

**BOARD OF TRUSTEES**  
**April 30, 2021 – 11:30 a.m.**  
**C200/ZOOM**

**ORDER OF BUSINESS**

**A. CALL TO ORDER (Joel M)**

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

Sandra Barber  
John Bridenbaugh  
Sue Derck  
Jeffrey Erb  
Ron Ernsberger  
Laura Howell  
Lisa McClure (Vice Chair)  
Joel Miller (Chair)  
Scott Mull (Second Vice Chair)

**C. MISSION STATEMENT (Volunteer)**

**D. EXECUTIVE SESSION**

**E. PRESENTATION – Mental Health Initiative (Heather G)**

**F. AUDIENCE PARTICIPATION**

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

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

**H. BOARD DISCUSSION ITEMS (Joel M & Todd H)**

- Board Budget Committee
- OACC Webinar Series
- Diversity, Equity & Inclusion Statement (Todd H/Lana S)
- Accreditation Update (Todd H)
- Dynamix Contract Update (Jenny T)
- Policy and Procedure Updates:
  - Telecommuting/Remote Work Policy (Katy M)
  - Vacation Buyback Procedure (Todd H)

*NSCC 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.*

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

- Financial Report as of March 31, 2021 (consent item)

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

1. Consent Agenda Items
  - a. Minutes of the February 26, 2021 Meeting
  - b. Resignations
  - c. Employ Full-Time Executive Administrative Assistant – Vice President for Academics
  - d. Employ Full-Time Faculty – Industrial Technologies (Welding)
  - e. Employ Full-Time Director – Admissions
  - f. Employ Full-Time Advisor – Academic
  - g. Transfer to Full-Time Success Coach
  - h. Promotion – Full-Time Cook
  - i. Promotion – Director – Advising
  - j. Miscellaneous Employment Contracts
  - k. Remote Work Policy
  - l. Approval to Locally Administer Capital Projects

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

1. Revised FY 20-21 Budget
2. Approval of Banking Authority
3. Diversity, Equity & Inclusion Statement

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

1. Upcoming Board Activities
  - a. OACC Trustee Webinar – May 5
  - b. 50 + 1 Celebration – May 14
  - c. Commencement/President’s Reception – May 15
  - d. Financial Disclosures Due – May 17
  - e. Foundation Green Carpet Event – May 20
  - f. OACC Governing Board – June 17
  - g. Ethics Training Due – June 30

**M. ADJOURNMENT (Joel M)**

*NSCC 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.*

The Board of Trustees of Northwest State Community College (NSCC) met in regular session on Friday, February 26, 2021 at 11:30 a.m. Board members had the option to attend in person or remotely.

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**

21-06

Members present: Sandy Barber, John Bridenbaugh, Ron Ernsberger, Laura Howell, Lisa McClure, Joel Miller and Scott Mull. Trustees Sue Derck and Jeff Erb arrived after roll call at 11:41 a.m.

### **NSCC MISSION STATEMENT**

Lisa McClure 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.

### **CHIEF EXECUTIVE OFFICER REPORT**

The Vice Presidents reported out on their respective areas as the College started the spring term. Classes started mostly remote for the first eight weeks. As public health numbers continue to improve, smaller classes/labs were brought back to campus for face-to-face learning. Faculty and learners are excited to be back on campus and resume in-person instruction and learning. Executive Vice President Hernandez reported that enrollment numbers are still behind spring 2020, but CCP enrollments continue to be an area of growth for the College. President Thomson provided a public health update with cases continuing to decline in the region. Dr. Thomson is part of Project V with other NW Ohio Presidents to promote vaccinations. He also provided an update on partnerships with Graduation Alliance and OACC’s Rapid Recover Ohio Initiative which will help Ohioans obtain a new industry credential or certificate within one year.

### **BOARD DISCUSSION ITEMS**

Board Budget Committee – Members of the committee met on February 8. Jeff Feasby of Dynamix gave a presentation and answered questions regarding a possible energy infrastructure upgrade.

OACC Governing Board Report – Trustee Bridenbaugh and President Thomson attended the virtual governing board meeting on January 28. Strada presented on student confidence and college attendance.

OACC Webinar Series – The Ohio Association of Community Colleges (OACC) is offering a trustee webinar series on the first Wednesday of each month through May 2021. The webinars are free and open to all trustees and college employees.

ACCT National Legislative Summit – President Thomson along with Trustees Barber

and McClure attended various sessions of the NLS and provided highlights from the three-day summit February 8-10.

Accreditation – The Higher Learning Commission site visit occurred February 22-23, 2021. The remote meetings were well attended by the faculty, staff, administration and board members. Next steps include reviewing the HLC team’s written report and correcting any factual errors. The final review process will take until June 2021.

Board Retreat – The Board will hold their spring retreat on March 5 at the Archbold campus.

Telecommuting Policy & Procedure – Changes have been made to both the policy and procedure and the policy will be brought to the board for approval in April.

Chapter One: Board of Trustees – President Thomson and Trustee Mull have reviewed chapter one of the policy manual pertaining to the board of trustees and will make one recommendation to change the emeritus procedure.

**CHIEF FISCAL OFFICER REPORT**

**21-07**

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 December 31, 2020. The Board voted to approve the report by affirmation.

**CONSENT AGENDA APPROVED**

**MINUTES OF THE DECEMBER 11, 2020 MEETING**

**21-08**

**MINUTES OF THE JANUARY 15, 2021 SPECIAL MEETING**

**21-09**

**RESIGNATION**

**21-10**

WHEREAS, Carrie Baynes, Executive Administrative Assistant – Vice President for Academics, has submitted her resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Carrie Baynes, effective January 18, 2021 be accepted.

**FULL-TIME FACULTY – AGRICULTURAL STUDIES EMPLOYED**

**21-11**

WHEREAS, the position of full-time Chair – Agricultural Studies was left vacant due to the resignation of Mr. Michael Leonard; and

WHEREAS, the needs of the agriculture department were reviewed and it was determined that the greatest need was for a full-time faculty; 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. Kayla Miller be employed as full time Faculty – Agricultural Studies effective January 4, 2021 at an annual salary of \$49,940.36. This is in accordance with the Professional Staff Bargaining Agreement.

**FULL-TIME TECHNICIAN – MAINTENANCE EMPLOYED**

**21-12**

WHEREAS, the position of Technician - Maintenance was left vacant due to the retirement resignation of Mr. Randy Norden; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Mr. Andrew Nofziger be employed as full time Technician - Maintenance effective January 11, 2021 at an annual salary of \$42,328. This is in accordance with the Support Staff Bargaining Agreement.

**FULL-TIME PROGRAM MANAGER – JFS WORKFORCE OPPORTUNITIES EMPLOYED**

**21-13**

WHEREAS, the position of Program Manager – JFS Workforce Opportunities will be responsible for developing and implementing Employment and Training Services programs and projects under the JFS Workforce Project for the counties of Hardin, Lucas, Ottawa, Sandusky, Seneca and Wood counties; and

WHEREAS, the program manager will work closely with the JFS Workforce Opportunities Director, coordinate with CTS and college academics departments to create employment, training and educational services and assist with the development of policies to assure compliance with State and Federal laws; and

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

WHEREAS, the Vice President – Workforce Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that Robert Kraus be employed as full-time Program Manager – JFS Workforce Opportunities effective January 11, 2021 at an annual salary of \$66,500. This is a grade level IV position.

**PROMOTION TO DEAN – LEARNER SERVICES**

**21-14**

WHEREAS, the position of Dean – Learner Services was created to direct the Learner Services offices of Admissions, Advising, Career & Activities, Prior and Workplace Learning, Success Center and TRIO – SSS; and

WHEREAS, the Dean provides leadership for, manages, and directs assigned aspects of the Vice President of Enrollment Management & Student Affairs (VP – EM &SA) enrollment management plan, student affairs programs and initiatives and NSCC's

mission, vision, and strategic plan; and

WHEREAS, The Dean directs learner recruitment, retention, and success activities and facilitates collaboration between faculty and staff in support of learner success under the direction of the VP – EM & SA; and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Cassie Rickenberg be promoted to the position of Dean – Learner Services effective January 1, 2021 at an annual salary of \$83,000. This is a grade level II position.

### **PROMOTION TO DIRECTOR – TRIO-SSS**

**21-15**

WHEREAS, the TRIO Student Support System (SSS) program is a five-year grant awarded to NSCC by the U.S. Department of Education to provide academic and other support services to low-income, first-generation or disabled college students; and

WHEREAS, the position of Director – TRIO-SSS was created to provide leadership to the Student Support Services (SSS) under the TRIO grant and the Community College Education Program (CCAP); and

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Terri Lavin be promoted to the position of Director – TRIO – SSS effective January 1, 2021 at an annual salary of \$70,000. This is a grade level III position.

### **PROMOTION TO DIRECTOR – WORKFORCE DEVELOPMENT & INNOVATIVE LEARNING PROGRAMS**

**21-16**

WHEREAS, the Director – Workforce Development was left vacant due to the promotion of Mr. James Drewes to Vice President – Workforce Development; and

WHEREAS, the position of Director – Workforce Development was revised to include innovative learning programs to continue meeting the unique training needs of business and industry; and

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

WHEREAS, the Vice President for Workforce Development and the President

recommend

NOW, THEREFORE BE IT RESOLVED, that Ms. Tori Atkinson be promoted to the position of Director – Workforce Development & Innovative Learning Programs effective January 1, 2021 at an annual salary of \$73,500. This is a grade level III position.

**MISCELLANEOUS EMPLOYMENT CONTRACTS**

**21-17**

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

WHEREAS, 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 2021:

Aldrich	Catherine	Moore	Kevin
Burkholder	Tracy	Mueller	John
Clink	Michael	Mykytuk	Jeremiah
Coles	Ronald	Nalepa	Cassidy
Davis	Christopher	Nartker	Gregory
Day	Kathryn	Neeb	Mindy
DeSota	Heidi	Plummer Jr	Thomas
Dial	Lauren	Racick	John
Dillon	Kieron	Radtke	Taylor
Ebaugh	Chelsie	Rendleman	Tracy
Eickhoff	Molly	Rohrs	Rachel
Esterline	Thelma	Schwiebert	Jason
Faber-Starr	Rebekah	Short	Amanda
Filipovich	Nicholas	Short	Christine
Frake	Ann	Snyder	Timothy
Gerschutz	Joshua	Stapleton	Eric
Gladieux	Michelle	Storrer	Jenna
Green	Helen	Storrer	Josh
Hammer	Diana	Torok	William
Jay	Kevin	Vandock	Kent
Johnston	Judith	Villarreal	Michaelangelo
Kinkaid	Cynthia	VonDeylen	Kelly
Kling	Julie	Wagner	Shirley
Lawson	Candice	Waisner	Beth
Leptak-			
Moreau	Jeffrey	Wikstrom	Debora
Martin	Neal	Worman	Jamie
Mercer	David	Wyse	Jennifer

Miller	Todd	Yambor	Michael
Monnin	Richard	Zuvers	Larry

Full-time Faculty teaching in overload for spring semester 2020 (includes NTP and graded teaching spring 2020):

ARPS, GLORIA
BERRES, ALLEN
BECHER, LISA
CLAWSON, CHRISTOPHER
DAPELO, LISA
DUSSEAU, MELANIE
DONALDSON, PAM
DOOLITTLE, COLIN
DREES, AMY
DUSSEAU, MELANIE
EICHENAUER, W
FABER, MELISSA
GALBRAITH, HEATHER
GEER, BRAD
HICKS, MELANIE
HILLS, TONY
HOWARD, SHERRY
KEMARLY-DOWLAND, JULIE
KWIATKOWSKI, MICHAEL
KRAUS, ROBERT
LEITCH, AMY
MAVIS, JONI
MCKELVEY, KATHRYN
MEYER, TAMARA
MOHRING, DAVID
NEWTON, TERA
NORRIS, TAMARA
OBERHAUS, ANNETTE
PARIKH, ANUJA
RICKENBERG, CASSIE
RICKENBERG, JASON
ROBINSON, CHRIS
STAPLETON, KEMP
STAYNER, MINDY
STUBBLEFIELD, SARAH
TEFFT, GREG
THOMAS, AMY
VANDERPOOL, MICHAEL
VERHOFF, JOSH
VONDEYLEN, BARRY
ZELLER, ANN



**GIFTS TO THE COLLEGE ACCEPTED**

**21-18**

WHEREAS, the College is appreciative of gifts and donations received by the community; and

WHEREAS, YG-1 Tool Company of Vernon Hills, IL has made a generous donation of tools to support our Industrial Technologies labs with an approximate value of \$30,707; and

WHEREAS, an anonymous cash donation was made to the NSCC Food Pantry in the amount of \$300; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the tooling equipment and cash donation be accepted as gifts to the College.

**2021-2022 STUDENT & LAB FEES APPROVED**

**21-19**

WHEREAS, the administration has reviewed the student fees for the college; and

WHEREAS, changes have been made to existing courses and fees for newly developed courses have been added; and

WHEREAS, fee changes were sent to and approved by the Chancellor at ODHE; and

WHEREAS, the academic deans, the Vice President for Academics, the Chief Fiscal and Administrative Officer and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the student fees be adopted for the 2021-2022 academic year.

<u>Course</u>	<u>Course Description</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
ART103	Beginning Drawing	\$34.00	\$51.00
ART210	Oil/Acrylic Painting	\$78.00	\$160.00
ART220	Beginning Sculpture	\$34.00	\$39.00
CAD213	CAD III	\$52.00	\$42.00
EDP160	Intro to Paraprofessional Ed.	\$93.00	\$86.00
EDP290	ParaProf Internship	\$76.00	\$69.00
EET107	Python Programming	\$30.00	\$30.00
IND100	Precision Measurement	\$45.00	\$39.00
IND232	Machine Repair	\$54.00	\$94.00
IND234	Industrial Fluid Power II	\$55.00	\$94.00
MEA202	MA Clin Extern/CMA Review	\$198.00	\$71.00
NRS230	Transition Professional Concepts	\$ -	\$23.00
VCT210	Essentials of Social Media	\$35.00	\$50.00
VCT268	Video Production	\$45.00	\$20.00

## GRADUATION POLICY UPDATE APPROVED

21-20

WHEREAS, the current graduation policy is process focused and creates barriers for learners; and

WHEREAS, the policy also defines graduates as those completing a one-year certificate and/or Associates degree; and

WHEREAS, the College desires to streamline processes and remove barriers for learners and change the definition of graduate to any learner that completes a program, certificate or degree listed in the College catalog; and

WHEREAS, the Vice President for Academics and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the Graduation Policy be updated as follows:

### 3358: 14-5-11 Graduation requirements

Effective: Spring Semester 2021

- (A) The associate degree is awarded upon the successful completion of any degree programs. A certificate is awarded upon the successful completion of any certificate programs.
- (B) The College shall maintain the list of degrees and certificates eligible for graduation and published in the college catalog and other environs that the College deems appropriate.
- (C) To be considered a candidate for an associate degree or a certificate, the student must have completed all the requirements for that degree/certificate as described in the college Catalog in effect at the time the student enrolled in the program leading to that degree.
- (D) The Catalog in effect at the time of a student's acceptance to the college is their "Catalog in force." If the requirements for the degree change while the student is enrolled in a degree or certificate program, the student may choose their entrance Catalog or any subsequent catalog as their chosen Catalog in force for meeting their graduation requirements.
- (E) Students are expected to complete the requirements for their desired degree or certificate in a timely fashion. That period is six calendar years from the time the student initially enrolled in their degree or three calendar years for their certificate, unless otherwise determined by specific program accreditation. If the student does not receive a degree or certificate in a timely fashion, their graduation requirements become the Catalog in force at the semester of graduation. Exceptions to this policy can be granted by the Vice President for Academics of the College.

- (F) To be considered a candidate for a degree or certificate, the student must meet the program grade point average requirements, complete the minimum number of credit hours at NSCC for the degree or certificate, and complete or submit applicable assessment activities.
  - (G) The college shall verify eligibility of individual students to receive degrees or certificates in accordance with established procedures.
  - (H) Individuals may earn more than one degree or certificate provided all requirements are met as stated in this policy and the College Catalog.
- (1) The Registrar will perform a degree audit to verify that all applicable degree/certificate requirements have been met. Current graduation requirements include:
    - (a) Successful completion of all required courses in the program. Certain majors require a “C” or better in certain courses to meet graduation requirements. Each required course in which an “F” grade is received must be repeated (please refer to Course Repeat Policy and/or Academic Fresh Start Policy).
    - (b) Earn a minimum cumulative grade point average of 2.00.
    - (c) Attain a minimum 2.0 grade point average in their technical courses.
    - (d) Complete a minimum of thirty (30) percent of the credits from NSCC.
    - (e) In addition, graduates may be required to:
      - (i) Complete a nationally normed test.
      - (ii) Submit the required elements of a portfolio.
  - (2) Students are eligible to receive only one (1) degree within a technology but may have more than one major. All majors are listed on the student’s transcript. Diplomas are issued for each degree within a technology. Students applying for a certificate and associate degree within the same technology at the same time will be awarded the higher degree only.
  - (3) When a student completes a second major at any time within the same technology area, the second major will be added to the transcript.
  - (4) Any student graduating with a cumulative grade point average of 3.50 or higher will be graduated with honors, including a notation of this honor placed on the student’s diploma and transcript, as follows:
 

3.50 – 3.74	Cum Laude
3.75 – 3.89	Magna Cum Laude
3.90 – 4.00	Summa Cum Laude

- (5) Students who are verified as having met all degree/certificate requirements and do not have an outstanding obligation (eg: financial, academic) to the college; will receive their diplomas within 90 days of when all final grades have been verified.
- (6) Official college diplomas will be mailed to the mailing address listed in the college's student information. Students are expected to keep their contact information, including mailing address, up-to-date.

The college may choose to use a surrogate or unofficial diploma to assist in celebrating student completion of their degree or certificate requirements.

The Board approved the consent agenda with an all-in favor vote. Trustee Howell abstained from items 1f. and 1i in the consent agenda.

**ENERGY PROJECT APPROVED**

**21-21**

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

WHEREAS, the College can realize significant savings in energy costs by upgrading energy infrastructure; and

WHEREAS, the College will create its own energy, but not become an energy provider in the state of Ohio; and

WHEREAS, the college has the authority to use the land proposed for this purpose; and

WHEREAS, the initial 15 years of estimated cost savings will be used to replace needed deferred maintenance; and

WHEREAS, Dynamix is a pre-approved single-source vendor with considerable experience in these projects, including multiple local area school districts; and

WHEREAS, the College does not enter into any long-term debt using this financial arrangement; and

WHEREAS, Dynamix has presented to the key College leaders and the Board Budget Committee; and

WHEREAS, the contract will be reviewed by the Ohio Attorney General's office, senior leadership and the Board before entering into the agreement

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees grant the President authority to enter into contract with Dynamix to upgrade NSCC energy production potential.

ROLL CALL: Aye; Barber, Bridenbaugh, Derck, Erb, Ernsberger, Howell, McClure, Mull,

Miller. Nay; None. Thereupon the Chair declared the motion approved.

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

**21-22**

Ms. Howell moved and Mr. Ernsberger 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 to serve on the Governing Board of the Ohio Association of Community Colleges.

ROLL CALL: Aye; Barber, Bridenbaugh, Derck, Erb, Ernsberger, Howell, McClure, Mull, Miller. Nay; None. Thereupon the Chair declared the motion approved.

**MEETING DATES AND TIMES ESTABLISHED**

**21-23**

Mr. Mull moved and Ms. Derck 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 2021 through February 2022. The election of Board officers will take place at the February meeting.

The Board shall meet on the following Fridays:

- April 30, 2021
- June 25, 2021
- August 27, 2021
- October 29, 2021
- December 10, 2021
- February 25, 2022

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, Derck, Erb, Ernsberger, Howell, McClure, Mull, Miller. Nay; None. Thereupon the Chair declared the motion approved.

**ELECTION OF BOARD CHAIR**

**21-24**

Motion by Mr. Erb to nominate Joel Miller as Chair of the Northwest State Community College Board of Trustees to serve through the February 2022 meeting and to close nominations.

Seconded by Ms. Howell.

ROLL CALL TO ELECT JOEL MILLER AS CHAIR OF THE NORTHWEST STATE COMMUNITY COLLEGE BOARD OF TRUSTEES:

Aye; Barber, Bridenbaugh, Derck, Erb, Ernsberger, Howell, McClure, Mull. Nay; None. Abstain; Miller. Thereupon the Chair declared the motion approved.

**ELECTION OF BOARD VICE CHAIR**

**21-25**

Motion by Ms. Barber to nominate Lisa McClure as Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2022 meeting and to close nominations.

Seconded by Ms. Howell.

ROLL CALL TO ELECT LISA MCCLURE AS VICE CHAIR OF THE NORTHWEST STATE COMMUNITY COLLEGE BOARD OF TRUSTEES:

Aye; Barber, Bridenbaugh, Derck, Erb, Ernsberger, Howell, Mull, Miller. Nay; None. Abstain; McClure. Thereupon the Chair declared the motion approved.

**ELECTION OF BOARD SECOND VICE CHAIR**

**21-26**

Motion by Ms. Barber to nominate Scott Mull as Second Vice Chair of the Northwest State Community College Board of Trustees to serve through the February 2022 meeting and to close nominations.

Seconded by Mr. Erb.

ROLL CALL TO ELECT SCOTT MULL AS SECOND VICE CHAIR OF THE NORTHWEST STATE COMMUNITY COLLEGE BOARD OF TRUSTEES:

Aye; Barber, Bridenbaugh, Derck, Erb, Ernsberger, Howell, McClure, Miller. Nay; None. Abstain; Mull. Thereupon the Chair declared the motion approved.

**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 26, 2021 Meeting**

**1b. Resignations**

WHEREAS, Jody Glaser, Cook, has submitted her resignation; and

WHEREAS, Annette Oberhaus, Coordinator – Nursing Lab, has submitted her resignation; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the resignation of Jody Glaser, effective January 18, 2021; and Annette Oberhaus, effective March 23, 2021 be accepted.

**1c. Employee Full-Time Executive Administrative Assistant – Vice President for Academics**

WHEREAS, the position of full-time Executive Administrative Assistant was left vacant due to the resignation of Carrie Baynes; 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. Heidi Keller be employed as full-time Executive Administrative Assistant – Vice President for Academics effective February 25, 2021 at an annual salary of \$40,000. This is grade level V position.

**1d. Employ Full-Time Faculty – Industrial Technologies (Welding)**

WHEREAS, the College renovated the Welding lab in 2017-2018 as part of its efforts to train skilled workers in different areas of advanced manufacturing; and

WHEREAS, the position of full-time Faculty – Industrial Technology (Welding) was created as part of the College’s strategic initiative to increase enrollment in skilled trades including welding; 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 Mr. Gregory Nartker be employed as full time Faculty – Industrial Technologies (Welding) effective March 9, 2021 at an annual salary of \$57,447.22. This is in accordance with the Professional Staff Bargaining Agreement.

**1e. Employ Full-Time Director – Admissions**

WHEREAS, the position of full-time Director - Admissions was left vacant due to the transfer of Terri Lavin to the position of Director – TRIO SSS; 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 Austin Flores be employed as full-time Director - Admissions effective April 5, 2021 at an annual salary of \$63,000. This is a grade level III position.

**1f. Employ Full-Time Advisor – Academic**

WHEREAS, the position of full-time Advisor - Academic was left vacant due to the promotion of Shannon Floyd to the position of Director – Advising; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Sarah Casserino be employed as full-time Advisor - Academic effective March 29, 2021 at an annual salary of \$42,041.33 This is in accordance with the Professional Staff Bargaining Agreement.

**1g. Transfer to Full-Time Success Coach**

WHEREAS, Northwest State Community College (NSCC) was awarded the TRIO-SSS federal grant to fund student support services; and

WHEREAS, NSCC has created several positions to carry out the initiatives of the program; and

WHEREAS, the position of full-time Success coach was created to support the TRIO-SSS initiative; and

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

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



NOW, THEREFORE BE IT RESOLVED, that Aleksandra Yantis be employed as full-time Success Coach effective April 5, 2021 at an annual salary of \$42,662.63 This is in accordance with the Professional Staff Bargaining Agreement and funded by the TRIO-SSS federal grant.

**1h. Promotion to Full-Time Cook**

WHEREAS, the position of full-time Cook was left vacant due to the resignation of Ms. Jody Glaser; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Julie Thome be promoted to the position of Cook effective March 22, 2021 at an annual salary of \$28,558.40. This is in accordance with the Support Staff Bargaining Agreement.

**1i. Promotion to Director – Advising**

WHEREAS, the position of Director – Advising was left vacant due to the promotion of Ms. Cassie Rickenberg to Dean – Learner Services; and

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

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

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

NOW, THEREFORE BE IT RESOLVED, that Ms. Shannon Floyd be promoted to the position of Director – Advising effective March 1, 2021 at an annual salary of \$65,000. This is a grade level III position.

**1j. 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:

Cole Dennis  
Miller Staci  
Summers Robert  
Villarreal Michaelangelo

**1k. Remote Work Policy**

WHEREAS, the pandemic created an environment where employees had to work from home due to public safety orders; and

WHEREAS, as a result, it was evident that certain employees could efficiently perform their job duties in a remote environment; and

WHEREAS, the current telecommuting policy creates barriers and does not promote remote work; and

WHEREAS, the policy has been revised to align with current procedures already in place due to the COVID 19 pandemic; and

WHEREAS, the Vice President – Human Resources and Leadership Development and the President recommend

NOW, THEREFORE BE IT RESOLVED, that the Remote Work Policy be updated as follows:

**3358: 14-3-36 Remote work**

(Effective date: 7/1/2011, Revised 1/5/2021)

- (A) Northwest State community college considers remote work to be a viable alternative work arrangement and supports the use of a remote work in positions whose job duties can be performed away from campus. Remote work allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek.
- (B) Remote work may be considered as one of several types of off-campus work but is primarily defined as working in an employee’s residence. Remote work is not appropriate for all employees or all positions. Remote work arrangements are mutually agreed by the employee, supervisor(s), and member of the president’s cabinet.
- (C) Human resources, in collaboration with the president, will be responsible for the development of a procedure for remote work.

**1l. Approval to Locally Administer Capital Projects**

WHEREAS, the ORC Sections 3345.50 and 3345.51 require Board action to locally administer state appropriated capital projects under \$4 million; and



Administrative Officer and the Director of Finance and Accounting preserve signing authority for business office transactions.

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

**3. CONSIDERATION OF A RESOLUTION TO SUPPORT THE COLLEGE'S DIVERSITY, EQUITY AND INCLUSION STATEMENT**

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

WHEREAS, the College supports diversity, equity and inclusion through its mission, vision, values, institutional learning outcomes, Graduation Pathways to Success (GPS) initiative, Achieving the Dream (ATD) partnership, the federally-funded TRIO-SSS program, partnerships with Job and Family Services (JFS), the NSCC Foundation and other campus initiatives; and

WHEREAS, the College's mission, vision and values drive the strategic plan; and

WHEREAS, GPS and ATD goals are used to identify equity gaps in enrollment and completion data and design strategies to close equity gaps across the College's six-county service area; and

WHEREAS, collaborative partnerships with the Dream Center, JFS and NSCC programs including CCAP and TRIO-SSS serve as examples of NSCC's ongoing commitment to serve underserved populations; and

WHEREAS, the Diversity, Equity and Inclusion committee members have worked together to create a statement that aligns with the College's mission, vision and values; and

WHEREAS, the President recommends

NOW, THEREFORE BE IT RESOLVED, that the college's Diversity, Equity and Inclusion Statement be supported by the NSCC Board of Trustees:

**Northwest State Community College (NSCC) stands with our community in committing to diversity, equity, and inclusion for all.**

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



# President’s Report - April 2021

## College Updates

[April 2, 2021 Update](#)

## Talking with Todd podcast:

The link opens Spotify but you can listen without a Spotify account.

Episode 1: 4/8/2021

Episode 2: 4/15/2021

## Activities

### Ongoing

- Napoleon Rotary (weekly)
- HCHD Calls (weekly, switching to monthly)
- Student Mentor (biweekly)
- OACC President’s Call (weekly for now)
- Terra, Owens, NSCC President’s Call (monthly)

<b>Date</b>	<b>Activity</b>
March 29	EVP Interview
March 31	RAPIDS 5 Funding
April 1	Terra President Ron Schumacher - Peer mentorship
April 6	EVP Interview
April 6	Board Engagement - Sandy Barber
April 7	Higher Education Research and Development Institute (HERDI) Advisory meeting.
April 12	Regional Growth Partnership - Andrew Lorenz introduction

<b>Date</b>	<b>Activity</b>
April 13	Q96.5 FM Radio interview



- April 15            HERDI Panel
- April 15            Foundation Scholarship Award Virtual Event
- April 16            SuccessBound (Tech Prep) Panel member
- April 16            HERDI Panel
- April 21            Board Engagement - John Bridenbaugh
- April 23            Smashmouth Tournament

**Scheduled Time Off / Away from Campus**

Date	Description
May 7-10	Columbus, Ohio
May 10	Personal Day
May 28	Personal Day
June 28	Personal Day

**Non NSCC related Professional Activities**

None.

**Vice President for Academics**  
**April 2021**  
**Submitted by: Dan Burklo**

As we begin to wrap up the semester it is good to see increasing numbers of learners and faculty back on campus. It has been a busy spring term and the academic year will soon come to closure with commencement. Our 50<sup>th</sup> commencement planning is going well thanks to the efforts of many, including President Hernandez, Dr. Thomson, Connie Klingshirn (Registrar), Kevin Gerken (facilities), Bert Oberlin (food service), Kemp Stapleton (bookstore), Jim Bellamy (communications), Nick Keller and John Schrader (IT support), Christina Schwiebert (logistics video) and the leadership of Executive Administrative Assistant Heidi Keller. The commencement will be a live event held under a tent in the north parking lot with the reception following on the north lawn. We are anticipating roughly 155 of the total 187 graduates to be in attendance.

Reflecting on the semester, even with all the challenges the pandemic brought, we have provided a great experience for our learners who have continued to share their appreciation for our faculty and staff over the last year. Several committees and working groups have managed to gain momentum on, if not completed, several initiatives, including a much-improved assessment process, a new (or current) faculty orientation course and a review of our current governance process. This is only a few of the many initiatives moving forward across the campus and we look forward to progress on many more. We also had several faculty, deans and staff attend the national conference for HLC. Following the conference, each of the Academic Deans shared how the continued transition back to face-to-face is going and a few of their noted accomplishments as we near the end of the spring 2021 term.

**Dr. Kathy Keister: Nursing & Allied Health**

The Ohio Board of Nursing has reapproved both the RN and PN programs for the maximum 5-year period.

There has not been a huge change in transitioning students back on campus for face-to-face learning. Faculty are holding face-to-face class with Zoom simultaneously.

**Jason Rickenberg: Business & Public Services**

During the spring 2021 semester, Chris Robinson, Barry VonDeylen, Lisa Becher, Bill Eichenauer and Jason Rickenberg have finalized the new curriculum for the “Adult Evening Completion Program.” The Business Management program curriculum was updated and the proposals were accepted through academic affairs. Next steps include discussions of how to recruit for the “Adult Evening Completion Program.” The spring semester is coming to a smooth close as students return face-to-face.

Our division has finalized our summer 2021 schedule. We expect continued enrollment growth. We are also in the process of finalizing the fall 2021 schedule to offer courses face-to-face, hybrid, synchronously and on-line. We are following the same course format offerings that we made successful during both the summer and fall 2020 and spring 2021 semesters. Classes in both 8A and 8B have also been included in the fall 2021 schedule to help retain students and grow new enrollments.

**Shout Out!**

Starting in the fall of 2019, we have worked collaboratively looking at ways to increase the enrollments in the Business and Public Services Division, increase retention, eliminate roadblocks and offer classes at the best time and delivery method for our students. This work was a collaboration between our faculty, staff, adjuncts, our advisors in the advising center, our CCP advisors, the student services folks and our retention coordinator. We made the decision early on to remove waitlists and add course sections as other course sections filled. Each of these individuals have played an important part in planning and executing this plan. Additionally, certain courses were changed to online, Zoom or other delivery methods to attract additional enrollments and it worked!

Listed below is some data I would like to share. The data looks at fall and spring semester enrollments by credit hours taken. The total number of credit hours are then calculated by each fiscal year. Each fiscal year is then compared to show the increase in credit hours taken. Summer semester data has been excluded for simplicity purposes.

I wanted to start by sharing the fiscal year 2019 data as a starting point, which was prior to when we all started collaborating to increase enrollments. We can then see the increase in enrollments starting in fiscal years 2020 and 2021. The data highlighted in yellow shows that we had an increase in credit hours taken in Business courses of 9.3% from fiscal year 2019 to our current fiscal year 2021. The data highlighted in yellow also shows an increase in credit hours taken in the Public Services courses of 12.5% from fiscal year 2019 to our current fiscal year 2021. In conclusion, I wanted to thank each of those individuals for their efforts.

	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>+ / -</b>	<b>+ / -</b>	<b>+ / -</b>
	<b>Credits</b>	<b>Credits</b>	<b>Credits</b>	<b>FY19-20</b>	<b>FY20-21</b>	<b>FY19-21</b>
Business	4640	4809	5071	3.6%	5.4%	9.3%
Public Services	3198.25	3306	3598	3.4%	8.8%	12.5%

**Jamilah Tucker: Arts & Science**

In the division of Arts and Sciences there were a limited number of classes that maintained a presence on campus through an exception, a few classes that planned to stay remote irrespective of the return to campus and many more classes that have transitioned back to campus following Spring Break.



Faculty did not offer up much discussion related to their feelings about the return to campus; however, many shared appreciations for a return to campus model that recognized a need for flexibility.

Personally, I have observed faculty navigating the difficulty of a variety of student pandemic-related disruptions to learning including shift changes, child care issues, increased anxiety, decreased mental health and illness. Faculty providing accommodations in these situations are often tasked with the last-minute reorganizing of content, extending deadlines, catching students up on missed work, and even organizing hybrid class models. Faculty have largely absorbed the “shock” of the pandemic on the front lines, often mitigating issues at the expense of their own comfort and respite.

Throughout this pandemic, faculty have met every challenge with strong resolve. Moments of doubt have been overshadowed by their commitment to the continuity of teaching and learning. I believe faculty are ending this semester tired, deserving of a summer break and with hope for a more normalized fall 2021 (albeit with masks).

Faculty in the division sought a National Endowment for the Humanities Grant in the prior year. While their proposal was not selected the strengths of that proposal may provide them an advantage as they seek the Ohio Humanities Grant. A group will gather in the coming week to meet the May 10 draft deadline. *Onward!*

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

Transition back to face-to-face is going well. Most of our lab classes have returned and students are engaged in completing the material. Prior to the semester I had adjusted our course enrollment limits to allow for social distancing. To keep the total number of seats the same, we ran more sections.

We expect the end of the semester to be smooth and give us some good momentum heading into next summer and fall terms.

Dr Tom Carr was selected for the Faculty Fellowship to Israel program. This is a nationwide competitive program that regularly draws faculty members from places like Yale, Ohio State, University of Michigan, Cornell and other well-known four-year institutions. When travel is safe, he will travel to Israel for two weeks to work to develop relationships with academic counterparts at Israeli institutions of higher learning. The fellowship is sponsored and paid for by Media Watch International and the Jewish National Fund.

**Vice President of Enrollment Management & Student Affairs**  
**April 2021**  
**Submitted by: Lana Snider**

Staff, faculty and learners are continuing to reconnect on campus in greater numbers as COVID-19 restrictions begin to ease up and as we approach springtime and NSCC graduation season and celebrations. Employee energy is elevated and hope is in the air! Even in spite of the snow that blanketed Northwest Ohio on Tuesday night!

**YAWP Fest!**

One of our traditional markers of spring is our annual poetry contest. This year's event was called the "YAWP Fest" with live music, fun and snacks. The pinnacle of the week-long celebration of spring is the poetry contest that includes readings given by contest winners and volunteers. In the words of one of our faculty – "Cool people doing cool things!" Our own Vice President for Academics got in on the fun (see below). Maybe next year you will select a poem and read at this event!



**NSCC's Learner Mental Health Initiative**

On another equally important note – we continue to focus on helping learners address their mental health needs so they achieve a higher quality of life, experience positive well-being and persist and complete their courses and programs successfully. I'm happy to announce that Ms. Heather Galbraith (Human Services Faculty) from the Division of Business & Public Services is spearheading NSCC's Learner Mental Health Initiative and she will present information at our April 30, 2021 Board meeting.

Learner Services and all auxiliary service offices participated in two workshops to develop a mission statement for this group that will inspire and reflect our commitment to caring for our learners who are enrolled and those who are to come. We look forward to sharing this mission statement in the near future. Learner Services remains committed to our Strategic Plan work and with a particular focus on Pillar Two – Learning for All (see below).



# LEARNING FOR ALL



## ACADEMIC ACCESS

- Advocate for equity in assessment & placement practices
- Co-requisite models in English
- Success Center Services & Tutoring



## DIGITAL ACCESS

- Communicate modalities of remote learning options to learners
- Assess learner technology needs
- Respond to learner technology needs to ensure successful course completion
- Communicate best practices to learners on working in a digital environment



## FINANCIAL ACCESS

- Hold tuition, fee, and book expenses down where possible
- Increase scholarship dollars awarded to students
- Increase percent of FAFSA completion amongst our degree seeking students
- Continue to address food and basic needs insecurity



## GEOGRAPHIC ACCESS

- Multiple locations across service district that are high quality & industry-driven
- Bachelor's Bound options
- Comprehensive Learner Services in high quality ways at all locations

The Learner Services Strategic Plan Goals are an excellent indication of our commitment to redesigning our services and culture. The Learner Services goals below emerged from a February 2020 Workshop with the entire Learner Services Team:

Learner Services Strategic Plan Goals (February 2020)

- Build a holistic student services culture that empowers employees to provide necessary resources.
- Normalize services to allow learners to explore community and academic resources.
- Provide a robust career experience throughout learners' programs.
- Create a vibrant student union that equitably serves all learners.
- Design and implement a visually appealing, consistent message across all formats and delivery messages.
- Promote and design financial support options that serve the learners while meeting federal regulation requirements.
- Improve reliability and validity of transfer credit tools/info sources and services to improve transfer experience.
- Ongoing relationship building that fosters trust and respect between all levels of employees to maintain an inclusive environment.
- Refreshing way to promote and build connection by sharing about department successes and accomplishments.
- Provide support and financial resources for software and hardware technology that fosters and empowers employee efficiencies.



Enrollment Report  
April 22, 2021  
Prepared by: Lana Snider  
Vice President of Enrollment Management & Student Affairs

Table 1

*Spring 2021 Enrollment Net After 2<sup>nd</sup> 8 Week Enrollment Push*

Student Type	3/8/21		4/19/21		Net	
	Heads	FTE	Heads	FTE	Heads	FTE
<b>Degree Seeking</b>	1001	298.6	1028	299.6	27	1
<b>Early Admit (CCP)</b>	944	178	942	177	-2	-1
<b>Agency</b>	637	171.7	2129	488.5	1492	316.8
<b>Grand Total</b>	2582	648.3	4099	965.1	1517	316.8

**Notes:**

- Faculty and staff focused attention on picking up a class to maintain credit momentum for continuing learners and recapturing fall 2020 learners who stopped out;
- 2<sup>nd</sup> 8 weeks recruitment & retention outcomes for Degree Seeking headcount was positive although limited with FTE;
- Early Admit (CCP) enrollment is excellent; down one FTE from prior period;
- Agency learners continued to grow apace as we move through the semester although expected to taper off now;

Table 2

See page 4 for Enrollment Markers Definitions

*FTE as of 8B Census (4-2-21) Spring 2021 Enrollment Budget & Markers*

	S'2021	Multipliers		Calculated EOT	
		5-Yr	3-Yr	5-Yr	3-Yr
<b>Non-Agency</b>	299.9	0.9876	0.9763	296.2	292.8
<b>Early Admit</b>	177.3	1.0013	1.0013	177.5	177.5
<b>Sub-Total</b>	477.2			473.7	470.3
<b>Non-Ag/EA Goal</b>	509.1			502.5	502.5
Non-AG/EA +/- vs Goal	-6.3%			-5.7%	-6.4%
<b>Agency</b>	484.0	1.0323	0.9973	499.6	482.7
<b>Total</b>	961.2			973.3	953.0
<b>Total Goal</b>	986.1			986.1	986.1
Total +/- vs Goal	-2.5%			-1.3%	-3.4%

**Notes:**

- The FY21 budget was built using a S'2021 FTE of **10.6% growth** over the S'2020 disaggregated below:
  - S'2021 Non-Agency FTE of 7.3% over the S'2020
  - S'2021 Early Admit FTE of 9.1% over the S'2020
  - S'2021 for Agency FTE of 13.7% over the S'2020
- Lingering COVID-19 effects on Non-Agency (Traditional) enrollment & retention when compared with our enrollment budget goal; Early Admit exceeded goal;
- Earlier date than the Spring 2021 Enrollment Net in Table 1 (above);
- Agency FTE gains continue to shrink the gap between enrollment budget goal and predicted performance per the 5-year and 3-year markers;

Table 3

*Spring Enrollment Comparisons (90 Days After Start)*

Student Type	Spring 2020		Spring 2021	
	Heads	FTE	Heads	FTE
<b>Degree Seeking</b>	1159	334.8	1028	299.6
<b>Early Admit (CCP)</b>	776	138	942	177
<b>Agency</b>	2049	490.7	2129	488.5
<b>Grand Total</b>	3984	963.5	4099	965.1

Note:

- Showed growth overall comparing Heads and FTE;
- Growth gains in Early Admit and Agency enrollments;
- Degree Seeking learners continue to lag due to COVID-19 impacts;

Table 4

*Spring FTE Enrollment Comparisons (90 Days After Start)*

Student Type	FTE		
	2020	2021	Net
<b>Degree Seeking</b>	334.8	299.6	<b>-35.2</b>
<b>Early Admit (CCP)</b>	138	177	<b>39</b>
<b>Agency</b>	490.7	488.5	<b>-2.2</b>
<b>Grand Total</b>	963.5	965.1	<b>2.6</b>

Notes:

- FTE decline reflected primarily in Degree Seeking;
- Agency anticipated to increase this semester;
- Headcount trend reported below for the term is similar by Student Type

Table 5

*Spring Headcount Enrollment Comparisons (90 days After Start)*

Student Type	Headcount		
	2020	2021	Net
<b>Degree Seeking</b>	1159	1028	<b>-131</b>
<b>Early Admit (CCP)</b>	776	942	<b>166</b>
<b>Agency</b>	2049	2129	<b>80</b>
<b>Grand Total</b>	3984	4099	<b>115</b>

Table 6

*Spring 2021 Enrollment Budget FTE vs. Actual FTE*

Student Type	2020-2021		% of Budget
	Budget	Actual	
Degree Seeking	358.5	299.6	83.60%
Early Admit (CCP)	150.6	177	117.50%
Agency	477	488.5	102.4
<b>Grand Total</b>	<b>986.1</b>	<b>965.1</b>	<b>97.90%</b>

Table 7

*2019-2020 Enrollment Compared to 2020-2021 Enrollment*

	2019-2020		2020-2021		FTE Difference	FTE % Change
	Headcount	FTE	Headcount	FTE		
Traditional	3015	804.2	2705	726.8	-77.4	-10%
Early Admit (CCP)	1623	270.3	1930	335	64.7	20%
Agency	5663	938	5444	1048.6	110.6	11.5%
<b>Total</b>	<b>10301</b>	<b>2012.5</b>	<b>10079</b>	<b>2110.4</b>	<b>97.9</b>	<b>4.6%</b>

Note for Table 2:

End-of-Term Enrollment Projection Methodology (new this year)

- Seven enrollment “markers”. These are points-in-time where we trigger an enrollment projection using historical data.
  - 60-Days from Start of Term
  - 30 Days from Start of Term
  - After Drops for non-payment
  - Start of Term
  - 14-Day Census
  - Midway between 14-Day Census and Part-of-Term 8B Census
  - Part-of-Term 8B Census
- End-of-term enrollment projections are generated at each marker using 3- and 5-year averages for growth (attrition).



**Vice President – Workforce Development**  
**April 2021**  
**Submitted by: Jim Drewes**

Toledo Team:

The Anderson's lease contract has been received and is under AG review. I am encouraged by an increase in quotes for technical training in Lucas County. The majority of training projects have been non-profits. These accounts have been slower to recover from COVID-19.

Contract Training:

Contract Training is strong; TechCred support has been helpful. We have a mix of credit and non-credit classes in process. Apprentice training and apprentice conversations with companies is strong.

EDGE Program:

CTS has developed a high school graduate program that we call the EDGE. This program was shared with us from Columbus State and Honda in Columbus. This is a pilot program for Henry County high school graduates and is supported by Henry County CIC, Chamber of Commerce and Henry County OMJ office for outreach to interested youth.

Greater Ohio Workforce Board Inc.:

Jim Drewes has joined the Greater Ohio Workforce Board Incorporated (GOWBI); formerly known as the Area & Workforce Board. GOWBI is a customer-driven organization led by a business-based Workforce Development Board. The Board is appointed by county commissioners to oversee Workforce Innovation & Opportunity Act (WIOA) programs in our member counties. The board is made up of 11 One-Stop systems, which are comprised of 43 Ohio counties. GOWBI distributes funds and leverages additional resources to meet workforce needs wherever they exist, and strives to exceed federal performance standards. Our mission is to remove barriers and align programs and services to achieve and sustain economic prosperity.

Local Economic Development Updates:

April Welch has resigned as Director for the Henry County CIC. Carla Hinkle has resigned as Workforce Coordinator for Defiance County.

**Chief Fiscal and Administrative Officer**

**April, 2021**

**Submitted by: Jennifer Thome**

Things are starting to come alive on campus, not only outside but inside as well. Spring Break has come and gone with more students trickling onto campus. I can't explain the feeling of seeing students, faculty, and staff walking through the atrium to get to their destination. If there is one thing I've taken away from this last year, it is that the small things really do matter.

We are still focusing on our student's and staff's mental health. A year into this and self-care is even more important!

Business Office

The Business Office is finally back to full force. Lynn has returned to a full hybrid workweek and our two new hires are settling in well. This team has been through a lot in the last year, not just with covid. They've gone through ups and downs, from losing a team member to medical leave, hiring and training two positions while short staffed, learning to be involved in an interactive audit, and going through year end processes while in new positions. I am very proud of each one! Recently, we held a luncheon just to thank them.

Auxiliary Services

Food Service is open. We've had to transition through a retirement. Our cook recently retired and this position was filled internally. Our new cook is bringing new recipes to campus and we are all enjoying being taste testers. This team truly brings a customer service attitude that makes me smile.

The Book Store has been busy implementing a new book ordering process to test drive for the upcoming summer semester. Spring semester brought this team many challenges. This experience and student feedback led to a review and a programming idea to enhance our customer service and provide students with the best possible experience. We are excited to roll out our new program!

**Vice President; Human Resources & Leadership Development**  
**April 2021**  
**Submitted by: Katy McKelvey**

**Recruiting:**

We have filled the following roles:

- Executive Vice President
- Director – Admissions
- Director - Advising
- Faculty – Welding
- Academic Advisor
- Cook
- Success Coach – TRIO
- Success Coach - TRIO

We are recruiting for the following roles:

- Admin Asst – Advising Center & Learner Services
- Registrar Assistant

The recruiting team for the EVP role screened approximately forty applications sourced from the Pauly Group. The team then screened twelve candidates via Zoom interviews resulting in three finalists. Two candidates came to campus and were interviewed by Todd Hernandez and Lisa McClure. These two candidates also presented to the campus via Zoom and the campus provided their feedback regarding the candidates. Albert Lewis, Jr. accepted our offer and we anticipate him joining us on July 1.

Background information on Albert:

- Bachelor’s Degree in Speech Broadcasting from Marshall University
- Master’s Degree in Educational Administration
- Currently enrolled at Grand Canyon University working on his PhD in Industrial/Organization Psychology

In his most current role, he is the Vice President for Economic and Workforce Development at Bellevue College in Washington. He has been there since 2015.

## Support Staff Negotiations:

The support staff contract expires on June 30, 2021. In preparation of the negotiations, both teams met with Tim McCarthy from Shumaker, Loop & Kendrick on Monday, April 19. This initial meeting was only for all parties to be introduced to Tim and to explain what to expect for the first day of bargaining. The actual negotiations will begin on Tuesday, April 20.



### The bargaining team for Support Staff:

John Shrader, Senior Administrator Network/Systems Tech  
Makenzie Warncke, Associate Director – Financial Aid  
Kaleigh Nofziger, Administrative Assistant – STEM & Industrial Technologies

### The bargaining team for Administration:

Robert Duncan, Director of Network Systems Engineering & Support  
Brittany Chamberlain, Director of Human Resources & Leadership Development  
Katy McKelvey, V. P., Human Resources & Leadership Development

## Training:

Our partnership with D. Stafford & Associates has become an integral part of our Title IX program and we are continuing our training with our Title IX team. Over the next two months members of our team will receive further training on conducting investigations. This training will not only keep our investigators up to date on Title IX but will also focus on Title VII claims. This training will be held via Zoom and will be in blocks of less than three hours each.

## Employee Appreciation:



Employees received a small gift for Employee Appreciation Day that is testing our growing skills! Each employee received a growing kit with seeds, dirt, and a small planter. It's been fun to see the progress of our plants on our desks and on Facebook!

## FY 20 – 21 Budget Adjustment (April 30, 2021)

### FY 20-21 Budget Adjustment

Original (June):	\$23,109,063
Adjusted (October):	\$25,223,235
Adjusted (April):	\$25,036,697
Difference (Oct to Apr):	\$ -186,538

### Revenue Highlights

Tuition/Fees:	-\$ 637,546
OBR Subsidy:	+\$ 448,875
CARES Funding:	+\$ 350,000
COVID Learner Emer. Grant:	-\$ 166,967
Tuition Scholar Allowance:	\$ 77,133

## FY 20 – 21 Budget Adjustment (April 30, 2021)

### Revenue Highlights

Investment Income:	-\$ 75,000
Miscellany Income:	-\$ 50,000
Revenue Total:	\$25,336,697

### Budget Transfers

Contingency Policy:	-\$300,000
<b>Adjusted Budget</b>	<b>\$25,036,697</b>

### Expense Highlights

Capital:	-\$219,152
COVID Learner Emer. Grant:	-\$166,967
Outside Services:	+\$ 88,213
Tuition Scholarship Allowance:	+\$ 77,133
Personnel:	+\$ 47,300
Operating:	-\$ 13,066



## FY 20 – 21 Budget Adjustment (April 30, 2021)

### Revenue Changes

Acct	Account Title	Oct Adjust Bud	YTD Actual Exp	YTD Encumb	Avail Bal	April Adjustments	April Adj. Bud
5101	Instructional Fees	\$11,090,362	\$8,797,082	\$0	\$2,293,280	(\$400,398)	\$10,689,964
5102	General Fees	\$388,386	\$308,076	\$0	\$80,310	(\$14,022)	\$374,364
5103	Lab Fees	\$456,200	\$366,277	\$0	\$89,923	(\$16,400)	\$439,800
5105	Out of State Fees	\$343,859	\$308,908	\$0	\$34,951	(\$12,849)	\$331,010
5107	Proficiency Fees	\$3,300	\$1,035	\$0	\$2,265	(\$120)	\$3,180
5109	Other Fees	\$3,050	\$4,713	\$0	(\$1,663)	(\$110)	\$2,940
5110	Late Fees	\$17,550	\$17,200	\$0	\$350	\$1,870	\$19,420
5115	Student Fees	\$127,800	\$88,294	\$0	\$39,507	(\$4,600)	\$123,200
5116	Deferred Payment Service Fee	\$6,850	\$4,600	\$0	\$2,250	(\$250)	\$6,600
5133	Tuition and Fees Schlop Allow	(\$1,105,067)	(\$542,550)	\$0	(\$562,517)	\$77,133	(\$1,027,934)
5159	Career Advantage Fee	\$44,400	\$35,663	\$0	\$8,738	(\$1,600)	\$42,800
5160	Simulation Fee	\$61,700	\$27,722	\$0	\$33,978	(\$2,200)	\$59,500
5161	Career Service Fee	\$553,100	\$432,785	\$0	\$120,315	(\$19,900)	\$533,200
5213	COVID 19 Learner Emergency	\$166,967	\$0	\$0	\$166,967	(\$166,967)	\$0
5214	Cares Act Institutional Funding	\$452,304	\$484,256	\$0	(\$31,952)	\$350,000	\$802,304
5614	Miscellaneous Income	\$112,940	\$15,253	\$0	\$97,687	(\$50,000)	\$62,940
5801	OBR - Subsidy	\$10,930,530	\$7,370,346	\$0	\$3,560,184	\$448,875	\$11,379,405
5901	Investment Income	\$175,000	\$43,669	\$0	\$131,331	(\$75,000)	\$100,000
	<b>Revenue Total</b>	<b>\$25,223,235</b>	<b>\$18,323,486</b>	<b>\$0</b>	<b>\$6,899,751</b>	<b>\$113,462</b>	<b>\$25,336,697</b>
	<b>Funds to Contingency Reserve</b>					<b>(\$300,000)</b>	<b>(\$300,000)</b>

# FY 20 – 21 Budget Adjustment (April 30, 2021)

## Expense Changes

Acct	Account Title	Oct Adjust Bud	YTD Actual Exp	YTD Encumb	Avail Bal	April Adjustments	April Adj. Bud
6101	Administrative Salaries	\$3,151,861	\$1,884,414	\$946,418	\$321,029	(\$39,118)	\$3,112,743
6102	Non Instructional Salaries	\$2,193,268	\$1,434,460	\$770,750	(\$11,941)	\$11,941	\$2,205,209
6103	Part Time Non Instructional	\$96,303	\$69,558	\$27,075	(\$330)	\$330	\$96,633
6121	Academic Salaries	\$2,893,967	\$1,974,013	\$946,801	(\$26,847)	\$26,847	\$2,920,814
6122	Academic Overload	\$389,711	\$244,887	\$111,057	\$33,767	\$37,600	\$427,311
6123	Part Time Academic	\$1,049,852	\$760,517	\$259,635	\$29,700	(\$19,600)	\$1,030,252
6141	Part Time Student Help	\$50,706	\$19,460	\$4,924	\$26,321	\$4,500	\$55,206
6143	Student Tutoring	\$5,000	\$71	\$17,993	(\$13,063)	(\$4,000)	\$1,000
6302	Unemployment Compensation	\$4,000	\$5,759	\$5,000	(\$6,759)	\$6,800	\$10,800
6305	Employee Assistance	\$3,000	\$1,950	\$950	\$100	\$2,000	\$5,000
6307	Faculty / Staff Development	\$45,000	\$57,047	\$6,540	(\$18,587)	\$20,000	\$65,000
7101	Office Supplies	\$19,675	\$12,159	\$0	\$7,516	(\$150)	\$19,525
7131	Instructional Supplies	\$226,600	\$128,590	\$13,262	\$84,748	\$360	\$226,960
7162	Library Books Lost / Replaced	(\$1,977)	(\$2,256)	\$0	\$279	(\$500)	(\$2,477)
7201	Conferences and Seminars	\$46,100	\$24,046	\$0	\$22,054	(\$1,000)	\$45,100
7202	Travel	\$29,500	\$8,629	\$0	\$20,871	(\$200)	\$29,300
7203	Development	\$46,170	\$11,746	\$0	\$34,424	(\$13,415)	\$32,755
7311	Dues	\$123,000	\$103,010	\$1,260	\$18,730	\$2,000	\$125,000
7522	Testing / Assessment	\$156,250	\$74,898	\$63,177	\$18,175	(\$10,000)	\$146,250
7523	Outside Services	\$5,978,951	\$2,006,742	\$297,400	\$3,674,809	\$88,213	\$6,067,164
7606	Scholarship Allowance	(\$1,105,067)	(\$542,550)	\$0	(\$562,517)	\$77,133	(\$1,027,934)
7623	OCOG	\$0	\$189	\$0	(\$189)	\$189	\$189
7644	Miscellaneous	\$500	\$1,778	\$0	(\$1,278)	\$1,500	\$2,000
7669	COVID19 Learner Emergency G	\$166,967	\$0	\$0	\$166,967	(\$166,967)	\$0
7725	Property Insurance	\$74,750	\$82,806	\$0	(\$8,056)	\$8,056	\$82,806
7727	Prof Liab Students	\$4,986	\$5,080	\$0	(\$94)	\$94	\$5,080
7902	Fixtures and Furnishings	\$315,936	\$102,475	\$38,129	\$175,333	(\$30,700)	\$285,236
7904	Building Projects	\$285,000	\$0	\$0	\$285,000	(\$185,000)	\$100,000
7911	Equipment	\$103,580	\$50,730	\$3,846	\$49,004	(\$3,452)	\$100,128
	<b>Expenses Total</b>	<b>\$25,223,236</b>	<b>\$13,948,248</b>	<b>\$5,025,537</b>	<b>\$6,249,450</b>	<b>(\$186,539)</b>	<b>\$25,036,697</b>