



President's Bi-Weekly Report

For period December March 21, 2021 to April 1, 2022

** Submissions for next update are due Friday, April 15, 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.

✚ *We remain at zero positive COVID cases.*

✚ *NC State will go “mask optional” beginning Monday, April 4th. It's taken everyone's effort to help our students, faculty and staff stay safe in the challenging times we experienced this year. Thank you!*

✚ *Please continue to monitor your personal health, social distance, wash your hands, etc.*

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

✚ *Please do not dismantle the plexiglass shields in classrooms and lab spaces.*

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

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

Strategic Project #1: Student Access and Success:

Increase by 5% for 2021-2022 Pre-Health students that convert to an actual Health Science Program.

✚ *Working to contact all TFS and COF students not in program. Brandon and Melinda are working to contact them.*

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.

✚ *Full time and Adjunct faculty are currently in class with Dr. Green as Cohort Facilitator.*

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.

✚ *Leesa and Melinda have the data and potential market projections for 2022 and beyond.
- Potential certificates include Sterile Processing, a One Year Dietary Manager, and the Materials Lab Technician.*

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

✚ *The project is completed with Vince and Leesa having collaborated on this.*

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
- 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

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

- a. IT focus
- 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 representatives from NSF Nanohub for Intel related materials.*

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 two 8-week conversion workshops

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

✚ Got input and revised Canvas course tune up checklist

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.

- ✚ *Revived the NCSC Canvas Users group - 5 attendees at 3/25 meeting - Next Mtg 4th Friday in April, 11am*
- ✚ *implementing digital badging for faculty development*
- ✚ *Developing Pedagogical support Retention Enhancement process for each department*

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 workshops and virtual office hours to support OER implementation. Detailed calendar can be found on the Faculty Hub calendar in Canvas.*
 - ✚ *Collaborating with faculty on increasing use of open educational resources in four additional classes at NCSC.*
 - ✚ *CTE- Steering Committee for OER meeting completed and planning for faculty and student surveys will be implemented at the end of the term with questions regarding OER experiences in classes.*

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

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

- ✦ *March 22nd the college hosted a peer reviewer from HLC.*
- ✦ *The reviewer visited the Galion GECA (Galion Early College Academy) program as well as the RiCI (pilot correctional facility program for Operations Management Certificate) program.*
- ✦ *The reviewers report was delivered to the college on March 25th.*
- ✦ *The college was approved to remain on the additional location "notification" system.*
- ✦ *This is the highest level of trust HLC affords institutions in relation to the opening of new locations.*

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

- ✦ *Dr. Steve Haynes presented to the Assessment Committee. Discussion ensued surrounding HLC requirements for all programs to document assessment in light of the scarcity of data within a number of programs due to low enrollment.*
- ✦ *In 2018 the college was instructed by HLC to document, and report out assessment data for programs with as few as 2 students enrolled. We discussed various ways to document this effectively.*

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

- ✦ *The SSI survey has closed as of April 1. 17% of the student population submitted a response. Results will be shared during the strategic planning retreat and as part of a wider discussion during Fall Convocation.*

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.

- + 14 Booking appointments
- + Offered tour for Transitional Age Youth group

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.

- + Willard, Norwalk, New London, Madison, Ashland, and Wooster
- + Pioneer and ACWHCC application day visits

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 opened October 1st – 352 high school students have applied of those applicants 57% have also completed a general application for Fall 22.
- + Sent out 140 first-round contract letters

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.

- ✚ *General Applicants ongoing transition services (Phone call, text and email)*
 - Total **56** summer non-CCP applicants for six county list served by Crawford
 - Total **185** fall non-CCP applicants for six county list served by Crawford: **non-CCP**
 - Total **241**
- 90% have received 1-3 phone calls and corresponding text message/email
- ✚ *Special Applicant Promotion Campaigns*
 - Enrollment Steps and FAFSA completion (text and email)
 - March Advising Month – promotion of advising and helping students make appts
 - Promotion of Connect-2-College and other campus visit events
- ✚ *Online Applicants for ALL NCSC Counties ongoing transition services (Phone call, text and email)*
 - Summer 2022: **47**
 - Total Fall 2022: **61**
 - Total **108**
- ✚ *Social Media*
 - Promotion of Crawford Success Center courses (summer)
 - Promotion next Connect 2 Campus event on March 24
 - Enrollment for Practical Nursing
 - Arts for Success
 - 452 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.

Strategic Project 3: (Access/Resources):

Grow community involvement

- ✚ *Hosting WISE Pathways, “Women in Sustainable Employment” (April 2022)*
- ✚ *Partnering with Park Bank to host celebration breakfast for top performing Crawford County high school students (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)*
 - *Piloting "condensed" version of in-person new student orientation. Dates scheduled: April 14, 19, 20, 26 & 28.*

- ✚ *Other: Professional Development Friday scheduled for 4/15. Topic: Student Journey & Process Mapping (onboarding/enrollment). Facilitated by Leon Hill, ATD Coach.*

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)*
 - *Attended meeting on 3/22. Topic: Mapping Basic Needs Support*
 - *Completed Institutional Action Plan*

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*
 - *Compiled Midterm Grade Alert (full term courses) results.*
- ✚ *Other: Currently there are 522 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 = 8*
 - *Financial Aid = 0*
 - *Internships = 0*
 - *Solutions = 2*
 - *Student Records office = 0*
 - *TRIO = 35*
 - *Tutoring = 6*

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.

- ✦ *Held CCP Accuplacer Testing offsite at Plymouth, Pioneer, Madison, Mansfield Senior and Hillsdale to increase testing access to students; to establish CCP eligibility*
- ✦ *22-23 CCP agreement renewals in progress; received from Buckeye Central, Bucyrus, Centerburg, Clear Fork, Colonel Crawford, Crestview, Danville, Highland, Hillsdale, Knox Co. Career Center, Lexington, and Madison*
- ✦ *Continued monitoring of Selective Service audit for males who are 18 and required to register for SS; outreach to secure the information required for reporting*

Strategic Priority 2: (Success)

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

- ✦ *Continued monitoring and outreach to students for whom received midterm deficiency and academic alert students through Aviso Engage*
- ✦ *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 provide academic advising and college planning to new and continuing CCP students, both on and off-campus, and engage students with NCSC.*
- ✦ *Continued high school-based advising support to assist students and counselors for 22-23 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.

- ✦ *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.*
- ✦ *Overrode a screen in Datatel to update the Pell entitlement figures since the critical update will not be released for over a month. Rewarded all Pell students to update them to new Pell figures.*

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.

- ✦ *Created a ZINGLE instructional guide on how to upload contacts, create a TAG and bulk text a selected group of students. Shared the instructions with Monica to share with her department.*
- ✦ *Meet with two different 8-week task forces.*
- ✦ *Meet with Tom P. and Amanda Sheets to make sure all departments were on the same page for TFS processing, notifications, etc.*

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 current TFS who have not completed their FAFSA or FA file and notified them of deadlines. Students were texted, emailed and sent letters via postal mail. Also coded on AVISO.*

- ✦ Reached out to new 22/23 TFS who have returned scholarship acceptance on the steps needed to complete FAFSA or aid file and TFS deadlines. Students were texted, emailed and sent letters via postal mail. Also coded on AVISO.
- ✦ 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 1341 unique 2022/23 ISIRs (FAFSA data) and 2815 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

- ✦ We continue to operate at full capacity and towards forecasting when our Kindergarten eligible children will be withdrawing from the program. We began the first step of this process by sending a letter to families of kindergarten eligible students to inquire about when their child's last day of attendance at the Child Development Center will be.

Strategic Project 2: Grow our leadership team

- ✦ EHS Program Governance has approved the job descriptions for our EHS Lead Infant/Toddler and Home-Visitor positions. Both job descriptions will be sent onto HR for review and approval.

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

- ✦ Our next Professional Development Day will be on May 27th.
- ✦ Teachers will have the opportunity to complete Ohio Approved Trainings to ensure they are meeting the minimum six hours of Ohio Department of Job & Family Services and fifteen hours of Step-Up-to Quality Training.
- ✦ We will also complete our annual Professional Development Plans and share the Training and Technical Assistance Trainings needed for the next program year.

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

✦ *The first batch of items have been posted on the govdeals website and will continue to in small batches.*

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

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

✦ *Working with our Information Technologies department on the classroom upgrade project has been completed*

✦ *Continued work on Summer 2022 projects to increase efficiencies for power requirements*

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;

✦ *Installed hallway lights on the second floor of the Kehoe center, replacing 170 lamps and all the can lights to flat panel LED lights to better illuminate hallway walk ways and improve the safety of our students.*

✦ *Installed new domestic water skid to increase efficiencies of water demand on all floors of the Kehoe Center.*

✦ *Replaced mixing valve to ensure that the hot water is being pushed through the whole building, it has improved this and signed a preventative maintenance contract on both pieces of new equipment.*

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*
- ✦ *Looking at new classroom usages to start a new energy initiative with OSU Facilities*

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.*
- ✦ *OARnet will make the final connection to the internet in Cleveland and to the CPE switch located at Fallerius Hall.*

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.*
- ✦ *The controller on main campus has been upgraded and work is being done to upgrade the controller at the Kehoe Center. This project is ongoing.*

Strategic Project 6:

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

- ✦ *The multi-classroom renovation project is 100% completed.*
- ✦ *The vendor is still in the process of completing the punch list for the classroom project.*

Strategic Project 7:

Install multifactor authentication access on servers in data center.

- ✦ *The network administrator has installed multi-factor authentication (MFA) on all servers.*
- ✦ *Multifactor authentication on the firewalls for VPN access is complete.*
- ✦ *Instructions have been given to the first group of people that will be using multifactor authentication for VPN access.*

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

President's 2022 Spring Open Forum (March 31, 2022)

- ✦ On Thursday, March 31, 2022, the president held his 2022 spring open forum via Zoom. ["Sustaining the Present and Creating the Future of Our College"](#) A video of the presentation is posted on the President's Webpage. Above is a link directly to the video for those who may have missed it or those who wish to view it again. In addition to winning strategies that have helped our success and new strategies that are setting us up for the future, the emphasis for the coming year is an overarching call for a strategic focus on "Enrollment" as the "Wildly Important Goal" (WIG) for "Everyone".

Employee Photo Directory (April 2022 Update)

- ✦ The [Employee Photo Directory](#) has been updated for April 2022.
- ✦ We bid farewell to Trustees, Ms. Pamela Mowry from Ashland County and Mr. Roger Miller from Crawford County and Welcomed Ms. Kristin Aspin from Ashland County and Mr. David Bush from Crawford County to our College Board of Trustees.
- ✦ We Welcome aboard, Ms. Misty Bishop as Nursing Pathways Mentor in the Health Sciences Division and Mr. Tony Leprotti as Financial Aid Specialist in the Financial Aid Office.

2022 Commencement Exercise (May 13, 2022)

- ✦ 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

- ✦ *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:

Document Imaging

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

Accomplishments toward Strategic Projects

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.

- ✦ *Strong Supervision training has had tremendous growth resulting in 20% increase in new business.*
- ✦ *The MAC college committee will be going through Supervisor and Leadership training based on the results of a survey that was completed by MAC attendees, beginning April 28.*
- ✦ *The Tower Tech program equipment is being ordered, along with a Tower to be erected at Kehoe.*
- ✦ *A new year long program for workforce training is being implemented for Cleveland Cliffs (formerly known as AK Steel) generating \$50,000 in new business.*

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

✚ **Emerald Club 2021/2022**

- Goal: \$350,000
- Total: \$718,164
- FY22 % to goal: 205%

✚ **LPN Support**

- A new \$45,000 gift has been received to support a Crawford Success Center instructor for the LPN program
- Avita has requested to run the new program again in Fall 2022

Strategic Project 3: (Technology Support)

Increase Technology support, including HyFlex/Next Gen classrooms.

✚ Received a new \$5,000 unrestricted gift to support college needs.

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

✦ *Honored to receive a National Paragon award from the National Council of Marketing and Public Relations, for the Workforce Training brochure we developed with our workforce team of Chris, Linda, and Randy.*

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

✦ *Reviewed the initial drafts of the “personalized” web landing page. This is a huge step forward. Awareness marketing continues*

✦ *Targeted marketing has been providing good results*

✦ *Final two podcasts are being developed*

✦ *A four-story series is being developed with Richland source*

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

✦ *New viewbooks received. New pocket folders are in production for admissions and SSC*

✦ *Hall of Excellence is just one week away*

23_Faculty Caucus (Report by Sara Rollo)

Accomplishments toward Strategic Projects

Strategic Project 1: Access

- ✦ *Will reach out to new faculty as they are hired*
- ✦ *Approved a search committee for the HS 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 approved the addition of auto-adoption for textbooks into the current policy as required by the HB 110 Section 733.20*

Strategic Project 3: Resources

Promote activities that involve faculty professional development

- ✦ *Continuing to gather and provide 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*
- ✦ *Staff Caucus working on new strategic plan that involves staff assisting with staff morale across the College*
 - *Also strategic planning occurring for staff birthdays*

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*
- ✦ *Met with Faculty Caucus in March as spring 2022 Congress launch*

Strategic Project 3: Resources

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

- ✦ *Brainstorming for Fall Convocation commenced*