



President's Bi-Weekly Report

For period December April 4, 2021 to April 15, 2022

** Submissions for next update are due Friday, April 29, 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

✚ *NC State went “mask optional” beginning Monday, April 4th.*

✚ *We have one positive Covid case and one probable case as of April 14th.*

✚ *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.*

✚ *Graduation will be in-person with two split sessions.*

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.

- ✚ *Brandon has continued to reach out to pre-Health students for registration & program application, visited Science labs to personally remind students to apply and assisted all students in registering for Summer/Fall courses.*
- ✚ *Program directors in Health sciences continue to offer Information Sessions.*
- ✚ *Melinda is contacting all people that have attended a Nursing information session to remind them it isn't too late to apply.*

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.*
- ✚ *The ACUE course has started up again for the Spring semester 2022.*

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

- ✚ *The project is completed.*

03_Liberal Arts

Accomplishments toward Strategic Projects

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

- ✚ *Visited Willard High School with Brian Wirick to meet with students;*
- ✚ *Visited Ashland County West Holms Career Center and met with Jamie Garverick (Guidance Counselor) and Shannon Donelson (Education Instructor) to begin redeveloping the bi-lateral transfer program in education.*
- ✚ *We have since this meeting included Melissa Brandt (Madison) and Melinda Weisse (Pioneer) as we formalize an external advisory panel for education and to coordinate a common plan to maximize transfer credit for these students to grow our AA Education.*
- ✚ *We currently have 36 NEW education majors for Fall 2022 coming into NCSC but believe we can double this number again with better planning with the career centers.*
- ✚ *We are struggling to move fast enough due to the lack of a full time Education Instructor at NCSC, but we will "get there."*

Strategic Project 2: Student Success:

Develop and refine 8-week courses and refine online courses especially grandfathered courses

- ✦ *We have begun review of student performance with Math and English gateway courses. I have a meeting scheduled for Thursday, April 21 with all Math and English faculty, Tutor Center personnel, and Student Success personnel to review these data and identify 2-3 direct interventions to implement in Summer and Fall 2022 to decrease the rate of Withdrawal and Failure in these courses.*

Strategic Project 3: Human Resources:

Recruit additional adjunct faculty and arrange their training/mentoring.

04_Business, Industry, and Technology

Accomplishments toward Strategic Projects

- ✦ *Nothing to Report*

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

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 3 8 wk conversion workshops*

✚ *Expanding and revising on demand 8 week conversion resources for 8 week conversion resource site - just added:*

- [8 Ways to Optimize Student Friendliness & Support of Canvas](#)
- [4 Canvas Tools for Supporting Time & Learning Efficiencies](#)

✚ *Sent Canvas course tune up checklist to all faculty 4/7*

✚ *Sent Canvas Pre-Term Launch checklist to all Faculty 4/7*

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.

- ✦ *Sent LAUNCHPAD newsletter to all new Faculty 4/4 - 7 Best Teaching Practices, 7 Research based practices book & training workshops*
- ✦ *Sent FACILITATOR monthly newsletter to all Faculty 4/5 - Pecha Kucha Presentations, Zoom Reactions, Open Ed events & Training workshops*
- ✦ *Resent to all faculty and FT staff top tips for adding Pro Polish to Home office Zoom quality (audio optimization, Backgrounds & Lighting) to support upcoming summer of remote work*
- ✦ *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.
- ✦ *Collaborating with faculty on increasing use of open educational resources in six additional classes at NCSC. Collaborating with faculty on top ten-enrolled courses for adopting OER.*
 - ✦ *CTE-Steering Committee for OER. Participated in Understanding the Benefits and Costs of OER and Sustainable OER Course Design Workshops.*

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 paucity 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 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.

- ✦ *10 Booking appointments*
- ✦ *Toured the Willard Starting Point Outreach center at both campus sites*

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.

- ✦ *Toured 45 total interested high school students over the past 2 weeks.*
- ✦ *Recruiters were at Madison High School for articulation help.*

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 opens October 1st – 367 high school students have applied of those applicants 60% have also completed a general application for Fall 22.*
- ✚ *Sent out 200 offer letters for students who qualify at this point.*

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 64 summer non-CCP applicants for six county list served by Crawford*
 - *Total 200 fall non-CCP applicants for six county list served by Crawford: **non-CCP***
 - *Total 264*
 - *75% have received 1-3 phone calls and corresponding text message/email*
 - *Special Applicant Promotion Campaigns*
 - *Enrollment Steps and FAFSA completion (text and email)*
 - *Registration for summer and fall – promotion of advising and helping students make appointments*
 - *GED Program promotion*
- ✚ *Online Applicants for ALL NCSC Counties ongoing transition services (Phone call, text and email)*
 - *Summer 2022: 55*
 - *Total Fall 2022: 68*
 - *Total 123*
- ✚ *Social Media*
 - *Promotion of Crawford Success Center courses (summer)*
 - *Promotion Campus visit opportunity*
 - *Enrollment for Practical Nursing*
 - *470 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)*
- ✦ *Participating in Crawford County JFS Job Fair (May 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 AdamH 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)*
 - *Added a “technology self-assessment” in online version of NSO. Intended use is to help student reflect on skill and comfort level with technology use and get students connected to assistance before the term starts.*
- ✦ *Other: Professional Development Friday held on 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 4/14. Topic: Advocacy & Policy
- ✦ *Other: Meeting to review results from Fall 2021 Trellis Financial Wellness Survey*
- ✦ *Other: Exploring financial literacy app-- WhichWay*

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*
 - *Configuring end of term alerts and achievements.*
- ✦ *Other: Working to update Academic Alert policy and procedure to reflect current practice, implementation of best practice and functions/features within Aviso Engage.*
- ✦ *Other: Referrals for Spring term 2022 (since start of term):*

- *Career Services = 2*
- *Child Development Center = 0*
- *Counseling = 4*
- *Disability Services = 9*
- *Financial Aid = 0*
- *Internships = 0*
- *Solutions = 2*
- *Student Records office = 0*
- *TRIO = 37*
- *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.

- ✦ *For the purpose of increasing access to testing for CCP eligibility, held two sessions of CCP Accuplacer testing offsite at Mansfield Senior and also at Madison high schools.*
- ✦ *Continued hosting of CCP application days at high school partners sites; 751 new CCP applications for FA22 (Trending ahead of FA21 and FA20)*
- ✦ *22-23 CCP agreement renewals in progress; received from Mansfield St. Peter's and EHOVE Career Center*
- ✦ *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 with academic alerts through Aviso Engage*
- ✦ *Continued programming with the CCP advising and 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; recently held at South Central High School*

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.

- ✦ *Updated FAO webpage to reflect 22/23 dates and other important information*
- ✦ *Updated Ocelot chat bot to reflect 22/23 information*
- ✦ *Created an HTML based email for TFS reminders. Email went out to all TFS who have not completed aid FAFSA, aid file or registered for courses. (66 current TFS)*

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 OneDrive spreadsheet for Amanda S. and Tom P. to easily track TFS hours used and hours students are required to take in the summer.*
- ✦ *Updated NSO PowerPoint on financial aid and billing for in person NSO.*

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 a second time to all foundation scholarship offer students who have yet to accept award via text and reminded them to deadline to accept scholarship offer
- + 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
- + Worked the summer dereg list and encouraged all students who have yet to complete a FAFSA to apply for aid. Reached out to those who have not completed aid file and reminded them of what is needed.
- + Currently the office has processed 1457 unique 2022/23 ISIRs (FAFSA data) and 2835 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 received letters back from our families who have children entering Kindergarten in the fall.
- + We will have seven out of forty slots open in preschool.
- + We started the process of contacting families on our waitlist to let them know an approximate start date, when they can come to complete CDC & ODJFS paperwork and schedule their classroom visits.

Strategic Project 2: Grow our leadership team

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

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

✦ *Items continue to be listed on govdeals website.*

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

- ✦ *Continued work on Summer 2022 projects to increase efficiencies for power requirements*
- ✦ *Completed the scheduling of Carpet projects at the Health Science Building, scheduled for the last week of May, this will complete all classroom carpets being replaced at 100%.*

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;

- ✦ *Contacted contractors to look at installing new LED lighting on the ground floor hallways of Kehoe including the Maintenance shop and boiler rooms.*
- ✦ *Started looking at "major" usage classrooms throughout our campus to improve lighting with LED*
- ✦ *Looking at contracting all stairway lighting at all of our buildings to LED, completion scheduled before fall semester*

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*
- ✦ *Contacted a contractor to start a "mesh" system for occupancy lighting at the Kehoe center*

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 Complete.*
- ✦ *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 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.*
- ✦ *All laptops hard drives are encrypted. (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 had a meeting with Aruba the manufacture of our wireless network equipment.*
- ✦ *The meeting was scheduled to discuss licensing issues we were having with the Kehoe wireless controller.*
- ✦ *A support ticket has been open with Aruba engineers to look into the licensing issue with the controller.*
- ✦ ***This project is on going.***

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 factor 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

The Board of Trustees Recognizes April 2022 as “North Central State College Month”

- ✦ *At their March 23, 2022 regular meeting, the North Central State College Board of Trustees passed a resolution recognizing April 2022 as North Central State College Month as part of the national observance of Community College Month. [Click here to view resolution.](#)*
- ✦ *In recognition of North Central State College Month, the Board of Trustees has planned a number of activities to raise awareness of the contributions of the nation's more than 1,300 community and technical colleges by highlighting our College specifically.*
- ✦ *On Sunday, April 10, 2022, the Board took out a full-page ad in the Mansfield News Journal entitled “NCState continues to lead higher education in north central Ohio, and you are welcome!” ([click here for a link to the article](#)) This was in an effort to raise awareness of the College and the valuable role it plays throughout our region.*
- ✦ *The Board has sought recognition of North Central State College Month through official proclamation from both the Ohio House of Representatives and the Ohio Senate.*

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.*

- ✦ *There will be a gathering place established in 164-Fallerius between ceremonies for Faculty and Staff participating in both events to relax and grab a bite to eat. Pizzas, snacks and drinks will be provided in this area.*

19_Human Resources *(Report by Doug Hanuscin)* **Accomplishments toward Strategic Projects**

Strategic Project 1:

Increase diversity of faculty & staff

- ✦ *Efforts on-going to recruit diverse faculty and staff*

Strategic Project 2:

Electronic On-boarding

- ✦ *Internal documents have been created for electronic on-boarding. Intend to look at outside on-boarding sources. Colleague may interface with NEO ED which has an onboarding component. Working with IS to research further. Have reviewed the NEO ED platform with Zane State Community College, which is what they use.*

Strategic Project 3:

Colleague Self-Service HR & Automated Leave Process

- ✦ *HR, IS, IT and the rest of Fallerius staff (with the exception of Facilities) are currently live in web time entry/self-service. Automated request for leave process in place and being used. Kee Center staff received training on 4/13 and 4/14 and will go live beginning 4/17/22. Health Sciences staff will be trained next.*

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.

- ✦ *Recent workforce development meetings were held with Milliron and the Ashland County Foundation to discuss customized plans.*

- + *Supervision and Leadership training will move to monthly, beginning July 2022.*
- + *The Tower Tech program equipment is being ordered, along with a Tower to be erected at Kehoe. Implementation target date is May 31, 2022. A temporary site with an existing tower has been identified for the students hands-on training.*

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: \$840,000

FY22 % to goal: 230%

+ *New gifts-*

- *\$20,000 from Gimbel for the LPN project and \$10,000 from Hessenauer Foundation*
- *A new \$30,000 gift was received and a stewardship meeting is scheduled*
- *A new Necessities fund gift was received*
- *New scholarship in honor of Eric Groves has been established, past NCSC employee*
- *The new Advancing Women in Leadership scholarship was established by a Foundation Board member*

+ *HOE-In person, \$42,000 in total revenue, event was at 50% capacity*

- *168 attendees*
- *Tina Husted's office requested the video and pictures to use on social media.*
- *Board pictures will be sent to everyone once they are complete*

+ *Graduate Picnic-A box lunch this year on the Fallerius building lawn, Board members are invited to attend on Thursday, May 12 from 11:30 to 1:30 pm.*

Strategic Project 3: (Technology Support)

Increase Technology support, including HyFlex/Next Gen classrooms.

- + *Received a new unrestricted gift was received 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

- ✚ *Completed numerous items in support of admissions team as they continue their final push toward the end of the school year.*
- ✚ *Transitioning some promotions toward digital/electronic because of rising costs and limited availability of paper stock.*
- *Looking forward to the high school graduation celebration on April 28th. It's good to try new things.*

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

- ✚ *Hall of Excellence was successful. Our first large in-person event in nearly 3 years. Congrats to the Foundation team for their efforts.*
- ✚ *Multiple announcements and promotions implemented in support of April being Community College month.*
 - *Highlight was a full-page ad in multiple media outlets.*
- ✚ *Social media advertising continues targeting numerous audience segments*

- ✦ *Our second smart solutions campaign is underway with the added component of OTT. The first smart solutions campaign in February provided significant results.*

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*
- ✦ *Completed Faculty Caucus membership and leadership for 2022-2023 Academic Year*

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

- ✦ *Discussed our one strategic goal for the upcoming academic year*

Strategic Project 3: Resources

Promote activities that involve faculty professional development

- ✦ *Continuing to gather and provide input for the fall convocation*
- ✦ *Seeking faculty representation on the convocation planning committee*

24_Staff Caucus *(Report by Brandel Boyd)*

Accomplishments toward Strategic Projects

- ✦ *Nothing to Report*

Strategic Project 1: Access

Increase awareness of Staff Caucus' Presence and Purpose to all NCSC staff

Strategic Project 2: Success:

- ##### a) Increase membership that further shows comprehensive coverage of all College campuses/buildings and Departments.

b) Review Congress with Faculty Caucus and Update

Strategic Project 3: Resources

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