



# President's Bi-Weekly Report

For period October 17, 2021 to October 29, 2021

*\* Submissions for next update are due Friday, November 12, 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

✚ *Met with Kevin to discuss some potential speakers for Spring in-service.*

### 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

✚ *Kevin placed signs to encourage people to bring masks from their car. Currently, we are providing reusable cloth masks. People continue to throw them away instead of washing them and reusing them. Please encourage others to be good steward of resources.*

### 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

<i>Positive COVID cases through 10-26-21:</i>	<i>Students</i>	<i>Faculty (FT &amp; PT)</i>	<i>Staff (FT &amp; PT)</i>	<i>Total and percent this semester</i>
<i>Total cases to date</i>	<i>131</i>	<i>21</i>	<i>14</i>	<i>-</i>
<i>Cases since Aug.</i>	<i>87</i>	<i>6</i>	<i>5</i>	<i>98/2850=3%</i>
<i>Active cases right now</i>	<i>15</i>	<i>2</i>	<i>0</i>	<i>-</i>
<i>From March '20 through Beginning of Fall '21, we had 68 total COVID cases.</i>				

## 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 has been received on student numbers for the last three years for Pre-Health students. We will work in November, along with Brandon, to reach out to current Pre-Health students in an attempt to assist in a Program Evaluation for potential Fall2022 acceptance.*

**Strategic Project #2: Human Resources:**

All full time Health science faculty will complete the ACUE professional development training within the academic year 2021-2022 as defined by the Title III Professional Development Parameters.

- ✚ *Full time and Adjunct faculty are currently in class with Dr. Green as Cohort Facilitator.*

**Strategic Project #3: Student Access:**

Investigate and research options for a combined certificate or degree potential in the 2021-2022 academic year. This is a collaborative effort between BIT and Health Science which will:

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

- ✚ *No new update for this Project*
- ✚ *The LPN summer cohort option for 2022 is being finalized with potential corporate partners of Avita Health Systems and Ohio Health Mansfield Shelby for more LPNs for these agencies.*

## **03\_Liberal Arts**

### **Accomplishments toward Strategic Projects**

**Strategic Project 1: Student Access:**

Grow transfer to 20%

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

- ✚ *The 16 credit hour Workforce Communications and Information Skills Certificate proposal has been uploaded into the Curriculog system for review by the Curriculum Committee. The committee appointment for review is November 19.*
- ✚ *Six of the OT-36 revised course syllabi have been loaded into Curriculog for approval (4 math courses and 2 English courses). These will begin review with the Curriculum Committee on November 5 and 19.*

- ✚ *LA faculty, administration and students participated in the Shelby High School recruitment event on Thursday, October 28.*
- ✚ *The THEA 1010 course is nearing completion as an online, 8 week version, as is HUMA 1010 (Scott Smith is leading this effort). We will pilot THEA 1010 in Spring 2022 as a means of increasing the enrollment in this course, which has fallen to 4 students the past two spring semesters.*

#### Strategic Project 2: Student Success:

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

- ✚ *Materials have been developed to embed the Quality Matters review process into the 8-week course conversion process in the division. These will be distributed to the faculty at the next division meeting. Discussions have begun to seek external QM certification for the General Education/OT-36 curriculum beginning in Fall 2022 (if not Summer 2022).*
- ✚ *Updated and extended Articulation Agreements with Capital University have been completed and signed by its President and Provost. These are being transmitted back to NCSC for final signatures here. This will extend the expiring agreements an additional three years. The next expiring agreements are with Ashland University (spring 2022) and work begins on these next.*
- ✚ *A plan has been developed to “close the loop” on the OER adoption process by embedding the adopted materials into the master syllabi for corresponding courses. This will be completed by the beginning of Spring 2022.*
- ✚ *The LA Dean held a meeting with ODHE personnel in the Guaranteed Transfer pathways section. Three additional OGTPs are nearing completion (mathematics, English, Communications) and should be approved by late Fall 2021 (giving NCSC 6 pathways).*

#### Strategic Project 3: Human Resources:

Recruit additional adjunct faculty and arrange their training/mentoring.

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

### **Accomplishments toward Strategic Projects**

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

- a) Business Marketing program to online/8-week -
  - Will require VCMT analysis for shared courses
    - *We have identified SME's to develop the 4 VCMT courses that are in the marketing program*
- b) Networking and Cyber Security to 8-week/online
  - Including review certificate inventory
    - *Certificate review in progress (see strategic project 3)*
- c) 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):**

a) IT focus

- ✚ *A draft of the proposed Healthcare Management major is in review. The feedback from the business advisory board was positive to support the degree.*

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

**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

- ✚ *A revision of certificates has led to 3 new certs – this proposal has passed curriculum committee: Cybersecurity Fundamentals, Information Security Analyst, and Network Security. Each of these will be embedded into the Bachelor's degree program in Cybersecurity*
- ✚ *Festo didactic meeting in conjunction with OSU BSET program. Potential shared recourse for Industry 4.0 equipment for degreed and workforce programs*

c) Criminal Justice integration

d) Pursue grants for marketing and retention of minority students

- ✚ *Although we did not receive the RCF grant, we are seeking other funding partners*

**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.**

**Goals:**

- 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.

- ✦ *Established and expanded [public Canvas site to house all 8 week conversion templates & turn key redesign materials](#)*
- ✦ *Developed 90 minute one off workshop for faculty to prep them for 8 week course conversion*
- ✦ *Revising 8 week template for asynchronous and in person*

**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.
- ✦ *Created new on-demand [Faculty hub Resource for comparing Active Learning Course Frameworks](#)*
  - ✦ *CTE staff participating in launch of OACC AtD Community of Practice for Faculty Developers centered on implementing the AtD Framework at NCSC*
  - ✦ *Working with Scholarship of Teaching & Learning Sub Committee for a proposal for a Faculty Scholars program and an annual Teaching Symposium/Colloquium*
  - ✦ *The Instructional Tech Tools Sub Committee Launched a faculty survey to develop a snapshot of non-subject area specific Instructional tech tools to develop the NCSC ITT Portfolio to promote efficiencies in student and new faculty on-boarding and best practices.*

**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*
  - ✦ *Completed training workshop for Ohio Link with Anna Bendo on the Writing /Composition OERs for Oct 27th (13 participants)*
  - ✦ *Offered OER Training on Oct 19th, but no RSVPs. Will reschedule for later.*
  - ✦ *Providing OER checklist for 8-week course planning.*
  - ✦ *Prepared updates for Facilitator Newsletter*
  - ✦ *Updating OER book list to correct the course syllabi to clarify number of courses using OER*
  - ✦ *Participants in October 27th OER training included faculty & librarians from Clark State, Rio Grande, and Lorain Community Colleges*

**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)

✚ *Amanda has been reaching out to students who have been referred to Trio by advisors and faculty.*

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

✚ *This is complete. This is the required number we had to achieve by the end of the first year of this grant cycle.*

- 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

✚ *In progress.*

- 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, Amanda, Merideth and I have completed this. We have a framework from which to develop the mentoring program.*

- b) Review mentoring program overview & solicit feedback from stakeholders by 10/1/2021

✚ *In progress. Merideth is currently developing the modules for the mentoring program.*

- 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**

✚ *Templates created and deployed for increased data within the curriculog system.*



**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.

- ✚ *Presented at Clearfork High School College Night event*
- ✚ *[Admissions Booking appointments](#), the admission teams have met 14 adult prospects in the past two weeks*
- ✚ *Spent the week at Shelby High School for whole school presentations, division presentations, FAFSA, and application completion help*
- ✚ *Recruiters have been in 11 high schools and*
- ✚ *Met with NECIC to share updates between our programs*

##### **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 1<sup>st</sup> – 129 high school students have applied*
- ✚ *Students and their parents receive a congratulatory email and a postal mail letter explaining the steps to receive the scholarship with a timeline.*

## **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 since previous report: 55*
  - *Crawford County: 16*
- + *Total 400 applicants on contact list for fall 2021 – fall 2022*
  - *All have received 1-3 phone calls and corresponding text message/email*
- + *Spring 2022 Semester*
  - *Total spring applicants for six county list served by Crawford: 109*
- + *Summer 2022 Semester*
  - *Total summer applicants for six county list served by Crawford: 4*
- + *Fall 2022 Semester*
  - *Total fall applicants for six county list served by Crawford: 40*
- + *Online Only Applicants*
  - *Total online only applicants for Spring 2022: 48*
  - *Total online applicants for Fall 2022: 10*
  - *New Online Promotion Campaign Email List*
    - *Tom Prendergast List – 54*
    - *Bradly Dunmire List - 250*

#### **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*
  - *6 new Applicants for Spring 2022- All applicants have received an email inviting them to the November Connect to Campus Event.*
- + *Second LPN cohort scheduled to begin in summer 2022 in collaboration with Avita.*
- + *Current preparation for LPN spotlight video in collaboration with DRM Productions and Avita.*

**Strategic Project 3: (Access/Resources):**

Grow community involvement

- ✚ *Groups meeting at the center*
  - *Timken: hiring events & onboarding*
  - *Crawford Works: employment workshops*
  - *Crawford Prevention*
  - *Choices for Life: student referrals*
  - *Crawford Builds*
  - *WISE Pathways: Women in Sustainable Employment*
  - *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”)*
  - *Collaborating with Barb Keener*
- ✚ *Other: Attended OACC’s Holistic Student Support Institute on 10/27*
- ✚ *Other: 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. – and help to develop a sense of belonging.*
  - *November 13*
  - *November 17*
  - *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 coaching session for #RealCollegeOH on 10/26 (part of a year-long series focused on basic needs on college campuses in Ohio)*
  - *Reviewing data collected from informal survey of small group of faculty and staff*
- ✚ *Other: Initial shell created for a basic needs and resource webpage highlighting resources, supports and services available on and off campus*

- ✦ *Other: Conducted review of Mental Health & Wellness webpage*

### **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 new staff member on 10/26*
- ✦ *Other: Identifying students based on risk levels to provide targeted messaging related to spring registration (Priority Registration begins on 11/3)*

## **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.

- ✦ *CCP Information Meetings with students and families at Mansfield Sr., Clear Fork and Fredericktown*
  - *The Annual CCP information meetings to inform families about the CCP program, and promote opportunities with NCSC.*
- ✦ *Meeting for potential CCP course expansion with Ontario schools*

#### **Strategic Priority 2: (Success)**

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

- ✦ *Continued revision of CCP webpages*
- ✦ *Final revisions of CCP online orientation for new student registration for Spring 2022 rollout*
  - *Revision of communication plan and schedule from Recruit*
- ✦ *In response to legislation changes stemming from HB 110, implementation of CCP permission slip and questionnaire for new CCP applicants*

#### **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 and Scott George are working in tandem to advise and support our CCP students, on and off-campus, engaging them with NCSC.*
- ✦ *Conducting outreach to high schools to set up off-campus advising support to assist students and counselors*

## **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.

- ✚ *We currently have 56 applicants for SP2022 compared to 40 applicants at this time last year for SP2021.*

**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.

- ✚ *The batch process was run for 1<sup>st</sup> and 2<sup>nd</sup> 8-week spring classes. No issues were encountered. We are starting to batch assign dates for other spring flexibly-scheduled classes this week.*

**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.

- ✚ *Continuing to monitor monthly data reports for disputes and collaborating with high school/career center EMIS coordinators when needed.*

## **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.

- ✚ *Updated webpages with new outside scholarships, information and important dates*
- ✚ *Added eNCie button to all FA email addresses*
- ✚ *Added 2022/23 FAFSA tutorial videos to website*

**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.

- ✚ *Coding all drop information in AVISO for advisors to see FA impacts*
- ✚ *Coded all appeal approval and denial information on in AVISO for advisors to view.*
- ✚ *Reached out to all current students about completing next year's FAFSA*

- ✚ *Shared with all advisors new outside scholarships to share with their students.*

**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.

- ✚ *Attended Shelby High school financial aid day and assisted students with FAFSA completion and basic FA questions.*
- ✚ *We reached out to all recent spring applicants and encouraged them to apply for financial aid for spring term.*
- ✚ *Reached out to all spring applicants with a certificate major on their application on scholarship opportunities for certificates.*
- ✚ *Currently working on 22/23 FA 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

- ✚ *The CDC has been working diligently to increase attendance in our center-based program as well as our home-based program.*
- ✚ *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.*
- ✚ *Our center-based Enrollment:*
  - *Early Head Start Program is fully enrolled with 12 children.*
  - *Infant/Toddler enrollment is full at 24/24 Slots filled. All slots that will open due to transitions are already filled from the waitlist.*
  - *Preschool Enrollment is at 31/40 slots filled. Two tours scheduled for this next week. 2 Fall Enrollments for the Fall.*
- ✚ *Current Goals: We continue recruiting for preschool, letting families know we have openings, and the community know we have plans to add a slide to NCSC/OSU-M projection board to let those on campus know we have preschool openings.*

**Strategic Project 2: Grow our leadership team**

- ✦ *We are fully staffed! We will continue to add students to our sub list to cover planning time, scheduled days off for our staff and breaks!*

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

- ✦ *On November 11<sup>th</sup>, 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.

- ✦ *Currently researching the updates that Ellucian has implemented this month regarding online approvals needed to move procurement functions 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.

- ✦ *Hired a Facilities Assistant Manager on main campus to help with every day operations, start date is November 1, 2021. Welcome Anthony Johnston to our Facilities Team. Please welcome him when you meet him.*

**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.*
- ✦ *Working with Shared Services Electricians to install LED lights on the third floor of the Health Sciences Building over the break.*

**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 with 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 install 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 IT department is in the process of staging a simulated co-location network test environment for disaster recovery in one of the IT offices located in Fallerius Hall.*

#### **Strategic Project 5:**

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

- ✦ *The splash page for guest users is now working properly. The IT department is still working on enabling a certificate push to mobile phones that need a certificate to properly log on to our secure wireless network.*

#### **Strategic Project 6:**

Renovation of classrooms to 21<sup>st</sup> century learning and teaching environment.

- ✦ *Fallerius Hall F-131 and 138 are now complete. Step-by-step instructions are going to be written to assist faculty with the use of the equipment.*

#### **Strategic Project 7:**

Install multifactor authentication factor access on servers in data center.

- ✦ *The network administrator has installed multi-factor authentication (MFA) on all servers. Multifactor authentication on the firewalls will require running a one-time password (OTP) on your mobile phone using the DUO application.*

## **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

- ✚ Cabinet passed Advising System and Services Policy (14-15) and Procedures (14-151) to assist students in setting, persisting and achieving their academic and career goals. It is available on our website. Please make sure you review it.
- ✚ The state auditor office is reviewing operations at the seven co-located campuses in the state, as well as College Credit Plus / dual enrollment statewide to enhance efficiencies and services. The College was pleased to participate and provide helpful insights.
- ✚ President Diab made a presentation to area superintendents at Pioneer Career Center on enhancing partnerships especially for College Credit Plus, Tuition Freedom, and College Now with internships to raise educational attainment in the region at most affordable costs.
- ✚ Dr. Diab participated in the Richland Chamber Strategic Planning sessions, and the Community Economic Development Strategies for counties along the U.S. 30 corridor to enhance economic, educational, and workforce development.

### **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.

- ✚ *New program with ArcelorMittal established, including a Preferred Partnership and 8 new apprentices signed up for a four-year program.*
- ✚ *Visit and tour of Newman Technology was completed the week of October 25 and a new workforce program is in discussion for their new supervisors.*

**Strategic Project 2:** (Scholarships)

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

- a) Increase Financial Scholarship Goals for FY 22: Secure \$185,000 in new scholarship funds
- b) Co-facilitate the monthly grant meetings held with the new Grant Manager, with measurables tracked.
- c) Request new funding for engineering equipment needs-\$30,000

- ✚ *Increase Financial Scholarship Goals for FY 22: Secured \$100,000 in new scholarship funds, including a newly approved gift from the Shelby Foundation.*
- ✚ *Request new funding for engineering equipment needs with a new \$31,000 request submitted.*

**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**

✚ *Nothing to Report*

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

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

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

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

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

Expand services offered in Pearson Vue testing Center

- 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

✚ *Numerous video projects in process in support of CSC (on hold), FAFSA (one interview complete. Second interview on 11-3), AtD (done), etc.*

✚ *Updated all of the program sheets for admissions.*

✚ *Preparing mailing of 1,500-2,000 postcards regarding CARES \$ appeal to students for spring.*

#### **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

- ✦ *Awareness marketing is underway on traditional media. Radio, billboards and print.*
- ✦ *Negotiating with Spectrum for local cable ads.*
- ✦ *Survey for current students in conjunction with In2eract to determine which media our students use to connect with the college and each other. Runs through November 12th.*
- ✦ *Update meeting with web team scheduled to review transition to WCAG 2.1 standards scheduled for 11-3.*

## **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

- ✦ *Provided an invitation to faculty for the 10/14 meeting with Dr. Gray and Dr. Johnson to learn more about the 8-week conversion and provide an opportunity to ask 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*
- ✦ *First monthly meeting with Staff Caucus as a Congress to be held on October 28, 2021*

b) Review and provide input of college policies

- ✦ *Reviewed the 2022-2023 draft calendar to provide input*
- ✦ *Reviewed the Advising System Services policy and the Academic Advising Procedure*
- ✦ *Provided suggestions as to which policies are impacted by the 8-week conversion*

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

Promote activities that involve faculty professional development

- ✦ *Nothing new to report but we will provide input for in-service and convocation days, as needed*

## **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 13<sup>th</sup>, 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 November 2021 meeting*

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 28<sup>th</sup>, 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.*