



President's Bi-Weekly Report

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

** Submissions for next update are due Friday, April 1, 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

NO NEW CASES in Ashland, Crawford or Richland Counties on 3-16-22!

Deltachron “stealth” variant is in U.S. May not be detectable using current rapid testing.

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

✚ *Masks will become optional beginning Monday, April 4, 2022 in all buildings and classrooms of NC State.*

✚ *In-person meetings will resume at with attendance limited to 50% capacity for available space.*

✚ *All other protocols remain in place.*

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

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

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

✚ *Howard and Tom met with Associate Chancellor Lauri White and have verbal approval for use of state funding under workforce training for scholarships for the Workplace Communications Certificate. The written forms required to execute this are nearly complete and will be submitted next week.*

✚ *The paperwork for an additional Ohio Guaranteed Transfer Pathway (in Mathematics for BA and BS degree transfer) has been completed and submitted to ODHE. Expecting either approval or a request for additional information within one week.*

- ✦ *Plans and discussions are underway for summer programming for Mansfield Senior High School, including rising Seniors in CCP and current spring graduates in the Workplace Communications Certificate. This summer effort has potential to wrap in both TRIO, the NCSC Tutoring Center, and Gear Up personnel and resources at Mansfield Senior, and could involve bringing class(es) of students to campus this summer.*
- ✦ *Continued work to expand tuition credit and student enrollment in Ashland continues. Howard met this past two weeks with the mayor of Ashland, the Director of the Ashland Chamber, and the President of Main Street Ashland. Tom has continued dialogue with the ACCA school board to pursue evening classroom space. Howard has discussed resourcing with Chris Copper.*

Strategic Project 2: Student Success:

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

- ✦ *We have continued work on the 8-week conversion with a meeting and detailed discussion with LA Program Coordinators and key faculty in the past two weeks. We have identified key elements of the new course design which foster progress on Quality Matters external review success (to begin 2022-2023).*
- ✦ *The Honors Poster project is completed to visualize student success through honors course projects. The exhibit will be expanded this coming summer to create feature posters for individual students with biographical sketches on the reasons they chose NCSC.*

Strategic Project 3: Human Resources:

Recruit additional adjunct faculty and arrange their training/mentoring.

- ✦ *Howard had a meeting with Chris Copper to discuss the potential for Foundation support for the expanded work in Ashland County.*

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**

✦ *All CISS courses have been converted*

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

- **Including review certificate inventory**

- ✦ *The letters of support have been submitted for the Cyber Security bachelor program. The ODHE document is in process.*

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

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

a. IT focus

- ✦ *The program outline has been completed and we are now preparing industry letters of support*

b. Continuation of mentoring program

c. IT/Cyber 1+1 program

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

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

b. Engineering completion of BASSIAET and approval

c. Criminal Justice integration

d. Pursue grants for marketing and retention of minority students

- ✦ *Met with Paula Waldruff and now working on apprenticeship grants, such as Apprentice Building America from the Department of Labor*

- ✦ *Re-establishing Tech Prep type meetings with area Superintendents and NCSC deans/admissions for alignment and transfer.*

- ✦ *Quotations for three towers have been received.*

- ✦ *Dan attended OACC Quarterly Workforce League meeting for updates on Intel, building cert patch that will fill this need and current local requirements.*

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

Accomplishments toward Strategic Projects

Academic Support (Report by Toni Johnson)

- ✦ *Nothing to Report*

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.
- b) Introduce standard shell to faculty at September division meeting.
- c) Conduct workshops to assist faculty with adoption of standard shell, September-October.
- 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.
- b) Conduct monthly adjunct support workshops.
- c) 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.

- 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 4 8-week conversion workshops

✦ Expanding and revising on demand 8-week conversion resources for 8-week conversion resource site

✦ Developing a Canvas course tune up checklist

✦ Incorporating Canvas course evaluation checklist for processes

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

- a) Identify core faculty teaching skillset that meets student, department, division & college goals by July 15, 2021.
- b) Draft a written faculty skillset development grid by August 1, 2021.
- c) Solicit feedback from stakeholders on the draft grid by October 15, 2021.
- d) NCSC Faculty (full-time & adjunct) complete a self-inventory around the finalized grid by December 15, 2021.
- e) Work with academic leadership to integrate annual faculty self-inventory into performance review/ accreditation processes by December 15, 2021.

- f) Develop a diverse set of development programming to address faculty cohorts in similar career milestones, common needs that emerge from the self-inventory by January 15, 2022.
- g) Implement targeted training programs to advance identified faculty skill needs by February 1, 2022.
- h) Survey programming participants to determine impact of development programming on progress in development grid skillset by May 1, 2022.

- ✚ Offered December New Faculty institute Workshop- part 3-
- ✚ Offered Canvas 101 bootcamp pre-term
- ✚ Reviving the NCSC Canvas Users group
- ✚ Implementing digital badging for faculty development

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.

- ✚ Offered 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.
- ✚ Completed: OER Training Series for Open Education Week, 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; and Where to Begin-Publish Your OER Textbook, Friday, March 11, OER Office Hours

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) 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

- ✦ *Dr. Johnson and the Senior AA's in each division have been working tirelessly to manually update all syllabi within Acalog for the new academic year.*

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

- ✦ *The faculty in each division have successfully updated 99% of the CTAGS for ODHE. This is a significant accomplishment. Thank you to Deans and Faculty for the push to get these submissions submitted to the state.*
- ✦ *A peer reviewer will be on campus March 22nd to speak with senior administration and visit the Galion and RiCI additional locations.*

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

- ✦ *Carmen Morrison and Jason Tucker have both presented to the Assessment Committee. A number of updates to the gathering of data by Academic Services were discussed. This is a wonderful example of continuous quality improvement.*

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

- ✦ *The SSI has reached the 15% participation threshold, students will be sent a final reminder the week of March 21st, results will be folded into strategic planning data.*

Student Services & Institutional Effectiveness

08_ Admissions & Enrollment Management *(Report by Amanda Sheets)*

Accomplishment toward Strategic Projects.

✚ *Nothing to Report*

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.

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.

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.

09_ Crawford Success Center *(Report by Amanda Sheets/Nathan Harvey)*

Accomplishments toward Strategic Projects

✚ *Nothing to Report*

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.

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.

Strategic Project 3: (Access/Resources):

Grow community involvement

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)*
 - *Next meeting scheduled for 3/22 at 2 PM. Topic: Mapping Basic Needs Support*
 - *Completed webinar on 3/17--- "Connecting Community College Students to SNAP Benefits"*

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*
 - *Configured Midterm Grade Alert (full term courses). Scheduled to deploy on 3/23*
- + *Other: Currently there are 270 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 = 2*
 - *Student Records office = 0*
 - *TRIO = 35*
 - *Tutoring = 5*

11_College Credit Plus (CCP) (Report by Caree Bash) **Accomplishments toward Strategic Projects**

✚ *Nothing to Report*

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.

Strategic Priority 2: (Success)

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

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.

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.

✚ *2021-year reporting deadline was March 15th. All reporting is complete and all known issues have been reconciled.*

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.

- ✦ *In conjunction with creating a financial aid P&P manual, we have begun to create and document FA processes. This will be a continuous ongoing task.*
- ✦ *Taught oneself how to create and write SAVEDLIST in the SLCR creation tool. This will allow us to write SAVEDLIST creations for certain CRI comment codes we may be looking for at a given time.*
- ✦ *Converting all SAP letters into HTML based emails that have the required appeals linked in them. This will be a continuous ongoing task as the HTML writing takes some time for each letter. We have completed creating two of the ten letters as email notifications.*

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.

- ✦ *Embedded Federal Aid FSA ID videos into our webpage to assist students in creating FSA ID and resetting a forgotten FSA ID or password.*

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.

- ✦ *Emailed all summer certificate majors and sent them information on the short-term cert.*
- ✦ *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.*
- ✦ *Reached out to all New Student Orientation students via text and postal mail on the requirements to complete aid file*
- ✦ *Currently the office has processed 1257 unique 2022/23 ISIRs (FAFSA data) and 2801 for 2021/22.*

Business Services

14_ Child Development Center *(Report by Wendy Thompson)*

Accomplishments toward Strategic Projects

✚ *Nothing to Report*

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

Strategic Project 2: Grow our leadership team

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

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.

✚ *Have three more small projects set up for the new CDC grants.*

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

✚ *Received list and flash drive from Facilities to start listing items for sale.*

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

✚ *Continuing with testing scenarios for procurement approvals set up.*

16_Facilities Management *(Report by Kevin Kline)*

Accomplishments toward Strategic Projects

✚ *Nothing to Report*

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

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

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

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

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

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

Strategic Project 1:

10 GB Internet connection to NCSC main campus.

- ✦ *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 along with Human Services and Criminal Justice from Liberal Arts. Session B will consist of Graduates from the Health Sciences and the remainder of Liberal Arts Division.*
- ✦ *Doors to the Campus Recreation Center will not be open until 4:00pm for Session A and 6:30pm for Session B. This represents 30 minutes before each of the actual ceremonies begin.*
- ✦ *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

Strategic Project 1:

Increase diversity of faculty & staff

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

Strategic Project 2:

Electronic On-boarding

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

Strategic Project 3:

Colleague Self-Service HR & Automated Leave Process

- ✦ *HR staff are currently live in web time entry/self-service. Automated request for leave process in place and being used. IT and IS/IR are going live on self-service time entry the week of 3/20/22. The remainder of staff in Fallerius will receive training in the next 2 weeks and will be added the week of 4/3/22. Training schedule for remainder of buildings will be determined soon.*

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.

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

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

✦ *Audience segments being discussed for consolidation and streamlining with our front-line staff.*

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.*

✦ *Targeted marketing has been providing good results.*

✦ *Three podcasts completed and published in the past two weeks. Last two are in development for FY22*

✦ *Providing support for Community College Month, End of year events, and new initiatives.*

✦ *Multiple collateral projects underway for admissions and SSC*

✦ *Hall of Excellence is just one month away.*

23_Faculty Caucus *(Report by Sara Rollo)*

Accomplishments toward Strategic Projects

Strategic Project 1: Access

- ✦ *Approved 2 search committees for the BIT division*

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

- ✦ *Reviewed and discussed newly created values and principles document*
- ✦ *Reviewed the add/drop form and mediated course drop procedure*

Strategic Project 3: Resources

Promote activities that involve faculty professional development

- ✦ *Providing input for the fall convocation*

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 planning commenced on increasing staff morale*

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

- ✦ *Fall Convocation brainstorm commenced*