



President's Bi-Weekly Report

For period December February 7, 2021 to February 18, 2022

** Submissions for next update are due **Friday, March 4, 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

✚ *COVID experience continues to improve on campus and throughout our community.*

✚ *COVID Dashboard information for NC State:*

<i>Positive COVID cases through 2-17-22:</i>	<i>Students (FT & PT)</i>	<i>Faculty (FT & PT)</i>	<i>Staff</i>
<i>Total cases to</i>	<i>191</i>	<i>25</i>	<i>22</i>
<i>Cases since Jan. 2022</i>	<i>54</i>	<i>5</i>	<i>11</i>
<i>Active cases right now</i>	<i>0</i>	<i>0</i>	<i>0</i>

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

Fall '21 semester totals: 108 total cases.

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

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

✚ *Attended a webinar about Clery Act, Timely Warnings and Emergency Notifications with Kevin Kline and Anthony Johnston.*

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.

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.

✚ *Five full-time and two adjunct faculty have earned their micro credentials in ACUE*

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

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 has been fully approved by HLC, ODHE, and for federal Title IV financial aid.*

✚ *Howard and Tom are preparing a report to the state Assistant Chancellor for Workforce office seeking approval for short term certificate scholarships for this certificate to begin summer 2022.*

- b) Develop CCP to NCSC to Bachelor Degree Paths

✚ *To support the roll-out of the Workforce Communications certificate, expanded summer courses have been scheduled at the CSC, and conversations have begun to identify and schedule summer sections at three additional locations to capture the spring high school graduate market with the key, milestone courses in the certificate to jump-start fall enrollment.*

- c) Prepare OTM courses for resubmittal to ODHE

- ✦ *The Human Services and Social Work program courses will be offered online/asynchronously beginning Fall 2022.*
- ✦ *A face-to-face fieldwork experience will still be required to meet degree requirements. This will allow more flexible time use by students and faculty to enhance **access**.*

Strategic Project 2: Student Success:

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

- ✦ *We are continuing to advance the planning and implementation of 8-week general education courses beginning summer and fall 2022. Additional meetings have taken place last week with fulltime and adjunct faculty to resolve questions as they occur.*

Strategic Project 3: Human Resources:

Recruit additional adjunct faculty and arrange their training/mentoring.

- ✦ *As noted above, by moving HMSV courses to online/asynchronous, we are able to merge the historically offered day and evening sections of duplicate courses. This creates greater efficiency in enrollment management and reduces the overall cost of the program.*
- ✦ *We also believe that the greater access afforded by online/asynchronous delivery will allow growth in the program enrollment and further support resource expansion.*

04_Business, Industry, and Technology

Accomplishments toward Strategic Projects

Strategic Project 1: Student Access (Title 3):

a. **Business Marketing program to online/8-week. Will require VCMT analysis for shared courses**

- ✦ *Will require VCMT analysis for shared courses*

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

- **Including review certificate inventory**

- ✦ *Program outline completed and now preparing industry letters of support*

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

- ✦ *Meeting with Mansfield Senior, MSSC CPT certificate mapping to Electrical Maintenance Certificate.*
- ✦ *Discussions with Admissions office for TFS type program for Certificate seekers.*

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

a. IT focus

- ✦ *Franklin U. structured a 2 + 2 program*
- ✦ *Program outline completed and now preparing industry letters of support*

b. Continuation of mentoring program

c. IT/Cyber 1+1 program

- ✦ *Working draft of 1+1 Cyber and IT in process with Knox CC*

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

- Engineering bachelor's degree faculty onboarding and program adjustments
- Engineering completion of BASSIAET and approval
- Criminal Justice integration
- Pursue grants for marketing and retention of minority students

- ✦ *Articulation agreements sent to CTE's for review and sign-off*

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.

- ✦ *Define elements of standard shell by 8/1/2021 and align to existing policy & procedures.*
- ✦ *Introduce standard shell to faculty at September division meeting.*
- ✦ *Conduct workshops to assist faculty with adoption of standard shell, September-October.*
- ✦ *At least 50% of course offerings for spring 2022 are utilizing the standard shell.*
- ✦ *100% of course offerings for summer 2022 are utilizing the standard shell.*
- ✦ *Beginning fall 2022, all course offerings are using the standard shell unless alternate has been approved by Assistant Dean.*

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

- ✦ *Review and modify procedures for onboarding and mentoring adjuncts by 9/1/2021.*
- ✦ *Conduct monthly adjunct support workshops.*

- ✦ *For all new adjuncts hired for fall 2021 and beyond, implement a revised mentorship 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.

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

- ✦ *Offered 8 wk conversion workshops*
- ✦ *Offering 24 hours of one-off workshops on OER/ 8 Week Course Design for Feb-March.*
- ✦ *One-on-one meetings are currently being scheduled.*
- ✦ *Offering several workshops to support OER implementation and 8-week transition in February and March. Detailed calendar can be found on the Faculty Hub calendar in Canvas.*
- ✦ *Upcoming this week: How to get started with OER (Wednesday, February 23rd, 7:00 pm); 8-week Conversion Best Practices (Saturday, March 26th, 10:00 am).*

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

- Identify core faculty teaching skillset that meets student, department, division & college goals by July 15, 2021.
- Draft a written faculty skillset development grid by August 1, 2021.
- Solicit feedback from stakeholders on the draft grid by October 15, 2021.
- NCSC Faculty (full-time & adjunct) complete a self-inventory around the finalized grid by December 15, 2021.
- Work with academic leadership to integrate annual faculty self-inventory into performance review/ accreditation processes by December 15, 2021.
- 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.
- Implement targeted training programs to advance identified faculty skill needs by February 1, 2022.
- 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 2 - 2/12*
- ✦ *Offered Maximizing live Class time workshop 2/11*
- ✦ *Sent out Feb Facilitator Newsletter for all faculty - featured technique: Flipped Classroom; Featured Tool: 'Msg Student Who...' Canvas tool*
- ✦ *Establishing curated Adjuncts Hub page within the NCSC Faculty Hub as curated repository for Adjunct faculty*

- ✚ *Distributed to each division a compilation of NCSC Student identified Zoom Best practices for each division from the Zoom Golden Mic Nominations & 2021 Faculty Winners - see <https://ncstate.instructure.com/courses/1880576/pages/zoom-golden-mic-award-winners>*
- ✚ *CTE Steering Committee is Developing question bank for 2022 NCSC Student & Faculty "Flashlight" surveys to launch in late Spring - data collected will guide & inform future development initiatives*

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*
- ✚ *OER Training Series -How to Get Started - February 10, 2022 -2 participants, both from Clark State*
- ✚ *OER Virtual Office Hour - February 11, 2022, no participants*
- ✚ *OER Training Series: Build a Plan - February 15, 2022, 1 participant from Miami University*
- ✚ *OER Training Series - Retaining Students with OER Adoption - February 17, 2022, no shows*
- ✚ *Preparing programming & Marketing for Open Education Week training and OER awareness March 7-March 11, 2022*
- ✚ *Work on top ten enrollment courses at NCSC and adopting OER*
- ✚ *Work with Clark State faculty to adopt OER in four classes*
- ✚ *Beginning 2/7 - Initiated staffing an after-hours "academic Support" on call Mon-Thurs 5p-8p & Sat 9a-12p - Received to date (2/7- 2/18) 17 after hours tickets:*
 - *1 Canvas*
 - *1 MS Office*
 - *15 Password Issues*

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

Accomplishments toward Strategic Projects

- ✚ *Nothing to Report*

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

- a. *Conduct 10 recruiting events for fall semester by 9/30/2021 (i.e. speaking to various classes, hold open house, cold calling)*
- b. *Achieve membership roster of 110 TRIO students by 10/15/2021*

- c. *Conduct 10 recruiting events for spring semester by 2/1/2022 (i.e. speaking to various classes, hold open house, cold calling)*
- d. *Increase membership roster to 140 TRIO students by 3/1/2022*
- 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.

- a) d) *Develop written overview of mentoring program and guidelines by 9/1/2021*
- b) *Review mentoring program overview & solicit feedback from stakeholders by 10/1/2021*
- c) *Recruit 5 mentors and conduct initial training & matching by 12/1/2021*
- 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

- ✚ *Most of the syllabi have been updated with their outcomes and assessments within curriculog-kudos to divisions AA's and Dr. Johnson!*

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

- ✚ *The majority of increased lab fee requests have been approved by the state. They have requested a bit more information on PHTA, ITEC and RADS- however even with the questions remaining the college will most likely gain full approval for increases in the fees. **Please note: this is the fourth year in a row we have been approved and the fourth year in a row we have been 6 months ahead of all other Ohio colleges with these requests.** This is all due to timely submission of these requests and your balancing act. Thank you to the Deans/Faculty for balancing the need to break even with the burden to students in relation to lab fees.*
- ✚ *The CATEF report was submitted 2.16.2022 to the Federal Department of Education's College Affordability and Transparency office. In the report NCSC outlined information on how deans/faculty make lab fee decisions, the variety of ways we attempt to reduce costs to students, and their need for student loans, as well as OER adoption rate in Liberal Arts.*
- ✚ *HLC additional location review will occur on March 22nd for both RIC1 and the Galion Liberal Arts program.*

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

- ✦ *More one-on-one meetings with faculty related to assessment have been conducted within the last semester than in the last few years combined! Thank you for reaching out to me.*
- ✦ *Please remember we are open and ready to support any CWO training needs with your adjunct faculty. I even have zoom training ready for you and your faculty!*

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

- ✦ *The IR survey has been deployed and SSI/CCSSE links should be sent to your students by February 28th. You will receive an email the middle of next week if your courses have been selected.*

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.

- ✦ *Admissions specialist visited all partnering high schools to share college updates, promote foundation scholarships, and TFS scholarships.*
- ✦ *Recruiters spent extended time at Mansfield, Knox Career Center, South Central, Pioneer Junior Presentations, Norwayne, and Clearfork.*
- ✦ *Presented at Willard's outreach program Starting Point, presented to 10 Willard High school students.*
- ✦ *Working on the next level for upskilling Avita LPNs.*
- ✦ *Met with Mansfield Christian counselor team and presented to the junior class*

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.

- ✦ *Preparing for tour groups the week of 2/22. The events include President's day and Pioneer Days.*

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 – 303 high school students have applied, and of those applicants 56.6% 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 470 applicants on contact list for fall 2021 - 2022*
 - *90% have received 1-3 phone calls and corresponding text message/email*
- ✦ *Summer 2022 Semester*
 - *Total summer applicants for six county list served by Crawford: 28 non-CCP*
- ✦ *Fall 2022 Semester*
 - *Total fall applicants for six county list served by Crawford: 124 non-CCP*
- ✦ *Online Only Applicants*
 - *Total online only applicants for Summer 2022: 28*
 - *Total online only applicants for Fall 2022: 42*
- ✦ *Special Applicant Promotion Campaigns*
 - *Enrollment Steps and FAFSA completion (text and email)*
 - *Foundation Scholarships and President's Day Visits (text and email)*
- ✦ *Social Media*
 - *Promotion of CSC summer courses*
 - *Promotion of FAFSA and Scholarship Deadline*
 - *Enrollment for PN*
 - *Arts for Success*
 - *425 LinkedIn Connections*

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:*
 - o 8 Crawford County Pre-Practical Nursing students preparing for a fall 2022 start.
 - o 20 new Applicants for Spring 2022
- + *Second LPN cohort scheduled to begin in summer 2022 in collaboration with Avita.*

Strategic Project 3: (Access/Resources):

Grow community involvement

- + *Creation of Crawford Success Center video in collaboration with DRM and Crawford Partnership*
 - o <https://youtu.be/zSyGuSuojTM>
- + *ASPIRE GED program began meeting three times per week January 2022*
- + *Collaboration with Community Opportunity for virtual job fair*

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*
 - o Collaborating with Barb Keener on this
- + *Other: Attended 2 sessions related to OACC's SEM series. Topic that the college will be focused on: Increase Overall Enrollment and Conversion Rates. 1:1 meeting held with consultant, Jodi Ashbrook, Ed.D on 2/16.*

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)*
 - o *Met with coach from #RealCollegeOH on 2/8 (part of a year-long series focused on basic needs on college campuses on Ohio)*
 - o *Drafted a Basic Needs Security Definition: Basic Needs Security of North Central State College students refers to resources needed to succeed and thrive in a college setting resulting in improved academic performance, persistence, and degree completion. NC State strives to create a culture of caring by addressing basic needs which may include, but are not limited to, food, technology, housing, mental health including personal counseling, hygiene, childcare, and transportation.*
- + *Department Professional Development Friday held on 2/18 with a focus on holistic student support and conducting caring and constructive conversations with students.*

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*
 - *Updated training materials*
- ✦ *Other: Referrals for Spring term 2022 since start of term:*
 - *Career Services = 1*
 - *Child Development Center = 0*
 - *Counseling = 2*
 - *Disability Services = 4*
 - *Financial Aid = 0*
 - *Internships = 0*
 - *Solutions = 1*
 - *Student Records office = 0*
 - *TRIO = 35*
 - *Tutoring = 3*

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 held at Ashland, ACWHCC, Crestview, EHOVE, Mansfield Christian, Clear Fork and Northwestern High schools*
 - *The Annual CCP information meetings to inform families about the CCP program, and promote opportunities with NCSC*
- ✦ *Wrapped Spring 2022 Selective Service audit for males who are 18 and required to register for SS; outreach to secure the information required for reporting*
- ✦ *Held Accuplacer testing session at Celeryville Christian to increase access to students*
- ✦ *Working to define institutional consensus on relevant high school coursework for student eligibility, option 3 as required by Rule 3333-1-65.14 of OAC*

Strategic Priority 2: (Success)

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

- ✦ *Wrapped audits for CCP probation students from Fall to Spring; wrapped audit for students enrolling beyond maximum annual funded hours*
- ✦ *Continued programming with the CCP online orientation for new student registration for 2022-23*

- ✦ 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, both on and off-campus, engaging the students 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.

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. SP2022 billing submission has been reported.

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 and sent Exit counseling email to all students graduating with student loan debt.

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.

- ✦ *Notified all students in late start courses the impact on their aid. Sent sample email to all advisors and copies of all the late start rosters.*
- ✦ *Requested Academic Services send an email out to all current students regarding the Foundation Scholarship application being open.*
- ✦ *All TFS students who have not completed their FAFSA or FA file for 22/23 have been coded with a comment code on Colleague. The comment code populates on outgoing letters from our office encouraging them to complete FAFSA and aid file. The comment code also reflects on the student's MyNC account that they have missing aid requirements that must be completed.*

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.*
- ✦ *Texting all Foundation scholarship applicants who have not completed a FAFSA or completed aid file and encouraging them to complete before the deadline. Following up with a letter via postal mail as well.*
- ✦ *All 22/23 financial aid information is now accessible on MyNC, The Fed recently released the Pell dollar amounts for 22/23 and we are currently awarding all grant eligible students by hand and sending letters out daily.*
 - *All initial award offers for loan-only students, missing information letters, etc. have gone out via postal mail. Missing info emails have gone out and students have 24/7 access to all info on their MyNC.*

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.

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.*

Update: Early Head Start Governance is in the process of reviewing the job descriptions for our Early Head Start Lead Teacher and our Family Visitor positions. Once recommendations are made based on the EHS Performance Standards, the job descriptions will be sent to HR for review

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

Update: Training will take place on February 25th Hard Copy Tool Kits have been received and an on-line version will be made available during the training.

- ✚ *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.*

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

Accomplishments toward Strategic Projects:

- ✚ Nothing to Report

Strategic Project 1: With the implementation of project accounting, have all new grants/projects set up on this system as well as training for any project managers.

Strategic Project 2: Continue listing obsolete items on govdeals.com

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

16_Facilities Management *(Report by Kevin Kline)*

Accomplishments toward Strategic Projects

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

- ✦ *Scheduled flooring to be installed at Kehoe center week of Spring break. Working with faculty and facilities staff on when to break equipment down.*
- ✦ *Anthony and Kevin installed 425 chairs into the Health Sciences building to enhance student experience, these chairs are roller chairs for the possibility of mobile learning using the IT department's large classroom project.*
- ✦ *Working with our Information Technologies department on the classroom upgrade project*

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.

- ✦ *Scheduled tow motor lift training for May so that our staff will be trained properly for the upcoming five years.*

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

- ✦ *Installing a new pump skid for domestic water at the Kehoe center, to improve pump efficiencies.*
- ✦ *Installing hallway lights on the second floor of the Kehoe center, replacing 170 lamps and all the can lights to flat panel LED lights to better illuminate hallway walk ways and improve the safety of our students.*
- ✦ *Installed switching on all floors of the Kehoe center to be able to turn the lights off at a more regulated time in our hallways. (no longer need a special key for the lights to be turned on or turned off)*

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

- ✦ *Working with the Assistant Deans in the room utilization of classroom needs and helping "stack" classroom usage, getting away from using subject specific classrooms.*

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

- ✦ *Continuing the processes of communication within all projects across campus*

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

Strategic Project 1:

10 GB Internet connection to NCSC main campus.

- ✦ *Spectrum has contacted the IT department and stated that within the next thirty days the new 10 GB equipment will be installed in Fallerius Hall.*
- ✦ *After the equipment is installed they will coordinate with OARnet to switch the ELAN circuits.*

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. This project is on going.*

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 have been 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

2022 Commencement Exercise

- ✦ *The 2022 Commencement Exercise (Graduation) will take place “in-person” at the Campus Recreation Center as scheduled on Friday, May 13th*
- ✦ *Faculty, Staff and Students participating in graduation will be expected to be in full academic regalia for this event.*
- ✦ *The commencement exercise will be held in (2) sessions to allow for ample social distancing. Session A will begin at 4:30pm and Session B will begin at 7:00pm to allow for graduation time and sanitization between the sessions*

- ✦ *Session A will consist of Graduates from the Business, Industry, and Technology (BIT) Division and Session B will consist of Graduates from the Health Sciences and Liberal Arts Divisions.*
- ✦ *Doors to the Campus Recreation Center will not be open until 4:00pm for Session A and 6:30pm for Session B.*
- ✦ *Students, Faculty, and Staff participating in Session A are to report to the designated area in Ovalwood Hall by 4:00pm and Students, Faculty, and Staff participating in Session B are to report to the designated area in Ovalwood Hall by 6:30pm for line up.*
- ✦ *The ceremony will be streamlined to take approximately one hour each.*
- ✦ *Faculty, Staff, Graduates and their families will be asked to leave the Campus Recreation Center promptly upon conclusion of their ceremony to enable the sanitation of the arena to take place in preparation for the next session.*
- ✦ *Further details of the ceremony will be published as they become available.*

19_Human Resources *(Report by Doug Hanuscin)* **Accomplishments toward Strategic Projects**

✦ *Nothing to Report*

Strategic Project 1:

Increase diversity of faculty & staff

Strategic Project 2:

Electronic On-boarding

Strategic Project 3:

Colleague Self-Service HR & Automated Leave Process

Strategic Project 4:

20_Advancement (Foundation, Grants, Government Relations) *(Report by Chris Copper)* **Accomplishments toward Strategic Projects**

✦ *Nothing to Report*

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.

Strategic Project 2: (Scholarships)

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

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

Strategic Project 3: (Technology Support)

Increase Technology support, including HyFlex/Next Gen classrooms.

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

Accomplishments toward Strategic Projects

✚ *Nothing to Report*

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

✚ *Multiple email blasts and targeted ads are driving inquiry for multiple audience segments.*

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.
- + Numerous web page updates for internal and external audiences.
- + Development of personal web pages for recruitment continues.
- + Promotions are in place for foundation scholarships, CCP, certificates, Spring events, etc.
- + PR announcement of Achieving the Dream Special Recognition forwarded to media.
- + Providing significant support for multiple Foundation projects.

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

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. Johnson joined the Caucus meeting on 2/10 to discuss class sizes especially with moving to the focused 8-week format
- + Reviewed the General Records Retention Schedule

Strategic Project 3: Resources

Promote activities that involve faculty professional development

- + Promote activities that involve faculty professional development

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

- + Sending welcome email to new hires

Strategic Project 2: Success:

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

✚ *Invitation to join Staff Caucus open to all staff members*

b) Review Congress with Faculty Caucus and Update

✚ *Staff Caucus has this on every monthly agenda to review until complete*

✚ *Staff and Faculty Caucus have decided to renew the Congress. Congress meetings have occurred since October 28, 2021 and ongoing while faculty are in session. Spring term start-up scheduled for March 2022.*

Strategic Project 3: Resources

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

✚ *Spring in-service agenda reviewed and approved*