



2025-2026

What are we doing to help students come and complete at the College?

What are we doing to help employees come and stay at the College?



President's Bi-Weekly Report

For period January 19, 2026 to January 30, 2026

*** Next Report is due Friday, February 13, 2026 "Pay Day"
"Lucky Friday"*

Strategic Projects for 2025-2026 Academic Year

In identifying the strategic projects for their departments, supervisors need to address at least one of the two **SMART** (Specific, Measurable, Achievable, Relevant, and Time-based) strategies shown below in alignment with the strategic plan and its key performance indicators (KPI's) to fulfill the College mission of student access and success, and align the human, fiscal, and physical (facilities, IT) resources. The two strategies are:

1. What are we doing to help students come and complete at the College?
2. What are we doing to help employees come and stay at the College?

PRESIDENT'S REMARKS

The purpose of the illustration below (thanks to Teri and Keith in Marketing) is to communicate, from my vantage point, the different activities at the College, help everyone see the big picture, and the interconnectedness in fulfilling our core mission of student access and success, while aligning our resources to continue to move onward and upward in serving our community. I appreciate your feedback on what you see as may be missing or need to be added, or even the format, from your vantage point before asking everyone to post it in their office. Please share your input with Steve, and he will make sure your remain anonymous if you so choose.



ACADEMIC AND STUDENT SERVICES

01_Admissions, Recruiting, and Gateway Services

Goal: Increase total applications by 6% by June 2026 through a 2% gain in general, non-traditional, and underrepresented student applications, supported by targeted communication and improved ISIR engagement.

- ⊕ We continue to focus on phone calls to our summer 2026 applicants and fall 2026 applicants making advising appointments
- ⊕ We continue to focus on follow-up calls to student inquiries interested in attending NC State
- ⊕ We pulled lists for our CCP campaigns working with Marketing to send out postcards and working on a communication campaign to CCP seniors
- ⊕ We averaged around 25 admission appointments phone/in-person over the last two weeks and approximately 25 advising appointments.
- ⊕ We continue to hold weekly campus visits on both main campus and Kehoe
 - ⊕ School Visits:
 - Ashland High School presentation
 - Loudonville High School CCP night
 - Norwayne Lunch Visit
 - Madison Business Class visit
 - We had to reschedule visits for the week of 1/26 due to weather

02_Engineering Technology, Business, and Criminal Justice (EBC) Division

Goal 1: Achieve a 3% Increase in Student Co-Op, Internship, and Capstone Placements by

Goal 2: Reverse Individual Program Enrollment Declines and Achieve 3% Division-Wide Growth by Fall 2026

Goal 3: Relaunch the Manufacturing Maintenance Technician Program by Fall 2026

03_Health Sciences Division

Retention goal: Student course completion rates, in key first year courses, will be greater than or equal to 90%

- ⊕ Spring courses and goals will be updated in the next reporting period

Enrollment goal: Program application numbers received by May 1, 2026, will increase by 5% over the 2025 enrollment numbers for the same period.

- ⊕ Our total apps last year at this time were 56. We currently have 164 applications. This is a 192.9% increase in applications compared to last year at this time.

HS Enrollment Goals						
HS Program	Max #	Applications submitted	2025 % total and # of apps goal			to date
		5/1/2025	05/01/2026 Goal %	Goal # up 5% over last year	01/22/2026	% of max #
LPN/RN ART	32	30	100%	32	26	81.3%
BSN	FT 15	5	40%	6	1	6%
RN	88	71	85%	75	27	11.0%
PN- PM/SU	32	32	100%	32	62	194%
PN-Trad/FA	24	11	50%	12	8	33.3%
PTA	20	9	50%	10	1	5%
RADS	22	52	100%	22	35	159%
RESP	24	14	63%	15	4	16.7%

04_Liberal Arts Division

Goal: 1) Redesign 10 high-enrollment course shells by July 1, 2026, with structured layouts and AI-integrated components that strengthen course learning outcomes. 2) Increase the course completion rate in all Session B (second 8-week) courses by 1.0% over the 2024–2025 academic year baseline by implementing targeted early intervention and student support strategies.

- ✚ Began the process of revising the webpages for Liberal Arts programs.
- ✚ Continue working with Marketing to promote Liberal Arts programs.
- ✚ Efforts to incorporate AI into Liberal Arts course shells.

05_Assessment, Curriculum and Compliance

Goal: Submit NCSC's Quality Initiative Proposal to HLC by November 30, 2025, and implement aligned assessment improvements college-wide by May 2026 to enhance program review and student learning feedback cycles.

- ✚ Waiting to hear from HLC about our QIP submission and hoping it's soon! My concern is if there are any changes they want made, that we have time to implement them this semester as it would impact the report over the summer.
- ✚ I have been sending Program Coordinators and Dept. Directors the CWO data for the Fall of 2025 to illustrate what is coming in since the placement of the rubrics. There is more data coming in than in the past, but it also allowed for the identification of missing data from classes there should be assessing.
- ✚ The assessment committee reviewed PARs reports submitted last fall and provided feedback regarding these to the Program Coordinators. Session A courses that are required to have a CWO embedded have been checked and any additions made.

06_ Title III

Goal: Convert 50% of eligible courses to 8-week or online formats, increase OER use, and involve at least 75% of faculty in professional development by June 2026.

Alternative Course Delivery

- ⊕ *Analysis of courses utilizing OER - Increase of 13 courses utilizing OER for Fall 25*
- ⊕ *Respiratory Therapy program ongoing work with course conversion to 8-week format*

Faculty Development

- ⊕ *Collaboration with Center for Teaching Excellence regarding Spring Faculty Development opportunities, open to all faculty, including adjunct faculty, and incentives for participation*
- ⊕ *Participated in Achieve the Dream webinar - Stronger Students, Stronger Communities - Supporting Rural Students*

Additional Updates

- ⊕ *Annual Performance Report (APR) submitted to Higher Education Program Officer for Year 3 of grant*
- ⊕ *Endowment report submitted to Higher Education Program Officer*
- ⊕ *Analysis of equipment needs / upgrades to support asynchronous / online learning*

Technology

⊕ <i>Workshops Held: In-Person: 0</i>	<i>Zoom: 1</i>	<i>Video Hits: 8</i>
⊕ <i>Student Support: Email: 10</i>	<i>Phone: 1</i>	<i>In-Person: 0</i>
⊕ <i>Faculty Support: Email: 6</i>	<i>Phone: 1</i>	<i>In-Person: 0</i>
⊕ <i>Staff Support: Email: 5</i>	<i>Phone: 0</i>	<i>In-Person: 4</i>

Additional Projects:

- ⊕ *Fillable PDF requests: 2*
- ⊕ *Canvas Masters: New: 0 Modified: 0*
- ⊕ *Course Evaluation Setup: Session B Complete*
- ⊕ *Syllabi Upload: Fall 2025 complete*
- ⊕ *CWO class setup: 43*

Retention and Access Coordinator (01/17/26 and 01/30/26)

- ⊕ *1:1 Support Sessions: 11 • Probation Students: 27 • Adviso Referrals: 01*
- ⊕ *Student Groups: • GroupName. 00*
- ⊕ *Faculty Sessions: 07*
- ⊕ *Events / Workshops Held: 00 • Date: Event. In Person. # of attendees: 00*
- ⊕ *Date: Event. On-Line # of attendees: 00*

07 _ Registrar (Student Records)

Goal: Increase student usage of Colleague planning tools by 30% and reduce certificate processing time by 50% by June 2026, while improving satisfaction scores to $\geq 80\%$ (students) and $\geq 85\%$ (advisors).

- ⊕ *Fraud taskforce has begun its task of setting forth and developing a policy by which the college can reduce its risk of awarding credit/aid to bad actors and fraudsters*
- ⊕ *All scanned files have been removed from Docufree*
- ⊕ *Auto-awarding of FA25 certs has been started by the SRO*

08 _ Student Support Services

Goal: 1) Raise TRIO retention to 70%, tutoring visits by 20%, career services visits by 15%, and Specialized Support Services visits by 25% through focused outreach and embedded services by May 2026. 2) Launch student survey in Fall 2025 and improve Spring 2026 satisfaction by 10%.

- ⊕ *Seventeen (17) students attended the Spring Kick Off & Orientation on 1/21. Students heard from Laura Irmer, Assistant Dean, Liberal Arts; Alexie Lorenz, Youth Coordinator, NAMI on Campus; Ellie Jindra, Career Pathway & Internship Coordinator; Katy Bennett, Resource Navigator.*
- ⊕ *For the time period of 01/16 to 01/30: Visits to tutoring = 6 ; Hours = 7.25; Unique students = 6 ; Referrals = ? ; Top 3 Subject Areas: Biology (Anatomy), English, Nursing.*
- ⊕ *The office of Disability Services responded to 5 Alerts(s)/Referral(s) to the office; registered 0 new student(s) for accommodations for SP26 courses during the time period of 01/16 to 01/30. Current active students SP26 = 57; Current caseload = 71.*
- ⊕ *Annual NCSC/OSU Mansfield Job & Internship fair date set for February 24th from 1:00pm – 4:00pm in the Campus Rec Center. We currently have 53 employers registered and 16 NCSC students registered. For the time period of 01/05 to 01/15: Visits to career services = 18 ; Hours = 13.5; Unique students = 18 ; Referrals = 3*
- ⊕ *Calculators loaned for the term = 18; Computers currently loaned for the term = 78; Students receiving Weekend Food Boxes = 5 (during the reporting period).*

09 _ College Credit Plus

Goal: 1) Increase CCP student enrollment by 1% over the previous academic year and 2) ensure 50% of CCP students are on a documented pathway plan by May 2026.

- ⊕ *The CCP Academic Advising Team, composed of Nicholas Ramey, Marissa Hamilton and Rachel Kral, have been absolute heroes as we conducted our CCP Spring Term launch! From multiple CCP partner locations and on-campus/online; conducting new and continuing CCP student success advising, course, pathway mapping and transfer planning. This team is knowledgeable and inspiring!*

Check out the SP26 enrollment table below! 

	SP26	Annually (SU25, FA25, SP26)	% CHANGE to <u>PY-FINAL</u> Comparison to final figures of prior year for the same term
Applications	199	1351	0.51%
Students Enrolled	1355	2787	5.78%
Credit Hours	9270	19284	10.32%
Avg CH / Student	6.84	6.15	5.02%

- ✚ *Continued: CCP Information Sessions have started, toward 26-27 CCP Enrollment. These evening events at high schools are hosted for parents and potential new CCP students. A standard overview of state of Ohio CCP information (requirements, rules, deadlines, etc.) and an intro to each college. Following the presentation, we have opportunities to speak with families and students individually to discuss questions about CCP eligibility, requirements to qualify, juggling HS and college, etc.*
 - *Recent CCP Information Sessions for students and families at the following secondary schools:*
 - *Hillsdale HS, Knox Co. Career Center, Clear Fork HS, Loudonville HS, Norwalk HS, and Cypress HS*
- ✚ *Completed: FA25 Enrollment Increase - Following the Fall-Session B Non-Attendance drops, CCP Early College Enrollment for FA25 achieved the set goal of a 1% increase of both credit hours and individual student headcount. CCP/Early College remains well above prior year in all categories.*
- ✚  *Completed: SP26 Enrollment Increase – CCP Early College Enrollment for SP26 has achieved the set goal of a 1% increase of both credit hours and individual student headcount. CCP Early College is above prior year in all categories.*

10_ Academic Support Services (Center for Teaching Excellence)

Goal: Increase Canvas Master Courses by 50% (from 37 to 56) and engage one program from each division in course design review by June 2026.

✚ CANVAS MASTER COURSES:

- 57 Complete
- 3 In progress

Completed in the current reporting period:
EMMT-2300

 **COURSE REVIEWS:**

EBC:

- 0 courses

Health Science:

- 6 courses
- 2 in progress

Liberal Arts

- 0 courses

BUSINESS SERVICES

11_Accounting Services

Goal: Collaboratively update 100% of financial aid and business office policies and procedures by June 2026 and complete a comprehensive policy manual to support compliance and reduce barriers to enrollment.

-  *During the reporting period, the Cashier's Office processed 542 payment receipts and 12 student refunds, including 7 checks, 4 credit card refunds, and 1 direct deposit. Additionally, 1,974 IRS 1098-T forms were created and processed for student reporting purposes, with 1,500 forms printed, folded, and mailed.*
-  *The Business Office approved 57 requisitions, created 66 purchase orders and 39 blanket purchase orders, and processed 118 vendor checks. The office also produced, mailed, and filed 20 IRS 1099 forms with the IRS.*
-  *The Payroll Office processed 183 employee payments and 113 faculty load sheets. In addition, 419 IRS W-2 forms were processed, with 169 mailed, and all required filings submitted to both federal and state governments.*

12_Financial Aid Office

Goal: Collaboratively update 100% of financial aid and business office policies and procedures by June 2026 and complete a comprehensive policy manual to support compliance and reduce barriers to enrollment.

-  *Continuing to work on 2026/27 set up screens for financial aid. Each year the office has to recreate all FA screens, rules, CMC codes, letters, emails, etc. for financial aid. This is a lengthy process.*
-  *Office continues to work on converting our paper files to digital files.*
-  *Trained new academic advisor on financial aid.*
-  *Worked on FA policy and procedure manual*

13_Facilities Management

Goal: Complete all listed capital repairs and renovations, including Fallerius and Health Sciences buildings, by June 30, 2026, ensuring physical campus readiness for instructional needs and safety.

 **Fallerius Renovation Project**

- *Timeline Phase one March - April 2026*

⊕ **Status Update:** We are nearing the completion of phase one of the Fallerius Renovation

- First and second coats of paint are being completed in areas along with existing doors
- We received new doors on 2/3/26 and installation will begin the week of 2/9/26
- Ceiling grid has been installed and is 100% completed, ceiling tiles being installed in 50% of offices and corridors.
- Lighting fixtures are installed in all the offices and are wired 100% completed, lighting is ordered for the corridors. However, we are still waiting to receive the lighting.
- Vav's (Variable Air Volume) are installed and being programmed for our HVAC as of 2/4/26
- Case work has been built waiting for installation that will be one of the last items installed.
- Prep work for the flooring is completed. We are waiting for delivery of the rubber and carpet tile.

14_Information Technology & Information Systems

Goal: Achieve and sustain a 60% call answer rate and respond to helpdesk tickets within an average of 3 work hours by June 2026 to improve internal and student-facing service.

⊕ *From 1-19-26 to 1-30-26*

- *Call Answer Rate: 52 completed out of 174 inbound calls – 29.9%*
- *Ticket Response Time: 5 hours 30 minutes*

15_Child Development Center

Goal: Maintain weekly enrollment tracking, document inquiries by funding source, and report on progress toward CDC expansion to support family access to on-campus childcare by June 2026.

Enrollment Tracking for the period ending January 30, 2026

Class (Room)	Maximum Enrollment	Available Slots	Filled Spots	Notes
Adventure (39)	8	0	8	
Imagination (21)	8	0	8	
Puddles (24)	8	0	8	
Fascination (27)	8	0	8	
Journey (29)	21	0	22	Two Children are sharing a Part-time slot
Sunshine (32)	21	0	21	
Homebase	28	0	28	

Inquiries by Funding Source

Private Pay	PFCC/Voucher or Early Head Start or ODE Grant	Unknown

1 Additional Family Called & Added to waitlist	0 Additional Family Called New PFCC Rules have/will continue to impact PFCC family's eligibility.	2 Additional Family Called~ Decided not to get on waitlist...too long
	Waitlist Families: Families who have been on our waitlist for 1 Day to 2.5 yrs.	
Private Pay Infant/Toddler 22 Preschool 8	PFCC/Voucher or Early Head Start or ODE Grant Infant/Toddler 5 Preschool 8	N/A

Yellow Highlights show change in family inquiries about enrollment since the last report.

CDC Expansion Summary

Narrative~
No Updates to Report.

16_ Development (Foundation, Major Gifts and Rentals)

Goals: 1) Raise \$442,560 in Emerald Club funds, add 2 new scholarships, and secure 2% growth in major gifts by June 2026. 2) Generate \$37,000 in rentals by June 2026 and finalize Preferred Partner rental packages and marketing materials.

Fundraising

- ✚ \$415,756 received, additional \$80,000 in asks made. Preparation for a new fund to support the college are in development.
- ✚ Annual Scholarship application month launched Feb 1. Cards have gone out to all recruiters, school Superintendents and high schools with recruiters.
- ✚ Hall of Excellence honorees have accepted and begun the process for marketing the event. 70% of tables sold.

Rentals

- ✚ Rentals income FY26 \$39,611.00 FY27 \$3,475.00

✚ Foundation Nursing program nursing students covered Spring 26:

- PN 15
- RN 21
- BSN 9

17_ Workforce Development

Goal: Grow Workforce revenue by 5% and credit apprenticeships by 5% by June 2026 through new programming in maximizing Tech Cred, AI, leadership, and Unmanned Aircraft Systems (UAS).

- ✚ Drone/UAS Community Cohort enrollment increased to 7 students, including 2 participants from the Bucyrus Police Department, reflecting continued community and public-sector engagement.

- **Industrial Systems Technology (IST)** non-credit training added 8 new students through employer partnership with Pepperidge Farm / Campbell's, supporting incumbent worker upskilling.
- **Leadership & Supervision** training delivered at the Kehoe Center with 15 participants representing Gorman-Rupp, Newman Technologies, and additional regional employers.
- Continued momentum across Workforce Development programming, with strong employer participation and growing demand for technical, leadership, and credential-based training.
- Ongoing employer engagement focused on expanding customized training offerings and strengthening recruitment and retention pipelines.

18_Crawford Success Center

Goal: Increase Crawford Center non-CCP headcount and credit hours by 5% each and raise \$35,000 in scholarships by June 2026.

- **Recruiting** –Hosting financial aid night on February 5 in collaboration with NCSC and community partners, scheduled February visits in Crawford to solidify NCSC applicants and encourage NCSC Foundation Scholarship month
- **Scholarships for Success:** Full tables for the event. Finalizing auction items, coordinating with table sponsors, and beginning preparation for program

19_Institutional Research

Goal: Promote a culture of data-informed decision-making across the College by launching annual academic data reports, publishing at least four “IR Quick Bytes,” and providing ongoing data literacy training through a minimum of 10 office hour sessions and targeted presentations. Aim to reach at least 50% of full-time employees through these efforts and achieve a minimum of 25 combined views on video-based training content by June 2026.

- We have passed the 15th Day (our semi-official snapshot per State definitions) for SP2026.
- A comparison among SP2026, SP2025, and SP2024 is available here: [Spring 15th Day Snapshot Enrollment Trends thru SP2026.xlsx](#)
- The next IR newsletter will focus on 15th day enrollment for SP2026. Any suggestions for future issues are greatly appreciated!!
- Otherwise, IR has been swamped with federal and state reporting for the last few weeks (and the next couple as well).
- The next IR Office hours/Open house session is 02/17/2026 from 9 am to 11 am here: <https://ncsc.zoom.us/j/83717496493?pwd=t9QP9jgWa6nyva0ErkE4w9Eh5meBbV.1>

20_Grants

Goal: Submit and secure at least three competitive grants of \$100,000 or more by June 2026 from diverse state and foundation sources.

21_Human Resources

Goal: 1) Conduct structured 30/60/90/6mo/1yr check-ins and two tenure-based focus groups to improve onboarding and employee engagement by June 2026. 2) Achieve at least a 90% completion rate for scheduled milestone check-ins with new hires. 3) Conduct 2 focus groups annually.

⊕ *For the period of 1/18/26 – 1/31/26 100% of check-ins completed (3)*

⊕ *New hires/new positions: 1/18/26/31/26*
• *Mackayla Cox – Part-time IR Analyst*

22_Marketing and Public Relations

Goals: Capture 1,320+ inquiries (10% increase), support app-like functionality on web, meet state/federal compliance (SB1), and maintain 100% timely updates of program info and responses by June 2026.

⊕ *Inquiries through January 29th: 1,715*

⊕ *Website: Thank you to everyone who has been updating content for their pages and areas. Your efforts are appreciated. We've been responding to numerous emails to update page content that is out of date. Often, the original author is no longer with NC State. These items are a challenge in many ways. We need everyone's help to continue these efforts toward maintaining the accuracy of our web content.*

⊕ *Spring campaigns are being implemented now to support*
○ *Search and Site Retargeting*
○ *Outdoor supports every program this spring in addition to CCP, Adult, spring events, scholarships, engineering careers.*
○ *Smart Solutions campaign #1 is in production, followed up with sponsored content*

⊕ *Steve Haynes podcast series to explore the evolution and appeal of LA*
○ *First two episodes will record on Feb. 11th*

⊕ *Numerous events are being supported for admissions, Crawford, the Foundation and AtD*

⊕ *Additional items of interest:*
○ *There are a lot of community activities at this time of year. Thank you to everyone who has agreed to represent the College at these events.*

23_Faculty Caucus

Goal: Increase faculty usage of Aviso notes by 8% and alerts by 5% by June 2026 and develop one small-scale faculty recruitment event pilot.

- *Discussed various recruiting opportunities that faculty can ask their supervisors about and try (based on conversations with Dr. Gray)*
- *Looked at a document that CTE is trying with adjuncts to determine if full-time might be interested in a similar project (will discuss more thoroughly at the next meeting)*
- *Discussed the importance of submitting syllabi on time and what impact that might have if we do not*

24_ Staff Caucus

Goals: 1) Host all scheduled caucus meetings, increase internal staff engagement (communication and participation) rates by 25%, 2) organize a joint discussion with Faculty Caucus to explore customer service improvement and retention ideas by Spring 2026.

- *No updates from Staff Caucus, we meet next on 2/11/26*