

# **BOARD OF TRUSTEES**

**April 22, 2022 – 11:30 a.m.**

**Room C200**

## **ORDER OF BUSINESS**

### **A. CALL TO ORDER (Lisa M)**

### **B. ROLL CALL (Megan B)**

Sandra Barber (Second Vice Chair)  
John Bridenbaugh  
Katrina DeGroff  
Jeffrey Erb  
Ron Ernsberger  
Lisa McClure (Chair)  
Joel Miller  
Scott Mull (Vice Chair)  
Mickey Schwarzbek

### **C. PLEDGE OF ALLEGIANCE**

### **D. MISSION, VISION & VALUES (Volunteer)**

### **E. EXECUTIVE SESSION**

### **F. PRESENTATION – Campus Master Plan (BHDP / Poggemeyer)**

### **G. AUDIENCE PARTICIPATION**

### **H. CHIEF EXECUTIVE OFFICER REPORT (Todd H)**

- Vice President – Enrollment Management & Student Affairs (Lana S)
- Vice President – Academics (Dan B)
- Vice President – Chief Fiscal & Administrative Officer (Jenny T)
- Vice President – Workforce (Jim D)
- Vice President – Human Resources & Leadership Development (Katy M)
- Executive Vice President (Albert L)
- President (Todd H)

### **I. BOARD DISCUSSION ITEMS (Lisa M & Todd H)**

- Board Budget Committee (Todd H, Al L & Jenny T)
  - Current Financials

*Mission Statement: To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities.*

*Vision: Northwest State Community College will be a leader in education that empowers individuals and communities.*

*Values: People, Integrity and Learning*

- FY2022 Budget Projections
- 5-year Budget Projections
- COVID Relief Funds Update
- Capital Projects
- Transparency Updates
- Big Hairy Audacious Goal (BHAG) (Al L)
- Completion Plan (Lana S)
- Changing Campus Culture Initiative (Lana S)
- Policy and Procedure Update (Katy M)
  - Vacation Procedure

**J. CHIEF FISCAL OFFICER REPORT (Jenny T)**

- Financial Report as of February 28, 2022 (roll call vote)

**K. CONSENT AGENDA (Megan B)**

1. Consent Agenda Items (roll call vote)
  - a. Minutes of the February 25, 2022 Meeting
  - b. Resignations
  - c. Employ Full-Time Adult Studies Coordinator
  - d. Employ Full-Time Human Resources Generalist
  - e. Employ Full-Time Registrar Assistant
  - f. Transfer to Full-Time Cook
  - g. Promotion to Bookstore Supervisor
  - h. Miscellaneous Contracts

**L. PROPOSED RESOLUTIONS (Megan B)**

1. None

**M. OTHER BUSINESS (Todd H)**

1. Upcoming Board Activities
  - a. Foundation Board Meeting – April 28
  - b. Spring Commencement – May 14
  - c. 2021 Financial Disclosures Due – May 15
  - d. Foundation Green Carpet – May 19
  - e. OACC Annual Conference – June 2
  - f. Board Meeting – June 24
  - g. Board Retreat (September)
  - h. ACCT Leadership Congress Presentation (October 26-29)

**O. ADJOURNMENT (Lisa M)**

*Mission Statement: To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities.*

*Vision: Northwest State Community College will be a leader in education that empowers individuals and communities.*

*Values: People, Integrity and Learning*

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, February 25, 2022 at 11:30 a.m.

Joel Miller, Chair of the Board, stated that “the record should show that notice of this meeting has been given in accordance with the Ohio Revised Code, Section 121.22(F).”

### **MEMBERS PRESENT**

**22-1**

Members present: Sandy Barber, John Bridenbaugh, Katrina DeGroff, Jeff Erb, Lisa McClure, Joel Miller, Scott Mull and Mickey Schwarzbek.

### **PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance: I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### **NSCC MISSION STATEMENT**

Trustee DeGroff read the college’s mission statement: To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities. This statement guides the board, administration, faculty and staff in all decisions of the College.

### **VISION AND VALUES**

Trustee DeGroff read the College’s vision and values statements:

Vision – Northwest State Community College will be a leader in education that empowers individuals and communities.

Values:

People – We believe in the power of teamwork, bringing people of diverse backgrounds and communities together to excel.

Integrity – We believe that honesty, respect, and accountability are the basis of building trust.

Learning – We believe that the acquisition and application of knowledge is the key to success, and to that end, we provide access to greater opportunities through education, training, and services.

### **EXECUTIVE SESSION**

**22-2**

Ms. Barber moved and Mr. Erb seconded a motion to go into executive session to discuss the employment of a public employee and to consider the purchase of property for public purposes.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

Following executive session, the meeting moved back to regular session and on record. No action was taken.

### **PRESENTATION: PILLAR 3 – ORGANIZATIONAL EXCELLENCE**

Vice President Drewes provided an overview of pillar 3 of our strategic plan. Organizational Excellence supports the other pillars by improving the institution's effectiveness and sustainability. VP Drewes shared that a number of employees have completed Yellow Belt and Green Belt training through LEAN for Higher Education in fall 2021 and another group will participate in spring 2022. This training gives individuals the tools to review processes and identify barriers or unnecessary steps to create more efficient processes. Ashley Pere, Grants Director, and Ashlynn Cox, Grants Accountant, provided a presentation on the new Grants handbook that formalizes the grants process and provides direction for anyone seeking guidance related to grants.

### **CHIEF EXECUTIVE OFFICE REPORT**

The Vice Presidents reported out on their respective areas of the College. EVP Lewis provided an enrollment update, which shows an overall increase of 10.3 percent in enrollment for fall semester, with traditional learners down slightly by 1.6 percent. Spring 2022 enrollment is trending slightly up in traditional learners and CCP compared to spring 2021. NSCC continues to leverage partnerships to enhance the College's direction and provide a variety of training and programs on and off site. President Hernandez discussed the College's BHAG (Big Hairy Audacious Goal) which is to double the number of healthcare professionals we educate / train by spring 2023 commencement. A healthcare taskforce has been formed with a cross section of College employees and outside stakeholders to formulate ideas on how to achieve this goal. Dr. Hernandez stressed that as this community's college, it is our role to support the healthcare system with trained professionals. To accomplish this goal, we will need to change the way we recruit for, instruct and market new and existing healthcare programs.

### **BOARD DISCUSSION ITEMS**

Board Budget Committee – The committee reviewed the FY21-22 adjusted budget and the tuition increase, which will both be brought as resolutions for approval. Other discussion topics included an FY21-22 Capital update and an update on COVID relief funds.

Van Wert – The President will bring a resolution to the board at this meeting to purchase the building in Van Wert. This building will serve as a second campus to serve the counties of Van Wert and Paulding. A community event will be held March 11 with dignitaries from Van Wert and Paulding counties, as well as College board members and administration.

Anderson's Lease – The College is entering into partnership with the Anderson's to

provide workforce training for incumbent workers. The lease contract is being reviewed by the Attorney General before being signed.

Board Retreat – The board will attend the event at the new campus location at 9:00 a.m. The board will retreat at the Willow Bend Country Club following the morning event and tour at the new building.

Policy & Procedure Update:

Presidential Evaluation – A policy will be brought to the board for approval to institute a formal process of evaluation for the President. A procedure has also been created to provide a structured evaluation process.

### **CHIEF FISCAL OFFICER REPORT**

**22-3**

Mr. Bridenbaugh moved and Mr. Mull seconded the following motion:

Ms. Jennifer Thome, Chief Fiscal & Administrative Officer, presented the cumulative financial report to inform the Board of Trustees of the College's financial condition as of January 31, 2022.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

### **CONSENT AGENDA APPROVED**

Ms. McClure moved and Ms. Barber seconded a motion to approve the following consent items:

### **MINUTES OF THE DECEMBER 10, 2021 MEETING**

**22-4**

#### **RESIGNATIONS**

**22-5**

WHEREAS, Kathy Keister, Dean – Nursing, was terminated; and

WHEREAS, Rose Witt, Assistant – Registrar, has submitted her resignation; and

WHEREAS, Audrey Durham, Assistant – Food Service, has submitted her resignation; and

WHEREAS, Tamara Norris, Training Coordinator – Business & Industry, has submitted her resignation; and

WHEREAS, Julie Thome, Cook, has submitted her resignation; and

WHEREAS, Matt Kibler, Training Coordinator – JFS Workforce Opportunities, has submitted his resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the termination of Kathy Keister, effective

December 31, 2021, the resignation of Rose Witt, effective January 5, 2022, the resignation of Audrey Durham, effective January 5, 2022, the resignation of Tamara Norris, effective January 17, 2022, the resignation of Julie Thome, effective February 13, 2022, and the resignation of Matt Kibler, effective February 18, 2022 be accepted.

**FULL-TIME FACULTY & PROGRAM COORDINATOR –  
MEDICAL ASSISTING EMPLOYED**

**22-6**

WHEREAS, the position of full-time Faculty & Program Coordinator – Medical Assisting was created to provide instruction and development and coordination in the allied health programs; and

WHEREAS, the position will be responsible for program effectiveness, including outcomes, organization, coordination, continuous reviews, planning, and development of the allied health programs; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Rhonda Lazette be employed as full-time Faculty & Program Coordinator – Medical Assisting effective January 4, 2022 at an annual salary of \$63,659.34. This is in accordance with the Professional Staff Bargaining Agreement.

**FULL-TIME RECRUITER – ADMISSIONS EMPLOYED**

**22-7**

WHEREAS, the position of full-time Recruiter – Admissions was created to better serve learners and position the Admissions team to achieve recruitment goals; and

WHEREAS, this position would replace the Enrollment Specialist position which is currently vacant; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Samantha Francis be employed as full-time Recruiter – Admissions effective January 10, 2022 at an annual salary of \$43,092.36. This is in accordance with the Professional Staff Bargaining Agreement.

**FULL-TIME CLINICAL TEACHING ASSISTANT EMPLOYED**

**22-8**

WHEREAS, the position of full-time Clinical Teaching Assistant was left vacant due to the transfer of Erin Jacob to Nursing Lab Coordinator; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Caitlin Barerra be employed as full-time Clinical Teaching Assistant effective January 18, 2022 at an annual salary of \$51,119.13. This is in accordance with the Professional Staff Bargaining Agreement.

**PROMOTION TO FULL-TIME DIRECTOR OF ACCOUNTING & AUXILIARY SERVICES APPROVED**

**22-9**

WHEREAS, the position of full-time Director of Accounting & Auxiliary Services was created as part of the continuing Business Office reorganization; and

WHEREAS, the position will provide management of the operations of the bookstore, copy center and food services, along with accounting functions; and

WHEREAS, an internal candidate met the qualifications of the position; and

WHEREAS, the Chief Fiscal & Administrative Officer and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. Kemp Stapleton be promoted to Director of Accounting & Auxiliary Services effective December 1, 2021 at an annual salary of \$70,000. This is a graded position.

**PROMOTION TO MANAGER – MARKETING & COMMUNICATIONS APPROVED**

**22-10**

WHEREAS, the position of full-time Manager of Marketing & Communications was created to further enhance brand recognition throughout the NSCC service area; and

WHEREAS, the position will be responsible for developing and implementing the College's marketing, advertising, and communications programs and community relations to ensure awareness and build support for the College; and

WHEREAS, an internal candidate met the qualifications of the position; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that Mr. James Bellamy be promoted to Manager of Marketing & Communications effective January 1, 2022 at an annual salary of \$60,000. This is a graded position.

**MISCELLANEOUS EMPLOYMENT CONTRACTS**

**22-11**

WHEREAS, it has been determined that the following person(s) should be employed to accommodate various needs; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the following individual(s) be approved to

receive employment contracts for miscellaneous services:

Part-time Adjuncts for spring semester 2022:

Aldrich	Catherine	Kuhlman	Nanette
Baker	Luke	Leptak-Moreau	Jeffrey
Bolman	Richard	Martin	Neal
Burken	Christa	Mercer	David
Burkholder	Tracy	Moore	Kevin
Cichy	Kelly	Profit	Danielle
Clink	Michael	Ranaweera	Priyankarage
Coles	Ronald	Rausch	Kristen
Cummins	Alex	Rendleman	Tracy
Daugherty	Deon	Rodriguez-Mejia	Fredy
Davis	Christopher	Rohrs	Rachel
Dillon	Kieron	Rowe	James
Drennan	Terry	Schwiebert	Jason
Ebaugh	Chelsie	Seiple	Candice
Elchinger	Diane	Short	Christine
Esterline	Thelma	Stapleton	Eric
Faber-Starr	Rebekah	Storrer	Jenna
Filipovich	Nicholas	Stuckey	Angela
Fouk	Boyd	Torok	William
Frake	Ann	Villarreal	Michaelangelo
Gayle	Dayna	VonDeylen	Kelly
Gerschutz	Joshua	Waisner	Beth
Gladieux	Michelle	Wikstrom	Debora
Hammer	Diana	Wooster	Benjamin
Jay	Kevin	Worman	Jamie
Kinkaid	Cynthia	Wright	Michelle
Kling	Julie	Wyse	Jennifer
Kuhlman	Chloe	Yambor	Michael
		Zuvers	Larry

Full-time Faculty teaching in overload for spring semester 2022 (includes NTP and graded teaching spring 2022):

ARPS, GLORIA	JONES, ERIK
BECHER, LISA	KWIATKOWSKI, MIKE
BEHNFELDT, JENNIFER	LEITCH, AMY
BERRES, ALLEN	MEYER, TAMARA
CARR, THOMAS	MIGNIN, DEB
CLAWSON, CHRISTOPHER	MILLER, KAYLA
DAPELO, LISA	MOHRING, DAVID
DONALDSON, PAMELA	NARTKER, GREG



DOOLITTLE, COLIN	NEWTON, TERA
DOOLITTLE, MARIANNA	PLUMMER, THOMAS
KEMARLY-DOWLAND, JULIE	PARIKH, ANUJA
DREES, AMY	RAYMOND, STEVE
DUSSEAU, MELANIE	RIEGSECKER, EMILY
FABER, MELISSA	STAPLETON, KEMP
GALBRAITH, HEATHER	TEFFT, GREG
GEER, BRADLEY	THOMAS, AMY
HICKS, MELANIE	VERHOFF, JOSH
HILLS, TONY	ZELLER, ANN

**PRESIDENTIAL EVALUATION POLICY APPROVED**

**22-12**

WHEREAS, it is the responsibility of the Board of Trustees to hire a President and regularly evaluate job performance; and

WHEREAS, the policy will formalize the process for evaluating the President on an annual basis; and

WHEREAS, the Board, through the work of the Executive Committee, will ensure that it engages in a regular process of evaluation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that policy 14-1-17 Presidential Evaluation be adopted.

**3358: 14-1-17 Presidential evaluation.**

Effective: XX/XX/XXXX

- (A) Recognizing the importance of ongoing evaluation for the development and retention of exceptional leaders throughout the College and that all employees benefit professionally and personally from constructive reviews of how they exercise their responsibilities and accomplish the strategic goals of the College, the Board of Trustees establishes processes for presidential evaluation. With this process, the Board acknowledges the importance of meeting its responsibilities with the President, for effective College governance and leadership.
- (B) It shall be the Board’s responsibility, through the work of the Executive Committee, to ensure that it engages in a regular process of presidential evaluation. The Executive Committee, with the support of the President, will organize and manage the process. The results should be used to identify where the President is performing well and where the President might improve. The results can also be used to set success goals for the President. The annual presidential evaluation will be conducted in the fourth calendar quarter of each academic year (April – June).

**This concludes the Consent Agenda.**

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

**2021-2022 REVISED BUDGET APPROVED**

**22-13**

Mr. Mull moved and Mr. Schwarzbek seconded the following motion:

WHEREAS, a revised 2021-2022 budget has been completed to make the monetary adjustments based on revised enrollment, the realignment of expense projections including strategic initiatives and COVID expenditures and the acquisition of property; and

WHEREAS, the Chief Fiscal and Administrative Officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the 2021-2022 revised budget be approved.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

**DELEGATE AND ALTERNATE APPOINTED TO THE GOVERNING BOARD OF THE OHIO ASSOCIATION OF COMMUNITY COLLEGES (OACC)**

**22-14**

Mr. Erb moved and Ms. DeGross seconded the following motion:

WHEREAS, the bylaws of the Ohio Association of Community Colleges specify the annual appointment of a delegate and an alternate to their Governing Board from each college Board of Trustees by March 31 of each year

NOW, THEREFORE BE IT RESOLVED, that Mr. John Bridenbaugh be appointed as delegate and Ms. Sandy Barber be appointed as alternate from the Northwest State Community College Board of Trustees be appointed to serve on the Governing Board of the Ohio Association of Community Colleges.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

**MEETING DATES AND TIMES ESTABLISHED**

**22-15**

Mr. Erb moved and Mr. Mull seconded the following motion:

WHEREAS, the time and place for the Northwest State Community College's Board of Trustee meetings must be designated for April 2021 through February 2022; and

WHEREAS, the Executive Committee of the Board has reviewed several sets of meeting dates and has made a recommendation

NOW, THEREFORE BE IT RESOLVED, that Northwest State Community College be designated as the permanent place of business and that six regular meetings be established for the period April 2022 through February 2023. The election of Board officers will take place at the February meeting.

The Board shall meet on the following Fridays:

- April 22, 2022
- June 24, 2022
- August 26, 2022
- October 28, 2022
- December 9, 2022
- February 24, 2023

Meetings other than those regularly scheduled will be known as interim meetings and will be called by the Chair of the Board of Trustees or the President of the College. Notice of interim meetings is to be dated at least two days prior to the date of the meeting. Regular meetings are to begin at 11:30 a.m.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGroff, Erb, McClure, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

### **TUITION FOR THE 2022-2023 ACADEMIC YEAR APPROVED**

**22-16**

Ms. McClure moved and Mr. Schwarzbek seconded the following motion:

WHEREAS, the College desires to increase enrollment by making strategic investments in positions and programs; and

WHEREAS, Northwest State Community College is sensitive to the impact tuition has on the individual student and providing access to higher education; and

WHEREAS, Governor DeWine is proposing a \$5 per credit hour tuition increase for the 2022-2023 academic year; and

WHEREAS, the increase would not go into effect until summer 2022 semester; and

WHEREAS, the Cabinet and the President recommend

NOW, THEREFORE BE IT RESOLVED, that commencing summer semester 2022, tuition be increased from \$182.33 to \$187.33 for in-state students and increased from \$176.33 to \$181.33 for out-of-state students.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGroff, Erb, McClure, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

**TUITION SCHOLARSHIP FOR THE 2022-2023 ACADEMIC YEAR APPROVED**

**22-17**

Ms. Barber moved and Mr. Erb seconded the following motion:

WHEREAS, the College Trustees previously authorized a \$5 per credit hour tuition increase that went into effect spring 2022; and

WHEREAS, the College Trustees have authorized an additional \$5 per credit hour tuition increase that goes into effect summer 2022; and

WHEREAS, Northwest State Community College is sensitive to the impact tuition has on the individual learner and providing access to higher education; and

WHEREAS, the Cabinet and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the College will use scholarship funds to offset the cost of the \$10 per credit hour increase so as to not pass the expense on to learners for the summer and fall 2022 semesters.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

**PURCHASE OF PROPERTY FOR PUBLIC PURPOSE IN THE  
CITY OF VAN WERT APPROVED**

**22-18**

Ms. McClure moved and Mr. Bridenbaugh seconded the following motion:

WHEREAS, Northwest State Community College has identified the need to provide a physical campus in Van Wert for the purpose of providing access to a currently underserved population in Van Wert and Paulding counties; and

WHEREAS, the property owned by 520 Sycamore Street Acquisitions LLC and Kriegel Holding Company Inc., located at 520 E. Sycamore St, Van Wert, OH 45891, the purchase price is currently \$495,000, which is the agreed-upon purchase price and is pending appraisal; and

WHEREAS, the property has high strategic value to the college development and is available for purchase; and

WHEREAS, funding will be provided by the college's unallocated fund for this acquisition; and

WHEREAS, upon receipt of authorization by the Board of Trustees to purchase the property listed below, the required approvals will be sought from the State of Ohio and a purchase acquisition will be submitted to the Controlling Board; and

NOW, THEREFORE BE IT RESOLVED, that the Northwest State Community College Board of Trustees hereby authorizes the Chief Fiscal & Administrative Officer and the President to proceed with and conclude the purchase of property at 520 E. Sycamore St, Van Wert, OH, for the total sum of \$495,000 pending all state approvals.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Chair declared the motion approved.

**ELECTION OF BOARD CHAIR**

**22-19**

Nominations are to be made for **CHAIR** of the Board of Trustees for the period February 2022 through February 2023. The newly elected Chair will assume his/her duties upon election.

Motion by Ms. Barber to nominate Lisa McClure as Chair of the Northwest State Community College Board of Trustees to serve through the February 2023 meeting and to close nominations. Seconded by Mr. Mull.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Chair declared that Lisa McClure is duly elected **CHAIR** of the Northwest State Community College Board of Trustees.

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**ELECTION OF BOARD VICE CHAIR**

**22-20**

Nominations are to be made for **VICE CHAIR** of the Board of Trustees for the period February 2022 through February 2023. The newly elected Vice Chair will assume his/her duties upon election.

Motion by Ms. McClure to nominate Scott Mull as Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2023 meeting and to close nominations. Seconded by Mr. Erb.

ROLL CALL: Aye; Barber, Bridenbaugh, DeGross, Erb, McClure, Miller, and Schwarzbek. Nay; None. Thereupon the Chair declared that Scott Mull is duly elected **VICE CHAIR** of the Northwest State Community College Board of Trustees.

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**ELECTION OF BOARD SECOND VICE CHAIR**

**22-21**

Nominations are to be made for **SECOND VICE CHAIR** of the Board of Trustees for the period February 2022 through February 2023. The newly elected Second Vice Chair will assume his/her duties upon election.

Motion by Mr. Mull to nominate Sandy Barber as Second Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2023 meeting and to close nominations. Seconded by Ms. McClure.

ROLL CALL: Aye; Bridenbaugh, DeGross, Erb, McClure, Miller, Mull and Schwarzbek. Nay; None. Thereupon the Chair declared that Sandy Barber is duly elected **SECOND VICE CHAIR** of the Northwest State Community College Board of Trustees.

## **ADJOURNMENT**

With no further business to be brought before the Board, the meeting was declared adjourned.

**1. APPROVAL OF CONSENT AGENDA.**

**1a. Minutes of the February 25, 2022 Board Meeting**

**1b. Resignations**

WHEREAS, Tom Carr, Faculty - STEM, has submitted his retirement resignation; and

WHEREAS, Makenzie Warncke, Assistant Director – Financial Aid, has submitted her resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the retirement resignation of Tom Carr, effective June 30, 2022, and the resignation of Makenzie Warncke, effective April 29, 2022 be accepted.

**1c. Employ Full-Time Adult Studies Coordinator**

WHEREAS, the position of full-time Adult Studies Coordinator was created to provide leadership in the development of recruitment, retention and completion efforts of learners in the adult studies program; and

WHEREAS, the position will be responsible for collaborating with academic divisions to design and implement an adult studies program curriculum that meets learner and regional needs; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President for Enrollment Management & Student Affairs and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Kristen Davis be employed as full-time Adult Studies Coordinator effective March 21, 2022 at an annual salary of \$45,000. This is a graded position.

**1d. Employ Full-Time Human Resources Generalist**

WHEREAS, the position of Human Resources Generalist was left vacant due to the resignation of Aimee Thorpe; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President for Human Resources & Leadership Development and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Aimee Thorpe be employed as Human Resources Generalist effective April 4, 2022 at an annual salary of \$65,000. This is a graded position.

**1e. Employ Full-Time Registrar Assistant**

WHEREAS, the position of full-time Registrar Assistant was left vacant due to the resignation of Rose Witt; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, the Vice President for Enrollment Management & Student Affairs and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Lisa Spiess be employed as full-time Registrar Assistant effective April 11, 2022 at an annual salary of \$31,200.00. This is in accordance with the Support Staff Bargaining Agreement.

**1f. Transfer to Full-Time Cook**

WHEREAS, the position of full-time Cook was left vacant due to the resignation of Julie Thome; and

WHEREAS, a search was conducted to fill the position; and

WHEREAS, an internal candidate applied for and met the qualifications for the position; and

WHEREAS, the Chief Fiscal & Administrative Officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Mr. Matt Gomez be employed as full-time Cook effective February 21, 2022 at an annual salary of \$29,328.00. This is in accordance with the Support Staff Bargaining Agreement.

**1g. Promotion to Full-Time Bookstore Supervisor**

WHEREAS, the position of full-time Bookstore Supervisor was created as part of the continuing Business Office and Auxiliary Services reorganization; and

WHEREAS, the position will provide leadership and direction over the bookstore operations in support of the educational mission of the College; and

WHEREAS, the position will be responsible for providing strategic leadership, sound fiscal responsibility and assisting with the department budget; and

WHEREAS, an internal candidate applied for and met the qualifications of the position; and



WHEREAS, the Chief Fiscal & Administrative Officer and the President recommends

NOW, THEREFORE BE IT RESOLVED, that Ms. Rachele Durham be promoted to Bookstore Supervisor effective March 1, 2022 at an annual salary of \$35,500. This is a graded position.

**1h. Miscellaneous Employment Contracts**

WHEREAS, it has been determined that the following person(s) should be employed to accommodate various needs; and

WHEREAS, the Vice President for Academics and the President recommends

NOW, THEREFORE BE IT RESOLVED, that the following individual(s) be approved to receive employment contracts for miscellaneous services:

Part-time Adjuncts:

Beck	Megan
Casida	Robin
Cole	Dennis
Wohlfarth	Nicholas

**This concludes the Consent Agenda.**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_.

ROLL CALL: Aye; Nay;  
Thereupon the Chair declared the motion approved/disapproved.

**PROPOSED RESOLUTIONS**

NONE



# President’s Report - April 2022

Talking with Todd vodcast:

[2/17/2022](#)

[3/3/2022](#)

[2/24/2022](#)

[3/24/2022](#)

## Activities

Ongoing

- Defiance Rotary (weekly)
- OACC President’s Call (various)
- Terra, Owens, NSCC President’s Call (monthly)
- NwOESC Superintendent Meeting (monthly)
- Four County Superintendent Meeting (monthly)
- EAB New President's Intensive Cohort (Monthly)
- President - Faculty Leadership Conversations (Monthly)

<b>Date</b>	<b>Activity</b>
Feb 28	Meeting with Paulding County Commissioners / Mayor, Lisa McClure
Mar 1	Williams County Student Dinner
Mar 3	Board Engagement - Jeff Erb
Mar 3	Henry County Chamber After Hours
Mar 9	Van Wert Chamber Black & White Banquet
Mar 10	Guest Speaker Napoleon Rotary
Mar 11	Van Wert Ground Breaking
Mar 17	Intel Announcement - Columbus State CC



<b>Date</b>	<b>Activity</b>
Mar 23-26	Association of Community College Trustees - Governance Leadership Institute
Mar 28	Board Engagement - Katrina DeGross
Mar 30	JFS / Terra / Owens / NSCC partnership meeting
Mar 31	Cabinet Retreat
Apr 7	Foundation Quarterly Meeting
Apr 7	TRIO SSS Annual Awards
Apr 8	Goodwill NWO CEO meeting
<i>Apr 21</i>	<i>NSCC Scholarship Night</i>

**Scheduled Time Off / Away from Campus**

Date	Description
Apr 26 - May 2	Higher Education Research and Development Institute (HERDI) / American Association of Community College Conference, NYC
May 5	Cincinnati Electrical JATC graduation
Jun 4 - Jun 11	Vacation. Dominican Republic
Jun 17	OACC President’s Conference - North Central State CC

**Non NSCC related Professional Activities**

None.

**Executive Vice President  
April 2022  
Submitted by: Albert Lewis, Jr.**

**Strategic Planning**

Strategic Planning - Co-Chairs: Todd Hernandez / Albert Lewis

The timeline is as follows:

- Spring 2022
  - Compression Plan Training – **completed February 2022**
  - Environmental Scanning – **In process**
  - External Feedback – **Planned for June**
- Fall 2022
  - Review Environmental Scans
  - Internal Feedback
  - Develop Strategic Priorities
  - Learner Feedback
- Spring 2023
  - Deliver Draft to the Board
  - Final Revisions
  - Board Approval April 2023

**Big Hairy Audacious Goal (BHAG)**

Double (BHAG) the number of students enrolled in healthcare programs by Commencement of 2023. Completed 5 planning sessions and have determined priorities.

**Grants Submitted and Awarded in 2022**

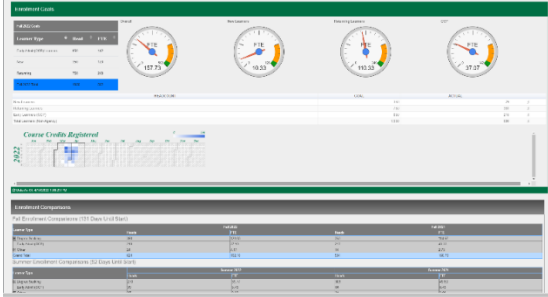
<b>Status</b>	<b>Granting Agency</b>	<b>Name of Grant Program</b>	<b>Request</b>	<b>Awarded/Award Date</b>
Awarded	ODHE/ODPS	Campus Safety Capital Grant	\$249,684	\$174,779
Awarded	ODHE	Short-Term Certificate Grant (round 2)	\$49,995	\$49,995
Not funded	Ohio Department of Development	Industry Sector Partnership Grant - Advanced Manufacturing Consortium (AMC)	\$250,000	N/A
Awarded	ODHE	Commercial Truck Driver Student Aid Program	\$200,000	\$83,278
Pending	The Lumina Foundation	Million Dollar Community College Challenge	\$1,000,000	April 27, 2022
Pending	ODHE	Short-Term Certificate Grant (round 3)	Last award just under \$50,00	May 2022
Awarded	ODHE	RAPIDS 5.0 (submitted in FY21, awarded in FY22) In Partnership with other institutions	\$78,462	\$78,462

			\$1,558,052	\$386,514
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**Information Technology**

***Projects Completed***

- Implemented a new version of Degree Works Software
- Implemented Self-Service Banner 9 (SSB9)
  - Finance Dashboard
  - Employee Dashboard.
  - Student Dashboard
  - Advisor Dashboard



- Created new myNSCC page for Institutional Goals
- In 2021 IT processed 2,778 requests. This year, for the month of March there were 130 Incidents opened and 127 resolved. There were also 90 Service Requests placed and 88 completed.
- A new service, Maxient, was brought online to help improve the Title IX incident response and handling of the process to better assist our Title IX team.
- The speaker system in the auditorium has been upgraded to improve the sound quality.
- A new generator was installed to support all the campus IT services in the case of a power failure.

***Projects in progress***

- Currently meeting with campus groups to gather input into designing new hybrid classrooms to better service students and instructors attending classes remotely.
- Currently reviewing new help desk solutions to help manage campus requests including facilities, event bookings, food requests, and other campus services.
- Currently upgrading campus wireless network to WIFI 6 to better support the increase in mobile devices.



**Vice President for Academics**  
**April 2022**  
**Submitted by: Dan Burklo**

This report brings the wrap up of a very active and energetic spring 2022 semester. It has been a busy semester for the faculty, deans, and directors. Currently we are conducting searches for a Business and a VCGT faculty, a Dean for Nursing and Allied Health, and a Tech Prep Coordinator. We are hopeful to have these positions filled over the next couple months in preparation for a great fall 2022 semester start. Through the work around the BHAG we have started investigating some new programming and initiatives in the health care area. You will see some of this highlighted in the dean's summaries following.

With the leadership of Melissa Faber, we have started the implementation of our assessment program Weave. Faculty are currently completing plans and reports in a new format as well as starting the curriculum mapping that will be foundational for the system as we go forward in to next academic year. We are excited for the implementation of this program as it shifts the assessment work from data collection to more action-oriented work. We have also, through the leadership of Heidi Keller, acquired a curriculum and catalog management system called Curiculog and Aculog, respectfully. With the implementation of these programs, we will be able to expeditiously and accurately manage curriculum changes, new programs, etc. The intent is to make these changes, which has previously been a 13-18 month process, to within 90 days. This will also create a live catalog, instantly reflecting changes in curriculum once they are appropriately approved.

A team of us just returned from the annual Higher Learning Commission (HLC) conference in Chicago, IL. This group included our assessment chair and lead Psychology faculty, Melissa Faber; Deans Jamilah Tucker, Cassie Rickenberg, and Ryan Hamilton; our Director of Admissions, Austin Flores, EVP Albert Lewis and myself. We took away several affirmations of the good work we are doing here already as well as many new ideas we can investigate going forward. This group will continue to meet and plan next steps from what we learned at this conference.

I would also like to mention the Academics Awards Luncheon that took place April 13 in the Auditorium. At this luncheon we recognized our graduates from each academic division who received the Award of Merit. Along with recognizing our graduates we also recognized the following distinguished faculty from each division.

**Distinguished Part-time Faculty Recipients**



**Christa Burken**  
*Division of Arts and Sciences*



**Michael Yambor**  
*Division of Business & Public Services*



**Eileen Alexander**  
*Division of Nursing & Allied Health*



**\*\*Rebekah Faber-Star**  
*Division of STEM & Industrial Technologies*

**Distinguished Full-time Faculty Recipients**



**\*\*Sherry Howard**  
*Division of Arts & Sciences*



**Heather Galbraith**  
*Division of Business & Public Services*



**Jennifer Behnfeldt**  
*Division of Nursing & Allied Health*



**Josh Verhoff**  
*Division of STEM & Industrial Technologies*



Each nominee received a small token of appreciation as well as a certificate of their award. From the nominees, one part-time faculty, ***Rebekah Faber-Starr***, and one full-time faculty, ***Sherry Howard***, was selected as the distinguished faculty of the year. They received a plaque and will have their name added to a display currently in the A building in recognition of their achievement. The graduates and faculty will as well be noted during our spring commencement May 14.

Following are some of the items that our academic deans and directors would like to specifically mention.

**Jamilah Tucker: Arts & Science:**

Congratulations to all A&S Faculty who were nominated by peers and students for outstanding awards in teaching.

Watch Here:

[https://www.canva.com/design/DAE9HhChmLI/Fldv8rrhWYhzcQrxXxktg/watch?utm\\_content=DAE9HhChmLI&utm\\_campaign=designshare&utm\\_medium=link&utm\\_source=publishsharelink](https://www.canva.com/design/DAE9HhChmLI/Fldv8rrhWYhzcQrxXxktg/watch?utm_content=DAE9HhChmLI&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink)

The Division of Arts & Sciences have been working on several projects over the spring semester. One of the bigger projects deals with assessment. Assessment, led by Dr. Melissa Faber, has met a key milestone in integrating an institution-wide system and is working towards having all curriculum maps within the system by May 2022.

Dr. Allen Berres, Chair of Academic Affairs, has leveraged the expertise of a consultant to provide upcoming workshops on creating measurable learning outcomes.

The division collected a number of household and food items in support of NSCC's food pantry during the spring semester.

**Jason Rickenberg: Business & Public Services:**

The Division of Business & Public Services have been working on creating new certificates and degrees during the spring semester.

The Business and Public Services Division is working in collaboration with Four County Career Center to create a Fire Science and EMS Certificate and Degree.

In order to help increase enrollments and support the BHAG initiative in nursing, Tera Newton, Office Administrative Services Faculty member, is creating a Billing and Coding Certificate that can be taken completely online.

Our Business Management Degree has been completely overhauled to help support the Adult Learner Initiative; our first courses will be offered during the fall 2022 semester.

## **Deborah Hartzell: Nursing & Allied Health**

The Division of Nursing & Allied Health is exploring the option of an RN to BSN program. We are also trailing a student completion success project with nursing tutoring in the nursing lab. As a division we are working on Team Building skills and making our meetings run more efficiently by using the fourteen (14) effective meeting strategies.

### **Fourteen (14) Effective Meeting Strategies**

- Determine if you actually need a meeting.
- Plan the meeting agenda carefully – consider the main topic or objective of the meeting, if not related to the objective, place in parking lot for another time.
- Create the attendee list.
- Define a clear objective – create a major goal (see Faculty Bylaws).
- Attach supporting documentation.
- Assign specific times – I attach specific times and assign two (2) time keepers. One to keep track of the hour for a break and the other one to be the five (5) minute warning bell person.
- Delegate the roles – for example a minute taker and time keeper.
- Bring all voices into the conversation – decisions in a curriculum need to be collaborative, so discussion is important and very valuable. Curriculum and thus faculty meetings must include this as the “curriculum is designed and implemented by the faculty” ACEN.
- Record meeting notes and decisions – we do this well, we just need to be sure we are not rehashing things at the next meeting.
- If you’re the leader, speak last.
- End with clear action items and DRI’s (directly responsible individuals) so we know what we have to do.
- Send a meeting recap.
- Ask for feedback.
- Evaluate and clean up your schedule.

## **Dr. Ryan Hamilton: STEM & Industrial Technologies**

In the Division of STEM & Industrial Technologies, Rebekah Faber-Starr, part-time faculty member has created Spotlight tutoring in Anatomy & Physiology classes. We are seeing significant increases in student grades on lab exams for students who attend.

Colin Doolittle, Engineering Technology Faculty member, is presenting on the STEM P4 partnership at the American Association of Community College’s (AACC) convention in New York at the end of the month.

We have updated material and hybridized Introduction to Machining for this spring.

## **Kristi Rotroff: Library Director**

The remote locker in the atrium is now fully operational! We are excited to be able to offer this pickup location for library materials that is available whenever the college buildings are open. There is one last issue to take care of, however, as the "wrap" that was installed on the outside by a local company was of substandard quality and needs to be re-done. Hopefully that will happen soon. It has been a challenging project to try to complete during the pandemic, but worth the effort.



We are working with Sherry Howard (Humanities faculty) to strengthen our print book collection in order to support students' research projects. It takes time to delve deeply into a specific area of the collection, and faculty input is greatly appreciated. By fall semester, over 50 new books in this subject area will have been processed for the shelves and made known to students.

We have prioritized getting the word out to students and others that OhioLINK print material deliveries are experiencing a temporary stoppage during the month of April. This is due to a recent statewide change in courier service, led by the Ohio Department of Administrative Services, which unfortunately did not go as expected. Since students cannot request OhioLINK books this month, we are assisting them with finding resources in our local collection as well as online if possible. We expect a resumption of normal daily OhioLINK catalog requests and deliveries by the start of all May and June courses.



**Vice President of Enrollment Management & Student Affairs**

**April 2022**

**Prepared by: Lana Snider**

**Second Chance Grant**

Ohio's Second Chance Grant Pilot Program reduces financial barriers for learners who stopped out and didn't complete their associate degree. The Grant provided \$2000 grants for learners who enrolled after stopping out from NSCC. We are happy to report that NSCC has 3 recipients, 2 of whom who are graduating this spring and summer!

Recipient Quotes:

“Thanks for reaching out. All is going well and I appreciate you reaching out to let me know about the scholarship. I probably would not have done this otherwise!”

“I will be graduating after my summer class. Also, I am very grateful for the scholarship!”

**TRIO-Student Support Services (TRIO-SSS) and Faculty Collaboration in Service to Agriculture**

Brenda Housh (Success Coach) and Kayla Miller (Agricultural Studies Faculty) took Jewel Ashley (Jewel) Lantis who will be “Bachelor's Bound” in the future to Central State University for a campus visit.

Brenda also took 5 other TRIO participants to 3 other colleges for Bachelor's Bound visits (Bowling Green State University, Heidelberg University, and Trine University).



## **Admissions - College Fair**

NSCC Admissions Office hosted the College Fair with 50+ Colleges & Universities, 13 high schools, and 400 students on March 8 from 9 to 11:30 a.m.



## **Two New Team Members – Adult Studies Coordinator and Registrar Assistant**

Two new team members joined the Learner Services team in March and April! Kristen Davis (pictured at left) is our new Adult Studies Coordinator and we are excited to kick the adult learner initiative into high gear with her at the helm!

Lisa Spiess began work as the Registrar Assistant April 11 and the Registrar's Office is fully staffed. Connie Klingshirm (Registrar) and Julie Curry (Senior Registrar Assistant) are excited to welcome Lisa to the team.



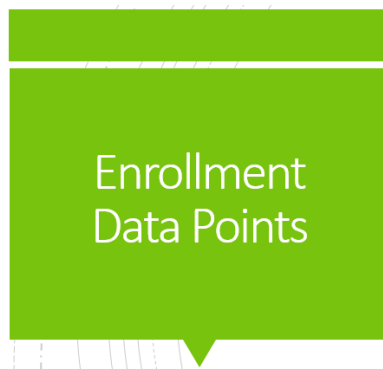
## NSCC Learners Pay Down Their Debt on Time

The Financial Aid Team and their Financial Literacy efforts & financial aid counseling helped to reduce NSCC's Cohort Default Rate (CDR) down to 2.3% from double digit highs as recent as 2015 (see below). Amber, Alexis, Isaac, Makenzie, and Wendy are conscientious, caring, and supportive to our learners while conveying the importance of successfully managing debt loads with careful borrowing practices.

	Entered Repayment between*:	And defaulted before:	# Students in Default	# Students Entering Repayment	3 yr Default Rate
2019 Default Rate	October 1, 2018 - September 30, 2019	September 30, 2021	9	385	2.3
2018 Default Rate	October 1, 2017 - September 30, 2018	September 30, 2020	39	437	8.2
2017 Default Rate	October 1, 2016 - September 30, 2017	September 30, 2019	70	580	12
2016 Default Rate	October 1, 2015 - September 30, 2016	September 30, 2018	87	667	13
2015 Default Rate	October 1, 2014 - September 30, 2015	September 30, 2017	168	935	17.9

COVID-19 Pandemic March 2020

## Admissions Recruitment Update



- 655 CCP Applications for fall, up 49% (440 at this time last year)
- 554 New/Transfer Applications for fall, up 30% (425 this time last year)
- We are 29 applications away from a record number of high school senior applicants for a fall term.
- We have about 20 new/transfer learners, over 100 CCP learners, and about 300 returning learners registered for fall term.
- We have 200 Presidential and Honors Scholarship applicants with 71 awarded.

I look forward to sharing more enrollment, recruitment, and retention information at our April meeting!

**Vice President – Workforce Development**  
**April 2022**  
**Submitted by: Jim Drewes**

**NSCC ELDT-CDL** – The CDL (Entry-level Driver Training) is off to solid start. The training is three weeks and consists of classroom, maneuverability and over the road driving. Training cohorts are sold out through August 2022!

**Custom Training Solutions** – CTS billed their first two contract training jobs under the Van Wert budget. Both jobs took place in Paulding County.

**FIRST Robotics** – NSCC Cryptic Cyborg SBO Team, which consists of high school youth, participated in the First Robotics competition at Cleveland State University March 24-26. The team made it to the playoffs for the first time ever, placing 23<sup>rd</sup> out of 60 teams in the qualifying matches. Wauseon student Brody Rodriguez tried out and was selected to sing the National Anthem during the opening ceremonies.

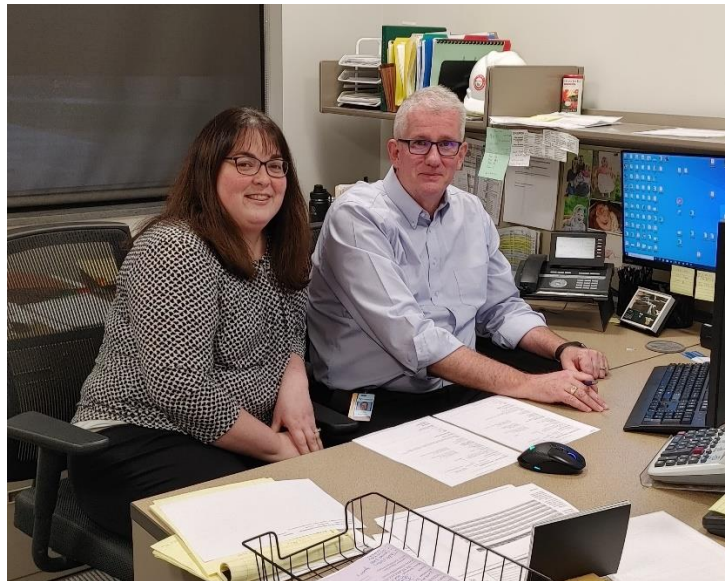


**Chief Fiscal and Administrative Officer**  
**April 2022**  
**Submitted by: Jennifer Thome**

Spring break has come and gone and now we are gearing up for the final push toward graduation in May. We have been able to enjoy live music in the OASIS throughout March - these two-hour events really bring the campus together. Early registration started in March for our upcoming summer and fall classes bringing visitors into the C-wing - these teams love being busy!

**Business Office**

We have wrapped up the third quarter by completing the HEI, IPEDS, the Foundation's 990, and third quarter reporting. Summer and fall enrollments are bringing a flurry of activity to the business office as we prepare to close out our fiscal year coming in June. Monthly reconciliations of expenses and beginning the budgeting process for FY23 started in March with projections and April for narrowing down revenue projections. We have a new team and they are excited to be involved. We are reviewing notes from last year's audit and making sure we are documenting and implementing efficiencies which were identified last year to help with this year's process. Bring on the audit!



**Auxiliary Services**

There are a number of items in process at this point of the year. Food service is preparing for scholarship night, graduation and green carpet events. There are a lot of activities in a short



period of time. The bookstore is preparing for graduation with all the regalia. The bookstore has a new supervisor Rachelle Durham (we call her Rockie) and she is doing an excellent job. Rachelle is in the process of ordering books and supplies for summer term and getting orders ready for fall books. We are currently looking for two part time food service and one full time bookstore clerk.



### **Grants Accounting**

The Grants team is continuing their process of implementing and training for the banner grants module. The goal is to have on campus training with the grants team in May. This will simplify the management of grants and reporting to federal, state, and local governments as we continue to grow.

We also received word from our indirect rate filing that we will be able to increase our fiscal agent fee from 29% to 32% effective 7/1/22.

### **Facilities**

Facilities has been busy. The solar and deferred maintenance project has commenced. The LED lighting project finished on Wednesday 4/13/22. The news article concerning this LED project is attached. Solar racks are in stock and we are within six weeks of receiving the solar panels. The team is securing and transitioning equipment for the Anderson lease and working through plans and layouts for the Van Wert property.



## Northwest State Community College Engages in Energy Project to Generate Significant Savings

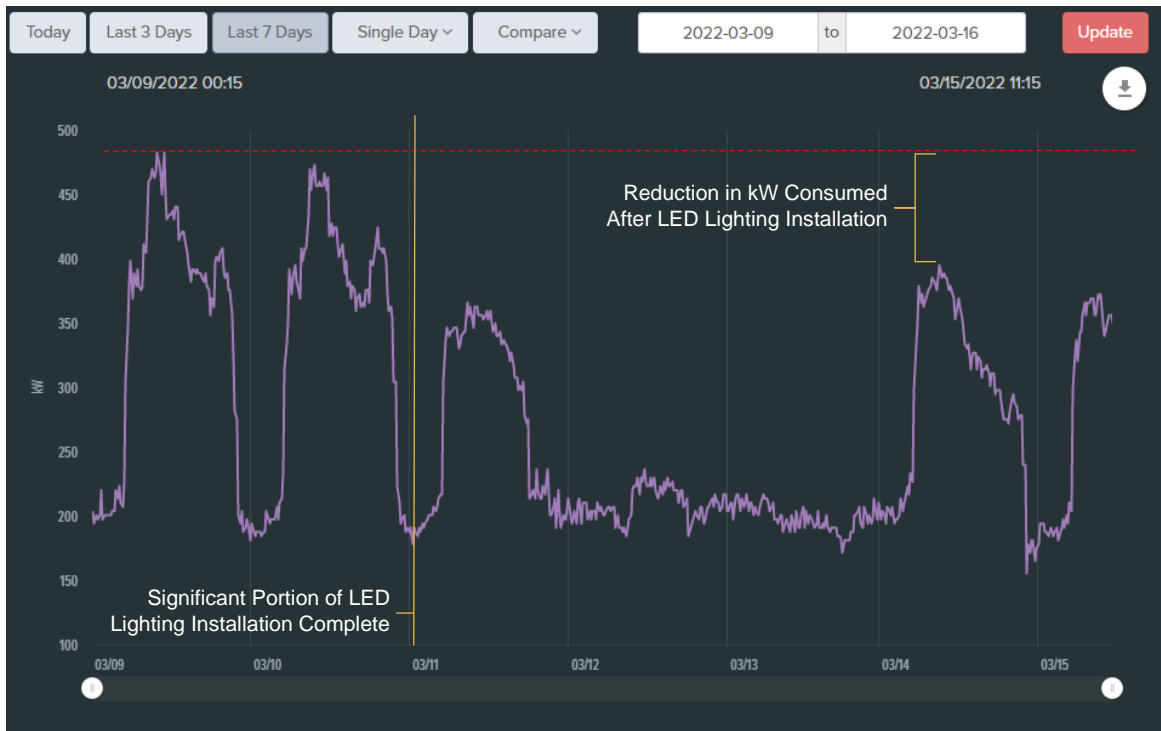
March 30, 2022 13:12 ET | Source: Veregy

*ARCHBOLD, OHIO* – Northwest State Community College (NSCC), which serves over 77,000 Northwest Ohio families, is engaged in a \$3.3M Energy Project with Veregy. The project scope includes solar, HVAC, LED lighting, and building automation components. It is guaranteed to save the College \$239,237 in energy costs in the first year and expected to maintain similar savings for years to come. In addition, this project is estimated to generate \$37,461 in operations and maintenance cost-savings annually.

At a community college, where leadership must be strategic to stretch a limited budget, these savings mean more available funds to be allocated to what matters most – providing students with a quality education. Furthermore, because the project will be self-funded through cost savings, Northwest State’s capital budgets will be unaffected, making this a sound financial decision for the College.

Beyond the significant cost-savings, this investment of resources demonstrates the college’s commitment to advancing green initiatives, enhancing learning conditions for students, and improving operational performance. A 1 mega-watt ground-mounted solar array system will be installed, without reducing green space, in a paved area on the northwest side of campus. In addition to generating power for the facilities, this array, containing over 2500 solar panels, will serve as a tool for STEM students to engage in hands-on curriculum related to renewable energy sources.

The project scope also includes upgrades to more efficient LED lighting systems including replacement of lamps, ballasts and more than 2700 existing fixtures. Over 400 emergency light fixtures will also be converted to LED. NSCC is thrilled as they have already started noticing positive results. As shown in the following graph, a significant portion of the LED lighting installation was completed on March 10. In the following week, NSCC’s utility monitoring dashboard revealed a noticeable dip in their energy consumption.



HVAC upgrades will also take place to improve efficiency as well as enhance comfort of students and staff. These upgrades include rebuilding an existing air handling unit with a new variable frequency drive, as well as replacing outdated equipment such as a chiller, air handling unit, and boiler with more efficient models. In addition, Veregy is conducting a retro-commissioning study of the existing building automation system to uncover other opportunities to fine-tune and optimize performance of the campus facilities. NSCC will also benefit from Veregy’s Digital Services offerings including ongoing monitoring-based commissioning through *Facility Conductor* and automated utility data and analytics through *Energy Master*.

Northwest State and Veregy are committed to supporting the community by partnering with local vendors and subcontractors. All of the mechanical and electrical work will be completed by firms in Northwest Ohio and its surrounding areas, and the solar panels will be manufactured by a firm headquartered just a few miles from the College.

Kevin Gerken, NSCC Director of Plant Operations, Construction, and Renovation, commented on the project, “After many years of keeping NSCC as efficient as possible, the next step to save the college money was to turn to a renewable energy source, and solar was the best option. We have taken part in many rebate programs and have been inspected by numerous energy efficiency companies. The findings of the audits revealed that we were running at near peak efficiency. Another selling point in the installation of the solar array is that the learners will be able to view how the array is working and how much electricity it will be producing at any given time. We really can’t wait to see the future savings through the next phases of the construction.”

**NSCC’s Mission:** “To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities.” Northwest State accomplishes their mission of remaining both **excellent** and **affordable** by making strategic investments in initiatives, such as this energy project, that improve the campus while preserving funds.

### About Northwest State Community College

Northwest State Community College is an accredited two-year, state-assisted institution of higher education that has served northwest Ohio since 1969. Northwest State is committed to providing a quality, affordable education with personal attention and small class sizes. The College offers associate degrees with numerous transfer options, short-term certificate programs, and workforce training programs designed to meet the needs of local businesses and industries. Their accreditation allows them to offer degree and certificate programs in the fields

of arts & sciences; business & public services; nursing & allied health; and STEM and industrial technologies. To learn more about NSCC, visit their website at visit [www.NorthwestState.edu](http://www.NorthwestState.edu)

### **About Veregy**

Veregy is a full-service Energy Services Company with a strong local presence in Ohio as well as offices in 16 locations across the country. The national firm has over 33 years of industry experience and has delivered \$1.7B+ in energy savings projects. Energy conservation projects may include building automation, fine-tuning & retro-commissioning, HVAC efficiency upgrades, LED lighting, building envelope, renewable energy, and indoor air quality improvement. Veregy also has extensive experience in construction manager at-risk projects, as well as delivering healthy building solutions to public entities in across the nation. The company is one of only thirteen Energy Service Providers accredited by the National Association of Energy Service Companies (NAESCO). To learn more about Veregy, visit their website at [www.veregy.com](http://www.veregy.com).

# # # #

### **CONTACT:**

Vincent Esparza  
Veregy  
602.452.8746  
[vesparza@veregy.com](mailto:vesparza@veregy.com)

Kevin Gerken  
Director of Plant Operations, Construction, and Renovation  
Northwest State Community College  
419.267.1226  
[kgerken@northweststate.edu](mailto:kgerken@northweststate.edu)

**Vice President; HUMAN RESOURCES & LEADERSHIP DEVELOPMENT**  
**April 2022**  
**Submitted by: Katy McKelvey**

**Recruiting:**

We have filled the following roles:

- Human Resources Generalist
- Registrar Assistant
- Adult Studies Coordinator
- Bookstore Supervisor
- Cook

We are recruiting for the following roles:

- Food Services Assistant (PT)
- Dean of Nursing
- Business Faculty
- Chemistry Faculty
- Tech Prep Regional Coordinator (PT)
- Custodian
- Bookstore Clerk/Food Services Asst
- Dean of Van Wert Campus
- Associate Director of Financial Aid

**Onboarding Process:**

Supervisor Training will be held during the April President's Leadership Team meeting. The training will encompass the new NSCC onboarding processes, which are to be implemented by supervisors moving forward. These updates include a supervisor onboarding guide, as well as new employee resource guides and checklists.

**myNSCC:**

HR, in collaboration with IT, are currently re-designing the layout and resources available to employees within the myNSCC "Employee Tab". These resources coincide with the New Employee Resource Guide & Checklist. The goal is to have a clean space, with easy navigation, for new and current employees to find popular and necessary documents and links. The new features already implemented on the myNSCC "Employee Tab" have been receiving high praise and gratitude from new employees.

**Cabinet Development:** At the cabinet retreat on March 31, Suzanne Miklos, Ph.D., conducted a workshop on Trust Building Conversations. Suzanne also shared with the team how our 360-degree evaluations results overlapped our Harrison study results.

### **Employee Recognition Program:**

The Cheers for Peers! recognition program has continued to allow employees to recognize peers for going above and beyond. Thirty-three employees have been recognized this year.

### **Employee Engagement Events:**

**Valentine's Day Cookies** - Frosted sugar cookies from Cookies on Demand in Montpelier were hand delivered to all employees on February 14th.

**Employee Appreciation Luncheon** - National Employee Appreciation Day is held on the first Friday of March each year. In celebration of this day and employees, NSCC provided an appreciation luncheon from Hill's Restaurant & Catering, who served over 130 employees.

**Employee Appreciation Gift** - Employees were also given a small gift, to express the College's gratitude, in the form of an NSCC umbrella.

**Taco Tuesday** - Hill's Restaurant & Catering catered a wonderful taco bar for employees on March 29th. Over 110 employees joined us for this popular event.

#### **Valentine's Day Cookies**



#### **Employee Appreciation Gift**



## Taco Tuesday Luncheon



MARCH 2022

# Cheers FOR PEERS!

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Northwest State Community College recognizes one of our best assets is our people. Our dedicated employees continually go above and beyond by living the mission, vision and values of the College.

## Employees receiving recognition for the month of MARCH

**Amy Drees**

**Brad Geer**

**Brenda Housh**

**Deb Mignin**

**Isaac Benner**

**Joel Miller**

**Kaitlin Rohrs-Cordes**

**Kaleigh Nofziger**

**Melanie Hicks**

**Shannon Floyd**

**Tammy Meyer**

In addition to this e-newsletter, employees honored will be receiving a \$10 gift card, a certificate of recognition, be recognized on our program recognition board and have the honor noted in their personnel file.

If you see someone going above and beyond, please nominate them today!

**Nomination forms can always be found on MyNSCC.**





## Amy Drees

Pillar: Integrity

Amy is always being attentive to her students' needs and is quick to support students when life outside of the classroom becomes hectic. Amy has reached out to gather information for students numerous times because she is aware of a student's situation and wants to find support and information to assist them. She has also been a wonderful resource to the food pantry.



## Brad Geer

Pillar: People, Integrity

I want to recognize Brad for all the work he does within Title IX. He makes sure all of his trainings are up to date so he can help and fill multiple roles at anytime (which is a lot of work and in addition to his current job duties). He is always stepping up to volunteer whenever a Title IX issue arises. He is a tremendous advocate for our staff and learners and his representation of the NSCC Mission and the PIL is much appreciated!



## Brenda Housh

Pillar: People, Integrity, Learning

As a Success Coach in the TRIO program, Brenda assists individuals with additional challenges of being first generation, limited income, or having a disability. Her direct and honest approach to addressing barriers, setting realistic goals, implementing resources, and developing next steps helps her develop trusting relationships with her learners. Brenda's approach gives students a safe place for conversation or a chance to hear encouraging words that helps keep the learners on track.

Brenda is constantly going above and beyond for her TRIO Learners. She does everything in her power to ensure they have the tools they need to be successful. She is especially skilled in working with learners with disabilities. Brenda is able to meet the learners where they are. She is also constantly doing all she can to learn more about the college to better herself for her learners.



## Deb Mignin

Pillar: Learning

Deb M. so gratefully stepped in at the very last minute to play a role in a simulation on a busy day in the nursing lab that required some creative staffing. It was VERY much appreciated!! I appreciate her willingness to adjust her schedule to provide quality learning for our students. Thank you, Deb!!



## Isaac Benner

Pillar: People, Integrity

Isaac fits the role of Financial Aid Resource Counselor perfectly. Many on our campus do not realize the battle our students have financially. The students' stories can be heart-breaking, but Isaac does his best to provide a solution with complete patience and empathy. He has gained good rapport with faculty and staff, and he is able to help more students than ever. Isaac has a large heart for the community and prioritizes students and coworkers first. He is the "voice" of Financial Aid and has been on the radio, as well as the virtual financial aid presentation. This was instrumental for students to become more knowledgeable about FAFSA and scholarships. Even when the world was virtual, the students were never left to their own devices for financial aid. He is an employee who accepts anyone as they are and our students appreciate that.



## Joel Miller

Pillar: People, Integrity

I had an evening event on March 10 in the Voinovich Auditorium and had a speaker last-minute decide he needed to join virtually. I was frazzled and emailed IT to ask for their help in getting it set up. As an evening event, I knew it would be outside their regular business hours. Joel was extremely professional, trouble shot the technology, and helped me put on a smooth program well past 6 pm. I always appreciate the work our IT team does to make our lives easier and Joel went above and beyond that evening!

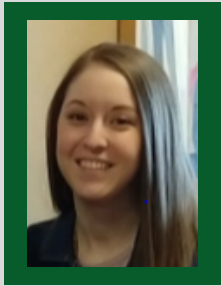


## Kaitlin Rohrs-Cordes

Pillar: People, Learning

It was Kaitlin's idea to begin the Golden Soup Can competition to help stock our food pantry. Here in the third year of the competition, the food pantry is well-stocked and she is considering adding clothing for a professional clothes closet as well. Kaitlin supports these PTK initiatives on her own time to help our students develop leadership skills and care for our community. This is well beyond her job duties and her faithfulness deserves a cheer.

Kaitlin is a strong supporter of TRIO and has referred a large number of learners to participate in the program since the beginning of TRIO in the Spring of 2021. The TRIO department appreciates Kaitlin helping us connect with the learners that need some extra support. In addition, Kaitlin reaches out to the Success Coaches often to assist with supporting the learners. Thanks Kaitlin for everything you do!



## Kaleigh Nofziger

Pillar: People, Learning

Kaleigh was one of two primary organizers for We R STEM day. The event brings in students from 7-12 to get to know more about STEM fields and careers. Kaleigh helped to create the schedule for the visiting students and the volunteers who teach sessions and guide students around. Schools were contacted for registration and students selected sessions based on their listed interest. Students were assigned to groups based on which sessions they had an interest in. She handled the ordering of the food to feed close to 75 people for the event. The day went incredibly smoothly and all the students enjoyed themselves. Events like this really allow us to highlight the good things that go on at NSCC to the local K-12 teachers and with their students who might become our students. These things are way beyond the scope of her job as an administrative assistant.



## Melanie Hicks

Pillar: People, Learning

Melanie has taken on a large number of responsibilities above her faculty role, additional classes, Clinical Coordination, and has volunteered to assist in exploring the RN to BSN program at NSCC. We do not have an RN to BSN program so she is helping me work on the process to see if we can start this program at NSCC. This is above and beyond her job description and is something she is doing to promote more programming for the college. She is also the Nursing Honor Society Alpha Delta Nu advisor which is also a volunteer benefit to the college community.



## Shannon Floyd

Pillar: Integrity

Multiple students mention Shannon's passionate advocacy for student concerns beyond traditional advising expectations. I have seen Shannon go out of her way to ensure student safety, student career success, and to support the day to day needs of our learners.



## Tammy Meyer

Pillar: Learning

Tammy continually goes above and beyond for her students. She treats her students in a holistic manner, not merely a body occupying a seat, an "N number" if you will. She stays current on the latest trends in nursing, as well as the most up to date methods to deliver the new NCLEX that nursing students, nationally will be taking. She is passionate about fourth semester students, getting them prepared in their final semester to sit for the national test (NCLEX) and gives 110% to committee work and her students.



Northwest State  
Community College  
Institutional Reporting

Budget - Monthly Verifications  
Report(categorized)

Fiscal Year: Current  
Fiscal Period: 08 - February  
ORG: All

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5101	Instructional Fees	\$11,123,315	\$437,235	\$11,560,550	\$10,175,408	\$0	\$1,385,142
5102	General Fees	\$382,536	\$16,938	\$399,474	\$356,341	\$0	\$43,133
5103	Lab Fees	\$449,300	\$19,700	\$469,000	\$358,203	\$0	\$110,797
5105	Out of State Fees	\$452,539	\$132,442	\$584,981	\$426,314	\$0	\$158,667
5106	Transcript Fees	\$0	\$0	\$0	\$0	\$0	\$0
5107	Proficiency Fees	\$5,240	-\$1,860	\$3,380	\$2,505	\$0	\$875
5109	Other Fees	\$2,980	\$120	\$3,100	\$2,082	\$0	\$1,018
5110	Late Fees	\$17,300	\$700	\$18,000	\$9,250	\$0	\$8,750
5115	Student Fees	\$125,800	\$5,500	\$131,300	\$85,752	\$0	\$45,548
5116	Deferred Payment Service Fee	\$6,740	\$290	\$7,030	\$3,840	\$0	\$3,190
5118	Bus & Ind. Traing Fee	\$1,425,000	\$0	\$1,425,000	\$691,634	\$0	\$733,366
5130	Instr Fee - Nursing Cont Ed	\$1,500	\$0	\$1,500	\$0	\$0	\$1,500
5131	Provider Fee - Nursing Cont Ed	\$3,500	\$0	\$3,500	\$750	\$0	\$2,750
5133	Tuition and Fees Schlop Allow	-\$1,403,460	\$0	-\$1,403,460	-\$1,106,013	\$0	-\$297,447
5155	Fiscal Agent Fee	\$94,166	\$0	\$94,166	\$92,846	\$0	\$1,320
5157	Finger Printing Fee	\$30,000	\$0	\$30,000	\$16,402	\$0	\$13,598
5159	Career Advantage Fee	\$43,700	\$1,900	\$45,600	\$788	\$0	\$44,812
5160	Simulation Fee	\$60,700	\$2,600	\$63,300	\$25,181	\$0	\$38,119
5161	Career Service Fee	\$544,700	\$23,900	\$568,600	\$497,059	\$0	\$71,541
5162	Unallocated Reserves	\$0	\$408,005	\$408,005	\$0	\$0	\$408,005
5213	COVID 19 Learner Emergency	\$0	\$0	\$0	\$0	\$0	\$0
5214	Cares Act Institutional Funding	\$552,304	\$0	\$552,304	\$0	\$0	\$552,304
5503	Foundation - Instl Supprt	\$135,000	\$0	\$135,000	\$0	\$0	\$135,000
5610	Photo ID	\$100	\$400	\$500	\$510	\$0	-\$10
5611	Over / Short	\$0	\$0	\$0	\$10	\$0	-\$10
5614	Miscellaneous Income	\$127,940	\$0	\$127,940	\$36,248	\$0	\$91,692
5616	Facility Rental - Room Charge	\$35,000	\$0	\$35,000	\$16,015	\$0	\$18,985

Budget - Monthly Verifications  
Report(categorized)

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
5619	Facility Rental - Taxable	\$4,000	\$0	\$4,000	\$550	\$0	\$3,450
5620	Library Fines	\$0	\$0	\$0	\$75	\$0	-\$75
5801	OBR - Subsidy	\$11,696,774	-\$104,463	\$11,592,311	\$7,733,297	\$0	\$3,859,014
5803	OBR - Capital Component	\$120,629	\$0	\$120,629	\$90,472	\$0	\$30,157
5901	Investment Income	\$75,000	\$0	\$75,000	\$44,933	\$0	\$30,067
Revenue	Sub-Total:	\$26,112,303	\$943,407	\$27,055,710	\$19,560,451	\$0	\$7,495,259
6101	Administrative Salaries	\$3,078,702	\$20,000	\$3,098,702	\$1,964,627	\$910,948	\$223,128
6102	Non Instructional Salaries	\$2,427,137	\$53,000	\$2,480,137	\$1,586,827	\$843,370	\$49,940
6103	Part Time Non Instructional	\$105,291	\$11,000	\$116,291	\$72,321	\$39,677	\$4,293
6104	Salary Savings	-\$625,000	\$0	-\$625,000	\$0	\$0	-\$625,000
6121	Academic Salaries	\$3,101,847	\$0	\$3,101,847	\$2,081,501	\$1,031,869	-\$11,524
6122	Academic Overload	\$405,247	\$3,600	\$408,847	\$444,072	\$188,335	-\$223,560
6123	Part Time Academic	\$1,150,929	\$0	\$1,150,929	\$680,822	\$255,618	\$214,489
6124	Independent Study	\$17,000	\$0	\$17,000	\$6,608	\$2,970	\$7,422
6125	Academic Advising	\$5,400	\$0	\$5,400	\$192	\$0	\$5,208
6141	Part Time Student Help	\$66,412	\$0	\$66,412	\$26,080	\$5,427	\$34,905
6142	Work Study Student	\$0	\$0	\$0	\$0	\$5,700	-\$5,700
6143	Student Tutoring	\$5,000	-\$3,000	\$2,000	\$273	\$18,726	-\$16,999
6144	Faculty Tutoring	\$41,000	-\$3,000	\$38,000	\$19,938	\$5,364	\$12,698
6145	Honorarium	\$1,700	\$0	\$1,700	\$574	\$0	\$1,126
6200	Fringe Expense	\$3,647,492	\$0	\$3,647,492	\$2,135,755	\$1,114,564	\$397,174
6201	STRS	\$0	\$0	\$0	\$115	\$0	-\$115
6203	SERS	\$0	\$0	\$0	\$0	\$0	\$0
6205	SERS-Surcharge	\$12,000	\$0	\$12,000	\$9,748	\$0	\$2,252
6207	Medicare	\$0	\$0	\$0	\$12	\$0	-\$12
6210	Fringe Actual	\$0	\$0	\$0	\$461,088	\$0	-\$461,088
6211	Medical	\$0	\$0	\$0	-\$210,467	\$0	\$210,467
6214	Life	\$0	\$0	\$0	-\$11	\$0	\$11
6216	Misc Insurances	\$0	\$0	\$0	-\$1	\$0	\$1
6218	HRA	\$0	\$7,000	\$7,000	\$7,931	\$0	-\$931

Budget - Monthly Verifications  
Report(categorized)

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
6301	Workers Compensation	\$20,000	\$0	\$20,000	-\$172	\$0	\$20,172
6302	Unemployment Compensation	\$5,000	\$0	\$5,000	\$0	\$4,000	\$1,000
6303	Employee Fee Waiver	\$70,000	\$25,000	\$95,000	\$48,643	\$0	\$46,357
6304	Bookstore Employee Discount	\$3,500	\$0	\$3,500	\$1,181	\$0	\$2,319
6305	Employee Assistance	\$3,000	\$0	\$3,000	\$1,450	\$550	\$1,000
6306	Employee Appreciation	\$14,500	\$0	\$14,500	\$15,341	\$114	-\$955
6307	Faculty / Staff Development	\$75,000	\$0	\$75,000	\$52,009	\$0	\$22,991
6308	YE Vac / Severance Accls	\$45,000	\$0	\$45,000	\$0	\$0	\$45,000
7101	Office Supplies	\$26,010	\$3,100	\$29,110	\$20,160	\$500	\$8,450
7102	Copier Supplies	\$16,710	\$0	\$16,710	\$6,843	\$5,900	\$3,967
7103	Recruiting Supplies	\$15,500	\$4,040	\$19,540	\$5,987	\$100	\$13,453
7121	Computer Supplies	\$15,645	\$0	\$15,645	\$5,294	\$0	\$10,351
7131	Instructional Supplies	\$231,212	\$0	\$231,212	\$100,199	\$14,955	\$116,059
7132	Lab Supplies	\$34,000	\$6,600	\$40,600	\$3,190	\$18,183	\$19,227
7134	ADA Hearing Impaired Books	\$5,000	\$0	\$5,000	\$0	\$0	\$5,000
7135	Instructional Food/Snacks	\$4,200	\$0	\$4,200	\$887	\$0	\$3,313
7136	Linen and Laundry	\$300	\$0	\$300	\$0	\$0	\$300
7138	Graduation Supplies	\$20,100	\$0	\$20,100	\$8,314	\$3,880	\$7,906
7151	College Car Supplies	\$990	\$0	\$990	\$27	\$0	\$963
7153	First Aid Supplies	\$500	\$0	\$500	\$0	\$0	\$500
7156	Miscellaneous Supplies	\$1,400	\$1,800	\$3,200	\$487	\$0	\$2,713
7157	Employee Awards	\$7,000	\$0	\$7,000	\$2,532	\$1,500	\$2,968
7161	Library Supplies	\$800	\$985	\$1,785	\$1,674	\$0	\$111
7162	Library Books Lost / Replaced	-\$1,977	\$1,976	-\$1	-\$1	\$0	\$0
7171	Audio Visual Supplies	\$18,358	\$0	\$18,358	\$23,058	\$0	-\$4,700
7181	Uniforms	\$3,300	\$0	\$3,300	\$967	\$0	\$2,333
7182	Janitorial Supplies	\$30,000	\$0	\$30,000	\$16,397	\$22,500	-\$8,897
7201	Conferences and Seminars	\$61,142	\$0	\$61,142	\$30,751	\$60	\$30,331
7202	Travel	\$42,310	\$3,000	\$45,310	\$15,925	\$167	\$29,217
7203	Development	\$49,000	-\$15,000	\$34,000	\$12,213	\$0	\$21,787
7204	Instructional Travel	\$200	\$0	\$200	\$159	\$0	\$41

Budget - Monthly Verifications  
Report(categorized)

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7207	Committee Meetings	\$23,940	\$0	\$23,940	\$5,500	\$0	\$18,440
7208	Convocation	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7301	Subscriptions and Publications	\$7,925	\$0	\$7,925	\$4,573	\$0	\$3,352
7311	Dues	\$130,895	\$12,000	\$142,895	\$116,440	\$1,130	\$25,325
7321	Classified Advertising	\$7,500	\$0	\$7,500	\$5,365	\$0	\$2,135
7322	Radio Advertising	\$48,000	\$0	\$48,000	\$33,194	\$9,784	\$5,022
7323	Brochures	\$36,000	\$0	\$36,000	\$12,708	\$1,100	\$22,192
7324	Advertising - Papers	\$19,000	\$0	\$19,000	\$8,310	\$8,795	\$1,895
7325	Advertising - Billboards	\$68,000	\$0	\$68,000	\$38,774	\$17,802	\$11,424
7326	Advertising - Miscellaneous	\$36,000	\$0	\$36,000	\$21,384	\$3,286	\$11,330
7328	Advertising - Digital	\$43,000	\$0	\$43,000	\$26,646	\$7,035	\$9,319
7329	Advertise-Wkfrc Devel	\$18,000	\$0	\$18,000	\$4,042	\$106	\$13,852
7331	Community Relations Donations	\$900	\$0	\$900	\$540	\$0	\$360
7352	Printing	\$24,900	\$0	\$24,900	\$20,287	\$4,471	\$142
7361	Postage	\$22,250	\$0	\$22,250	\$14,156	\$7,718	\$376
7401	Equipment M & R	\$194,183	-\$6,000	\$188,183	\$56,493	\$22,800	\$108,891
7402	Buildings M & R	\$407,650	\$0	\$407,650	\$74,664	\$16,209	\$316,776
7403	Grounds M & R	\$15,000	\$5,622	\$20,622	\$22,007	\$13,556	-\$14,941
7404	Parking Lot M & R	\$30,000	\$0	\$30,000	\$25,138	\$0	\$4,862
7405	Water Tower M & R	\$3,000	\$0	\$3,000	\$27	\$4,000	-\$1,027
7406	Vehicles M & R	\$12,000	\$0	\$12,000	\$9,498	\$9,226	-\$6,724
7407	Equipment Replacement	\$8,000	\$0	\$8,000	-\$586	\$2,114	\$6,472
7408	Equipment Rental	\$41,600	\$0	\$41,600	\$18,020	\$9,651	\$13,930
7409	Facilities Rental	\$3,508,928	\$0	\$3,508,928	\$1,478,581	\$13,717	\$2,016,630
7501	Professional Fees	\$35,700	\$0	\$35,700	\$23,020	\$1,640	\$11,040
7502	Legal Fees	\$19,000	\$0	\$19,000	\$31,821	\$0	-\$12,821
7503	Audit Fees	\$30,000	\$0	\$30,000	\$14,850	\$6,275	\$8,875
7504	Accreditation	\$2,897	\$0	\$2,897	\$0	\$0	\$2,897
7521	Training	\$28,252	\$18,000	\$46,252	\$139,261	\$0	-\$93,009
7522	Testing / Assessment	\$160,450	\$0	\$160,450	\$28,060	\$25,442	\$106,947
7523	Outside Services	\$5,176,501	\$71,200	\$5,247,701	\$2,118,684	\$221,203	\$2,907,814

Budget - Monthly Verifications  
Report(categorized)

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7525	Purchased Services	\$47,000	\$0	\$47,000	\$39,873	\$30,416	-\$23,288
7527	Collection Fees	-\$16,000	\$0	-\$16,000	-\$4,237	\$7,259	-\$19,021
7529	Bank Service Fees	\$10,500	\$0	\$10,500	\$6,341	\$0	\$4,159
7531	Finger Printing Expense	\$23,120	\$0	\$23,120	\$8,764	\$20,000	-\$5,644
7601	Adult Diploma Scholarship	\$25,000	\$0	\$25,000	\$0	\$0	\$25,000
7602	JATC Career Advantage Fee	\$500	\$0	\$500	\$0	\$0	\$500
7603	Honors Scholarship	\$70,000	\$0	\$70,000	\$55,065	\$0	\$14,935
7604	Agency Partner Scholarship	\$12,000	\$0	\$12,000	\$6,029	\$0	\$5,971
7605	Presidential Scholarship	\$550,000	\$0	\$550,000	\$823,698	\$0	-\$273,698
7606	Scholarship Allowance	-\$1,403,460	\$0	-\$1,403,460	-\$1,106,013	\$0	-\$297,447
7607	Agency Graduate Studnt Schlp	\$3,000	\$0	\$3,000	\$2,730	\$0	\$270
7608	Fee Waiver - Senior Citizens	\$6,000	\$0	\$6,000	\$1,166	\$0	\$4,834
7609	Fee Waiver - ONG	\$515	\$0	\$515	\$0	\$0	\$515
7610	CCP Partner Scholarship	\$5,150	\$0	\$5,150	\$0	\$0	\$5,150
7618	Graduation Alliance Schlp	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000
7619	Registration Scholarship	\$13,000	\$0	\$13,000	\$0	\$0	\$13,000
7620	Tech Prep Scholarship	\$11,000	\$0	\$11,000	\$5,932	\$0	\$5,068
7629	Interntl Student Schlp	\$4,120	\$0	\$4,120	\$0	\$0	\$4,120
7630	PSEO/CCP Schlp & Books	\$596,058	\$0	\$596,058	\$147,059	\$0	\$448,999
7631	Bad Debt Expense	\$102,000	\$0	\$102,000	-\$733	\$0	\$102,733
7632	Capital Lease Interest	\$0	\$35,000	\$35,000	\$0	\$0	\$35,000
7633	Contingency Fund	\$36,500	\$16,400	\$52,900	\$13,263	\$39,356	\$280
7634	Instructional Media	\$9,500	\$158	\$9,658	\$9,658	\$0	\$0
7635	Database Subscriptions	\$37,000	\$0	\$37,000	\$19,225	\$649	\$17,126
7636	Student Activities	\$20,000	\$0	\$20,000	\$9,620	\$100	\$10,280
7637	Student Group	\$300	\$0	\$300	\$0	\$0	\$300
7638	Fund Raising	\$0	\$0	\$0	\$4,135	\$0	-\$4,135
7639	Prior Year Adjustment Bad Debt	-\$110,000	\$0	-\$110,000	-\$25,529	\$0	-\$84,471
7642	Alumni Fund Expense	\$6,550	\$0	\$6,550	\$4,319	\$0	\$2,231
7644	Miscellaneous	\$3,500	\$39,800	\$43,300	-\$7,578	\$0	\$50,878
7645	Business Competition	\$800	\$0	\$800	\$592	\$0	\$208

Budget - Monthly Verifications  
Report(categorized)

Acct	AccountTitle	Original Budget	YTD Budget Adjust	Adjusted Budget	YTD Actual	YTD Encumb	Avail Balance
7650	Strategic Planning	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500
7654	NCA - HLC	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500
7666	Grant Matching	\$60,000	\$0	\$60,000	\$0	\$0	\$60,000
7667	CCP Scholarship	\$23,175	\$0	\$23,175	\$0	\$0	\$23,175
7669	COVID19 Learner Emergency	\$0	\$0	\$0	\$0	\$0	\$0
7670	Road to Success Schlp	\$5,000	\$0	\$5,000	\$798	\$0	\$4,202
7671	Sports Club Schlp	\$20,000	\$0	\$20,000	\$15,960	\$0	\$4,040
7676	TRIO - NSCC Scholarship	\$0	\$0	\$0	\$2,671	\$0	-\$2,671
7677	Tuition Reduction - Cares	\$0	\$125,000	\$125,000	\$120,605	\$0	\$4,395
7701	Gas	\$75,000	\$0	\$75,000	\$28,004	\$27,060	\$19,936
7702	Electricity	\$270,000	\$0	\$270,000	\$136,421	\$146,284	-\$12,705
7703	Electricity - Water Tower	\$2,699	\$0	\$2,699	\$2,163	\$1,098	-\$562
7704	Water	\$7,000	\$500	\$7,500	\$3,602	\$3,898	\$0
7705	Sewer	\$36,000	\$4,000	\$40,000	\$24,626	\$15,105	\$269
7706	Waste Collection	\$6,000	\$0	\$6,000	\$3,849	\$2,151	\$0
7707	Telephone	\$60,253	\$0	\$60,253	\$27,465	\$22,286	\$10,502
7722	Employee Liability Insurance	\$12,000	\$0	\$12,000	\$12,387	\$0	-\$387
7724	Motor Vehicle Insurance	\$13,176	\$0	\$13,176	\$14,709	\$0	-\$1,533
7725	Property Insurance	\$88,319	\$4,000	\$92,319	\$91,763	\$0	\$555
7727	Prof Liab Students	\$4,986	\$1,250	\$6,236	\$6,193	\$0	\$42
7728	Travel- Intramural/Recreatl	\$2,250	\$0	\$2,250	\$0	\$0	\$2,250
7729	Cyber Liability Insurance	\$14,000	\$0	\$14,000	\$13,675	\$0	\$325
7901	Library Books	\$8,000	-\$1,861	\$6,139	\$7,389	\$0	-\$1,250
7902	Fixtures and Furnishings	\$257,236	\$9,378	\$266,614	\$72,066	\$12,951	\$181,597
7903	Software and Licensing	\$485,650	-\$1,143	\$484,507	\$361,180	\$4,702	\$118,624
7904	Building Projects	\$85,000	\$495,000	\$580,000	\$23,575	\$0	\$556,425
7911	Equipment	\$60,580	-\$5,000	\$55,580	\$648	\$0	\$54,932
7912	Motor Vehicles	\$10,000	\$0	\$10,000	\$1,749	\$0	\$8,251
Expense	Sub-Total:	\$26,112,304	\$943,405	\$27,055,709	\$14,997,858	\$5,235,351	\$6,822,500