



President's Bi-Weekly Report

For period December 13, 2021 to February 4, 2022

** Submissions for next update are due Friday, February 18, 2022*

01_Campus Emergency Response Team (CERT)

Accomplishments toward Strategic Projects

Strategic Project 1 – Human Resources:

Have one training opportunity each semester for the CERT team. Can be done during meeting. Also strengthen response plan through annual tabletop scenarios

- a) Pursue tabletops we discussed prior to COVID closure (ex. active shooter)
- b) Continue to build relationships with first responders, and invite them to campus

✚ *Spring Semester has begun.*

✚ *Our experience level with COVID remains below the area stats.*

✚ *Thanks to everyone for continuing to adhere to our protocols in our efforts to keep everyone safe, and our classrooms open for our students.*

Strategic Project 2 – Physical Resources:

COVID preparations to return to campus safely

- a) Signage for social distancing, masks, hand sanitizing, entry points, in production and ongoing
- b) Procedures updated for access to buildings, temperature taking, wristbands, sign-in sheets, logging, etc.
- c) Review and update as necessary during the ongoing pandemic

✚ *Kevin installed some additional plexiglass over the holiday break to increase the number of students in Chemistry Lab for Spring.*

✚ *This week's snow event went well.*

✚ *Thanks to all for transitioning to remote work and learning. This is one good outcome from the COVID experience.*

Strategic Project 3 – Human and Physical Resources:

- a) Transition to post-COVID activity. Keep employees and students safe. Continue cleaning and disinfecting protocols following CDC and state guidelines.
- b) Update, finalize, and reissue CERT manual

✚ *Kevin and Keith discussed some tabletop/mock disaster exercises with Brad C. and Dave K.*

COVID Dashboard information for NC State:

Positive COVID cases through 1-24-22:	Students	Faculty (FT & PT)	Staff (FT & PT)
Total cases to date	169	25	22
Cases since Jan. 2022	32	5	11
Active cases right now	2	1	0

From March '20 through Beginning of Fall '21, we had 68 total COVID cases.
Fall '21 semester totals: 108 total cases.

Academic Services

02_Health Sciences *(Report by Melinda Roepke/Leesa Cox)*

Accomplishments toward Strategic Projects

Strategic Project #1: Student Access and Success:

Increase by 5% for 2021-2022 Pre-Health students that convert to an actual Health Science Program.

✚ *New data for the Spring2022 semester is being reviewed for 275 pre- Health students.*

Strategic Project #2: Human Resources:

All full time Health science faculty will complete the ACUE professional development training within the academic year 2021-2022 as defined by the Title III Professional Development Parameters.

✚ *Full time and Adjunct faculty are currently in class with Dr. Green as Cohort Facilitator. The ACUE course has started up again for the Spring semester 2022.*

Strategic Project #3: Student Access:

Investigate and research options for a combined certificate or degree potential in the 2021-2022 academic year. This is a collaborative effort between BIT and Health Science which will:

a) Analyze regional workforce and in-demand market potential needs.

✚ *Leesa is working on collecting this data and potential market projections for 2022 and beyond.*

b) Review current courses in both divisions to merge together for a certificate.

✚ *Vince and Leesa have this mostly completed.*

✚ *Researching several certificate potentials related to Informatics, Dietary Management, Chemicals Management, Sterile Processing and other areas.*

✚ *The LPN summer cohort option for 2022 is being finalized with corporate partners of Avita Health Systems and Ohio Health Mansfield Shelby for more LPNs for these agencies. This will be an evening cohort on a Flex schedule for 30 weeks.*

03_Liberal Arts

Accomplishments toward Strategic Projects

Strategic Project 1: Student Access:

Grow transfer to 20%

a) Complete Transfer Center on Web

- ✚ *The Workforce Communications and Information Skills certificate was **APPROVED** by the Curriculum Committee on February 4, 2022.*
- ✚ *Meetings between Walters and Kamwithi are held weekly to keep curriculum moving forward.*
- ✚ *This certificate now goes to HLC and ODHE, and we are seeking Title IV approval for grant use.*

b) Develop CCP to NCSC to Bachelor Degree Paths

- ✚ *We have scheduled five high school programs beginning February 17, 2022 for recruitment of new students.*
- ✚ *A team from LA Division and Admissions will be at Mansfield Christian High School (2/17); Shelby High School (3/4); Willard High School (4/14), Plymouth-Shiloh High School (4/14) and East Seneca High School (4/14) (dates may shift forward or backwards one calendar day).*
- ✚ *The purpose of these visits is: for LA administration to interact with school administrators, LA Liaison to interact with Guidance Offices, and admissions and LA personnel to meet with secondary students.*

c) Prepare OTM courses for resubmittal to ODHE

Strategic Project 2: Student Success:

Develop and refine 8-week courses and refine online courses especially grandfathered courses

- ✚ *We have completed CTAG alignments for the EDUT 1010 and 2080 courses to submit to ODHE;*
- ✚ *We have obtained approval of a new MATH 2020 Linear Algebra course and will now finalize the OGTP in Mathematics to submit to ODHE;*
- ✚ *We have drafted articulation and transfer agreements with the University of Akron and Ashland University; continued progress on a transfer agreement with OSU-M in education.*

Strategic Project 3: Human Resources:

Recruit additional adjunct faculty and arrange their training/mentoring.

- ✚ *The LA Office Staff are reviewing budgets and making final purchases required for spring operations to comply with purchasing guidelines and dates.*

04_Business, Industry, and Technology

Accomplishments toward Strategic Projects

Strategic Project 1: Student Access (Title 3):

- Business Marketing program to online/8-week. Will require VCMT analysis for shared courses
 - + Departures in the business department have slowed the transition.
 - + Management degree program will be 8 week/online for new students by fall22

b. Networking and Cyber Security to 8-week/online

- Including review certificate inventory

c. Develop new 15-hour electrical cert to align w/Career Centers' strong electrical curriculum

Strategic Project 2: Student Access and Success (Diverse academic programing in partnership with Health Science):

a. IT focus

b. Continuation of mentoring program

c. IT/Cyber 1+1 program

Strategic Project 3: Human, Fiscal, and Physical Resources (Establish a vision for North Central State College Kehoe Center of Excellence):

a. Engineering bachelor's degree faculty onboarding and program adjustments

b. Engineering completion of BASSIAET and approval

c. Criminal Justice integration

d. Pursue grants for marketing and retention of minority students

- + ITEC Advisory committee approves pursuit of Cyber Bachelor degree
 - o Course list and outcomes completed
- + Engineering Advisory committee approves pursuit of second Bachelor degree
 - o Course list and outcomes in process
- + Tower tech training
 - o Two potential sites for beginning cohorts being reviewed
- + Intel Ohio announcement – looking at cert through BAS degree alignment and opportunity

05_Academic Support Services (Adjunct, Online, 8-week, Canvas, OER, Center for Teaching Excellence)

Accomplishments toward Strategic Projects

Academic Support (Report by Toni Johnson)

Strategic Project 1: To enhance consistent instructional delivery, develop and implement a standardized Canvas shell for all courses taught at North Central.

Strategic Project 2: To enhance the quality of onboarding, orientation and support of adjunct instructors, launch a revised adjunct support program.

Center for Teaching Excellence (Report by Toni Johnson/Michael Welker/Pam Ratvasky)

Strategic Project 1: Create and implement a defined course design development program for NCSC classes.

- a) Draft a written course design development milestones grid by July 15, 2021.
- b) Solicit feedback from stakeholders (faculty & academic leaders) on the draft grid by September 30, 2021.
- c) Develop procedures for course alignment to development grid, milestone completion criteria and prioritization of redesign activities by March 1, 2022.
- d) Develop & implement internal course redesign programs/ formats as needed to begin advancing NCSC courses through the grid by May 1, 2022.

✚ Offered 8 week conversion workshops

✚ Attended kickoff of 8 Week faculty resources committee

✚ Held rescheduled Iterative Local QM Course Review for 2 RADS courses

Strategic Project 2: Create and implement a defined faculty development program for NCSC faculty.

- a) Identify core faculty teaching skillset that meets student, department, division & college goals by July 15, 2021.
- b) Draft a written faculty skillset development grid by August 1, 2021.
- c) Solicit feedback from stakeholders on the draft grid by October 15, 2021.
- d) NCSC Faculty (full-time & adjunct) complete a self-inventory around the finalized grid by December 15, 2021.
- e) Work with academic leadership to integrate annual faculty self-inventory into performance review/ accreditation processes by December 15, 2021.
- f) Develop a diverse set of development programming to address faculty cohorts in similar career milestones, common needs that emerge from the self-inventory by January 15, 2022.
- g) Implement targeted training programs to advance identified faculty skill needs by February 1, 2022.
- h) Survey programming participants to determine impact of development programming on progress in development grid skillset by May 1, 2022.

✚ Offered December New Faculty institute Workshop- part 1 -

✚ Offered Canvas 101 bootcamp pre-term

✚ Sent out Feb Launch pad Newsletter for new faculty - per feedback from last cohort attempting to setup 1on1 check-ins each month with each new faculty member.

Strategic Project 3: Increase Faculty Adoption of Open Educational Resources to reduce the student costs.

- a) Increase awareness of OER to NCSC and other Ohio Community Colleges by completing a minimum of 15 OER presentations during the fall 2021 and spring 2022 semesters.
- b) Increase course adoption of OER at NCSC by 50% for fall 2021, and an additional 10% for spring 2022. Baseline as of 7/1/2021 = 16.
- c) Increase course adoption of OER at least 5 other Ohio CC by June 30, 2022.

- ✚ *CTE - Sub-committee OER meetings*
- ✚ *Updating Syllabus Project with accurate OER course materials information and reviewing processes to improve tracking of OER use*
- ✚ *Prepare for Open Education Week training and OER awareness*
- ✚ *Work on top ten enrollment courses at NCSC and adopting OER*
- ✚ *Work with Clark State faculty to adopt OER in three classes*

06_TRIO, Solutions, and Tutoring Support Services *(Report by Toni Johnson/Barb Keener)*

Accomplishments toward Strategic Projects

Strategic Project 1: Recruit new TRIO students to maintain normal roster of 140 students with a focus on students from minority groups.

- c) Conduct 10 recruiting events for spring semester by 2/1/2022 (i.e. speaking to various classes, hold open house, cold calling)

✚ *We are currently following up on referrals from advisors and faculty.*

- d) Increase membership roster to 140 TRIO students by 3/1/2022

✚ *In progress, still need 40 students*

- e) Conduct 5 recruiting events for summer semester by 6/30/2022

- f) Achieve membership of 160 TRIO members by 7/30/2022

Strategic Project 2: Create and implement a mentoring program for TRIO students.

- d) Recruit another 5 mentors and conduct initial training & matching by 2/15/2022

- e) Conduct mentorship follow-up event by 4/1/2022.

07_Academic Quality and Compliance (Accreditation, Assessment, Curriculum) (Report by Gina Kamwithi) **Accomplishments toward Strategic Projects**

Strategic Project 1: Complete automating curriculum change to support 8 week and online

- + 5 more faculty trained on curriculum.

Strategic Project 2: Standardize/teach/maintain updated academic services processes for Lab Fee updates, Curriculum Change, Credential Tracking, Accreditation Updates

- + Lab Fee requests still pending with the state. Report due to Feds, and ODHE regarding fixed cost and enrollment drops and how these affect special purpose fees.
- + HLC additional location review set for RIC and the Galion Liberal Arts program.

Strategic Project 3: Increase Assessment engagement, and stabilize processes for professional/co-curricular

- + Targeted tutorial videos for faculty analysis of their CWO's, Enrollment Trends, and Demographics delivered to all full-time faculty responsible for assessment reporting.
- + First assessment meeting of Spring 2022 completed, co-curricular staff included in discussion related to rubrics to measure student's soft skills learning.

Strategic Project 4: Deploy CCSSE & SSI AY 2021-2022

- + SSI survey ready for deployment will send emails to faculty who courses have been randomly selected; deployment delayed to allow for an IR survey to finish.

Student Services & Institutional Effectiveness

08_Admissions & Enrollment Management (Report by Amanda Sheets)

Accomplishment toward Strategic Projects.

Strategic Project 1: Access

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.

- ✦ 27 Avita and OhioHealth Employees are enrolled for a summer PN program
- ✦ Admissions Booking appointments, the admission teams have met 15 adult prospects individuals in the past two weeks
- ✦ 16 Mechanic Banks employees are enrolled for a spring course
- ✦ prospects participating in either a Virtual chat or campus tour
- ✦ Sent out emails to all Superintendents, Principals, and Guidance Counselors for this year's Foundation Scholarship.

Strategic Project 2: Access and Resources

Convert presentations to reflect either a virtual or in-person experience for campus visit, campus tour, College Day / Night fair, high school visits, correspondence, and preview days or other Connect to Campus activities.

- ✦ Planning for upcoming President's Day on 2/21/22. This event is both an in-person experience for campus tours and a virtual opportunity.

Strategic Project 3: Access/Success/Resources

Develop better, stronger, and positive communication with specific audiences (TFS, COF, Foundation Scholarships) receiving aid, what steps need to be completed.

- ✦ TFS application opens October 1st – 282 high school students have applied of those applicants 54.5% have also completed a general application for Fall 22.
- ✦ Will send out scholarship acceptance letters using DocuSign.

09_Crawford Success Center (Report by Amanda Sheets/Nathan Harvey)

Accomplishments toward Strategic Projects

Goal: Increase the number of valid post high school applications and workforces related workshops by collaborating with local business and agencies (Report by Amanda Sheets)

Strategic Project 1: (Access/Resources):

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.

- ✦ Total 329 applicants on contact list for 2022
 - 85% have received 1-3 phone calls and corresponding text message/email
- ✦ Summer 2022 Semester
 - Total summer applicants for six county list served by Crawford: 21 non-CCP
- ✦ Fall 2022 Semester
 - Total fall applicants for six county list served by Crawford: 112 non-CCP
- ✦ Online Only Applicants

- Total online only applicants for Summer 2022: 21
- Total online only applicants for Fall 2022: 35
- ✚ Special Applicant Promotion Campaigns
 - Crawford Success Center spring classes and services (text and email)
 - January Connect 2 Campus (text and email)
- ✚ Social Media
 - Promotion of Crawford and Connect 2 Campus events
 - Promotion of Practical Nursing program and spring classes
 - Promotion of Peer Recovery Support certification training
 - 421 LinkedIn connections (up from 385)

Strategic Project 2: (Access/Resources):

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.

- ✚ Practical Nursing Certificate:
 - 8 Crawford County Pre-Practical Nursing students preparing for a fall 2022 start.
 - 7 Students Registered in the Crawford LPN Fall 2021 Program
 - 20 new Applicants for Spring 2022
- ✚ Second LPN cohort scheduled to begin in summer 2022 in collaboration with Avita.
- ✚ LPN spotlight video created in collaboration with DRM Productions and Community Opportunity

Strategic Project 3: (Access/Resources):

Grow community involvement

- ✚ ASPIRE GED program adding a third meeting day per week starting in January 2022
- ✚ Collaboration with Community Opportunity for quarterly job fair
- ✚ Groups meeting at the center
 - Timken: hiring events & onboarding
 - Crawford Works
 - Crawford Prevention
 - Choices for Life
 - Crawford Builds
 - WISE Pathways: Women in Sustainable Employment
 - ASPIRE GED program

10_Student Success Center and Retention Services (Report by Monica Durham)

Accomplishments toward Strategic Projects

Strategic Project 1: (Access)

Enhance support of Adult Learners, Females and Black/African American students during the onboarding process

- ✦ *Key Priority: Develop a peer mentor program (“NC Navigators”)*
 - *Collaborating with Barb Keener*
- ✦ *Other: Participating in OACC’s SEM series. Topic that the college will be focused on: Increase Overall Enrollment and Conversion Rates*

Strategic Project 2: (Success)

Strengthen the integrated delivery of career planning, advising and nonacademic support services during the entry and connection stages of enrollment

- ✦ *Key Priority: Coordinate and lead the college’s participation in #RealCollegeOH— Technical Assistance program provided by the Hope Center (through OACC)*
 - *Attended #RealCollegeOH session on topic 4: mapping basic needs supports (part 1) on 1/25 (part of a year-long series focused on basic needs on college campuses on Ohio)*
 - *Working on a Campus Supports Gap Analysis*
- ✦ *Other: Developed a “one-pager” highlighting on-campus resources.*
- ✦ *Other: Launched Advocacy & Resource website: <https://ncstatecollege.edu/advocacy-and-resources/>*

Strategic Project 3: (Resources)

Maximize utilization of Aviso Engage (key features such as alerts, referrals, action plans/tasks, resources and messaging)

- ✦ *Key Priority: Create and implement a tiered outreach plan and communication calendar; Create training materials for staff, adjunct faculty and faculty*
 - *Sent email to faculty and adjuncts with a Quick Guide to Using Aviso Engage*
- ✦ *Other: Activated Week 3 Progress Check Alert on 2/2*
- ✦ *Other: Referrals for Spring term 2022 since start of term:*
 - *Career = 0*
 - *Child Development Center = 0*
 - *Counseling = 1*
 - *Disability Services = 2*
 - *Financial Aid = 0*
 - *Internships = 0*
 - *Solutions = 1*
 - *Student Records office = 0*
 - *TRIO = 35*
 - *Tutoring = 1*

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

Accomplishments toward Strategic Projects

Strategic Priority 1: (Access)

Sustain CCP enrollment growth in 2021-22 through a continued focus on service to our partner schools, our CCP students and families, and our internal stakeholders.

- ✦ *CCP Information Meetings at Wynford, OHVA, Northmor, Seneca East, South Central, Willard and Norwalk*
 - *The Annual CCP information meetings to inform families about the CCP program, and promote opportunities with NCSC*
- ✦ *CCP Spring 2022 registration wrapped with 1160 CCP students, enrolled for approximately 7500 hours.*
- ✦ *Continued efforts on Selective Service audit for males who are 18 and required to register for SS; outreach to secure the information required for reporting*

Strategic Priority 2: (Success)

Continue leveraging technology and collaboration to support CCP Department needs: communication, CCP program promotion, pathways, enrollment and student success.

- ✦ *Audits for CCP probation students from Fall to Spring; Continued audit for students enrolling beyond maximum annual funded hours*
- ✦ *Continued programming with the CCP online orientation for new student registration for Spring 2022*
- ✦ *Continued CCP webpage updates to reflect planning needs for 2022-23*
- ✦ *Continue monitoring of new process between recruit and colleague for the implementation of CCP permission slip and questionnaire for new CCP applicants per HB 110*

Strategic Priority 3: (Access/Success)

Hire and onboard a second full-time CCP Advisor to support CCP enrollment, student success and engagement with the college.

- ✦ *Continued support to students by Scott George and Casey Randall, working in tandem to register our CCP students, on and off-campus, engaging them with NCSC.*
- ✦ *Continued high school-based advising support to assist students and counselors for Spring 22 planning and registration*

12_Registrar (Student Records Office) (Report by Mark Monnes)

Accomplishments toward Strategic Projects

Strategic Project 1: To increase the number of fully online students by 15% and actively collaborate with academic divisions to add additional fully online programs to our existing list of programs.

- ✦ *With most “never attended” drops accounted for, we currently have 118 registered students for spring. This is an increase compared to 104 for SP2021.*

Strategic Project 2: To review and standardize various deadline dates for first and second 8-week classes to ensure there is consistency with timelines from term to term. Will explore and implement options in Colleague to block assign enrollment add/drop dates to 8-week sections, rather than individually assign them.

- ✦ *This project should be considered fully implemented now. The batch process was successfully used for 1st and 2nd 8 week classes, as well as, other flex classes.*

Strategic Project 3: Closely monitor and address any bad data issues with CCP billing prior to submission for billing. Will review “bad data” file and make any necessary corrections multiple times each term.

- ✦ *Continuing to monitor monthly data reports for disputes and collaborating with high school/career center EMIS coordinators when needed. Any issues have been addressed and remedied. SP2022 billing submission will be reported next week.*

13_ Financial Aid Office (Report by Amanda Kaltenbaugh)

Accomplishments toward Strategic Projects

Strategic Project 1: Review, revise, improve, and virtualize financial aid processes, forms, and communications by converting them to email, text, etc. while striving for clarity and consistency.

- ✦ *Created 2023/23 online Foundation Scholarship application.*
- ✦ *Researched and self-taught how to create HTMs email in Colleague in with embedded links, colors, images, etc.*
 - *Created HTML based email regarding required information for 2022/23. Email tells students what they specifically need to complete their 22/23 file and has embedded links to access their specific required forms.*
- ✦ *Updated financial aid self-service due to Federal rule/requirement changes*

Strategic Project 2: Maximize the tools we have to have to reach our students and communicate with other offices. This includes revising and updating the web pages with Ocelot videos, and working through Chatbot questions and answers to tailor them to NC State. Also reach out to campus departments to help them understand financial aid issues they are likely to encounter.

- ✦ *Worked with Amanda Sheets and Tom Prendergast on TFS rules, procedures, etc to make sure all parties involved were on the same track.*

Strategic Project 3: Increase opportunities for student access and success in higher education by helping students and their families seek, obtain, and make the best use of all financial resources. This includes providing them with estimated cost of attendance, guidance, loan repayment options and scholarship options to help them navigate their education. Continually provide courteous and efficient service and financial aid support to students and their parent.

- ✦ *Included information in all outgoing correspondence about foundation scholarship application being open*
- ✦ *All 22/23 financial aid information is now accessible on MyNC, All initial award offers for loan only students, missing information letters, etc. have gone out to via postal mail. Missing info emails have gone out and students have 24/7 access to all info on their MyNC.*

- As of 02/03/22, the financial aid office has processed **999** 2022/23 FAFSA applications for fall start aid.

Business Services

14_Child Development Center *(Report by Wendy Thompson)*

Accomplishments toward Strategic Projects

Strategic Project 1: Embark on a marketing and enrollment campaign, and increase home-based and center enrollment

The CDC Continues to work diligently to increase attendance in our center-based program as well as our home-based program.

- + *Our home-based Early Head Start Program is currently fully enrolled at 28/28 slots with five families on our waiting list. The waitlist includes three pregnant moms.*
- + *Our center-based Enrollment is currently full with all 40 preschool and 12 Infant/Toddler Private pay and Publicly Funded Early Childhood positions full.*
- + *We continue to take registration for fall in our preschool program. We will have 10/40 children graduate and will need 5 of those 10 for children who will transition from the infant-toddler classroom to the preschool classroom. Of the other five available slots, we have 2 families already enrolled.*
- + *Current Goals: We continue to gather pertinent information around opening another classroom for Infant/Toddlers. We have a large waitlist for this age group. We are actively applying for grants and have reached out to the community for support.*

Strategic Project 2: Grow our leadership team

- + *We are fully staffed!*
- + *We did receive notification of two retirements effective December of 2022.*
- + *We will begin the process of looking for replacements for these two positions in late Spring, early Summer, and hope to have a period of transition to ensure the needs of children and families are met.*

Strategic Project 3: Engage in professional development opportunities to develop & maintain a diverse, inclusive and equitable approach to early childhood learning!

- + *While working with Ms. Paula Waldruff, we were able to secure partial funding for from our community partners at Richland County Youth & Family Council. This training will*

take place on February 25th during our professional development day! Many thanks to Paula for her assistance and work to help us secure this grant!

- ✚ *The Your Journey Together (YJT), training and toolkit is a strength-based curriculum designed to promote the social and emotional well-being and resilience of vulnerable children and their families. It focuses on empowering parents to promote safe, trusting and healing environments – all key elements of a trauma-sensitive program.*
- ✚ *While this resilience-building parenting curriculum is designed for families with young children (infants, toddlers, preschoolers) many of the concepts apply to families with children of all ages. It shows parents how to use ordinary, everyday routines, activities and interactions as resilience-building opportunities.*
- ✚ *YJT is listed on the Parenting Curricula Review Databases for Head Start and Early Head Start programs. In addition, this trauma sensitive curriculum will provide training for fourteen staff members in the areas of Introducing Resilience, Strengthening Caregiving Practices that Promote Reliance, Strengthening Children's Protective Factors, Promoting the Resilient Adult Caregiver*
- ✚ *The staff of the CDC would be provided with the training, tools, and resources to provide parents with the knowledge and skills that promote resilience and provide strategies on how to better cope with life's challenges.*

15_Accounting/ Controller's Office *(Report by Michele Schaad)*

Accomplishments toward Strategic Projects:

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

- ✚ *Received listings from Facilities. Getting files ready for upload to the website.*

Strategic Project 3: Move procurement functions from web advisor to self-service.

- ✚ *Continue working on a spreadsheet with all approvals, requisition, and view access in order to create the required new approval roles.*

16_Facilities Management *(Report by Kevin Kline)*

Accomplishments toward Strategic Projects

- ✚ *Nothing to Report*

Strategic Project 1: Continue conducting ongoing facility projects (such as carpet improvements, windows, doors, and lighting) to enhance the learning and clean environment in all classrooms

Strategic Project 2: Help with safety and security of all employees and students during all times throughout the day and increase awareness of each of the facilities employees to make sure they are cognizant of their surroundings.

Strategic Project 3: Continue to work on energy consumption (such as replacing lights with LED's) for safety and energy conservation;

Strategic Project 4: Continue to minimize space utilization (by working with deans and assistant deans to improve scheduling and closing of unused building sections)

Strategic Project 5: Build a seamless relationship with our co-located campus to improve energy and HVAC, and optimize savings throughout the NCSC buildings.

17_ Information Technology Services *(Report by Major Price)* **Accomplishments toward Strategic Projects**

Strategic Project 1:

10 GB Internet connection to NCSC main campus.

- ✦ *To complete the last mile connection for the 10 GB connection Spectrum has stated that it will take approximately 90 days to complete the ELAN infrastructure and install the networking equipment in Fallerius Hall.*

Strategic Project 2:

New Ellucian VPN with high availability (HA).

- ✦ *The IT department has worked with Ellucian to create the HA (High Availability) static routes back to AWS (Amazon Web Services) that include failover routes.*
- ✦ *The firewalls on the main campus have been configured for auto failover if one of the routes should fail.*
- ✦ *The firewalls at the Kehoe Center have been configured for HA but have not been tested because of not wanting to disrupt classes.*
- ✦ *We do not have redundant ports on the CPE switch and will have to manually connect the second firewall to re-establish connection*

Strategic Project 3:

Distribution of laptops to employees and students.

- ✦ *The distribution of laptops to students and employees is going well. It is a slow process because of the coordination between the IT tech and the employee that is needed to transfer files from their desktop computer to their laptop. (on-going)*

Strategic Project 4:

Disaster recovery site for on premise servers.

- ✦ *The IT department staged a simulated co-location network test for disaster recovery and they were able to restore all the servers that were included in the test. More work will need to be done to get Active Directory Services functioning properly when implementing the disaster recovery test. (on going)*

Strategic Project 5:

College wireless network ClearPass controller upgrade for Kehoe Center and main campus.

- ✦ *The splash page for guest users is now working properly. The IT department is still working on enabling a certificate push to mobile phones that need a certificate to properly log on to our secure wireless network.*

Strategic Project 6:

Renovation of classrooms to 21st century learning and teaching environment.

- ✦ *Fallerius Hall: F-103, F-112, 131 and 138 Health Science: HS-136, HS-215, HS-311, HS-317, HS-321, HS-323, HS-338, and HS-339 Kehoe Center: KC-048/050, KC-222, KC-226 and KC-242 are now complete.*
- ✦ *Step-by-step instructions are going to be written to assist faculty with the use of the equipment.*

Strategic Project 7:

Install multifactor authentication factor access on servers in data center.

- ✦ *The network administrator has installed multi-factor authentication (MFA) on all servers. Multifactor authentication on the firewalls will require running a one-time password (OTP) on your mobile phone using the DUO application.*

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

Accomplishments toward Strategic Projects

Strategic Project 1:

Finalize configuration and testing with HR for Colleague Self-Service HR and Payroll functionality. Work with HR to develop instructional/training material as needed; develop timeline for migration of employees; and complete migration for all employees prior to end of next fiscal year

Strategic Project 2:

Finalize configuration and testing with AR for Colleague Self-Service Procurement functionality. Work with AR to develop instructional/training material as needed; develop timeline for migration of current procurement users; and complete migration for all current procurement users prior to end of next fiscal year.

President's Office

19_Human Resources *(Report by Doug Hanuscin)*

Accomplishments toward Strategic Projects

Strategic Project 1:

Increase diversity of faculty & staff

- ✦ *Efforts on-going to recruit diverse faculty and staff*

Strategic Project 2:

Electronic On-boarding

- ✦ *Internal documents have been created for electronic on-boarding. Intend to look at outside on-boarding sources. Colleague may interface with NEO ED which has an onboarding component. Working with IS to research further. Have reviewed the NEO ED platform with Zane State Community College, which is what they use.*

Strategic Project 3:

Colleague Self-Service HR & Automated Leave Process

- ✦ *HR staff are currently live in web time entry/self-service. Automated request for leave process in place and being used. After a few more pay cycles, will bring other departments into HR self-service. Marcia has created a plan for moving other departments to self-service time entry.*

Strategic Project 4:

Document Imaging

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

Accomplishments toward Strategic Projects

Strategic Project 1: (Workforce)

Recruit new workforce corporate partners that result in an increase in revenue from the program and builds upon/expands the current relationship and scope of impact the college has. Increase the number of companies offered the opportunity; the number of classes held, the revenue generated, and students attending the workforce program; and invite and increase alumni engagement through Alumni referral scholarship to workforce programs.

- ✦ *Strong Supervision training interest from Corporate partners and 4 new corporate programs recently added.*
- ✦ *Standardization of recruitment materials, training templates, and marketing plan in process.*
- ✦ *MAC college committee will be going through Sup and Leadership training based on the results of a survey that is going out to the MAC committee to complete*
- ✦ *Tower Tech program equipment-currently securing quotes.*

Strategic Project 2: (Scholarships)

Secure funding for scholarships, programs, including Tuition Freedom and Certificates.

- Increase Financial Scholarship Goals for FY 22: Secure \$185,000 in new scholarship funds
- Co-facilitate the monthly grant meetings held with the new Grant Manager, with measurables tracked.
- Request new funding for engineering equipment needs-\$30,000

Increase Financial Scholarships for FY 22:

- ✦ *Emerald Club 2021/2022*
Goal: \$350,000
Total: \$682,791.92
FY22 % to goal: 196%

LPN Support

- ✦ *Dr Diab and NCSC Foundation met with Avita's CEO and developing a plan to replicate the current LPN summer cohort program for fall 2022.*
- ✦ *The hospital wants the current LPNs and students to be a part of the LPN to RN program in Jan 2023.*
- ✦ *NCSC Foundation is willing to fundraise for these new programs and to cover tuition and books not covered by the hospital and other aid. Avita will cover the cost for students that is not being covered too.*
- ✦ *A meeting is planned with OhioHealth to discuss a similar plan.*

Strategic Project 3: (Technology Support)

Increase Technology support, including HyFlex/Next Gen classrooms.

- ✦ *Received \$16,400 for materials to support the engineering program.*

21_ Workforce & Non-Credit *(Report by Linda Hess)*

Accomplishments toward Strategic Projects

Strategic Project 1:

Expand training and apprentices in both number and occupation (manufacturing, IT, business, plastics).

Strategic Project 2:

Promote customized training and increase company awareness to assessment and testing resources available through the College. Increase workforce revenue by 20%.

Strategic Project 3:

Expand services offered in Pearson Vue testing Center

- a) Increase open testing days to 2 x weekly
- b) Increase revenue by 48%
- c) Staff with existing or new employee to promote growth

22_Marketing & Public Relations *(Report by Keith Stoner)*

Accomplishments toward Strategic Projects

Strategic Project 1:

Continue reworking student services content provided to prospects and students to make it more customer-focused including web content and print materials.

- a) Recruitment materials need to be reviewed constantly for accuracy and updates
- b) Continue the work to build out the transfer center, foundation, and COVID response pages

- ✚ *Prepared materials for use of LA outreach efforts, FAFSA in Ashland, and multiple mailings.*
- ✚ *Supporting efforts to provide personal response early in the recruitment cycle through promotion of available online and in-person appointments.*

Strategic Project 2:

Promotional support in an evolving world.

- a) Position NC State as a resource for all college-going students and their families
- b) Continue to be creative and do more targeting with promotions.
- c) Pursue earned media on social and traditional media
- d) Social media promotions placed in-house with relevance and targeting
- e) Web development continues to maintain accessibility and improve SEO as we transition to WCAG 2.0

- ✚ *Awareness marketing continues.*
- ✚ *Spectrum ads on local cable have begun.*
- ✚ *In2eract survey is complete. Sent portions of the results to Dr. Diab and Tom P.*
- ✚ *New web pages for internal and external audiences.*
- ✚ *Initiated development of personal web pages for recruitment.*
- ✚ *Promotions are in place for foundation scholarships, CCP, certificates, Spring events, etc.*
- ✚ *Local tie-in for Intel announcement was positively received.*

23_Faculty Caucus *(Report by Sara Rollo)*

Accomplishments toward Strategic Projects

Strategic Project 1: Access

Remind and inform all full-time and part-time faculty the purpose of Faculty Caucus

- ✦ *As new faculty are hired, we will communicate with them sharing the Faculty Caucus role and purpose*
- ✦ *When necessary, remind faculty that all are welcome to join the meetings*

Strategic Project 2: Success

a) Review Faculty and Staff Caucus Constitution

- ✦ *Continue to review the constitution and will do so in conjunction with Staff Caucus*
- ✦ *Continue to meet monthly as a Congress*

b) Review and provide input of college policies

- ✦ *Dr. Toni Johnson is coming to our next meeting to begin conversations regarding class sizes as it pertains to online courses in the 8-week format*

Strategic Project 3: Resources

Promote activities that involve faculty professional development

- ✦ *Started discussions for fall in-service day ideas and topics*

24_Staff Caucus *(Report by Brandel Boyd)*

Accomplishments toward Strategic Projects

Strategic Project 1: Access

Increase awareness of Staff Caucus' Presence and Purpose to all NCSC staff

- ✦ *Planning to speak to staff at February Convocation during a break (lunch or otherwise)*

Strategic Project 2: Success:

a) Increase membership that further shows comprehensive coverage of all College campuses/buildings and Departments.

- ✦ *Plan to brainstorm ways to increase awareness by increasing morale among staff*
- ✦ *Plan to speak to staff during February Convocation*

b) Review Congress with Faculty Caucus and Update

Strategic Project 3: Resources

Increase professional development opportunities for staff during convocations and in-services

- ✦ *Nothing to report until spring in-service planning commences.*