



# President's Bi-Weekly Report

For period November 1, 2021 to November 12, 2021

*\* Submissions for next update are due Friday, December 10, 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

### 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

## 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. Brandon has reached out to all pre-health and COF students regarding scheduling and potential program application.*

### 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:

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

✚ *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%

- a) Complete Transfer Center on Web

✚ *All of the Math courses used for transfer have been revised and approved by the Curriculum Committee. These will now go to ODHE for panel review.*

✚ *All of the Psychology and Sociology courses are scheduled with the Curriculum Committee for expedited review within the month.*

- b) Develop CCP to NCSC to Bachelor Degree Paths

✚ *A successful round of communications has concluded with OSU-M administration and education faculty with a view toward a 2+2 agreement for teacher licensure.*

✚ *The working committee has exchanged respective, 2-year curricular plans for review, and will be meeting the second week of January 2022 with a view toward ironing out differences.*

✚ *The initial draft suggests a 4-year plan is possible, with scholarship subsidies at the Junior and Senior levels provided by OSU for NCSC transferring students.*

- c) Prepare OTM courses for resubmittal to ODHE

✚ *We are close to an agreement to offer a cohort sequence of the CDCA licensure courses (HMSV 1150 and HMSV 2150) with Cypress Academy.*

✚ *Christine Lynch will lead the effort to identify a qualified, MSW to adjunct these online sections.*

### Strategic Project 2: Student Success:

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

### Strategic Project 3: Human Resources:

Recruit additional adjunct faculty and arrange their training/mentoring.

- ✦ *Discussions with Communications and American Government faculty at Ashland University have yielded several additional, potential adjuncts for NCSC for both online and face-to-face instruction for January 2022.*

## **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
    - 10/26 – *We have identified SME's to develop the 4 VCMT courses that are in the marketing program*
    - 11/8 – *Business Management program online – established a timeline for course conversion*
- b) Networking and Cyber Security to 8-week/online
  - ✦ Including review certificate inventory
    - 10/26 – *certificate review in progress (see strategic project 3)*
    - 11/8 – *ITEC advisory board meeting supports a bachelor's degree in Cybersecurity*
    - 11/8 – *ITEC advisory board member to be involved w/ 179<sup>th</sup> recommends security+*
- c) Develop new 15-hour electrical cert to align w/Career Centers' strong electrical curriculum
  - 10/26 – *certificate review in progress (see strategic project 3)*
  - 11/8 – *ITEC advisory board meeting supports a bachelor's degree in Cybersecurity*
  - 11/8 – *ITEC advisory board member to be involved w/ 179<sup>th</sup> recommends security+*

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

- a) IT focus
  - ✦ *We are reviewing the former Healthcare Administration Degree and adjusting to a new program centered on HR and tech courses.*
  - ✦ 10/26 – *A draft of the proposed Healthcare Management major is in review. The feedback from the business advisory board was positive to support the degree.*
  - ✦ 11/8 – *Business advisory board supports AA in healthcare management*
  - ✦ 11/8 – *Franklin U. reviewing proposed HCM for 3+1 articulation*

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.*
- ✚ *11/8 – ITEC advisory board meeting supports articulation. Working to arrange meetings with Knox CC and EHOVE.*

**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

- ✚ *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.*
- ✚ *10/26 – 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*
- ✚ *10/26 – Festo didactic meeting in conjunction with OSU BSET program. Potential shared recourse for Industry 4.0 equipment for degreed and workforce programs*

b) Engineering completion of BASSIAET and approval

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.*
- ✚ *10/26 – 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)**

**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.

✚ *This strategic project has been incorporated into the 8-week focused course delivery project!*

**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.

✚ *COMPLETE 10/1/2021. Adjunct Liaison continues to monitor the process for improvements. New adjuncts hired in Fall 2021: 28. Mentors: 13.*

- b) Conduct monthly adjunct support workshops.

✚ *October workshops were conducted on Sept 30<sup>th</sup> and Oct 2<sup>nd</sup>. November workshops were conducted on Nov 4<sup>th</sup> and Nov 6<sup>th</sup>. Topics/activities included: Midterm Grade Entry, "Retaining At Risk Students", Risk factors info in Aviso, Tutoring Center, KnowBe4 computer security training, HR/Payroll, Final Grade processing, Incomplete agreements, Academic Calendar/Catalog, Policies and Procedures.*

- c) For all new adjuncts hired for fall 2021 and beyond, implement a revised mentorship program.

✚ *Ongoing*

**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.

- ✦ *Continued to Expand [public Canvas site to house all 8 week conversion templates & turn key redesign materials](#)*
- ✦ *Scheduled one off workshop for faculty to prep them for 8 week course conversion - 11/18*
- ✦ *Revised 8 Week Skeleton template for In Person & hybrid & published to canvas Commons*
- ✦ *Piloted Iterative Local QM Course Review w/ PNUR-2032-910 - QM Team compiled Final report & distributed to dept lead and dean/ asst. deans; follow-up meeting in late Nov.*

**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.

- ✦ *CTE Steering Committee approved implementing AtD Teaching & learning toolkit project for implementing the AtD Framework at NCSC - Instructional Design & Pedagogy Sub-Committee developing*
- ✦ *Offered November New Faculty institute Workshop- 7 Best Teaching Practices - 4 participants attended - Recorded archive posted to Canvas sites and sent via Inbox*
- ✦ *Sent out Launchpad November Newsletter for New Faculty - featuring 7 Best Teaching Practices*
- ✦ *Sent out Facilitator November Newsletter for all faculty - featuring Making Final classes Count Technique & Kahoot Tool*

**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.

- ✦ *Preparing training workshop for Ohio Link with Anna Bendo on the Psychology OERs for November 16th*
- ✦ *Planning Presentation for Washington State in Jan 2022*
- ✦ *Presentation at Hocking College on November 3rd and sent OER examples for several programs in the Arts, Business, and Sciences Department.*
- ✦ *Working on two more classes for OER at NCSC*
- ✦ *Updating OER book list to correct the course syllabi to clarify number of courses using OER*
- ✦ *Prepared updates for Facilitator Newsletter*
- ✦ *Providing OER checklist for 8-week course planning.*
- ✦ *November 3rd, Hocking College -OER presentation (19 participants)*
- ✦ *Offered OER Training on Nov 2nd, but no RSVPs. Will reschedule for later.*

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

### **Accomplishments toward Strategic Projects**

**Strategic Project 1: Recruit new TRIO students to maintain normal roster of 140 students with a focus on students from minority groups.**

- a) Conduct 10 recruiting events for fall semester by 9/30/2021 (i.e. speaking to various classes, hold open house, cold calling)
  - ✦ *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**

✚ *New template for Syllabus update process created.*

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

✚ *Lab fee requests reviewed and ready for ODHE submission*

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

✚ *College-Wide Outcomes (CWO) charts sent to all program faculty*

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

✚ *Student Satisfaction Inventory (SSI) survey ready for deployment*

**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.

- ✚ 35 Avita Employees attend the PN nursing session held November 2
- ✚ [Admissions Booking appointments](#), the admission teams have met 14 adult prospects individuals in the past two weeks
- ✚ Presented with Tom Prendergast at the Holistic Students Supports Institute virtual conference
- ✚ Recruiters have been in 11 high schools and
- ✚ Planning meeting with OhioHealth for the upcoming PN information session
- ✚ 7 attended the Crawford Connect to Campus Event
- ✚ 6 college Tours
- ✚ Crestview 8<sup>th</sup> graders toured the Kehoe Center

#### **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> – 160 high school students have applied

## **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: 42

- Crawford County: 7
- + Total 400 applicants on contact list for fall 2021 – fall 2022
  - 85% have received 1-3 phone calls and corresponding text message/email
- + Spring 2022 Semester
  - Total spring applicants for six county list served by Crawford: 148 (108 non-CCP)
- + Summer 2022 Semester
  - Total summer applicants for six county list served by Crawford: 8
- + Fall 2022 Semester
  - Total fall applicants for six county list served by Crawford: 66 (65 non-CCP)
- + Online Only Applicants
  - Total online only applicants for Spring 2022: 65
  - Total online only applicants for Summer 2022: 3
  - Total online only applicants for Fall 2022: 17
- + Special Applicant Promotion Campaigns
  - FAFSA Completion Workshops (text & mail)
  - November Connect 2 Campus (text & mail)

#### **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
  - 20 new Applicants for Spring 2022
- + Second LPN cohort scheduled to begin in summer 2022 in collaboration with Avita.
  - Informational session guests: 35 (estimated: 10)
- + Current preparation for LPN spotlight video in collaboration with DRM Productions.

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

Grow community involvement

- + Groups meeting at the center
  - Timken: hiring events & onboarding
  - Crawford Works
  - Crawford Prevention
  - Choices for Life
  - 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: Reviewing chatbot (Ask eNCie) analytics and creating content for customized questions to address IDK results*
  
- ✦ *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 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)*
  - *Reviewed data collected from informal survey of small group of faculty and staff regarding basic needs insecurities*
  - *#RealCollegeOH - TA Topic 3: Public Benefits webinar scheduled for 11/11 was rescheduled to 11/17 (part of a year-long series focused on basic needs on college campuses on Ohio)*
  
- ✦ *Other: Presentation provided during Staff In-Service on 11/11 highlighting campus resources. Advocacy & Resource and Wellness & Mental Health webpages “unveiled”.*

### 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: Identified students based on risk levels to provide targeted messaging related to spring registration (Priority Registration began on 11/3)*
- ✦ *Other: Created an email "campaign" utilizing beta feature within system*

## **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 at Ontario, Lexington and Colonel Crawford schools*
  - *The Annual CCP information meetings to inform families about the CCP program, and promote opportunities with NCSC.*

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

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

- ✦ *Launch of the revised CCP online orientation for new student registration for Spring 2022 rollout*
- ✦ *CCP webpage updates near completion for 22-23*
- ✦ *Launch of revised communication plan and schedule from Recruit*
  - *Implementation of CCP permission slip and questionnaire for new CCP applicants per HB 110,*

#### **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 high school based advising support to assist students and counselors for Spring 22 planning and registration*

## **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.

- ✚ *Updated webpages with new outside scholarships, information and policies.*
- ✚ *Created email regarding private loans. Sent email to all students with current private loan to remind them if they wish to borrow private loans for spring term, they need to apply now with their private loan companies.*

Strategic Project 2: Maximize the tools we 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.

- ✚ *Created spring bookstore charge informational sheet and shared with advisors.*
- ✚ *Created a TFS Basics informational sheet for advisors.*
- ✚ *Shared with all advisors the impacts on aid of students taking non-required courses, two informational sheets on the process, and reports that we can run if they want a list of students taking non-required courses to reach out to them.*

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.

- ✚ *Participated in November 11<sup>th</sup> in-service and did a financial aid basics presentation*
- ✚ *Reached out to all students who are registered for an upcoming NSO and explained the FA process.*
- ✚ *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.*
- ✚ *Called assigned spring applicants who have not been moved to student to touch base and gauge interest in enrolling in spring term.*

## 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 Continues to work 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. 2 Enrollments for the Fall.*
- ✚ *Current Goals: Please Note: We have been receiving phone calls from families of another Head Start Program who is struggling to keep staff due to the possible mandate of the COVID vaccination. We are tracking this and have talked with our Early Head Start Program Specialist about considering an expansion grant to accommodate additional families.*

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

- ✚ *We are fully staffed! I am working with Linda & Paula to consider a grant opportunity to add an additional staff member whose primary responsibility would be to assist families with housing, food scarcity issues and connecting them with other community members for needed services.*

#### **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 completed between 2-3 hours of specialized training to work towards the annual six hours of state training and 15 hours of Step-up to Quality training during each fiscal year of July 1st to June 30th. Staff will also have planning time to complete trainings as well as time on February 25<sup>th</sup>.*
- ✦ *Additional staff learned about the Curriculum Planning Cycle, and reviewed the ten areas of compliance for our Quality Rating System: Step-up to Quality, as we will have a five-year visit mid-summer of 2022.*

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

### **Accomplishments toward Strategic Projects:**

**Strategic Project 1:** With the implementation of project accounting, have all new grants/projects set up on this system as well as training for any project managers.

**Strategic Project 2:** Continue listing obsolete items on govdeals.com

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

- ✦ *Continuing research related to the updates that Ellucian has implemented 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 flooring installer to take a look at two more classrooms at Health Sciences building*
- ✦ *Anthony is working on getting pricing to change all cloth chairs to hard surface chairs in the Health Sciences building, this will enhance the PHI protection and custodial will be able to wipe chairs down, increasing the efficiencies of man hours.*
- ✦ *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.

- ✦ *Training of new equipment every day, and schedules are being processed for the shut down when the college is closed from December 20- January 2<sup>n</sup>, facilities will be doing many projects over that time period.*



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

- ✦ *Working with Shared Services Electricians to install LED lights on the third floor of the Health Sciences Building over the break, they will also be changing all of the stairway lights to LED*

**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 vice president of finance has signed off on Spectrum's "Right of Entry Agreement" to install their networking equipment that will be used to deliver the 10 GB port speed connection.*

#### **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 staged a simulated co-location network test for disaster recovery and they were able to restore all the servers that were included in the test. More work will need to be done to get Active Directory Services functioning properly when implementing the disaster recovery test.*

**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

## President Diab's Meeting with Area High School Superintendents

- ✦ *Dr. Diab presented to the area superintendents during their meeting at Pioneer on the importance of working together to raise the educational attainment and provide our employers with graduates with the appropriate technical and soft skills.*
- ✦ *He suggested doing internships in the summer between junior and senior years of our College Now programs in Engineering and Business to provide our students with technical skills, human skills, and hands on experience. Our career center folks will be working with them to make it happen.*

## 19\_Human Resources (Report by Doug Hanuscin)

### Accomplishments toward Strategic Projects

#### Strategic Project 1:

Increase diversity of faculty & staff

- ✦ *Efforts continue on an on-going basis to use diverse sources to recruit diverse faculty and staff*

#### Strategic Project 2:

Electronic On-boarding

- ✦ *Internal documents have been created for electronic on-boarding. Intend to look at outside on-boarding sources.*

#### Strategic Project 3:

Colleague Self-Service HR & Automated Leave Process

- ✦ *HR staff are currently live in web time entry/self-service. Next step is to go live with automated request for leave process. Once complete, will bring other departments into HR self-service.*

#### 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.

- ✚ *Active prospecting with new business by one of our adjuncts with a long manufacturing leadership background and with strong Ashland and Wooster connections to add trainings throughout FY22*
- ✚ *Workforce Marketing Plan and adding communication on quarterly Supervisor trainings and customized training*
  - *Direct mail and email campaign will target January 2022 drop.*

#### **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 Scholarships for FY 22:*
  - *Secured \$100,000 in new scholarship funds*
  - *Approved \$10,000 gift for 4 NCSC students that will receive \$2500 each*
  - *Requested new funding for engineering equipment for \$31,000*
  - *Requested \$161,000 in scholarships for the summer PN cohort*

#### **Strategic Project 3:** (Technology Support)

Increase Technology support, including HyFlex/Next Gen classrooms.

- ✚ *Received \$61,000 for the portable workforce equipment, that includes software.*

## **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

## **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

**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.*
- ✦ *Held meeting with web team 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

- ✦ *Provided an invitation to faculty for the 11/18 meeting when Sheila Campbell will discuss the transition from MyNC to the new service*

**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*
- ✦ *Continue to meet monthly as a Congress*

b) Review and provide input of college policies

- ✦ *Provided suggestions as to which policies are impacted by the 8-week conversion*
- ✦ *Received approval to get the impersonation statement from the academic integrity policy added to the syllabus supplement*

**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 December 2021 meeting. November meeting met with about 6 new staff who do not normally attend. Meetings notes from that meeting have been sent to all staff.*

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 was successfully held on 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.*