



President's Bi-Weekly Report

For period November 15, 2021 to December 11, 2021

** Submissions for next update are due Friday, January 28, 2022*

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

✚ *Kevin and Keith met with Brad Copeland and Dave Koepke to discuss threat assessments regarding building access.*

✚ *The campus welcomed Don Wallis as our new Campus security Officer.*

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

✚ *Lots 5, 6, 7 and 8 will be closed following the holiday break so we will not have to plow them during the winter.*

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

✚ *Kevin and Keith discussed some tabletop/mock disaster exercises with Brad C. and Dave K.*

✚ Positive COVID cases through 12-8-21:	Students	Faculty (FT & PT)	Staff (FT & PT)
Total cases to date	141	21	14
Cases since Aug.	97	6	5
Active cases right now	6	0	0

From March '20 through Beginning of Fall '21, we had 68 total COVID cases.

Fall '21 semester totals: 108 total cases.

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.*

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.

✚ *Leesa is working on collecting this data and potential market projections for 2022 and beyond.*

✚ *Melinda met with EHOVE and is working on the SURG TECH schedule with them for their accreditation body. EHOVE is discussing a Sterile Processing Certificate to be included with the SURG TECH program that could also be added to the Health Service Technology Degree.*

b) Review current courses in both divisions to merge together for a certificate.

✚ *The LPN summer cohort option for 2022 is being finalized with corporate partners of Avita Health Systems and Ohio Health Mansfield Shelby for more LPNs for these agencies. This will be an evening cohort on a Flex schedule.*

03_Liberal Arts

Accomplishments toward Strategic Projects

Strategic Project 1: Student Access:

Grow transfer to 20%

a) Complete Transfer Center on Web

- b) Develop CCP to NCSC to Bachelor Degree Paths
- c) Prepare OTM courses for resubmittal to ODHE

- ✚ *Math, Psychology and Sociology courses are through the expedited curriculum review for the new OT-36 initiative; History, World Civilization, and National Government courses have been loaded into Curriculog for review. We are now 80% through the course revision process required by the ODHE conversion to OT-36.*
- ✚ *The Workforce Communications and Information Skills certificate was reviewed by the Curriculum Committee in November. Several improvements to the proposal were identified. These changes have been completed and sent back to the Curriculum Committee. The certificate is scheduled for a final committee review on January 21 and should be approved at that meeting.*
- ✚ *We have added two sections of general education courses to the Crawford Success Center for Summer 2022—an innovative expansion of course offering at the CSC. This will add History and Speech to the math and English rotations, and allow the new Workforce Communications certificate to be quickly ramped up at the CSC beginning fall 2022.*
- ✚ *We have begun planning for monthly high school programs beginning February 2022 for recruitment of new students. A first, full committee meeting has been scheduled for Thursday, January 13, 2022 for Admissions representatives and LA staff and faculty to complete planning of the program template, which we will then implement monthly or twice-monthly moving forward.*

Strategic Project 2: Student Success:

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

- ✚ *We have fully assigned course conversion tasks for the 8-week courses to faculty or adjunct faculty on a schedule to have most general education courses on this schedule by Summer 2022, and all of them by Fall 2022—fully compliant with the schedule we have adopted. Nearly all of the first draft, 8-week schedules for these courses are now on file in the Dean LA Office.*

Strategic Project 3: Human Resources:

Recruit additional adjunct faculty and arrange their training/mentoring.

- ✚ *A focused committee meeting for development of the NSF math grant proposal was held. We will revisit the initial ideas early in January with a view toward beginning a draft proposal.*

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/ 179th recommends security+

c. Develop new 15-hour electrical cert to align w/Career Centers' strong electrical curriculum

✦ 9-15-21 Meeting with Mansfield Senior, MSSC CPT certificate mapping to Electrical Maintenance Certificate.

✦ Discussions with Admissions office for TFS type program for Certificate seekers.

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

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.

▪ This week closes the second successful run of our Women in STEMM Mentorship Program

▪ We held our first ever combined mentorship meeting

▪ Exit surveys were sent out this week. The responses help to continuously improve the program

▪ BIT hopes to pick the program back up again for a third run in Spring 2022

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.

✦ 12/9 – Working draft of 1+1 Cyber and IT in process with Knox CC

Strategic Project 3: Human, Fiscal, and Physical Resources (Establish a vision for North Central State College Kehoe Center of Excellence):

a. Engineering bachelor's degree faculty onboarding and program adjustments

b. Engineering completion of BASSIAET and approval

- ✦ *Review of similar ODHE submission, working revisions to improve our offering*
 - ✦ *Meeting CTE directors for letters of support, working with RMC for general membership review and support.*
 - ✦ *Reviewing current EMSI data and creating Cyber/Networking certs to be imbedded in program.*
 - ✦ *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*
- 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.

Strategic Project 2: To enhance the quality of onboarding, orientation and support of adjunct instructors, launch a revised adjunct support 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.

- ✦ *Established a series of workshops to support 8-week course redesign for January 22*
- ✦ *Scheduled one off workshop for faculty to prep them for 8-week course conversion - 11/18*
- ✦ *Held rescheduled Iterative Local QM Course Review follow-up w/ PNUR-2032-910 - 12/6*
- ✦ *Continuing established initiatives*

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

- ✦ *Offered December New Faculty institute Workshop-Continuous Improvement of teaching via reflection - 7 participants attended - Recorded archive posted to Canvas sites and sent via email to all faculty with resources*

- ✦ *Sent out Facilitator December Newsletter for all faculty - featuring Holiday Reading List Suggestions for Teachers*
- ✦ *Completed the OOAC Achieving the Dream - Teaching & Learning Toolkit Training*
- ✦ *Ran Fall NCSC Faculty Golden Mic Zoom nominations survey to all ncsc students and set cutoff to determine 2021 Golden Mic Award winners - reached out with follow-up survey to develop mini case studies.*
- ✦ *CTE Steering Committee approve proposals from SOTL Sub-Committee for a NCSC Faculty Scholars program (modeled on Ankora college model) & an Annual Teaching Symposium event. Taking to Faculty Caucus & Academic Council for endorsement and any revisions.*

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

- ✦ *CTE - Sub-committee OER meetings*
- ✦ *Working on two more classes for OER at NCSC*
- ✦ *Completed the OOAC Achieving the Dream - Teaching & Learning Toolkit Training, last session on December 8th, 2021*
- ✦ *Updating OER book list to correct the course syllabi to clarify number of courses using OER*
- ✦ *Collaborating with faculty from Open Oregon and creating a national community of practice for states with OER initiatives to bring awareness of Ohio's Affordable Learning initiatives to a larger audience*
- ✦ *Completing QM Course Peer Reviewer training*
- ✦ *Providing OER checklist for 8-week course planning.*
- ✦ *Completed training workshop for Ohio Link with Anna Bendo on the Psychology OERs for November 16th*
- ✦ *Updating Syllabus Project with accurate OER course materials information and reviewing processes to improve tracking of OER use*

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.

Strategic Project 2: Create and implement a mentoring program for TRIO students.

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

- ✦ 7 new faculty trainings completed between November and December. ADMIN upload of syllabi into curricula-log refined and almost ready for spring semester deployment.
- ✦ New tutorials created will be uploaded during the holiday break.

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

- ✦ Lab fee request sent to the state, pending approval on December 16th.
- ✦ 8-week transition accreditation report ready for review. Thank you Toni for an amazing amount of material which I would deem as "accreditation gold" into the report.

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

- ✦ College-Wide Outcomes (CWO) process revamped to allow greater detail for faculty within their charts

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

- ✦ Student Satisfaction Inventory (SSI) survey ready for deployment will send emails to faculty whose courses have been randomly selected the second week of Spring Semester.

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.

- ✦ 43 Avita and OhioHealth Employees are in the enrollment process for a summer PN program
- ✦ Admissions booking appointments: the admission teams have met 34 adult prospects individuals in the past two weeks
- ✦ Recruiters have been out in all partnering high schools delivering spring marketing posters.
- ✦ 17 Mechanic Banks employees are in the enrollment process for a spring course
- ✦ 24 prospects participating in either a Virtual chat or campus tour

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 opened October 1st – 240 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 452 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: 168 (118 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: 82 (65 non-CCP)*
- ✚ *Online Only Applicants*
 - *Total online only applicants for Spring 2022: 85*
 - *Total online only applicants for Summer 2022: 3*
 - *Total online only applicants for Fall 2022: 22*
- ✚ *Special Applicant Promotion Campaigns*
 - *Enrollment Steps and FAFSA completion (text & mail)*
 - *CSC courses and services (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

- ✚ ASPIRE GED program adding a third meeting day per week starting in January 2022
- ✚ 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: Attended an Equity Champions webinar sponsored by OACC on 12.06.2021
- ✚ 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. Remaining dates:
 - 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)
 - Working on a Campus Supports Gap Analysis

- ✦ *Other:* Developing a “one-pager” highlighting campus resources.

Strategic Project 3: (Resources)

Maximize utilization of Aviso Engage (key features such as alerts, referrals, action plans/tasks, resources and messaging)

- ✦ *Key Priority: Create and implement a tiered outreach plan and communication calendar; Create training materials for staff, adjunct faculty and faculty*
 - *Updating communication and training materials for faculty*
- ✦ *Other: Activated Overall GPA Alert and Final Grade Achievement.*
- ✦ *Other: Totals for Fall term 2021 referrals to campus supports:*
 - *Career = 54*
 - *Child Development Center = 5*
 - *Counseling = 12*
 - *Disability Services = 11*
 - *Financial Aid = 1*
 - *Internships = 1*
 - *Solutions = 22*
 - *Student Records office = 2*
 - *TRIO = 101*
 - *Tutoring = 93*

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.

Strategic Priority 2: (Success)

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

Strategic Priority 3: (Access/Success)

Hire and onboard a second full-time CCP Advisor to support CCP enrollment, student success and engagement with the college.

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

Accomplishments toward Strategic Projects

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 90 registered students for spring.*
- ✦ *We also have 18 fall enrollees that are being reached out to for spring registration.*
- ✦ *There are also 70 applicants consistently being followed up with to encourage enrollment.*

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 the remaining flexibly scheduled spring classes. No issues encountered. This project should be considered successfully implemented now.*

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. Most notably only one bad data error was reported this month spanning the last 4 semesters. The error is now corrected.*

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.

- ✦ *Researched and self-taught how to create HTMLs email in Colleague with embedded links, colors, images, etc.*
 - *Created HTML based email regarding purchasing books at the bookstore in person and online. Sent email to all students registered for spring term.*
 - *Created HTML based email regarding SAP, sent to all students who lost their aid. Email has links to the form and information on how to complete the appeal*
- ✦ *Created 2022/23 fillable PDFs for all financial aid forms.*
- ✦ *Updated web and MyNC to include all 2022/23 financial aid forms*

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.

- ✦ *Shared with advisors the SAP process, forms and documents.*
- ✦ *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.*

- ✦ *Collaborated with Crawford Center to notify them of CSC students FA status as well as notify any CSC students who have not completed FA file on their next steps.*

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 College Connections Podcast – Begin your college search with financial aid.*
- ✦ *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.*
- ✦ *Reaching out to all students who completed 2022/23 FAFSA, but applied to start spring term and encourage them to complete 2021/22 FAFSA.*
- ✦ *Work the deregistration report each week and reach out to students who have started the financial aid process, registered, have a bill and have yet to complete aid file or make payment.*

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 28/28 slots with five families on our waiting list. The waitlist includes three pregnant moms.*
- ✦ *Our center-based Enrollment:*
 - *Early Head Start Program is fully enrolled with 12/12 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 32 /40 slots filled. We have four active enrollments. These children and their families are visiting the classrooms to ensure a secure transition and completing paperwork. 2 Enrollments for the Fall.*

Current Goals: Please Note: We are actively exploring the possibility of opening a new classroom in room 39. We have multiple phone calls a week for children in the age-range of 6 weeks to 36 months. Lori, Kevin and I will be meeting to discuss what changes are needed in physical classroom. We will also be looking at labor costs and classroom materials.

Strategic Project 2: Grow our leadership team

- + *We are fully staffed!*
- + *We continue to receive applications for Work-study students and substitutes.*
- + *We are excited to report that our leadership team is growing into many different partnerships with in the community! We had an opportunity to meet with Ms. Yolanda Zepeda, the Assistant Vice President of the Office of Diversity & Inclusion at The Ohio State University main campus. Our conversation included thoughts on supporting student parents who are enrolled at OSU-M who may need a learning environment for their child while in class.*
- + *We also had the pleasure of working with Ms. Bridgett Coles of Richland County Children's Services. She made a wonderful connection for our children and families to the national Pajama Program, gifting pajamas and books to all of the children in our center and home-based program!*
- + *Finally, we had the pleasure of meeting Don Wallis, our new Campus Security Officer. We gave him and Dr. Jones a tour of the building, talked about our ODJFS lockdown procedures and training that will be needed in the future as well as having a Car Seat Safety Day for families to have him check out the installation of car seats in each family's vehicle to ensure they are installed correctly.*
- + *We are thankful for the many community partnerships, each help us to meet the needs of the children and families enrolled in our program!*

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

- + *I had the pleasure of working with Ms. Paula Waldruff on a professional development grant from our community partners at Richland County Youth & Family Council. The grant proposal included funding for Your Journey Together (YJT), a strength-based curriculum designed to promote the social and emotional well-being and resilience of vulnerable children and their families. It focuses on empowering parents to promote safe, trusting and healing environments – all key elements of a trauma-sensitive program.*
- + *While this resilience-building parenting curriculum is designed for families with young children (infants, toddlers, preschoolers) many of the concepts apply to families with children of all ages. It shows parents how to use ordinary, everyday routines, activities and interactions as resilience-building opportunities.*
- + *YJT is listed on the Parenting Curricula Review Databases for Head Start and Early Head Start programs.*

- ✦ *In addition, this trauma sensitive curriculum will provide training for fourteen staff members in the areas of Introducing Resilience, Strengthening Caregiving Practices that Promote Reliance, Strengthening Children's Protective Factors, Promoting the Resilient Adult Caregiver*
- ✦ *The staff of the CDC would be provided with the training, tools, and resources to provide parents with the knowledge and skills that promote resilience and provide strategies on how to better cope with life's challenges.*
- ✦ *If approved, this training is scheduled to take place on February 25, 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.

- ✦ *Creating a spreadsheet with all approvals, requisition, and view access in order to create the required new approval roles.*

16_Facilities Management *(Report by Kevin Kline)*

Accomplishments toward Strategic Projects

- ✦ *Nothing to Report (Kevin was on vacation)*

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

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.

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

Strategic Project 4: Continue to minimize space utilization (by working with deans and assistant deans to improve scheduling and closing of unused building sections)

Strategic Project 5: Build a seamless relationship with our co-located campus to improve energy and HVAC, and optimize savings throughout the NCSC buildings.

17_ Information Technology Services *(Report by Major Price)* **Accomplishments toward Strategic Projects**

Strategic Project 1:

10 GB Internet connection to NCSC main campus.

- ✦ *To complete the last mile connection for the 10 GB connection Spectrum has stated that it will take approximately 90 days to complete the ELAN infrastructure and install the networking equipment in Fallerius Hall.*

Strategic Project 2:

New Ellucian VPN with high availability (HA).

- ✦ *The IT department has worked with Ellucian to create the HA (High Availability) 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. (on going)*

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 21st century learning and teaching environment.

- ✦ *Fallerius Hall: F-103, F-112, 131 and 138 Health Science: HS-136, HS-215, HS-311, HS-317, HS-321, HS-323, HS-338, and HS-339 Kehoe Center: KC-048/050, KC-222, KC-226 and KC-242 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.

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

Accomplishments toward Strategic Projects

Strategic Project 1:

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

Strategic Project 2:

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

President's Office

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

Accomplishments toward Strategic Projects

Strategic Project 1:

Increase diversity of faculty & staff

- ✦ *Efforts on-going 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. Automated request for leave process in place and being used. After a few more pay cycles, 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.

- ✦ *The Workforce Specialist has set meetings with manufacturing leadership Ashland and Wooster to add trainings throughout FY22.*
- ✦ *Direct mail Workforce marketing pieces are going out to 35 plastics manufacturers for PTEK and a more general piece to area business leaders, adding communication on quarterly Supervisor trainings and customized training*

Strategic Project 2: (Scholarships)

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

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

✦ *Increase Financial Scholarships for FY 22:*

- *Secured \$100,000 in new scholarship funds*
- *Secured new scholarship funds for the hospital LPN cohort of \$110,000*
- *Requested new funding for engineering equipment for \$31,000*
- *Requested \$120,000 for the PN program is in the final phases of the process.*

Strategic Project 3: (Technology Support)

Increase Technology support, including HyFlex/Next Gen classrooms.

- ✦ *Received a new gift of \$16,400 for materials to support the engineering program.*

21_ Workforce & Non-Credit *(Report by Linda Hess)* **Accomplishments toward Strategic Projects**

Strategic Project 1:

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

Strategic Project 2:

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

Strategic Project 3:

Expand services offered in Pearson Vue testing Center

- a) Increase open testing days to 2 x weekly
- b) Increase revenue by 48%
- c) Staff with existing or new employee to promote growth

22_ Marketing & Public Relations *(Report by Keith Stoner)* **Accomplishments toward Strategic Projects**

Strategic Project 1:

Continue reworking student services content provided to prospects and students to make it more customer-focused including web content and print materials.

- a) Recruitment materials need to be reviewed constantly for accuracy and updates
- b) Continue the work to build out the transfer center, foundation, and COVID response pages

✚ *New and updated content developed for numerous projects.*

✚ *Completed multiple mailings for admissions.*

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 continues.*

✚ *Spectrum ads on local cable delayed until Spring 2022.*

- ✦ *In2eract survey is complete. Our local data is in. Waiting for aggregated data for comparison.*
- ✦ *New web pages for COF and the podcast series.*
- ✦ *Projects completed for admission, business office, foundation, president, academics, workforce, etc.*
- ✦ *Developing materials for spring events and collateral materials for Liberal Arts, Admissions, etc.*

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

- ✦ *Communicate with Sheila Campbell to create and provide a video demo of Self-Service (new system to replace web advisor)*

Strategic Project 2: Success

a) Review Faculty and Staff Caucus Constitution

b) Review and provide input of college policies

- ✦ *Per DEI committee request, review and begin conversation regarding adding inclusivity statements to the student evaluation form*

Strategic Project 3: Resources

Promote activities that involve faculty professional development

24_Staff Caucus *(Report by Brandel Boyd)*

Accomplishments toward Strategic Projects

- ✦ *Nothing to Report*

Strategic Project 1: Access

Increase awareness of Staff Caucus' Presence and Purpose to all NCSC staff

Strategic Project 2: Success:

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

b) Review Congress with Faculty Caucus and Update

Strategic Project 3: Resources

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