

BELMONT TECHNICAL COLLEGE

**BOARD OF TRUSTEES
MEETING**

**August 28, 2008
5:00 p.m.**

*District Board of Trustees Meeting
August 28, 2008*

**Belmont Technical College
District Board of Trustees Meeting
August 28, 2008 at 5:00p.m.**

Board Room

AGENDA

CALL TO ORDER

Elizabeth Gates, Chair

ROLL CALL

**PLEDGE OF
ALLEGIANCE**

**INTRODUCTION OF
VISITORS**

Elizabeth Gates, Chair

**APPROVAL OF
AGENDA**

Elizabeth Gates, Chair

APPROVAL OF MINUTES

Elizabeth Gates, Chair

CONSENT AGENDA

A

Human Resource Items

A1

Change of Grade Level

-Assistant Director of Nursing

Position Reclassification

-Controller

Ratification of Employment

Carolyn Sue White,
-Assistant Director of Nursing

Beth Perzanowski,
-Manager of Bookstore Operations

Approval of New Positions

-Systems Administrator
-Database Server Administrator
-Analyst/Programmer

Appointment to Positions

-Troy Caldwell, Systems Administrator
-Lona Lewis-Sorge, Database Server Administrator
-Patricia King, Analyst/Programmer
-Janet Sempkowski, Controller

Resignation

- Andrea Bigelow, Professor of Nursing

Termination of Employment Contract

Waive Screening Process and Authorization to Hire

-Full-Time Nursing Faculty Positions

Authorization to Hire

-Director of Advertising and Public Relations

Administrative Items

None.

A2

Board Items

None.

A3

PRESIDENT'S REPORT

Dr. Joseph E. Bukowski, President

**MONITORING
ACTIVITIES**

B

Financial

July 2008 Financial Report

B1

John S. Koucoumaris,

Vice President of Administrative Affairs

Section IV: Ends Policies

Board Rule- 400.0100.00
Student Development

B2

Success in Subsequent College Level
Course Work

*Dr. Rebecca Kurtz, Vice President of Learning and
Student Success*

Board Rule-400.0400.00
Community Development

B3

Enrollment in Professional Development and
Recreational Learning Non-Credit Courses

*Dr. Rebecca Kurtz, Vice President of Learning and
Student Success*

Board Rule-400.0400.00
Community Development

B4

Enrollment Trends in Off-Campus Sites

*Dr. Rebecca Kurtz, Vice President of Learning and
Student Success*

Board Rule-400.0000.00
Access to Higher Education

B5

Quarterly Enrollment Statistics (July 24, 2008)

*Dr. Rebecca Kurtz, Vice President of Learning and
Student Success*

**REPORTS &
PRESENTATIONS**

None.

**UPCOMING
EVENTS/MEETINGS**

Trustee Scholarship Banquet
September 17, 2008
6:00 p.m.

*District Board of Trustees Meeting
August 28, 2008*

Quarterly Trustee Meeting- Board of Regents

Tuesday, September 16, 2008

10:00 a.m. – 4:00 p.m.

Columbus State Community College

The Center for Workforce Development

4th Floor Ballroom

315 Cleveland, Avenue, Columbus, Ohio

**COMMENTS FROM
CHAIR**

Elizabeth Gates, Chair

**COMMENTS FROM
COLLEGE COMMUNITY**

**NEXT REGULAR
MEETING**

- September 25, 2008
- Workshop: 5:00 p.m.
- Meeting: 7:00 p.m.

ADJOURNMENT

Minutes

BELMONT TECHNICAL COLLEGE
BOARD OF TRUSTEES MEETING

Minutes of July 24, 2008

DRAFT

The regular meeting of the Belmont Technical College District Board of Trustees was held at 7:00 p.m. on July 24, 2008.

CALL TO ORDER Elizabeth Gates, Chair, called the meeting to order at 7:08 p.m.

ROLL CALL

Marcia Bedway	-----	Present
Terry Carson	-----	Present
Lorrinda Saxby	-----	Present
Elizabeth Gates	-----	Present
William Hunkler	-----	Present
Charles Jobe	-----	Present
Marshall Piccin	-----	Present
Suzanne Pollock	-----	Present
John Swan	-----	Absent

There being a quorum, the meeting proceeded.

ATTENDANCE John Koucoumaris, Marge Hawthorne, Greg Fehr, Brenda Lohri-Posey, Erin Neely, Jane Black, Marilyn Wildman, Cathy Bennett, Jane Evans, Terri Fitzhugh, Ed O'Donnell, Laney Ross, Judy Sandstead, Tom Atkinson, Barb Kish, Kelly Meade, Michael Sterling, Gail Callahan, Sandy Sheppard, Jody Peeler, Joyce Paficeleinger, Jane Black, Bobbi McMillen, Charles McGlumphy, Debbie Alexander, Belinda Porter, Sue White, Mike Lindsay, Lori Nabb, Bonnie Fador, Joyce Baker, Judge Jennifer Sargus, Judge Edmund Sargus, Linda Poland and President Joseph Bukowski.

INTRODUCTION OF VISITORS Judge Jennifer Sargus and Judge Edmund Sargus

ACCEPTANCE OF AMENDED AGENDA Mr. Piccin motioned, seconded by Mr. Hunkler to consider the amended agenda. All ayes - motion carried.

NEW TRUSTEE INDUCTION: Mr. Terry Carson was sworn to office by Judge Jennifer Sargus. Mr. Carson's term of office is from 2008 to 2011.

ACCEPTANCE OF MINUTES Ms. Pollock motioned, seconded by Mr. Hunkler to accept the minutes of June 26, 2008. All ayes-motioned carried.

CONSENT AGENDA Two items were pulled from the Consent Agenda for further consideration: Election of Officers and Trustee Meetings Dates for 2008-2009.

Human Resources Items

Ratification of Employment: Brenda Wallner, Assistant Professor of Practical Nursing.

Approval of New Position: Director of Advertising and Public Relations

**Administrative
 Items:**

Approval of Appropriation of Fund Balance from FY 07/08 Surplus

Item	Date		Balance			Balance 6/30/2007	Suggestions (See below)
	Transferred	Appr.	6/30/2006	Increase	Decrease		
Administrative Info System	7/04, '05	375,000	311,985.81	-	68,080.11	243,905.70	
Board Room Renovations	7/05	25,000	25,000.00	-	-	25,000.00	
Capital Equipment Replacement	7/04, '05, '06, '07	650,000	123,109.79	150,000.00	86,343.18	186,766.61	40,000
Capital Planner Classroom Renovations	7/04, '05, '06, '07	250,000	118,631.54	75,000.00	23,957.79	169,673.75	100,000
Community College Initiative	6/03, 7/07	185,000	101,067.79	(15,000.00)	52.69	86,015.10	20,000
Community Initiatives	7/06	37,500	50,000.00	(12,500.00)	1,751.42	35,748.58	
Employee Benefits	7/06, '07	40,000	25,000.00	15,000.00	-	40,000.00	
Energy Projects Expanded Mission Facilities Assessment	7/07	75,000	-	75,000.00	-	75,000.00	150,000
Fin Aid Administration Fund	7/06	75,000	75,000.00	-	-	75,000.00	100,000
Human Resources Initiatives Off Campus Centers Start Up	4/07	179,922	162,253.57	-	99,674.18	62,579.39	25,000
Office Renovations	7/06, '07	82,224	30,276.30	32,223.70	(2,082.27)	64,582.27	50,000
One-Time Merit Pay	7/05, '06, '07	116,076	63,924.00	36,076.00	14,232.10	85,767.90	75,000
Replacement Of Vehicles Safety and Security Scholarship Funds	6/08	150,000	-	150,000.00	-	150,000.00	150,000
Strategic Planning	7/06, '07	121,771	53,229.50	46,770.50	29,449.00	70,551.00	30,000
Strategic Planning Initiative Telephone System Replacement	7/04, '05, '06	155,676	64,324.00	85,676.00	39,346.42	110,653.58	50,000
	7/04, '05, '06	140,000	133,581.38	-	6,893.82	126,687.56	10,000
	2/08, 4/08	75,000	-	75,000.00	44,879.96	30,120.04	20,000
	7/05, '06	100,000	100,000.00	-	-	100,000.00	75,000
Subtotal			2,833,168	1,437,383.00	713,246.20	1,738,051.48	783,819

Board Appropriated Start Up Fund	6/00,7/05, '06, '07	822,000	240,543.68	0	121,603.27	268,940.41	105,000
				150,000.0			
Subtotal		822,000	240,543.68	0	121,603.27	268,940.41	105,000
Total		3,655,168	1,677,927.36	863,246.20	534,181.67	2,006,991.89	888,819
						Repayment of One-Time Merit Pay	150,000
							<u>1,038,819</u>

Purchase of Computers

Various computer workstations at the main campus (rooms 151 and 134) need to be replaced. The existing computers are not able to provide the capabilities and quality instruction for the type of application software that is being utilized in our computer labs.

We recommend the purchase of fifty (50) workstations at a total cost of \$36,795.56. Funding to purchase the computer systems will come from the Board Appropriated Capital Equipment Fund.

Via operating rule 330.0400.92 (Economy of Purchasing) which encourages expenditures of college funds to be handled so that the greatest ultimate value per dollar can be achieved (taking advantage of contracts negotiated by the State of Ohio or the Intra University Council Purchasing Group), prices were sought. Three vendors offered pricing; one State of Ohio approved vendor, Hewlett-Packard, offered the lowest pricing (see chart).

Vendor	Processor	Bid Total
Hewlett-Packard	Intel Pentium Dual-Core E2200 Processor	\$36,795.56
Dell	Intel Pentium Dual-Core E2200 Processor	\$44,050.00
Gateway	Intel Pentium Dual-Core E2200 Processor	\$37,949.00

Board Items:

Emeritus Recommendations

The Selection of Employee Emeritus policy was established to award an honorary title for retired faculty and staff in recognition of meritorious service to students and to the College.

This year, the Employee Emeritus Selection Task Force, composed of current faculty and staff members, reviewed the eligibility listing for emeritus status according to the guidelines of the policy. The Task Force has recommended a number of retired employees for the President's consideration. The President concurred with the recommendations as listed below:

Mary Jane Lofton, Nursing Faculty – Mrs. Lofton is currently a Professor of Nursing in the Practical Nursing Program and will be retiring at the end of Summer Quarter 2008. She has been with the College since 1973 and has been an integral part of the growth and reputation of the practical nursing program within the entire time of its existence. Mrs. Lofton has provided outstanding instruction to students and significant contributions to the College during her tenure.

Jean Nankivell (deceased), English Faculty – Mrs. Nankivell was employed as a faculty member in the area of English. She taught for 14 years with the College before her retirement in December of 2003. Her background included teaching experience in other two-year colleges and in primary and secondary education. During her tenure at the College, she participated and contributed to various committees and projects outside of the focus of the English department.

Barbara Kish, Nursing Faculty – Mrs. Kish is currently an Associate Professor of Nursing in the Practical Nursing Program and will be retiring at the end of Summer Quarter 2008. She began her employment with the College as an adjunct faculty member in nursing in 1984, and became a full-time instructor of practical nursing in 1989. Comments from the Task Force regarding Mrs. Kish's service include that she was caring about students and her position, participated in committee work, and did a lot of extra work to ensure the success of her students.

Mr. Hunkler moved, seconded by Dr. Saxby to approve the Consent Agenda with two Items being pulled for further discussion. (Election of Officers and Meeting Dates for 2008-2009)

All ayes-motion carried.

ELECTION OF OFFICERS

Election of Officers for 2008-2009

The Board of Trustees held the yearly election of officers as noted in Board Rule 100.0300.00 Board Process – Item II, Manner of Election, that states: "Election of officers shall be held at the first regular July meeting of each year and each officer shall hold office for the period of one year or until his or her successor shall be duly elected or qualified. Officers shall be eligible for re-election."

Ms. Gates vacated the chair and turned it over to the College President and Board Secretary, Dr. Joseph E. Bukowski. The floor was opened for nominations for the Chair of the Board of Trustees for FY 2008-2009. Mr. Jobe nominated Elizabeth F. Gates, the nomination was seconded by Ms. Pollock. There being no further nominations, Mr. Jobe made a motion to close nominations and accept the nomination of Ms. Elizabeth Gates as Chair, the motion was seconded by Mr. Hunkler.
All ayes, motion carried.

Dr. Bukowski vacated the chair and turned it over to the newly elected Chair, Ms. Gates.

The floor was opened for nominations for the Vice-Chair of the Board of Trustees for FY 2008-2009: Mr. Jobe nominated Marshall Piccin, the nomination was seconded by Ms. Bedway. There being no further nominations, Mr. Carson motioned to close nomination and accept the nomination of Mr. Piccin as Vice-chair, seconded by Ms. Hunkler.
All ayes, motion carried.

The floor was opened for nominations for Secretary of the Board of Trustees for FY 2008-2009. Ms. Bedway nominated Dr. Joseph E. Bukowski, the nomination was seconded by Ms. Pollock. There being no further nominations, Mr. Hunkler motioned to close nominations and accept the Nomination of Dr. Bukowski as Secretary, seconded by Mr. Carson.
All ayes, motion carried.

The floor was opened for nominations for the Treasurer of the Board of Trustees for FY 2008-2009. Mr. Hunkler nominated John Koucoumaris, the nomination was seconded by Ms. Pollock. There being no further nominations, Dr. Saxby motioned to close nominations and accept John Koucoumaris nomination as Treasurer, the motion was seconded by Mr. Carson. All ayes, motion carried.

**MEETING DATES
2008-2009**

Establish Meeting Dates for 2008-2009

The Board discussed and created the annual schedule of meetings for the period of August 2008 to June 2009. The meeting scheduled approved by the board as follows;

- August 28, 2008
- September 25, 2008
- October 30, 2008
- November, 2008: No Meeting
- December 4, 2008
- January 22, 2009
- February 26, 2009
- March 26, 2009
- April 23, 2009
- May 28, 2009
- June 25, 2009

Mr. Hunkler moved, seconded by Dr. Saxby to approve the established meeting dates for 2008-2009.

**DISCUSSION OF
NAME CHANGE**

The Chair, Ms. Gates expressed the Board's whole-hearted appreciation to the Blue Ribbon Committee and staff for the hard work and effort put forth in the name change process. Ms. Gates gave a brief history of the College's past efforts to change its name.

As Chair of the Board, Ms. Gates postponed the consideration of the name change at this time for the following reasons (in no particular order).

- Statute Change: There is a strong possibility that a change in statute could occur in the near future. The Chancellor has stated Technical Colleges should prepare to become Community Colleges.
- Fiscal Responsibility: The cost of rebranding may be inappropriate at this time as many departments in the state have been subject to budget cuts. (The budget of Higher Education was not impacted). Chancellor Fingerhut has asked the Chair to refrain from undergoing a name change at this time due to the cost of rebranding.
- State Strategic Plan: The state strategic plan has not been fully disclosed. Ms. Gates indicated it would be irresponsible of the Board to move forward with a decision of this magnitude without have all the information..

College Strategic Plan: It would be beneficial to wait until the strategic plan has been completed as it will provide direction into the future.

- Change in Higher Education: Higher Education in Ohio is experiencing a transformational change in its structure. A transfer of authority from the Board of Regents to the Chancellor and the creation of the University System of Ohio are recent changes. Additionally, technical schools were given the authority to offer Associate of Arts and the Associate of Science degrees.

Ms. Gates emphasized the possibility of a name change would not be taken of the table for consideration. This issue would be re-addressed at a later time when the College has all the information needed to make an informed decision of this magnitude.

Ms. Gates opened up the floor for discussion:

Upon completion of discussion, Ms. Gates thanked those who spoke for their candor and suggestions. She reiterated her appreciation for the stellar job of the Blue Ribbon Committee and that this issue would be readdressed at a later time.

**PRESIDENT
REPORT:**

Strategic Planning: The College is at the phase in the Strategic Planning where the information gathered from the consultants and other various sources.

OACC Consultant: Formulated a framework and listed things right out of our strategic plan.

Coal Mining Training Initiative: The coal industry is in an upswing. There seems to be support on the state level to get more people in to the pipeline for coal mining jobs. At a meeting of the Coal Mining Association last week it was indicated jobs would be needed due to industry expansions and expected Retirements. The College will take our existing classes and package them for the Coal industry.

Monroe County Memorandum of Understanding: The College will initiate a strategic plan process for Monroe County. This process will involve a broad base of Monroe County citizens and a consultant to help formulate the plan.

Associate of Arts and Associate of Science Degrees Proposal: Dr. Kurtz and her staff turned in the proposal to the Higher Learning Commission last week. We have State approval and the Chancellor's approval. We are now waiting for approval from the Higher Learning Commission.

Practical Nursing and Associate Degree Nursing Approval: The College has received approval from the Board of Nursing for the Practical Nursing Program and Associate Degree Program.

**MONITORING
 REPORTS:**

June Financial Report

The cash position of the College as of May 31, 2008 is as follows:

Checking Account	\$ 780,798.87
Certificates of Deposit	\$ 9,349,103.93
Savings	\$ 505,985.04
Total Temporary Investments	\$ 9,855,088.97
Total Cash and Temporary Investments	\$ 10,635,887.84

The Budget Report shows the following:

	<u>This Year % Recorded</u>	<u>% Year Completed</u>
Budgeted Revenues	98.2%	91.7%
Budgeted Expenditures	86.3%	91.7%

1. The Unexpended Plant Fund Report is in the amount of \$ 1,693,202.39.
2. The Repair and Replacement Fund Report (Plant Fund) is in the amount of \$ 61,953.43.
3. The Board Appropriated Fund Report is in the amount of \$ 1,683,909.34.
4. The Start up Fund is in the amount of \$ 278,668.35.

Board Rule 400.0000.00: Access to Higher Education

Quarterly Enrollment Statistics

Belmont Technical College is “committed to providing the highest possible quality of education to the most students possible at the lowest possible cost” (Spellings, 2007) Further, Belmont Technical College faculty and staff strive to provide access to higher education for all residents of the college’s service district, Belmont, Harrison, and Monroe counties (Board of Trustees Ends Policies, Section IV, 400.0000.00 Access to Higher Education). Toward that end, the college uses strategies aimed at increasing and improving access for students. Results of these efforts can be seen in enrollment statistics that track patterns of enrollment on a quarterly basis. This report displays two charts summarizing enrollment statistics for spring quarter 2008 and summer quarter of the 2008-2009 academic year.

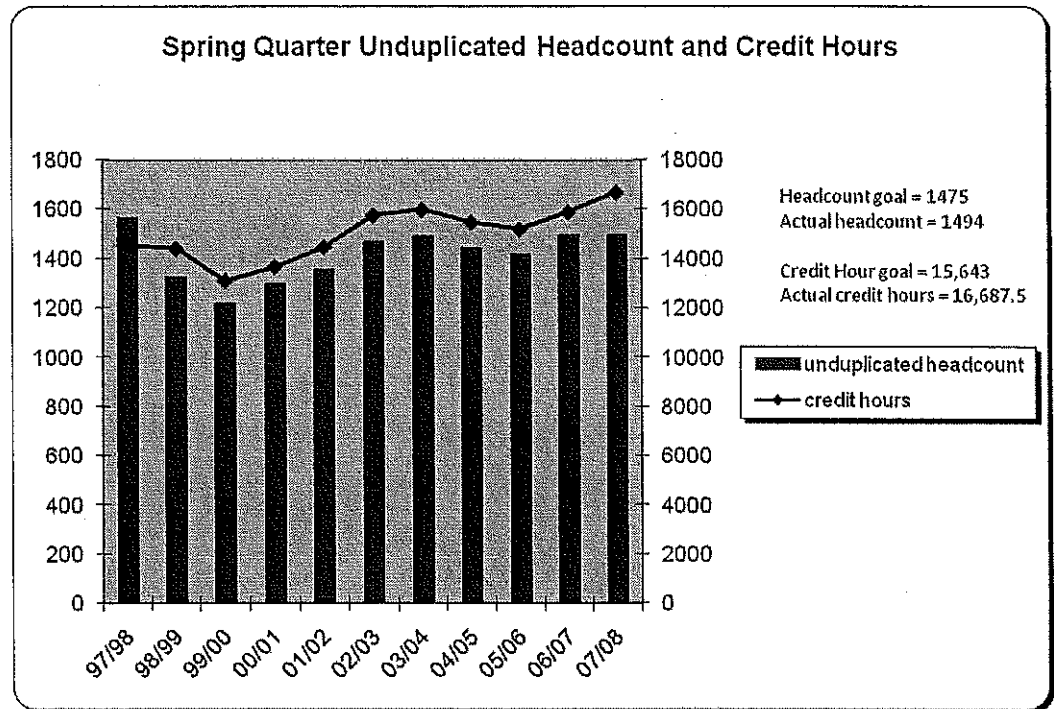
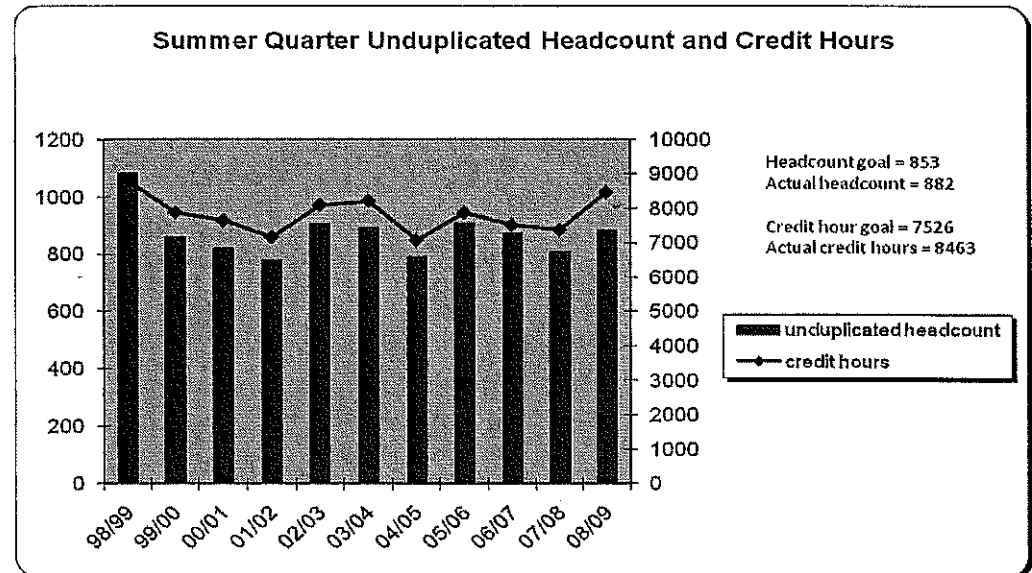


Chart 2 Summer quarter 2008-2009 unduplicated headcount and credit hours



Analysis

Conclusions/Recommendations

Board Rule: 400.0100.00: Student Development

Completion Rates in the Transitional Studies Program

Belmont Technical College strives to foster the development of students as lifelong learners. Recent initiatives to restructure the University System of Ohio present two-year institutions with opportunities to build on their growing role as access points for students who want to achieve higher education goals. When students are admitted to BTC, they take diagnostic placement tests that help determine students' readiness for college-level work. Data reveal that some of the students who enter or re-enter the education system at the post-secondary level are not adequately prepared for college-level coursework. These students are placed in appropriate level courses in the Transitional Studies Program.

Transitional studies courses in mathematics, English, and reading are designed to help students prepare for success in higher education. The college monitors the success rates of students who are taking courses in the transitional studies program. A key indicator of students' success can be interpreted from transitional studies course completion rates. Student success in transitional studies courses is monitored by the Coordinator of the Student Success Center, and completion rates are reported annually in accordance with the Board End Policy, Section IV, 400.0100.00.

Data/Evidence

The data for the July 2008 report were drawn from the student information system without personal identifiers. "Success" is defined as a grade of "C" or higher as students are required to achieve a minimum grade of "C" before they may enroll in the next course in a series. The data are presented in a table that displays the course label, such as Eng 081, the total number of students who were awarded grades for that course during the fall 2007-2008 term, the percent of students who completed the course successfully, and the percent of students who did not complete the course with a grade of "C" or higher.

Table 1 *Fall 2007-2008 Completion rates in transitional studies*

Course label	Number of students receiving grades	Percent successful	Percent not successful
Eng 081	59	64.7	35.3
Eng 082	41	63.3	36.7
Eng 083	123	61.0	39.0
Eng 093	57	63.2	36.8
Eng 094	160	65.6	34.4
Mat 094	75	69.3	30.7
Mat 095	271	62.4	37.6
Mat 097	21	47.6	52.4
Total	807	63.3	36.7

Analysis

The data for the 2007-2008 academic year reveal that overall, 63.3% of the students who enrolled in transitional studies courses completed those courses with a grade of "C" or higher. The completion rate for the preceding year, 2006-2007, was 61.2% overall, which indicates there was a slight increase in the completion rate for this past year. Completion rates are one way of looking at preparation of students for college level work. Another way to consider completion rates is to examine success of transitional studies students in subsequent classes.

Conclusions/Recommendations

These data present a one-dimensional picture of "success" for classes designed to meet the needs of underprepared students. The August monitoring report will provide another dimension in monitoring success in transitional studies courses by tracking students' success in their first college-level courses. These data leave a number of questions unanswered:

- How do transitional studies students compare with students in other two-year institutions?
- Success rates seem to be fairly consistent among courses, with the exception of MAT 097. What is different about the students in this particular course?
- The data suggest that we have a fair amount of consistency in sequential developmental classes (e.g. Reading I to Reading II), and therefore, we are doing well with sequence of objectives. Objectives/outcomes for transitional classes, however, are not currently written down/recorded/accepted/agreed upon. What steps can be taken to improve the documentation processes?
- There seem to be a larger than expected number of "As" assigned in transitional courses. Is grade inflation an issue that needs to be addressed? Limited expectations?

Recommendations:

- Find a sound basis for comparison so can interpret data and make recommendations
- Employ practices/approaches, such as active learning, cooperative learning, developmental instructor training, and supplemental instruction, critical thinking, updated texts and technology, etc. so that success rates will increase in AY 2008-2009.
- Provide training with instructors regarding: grade inflation, expectations for students, delivering a challenging curriculum and assignments.
- Work on developing outcomes for transitional classes (developmental reading objectives/outcomes, developmental English objectives/outcomes, objectives/outcomes).

Board Rule: 400.0200.00 Degree Completion

Fall to Fall Quarter to Quarter Student Retention Data

Annual and quarterly retention rates of Belmont Technical College students serve as key indicators of the college’s aim of enabling students to achieve their educational goals (Board Ends Policies, Section IV, 400.0200.00 Degree Completion). BTC’s systematic approach to monitoring retention rates relies upon current data drawn from the Jenzabar student data information system. This report compares retention rates of students in fall cohorts over four quarters and a period of four years.

Data/Evidence

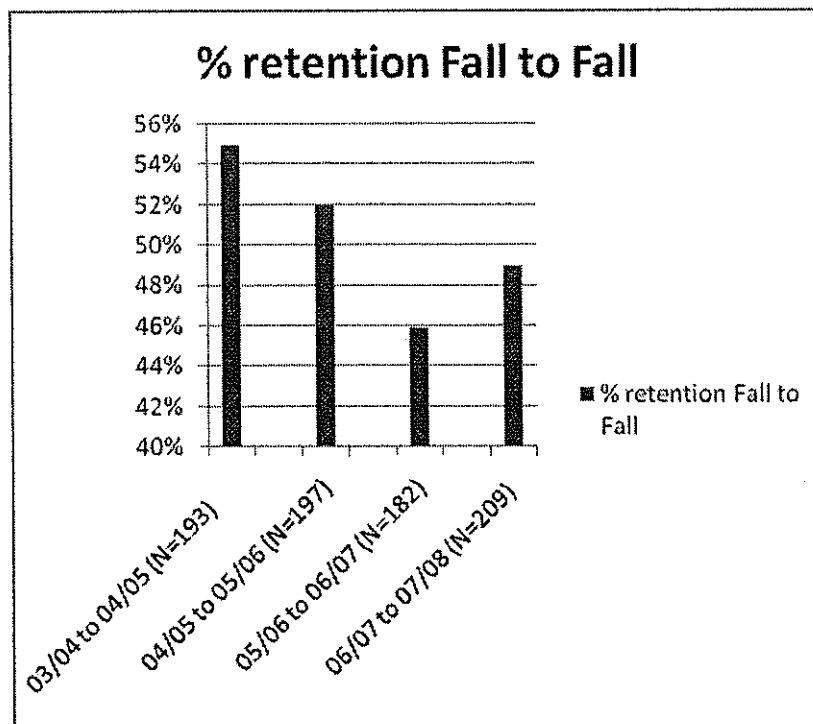
Data for this report are presented in tables and charts. “Fall Cohort” was defined for this report as those students at BTC who were first-time, full-time, degree-seeking students in the summer and fall quarters. That definition means that students were enrolled for their first college experience and came to BTC directly from high school, the students were enrolled for a minimum of 12 credit hours in each quarter, and upon enrollment the students indicated that they intended to persist in higher education until they received a degree.

The first table displays retention rates by year for cohorts of students. The number of students in the cohort represents those first-time, full-time, degree seeking students. The retention rates represent the percent of the cohort who began in fall of one academic year and persisted to fall the following year. (This number includes students who were enrolling in either their fourth or fifth quarter at BTC.) For example, Table 1 indicates that in fall 2006, two hundred and one students comprised the cohort, and of those 201 students, 49% persisted until fall 2007.

Table 1 *Fall to fall retention*

	Year	BTC FALL COHOR T*	BTC FALL TO FALL RETENTION %
Belmont Technica l College	Fall 03/04 to Fall 04/05	193	55%
	Fall 04/05 to Fall 05/06	181	51%
	Fall 05/06 to Fall 06/07	170	46%
	Fall 06/07 to Fall 07/08	201	49%

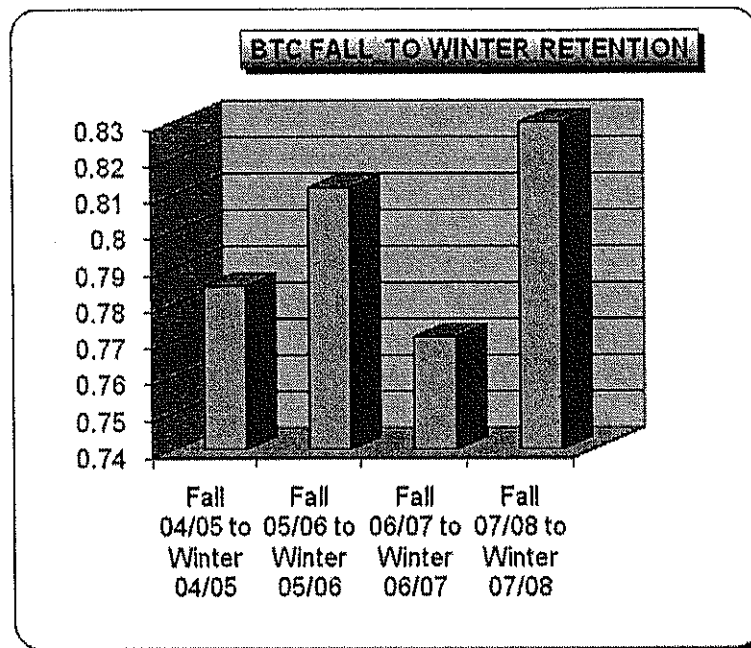
Chart 1 shows the same information with retention (persistence rate) measured on the vertical axis, and the years for enrollment represented on the horizontal axis. The “N” size indicates the total number of students in the cohort.



Patterns of persistence also are tracked on a quarterly basis. Retention rates are monitored from one quarter the next and four quarters of monitoring for recent years were reported in the October Ends Policy Monitoring Reports. An example of one quarterly report is included here (Chart 2, *Fall to winter retention*). This chart shows retention from fall of one academic year to winter of the same year and shows a comparison by year.

While overall retention rates for one fall quarter to the next immediately following winter quarter seem to show a more positive trend, there is actually only 10 percentage points difference among these values. The fall to winter of 2006-2007 was the lowest point in retention at approximately 77% (n=140), and the fall to winter of 2007-2008 shows the highest rate at approximately 83% (n=173). The actual increase in number of students retained is 33 students. In the case of the quarterly comparisons, actual numbers of students are more helpful in analyzing differences.

Chart 2 *Fall to winter retention*



Analysis

The fall to fall trend (Chart 1) for percentage of students retained begins with a three-year downward trend, and then begins to recover with the fall 2006 cohort. This upward trend may be explained in part students' enrollment in the Student Success Course (PSY 104). In addition, the Right Start program which was implemented in the fall of 2006 was intended to positively impact student retention. A question remains as to what other changes occurred that may have contributed to the downward trend beginning in fall 2003. There is likely more than one factor. In June of 2003, changes were made in how the Trustee's scholarships were applied to students' accounts. Students also began to see an increase in tuition and fees as the college reacted to State subsidy cuts. Another factor was that of increased retail employment opportunities in the Ohio Valley area and openings for workers in the mining industry.

Conclusions/Recommendations

The retention of an additional 33 students from fall to winter in the 2006-2007 academic year is very encouraging in light of the increased efforts being made through Ohio College Access Network (OCAN) retention initiatives. Winter quarter is also the first quarter in which we the impact of our PSY 104 and Right Start retention initiatives conducted during the preceding fall quarter were assessed. It is our full intent to continue on a positive trend in retention through continuous quality improvement as we systematically evaluate our systems and processes.

There are a number of ongoing initiatives at Belmont Technical College that are directly aimed at increasing student retention overall. These include the updated student information system, Student Tracker and Case Management Advising systems. As the college continues to improve the gathering of accurate placement data we believe we will be better able to narrow the search for factors that may be causing fluctuations in retention. The good news is that the latest data are showing an upward trend in retention. This could be attributed to the fact that students are becoming more educated about financial aid options which can support their desire to continue their education.

In the October monitoring report, updated quarterly retention rates will be included for four quarters, and the fall to fall retention rate data for the 2007-2008 academic year will be included.

2007-2008 AUDIT

Dr. Bukowski asked the Board to hold its questions regarding this month's board monitoring report as Dr. Kurtz was not present due to a training.

REPORTS AND PRESENTATIONS

None.

UPCOMING EVENTS AND MEETINGS:

August 2008 Board Meeting
August 28, 2008
Board Meeting: 5:00 p.m. to 6:30 p.m.

Practical Nursing and ADN Graduation
August 28, 2008 at 7:00 p.m.
Horizon Hall

Trustee Scholarship Banquet
September 17, 2008

Quarterly Trustee Meeting- Board of Regents
Tuesday, September 16, 2008
10:00 a.m. – 4:00 p.m.
Columbus State Community College
The Center for Workforce Development
4th Floor Ballroom
315 Cleveland, Avenue, Columbus, Ohio

Association of Community College Trustees
39th Annual Leadership Congress
October 29-November 1, 2008
New York

**COMMENTS
FROM THE
CHAIR:**

Ms. Gates thanked the staff for their candor and input during the open discussion of the name change.

**COMMENTS
FORM THE
COLLEGE
COMMUNITY:**

None.

**NEXT REGULAR
MEETING:**

The next regular meeting of the Board of Trustees will be held on Thursday, August 28, 2008 At 5:00 p.m. – 6:30 p.m. at the main campus. There will not be a workshop.

ADJOURNMENT:

There being no further business of the Board of Trustees the meeting adjourned at 8:40 p.m.

Elizabeth Gates, Chair

Joseph E. Bukowski, President

Date Approved: ____/____/____ Thursday, July 24, 2008

TAB A

Consent

Agenda

TAB A1

CONSENT AGENDA

Human Resource
Items

AGENDA ITEM A1: CHANGE OF GRADE LEVEL
– ASSISTANT DIRECTOR OF NURSING
Board of Trustees Meeting Date: 08/28/08

It is recommended that Board authorize a change in the salary grade level for the position of Assistant Director of Nursing. The position will change from Grade Level 11 to Grade Level 12, with a salary range of (\$39,559 - \$60,739).

RECOMMENDATION: It is recommended that the Board approve a change in salary grade level for the position of Assistant Director of Nursing to Grade Level 12.

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

AGENDA ITEM A1: POSITION RECLASSIFICATION

- CONTROLLER

Board of Trustees Meeting Date: 08/28/2008

The position description of the current position of Manager of Fiscal Operations has been updated as a result of responsibilities being expanded over the past several years. Major college functions now include responsibility for the supervision and control of the general accounting function, for financial statement and report preparation, and for establishing and maintaining accounting practices, internal control procedures, and training and supervision for the Business Office staff. The new position will require considerable responsibility in decision making, directing, and coordinating the College's accounting function.

The position is recommended to be reclassified to the administrative staff position of Controller, at the Salary Grade Level of 12.

RECOMMENDATION: It is recommended that the Board approve reclassifying the position of Manager of Fiscal Operations to the position of Controller at the Salary Grade Level of 12.

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

AGENDA ITEM A1: RATIFICATION OF EMPLOYMENT

– ASSISTANT DIRECTOR OF NURSING

Board of Trustees Meeting Date: 8/28/08

At a previous Board meeting, the President was given authority to make the hiring decision for the position of Assistant Director of Nursing, with the Board to ratify the decision at a subsequent meeting.

Ms. Carolyn Sue White has accepted the position effective July 28, 2008. She has been employed by the College since 1988 in the Associate Degree Nursing Program, most recently as an Associate Professor. She has a Master of Science in Nursing Administration, a Bachelor of Science in Nursing, and a Diploma in Nursing. She is an exceptional candidate for the position with a broad knowledge of the nursing programs and student population.

Her starting salary is \$56,000, at the grade level of 12.

RECOMMENDATION: It is recommended that the Board ratify the employment of Ms. Carolyn Sue White in the position of Assistant Director of Nursing at an annual salary of \$56,000.00, effective July 28, 2008.

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

AGENDA ITEM A1: RATIFICATION OF EMPLOYMENT
– MANAGER OF BOOKSTORE OPERATIONS
Board of Trustees Meeting Date: 8/28/08

At a previous Board meeting, the President was given authority to make the hiring decision for the position of Manager of Bookstore Operations, with the Board to ratify the decision at a subsequent meeting.

Ms. Beth Perzanowski has accepted the position effective August 25, 2008. She has previous experience in buying, marketing, and merchandising in retail establishments, as well as experience in inventory control, customer service, and supervision. She has earned an AA Degree from Ohio University. Reference checks for her were excellent.

Her starting salary is \$33,000, at the grade level of 8.

RECOMMENDATION: It is recommended that the Board ratify the employment of Ms. Beth Perzanowski in the position of Manager of Bookstore Operations at an annual salary of \$33,000.00, effective August 25, 2008.

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

AGENDA ITEM A1: APPROVAL OF NEW POSITIONS
– INFORMATION SYSTEMS REORGANIZATION
Board of Trustees Meeting Date: 8/28/08

The Information Systems department at BTC was led by Dennis Huffman until summer 2003 when he retired. At that time, the Information Systems department was divided into two separate areas: administrative computing done on a mainframe, and the network, which supported the infrastructure and labs used for instruction. Lona Lewis-Sorge served as Information Systems Administrator and Troy Caldwell as the Network Administrator. They continued to lead the efforts of the Information Systems Department and the Director's position was left vacant.

In January 2004, the College formed a cross-functional committee co-chaired by John Koucoumaris and Marilyn Wildman to start the search for a new Administrative Information System. One of the requirements for the new system was that it be an SQL based system, which totally changed the dynamics of the department and the skills necessary for employees. The Jenzabar EX system was selected in January 2005. The implementation of the system began and it went live in July 2006. Preparations for the elimination of the mainframe then began as all computing was now under the umbrella of the Windows network.

Marilyn Wildman was appointed Interim Director of Information Systems in July 2007 to review the current configuration and recommend a structure for reorganization of the department. In May 2008, to assist with the decision making process, a consultant was retained by the College. Dr. Wayne Brown from Johnson County Community College in Kansas spent a week on campus evaluating the Information Systems department, meeting with focus groups, and reviewing the Information Systems department processes and procedures. Dr. Brown provided a report to the College with his recommendations. As recommended in the report, Marilyn Wildman was appointed Director of Information Systems in July 2008.

Based on an analysis of Dr. Brown's recommendations by Mrs. Wildman and Mr. Koucoumaris, the following positions represent a reorganization of the department.

A. System Administrator

This professional staff position has oversight for the entire network, including hardware, software, security, and the phone system. The position will supervise all network activities and desktop support. The System Administrator will report directly to the Director of Information Systems.

The recommended position level is 12 (\$39,559 - \$60,739).

B. Database Server Administrator

This professional staff position is responsible for the Administrative Information System database, including integrity of the data and permissions for access to the system. The Database Server Administrator is responsible for assisting users in reporting to external agencies such as HEI (Higher Education Information) System, NSC (National Student Clearinghouse) and IPEDS. The position will report directly to the Director of Information Systems.

The recommended position level is 12 (\$39,559 - \$60,739).

C. Analyst/Programmer

This professional staff position will be responsible for supporting Administrative Information System users, including Jenzabar & Powerfaids by helping to resolve application related issues. In addition, the analyst/programmer will be responsible for writing custom reports and modifying standard reports for all users. The position will report directly to the Director of Information Systems.

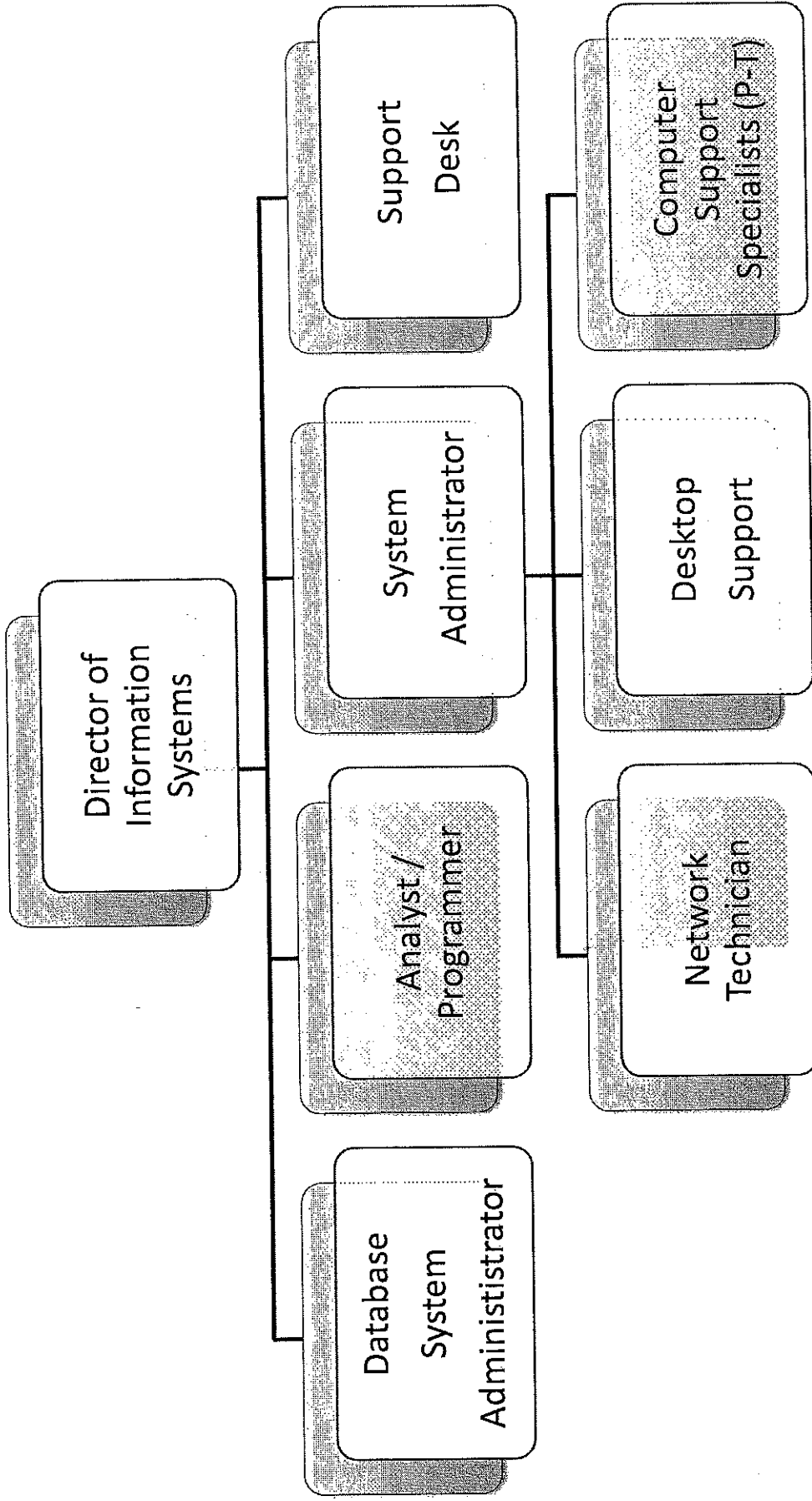
The recommended position level is 10 (\$32,731 - \$50,190).

As part of the reorganization, full-time hourly positions of Network Technician, Desktop Support Technician and Support Desk Technician were recommended and approved by the President. A revised organizational chart for the department is attached.

RECOMMENDATION: Recommend the Board approve the new positions as outlined at the recommended grade levels.

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

Proposed Structure of Information Systems Department



*AGENDA ITEM A1: APPOINTMENT TO POSITIONS
 – INFORMATION SYSTEMS REORGANIZATION
 Board of Trustees Meeting Date: 8/28/08*

The following individuals are recommended to be appointed to the new positions as outlined:

Name	Position	Contract Length	Annual Salary
Troy Caldwell	System Administrator	One year	\$46,000
Lona Lewis- Sorge	Database Server Administrator	One year	\$46,000
Patricia King	Analyst/Programmer	One year	\$40,000

RECOMMENDATION: Recommend the Board approve the appointments as listed above effective September 1, 2008.

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

*AGENDA ITEM A1: APPOINTMENT
– CONTROLLER*

Board of Trustees Meeting Date: 08/28/2008

It is recommended that Janet Sempkowski be employed in the position of Controller effective September 1, 2008.

Mrs. Sempkowski began working at Belmont Technical College in December 1997 as a clerk in the Business Office and Bookstore. In August of 1999, she moved into the position of Accountant, and subsequently was re-assigned to the position of Manager of Bookstore Operations in November of 2000. She later transferred back to the Business Office area, and currently serves as the Manager of Fiscal Operations.

Mrs. Sempkowski holds an Associate Degree in Accounting from Belmont Technical College and, while employed with the College, has continued her education and earned a Bachelors degree in accounting. She is currently completing coursework to sit for the CPA (Certified Public Accountant) exam in the future. She has also achieved expert level skills in the Jenzabar software pertaining to business office operations.

RECOMMENDATION: It is recommended that Janet Sempkowski be appointed to the position of Controller effective September 1, 2008, at an annual salary of \$47,500.00.

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

AGENDA ITEM A1: RESIGNATION
– ANDREA BIGELOW, PROFESSOR OF NURSING
Board of Trustees Meeting Date: 08/28/2008

Andrea Bigelow, Professor of Nursing, has submitted her resignation effective September 15, 2008.

RECOMMENDATION: Recommend the Board accept the resignation as indicated above.

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

AGENDA ITEM A1: TERMINATION OF EMPLOYMENT CONTRACT
Board of Trustees Meeting Date: 08/28/2008

The President has made a recommendation that a contract employee be terminated for violation of College policy.

RECOMMENDATION: Recommend that the Board approve the termination of the contract employee.

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

*AGENDA ITEM A1: WAIVE SCREENING PROCESS
AND AUTHORIZATION TO HIRE
- FULL-TIME NURSING FACULTY
Board of Trustees Meeting Date: 0 8/28/08*

As a result of the resignation of a full-time nursing faculty member and another potential vacancy that that may occur prior to the beginning of fall quarter, it is requested that the Board authorize the President to waive the normal hiring/screening process due to the time constraint to hire replacements to start by September 22, 2008.

It is also requested that the Board authorize the President to make the hiring decision for up to two faculty positions that may need filled in the Associate Degree Nursing program, with the Board ratifying the decision at a subsequent Board meeting.

RECOMMENDATION: It is recommended that the Board of Trustees authorize the President to waive the normal hiring/screening process and to make the hiring decision for up to two faculty positions that may need filled in the Associate Degree Nursing program for Fall Quarter 2008, with the Board ratifying the decision at a subsequent Board meeting.

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

AGENDA ITEM A1: AUTHORIZATION TO HIRE
– DIRECTOR OF ADVERTISING AND PUBLIC RELATIONS
Board of Trustees Meeting Date: 0 8/28/08

It is requested that the Board authorize the President to make the hiring decision for the position of Director of Advertising and Public Relations with the Board ratifying the decision at a subsequent Board meeting.

RECOMMENDATION: It is recommended that the Board of Trustees authorize the President to make the hiring decision regarding the position of Director of Advertising and Public Relations, with the decision to be ratified by the Board at a subsequent meeting.

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

*AGENDA ITEM A1: APPOINTMENT
– CONTROLLER*

Board of Trustees Meeting Date: 08/28/2008

It is recommended that Janet Sempkowski be employed in the position of Controller effective September 1, 2008.

Mrs. Sempkowski began working at Belmont Technical College in December 1997 as a clerk in the Business Office and Bookstore. In August of 1999, she moved into the position of Accountant, and subsequently was re-assigned to the position of Manager of Bookstore Operations in November of 2000. She later transferred back to the Business Office area, and currently serves as the Manager of Fiscal Operations.

Mrs. Sempkowski holds an Associate Degree in Accounting from Belmont Technical College and, while employed with the College, has continued her education and earned a Bachelors degree in accounting. She is currently completing coursework to sit for the CPA (Certified Public Accountant) exam in the future. She has also achieved expert level skills in the Jenzabar software pertaining to business office operations.

RECOMMENDATION: It is recommended that Janet Sempkowski be appointed to the position of Controller effective September 1, 2008, at an annual salary of \$47,500.00.

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

TAB A2

CONSENT AGENDA

Administrative Items

TAB A3

CONSENT AGENDA

Board Items

TAB B

MONITORING

ACTIVITIES

TAB B1

Monitoring Report

Financial Report

BELMONT TECHNICAL COLLEGE

Board of Trustees Meeting Date: August 28, 2008

FINANCIAL REPORTS:

The cash position of the College as of July 31, 2008 is as follows:

Checking Account	\$	165,249.35
Certificates of Deposit	\$	9,428,368.66
Savings	\$	507,955.43
Total Temporary Investments	\$	9,936,324.09
Total Cash and Temporary Investments	\$	10,101,573.44

The Budget Report shows the following:

	<u>This Year % Recorded</u>	<u>% Year Completed</u>
Budgeted Revenues	10.7%	8.3%
Budgeted Expenditures	6.6%	8.3%

1. The Unexpended Plant Fund Report is in the amount of \$ 1,718,579.13.
2. The Repair and Replacement Fund Report (Plant Fund) is in the amount of \$ 61,953.43.
3. The Board Appropriated Fund Report is in the amount of \$ 2,342,692.64.
4. The Start up Fund is in the amount of \$ 364,423.66.

RECOMMENDATION: Recommended that the Board accept the financial reports for July 2008 as presented.

SUBMITTED BY: John S. Koucoumaris, Vice President of Administrative Affairs

Condition of Funds Summary
July 31, 2008

	Jun-08	Jul-08
General Fund		
Beginning Balance	\$ (1,383,733.18)	\$ (1,896,240.22)
Add Receipts	1,419,082.19	1,675,829.43
Total Available	\$ 35,349.01	\$ (220,410.79)
Less Disbursements	1,931,589.23	1,818,997.75
Ending Balance	\$ (1,896,240.22)	\$ (2,039,408.54)
Auxiliary Enterprise Fund		
Beginning Balance	\$ 1,925,746.30	\$ 1,983,965.59
Add Receipts	312,386.23	64,753.86
Total Available	\$ 2,238,132.73	\$ 2,048,719.45
Less Disbursements	254,167.14	80,676.01
Ending Balance	\$ 1,983,965.59	\$ 1,968,043.44
Restricted Fund		
Beginning Balance	\$ (10,630.49)	\$ 330,267.30
Add Receipts	434,225.83	78,532.43
Total Available	\$ 423,595.34	\$ 408,799.73
Less Disbursements	93,328.04	428,629.11
Ending Balance	\$ 330,267.30	\$ (19,829.38)
Development Fund		
Beginning Balance	\$ 58,798.19	\$ 61,377.71
Add Receipts	2,814.03	4,050.27
Total Available	\$ 61,612.22	\$ 65,427.98
Less Disbursements	234.51	-
Ending Balance	\$ 61,377.71	\$ 65,427.98
Endowment Fund		
Beginning Balance	\$ -	\$ -
Add Receipts	-	-
Total Available	\$ -	\$ -
Less Disbursements	-	-
Ending Balance	\$ -	\$ -
Unexpended Plant Fund		
Beginning Balance	\$ 128,664.42	\$ 128,664.42
Add Receipts	-	-
Total Available	\$ 128,664.42	\$ 128,664.42
Less Disbursements	-	-
Ending Balance	\$ 128,664.42	\$ 128,664.42
Plant Fund		
Beginning Balance	\$ 61,953.43	\$ 61,953.43
Add Receipts	398.00	398.00
Total Available	\$ 62,351.43	\$ 62,351.43
Less Disbursements	-	-
Ending Balance	\$ 62,351.43	\$ 62,351.43
All Funds		
Beginning Balance	\$ 780,798.87	\$ 669,988.23
Add Receipts	2,168,906.28	1,823,563.99
Total Available	\$ 2,949,705.15	\$ 2,493,552.22
Less Disbursements	2,279,318.92	2,328,302.87
Ending Balance	\$ 670,386.23	\$ 165,249.35
Temporary Investments:		
Certificates of Deposit		
General Fund	\$ 7,712,517.56	\$ 7,738,279.75
Restricted Fund	\$ 34,315.17	\$ 34,315.17
Endowment Fund	\$ 102,701.56	\$ 105,450.37
Unexpended Plant Fund	\$ 1,525,008.16	\$ 1,550,323.37
Total Certificates of Deposit	\$ 9,374,542.45	\$ 9,428,368.66
U.S. Treasury Bills	\$ -	\$ -
Savings Accounts		
General Fund	\$ 463,972.63	\$ 463,972.63
Endowment Fund	\$ 4,591.46	\$ 4,391.46
Unexpended Plant Fund	\$ 39,591.34	\$ 39,591.34
Total Savings Accounts	\$ 507,955.43	\$ 507,955.43
Total Cash and Temporary Investments:	\$ 10,552,884.11	\$ 10,101,573.44

BELMONT TECHNICAL COLLEGE

Revenue and Expenditures for the Month Ending July 31, 2008 (General Fund)

	2007-2008			2008-2009		
	Final <u>Actual</u>	Actual <u>to Date</u>	% of Final <u>Actual</u>	Original <u>Budget</u>	Actual <u>to Date</u>	% of Budget <u>to Date</u>
REVENUE						
Board of Regents	\$5,257,970	\$396,483	7.5%	\$5,471,678	\$425,301	7.8%
State Dept of Educ	0	0	0.0%	\$0	\$0	0.0%
Tuition	3,769,960	455,409	12.1%	\$3,745,299	\$521,864	13.9%
Other Student Fees	1,992,892	216,760	10.9%	\$1,921,573	\$259,323	13.5%
Sales and Service	11,930	429	0.0%	\$15,000	\$1,814	12.1%
Miscellaneous	517,762	31,800	6.1%	\$322,000	\$14,314	4.4%
TOTAL REVENUE	\$11,550,514	\$1,100,881	9.5%	\$11,475,550	\$1,222,616	10.7%
EXPENDITURES						
Instructional	\$4,179,652	\$169,806	4.1%	\$4,231,738	\$230,861	5.5%
Public Services	10,609	0	0.0%	11,856	0	0.0%
Academic Support	1,285,111	86,490	6.7%	1,428,751	91,995	6.4%
Student Services	870,038	71,307	8.2%	922,606	80,177	8.7%
Institutional Support	2,734,721	195,169	7.1%	3,190,480	218,706	6.9%
Oper/Maint Plant	959,758	61,980	6.5%	1,041,119	82,194	7.9%
Financial Aid	471,807	28,551	6.1%	529,000	47,276	8.9%
TOTAL EXPENDITURES	\$10,511,696	\$613,303	5.8%	\$11,355,550	\$751,208	6.6%
DIFFERENCE	\$1,038,818	\$487,578		\$120,000	\$471,408	

BUDGET PRIORITIES

Contingency	100,000
Health Care Increase	20,000
	120,000
	-

1/12 = 8.3%

BELMONT TECHNICAL COLLEGE

Salaries, Benefits, Operating Expenses
for the Month Ending July 31, 2008

(General Fund)

	Salaries			Benefits			Operations			TOTAL		
	Budget Actual	MTD Actual	Pct	Budget Actual	MTD Actual	Pct	Budget Actual	MTD Actual	Pct	Budget Actual	MTD Actual	Pct
Instruction												
08-09	3,115,707	155,755	5.0%	848,180	53,201	6.3%	267,851	21,905	8.2%	4,231,738	230,861	5.5%
07-08	3,160,087	117,485	3.7%	825,868	47,730	5.8%	193,698	4,591	2.4%	4,179,653	169,806	4.1%
06-07	3,074,539	139,830	4.5%	812,601	48,159	5.9%	185,327	5,169	2.8%	4,072,467	193,158	4.7%
05-06	2,954,685	116,485	3.9%	749,112	43,438	5.8%	196,971	21,691	11.0%	3,900,768	181,614	4.7%
04-05	2,836,434	94,599	3.3%	699,819	34,502	4.9%	141,011	5,392	3.8%	3,677,264	134,493	3.7%
03-04	2,671,330	110,561	4.1%	641,716	35,714	5.6%	238,028	5,566	2.3%	3,551,074	151,841	4.3%
Public Service												
08-09	6,000	-	0.0%	946	-	0.0%	4,910	-	0.0%	11,856	-	0.0%
07-08	3,038	-	0.0%	974	-	0.0%	6,597	-	0.0%	10,609	-	0.0%
06-07	3,229	-	0.0%	1,226	-	0.0%	12,304	(51)	-0.4%	16,759	(51)	-0.3%
05-06	3,276	-	0.0%	510	-	0.0%	6,109	-	0.0%	9,895	-	0.0%
04-05	3,568	-	0.0%	551	-	0.0%	5,981	-	0.0%	10,100	-	0.0%
03-04	543	-	0.0%	84	-	0.0%	6,343	(100)	-1.6%	6,970	(100)	-1.4%
Academic Support												
08-09	902,127	60,073	6.7%	267,326	18,300	6.8%	259,298	13,621	5.3%	1,428,751	91,995	6.4%
07-08	815,747	64,242	7.9%	244,860	20,653	8.4%	224,504	1,596	0.7%	1,285,111	86,491	6.7%
06-07	817,874	61,618	7.5%	252,979	19,694	7.8%	255,071	418	0.2%	1,325,924	81,730	6.2%
05-06	728,761	54,701	7.5%	214,027	16,244	7.6%	234,570	21,388	9.1%	1,177,358	92,333	7.8%
04-05	756,077	51,360	6.8%	215,715	16,284	7.5%	210,199	5,429	2.6%	1,181,991	73,073	6.2%
03-04	751,822	50,998	6.8%	199,911	14,674	7.3%	204,913	3,303	1.6%	1,156,646	68,975	6.0%
Student Services												
08-09	622,701	55,425	8.9%	236,177	20,027	8.5%	63,728	4,724	7.4%	922,606	80,177	8.7%
07-08	583,367	47,644	8.2%	224,378	17,751	7.9%	62,294	5,912	9.5%	870,039	71,307	8.2%
06-07	577,090	47,751	8.3%	214,284	17,437	8.1%	58,441	1,304	2.2%	849,815	66,492	7.8%
05-06	546,997	42,118	7.7%	201,361	15,462	7.7%	53,964	3,309	6.1%	802,322	60,889	7.6%
04-05	611,686	45,453	7.4%	206,629	15,581	7.5%	54,311	605	1.1%	872,626	61,639	7.1%
03-04	621,571	47,346	7.6%	209,502	16,834	8.0%	48,483	2,777	5.7%	879,556	66,957	7.6%
Inst'l Support												
08-09	1,477,672	105,021	7.1%	481,992	32,445	6.7%	1,350,816	81,240	6.0%	3,310,480	218,706	6.6%
07-08	1,291,001	106,941	8.3%	412,960	34,340	8.3%	1,030,760	53,887	5.2%	2,734,721	195,168	7.1%
06-07	1,231,160	93,987	7.6%	373,721	30,942	8.3%	1,050,957	91,987	8.8%	2,655,838	216,916	8.2%
05-06	1,152,319	86,392	7.5%	351,145	27,421	7.8%	881,557	113,761	12.9%	2,385,021	227,574	9.5%
04-05	971,987	71,598	7.4%	303,902	23,134	7.6%	884,186	120,309	13.6%	2,160,075	215,041	10.0%
03-04	780,584	52,998	6.8%	227,218	17,153	7.5%	955,551	80,656	8.4%	1,963,353	150,807	7.7%
Oper/Maint Plant												
08-09	362,024	30,106	8.3%	155,357	12,880	8.3%	523,738	39,208	7.3%	1,041,119	82,194	7.9%
07-08	344,695	29,006	8.4%	151,761	12,625	8.3%	463,302	20,348	4.4%	959,758	61,979	6.5%
06-07	335,886	28,357	8.4%	147,508	12,647	8.6%	464,604	7,473	1.6%	947,998	48,477	5.1%
05-06	329,485	24,923	7.6%	146,300	11,543	7.9%	490,072	20,185	4.1%	965,857	56,651	5.9%
04-05	326,774	23,701	7.3%	138,696	10,649	7.7%	442,636	19,358	4.4%	908,106	53,708	5.9%
03-04	323,413	22,706	7.0%	128,670	9,591	7.5%	488,986	14,870	3.0%	941,069	47,167	5.0%
Financial Aid												
08-09												
07-08												
06-07												
05-06												
04-05												
03-04												
TOTAL												
08-09	6,486,231	406,381	6.3%	1,989,978	136,853	6.9%	2,999,341	207,974	6.9%	11,475,550	751,208	6.5%
07-08	6,039,777	365,318	6.0%	1,860,801	133,059	7.2%	2,452,962	114,885	4.7%	10,511,698	613,302	5.8%
06-07	5,715,523	371,543	6.5%	1,802,319	128,879	7.2%	2,445,153	107,221	4.4%	10,287,250	607,643	5.9%
05-06	5,506,526	324,619	5.9%	1,662,455	114,108	6.9%	2,284,833	185,624	8.1%	9,662,811	624,351	6.5%
04-05	5,149,263	286,711	5.6%	1,565,312	100,150	6.4%	2,155,902	154,961	7.2%	9,227,740	541,822	5.9%
03-04	5,056,482	284,609	5.6%	1,407,101	93,966	6.7%	2,335,827	113,922	4.9%	8,892,191	492,497	5.5%

TAB B2

Monitoring Report

Board Rule - 400.0100.00

Student Development

Student Development ~ 400.0100.00
Success in Subsequent College Level Course Work
 August 28, 2008

The goal of monitoring student success in subsequent college-level course work at Belmont Technical College is to demonstrate the effectiveness of transitional course work and to help students foster their development as lifelong learners (Ends Policies, Section IV, 400.0100.00 Student Development). Systematically organized monitoring procedures are being used to monitor effectiveness of action plans for the Student Success center and to guide the ongoing process of improving quality in transitional studies programming overall. This report provides data on the key indicator, *Success in subsequent college-level course work*, in Table 1 for the most recent four academic years.

The report tracks the final course grades of students who initially were enrolled in developmental math, English, and reading courses and were enrolled subsequently in college-level courses. The data measures students' success by examining their progress in those subsequent college-level courses. For the purposes of this report, "subsequent college level courses" include: Composition I, Manufacturing Math I, Allied Health Math, College Business Math, Statistics I, Technical Mathematics I, and College Algebra. "Success" is defined as an end-of-quarter grade of A, B, C, or D in entry-level college course work.

Table 1 *Success in Subsequent College Level Course Work*

	Year			
	2004/2005	2005/2006	2006/2007	2007/2008
Successful completions				
Quarter of enrollment				
Summer	102	101	114	99
Fall	308	358	395	420
Winter	267	322	344	330
Spring	248	240	219	235
Total number of completions	925	1021	1072	1087
Non-completions				
Quarter of enrollment				
Summer	13	12	21	15
Fall	87	92	129	91
Winter	57	93	105	109
Spring	71	72	109	91
Total number of non-completions	228	269	364	306

Data were gathered for individual grades received in courses and aggregated by quarter of completion. Table 1, *Success in Subsequent College Level Course Work*, displays values for students' grades that were assigned in a defined group of seven courses referred to as "subsequent college level courses." These data represent grades assigned to students across four academic years for each of four quarters. Each year is broken down by quarter of enrollment.

Analysis

Table 1 suggests that annually, the total number of successful completions in subsequent college-level courses has increased steadily over the last four years. The upward trend is also apparent when examining data for fall quarter alone where successful completions have risen from 308 in 2004/2005 to 420 in 2007/2008. Fall quarter shows an increase of 112 successful completions, or an increase of 36%.

In fall 2007, it was observed that the number of successful completions during spring quarters for the three-year period from 2004/2005 through 2006/2007 declined by 12%. That trend has turned during spring of 2008, when successful completions were up by 7%. The higher success rate in spring 2008 reflects 16 grades in courses. (Grades were monitored for this report, rather than students in order to protect the confidentiality of students' grades.)

Reviewing the data for non-completions, which includes grades of W (withdraw) and F (failed), suggests that the downward trend indicated by increased numbers of W's and F's has been corrected. There were 228 non-completion grades in these college-level courses for the 2004-2005 academic year, and there were 364 during the 2006-2007 academic year. During the 2007/2008 academic year, there were 306 grades of W and F assigned. This is a decrease of 58 grades of W and F from 2006/2007 to 2007/2008, or 16 percent. When total numbers of successful completion grades from 2007/2008 are compared with the total number of non-successful completions, these data reveal that during the current year, successful completions have been achieved by 78% overall.

Conclusions/Recommendations

The data for success in college-level courses for those students who initially tested into transitional studies classes suggest that BTC is on a positive course. In 2007/2008, successful completions have increased by 36% and non-successful completions have decreased by 16 percent. These results are exciting as the college prepares to meet the challenge set out by the Chancellor to achieve greater success for students. Action plans implemented by the Coordinator of Student Success and efforts of faculty members teaching and tutoring students in transitional studies classes seem to be helping students achieve their goals.

Three strategies that are affecting these results include: evaluation of success initiatives; increased tutoring; and Case Management Advising.

Research suggests that in developmental programming, systematic evaluation contributes to students' success (Boylan, 2002). Indeed, a more systematic approach has been taken to evaluation of student success at Belmont Technical College over the last year. The implementation of evaluation strategies to improve outcomes is an important aspect of the college's AQIP projects. Initiatives such as, Right Start, Psy 104, academic alerts, and supplemental tutoring are being evaluated regularly by the faculty, staff, and administrators who have content knowledge in these areas. Systematic evaluation of programs seems to be contributing to students' success, and data-driven decision making appears to be making a difference in student success. The pathway to student success has been enhanced through the efforts of all who are involved in systematic evaluation strategies.

During the past year, supplemental instruction has been incorporated into classes where students were having the greatest difficulty achieving success. Early indicators suggest that students benefit from the assignment of tutors to classes. Comparison of outcomes from classes where supplemental instruction was included, with those classes where it was not, may provide data to support an increase in this strategy.

Increased monitoring of student success in subsequent college-level courses will be enhanced with the implementation of Case Management Advising (CMA). CMA provides an electronic mechanism for monitoring the success of students who have been identified as being at risk for failure. Advisors will develop individualized programs for students who have been identified as "at risk." Electronic tracking by advisors will provide more timely identification of potential threats to success have arisen. This process will facilitate the implementation of interventions for individual students. Overall, monitoring of students' performance will be enhanced. Research indicates that through CMA, faculty and advisors have been able to make a positive impact on student success.

Looking toward the future, efforts are being made to help more students be successful and to help students be more successful. Toward this end, Belmont Technical College is sponsoring attendance of an administrator and a faculty member at an upcoming assessment workshop, *Making a Difference in Student Learning: Assessment as a Core Strategy*. The workshop ties together the college's efforts to implement continuous quality improvements and to foster success for students.

TAB B3

Monitoring Report

Board Rule - 400.0400.00

Community Development

Community Development ~ 400.0400.00
Enrollment in Professional Development and Recreational Learning Non-credit Courses
 August 28, 2008

Belmont Technical College takes leadership in enriching the lives of citizens and students in its three-county service area by offering credit and non-credit programming. Enrollment in non-credit courses for professional development and recreational learning is monitored by the Workforce Development and Community Education Department. The goal of these enrichment activities is to provide access to opportunities for professional development and recreational learning (Ends Policies, Section IV, 400.0400.00 Community Development).

Data in this summary reports professional development and recreational learning **non-credit** classes conducted on BTC's main campus in St. Clairsville. Professional development courses are those that provide opportunities to enhance workplace skills or short term paths to employment. Classes in this category would include topics such as, Microsoft Office computer skills, EKG Technician specialty training, and IV Therapy. Recreational learning courses provide personal enrichment through courses such as, "using computers in Child Care," "pupil activity validation," and "First aid renewal."

Table 1 *Community Development Non-credit Course Trends Monitoring*

	Enrollment	# of Classes	Average # students per class
Recreational			
2003	336	40	8.4
2004	590	73	8.1
2005	579	59	9.8
2006	400	53	7.5
2007	501	54	9.3
2008	301	41	7.3
Total	2406	279	
Professional Development			
2003	565	40	14.1
2004	563	50	11.26
2005	623	64	9.7
2006	572	65	8.8
2007	1101	97	11.4
2008	365	32	11.4
Total	3424	316	

Analysis

The data in Table 1 reflect the goals of the Workforce Development Department to be responsive to the needs of the community. The variability and slight decrease in enrollments for recreational programming over the six-year period from 2003 through 2008 echo the community's preference for professional development programming over recreational programming. Reduced enrollments in BTC's recreational learning also reflect the increased accessibility of recreational programming throughout the community.

Over the last six years, BTC has offered recreational programming in Monroe and Harrison counties; however, recently, there has not been sufficient interest or enrollment in the courses offered in prior years to support the level of programming that was offered in the past.

In response to the declining demand for recreational programming, the Workforce Development and Community Education Department has increased opportunities for Professional Development activities. The number of classes conducted has grown from 40 in 2003, to 97 in 2007. In 2008, thirty-two classes were conducted. This is a decrease of approximately thirty percent. At the same time, there has been a decline in enrollment.

Another factor affecting the number of classes offered and the number of participants enrolled is related to transitions in departmental staffing. There are currently vacancies in the Program Coordinator and Associate Dean positions. The WFD and Community Education Department is undergoing a structural transformation. New positions yet to be filled include: Director of Industrial Trades and Contract Training and Dean of WFD and Economic Development. This reorganization will assist the department in focusing on the needs of the community and contract training. Feedback from participants who have enrolled in professional development courses recently suggests that community members served through the programming have found it to be valuable.

Recommendations:

The first step in getting enrollments and course programming back on track in the WFD and Community Education Department is to complete successful searches for the currently-open positions. New leadership is expected to bring stability to programming and to increase the quality overall of offerings to the community. Once these positions are filled, a primary goal will be to increase enrollments in non-credit course programming.

Another important step in improving quality will be to integrate monitoring of courses and activities into systematic processes. In so doing, data can be analyzed to identify strengths and opportunities for improvement. The department will be poised to maximize its effectiveness in meeting the needs of the communities, providing enriched programming, and increasing accessibility to education in the three-county service area.

TAB B4

Monitoring Report

Board Rule - 400.0400.00

Community Development

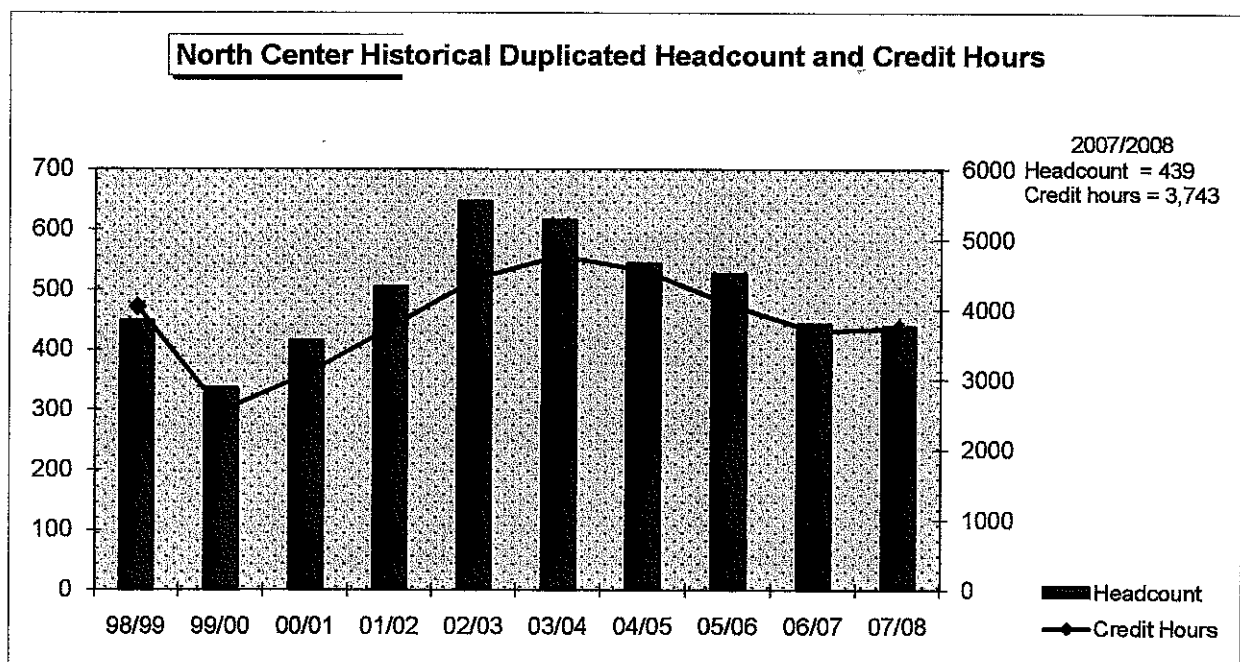
Community Development ~ 400.0400.00
Enrollment Trends in off-campus sites
 August 28, 2008

Belmont Technical College provides credit and non-credit learning opportunities for citizens and students in its three-county service area. The data in this report covers enrollment trends in coursework offered for college credit in Harrison and Monroe counties. Enrollment trends for these two off-campus sites are monitored in accordance with the Ends Policies of the Board of Trustees. The goal of offering course work at three sites: St. Clairsville (main campus), Cadiz (North Center), and in Monroe County is to increase access to higher education throughout the service district (Ends Policies, Section IV, 400.0400.00 Community Development).

Data in this report provide a snapshot of yearly headcounts and credit hours for students enrolled at the North Center and Monroe County locations. Chart 1 displays data associated with the North Center and the second chart is a graphical display of data for Monroe County. In both charts, headcount is measured on the left vertical axis, and credit hours are measured on the right vertical axis. Across the bottom horizontal axis, the most recent ten academic years are arranged to reveal ten-year trends in enrollment. In both charts, the numbers representing headcount are indicative of *duplicated headcount*. Thus, if one student enrolled in three, three-credit-hour classes (one course for three credits in each fall, winter, and spring quarters) that one student would be represented in the chart in two ways: as headcount of three for the year 2007-2008; and as nine credit hours for the year.

North Center:

Chart 1 *North Center Enrollment Trends, 1998-1999 through 2007-2008*



Analysis

Instructional programming in off-campus locations functions as an extension of the main campus. Decisions about courses to offer are based upon curriculum, student demand, and Program Chair approval. For the most part, courses offered are first-year courses and provide a port of entry to higher education for students in Harrison and Monroe counties. The expectation is that students will transition to the main campus to complete their studies. Occasionally, upper level courses are offered, but only with Program Chair approval and with assurances that the integrity of courses will not be compromised.

Data for enrollment trends at the North Center (See Chart 1) show variability in a number of elements. Where the chart begins in 1998/1999, headcount was 448 and credit hours were 4,406, for an average number of credit hours per student at 9.03. There was a drop in both headcount and credit hours the next year (1999/2000) and the average credit hours per student was 7.6. This one-year of lower enrollment and headcount might be explained, in part, by rumors of closure, the resignation of the director and full-time advisor. Following the appointment of a new coordinator who had advising experience in 2000, credit hours and headcount began to rise. The growth over the next four years may have resulted from the consistency of student advising and students' growing confidence that the North Center would not be closing.

A second decline in enrollment began during the 2004/2005 year and extends into the current year, 2007/2008. Head count has dropped to 439 and credit hours have declined to 3,743 for the most recent year. This represents a 32% decrease in headcount and a 16% decrease in credit hours. Average credit hours per student have remained relatively steady, fluctuating between 9.03 (for 1998/1999) and 6.86 (for 2002/2003). Table 1 summarizes the average credit hours per student at the North Center.

Table 1, *North Center Average Credit Hours per student 1998/1999 through 2007/2008*

Year	Average Credit hours per student
98/99	9.03
99/00	7.6
00/01	7.43
01/02	7.42
02/03	6.86
03/04	7.75
04/05	8.39
05/06	7.75
06/07	8.33
07/08	8.53

Analysis of enrollment trend data for the North Center focused on factors that are within control of the college. Thus, patterns of enrollment for new students to the college were investigated. During the peak year for enrollment, 2003/2004, there were 118 "new" students enrolled for classes at the North Center. That number dropped to 102 in 2004/2005, 83 in 2005/2006, 77 in 2006/2007, and 78 in 2007/2008. This decline in new students at the

North Center may account for a portion of decline in enrollment at the North Center. In any case, the recruiting and marketing departments of the college can use these data to target plans for increasing future enrollments.

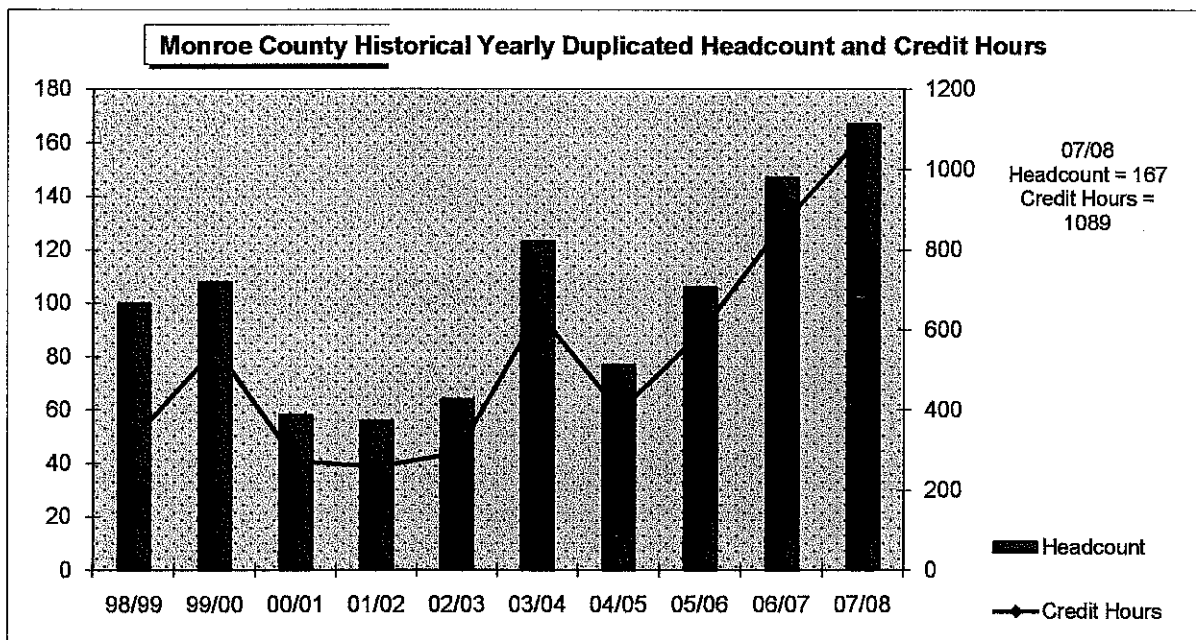
An example of a factor considered, but outside the control of the college, is demographics in the college service areas. While estimates of and projections for demographic data for Harrison County report a declining population rate, the decline in headcount at the North Center exceeds the .3% average yearly population decrease projected for Harrison County.

Conclusions/Recommendations

New students are likely to be attracted to new programming. This, recommendations for the North Center include following through on new programming such as Nurse Aide training, mining, EKG, pharmacology and IV therapy. With permission to offer transfer degrees on the horizon, the North Center will provide a likely pipeline for students who are looking to enroll at Ohio University Eastern as a local four-year institution where they can attain bachelors' degrees.

Monroe County:

Chart 2 *Monroe County Enrollment Trends, 1998-1999 through 2007-2008*



Analysis:

Historical data indicates that BTC began offering courses for college credit in **Monroe County** in 1997 with 12 students enrolled. Two hundred and ninety-nine classes have been conducted by Belmont Technical College in Monroe County since spring 1997. The positive trend of increasing credit hour production and student enrollments is continuing. It is difficult to pin-point why enrollment fluctuated over the years; however, events such as plant closings, locations where classes were held, and staffing transitions may have

impacted enrollment. Growth is expected to continue as students gain confidence that more courses will be offered in Monroe County. The recent addition of a part-time person and the anticipated development of a Monroe County Higher Education Plan are factors which should positively impact future enrollment.

Conclusions/Recommendations:

BTC has taken the lead in providing educational access in Southeaster Ohio through off-campus locations. During these economic times the college must continue to exercise prudence while maintaining a level of stability. Plans are to continue with the current mode of operation and to explore new options for providing educational access at off-campus sites. BTC is leading the Monroe County higher education initiative and implementing the plans set out on in the July 1, 2008 *Memorandum of Understanding* between Monroe County Commissioners and Belmont Technical College.

TAB B5

Monitoring Report

Board Rule - 400.0000.00

Access to Higher Education

Access to Higher Education ~400.0000.00
Quarterly Enrollment Statistics
 July 24, 2008 (Revised August 28, 2008)

Belmont Technical College is “committed to providing the highest possible quality of education to the most students possible at the lowest possible cost” (Spellings, 2007). Further, Belmont Technical College faculty and staff strive to provide access to higher education for all residents of the college’s service district, Belmont, Harrison, and Monroe counties (Board of Trustees Ends Policies, Section IV, 400.0000.00 Access to Higher Education). Toward that end, the college uses strategies aimed at increasing and improving access for students. Results of these efforts can be seen in enrollment statistics that track patterns of enrollment on a quarterly basis. This report displays graphically enrollment trends for summer quarters from 1998/1999 through the 2008-2009. Table 1 displays actual headcount and credit hour data for summer quarters over the ten-year period.

Chart 1, *Summer quarter 1998/1999 through 2008-2009, unduplicated headcount and credit hours*

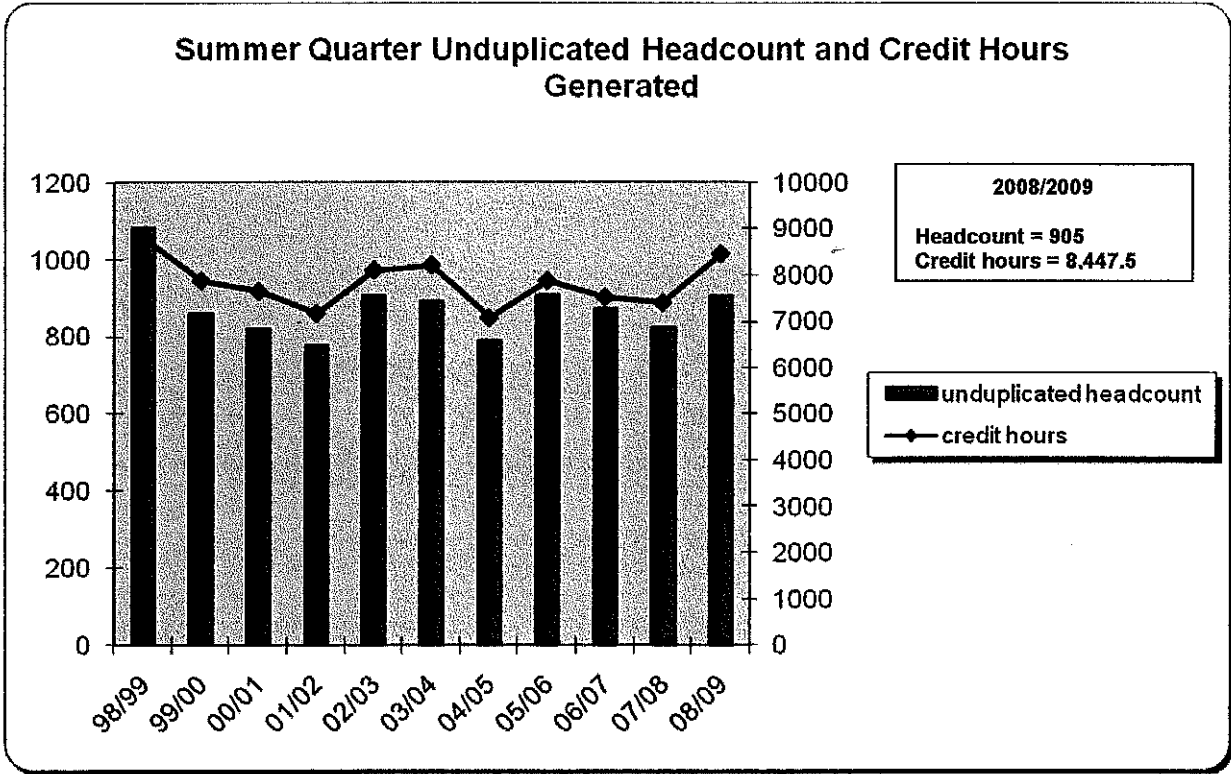


Table 1, *Summer quarter 1998/1999 through 2008-2009, unduplicated headcount and credit hours*

Year	Headcount	Credit hours
98/99	1082	8799.5
99/00	859	7872.5
00/01	821	7645
01/02	777	7163.5
02/03	906	8096.5
03/04	891	8208
04/05	791	7070.5
05/06	909	7873
06/07	871	7514
07/08	822	7393
08/09	905	8447.5

Data

These data show an increase in both credit hours and headcount for summer quarter in 2008 in comparison with summer quarter of 2007. The increase in headcount represents an additional **83** students, and the increase in credit hours reflects **1,054.5** additional credit hours of enrollment. These data include enrollments at all three BTC locations and all of those students enrolled through August 15, 2008 when the data were drawn from the Jenzabar database.

Analysis:

The 10 percent increase in headcount and the 14 percent increase in credit hours from summer 2007 to summer 2008 results from a number of strategies that were directly aimed to increase enrollment at Belmont Technical College. Multiple factors contributed to these positive gains.

The increases in headcount and credit hours can be attributed, in part, to a 14 % increase (from summer 2007 to summer 2008) in *continuing* students – students who reenrolled for classes during summer quarter after completing classes in spring quarter. An increase in *transfer* students also had a positive impact on headcount. This was a direct result of an initiative targeted to increase the transfer market for BTC. During summer 2008, Flex classes were offered with the intent of attracting transfer students who were home from other institutions for the summer.

There are a number of ongoing strategies developed as part of the Ohio College Access Network (OCAN) grant and aimed at increasing retention which are having a positive impact on enrollment. Some of these include the Academic Alert System, the Teacher Expo for high school and tech prep teachers, the Recruit Back Program including initiatives such as: Right Start, the Student Learning and Success Course, Group Registrations, the Wellness Program, Financial Aid Awareness Week, and study groups for killer courses.

Conclusions/Recommendations

An increase in summer enrollment is a very encouraging sign that the institutional efforts to recruit and retain students are working and improving. This enrollment increase puts even more emphasis on our need to retain these new students in future quarters. As the OCAN Retention Initiative proceeds through its second year, we intend to continually evaluate and develop current strategies. Additional strategies, like Case Management Advising are soon to be implemented and are expected to contribute to our tracking and retention efforts. Scheduled administration of the CCSSE and Noel Levitz student satisfaction surveys are structured tools which will also be useful to guide future recruitment and retention strategies.

