



President's Bi-Weekly Report

For period September 20, 2021 to October 1, 2021

** Submissions for next update are due Friday, October 15, 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

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

✚ *Working on layouts with facilities for wayfinding at Kehoe Center.*

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 Delta variant peak may be passing. Need to remain vigilant with protocols – masks inside building and classrooms, wash hands, social distance and stay home when you are sick. Use plexiglass when available.*

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.

✚ *Data for Fall21 midterm students will be requested. Once data is received, we will begin academic evaluations for Pre-Health students and a coordinated reach-out will occur ASAP.*

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.

- ✚ *Faculty are registered and ready to begin the training. Dr. Green is the 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.
- Review current courses in both divisions to merge together for a certificate.

- ✚ *Added a potential certification to this list via Dr. Green. Leesa is working on research related to our service region.*

Other Health Science News:

Justin Tickhill recorded his session for ATE Lightning Round presenter for Innovative ATE Strategies. The session is for October 21st viewing for the ATE Conference.

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

- ✚ *This goal is in progress.*
- ✚ *One pathway has been finalized, i.e. CDCA Preliminary/CDCA Renewable/Substance Abuse Certificate/LCDC 1 License with AA in Social Work and Human Services. This was push-marketed with state email lists to approximately 4,500 names, and to date, we have 29 applicants for CDCA and 7 applicants for SAS Certificate for January.*
- ✚ *We are preparing a welcome letter and advising is underway. We will repeat the email push in 2-4 weeks for one more round during spring registration.*

- Prepare OTM courses for resubmittal to ODHE

- ✚ *25 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 8 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.*
- ✚ *A draft 8-week schedule has been provided to LA Program Coordinators for distribution to faculty course coordinators.*
- ✚ *Two course schedules have been completed as of this date, with 31 more ahead of us.*
- ✚ *The goal is to have solid draft, 8-week schedules by the end of the Fall 2021 term.*
- ✚ *An initial conversation on grandfathered courses occurred, with 4 courses identified for immediate work (these are commonly used, OT-36 courses). The remaining grandfathered courses have already been in use online and currently do not seem to require attention given other priorities.*

Strategic Project 3: Human Resources:

Recruit additional adjunct faculty and arrange their training/mentoring

- ✚ *This goal is now expanding to include communications to adjunct faculty regarding the 8-week conversation of the OT-36 and General Education curriculum.*
- ✚ *Additionally, LA leadership and Program Coordinators are reviewing and reimplementing the Program Coordinator Job Descriptions pertaining to adjunct faculty hiring, training, and coordinator efforts.*

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):

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

05_Academic Support Services (Adjunct, Online, 8-week, Canvas, OER, Center for Teaching Excellence) **Accomplishments toward Strategic Projects**

Academic Support (Report by Toni Johnson)

 *Nothing new 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.

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.
- 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.

 *Drafting various 8 week conversion templates & turn key materials*

- ✚ *Capturing local 8-week course veteran faculty to capture wins/ challenges & advice for peers converting to 8 week format (16 respondents to date)*

Strategic Project 2: Create and implement a defined faculty development program for NCSC faculty.

- Identify core faculty teaching skillset that meets student, department, division & college goals by July 15, 2021.
- Draft a written faculty skillset development grid by August 1, 2021.
- Solicit feedback from stakeholders on the draft grid by October 15, 2021.
- NCSC Faculty (full-time & adjunct) complete a self-inventory around the finalized grid by December 15, 2021.
- Work with academic leadership to integrate annual faculty self-inventory into performance review/ accreditation processes by December 15, 2021.
- 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.
- Implement targeted training programs to advance identified faculty skill needs by February 1, 2022.
- Survey programming participants to determine impact of development programming on progress in development grid skillset by May 1, 2022.

- ✚ *Drafting various 8-week conversion templates & turn key materials*

- ✚ *Capturing local 8-week course veteran faculty to capture wins/ challenges & advice for peers converting to 8 week format (16 respondents to date)*

Strategic Project 3: Increase Faculty Adoption of Open Educational Resources to reduce the student costs.

- 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.
- 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.
- Increase course adoption of OER at least 5 other Ohio Community Colleges by June 30, 2022.

- ✚ *How to Get Started on an OER Search, 9/24/21 (8 participants)*

- ✚ *Clark State Community College -two sessions AM & PM on 9/17/21 (8 participants)*

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

✚ *Nothing to Report*

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)
- 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

✚ *Faculty training one on one being conducted weekly.*

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

✚ *Faculty training one on one being conducted weekly.*

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 partner; Richland County Alternative Center met with Facility Director on possible offerings for residents in the form of workforce and short-term certificate offerings*
- ✦ *Responded to new website inquiry form for Chemical Dependency Counselor Assistant Certification*
- ✦ *[Admissions Booking appointments](#), the admission teams have met 13 adult prospects individuals in the past two weeks*
- ✦ *Met with Junior Achievement Representatives to discuss last year's results for the online virtual career fair*
- ✦ *14 High School Site visits, 2 College Fairs*
- ✦ *Presented to the High School Career Coaches at the Crawford Success Center*
- ✦ *Met with Abraxas, First School and MOESC*
- ✦ *Held the Annual Counselor Coffee presentation virtually, 42 participants*

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.

- ✦ *Completed first recorded Zoom Tuesday chat with the Health Science 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 application opens October 1st – 3 high school students have applied*
- ✦ *Purchased ACT names for prospects in the CRM system*

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.

- + *Total 380 applicants on contact list for fall 2021 – fall 2022*
 - o *All have received 1-3 phone calls and corresponding text message/email*
- + *Spring 2022 Semester*
 - o *Total spring applicants for six county list served by Crawford: 86*
 - o *Spring Non-CCP Applicants: 59*
 - *Crawford County residents: 36*
- + *Summer 2022 Semester*
 - o *Total summer applicants for six county list served by Crawford: 2*
- + *Fall 2022 Semester*
 - o *Total fall applicants for six county list served by Crawford: 22*

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:*
 - o *8 Crawford County Pre-Practical Nursing students preparing for a fall 2022 start.*
 - o *7 Students Registered in the Crawford LPN Fall 2021 Program*
- + *Current discussions with Avita for a brand-new summer and fall cohort for LPN*

Strategic Project 3: (Access/Resources):

Grow community involvement

- + *Groups meeting at the center*
 - o *Timken: hiring events*
 - o *Crawford Works: employment workshops*
 - o *Crawford Prevention: group meetings*
 - o *Choices for Life: student referrals*
 - o *WISE Pathways: Women in Sustainable Employment*
 - o *ASPIRE GED program: weekly sessions*

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*
 - *Benchmarking best practice models (Sinclair Community College)*
- ✚ *September Professional Development Friday held on 9/24/01--- Achieve the Dream Coach, Shara Davis was the presenter. Topic was access and retention (included a focus on Black/African American students)*

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)*
 - *Reviewing assessment data and scheduling a meeting with Hope Center Technical Assistance coaches*
- ✚ *Created an initial shell for an advocacy and resource webpage highlighting resources to address basic needs, emergency assistance and off campus resources*

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*
 - *Aviso Engage training provided to adjunct faculty on 9/30/21*
- ✚ *Week 3 Progress alert data compiled*

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.

- ✦ *NCSC hosted the annual Fall Counselor's Coffee, where the college hosted school counselors from partnering school districts for annual college updates (academic divisions, admissions, FAFSA, CCP, etc.), and as an opportunity for dialogue with the counselors*
- ✦ *Meeting for potential CCP course expansion with Margareta and Bucyrus schools*

Strategic Priority 2: (Success)

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

- ✦ *Review and revision of CCP webpages*
- ✦ *Review and revision of CCP online orientation*

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. Casey and Scott George are 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.

- ✦ *All past fully online applicants who didn't matriculate have been identified for spring and future marketing purposes.*
- ✦ *Still collaborating with Admissions and the Success Center for changing the advising flow of new online students starting for spring semester.*

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.

- ✦ *After implementing block assignment of FA2021 drop/add/withdrawal dates for 1st and 2nd 8wk classes it was found that we excluded a field for the census date. This will be added to future runs of this process which will correct a FA issue with course drops. Overall, this still proved to be a very effective, consistent and efficient process for setting these dates. We hope to expand this process for other flexibly scheduled classes this spring.*

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.

- ✦ *The initial FA2021 CCP enrollment file was submitted to HEI this week. The file was reviewed prior to submission and students who were missing data or needed minor adjustments were corrected.*
- ✦ *Data reporter training will take place on October 4th 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. Next report will have one child aging-out, but the slot will be filled from our wait list.*
 - *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 have honored a request from an infant/toddler teacher to fill the open Lead Preschool Teacher position. This teacher has been approved by the University, SUTQ and ODE. As previously noted we were holding class enrollment to 10. We have been actively recruiting. We currently have three families actively completing the enrollment process by visiting the program two times to meet with the teachers and completing the necessary state paperwork. We also have one child who will transition into the class the first full week in October, for a total of four new enrollments. Additionally, we were able to fill the transitions within our program with families on our wait list. They will also begin in early October.*
- ✦ **Current Goals:** Continue to work to recruit preschool families to reach maximum capacity of 40 preschoolers.

Strategic Project 2: Grow our leadership team

- ✦ We are actively interviewing for one final open position. The interview process will be completed this week, and we expect HR to be able to offer a position to our final candidate.
- ✦ We are also working with one additional Federal Work Study student to complete paperwork.

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

- ✦ *On November 11th, staff will have the opportunity to gain specialized, on-line professional development to work on the goals established on their professional development plans.*
- ✦ *We will also be reviewing the Curriculum Planning Cycle and utilizing outcomes of information from developmental screenings and assessment to inform lesson planning.*

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.*
- ✦ *Updated webpages/videos*

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.*
- ✦ *Coding all drop information in AVISO for advisors to see FA impacts*

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.*
- ✦ *Currently working on 22/23 FA set up and reviewing new rules impacting aid and modules*

15_Accounting/ Controller's Office *(Report by Michele Schaad)*

Accomplishments toward Strategic Projects:

✦ *Nothing new to Report*

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

✦ *Met with Shaw Contract for national publication of pictures into add and information sheet for their products, calling out our campus as a user of certain products they provide together.*

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 fall semester*

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

✦ *Our NCSC team has contracted a local contractor to install regular toggle switching in all of our hallways in the Fallerius and Byron Kee Center so that staff may utilize switching for peak times of the day to increase efficiencies of light usage.*

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 IT team is presently working with OARnet to install customer premise equipment (CPE) in Fallerius Hall October 8, 2021 at 5:30 PM.*

✚ *Coordination between OARnet, NCSC, and OSU-Mansfield will take place prior to the actual date for the installation of the CPE switch.*

Strategic Project 2:

New Ellucian VPN with high availability (HA).

✚ *The IT department has work with Ellucian to create the HA static routes back to AWS (Amazon Web Services) that include failover routes.*

✚ *The routers on main campus have been configured for manual failover if one of the routes should fail.*

- ✦ *The routers at the Kehoe center have been configured for HA but have not been tested because of not wanting to disrupt classes.*

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. (on-going)*

Strategic Project 4:

Disaster recovery site for on premise servers.

- ✦ *A new removable data storage system has been installed on main campus that will be isolated from the network after backed-up data is written to it. (On-Going process)*

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 projector, document camera, and monitor mounting arm were backordered when the installation was done but are now at AVI/SPL's warehouse.*
- ✦ *The last piece of equipment, an Extron video signal transmitter, was originally scheduled to ship on September 17th but is now pushed back to December 15th.*

Strategic Project 7:

Install multifactor authentication factor access on servers in data center.

- ✦ *The network administrator has installed multi-factor authentication (MFA) on 47 servers.*
- ✦ *The network administrator is working on implementing MFA on the college network firewalls.*

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.

✚ *A new training program has been set up and the dates are set*

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

✚ *A new scholarship fund has been set up for three Advancing Women in Leadership scholarships.*

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

✚ *The new Grant Coordinator, Paula Waldruff attended the first Grant meeting and will facilitate all future ones. Note: All grants being managed outside of the standard grant process should be sent to Paula for inclusion in the grant repository.*

✚ *A new FAFSA grant has been submitted by Tom P. and will run through the NCSC Foundation.*

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

✚ *A new grant request is being submitted for engineering equipment needed.*

Strategic Project 3:

Increase Technology support, including HyFlex/Next Gen classrooms.

- ✦ *Two area donors will tour and be asked to support a Hyflex classroom.*
- 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).

- ✦ *Awaiting announcement on whether we will be awarded the pilot site for Tower Tech- this could be an avenue for apprenticeship.*
- ✦ *Working with Arcelor Mittal in preparing to add 8 new apprentices in the spring*

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.*
- ✦ *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.*
- ✦ *Awaiting the purchase of the suitcase model trainers which will create an even more portable method of training in basic elec. Maintenance skills.*
- ✦ *Meetings this month on fourth delivery of Plastics Technician certificate to commence in January*

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

- ✚ *New web section for “[personal wellness](#)” is being finalized. Special thanks to Monica D. for providing comprehensive content for this new section to provide holistic support to our students.*
- ✚ *COVID response pages continue to be updated.*
- ✚ *The program pages are updated. The Certificate page has proven successful! Working on the next level form for certificate prospects.*

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

- ✚ *Need to record first podcasts for the College Opportunities series we are sponsoring with iHeart.*
- ✚ *Expanding our awareness marketing efforts with new resources.*
- ✚ *Rolling out a survey for current students in conjunction with In2eract to determine which media our students use to connect with the college and each other.*
- ✚ *We presented 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

- ✚ *Sent an email to all full-time and part-time faculty sharing this reminder and providing the opportunity to reach out with any questions*

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*
- ✦ *Begin monthly meetings with Staff Caucus to meet as a Congress*

b) Review and provide input of college policies

Strategic Project 3: Resources

Promote activities that involve faculty professional development

- ✦ Donna Niederkohr, Adjunct Liaison, started a faculty mentor roundtable to discuss best practices for the program
- ✦ Approved faculty appointment for Ohio Faculty Senate and for the Access 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

- ✦ *We welcomed 3 new staff to NCSC and informed of Staff Caucus' purpose.*
- ✦ *We invited all staff to our October brainstorming meeting and our November meeting that will include a Q&A visit from both the President and Director of HR*

Strategic Project 2: Success:

- Increase membership that further shows comprehensive coverage of all College campuses/buildings and Departments.
- Review Congress with Faculty Caucus and Update

Strategic Project 3: Resources

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