

BELMONT TECHNICAL COLLEGE

**BOARD OF TRUSTEES  
MEETING**

May 29, 2008  
7:00 PM

# **TAB A**

# **AGENDA**

**Belmont Technical College  
District Board of Trustees Meeting  
May 29, 2008**

7:00 p.m.

UPDATED AT 5:32 P.M.

**A M E N D E D A G E N D A**

- |                                 |  |           |
|---------------------------------|--|-----------|
| <b>CALL TO ORDER</b>            | Ms. Elizabeth Gates, Chair   |           |
| <b>ROLL CALL</b>                | Recorder   |           |
| <b>PLEDGE OF ALLEGIANCE</b>     | Ms. Elizabeth Gates, Chair   |           |
| <b>INTRODUCTION OF VISITORS</b> | Ms. Elizabeth Gates, Chair   |           |
| <b>APPROVAL OF AGENDA</b>       | Ms. Elizabeth Gates, Chair   | <b>A.</b> |
| <b>APPROVAL OF MINUTES</b>      | Ms. Elizabeth Gates, Chair   | <b>B.</b> |
| <b>CONSENT AGENDA</b>           | <b>1. Human Resources Items:</b>   | <b>C.</b> |
|                                 | <u>Hiring Ratification</u><br>Karen Taylor, Transitional Studies Coordinator   |           |
|                                 | <u>Approval of New Position</u><br>Director of Industrial Trades and Contract Training<br>– Marge Hawthorne, Director of Human Resources |           |
|                                 | <u>Approval of New Position</u><br>Assistant Director, Nursing Programs<br>– Marge Hawthorne, Director of Human Resources                |           |
|                                 | <u>Resignation</u><br>Frank Ferrell, Industrial Trades Program Coordinator<br>– Marge Hawthorne, Director of Human Resources             |           |
|                                 | <b>2. Administrative Items:</b><br>None.   |           |
|                                 | <b>3. Board Items:</b><br>Resolution of Appreciation, Anna Carson  |           |

**PRESIDENT'S REPORT**

Dr. Joseph E. Bukowski, President

**D,**

**MONITORING  
ACTIVITIES**

**E.**

Financial

1. April 2008, Financial Report  
– John S. Koucoumaris, Vice President of Administrative Affairs

Sections IV: Ends Policies

2. Board Rule - 400.0000.00 - Access to Higher Education  
Quarterly Enrollment Statistics

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

3. Board Rule - 400.0300.00 – Articulation and Transfer

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

Ohio Board of Nursing

4. The Ohio Board of Nursing

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

National City Bank

5. Correspondence

**REPORTS &  
PRESENTATIONS**

Celebration of Learning

- Karen Taylor, Transitional Studies Coordinator
- Amy Leoni, Learning and Information Services Librarian

OACC Spring Meeting

- Trustee. Gates, Piccin and Jobe

*District Board of Trustees Meeting  
May 29, 2008*

**COMMENTS FROM  
THE CHAIR**

Ms. Elizabeth Gates, Chair

**COMMENTS FROM  
COLLEGE COMMUNITY**

**NEXT REGULAR  
MEETING**

Thursday, June 26, 2008  
– Workshop 5:00 p.m.

**ADJOURNMENT**

**TAB B**

**MINUTES**

**BELMONT TECHNICAL COLLEGE**  
**BOARD OF TRUSTEES MEETING**

**MINUTES OF April 24, 2008**

The regular meeting of the Belmont Technical College District Board of Trustees was held at 7:00 p.m. on April 24, 2008 at the Monroe County Senior Citizens Center.

**CALL TO ORDER**

Elizabeth Gates, Chair, called the meeting to order at 7:06 p.m.

**ROLL CALL**

Marcia Bedway ----- Present  
Anna Carson----- Absent  
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, Becki Kurtz, Brenda Lohri-Posey, Tim Houston, Greg Fehr, Jody Peeler, Bobbi McMillen, Kelly Meade, Linda Poland and President Joseph Bukowski.

**INTRODUCTION OF VISITORS**

Sonny Block, Debbie Haney, Tom Scott, Phyllis Clout, Gary Williams, and Bill Frank.

**ACCEPTANCE OF AMENDED AGENDA**

Dr. Saxby motioned, seconded by Ms. Bedway to accept the amended agenda with the reports and presentations presented before the monitoring activities.  
All ayes - motion carried.

**APPROVAL MINUTES**

Mr. Hunkler moved, seconded by Ms. Pollock to accept the minutes of March 27, 2008 with one correction to the minutes {Correction of order: Approval of the Agenda, followed by the Approval of the minutes.}  
All ayes-motioned carried.

**CONSENT AGENDA**

**Human Resources Items**

Resignation

Nicole Jackson, Assistant Director of Marketing

– Marge Hawthorne, Director of Human Resources

Hiring Ratification

Belinda Porter, Administrative Affairs and Policy Coordinator

– Marge Hawthorne, Director of Human Resources

**Administrative Items:**

Ratification of Operating Policy

Information Technology Appropriate Use Policy  
(Policy Number- 335.0106.08)

The board approved the Information Technology Appropriate Use Policy which provides guidelines and establishes expectations to ensure an information technology infrastructure that promotes the basic missions of the College in teaching, learning, and administration. In particular, this policy aims to promote the following goals:

- To ensure the integrity, reliability, availability, and superior performance of IT Systems;
- To ensure that use of IT Systems is consistent with the principles and values that govern use of other College facilities and services;
- To ensure that IT Systems are used for their intended purposes; and
- To establish processes for addressing policy violations.

– *John S. Koucoumaris, Vice President of Administrative Affairs*

**Board Items:**

Re-Appropriation of General Fund Balance Appropriated Fund Balance for Strategic Planning.

The Board approved the transfer of \$25,000 from the General Fund Board Appropriated Fund Balance Community College Initiative and \$25,000 from the General Fund Board Appropriated Fund Balance Off-Campus Center Start up to the General Fund Board Appropriated Fund Balance for Strategic Planning.

– *John S. Koucoumaris, Vice President of Administrative Affairs*

Dr Saxby motion, seconded by Ms. Bedway to approve the Consent Agenda.  
All ayes-Motion carried.

**PRESIDENT REPORT:**

Associate of Arts Degree and Associate of Science Degree

All of the 8 Technical Colleges in the state of Ohio have received the Chancellor's approval to offer Associate of Arts and Associate of Science degrees. We are hoping the Ohio Learning Commission will approve our community college status in the future. There is a possibility that the Ohio Learning Commission may require each of the 8 Technical Colleges to have a site visit before they grant approval to offer the Associate of Arts and Associate of Science degree. We are prepared to start offering the degrees but are waiting for final approval.

Strategic Planning

Dr. Bukowski presented an update on the Strategic Planning process. The College will bring in consultants to assist in this process.

Consultants will also be used to conduct the situational analysis. The College will be collecting internal data, external data to assess where the College is current and to strategize for the future.

Marketing Department

A marketing consultant will be coming to the College in May. The consultant's focus will be to assist the College in marketing strategies for the future.

Information Technology Department

An IT consultant will be coming to the College in May. The consultant's focus will be to analyze job descriptions and services offered by the Information Technology Department.

Higher Education Plan

Dr. Bukowski presented an update on the Chancellor's Higher Education Plan which consists of a matrix of twenty indicators. Ms. Bedway and Ms. Pollock will assist Dr. Bukowski in helping to embed the twenty indicators into the Board's Ends Policies.

Dr. Kurtz, Dr. Posey, and others, will be assisting Ms. Bedway and Ms. Pollock in bringing back recommendations to the Board, sometime in July.

Quarterly Report: The Foundation

Mr. Dowler, Chair of the Foundation Board, has given Dr. Bukowski permission to create a format for quarterly reports for the foundation board.

Global Warming Seminar

In collaboration with Ohio University Eastern and Ohio University Extension, the College will host a Global Warming Seminar on April 29th at 7:00 p.m.

Scholarship Presentation

The Mining, Electrical and Mechanical Association have pledged \$2,000.00 a year for five years for a scholarship for students who plan to build careers in the electrical or mining area.

Consol Energy has donated \$40,000.00 to the Foundation. In the last three years, Consol Energy has donated a grand total of \$180,000.00. Dr. Bukowski remarked on the magnanimous gesture of these donations. Consol Energy has been hiring our Engineering students who instantly become a productive member in their organization.

New Foundation Board Member

Ms. Carolyn Sue White, a faculty member, was elected to join the Foundation Board as a director.

**REPORTS AND  
PRESENTATIONS**

**Monroe County Update**

Tim Houston, Dean of Student Services, presented an update on Monroe County Enrollment.

Mr. Houston introduced, Kelly Meade, Monroe County Liaison for the College. Ms. Meade assist students who graduate from high school and who want to attend Belmont Technical College. The One Stop has graciously allowed the College to house Kelly in their facility.

Mr. Houston reported the College will offer in addition to its evening classes, afternoon classes at Swiss Hills this summer.

**Dialogue with Monroe  
County Higher Education  
Committee**

A dialogue commenced with the Board of Trustees and the Monroe Higher Education Committee.

- Thomas Scott, Economic/Workforce Developer
- Ms. Debbie Haney, Director of Monroe County Department of Job and Family Services
- Francis "Sonny" Block, Monroe County Commissioner.

Mr. Thomas Scott, Economic/Workforce Developer of Monroe County thanked the Board of trustees on behalf of the Higher Education Committee for their continual commitment to Monroe County. The Committee asked that the College increase the accessibility opportunities for Monroe citizens wishing to seek further education by finding alternative accessibility options.

Ms. Debbie Haney, Director of Monroe County Department of Job and Family Services presented a report on Higher Education in Monroe County.

Issues of access identified by the Committee of Higher Education in Monroe County are:

- A creation of a consortium of education providers is needed to further serve the county.
- Identification of desired and needed classes.
- Agreement of who does what and when.
- Scheduling of classes.
- Enrollment
- Monitoring Outcomes

Other Issues Addressed:

- Shuttle service from Monroe County/Gas Prices
- Availability of classes during the day
- Facilities

Mr. Sonny Block, Monroe County Commissioner, spoke to the Board of Trustees on the necessity of increasing access to Monroe county due to the rising cost of fuel. Mr. Block addressed the need to "implant" into the culture of Monroe County that "education can be the vehicle that could leads them into the future"

Mr. Gary Williams, Enrollment Management, Director of Outreach Services of Washington State Community College presented to the Board of Trustees a similar project in Morgan County.

Ms. Pollock thanked the Higher Education Committee for their diligence and passion.

Ms. Gates also, thanked the Higher Education Committee for presenting their ideas to The Board. Ms. Gates commented, The Board agrees with the same principles and will take those ideas into consideration as the Board deliberates their continuing role in Monroe County and access to Higher Education.

**MONITORING  
ACTIVITY**

March 2008  
Financial Reports

John S. Koucoumaris, Vice President of Administrative Affairs presented the March 2008 Financial report.

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

Checking Account	\$	1,008,878.63
Certificates of Deposit	\$	8,734,105.30
Savings	\$	505,935.04
Total Temporary Investments	\$	9,240,040.34
Total Cash and Temporary Investments	\$	10,248,918.97

The Budget Report shows the following:

	This Year % Recorded
Budgeted Revenues	74.6%
Budgeted Expenditures	68.8%

1. The Unexpended Plant Fund Report is in the amount of \$ 1,571,170.51.
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, 719, 656.39.
4. The Start up Fund is in the amount of \$ 300,195.96.

Ms. Pollock motioned, seconded by Dr. Saxby to accept the March 2008 financial report presented by Mr. Koucoumaris.  
 All ayes – motion carried.

Section IV: Ends Policies

**Core Learning Outcomes  
 Student Development  
 (400.0100.00)**

**Core Learning Outcomes ~ Student Development (400.0100.00)**

**Assessment of student core learning outcomes  
 Communication**

Belmont Technical College has identified four Core Learning Outcomes that are cultivated in all students seeking the Associate Degree. When appropriate and applicable to the course content, the faculty will integrate the outcome competencies and goals and emphasize them in course activities and assignments.

The Core Learning Outcomes are:

1. Communicate Effectively (Written, Oral, Reading)
2. Think Critically and Creatively
3. Learn Actively
4. Accept Accountability

Currently the Core Learning Outcome of “Communicate Effectively” is being assessed in courses in the technical programs and in the English courses. The measurement of this outcome is being achieved by use of a grading rubric (see attachment). Using a rubric provides a direct measure of student learning and helps to distinguish clearly to faculty and students the areas of strength and weakness in students’ mastery of this important core learning outcome. Communicating effectively is a skill that many employers seek in their employees and assists in the personal and professional growth of students.

**Assessment Results/Analysis:**

“Communicate Effectively” has been assessed in fifteen programs with participation by thirty-nine percent of the full-time faculty. The part-time faculty have not been required to participate in this process, although some part-time faculty have used the rubric in their courses. Assignments used by faculty to measure “Communicate Effectively” have included nursing post-conference communication exercise, writing across the curriculum assignments, smoking effects on aging throughout the life span, oral history paper, decision making project, and child developmental assessment. This core learning outcome is being measured in a first level, second level and capstone course for each program participating in the assessment process.

In spring quarter, the third and final measurement of “Communicate Effectively” from the capstone courses will be submitted by the program chairs and faculty. At that time a comparison of the scores for the student cohorts over the three rubric measures will be analyzed. To aid in this process, a web-based tool for data collection and analysis is being developed by the computer department.

**Conclusions/Recommendations:**

Faculty conclusions about the assessment process include 1) satisfaction with some assignments given to measure communicates effectively, 2) revising of some assignments to better measure the core learning outcome, 3) need for increased participation in the classroom to measure the oral skills, 4) concern about consistency between faculty in using the rubric for evaluation due to subjectivity, and 5) the value of measuring communication to meet the real world expectations of the employer. Recommendations are to 1) make the oral presentation assignment a permanent part of the course requirements, 2) encourage dialogue between faculty to increase consistency in use of the rubric, 3) encourage students to take all of their English courses in sequence after they take their developmental courses, and 4) give the assignment earlier in the quarter to allow students more time to prepare.

**COMMUNICATE EFFECTIVELY**

Course Number \_\_\_\_\_ Course Name \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ ID # \_\_\_\_\_

Levels of Competency	
Developing (active learning)	1 = Beginning
2 = Emerging	
Established (meeting or exceeding expectations)	3 = Performing
4 = Proficient	
	5 = Exemplary
NA = Not applicable	

Descriptors for each evaluation level are as follows:

Level	Descriptor
5 – Exemplary	Demonstrates expertise of the skill.
4 – Proficient	Demonstrates mastery of the skill.
3 – Performing	Demonstrates the skill satisfactorily.
2 – Emerging	Knows and comprehends the skill but demonstrates it inconsistently.
1 – Beginning	Demonstrates an introductory knowledge of the skill.
NA – Not Applicable	Student’s skill was not assessed.

Indicators	Developing (1–2)	Established (3–5)
A-1 Reads, comprehends, analyzes, and evaluates various types of writing.		
1. Understands main idea. 2. Understands author’s intent. 3. Analyzes logical development of topic and/or argument.		
A-2 Uses prewriting, drafting, revising and editing techniques.		
1. Plans before writing by brainstorming, freewriting, mapping, listing, and/or outlining. 2. Prepares a preliminary draft. 3. Revises draft for organization as noted in A-2. 4. Revises draft for completeness of development as noted in A-2. 5. Edits draft for language use as noted in A-4.		
A-3 Logically organizes, develops, and communicates an idea or position.		
In any formal communication, spoken or written, the student will include: 1. An introduction. 2. A statement of the main idea (thesis). 3. A logical arrangement of subtopics 4. Appropriate detail sufficient to fully develop each point. 5. A conclusion.		
A-4 Uses appropriate vocabulary, grammar, punctuation, spelling and syntax.		
1. Uses appropriate vocabulary. 2. Uses appropriate grammar. 3. Uses appropriate punctuation. 4. Uses appropriate spelling. 5. Uses appropriate syntax.		
A-5 Presents sufficient research to support the topic, including:		

- sources.
- 2. Correct use of quotations, paraphrases, and summaries.
- 3. Consistently adequate introductions to source material.
- 4. Exact parenthetical references.
- 5. Complete documentation on Works Cited page.

COMMUNICATE EFFECTIVELY - page 2

Course Number \_\_\_\_\_ Course Name \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ ID # \_\_\_\_\_

Levels of Competency

**Levels of Competency**

Developing (active learning)

1 = Beginning 2 = Emerging

Established

3 = Performing 4 = Proficient

(meeting or exceeding expectations)

5 = Exemplary NA = Not/Applicable

Indicators	Developing (1 - 2)	Established (3 - 5)
A-6 Demonstrates public speaking skills.		
1. Adapts message to audience. 2. Organizes and develops message as noted in A-3. 3. Effectively uses appropriate visual aids to enhance the presentation. 4. Speaks in fluid, confident manner. 5. Uses appropriate vocabulary, grammar and syntax. 6. Maintains eye contact with audience throughout the presentation.		
A-7 Uses and perceives non-verbal cues.		
1. Establishes and maintains eye contact. 2. Observes and interprets body position and movements of others. 3. Respects appropriate boundaries of personal space. 4. Aware of and controls own non-verbals to create a positive, confident impression in workplace.		

**Student Success Plans  
Degree Completion  
(400.0200.00)**

**Assessment Measure:**

The overall performance score as well as the aggregate score for each skill evaluated in Communicate Effectively in written and oral presentations for the \_\_\_\_\_ (course number) students on the \_\_\_\_\_ assignment will be \_\_\_\_\_ or higher.

**Student Success Plans ~ Degree Completion (400.0200.00)**

**Case Management Advising**

**Progress Report:**

The Case Management Software was recently approved for release. The college has purchased the software from Sinclair Community College, and the licensing contract is being negotiated. The next step for implementing case management advising will be to map Belmont Technical College's student and course information into the software, and then software training will be scheduled for all advisors. Plans are to implement a pilot project this summer to begin the implementation process of case management advising and to give advisors experience in using the software. We are looking forward to getting this project up and running.

**Workforce Development  
Contract Training  
(400.0600.00)**

**Workforce Development ~ Contract Training (400.0600.00)**

**Credit/Non-credit Courses**

**Enrollment Trends**

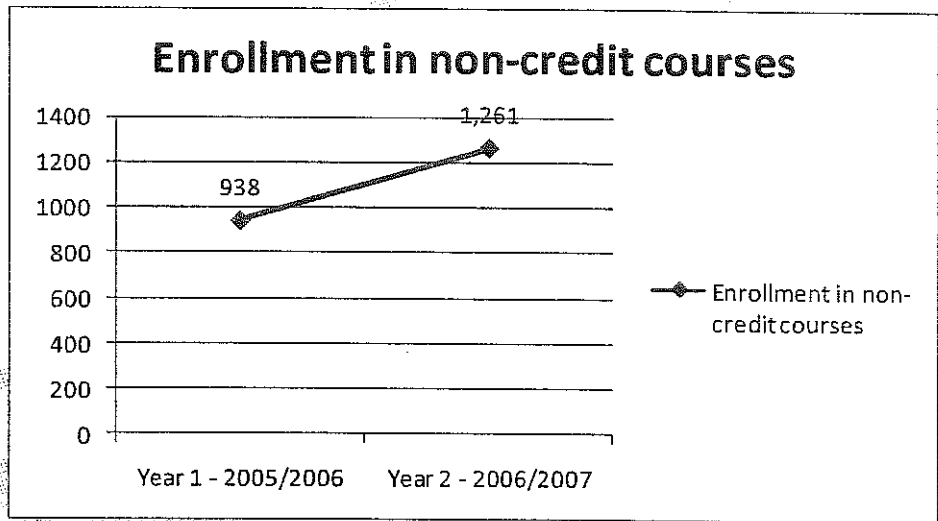
**Satisfaction Surveys from the Business Community**

Belmont Technical College helps meet the training needs of its three-county service district by providing contract training for business and industry. The training consists of both credit and non-credit courses. Monitoring the number of offerings, the enrollment, and stakeholders' satisfaction with the training opportunities are ways of assessing and documenting Belmont Technical College's success in meeting the needs of employees in the business community. (Board Policies, Section IV, 400.0600.00 Workforce Development) BTC's systematic approach to monitoring workforce development activities relies upon data gathered by the Community Education and Workforce Development department and stored in the Jenzabar EX database. This report presents data in two tables and a narrative summary of satisfaction surveys. The first table, Contract Training - Numbers of credit and non-credit courses, summarizes the numbers of courses offered by fiscal year. The second table, Enrollment Trends displays enrollment trends for non-credit contract training courses.

Table 1 *Contract Training - Numbers of credit and non-credit courses*

Year	For credit courses	Non-credit courses
2005-2006	0	43
2006-2007	1	61

Table 2 *Enrollment Trends*



These charts demonstrate growth in the number of offerings and in enrollments for contract training opportunities between July 1, 2005 and June 30, 2007. Members of the Community Education and Workforce Development Department who develop, arrange for, and provide the training activities anticipate that this growth trend will continue. BTC will actively seek new contract training clients while continuing to grow relationships with its current client base.

**Stakeholders Perceptions and Satisfaction**

Stakeholders' perceptions are gathered through evaluation surveys distributed to students at the conclusion of training offerings. The College responds to stakeholders' feedback by initiating action steps that guide future planning.

The evaluation survey instrument given to students in Workforce Development courses has 15 items that are organized into two sections. Questions in the two sections relate to students' perceptions and satisfaction with "This Course" and "My Trainer." Students rate statements about the course and their trainers on a 5 point, Likert-type scale ranging from "Strongly Agree" to Strongly Disagree."

Responses to the satisfaction survey were gathered from students in nine sections of training courses during 2005-2006. In regard to students' satisfaction with the course, 97% of the respondents indicated agreement or strong agreement with statements addressing the knowledge they gained in the course, the length and pace of the course, the balance between lecture and "hands-on" activities, and the level of difficulty of the course. Data gathered concerning the overall satisfaction of the same students with the trainer was similarly positive; Ninety-eight percent of the responses indicated agreement or strong agreement with statements such as: The same students indicated they agreed or strongly agreed with statements such as: "My trainer makes a clear presentation; My trainer had strong knowledge/skills; I received individual attention from my trainer; My trainer was well organized and prepared; My trainer was enthusiastic and engaging."

Survey responses from students in contract training courses during the 2006-2007 year were similar to responses from the year before. Over 95% of the ratings for the "this course" and "My instructor" were positive. Less than 2% of respondents in the sample indicated they had not acquired the knowledge they expected and therefore would not recommend the course to others.

#### **Recommendations**

The contract training programs are on the path to success. The college is increasing the number of course offerings, satisfied students finding quality instruction, and improvements are planned for the future.

A small number of students in contract training courses (6.3% in 2005-2006 and 3.5% in 2006-2007) indicated on the evaluation survey that they disagreed with the statement, "This course was the right length." While the College makes every attempt to inform clients of the number of hours sufficient to cover their training objectives, a few students clients have been expressed concerns about balancing hours away from production with work demands and time constraints. As new courses are added and current offerings are reviewed for improvements, instructors will increase their efforts to show clients the importance of allotting sufficient time for training. The time in training is well spent, as increasing proficiencies through training opportunities leads to increases in employees' overall productivity.

Ms. Pollock motioned, seconded by Dr. Saxby to accept the Monitoring reports without presentation, as the Board has previously reviewed the reports, for March 2008. All Ayes-motion carried.

#### **BOARD DISCUSSION**

The Board discussed the Presentation presented by the Monroe County Higher Education Committee.

#### **Topics Discussed:**

- Consortium
- Accessibility
- Enrollment

**UPCOMING EVENTS  
AND MEETING**

OACC: 2008 Annual Meeting & Excellence Luncheon  
May 22-May 23, 2008 Columbus, Ohio

Celebration of Learning:  
May 20-22, 2008, Horizon Hall  
– A college-wide learning fair showcasing honor projects and products  
from courses, classes, or student endeavors.

Pinning Ceremony Nursing (ADN) Graduation,  
June 5, 2008

Graduation Ceremony:  
June 6, 2008

**COMMENTS FROM  
THE CHAIR:**

None.

**COMMENTS  
FROM  
COLLEGE  
COMMUNITY**

None.

**NEXT MEETING**

The next regular meeting of the Board of Trustees will be held on Thursday, May 29, 2008 at the main campus.

**ADJOURNMENT**

There being no further business of the Board of Trustees the meeting adjourned at 9:23 p.m.

\_\_\_\_\_  
Elizabeth Gates, Chair

\_\_\_\_\_  
Joseph E. Bukowski, President

Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

**TAB C**

**CONSENT AGENDA**

# **TAB C1**

## **CONSENT AGENDA**

Human Resources

Items

**AGENDA ITEM C1 : RATIFICATION OF EMPLOYMENT –  
TRANSITIONAL STUDIES COORDINATOR**  
*Board of Trustees Meeting Date: 5/29/08*

At a previous Board meeting, the President was given authority to make the hiring decision for the position of Transitional Studies Coordinator, with the Board to ratify the decision at a subsequent meeting.

Ms. Karen Taylor has accepted the position effective May 19, 2008. Ms. Taylor has been working as the Interim Transitional Studies Coordinator since August of 2007, and has also been employed by the College as an Adjunct Faculty member in a number of English and Communication courses. Her professional background includes experience as a Special Education Program Specialist, an Alternative School Coordinator, and eighteen years as a classroom teacher in traditional, special and alternative education.

Ms. Taylor has earned a Bachelor of Science degree with a major in Special Education, and has completed Masters-level coursework in special education supervision and instruction, law, and is currently completing graduate coursework for a Masters of Arts degree in Adult Education. Her reference checks were excellent. Starting salary is \$38,500 at a salary grade level of 9.

**RECOMMENDATION:** It is recommended that the Board ratify the employment of Ms. Karen Taylor in the position of Transitional Studies Coordinator at an annual salary of \$38,500.00, effective May 19, 2008.

**SUBMITTED BY:** Marge Hawthorne, Director of Human Resources

**AGENDA ITEM C (1) : NEW POSITION – DIRECTOR OF INDUSTRIAL  
TRADES & CONTRACT TRAINING**

*Board of Trustees Meeting Date: 05/29/2008*

The Director of Industrial Trades & Contract Training position is a re-design of the position of Faculty Administrator for the Industrial Trades Programs. The person in the new position will still report to the Vice President of Learning and Student Success and will continue to oversee the Industrial Trades Programs, which include Tooling and Machine, Welding, and HVAC. This position embeds the added responsibility of planning, implementing, and evaluating the contract training function of the college in collaboration with the Dean of Workforce and Economic Development. The re-designed position will ensure that all contract training and industrial trades programming is well coordinated by an expert in the field.

In addition to the required knowledge and skills in the current position, the individual in the Director, Industrial Trades & Contract Training position will have knowledge and experience in industry, and will be able to form deeper relationships with our partners in business and industry in order to facilitate more continuous and ongoing contract training. The training will be of a superior standard.

Qualifications of the position include a Bachelor's Degree in a trade program, engineering or a related field with a Masters Degree preferred. Preference will be given to those with experience in engineering, manufacturing, business, industry and/or industrial outreach. Teaching experience in a two-year college is preferred.

The recommended position level is 11 (range: \$35,982 - \$55,298).

**RECOMMENDATION:** It is recommended that the Board approve the re-designed position of Director, Industrial Trades & Contract Training.

**SUBMITTED BY:** Marge Hawthorne, Director of Human Resources

**AGENDA ITEM C (1) : APPROVAL OF NEW POSITION – ASSISTANT  
DIRECTOR, NURSING PROGRAMS**  
*Board of Trustees Meeting Date: 05/29/2008*

The current “one size-fits-all” Program Chair Model is not effective in program areas with multiple programs, faculty, and high student enrollment. One such program area is Nursing. The four nursing programs espouse about one third of the college census. Nursing faculty have the highest number of student contact hours of most any program at the college. Therefore, it is recommended that one individual be appointed to coordinate all four of the nursing programs. In this way, coordination among all programs, clinical sites, labs, and curriculum can be achieved. Fifty percent of the position would be devoted to coordination activities while the other fifty percent would involve a significantly reduced teaching load.

The Assistant Director would assume the normal Program Chair duties. In addition, the individual would lead curriculum development initiatives as discussed by the Board of Nursing visitor, the process to achieve accreditation by the National League of Nursing Accreditation Commission, and other initiatives such as program assessment.

The re-design of the current Program Chair position is an outcome of the recent Board of Nursing approval site visit.

The Assistant Director position will be filled by a Master’s prepared individual who preferably meets the qualifications for the rank of Associate Professor.

The recommended position level is 11 (range: \$35,982 - \$55,298).

**RECOMMENDATION:** It is recommended that the Board approve the Assistant Director, Nursing Programs position.

**SUBMITTED BY:** Marge Hawthorne, Director of Human Resources

*AGENDA ITEM C (1) : RESIGNATION – FACULTY  
ADMINISTRATOR, INDUSTRIAL TRADES  
Board of Trustees Meeting Date: 05/29/2008*

Frank Ferrell, Faculty Administrator for Industrial Trades, has submitted his resignation for the purpose of retirement effective June 30, 2008.

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

**SUBMITTED BY:** Marge Hawthorne, Director of Human Resources

**TAB C2**

**CONSENT AGENDA**

Administrative Items

# **TAB C3**

## **CONSENT AGENDA**

Board Items

*BOARD ITEM*  
*ITEM C (3): RESOLUTION OF APPRECIATION*  
*Board of Trustees Meeting Date: May 29, 2008*

Resolution 2008-02, Resolution in Support of Appreciation of Anna M. Carson is presented to the Board of Trustees for consideration. The resolution follows on the succeeding page.

**BELMONT TECHNICAL COLLEGE  
BOARD OF TRUSTEES**



RESOLUTION 2008 -02

**RESOLUTION OF APPRECIATION  
OF ANNA M. CARSON**

**WHEREAS**, Anna Carson was appointed to the Board of Trustees of Belmont Technical College by Governor George V. Voinovich in April 1992; and

**WHEREAS** Anna Carson has served the community by performing the duties of a trustee in an exemplary manner for over 16 years; and

**WHEREAS** Anna Carson has provided enormous leadership for the board of trustees on many issues; and

**WHEREAS** Mrs. Carson's leadership was vital to the College during many crucial periods during her tenure as a trustee; and

**WHEREAS** Mrs. Carson's colleagues on the board of trustees universally recognize her as a leader of the board and rely on her judgment; and

**WHEREAS** her term of office as a trustee has come to an end;

**THEREFORE BE IT RESOLVED** that the Board of Trustees of Belmont Technical College recognize and thank Anna Carson for her exemplary performance as a trustee of the College.

---

Elizabeth F. Gates, Chair  
Board of Trustees

---

Marshall Piccin, Vice-Chair  
Board of Trustees

Adopted: May 27, 2008

**TAB D**

**PRESIDENT'S**

**REPORT**

**TAB E**

**MONITORING**

**ACTIVITIES**

# **TAB E1**

Monitoring Report

Financial Report

*BELMONT TECHNICAL COLLEGE*

*Board of Trustees Meeting Date: May 29, 2008*

FINANCIAL REPORTS:

The cash position of the College as of April 30, 2008 is as follows:

Checking Account	\$	1,222,062.44
Certificates of Deposit	\$	8,990,343.29
Savings	\$	505,935.04
Total Temporary Investments	\$	9,496,278.33
Total Cash and Temporary Investments	\$	10,718,340.77

The Budget Report shows the following:

	<u>This Year</u> <u>% Recorded</u>	<u>% Year</u> <u>Completed</u>
Budgeted Revenues	92.8%	83.3%
Budgeted Expenditures	77.6%	83.3%

- 
1. The Unexpended Plant Fund Report is in the amount of \$ 1,575,690.97.
  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 \$ 1,765,112.73.
  4. The Start up Fund is in the amount of \$ 290,380.41.

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

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

BELMONT TECH' COLLEGE  
Condition of F' mmary  
For the Mor. Jng  
April 30, 2008

	Jun-07	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08
<b>General Fund</b>											
Beginning Balance	(654,040.69)	(1,680,328.28)	(1,765,774.45)	(1,899,022.60)	(2,395,962.17)	(1,793,400.19)	(1,340,476.92)	(1,694,732.67)	(1,406,592.46)	(1,575,431.95)	(1,695,397.50)
Add Receipts	1,134,627.78	1,340,605.80	1,803,467.90	1,523,329.35	4,177,352.14	1,616,641.32	1,183,628.64	9,965,118.31	1,463,543.41	1,926,031.88	3,439,112.19
Total Available	480,587.09	(339,722.78)	(375,693.25)	(375,693.25)	1,781,389.97	(118,758.87)	(156,848.28)	2,270,365.64	56,950.95	(149,400.07)	1,743,714.69
Less Disbursements	2,202,673.58	1,539,299.82	2,020,268.92	2,020,268.92	3,516,790.16	1,221,718.05	1,537,904.39	3,676,938.10	1,632,402.90	1,945,977.43	2,681,712.28
Ending Balance	(1,721,086.49)	(1,680,328.28)	(1,899,022.60)	(2,395,962.17)	(1,793,400.19)	(1,340,476.92)	(1,694,732.67)	(1,575,431.95)	(1,695,397.50)	(1,945,977.43)	(937,997.59)
<b>Auxiliary Enterprise Fund</b>											
Beginning Balance	1,729,229.45	1,774,217.38	1,765,774.45	1,678,902.07	1,897,719.54	1,841,448.61	1,822,122.62	1,793,174.95	1,889,826.51	1,867,627.44	2,008,245.63
Add Receipts	253,420.49	37,693.45	85,248.04	85,248.04	55,839.28	19,055.80	262,490.55	381,385.93	15,208.69	509,368.94	44,911.06
Total Available	1,982,649.94	1,811,910.83	1,851,022.49	1,764,150.11	1,953,558.82	1,860,504.41	2,084,613.17	2,174,560.88	1,905,035.20	2,377,996.38	2,053,156.69
Less Disbursements	208,432.16	124,565.83	124,565.83	636,430.57	112,109.17	38,381.79	291,436.22	284,734.37	37,407.76	368,750.75	118,645.85
Ending Balance	1,774,217.38	1,687,344.55	1,726,456.66	1,127,719.54	1,841,448.61	1,822,122.62	1,793,174.95	1,889,826.51	1,867,627.44	2,008,245.63	1,934,510.84
<b>Restricted Fund</b>											
Beginning Balance	364,057.14	277,295.87	255,279.47	209,663.92	251,182.13	322,528.40	235,726.27	349,863.36	155,701.90	157,336.56	350,534.72
Add Receipts	107,631.47	184,034.95	107,628.66	1,387,422.11	40,929.55	151,824.35	1,032,457.65	98,854.40	249,747.14	450,479.25	801,013.97
Total Available	471,688.61	461,330.82	362,908.13	1,597,086.03	392,101.68	463,452.95	1,368,183.92	448,717.76	405,449.04	607,815.81	1,151,554.69
Less Disbursements	194,392.74	429,833.91	228,650.50	66,110.45	1,316,075.84	127,731.68	37,687.46	1,226,619.11	97,219.74	55,348.98	811,925.41
Ending Balance	277,295.87	31,496.91	134,357.63	1,530,975.58	76,025.84	335,721.30	1,330,496.46	222,100.65	308,229.30	552,466.83	339,629.28
<b>Development Fund</b>											
Beginning Balance	57,098.41	57,233.41	57,331.56	57,417.56	50,384.16	50,361.37	50,764.17	51,246.38	53,323.22	53,902.46	56,104.40
Add Receipts	135.00	86.00	709.03	1,009.06	418.84	1,009.06	560.68	2,471.84	579.24	2,229.88	1,795.38
Total Available	57,233.41	57,319.41	58,040.59	58,426.62	50,803.00	51,370.43	51,324.85	53,718.22	53,902.46	56,132.34	57,899.78
Less Disbursements											
Ending Balance	57,233.41	57,319.41	58,040.59	58,426.62	50,803.00	51,370.43	51,324.85	53,718.22	53,902.46	56,132.34	57,899.78
<b>Endowment Fund</b>											
Beginning Balance	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00
Add Receipts											
Total Available	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00
Less Disbursements											
Ending Balance	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00	8,520.00
<b>Unexpended Plant Fund</b>											
Beginning Balance	254,382.95	154,182.95	154,182.95	238,312.95	253,687.95	253,687.95	365,562.95	265,562.95	265,562.95	227,437.95	227,437.95
Add Receipts	100,200.00	111,875.00	111,875.00	111,875.00	111,875.00	111,875.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
Total Available	354,582.95	266,057.95	266,057.95	350,187.95	365,562.95	365,562.95	465,562.95	365,562.95	365,562.95	367,437.95	327,437.95
Less Disbursements	100,200.00	7,745.00	7,745.00	4,625.00	4,625.00	4,625.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
Ending Balance	154,182.95	158,312.95	158,312.95	345,562.95	360,937.95	360,937.95	365,562.95	265,562.95	265,562.95	267,437.95	227,437.95
<b>Plant Fund</b>											
Beginning Balance	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43
Add Receipts											
Total Available	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43
Less Disbursements											
Ending Balance	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43	70,953.43
<b>All Funds</b>											
Beginning Balance	1,822,680.69	612,796.75	623,043.58	376,077.33	127,965.04	803,570.57	1,204,632.52	827,030.40	1,019,775.55	792,605.89	1,008,878.63
Add Receipts	1,904,334.74	1,674,294.90	2,487,065.08	2,487,065.08	5,621,031.33	1,789,510.73	1,599,504.42	5,381,433.73	1,690,060.74	2,187,377.84	4,036,277.88
Total Available	3,727,015.43	2,297,338.48	2,863,142.41	2,863,142.41	5,748,996.37	2,593,081.30	2,804,136.94	6,208,464.13	2,709,836.29	2,907,153.39	5,045,156.51
Less Disbursements	2,714,218.68	1,921,261.15	1,921,261.15	2,735,177.37	4,945,416.80	1,388,437.78	1,976,106.54	5,188,708.58	1,917,050.40	1,971,305.10	3,821,114.07
Ending Balance	612,796.75	376,077.33	376,077.33	127,965.04	803,570.57	1,204,632.52	827,030.40	1,019,775.55	792,605.89	1,008,878.63	1,222,062.44
<b>Temporary Investments:</b>											
Certificates of Deposit											
General Fund	6,554,037.47										
Restricted Fund	31,172.45										
Endowment Fund	101,444.26										
Unexpended Plant Fund	1,008,500.07										
Total Certificates of Deposit	7,695,154.25										
<b>U.S. Treasury Bills</b>											
Beginning Balance											
Add Receipts											
Total Available											
Less Disbursements											
Ending Balance											
<b>Savings Accounts</b>											
Beginning Balance	452,392.43	452,392.43	456,136.20	456,136.20	456,136.20	456,136.20	459,489.51	459,489.51	462,070.55	462,070.55	462,070.55
Add Receipts	1,708.46	1,353.46	1,205.87	1,205.87	1,205.87	1,205.87	1,205.87	1,205.87	1,205.87	1,205.87	1,205.87
Total Available	454,100.89	453,745.89	457,342.07	457,342.07	457,342.07	457,342.07	460,695.38	460,695.38	463,276.42	463,276.42	463,276.42
Less Disbursements	39,327.90	39,327.90	39,327.90	39,327.90	39,327.90	39,327.90	39,327.90	39,327.90	39,327.90	39,327.90	39,327.90
Ending Balance	414,772.99	414,417.99	418,014.17	418,014.17	418,014.17	418,014.17	421,367.48	421,367.48	423,948.52	423,948.52	423,948.52
<b>Total Cash and Temporary Investments:</b>	8,094,630.94	8,094,630.94	8,094,630.94	8,094,630.94	8,094,630.94	8,094,630.94	8,094,630.94	8,094,630.94	8,094,630.94	8,094,630.94	8,094,630.94
<b>Total Cash and Temporary Investments:</b>	8,094,630.94	8,094,630.94	8,094,630.94	8,094,630.94	8,094,630.94	8,094,630.94	8,094,630.94	8,094,630.94	8,094,630.94	8,094,630.94	8,094,630.94

# BELMONT TECHNICAL COLLEGE

## Revenue and Expenditures for the Month Ending April 30, 2008 (General Fund)

	2006-2007			2007-2008		
	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>
<b>REVENUE</b>						
Board of Regents	\$5,063,321	\$4,187,270	82.7%	\$5,297,678	\$4,337,808	81.9%
State Dept of Educ	1,405	1,214	86.4%	\$2,500	\$0	0.0%
Tuition	3,696,132	3,695,323	100.0%	\$3,697,185	\$3,773,036	102.1%
Other Student Fees	1,827,835	1,776,752	97.2%	\$1,880,771	\$1,964,029	104.4%
Sales and Service	10,917	10,063	92.2%	\$20,000	\$10,574	52.9%
Miscellaneous	429,273	147,771	34.4%	\$257,811	\$267,150	103.6%
<b>TOTAL REVENUE</b>	<b>\$11,028,883</b>	<b>\$9,818,393</b>	<b>89.0%</b>	<b>\$11,155,945</b>	<b>\$10,352,597</b>	<b>92.8%</b>
<b>EXPENDITURES</b>						
Instructional	\$4,072,467	\$3,173,091	77.9%	\$4,154,697	\$3,229,485	77.7%
Public Services	16,759	11,316	67.5%	11,856	10,505	88.6%
Academic Support	1,325,924	1,008,125	76.0%	1,376,240	990,555	72.0%
Student Services	849,815	711,612	83.7%	894,801	771,212	86.2%
Institutional Support	2,655,837	2,117,423	79.7%	3,082,981	2,329,853	75.6%
Oper/Maint Plant	947,998	777,382	82.0%	1,017,870	775,815	76.2%
Financial Aid	418,449	303,979	72.6%	485,500	446,750	92.0%
<b>TOTAL EXPENDITURES</b>	<b>\$10,287,249</b>	<b>\$8,102,928</b>	<b>78.8%</b>	<b>\$11,023,945</b>	<b>\$8,554,175</b>	<b>77.6%</b>
<b>DIFFERENCE</b>	<b>\$741,634</b>	<b>\$1,715,465</b>		<b>\$132,000</b>	<b>\$1,798,422</b>	

### BUDGET PRIORITIES

Contingency	100,000
Health Care Increase	20,000
Full Time Faculty Position	-
Program Chair Model	12,000
	132,000
	-

10/12 = 83.3%

**BELMONT TECHNICAL COLLEGE**  
*Salaries, Benefits, Operating Expenses*  
 for the Month Ending April 30, 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
<b>Instruction</b>												
07-08	3,099,426	2,416,235	78.0%	831,720	658,956	79.2%	223,551	154,294	69.0%	4,154,697	3,229,485	77.7%
06-07	3,074,539	2,394,632	77.9%	812,601	651,146	80.1%	185,327	127,313	68.7%	4,072,467	3,173,091	77.9%
05-06	2,954,685	2,256,780	76.4%	749,112	597,187	79.7%	196,971	159,242	80.8%	3,900,768	3,013,209	77.2%
04-05	2,836,434	2,193,246	77.4%	699,819	554,674	79.3%	141,011	110,951	78.7%	3,677,264	2,860,871	77.8%
03-04	2,671,330	2,121,103	79.4%	641,716	517,079	80.6%	238,028	127,129	53.4%	3,551,074	2,765,311	77.9%
02-03	2,586,390	1,912,403	73.9%	593,212	458,202	77.0%	153,118	102,221	66.8%	3,334,720	2,472,826	74.2%
<b>Public Service</b>												
07-08	6,000	3,038	50.6%	946	974	102.9%	4,910	6,494	132.3%	11,856	10,505	88.6%
06-07	3,229	229	7.1%	1,226	44	3.6%	12,304	11,044	89.8%	16,739	11,317	67.5%
05-06	3,276	276	8.4%	510	44	8.6%	6,109	6,109	100.0%	9,895	6,429	65.0%
04-05	3,568	3,568	100.0%	551	551	100.0%	5,981	11,313	189.1%	10,100	15,432	152.8%
03-04	543	543	100.0%	84	84	100.0%	6,343	6,323	99.7%	6,970	6,950	99.7%
02-03	758	758	100.0%	106	106	100.0%	6,417	4,252	66.3%	7,281	5,116	70.3%
<b>Academic Support</b>												
07-08	854,961	659,446	77.1%	261,981	207,927	79.4%	259,298	123,182	47.5%	1,376,240	990,555	72.0%
06-07	817,874	647,310	79.1%	252,979	209,724	82.9%	255,071	151,091	59.2%	1,325,924	1,008,125	76.0%
05-06	728,761	595,523	81.7%	214,027	179,688	84.0%	234,570	125,493	53.5%	1,177,358	900,704	76.5%
04-05	756,077	626,691	82.9%	215,715	181,699	84.2%	210,199	102,606	48.8%	1,181,991	910,996	77.1%
03-04	751,822	612,846	81.5%	199,911	166,487	83.3%	204,913	113,312	55.3%	1,156,646	892,645	77.2%
02-03	721,346	558,376	77.4%	190,853	154,371	80.9%	161,837	107,869	66.7%	1,074,036	820,616	76.4%
<b>Student Services</b>												
07-08	597,910	520,344	87.0%	233,163	197,408	84.7%	63,728	53,460	83.9%	894,801	771,212	86.2%
06-07	577,090	485,366	84.1%	179,972	179,972	84.0%	58,441	46,275	79.2%	849,815	711,613	83.7%
05-06	546,997	452,367	82.7%	201,361	167,012	82.9%	53,964	48,621	90.1%	802,322	668,000	83.3%
04-05	611,686	515,467	84.3%	206,629	171,783	83.1%	54,311	39,296	72.4%	872,626	726,546	83.3%
03-04	621,571	522,072	84.0%	209,502	174,409	83.2%	48,483	32,921	67.9%	879,556	729,402	82.9%
02-03	626,039	488,903	78.1%	207,397	167,659	80.8%	40,275	35,063	87.1%	873,711	691,625	79.2%
<b>Inst'l Support</b>												
07-08	1,425,352	1,072,062	75.2%	457,616	349,996	76.5%	1,332,013	907,795	68.2%	3,214,981	2,329,853	72.5%
06-07	1,231,160	965,008	78.4%	373,721	308,555	82.6%	1,050,937	843,860	80.3%	2,655,838	2,117,423	79.7%
05-06	1,152,319	909,862	79.0%	351,145	290,376	82.7%	881,557	786,632	89.2%	2,385,021	1,986,870	83.3%
04-05	971,987	800,437	82.4%	303,902	253,582	83.4%	884,186	667,093	75.4%	2,160,075	1,721,112	79.7%
03-04	780,584	603,375	77.3%	227,218	187,948	82.7%	955,551	708,287	74.1%	1,963,553	1,499,610	76.4%
02-03	808,187	604,262	74.8%	229,426	187,825	81.9%	875,400	612,874	70.0%	1,913,013	1,404,961	73.4%
<b>Oper/Maint Plant</b>												
07-08	350,894	284,320	81.0%	152,304	126,299	82.9%	514,672	365,195	71.0%	1,017,870	775,815	76.2%
06-07	335,886	278,584	82.9%	147,508	122,344	82.9%	464,604	376,455	81.0%	947,998	777,383	82.0%
05-06	329,485	273,119	82.9%	146,300	121,526	83.1%	490,072	386,816	78.9%	965,857	781,461	80.9%
04-05	326,774	275,023	84.2%	138,696	115,460	83.2%	442,636	382,827	86.5%	908,106	773,310	85.2%
03-04	323,413	272,882	84.4%	128,670	106,953	83.1%	488,986	360,480	73.7%	941,069	740,315	78.7%
02-03	313,762	248,402	79.2%	119,047	96,923	81.4%	398,032	332,674	83.6%	830,841	677,999	81.0%
<b>Financial Aid</b>												
07-08	6,334,543	4,955,445	78.2%	1,937,790	1,541,560	79.6%	2,883,672	2,057,170	71.3%	11,155,945	8,554,175	76.7%
06-07	6,039,777	4,771,129	79.0%	1,802,319	1,471,785	81.7%	2,445,153	1,860,017	76.1%	10,287,250	8,102,931	78.8%
05-06	5,715,523	4,487,927	78.5%	1,662,455	1,355,833	81.6%	2,284,833	1,841,042	80.6%	9,662,811	7,684,802	79.5%
04-05	5,506,526	4,416,432	80.2%	1,565,312	1,277,749	81.6%	2,155,902	1,632,404	75.7%	9,227,740	7,326,585	79.4%
03-04	5,149,263	4,132,821	80.3%	1,407,101	1,152,960	81.9%	2,335,827	1,649,958	70.6%	8,892,191	6,935,739	78.0%
02-03	5,056,482	3,813,104	75.4%	1,342,041	1,065,086	79.4%	2,065,474	1,526,814	73.9%	8,463,997	6,405,004	75.7%
<b>TOTAL</b>												

**BELMONT TECHNICAL COLLEGE**

*Fund Balance Report*

FYE June 30, 2008

	Balance 06/30/07	Income	Expended	Balance 04/30/08
<b>Unexpended-Plant Fund</b>				
Capital Component of the Operating Subsidy	1,202,010.92	396,700.58	23,020.53	1,575,690.97

	Total Appropriated Date Amount	Balance 06/30/07	Appropriated FY 2007-08	Expended	Balance 04/30/08
<b>Repair &amp; Replacement Plant Fund</b>					
Replacement of Roofs	6/87 62,000	35,704.50	-	-	35,704.50
Outdoor Recreation Area	3/90 40,000	35,248.93	-	9,000.00	26,248.93
<b>TOTAL</b>	<b>102,000</b>	<b>70,953.43</b>	<b>0.00</b>	<b>9,000.00</b>	<b>61,953.43</b>

**General Fund**

Board Appropriated	Total Appropriated Date Amount	Balance 06/30/07	Appropriated FY 2007-08	Expended	Balance 04/30/08
Community College Initiative	6/03,7/07 185,000	101,067.79	(15,000.00)	52.69	86,015.10
Administrative Info System	7/04, '05 375,000	311,985.81	-	40,635.71	271,350.10
Capital Equipment Replacement	7/04, '05, '06, '07 650,000	123,109.79	150,000.00	82,545.43	190,564.36
Classroom Renovations	7/04, '05, '06, '07 250,000	118,631.54	75,000.00	23,957.79	169,673.75
Scholarship Funds	7/04, '05, '06 140,000	133,581.38	-	6,893.82	126,687.56
Replacement Of Vehicles	7/05, '06, '07 121,771	53,229.50	46,770.50	28,701.50	71,298.50
Office Renovations	7/05, '06, '07 116,076	63,924.00	36,076.00	14,232.10	85,767.90
Board Room Renovations	7/05 25,000	25,000.00	-	-	25,000.00
Telephone System Replacement	7/05, '06 100,000	100,000.00	-	-	100,000.00
Safety and Security	7/06, '07 155,676	64,324.00	85,676.00	33,057.21	116,942.79
Facilities Assessment	7/06 75,000	75,000.00	-	-	75,000.00
Employee Benefits	7/06, '07 40,000	25,000.00	15,000.00	-	40,000.00
Off Campus Centers Start Up	7/06, '07 82,224	30,276.30	32,223.70	12,917.73	49,582.27
Community Initiatives	7/06 37,500	50,000.00	(12,500.00)	1,751.42	35,748.58
Fin Aid Administration Fund	4/07 179,922	162,253.57	-	38,560.00	123,693.57
Energy Projects	7/07 75,000	-	75,000.00	-	75,000.00
Strategic Planning	2/08, 4/08 75,000	-	75,000.00	2,211.75	72,788.25
<b>TOTAL</b>	<b>2,683,168</b>	<b>1,437,383.68</b>	<b>563,246.20</b>	<b>285,517.15</b>	<b>1,715,112.73</b>

Start Up Fund	Total Appropriated Date Amount	Balance 06/30/07	Repayment FY 2007-08	Expended	Balance 04/30/08
Board Appr Start Up Fund	6/00,7/05, '06, '07 822,000	240,543.68	150,000.00	100,163.27	290,380.41

	Fiscal Year	Appropriated	Repayment	Expended	Balance
	FY 1999-00	\$200,000.00	\$0.00	\$23,667.57	\$176,332.43
Microsoft	FY 2000-01	\$0.00	\$12,000.00	\$22,877.25	\$165,455.18
CISCO	FY 2001-02	\$0.00	\$100,000.00	\$13,132.18	\$252,323.00
MOLO	FY 2002-03	\$0.00	\$100,000.00	\$44,561.14	\$307,761.86
ARCH	FY 2003-04	\$0.00	\$30,000.00	\$99,473.76	\$238,288.10
Student Success	FY 2004-05	\$0.00	\$30,000.00	\$93,098.12	\$175,189.98
Leadership Inst.	FY 2005-06	\$20,000.00	\$30,000.00	\$25,575.62	\$199,614.36
Program Develop.	FY 2006-07	\$0.00	\$150,000.00	\$109,070.68	\$240,543.68
Ev / W / PNP	FY 2007-08	\$0.00	\$150,000.00	\$100,163.27	\$290,380.41
<b>Total</b>	<b>Total</b>	<b>\$220,000.00</b>	<b>\$602,000.00</b>	<b>\$531,619.59</b>	<b>\$290,380.41</b>

# **TAB E2**

Monitoring Report

Board Rule - 400.0000.00

Access to Higher Education

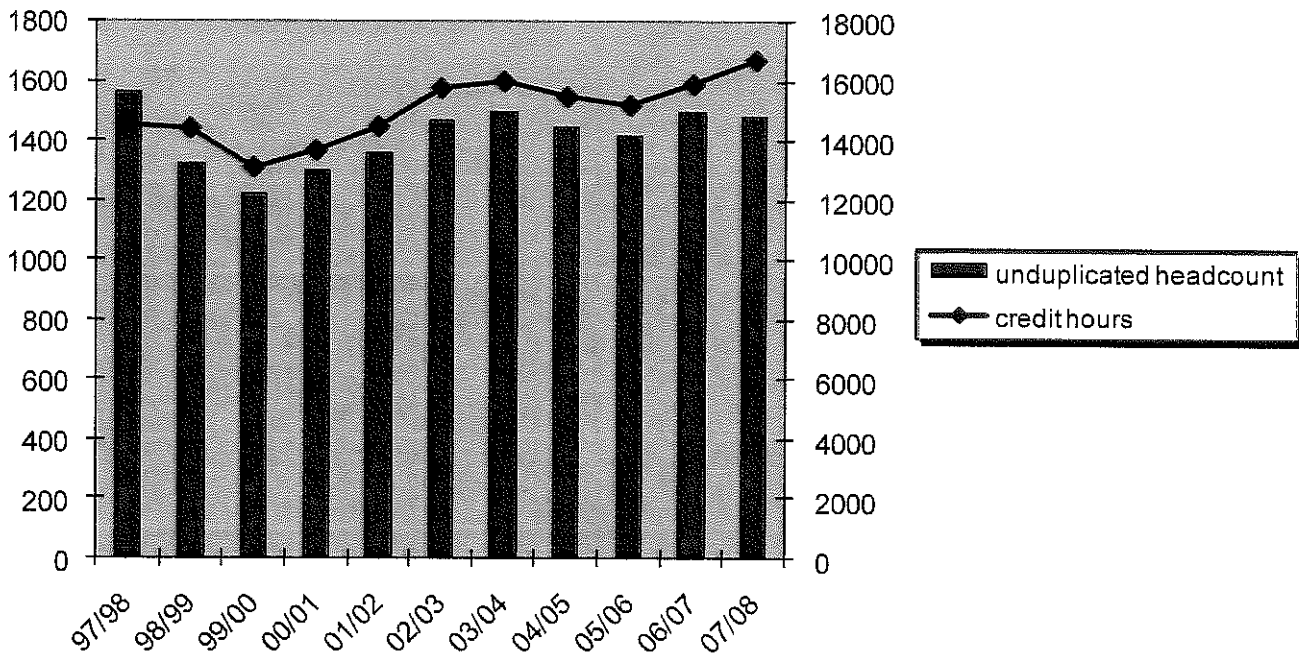
Access to Higher Education (400.0000.00)

Quarterly Enrollment Statistics

May 29, 2008

This report presents data representing enrollment statistics for Spring Quarter 2008. The first chart displays vertical bars representing unduplicated headcount for all students and a horizontal line showing the total number of credit hours for all students. The second and third charts display trends for unduplicated headcount credit hours of enrollment.

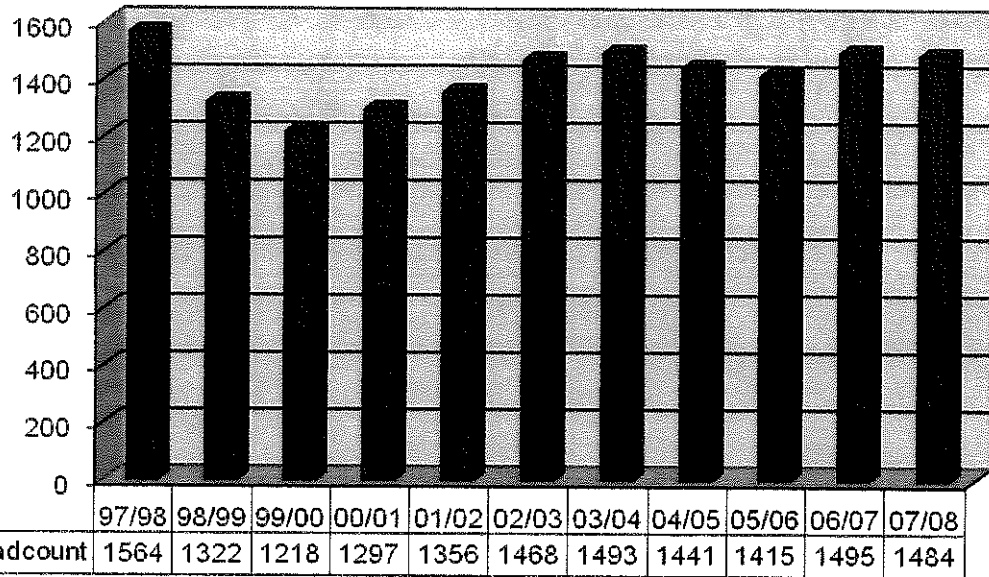
Spring Quarter 2008 Unduplicated Headcount and Credit Hours



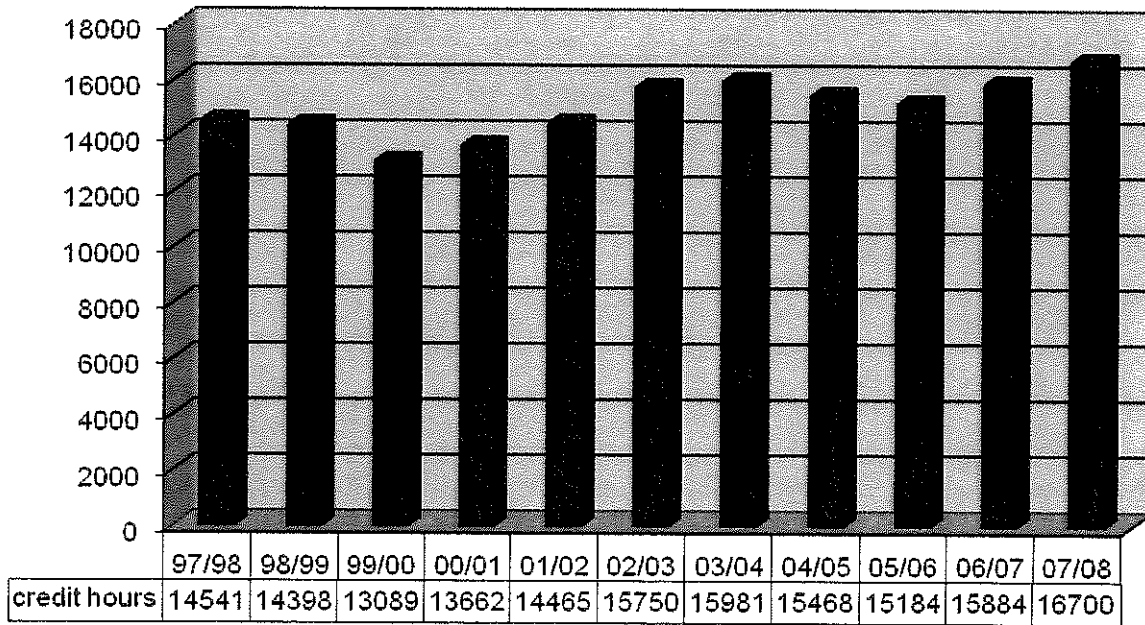
The goal for student headcount was set at 1,475. The number of students attending Belmont Technical College during spring 2008 surpassed that goal and reached 1,484 students. The goal for credit hours of enrollment for spring quarter was 15,643 credit hours. The actual number of credit hours of enrollment for spring 2008 at BTC was 16,699.5. Enrollment exceeded goals in terms of numbers of students attending and credit hours of enrollment.

Enrollment trends for unduplicated headcount and credit hours are displayed separately in the following two charts.

**Spring Quarter 2008 Unduplicated Headcount**



**Spring Quarter 2008 Credit Hours**



# **TAB E3**

Monitoring Report

Board Rule - 400.0300.00

Articulation and Transfer

**Articulation and Transfer ~ (400.0300.00)**

***Transfer rates***

***Transfer rates compared with comparable institutions  
Performance after transfer to upper division baccalaureate programs***

Belmont Technical College provides programs to prepare students for upper division programs in baccalaureate institutions. Students in technical programs continue their education at four-year institutions. In addition, a transfer mission for the college has guided development of Associate of Arts (AA) and Associate of Science (AS) degrees. Monitoring transfer rates and students' performance after transfer to upper division baccalaureate programs are ways of evaluating Belmont Technical College's success in meeting the needs of BTC students who are ready to continue beyond two-year degrees (Board Policies, Section IV, 400.0300.00 Articulation and Transfer). BTC's systematic approach to monitoring transfer rates and performance begins with gathering data from the work of Student Services advisors and the Jenzabar EX database.

***Transfer rates***

This report presents data from BTC's graduate exit survey in Table 1, *Intent to transfer*. The instrument asked students to indicate their "intent to transfer" to four-year institutions. Data were gathered from 151 students who responded to the survey between January 1 and May 7, 2008. Completion of the survey was voluntary, and some students chose not to complete the instrument, others had not made plans for after graduation, or did not respond to the question asking about their plans following graduation. Sixty-eight graduates (45%) indicated plans to continue their education.

Table 1 *Transfer rates* (2008 graduates responding, N=151)

<b>Institution</b>	<b>Intending to attend</b>
Bethany College	1
Bowling Green University	1
Clarion University	1
Franklin University	1
Kent State University	2
Ohio University	3
Ohio University Eastern	12
University of Cincinnati	1
University of North Carolina	1
Valdosta University	1
West Liberty State College	1
West Virginia University	1
Wheeling Jesuit University	8
Continuing, institution undecided	34
Total number responding	68

### ***Transfer rates compared with comparable institutions***

The Ohio Board of Regents (OBR) provides through its Higher Education Information (HEI) system a *Mobility Report* for undergraduate public institutions (<http://regents.ohio.gov/hei/index.php>). The system allows institutional researchers to look at counts of students who have enrolled at institutions following enrollment in Ohio's public colleges and universities. Table 2, *Transfer rates at comparable institutions*, summarizes the numbers of students reported to have transferred from one institution to another for the time period beginning in fall 2006 through fall 2008.

Table 2 *Transfer rates at comparable institutions*

<b>Institution</b>	<b>Transfers to Ohio Institutions</b>	<b>Transfers <u>from</u> BTC to comparables:</b>	<b>Transfers <u>to</u> BTC from comparables:</b>
Belmont Technical College	171		
Jefferson Community College	173	24	28
Washington State Community College	135	1	0
Zane State College	177	11	14

Data provided in the *Mobility Report* may not reveal a full snapshot of transfers to and from BTC and within the University System of Ohio. OBR indicates that queries to its data reporting system for *mobility* "returns a headcount of all undergraduate students enrolled at both your college or university (home) and another public college or university (host) during the period specified in the query parameters."

The Mobility Report suggests that BTC students transfer to public institutions in Ohio at a similar rate when they are compared with students from Jefferson Community College (JCC), Washington State Community College, and Zane State College. Similarly, these data suggest that BTC is gaining slightly more students from JCC and Zane State than it is sending to them. A deeper analysis of these data might reveal if there are particular programs offered at these institutions that influence the rates of transfer. In order to generate a better understanding of the mobility patterns of BTC students, the graduate exit survey has been redesigned. Completion of the revised instrument will be required at graduation, and a follow-up survey will be conducted 6 months after graduation.

### ***Performance after Graduation to Upper Division Baccalaureate Programs***

BTC has recently taken steps to subscribe to the National Student Clearinghouse (<http://www.studentclearinghouse.org/>) as a way of developing a deeper understanding how well BTC graduates perform in baccalaureate programs. The Clearinghouse provides verification of educational records, and BTC's subscription will allow administrators to obtain student performance reports. Through BTC's association with the Clearinghouse, we will have access to more accurate and comparative data, and BTC will be able to use these data to track performance of BTC students in upper division programs. Current students will benefit from the college's greater understanding of what leads to success in baccalaureate programs, and Board of Trustees' Monitoring Reports will be enhanced by inclusion of more robust data.

# **TAB E4**

Ohio Board of Nursing

*Ohio Board of Nursing*  
*Board of Trustees Meeting Date: 5/29/2008*

Dr. Rebecca Kurtz, Vice President of Learning and Student Success will update the Board on the site visit of the Ohio Board of Nursing.

*MONITORING ACTIVITY:  
ITEM E (5): NATIONAL CITY CORRESPONDENCE*

*Board of Trustees Meeting Date: May 29, 2008*

Please see attached letter.

# National City®

Public & Government Services Division  
Northeast Ohio  
1 Cascade Plaza, 4<sup>th</sup> Floor  
Locator 14-1804  
Akron, Ohio 44308

May 19, 2008

President Joseph E. Bukowski  
Belmont Technical College  
120 Fox Shannon Place  
St. Clairsville, Ohio 43950

Dear President Bukowski,

It was very nice meeting with you and John on May 1<sup>st</sup>. Per your request, I am writing to clarify the newspaper reports regarding National City Bank as well as the collateral/security pledged to the Belmont Technical College accounts.

There has been much in the local and national newspapers lately regarding National City's financial condition. Early this month, NCB completed an equity transaction which secured 7 billion dollars in capital. The majority of these monies came from our existing institutional investor base. With the completion of this transaction, National City Bank is now one of the best capitalized financial institutions in the country. I have enclosed a graph which illustrates this point. With this new capital, NCB is moving ahead with adding staff and investing in new technologies to help our clients grow and manage their businesses.

As we discussed, the first \$100,000.00 of the College's deposits are covered by FDIC insurance coverage. This is standard in the banking industry and many financial institutions do not offer additional collateral to cover deposits over the FDIC limit. National City Bank is fully aware of the special needs of our higher education clients and has taken additional steps to collateralize 100% of your money.


Per Ohio Revised Code Chapter §135 all financial institutions are required to pledge collateral in an amount equal to 105% of all public money on deposit at all times. ORC Chapter §135 covers all State, municipal entities, school districts and higher educational institutions. The collateral as prescribed by law can be in two forms -- cash and securities or a Letter of Credit backed by a Federal institution.

National City Bank has purchased a \$600,000,000.00 Letter of Credit from the Federal Home Loan Bank of Cincinnati to collateral our public deposits. In the event of a default the Letter of Credit would be drawn and the funds would be distributed to account holders. This Letter of Credit is backed by U.S. Government Treasury Bonds review At March 31<sup>st</sup> the collateral coverage stood at 107%. I have included a copy of March's collateral report for your

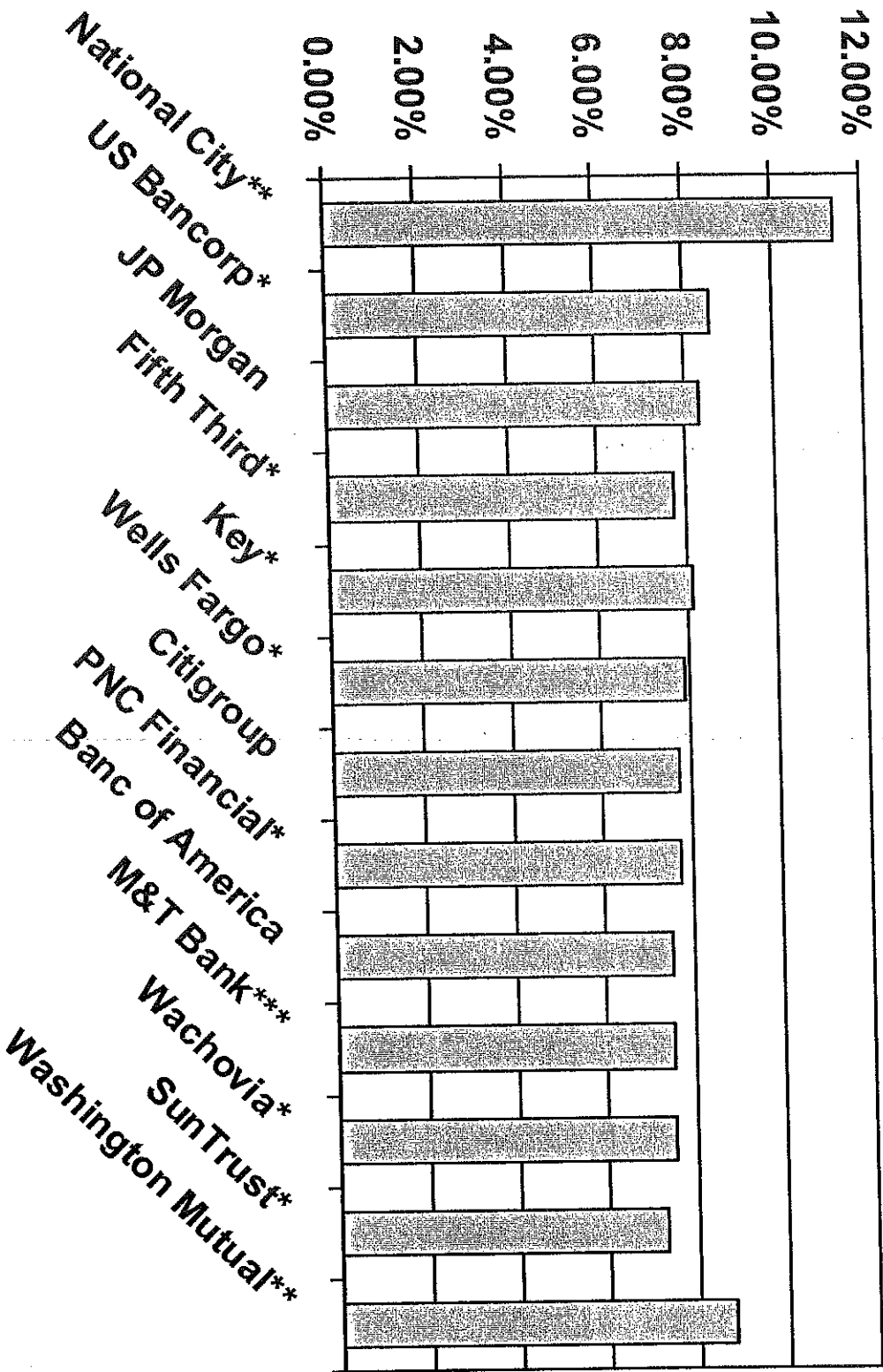
National City sincerely appreciates the business relationship we have established with Belmont Technical College. We look forward to many more years as your trusted advisor.

If you have additional questions regarding these issues, please don't hesitate to give me a call.

Best Regards,

  
Kimberly F. Ray  
Vice President  
Public Funds Manager, Northeast Ohio

# Tier 1 Capital Ratio – 3/31/08



Source: SNL Financial  
 \* National City's Peer Group

\*\* P  
 orma