

*What are we doing to help students come and complete at the College?*

*What are we doing to help employees come and stay at the College?*



## President's Bi-Weekly Report

For period March 30, 2026 to April 10, 2026

**\*\* Next Report is due Friday, April 24, 2026 "Pay Day"**

## Strategic Projects for 2025-2026 Academic Year

In identifying the strategic projects for their departments, supervisors need to address at least one of the two **SMART** (Specific, Measurable, Achievable, Relevant, and Time-based) strategies shown below in alignment with the strategic plan and its key performance indicators (KPI's) to fulfill the College mission of student access and success, and align the human, fiscal, and physical (facilities, IT) resources. The two strategies are:

1. What are we doing to help students come and complete at the College?
2. What are we doing to help employees come and stay at the College?

### ACADEMIC AND STUDENT SERVICES

#### 01\_ Admissions & Enrollment Management

**Goal:** Increase total applications by 6% by June 2026 through a 2% gain in general, non-traditional, and underrepresented student applications, supported by targeted communication and improved ISIR engagement.

- ✚ *We are sending out TFS offers to CCP/CTE students*
- ✚ *We averaged around 20 admission appointments phone/in-person over the last two weeks and approximately 30 advising appointments.*
- ✚ *We continue to hold weekly campus visits on both main campus and Kehoe*
- ✚ *We continue to focus on summer and fall 2026 outreach for advising appointments*

#### ✚ **Recruitment:**

- ✚ *Waynedale School Visit*
- ✚ *Pioneer School Visit*
- ✚ *Madison School Visit*
- ✚ *Mansfield Senior High*
- ✚ *Cardington School Visit*
- ✚ *Fredericktown School Visit*

#### 02\_ Engineering Technology, Business, and Criminal Justice (EBC) Division

Goal 1: Achieve a 3% Increase in Student Co-op, Internship, and Capstone Placements by June 2026

- ✚ *Student/Employer agreement meetings were completed with two Engineering students and scheduled two additional student meetings in the coming weeks for summer term Co-op courses.*
- ✚ *Scheduling Co-op/seminar courses for Summer with Dean Andrew Shella as instructor to complete employer agreements until commitment from adjunct or full-time faculty is procured.*

Goal 2: Reverse Individual Program Enrollment Declines and Achieve 3% Division-Wide Growth by Fall 2026

- ✚ *Meet with representatives from Lakeside Books, Willard, Ohio. Lakeside Book is interested in moving their apprenticeship program to NCSC. Toured IST lab led by David Wright and Machining*

lab led by Chris Harriman. Discussed Curriculum and apprenticeship programing with Andrews Shella and Russell Lloyd.

- ✦ Upcoming scheduled meetings with employers to discuss apprenticeship programs and training needs with following companies. Taylor Metal Products 4/14, CNG 4/15, Lake Park Industries 4/16
- ✦ Meet with EBC Liaisons to discuss apprenticeship and BASMET scheduling and planning issues. Development of apprenticeship signifier needed and access to apprenticeship plans is needed. Followed up on issues in Monthly meeting with Toni Johnson. Cory Monica being removed as advisor from apprentice files.
- ✦ Continue to work toward integrating non-credit students. David Wright is working with Shella Seckel to develop credit (EMMT) and non-credit (NIST) course shells in CANVAS.
- ✦ Vickie Kissel is working with Edmund Niese to integrate NIST non-credit courses into college systems so non-credit students can be admitted and enroll in similar process to credit courses.
- ✦ Director Andy Wilson of the Department of Public Safety visited March 9 to recruit from our Police Academy for potential officers to serve in the Ohio Investigative Unit. (This update was overlooked in previous updates)

**Goal 3: Relaunch the Manufacturing Maintenance Technician (MTOM) Program by Fall 2026**

- ✦ Andrew Shella and Chris Harriman continue to review feedback from Curriculum Committee initial review and make edits based on comments and will resubmit.
- ✦ The IST staff and David Wright continue to encourage students to pursue AAS from their apprenticeship/certificate program.
- ✦ **Strategic Project: AI Credential Pathway**
- ✦ AI -Cert approved by HLC and ODHE. Preparing submission for the 26-27 catalog and updating schedule to reflect new courses.

**03\_ Health Sciences Division**

Retention goal: Student course completion rates, in key first year courses, will be greater than or equal to 90%

<b>Health Science</b>	<b># day 14 enrollment</b>	<b>Course Goal</b>	<b>Students enrolled</b>	<b>Retention %</b>
Course	01/27/2026	90% or greater	As of 04/10/2026	
Chem 1030	68	61	67	98.5%
BIOL-1231	33	30	33	100%
BIOL-1550	91	83	89	97.8%
BIOL-1730	36	32	34	94.4%
BIOL-2751	88	79	80	90.9%

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BIOL-2752	127	114	120	94.5%
PHTA-1090	Session A	11	12	100%
PHTA-1110	11	10	11	100%
PNUR-2012	21	19	21	100%
RADS-1270	Session A	17	18	94.7%
RADS-1275	18	17	18	100%
RESP-1220	13	12	13	100%
RNUR-1052	Session A	53	59	100%
RNUR-1054	53	48	53	100%

Enrollment goal: Program application numbers received by May 1, 2026, will increase by 5% over the 2025 enrollment numbers for the same period.

✚ *Our total apps last year at this time were 216. We currently have 272 applications. This is a 25% increase in applications compared to last year at this time.*

HS Enrollment Goals						
HS Program	Max #	Applications submitted	2025 % total and # of apps goal			to date % of max #
			5/1/2025	05/01/2026 Goal %	Goal # up 5% over last year	
LPN/RN ART	32	30	100%	3	31	96.9%
BSN	FT 15	5	40%	6	3	20%
RN	88	71	85%	75	63	71.6%
PN- PM/SU	32	32	<b>100%</b>	32	72	<b>225%</b>
PN-Trad/FA	24	11	<b>50%</b>	12	41	<b>128%</b>
PTA	20	9	50%	10	10	50%
RADS	24	52	<b>100%</b>	24	55	<b>229%</b>
RESP	24	14	63%	15	11	37.5%

**04\_ Liberal Arts Division**

**Goal: 1)** Redesign 10 high-enrollment course shells by July 1, 2026, with structured layouts and AI-integrated components that strengthen course learning outcomes. **2)** Increase the course completion rate in all Session B (second 8-week) courses by 1.0% over the 2024–2025 academic year baseline by implementing targeted early intervention and student support strategies.

- ✚ *Meeting with Madison High School to discuss the Education programs.*
- ✚ *Continue working with faculty to incorporate AI into Liberal Arts courses.*
- ✚ *Working on updating Liberal Arts pages on NCSC's website.*
- ✚ *Working with Marketing on podcast promoting Liberal Arts.*

## 05\_ Assessment, Curriculum and Compliance

**Goal:** Submit NCSC's Quality Initiative Proposal to HLC by November 30, 2025, and implement aligned assessment improvements college-wide by May 2026 to enhance program review and student learning feedback cycles.

- ✚ *All Session B and 16 week CWO rubrics have been placed in any courses missing them, and checked for correct placement. There are fewer and fewer courses needing these placed, indicating that they are now being copied over successfully from previous terms.*
- ✚ *The feed back survey for Session B and 16 week courses will be sent out next week, along with a reminder to complete any CWOs.*
- ✚ *The HLC conference went well and I was able to meet Amanda Wornhoff. I am working on the Quality Initiative Report that is due this summer and am in the beginning stages of planning out the process for re-acclimation of accreditation.*

## 06\_ Title III

**Goal:** Convert 50% of eligible courses to 8-week or online formats, increase OER use, and involve at least 75% of faculty in professional development by June 2026.

### *Alternative Course Delivery*

- ✚ *Continued collaboration with the Respiratory Therapy program on converting courses to 8-week sessions.*
- ✚ *Networked with the Learning Glass Studio vendor regarding best practices for maximizing utilization of this technology on campus.*

### *Faculty Development*

- ✚ *Continued efforts toward ACUE Complete, which would provide all faculty (including adjuncts) and staff with access to on-demand courses, discussion forums, webinars, and other resources. Planning is underway for a campus-based kickoff event scheduled for May 7, 2026.*
- ✚ *Began initial planning for summer faculty development opportunities through ACUE, including courses on effective teaching practices and AI.*
- ✚ *Ongoing planning for a keynote speaker for Summer Convocation on August 14. Speaker and author Dr. Tricia Bertram Gallant has committed to signing copies of her book *The Opposite of Cheating: Teaching for Integrity in the Age of AI*.*

### *Additional Updates*


- ✚ *Attended ADT webinar: Building Workforce Pathways that Work for Students.*
- ✚ *Attended Future Trends Forum session: Teaching Joyfully Online, featuring guest speaker and author Flower Darby, who shared best practices for online teaching.*
- ✚ *Continued collaboration with the external evaluator. Established a high-level timeline for the next six months of the Title III grant, including opportunities to further explore satisfaction related to Title III goals and programs*



- ✚ For the time period of 03/28 to 04/10: Visits to tutoring = 37; Hours = 30.17; Unique students = 27; Referrals = 1; Top 3 Subject Areas: English, Math, Chemistry.
- ✚ For the time period of 03/28 to 04/10: Visits to career services = 2; Hours = 3; Unique students = 2; Referrals = 1. The annual grad survey will be deployed on April 20.
- ✚ The office of Disability Services responded to 10 Alerts(s)/Referral(s) to the office; registered 0 new student(s) for accommodations for SP26 courses during the time period of 03/28 to 04/10. Current active (enrolled) students SP26 = 62; Current caseload = 77.
- ✚ Calculators loaned for the term = 16; Computers currently loaned for the term = 74; Students receiving Weekend Food Boxes = 8. Also, an egg hunt outreach event was held within the Health Science building and swag bags were given away!

### 09\_College Credit Plus

**Goal: 1)** Increase CCP student enrollment by 1% over the previous academic year and **2)** ensure 50% of CCP students are on a documented pathway plan by May 2026.

- ✚ The CCP Academic Advising Team (Nicholas Ramey, Marissa Hamilton and Rachel Kral) were absolute student heroes as we completed our CCP Spring Term launch! From multiple CCP partner locations and on-campus/online; conducting new and continuing CCP student success advising, course, pathway mapping and transfer planning, this team is knowledgeable and inspiring! Check out at the updates below! 
- ✚ Continued: CCP Info/Application/ACCUPLACER sessions, promoting new 26-27 CCP student enrollment. These day and evening events are hosted for parents and prospective CCP students, where they are provided a standard overview of state of Ohio CCP information (requirements, rules, deadlines, etc.) and an intro to each college. Following the presentation, we have opportunities to speak with families and students individually to discuss questions about CCP eligibility, requirements to qualify, balancing HS and college, etc.
  - Recent Off-site ACCUPLACER Test Proctoring at Centerburg, Madison, Mansfield Senior, and Ashland High Schools
  - Advising/Pathway Planning Days at Ontario and Colonel Crawford High Schools
- ✚ Completed: FA25 Enrollment Increase - Following the Fall-Session B Non-Attendance drops, CCP Early College Enrollment for FA25 achieved the set goal of a 1% increase of both credit hours and individual student headcount. CCP/Early College remains well above prior year in all categories.

- ✚ *Completed: SP26 Enrollment Increase – CCP Early College Enrollment for SP26 has achieved the set goal of a 1% increase of both credit hours and individual student headcount. CCP Early College is above prior year in all categories.*

	SP26	<b>% CHANGE to PY-FINAL</b> Comparison to final figures of prior year for the same term
Applications	199	0.51%
Students Enrolled	1381	7.81%
Credit Hours	9787	16.47%
Avg CH / Student	7.09	5.02%

- ✚ *What percent of total enrollment for SP26 is comprised of CCP Early College?*

% of Total Student Count this term	% of the Total Credit Hours this Term:
53%	46%

**10\_ Academic Support Services (Center for Teaching Excellence)**

**Goal:** Increase Canvas Master Courses by 50% (from 37 to 56) and engage one program from each division in course design review by June 2026.

- ✚ *CANVAS MASTER COURSES:*
  - o 62 Complete

**BUSINESS SERVICES**

**11\_ Accounting Services**

**Goal:** Collaboratively update 100% of financial aid and business office policies and procedures by June 2026 and complete a comprehensive policy manual to support compliance and reduce barriers to enrollment.

- ✚ *We are reviewing current business services policies to determine which ones still need to be addressed.*

**12\_ Financial Aid Office**

**Goal:** Collaboratively update 100% of financial aid and business office policies and procedures by June 2026 and complete a comprehensive policy manual to support compliance and reduce barriers to enrollment.

- ✦ *Had the VA auditor on campus. Auditor reviewed student files, college policies, catalogs, courses, etc. Auditor determined there was not a need for an expanded audit!*
- ✦ *Sent out 133 foundation scholarship offers for 26/27*
- ✦ *Awarded 89 COF continuing student scholarships for 26/27*
- ✦ *Working on summer and fall registrations, aid and notifying students of eligibility, if they are taking non-required courses, etc.*

### 13\_ Facilities Management

**Goal:** Complete all listed capital repairs and renovations, including Fallerius and Health Sciences buildings, by June 30, 2026, ensuring physical campus readiness for instructional needs and safety.

#### ✦ **Fallerius Renovation Project**

- *Timeline Phase one May 2026*

#### ✦ **Status Update:** *We are nearing the completion of phase one of the Fallerius Renovation*

- *First and second coats of paint are being completed in areas along with existing doors*
- *90% of new doors and hardware are completed ,Ceiling grid has been installed and is 100% completed, ceiling tiles being installed in 75% of offices and corridors. Lighting fixtures are installed in all the offices and are wired 100% completed, lighting is 100% completed in the corridors, Vav's (Variable Air Volume) are installed for our HVAC Case work has been built and Installed Carpet and flooring are 100% completed for phase one. Phase two has started with*
- *Framing and drywall installed along with the demolition of ceiling and grid, tile flooring has been removed.*

### 14\_ Information Technology & Information Systems

**Goal:** Achieve and sustain a 60% call answer rate and respond to helpdesk tickets within an average of 3 work hours by June 2026 to improve internal and student-facing service.

#### ✦ *From 3-30-26 to 4-10-26*

- *Call Answer Rate: 82 completed out of 192 inbound calls – 42.7%*
- *Ticket Response Time: 4 hours 21 minutes*

### 15\_ Child Development Center

**Goal:** Maintain weekly enrollment tracking, document inquiries by funding source, and report on progress toward CDC expansion to support family access to on-campus childcare by June 2026.

<b>Enrollment Tracking for the period ending April 10, 2026</b>				
Class (Room)	Maximum Enrollment	Available Slots	Filled Spots	Notes
Adventure (39)	8	0	8	
Imagination (21)	8	0	8	
Puddles (24)	8	0	8	
Fascination (27)	8	0	8	

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Journey (29)	21	0	22	Two Children are sharing a Part-time slot
Sunshine (32)	21	0	21	
Homebase	28	0	28	

Inquiries by Funding Source		
Private Pay	PFCC/Voucher or Early Head Start or ODE Grant	Unknown
3 Additional Families Called (2 I/T & 2 PS)	0 Additional Families Called New PFCC Rules have/will continue to impact PFCC family's eligibility.	0 Additional Family Called~ Wanted "drop in care"
	<b>Waitlist Families:</b> Families who have been on our waitlist for 1 Day to 2.5 yrs.	
Private Pay Infant/Toddler 24 Preschool 10	PFCC/Voucher or Early Head Start or ODE Grant Infant/Toddler 5 Preschool 8	

Yellow Highlights show changes in family inquiries about enrollment since the last report.

CDC Expansion Summary
Narrative~ No Updates to Report.

**16\_ Development (Foundation, Major Gifts and Rentals)**

**Goals:** 1) Raise \$442,560 in Emerald Club funds, add 2 new scholarships, and secure 2% growth in major gifts by June 2026. 2) Generate \$37,000 in rentals by June 2026 and finalize Preferred Partner rental packages and marketing materials.

**Fundraising**

✚ Fundraising income FY26 \$56,766 – increase from Donation Police Academy Matts and Hall of Excellence ticket sales

**Rentals**

**17\_ Workforce Development (Non-Credit)**

**Goal:** Grow Workforce revenue by 5% and credit apprenticeships by 5% by June 2026 through new programming in maximizing Tech Cred, AI, leadership, and Unmanned Aircraft Systems (UAS).

- ✚ *Non-credit Workforce income since February, completed and invoiced - \$20,824 \*part of income from utilizing certificate funding*
- ✚ *Additionally Susan Grass leading OSHA - \$1,550*
- ✚ *Setting meetings with:*
  - *IB Tech for Leadership and Supervision discussion – IB Tech requested to put on hold due to issues they are having*
  - *Civista Bank for partnership opportunities – On hold until contact comes back from medical leave*
  - *Wooster Community Hospital for next steps on nursing partnership - Rescheduled*
  - *Embold for partnership opportunities – On hold until contact comes back from medical leave*
  - *Presented at Ontario Future Nurses of Avita*
  - *Plymouth Prom Committee Setup*
- ✚ *Been in contact with:*
  - *ArcelorMittal Corporate Testing set*
- ✚ *Working on:*
  - *Scholarship Selection*
  - *Hall of Excellence*
  - *Employee Campaign*
  - *Emerald Club Mailing for FY27*
  - *Wrap up TurboCert Drone, 5G, Phlebotomy cohorts with MOESC*
  - *April date set for strategic planning with non-credit course instructors*
- ✚ *Workforce Training Schedule – May*
  - *Customized corporate trainings set for Gorman Rupp and Eagle Crusher*
  - *Excel Workshop – Crawford Success Center*
  - *Leadership and Supervision Series 2 – Crawford Success Center*
  - *More dates to be added after strategic planning*

## **18\_ Crawford Success Center**

**Goal:** Increase Crawford Center non-CCP headcount and credit hours by 5% each and raise \$35,000 in scholarships by June 2026.

- ✚ **Recruiting**
  - *Admissions focused podcast with Crawford County Now on April 21 with Dr. Laurie Jackson*
  - *Presenting to undecided seniors at Bucyrus on April 23*
  - *April school visits to Bucyrus, Crestline, and Galion senior classes*
  - *Managing call list for Crawford County & surrounding county applicants for summer & fall terms*

## 19 Institutional Research

**Goal:** Promote a culture of data-informed decision-making across the College by launching annual academic data reports, publishing at least four “IR Quick Bytes,” and providing ongoing data literacy training through a minimum of 10 office hour sessions and targeted presentations. Aim to reach at least 50% of full-time employees through these efforts and achieve a minimum of 25 combined views on video-based training content by June 2026.

- ✚ *The **DHSS Project** continues to be a major focus for us. Over the past couple of weeks, we've been getting ready for the next in-person meeting with AtD, DataKind, and MDRC at the end of April, and we've had some good conversations with partners about data governance and our tech stack.*
- ✚ *The next **QuickBytes** newsletter is in its final round of review and should go out the week of April 13. This issue walks through the difference between 15th-Day and 30th-Day reporting/data and why each one matters.*
- ✚ *We're also deep into preparation for the **Registration Comparison** reports for SU2026 and FA2026. Those will start rolling out the week of April 17 to support enrollment monitoring for the upcoming terms.*

## 20 Grants

**Goal:** Submit and secure at least three competitive grants of \$100,000 or more by June 2026 from diverse state and foundation sources.

- ✚ *Working on uploads of program descriptions to “Credential Engine” for a small ATD/OACC grant we are taking part in.*
- ✚ *There are several moving parts to the ATD DHSS grant during the “discovery” phase of the Unified Data and Technology System. There will be a college visit day on April 30 – May 1 with representatives from ATD, the software developer DataKind, and the MDRC evaluator. Also, we will release a short survey to most college employees in mid-April on current system usage.*
- ✚ *We have joined a consortium with OACC for a Department of Labor Strengthening Community Colleges Training grant, due in May. This is related to the pending Workforce Pell implementation.*

## 21 Human Resources

1) Conduct structured 30/60/90/6mo/1yr check-ins and two tenure-based focus groups to improve onboarding and employee engagement by June 2026. 2) Achieve at least a 90% completion rate for scheduled milestone check-ins with new hires. 3) Conduct 2 focus groups annually.

- ✚ *For the period of 3/29/26 – 4/11/26 % of check-ins completed (0)*
- ✚ *New hires/new positions: 3/29/26 to 4/11/26*
  - *Leigh Gribble – Center Support Assistant, Crawford Success Center*

## 22\_ Marketing and Public Relations

**Goals:** Capture 1,320+ inquiries (10% increase), support app-like functionality on web, meet state/federal compliance (SB1), and maintain 100% timely updates of program info and responses by June 2026.

- + *Inquiries through March 12th: 2,338*
- + *Website: New ADA Guidelines effective April 2026*
  - *Multiple changes also coming for additional state of Ohio requirements*
  - *Contact our office if you need assistance*
- + *Spring campaigns are being implemented now to support*
  - *Sponsored content will post week of 4-20*
  - *Last Smart Solution for FY26 will follow*
  - *Numerous campaigns winding down for FY26*
- + *Steve Haynes podcast series to explore the evolution and appeal of LA*
  - *First two episodes recorded on 4-8-2026*
  - *First will post week of 4-13*
  - *Second will post week of 4-20*
- + *Numerous events are being supported for admissions, Crawford, the Foundation and AtD*
  - *HoE event on April 16th*
    - *Videos completed and approved*
    - *Script reviewed and updated*
    - *Programs are printed*
    - *Final items are being completed for AV*
    - *Rental items arrive week of 4-10*
  - *Spring Counselors meeting is in the works*
  - *Graduation planning continues*
    - *Multiple items in the works for this event*
- + *Additional items of interest:*
  - *Working on numerous layouts for Fallerius renovations.*
    - *Met with vendor to measure and estimate 4-8*
    - *Layouts sent to Lori as well*
    - *Some items ARE in the construction bid, i.e. frosted glass*

## 23\_ Faculty Caucus

**Goal:** Increase faculty usage of Aviso notes by 8% and alerts by 5% by June 2026 and develop one small-scale faculty recruitment event pilot.

- + *Shella joined the Caucus meeting to discuss AI and how she can support faculty needs*
- + *Faculty Caucus discussed grade submission and attendance submission*
- + *Faculty Caucus discussed that we can start working on summer/fall syllabi now so that we can get the information to our AA on time*
- + *Faculty Caucus discussed the social media policy*

## 24\_ Staff Caucus

**Goals:** 1) Host all scheduled caucus meetings, increase internal staff engagement (communication and participation) rates by 25%, 2) organize a joint discussion with Faculty Caucus to explore customer service improvement and retention ideas by Spring 2026.

✚ *The Staff Caucus meets next on April 15th, at 10:00.*