, retention, program review...) through the newly established department to ensure data accuracy, consistency, and integrity. This may include the establishment of a data warehouse or data marts or defined common data sets, as well as a data steward group to monitor data policies.

✦ *Ongoing work to develop and optimize reporting data structures*

22_Marketing & Public Relations

Accomplishments toward Strategic Projects

Strategic Project 1:

Rework all student services content provided to prospects and students to make it more positive and customer-focused including web content and print materials (including COVID response, Transfer Center, and Foundation)

✦ *Package of documents sent to Interact for the Communication Audit*

✦ *Still working with Gina and web contractors to automate content for program information on the website from Acalog/Curriculog.*

- *Lots of moving parts here – still in process.*

✦ *Virtual tour is live at www.ncstatecollege.edu/tour*

Strategic Project 2:

Continue promotional support in an evolving world that includes continuing work for COVID/distance-learning student messaging and expanding our demographic targeting and geographic creative targeting and positioning to reach audiences including minority with relevant messaging.

President's Bi-Weekly Report

- ✦ *Spring FY21 promotions in process and development*
 - *Other messages being added to support divisions/programs*
- ✦ *Assisting with numerous communications to faculty, staff and students*
- ✦ *Online form available for faculty and staff who wish to get on the list for COVID-19 vaccination when it is available <https://ncstatecollege.edu/covid-19-vaccination-request>*