



President's Bi-Weekly Report

For period April 17, 2023 to April 28, 2023

*** Submissions for the next update are due Friday, September 1, 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:

- Combined vulnerability form presented at CERT on April 25, 2023
- Don Wallis has secured a tabletop exercise for Thursday, June 29th for the campus. Time is 9:00 a.m. to noon in Fallerius 164.
- Don Wallis is coordinating "Stop the Bleed" training to coincide with the beginning of Fall Semester.
- Emergency Narcan boxes are here. They will be installed in five NC State buildings.
- GreyCastle audit of IT is complete. Waiting on final report.
- IT is moving toward a 12-character password requirement that will allow password updates every 12-months instead of every 3-months.

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?

+ VCMT student art show April 27th.





🚩 *College Now Engineering mouse trap car race April 28th.*



- ✚ *First BASMET rocket project group test launch.*



- ✚ *Engineering student race day May 2nd at Mid-Ohio.*
- ✚ *Vince Palombo, working with Gravity Ohio on creation of 4 micro credentials that stack to 2 certificates in Entrepreneurship and Marketing.*
- ✚ *IT/Cyber certificates available fully online.*
- ✚ *Business pathways presented to Mansfield Senior GearUp by Vince Palombo.*

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

Accomplishments toward Strategic Projects

Strategic Project(s):

- Access: campus visits for 8th through 12th Grade Students targeting tech/science programs
- Success: Increase Retention in all programs and foundational science courses by 10%
- Resources1: Reduce Student Debt by identifying one OER book per department to replace a required textbook for fall 2023.
- Resources2: prepare a balanced 2023 budget proposal in all departments of Health Science as impacted by enrollment and retention

- ✚ *Nothing to report*

04_Liberal Arts

Accomplishments toward Strategic Projects

Strategic Project(s):

- 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 representatives of Ohio State-Mansfield campus to discuss a possible articulation agreement with Education programs.*

✚ *Work continues to improve the FYEX course.*

✚ *Honors College held a Colloquium with Jarred Wilhite of NASA Glenn Research Center on April 18.*

✚ *Honors College will be holding Poster Exhibition on Wednesday May 3.*

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 Student Flashlight survey. Data will be used 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.*

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.

✚ *No report*

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

- ✚ *Outreach – sent postcards to every Ashland and Crawford student, inquiry, applicant with a listing or QR code of offerings at CSC and ACCA.*
- ✚ *Went to Willard for FAFSA/Admissions night on 4/24*
- ✚ *Had a successful information session with Avita employees in Galion to recruit for the PN program with Chris Copper*
- ✚ *Admission reps are finishing their last rounds before schools let out to recruit students for summer/fall*
- ✚ *Short-term certs; in process of redoing flyer to make it clear about no-questions asked and doing reach-outs; mailers, e-mail and calls. So far no one has registered. Especially with IT because they can stack each of the short IT certs (up to three for cyber), and Vince just told us all the cyber certs are available fully online. So we are going to make a special communication to the IT programs at the career centers that this might be a better deal than Tuition Freedom with less requirements for students. Only caveat is going after some of these short certs takes them out of Pell consideration*
- ✚ *Continuation of recruiting current CCP students overall*
- ✚ *Collaborating with faculty on courses being offered in summer to try last-minute efforts to boost summer enrollment*
- ✚ *Second chance – will be doing reach-outs to stop-outs in good standing, including former CCP students not enrolled anywhere via clearinghouse. Come back in fall for \$2,000.*

b) 400 Tuition Freedom Scholarship applications to be completed by students with a 50% conversion rate for registration.

✚ *What is happening with TFS:*

- 529 offers out
- 228 of those offered have applied to the college, and 180 with current transcripts
- 98 have filed FAFSA
- 11 have registered
- 75 have returned contracts
- But only 44 have done all of these things except registration

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: 90
 - FA 2023: 158
 - Total: 412
- 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: 68
 - FA 2023: 64
 - Total: 230
- 90% 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

- *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*
- *FAFSA Completion campaign for summer and fall*
- *Special campaign to promote summer and fall Advising and Registration appts*

SOCIAL MEDIA

- *Promotion of GED program and other Crawford Success Center programs/services*
- *Promotion of summer and fall enrollment including FAFSA and Open House events.*
- *Special Campaign for Practical Nursing summer (evening and fall cohorts)*
- *Blood Drive at CSC in May*

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

- + *Assisting with onboarding summer and fall pre-PN applicants in Crawford*
- + *Promoting the PN program to undecided seniors in Crawford in collaboration with school counselors*

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 4/17 & 2 for the week of 4/24*
- + *In-person New Student Orientations for Summer/Fall 2023 began:*
 - *4/19 – 4 attended*
 - *4/24 – 13 attended*
 - *4/27 – 7 attended*
 - *5/3*
 - *5/9*
 - *8/2*
 - *8/5 (Saturday)*
 - *8/8*

- ✚ *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 = 9*
 - *Child Development Center = 2*
 - *Counseling = 8*
 - *Disability Services = 11*
 - *Internships = 7*
 - *Retention Services = 51*
 - *Solutions = 2*
 - *Testing = 1*
 - *TRIO = 34*
 - *Tutoring = 17*

- ✚ *A QR Code (which is linked to the Advocacy and Resource webpage) has been created and is used as part of outreach to students:*



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 and presence at high school partner sites to support CCP students hosting application, advising and testing for 2023-24: Galion, Centerburg*
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)*

- ✚ *Continued development of pathways materials to be included in advising and registration sessions and information and recruitment sessions for AY 2023-24: web, digital and print; collaboration with Marketing department on revision of CCP recruitment materials: spotlight pathways and crossover with CollegeNow programs; Individual pathway handouts*
- ✚ *Continued work in conjunction with OACC project team on digital template to serve as guided pathways resources: 4/27 Presentation*
- ✚ *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.

- ✚ *Nothing to Report.*

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.*
 - *All information is also coded on AVISO*
- ✚ *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.*
 - *All information is coded on AVISO*
- ✚ *Reached out to all SU2023 and FA2023 applicants on how to apply for financial aid.*
- ✚ *Attended new student orientation and discussed aid.*
- ✚ *Working the Dereg lists for summer and fall and following up with students on aid*
- ✚ *Attended Willard Financial Aid night – unfortunately no one from the Willard community*

- ✚ *Attended the Avita Galion LPN night and assisted students with completing their FSA ID*

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.*
- ✚ *An end of semester fee notice was sent to any students that had an outstanding balance on their account for Spring.*

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 – Selected ABC Piping as the contractor. Boilers scheduled to be installed this summer, Chiller to be installed starting in October*
- ✚ *Generator Project – Working to finalize the size of generator needed for each building.*
- ✚ *Community Project – Criminal Justice move to Kehoe – Controlling Board approved the Architect fees at their meeting on April 24th. Met with team to finalize plan for project.*
- ✚ *Windows / Doors – Working with contractors to get price quotes.*

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 CDC has been under construction for the past several weeks. Room 39 was updated to allow for the opening of an additional Infant/Toddler classroom at the start of FY2024. The*

front desk, teacher work space, conference room, staff and family bathroom, as well as the copier space have been updated with cabinets and countertops.

- ✚ Working on the submission of the EHS grant.

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.

- ✚ Reviewed system specifications for Kehoe engineering labs and have sent a request for quote to Dell.
- ✚ Worked on creating an onboarding/new hire workflow/flow chart for IT account creation process.
- ✚ Resumed planning for core switch upgrade and we need to try and schedule PCS to assist with routing changes at the Kehoe campus.
- ✚ Tim is developing a plan to enhance password services and move the college to a 12-character requirement with three of the four sets and password updates/resets every year.

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

- ✚ On April 19, Dr. Diab made a presentation to out-of-state presidents from CampusWorks on “Preparing for the Future of Higher Education – Challenges and Opportunities.”
- ✚ On April 20, Dr. Diab met with the Director of the Ohio Department of Development Lydia Mihavic, with the commissioners and mayors from Crawford County, and advocated for expanded Broadband capacity along the Route 30 Corridor covering Ashland, Richland and Crawford to serve the needs of businesses and residences.
- ✚ As member of the Intel steering committee, Dr. Diab met with the group on April 21 as they all continue to advance curriculum and workforce development across the state.
- ✚ The Ohio Association of Community Colleges has been having continuous meetings with the presidents to advocate for budget and bills going through the state house and senate.

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 4/14/23 – 4/28/23*
 - *Kevin Smith, IST Lab Technician*

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.

Major Gifts

- *Emerald Club goal, \$400k; \$675,000 YTD.*
- *New partnerships and expanding partnership meetings are happening with Charles Rivers, CNG, and Crawford Court system.*
- *Alumni of the Year nominations are open for submission and due by Sept 15.*

Workforce

- *Rev goal vs. in the door, \$150,000 goal; \$110k in YTD*

- *We are continuing our tower tech partnership with ODRC and planning the second cohort to start on Tuesday, May 30, 2023.*
- *The new monthly RMC workforce training is in motion.*
- *We hosted our second Leadership Series 1 training in Wyandot County on April 24 and 25 and had 25 community members participate in the training.*
- *Hosting our first workforce Microsoft Excel training at the Crawford Success Center on Wednesday, April 26 and will continue to offer these trainings throughout our communities in FY24.*

Grants

- **USDOL Scaling Apprenticeship Grant – Paula/Dan (Vince-Lead)**
 - *Design a Competency Based Education (CBE)*
- **Rapids – Dan**
 - *\$183,771 - smart factory upgrades*
 - *Bulk of equipment has been received*
 - *Install scheduled for May*
 - *Students use equipment Fall '23*
- **Tower Tech Grant – Randy/Paula**
 - *Extension provided*
 - *Replenish equipment-Approx. \$100,000 available*
 - *Tuition assistance-Approx. \$16,000 available*
 - *Engaging in 2nd cohort*
 - *End of May*
 - *ODRC cohort*
 - *Met with ODRC partners to plan*
 - *Will meet with instructor end of April*
 - *Third ODRC cohort March 2024*
 - *Market and recruit for open cohort*

NEW GRANT OPPORTUNITIES

- **DOL-Strengthening Community Colleges Training Grant (new round)-Paula**
 - *Submitted October 14th*
- **NSF ATE Strengthening Education in Semiconductor Manufacturing Industries Consortium (RISE) Grant-Paula/Dan**
 - *Consortium-Columbus State Leading*
 - *COTC, MTC, NCSC, RSC*
 - *\$300,000 over 4 years*
 - *Consortium-Columbus State Leading*
 - *COTC, MTC, NCSC, RSC*
 - *Submitted February 8th*
 - *Should hear back in the summer*

- \$684,918 over 6 years
 - Majority scholarships
- **ODJFS Broadband and 5G Regional Node Quest Grant-Paula**
 - Consortium-YSU, LCCC, Tri-C, Cuyahoga Valley Career Center, Cuyahoga County Workforce Development, AU and NCSC
 - Submitted 4/6/2023
 - Should hear back by May 31, 2023
 - \$1.2M initially for consortium-possible renewal through 2028
- **ODRC Post-Secondary Education College Programming-Paula/Tom**
 - Due April 27, 2023
 - Continuation of current program within RiCI
 - Plans for a 2nd cohort
- **ODE 21st Century Grant-Paula**
 - Partnership with Friendly House
 - Offer “Workforce Readiness Training” to high school students
 - 12 courses during 3-month cohort
 - Held at FH in the evening
 - September '23 to August '24
 - Possible renewal for up to 5 years
 - Funding for labor and supplies
 - \$10,000 per cohort

Special Events

A new partner contract is in the final stages and the rental will begin this summer.

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)

✚ *Summer/Fall promotions continue. Traditional media, digital ads, social, email, smart solutions and collateral are all underway.*

- *Subjects include: Certificates will be a push for fall, as will traditional articulation.*
- *Updated viewbooks for both admissions and CCP are in production.*

✚ *With RichlandSource/Solutions Journalism:*

- *Manufacturers meeting on Tuesday, May 16th at IdeaWorks.*
- *Meeting with k-12 superintendents on Friday, May 5th at MOESC*

- ✦ *Have begun work for fall 2024 recruitment themes.*
- ✦ *Numerous web project requests for summer*

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.

- ✦ *Helped form and get approval for the biology faculty search committee*
- ✦ *Started discussing goals for the upcoming academic year*
- ✦ *Discussed and finalized a summary email regarding the marketing/web page communication to send to all program coordinators and program directors*

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.

- ✦ *Staff Caucus met for the April meeting, and discussed various topics related to student success at the college.*
- ✦ *Discussed ideas for the Fall in-service day, to include technology related topics to improve office efficiency and customer service for all stakeholders.*
- ✦ *Discussed staff awareness of significant mass emails sent students from the college, to assist staff in responding to student questions and concerns.*