



President's Bi-Weekly Report

For period September 6, 2021 to September 17, 2021

** Submissions for next update are due Friday, October 1, 2021*

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

✚ *Training took place in June for MAC and CERT members on the proper use of fire extinguishers.*

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

✚ *New entry signage for all buildings in place for start of Fall Semester.*

✚ *Building monitors in place for Kehoe and Health*

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

✚ *COVID surge is requiring a lot of attention from many people right now.*

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.

✚ *Asking for more specific data related to currently enrolled students*

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.

- ✚ *We have 4 completing the ACUE training in October and a new cohort starting in October 2021.*

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

- ✚ *Leesa and Vince have had two meetings to discuss a Health Informatics degree potential.*

03_Liberal Arts

Accomplishments toward Strategic Projects

Strategic Project 1: Student Access:

Grow transfer to 20%

- ✚ *NOTE: Based on National Clearinghouse data, the number of students transferring annually is 110 (2016-2017), 135 (2017-2018), 149 (2018-2019), and 126 (2019-2020), for a rolling four year average of 130 transfer students. Growth of 20% would yield an annual average of 156 students.*

- Complete Transfer Center on Web

- ✚ *This goal was completed by 9/3/2021.*

- ✚ *LA staff members, Brian Wirick and Katy Lang completed WordPress training with Keith Stoner and implemented editing changes to the Transfer web pages, and then opened these to the “public side” of the NCSC web site.*

- ✚ *Beyond final editing, two substantive changes were made.*

- *First, all of the contact information elements were changed from LA personnel to now point to the CRM information page in Admissions to capture contact information in the admissions funnel. This is to support the overall institutional Access goals.*
- *Second, the term “Transfer Center” has been changed to “Transfer Opportunities” to eliminate any potential perception that NCSC was developing an actual office operation for transfer management.*

- Develop CCP to NCSC to Bachelor Degree Paths

- ✚ *This goal is in progress.*

- ✚ *Research on a detailed pathway from CCP through bachelor's levels has been worked out for the State of Ohio CDCA preliminary and renewable licenses, through the NCSC Substance Abuse certificate, the LCDC II license (AA level) and the LCDC III license (BSW).*
- ✚ *Walters and Prendergast are identifying impediments and opportunities to begin these initial licenses with High School Seniors to allow licensure after the 18th birthday and integrating these licenses and a certificate and degree pathway from CCP, through NCSC, and articulated with our BSW partners.*
- ✚ *Walters has met with Dean of Professional Programs at Mt. Vernon Nazarene University (our second largest transfer partner for social work).*

c) Prepare OTM courses for resubmittal to ODHE

- ✚ *Eleven of thirty-three OTM master syllabi in the LA division have been reviewed for compliance with the new OT36 student learning outcomes (all ENGL, COMM, and HIST courses).*
- ✚ *These have been assigned to faculty program coordinators to prepare revised syllabi by September 30, 2021.*
- ✚ *The remaining 22 course reviews are in process with a target revision date of October 31, 2021.*

Strategic Project 2: Student Success:

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

- ✚ *This goal is in progress.*

Strategic Project 3: Human Resources:

Recruit additional adjunct faculty and arrange their training/mentoring

- ✚ *This goal has been met for Fall 2021 by posting employment opportunity notices on the NCSC jobs page.*
- ✚ *The critical areas (English, Math, Communications) will remain posted through the academic year.*
- ✚ *Faculty Member Michelle Slattery obtained a new faculty orientation check sheet from Health Sciences and revised it for use with a new faculty hire in LA this semester. This document will be maintained by the AA in LA for future use.*

04_Business, Industry, and Technology

Accomplishments toward Strategic Projects

Strategic Project 1: Student Access (Title 3):

- a) Business Marketing program to online/8-week -
 - Will require VCMT analysis for shared courses
- b) Networking and Cyber Security to 8-week/online
 - Including review certificate inventory
- c) Develop new 15-hour electrical cert to align w/Career Centers' strong electrical curriculum

- ✚ 9-15-21 Meeting with Mansfield Senior, MSSC CPT certificate mapping to Electrical Maintenance Certificate.
- ✚ Discussions with Admissions office for TFS type program for Certificate seekers.

Strategic Project 2: Student Access and Success (Diverse academic programing in partnership with Health Science):

a) IT focus

- ✚ We are reviewing the former Healthcare Administration Degree and adjusting to a new program centered on human resources and internet technology courses.

b) Continuation of mentoring program

- ✚ The women mentoring program has officially launched for the 2021-22 academic year.

c) IT/Cyber 1+1 program

- ✚ 8-9-21 Madison meeting to outline current offering to new IT certs. Follow up meeting with instructor and faculty delayed due to Covid closures.

Strategic Project 3: Human, Fiscal, and Physical Resources (Establish a vision for North Central State College Kehoe Center of Excellence):

a) Engineering bachelor's degree faculty onboarding and program adjustments

b) Engineering completion of BASSIAET and approval

- ✚ Review of similar ODHE submission, working revisions to improve our offering
- ✚ Meeting CTE directors for letters of support, working with RMC for general membership review and support.
- ✚ Reviewing current EMSI data and creating Cyber/Networking certs to be imbedded in program.

c) Criminal Justice integration

d) Pursue grants for marketing and retention of minority students

- ✚ Brandel has submitted a grant to the Richland County Foundation to support a Women in STEMM mentoring program and recruiting event.

05 Academic Support Services (Adjunct, Online, 8-week, Canvas, OER, Center for Teaching Excellence)

Accomplishments toward Strategic Projects

Academic Support (Report by Toni Johnson)

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.
 - ✚ *Baseline requirements for standard Canvas shell are being implemented into the project plan for the 8-week delivery format conversion process & procedures.*
- b) Introduce standard shell to faculty at September division meeting.
 - ✚ *Baseline has been reviewed by Faculty Caucus.*
- 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.

- ✚ *Re-launched the adjunct mentoring program in August 2021. Current involvement: New adjuncts: 26 Mentors: 12*
- ✚ *Adjunct Convocation attendance: 44. Topics/activities: Aviso, ACUE, Round Table discussion, DEI and division meetings.*
- ✚ *Adjunct Professional Development (APD) sessions held on: August 11th and August 14th. Topics/activities: IT Security Best Practices, MyNC, Faculty Load sheets, Attendance tracking, Aviso, Student Progress Tracking. Next APD scheduled for September 30th and October 2nd with a theme of: supporting struggling/at-risk students.*

Goals:

- 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.
 - ✚ *Drafted 8 Week Course Redesign process with multiple pathways*
- b) Solicit feedback from stakeholders (faculty & academic leaders) on the draft grid by September 30, 2021.

- ✦ *Established an Instructional Design & pedagogy Sub-Committee for the CTE Steering Committee*

c) Develop procedures for course alignment to development grid, milestone completion criteria and prioritization of redesign activities by March 1, 2022.

- ✦ *Drafting 8 Week Canvas course Skeleton templates*

- ✦ *Drafted NCSC Course design development matrix*

d) Develop & implement internal course redesign programs/ formats as needed to begin advancing NCSC courses through the grid by May 1, 2022.

- ✦ *Refreshing the Covid Emergency Course Conversion Materials*

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.

- ✦ *Added Center for Teaching Excellence (CTE) to loop for notifications on new faculty hires*

b) Draft a written faculty skillset development grid by August 1, 2021.

- ✦ *Submitted Draft Faculty Development matrix to relevant CTE Steering Committee Sub-Committees for further development/ revision*

- ✦ *Created unified faculty development calendar and setup Canvas events for each attached to the Faculty Hub enrollment*

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.

- ✦ *Established both an Instructional Tech tools & Scholarship of Teaching-Learning/ Critical Teaching Practices Sub-Committees for the CTE Steering Committee*

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.

- ✦ *Launched New Faculty institute for all new NCSC Faculty- Adjunct & FT*
- ✦ *Begun monthly e-newsletter for all new Faculty - Launchpad -- compiling and archiving sections in New Faculty Canvas Site*
- ✦ *Facilitated Umbrella Hour Sessions*

h) Survey programming participants to determine impact of development programming on progress in development grid skillset by May 1, 2022.

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.

- ✦ *September OER Training Series- Creative Commons License, 9/7/21 (5 participants)*
- ✦ *What's New in RN and Healthcare OER, 9/14/21 (7 participants)*

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 Community Colleges by June 30, 2022.

06_TRIO, Solutions, and Tutoring Support Services *(Report by Toni Johnson/Barb Keener)*

Accomplishments toward Strategic Projects

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)

✦ *We have conducted the following recruitment events to date:*

<i>DATE</i>	<i>Event</i>	<i>Notes</i>	<i>Number of Students</i>
<i>8/16/2021</i>	<i>Speaking Engagement/ K. Groshon STATS class</i>	<i>spoke about benefits of TRIO and how we help.</i>	<i>22</i>

8/18/2021	TRIO Welcome Week/Game Day		29
8/19/2021	COF pizza lunch event	escorted 3 prospect students and 2 current TRIO students to event while talking about benefits of TRIO.	5
8/31/2021	Speaking Engagement/ P. Henney ENG1010.911	spoke about TRIO qualifications & benefits	16
9/2/2021	Speaking Engagement/ D. Koepke CRMJ	Spoke about TRIO qualifications and benefits of the program	6

b) Achieve membership roster of 110 TRIO students by 10/15/2021

✚ We currently have 112 students on our roster. We do have additional recruitment events schedule. Also, we are following up on referrals from the Student Success Center

- 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

✚ Shane and I are currently in the process of finalizing our written overview of the mentoring program. Hired mentor coordinator to oversee this program.

- 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
- 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

- ✚ *Curriculog has been 'programmed' to include all aspects of the syllabi, thus creating a system where curriculog becomes the new repository for everything related to all of the college's courses and programs.*

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

- ✚ *Several meetings were held with Deans/AA's over summer to communicate changes to the lab fee process. The curriculog software has been adapted to process these changes.*
- ✚ *In spring 2022 the college will host an HLC peer reviewer to evaluate the RIC and Galion locations.*

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

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

Student Services & Institutional Effectiveness

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

Accomplishment toward Strategic Projects.

Strategic Project 1: Access

Focus on adult and minority student recruitment as many adults and minorities have been impacted by the pandemic and needing additional education and training for new career options.

- ✚ *Meeting and working with new community partners; Richland County Alternative Center and Catalyst*
- ✚ *Working with multiple departments to create enrollment opportunities for Chemical Dependency Counselor Assistant Certification*
- ✚ *[Admissions Booking appointments](#), the admission teams have met 12 adult prospects individuals in the past two weeks*
- ✚ *Recruiters completed annual cookie drop to area high school partners*
- ✚ *CCP, Admissions, and Student Services met with Cypress High School Administration staff*

✚ *4 High College Fair or School Site visits*

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.

- ✚ *Click on the following link for all updates on fall recruiting visits*
 - [Tuesday Chats](#)
 - [Campus Tours](#)
 - [Connect to Campus](#)
- ✚ *Posters with QR codes for all events are in parting High Schools.*
- ✚ *Worked with Cathy Craig to create invite messaging for Tuesday Chats, Connect to Campus, and Campus Tours according to prospects degree-seeking interest*
- ✚ *Worked with Dr. Diab and Dr. Gary for “Welcoming and Closing remarks” for all virtual visits*
- ✚ *Completed first recorded Zoom Tuesday chat with the BIT department*

Strategic Project 3: Access/Success/Resources

Develop better, stronger, and positive communication with specific audiences (TFS, COF, Foundation Scholarships) receiving aid, what steps need to be completed.

- ✚ *TFS website page, flyers and application are updated and ready for October 1 start*
- ✚ *Working with multiple departments to update flyer, website page, and communication for short term certification scholarship opportunities*
- ✚ *TFS, COF and Foundation Scholarships are in all recruiter presentations for awareness*

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.

- ✚ *Inquiries:*
 - *58 Total Inquires since August 18, 2021*
 - *18 from Crawford County*
 - *23 from Richland County*
 - *3 from Ashland County*

- *All inquiries have received a phone call and an email with program details, encouraging them to schedule an appointment with the admissions team and details about all the opportunities that are available to visit North Central State College.*

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.

✚ Practical Nursing Certificate:

- *8 Crawford County Pre-Practical Nursing students preparing for a fall 2022 start.*
- *7 Students Registered in the Crawford LPN Fall 2021 Program*

Strategic Project 3: (Access/Resources):

Grow community involvement

- *Groups meeting at the center*
 - *Timken*
 - *Crawford Works*
 - *Crawford Prevention*
 - *Choices for Life*
 - *WISE Pathways*
 - *ASPIRE GED program*

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 (“NC Navigators”)*
 - *Developing criteria – proposal is to link to FYEX 0070 courses*
 - *Exploring funding options – reviewing possibility of work-study position*
- ✚ *Developed a list of specific resources (on-campus and off-campus) for females which will be utilized by Transition Specialist during onboarding process*

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: Integrate FOCUS 2, academic plans and CSI results into a cohesive “Student Success Plan”; Redesign department webpages*
 - *Shared data from CSI results to Tutoring Center and Retention Services to promote proactive outreach to students*
 - *Creating an advocacy and resource website page highlighting resources to address basic needs, emergency assistance and off campus resources*
- ✦ *Attended #RealCollegeOH - TA Topic 3: Financial Aid webinar on 9/8 (this webinar is part of a year-long series focused on basic needs on college campuses on Ohio)*

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*
 - *Updated Aviso Engage Quick guides for faculty and adjunct faculty*
- ✦ *Aviso Engage training (conducted by Aviso representative) provided to staff on 9/15*
- ✦ *Week 3 Progress alert configured and activated*

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 Fall 2021, we are pleased to report CCP enrollment is as follows 1162 students and 7393 hours (45% of the college's total enrollment and 36% of total credit hours for FA21.)*
- ✦ *Thank you to all who were a part of our CCP team for your work on the Fall 2021 enrollment! This team is comprised of those within the CCP department, as well as colleagues from surrounding departments who collaborated and combined efforts to support the needs of our CCP students, our educational partners and our community. Thank you!*

Strategic Priority 2: (Success)

Continue leveraging technology and collaboration to support CCP Department needs: communication, CCP program promotion, pathways, enrollment and student success.

- ✦ *Conducting review and revision of CCP program information and promotional materials needed to accommodate different digital and live formats for Partner school and Parent Information meetings.*

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.

- ✦ *Casey Randall has joined the College Credit Plus department full time! We are so glad to have Casey onboard! She and Scott George will be working in tandem to advise and support our CCP students on and off-campus, engaging them with NCSC!*

12_Registrar (Student Records Office) (Report by Mark Monnes) **Accomplishments toward Strategic Projects**

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.

- ✦ *Currently in collaboration with Admissions and the Success Center for changing the advising flow of new students starting for spring semester.*
- ✦ *Total fully online enrollment for fall semester reached 122 – marking a continued increase in online student enrollment.*

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.

- ✦ *We implemented block assignment of drop/add/withdrawal dates in Colleague for 1st and 2nd 8wk classes utilizing BUSD. This proved to be a very effective, consistent and efficient process for setting these dates.*
- ✦ *We are looking into expanding this process for other flexibly scheduled classes going forward.*
- ✦ *For fall semester, there were 207 flexibly scheduled sections out of 721 total sections. That number represents over 28% of all of our sections.*

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.

- ✦ *Data reporter training will take place in October to better equip the office for troubleshooting issues and understanding error reports.*
- ✦ *All non-payment discrepancies and error reports are being addressed every month.*
- ✦ *The office is working to remedy all issues before initial submission each semester to limit ongoing report updates.*

Business Services

13_Child Development Center (Report by Wendy Thompson) **Accomplishments toward Strategic Projects**

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

- ✚ The CDC has been working diligently to increase attendance in our center-based program as well as our home-based program.
 - Our home-based program is currently fully enrolled with four families on our waiting list. The waitlist includes two pregnant moms.
 - Our center-based program is currently enrolled at 56 children of those, our Early Head Start Center-based is fully enrolled. We have held one of our preschool classes at 10 to allow time to hire a Lead Preschool Teacher. We currently have five children who are 36 months transitioning from the infant/toddler classrooms to preschool to fill these spots. In addition, we have four other families we are working with towards enrollment for preschool.
- ✚ Current Goals: Continue to work to recruit preschool families to reach maximum capacity of 40 preschoolers.

Strategic Project 2: Grow our leadership team

- ✚ *We have experienced some turnover in our Leadership Team over the summer months.*
- ✚ *We took this opportunity to work with NCSC Administrative Staff and Human Resources to reorganize our Administrative Team to include one Assistant Director and one Director.*
- ✚ *We also added 4 OSU Federal-work study students, 1 NCSC Federal-work study student, 1 NCSC student assistant and 2 OSU substitute teachers and one part-time substitute teacher from the community to our staff.*
- ✚ *In addition, we are in the process of interviewing a newly developed position... Center Support Specialist.*

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

- ✚ *On August 20th, our staff participated in a professional development training called: Making Children Feel Safe in Today's Society: Racism and Poverty. Areas of discussion were:*
 - *We are sharpened by dialogue, not debate*
 - *Generalities are not helpful*
 - *Curiosity Helps us Grow*
 - *Discomfort is not dangerous*
 - *Human/ Behavioral diversity is beautiful*

14_ 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.

✦ *We have been working on creating and sending documents/information via email.*

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.

✦ *We have been using the texting software to reach out to students to gauge interest in the FWS program.*

✦ *We have been reaching out colleagues to make sure they have pertinent information, examples below*

- *FWS supervisors were sent the rules, regulations and expectations of FWS students and supervisors*
- *Advisors sent the info/students in late start courses and the impact on aid*

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.

✦ *We have reached out to all spring applicants and encouraged them to apply for financial aid for spring term.*

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

Strategic Project 3: Move procurement functions from web advisor to self-service.

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

- ✦ *Completed Nursing wing, 1600 square yards of new flooring, creating real life applications of hospital atmosphere*
- ✦ *Completed PHI (photohydroionization) in all NCSC buildings, this process creates clean air environment by producing Hydrogen Peroxide to scrub the air and flat surfaces, this process helps in custodial and time between classes*
- ✦ *Waxed all floor surfaces in Fallerius and Byron Kee Center, this is part of the flooring initiative that extends over five-year projections.*

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.

- ✦ *Continuing the installation of Plexiglas as needed for the upcoming fall semester*

Strategic Project 3: Continue to work on energy consumption (such as replacing lights with LED's) for safety and energy conservation;

- ✦ *Shared services installed new switching in all of the Health Sciences building, along with installing new hallway lighting consisting of the much more efficient LED lighting on second and first floors of Health Sciences.*

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

- ✦ *Working with the Assistant Deans in the room utilization of classroom needs and helping "stack" classroom usage, getting away from using subject specific classrooms.*

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

- ✦ *Continuing the processes of communication within all projects across campus*
- ✦ *Weigh in on most projects using Facilities Manager background of construction*

President's Office

17_Human Resources (Report by Doug Hanuscin)

Accomplishments toward Strategic Projects

Strategic Project 1:

Increase diversity of faculty & staff

✦ *Ongoing*

Strategic Project 2:

Electronic On-boarding

- ✦ *Electronic files created for new hire onboarding*

Strategic Project 3:

Colleague Self-Service HR & Automated Leave Process

- ✦ *Web time entry self-service live for HR staff.*

Strategic Project 4:

Document Imaging

18_ Information Technology Services *(Report by Major Price)* **Accomplishments toward Strategic Projects**

Strategic Project 1:

10 GB Internet connection to NCSC main campus.

- ✦ *The MOU for the 10 GB internet connection with OARnet has been signed for the North Central State College main campus.*
- ✦ *The IT team is presently working with Spectrum to install equipment in Fallerius Hall and provide fiber specifications for the connection to OARnet's customer premise equipment (CPE).*

Strategic Project 2:

New Ellucian VPN with high availability (HA).

- ✦ *The IT department has decommissioned the two Ellucian routers, one at the main campus and the other at the Kehoe Center.*
- ✦ *The IT department will work with Ellucian to create static routes back to AWS (Amazon Web Services) that include failover routes*

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.*

Strategic Project 4:

Disaster recovery site for on premise servers.

- ✦ *A new removable data storage system is being installed that will be isolated from the network after backed-up data is written to it.*

Strategic Project 5:

College wireless network ClearPass controller upgrade for Kehoe Center and main campus.

- ✦ *The ClearPass servers have been upgraded and now some configuration changes need to take place so that security certificates can be pushed to mobile devices that may require a security certificate to gain wireless access on the college network.*

Strategic Project 6:

Renovation of classrooms to 21st century learning and teaching environment.

- ✦ *Fallerius Hall F-121 classroom is 98% complete.*
- ✦ *The vendor is installing one more component to complete the project.*
- ✦ *The vendor is starting to renovate other classrooms in Fallerius Hall, Health Science, and the Kehoe Center.*

Strategic Project 7:

Install multifactor authentication factor access on servers in data center.

- ✦ *The network administrator has begun the implementation process of applying multi-factor authentication (MFA) on a test server in the data center.*
- ✦ *After the testing phase is completed, a server maintenance schedule will be created to apply MFA to each server.*

19_ 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.

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

Accomplishments toward Strategic Projects

Strategic Project 1:

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 Major Gift Officer and Director of Workforce are working with 18 potential Workforce companies that are new or lapsed and have an interest in establishing a new training program. A new Advanced Supervisor training module is being developed for a company that has agreed to hold monthly trainings and can be used with others that have already sent their Sups/Managers through the first program.*
- ✦ *A tour of Phillips Tube Group was recently held onsite and a new Supervisor training program for them is in front of their President for final approval.*
- ✦ *A new program has been added for Major Metals.*

Strategic Project 2:

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

- ✦ *Year to date the foundation has generated \$295,000 in total revenue, with \$100,000 being for scholarships.*

b) Co-facilitate the monthly grant meetings held with the new Grant Manager, with measurables tracked.

- ✦ *A new Grant Coordinator has been hired, Paula Waldruff, and is being trained. She will facilitate the monthly meetings, coordinate grant submissions, and organize and submit new grant proposals. All grants being managed outside of the standard grant process should be sent to Paula for inclusion in the grant repository.*
- ✦ *A new Tower Technician Grant opportunity is being submitted by the Director of Workforce.*

c) Request new funding for engineering equipment needs-\$30,000

Strategic Project 3:

Increase Technology support, including HyFlex/Next Gen classrooms.

- ✦ *A meeting has been set with an area donor to tour a Hyflex classroom and discuss a potential gift.*

- a) Maximize the new gift that has been approved for the \$50,000 to fund portable workforce development equipment. The equipment will allow for training on site at manufacturers site. The donor company has agreed to expand their staff training to be part of our workforce training program.
- b) The workforce trailer has been repaired and will provide flexible capacity for a mobile classroom.
- c) Secure additional funding for 1+ more smart standard classrooms-\$25,000

21_Workforce & Non-Credit *(Report by Linda Hess)*

Accomplishments toward Strategic Projects

Strategic Project 1:

Expand training and apprentices in both number and occupation (manufacturing, IT, business, plastics).

- ✦ *Entered into a subgrant agreement with Lorain CC for scaling apprenticeships to research competency based curriculum for electrical maintenance and manufacturing apprentices.*
- ✦ *Added 12 new apprentices overall to our apprentice roster for related education this semester. Of those 12, 2 are sponsored by NCSC*
- ✦ *In discussion with two local large companies to develop new apprenticeships (Arcelor Mittal and Gorman Rupp)*
- ✦ *Continue to work with CNG and other plastic industry to promote the Plastic Technician Certificate as an apprentice pathway.*

Strategic Project 2:

Promote customized training and increase company awareness to assessment and testing resources available through the College. Increase workforce revenue by 20%.

- ✦ *Currently contracted with Major Metals, Gorman Rupp, National Pride Carwash for leadership series in Sept., October and November.*
- ✦ *Increase in use of Pearson Vue Assessments by companies to aid in their job selection process. Arcelor Mittal has assessed three job titles with approx. 32 persons, and Shelby Welded Tubing and Newman Tech have assessed apprenticeship candidates.*
- ✦ *Developed and launched a series of OSHA outreach trainings to be held at the Kehoe Center. These are beyond the OSHA 500 classes we have offered previously. They are being held as open enrollment and will cover OSHA 10, OSHA 30, Hazwoper, NFAP 70-E Arc Flash training. Our first class launches on 09/20/2021*
- ✦ *Successfully held first Women in Sustainable Employment workshop (WISE) through the dedication and effort of the Crawford Success Staff, and in collaboration with Crawford Co. Municipal Courts, and Crawford Works. 5 women learned about non-traditional careers and educational pathways in Manufacturing, Agriculture, Construction and IT.*
- ✦ *Third Animal Science Cohort has been launched in September at the CSC.*

Strategic Project 3:

Expand services offered in Pearson Vue testing Center

- a) Increase open testing days to 2 x weekly
- b) Increase revenue by 48%
- c) Staff with existing or new employee to promote growth

22_Marketing & Public Relations *(Report by Keith Stoner)*

Accomplishments toward Strategic Projects

Strategic Project 1:

Continue reworking student services content provided to prospects and students to make it more customer-focused including web content and print materials.

- a) Recruitment materials need to be reviewed constantly for accuracy and updates
- b) Continue the work to build out the transfer center, foundation, and COVID response pages

- ✚ *Transfer Center became "Transfer Opportunities" and is completed and live.*
- ✚ *COVID response pages continue to be updated.*
- ✚ *The program pages are updated. The Certificate page now has an embedded inquiry form, which is followed up by a personal contact by Admissions!*

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

- ✚ *New WCAG guidelines are requiring additional attention to web structure and functionality.*
- ✚ *Need to record first podcasts for the College Opportunities series we are sponsoring with iHeart.*
- ✚ *Expanding our awareness marketing efforts with new resources.*
- ✚ *We will present our department review on Friday, September 24th.*

23_Faculty Caucus *(Report by Sara Rollo)*

Accomplishments toward Strategic Projects

Strategic Project 1: Access

Remind and inform all full-time and part-time faculty the purpose of Faculty Caucus

Strategic Project 2: Success

- a) Review Faculty and Staff Caucus Constitution

- ✚ *Met with Staff Caucus Facilitator to discuss process and timeline*
- ✚ *Review of Constitution in progress*

b) Review and provide input of college policies

- ✚ *Reviewed Policy Review Schedule and reached out to President's Assistant for policies to review in advance of President's Cabinet.*

Strategic Project 3: Resources

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

- ✚ *Sent welcome email to new hires that occurred in August 2021*

Strategic Project 2: Success:

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

- ✚ *Reached out to 3 different staff members who represent different areas of the College to consider serving on staff caucus.*

b) Review Congress with Faculty Caucus and Update

- ✚ *Held meeting with Faculty Caucus Facilitator about this*
- ✚ *Faculty Caucus reviewing document, Staff Caucus has it on the September 2021 agenda to begin reviewing*

Strategic Project 3: Resources

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

- ✚ *Staff Caucus provided feedback toward previous fall convocation, nothing else to report until spring in-service planning commences.*