



President's Bi-Weekly Report

For period March 20, 2023 to March 31, 2023

*** Submissions for the next update are due Friday, April 14, 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:

- Vulnerability forms from CERT Committee members can be sent to Keith
- Don Wallis has secured a tabletop exercise for Thursday, June 29th for the campus. Time and location To Be Determined (TBD).
- AED service contract secured through CINTAS for CDC. Thanks to Anthony and Lori for making this happen.

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?

- + Open house with 30+ visitors looking into CCP, College Now, and traditional pathways.
- + Group of engineering students presented brain and flesh research to Honda of America and Transportation Research Center in Marysville Ohio
- + NCSC BASMET program now listed on ODHE web as a completing institution for OGTP in MET

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

- ✚ *Scheduling campus visits for interested schools with Enrollment department. Outreach continues this semester in person and via zoom.*
 - ✚ *Health Science Advisory meetings were successful with several boards discussing how to attract more students from their respective agencies.*
 - ✚ *Health Science open house on March 30 was successful.*
- 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 for 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. OER resources have been placed into Chemistry as of today.*
- 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 sent out, Melinda will meet individually to discuss program/department needs for 23-24 fiscal year to submit a realistic budget based on the student number data.*

04_Liberal Arts

Accomplishments toward Strategic Projects

Strategic Project(s):

- a) Faculty to identify scaffold strategies in English and Math courses to reduce rate of withdrawal and failure (primarily online sections); and monitor/improve at end of semester.
 - b) Management and Program Coordinators will ensure all adjunct faculty embed the identified scaffold strategies; and all, including tutors, are prepared to implement scaffolds.
 - c) The target goal is 50% reduction in withdrawal rates over the 2022-2023 academic year.
- ✚ *Meeting held with EHOVE to begin discussions concerning changes to their education program and its effect on transfer into North Central.*
 - ✚ *Completed second round to interviews for new full time English faculty member.*

- ✦ *Achieve the Dream workgroup convened to discuss what was learned at Dream 2023 conference.*
- ✦ *Discussions continued on improvement of First Year Experience course in an effort to increase student retention.*

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.

- ✦ *The college deployed the CCSSE survey in February. It is still open. As of March 31st, 179 students have responded. We will be sending two more emails out to the students before the end of the semester to gain more input.*
- ✦ *Finally, the Assurance Argument teams have finished their work. This telling of the “story of us” is so much better than what we have told previously, specifically because we had a broad range of people writing each of the five chapters. Please thank the following people for working so hard to tell our story during this four year evaluation.*
- ✦ *Brandel Boyd, Chris Copper, Dave Koepke, Doug Hanuscin, Justin Tickhill, Kelly Gray, Leesa Cox, Lori McKee, Monica Durham, Penelope Parmer, Sara Rollo, Steve Haynes, Steve Williams, Toni Johnson, Travis Green, Vince Palombo, Dwight McElfresh, If I have inadvertently missed anyone on this list, please, please let me know!*

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.

- ✦ *Finalized 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 & embedding in relevant Faculty Hub tips/ how to resource pages.*

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.

✚ *No report*

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 continue to work on our next event on April 11th for the students visiting from the Willard group.*
- ✚ *We had successful open house event on March 30th at Kehoe and Main Campus with over 70 attendees between students and guests between the two locations.*
- ✚ *We continue to increase our follow up efforts with inquiries and applicants (Phone calls, emails, and texting) encouraging them to send in materials to move to advising.*
- ✚ *Admission Reps have been out at the schools this week and will be out next week working on articulations and collecting TFS contracts from students encouraging them to complete the application process if they have not done so.*
- ✚ *I am working closely with Cathy close on my project to improve utilization on the CRM examining processes so we can improve our outreach efforts with students in the funnel.*

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

09_Crawford Success Center *(Report by Nathan Harvey)*

Accomplishments toward Strategic Projects

Strategic Project(s): Increase Enrollment & Retention

a) 2% increase of completed general applications from each Crawford County high school

b) Increase Practical Nursing Applicants to get to Enrollment of 16 students

✚ *Prepping fall cohort recruitment*

- *Targeting graduating seniors*

c) Increase Bucyrus High School's Applicants to 12 students

✚ *Continuing monthly visit to BHS seniors in April*

✚ *Establishing a presentation date in April for undecided seniors next steps after graduation*

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.

✚ *Conducted two Resource tables in Fallerius and Health Science*

✚ *3 Weekend Food Boxes for the week of 3/20 & 2 Weekend Food boxes for the week of 3/27*

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



✚ *April is National Financial Literacy Month. Tentatively planning a virtual workshop on 4/18*

✚ *Total # of Resources Shared via Aviso Engage Since Start of Term: 20*

✚ *Total # of Referrals Made to On-Campus Supports via Aviso Engage Since Start of Term:*

- *Career Services = 7*
- *Child Development Center = 2*
- *Counseling = 8*
- *Disability Services = 7*
- *Internships = 5*
- *Retention Services = 50*
- *Solutions = 2*
- *Testing = 1*
- *TRIO = 34*
- *Tutoring = 10*

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: Crawford Success Center, Clear Fork, EHOVE*
- ✦ *Continued presence at high school partner sites to support CCP students hosting application, advising and testing for 2023-24: Colonel Crawford, Plymouth, Pioneer*
- ✦ *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)*
- ✦ *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; Collaboration with Marketing department to revise and update CCP program viewbook, highlighting pathways and crossover with CollegeNow programs.*
- ✦ *Continued work in conjunction with OACC project team on digital templates to serve as guided pathways resources: Literature Review and Data Review*

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.

- ✦ *Nothing to Report*

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.

- ✦ *Sent reminders to all current TFS students on the rules and requirements to maintain their scholarship for the 2023/24 school year.*
- ✦ *Sent out email reminders to everyone that admission's office has offered a TFS for FA2023 and encouraged them to return their signed agreement and apply for aid.*
- ✦ *Reached out to all SU2023 and FA2023 applicants on how to apply for financial aid.*

- ✦ *Attended the Kehoe Open House event and gave a FA presentation*
- ✦ *Attended the Kee Hall Open House event and gave a FA presentation*
- ✦ *Reached out to all COF and foundation scholarship offers via text and encouraged them to accept scholarship offers*
- ✦ *Created a financial PowerPoint for upcoming open house events.*

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.

- ✦ *Nothing to Report*

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.

- ✦ *Boiler / Chiller project – bids will be opened on Thursday, March 23rd. Once this is complete, the equipment will be ordered.*
- ✦ *Generators – Met with architect and provided information for electric usage at the CDC. The lead time for the generators for Kee and Health Sciences is 24 weeks. Waiting on lead time for the CDC generator based on the size needed.*
- ✦ *Windows / Doors – Meeting with consultant on Tuesday, March 21st to look at the project and put together a timeline.*
- ✦ *Fallerius Renovation – Received documentation from consultant to submit to controlling board to hire architect.*
- ✦ *CDC Room 39 – Remodel construction will begin on March 27th.*

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.

- ✦ *We are actively under construction to open another classroom at the CDC to increase the number of available Infant/Toddler slots.*
- ✦ *Our goal is to open this classroom for eight new children in July!*

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.

- ✦ *As part of our efforts to remediate existing security vulnerabilities the IT department has created new file shares and security groups and data is currently being migrated to the new shares. Individuals/Users H:/ drive data is also being migrated to One Drive. Once required data is migrated the next phase will be to implement file level encryption to protect all of our data stores. We have reviewed the IBM Guardium solution and a quote is forthcoming. [IBM Security Guardium Data Protection | IBM](#)*
- ✦ *We will also be starting our security risk assessment with interviews beginning on April 4th, and 5th and the final workshop on the 11th. NCSC is partnering with GreyCastle Security to conduct a Risk Assessment as required by GLBA compliance.*
The goals of the project are:
 - *Identify weaknesses in organizational security and deviations from industry standards.*
 - *Prioritize security vulnerabilities based on a formal risk assessment.*
 - *Promote security and compliance awareness and recommended practices.*
- ✦ *We have also been working on our network infrastructure upgrade. The Cisco switch gear is end of life and needs to be replaced ASAP because the equipment will no longer be supported which presents a big problem if failures occur and it is also a security risk because there will no longer be any further software/operating system patches/updates. The core switching has been purchased and a plan is in progress for replacing those devices. We have right sized access and distribution switches and have received the quote and it will cost approximately \$722,000 to upgrade the rest of our network.*

- ✦ *We also need to start purchasing desktop computers to prepare for Windows 10 retirement. Approximately 300 systems will not support Windows 11 so we will need to refresh approximately 100 systems each year over the next 3 years costing \$132,000/yr.*

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

- ✦ On March 20, Dr. Diab participated in the Midwest Semiconductor Network conference at Lorain County Community Colleges, joining 29 other members from higher education and business and industry to stay abreast of the education and business needs and how the college can be of service.
- ✦ On March 23, and continuing with the College strategic planning process based on the input of the Education Advisory Board, Dr. Diab engaged with the College Management Advisory Council on differentiating factors that can make our College more competitive in serving the needs of our region. The information was shared in the evening during the Colle-wide Program Advisory Committees meeting with around 100 people from the community and the college. And the process was repeated again on March 30 at the Open Forum where more than 70 faculty and staff participated.

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 3/17/23 – 3/30/23*

- *Kasey Teynor, Early Head Start Family Visitor, Child Development Center*
- *Grace Krupa, Substitute Teacher Assistant, Child Development Center*
- *Crystal Middleton, Paraprofessional, 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.

✚ *Emerald Club 2022/2023*

- *145% of goal for Emerald Club.*
 - *The employee campaign begins on April 17. All employees will receive a Cedar Point ticket for a donation of \$100 and fantastic prizes will be awarded weekly.*
 - *Tina Husted's painting, Cedar Sky, will be featured at the main gift shop at the front of Cedar Point, and online. All proceeds are going to the NCSC Foundation for her new scholarship fund.*
 - *Two area foundation have provided funds to be awarded this year to students for childcare. The Childcare Scholarship will assist students with that expense, if they need assistance. Please contact Chris Copper @ ccopper2@ncstatecollege.edu for more information.*
 - *Graduate Picnic-May11, 2023- All employees contributing to the employee campaign are invited to eat and enjoy the fun. Food trucks with hamburgers and an ice cream for dessert will be available to students in the front parking lot of the Byron Kee Center, at lunchtime prior to graduation practice.*

✚ *Workforce*

- *Revenue: Target \$150,000, a 15% increase YOY.*
 - *As of March 2023, \$109,000 invoiced should bring in target by June 30.*
 - *The Development team is meeting on April 24 to finish their strategic plan for FY24, focusing on manufacturing and healthcare.*
 - *RMC is beginning a monthly training on topics these employers want covered.*

- *The tower tech program will be repeated with a cohort in FY24, beginning again in June 2023.*
- *Excel training at the Crawford Success Center is this month.*







Grants

- *The grants manager has completed and sent in the grant with Youngstown State, Ashland University, etc.*
- *As part of the FY24 plan the Grants team will be identifying opportunities to support upgrading equipment, especially in the areas of manufacturing and healthcare.*

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, Visit Days, Workforce, Ashland/ACCA, Crawford/ LPN and Hall of Excellence.*
-  *Doodle is out for the next Marketing meeting with OACC partners to support training/recruitment for Intel, Honda, VW/Audi, and more.*
-  *With Richland Source/Solutions Journalism, NC State hosted the first convening of community leaders to explore a potential new Solutions Journalism project about the linkage of education and economic development. RS is reviewing the responses and notes of the conversations. Next steps may include additional groups to provide input.*
-  *Next up for the Foundation is the Hall of Excellence event April 13th.*
-  *Aculog finally provided access to our catalog information which is used as the information source for dozens of program pages on the website. Toni Johnson is working with Aculog and our folks.*

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.

- ✦ *Mike Welker joined the 3/28 meeting to share with us and discuss the new start/end date for Canvas classes. He is sending information to all faculty on Monday 4/3*
- ✦ *Faculty Caucus provided some input on the flashlight survey that the CTE committee deploys.*

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.*