



President's Bi-Weekly Report

For period April 19, 2021 to April 30, 2021

** Submissions for next update are due Friday, September 17, 2021*



01_Campus Emergency Response Team (CERT)

Accomplishments toward Strategic Projects

Strategic Project 1:

Effectively react and implement needed changes for the COVID-19 pandemic as they relate to NC State and the safety of our students and employees. Update the CERT manual and place it on a shared drive accessed only by the CERT team.

- + AVITA will conduct a COVID-19 Vaccine Clinic at Byron Kee Center, Room 128 on Thursday, May 6th. [Signup for appointments here.](#)
 - o One shot Jansen J&J will be used.
- + Projects in process for shields in Health Science and Byron Kee
- + New floor coating will be installed in HS this summer to reduce bacteria
- + New air purifying systems will be installed in all buildings

| Positive COVID cases through 4-5-21: Students | Faculty | Staff | |
|---|---------|-----------|-----------|
| | | (FT & PT) | (FT & PT) |
| Total cases to date | 44 | 14 | 9 |
| Active cases right now | 0 | 0 | 0 |

Strategic Project 2: Strengthen response plan to natural or human-made crises through training and tabletop scenarios, communication, and building relationships with first responders.

- + EOP review is in process.
- + Training on June 24 on proper use of Fire Extinguishers

Academic Services

02_Business, Industry, and Technology

Accomplishments toward Strategic Projects

Strategic Project ACCESS:

- a. Substantially increase the number of courses/programs available and delivered in hybrid format or fully online (complete by June 30, 2021)

✚ *Goal has been met. We have held discussions (prompted by Title III) with each department to encourage transition to online and hybrid courses as well as the possibility of offering 8-week courses. We have prioritized our business and Information Technology programs for fully online, 8-week courses.*

b. Certificates:

i. Review certificate inventory for enrollment and need (complete by June 30, 2021)

✚ *The Information Technology program continues a full review of all certificate programs. We are reviewing the option to develop stackable IT certificates*

ii. Develop new 15-hour electrical cert to align w/Career Centers' strong electrical curriculum, and send to curriculum Committee in Fall 2021.

✚ *We are looking to next fall to re-engage with Pioneer Career and Technology Center when their Industrial Electricity program returns to Kehoe.*

iii. Develop on-line Coding Cert (determine credit/non-credit and length) – complete by June 30, 2021

c. Increase participation of women and minorities in BIT programs 2% - fall 2020 vs. fall 2021

✚ *Both mentor/mentees this spring are now complete for the term. We also heard from another woman in the Information Technology profession who is very interested in being a mentor in the fall. We decided not to run the program over the summer, therefore fall 2021 will be our second offering of the program.*

✚ *We will again reach out to female students in Information Technology to determine if any of them would like to participate. We hope that the first two mentors/mentees who participated this spring can work together again in the fall and we can add a third student with a new mentor.*

✚ *The goal was to meet twice this spring since our pilot had a late start. Each mentor and mentee will be meeting again sometime this week so they can all be evaluated for the pilot before spring term ends.*

Strategic Project SUCCESS:

a. Increase completions 1% Fall 2020 – Spring 2021 compared to previous year, and Fall 2020-Fall 2021 compared to Fall 2019-Fall 2020.

b. Improve course review including QM additional 5% + set benchmark.

✚ *We are proud to announce this goal has been met! As was reported above, an additional 20% of BIT courses have been approved for online and hybrid offerings.*

Strategic Project RESOURCES:

a. IT / ENGR integration in relevant curriculum;

✦ *The Bachelor of Applied Science in Systems Integration and Automation Engineering Technology program outline has been completed.*

b. Seek grants to support strategic goals min. \$100,000 by June 30, 2021.

✦ *As of January 28, we have received the following grants for a total of \$78,500 towards the \$100,000 goal.*

- *NIMS - \$2,500*
- *Hire Foundation - \$31,000*
- *Lorain County Community College - \$45,000*

✦ *Good News – Our Mechanical Engineering Technology students were featured in a Mansfield News Journal article with their recent Race Day. The link to the article is <https://www.mansfieldnewsjournal.com/story/news/2021/04/23/college-now-speed-efficiency-projects-get-road-test/7326316002/>. Kudos to all our Race Day Helpers and instructor Mike Beebe for guiding the students through their project and reinforcing the NCSC brand of project-based learning.*

03_Workforce & Non-Credit

Accomplishments toward Strategic Projects

Strategic Project 1:

Expand training and apprentices in both number and occupation (manufacturing, IT, business, plastics). Recover apprenticeships post Covid, implement Plastics Technology apprenticeship, increase number sponsored by the college. Increase apprenticeships by 15%.

✦ *Discussing apprenticeships with new company: Tramco Sealant*

✦ *Subgrant with LCC DOL will allow us to serve apprentice and apprentice-like programs with competency measurements and assessments not used previously.*

✦ *ECCA (expanding community college apprentices) grant: applied for a one year, no cost extension.*

Strategic Project 2:

Promote customized training and increase company awareness to assessment and testing resources available through the College. Increase workforce revenue by 15%.

✦ *Gorman Rupp custom machining training on track to start May 17*

✦ *Weir/Esco to start electrical maintenance training in May*

- ✦ *Due to a generous donation, we will be securing "suitcase" trainers in electrical, hydraulic and plc's which will allow for a more mobile and flexible training experience- targeting use in Crawford County.*
- ✦ *RMC has two more weeks of an 8-week training planned: reviews and feedback have been very good.*
- ✦ *Working with Arcelor Mittal on securing assessments for warehouse employees.*
- a. Implement online delivery of a) supervision/leadership b) MS Office c) promote MindEdge curriculum - implemented by Jan. 01/2020
- ✦ *Ashland Railway enrolled 12 learners in MindEdge curriculum this month.*
- ✦ *Developing Strategic marketing plan to encourage online, hybrid and traditional workforce training.*
- ✦ *Planned delivery of the Animal Science Certification in May at Crawford Success Center which will incorporate face to face and online learning.*
- b. Target recruitment for workforce training opportunities to women and minorities, as aligned with DEI strategic priorities. Increase number of women and minority represented students by 2% of baseline
- ✦ *WISE (women in STEMM education) cohort planned to start in Crawford County June 2021. This is in conjunction with the Success Center, Court Systems, Crawford Works and CCDJFS.*
- ✦ *Continued work with the "Crawford Builds" team to establish a training opportunity for those involved with the legal system.*
- ✦ *Promote women in animal science through non-credit course in May at CSC.*

04_Health Sciences

Accomplishments toward Strategic Projects

Strategic Project 1:

Increase percent of hybrid online classes in Health Sciences with an overall goal to increase by 2% for Academic year 2021-2022 as compared to Academic year 2019-2020

- ✦ *Based on most recent QM update, course numbers capable of 100% online instruction, there are only five courses remaining for QM review. Three will be reviewed Summer2021 with the other two for the 2021 academic year.*

- ✦ *Nothing to add until courses go through QM. PN/RADS/ CHEM1210 grandfathered courses are BIOL1101, PNUR2050, RNUR2070*

Strategic Project 2:

Increase student enrollment in LPN, Respiratory, BioScience and SciMed programs with an overall goal of 20% increase for the 2021-2022 Academic year.

- ✦ *Applications are at 55% overall, with Radiology at 100%, and PTA at 92% capacity. Outreach continues for BioScience, SciMed, LPN, Respiratory and the RN programs. There have been successful visits one on one with students and parents. Info sessions continue for Nursing and Respiratory.*
- ✦ *April 30th: Still taking applications for LPN, Resp, RN, BioScience and SciMed. Info sessions continue.*

Strategic Project 3:

Increase professional development for Assessment and Curriculum Design to improve the number of programs completing the College Wide Outcome (CWOs) Rubrics with an overall goal of 100% participation of Health Science Courses with identified CWOs by the 2021-2022 Academic Year.

- ✦ *April 30th: CWO spreadsheet from Assessment: Melinda found one nursing course with no data (RNUR1070, summer course) and will work with the instructor to correct this.*

05_Liberal Arts

Accomplishments toward Strategic Projects

Strategic Project 1:

Increase new online courses/programs or transform current in-person courses and program to full online section delivery (complete by June 30, 2021). Add online degree in Communication and convert 34 courses for online delivery for 2020-2021.

- ✦ *All current courses are available online.*
- ✦ *Eight online degrees are already available from the Liberal Arts division.*

Strategic Project 2:

Continue work on the advancement of transfer strategic plan with the overall goal of increasing successful transfer by 1% (from 19% to 20%). Add (*Community College of the Air Force*) General Education Mobile (GEM) program and increase articulation agreements, Guaranteed Transfer Pathways, and Ohio Transfer Module/Transfer Assurance Guide (OTM/TAG)-approved courses.

- ✦ *Articulation agreements and pathways have doubled this year from 17 to 34 with several more new and renewed agreements/pathways in the pipeline: Baldwin-Wallace, Capital,*

Wayne State, University of Cincinnati, Herzing, Ashland, Tiffin, Cincinnati College of Mortuary Science, and Franklin.

- ✦ *Draft text for the Transfer Center is being incorporated into the website.*
- ✦ *GEM program—a landing page for the program has been drafted in preparation for fall applications from the Community College of the Air Force students.*

Strategic Project 3:

Increase enrollment in Liberal Arts classes with the overall goal of increasing headcount and credit hours by 1% traditional, 2% non-traditional, and 1% minority in Liberal Arts programs. Promote Addiction Studies program, College Credit Plus (CCP) courses, and Galion Liberal Arts program.

- ✦ *Eight Galion Early College Academy students are graduating with AA degrees this week. Five of the eight are graduating with Honors. Recognition for the students is planned for Galion's Senior Day and at their high school graduation ceremony. Fourteen students are planning to enroll in next year's cohort.*

Strategic Project 4:

Increase retention in Liberal Arts classes with the overall goal of increasing fall to spring and fall-to-fall retention by 1% and minority fall-to-fall persistence rate by 2%), especially in gateway courses such as English and Math. Increase the use and quality of Open Educational Resource (OER) materials, increase the number of courses going through Quality Matters review, and increase smart technology in classrooms.

- ✦ *Work on improving the design of FYEX, ENGL 1010, and STAT 1010 will continue over the summer under the leadership of Steve Haynes.*

06 Academic Support Services (Quality and Compliance: curriculum, assessment, and accreditation)

Accomplishments toward Strategic Projects

Strategic Project 1:

Operations manuals for Accreditation and Compliance. Draft to be finished December 2020. Tutorials for process involved in program approval, assessment compliance, curriculum mapping, etc... posted to the web. Audience - Deans/Faculty

Strategic Project 2:

Updated operations manuals for Assessment and Curriculum. Draft finished and posted on web- August 2020. Feedback integrated into the newest iteration for next year- May 2021. Cross-training within all academic divisions for Digarc Fall and Spring.

- ✦ *The curriculog system has been fully updated for the new year and the new processes. However, all old-style curriculum worksheets are now on the curriculum committee site and attached to each of their program pages on the website. Next year we will transition to the*

fully automated worksheets. They are now operational, but due to popular demand ☺ we decided to update the worksheets in Microsoft Word and make them available for all.

Strategic Project 3:

Increased participation in HLC Assurance Argument. Initial tutorials deployed to faculty/staff “how to tell the story of your area” - December 2020 . First draft of all functional areas “story” - submitted to Academic Services June 2020. Repository of evidence files with substantive artifacts at least one process from each functional area - August 2021.

Strategic Project 4:

Increased engagement in co-curricular assessment as well as professional skills and academic assessment. Update to Assessment website- August 2020. Tutorials posted for professional skills/co-curricular assessment training - November 2020. Co-curricular assessment strategy update meeting Fall and Spring.

Strategic Project 5:

Support data research and survey administration. Initial tutorials deployed for Managers Advisory Council (MAC) on how to ask for/read/utilize data (required by Perkins) - December 2020. Community College Survey of Student Engagement (CCSSE) and Student Satisfaction Inventory (SSI) deployed either face to face or online - Spring 2021. Two training sessions for data analysis – MAC/AC December 2020 and March 2021.

✚ *Just a reminder we will be deploying the CCSSE and the SSI Fall 2021.*

07_TRIO, Solutions, and Tutoring Support Services

Accomplishments toward Strategic Projects

✚ *Nothing to Report for this period*

Strategic Project 1:

TRIO: (a) Implement new grant(s); (b) complete Annual Performance Report (APR)-achieve annual goals; (c) create programming that is highly engaging and meaningful to specific student needs

(a) Implement new grant(s):

(b) Complete APR/Achieve annual goals:

(c) Create programming that is highly engaging and meaningful to specific students (during COVID):

Strategic Project 2:

Tutoring: (a) cross-train Scott Smith; (b) develop new strategies to increase enrollment in Solutions; (c) continue to support Choose Ohio First (COF), Guided Pathways for Success (GPS), College Now and various college initiatives as needed

- (a) Cross-train Scott Smith
- (b) Develop new strategies to increase enrollment in Solutions
- (c) Continue to support Choose Ohio First (COF), Guided Pathways for Success (GPS), College Now and various college initiatives as needed

08_Crawford Success Center & Mansfield Sr. H.S. Outreach Accomplishments toward Strategic Projects

Crawford County

Strategic Project 1:

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.

- ✦ *The transition specialist is working with a total of 313 applicants for Crawford County 2020/21. Summer and Fall Applicant regular contacts by text and phone. Transition Specialist follow-up now includes applicants from Crawford, Huron, Marion, Morrow, Seneca and Wyandot Counties.*

OER

April 2021

- ✦ *4/5/21 Owens –planning meeting (1 participant)*
- ✦ *4/7/21 - Lakeland – OER presentation for faculty 1 hour (14 participants)*
- ✦ *4/12 Terra State – OER introduction to faculty 15 minutes during team meeting (16 participants)*
- ✦ *NCSC Courses currently in progress for OER consideration and adoption:*
- ✦ *BUSM 1170, BUSM 2090, BUSM 2272, CRMJ 1010, CRJM 2032, ENGL 0040, ENGL 1010, FYE 1000, COMM 2030,*
- ✦ *4/19 Owens – OER faculty 1-1*
- ✦ *4/27 Owens – OER presentation for faculty 1 hour (10 participants)*
- ✦ *Peer Reviewer –due by June 7, 2021. OER Starter Kit for Managers book Part 5, Apurva Ashok Project Lead, Rebus Community <https://about.rebus.community/>*
- ✦ *Presenter at OpenCon OER conference at Cleveland State University, May 14th, 2021.*
- ✦ *<https://engagedscholarship.csuohio.edu/oa/opencon2021/>*
- ✦ *May 2021 – OER Redesign Camp and sent out flyer for -Let me do the OER work for you (faculty) during your Summer Break workshops and 1-1 faculty planning.*

Strategic Project 2:

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.

- ✦ *5 will begin in the Crawford PN for the fall*

Strategic Project 3:

Work with Crawford County businesses to offer opportunities for upskilling or reskilling with workforce training opportunities.

- ✦ *Crawford Builds program met with the Canton Youth Build Program*
- ✦ *WISE pathway planning to moving along for an August start for the workshop*
- ✦ *Working with Hord and Workforce to run a summer Fundamental Animal Science Certificate to recent high school graduates*
- ✦ *Beginning discussion for CDCA level 1 for summer lunch and learn opportunity.*

Mansfield City School

Strategic Project 1:

Maximize student choices with College Credit Plus (CCP) and Career Technical Education (CTE) options. Collaborate with the new College and Career Readiness Supervisor creating pathways for students using the site articulation agreements would allow Mansfield City Schools (MCS) to qualify for Tuition Freedom scholarship. GEAR UP discussion with Calos Bing from Ohio Department of Higher Education (ODHE) as a school of interest for the next grant cycle.

- ✦ *Finalizing the TFS applications for students*

9_Center for Teaching Excellence Accomplishments toward Strategic Projects

Strategic Project 1:

Develop & find resources to implement long-term professional development programming for faculty to perpetuate a culture of success in teaching & learning, especially online

- ✦ *Adjunct and Full-time Faculty will be able to be compensated (per standard out of contract rate and processes) for 2 Summer Course Redesign Camps.*
- ✦ *Synthesized a variety of established resources to Draft a long term (5+ years) NCSC Faculty Development Matrix with potential external & internal programming as a result of the discussions of a newly formed "Professional Development Committee"*

Strategic Project 2:

Recognize & Disseminate best practices & innovations in utilization of instructional tools &

techniques to perpetuate a culture of success in teaching & learning, especially online

- ✦ *Adjunct & Fulltime Faculty were emailed invites to 2 Summer Course Redesign Camps to allow structured guidance with Instructional Designers and interaction with peers around proven best practices for redesigning their courses to implement iterative improvements, either in active learning, student choice or engagement (Umbrella hour projects), Problem-Based Learning, authentic assessment etc. etc. as well as an implementation of OER (Open Educational Resources) such as open source textbook etc.
General Course Redesign Camp will be May 11-13, facilitated by Mike & OER Redesign Camp will be May 12 & August 2, facilitated by Dr. Pam Ratvasky.*
- ✦ *Launched the quasi-annual 'Flashlight' student & Faculty surveys to students & faculty respectively - Faculty Survey has 14 respondents to date & Student survey has 360. Both will close Monday 5/3 with a \$50 gas card drawing being held for student respondents who fully completed the survey and provided their NCSC email.*
- ✦ *Preliminary Student Flashlight survey respondents:*
 - *23.3% of students report 'A LOT' of ACTIVE Learning Activities in the NCSC courses, while 41.1% report a 'FAIR AMOUNT'.*
 - *33.9% of student report 'A LOT' of PASSIVE Learning Activities & 35.6% report a 'FAIR AMOUNT'.*
- ✦ *Canvas Cast emails sent each Friday morning offering walk-thru of a Canvas tool of week: **Downloading Final Grades & Ensuring NCSC Grading Scheme applied & Extending Student Canvas Access for Incompletes etc.**
[Preliminary Faculty Flashlight survey respondents: 63% of faculty respondents read the CANVASCAST emails either Every Week (29%) or Every Couple Weeks (36%)]*
- ✦ *FACILITATOR email sent out Mondays at noon to highlight a teaching technique & training of the week: **Ending Class on a Meaningful Note & Individual & Peer Critical Reflection on Teaching for Continuous Improvement**
[Preliminary Faculty Flashlight survey respondents: 64% of faculty respondents either read the FACILITATOR emails Every Week (36%) or Every Couple Weeks (29%)]*
- ✦ *Preliminary Faculty Flashlight survey respondents:*
 - ***62%** of faculty respondents have incorporated a technique or tool into their class based on either a CANVASCAST or Facilitator email.*

Strategic Project 3:

Develop sustainable & collegial process for iterative distance course design & development around standards such as Quality Matters (QM) external certifications

- ✦ *See Course Redesign Camps in 2*
- ✦ *See Development Matrix in 1*

Student Services & Institutional Effectiveness

10_Admissions & Enrollment Management Accomplishment toward Strategic Projects.

Strategic Project 1:

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 (Access).

- ✚ *Twenty Microsoft bookings implementation for the admission representatives to meet with applicant-prospects or applicants in the beginning enrollment stages.*
- ✚ *Sent out communications to individuals who qualify for the reconnect scholarship. Thank you Sarah Bowin for calling each person who qualifies.*
- ✚ *Handed out flyers at Mansfield High School Saturday May 1 about NCSC short-term certificate program.*
- ✚ *Met with Mr. Black Warden at Rici to provide an update for NCSC programming for employees and residents.*

Strategic Project 2:

With uncertainty, prepare all we do to continue in a virtual experience for campus visit, campus tour, College Day / Night fair, high school visits, correspondence, and preview days or other open house programming (Access/Resources).

- ✚ *Cassie Sager and April Gregory visited school-sites to drop off T-shirts for students who applied with the April 1-May 1 window.*
- ✚ *The Health Sciences and Kehoe tours has 6 students per site on the Wednesday afternoon tours.*

Strategic Project 3:

Develop better, stronger, and positive communication with specific audiences (Tuition Freedom Scholarship (TFS), Choose Ohio First (COF), and Foundation Scholarships) receiving aid, what steps need to be completed. (Access/Success/Resources).

- ✦ *Cathy Craig and Amanda Sheets also worked on the skeleton for the 2022 communication workflow for the NCSC CCP students.*

11_Student Success Center and Retention Services

Accomplishments toward Strategic Projects

Strategic Project 1:

Increase advising support to students of color and students in the Directions program to ensure successful completion of gateway courses in the first year

- ✦ *Actively monitoring registration activity for continuing students including:*
 - *African American Students: 68 not yet registered for fall 2021 who are enrolled spring 2021*
 - *Directions Program: 106 not yet registered for fall 2021 who are enrolled spring 2021*
- ✦ *Attended OACC Equity Data Workshop Series: Communicating Data as a Tool to Advance Equity.*
- ✦ *Facilitated department's final Professional Development Friday for the term held on 04/23/21. The topic was Appreciative Advising – a strengths-based, relationship focused theory to practice framework for advising (and any interactions with students).*
- ✦ *Attended Culturally Responsive Advising training*

Strategic Project 2:

Maximize utilization of Aviso Engage (key features such as alerts, referrals, action plans and texting) to increase next term persistence for new students

- ✦ *Configuring upcoming alerts and achievements for end of term: Overall GPA Alert, Final Grade Achievement and Registration Reminder Alert*

Strategic Project 3:

Enhance services and strengthen support to Adult Learners during the onboarding process to remove barriers to success

- ✦ *Amy Baldy hired as the Transition Specialist; first day scheduled for 05/03/21*
- ✦ *Meeting with student service staff from Lorain County Community College to discuss a similar role who they employ to assist students during onboarding process*
- ✦ *Reviewed recommendations from the Interact Communications report and provided suggestions and insights for potential ways to strengthen onboarding process*
- ✦ *Researching best practices in working with Adult Learners; CAEL, STRADA, etc.*

12_College Credit Plus (CCP)

Accomplishments toward Strategic Projects

Strategic Project 1:

Support CCP enrollment growth (Access) during uncertain and changing school operating environments in 20-21, with a focus on student success (Success)

- ✚ *CCP New Student Orientation for Summer/Fall 2021 registration; 2 sessions held in last two weeks, 100% attendance.*
- ✚ *Continued advising and course approval for summer and fall continuing students.*
- ✚ *Continued work with partners schools on faculty credentialing and new faculty preparation for 21-22:*
 - *Focus on Centerburg, Mansfield Christian and TRECA since last update*
- ✚ *148 CCP faculty assignments submitted to academic divisions for updates in Colleague.*
- ✚ *CCP Fall 21 applications are trending above the same week from prior year; 65% up over Fall 20.*
- ✚ *CCP Fall 21 enrollment is also above same week prior year; trending more similarly to Fall 19.*

Strategic Project 2:

Expand use of technology to support communication for Department needs, student enrollment and student success during COVID and with current staffing. (Success and Resources)

- ✚ *Revamped applicant report with detailed excel macros has been launched out to partner schools via SharePoint for secondary school partners' applicant and enrollment tracking; prompting receipt of transcripts for processing. (Thank you to Scott George!)*
- ✚ *Continued evaluation and positive outcome using MS Bookings for students to self-set appointments directly to Outlook for advising.*
- ✚ *Continued work on CCP webpages.*
- ✚ *Focused on electronic updates to homeschool and nonpublic school students with notation of good standing or acceptance for their May 3 deadline to apply for CCP funding.*

13_Registrar - Student Records Office (SRO)

Accomplishments toward Strategic Projects

- ✚ *Nothing to Report for this period*

Strategic Project 1:

Continue work with online resources including: getting various degrees fully online, creating an extensive suite of topic-based videos/how-to videos for online students to view during orientation and to have as resources for 24/7 assistance. (Access)

Strategic Project 2:

Continue work on the Career-Technical Articulation Verification (CTAV) project to enable the download of approved Career-Technical Assurance Guide Descriptions (CTAGs) through Ohio Department of Higher Education (ODHE) for enrolled students. Fully implementing this project will eliminate excessive paper and increase efficiencies for processing proficiency credit. High schools do not need to submit hard copies of CTAGs eliminating extra work on their part and credit posted in a timely manner. (Access)

Strategic Project 3:

Review current office procedures to determine which ones can incorporate electronic vs in-person means of processing. Convert some forms to fillable pdfs to accommodate distance processing. (Access/Success)

Business Services

14_Accounting/ Controller's Office

Accomplishments toward Strategic Projects:

✚ *Nothing to Report for this period*

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

Strategic Project 3:

Get our Synoptix reporting software ready for the new reporting related to accounts receivable and payroll reporting

15_Financial Aid Office

Accomplishments toward Strategic Projects

Strategic Project 1:

Improve communication and customer service with students and other student-servicing departments to be clear, positive, and expeditious

- ✦ *Created an email to all students on how to purchase books for summer courses online.*
- ✦ *Sent PDF version of bookstore purchase info to all advisors to share with their students.*

Strategic Project 2:

Establish Free Application for Federal Student Aid (FAFSA) completion, and scholarship awards, as a twinned process with the Admissions Office and the Foundation to expedite student application and validation.

- ✦ *Office is currently working the list of students who have applied for summer and fall start. We are sending out FAFSA completion reminders via text as well as email.*
- ✦ *Working the upcoming orientation lists and notifying students to complete their aid file/do a FAFSA.*
- ✦ *Following up with Choose Ohio First students and encouraging them to apply for aid.*

Strategic Project 3:

Improve/Revamp the administration of our Federal Work-Study (FWS) program to find and support internal departments with their human resources needs.

16_Child Development Center (CDC)

Accomplishments toward Strategic Projects

Strategic Project 1: Maintain full enrollment in child care, Early Head Start and Ohio Department of Education (ODE) preschool

- ✦ *Developed FY21-22 Enrollment Goals for child care, EHS and ODE Early Learning grant; 64 center-based, 28 home-based for a total of 92 children.*
- ✦ *Notification of the program's weekly tuition increase for FY21-22 went out to families on April 1, 2021. The increase will be implemented week of July 5, 2021.*
- ✦ *Current year: Program enrollment goal: 92 (64 center-based and 28 home-based total 92).*
- ✦ *Current enrollment: 52 center-based, 24 home-based, 4 prenatal, total 80, 81% capacity.*
- ✦ *Accepting applications for enrollment for infants, toddlers and preschoolers.*
- ✦ *Home-based services will be provided virtually or "park, patio, porch" as weather allows, in collaboration with community agencies.*
- ✦ *Program is recruiting community wide. Call the CDC if you need recruitment material*

- ✦ *Program is now providing tours with families interested in early childhood services, such as child care and Early Head Start. The tours are by appointment only.*

Strategic Project 2:

Participate and maintain a quality rating through Ohio's Tiered Quality Rating and Improvement System, Step Up To Quality (SUTQ)

- ✦ *Step Up To Quality is a five-star quality rating and improvement system administered by the Ohio Department of Education and Ohio Department of Job and Family Services. SUTQ recognizes and promotes learning and development programs that meet quality program standards that exceed [preschool licensing](#) and [child care licensing](#) health and safety regulations. Step Up To Quality program standards are based on national research identifying standards, which lead to improved outcomes for children.*
- ✦ *The CDC is rated a five-star through October 23, 2022.*
- ✦ *Program will be submitting Early Head Start continuous grant April 1, 2021 to continue services to families and children in poverty from campus and our community.*
- ✦ *Program completed self-assessment, strategic planning and continuous improvement.*
- ✦ *Updated objectives and activities/action steps to meet objectives.*

Strategic Project 3:

Promote regular attendance for enrolled children: program wide, individual attendance, encourage positive attendance habits, engage families in understanding relationship between attendance and success

- ✦ *Our program goal is to maintain an average daily attendance of 85% in all service areas.*
- ✦ *March ADA for EHS – 82% (increased 13%), ODE – 80% (same as last month) and Child Care – 84% (increased 4%).*

17_Facilities Management

Accomplishments toward Strategic Projects

- ✦ *Nothing to Report for this period*

Strategic Project 1:

Continue to implement safety procedures (COVID Safety) on campus through wayfinding signage throughout campus (internal and external) based on building restrictions

Strategic Project 2:

Continue work to reduce energy consumption (example number of computer rooms, work on replacing lights to Light Emitting Diode (LED) when they burn out), and minimize space

utilization (by helping to improve scheduling and closing rooms, wings, floors...) both for safety and energy conservation

Strategic Project 3:

Continue Employee Enhancement through training facilities employees on proper equipment usage and equipment cleaning/maintenance, improving facilities employees' awareness of department objectives, and establishing an understanding of facilities employees' roles within the total campus community.

President's Office

Strategic Directions toward Mission of Student Access and Success

- + It is highly recommended for faculty and staff to encourage current students to register for the summer and fall semesters and take advantage of the stimulus dollars coming from the federal government.*
- + Input from the marketing consultant we hired indicated that we are having the largest conversion loss with women, and fewer applications from African American and working adults. The College will review recommendations for improvement with the consultant.*
- + The tipping point for student registration is to engage them early on with at least 6 out of the ten onboarding tasks. Engagement with advisors and orientation are very significant and should be earlier in the process.*
- + Title III grant proposal is proceeding weekly with focus on developing more online courses and programs, more 8-week terms, and professional development activities for faculty and staff.*
- + The Human Resources Office is extremely busy with hiring of 15 to 20 replacement and new personnel this semester.*

18 Foundation, Government Relations & Grants Accomplishments toward Strategic Projects

Strategic Project 1:

Secure funding for scholarship programs, including Tuition Freedom and certificates.

- ✦ *A new Nursing Scholarship is being launched for a nursing student from Ashland County, beginning spring 2022.*
- ✦ *The NCSC Alumni Committee have championed and launched a new “show your pride” gift program, with Alums donating in honor the of the year they graduated, example: Graduated 2008, make a gift of \$20.08.*
- ✦ *The Employee Campaign will be wrapping up for FY22. Those making a gift have been entered to win gift cards and Cedar Fair tickets.*
- ✦ *A new Women in Leadership Scholarship is being launched to address the need to recruit more female students.*

Strategic Project 2:

Secure donors and grants to fund emerging College and program needs especially to build the information technology infrastructure inside and outside the classroom.

- ✦ *A new gift request for \$34,000 has moved to the next stage and will amplify the impact of this year's newly approved \$50,000 gift to fund portable workforce development equipment. The equipment will allow for training at manufacturer's site.*
- ✦ *The Foundation will be launching the FY22 Emerald Club and will be followed with setting meetings with new and current donors to discuss giving plans for the next year.*
- ✦ *The FY22 Hall of Excellence nomination forms are live and can be completed by contacting Chris Copper, ccopper2@ncstatecollege.edu.*

19_Human Resources (HR)

Accomplishments toward Strategic Projects

- ✦ *Nothing to Report for this period*

Strategic Project 1:

Increase diversity of faculty and staff while incorporating Diversity, Equity & Inclusion (DEI) best practices into the hiring process

Strategic Project 2:

Implement Colleague Self-Service for HR

Strategic Project 3:

Automate payroll payable process i.e. pay online

20_Information Technology Services (IT)

Accomplishments toward Strategic Projects

Strategic Project 1:

Installation of new firewalls at the main campus and the Kehoe Center.

- ✦ *The IT department ordered 1 GB port modules and 10 GB SFP transceivers for the new firewalls and they have arrived. These modules will be installed and the 1GB connections presently being used will be transferred to the new modules.*

Strategic Project 2:

Utilization of Microsoft Azure cloud storage as a third off-campus site for College data being backed up.

Strategic Project 3:

Continue to enhance the technology infrastructure and capabilities for wireless connectivity and online learning inside and outside the classroom

- ✦ *The IT department has met with the AV vender on campus to discuss classroom design details. At this point we are waiting on an official quote to start the renovation project for the classrooms.*

21_ Information Services & Institutional Research (IS/IR)

Accomplishments toward Strategic Projects

Strategic Project 1:

Full implementation of the Colleague Self-Service solution functionality by transitioning from WebAdvisor (MyNC) through collaboration with almost all areas across the College. This will include the development and execution of a timetable and plan to migrate from Colleague WebAdvisor to Colleague Self-Service that will include changes to various office processes as well as training of all College employees on utilization of the new interface.

Strategic Project 2:

Continue to build the foundation for effective and efficient Institutional Research in order to support the management decision-making process. This will include organizing and centralizing the collection, management, and reporting of institutional data (strategic plan, leading/lagging indicators, predictive analytics, early alert for gateway courses, section analysis, retention, program review...) through the newly established department to ensure data accuracy, consistency, and integrity. This may include the establishment of a data warehouse or data marts or defined common data sets, as well as a data steward group to monitor data policies.

- ✦ *Ongoing work to develop and optimize reporting data structures*

22_ Marketing & Public Relations

Accomplishments toward Strategic Projects

Strategic Project 1:

Rework all student services content provided to prospects and students to make it more positive and customer-focused including web content and print materials (including COVID response, Transfer Center, and Foundation)

- ✦ *Realignment of program listings underway on website.*
- ✦ *Transfer Center includes GEM landing page.*
- ✦ *Catalog content is driving web content dynamically. Continues to be a focus. New issues identified with the cutover to 2021-2022 catalog. Gina is working through this.*
- ✦ *Multiple new projects in the works in support of the admissions team.*

Strategic Project 2:

Continue promotional support in an evolving world that includes continuing work for COVID/distance-learning student messaging and expanding our demographic targeting and geographic creative targeting and positioning to reach audiences including minority with relevant messaging.

- ✦ *Meetings with Key media partners are underway for FY22.*
- ✦ *Priorities include continuing to target multiple audiences with focused messages.*