



## President's Bi-Weekly Report

For period December 14, 2022 to December 9, 2022

*\*\* Submissions for the next update are due Friday, February 3, 2023*

# 01\_Campus Emergency Response Team (CERT)

## Accomplishments toward Strategic Projects *(Reported by Keith Stoner)*

**Strategic Project:** Preparation and Avoidance on everyone's part to live with COVID and start preparing for other emergencies, with the goal of staying open, serve the needs of students effectively, efficiently and safely.

### ✚ Training:

- *Miki Ziegler from the 3<sup>rd</sup> St. Clinic will provide Narcan training for a combined meeting of CERT and MAC on Thursday, December 15<sup>th</sup>.*

## Academic Services

### 02\_Business, Industry, and Technology *(Report by Dan Wagner/Vince Palombo)*

#### Accomplishments toward Strategic Projects

**Strategic Project:** What did we Expand? How will we continue Expanding in programs and enrollment? What is next for Expansion?

- ✚ *On December 7, the EBC division hosted students from Knox County Career Center. Nate Greene from Computer Networking attended with 32 students and Dave Rashley from their Digital Media and Software Design with 36 students. All Juniors and Seniors. April and Cassie assisted with the coordination of this recruiting event. Professors Morgan Baker, Mohamed Ghonimy, and Brian Baldrige each presented to the students.*

### 03\_Health Sciences *(Report by Melinda Roepke/Leesa Cox)*

#### Accomplishments toward Strategic Projects

##### **Strategic Project(s):**

- Access: campus visits for 8<sup>th</sup> through 12<sup>th</sup> Grade Students targeting tech/science programs
  - ✚ *Career Center outreach and visits to be scheduled.*
  - ✚ *Charles Rivers spring event being planned with science department and Bioscience program.*
  - ✚ *Shelby High School visit scheduled over break in January.*
  - ✚ *Cadaver visits will occur for Spring23 with Career centers and High schools.*
- Success: Increase Retention in all programs and foundational science courses by 10%
  - ✚ *Milestone courses: tutors almost set for Spring 23 term.*
  - ✚ *End of term visits by Health science liaison to all science labs accomplished.*

- c) Resources1: Reduce Student Debt by identifying one OER book per department to replace a required textbook for fall 2023.  
✚ *Report out will be at the February 23 meeting for the OER book to use.*
- d) Resources2: prepare a balanced 2023 budget proposal in all departments of Health Science as impacted by enrollment and retention  
✚ *Program Director/Coordinator began in September to review Spring Budget as well as identify Fall budget costs. Identify anticipated costs to encumber for the academic year. January 2023 meeting to review one on one with each PD/PC in anticipation of receiving CFO report for the AY23-24.*

## 04 Liberal Arts

### Accomplishments toward Strategic Projects

#### Strategic Project(s):

- a) Faculty to identify scaffold strategies in English and Math courses to reduce rate of withdrawal and failure (primarily online sections); and monitor/improve at end of semester.
- b) Management and Program Coordinators will ensure all adjunct faculty embed the identified scaffold strategies; and all, including tutors, are prepared to implement scaffolds.
- c) The target goal is 50% reduction in withdrawal rates over the 2022-2023 academic year.

*The following efforts in support of the division goal to enhance enrollment were addressed over this reporting period:*

- ✚ *Submitted conference proposal to Dream 2023 for the Achieve the Dream work group. Thomas Shields, Monica Durham, and Howard Walters will (if accepted) be presenting at the conference to report our strategic changes to improve retention and success in Math and English. These changes include: the transition to continuous grade monitoring using Aviso; embedding social supports in all online sections of courses; implementing a standard Canvas landing page for all sections; reorganizing the co-req courses in these areas to ability group students and also to double the embedded tutors in the co-req sections beginning Spring 2023.*
- ✚ *Have organized a group meeting for January 13 with all of the education supervisors and instructors from our feeder CTEs, to be held at Madison. These instructors (along with a few other folks) will become a formal Advisory Committee for the A.A. Education program in spring 2023. This first meeting follows work to align the CTE Education learning outcomes with our EDUT course and learning outcomes to create a PLA pathway in addition to the bilateral transfer plan. We anticipate by fall 2023 that CTE students will bring in 15 credits to start with us.*
- ✚ *The Dean visited Heidelberg University to meet with Provost Bryan Smith and Chair of Education Dr. Dawn Henry. We are working to align a 2+2 transfer plan and to partner with Heidelberg, potentially, to deliver the +2 of this degree on campus in Fallerius or*

online. We are waiting for Heidelberg to work out the upper-level tuition costs of this partnership, but are hoping for something near the tuition match that was offered for our business transfer students. This would allow us to offer students a path to teacher licensure that is far less expensive than any other provider in the state of Ohio.

- ✚ The Dean spoke and provided NCSC literature (and green squishy balls) to approximately 100 parents and their 7<sup>th</sup> and 8<sup>th</sup> grade students at Mansfield Middle School, Wednesday December 6. The Dean will be meeting with Tom P. to discuss an “early admit” program for 8<sup>th</sup> graders into the Liberal Arts division to foster higher CCP enrollment in Mansfield High School.

## **05\_Academic Quality and Compliance** (Accreditation, Assessment, Curriculum) (Report by Gina Kamwithi)

### **Accomplishments toward Strategic Projects**

**Strategic Project:** Accreditation: Through participation of college members, with focus on quality and assessment, submit a detailed, concise, and accurate Assurance Argument to HLC one month PRIOR to the lock date i.e. submit by Thursday, June 1, 2023.

- ✚ Nothing to Report

## **06\_Center for Teaching Excellence** (Report by Toni Johnson/Michael Welker/Pam Ratvasky)

### **Accomplishments toward Strategic Projects**

**Strategic Project:** Maximize student retention. Collaborate with each academic department and program to provide targeted programming to enhance student retention & success through instructional design (including standard Canvas blueprint) & pedagogical support; and promote adoption of OER in every program.

- ✚ Nothing to Report

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

### **Accomplishments toward Strategic Projects**

**Strategic Project:** Increase Student Engagement through consistent scheduling to recruit & support TRIO members (2 activities/month); and increased “tutoring touch” through embedded tutoring and individual visits (virtual & in-person) across the student journey.

- ✚ Nothing to Report.

# Student Services & Institutional Effectiveness

## 08\_ Admissions & Enrollment Management *(Report by Tom Prendergast)*

### Accomplishment toward Strategic Projects.

**Strategic Project(s):** Increase Enrollment & Retention

- a) 2% increase of completed general applications from each of our area high school programs.
- b) 400 Tuition Freedom Scholarship applications to be completed by students with a 50% conversion rate for registration.

✚ *Nothing to report*

## 09\_ Crawford Success Center *(Report by Nathan Harvey)*

### Accomplishments toward Strategic Projects

**Strategic Project(s):** Increase Enrollment & Retention

- a) 2% increase of completed general applications from each Crawford County high school

✚ **APPLICANT LISTS for 6 County Service Area** *(Crawford, Huron, Marion, Morrow, Seneca and Wyandot)*

*General Applicant ongoing transition services (Phone call, text and email etc.)*

- **Spring, Summer and Fall 2023 non-CCP applicants for six county service area** *(currently in progress through transition services)*
  - SP 2023: 130
  - SU 2023: 13
  - FA 2023: 48
  - Total: 191
- 95% have received 1-3 phone calls and corresponding text message/email

✚ **ONLINE APPLICANTS** *(100% online programs) for All NCSC Counties*

*ONLN Applicants ongoing transition services (Phone call, text and email)*

- **Spring, Summer and Fall 2023 non-CCP ONLN applicants** *(currently in progress through transition services)*
  - SP 2023: 75
  - SU 2023: 7
  - FA 2023: 21
  - Total: 103
- 100% have received 1-3 phone calls and corresponding text message/email

✚ **PRACTICAL NURSING Applicants**

- *SP2023: 50 Total college (14 Crawford County)*
- *Special emphasis on follow up for spring classes in preparation for SU/FA PN Cohorts in Bucyrus and Mansfield*

✚ **Special Applicant Promotion Campaigns**

- *Spring Semester 2023 – November – Advising, FAFSA and Registration promotion*
- *Registration for Spring – promotion of helping students make appointments*
- *Special TEXT campaign to prior applicants for Spring 2023 enrollment*
- *Phone, Text and email campaign to prior applicants*
- *Text invitations to Open House and FAFSA Workshop – November*
- *Various special promotions and follow up for practical nursing in cooperation with PN Success Coach*

✚ **SOCIAL MEDIA**

- *Promotion of Spring Crawford Success Center and NC State enrollment*
- *Promotion NCSC and CSC Open House and FAFSA events in November*
- *Special Campaign for Practical Nursing*

b) Increase Practical Nursing Applicants to get to Enrollment of 16 students, and Bucyrus High School's Applicants to 12 students

✚ Increase Practical Nursing Applicants to get to Enrollment of 16 students

- *Contacted all Pre-PN's encouraging TEAS resource support and possible summer cohort opportunities*
- *Met with Altercare Bucyrus as a follow-up for summer cohort participation*

✚ Increase Bucyrus High School's Applicants to 12 students

- *Visiting Bucyrus seniors in December in collaboration with the Community Foundation for Crawford County and discussed scholarship opportunities with CFCC and NC State*
- *Partnering with BHS to host their ACT prep days at the Crawford Success Center in March*

## **10\_Student Success Center and Retention Services** (Report by Monica Durham)

### **Accomplishments toward Strategic Projects**

**Strategic Project:** Focus on retention by expanding awareness of available basic needs supports among all students, building a culture of caring and leading to improved academic performance, retention and completion.

✚ A total of 8 Weekend Food Boxes distributed over the weeks of 11/14, 11/21, 11/28 & 12/5

- ✚ *Wrap-around Support & Resources video recorded on November 11/21*
- ✚ *Resource Navigator visited 2 classes on 11/7*
- ✚ *In-person New Student Orientations scheduled for:*
  - *11/14 at 10 AM – 5 attended*
  - *11/17 at 2 PM – 6 attended*
  - *11/29 at 2 PM – 8 attended*
  - *12/8 at 10 AM – 11 attended*
  - *1/5/23 at 2 PM*
  - *1/11/23 at 10 AM*
- ✚ *In-person CONNECT 4 SUCCESS workshops scheduled for:*
  - *12/15 at 3 PM*
  - *1/9/23 at 3 PM*
- ✚ *Total # of Resources Shared via Aviso Engage Since Start of fall term: 25*
- ✚ *Total # of Referrals Made to On-Campus Supports via Aviso Engage Since Start of fall term:*
  - *Career Services = 10*
  - *Counseling = 14*
  - *Disability Services = 8*
  - *Financial Aid = 1*
  - *Internships = 2*
  - *Retention Services = 1*
  - *Solutions = 1*
  - *Student Records = 1*
  - *TRIO = 44*
  - *Tutoring = 12*

## **11\_College Credit Plus (CCP) (Report by Caree Bash)**

### **Accomplishments toward Strategic Projects**

**Strategic Project:** Increase Enrollment through Pathways. Increase visibility and student utilization of pathways from CCP/CTE into North Central State College and after NCSC; ultimate focus is supporting student *to reach their end* goals: credentialed, certificate, applied degree to employment, transfer to bachelor.

- ✚ *Continued CCP Information Sessions at partnering high schools for 2023-24 CCP enrollment: Madison, Norwayne, Mid-Ohio ESC, Mansfield*
- ✚ *Continued presence at high school partner sites to support CCP students with application, advising and testing for Spring semester: Pioneer, Shelby, Clear Fork, South Central*
- ✚ *Continued milestones achieved on updating CCP webpages, including restructuring of landing page and subpages, with connecting links to internal and external resources*
- ✚ *Continued work in conjunction with school district partners to leverage pathways into NCSC for current high school students/early college (CTE and CCP credits)*



- ✦ *Continued progress on content and development of pathways documents to be included in advising sessions with new and continuing students for NCSC course registration*
- ✦ *Continued work in conjunction with OACC project team on digital templates to serve as guided pathways resources: feedback from project mentor; identification of potential barriers and commence research/literature review.*
- ✦ *Commenced interviews for the search to fill the CCP Advisor/Success Coach position.*
- ✦ *\*Congratulations to Scott George on his promotion to Assistant Director of College Credit Plus! Scott has been invaluable to the CCP program here at NCSC. We are excited to see him grow in this new role; continuing to excel and positively impact the experience that our CCP students, their families, and secondary schools have with NCSC.*

## **12\_Registrar (Student Records Office) (Report by Brad Dunmire)**

### **Accomplishments toward Strategic Projects**

**Strategic Project:** Promote Enrollment by increasing speed of service and office efficiency related to processing high school and college transcripts.

- ✦ **College transcripts:** *36 were evaluated during the past 4 weeks, all transcripts have been evaluated well within the one-week goal.*
- ✦ **High School transcripts:** *A total of 73 traditional students have been accepted for the upcoming spring, summer, and fall terms within the last 4 weeks. All high school transcripts have been processed within 24 business hours.*

## **13\_Financial Aid Office (Report by Amanda Kaltenbaugh)**

### **Accomplishments toward Strategic Projects**

**Strategic Project:** The primary goal of the Financial Aid Office is to provide financial support and resources to help students achieve their educational goals by seeking, obtaining, and making the best use of all financial resources. The Financial Aid Office will utilize continued service and technological advances, internally and externally, to provide students every opportunity in pursuing and continuing their education while maintaining behaviors and standards of professional values and conduct.

- ✦ *Reached out to all SP2023 students signed up for upcoming new student orientations to get them to complete financial aid.*
- ✦ *Attended Willard's Financial Aid/FAFSA completion night. Presented on applying for aid.*
- ✦ *Attended Crawford's Financial Aid/FAFSA completion night. Presented on applying for aid.*
- ✦ *Reached out to all SP2023 applicants on how to apply for financial aid.*
- ✦ *Reached out to all SP2023 applicants who have an eligible Cert major with info on the short-term cert scholarship.*



- ✦ Reached out to all SP2023 applicants who indicated they were in the military on how to apply and use VA educational benefits.
- ✦ Working the "Dereg" list every few days and notifying students they may be eligible for aid and how to apply for aid. Reminding them of SP2023 payment deadline date as well.
- ✦ Sending reminders to current TFS if not FT, no waiver in place, etc.

## Business Services

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

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

**Strategic Project:** Focus on Student Retention by monitoring outstanding student account balances, checking for hold restrictions or balances that would prohibit future registrations, and reaching out to those students with communications about options available to them.

✦ *Nothing to Report*

### **15\_Facilities Management** *(Report by Lori McKee)*

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

**Strategic Project:** Increase enrollment & retention by enhancing the health and well-being of students and employees through top notch care, clean and welcoming campus, and a good working environment.

✦ *Nothing to Report*

### **16\_Child Development Center** *(Report by Wendy Thompson)*

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

**Strategic Project:** Support increasing enrollment and retention at NCSC by expanding available early childhood education services at the Child Development Center.

✦ *Nothing to Report*

### **17\_Information Technology Services** *(Report by Paul Allen)*

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

**Strategic Project:** Support increasing enrollment & retention by upgrading the Wireless Local Area Network (LAN), and installing new Wireless Access Points.

- ✦ *Wireless controllers have been installed and clustering has been configured. Everything is operational but there are some technical issues with the clustering so a ticket has been opened with Aruba to resolve the issue.*
- ✦ *Mounting brackets have arrived for the new wireless access points, are being assembled, and we will begin configuring and installing the new access points.*
- ✦ *Sphirion data security & privacy software training is being conducted and configuration/implementation of the servers has begun.*
- ✦ *Gov Deals equipment lots have been completed and are ready to be posted on the GovDeals website. All the related information & photos of each lot has been sent to Michelle in the business office.*

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

### **Accomplishments toward Strategic Projects**

**Strategic Project:** Support increasing enrollment & retention by providing data to departments across campus used for decision making purposes, including data about applicants, enrollment, retention, and graduation.

- ✦ *Ongoing, Long-term project to review end user system access, including initial system access request procedures.*
- ✦ *Ongoing, Long-term project to review Report Manager, including report request, development, design and deployment protocols.*

## **President's Office**

- ✦ Celebrating the longevity of our employees' service to the College, from 5 years to 50 years of service, was a great event at Kehoe on December 1. It was announced that the IT department will be named after Ted Mecurio in recognition of his 50 years of service to the College. It was also announced that a \$1,000 stipend for all designated full-time employees, and a \$200 for all designated part-time employees, will be distributed in the December 23 pay to recognize our employees hard work and commitment to the institution, help them celebrate the holidays, and reduce the impact of inflation.
- ✦ Dr. Diab participated in several semester business advisory committee meetings (Accounting, Visual Communication & Media Technology – Graphic Design, Engineering, and Information Technology) to stay abreast of changes in the business community and impact on College programs. The spring 2023 Joint Program Advisory Committee meeting will be held on Thursday, March 23, 2023 in the Ralph Phillips Conference Center.

- ✦ Dr. Diab participated in a webinar by AACC on “Catching Up with Capitol Hill” to review what may be happening during the Congress lame duck session, and in preparation to changes in leadership in the House of Representatives to help advocate for the institution.

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

### **Accomplishments toward Strategic Projects**

**Strategic Project:** Ensuring the hiring of quality faculty and staff that are focused on student success and representative of the diversity of our service region.

- ✦ *New hires from 11/11/22 – 12/6/22*
  - *Denise Harned – Payroll Coordinator*
  - *Brianna Scott – Center Support Specialist, CDC*

## **20\_Development (Foundation, Grants, Workforce, Government Relations)** *(Report by Chris Copper)*

### **Accomplishments toward Strategic Projects**

**Strategic Project:** Meet or exceed 100% of the fundraising, scholarship, workforce, and grant targets, and ensure strong communication to the community of the resources available for student completion. Increase major gifts/scholarships/new donors by 10%; workforce revenues by 10%; and grants by \$500k or more.

- ✦ *Major gifts are at \$200,000 with pledges of \$200,000 for total month end of \$400,000.*
- ✦ *A new \$75,000 has been approved for the 2023 LPN summer cohort.*
- ✦ *There are three new endowed scholarships in the development phase with the donors this month and will equate to \$30,000+.*
- ✦ *One of the new endowed gifts is the result of the summer 2022 partnership with Cedar Fair Charities. The partnership is being renewed for 2023.*
- ✦ *Workforce revenue billed is at 50% of the amount budgeted and forecasted to meet or exceed the target, increasing by 10%+.*
- ✦ *Approved grants are at 60% of the target, for the first half of FY23 and expected to exceed the target by year end.*
- ✦ *Events are on target to meet or exceed FY23 target. Weddings have picked up and there are events Friday Dec, 9 and 16 to close out the year.*

## **21\_Marketing & Public Relations** *(Report by Keith Stoner)*

### **Accomplishments toward Strategic Projects**

**Strategic Project:** Focus on enrollment by expanding our reach beyond “known” prospects and personalized communication (broaden reach geographically, focus messaging to meet prospects

contextual needs, implement [personalized websites](#) to prospects, we are all recruiters)

✚ *Nothing to Report*

## **22\_Faculty Caucus** *(Report by Sara Rollo)*

### **Accomplishments toward Strategic Projects**

**Strategic Project:** Improve communication between faculty and staff and faculty and students, by reaching out to or inviting to meetings key departments within the College to learn about processes and help in increasing enrollment; and increase faculty usage of College systems (Aviso, Canvas...) to increase student success.

- ✚ *Faculty Caucus facilitator scheduled to meet with Kelly Gray to discuss changes to the faculty observation form to help streamline the process and the questions*
- ✚ *Faculty Caucus facilitator will follow-up with and tie up the final questions and comments regarding the marketing department communication*
- ✚ *Approve the full-time faculty members for the English faculty search committee*

## **23\_Staff Caucus** *(Report by Brandon Stover)*

### **Accomplishments toward Strategic Projects**

**Strategic Project:** Staff will contribute to student enrollment (access) and success by providing our colleagues and students with a caring mindset and exceptional customer service, through training, and by representing the College at all times (on the clock, or not). Employees are ambassadors of the College every day; we will strive to represent it well.

✚ *Nothing to Report*