



# President's Bi-Weekly Report

For period December April 18, 2021 to April 29, 2022

*\* Submissions for the next update are due Friday, September 30, 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

✚ *Approximately 5 positive COVID cases since implementing mask optional and returning from Spring break.*

✚ *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.*

✚ *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

✚ *Thank you to everyone for your efforts to keep our doors open for our students throughout the school year.*

## 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.

- ✦ *Working to contact all TFS and COF students not in program. Brandon and Melinda are working to contact them.*

#### **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.*

#### **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:

- Analyze regional workforce and in-demand market potential needs.

- ✦ *Leesa and Melinda have the data and potential market projections for 2022 and beyond.*

- ✦ *Potential certificates include Sterile Processing, a One Year Dietary Manager, and the Materials Lab Technician.*

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

- ✦ *The project has moved from a certificate to a degree.*

- ✦ *The research is complete, with positive feedback from the business management advisory committee.*

- ✦ *The two-year associate degree map is complete with all existing courses at the college. This is a combination of health and business courses.*

- ✦ *The next step is to work on ODHE application.*

- ✦ *The LPN summer cohort option for 2022 currently has accepted 7 students for the May course start.*

## **03\_Liberal Arts**

### **Accomplishments toward Strategic Projects**

#### **Strategic Project 1: Student Access:**

Grow transfer to 20%

- Complete Transfer Center on Web
- Develop CCP to NCSC to Bachelor Degree Paths
- Prepare OTM courses for resubmittal to ODHE

- ✦ *Visited Mansfield Christian High School and Galion High School to meet with administrators and CCP teachers to brainstorm strategies to grow enrollment;*

- ✦ *Scheduled meeting with ACCA administration for this coming Wednesday, May 4, at 3pm to discuss partnerships for expanding enrollment in Ashland.*

#### Strategic Project 2: Student Success:

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

- ✦ *Met with English and Math faculty, student success and tutoring personnel, to review student performance data from Fall 2021 milestone and English and Math sections. We developed an initial strategies list to begin scaffolding student success in the online sections particularly, where performance data is overly negative.*

#### Strategic Project 3: Human Resources:

Recruit additional adjunct faculty and arrange their training/mentoring.

## **04\_Business, Industry, and Technology**

### **Accomplishments toward Strategic Projects**

#### Strategic Project 1: Student Access (Title 3):

- Business Marketing program to online/8-week.
  - Will require VCMT analysis for shared courses
- Networking and Cyber Security to 8-week/online
  - Including review certificate inventory
- 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):

- IT focus
- Continuation of mentoring program
- 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):

- Engineering bachelor's degree faculty onboarding and program adjustments
- Engineering completion of BASSIAET and approval
- Criminal Justice integration
- Pursue grants for marketing and retention of minority students

- ✦ *New faculty hires for fall 22*
  - *Brandel Boyd – Business*
  - *Morgan Baker – Visual Communication Graphic Design*

- ✦ *New NSF award – National Electric Vehicle Consortium*
  - *Mike Beebe – NCSC lead*
  
- ✦ *Mike Beebe – 4-29-22 Engineering project day success! Full demos with local media coverage [https://www.wmfd.com/article/ncsc-students-take-classroom-learning-to-the-road-course-/13396?fbclid=IwAR1BcQ1e\\_0YEm-QvPGFL00U-j3N2dOREvmIkLcYD92cyu-Y8ZiCBI\\_G0iUI](https://www.wmfd.com/article/ncsc-students-take-classroom-learning-to-the-road-course-/13396?fbclid=IwAR1BcQ1e_0YEm-QvPGFL00U-j3N2dOREvmIkLcYD92cyu-Y8ZiCBI_G0iUI)*
  - *Mouse trap cars*
  - *Electric racers*
  - *Crash test*

## **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.

✦ *Expanding and revising on demand 8-week conversion resources for 8 week conversion resource site -*

### **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 all faculty reminder tips for how to fact-check 'Canvas ate my homework' student end of term claims*

✦ *implementing digital badging for faculty development*

✦ *Developing Pedagogical Support Retention Enhancement process for each department*

✦ *Launched 2022 Faculty (launch 4/25 ) & Student (launch 4/29) 'Flashlight' feedback surveys to all NCSC faculty & Student respectively - as of 4/29: 12 faculty responses & 26 student responses*

### **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. Two OER presentations for Clark State Community College.*

## **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**

✚ *AA's have COMPLETED the project to update all outcomes on the curriculog/acalog system. KUDOS to Dr. Johnson and the Division AA's for all of the hard work in this area!!*

**Strategic Project 2: Standardize/teach/maintain updated academic services processes for Lab Fee updates, Curriculum Change, Credential Tracking, Accreditation Updates**

- ✚ *The college has received word that 4 of the most recent TAGS/CTAGS submitted were approved by the state.*
- ✚ *Additionally, all of the 38 special purpose fee increases for classes such as ITEC, PHTA, PNUR etc. have been approved by ODHE.*

- ✦ *The college was officially approved by the state and HLC to offer the 8 week terms. Evidence of curriculum adjustment was needed to provide the final approval.*
- ✦ *The BSN curriculum has been approved by the curriculum committee and the BSN proposal will be submitted to HLC asap.*

**Strategic Project 3: Increase Assessment engagement, and stabilize processes for professional/co-curricular**

**Strategic Project 4: Deploy CCSSE & SSI AY 2021-2022**

- ✦ *Preliminary analysis of the SSI results indicate a statistically significant increase in student satisfaction with a number of the student services areas, specifically financial aid satisfaction has increased and surpassed the scores benchmarked for our region.*
- ✦ *Low response rate from the CCSSE online deployment has necessitated a move to deploy the CCSSE Spring 2023 instead.*

## Student Services & Institutional Effectiveness

### **08 Admissions & Enrollment Management** *(Report by Amanda Sheets)*

#### **Accomplishment toward Strategic Projects.**

✦ *Nothing to Report*

#### **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.

#### **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.

#### **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.



## 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 **69** summer non-CCP applicants for six county list served by Crawford
  - Total **208** fall non-CCP applicants for six county list served by Crawford: **non-CCP**
  - Total **287**
    - 95% 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 appts
    - Summer Semester promotion
    - Special TEXT campaign to Prior applicants for fall, 2021 and spring, 2022
- + *Online Applicants for ALL NCSC Counties ongoing transition services (Phone call, text and email)*
  - Summer 2022: **64**
  - Total Fall 2022: **74**
  - Total **138**
- + *Social Media*
  - Promotion of Crawford Success Center courses (summer)
  - Promotion NCSC summer and fall enrollment
  - Enrollment for Practical Nursing
  - 481 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

- + *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 Adam H 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, who is the lead on this. Unsure of progress at this time.

#### **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 4/26/22. Topic: Information Sharing & Communication Strategies*
- ✦ **Other:** *Met with T-Mobile representative regarding new program -- CPR3: Connecting People to Resources. Premier's CPR3 Advanced Hotspot powered by T-Mobile 5G is a purpose-driven solution customized to provide your students with access to critical resources and tools vital to their success, keeping them engaged in school anytime, anywhere while improving health and safety.*

#### **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 = 3
  - Child Development Center = 0
  - Counseling = 5
  - 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, we held CCP Accuplacer testing sessions offsite at South Central, Shelby, Colonel Crawford & Centerburg.*
- ✦ *Continued hosting of CCP application days at high school partners sites; 891 new CCP applications for FA22 (Trending ahead of FA21 and FA20)*
- ✦ *22-23 CCP agreement renewals in progress; received from Margareta*
- ✦ *Continued monitoring of Selective Service audit for males who turn 18 during spring semester and required to register for SS; outreach to secure the information required for reporting and registration*

#### **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 alerts through Aviso Engage*
- ✦ *Completed updates to programming for CCP advising and orientation for SU/FA registration*
- ✦ *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 2 advising days at Clear Fork*

## **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.

✚ *Created an HTML based email for COF (Choose Ohio First) reminders.*

**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.

✚ *Emailed all summer enrolled students' information on how to purchase books online*

**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.

✚ *Round 1 of COF offers went out. Emailed and texted to all COF offers not accepted.*

✚ *Round 2 of Foundation scholarship offers went out*

✚ *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 deregistration 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 1531 unique 2022/23 ISIRs (FAFSA data) and 2843 for 2021/22.

## Business Services

### **14\_ Child Development Center** (Report by Wendy Thompson) **Accomplishments toward Strategic Projects**

✦ Nothing to Report

**Strategic Project 1:** Embark on a marketing and enrollment campaign, and increase home-based and center enrollment

**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

✦ Another batch of items has been listed on the 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.
- ✦ Working with CERT team on upcoming summer trainings that will help our team and managers with improving the awareness of their surroundings

**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
- ✦ Working with lighting design company on new prospects in "non-compliant" teaching areas, across all campuses.
- ✦ Putting together the board review of the accomplishments the Facilities team has been installing with the energy improvements.

**Strategic Project 4:** Continue to minimize space utilization (by working with deans and assistant deans to improve scheduling and closing of unused building sections)

- ✦ Summer classes look great for utilization
- ✦ Working on temperature settings for the summer, along with all of the projects and coordination with OSU projects.

**Strategic Project 5:** Build a seamless relationship with our co-located campus to improve energy and HVAC, and optimize savings throughout the NCSC buildings.

- ✦ 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 manufacturer 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 21<sup>st</sup> 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.



- ✦ *As a member of the Executive Committee of the Presidents Academy of the American Association of Community Colleges, Dr. Diab attended the annual conference and helped set up the agenda for presidents' professional development activities. Topics focused on the future of higher education, crisis management, mental health, trauma-informed leadership, and equity leadership.*

## **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 13<sup>th</sup>*
- ✦ *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**

- ✦ Nothing to Report

#### **Strategic Project 1:**

Increase diversity of faculty & staff

#### **Strategic Project 2:**

Electronic On-boarding

#### **Strategic Project 3:**

Colleague Self-Service HR & Automated Leave Process

**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.

- ✦ *The Manager, Workforce Development position has been posted and interviewing will begin the week of May 16.*
  - *This key position will be responsible for growing the workforce course revenue by 25% in FY23.*
  - *The new Manager will have the Workforce Instructors for non-credit programs reporting to him or her and will serve as the college lead for the workforce programs.*
- ✦ *A new corporate partner and program has signed a service agreement and will generate over \$50k in new business.*
- ✦ *The Tower Tech program equipment is ordered, and activities are in motion to fill the first cohort of students.*

**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: \$845,000*

*FY22 % to goal: 230%*

- ✦ *A new grant has been confirmed in Crawford County to meet the need for a clinical and classroom instructor to support the LPN program.*
- ✦ *A stewardship report was submitted for a certificate grant that is 80% completed, with grants provided to area students. There is interest in an FY23 gift and preliminary discussions occurring.*

- ✦ *The NCSC Foundation will once again fund and provide a Graduate Picnic. The event is for students graduating the following day, donors, and Board members. This year a box lunch will be given to attendees on the Fallerius building lawn. College and Foundation Board members have been 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.

- ✦ *Portable Workforce training equipment has been ordered from a donor gift to be used to support remote training programs.*

## **21 Workforce & Non-Credit**

### **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

- Increase open testing days to 2 x weekly
- Increase revenue by 48%
- 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.

- Recruitment materials need to be reviewed constantly for accuracy and updates
- 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.*

- ✦ *Graduation celebrations, luncheon, practice, etc. begin next Thursday.*

### **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

- ✚ *Great week of media coverage to cap off Community College month in Ohio:*
  - *Good coverage of the Kehoe grand Prix and Crash Dummy testing*
    - *We've reached out to Dan to discuss the planning for this day moving forward.*
  - *Small news mention as part of a Channel 4 story reporting on the state of Ohio scholarships for students returning to school after stopping out.*
    - *Thanks to Tom and Amanda for forwarding the inquiry from the reporter, and for Tom helping find a handful of prospects to connect with the reporter.*
    - *Thanks to our students – Katelyn and Deanna for agreeing to be interviewed.*
- ✚ *Social media advertising continues targeting numerous audience segments*
- ✚ *Email is ready to cast a broad net in support of Apprenticeship Ohio.*
  - *New handout is at the printer.*
- ✚ *Our second smart solutions campaign is completed with the added component of OTT.*
  - *Third and final smart solutions is underway targeting 25 to 44 year old.*
- ✚ *Analytics show increased traffic and activity. Points to an increase in interest and exploration of college options by prospective students and their families.*

## **23\_Faculty Caucus** *(Report by Sara Rollo)*

### **Accomplishments toward Strategic Projects**

#### **Strategic Project 1: Access**

- ✚ *Reached out to new BIT faculty member*

#### **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

- ✚ *Determined our strategic goal for upcoming academic year*
- ✚ *Reviewed and provided input for the academic calendars*
- ✚ *Talked to Monica regarding specific notifications of Aviso and worked with her to discuss specific information to share with faculty*

**Strategic Project 3: Resources**

Promote activities that involve faculty professional development

- ✦ *Continuing to gather and provide input for the fall convocation*
- ✦ *Helped to reach goal with faculty involvement on the convocation planning committee*

**24\_Staff Caucus (Report by Brandel Boyd)**

**Accomplishments toward Strategic Projects**

**Strategic Project 1: Access**

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

- ✦ *Sending welcome email to new hires*
- ✦ *Strategic planning commenced on increasing staff morale*

**Strategic Project 2: Success:**

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

- ✦ *Invitation to join Staff Caucus open to all staff members*

b) Review Congress with Faculty Caucus and Update

- ✦ *Staff Caucus has this on every monthly agenda to review until complete*
- ✦ *Staff and Faculty Caucus have decided to renew the Congress. Congress meetings have occurred since October 28, 2021 and ongoing while faculty are in session. 100% of meetings kept since Spring term start-up in March 2022.*

**Strategic Project 3: Resources**

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

- ✦ *Fall Convocation brainstorm commenced*