



President's Bi-Weekly Report

For period December February 21, 2021 to March 4, 2022

** Submissions for next update are due Friday, March 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

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

✚ *COVID Dashboard information for NC State:*

<i>Positive COVID cases through 2-21-22:</i>	<i>Students</i>	<i>Faculty (FT & PT)</i>	<i>Staff (FT & PT)</i>
<i>Total cases to date</i>	192	25	22
<i>Cases since Jan. 2022</i>	55	5	11
<i>Active cases right now</i>	1	0	0

*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

✚ *Good discussions with the new Campus Security Officer regarding improving communication between his staff and administration from both institutions*

Academic Services

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

Accomplishments toward Strategic Projects

✚ *Nothing to Report*

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.

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

✚ *Nothing to Report*

Strategic Project 1: Student Access:

Grow transfer to 20%

- a) Complete Transfer Center on Web
- b) Develop CCP to NCSC to Bachelor Degree Paths
- 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

Strategic Project 3: Human Resources:

Recruit additional adjunct faculty and arrange their training/mentoring.

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

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

✚ *Departures in the business department has slowed the transition. Management degree program will be 8 week/online for new students by fall22*

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

a. IT focus

b. Continuation of mentoring program

c. IT/Cyber 1+1 program

✚ *Agreements for 1+1 Cyber and Networking sent to Knox CC and Pioneer for review and sign off*

✚ *1+1 Cyber and Networking added to Mansfield Senior agreement*

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

✚ *Intel Ohio, reviewing AACC AI Content Deep Dive for relevant AI and Vision Systems coursework*

✚ *Tower tech training, developing MOU's for tower usage with Business Office and AG*

✚ *Tower and equipment are in quoting phase*

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.

- a) Define elements of standard shell by 8/1/2021 and align to existing policy & procedures.
✚ *COMPLETE.*
- b) Introduce standard shell to faculty at September division meeting.
✚ *Canvas shells for 8-week transition are available in Canvas Commons. There are 2 shells: one for face-to-face/hybrid class and another for a fully online class.*
- c) Conduct workshops to assist faculty with adoption of standard shell, September-October.
✚ *Workshops for March are identified on the Faculty Hub calendar located in Canvas. Weekly reminders are being sent to faculty.*
- d) At least 50% of course offerings for spring 2022 are utilizing the standard shell.
- e) 100% of course offerings for summer 2022 are utilizing the standard shell.
- f) 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.

- a) Review and modify procedures for onboarding and mentoring adjuncts by 9/1/2021.
✚ *COMPLETE 10/1/2021. Adjunct Liaison continues to monitor the process for improvements. New adjuncts hired in Spring 2022: 22. Mentors: 10.*
- b) Conduct monthly adjunct support workshops.
✚ *Spring 2022 workshops: conducted on February 19th; scheduled for March 24th and April 21st. February workshop was a panel discussion about various classroom scenarios and how to handle them.*
- c) For all new adjuncts hired for fall 2021 and beyond, implement a revised mentorship program.
✚ *Ongoing*

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
- ✦ Offering 24 hours of one off workshops on OER/ 8 Week Course Design for Feb-March
- ✦ Supporting OER/Open Ed promotion and education initiatives for Open Ed Week March 7-12

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.

- ✦ Offering New Faculty Institute Workshop- part 3 - 2/12
- ✦ Sent out March Facilitator Newsletter for all faculty - featured technique: Open Pedagogy; Featured Tool: Wikipedia article editing tool
- ✦ Sent out March Launchpad newsletter for New Faculty - Assessment & grading
- ✦ 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
- ✦ Finalizing revised format to revive the NCSC Canvas Users Group for faculty

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.
- ✦ "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 next week: OER Training Series for Open Education Week Monday, March 7, How to get Started with OER, Tuesday, March 8, Build a Plan for OER Adoption,

Wednesday, March 9, OER Office Hour, Thursday, March 10, Retaining Students with OER Adoption, & Where to Begin-Publish Your OER Textbook, Friday, March 11, OER Office Hours"

OTHER:

- ✚ Beginning 2/7 - Initiated staffing an after-hours "academic Support" on call Mon-Thurs 5p-8p & Sat 9a-12p

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.

- Conduct 10 recruiting events for fall semester by 9/30/2021 (i.e. speaking to various classes, hold open house, cold calling)
- Achieve membership roster of 110 TRIO students by 10/15/2021
- Conduct 10 recruiting events for spring semester by 2/1/2022 (i.e. speaking to various classes, hold open house, cold calling)
- Increase membership roster to 140 TRIO students by 3/1/2022
- Conduct 5 recruiting events for summer semester by 6/30/2022
- Achieve membership of 160 TRIO members by 7/30/2022

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

- Develop written overview of mentoring program and guidelines by 9/1/2021
- Review mentoring program overview & solicit feedback from stakeholders by 10/1/2021
- Recruit 5 mentors and conduct initial training & matching by 12/1/2021
- Recruit another 5 mentors and conduct initial training & matching by 2/15/2022
- 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

- ✚ Nothing to Report

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

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

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

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

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.

- ✦ *Hosted virtual counselor event with 20 participants*
- ✦ *Presented to Shelby High School with both the Liberal Arts and BIT departments*
- ✦ *16 Booking appointments*

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.

- ✦ *President day event hosted 17 guests touring both main and Kehoe locations*
- ✦ *Toured 10 Mansfield students from New Hope*
- ✦ *Toured 35 students for Pioneer Days at both Main and Kehoe locations.*

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 – 296 high school students have applied of those applicants 57% have also completed a general application for Fall 22.*

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 157 applicants on contact list for Summer and fall 2022
 - o 90% have received 1-3 phone calls and corresponding text message/email
- + Total 25 summer non-CCP applicants for six county list served by Crawford
- + Total 132 fall non-CCP applicants for six county list served by Crawford:
 - o Special Applicant Promotion Campaigns
 - o Enrollment Steps and FAFSA completion (text and email)
 - o Foundation Scholarships and Campus Visit options
- + Special Applicant Promotion Campaigns
 - o Enrollment Steps and FAFSA completion (text and email)
 - o Foundation Scholarships and Presidents Day Visits (text and email)
- + Social Media
 - o Promotion of CSC summer courses
 - o Promotion Connect 2 Campus event on March 24
 - o Enrollment for PN
 - o Arts for Success
 - o 430 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.
- + Second LPN cohort scheduled to begin in summer 2022 in collaboration with Avita.

Strategic Project 3: (Access/Resources):

Grow community involvement

- + Collaboration with Community Opportunity for virtual job fair (March 2022)
- + Hosting WISE Pathways, "Women in Sustainable Employment" (April 2022)
- + Partnering with the Community Foundation for Crawford County to host a celebration event for scholar winners at the CSC and meet the donors (June 2022)

- ✦ *Partnering with Crawford Adam H to host Mental Health First Aid class (July 2022)*

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*
 - *Collaborating with Barb Keener on this*
- ✦ *Other: Reviewing and revising onboarding materials for summer/fall (new student advising appointment, new student orientation, connect for success workshops)*

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)*
 - *Submitted #RealCollegeOH Needs Assessment and Gap Analysis on 3/2 (part of a year-long series focused on basic needs on college campuses on Ohio)*

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*
 - *Created an automated alert calendar for spring 2022*
 - *Created a Quick Guide for staff users*
 - *Developing outreach plan for students identified as high risk for term persistence*
- ✦ *Other: Currently there are 267 open alerts for students identified as medium and high risk. Working to update Academic Alert policy and procedure to reflect current practice and functions/features within Aviso Engage.*
- ✦ *Other: Referrals for Spring term 2022 since start of term:*
 - *Career Services = 1*
 - *Child Development Center = 0*
 - *Counseling = 4*
 - *Disability Services = 7*
 - *Financial Aid = 0*
 - *Internships = 0*
 - *Solutions = 1*
 - *Student Records office = 0*

- *TRIO = 35*
- *Tutoring = 5*

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

✦ *Nothing to Report*

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.

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.

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 an HTML based email regarding the NCSC foundation scholarship application being open and sent it to the 900+ students we have a 2022/23 FAFSA on file for this next year.*

Strategic Project 2: Maximize the tools we 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.

✦ *CIP: 09.0909 - Workplace Communications and Information Skills Certificate was approved for financial aid by the Feds. Notified all academic advisors of the new aid eligible certificate.*

✦ *Attended weekly SSC meeting and discussed TFS Basics*

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.

✦ *Reached out to all fall applicants who have yet to apply for aid and encouraged them to complete a FAFSA.*

- ✚ Reached out to all summer applicants who have yet to apply for aid and encouraged them to complete a FAFSA.
- ✚ Reached out to all summer applicants who have a FAFSA on file and have yet to complete their aid file on their next steps.
- ✚ 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. Followed up with a letter via postal mail as well.
- ✚ Sent text messages to various pockets of students to apply for foundation scholarship.
- ✚ Currently the office has processed 1161 unique 2022/23 ISIRs (FAFSA data) and 2780 for 2021/22.

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

Update:

- ✚ We are working on forecasting when our Kindergarten eligible children will be withdrawing from the program and when we would be able to have students on the waitlist begin and/or transition to preschool.

Strategic Project 2: Grow our leadership team

Update:

- ✚ We will be meeting with Policy Council and Governing Board on March 8th & 9th to vote on needed updates to job descriptions.
- ✚ Then the job descriptions will go to HR for review and final approval.
- ✚ Anticipated postings of both positions will occur in late September, early October.

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

Update:

- ✚ All staff attended the Your Journey Together Training.
- ✚ Each teacher was able to log into their toolkit to access a variety of strategies.
- ✚ We also had the opportunity to talk with the teaching staff about:
 - The ability of the tool to be translated into many languages.

- *The importance of the tool being written at a sixth-grade reading level so families have the opportunity to participate in understanding how social-emotional development is “key” to children being able to master other areas of knowledge.*

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

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.*
- ✦ *Working through the finishing stages of the Information Technologies department project on the classroom upgrade project*
- ✦ *Installing new mixing valve to improve the hot water availability in our Kehoe building.*
- ✦ *Working on writing and posting the RFQs for upcoming CARES money projects, that includes Boilers/ Chillers and Generation back up on our main campus buildings*
- ✦ *Working on writing and finalizing RFQ for Community project at Kehoe and continuing writing the windows RFQ, that will provide improved efficiencies of the CDC and Health Sciences buildings*

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.*

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.

- ✦ *Networking equipment has been installed in Fallerius Hall.*
- ✦ *The networking equipment will serve as the ELAN wide area network (WAN) switch for the 10 GB connection for the Mansfield campus.*
- ✦ *The broadband networking infrastructure from Mansfield Ohio to Cleveland Ohio is under construction.*

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 the 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 ongoing.*

Strategic Project 6:

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

- ✦ *The multi-classroom renovation project is 99% completed.*
- ✦ *During spring break the vendor will be completing the punch list and providing the remaining equipment for the project.*

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

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

✦ *Finalizing strategic messaging for different 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.*

✦ *Successful visit from [Spectrum 1 News to Kehoe](#)*

✦ *PR announcements for recent awards, e.g. COF. This will also transition to general advertisements.*

✦ *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
- b) Review and provide input of college policies

Strategic Project 3: Resources

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*
- ✦ *Staff Caucus working on new strategic plan that involves staff assisting with staff morale across the College*

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 complete; will commence brainstorming for Fall Convocation ideas this month*