

President's Bi-Weekly Report

For period October 4, 2021 to October 15, 2021

** Submissions for next update are due Friday, October 29, 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

✚ *Only 68 total from March 20 through beginning of fall 2021.*

✚ *Our fall surge is 95 positive COVID cases since beginning of fall semester.*

Academic Services

02_Health Sciences *(Report by Melinda Roepke/Leesa Cox)*

Accomplishments toward Strategic Projects

✚ *Nothing to Report*

Strategic Project #1: Student Access and Success:

Increase by 5% for 2021-2022 Pre-Health students that convert to an actual Health Science Program.

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.

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:

- a) Analyze regional workforce and in-demand market potential needs.
- b) Review current courses in both divisions to merge together for a certificate.

03_Liberal Arts

Accomplishments toward Strategic Projects

Strategic Project 1: Student Access:

Grow transfer to 20%

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

✚ *The LA division was provided a data set of nearly 400 former CCP students who had not matriculated at (per data records) another post-secondary institution nor at NCSC since high school graduation. Brian Wirick sorted this list by LA Program and the Dean solicited volunteers to phone and email each of these students over the past week and a half. This task has been completed.*

✚ *Prepare OTM courses for resubmittal to ODHE. 33 of **thirty-three** OTM master syllabi in the LA division have been reviewed for compliance with the new OT36 student learning outcomes. 18 of 33 syllabi have been revised and are pending submission and approval in the NCSC Curriculum Process.*

✚ *The framed Honors Poster Exhibition is under active construction—all frames have been delivered and the faculty bulletin boards will be cleared early next week to begin hanging the exhibition. Phase 2 of this project will involve current CCP Honors students making presentations in high school classes, after which these CCP Honors students will be entered into a drawing to win a fast food gift card to incentivize participation. A letter to these high school teachers will follow from the LA Dean to thank them for their support and offer ours in return. This rotating exhibit will be used as the basis for a family reception on campus for these Honors Students in Spring 2022 as COVID restrictions allow. Anticipated completion date of October 31, 2021.*

- ✦ *Dave Koepke and Brad Copeland have begun discussions with Pioneer and Shelby High School to create an expanded degree or certificate pathway in criminal justice/law enforcement to supplement Pioneer and to expand the CCP footprint at Shelby High School.*

Strategic Project 2: Student Success:

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

- ✦ *A draft template for 8-week detailed course schedules (developed by Dr. Johnson) was distributed to LA Division faculty and program coordinators.*
- ✦ *The Dean LA has begun collecting 8-week schedules for the general education courses (14 of 33 now in hand) for continued revision in preparation for Summer 2022.*
- ✦ *The Assistant Dean LA has begun meetings with the other Assistant Deans to draft the course rotations for Fall 2022.*

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
- ✦ *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):

- IT focus

- ✦ *We are reviewing the former Healthcare Administration Degree and adjusting to a new program centered on human resources and tech courses.*

b) Continuation of mentoring program

- ✚ *The women mentoring program has officially launched for the 2021-22 academic year.*
 - *3 mentors and mentees have been meeting and are scheduling a group meeting to share first half term experiences.*

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)

- ✚ *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.

✦ *Faculty workshop to support the 8-week delivery format transformation and adoption of Canvas shell is being developed. Pilot workshop is targeted for November, 2021.*

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.

✦ *Monthly Adjunct Professional Development (APD) session held on September 30th and October 2nd. Topics: Midterm Grade Entry, Retaining At Risk Students, Risk factors info in Aviso/Resources and Tutoring Center. Next APD scheduled for November 4th and November 6th with an open Q&A forum and tips on efficient close to the semester.*

✦ *Mentors Roundtable was held to “check-in” and evaluate current process and expectations.*

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.

✦ *Launching first iterative Internal QM Course Review of existing Distance Course: PNUR-2032-910*

✦ *Setting up late QM review for BIOS-1030*

✦ *Establishing [public Canvas site to house all 8 week conversion templates & turn key redesign materials](#)*

✦ *Distilled local 8 week course veteran faculty to capture wins/ challenges & advice for peers converting to 8 week format (16 respondents)*

- "What is Your Overall View of How your 8 Week Format Classes Went on a scale 1-5?(1=Exceptionally Well –5 =Exceptionally Poorly)"
Avg of respondents = **2.56**
- Biggest Struggles:
25% Retain students who had 'slump' / got off track due to lack of time
25% Students not prepared/didn't understand 8 week format
- Biggest Wins:
12.5% Advanced students finished sooner
12.5% Compressed timeline focused student time on task
12.5% More weekly contact/communication with students

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

- a) Identify core faculty teaching skillset that meets student, department, division & college goals by July 15, 2021.
 - b) Draft a written faculty skillset development grid by August 1, 2021.
 - c) Solicit feedback from stakeholders on the draft grid by October 15, 2021.
 - d) NCSC Faculty (full-time & adjunct) complete a self-inventory around the finalized grid by December 15, 2021.
 - e) Work with academic leadership to integrate annual faculty self-inventory into performance review/ accreditation processes by December 15, 2021.
 - f) Develop a diverse set of development programming to address faculty cohorts in similar career milestones, common needs that emerge from the self-inventory by January 15, 2022.
 - g) Implement targeted training programs to advance identified faculty skill needs by February 1, 2022.
 - h) Survey programming participants to determine impact of development programming on progress in development grid skillset by May 1, 2022.
- ✦ Distributed October monthly e-newsletter for ALL Faculty - "Facilitator" -- feat. Midterm Class Eval, WheelDecide Transparent Randomizer etc.
 - ✦ Offered "Ways to Retain borderline Students" Workshop 10/8 - No Participants
 - ✦ Offered 1st 'Canvas 101 Pre-term Bootcamp' 10/7 for Thursday before each new term (8 Wk) - 1 Participant
 - ✦ Created new on-demand [Faculty hub Resource for Place-based Education \(PBE\)](#).

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

- a) Increase awareness of OER to NCSC and other Ohio Community Colleges by completing a minimum of 15 OER presentations during the fall 2021 and spring 2022 semesters.
- b) Increase course adoption of OER at NCSC by 50% for fall 2021, and an additional 10% for spring 2022. Baseline as of 7/1/2021 = 16.

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

- ✦ CTE - Sub-committee OER meeting
- ✦ Preparing training workshop for Ohio Link with Anna Bendo on the Writing /Composition OERs for Oct 27th
- ✦ Offered OER Training on Friday, Oct 8th, but no rsvps. Will reschedule for later.
- ✦ Attending CCCOER Webinar: OER Funding and Impact Measurements. Oct 13th 3-4pm
- ✦ Providing OER checklist for 8-week course planning.
- ✦ Prepared updates for Facilitator Newsletter
- ✦ Working with faculty at Clark State for potential OER adoptions

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

- ✦ Nothing to Report

Strategic Project 1: Complete automating curriculum change to support 8 week and online

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

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.

- + *Meet with Bucyrus High with CCP, Foundation and CSC to share future planning.*
- + *Responded to new website inquiry forms 90 total*
- + *[Admissions Booking appointments](#), the admission teams have met 11 adult prospects individuals in the past two weeks*
- + *Held first round of Connect to Campus events at all sites.*
- + *Presented at Ontario High School College Parent Information Night*
- + *Collaborative with OSU-Mansfield for a combine recorded presentation for all Richland County Schools.*
- + *All partnering High School Site were visited with folders from Counselor Event*
- + *Presented to the entire Sophomore Shelby High School Met with Abraxas, First School and MOESC*
- + *Met with Cardington High to discuss potential CCP partnership and TFS benefits*

Strategic Project 2: Access and Resources

Convert presentations to reflect either a virtual or in-person experience for campus visit, campus tour, College Day / Night fair, high school visits, correspondence, and preview days or other Connect to Campus activities.

Strategic Project 3: Access/Success/Resources

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

- + TFS application opens October 1st – 12 high school students have applied
- + Collaborated with Cathy Craig on the automated messages for the 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 inquiries from service area: 84
 - o Crawford County: 39
- + Total 400 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
- + 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: 29
- + Online Only Applicants (NEW)
 - o Total online only applicants for Spring 2022 and Fall 2022: 48

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

- 4 new Applicants for Spring 2022- All applicants have received an email inviting them to the November Connect to Campus Event.

✚ Current discussions with Avita for an expedited second LPN cohort

Strategic Project 3: (Access/Resources):

Grow community involvement

✚ Groups meeting at the center

- Timken: hiring events
- Crawford Works: employment workshops
- Crawford Prevention: group meetings
- Choices for Life: student referrals
- WISE Pathways: Women in Sustainable Employment
- 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”)

- Collaborating with Barb Keener

✚ Developed a “pilot” supplement to New Student Orientation called **CONNECT 4 SUCCESS**. It will be a hands-on session for students to orient them to student systems such as Canvas, Student Planning, etc. Initial dates established as:

- November 13
- November 18
- November 23
- December 3
- December 11
- December 14
- January 10– 15

Strategic Project 2: (Success)

Strengthen the integrated delivery of career planning, advising and nonacademic support services during the entry and connection stages of enrollment

✚ Key Priority: Coordinate and lead the college’s participation in #RealCollegeOH— Technical Assistance program provided by the Hope Center (through OACC)

- Attended #RealCollegeOH - TA Topic 3: Emergency Aid webinar on 10/13 (part of a year-long series focused on basic needs on college campuses on Ohio)
- ✚ Initial shell created 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 10/2/21
- ✚ Midterm Alert configured and activated on 10/13/21

11_College Credit Plus (CCP) (Report by Caree Bash)

Accomplishments toward Strategic Projects

✚ *Nothing to Report*

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.

Strategic Priority 2: (Success)

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

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.

12_Registrar (Student Records Office) (Report by Mark Monnes)

Accomplishments toward Strategic Projects

✚ *Nothing to Report*

Strategic Project 1: To increase the number of fully online students by 15% and actively collaborate with academic divisions to add additional fully online programs to our existing list of programs.

Strategic Project 2: To review and standardize various deadline dates for first and second 8-week classes to ensure there is consistency with timelines from term to term. Will explore and

implement options in Colleague to block assign enrollment add/drop dates to 8-week sections, rather than individually assign them.

Strategic Project 3: Closely monitor and address any bad data issues with CCP billing prior to submission for billing. Will review "bad data" file and make any necessary corrections multiple times each term.

13_ Financial Aid Office *(Report by Amanda Kaltenbaugh)*

Accomplishments toward Strategic Projects

Strategic Project 1: Review, revise, improve, and virtualize financial aid processes, forms, and communications by converting them to email, text, etc. while striving for clarity and consistency.

- ✦ *Currently in discussion and working on Federal Work Study improvements.*
- ✦ *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*
- ✦ *Reached out to all current students about completing next year's FAFSA*
- ✦ *Professional Development Friday with SSC - provided an overview and walkthrough of the student's view of the Financial Aid section of Self-Service*

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 reached out to all recent spring applicants and encouraged them to apply for financial aid for spring term.*
- ✦ *Working with spring applicants on scholarship opportunities.*
- ✦ *Currently working on fiscal year 2022-2023 Financial Aid set up and reviewing new rules impacting aid and modules*

Business Services

14_ 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

- ✚ *Our home-based Early Head Start Program is currently fully enrolled at 28 with eight families on our waiting list. The waitlist includes two pregnant moms. One child did age-out, and we were able to fill the slot with a family on our waitlist.*

- ✚ *Our center-based Enrollment:*
 - *Early Head Start Program is fully enrolled with 12 children.*
 - *Infant/Toddler enrollment is at 23/24 Slots filled with a pre-enrollment for the last slot to be filled on October 18th.*
 - *Preschool Enrollment is at 29/40 slots filled with two Toddler transitions and one new enrollment to be filled on October 18th.*

- ✚ *Current Goals: We are actively recruiting for preschool, letting families know we have openings, the community and have plans to add a slide to NCSC/OSU-M projection board to let those on campus know we have preschool openings. In addition, we have two additional transitions that we take place from our Toddler classrooms on November 1st.*

Strategic Project 2: Grow our leadership team

- ✚ We are happy to report we have hired for our last open position here at the CDC. Deb Loyd will be joining our team on Monday, October 18th as our Center Support Specialist. Deb comes to us with many years of Head Start experience, Administrative experience and classroom experience.
- ✚ We continue to receive referrals for Federal Work Study students to assist our teaching staff in the classrooms.
- ✚ We also are embarking on a partnership with Madison Career Tech Center to have Senior Early Childhood Education Students work with our staff in the classroom.

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.

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 Buckeye Power sales and Lake Erie Electric for the possibility of installing generators for the Byron Kee Center, Health Sciences and the Child Development Center.*
- ✦ *Working with our Information Technologies department on the classroom upgrade project*

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*
- ✦ *Hired a Facilities Assistant on main campus to help with every day operations, start date is November 1, 2021*

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*

17_ 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 has installed customer premise equipment (CPE) in Fallerius Hall.*
- ✦ *Coordination between OARnet, NCSC, and OSU-Mansfield took place before the actual date for the installation of the CPE switch.*
- ✦ *The second phase will be to installed Spectrum's network switch to handle the 10 GB connection to the college.*

Strategic Project 2:

New Ellucian VPN with high availability (HA).

- ✦ *The IT department has worked with Ellucian to create the HA static routes back to AWS (Amazon Web Services) that include failover routes.*
- ✦ *The routers on the 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.

- ✦ *The new removable data storage system has been installed on the main campus and is actively being used to protect the college's data. As a complete weekly backup is completed, one of the drives is taken offline to protect the backup data from a cyber-attack.*

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 all servers.*

18_ Information Services & Institutional Research *(Report by Sheila Campbell)*

Accomplishments toward Strategic Projects

Strategic Project 1:

Finalize configuration and testing with HR for Colleague Self-Service HR and Payroll functionality. Work with HR to develop instructional/training material as needed; develop timeline for migration of employees; and complete migration for all employees prior to end of next fiscal year

Strategic Project 2:

Finalize configuration and testing with AR for Colleague Self-Service Procurement functionality. Work with AR to develop instructional/training material as needed; develop timeline for migration of current procurement users; and complete migration for all current procurement users prior to end of next fiscal year.

President's Office

19_ Human Resources *(Report by Doug Hanuscin)*

Accomplishments toward Strategic Projects

- ✦ *Nothing to Report*

Strategic Project 1:

Increase diversity of faculty & staff

Strategic Project 2:

Electronic On-boarding

Strategic Project 3:

Colleague Self-Service HR & Automated Leave Process

Strategic Project 4:

Document Imaging

20_Advancement (Foundation, Grants, Government Relations) *(Report by Chris Copper)* **Accomplishments toward Strategic Projects**

Strategic Project 1: (Workforce)

Recruit new workforce corporate partners that result in an increase in revenue from the program and builds upon/expands the current relationship and scope of impact the college has. Increase the number of companies offered the opportunity; the number of classes held, the revenue generated, and students attending the workforce program; and invite and increase alumni engagement through Alumni referral scholarship to workforce programs.

Strategic Project 2: (Scholarships)


Secure funding for scholarships, programs, including Tuition Freedom and Certificates.

a) Increase Financial Scholarship Goals for FY 22: Secure \$185,000 in new scholarship funds

 *Committed:*

- \$50,000 Coming this month
- \$10,000 – 3 companies have committed for \$30,000
- **Total with committed to receive \$378,000**

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

 *Paula Waldruff-Working on three new grants*

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

Strategic Project 3: (Technology Support)

Increase Technology support, including HyFlex/Next Gen classrooms.

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).

Strategic Project 2:

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

✦ Avita-Preferred Partner Plan-Moving Forward

- *Off cycle PN spring start, LPN to RN articulation program*

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

✦ Plan to cover second day in Pearson Vue Testing lab

✦ Testing for apprenticeships, ArcelorMital, Weir Industries, electrical training.

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](#)" live.

✦ Added a second layer to the certificate inquiry forms to allow submission of documents

✦ Numerous video projects in process in support of CSC, FAFSA, AtD, etc.

✦ Helped format the BSN application for submission. Good luck to Kelly, Melinda and their entire team. There was a lot of work in that proposal.

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

- + Working with three groups to develop
- + Awareness marketing is underway on traditional media.
- + 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. Good response so far.
- + Update meeting with web team scheduled to review transition to WCAG 2.1 standards.

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

- + Continue to review the constitution and will do so in conjunction with Staff Caucus
- + First monthly meeting with Staff Caucus as a Congress to be held on October 28, 2021

- b) Review and provide input of college policies

Strategic Project 3: Resources

Promote activities that involve faculty professional development

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 have occurred since October 12th, 2021

Strategic Project 2: Success:

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

✚ *Invited all staff to attend our October and November 2021 meeting. October meeting was met with about 4 new employees representing different departments of the college.*

b) Review Congress with Faculty Caucus and Update

✚ *Staff Caucus has this on every monthly agenda to review until complete*

✚ *Staff and Faculty Caucus have decided to renew the Congress. First meeting: October 28th, 2021*

Strategic Project 3: Resources

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

✚ *Nothing to report until spring in-service planning commences.*