

Achieving the Dream **LEADER COLLEGE**
OF DISTINCTION



President's Bi-Weekly Report

For period October 21, 2019 to November 1, 2019

** Submissions for next update are due Friday, November 15, 2019*

Academic Affairs

Accomplishments toward Strategic Projects

Strategic Priority1: Lead the review and implementation of multiple measures assessment

- ✚ Meetings are taking place with faculty to review cutting scores

Strategic Priority2: Review the pros and cons of 8 week courses as it relates to NCSC students with the various constituent groups

- ✚ Provided the president and academic deans with research on the pros and cons of 8-week courses from colleges across the country.

Business, Industry, and Technology

Good News

- ✚ The Business and Accounting faculty, along with Dr. Toni Johnson, met with representatives from MTD in Shelby. They talked about the skills required for employment at MTD, the technology tools that they use, and future employment needs.
- ✚ Carmen Morrison visited students in the business and IT programs at Ehove, and attended the Ehove Advisory Committee Meeting on October 29. During her visit, she spoke with the business and IT students about the programs offered at NCSC, CCP, the Choose Ohio First and Tuition Freedom Scholarships, the Franklin 3+1 program, and the upcoming Preview Nights.
- ✚ The Polymer Technology classes are continuing. Below is a picture of students working with the lab equipment.



Accomplishments toward Strategic Projects

Strategic Priority: Develop and implement new programs and certificates: BASMET, Business Analytics, 8-Week courses, competency-based education.

Workforce & Non-Credit

Good News

- ✚ Linda Hess and Greg Timberlake attended the Workforce League meeting on Monday, October 28 at OACC in Columbus
- ✚ A celebration will be held on Nov. 14 to recognize the first 13 completers of our PTEC program. Join us in Kehoe 164, from 4:00-5:00 for light refreshments.
- ✚ Linda Hess facilitated a professional development session for the Academic Success Team on 10/18 on "True Colors"
- ✚ Linda Hess presented at the Appleseed Mental Health Systems employers luncheon on 10/30/2019
- ✚ Hess and Dean Kelly Gray attended the Ohio Hospital Association's 1st annual Workforce Summit on 10/16
- ✚ Hess attended the Workforce Summit hosted by RCDJFS/NCSC/Richland Co. Economic Development/Avita. Great speakers and great information.

✚ Accomplishments toward Strategic Projects

1. Strategic Priority: Expand apprentices in both number and occupation (manufacturing, IT, business, plastics)

- ✚ Met with the following companies to discuss apprenticeship/training opportunities:
 - Liquibox
 - Freedom Caregivers (with the Crawford Success Center)

2. Strategic Project: Expand Customized Training

- ✚ Arcelor Mittal- three sessions of conflict/accountability are scheduled for November
- ✚ Working with Richland Newhope on a diversity training
- ✚ Standard Supervision filling up for November 20-21st to be held at the Kehoe Center
- ✚ We will be hosting OSHA 503 on November 05-08, 2019

Health Sciences

Good News

- ✚ Shelby High School freshman toured the Health Sciences building November 1st which included visits to Physical Therapy, Nursing, Anatomy, Bioscience, and Respiratory labs. Special thanks to Hannah Cronk, Heidi Kreglow, Justin Tickhill, Melinda Roepke and the great tour guides who made it all possible!
- ✚ The nursing department received notification of full 8-year continuing accreditation for the Associate Degree Nursing Program following the onsite Accreditation Commission for

Education in Nursing visit last Spring. The next evaluation visit will be Spring 2027. Congratulations to Mrs. Roepke and all the faculty and staff who assisted in this process!

Accomplishments toward Strategic Projects

Strategic Priority: Human resources development of faculty and program directors

- ✚ Jason Tucker attended Quality Matters training November 1st.
- ✚ Melinda Roepke attended the ACEN Program Directors workshop.

Strategic Project: Develop more coordinated outreach efforts among programs (Access)

- ✚ Lisa Vousden is coordinating efforts with Amanda Sheets for recruiting the Crawford LPN Cohort.

Strategic Project: Grant management: OBN NEGP, GPS, NSF, RAPIDS

- ✚ Justin Tickhill and Jason Tucker attended the NSF ATE Conference October 23 in Washington DC.
- ✚ Jim Hyder, External Evaluator for the Bioscience NSF grant visited campus October 30.
- ✚ The final OBN NEGP Grant summary for the 2017-2019 grant was submitted.

Strategic Project: Curriculum development for grants or outreach centers (Surge Tech...)

- ✚ The first cohort of Introduction to Surg Tech students is anticipated to begin Spring.

Liberal Arts

Good News

- ✚ The Chinese Autumn Moon Festival was celebrated October 28 with demonstrations of Chinese cultural arts performed by faculty from the University of Toledo. Students, faculty, and staff enjoyed learning more about China, playing games, and sampling tea and Chinese foods.
- ✚ The Honors College hosted Tony Coder from the Ohio Suicide Prevention Foundation on October 30. The presentation on medical marijuana issues included information on Ohio law, the national view of marijuana, and the science behind marijuana. Next colloquium is November 15 at 10 am featuring Dan Dickman, Richland County Job & Family Services, presenting *What Does It Mean To Be A Good Person In Today's Society?* Dr. Paul Sukys donated \$500 to the NCSC Foundation for the purchase of 30 easels and foam core boards for Honors College poster exhibitions.

- ✚ Six spots remain on the Irish Heritage Travel Abroad Tour. Students, faculty, and staff are welcome to join the trip to five cities in Ireland May 2020. Contact Molly McCue or Janny Nauman for more information.
- ✚ Faculty and staff enjoyed celebrating Halloween with students through Trunk-or-Treat and the costume/decoration contest. .



Tony Coder at Medical Marijuana Honors Colloquium

Jody Johnson's class "catting around"

Accomplishments toward Strategic Projects

Strategic Priority 1: Develop a comprehensive strategic plan to improve transfer outcomes:

- Franklin University is evaluating NCSC's Psychology curriculum worksheet for articulation agreement.
- Plan for identifying transfer targets for cross-divisional visits and a Transfer Council charter will be developed for discussion at the next Transfer Council meeting November 13.
- Deb Hysell attended the Gardner webinar *Foundations of Excellence--Focus on Transfer* October 29 that presented organizational concepts for planning transfer strategy.

Strategic Priority 2: Increase completion of gateway college level English and math in their first year to 50% by 2020 as part of the Strong Start to Finish (SSTF) state grant

- Revision of CLASS grant budget was submitted to ODHE.

- Next meetings of learning communities for growth mindset, trauma-informed education, mindfulness, and connecting with students will be held in the next two weeks.
- Deb Hysell, Monica Durham, Eric Grove, and Shane Smith attended the OACC Holistic Student Supports Institute October 30. The conference featured an impressive equity presentation and workshop led by Dr. Derrick Tillman-Kelly. Dr. Tillman-Kelly has agreed to be the keynote speaker at our own Strong-Start-to-Finish Equity Summit, January 30.

✚ *Strategic Project: Promote and arrange for implementation of OER materials in general education courses:*

- Consortium proposal was approved by OOEC for additional funding for implementation of OER in eight courses (two funded by earlier grant).
- Faculty implementing OER met to discuss progress and potential problems. All are on track to start pilot spring 2020.

Academic Support Services

Good News

✚ Lori Z. won the Halloween contest!

Accomplishments toward Strategic Projects

Strategic Priority: Fulfill all HLC requirements: Interim report (co-curricular assessment, low-enrollment program review); Assurance Argument

✚ We continue to see significant increases in students submitting transcripts for the Baccalaureate of Applied Engineering Technology degree. Students are transferring in third and fourth year courses. While this takes some work to think through equivalencies at a level never before encountered at NCSC, these transfer courses are giving us insight into four-year curriculum flow.

Strategic Project: Deployment of the curriculum and catalog management system (Acalog and Curriculog)

✚ The following programs/classes have gone through, or are beginning to use the new curriculog system: Spanish, Accounting, Business, IT, Engineering.

- ✚ All of the feedback that Lori Z has received is positive. People are commenting “this is very easy to use”, “the impact report is great” (that is the report that will tell which programs and courses are affected by changes to hours, pre requisites, name changes etc. with one click) “all of the signatures processes seem to go through smoothly, and the “ability to see other’s comments is extremely helpful.”
- ✚ Almost all of the ancillary fees for AY 2020-2021 have been submitted. Thank you thank you to faculty and deans for such a swift response!!!

TRIO, Solutions, and Tutoring Support Services

Good News

- ✚ Again, the student honor societies (Sigma Alpha Pi and Phi Theta Kappa), along with the TRIO students, and the tutors joined in the “Trunk or Treat.” As always it was an amazing success, where hundreds of kids received goodies, and many of our students had to opportunity to see how much of an impact volunteering can have on others.

Accomplishments toward Strategic Projects

Strategic Project- Tutoring Collaboration

- ✚ Follow up kick off events included a rousing game of family feud. The TRIO folks collected survey data from Faculty, Advisors, and Financial Aid staff, asking the question- “what are the top things you wished students would not say.”
Items that ended up in the top ten, included:
 - “When will I ever use this in the real world”,
 - “Did I miss anything when I skipped class?” (nah, we don’t do anything in class but eat bon bons)
 - “Can you just fix that for me?”
- ✚ Additionally, the kick off events included a time where the staff had students fill out cards with questions and issues. These were then submitted anonymously. Then the TRIO staff answered questions, and walked students through scenarios to help them work through the issues or explore various ways to respond to stressors.
- ✚ The two themes that bubbled up for students when they were able to submit the questions anonymously were “how do I approach faculty when I have a concern”, and “What resources do we have for mental health issues.”

Outreach Downtown (Mansfield Sr. H.S.)

Accomplishments toward Strategic Projects

Strategic Priority: Enhancing enrollment and persistence of Graduate Pathway to Success program at Mansfield Senior High.

- ✚ Cates is working with the assistant principals and counselors to provide wrap-around support for students in the GPS program.
- ✚ Mansfield City has formally organized a college and career readiness team made up of district personnel across the middle school and high school, NC State and OSU-Mansfield representatives. This group will be responsible for defining and shaping curriculum and student experiences to move the entire district toward a college and career readiness orientation for all students.
- ✚ The outcome of the efforts of this group will be increased student access to higher education among first generation college students.

Strategic Priority: Enhancing the culture of diversity, equity, and inclusion across the college.

- ✚ The DEI Committee is preparing for the November 11th staff in-service to increase awareness of the commonalities we share as human beings and how to leverage that understanding in increasing the qualitative experience of our students.
- ✚ The DEI committee is working with a community organization and the college foundation to hold a diversity hiring mixer in downtown Mansfield as a way to promote the college and build relationships with area professionals.

Crawford Success Center

Good News

- ✚ We Welcome Lisa Vousden to the Crawford Success Center as the new instructor for the Practical Nursing students.
- ✚ Hosted a Zoom presentation for The Board and Investment Committee for the Community Foundation for Crawford County.
- ✚ Thank you Paula Waldruff for presenting LinkedIn during CSC monthly Lunch and Learn

Accomplishments toward Strategic Projects

Strategic Priority: Grow the practical nursing program by implementing a night cohort, and all courses delivered at CSC

- ✚ Coordinated a convening with Pioneer Adult Diploma Program, Freedom Caregivers, Crawford Jobs and Family Services, and NCSC members to discuss partnership to grow in the field of nursing programs.
- ✚ Crystal Dean coordinated with Alter Care to host a STNA course during the winter break for the Pre-PN students classes will begin December 9.

Strategic Project: Work with local high schools to increase CCP enrollment and/or students attending CSC

- ✚ Presented in the Wynford Senior Class with Career Coach Scott Campo
- ✚ Presented in the Bucyrus Financial Literacy Class with Career Coach Robin Showers
- ✚ Scheduled to present to all seniors in all the Crawford County schools including Pioneer about NCSC scholarship and local scholarship opportunities for the students during the month of November.

e-Learning & Innovation

Good News

- ✚ Pilot Next Gen equipment has been ordered and some has begun arriving.

Accomplishments toward Strategic Projects

Strategic Priority: Coordinate the professional development of faculty in utilizing OER, QM/Canvas/online education, and utilization of the Next Gen Classroom

- ✚ Attended Faculty Caucus to contribute Instructional Design perspective to 8 week class discussion – shared the proposed initial ideas for offering faculty Instructional Design Support needed for such an initiative that the CTE Had shared with administration in May.
- ✚ Sent 2 Minute Pedagogy tips out to faculty via email, Canvas & remind –
 - Fishbowl Discussion Technique
 - Pecha Kucha Presentation format for Student & Faculty presentations
- ✚ Sent CanvasCasts out to faculty –
 - Using Pages for Policy/ Cross-Link content

- Student Grades What If Tool

✚ Facilitating Quality Matters Fall '19 Distance Course development cycle

Strategic Project: Establish and implement the Next Gen Classroom (high tech; collaborative/open/flexible environment)

- Met with Deans/Asst. Deans for dialog around Submitted proposal for Next Gen Classroom Faculty Orientation & Development Cycle for Spring 2020 and addressed questions/confusions around the initiative and each area's pilot facilities.
- Based on input and discussions with Deans, will work with Dr. Reed to revise the Next Gen Faculty Orientation & Development cycle proposal and work with all parties to build consensus around a revised proposal to ensure the investment in Next Gen spaces gets the most retain on student success by investing in our faculty.
- Provided update on project to the CTE Steering Committee
- ✚ Consulted with EvalKit Admin for building CCP pilot
- ✚ Re-scheduled CTE Steering Committee Meeting for November due to lack of quorum

Student Services & Institutional Effectiveness

Admissions & Enrollment Management

Good News

Our new Recruiter started on Monday October 28th. Her name is Cassie Sager, she is a 2019 graduate of Kent State University and has both an associate and bachelor's degree from the school of journalism and mass communications. Most recently Cassie was doing a social media intern and does freelance photography and video. Cassie will have recruitment responsibilities for Crawford, Seneca, Huron, Marion, and Morrow counties. She will also have a select number of school in Richland County. If you are in Byron Kee Center, stop by and welcome Cassie.

Accomplishment toward goal.

Strategic Priority: Increase the number of valid post high school applications.

Strategic Project: Develop strategies to increase enrollment and work with marketing and recruiters to have a 12-month plan for enrollment (CCP, preview nights, information session high school visits)

- ✚ Preview nights are set for November 7, 12, 21.
- ✚ Banner for Preview Night Registration was placed on the main page of the web site
- ✚ Another email invitation will be sent prior to the first Preview Night
- ✚ The first wave of Tuition Freedom Scholarship offers have been mailed and will continue to be mailed through July 2020
- ✚ Letters have been mailed to all current Tuition Freedom Scholars who will have exhausted their scholarship at the end of fall 2019 semester
- ✚ Currently we have 44 TFS application for fall 2020. Last year at this time we had 45
- ✚ Jim Mudra has been working with the Admission Office recruiting special adult populations
- ✚ Jim visited the evening Adult Diploma classes at Pioneer this past week
- ✚ April will also be meeting with Adult Diploma classes at Mansfield Sr. and Madison
- ✚ Continue working with the BIT Division on how to better market the BASMET degree by showing various pathways to completion of the degree and the considerable cost saving
 - Starting in College Now then enroll into BASMET.
 - CCP course work, qualify for Tuition Freedom Scholarship/ Choose Ohio First, and enroll into BASMET
 - Start out directly into BASMET using Choose Ohio First funding
 - Transfer into BASMET from another college or university
- ✚ The following high schools and career centers have been visited by a Recruiter from North Central State College
 - Madison High School
 - Diversified Health Programs at Madison
 - Richland Manufacturing Days with BIT at the Kehoe Center
 - Lorain Community College Fair
 - Mansfield Christian high School
 - Hillsdale High School
 - Pioneer Career Center Labs
 - Wayne County Career Center
 - Monroeville High School
 - Knox County Career Center
 - Wooster High School
 - West Holmes High School
 - Danville High School
 - Clearfork High School
 - Plymouth and Crestview college visit days
 - Ontario High School
 - Norwalk St. Paul High School
 - Mapleton High School
 - Lexington High School visit
 - Wayne County Career Center (CJ lab visits)
 - Hillsdale High School
 - Norwalk High School
 - Willard High School
 - Ashland High School
 - Centerburg College Classes with Paula Waldruff
 - South Central High School
 - Mt. Vernon High School
 - Ashland County West Holmes Career Center
 - EHOVE Career Center
 - Loudonville High School (visit multiple classes)
 - Madison (ECE)
 - St. Peters

○ Upper Sandusky High School

○ Mid-Ohio

Student Success Center and Retention Services

Good News

- Over 140 9th graders from Shelby High School attended a Career Day event on November 1st planned through our Career Development Office. The students participated in a career activity and took a tour of the Health Sciences. A special thank you to all who were involved in helping to make the day a success! A special shout-out to Paula Waldruff for putting the event together.



- Members of the department participated in the Halloween Costume contest. Can you guess the theme?



Accomplishments toward Strategic Projects

Strategic Priority #1: Develop a targeted strategy and tiered outreach approach to proactively intervene with students utilizing Aviso Engage

- ✚ Received approval for a new customization project that includes CSI integration and Early Alert enhancements
- ✚ Finalized customization project of Off-Plan Alerting feature and functionality
- ✚ Develop Rollout and Communication Plan for students—target date of Spring 2020
- ✚ Revise Faculty/Staff-Initiated Early Alert process and procedures
- ✚ Create training materials for advisors and faculty on Early Alert process and procedures
- ✚ Develop Automated Alert Calendar/Timeline
- ✚ Explore Growth Mindset principles as part of messaging and intervention strategies
- ✚ Research and identify effective and tailored strategies/messaging based on the predictive analytics and “risk levels” identified within the system

Strategic Priority #2: Increase access to services that focus on integration of holistic support to students (basic needs, mental health/well-being, etc.) through leveraging local and state resources

- ✚ Adjustment needed to be made regarding when the Catholic Charities representative is on campus. A new schedule for the semester will be finalized and sent out soon.
- ✚ Exploring establishing NAMI on Campus and Active Minds (peer groups)
- ✚ Building out Resource functionality within Aviso Engage to include links to community resources

Additional Projects:

- ✚ Search Committee formed for the full-time Advisor position. Second round of interviews completed.
- ✚ Career Week—November 4–7 (events posted on website and TV monitors)
- ✚ Veteran's Day Event— November 12 in Founder's Auditorium from 1:30 AM – 1:15 PM
- ✚ Veteran's Resource Guide— Draft copy developed. Exploring planning campus events.
- ✚ Finish for Your Future/Adult Learner— Working with marketing and DRM to build a page focused on the adult student. Also planning an adult student focus group and establishing an Adult Student Advisory Council. Working with Dr. Walters on training for staff.
- ✚ Department Professional Development Fridays for fall term—November 8. (The time will be dedicated to working with Shara Davis, Achieve the Dream coach.)
- ✚ Sensory Room— Doug Heestand is coordinating this effort. Meeting scheduled with OCALI.
- ✚ NEW START initiative— Communicating with 18 students who stopped out from the college and last date of attendance was during the 2016-2017 Academic Year. Eric Grove is taking the lead with this effort.
- ✚ New Student Orientation/Spring 2020:
THUR/NOV 7 9 AM --12 PM & 1 PM -- 4 PM
SAT/NOV 9 9 AM -- 12 PM

WED/NOV 13 9 AM --12 PM & 1 PM -- 4 PM
TUE/NOV 19 9 AM --12 PM & 1 PM -- 4 PM
FRI/DEC 6 1 PM -- 4 PM
THUR/DEC 12 9 AM -- 12 PM
TUE/DEC 17 9 AM --12 PM & 1 PM -- 4 PM
WED/JAN 8 9 AM --12 PM & 1 PM -- 4 PM

College Credit Plus (CCP)

Good News

- ✚ Gearing up for Spring CCP enrollments, both for courses held at the high schools and for the CCP students enrolling in campus-based and online courses for Spring
 - Approval for course requests for continuing campus based students
 - Orientations for CCP New Student and first time in Campus-based courses will begin November 8
 - High School based enrollment requests coming in and under review for enrollment
- ✚ Scott has been working on our CCP webpage, developing subpages that better inform the subgroups of CCP students (New taking HSB courses; continuing, but first time taking campus based course; Continuing student in campus based-courses; out more than a year and needs to reapply; nonpublic school; homeschool; public school students, etc.)
- ✚ From October – February, the annual CCP Information meetings are held at high schools in the evenings to inform parents and students about the opportunities and regulations with CCP.
 - Over the past week we presented at Fredericktown, Mid-Ohio Educational Service Center, Mansfield Senior and Ft. Hayes Career Center of Columbus City Schools.
- ✚ Thank you to Jim Phinney for filling in for the Financial Aid/FAFSA workshop at MOESC! MOESC contacted us for help when their FA representative became sick and was unable to run the workshop that evening.

Accomplishments toward Strategic Projects

Strategic Priority1: Increase number of CCP partnerships and CCP enrollment

- ✚ We attended the CCP Pathways conference 10/25, put on by OACC Success Center;
 - Zane State has a program called 12th grade redesign, intended to serve the middle third of seniors, which they developed with Zanesville City Schools)
 - Stark State has Learn to Earn, where they work with their Career Tech partners on industry recognized credentials for in-demand trades (HVAC, Welding, etc.)

- ✚ Meetings in process with 2 new faculty for course preparation for Spring offerings (MVHS and WCSCC)
- ✚ The CCP Teacher Credentialing Grant awards were announced this week, and of the 60 applications, the state divided the funds between 6 recipients: three 4-year universities, 1 school district, and 2 educational service centers. NCSC was not selected as a recipient of the grant. We have requested feedback for future opportunities.
- ✚ Working on the follow up with superintendents with the concept of a high school hosting CCP courses for students attending from multiple high schools; to help resolve isolation of courses where a school district does not have credentialed faculty

Strategic Priority2: Develop an online onboarding/welcome for CCP students taking courses at high school (HSB/CT/CBO)

- ✚ We are continuing work on revising the content for our orientations, incorporating growth mindset cues, and additional time devoted to accessing the student centered technology we provide for our students. These efforts will help students be resilient in the face of challenges.

Strategic Project: Develop focused career-day events on campus for high schools

- ✚ The pilot of this event focused on inviting 10th grade students from 4 high schools (Ashland, Galion, Norwayne and Plymouth), to experience being a college student for a day at NCSC, including taking part in major-specific labs with fellow high school students, NCSC faculty and students. This event was postponed due to the inability of the schools to bus the students due to low RSVPs from students. The planning committee will meet with the invited schools to discuss how we can help meet the needs of the interested students through a follow up event.

Strategic Project: Refine online applicant and enrollment tracking portal (Sharepoint, Google or other)

- ✚ SharePoint is currently being migrated to the cloud. CCP is working with IT to review this and other ways we may be able to best address the needs of our partner schools.
- ✚ SharePoint is an integral tool for CCP with our partner K-12 districts, for the purpose of CCP student applicant and enrollment tracking, as well as grade notifications.

Registrar (Student Records Office)

Accomplishments toward Strategic Projects

Strategic Priority1: CCP Billing Submission

Strategic Priority2: Develop fully online asynchronous programs in collaboration with academic and student services to better serve students anywhere

Business Services

Accounting Services/ Controller's Office

Good News

- ✚ Auditors were on campus this week

Accomplishments toward Strategic Projects

Strategic Priority: Developing mini-terms processes while working with the financial aid office

Strategic Project: Implement Project Accounting in Colleague to see if this is something that will benefit the College.

- ✚ We had a demo on Colleagues Project Accounting Module and think it will be very beneficial for all of our grant managers, especially those whose grants have a different fiscal year than the college or span multiple years. It will need to be installed into Colleague, setup, and tested before implementation.

Financial Aid Office

Good News:

- ✚ Class registration for spring semester has begun. Students can view their spring charges and financial aid on the cashier's office self-service screen in MyNC.
- ✚ Amanda did an outstanding job decorating our office door and counter. She also bought skeleton T-shirts and face masks for the office staff. And you thought financial aid was scary before...

Accomplishments toward Strategic Projects

Strategic Priority1: Improve customer service (simple and effective communication with students in coordination with Student Services)

- ✚ Jim gave a financial aid presentation at the Mid-Ohio Educational Service Center.
- ✚ Jim will give a financial aid night presentation next week at Colonel Crawford High School.

- ✚ Amanda is texting students scheduled to attend orientation next week. She is reminding them what is needed to complete their financial aid files.
- ✚ With the commencement of spring registration, Amanda is back at work on the de-registration list. She is contacting students and sharing with other offices why students on the list do not currently qualify for financial aid.
- ✚ Caroline and Jim will be presenting financial aid information at the upcoming preview nights to be held on campus.
- ✚ We have begun contacting students who are registered for SP2019 non-required courses to remind them that aid does not pay for those courses.

Strategic Priority2: Establish FAFSA completion as a twinned process with applying for admission, and increase number of students completing FAFSA

Strategic Project: Assist students in understanding loan repayment plans (debt obligation, reduction of CDR, servicer ID...)

- ✚ Exit letters and information packets have been provided to students who have withdrawn or dropped below six credit hours of enrollment.

Child Development Center

Good News

- ✚ Head Start Regional Office site visit 12/2 & 12/3/2019 – this visit is a support visit in preparation for Early Head Start monitoring review
- ✚ Preparing for Early Head Start Monitoring Review, 12/16/2019
- ✚ FY19-20 Enrollment
 - Current enrollment (September data)
 - 51 children enrolled in child care, 12% of the enrolled children are on an IFSP/IEP (disabilities)
 - 40 children enrolled in Early Head Start, 28% of the enrolled children are on an IFSP (disabilities)
 - Providing care and education for (includes center-based & home-based)
 - 25% NC State current and/or prior students
 - 6% OSU-M current and/or prior students
 - 69% Community
 - Enrollment Opportunities
 - Accepting applications for preschool aged children (3 – 5 years)
 - Will accept applications prenatal – 5 years (will be placed on a wait list)

Accomplishments toward Strategic Projects

Strategic Priority: Maintain enrollment in child care, Early Head Start, ODE preschool. Determine/track/analyze enrollment numbers for each funding source.

- ✚ Drafted a Wait List Process for a better understanding of “Wait List to Enrollment” process

Strategic Project: Participate and maintain a quality rating through Ohio's Tiered Quality Rating and Improvement System, Step Up To Quality

- ✚ The Institutional Service & Program Review Committee recognized our department strengths and acknowledged our program goals.
- ✚ Orientation and on-boarding two new staff to our CDC team; Maureen Kuiper, Kitchen Assistant and Alyssa Koehler, Child and Family Coordinator

Facilities Management

Good News

- ✚ The new student area in the Kehoe Center is 50% complete, we will be installing carpet and base in the next few weeks.
- ✚ Kehoe paint project is starting November 4, our work study running the project with the help of the Kehoe maintenance crew.
- ✚ Main campus custodial is kicking it in high gear for the upcoming flu season, and taking extra special care in the high traffic areas.
- ✚ CDC custodial has been pushing through and taking the cleaning crew to a whole new level of expertise, providing influential advice and helping exceed above all to provide the extra cleaning with the changing of the seasons.
- ✚ Capital budget requests were prepared for the State of Ohio, special projects were focused on IT and maintenance of our existing buildings.

Accomplishments toward Strategic Projects

Strategic Priority1: Continue wayfinding signage throughout campus (internal, and external with Shared Services)

- ✚ Wayfinding is being addressed and internal wayfinding is being looked at by Facilities and Marketing.
- ✚ Working on exit routes and the plan is to have most done by time we return for class in January.

Strategic Priority2: Optimize space utilization (by improving scheduling and closing/renting unused space) and enhance energy conservation

President's Office

Good News

- ✚ SAVE THE DATE: The 2019 Employee Appreciation/Holiday Gala will be held on Thursday, December 5th from 3:00pm to 5:00pm in the Kehoe Center Lower Level. ALL EMPLOYEES are invited and encouraged to attend. ALL EMPLOYEES may also bring a guest at no additional cost. A request for RSVP will be sent out closer to the time of the event. The setting will be informal from 3:00pm to about 4:30pm. At around 4:30pm we will recognize and celebrate our fellow employees for their service to the College by presenting the 2019 Longevity Awards. All Divisions and Departments will be asked to close all offices to the fullest extent possible during this time to allow for maximum employee participation.
- ✚ On Tuesday, October 22, President Diab held the September President's Cabinet meeting. The following policies/procedures were approved:
 - [12-23](#) Curriculum Review Policy
 - [12-231](#) Curriculum Review Process
- ✚ On Wednesday, October 23, President Diab participated in the Board of Trustees' October 2019 Regular Meeting.

Foundation & Government Relations

Good News

- ✚ NCSC will be honoring three very deserving community leaders at the 2020 Hall of Excellence. They are James Cutright, Dr. Bernhard, and the Wappner brothers.
- ✚ A new grant was awarded from the Richland County Foundation Women's Fund to provide an Essentials for Women kit to students needing hygiene essentials.
- ✚ The first Alumnus of the Year was awarded at the 2019 Scholarship Luncheon, Beth Malaska. A recognition wall can be found in the atrium of the Byron Kee Center for Success. The 2020 applications will again be available for nominations January 1, 2020.
- ✚ NCSC Foundation will once again participate in the 2019 Richland Gives on December 3, 2019. The giving initiative opened on November 1. All donors to this initiative will be entered to win 2 tickets to the Broadway and Black Box Series for the 2019/2020 season.

Accomplishments toward Strategic Projects

Strategic Priority: Secure donors to fund IT needs for smart classrooms

- ✚ A grant request for technology has been submitted to the Arthur Freese Foundation.
- ✚ A new grant request has been submitted for Crawford County to replace aging computers.

Strategic Project: Secure funding for Tuition Freedom Scholarship program

- ✚ NCSC Foundation has secured a total of \$121,755.66 for TFS so far in FY20.
- ✚ The 2019 Richland Gives gifts will be used for TFS scholarships.

Human Resources

Good News

- ✚ New hires
 - Alyssa Koehler - Child and Family Coordinator, CDC, start date TBD

Accomplishments toward Strategic Projects

Strategic Priority1: Increase diversity of faculty and staff

Strategic Priority2: Create consistent back-up/separation of payroll preparation and processing responsibilities:

- ✚ HR Director, Payroll/HR Specialist, Accounting Manager and VP of Business Services are reviewing payroll/payable processes with regard to restructuring payroll preparation/processing responsibilities internally by creating a separation of duties between all payroll preparation including new hire set-up, sub pays, special pays, time-sheet processing, etc., and processing payroll
- ✚ HR and Accounting reviewing payroll process to determine where separation of duties is necessary and reviewing payroll payables process with IS Assistant Director assistance to review payroll/payable efficiencies
- ✚ Part-time cashier hired in accounting office to free up other accounting staff to run payroll process component
- ✚ HR Director received training as back-up to payroll
- ✚ Accounting Manager training in payroll processing functions

Information Systems & Technology Services

Good News

- ✚ **New Outside Wireless Access Point Installed:** The IT department has installed a new wireless access point outside of Fallerius Hall on the north east side of the building. This will enable students to have wireless access outside in the front of Fallerius Hall.
- ✚ **HVAC for Health Science Network Closet:** The IT department is in the process of working with the project manager of a larger IT project to include air conditioning for the network closet in the Health Science. The network switches are generating enough heat from their operation to raise the temperature in the closet to 90°F.
- ✚ **Solid State Drive Upgrade for Lectern Computers:** The IT department is in the process of installing larger solid state drives (SSD) in the classroom lectern computers that faculty use to accommodate the large amount of individual profiles stored on the computer.

Accomplishments toward Strategic Projects

Strategic Priority: Create and implement a computer refresh policy for students and employees, including virtual desktop infrastructure (thin client) to reduce cost of replacement and maintenance, or partnership with companies providing laptops/iPads

- ✚ Refresh Computer Strategy for NCSC Update: Four new computers will be installed in the Health Science building for students. These new computers will be placed in an area for student use when the health Science computer lab is being used for a scheduled class.

Strategic Project: Emergency power and air conditioning for main data facility at Kehoe

- ✚ Emergency Power for The Kehoe Center Update: The project will now include an HVAC unit installation in network closet HS-130M located in the Health Science building.

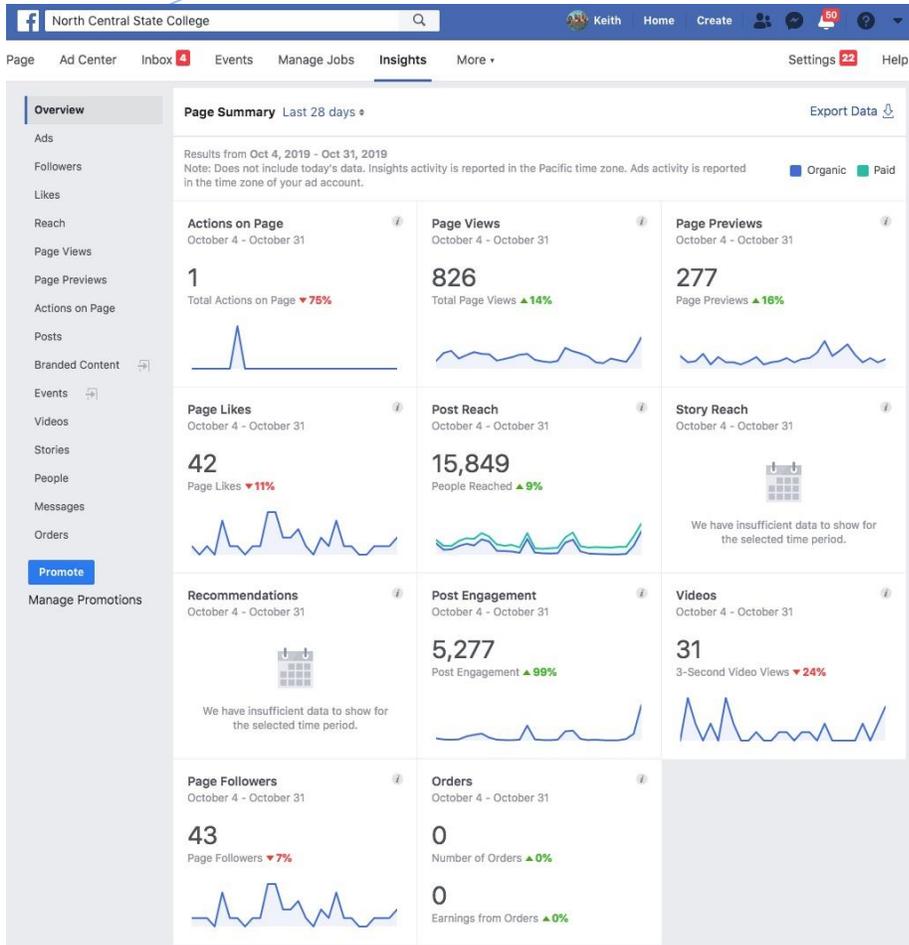
Marketing & Public Relations

Accomplishments toward Strategic Projects

Strategic Priority: Rework all student services content provided to prospects and students to make it more customer-focused including web content and print materials

- ✚ We are working on Foundation pages and beginning discussion regarding the transfer section(s) of pages.
- ✚ The work that Monica D. is doing to develop the adult student landing page is progressing.

President's Bi-Weekly Report



Strategic Project: Work with all departments requiring marketing support

✚ New content in development for BIT, including savings using CCP and COF funds to reduce the cost of a bachelor's degree. Some pathways may complete for less than \$10,000. Kudos to the team working on this to develop these discussion points and pathways – Tom P., Tom M., Greg T., Toni J.

✚ Provided training and website setup to Cheryl C. and Christie B. for their work with the Diversity, Equity and

Inclusion Committee and to provide information to our community.

Website:

No replacement has been found for Melaina.

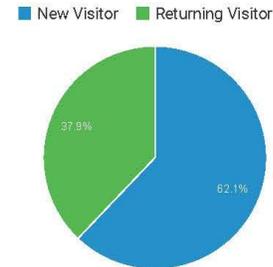
Social media traffic is going well. We're tracking the first social ads of the fall season now.

Audience Overview



Sep 20, 2019 - Oct 18, 2019

Overview



Campus Emergency Response Team (CERT)

Accomplishments toward Strategic Projects

Strategic Priority1 Strengthen response plan through annual tabletop scenarios

- ✚ Limiting access from select doorways into some buildings & Limiting access to buildings in morning and evening
 - Search for part-time building monitors continues

Strategic Priority2: Increase response awareness by providing signage in classrooms throughout campus

Strategic Priority3: Increase response awareness by students and faculty by providing information in the syllabus, going over it in the first session and showing Run-Hide-Fight video

- ✚ Messaging and alert systems are under review
 - Regroup has been purchased for the use of NC State.
 - Keith, Sheila and Ted had a phone call for setup
 - CERT will review some parameters for setup.