



President's Bi-Weekly Report

For period April 3, 2023 to April 14, 2023

*** Submissions for the next update are due Friday, April 28, 2023*

01_Campus Emergency Response Team (CERT)

Accomplishments toward Strategic Projects (Reported by Keith Stoner)

Strategic Project: Preparation and Avoidance on everyone's part to live with COVID and start preparing for other emergencies, with the goal of staying open, serve the needs of students effectively, efficiently and safely.

✚ Training:

- *Vulnerability forms from CERT Committee members can be sent to Keith*
- *Don Wallis has secured a tabletop exercise for Thursday, June 29th for the campus. Time and location TBD.*
- *Emergency Narcan boxes are here. They will be installed in five NC State buildings.*
- *Paul Allen continues to work with his team to bring us into compliance with the Gramm-Leach-Bliley Act. There are numerous aspects of the I.T. review that will need to be addressed in our emergency planning documents.*

Academic Services

02_Business, Industry, and Technology (Report by Dan Wagner/Vince Palombo)

Accomplishments toward Strategic Projects

Strategic Project: What did we Expand? How will we continue Expanding in programs and enrollment? What is next for Expansion?

✚ *Willard High School visit*

✚ *Mark your calendar for race day, May 2nd at Mid-Ohio, 9 am start.*

✚ *Divisional norming and assessment training led by Dr. Palombo on April 6.*

03_Health Sciences (Report by Melinda Roepke/Leesa Cox)

Accomplishments toward Strategic Projects

Strategic Project(s):

a) **Access:** campus visits for 8th through 12th Grade Students targeting tech/science programs

✚ *Outreach continues this semester in person and via zoom.*

✚ *Program information sessions are continuing as outreach to potential students.*

b) **Success:** Increase Retention in all programs and foundational science courses by 10%

✚ *Outreach to pre - Health students for Program application. Brandon is working with all Pre-HS students as is Julie Ihrig to determine eligibility for Health Science. Based on percentage increase in confirmed students, this is working. Respiratory Program has been to several career centers for outreach as well as the final Gear UP day in March.*

✚ *Current Fall2023 applications for all of Health Science are 161 students have been accepted and of that number 131 have said yes to Fall Program Starts. This does not include College Now student numbers. We are currently holding at 18-20% in applications to Health Science Programs and for student confirmation of accepting their Program spot at the same time in 2022.*

c) **Resources1:** Reduce Student Debt by identifying one OER book per department to replace a required textbook for fall 2023.

✚ *Program decisions to be made for the Fall23 Textbook change date. OER resources are being researched for HS programs. Nursing is in the middle of a total curriculum revision and may wait a year to determine this.*

d) **Resources2:** prepare a balanced 2023 budget proposal in all departments of Health Science as impacted by enrollment and retention

✚ *As soon as the 23-24 budget sent out, Melinda will meet individually to discuss program/department needs for 23-24 fiscal year to submit a realistic budget based on the student number data.*

04_Liberal Arts

Accomplishments toward Strategic Projects

Strategic Project(s):

- a) Faculty to identify scaffold strategies in English and Math courses to reduce rate of withdrawal and failure (primarily online sections); and monitor/improve at end of semester.
- b) Management and Program Coordinators will ensure all adjunct faculty embed the identified scaffold strategies; and all, including tutors, are prepared to implement scaffolds.
- c) The target goal is 50% reduction in withdrawal rates over the 2022-2023 academic year.

- ✚ *Met with Galion High School to discuss how to increase student interest for the GECA program.*
- ✚ *Successfully hired Pamela Henney as the new full time English faculty member.*
- ✚ *Submitted to alter the Mortuary Science program in the hope of continuation of the program.*

05_Academic Quality and Compliance (Accreditation, Assessment, Curriculum) *(Report by Gina Kamwithi)*

Accomplishments toward Strategic Projects

Strategic Project: Accreditation: Through participation of college members, with focus on quality and assessment, submit a detailed, concise, and accurate Assurance Argument to HLC one month PRIOR to the lock date i.e. submit by Thursday, June 1, 2023.

- ✚ *Nothing to Report*

06_Center for Teaching Excellence *(Report by Toni Johnson/Michael Welker/Pam Ratvasky)*

Accomplishments toward Strategic Projects

Strategic Project: Maximize student retention. Collaborate with each academic department and program to provide targeted programming to enhance student retention & success through instructional design (including standard Canvas blueprint) & pedagogical support; and promote adoption of OER in every program.

- ✚ *Launched 2023 Faculty Flashlight survey. Prepping Student 2023 Flashlight survey to gather data to determine impact of follow-up/ Implementation of Success/Retention enhancement Instructional Support Plans & capturing local teaching success/ retention excellence exemplars & embedding in relevant Faculty Hub tips/ how to resource pages.*
- ✚ *Recognized Adjunct Heather Polabel & FT Faculty Travis Green having applications accepted for OhioLink OER conversion grant program.*

07_TRIO, Solutions, and Tutoring Support Services *(Report by Toni Johnson/Barb Keener)*

Accomplishments toward Strategic Projects

Strategic Project: Increase Student Engagement through consistent scheduling to recruit & support TRIO members (2 activities/month); and increased “tutoring touch” through embedded

tutoring and individual visits (virtual & in-person) across the student journey.

- ✚ *Trio SSS graduates are meeting with the Director to complete their exit interview. During this interview, they complete the post-professional skills survey, so we can measure what skills they have gained from their experience with the program. Also, they are asked to provide feedback on their experience as a Trio member. Finally, we discuss next steps, and facilitate them in either transferring to a 4-year or seeking employment. We have 22 graduates this year.*
- ✚ *Trio is planning to attend the Ohio Student Leadership Conference on April 27th. A meeting will be held Wednesday to go over expectations and the schedule with the students who plan to attend.*
- ✚ *Suzan Ramahi has begun workshops for students in Chemistry and Anatomy classes. She is working with various faculty to ensure that she is supporting the students appropriately.*

Student Services & Institutional Effectiveness

08 Admissions & Enrollment Management *(Report by Laurie Jackson)*

Accomplishment toward Strategic Projects.

Strategic Project(s): Increase Enrollment & Retention

a) Increased outreach to current and prospective HS students by the following activities

- ✚ *Our visit for our Willard Hispanic tour on 4/11/2023 was a success. We had a total of 10 students attend and were able to tour Kehoe and Main campus. The students were excited and very engaged.*
- ✚ *On 4/13/2023 we represented NCSC along with OSU admissions presentation to the Richland Leadership Unlimited group to get the word out about our programs so they can pass along the information to others.*
- ✚ *Tom, Laurie, and Nate visited with Crawford County High school principal and counselor to let them know about students in the HS who qualify for TFS explaining to them how the programs work.*
- ✚ *Laurie continues to work closely with Sheila and Cathy about the CRM and examining admission processes as well as gathering information so we can get additional data to help put together a strategic recruitment plan for fall and summer.*

- ✚ *Laurie is working on a new admissions presentation for the admission reps to better represent our programs out in the schools and community.*
- b) 400 Tuition Freedom Scholarship applications to be completed by students with a 50% conversion rate for registration.
- ✚ *We are up to 66 returned TFS contracts as of 4/12/2023 and we are starting our round of TFS contracts for CTAG students as the admission reps are out this week in the schools working to collect those contracts and speaking with students.*
- ✚ *We continue to increase our follow up efforts with inquiries and applicants (Phone calls, emails, and texting) encouraging them to send in materials to move to advising.*

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

Accomplishments toward Strategic Projects

Strategic Project(s): Increase Enrollment & Retention

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

APPLICANT LISTS for 6 County Service Area *(Crawford, Huron, Marion, Morrow, Seneca and Wyandot)*

General Applicant ongoing transition services (Phone call, text and email etc.)

- **Spring, Summer and Fall 2023 non-CCP applicants for 6 county service area** *(currently in progress through transition services)*
 - *SP 2023: 164 (Complete)*
 - *SU 2023: 101*
 - *FA 2023: 143*
 - *Total: 408*
- *95% have received 1-3 phone calls and/or corresponding text message/email*

ONLINE APPLICANTS *(100% online programs) for All NCSC Counties*

ONLN Applicants ongoing transition services (Phone call, text and email)

- **Spring, Summer and Fall 2023 non-CCP ONLN applicants** *(currently in progress through transition services)*
 - *SP 2023: 98 (complete)*
 - *SU 2023: 58*
 - *FA 2023: 62*
 - *Total: 128*
- *98% have received 1-3 phone calls and/or corresponding text message/email*

PRACTICAL NURISNG Applicants

- *Special emphasis on contacting applicants for SU/FA PN Cohorts in Bucyrus and Mansfield*

Special Applicant Promotion Campaigns

- *Special TEXT/email campaigns (Former PN applicants for Summer PN Cohort, TEAS test preparation workshops/tutoring, Open House promotion,*
- *Phone, Text and email campaign PN applicants*
- *Continue Summer and Fall applicant contacts for 6 county service area and ONLN applicants*
- *Workforce Development support for Excel Training at CSC this spring*
- *FAFSA Completion campaign for summer and fall*

SOCIAL MEDIA

- *Promotion of GED program and other Crawford Success Center programs/services*
- *Promotion of summer and fall enrollment including FAFSA and Foundation Scholarships and Open House events.*
- *Special Campaign for Practical Nursing summer (evening and fall cohorts*

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

- ✚ *Targeting undecided high school seniors in Crawford County*

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

- ✚ *Senior Presentation in April for BHS seniors*
- ✚ *Lunch visit for all students interested in NCSC in April*
- ✚ *Established meeting in May for final pitch to undecided seniors*

10_Student Success Center and Retention Services *(Report by Monica Durham)*

Accomplishments toward Strategic Projects

Strategic Project: Focus on retention by expanding awareness of available basic needs supports among all students, building a culture of caring and leading to improved academic performance, retention and completion.

- ✚ *Weekend Food Boxes distributed: 1 for the week of 4/3 & 2 for the week of 4/10*
- ✚ *In-person New Student Orientations for Summer/Fall 2023 began:*
 - *4/11 – 5 attended*
 - *4/13 – 9 attended*
 - *4/19*
 - *4/24*
 - *4/27*
 - *5/3*
 - *5/9*
 - *8/2*
 - *8/5 (Saturday)*



✚ April is National Financial Wellness & Capability Month. A FREE virtual workshop, “Financial Essentials for College Students”, is scheduled for 4/18 at 12 PM. Contact Sarah Swank at sswank@ncstatecollege.edu or 419.755.4730 to register.

- ✚ Total # of Resources Shared via Aviso Engage Since Start of Term: 20
- ✚ Total # of Referrals Made to On-Campus Supports via Aviso Engage Since Start of Term:
 - Career Services = 8
 - Civil Development Center = 2
 - Counseling = 8
 - Disability Services = 8
 - Internships = 8
 - Retention Services = 51
 - Solutions = 3
 - Testing = 1
 - TRIO = 3
 - Tutoring = 13

11_College Credit Plus (CCP) *(Report by Caree Bash)*

Accomplishments toward Strategic Projects

Strategic Project: Increase Enrollment through Pathways. Increase visibility and student utilization of pathways from CCP/CTE into North Central State College and after NCSC; ultimate focus is supporting student *to reach their end* goals: credentialed, certificate, applied degree to employment, transfer to bachelor.

- ✚ Continued CCP Information Sessions at partnering high schools for 2023-24 CCP enrollment.
- ✚ Continued presence at high school partner sites to support CCP students hosting application, advising and testing for 2023-24: Plymouth, Willard, Clear Fork, South Central, Galion
- ✚ Continued milestones achieved on updating CCP webpages, including restructuring of landing page and subpages, with connecting links to internal and external resources.
- ✚ Continued work in conjunction with school district partners to leverage pathways into NCSC for current high school students/early college (CTE and CCP credits): Hillsdale, Wynford.
- ✚ Continued development of pathways materials to be included in advising and registration sessions and information and recruitment sessions for SP23 and AY 2023-24: web and print;

Collaboration with Marketing department to revise and update CCP program viewbook, highlighting pathways and crossover with CollegeNow programs; Individual pathway handouts

- + Continued work in conjunction with OACC project team on digital templates to serve as guided pathways resources: Slide deck for presentation formulated and reviewed.*
- + Completed: Search for candidate to fill the CCP Advisor/Success Coach position: Stephany Elgin has joined the CCP Team!*

12_Registrar (Student Records Office) (Report by Brad Dunmire)

Accomplishments toward Strategic Projects

Strategic Project: Promote Enrollment by increasing speed of service and office efficiency related to processing high school and college transcripts.

- + **College transcripts:** 58 were evaluated since 3/17, all transcripts have been evaluated well within the one-week goal.*
- + **High School transcripts:** A total of 183 traditional students have been accepted for the upcoming summer and fall terms since 3/17. All high school transcripts have been processed within 24 business hours.*

13_Financial Aid Office (Report by Amanda Kaltenbaugh)

Accomplishments toward Strategic Projects

Strategic Project: The primary goal of the Financial Aid Office is to provide financial support and resources to help students achieve their educational goals by seeking, obtaining, and making the best use of all financial resources. The Financial Aid Office will utilize continued service and technological advances, internally and externally, to provide students every opportunity in pursuing and continuing their education while maintaining behaviors and standards of professional values and conduct.

- + Sent reminders to all current TFS students on the rules and requirements to maintain their scholarship for the 2023/24 school year.
 - o Reminded those TFS who are required to take summer hours, exactly how many hours they need to maintain award**
- + Sent out email reminders to all new TFS students who are entering in the fall and returned their agreement on the steps they need to take to complete their aid files.*
- + Reached out to all SU2023 and FA2023 applicants on how to apply for financial aid.*

- ✦ *Attended new student orientation and discussed aid.*
- ✦ *Working the De-reg lists and orientation lists and following up with students on aid*

Business Services

14_Accounting/ Controller's Office *(Report by Michele Schaad)*

Accomplishments toward Strategic Projects:

Strategic Project: Focus on Student Retention by monitoring outstanding student account balances, checking for hold restrictions or balances that would prohibit future registrations, and reaching out to those students with communications about options available to them.

- ✦ *Hold restrictions and student account balances are being reviewed on an ongoing basis.*
- ✦ *Notifications went out prior to priority registration for those students that still had an outstanding balance for the spring term.*
- ✦ *Notices will be going out closer to the end of the term with students that still have a balance the week of finals.*
- ✦ *Additional notices will be going out closer to the last day to pay fees for summer for any students that have registered but do not have some sort of payment arrangements on their accounts.*

15_Facilities Management *(Report by Lori McKee)*

Accomplishments toward Strategic Projects

Strategic Project: Increase enrollment & retention by enhancing the health and well-being of students and employees through top notch care, clean and welcoming campus, and a good working environment.

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

- ✚ *Fallerius Renovation – Received documentation from consultant to submit to controlling board to hire architect.*
- ✚ *CDC Room 39 – Remodel construction will begin on March 27th.*

16_Child Development Center *(Report by Wendy Thompson)*

Accomplishments toward Strategic Projects

Strategic Project: Support increasing enrollment and retention at NCSC by expanding available early childhood education services at the Child Development Center.

- ✚ *The Child Development Center continues to work on increasing available slots to meet the needs of children and families within the community and parent students of NCSC and OSU-M.*
- ✚ *We are in the midst of construction to open up a new classroom that will allow eight additional children to enroll in our program in July, 2023. A new child-sized sink has been installed in the classroom as well as the restroom. All of the large equipment needed has arrived and is waiting to be unpacked.*
- ✚ *We will begin the process of interviewing teachers in May, to allow for orientation, time to spend in the classroom setting it up, family visits, and smooth transition once the room is complete.*

17_Information Technology Services *(Report by Paul Allen)*

Accomplishments toward Strategic Projects

Strategic Project: Support increasing enrollment & retention by upgrading the Wireless Local Area Network (LAN), and installing new Wireless Access Points.

- ✚ *The GreyCastle risk assessment is now complete.*
- ✚ *The report-out meeting was held last Thursday and IT has sent them the scoping form so they can provide us with a quote for their services as outlined in the assessment presentation.*

18_Information Services & Institutional Research *(Report by Sheila Campbell)*

Accomplishments toward Strategic Projects

Strategic Project: Support increasing enrollment & retention by providing data to departments across campus used for decision making purposes, including data about applicants, enrollment, retention, and graduation.

- ✚ *Ongoing, Long-term project to review end user system access, including initial system access request procedures.*
- ✚ *Ongoing, Long-term project to review Report Manager, including report request, development, design and deployment protocols.*

President's Office

- ✚ Dr. Diab attended the American Association of Community Colleges (AACC) Annual conference in Denver where he presented with Dr. Dan Phelan on Board Governance and Board-CEO relations. He also chaired the AACC's Presidents Academy Executive Committee to prepare for the presidents' professional development summer institute.
- ✚ President Diab attended the Ohio Association of Community Colleges Intel Strategy session to continue the preparation to deliver on talent, faculty and curriculum development.
- ✚ The Hall of Excellence on Thursday, April 13 was a great event that was sold out to recognize great community leaders with service above self, including Deanna West-Torrence, Terry Conard, and Mark Masters. The event continues to enhance the reputation of the College in service to our region.

19_Human Resources *(Report by Doug Hanuscin)*

Accomplishments toward Strategic Projects

Strategic Project: Ensuring the hiring of quality faculty and staff that are focused on student success and representative of the diversity of our service region.

- ✚ *New hires from 3/31/23 – 4/13/23*
 - *Keeley Weese, Instructional Lab Assistant*
 - *Brianna Middleton, Paraprofessional & Substitute Teacher Assistant, CDC*

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

Accomplishments toward Strategic Projects

Strategic Project: Meet or exceed 100% of the fundraising, scholarship, workforce, and grant targets, and ensure strong communication to the community of the resources available for student completion. Increase major gifts/scholarships/new donors by 10%; workforce revenues by 10%; and grants by \$500k or more.

- ✚ *Emerald Club 2022/2023*

- *162% of goal for Emerald Club.*
 - *The employee campaign begins on April 17. All employees will receive a Cedar Point ticket for a donation of \$100 and fantastic prizes will be awarded weekly.*
 - *Tina Husted's painting, Cedar Sky, will be featured at the main gift shop at the front of Cedar Point, and online. All proceeds are going to the NCSC Foundation for her new scholarship fund.*
 - *Two area foundation have provided funds to be awarded this year to students for childcare. The Childcare Scholarship will assist students with that expense, if they need assistance. Please contact Chris Copper @ ccopper2@ncstatecollege.edu for more information.*
 - *Graduate Picnic-May11, 2023- All employees contributing to the employee campaign are invited to eat and enjoy the fun. Food trucks with hamburgers and an ice cream for dessert will be available to students in the front parking lot of the Byron Kee Center, at lunchtime prior to graduation practice.*

Workforce

- *Revenue: Target \$150,000, a 15% increase YOY.*
 - *As of March 2023, \$120,000 invoiced should bring in target by June 30.*
 - *The Development team is meeting on April 24 to finish their strategic plan for FY24, focusing on manufacturing and healthcare.*
 - *RMC is beginning a monthly training on topics these employers want covered.*
- *The tower tech program will be repeated with a cohort in FY24, beginning again in June 2023.*
- *Excel training at the Crawford Success Center is this month.*

Grants

- *The grants manager has completed and sent in the grant with Youngstown State, Ashland University, etc.*
- *As part of the FY24 plan the Grants team will be identifying opportunities to support upgrading equipment, especially in the areas of manufacturing and healthcare.*
- *She is currently working on a second chance grant for the next two years.*

21_Marketing & Public Relations *(Report by Keith Stoner)*

Accomplishments toward Strategic Projects

Strategic Project: Focus on enrollment by expanding our reach beyond “known” prospects and personalized communication (broaden reach geographically, focus messaging to meet prospects contextual needs, implement [personalized websites](#) to prospects, we are all recruiters)

- *Spring promotions continue. Traditional media, digital ads, social, email, smart solutions and collateral are all underway.*

- *Subjects include: Certificates, traditional student articulation and Hall of Excellence.*
- ✚ *With RichlandSource/Solutions Journalism:*
 - *Tentative meeting with manufacturers on Thursday, April 27th at NC State.*
 - *Meeting with k-12 superintendents on Friday, May 5th at MOESC*
- ✚ *Congratulations to the Foundation on the Hall of Excellence event last Thursday, April 13th.*
 - *The honorees seemed very appreciative and the attendees I spoke with were also very positive about the event.*

22_Faculty Caucus *(Report by Sara Rollo)*

Accomplishments toward Strategic Projects

Strategic Project: Improve communication between faculty and staff and faculty and students, by reaching out to or inviting to meetings key departments within the College to learn about processes and help in increasing enrollment; and increase faculty usage of College systems (Aviso, Canvas...) to increase student success.

- ✚ *Monica Durham joined the meeting to present Aviso and provide helpful reminders and tips for inputting notes and adjusting other setting notifications*
- ✚ *Faculty Caucus recorded the presentation and shared the video link to all faculty*

23_Staff Caucus *(Report by Brandon Stover)*

Accomplishments toward Strategic Projects

Strategic Project: Staff will contribute to student enrollment (access) and success by providing our colleagues and students with a caring mindset and exceptional customer service, through training, and by representing the College at all times (on the clock, or not). Employees are ambassadors of the College every day; we will strive to represent it well.

- ✚ *Regularly scheduled Staff Caucus meeting for April has been postponed until April 18, 2023.*
- ✚ *Nothing further to report for this period.*