



President's Bi-Weekly Report

For period March 22, 2021 to April 2, 2021

** Submissions for next update are due Friday, April 16, 2021*



01_Campus Emergency Response Team (CERT)

Accomplishments toward Strategic Projects

Strategic Project 1:

Effectively react and implement needed changes for the COVID-19 pandemic as they relate to NC State and the safety of our students and employees. Update the CERT manual and place it on a shared drive accessed only by the CERT team.

- ✚ AVITA will conduct a COVID-19 Vaccine Clinic at Byron Kee Center, Room 128 on Wednesday, April 7th. Nearly 100 faculty and staff are signed up. Additional interested students and staff are on a call list.

Positive COVID cases through 4-5-21: Students	Faculty	Staff	
		(FT & PT)	(FT & PT)
Total cases to date	42	14	9
Active cases right now	1	1	0

Strategic Project 2: Strengthen response plan to natural or human-made crises through training and tabletop scenarios, communication, and building relationships with first responders.

- ✚ *EOP review is in process.*
- ✚ *Mansfield Fire was on campus to tour buildings on March 30th with Kevin and Keith*
 - *Discussed use of facilities for their training this summer*
 - *There is interest in videotaping safety video here for their use (and ours)*

Academic Services

02_Business, Industry, and Technology

Accomplishments toward Strategic Projects

Strategic Project ACCESS:

- a. Substantially increase the number of courses/programs available and delivered in hybrid format or fully online (complete by June 30, 2021)

✚ *We are proud to report that this goal has been met! Online and hybrid offerings have increased by 20% over the last year. Thank you to the faculty for their hard work in making course material more accessible for students.*

- b. Certificates:

- i. Review certificate inventory for enrollment and need (complete by June 30, 2021)
 - ii. Develop new 15-hour electrical cert to align w/Career Centers' strong electrical curriculum, and send to curriculum Committee in Fall 2020.
 - iii. Develop on-line Coding Cert (determine credit/non-credit and length) – complete by June 30, 2021
- c. Increase participation of women and minorities in BIT programs 2% - fall 2020 vs. fall 2021
- ✚ *Two mentors and mentees in IT/Cyber are piloting mentorship program second 8 weeks of this term*

Strategic Project SUCCESS:

- a. Increase completions 1% Fall 2020 – Spring 2021 compared to previous year, and Fall 2020-Fall 2021 compared to Fall 2019-Fall 2020.
 - b. Improve course review including QM additional 5% + set benchmark.
- ✚ *We are proud to announce this goal has been met! As was reported above, an additional 20% of BIT courses have been approved for online and hybrid offerings.*

Strategic Project RESOURCES:

- a. IT / ENGR integration in relevant curriculum;
- ✚ *Bachelor of Applied Science in Systems Integration and Automation Engineering Technology program outline completed.*
- b. Seek grants to support strategic goals min. \$100,000 by June 30, 2021.
- ✚ *As of January 28, we have received the following grants for a total of \$78,500 towards the \$100,000 goal.*
- *NIMS - \$2,500*
 - *Hire Foundation - \$31,000*
 - *Lorain County Community College - \$45,000*

03_ Workforce & Non-Credit

Accomplishments toward Strategic Projects

- ✚ *Nothing to report for this period.*

Strategic Project 1:

Expand training and apprentices in both number and occupation (manufacturing, IT, business, plastics). Recover apprenticeships post Covid, implement Plastics Technology apprenticeship, increase number sponsored by the college. Increase apprenticeships by 15%.

Strategic Project 2:

Promote customized training and increase company awareness to assessment and testing resources available through the College. Increase workforce revenue by 15%.

- a. Implement online delivery of a) supervision/leadership' b) MS Office; c) promote MindEdge curriculum - implemented by Jan. 01/2020
- b. Target recruitment for workforce training opportunities to women and minorities, as aligned with DEI strategic priorities. Increase number of women and minority represented students by 2% of baseline

04_Health Sciences

Accomplishments toward Strategic Projects

Strategic Project 1:

Increase percent of hybrid online classes in Health Sciences with an overall goal to increase by 2% for Academic year 2021-2022 as compared to Academic year 2019-2020

- ✚ *Based on most recent QM update, course numbers capable of 100% online instruction, there are only five courses remaining for QM review. Three will be reviewed Summer2021 with the other two for the 2021 academic year.*

Strategic Project 2:

Increase student enrollment in LPN, Respiratory, BioScience and SciMed programs with an overall goal of 20% increase for the 2021-2022 Academic year.

- ✚ *Applications are at 55% overall with Radiology at 100% and PTA at 92% capacity. Outreach continues for BioScience, SciMed, LPN, Respiratory and the RN programs. There have been successful visits one on one with students and parents. Info sessions continue for Nursing and Respiratory.*

Strategic Project 3:

Increase professional development for Assessment and Curriculum Design to improve the number of programs completing the College Wide Outcome (CWOs) Rubrics with an overall goal of 100% participation of Health Science Courses with identified CWOs by the 2021-2022 Academic Year.

- ✚ *Program Directors are reviewing CWOs for courses. We are working together to verify all CWOs are being completed within each program.*

05_Liberal Arts

Accomplishments toward Strategic Projects

Strategic Project 1:

Increase new online courses/programs or transform current in-person courses and program to full

online section delivery (complete by June 30, 2021). Add online degree in Communication and convert 34 courses for online delivery for 2020-2021.

- ✚ *All current courses are available online.*
- ✚ *After one course is changed, the AA in Education will be totally online. Seven online degrees are already available from the Liberal Arts division.*

Strategic Project 2:

Continue work on the advancement of transfer strategic plan with the overall goal of increasing successful transfer by 1% (from 19% to 20%). Add (*Community College of the Air Force*) General Education Mobile (GEM) program and increase articulation agreements, Guaranteed Transfer Pathways, and Ohio Transfer Module/Transfer Assurance Guide (OTM/TAG)-approved courses.

- ✚ *Three more articulation agreements (Criminal Justice and Education) with the University of Cincinnati have been finalized, and signing is in process. Muskingum's update has been finalized, and signing is in process. Two new pathways (CJ and Psych) from Franklin are in review. Five pathways from Indiana Wesleyan have been approved, and two are in review. Articulation agreement with Baldwin-Wallace University is in review. Mount Vernon Nazarene pathway for Human and Social Work Services has been approved.*
- ✚ *Guaranteed Transfer Pathways in Psychology and Social Work approved and posted on ODHE website. English and Mathematics need small adjustments. Communication Studies pathway has been submitted to ODHE.*
- ✚ *Next steps for GEM program to open in fall are the completion of landing page on our website and completion of training for Brad Dunmire as a point of contact.*

Strategic Project 3:

Increase enrollment in Liberal Arts classes with the overall goal of increasing headcount and credit hours by 1% traditional, 2% non-traditional, and 1% minority in Liberal Arts programs. Promote Addiction Studies program, College Credit Plus (CCP) courses, and Galion Liberal Arts program.

- ✚ *Dave Koepke visited the Mansfield Correctional Institution and recorded a class visit with the Security Threat Group intelligence officer. Warden McConahay or his designee was asked to join the advisory committee (joining Richland Correctional recently added to the committee). The relationship will help in the recruiting on NCSC students as ManC employees and the recruiting of ManC employees as NCSC students.*
- ✚ *Division faculty have been asked to encourage enrollment by current students.*

Strategic Project 4:

Increase retention in Liberal Arts classes with the overall goal of increasing fall to spring and fall-to-fall retention by 1% and minority fall-to-fall persistence rate by 2%), especially in

gateway courses such as English and Math. Increase the use and quality of Open Educational Resource (OER) materials, increase the number of courses going through Quality Matters review, and increase smart technology in classrooms.

- ✚ *A Growth Mindset workshop was conducted for Liberal Arts and Health Sciences faculty as part of the division meeting April 1.*
- ✚ *Steve Haynes and an FYEX committee are working to improve the design of the FYEX 0070 course.*
- ✚ *Steve Haynes and Math and English faculty are working to improve the design of the co-requisites for ENGL 1010 and STAT 1010 in a Complete College America grant-funded project.*
- ✚ *Division faculty continue to discuss retention and success data in division/department meetings.*

06 Academic Support Services (Quality and Compliance: curriculum, assessment, and accreditation)

Accomplishments toward Strategic Projects

Strategic Project 1:

Operations manuals for Accreditation and Compliance. Draft to be finished December 2020. Tutorials for process involved in program approval, assessment compliance, curriculum mapping, etc...posted to the web. Audience - Deans/Faculty

Strategic Project 2:

Updated operations manuals for Assessment and Curriculum. Draft finished and posted on web- August 2020. Feedback integrated into the newest iteration for next year- May 2021. Cross-training within all academic divisions for Digarc Fall and Spring.

- ✚ *Curriculum system, called curriculog has been updated for the new academic year, Fall 2021. The forms have been updated to provide more detail and be more user friendly.*

- ✚ *All Curriculum worksheets have been updated to the 2021-2022 academic year.*

Strategic Project 3:

Increased participation in HLC Assurance Argument. Initial tutorials deployed to faculty/staff “how to tell the story of your area” - December 2020 . First draft of all functional areas “story” - submitted to Academic Services June 2020. Repository of evidence files with substantive artifacts at least one process from each functional area - August 2021.

Strategic Project 4:

Increased engagement in co-curricular assessment as well as professional skills and academic assessment. Update to Assessment website- August 2020. Tutorials posted for

professional skills/co-curricular assessment training - November 2020. Co-curricular assessment strategy update meeting Fall and Spring.

- ✚ *The assessment team assisted Dr. Diab in his college-wide advisory meeting. A number of community members expressed interest in helping the assessment team explore new areas for assessment and give input on current assessment processes.*

Strategic Project 5:

Support data research and survey administration. Initial tutorials deployed for Managers Advisory Council (MAC) on how to ask for/read/utilize data (required by Perkins) - December 2020. Community College Survey of Student Engagement (CCSSE) and Student Satisfaction Inventory (SSI) deployed either face to face or online - Spring 2021. Two training sessions for data analysis – MAC/AC December 2020 and March 2021.

- ✚ *SSI and CCSSE are set to be deployed this Fall in an online context. Faculty course sections are selected randomly for this deployment. Faculty will be notified at the beginning of Fall Semester which of their classes have been selected to deliver the surveys to students.*

07_TRIO, Solutions, and Tutoring Support Services

Accomplishments toward Strategic Projects

- ✚ *Nothing to Report for this period*

Strategic Project 1:

TRIO: (a) Implement new grant(s); (b) complete Annual Performance Report (APR)-achieve annual goals; (c) create programming that is highly engaging and meaningful to specific student needs

(a) Implement new grant(s):

(b) Complete APR/Achieve annual goals:

(c) Create programming that is highly engaging and meaningful to specific students (during COVID):

Strategic Project 2:

Tutoring: (a) cross-train Scott Smith; (b) develop new strategies to increase enrollment in Solutions; (c) continue to support Choose Ohio First (COF), Guided Pathways for Success (GPS), College Now and various college initiatives as needed

(a) Cross-train Scott Smith

(b) Develop new strategies to increase enrollment in Solutions

(c) Continue to support Choose Ohio First (COF), Guided Pathways for Success (GPS), College Now and various college initiatives as needed

08_Crawford Success Center & Mansfield Sr. H.S. Outreach Accomplishments toward Strategic Projects

Crawford County

Strategic Project 1:

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.

- ✚ *The transition specialist is working with a total of 313 applicants for Crawford County 2020/21. Summer and Fall Applicant regular contacts by text and phone. Transition Specialist follow-up now includes applicants from Crawford, Huron, Marion, Morrow, Seneca and Wyandot Counties)*
 - *246 total active non-CCP applicants*
 - *76 Summer 2021*
 - *170 Fall 2021*
 - *8 in-person appointments/walk-in for admission, Accuplacer and financial aid*

- ✚ *The CSC will run **in-person** English 1010 + corequisite lab & Stats 1010 + corequisite lab for Fall 2021*

- ✚ *Connect 2 College Crawford Success Center 3 25 21*
 - *10 registered for In person*
 - *06 attended*
 - *05 registered for virtual*
 - *03 attended*

- ✚ *The Crawford Success Center Outreach director is acting as interim Admission Director for the college.*

Strategic Project 2:

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.

- ✚ *Continuously communicating with all nursing applicants to encourage them to work through the enrollment process*

Strategic Project 3:

Work with Crawford County businesses to offer opportunities for upskilling or reskilling with workforce training opportunities.

- ✚ *Still developing the Tradesman program moving along for an August/Sept 2021 start*
- ✚ *WISE pathway planning to moving along for a June start for the workshop*

Mansfield City School

Strategic Project 1:

Maximize student choices with College Credit Plus (CCP) and Career Technical Education (CTE) options. Collaborate with the new College and Career Readiness Supervisor creating pathways for students using the site articulation agreements would allow Mansfield City Schools (MCS) to qualify for Tuition Freedom scholarship. GEAR UP discussion with Calos Bing from Ohio Department of Higher Education (ODHE) as a school of interest for the next grant cycle.

- ✚ *Using AVISO platform to monitor Mansfield applications.*
- ✚ *Meeting weekly with the counselors to meet the CCP needs or enrollment needs for all traditional students.*
- ✚ *Presented to senior class on the upcoming Lab Tours at Health Science Building and Kehoe center.*

9_Center for Teaching Excellence

Accomplishments toward Strategic Projects

Strategic Project 1:

Develop & find resources to implement long-term professional development programming for faculty to perpetuate a culture of success in teaching & learning, especially online

- ✚ *Facilitated 2nd monthly FT Faculty Mtg of "Umbrella Hour" Project (mini faculty learning Community) & met with faculty caucus to get input on refining the Umbrella Hour Projects structure.*

Strategic Project 2:

Recognize & Disseminate best practices & innovations in utilization of instructional tools & techniques to perpetuate a culture of success in teaching & learning, especially online

- ✚ *Offering all Faculty 2 "Course Redesign Camps" via Zoom in breaks in May & August. Spring Faculty Book Club met 3/24 - discussed Chapters 2-4 of Darby/Lang's Small Teaching Online: Applying Learning Science in online Classes (2019)*
- ✚ *Also continued offering the following (all remote via Zoom)*

- ✚ *Teaching Circle (Informal topical sharing - wins/challenges/ models/ resources) - 1st & 3rd Thurs. 12p*
- ✚ *Coffee EDU (Informal, no agenda or topic open teaching coffee hour) - Fridays 9a-10a*
- ✚ *Peer Active Teaching Labs (Peer shares innovative practices - LISTEN-EXPERIMENT-DISCUSS-EXTEND) - 4th Thursdays, 4pm*
- ✚ *Canvascast emails sent each Friday morning offering walk-thru of a Canvas tool of week: Student Grades 'What-If' Tool & Outcomes Tool*
- ✚ *FACILITATOR email sent out Mondays at noon to highlight a teaching technique & training of the week: 4"S" Group Application Activities & Backchannel Technique*
- ✚ *Met with Faculty Caucus to develop Zoom Cloud recording Maintenance Policy.*

Strategic Project 3:

Develop sustainable & collegial process for iterative distance course design & development around standards such as Quality Matters (QM) external certifications

- ✚ *Worked with divisions to update a listing of all courses that have both gone through the NCSC QM development process as well as active & inactive 'grand-fathered' courses (developed pre-NCSC QM Process).*
 - *Total distance courses that have gone through NCSC QM development process 2014-2021: **173** (pre-Covid: 58 | Post-Covid: 115)*
 - *Active Grand-fathered Distance Courses: **59***
 - *BiT*
 - *Distance Courses Put Through QM Process: **53***
 - *Active Grand Fathered Distance Courses: **30***
 - *HS*
 - *Distance Courses Put Through QM Process: **58***
 - *Active Grand Fathered Distance Courses: **3***
 - *LA*
 - *Distance Courses Put Through QM Process: **62***
 - *Active Grand Fathered Distance Courses: **26***
- ✚ *QM Development Process was completed for STAT-1040-920*

Student Services & Institutional Effectiveness

10 Admissions & Enrollment Management **Accomplishment toward Strategic Projects.**

✚ *Nothing to Report for this period*

Strategic Project 1:

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 (Access).

Strategic Project 2:

With uncertainty, prepare all we do to continue in a virtual experience for campus visit, campus tour, College Day / Night fair, high school visits, correspondence, and preview days or other open house programming (Access/Resources).

Strategic Project 3:

Develop better, stronger, and positive communication with specific audiences (Tuition Freedom Scholarship (TFS), Choose Ohio First (COF), and Foundation Scholarships) receiving aid, what steps need to be completed. (Access/Success/Resources).

11_Student Success Center and Retention Services

Accomplishments toward Strategic Projects

Strategic Project 1:

Increase advising support to students of color and students in the Directions program to ensure successful completion of gateway courses in the first year

✚ *Priority Registration opened on 03/24; actively monitoring registration activity for students of color and students in the Directions program*

✚ *Participating in the college's Co-req project; (CCA + Ohio SStF Math Coreq Workshop #2 held on 03/24)*

✚ *Ongoing analysis of data from recent Program Review related to outcomes for new students (particular focus on disaggregated data which includes race/ethnicity and DR)*

Strategic Project 2:

Maximize utilization of Aviso Engage (key features such as alerts, referrals, action plans and texting) to increase next term persistence for new students

✚ *Completed year-long project with Aviso team on 03/29; finalized details for project assessment, summary and report*

Strategic Project 3:

Enhance services and strengthen support to Adult Learners during the onboarding process to remove barriers to success

- ✚ *Ocelot Chatbot GO LIVE date: 04/01; final review of academic advising office questions*
- ✚ *Completed search for Retention Specialist position. Candidate selected.*
- ✚ *Launched search for Transition Specialist position; 1st meeting of Search Committee scheduled for 04/02/2021*

12_College Credit Plus (CCP)

Accomplishments toward Strategic Projects

Strategic Project 1:

Support CCP enrollment growth (Access) during uncertain and changing school operating environments in 20-21, with a focus on student success (Success)

- ✚ *First CCP New Student Orientation was held for Summer/Fall 2021 registration*
- ✚ *CCP Application and testing days held at Pioneer for continuing CCP students, advising and course approval for summer and fall continues*
- ✚ *Continued work on renewing partnerships with school districts*
- ✚ *Continued work with partner schools on faculty credentialing for new faculty in 21-22*
- ✚ *Continuing to meet partner schools' evolving needs for various delivery formats of CCP Information Sessions for students and families, both in person and virtually.*

Strategic Project 2:

Expand use of technology to support communication for Department needs, student enrollment and student success during COVID and with current staffing. (Success and Resources)

- ✚ *Addition of state student ID field added to applicant report to mitigate missing data earlier for ODDEX reporting*
- ✚ *Continued work on CCP webpage content.*
- ✚ *Continued updates to SharePoint for secondary school partners' applicant and enrollment tracking*

13_Registrar - Student Records Office (SRO)

Accomplishments toward Strategic Projects

Strategic Project 1:

Continue work with online resources including: getting various degrees fully online, creating an extensive suite of topic-based videos/how-to videos for online students to view during orientation and to have as resources for 24/7 assistance. (Access)

✚ *Brad Dunmire is currently going through General Education Mobile training to use for Community College of the Air Force students. Brad will be acting as their advisor for this program which allows students to take our general education classes online and apply them for their degree with CCAF.*

✚ *The following programs are now available for students to complete fully online:*

- **Degrees**
- Business Management (BABM.AAS)
- Business Analytics (BABA.AAS)
- Communications (COMM.AA)
- Criminal Justice (CJR.AAS)
- Criminal Justice Law Enforcement (CJLE.AAS)
- English (ENGL.AA)
- Liberal Arts (LA.AA)
- Psychology (PSYC.AA)

- **Certificates**
- Certified Bookkeeping (CBKP.CERT)
- Business Analytics (BAC.CERT)
- Microsoft Applications (MA.CERT)
- Operations Management (OPM.CERT)

Strategic Project 2:

Continue work on the Career-Technical Articulation Verification (CTAV) project to enable the download of approved Career-Technical Assurance Guide Descriptions (CTAGs) through Ohio Department of Higher Education (ODHE) for enrolled students. Fully implementing this project will eliminate excessive paper and increase efficiencies for processing proficiency credit. High schools do not need to submit hard copies of CTAGs eliminating extra work on their part and credit posted in a timely manner. (Access)

✚ *We are investigating using a statement on the application that authorizes the College to post CTAG credit without obtaining a separate written approval from the student. This would make the process more efficient and credit would be posted in a timelier manner.*

Strategic Project 3:

Review current office procedures to determine which ones can incorporate electronic vs in-person means of processing. Convert some forms to fillable pdfs to accommodate distance processing. (Access/Success)

- ✦ *Fillable PDFs were created and uploaded to the Student Records web page. The fillable forms now available on our webpage are the FERPA Release, Change of Address, Change of Major and Drop/Add forms.*
- ✦ *We will continue to monitor situations that may require alteration of procedures or forms to accommodate distance processing of student transactions.*

Business Services

14_Accounting/ Controller's Office

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.

- ✦ *Testing continues for different budget scenarios.*

Strategic Project 2:

Continue listing obsolete items on govdeals.com

Strategic Project 3:

Get our Synoptix reporting software ready for the new reporting related to accounts receivable and payroll reporting

15_Financial Aid Office

Accomplishments toward Strategic Projects

Strategic Project 1:

Improve communication and customer service with students and other student-servicing departments to be clear, positive, and expeditious

Strategic Project 2:

Establish Free Application for Federal Student Aid (FAFSA) completion, and scholarship awards, as a twinned process with the Admissions Office and the Foundation to expedite student application and validation.

- ✦ *Office is currently working the list of students who have applied for summer and fall start, we are sending out FAFSA completion reminders via text as well as email.*
- ✦ *Working the upcoming orientation lists and notifying students to complete their aid file/do a FAFSA.*

Strategic Project 3:

Improve/Revamp the administration of our Federal Work-Study (FWS) program to find and support internal departments with their human resources needs.

16_ Child Development Center (CDC)

Accomplishments toward Strategic Projects

Strategic Project 1: Maintain full enrollment in child care, Early Head Start and Ohio Department of Education (ODE) preschool

- ✦ *Developed FY21-22 Enrollment Goals for child care, EHS and ODE Early Learning grant; 64 center-based, 28 home-based for a total of 92 children*
- ✦ *Notification of the program's weekly tuition increase for FY21-22 went out to families on April 1, 2021. The increase will be implemented week of July 5, 2021*
- ✦ *Current year: Program enrollment goal: 92 (64 center-based and 28 home-based total 92)*
- ✦ *Current enrollment: 46 center-based, 23 home-based, 2 prenatal, total 71.*
- ✦ *Accepting applications for enrollment for infants, toddlers and preschoolers*
- ✦ *Home-based services will be provided virtually in collaboration with community agencies*
- ✦ *Program is recruiting community wide, call the CDC if you need recruitment material*

Strategic Project 2:

Participate and maintain a quality rating through Ohio's Tiered Quality Rating and Improvement System, Step Up To Quality (SUTQ)

- ✦ *Step Up To Quality is a five-star quality rating and improvement system administered by the Ohio Department of Education and Ohio Department of Job and Family Services. SUTQ recognizes and promotes learning and development programs that meet quality program standards that exceed [preschool licensing](#) and [child care licensing](#) health and safety regulations. Step Up To Quality program standards are based on national research identifying standards, which lead to improved outcomes for children.*
- ✦ *The CDC is rated a five-star through October 23, 2022*
- ✦ *Program will be submitting Early Head Start continuous grant April 1, 2021 to continue services to families and children in poverty from campus and our community*
- ✦ *Program completed self-assessment, strategic planning and continuous improvement*

- ✦ *Updated objectives and activities/action steps to meet objectives*

Strategic Project 3:

Promote regular attendance for enrolled children: program wide, individual attendance, encourage positive attendance habits, engage families in understanding relationship between attendance and success

- ✦ *Our program goal is to maintain an average daily attendance of 85% in all service areas*
- ✦ *February ADA for EHS – 69% (decreased 6%), ODE – 81% (decreased 1%) and Child Care – 80% (increased 2%)*

17_Facilities Management

Accomplishments toward Strategic Projects

- ✦ *Nothing to Report for this period*

Strategic Project 1:

Continue to implement safety procedures (COVID Safety) on campus through wayfinding signage throughout campus (internal and external) based on building restrictions

Strategic Project 2:

Continue work to reduce energy consumption (example number of computer rooms, work on replacing lights to Light Emitting Diode (LED) when they burn out), and minimize space utilization (by helping to improve scheduling and closing rooms, wings, floors...) both for safety and energy conservation

Strategic Project 3:

Continue Employee Enhancement through training facilities employees on proper equipment usage and equipment cleaning/maintenance, improving facilities employees' awareness of department objectives, and establishing an understanding of facilities employees roles within the total campus community.

President's Office

18_Foundation, Government Relations & Grants

Accomplishments toward Strategic Projects

Strategic Project 1:

Secure funding for scholarship programs, including Tuition Freedom and certificates.

- ✦ A new \$50,000 gift has been pledged for the FY22 school year to support the Tuition Freedom program.
- ✦ The Foundation completed the 2021/2022 scholarship award process. Acceptance letters have gone out to students.
- ✦ A new Alumni Scholarship has been launched that encourages our Alums to recommend NCSC to their friends and family. Each entry will be entered to win a \$1,000 scholarship and the Alums will be entered to win 4 Cedar Fair tickets.
- ✦ The second annual scholarship for Advancing Diversity has been awarded, awaiting the student's acceptance letter.

Strategic Project 2:

Secure donors and grants to fund emerging College and program needs especially to build the information technology infrastructure inside and outside the classroom.

- ✦ A new gift request has been made to support the auditorium at Kehoe.
- ✦ The NCSC Foundation is working closely with a donor group to support program equipment needed for STEM areas.

19_Human Resources (HR)

Accomplishments toward Strategic Projects

- ✦ Nothing to Report for this period

Strategic Project 1:

Increase diversity of faculty and staff while incorporating Diversity, Equity & Inclusion (DEI) best practices into the hiring process

Strategic Project 2:

Implement Colleague Self-Service for HR

Strategic Project 3:

Automate payroll payable process i.e. pay online

20_Information Technology Services (IT)

Accomplishments toward Strategic Projects

Strategic Project 1:

Installation of new firewalls at the main campus and the Kehoe Center.

- ✦ *The IT department is in the process of ordering 1 GB port modules and 10 GB SFP transceivers for the new firewalls. These modules will be used for the 10 GB internet connection to the main campus.*

Strategic Project 2:

Utilization of Microsoft Azure cloud storage as a third off-campus site for College data being backed up.

Strategic Project 3:

Continue to enhance the technology infrastructure and capabilities for wireless connectivity and online learning inside and outside the classroom

- ✦ *The college is asking to have multiple classrooms upgraded this summer. The IT department has asked for a quote to upgrade 54 classrooms. As stated in the last update Fallerius Hall F-121 has been approved to have a Next Gen classroom upgrade.*

21_ Information Services & Institutional Research (IS/IR)

Accomplishments toward Strategic Projects

Strategic Project 1:

Full implementation of the Colleague Self-Service solution functionality by transitioning from WebAdvisor (MyNC) through collaboration with almost all areas across the College. This will include the development and execution of a timetable and plan to migrate from Colleague WebAdvisor to Colleague Self-Service that will include changes to various office processes as well as training of all College employees on utilization of the new interface.

Strategic Project 2:

Continue to build the foundation for effective and efficient Institutional Research in order to support the management decision-making process. This will include organizing and centralizing the collection, management, and reporting of institutional data (strategic plan, leading/lagging indicators, predictive analytics, early alert for gateway courses, section analysis, retention, program review...) through the newly established department to ensure data accuracy, consistency, and integrity. This may include the establishment of a data warehouse or data marts or defined common data sets, as well as a data steward group to monitor data policies.

- ✦ *Ongoing work to develop and optimize reporting data structures*

22_ Marketing & Public Relations

Accomplishments toward Strategic Projects

Strategic Project 1:

Rework all student services content provided to prospects and students to make it more positive and customer-focused including web content and print materials (including COVID response, Transfer Center, and Foundation)

- ✚ *Realignment of program listings underway on website*
- ✚ *New pages going up for Water and Business Analytics Certificates*
 - *Need additional content*
- ✚ *Foundation site is reviewed. Some adjustments required.*
- ✚ *Transfer Center is again underway on web.*
- ✚ *Catalog content is driving web content dynamically. Continues to be a focus.*
- ✚ *Multiple new projects in the works in support of the admissions team.*

Strategic Project 2:

Continue promotional support in an evolving world that includes continuing work for COVID/distance-learning student messaging and expanding our demographic targeting and geographic creative targeting and positioning to reach audiences including minority with relevant messaging.

- ✚ *Meetings with Key media partners are completed.*
 - *Review of spring campaigns was positive. Results are strong and outpace targets and national averages. There is a lot of interest in our college and programs right now*
 - *Adjustments and additions have been made to some campaign components*