



President's Bi-Weekly Report

For period December January 17, 2023 to February 3, 2023

*** Submissions for the next update are due Friday, February 17, 2023*

01_Campus Emergency Response Team (CERT)

Accomplishments toward Strategic Projects (Reported by Keith Stoner)

Strategic Project: Preparation and Avoidance on everyone's part to live with COVID and start preparing for other emergencies, with the goal of staying open, serve the needs of students effectively, efficiently and safely.

✚ *Nothing to Report*

Academic Services

02_Business, Industry, and Technology (Report by Dan Wagner/Vince Palombo)

Accomplishments toward Strategic Projects

Strategic Project: What did we Expand? How will we continue Expanding in programs and enrollment? What is next for Expansion?

- ✚ *Pioneer program visit and CN Business/Engineering recruiting.*
- ✚ *DOL apprenticeship video completed in our IST lab and completed at Hess Industries on 1-31-23.*
- ✚ *Engineering Technology program facilitated the presentation of 3 student group projects to Honda of America, Honda has offered funding assistance to continue projects.*
- ✚ *2 Engineering Technology student teams to submit abstracts to the 18th Annual Injury Biomechanics Symposium at The Ohio State University.*

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- ✚ *Johnathan DeWitt, Vince Palombo, and Dan Wagner attended the kickoff meeting of the Ohio Semiconductor Community of Practice.*

- ✚ *Ontario superintendent Kehoe visit, open to building Bi-lateral agreement and looking for STEM pathways for 7-12 grade early engineering programs.*
- ✚ *ACBSP 10-year self-study submitted by Carmen Morrison and business/accounting faculty team, onsite visit during the week of 3-6.*

03_Health Sciences *(Report by Melinda Roepke/Leesa Cox)*

Accomplishments toward Strategic Projects

Strategic Project(s):

- a) Access: campus visits for 8th through 12th Grade Students targeting tech/science programs
 - ✚ *Very successful visits with Senior Pioneer Career Tech Health labs, Shelby High School, Mapleton High school, and Pioneer general interested students.*
 - ✚ *We have had several visits with parents and students for BioScience and Health programs as well.*
 - ✚ *Outreach continues this semester in person and via zoom.*
- b) Success: Increase Retention in all programs and foundational science courses by 10%
 - ✚ *Working to make sure all students are aware of tutoring options for science courses in Week two.*
- c) Resources1: Reduce Student Debt by identifying one OER book per department to replace a required textbook for fall 2023.
 - ✚ *Program decisions to be made by the Fall23 Textbook change date.*
- d) Resources2: prepare a balanced 2023 budget proposal in all departments of Health Science as impacted by enrollment and retention
 - ✚ *All program and department 2022 lab expenses printed for a meeting with Melinda and Leesa. Will discuss encumbrances for actual student needs up to July 1st, basing ordering on actual numbers or potential projected numbers based on last summer's data for science classes.*
 - ✚ *Will discuss program/department needs for 23-24 fiscal year to submit a realistic budget based on the data.*

04_Liberal Arts

Accomplishments toward Strategic Projects

Strategic Project(s):

- a) Faculty to identify scaffold strategies in English and Math courses to reduce rate of withdrawal and failure (primarily online sections); and monitor/improve at end of semester.
- b) Management and Program Coordinators will ensure all adjunct faculty embed the identified scaffold strategies; and all, including tutors, are prepared to implement scaffolds.
- c) The target goal is 50% reduction in withdrawal rates over the 2022-2023 academic year.

✚ *Nothing to Report*

05_Academic Quality and Compliance (Accreditation, Assessment, Curriculum) *(Report by Gina Kamwithi)*

Accomplishments toward Strategic Projects

Strategic Project: Accreditation: Through participation of college members, with focus on quality and assessment, submit a detailed, concise, and accurate Assurance Argument to HLC one month PRIOR to the lock date i.e. submit by Thursday, June 1, 2023.

✚ *Nothing to Report*

06_Center for Teaching Excellence *(Report by Toni Johnson/Michael Welker/Pam Ratvasky)*

Accomplishments toward Strategic Projects

Strategic Project: Maximize student retention. Collaborate with each academic department and program to provide targeted programming to enhance student retention & success through instructional design (including standard Canvas blueprint) & pedagogical support; and promote adoption of OER in every program.

✚ *Nothing to Report*

07_TRIO, Solutions, and Tutoring Support Services *(Report by Toni Johnson/Barb Keener)*

Accomplishments toward Strategic Projects

Strategic Project: Increase Student Engagement through consistent scheduling to recruit & support TRIO members (2 activities/month); and increased “tutoring touch” through embedded tutoring and individual visits (virtual & in-person) across the student journey.

✚ *Nothing to Report.*

Student Services & Institutional Effectiveness

08_Admissions & Enrollment Management *(Report by Tom Prendergast)*

Accomplishment toward Strategic Projects.

Strategic Project(s): Increase Enrollment & Retention

a) 2% increase of completed general applications from each of our area high school programs.

- ✚ *Increased outreach to current and prospective HS students by the following activities*
 - *Pioneer days and continued HS visits*
 - *Open House – active marketing now.*
 - *Individual visits with school admins. to create visits here or at high schools targeted to seniors.*
 - *JA Inspire event coming up at Fairgrounds.*
- ✚ *Working plan to increase outreach to the inquiry and prospective student funnel to secure more completed applications.*
- ✚ *Working plan to increase engagement via the communication plans and add additional touchpoints of communication through Recruit.*

b) 400 Tuition Freedom Scholarship applications to be completed by students with a 50% conversion rate for registration.

- ✚ *250 TFS offers in the mail with Friday weekly updates tracking the following: Return contract; Apply to college; Sent in updated high school transcript; FAFSA on file.*

09_Crawford Success Center *(Report by Nathan Harvey)*

Accomplishments toward Strategic Projects

Strategic Project(s): Increase Enrollment & Retention

a) 2% increase of completed general applications from each Crawford County high school
APPLICANT LISTS for 6 County Service Area (Crawford, Huron, Marion, Morrow, Seneca and Wyandot)

General Applicant ongoing transition services (Phone call, text and email etc.)

- ***Spring, Summer and Fall 2023 non-CCP applicants for six count service area (currently in progress through transition services)***
 - *SP 2023: 164*
 - *SU 2023: 36*
 - *FA 2023: 92*
 - *Total: 292*
- *95% have received 1-3 phone calls and/or corresponding text message/email*

ONLINE APPLICANTS (100% online programs) for All NCSC Counties

ONLN Applicants ongoing transition services (Phone call, text and email)

- ***Spring, Summer and Fall 2023 non-CCP ONLN applicants (currently in progress through transition services)***
 - *SP 2023: 98*
 - *SU 2023: 25*
 - *FA 2023: 37*
 - *Total: 160*
- *98% have received 1-3 phone calls and/or corresponding text message/email*

PRACTICAL NURSING Applicants

- *SP2023: 50 Total college (14 Crawford County)*
- *Special emphasis on follow up for spring classes in preparation for SU/FA PN Cohorts in Bucyrus and Mansfield*

Special Applicant Promotion Campaigns

- *Spring Semester 2023 – Dec/Jan – Advising, and Late Registration*
- *Registration for Spring – promotion of helping students make appointments*
- *Special TEXT campaign to late applicants for Spring 2023 enrollment*
- *Phone, Text and email campaign to prior applicants*
- *Continue Summer and Fall applicant contacts*
- *Various special promotions and follow up for practical nursing in cooperation with PN Success Coach*

SOCIAL MEDIA

- *Promotion of GED program and other Crawford Student Services for spring start*
- *Beginning promotion of summer and fall enrollment including FAFSA and Foundation Scholarships*
- *Special Campaign for Practical Nursing summer (evening and fall cohorts)*
- *Promotion NCSC and CSC Open House and FAFSA events in November*
- *Special Campaign for Practical Nursing*

b) Increase Practical Nursing Applicants to get to Enrollment of 16 students, and Bucyrus High School's Applicants to 12 students

- ✚ Increase Practical Nursing Applicants to get to Enrollment of 16 students
 - *Providing TEAS study books to summer cohort students*

✚ Strategic Project 3:

- *Increase Bucyrus High School's Applicants to 12 students*
- *Presented to Bucyrus seniors in January*
- *Presented to Bucyrus freshmen, sophomores, and juniors in January outlining college pathways*
- *Scholarship and application day onsite at Bucyrus in February*

10_ Student Success Center and Retention Services *(Report by Monica Durham)*

Accomplishments toward Strategic Projects

Strategic Project: Focus on retention by expanding awareness of available basic needs supports among all students, building a culture of caring and leading to improved academic performance, retention and completion.

- ✚ *Resource tables held the first week of the semester. Free snacks distributed along with resource lists.*
- ✚ *“Feeding Student Success” Pantry Donation Drive launched.*
- ✚ *A total of 8 Weekend Food Boxes distributed the week of January 17 and January 23. 6 of the 8 boxes distributed were to students new to participating in the program.*
- ✚ *Resource Navigator conducted visits to the following classes:*
 - *STAT 1010, Sara Rollo*
 - *MATH 1110, Christine Shearer*
 - *JMATH 1130, Pam Robison*
 - *MATH 0030, Jody Johnson*
 - *MATH 0075, Jody Johnson*
 - *FYE 0070, Jody Johnson*
 - *ENGL 1030, Pam Henney*
 - *ENGL 1010, Tom Shields*
- ✚ *70 College Student Inventory (CSI) surveys completed by students in FYEX 0070. Basic Needs data compiled and sent to Resource Navigator. Students met with assigned advisor; campus resources discussed and additional referrals made.*
- ✚ *Total # of Resources Shared via Aviso Engage Since Start of Term: 0*
- ✚ *Total # of Referrals Made to On-Campus Supports via Aviso Engage Since Start of Term:*
 - *Career Services = 1*
 - *Child Development Center = 1*
 - *Counseling = 2*
 - *Disability Services = 6*
 - *Retention Services = 34*
 - *Solutions = 2*
 - *TRIO = 27*
 - *Tutoring = 7*

11_College Credit Plus (CCP) (Report by Caree Bash)

Accomplishments toward Strategic Projects

Strategic Project: Increase Enrollment through Pathways. Increase visibility and student utilization of pathways from CCP/CTE into North Central State College and after NCSC; ultimate focus is supporting student *to reach their end* goals: credentialed, certificate, applied degree to employment, transfer to bachelor.

- ✚ *Spring 2023 Enrollment Summary for CCP: 40.1% of total credit hours and FTE with 7710 credits; 49.5% of total Spring enrollment with 1172 students*
- ✚ *Change over Prior Year: This represents a 3% growth over PY in Enrolled Credit Hours (SP22 to SP23)*
- ✚ *Continued CCP Information Sessions at partnering high schools for 2023-24 CCP enrollment: Galion, Ashland, New London, Willard, KCCC, Northmor. Lexington, Centerburg, Fredericktown, Loudonville, Hillsdale, Buckeye Central*

- ✦ *Continued presence at high school partner sites to support CCP students with application, advising and testing for 2023-24: Pioneer, Madison Shelby, Mansfield*
Continued milestones achieved on updating CCP webpages, including restructuring of landing page and subpages, with connecting links to internal and external resources
- ✦ *Continued work in conjunction with school district partners to leverage pathways into NCSC for current high school students/early college (CTE and CCP credits): PCTC, WCSCC*
- ✦ *Continued development of pathways materials to be included in advising and registration sessions and information and recruitment sessions for SP23 and AY 2023-24*
- ✦ *Continued work in conjunction with OACC project team on digital templates to serve as guided pathways resources: identification of potential barriers continued data/literature review*
- ✦ *Continued: Search for candidate to fill the CCP Advisor/Success Coach position: Offer pending*

12_Registrar (Student Records Office) (Report by Brad Dunmire)

Accomplishments toward Strategic Projects

Strategic Project: Promote Enrollment by increasing speed of service and office efficiency related to processing high school and college transcripts.

- ✦ **-College transcripts:** *86 were evaluated since the last report, all transcripts have been evaluated well within the one week goal (outside of the holiday break).*
- ✦ **-High School transcripts:** *A total of 370 traditional students have been accepted for the upcoming spring, summer, and fall terms since the last report. All high school transcripts have been processed within 24 business hours.*

13_Financial Aid Office (Report by Amanda Kaltenbaugh)

Accomplishments toward Strategic Projects

Strategic Project: The primary goal of the Financial Aid Office is to provide financial support and resources to help students achieve their educational goals by seeking, obtaining, and making the best use of all financial resources. The Financial Aid Office will utilize continued service and technological advances, internally and externally, to provide students every opportunity in pursuing and continuing their education while maintaining behaviors and standards of professional values and conduct.

- ✦ *Pulled in 787 unique 2023/24 FAFSAs. Out of those 787 FAFSAs, 96 students have not applied to the college (we cannot access/process their FAFSA data since they are not in our system as applicants). Out of 787 FAFSAs, we have already awarded 400+ students grants and loans for the 2023/24 year.*
- ✦ *All 2023/24 award offers and missing information letters have been mailed out to our students.*

- ✚ *Sent reminders to all current TFS students on the rules and requirements to maintain their scholarship for the 2023/24 school year.*
 - ✚ *Sent out email reminders to everyone that admission's office has offered a TFS for FA2023 and encouraged them to return their signed agreement and apply for aid.*
 - ✚ *Reached out to all SU2023 and FA2023 applicants on how to apply for financial aid.*
- ***Good news from the Feds, the Federal Pell Grant maximum was increased by \$500 for the 2023/24 school year.*

Business Services

14_Accounting/ Controller's Office *(Report by Michele Schaad)* **Accomplishments toward Strategic Projects:**

Strategic Project: Focus on Student Retention by monitoring outstanding student account balances, checking for hold restrictions or balances that would prohibit future registrations, and reaching out to those students with communications about options available to them.

✚ *Nothing to Report*

15_Facilities Management *(Report by Lori McKee)* **Accomplishments toward Strategic Projects**

Strategic Project: Increase enrollment & retention by enhancing the health and well-being of students and employees through top notch care, clean and welcoming campus, and a good working environment.

✚ *Nothing to Report*

16_Child Development Center *(Report by Wendy Thompson)* **Accomplishments toward Strategic Projects**

Strategic Project: Support increasing enrollment and retention at NCSC by expanding available early childhood education services at the Child Development Center.

✚ *Nothing to Report*

17_Information Technology Services *(Report by Paul Allen)*

Accomplishments toward Strategic Projects

Strategic Project: Support increasing enrollment & retention by upgrading the Wireless Local Area Network (LAN), and installing new Wireless Access Points.

- ✦ *Helpdesk position search is completed and Colin Johnson will start Feb 6th*
- ✦ *We have reviewed consultants and have received 1 quote for the GLBA security risk assessment and should have the rest of the quotes shortly.*
- ✦ *We have purchased a Send Safely, an email encryption solution, subscription for 10 licenses to start using in the registrar's office and financial aid and I am reviewing other requests and areas to start using the software. There is a great need for securing our processes surrounding email communications and there has been a lot of interest from different areas to start using this solution. I will likely need to increase the number of licenses but it's a great start.*
- ✦ *New wireless access points have been installed in Fallerius and we will begin upgrading the rest of the main campus and Kehoe in a week or two. This should be completed very soon.*
- ✦ *We have completed the routing change from our Cisco 3750 to the core Cisco 4500 and have ordered 10GB SFP fiber modules and are preparing to upgrade our core switching to our new Aruba/HP core switches.*
- ✦ *We have added the necessary addition to our SQL Microsoft licenses for the Spirion server and this should be completed within the next week or two. Once the server is operational we can begin our data discovery and classification project.*
- ✦ *I have begun to conduct an in-depth review of all access and distribution switching in order to determine our true capacity (port count). Once our core switching is in place we will be replacing every downstream switch on campus to replace the current Cisco 2960's which are end-of-life.*

18 Information Services & Institutional Research (Report by Sheila Campbell)

Accomplishments toward Strategic Projects

Strategic Project: Support increasing enrollment & retention by providing data to departments across campus used for decision making purposes, including data about applicants, enrollment, retention, and graduation.

- ✦ *Ongoing, Long-term project to review end user system access, including initial system access request procedures.*
- ✦ *Ongoing, Long-term project to review Report Manager, including report request, development, design and deployment protocols.*

President's Office

- ✦ The annual strategic planning process started early this year to seek stakeholders input internally from employees and externally from the community. Externally a survey has been sent out seeking feedback on our strengths, weaknesses, opportunity, and threats. We also had a presentation to Cabinet from the Education Advisory Board on the topic of our differentiated value proposition.
- ✦ President Diab presented to the community of over 100 people during the Richland Chamber Economic breakfast on the subject of changing our culture to increase educational attainment which is directly connected to economic prosperity. Dr Diab also announced that, in collaboration with Richland Source, we will be convening a group of stakeholders on a long-term project to determine ways of increasing educational attainment in our region.
- ✦ On January 26, Dr. Diab participated in the Intel steering committee meeting to meet Intel strategic goal of providing talent and improve the economic conditions in our state and our region.

19_Human Resources *(Report by Doug Hanuscin)*

Accomplishments toward Strategic Projects

Strategic Project: Ensuring the hiring of quality faculty and staff that are focused on student success and representative of the diversity of our service region.

New hires from 11/11/22 – 12/6/22

- ✦ *Elliot Sommer – Biology Faculty*
- ✦ *Susan Grass – Administrative Assistant, Foundation*
- ✦ *Laurie Jackson – Director of Admissions*
- ✦ *Abby Schroeder – PN Nursing Faculty*
- ✦ *Rachel Arnold – Administrative Assistant, Ashland Outreach Center*

20_Development (Foundation, Grants, Workforce, Government Relations) *(Report by Chris Copper)*

Accomplishments toward Strategic Projects

Strategic Project: Meet or exceed 100% of the fundraising, scholarship, workforce, and grant targets, and ensure strong communication to the community of the resources available for student completion. Increase major gifts/scholarships/new donors by 10%; workforce revenues by 10%; and grants by \$500k or more.

- ✦ *Fundraising has exceeded 100% of the target, and currently at 135% of goal, with two new scholarships established this month. Arts for Success and Hall of Excellence are on pace to*

exceed their 2023 goals.

- ✦ *Workforce is on track to deliver 110% of the target and two new Supervision and Leadership programs being delivered.*
- ✦ *Grants is on pace for 100% or greater for the target and the new Alumni newsletter is ready to go out to our Alums.*

21_Marketing & Public Relations *(Report by Keith Stoner)*

Accomplishments toward Strategic Projects

Strategic Project: Focus on enrollment by expanding our reach beyond “known” prospects and personalized communication (broaden reach geographically, focus messaging to meet prospects contextual needs, implement [personalized websites](#) to prospects, we are all recruiters)

- ✦ *Nothing to Report*

22_Faculty Caucus *(Report by Sara Rollo)*

Accomplishments toward Strategic Projects

Strategic Project: Improve communication between faculty and staff and faculty and students, by reaching out to or inviting to meetings key departments within the College to learn about processes and help in increasing enrollment; and increase faculty usage of College systems (Aviso, Canvas...) to increase student success.

- ✦ *Sent an email to all full-time faculty updating them on the upcoming early alert policy and procedure change*
- ✦ *Encouraged full-time faculty to utilize Aviso for non-attendance and WNP notes*

23_Staff Caucus *(Report by Brandon Stover)*

Accomplishments toward Strategic Projects

Strategic Project: Staff will contribute to student enrollment (access) and success by providing our colleagues and students with a caring mindset and exceptional customer service, through training, and by representing the College at all times (on the clock, or not). Employees are ambassadors of the College every day; we will strive to represent it well.

- ✦ *Staff Caucus welcomed several new representatives, including Kimberly Lybarger- Fallerius, Tony Leprotti – Byron Kee, and Aubrey Place – At large.*

President's Bi-Weekly Report

- ✚ *Staff Caucus is continuing to grow to ensure staff representation for all areas of the college.*
- ✚ *In addition, Staff Caucus has completed an extensive review of the Staff Caucus representation list, to ensure regular and consistent communications.*
- ✚ *Finally, Staff Caucus is continuing to send regular updates regarding Staff Caucus activities to represented staff.*