



President's Bi-Weekly Report

For period February 20, 2023 to March 3, 2023

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

01_Campus Emergency Response Team (CERT)

Accomplishments toward Strategic Projects (Reported by Keith Stoner)

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

+ Training:

- Gave Vulnerability form to CERT Committee to fill out from their perspective
- Don Wallis is offering a tabletop training opportunity on a date in June.
- Need AED serviced in CDC. Keith will follow up with Cintas.

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?

+ Finalizing preparations for ACBSP 10 year site visit.

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

+ Outreach continues this semester in person and via zoom.
Health Science open house date is set.

Melinda and Leesa have provided school tours for Health Science as well as one -on -one tours as requested that are program specific.

b) Success: Increase Retention in all programs and foundational science courses by 10%

+ Outreach to pre - Health students for program application. Program faculty being sent the list of students that are pre-program specific to review where they are at with course work and to encourage them to attend an information session and apply for Fall2023

- c) Resources1: Reduce Student Debt by identifying one OER book per department to replace a required textbook for fall 2023.

✚ *Program decisions to be made for the Fall23 Textbook change date.*

- d) Resources2: prepare a balanced 2023 budget proposal in all departments of Health Science as impacted by enrollment and retention

✚ *As soon as the 23-24 budget is sent out, Melinda will meet individually to discuss program/department needs for 23-24 fiscal year and submit a realistic budget based on the student number data.*

04_Liberal Arts

Accomplishments toward Strategic Projects

Strategic Project(s):

- 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.
- Management and Program Coordinators will ensure all adjunct faculty embed the identified scaffold strategies; and all, including tutors, are prepared to implement scaffolds.
- The target goal is 50% reduction in withdrawal rates over the 2022-2023 academic year.

✚ *The Assistant Dean and FYEX faculty have begun a study of the course to identify strategies to improve student retention.*

✚ *Faculty groups are beginning the process of creating a master course shells in nine general education courses to go through an external Quality Matters review.*

✚ *Two members of the Liberal Arts Division attended the Dream 2023 Conference put on by Achieve the Dream.*

✚ *Members of the division attended the OACC's Explore STEM Careers training.*

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.

✚ *As of 2/28/2023 the Assurance Argument team, which includes 20 employees from every area of campus, were given the second draft of the Assurance Argument. March 31st will be the*

next meeting of the Assurance Team. A final draft will be available for review hopefully by the end of April.

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.

- ✚ *Prepping Student 2023 Flashlight survey to gather data to determine impact 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 at Academic division mtg NCSC student savings of \$506,000 (avg \$31k/ semester) since 2018 - Spring '23 with NCSC courses using free OER textbooks; Shared OhioLink OER conversion grant with Faculty.*

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.

- ✚ *January 11, 2023: Spring Orientation/Bowling with Trio
Objectives: check in with students, reminders about important dates, how withdrawing/failing a course affects financial aid, FASFA for next year, graduates can get transfer help and they must petition to graduate, time management*
- ✚ *January 11 & 12, 2023: Spring Orientation in Trio Resource Room
Objectives: check in with students, reminders about important dates, how withdrawing/failing a course affects financial aid, FASFA for next year, graduates can get transfer help and they must petition to graduate, time management
Drs. Diab and Gray attended*
- ✚ *January 17-19, 2023: The Tutoring Resource Center hosted welcome tables
Objectives: to facilitate connections between Trio members and tutors; to support students on their first day of classes*
- ✚ *February 14, 2023: Culture Fair hosted by Trio and Tutoring Resource Center*

Objectives: students are permitted to set up a display sharing their culture; students are invited to attend; celebrating differences and developing a sense of belonging. We have over 60 students, faculty, and staff attend.

✚ *February 16, 2023: Soul Food Dinner and presentation*

Objectives: in honor of Black History month, students will attend a presentation on African American culture, hear a slam poet, a speaker and taste soul food. We had 14 students in attendance.

✚ *February 28-March 1, 2023: Destress with Trio and Tutoring*

Objectives: provide activities for students to get their minds off finals, help them relax and make connections with their peers; provide study strategies and test taking strategies to help them prepare

✚ *March 8: Career/Internship Fair*

Objectives: work with students before the event to create a resume, interviewing techniques, and their career goals; meet with businesses who are currently hiring

Student Services & Institutional Effectiveness

08 Admissions & Enrollment Management *(Report by Laurie Jackson)*

Accomplishment toward Strategic Projects.

Strategic Project(s): Increase Enrollment & Retention

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

✚ *We are making progress, of our 588 targets:*

- *27 have returned a TFS contract*
- *171 have applied to NC State*
- *111 have been accepted*
- *101 have a FAFSA filed of those who have applied. Not tracking unlinked ISIRS.*

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

✚ *In an effort to prioritize Tuition Freedom, we are continuously tracking and following up on a list of nearly 600 high school seniors that have been conditionally offered TFS due to the CCP, applied separately for TFS, or fall into both categories.*

- ✦ *This list is updated weekly and distributed amongst Admissions to track those who have been offered and returned the TFS contract, those who have applied to the college, whether they have a current high school transcript on file, and whether they have filed FAFSA. Admissions is coordinating directly with students and high school counselors to have these steps completed, including if the student needs a new contract sent.*
- ✦ *Of the 588 students: 27 have returned a TFS contract; 171 have applied to NC State, 111 have a current high school transcript on file, and 101 have filed FAFSA.*
- ✦ *We are getting ready to issue conditional offers to about 25 CTE students who have applied for TFS, meet the high school and/or NC State GPA criteria, and are in a CTE program with the expected hours to qualify.*
- ✦ *We have posted this to the S drive. We have not had time yet to do early offers to CTE. It appears we could maybe do 25 of these, but we need to go into the articulations and calculate.*
- ✦ *Beyond that, we will prioritize the ones that have shown some kind of activity already by either applying for TFS or applying to the college, and move them along with the other pieces such as transcript, FAFSA and contract. Also, notice that some that have applied are Undetermined (UND). Amanda won't award them unless they declare. Finally, make sure the summer applicants understand the FA nuances.*

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

✦ *Nothing to Report (The CSC is working on set up for the Art for Scholarships event)*

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.

✦ *Aviso Engage training provided to Adjunct faculty on 2/21/23*

- ✦ *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 = 5*
 - *Child Development Center = 1*
 - *Counseling = 5*
 - *Disability Services = 7*
 - *Retention Services = 38*
 - *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: Crestview, Mansfield Christian, Lucas, EHOVE*
- ✦ *Continued presence at high school partner sites to support CCP students with application, advising and testing for 2023-24: Galion, Mansfield Senior, Mansfield Spanish Immersion, Pioneer, Colonel Crawford*
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) Madison multi-district math pilot*
- ✦ *Continued development of pathways materials to be included in advising and registration sessions and information and recruitment sessions for SP23 and AY 2023-24: web and print*
- ✦ *Continued work in conjunction with OACC project team on digital templates to serve as guided pathways resources: Literature Review and Data Review*
- ✦ *Completed: Search for candidate to fill the CCP Advisor/Success Coach position: WELCOME, Stephany Elgin!*

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:

✚ *11 were evaluated since the last report, all transcripts have been evaluated well within the one-week goal.*

High School transcripts:

✚ *A total of 57 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.

✚ *Nothing to Report*

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.

✚ *The Child Development Center is working with our Early Head Start Program Specialist to determine needed steps to apply for an Early Head Start/Head Start program expansion. Our request is for:*

- *Four additional Early Head Start Slots (Infant/Toddler)*
- *Ten Home Visitor Slots (Prenatal to 36 months)*
- *Ten Head Start Slots (Preschool~ Three to Kindergarten Entry)*

✚ *Steps we have already taken:*

- *Met with our Program Specialist*
- *Waited for the President's Budget to come out...Came out last week!*
- *Waiting for the Expansion grant dollars to be released with the requirements to submit for the expansion grant.*

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

- Diab invited Dr. Dan Phelan from Jackson College in Michigan to speak with the board. One of the major topics included “The Future Landscape,” and “What’s on the Horizon” for community colleges. Trends included: enrollment decline, the velocity of change, heightened expectations for accountability and transparency, political intrusion and conflicts of interest, the changing voice of the student-customer, increasing risk management, virus-informed societal needs; the multi-generational workplace; unbelievable competition; Artificial Intelligence and data advancement; talent and workday flexibility; mental health and stress; technology fungibility threat; and mergers and acquisitions.
- The Campus Emergency Response Team did vulnerability assessment that may face our physical environment including: winter storms, tornadoes, fire, power outages, weapon assault, bomb threats...

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 2/13/23 – 2/21/23

- ✦ *Stephany Elgin – Success Coach, CCP*
- ✦ *Colin Johnson, IT Help Desk Specialist*
- ✦ *Tori Sauder, Infant/Toddler Lead Teacher, Child Development Center*

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

Accomplishments toward Strategic Projects

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

and grants by \$500k or more.

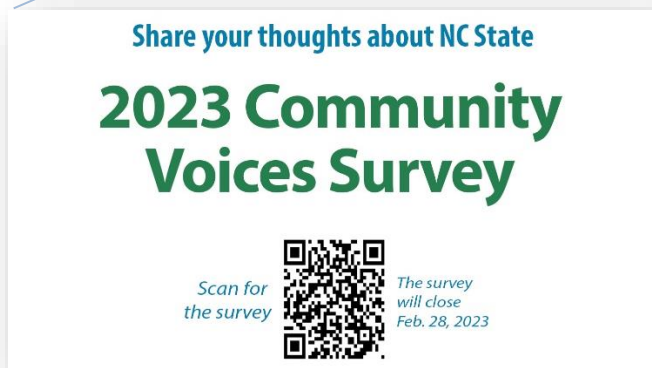
- ✦ *Major gifts are at \$550,000 on a \$400,000 target.*
- ✦ *The employee campaign will be launched Monday April 17 and contributes to the Emerald Club. There will be Cedar Point tickets, gift cards, prizes, and special recognition for employees that contribute.*
- ✦ *Workforce revenue is on pace to exceed the target by 10% with the increase of new Supervision and Leadership classes in Wyandot and Huron County.*
- ✦ *Events are on target to exceed to meet the FY23 target.*
- ✦ *A new grant a part of a consortium led by Ashland University is in the development phase and an opportunity to build upon our positive community relations.*

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.*
- ✦ *Attended multiple meetings with other Marketing folks from OACC partners to help shape marketing for recruitment of students who will train to meet the needs of new business development across Ohio – Intel, Honda, VW/Audi, and more.*
- ✦ *Working with Richland Source to convene community leaders to explore a potential new Solutions Journalism project for the importance of education and how it supports and drives economic development.*
- ✦ *Congrats to the Foundation for a successful Scholarships for Success event.*
- ✦ *Acalog continues to be a pain point for allowing access to catalog information which populates program pages on the website. Toni Johnson is working with Acalog and our folks.*
- ✦ *Community survey closed on Feb. 28th. Gina is compiling results.*



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.

✚ *Gina Kamwithi joined our Faculty Caucus meeting to discuss the webpage descriptions and their alignment with the course catalog so that we have a better understanding what changes we can make to our program descriptions. The hope is to provide a clearer message for potential students looking into our programs*

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.

✚ *Nothing to Report*