



President's Bi-Weekly Report

For period February 6, 2023 to February 17, 2023

*** Submissions for the next update are due Friday, March 3, 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.

+ Training:

- Met with Don Wallis and Dave Koepke to review a new Vulnerability Assessment for the main campus, and discuss variables that might affect the assessments for Shelby and Bucyrus.
- Don Wallis is presenting at In-Service on Feb. 24th. Thanks Doug H. for setting this up.
- Will present the Vulnerability Assessment to CERT on Feb. 28th.

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?

- + Over a two-day period 200+ Lexington HS sophomores visited Kehoe labs. Labs were presented by, Jonathan Dewitt, Donna Kittle, Morgan Baker, Mohamed Ghonimy, Mike Beebe, Sneha Vanga, Brian Baldrige.

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
- b) Success: Increase Retention in all programs and foundational science courses by 10%
- c) Resources1: Reduce Student Debt by identifying one OER book per department to replace a required textbook for fall 2023.
- d) Resources2: prepare a balanced 2023 budget proposal in all departments of Health Science as impacted by enrollment and retention

Strategic Project:

- ✚ *Access: Scheduling campus visits for interested schools with Enrollment department. Outreach continues this semester in person and via zoom.*
- ✚ *Success: Increase Retention in all programs and foundational science courses by 10%*
- ✚ *Outreach to pre - Health students for Program application. Working to make sure all students are aware of tutoring options for science courses.*
- ✚ *Resources1: Reduce Student Debt by identifying one OER book per department to replace a required textbook for fall 2023. Program decisions to be made for the Fall23 Textbook change date.*
- ✚ *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. 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.

- ✚ *Continuing Phase 2 of follow-up/ Implementation of Success/Retention enhancement Instructional Support Plans (capturing local teaching success/ retention excellence exemplars & implementing development in identified areas to enhance success/retention.)*
- ✚ *Shared OER CCC OEI pre-built Canvas sites in Faculty newsletter; planning OER recognition around OpenEd Week in March.*

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) *Increased outreach to current and prospective HS students by the following activities*

- ✚ *Continued open house marketing*
- ✚ *Visits to high school scholarship day*
- ✚ *Visits to labs, student visits here.*

- + Application days
- + Direct outreach by postcards, e-mails, calls, texts
- + Choose Ohio First. Have potential to offer 100+ scholarships. Committee is considering some early offers – at latest to send out in March.
- + Actively calling through new inquiries offering to set up appointment with admission representative, we currently have seen an increase in admission appointments
- + Implementing texting function to send out to current inquiries/applicants
- + Continued follow up on TFS tracking the following: Return contract; Apply to college; Sent in updated high school transcript; FAFSA on file. Current calling campaign in place to reach out to students with TFS auto offer.

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

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 6 county service area (currently in progress through transition services)**

- SP 2023: 164 (Complete)
- SU 2023: 41
- FA 2023: 111
- Total: 316

- 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 (complete)
- SU 2023: 28
- FA 2023: 40
- Total: 166

- 98% have received 1-3 phone calls and/or corresponding text message/email

+ **PRACTICAL NURISNG Applicants**

- *Special emphasis on contacting applicants for SU/FA PN Cohorts in Bucyrus and Mansfield*


+ **Special Applicant Promotion Campaigns**

- *Special TEXT/email campaigns (Foundation Scholarships, Former PN applicants for Summer PN Cohort, TEAS test preparation workshops/tutoring, March Open House promotion,*
- *Phone, Text and email campaign PN applicants*
- *Continue Summer and Fall applicant contacts for 6 county service area and ONLN applicants*
- *Various special promotions and follow up for practical nursing in cooperation with PN Success Coach*
- *Beginning of FAFSA Completion campaign and FAFSA Completion Workshop on March 15*

SOCIAL MEDIA

- *Promotion of GED program and other Crawford Success Center programs/services*
- *Beginning promotion of summer and fall enrollment including FAFSA and Foundation Scholarships and Open House events.*
- *Special Campaign for Practical Nursing summer (evening and fall cohorts)*

b) **Strategic Project 2:** 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.

 *"Feeding Student Success" Pantry Donation Drive concluded. (However, additional items still will be accepted. Contact Sarah Swank.)*

 *Updating and refreshing current NCares Pantry space (located in Byron Kee Center)*

 *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 = 4*

- *Child Development Center = 1*
- *Counseling = 4*
- *Disability Services = 6*
- *Retention Services = 37*
- *Solutions = 2*
- *Testing = 1*
- *TRIO = 34*
- *Tutoring = 9*

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.

- ✚ *Continued CCP Information Sessions at partnering high schools for 2023-24 CCP enrollment: EHOVE, Wynford, Buckeye Central, Mapleton, South Central, Crestline, Ashland Co. W. Holmes CC, Buckeye Community School*
- ✚ *Continued presence at high school partner sites to support CCP students with application, advising and testing for 2023-24: Celeryville, Galion, Loudonville*
- ✚ *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*
- ✚ *Completed: Search for candidate to fill the CCP Advisor/Success Coach position: Offer Accepted; Stephany Elgin will start Feb 21, 2023*

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:** 18 were evaluated since the last report, all transcripts have been evaluated well within the one-week goal.
- ✦ **High School transcripts:** A total of 86 traditional students have been accepted for the upcoming 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.

- ✦ 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 another batch of 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.
- ✦ Texted current students and applicants about the NCSC foundation scholarship application and how to apply for aid.
- ✦ Attended Mansfield Senior FAFSA night and assisted student/parents with financial aid questions.

***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.

- + *Hold restrictions and student account balances are being reviewed on an ongoing basis.*
- + *Notifications will go out closer to priority registration dates for those students who still have an outstanding balance for this term.*

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.

- + *Nothing to Report*

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

- ✦ *Dr. Diab was a part of the presidents of small colleges who were interviewed by Jobs Ohio on talent strategies for Intel, while he continues to engage with other Ohio organizations, on the OACC steering committee, to meet the objectives of the Intel project.*
- ✦ *Dr. Diab, and trustees McElfresh and Morando, attended the Association of Community College Trustees' National Legislative Summit on February 5-8 in Washington D.C. They met with legislative aids of four house representatives and two senators to advocate for our College and the community colleges agenda. Main topics included increasing the Pell Grant, creating a short-term Pell Grant (150 clock hours), not assessing taxes on Pell dollars used beyond tuition, in addition to supporting community colleges through additional federal grants like Title III and the Trade Adjustment Act.*
- ✦ *In preparation for our strategic planning this spring and summer, Dr. Diab engaged the national Education Advisory Board to review our strategic plan. They presented to the College community during our Cabinet meeting. Their final recommendation is to do more with less i.e. focus on doing few things and not to try to be everything to everybody.*

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

- ✦ *Colin Johnson, IT Help Desk Specialist*
- ✦ *Tiffany Detillion, Administrative Assistant, Admissions/Gateway Services/CCP*
- ✦ *Britney Riley, Office Assistant, BIT*

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.

- ✦ *Major gifts are at \$500,000 on a \$400,000 target.*
- ✦ *There are three new endowed scholarships have been launched in February 2023.*
- ✦ *The employee campaign will be launched Monday April 17 and contributes to the Emerald Club.*
- ✦ *Cedar Fair Charities have once again donated tickets that are going to be given to donors and staff . The partnership is being renewed for 2023 and will include a number of items being sold in the Cedar Point partnership.*
- ✦ *Workforce revenue billed is at 50% of the amount budgeted and forecasted to exceed the target, increasing by 10%+*
- ✦ *Events are on target to meet or exceed FY23 target. Weddings have picked up and there are events to close out the year.*

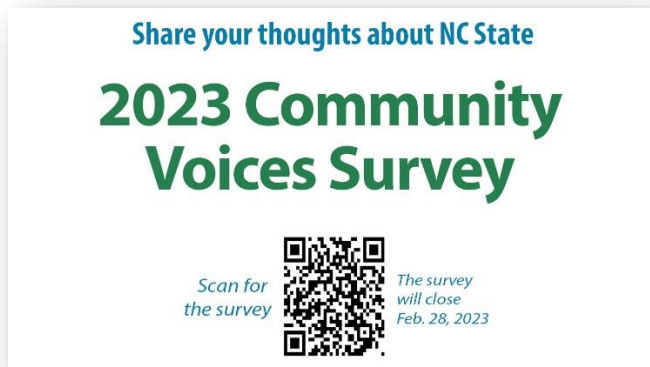
21_Marketing & Public Relations *(Report by Keith Stoner)*

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)

- ✦ *Spring promotions are underway. Traditional media, digital ads, social, email, smart solutions and collateral are all underway.*
- ✦ *Subjects include: CCP, Foundations Scholarships, Visit Days, Workforce, Ashland/ACCA, Crawford/ LPN and Scholarship for Success.*
- ✦ *Teri and Keith will present Personal Website at NCMPR Conference at the end of March. The site is live and active. Try it out for yourself [here](#).*
- ✦ *Providing significant support for Foundation initiatives right now. Spring is a busy time for their team as well.*

- ✦ *Worked through a significant challenge with Aculog and permissions to capture content for use on the website. Thanks to Toni Johnson for helping mediate that extended process.*
- ✦ *Spreading the word about our community feedback survey. The audience is anyone who knows us, has been a student, or worked with NC State throughout the region. Survey is open until Feb. 28th.*



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.

- ✦ *Continue to encourage faculty to utilize Aviso to send notes for students who are at-risk (either for non-attendance or for non-participation)*
- ✦ *Identified other departments within the college to continue communication and invite to a meeting*

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 recently met for the February meeting, and discussed various topics related to student success. Included was an extensive discussion on how staff could promote campus resources for students.*

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- ✦ *Staff Caucus also discussed the formulation on college enrollment goals, and how these goals could impact staff, and students as well.*
- ✦ *Staff Caucus is continuing to send regular reminders to staff on upcoming Staff Caucus meetings and information on discussion from prior meetings, to improve staff communication in general.*