



President's College Update

For period February 27, 2017
to March 10, 2017

** Submissions for next update are due **Friday, March 24, 2017***



AQIP/Accreditation Workgroup

Good News

- ✦ We have told HLC that the focus of our activities will be solely for the purpose of “Enhancing the Student Experience from Prospect to Graduation.”
- ✦ The group decided the best way to begin this process, after gaining insight from our “secret shopper” “and some of the data from CCSSE & SSI, was to work hard to deeply understand what we do in the very beginning of the student “onboarding” process.
- ✦ This means the eight AQIP work-group members have asked the front line folks to become our professors once per week Wednesdays from 11a.m. -12:30p.m.
- ✦ We are engaged students. We ask questions, we write on the board to understand the relationships between the offices in Kee Hall as well as how our ENCORE system either helps or stymies the work. We brainstorm with the folks who are our professors for that “class” and they give us feedback on the feasibility of our brainstorms. The good news is that there are actually very few ‘holes’ in our system. However, the holes, or blips in the system still drive everyone crazy. Therefore, we are working on CONCRETE processes to fix those holes.

Accomplishments

- ✦ The work group participated in a seminar that highlighted the work of George Mason University to **enhance their student experience**. Here were a couple of GREAT insights we found from the presentation.
- ✦ George Mason had a goal of moving forward **slowly**, but **completely**. Therefore, being somewhat thoughtful and slow CAN work as long as we do not get stuck. We probably need to be careful to discern when we are getting stuck in the details related to “Enhancing the Student Experience”.
- ✦ George Mason started with a deep analysis of what an idea student experience looked like independent of the current resources of the institution.
- ✦ They advised the seminar participants to start with the question, “WHO ARE WE”, and to make your guiding light, EMPATHY towards the student perspective.

Goals

1. **To inform our policy & workflow plan work we will continue to** “Fishbone” the onboarding process with the help of our ‘professors’ from each of the work areas in Kee Hall. The guiding principle of this- **unless a management team asks the people who**

are doing the work every day for clarification of processes, the policies we create will lack meaningful value.

The first “class” with Diana Kelly, Deb Huguenin, and April Gregory opened our eyes in ways that we had not expected. We knew that getting a student from prospect to the first few weeks of attending class was complex. The respect for the admission folks was not lacking when they walked in. By the time they left, our respect for their knowledge and ability to do their work with some of the confusion that our business processes have caused, rose dramatically. We are looking forward to continue this exploration.

Business, Administrative & Student Services

Facilities Management

Good News:

- ✚ The roof project continues. On March 8 the architect extracted samples from the clay tile roof to test the tile at the Kehoe Center. On March 15 the architect will be taking additional samples of the flat roof.
- ✚ Facilities has been working with Sam Renfro completing the Ohio Emergency Management Agency Grant preparation for the proposal for security equipment.
- ✚ Facilities is pulling information for the Civil Rights Review.
- ✚ During Spring break facilities has lined up areas where the facilities team will be waxing floors. Other areas will be detail cleaned during break week.

Human Resources

Good News

- ✚ 10-hour day/4-day workweek will be in place again this summer for staff. 10-hour days will begin on 5/15/17 and end on 7/27/17. Offices will be open to the public from 8 AM - 5:30 PM during this time, although staff will be working before and after these hours.

Accomplishments

- ✚ Tracy Tenney hired as Kitchen Assistant, Child Development Center.

Goals

- ✚ Current position searches underway:
 - Academic Advisor, Student Success Center
 - Executive Director of the Foundation

- Mechanical Engineering Faculty
- Manager, Crawford Success Center
- PTA Faculty/Program Director
- Dean of Liberal Arts
- IT/Cyber Security Faculty

Information Technology Updates

Good News

- ✚ **Zoom Web Conferencing for DLT Grant:** The IT department is working with the College instructional technologist to deliver online classes to high schools using Zoom web conferencing services. We are working with Zoom and NCOCC to optimize the delivery process over the public internet.
- ✚ **NCSC and Ohio Health Email:** The IT department and Ohio Health have been working on email issues with regards to sending and receiving emails. The email issues have been remediated and administration in the Health Science building can send and receive Ohio Health emails.
- ✚ **College Phone Network Update:** Shoretel is still having trouble with the carrier providing a second T1 for the campus phones. The carrier has been out to the campus several times and unable to find a pair of wires with no problems to deliver the second T1 to the campus. The carrier will order new cable pairs to be delivered to the campus.

Accomplishments

- ✚ **Kehoe Center Fire Alarm System:** The fire alarm system was switched over to new B1 phone lines. The fire alarm system will use these lines to dial the fire department.
- ✚ **Instructional Technology Room:** A new instructional technology room in Fallerius Hall F-150B has been provided to allow faculty a chance to experiment with new instructional technology.

Goals

- **Shoretel Phone Network:** The IT department's goal is to install a second CenturyLink T1 on the Shoretel router to increase bandwidth for the phones on main campus.
- **Student Information System:** The IT department and Information Systems department are working together to move the College SIS (Student Information System) to Amazon's Data Center by end of March 2017.

Financial Aid Office

Good News

- ✚ USED released the latest draft cohort default rates this past week. NC State's CDR is 18.9%, a slight increase from the last reported rate of 18.3. We rank sixth among the state's two-year colleges for lowest CDR.

Accomplishments

- ✚ Federal aid (plus TFS) awarded for '16-'17:

Cumulative as of	Pell	#Pell	FSEOG	Loans	TFS	#TFS
March 10, 2017	\$5.78M	1279	\$67.7K	\$2.68M	\$401.5K	114

- ✚ Federal aid (plus TFS) awarded for '17-'18:

Cumulative as of	Pell	#Pell	FSEOG	Loans	TFS	#TFS
March 10, 2017	\$1.53M	315	\$26.9K	\$1.44M	\$0	17

- ✚ Caroline and Jim are adjusting the dollar balance between our work-study and supplemental grant programs. ED allows us to move funds from one program to the other, and we sometimes do this to account for fluctuations in work-study earnings.
- ✚ Amanda and Caroline are streamlining our awarding process for those who have applied, but not been admitted for enrollment at the college.
- ✚ Amanda sent letters to current TFS recipients reminding them to complete 2017-2018 FAFSA's.

Goals

- ✚ Jim will be hosting Gina K. and Greg T. for a NASFAA webinar this coming week. It will deal with how to gain federal aid eligibility for college programs, and this will help us as we work to establish aid-eligible short-term certificate programs.

Child Development Center

Good News

- ✚ The Child Development Center received a grant award of \$1,930.74 from the Richland County Youth and Family Council for the use of quality improvements. Our program grant expected outcomes related to the use of curriculum materials to increase mathematics development. The project will affect about 85 children ages birth – five years of age.

How do we plan to utilize the funds?

We plan to purchase math manipulatives/materials to enhance our curriculum.

- Last year, using our school readiness data from our ongoing child assessment system, we identified the domain of mathematics as an area that needs strengthened.
- We believe that math concepts are integrated across curriculum.

- Our philosophy for early childhood education is that children learn through play; it is through hands-on exploration and discovery that learning occurs.
 - Our teachers intentionally set up the environment and plan activities based on the children's interest and goals.
 - These materials would expand upon those efforts with an intentional focus of math with the use of books, puzzles, manipulatives, and cooperative games.
 - Our goal is these materials will aid in increasing children's math skills. As a result, our school readiness data will increase in the domain of math.
- ✚ Please welcome Tracy Tenney to our campus!!! Tracy accepts the kitchen assistant position and begins Monday, March 13.

Accomplishments (This heading includes significant accomplishments over the past 2 weeks toward the College's strategic goals of Access, Success & Resources)

- ✚ The Child Development Center has offered over 500 hours of lab experiences to students from ECE, practical nursing and OTA students.

Goals (This heading includes significant goals for the next 2 weeks toward the strategic goals)

- ✚ Meet with a program specialist concerning the ODE ECE grant.
- ✚ Complete and present the Early Head Start refunding grant and budget to Policy Council and Governing Board. Grant is due April 1.

Ralph Phillips Conference Center

Good News

✚ Nice plug for Kehoe in Richland Source
http://www.richlandsource.com/business/photography-conference-relocates-to-shelby-worth-k-to-north-central/article_2c0cfce0-0277-11e7-b153-cf0953f01b51.html?utm_content=bufferbe938&utm_medium=social&utm_source=facebook.com&utm_campaign=buffer

- ✚ Stop by the Business Expo on Thursday March 16 from 11a – 5p at the Richland County Fairgrounds. Rentals & Reservations will have a booth. Entry is free with a chance to win prizes

Accomplishments

- ✚ Having beginning discussions regarding a portion of the Miss Ohio Competition being held at the Urban Center and Brickyard area
- ✚ Saturday March 18 will be the first time that two rentals will be held simultaneously on Main Campus

Goals

To secure vendors for Commencement 2017
Finalize plans for the April 2 Bridal Open House at Darr Event Center

Student Services

Admissions, Recruitment, and Gateway Services

Good News

- ✦ The follow activities were from February 27th through March 10th
- ✦ Visit Madison Adult Education Center
- ✦ 20 individual admission appointments.

Accomplishments

- ✦ Spring Open Houses are set for next month.
 - Tuesday March 21 – Health Science Majors and will be held in the Health Sciences Building from 6:00 – 7:30PM
 - Tuesday March 28 – Business, Technology, Public Service and Transfer opportunities will be at the Kehoe Center from 6:00 – 7:30PM
- ✦ There will also be an open house April 6 in Kee Hall from 6:00 – 7:30PM. This is geared toward non-traditional students. Topics such as Prior Learning Assessment, Military, Cohorts and other programs that are non-traditionally friendly will be presented.
- ✦ **Applications for fall semester 2017 as of March 10, 2017**
 - Overall applications are up 379 compared to fall 2016
 - Early Learning or CCP is up by 261 applicants
 - First Year (freshmen) are up by 63 applicants

ADMIT STATUS		FA2017	FA2016
Early Learning High School	ELHS	525	264
First Year (freshman)	FIRST	544	481
International	INTL	1	2
None of the Above	NOTA	59	32
Returning Transfer	RETR	7	14
No College Since NCSC	RTNC	51	30
Transfer Student	TRNFS	90	77
Transient Student	TRNST	2	0
Workforce Development	WORKF	0	0
TOTAL		1279	900

- ✦ **Applications for summer semester 2017 as of March 10, 2017**
 - Early Learning or CCP is up by 19 applicants

ADMIT STATUS		SU2017	SU2016
Early Learning High School	ELHS	40	21
First Year (freshman)	FIRST	93	108

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International	INTL	3	0
None of the Above	NOTA	15	19
Returning Transfer	RETR	15	13
No College Since NCSC	RTNC	53	61
Transfer Student	TRNFS	66	72
Transient Student	TRNST	21	17
Workforce Development	WORKF	0	0
TOTAL			
		306	311

Goals

- ✚ Review the application process for CCP students making the application and obtaining supporting documentation much easier.
- ✚ Review and make adjustments to the Tuition Freedom Scholarship program.
- ✚ Review new and more effective ways to contact and communicate with prospect and applicants.

Student Success Center and Transition Services

Good News

- ✚ A very successful Business/Accounting Career alumni panel was held in late February with 65 students in attendance. Shout-out to Lynn Jones for partnering on this event and helping it be such a positive success!

Accomplishments

- ✚ **Student Advising Visits:** 70 visits completed during the weeks of 02/16 – 02/28/2017.
- ✚ **Student Testing Visits:** 21 visits completed during the weeks of 02/16 – 02/28/2017.
- ✚ **Student Career Visits/Contacts:** 958 visits/contacts completed during the weeks of 02/16 – 02/28/2017 (includes classroom presentations and mass email outreach).
- ✚ **Student Disability Services Visits:** 6 visits completed during the weeks of 02/16 – 02/28/2017.
- ✚ **ACCUPLACER Vouchers** - 347 Accuplacer vouchers created for high school CCP students and submitted to the appropriate guidance counselors (Colonel Crawford, Lucas, Mansfield Christian, Ontario, South Central, Norwalk St. Paul, Pioneer, Shelby, Hillsdale, Plymouth)
- ✚ **Student Accessibility Handbook** – Initial draft developed.

Goals

- ✚ **Outreach to Current Advisee Caseload:** Success Coaches will proactively outreach to students assigned to their caseload utilizing data analytics provided by T. Prendergast.

- ✦ **FYEX 0060 Class Visits** – Success Coaches will visit classrooms week of March 20 to help facilitate the process of Academic Planning. (Goal is to help student develop a Two-Year plan utilizing the Academic & Planning Registration Tool.)
- ✦ **Resume Prep Workshops:** Scheduled for March 23, 28, 29 and 30.

TRIO Student Support Services

Good News

- ✦ Ashley attended FERPA training this week.
- ✦ Ashley attended the graphic design student showcase in Kehoe on Thursday March 9. A TRIO student, Ma'Tia Porter, showed her work amongst several other students. Their creativity is impressive.

Accomplishments (This heading includes significant accomplishments over the past 2 weeks toward the College's strategic goals of Access, Success & Resources)

- ✦ TRIO has scheduled tables in the student lounge of Fallerius on Tuesday and Wednesday March 21 & 22 from 11:30-3pm. Students can write letters for our Dear Soldier... program and can get information on the TRIO program. Encourage your students to visit the table!
- ✦ The Career Networking luncheon is March 29. TRIO students will have a "lunch and learn" session with professionals in their field of study. We are collaborating with the Alumni Association.
- ✦ Identified and contacted the speaker for our awards banquet in April.

Goals (This heading includes significant goals for the next 2 weeks toward the strategic goals)

- ✦ Finalize plans for the awards banquet including award recipients and invitations.
- ✦ Begin to reorganize our Resource Room

Title III

(submitted by Bev Walker)

Good News

- ✦ Caitlin has been providing some great workshops for students on campus. Workshops on resume writing, internships, Linkd-in have been or will be offered. She is also working with OSU to offer students free clothing for interviews through the Clothes Closet project!
- ✦ All the Title III employees have been approved to attend various workshops/conferences in March. Cathy Craig will be presenting at the Advisor Trac conference. Caitlin is presenting at the OHAAA in March and presented at the OCPA in January.

Accomplishments

- ✦ Marketing has posted the Ellucian Go mobile app information on the website and have created posters and bookmarks (to be distributed in classrooms). Great work!

Goals

- ✚ Continued work on Mediated Course Drop revamping, Academic Alert process, and academic plans for all students through various committees.
- ✚ Encourage the committee on Ellucian Go text pushes and AdvisorTrac texting to meet and begin establishing policies and a calendar to inform students through these media.
- ✚ Meet with Dr. Walters to discuss next steps and progress.

Academic Services

Academic Services Director

Good News

- ✚ The assessment team has decided on the structure of launching soft skill assessment. This structure will allow significant flexibility for programs, but will still help us to track how our students are progressing in such areas as attendance, professionalism, etc.. when they are with us.
- ✚ It was noted that most technical programs already gather this data. We are merely creating a means to report this data. Details will follow from the assessment team.

Accomplishments

- ✚ Brandi Walker, Susanne Carmack, Tom Prendergast, and Lori Zeigler have visited over 40 sections of classes at NCSC to launch our most ambitious student satisfaction and student engagement research project to date for the college. The surveys have taken a bit longer than we expected in some instance, and faculty have been extremely gracious with their time. All of the project researchers wanted to send a very BIG THANK YOU, to faculty.

Goals

- ✚ The goals from the last report are still valid for this report. Additionally, Academic Services is hoping to find a cost effective (maybe FREE) content management system that could help us corral the work of syllabi, worksheets and the catalog.
- ✚ Completion of chapters 3 & 4 of the system's portfolio.
- ✚ Syllabi supplement created and accessible to all faculty and students for the 2017/208 academic year.

Business, Industry, and Technology, Education, Professional and Public Services

Good News

- ✚ The Visual Communications Media and Technology department is holding their annual Art and Design Show tonight, March 9, on the second floor of the Kehoe Center. The show features a display of artwork from every student in the program.
- ✚ All schools were closed in Shelby on Monday, March 6, due to a missing Pioneer student that was possibly armed. As a result, all Pioneer related activities, including College Now, were canceled for the day at the Kehoe Center. The Kehoe faculty and staff would like to thank Dan Wagner, Dean Schaad, and Sargent Hoffer for helping to lock down the building and adding a security presence to the building in the morning.

Accomplishments

- ✚ Lynn Jones, Dan Wagner, and Greg Timberlake continue to work with Next Gen Films on their long-term training needs supported by a grant shared with OSU Columbus and the Center for Design Manufacturing Excellence.
- ✚ TAACCCT III/AMMQC are sponsoring two technical skills workshops in the month of March.
 - March 15th and 16th, Andrew Burke will present Hydraulics Troubleshooting in the IST lab. Registration is open to area companies and individuals interested in learning troubleshooting techniques in Hydraulics.
 - March 28th and 30th, Jim Simmering is conducting Pneumatics Troubleshooting. Pneumatics technology is used in multiple realms, especially food production, and this 6-hour course will address common troubleshooting scenarios.
- ✚ In addition, TAACCCT and AMMQC continue to partner with CAEL (Center for Adult Experiential Learning) to accelerate opportunities for adult learners to gain credit for their life and work experiences. The CAEL team will be on campus March 20 and 24 to talk to key college personnel regarding PLA policies and marketing.

Health Sciences

Good News

- ✚ The ADN program was ranked 7th in the state of Ohio on the website registerednursing.org

Accomplishments

- ✚ The Dean and Assistant Dean met with the advising staff to discuss the new admission procedure for health science programs.
- ✚ Office staff and administration completed FERPA training.

- ✦ Acceptance letters were sent out for health science programs in the areas of RN, LPN, RADS, and RESP.
- ✦ Ohio Health representatives met with LPN students to discuss employment opportunities.
- ✦ The Self Study report for Respiratory Care was completed and submitted by Kelley Robinette and Tricia Winters

Goals

- ✦ To complete the scheduling of Microbiology and Chemistry courses for Spring and Summer 2018 during the OSU Conard renovations.
- ✦ To send out clinical agency coupons to health care program partners in appreciation for clinical placements.

Liberal Arts

Good News

- ✦ NCSC students (CCP and post-high school) have an opportunity to join two travel abroad trips to China during the coming summer through our affiliation with the University of Toledo's Confucius Institute. Contact Xintong Jiang or Deb Hysell for details.
- ✦ Pat Herb is judging History Day entries, March 18. Students in grades 6 through 12 submit projects that are evaluated by judging teams who select entries to compete at the state History Day event in Columbus.

Accomplishments

- ✦ Deb Hysell and the Mathematics faculty met with program coordinators Schedules for Liberal Arts classes have been developed and published for the 2017-18 academic year.
- ✦ Deb Hysell and Barb Keener met with faculty, advisors, and administrators of each Critical Milestone course (gateway courses with the highest DWF rates). Strategies for helping students overcome obstacles were identified and will be shared with all the participants and Success team.
- ✦ Margaret Puckett attended the NADE (National Association for Developmental Education) Conference and will begin developing a plan for the redesign of the developmental reading and writing courses.
- ✦ Brian Wirick began dialogue with Kent State about submitting an advising proposal to the Northeast Ohio Academic Advising Conference, met with the Title III task force to review policies/procedures relating to student orientation & mediated course drops, and performed degree audits on various programs in order to identify student progress within these areas.

- ✦ Letters were sent to ECED students about the discontinuation of the program and need to consult with their academic liaison.

Goals

- ✦ English and mathematics faculty and Student Services staff will meet to set cut scores and plan implementation of Next Generation ACCUPLACER and incorporation of multiple measures in placement.
- ✦ The next Honors College colloquium will be held on Tuesday, March 21, at 6:00 p.m. in 164 Fallerius. Guest speaker Teresa Cook from the Area Agency on Aging will present *Age 60 and Beyond: What Does the Future Hold?*
- ✦ CSI subgroup will meet to plan implementation of CSI for placement and advising.

Tech Prep

Good News

- ✦ On March 21, 2017, Tech Prep will be hosting a workshop for CETE (Center on Education and Training for Employments) at OSU on the end of course exams (WebXam) that all career technical students have to take at the end of each of their courses. The content of this workshop is:
 - Classroom Decision Making and Using Assessments
 - Creating and Using Classroom Assessments
 - Accessing and Using the WebXam Reporting System
 - Preparing Students for Assessments
- ✦ For ODE courses that align to CTAN courses, the scores the student receive on these WebXam's determine a student's eligibility for CTAN credit when they matriculate to college. It is important that the college is aware that the CTAN credits are not an automatic credit for secondary students. There is a measurement of competency they must demonstrate in order to be eligible for many of the CTAN course.

Accomplishments

- ✦ The Tech Prep Central Region assisted our secondary partners and approved 325 CTE26's that were due to ODE by March 1st for CTE (Career Technical Education) program renewals and/or new programs. One of the requirements for all CTE programs in Ohio is a pathway to post-secondary. Tech Prep plays a major role in assisting the secondary partners with this requirement.
- ✦ Currently there are 55 articulation agreements in the process of being signed by our secondary partners and the college. Of these 55, 13 are completed and 42 are various stages of being signed. There additional articulation agreements that will be added to this total over the next couple of weeks. Some with secondary partners and some with our adult education

partners.

- ✚ We are using Zoom to hold statewide Tech Prep conference calls with ODE and ODHE every two weeks. I want to thank Michael Welker for making me aware of this product and for his and IT's assistance in joining the Zoom family.

Goals

- ✚ The Tech Prep Steering committee is planning a series of meetings that will focus on various career pathways in this area. Dr. Reed may ask some of your or your faculty to participate in upcoming meetings.
 - March 20 – Manufacturing and Engineering Design, Part II
 - April 24 – Transportation Systems.
 - The annual Tech Prep Stakeholders meeting is scheduled for April 25, 2017 at 6:00 p.m.
- ✚ Assist the college, adult center and secondary CTE provided to submit their CTANs for ODE approval. Then educate all partners on how to assist the students to receive CTAN credits.

Public Affairs

Marketing, Public Relations & Creative Services

Goals

- ✚ Promoting
 - STNA to LPN
 - Cyber Security
 - CCP/TFS
 - All programs by Division
 - Spring Preview Nights
 - Tuesday March 21 – Main Campus from 6:00 to 7:30 p.m.
 - Tuesday March 28 – Kehoe Center from 6:00 to 7:30 p.m.
 - Thursday April 6 – Non-Traditional from 6:00 to 7:30 p.m.

Grants & Government Relations

Good News

- ✚ A new round of the Ohio Means Internships and Co-ops grant (Round 4) has been released by the Ohio Department of Higher Education (ODHE). Northeast Ohio has been designed to receive \$285,000 to fund a consortium proposal for internship activities at the 10 member colleges. We received about \$29,000 from the Round 3 grant. The Round 4 proposal is due by March 22. Kent State is leading the proposal for Round 4. A Meeting has been set for April 5 at the University of Akron campus in Medina with partner colleges and Ohio Department of Higher Education officials to discuss Round 3.

Accomplishments

- ✦ Met with Northeast Ohio-West partners – CCC, LCCC and CSU – to discuss the regional consortium proposal for the new round of the Regionally Aligned Priorities in Delivering Skills (RAPIDS) grant released by the ODHE. NC State will serve as consortium lead for the proposal which will focus on advanced manufacturing, IT and health sciences. We seek funds for new radiology equipment. Quotes are being obtained. Proposals may be submitted March 17-April 18.
- ✦ Participated with Dr. Abby Levitt and Justin Tickhill in conference call with mentor as part of the Mentor-Connect program to prepare a National Science Foundation Advanced Technological Education proposal. We are working with the assigned mentor to craft a proposal. The mentor will work with our team throughout the year leading up to the proposal submission. Our team will meet with Charles River (formerly WIL Research) officials on March 20. Have lined up a possible outside evaluator for the project. The RFP is expected out in late spring with proposal due in October.

Goals

- ✦ Work with Dean Schaad and Major Price to submit the Ohio Emergency Management Agency proposal by March 20.
- ✦ Work with regional lead to submit OMIC 4 by March 22.
- ✦ Work with partners to submit RAPIDS proposal by April 10.

President's Office

BIG News!

- ✦ North Central State College was named The Education Organization of the Year at the Ashland Area Chamber of Commerce's 2017 Member Awards Dinner. Kudos to ALL!
- ✦ Dr. Dorey Diab was selected as a Fulbright Scholar through the U.S. State Department and has been invited to travel to Russia with several college presidents the first couple weeks in April.



Accomplishments

- ✦ Follow-up invitations for the March 23rd Joint Advisory Committee meeting went out to all those invited who have not yet responded. The meeting will be held in the Ralph Phillips Conference Center from 5:30pm to 8:00pm. Upon the response deadline, 82 of the 273 Advisory Committee and Community Members invited have responded that they are coming, 75 have sent their regrets, and we did not receive responses from the remaining 108. A

breakdown of responses by Program Area is available upon request or will be shared with each program area following the meeting.

Divisions	Accept	Regrets	Bad Info	Pending	Total Invites	Attendance %
BIT-Replys	34	29	2	55	120	28.3%
Health-Replys	32	13	3	31	79	40.5%
HMSV-Replys	3	5	0	0	8	37.5%
Community-Replys	13	28	3	22	66	19.7%
Total External Replys	82	75	8	108	273	30.0%
	30.0%	27.5%	2.9%	39.6%	273	

- ✚ The Emergency Procedures Handbook and the Employee Photo Directory are now accessible in Employee References under the Employee tab of [MyNC](#). The Emergency Procedures Handbook has been bookmarked for quick access to the various information areas from the Table of Contents. Don't wait until you need it to become acquainted with it. Check it out! NOW!

Goals

- ✚ Begin preparing for a potential visit from our Achieving the Dream coaches April 17 & 18.
- ✚ To finalize submission of our ACCT Presentations by the April 21st deadline.
- ✚ To begin the steps toward development of the 2017-2018 Budget for the President's Office and the Board of Trustees.
- ✚ Put out early notification and begin preparations for the President's Spring Open Forum on Thursday, March 30th.

Begin preparations for the spring Strategic Planning activities that will take place in early May.