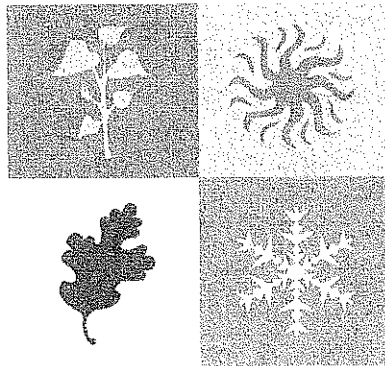


**BELMONT TECHNICAL COLLEGE**

**BOARD OF TRUSTEES  
MEETING**



**October 30, 2008**

# TAB A

# Minutes

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

*Minutes of September 25, 2008*

The regular meeting of the Belmont Technical College District Board of Trustees was held at 7:00 p.m. on September 25, 2008.

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

**ROLL CALL**

Marcia Bedway-----	Present
Terry Carson-----	Present
Lorrinda Saxby-----	Absent
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, Marge Hawthorne, Greg Fehr, Brenda Lohri-Posey, Tim Houston, Jane Black, Marilyn Wildman, Judy Sandstead, Jody Peeler, Rod Leonard, Terry Loy, Dirk DeCoy, Linda Poland and President Joseph Bukowski.

**INTRODUCTION OF VISITORS** Ms. Gates welcomed Mr. Dirk DeCoy to the College as the Director of Industrial Trades and Contract Training.

**APPROVAL OF AMENDED AGENDA** Ms. Bedway motioned, seconded by Ms. Pollock to approve the amended agenda. All ayes; motion carried.

**APPROVAL OF MINUTES** Mr. Jobe motioned, seconded by Mr. Hunkler to accept the minutes of August 28, 2008. Mr. Carson Abstained from voting, the other members voted ayes –motion carried.

**APPROVAL OF CONSENT AGENDA**

Human Resources Items

Ratification

At a previous board meeting the President received the authorization to hire for the Director of Industrial Trades and Contract Training. Mr. Dirk DeCoy has accepted the position effective September 29, 2008. He has a background in engineering, with experience in manufacturing processes in fabrication, finishing, and assembly of product in low and high volume production runs. He also has extensive experience in analyzing business proposals, managing budgets, project management, targeting and contacting potential clients, and creating business strategies. Mr. DeCoy has a B.S. degree in Industrial Technology from Ohio University. His starting salary is \$52,000, at the grade level of 12.

Faculty Rank Promotions

The Board approved the promotion in faculty rank for Mr. Charles Dawson, Assistant Professor of Engineering from Assistant Professor to Associate Professor of Engineering, at an annual salary of \$40,956.

Authorization to Hire

The Board authorized the President to make the hiring decision for the position of Workforce Development and Community Education Program Coordinator with the Board ratifying the decision at a subsequent Board meeting.

Mr. Hunkler motioned, seconded by Mr. Carson to approve the items under the Consent Agenda. All ayes; motion carried.

**PRESIDENT  
REPORT:**

Associate of Arts and Associate of Science Degrees

The College received a letter from the Higher Learning Commission that extended the College's accreditation to include the Associate of Arts and Associate of Science.

The College will begin its marketing campaign of this announcement immediately. A kick-off reception to make the announcement is scheduled for October 22<sup>nd</sup>. The time is tentatively set for 5:00 p.m. to 7:00 p.m.

Fall Enrollment

The fall preliminary enrollment numbers are very promising ( Number of students enrolled as of September 25<sup>th</sup> = 1343)

Monroe county has shown a growth in enrollment with the Main Campus experiencing a very large increase in enrollment.

Energy Audit

CLT Consultants are on campus to conduct an energy audit of all the College buildings. CLT will provide a comprehensive energy report which will be presented to the Board at the December 2, 2008 Board of Trustees meeting.

Monroe County Higher Learning Advisory Committee

The first meeting of the Monroe County Higher Learning Advisory Committee held on Wednesday, September 24<sup>th</sup> was very successful.

**MONITORING  
 REPORTS:**

**Financial Report**

**Financial Report**

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

Checking Account	\$ 333,111.29
Certification of Deposits	\$ 9,460,344.42
Savings	\$ 507,955.43
Total Temporary Investments	\$ 9,968,689.85
Total Cash and Temporary Investments	\$ 10,301,801.14

The Budget Reports shows the following

	This Year % Recorded	% Year Completed
Budgeted Revenues	16.1%	16.7%
Budgeted Expenditures	12.5%	16.7%

The Unexpended Plant Fund Reports is in the amount of \$ 1,832,647.13.

The Repair and Replacement Fund Report (Plant Fund) is in the amount of \$ 62,953.43.

The Board Appropriated Fund Report is in the amount of \$ 2,277,777.68.

The Start up fund is in the amount of \$ 354,612.16.

Mr. Piccin, motioned to accept the September Financial Report as presented, seconded by Mr. Carson.  
 All ayes, motion carried.

Ends Monitoring  
 Reports

Degree  
 Completion -  
 400.0200.00

**Graduation and Completion Rates**

Belmont Technical College students' completion rates for associate degrees and certificates serve key indicators of the college's aim of enabling students to achieve their educational goals (Ends Policies, Section IV, 400.0200.00 Degree Completion). BTC's systematic approach to monitoring students' graduation and completion rates combines current data accessible through the student information system. This report is based upon records for 3,019 associate degrees and certificates awarded by BTC between March 1998 and June 2008.

Data:

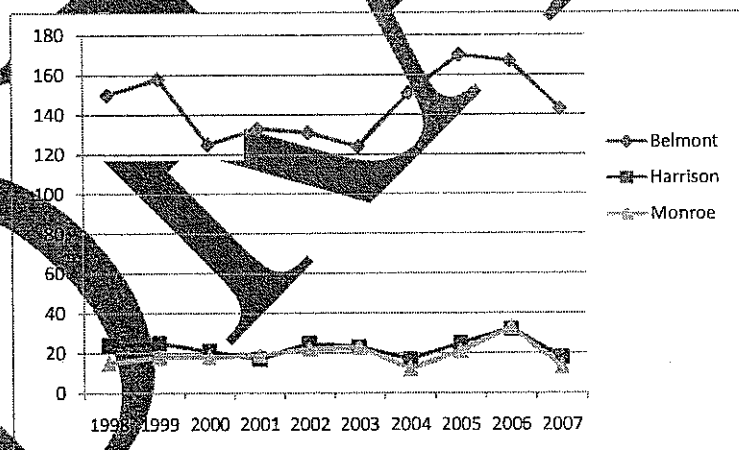
Graduation and certificate completion rate data for students in BTC's three-county service area are presented in Table 1. The table displays degrees and certificates awarded between 1998 and June 2008 to students who designated Belmont, Harrison, and Monroe counties as their county of residence (n= 2,022 degrees and certificates).

Table 1, Graduation and completion rates by county of residence

Year	Belmont	Harrison	Monroe	Total for 3 counties
1998	150	24	15	189
1999	158	25	18	201
2000	125	21	18	164
2001	133	17	19	169
2002	131	25	22	178
2003	124	23	23	170
2004	151	17	12	180
2005	170	25	21	216
2006	167	32	33	232
2007	144	18	13	175
2008*	109	22	17	148
Total	1562	249	211	2022

\* Values for calendar year 2008 include degrees and certificates awarded during March and June.

Graph 1, Graduation and completion rates by county of residence



Analysis:

The table and graph representing ten-year trend data for graduation and certificate completions shows the three counties demonstrating similar high, low, and recovery periods. During the year 2000, the trend shows a ten year low for BTC's locations. The graph also shows that a recovery from the low began for Belmont County in 2004 and for Harrison and Monroe counties in 2005. The decline in completion rates for 2007 is a trend that all college departments have been working to reverse

A number of factors have been identified as contributing to periodic decreases and increases in completions. The economy has surely had an effect, as when the economy is stronger and jobs are readily available, fewer students postpone paid employment opportunities to begin, or to continue working on educational goals. Thus, the low point for degree and certificate completions in 2003 may have resulted in part from economic factors.

During this period of lower graduation and completion rates, the college took measures to strengthen and revitalize programs. The benefits of those efforts to revamp some programs and initiate others may be responsible for the increases in completions that were experienced in 2005. Resources were expended to add concentrations in leadership and entrepreneurship to the business program; the criminal justice program with new courses was developed from the former program in corrections; the evening LPN program was added in 2004 and contributed to an increase in LPN graduates in 2006. In fact, a comparison of the graduations by programs for 2000 and 2006 revealed an increased number of completions in Medical Transcription, and Building Preservation programs. A large increase was also noted in the LPN program which had 33 more graduates in 2006 than in 2000. While 2007 data shows a decline in graduates, the next cycle of LPN evening program students will complete their program in the 2008 cohort, and those completions should contribute to an increase in the number of degrees for the year in which they finish.

Conclusions/Recommendations:

Action plans to increase student retention, such as those of the OCAN grant aimed at increasing student success and ultimately at helping students achieve their educational goals, are being implemented across the college. One initiative that is anticipated to have an impact on student success is Case Management Advising. Methods for identifying "at-risk" students have been investigated and key indicators selected. Training for advisors is scheduled for late September and will prepare advisors to develop individual success plans for students. Another scheduled initiative aimed at increasing student success is administration of the survey of student engagement for spring 2009. Analysis of data from the Community College Survey of Student Engagement (CCSSE) will be useful in identifying barriers students face in pursuing their academic goals. Once barriers for current students are identified, the college will be in position to develop and implement strategies addressing those barriers.

✦ Action plans proposed for the 2007-2008 academic year included: 1.) Revamping the curriculum design, content and implementation methodology in the Transitional Studies Program; 2.) Implementing a Case Management Academic Advising Model; 3.) Working with area high schools to ease the transitional gap between grades 12 and 13; 4.) Augmenting student academic scholarship awards; 5. Revamping the organizational structure and operational best practices in the Financial Aid Department; 6.) Right Start early orientation program; and 7.) Student Learning and Success course (PSY 104).

Of these plans proposed in 2007, activities are all in progress. Improvements have been implemented in the transitional studies program and the Student Success Center. Early results look promising and suggest that course have been strengthened overall. Although success rates in some transitional studies courses have declined, success in subsequent college level courses have increased. The program for awarding Trustees' Scholarships to qualified students has been expanded and will be further refined as the next academic year begins. The financial aid department has made progress toward helping students find financial resources to attend college. Specifically, students are now able to access financial aid applications electronically and check the progress of their awards. The Right Start early orientation program continues to grow and to generate valuable and positive feedback. Finally, tracking the persistence of students enrolled in the Student Learning and Success course (PSY 104) has shown that the course has a positive effect on student success. This fall, advisors have been encouraging more students to enroll in PSY 104. The expected outcome is an increase in student persistence and ultimately increased graduation and completion rates.

Degree  
 Completion -  
 400.0200.00

### Graduation Rate Comparisons With Comparable Institutions

Comparing Belmont Technical College students' graduation rates with rates at comparable institutions is a way of monitoring the college's progress in enabling students to achieve their educational goals (Board of Trustees, Ends Policies, Section IV, 400.0200.00 Degree Completion). BTC's systematic approach to monitoring graduation rates from comparable institutions relies on data for Ohio institutions provided by the Ohio Board of Regents' Higher Education Information (HEI) system.

Data:

Table 1, Time and Credits to Associate Degree, displays graduation rate data for technical colleges in Ohio. Comparisons are made across four dimensions: number of degrees awarded by the institution; the average number of credits to degree; median number of years for students to earn associate degrees; and percentage of students graduating in 2 years or less, 2 to 3 years, 3 to 4 years, and more than 4 years. The data in Table 1 are for fiscal year 2005-2006 and were updated by the Ohio Board of Regents in March 2008. The table also contains aggregated data for technical colleges in Ohio, and community, and state community colleges in Ohio.

Table 1 Graduation rate comparisons with comparable institutions

Institutions	Degrees Awarded	Average	Median	Percent graduating in:			
		Credits to Degree	Years to Degree	2 years or less	>2 Years <= 3 Years	>3 Years <= 4 Years	> 4 Years
Belmont Technical College	168	85	2.6	24%	39%	11%	26%
Central Ohio Technical College	257	80	3	11%	40%	21%	28%
Hocking Technical College	624	80	2.8	25%	33%	19%	24%
James A. Rhodes State College	404	81	3.8	14%	22%	26%	37%
Marion Technical College	217	78	3.8	8%	26%	28%	38%
North Central State College	337	81	3.8	9%	26%	26%	39%
Stark State College of Technology	724	87	3.3	13%	28%	25%	34%
Zane State College	251	84	3.3	17%	32%	19%	32%
Technical Colleges in Ohio	2,982	82	3.3	16%	30%	23%	32%
Community Colleges in Ohio	4,271	85	4.7	8%	16%	19%	57%
State Community Colleges in Ohio	4,756	82	4	8%	23%	22%	47%

Data reported by OBR in HEI March 2008 report, Student Academic Progress at Ohio's Public and Private Colleges and Universities.

Analysis:


Data in the comparison table reveal that BTC awarded 168 associate degrees in the 2005-2006 academic year; BTC students completed an average of 85 credit hours toward their degrees; and the median number of years taken to complete the work required for an associate degree was 2.6 years. These data represent associate degrees only and do not include certificates earned. In comparison with other technical colleges, BTC students are reported as earning the second highest number of credits (85 where the average for technical colleges was 82) in the course of completing associate's degrees. In addition, BTC students completed their degrees in what seems to be the shortest periods of time — median number of years, 2.6 — while the median for Ohio technical colleges is 3.3 years.

### Conclusions/Recommendations

Belmont Technical College is preparing its strategic plan in response to the recently announced strategic plan for the University System of Ohio (USO). Degree completion rates are a "Quality" measure of success in the USO plan. Including certificates earned by students provides a more complete picture of success at BTC. In preparation for setting goals, data for both degree and certificate completions between July 2006 and June 2007 have been pulled from the data base of student information. Those data indicate that 301 students graduated from BTC with a certificate or an associate degree. As BTC's strategic plan is formulated, definitions for how "quality" and "success" are to be measured will be clarified.

Monitoring "time to degree" becomes a factor in measuring success when the USO metrics are presented. When program review data are available in February, it will be important to investigate BTC students' lower than median time to degree along with BTC students' higher than average number of credits to degree. It would seem that the two metrics would be related. At this point, it is not clear how the USO has calculated time to degree. That is, was elapsed time used, or quarters of enrollment. Another factor to consider will be differences that might result from some institutions operating on a quarter system, and others using semesters. In either case, developing a better understanding of how baseline metrics are to be derived will inform a more thorough analysis and recommendations for planning.

Degree  
Completion -  
400.0200.00



### Strategies Employed To Improve Graduation Rates

College faculty, staff, and administrators recognize the importance of retaining students through completion of their degree and certificate programs. As stated in Board of Trustees' Ends Policies (Section IV, 400.0200.00, Degree Completion, 2007), "The college is committed to student success and, to that end, will foster the development of a learning community characterized by student, faculty, and employee engagement in learning, effective teaching and learning practices, and student support systems that attract students to BTC and enable them to remain at the college through achievement of their educational goals."

Retention of students is an ongoing process that contributes to improvement in graduation rates, and retention strategies are the focus of numerous student services activities. This report on strategies to improve graduation rates begins by reviewing activities developed as part of an Ohio College Access Network (OCAN) grant and concludes with a discussion of BTC's planning for a response to the University System of Ohio's strategic plan for higher education.



#### OCAN Grant Strategies

New Student Group Registration allows students to receive a formal orientation to Belmont Technical College and to register early for summer and/or fall quarters. Over 324 students attended sessions this spring and summer. A formal orientation to BTC allows students to meet with advisors and make more informed decisions about academic coursework. Students attending the spring session were encouraged to sign up for summer quarter classes where they are likely to receive more individual attention.

Right Start Orientation is a one-day event which takes place immediately preceding the start of a new quarter. This orientation focuses on college success skills such as note-taking and time management and provides an opportunity for new students to meet with college staff and other students. Two hundred forty-three students participated last year and over 300 students have already signed up for this fall's sessions.

Student Success and Learning Course (PSY 104) is a three credit course focusing on self-assessment, career planning and the qualities needed to be a successful college student. In the fall of 2006/07, 391 new students attended BTC and of that new-student cohort, 142 were new first-time students who enrolled in PSY 104. Of those students who completed the PSY104 course, 45.8% persisted to the not take PSY 104, 35.3% persisted to the following fall.

Academic Alerts are used by faculty to alert advisors when students are not doing well in classes. The academic alert system was enhanced by developing an electronic format for reporting. OCAN grant funds were used to purchase computers for that were located in the part-time faculty area to allow faster reporting of alerts. In the summer of 2007, advisors received 59 alerts. In the cases of students for whom academic alerts were sent, 38 successfully completed the courses where they previously were identified through the alert system as having problems.

#### University System of Ohio Strategic Plan for Higher Education: 2008-2017

Belmont Technical College administrators, CQI Team members, and the Strategic Planning Council are working on preparing the college's Accountability Measures and Metrics Report in response to the University System of Ohio's (USO) Strategic Plan for Higher Education (the Plan). The 23 member institutions of the Ohio Association of Community Colleges will submit their plans together by November 30, 2008. There are 20 metrics with five in each of the following four categories: Access, Quality, Affordability and Efficiency, and Economic Leadership. Of the 20 metrics, six are not applicable to community colleges, and two definitions for metrics are not available for two.

The first step in the process of measuring our success against the USO metrics is to formulate the college's baseline for the 12 measures defined in the Plan and applicable to BTC. The college's plan is developing the prescribed baseline metrics and action plans to improve metrics and meet targeted goals by 2014. Preliminary data for the 12 measures relate to enrollment numbers, graduation data, financial information, costs to students, and opportunities for students. Baseline data, action plans for improvement, and targets toward goals are to be included in the college plan, approved by the Board of Trustees, and submitted by institutional presidents to the OACC by November 30, 2008.

Preliminary data from the student information system have been pulled to begin the process of defining baseline values for the 12 metrics that will be included in BTC's plan submission. The values are included here as a guesstimate of baseline values.

1. Total post-secondary enrollment, Fall 2006; 1,714
2. STEM degrees awarded, July 06 – June 07; 73
3. Total enrollees age 25 and older, Fall 2006; 777
4. Total degrees awarded to first generation college students, July 06 – June 07; 234
5. Percent of degrees awarded to Black and Hispanic students, July 06 – June 07; 3.22%
6. Graduation rate, 2007; 301 (270 unique students)
7. Percent of facilities in satisfactory condition or needing only minor rehabilitation, Fall 2006; 97.71%
8. Total size of endowments and foundation per FTE, FY2006; \$413.64/FTE
9. Average out of pocket cost...how much the student actually pays...Unit record financial data is being collected for the first time this year. TBD
10. Percentage of first time enrollees below age 21 with equivalent of one semester or more of college credit earned during high school, Fall 2006; .04% (%=12/269)
11. Total international students and Ohio students studying abroad July 06 – June 07; 0
12. Number of students engaged in internships and coops, July 06 – June 2007; 121

Mr. Piccin, motioned to accept the September Monitoring Reports as presented, seconded by Mr. Carso. All ayes; motion carried.

**REPORTS AND PRESENTATIONS**

Jody Peeler, Associate Dean of Student Financial Aid provided the Board with an update on Financial Aid.

**UPCOMING EVENTS AND MEETINGS:**

Ohio Association of Community Colleges  
October 23, 2008 and October 24, 2008 at Deer Creek Resort and Conference Center, Mt. Sterling, OH

**COMMENTS FROM THE CHAIR:**

Ms. gates congratulated the college on its approval of the associate of arts and associate of science degrees.

**COMMENTS FORM THE COLLEGE COMMUNITY:**

None.

**NEXT REGULAR MEETING:**

The next regular Board of Trustees meeting will be held on Thursday, October 30, 2008 at 7:00 p.m.

**ADJOURNMENT:**

There being no further business of the Board of Trustees, the meeting adjourned at 8:30 p.m.

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

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

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

**DRAFT**

**TAB B**

**CONSENT AGENDA**

**Belmont Technical College  
District Board of Trustees Meeting  
October 30, 2008**

**A G E N D A**

**CALL TO ORDER**

*Elizabeth Gates, Chair*

**ROLL CALL**

**PLEDGE OF  
ALLEGIANCE**

**INTRODUCTION OF  
VISITORS**

*Ms. Elizabeth Gates, Chair*

**APPROVAL OF  
AGENDA**

*Ms. Elizabeth Gates, Chair*

**APPROVAL OF MINUTES**

*Ms. Elizabeth Gates, Chair*



**CONSENT AGENDA**



**Human Resource Items**

**B1**

Approval of New Position  
– Assistant Dean, Arts and Sciences

Authorizations to Hire  
– Mathematics Faculty (2)  
– Assistant Dean, Arts and Sciences

Administrative Items

B2

Resolution for 403(b) Common Deferred-Benefit  
Retirement Plan

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

Board Items

B3

University System of Ohio Metrics Report

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

**PRESIDENT'S REPORT**

*Dr. Joseph E. Bukowski, President*

**MONITORING  
ACTIVITIES**



**Financial**

Financial Report

C1

- September 2008

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

**Section IV: Ends Policies**

Board Rule: 400.0000.00  
Access to Higher Education

C2

- Quarterly Enrollment Statistics

- Strategies Employed to Provide Greater Access

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

**REPORTS &  
PRESENTATIONS**

Academic Quality Improvement Program (AQIP)  
Quality-Check-Up Visit

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

**UPCOMING  
EVENTS/MEETINGS**

**COMMENTS FROM  
CHAIR**

*Ms. Elizabeth Gates, Chair*

**COMMENTS FROM  
COLLEGE COMMUNITY**

**NEXT REGULAR  
MEETING**

- December 4, 2008
- Workshop: 5:00 p.m.
- Meeting: 7:00 p.m.

**ADJOURNMENT**

# **TAB B1**

## **CONSENT AGENDA**

Human Resource Items

*AGENDA ITEM B 1: NEW POSITION – ASSISTANT DEAN, ARTS AND SCIENCES*  
*Board of Trustees Meeting Date: 10/30/08*

The scope of the position of Assistant Dean, Arts and Sciences will include performing day-to-day coordinating and leadership functions for the pre-baccalaureate programs and development of the general education core curriculum. The Assistant Dean will report to the Dean of Academic Affairs, and will assist the Dean in assessing, planning, delivering, and evaluating instructional programming for these programs and courses.

The Assistant Dean must have a thorough working knowledge of pre-baccalaureate degrees and the liberal arts core curriculum, as well as the leadership skills necessary to lead faculty members within a team environment. Recruitment of additional qualified faculty will be part of the position responsibilities. Excellent communication, time management, organization, and team building skills will be required for the position.

Qualifications for the position will include: a Masters degree with a major in a liberal arts area; a minimum of five years teaching in the area of liberal arts; credentials for appointment to faculty rank, preferably at the Associate Professor level; and knowledge of curriculum development processes.

The recommended position level is 12 (range: \$39,559 - \$60,730).

**RECOMMENDATION:** It is recommended that the Board approve the new position of Assistant Dean, Arts and Sciences as outlined above at the recommended salary grade level.

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

*AGENDA ITEM B1: AUTHORIZATION TO HIRE - FULL-TIME  
MATHEMATICS FACULTY  
Board of Trustees Meeting Date: 10/30/08*

One full-time mathematics faculty position is currently vacant, and a second opening is anticipated at the end of Winter Quarter with the planned retirement of one of our mathematics faculty members.

It is requested that the Board authorize the President to make the hiring decision for two full-time faculty positions in the Mathematics area, 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 for two faculty positions in the Mathematics area, with the Board ratifying the decision at a subsequent Board meeting.

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

*AGENDA ITEM B1: AUTHORIZATION TO HIRE – ASSISTANT DEAN,  
ARTS AND SCIENCES  
Board of Trustees Meeting Date: 10/30/08*

It is requested that the Board authorize the President to make the hiring decision for the Assistant Dean, Arts and Sciences, 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 for the Assistant Dean, Arts and Sciences, with the Board ratifying the decision at a subsequent Board meeting.

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

# **TAB B2**

## **CONSENT AGENDA**

Administrative Items

**AGENDA ITEM B2: RESOLUTION FOR 403(B) COMPLIANCE**  
*Board of Trustees Meeting Date: 10/30/08*

By January 1, 2009, the IRS final 403(b) regulations will impose greater responsibility on the College for managing information and duties related to 403(b) plans. These regulations include:

- Under the 403(b) regulations, public schools must have a written plan that provides the rules for operating their 403(b) plans.
- The plan document will be required to include all material terms, such as eligibility rules, limitations on contributions, and the time and form under which benefit distributions are made.
- The plan document will also include any optional features, such as loans, hardship withdrawals, transfers, or acceptance of rollovers, which must also be described in writing.
- The plan document will define the roles and responsibilities of the employer, the vendors providing investment products, and any third parties to whom responsibility may be delegated, such as who will handle the compliance functions required by the IRS.

The Ohio two-year colleges have been working with the Attorney General's Office and special counsel to develop the plan document and related required information. Because the plan document may not be completed by the Board's last 2008 meeting on December 4, it is recommended that the Board approve the resolution on the following page, which gives the Vice President of Administrative Affairs and/or his designee the authority to approve and implement the plan document by January 1, 2009.

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the resolution to authorize the Vice President of Administrative Affairs and/or his designee to approve and implement the 403(b) plan document by January 1, 2009.

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

**BELMONT TECHNICAL COLLEGE  
BOARD OF TRUSTEES**



RESOLUTION 2008-02

**RESOLUTION FOR 403 (B) COMPLIANCE**

**A RESOLUTION TO ADOPT THE BELMONT TECHNICAL COLLEGE 403(b) RETIREMENT PLAN AND TO AUTHORIZE THE VICE PRESIDENT OF ADMINISTRATIVE AFFAIRS AND/OR HIS DESIGNEE TO EFFECTUATE FULL COMPLIANCE THEREFOR.**

---

**October 30, 2008**

**Synopsis:** This is an action to adopt a written plan document for the Belmont Technical College 403(b) Retirement Plan (the "Plan") and to give authority to the Vice President of Administrative Affairs and/or his designee to make such changes to the Plan as are necessary to effectuate compliance of the Plan with the requirements of Internal Revenue Code Section 403(b) and to sign the final Plan on behalf of this Board.

**WHEREAS,** Belmont Technical College has sponsored a retirement plan arrangement under Internal Revenue Code Section 403(b); and

**WHEREAS,** the Internal Revenue Service has promulgated regulations under Code Section 403(b) that require the Institution adopt a written plan document; and

**WHEREAS,** the written plan document must be adopted on or before January 1, 2009.

**NOW, THEREFORE, BE IT RESOLVED, that**

1. the Institution's Vice President of Administrative Affairs and/or his designee, are each individually authorized and empowered by the Board to adopt the Plan and each such officer is further empowered to make such administrative changes to the Plan as are required to effect compliance with the Internal Revenue Service 403(b) regulations.

2. said officers each have the authority to sign the final Plan on behalf of this Board, with the corresponding full weight and effect.

3. this delegated authority shall continue until the date the authority is revoked by this Board of Trustees.

4. all formal actions of this Board of Trustees relating to the enactment of this resolution were taken and adopted in open meetings, and all deliberations of this Board or any of its committees which resulted in such formal actions, were in full compliance with the law.

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

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

\_\_\_\_\_  
Date Approved

# **TAB B3**

## **Consent Agenda**

### **Board Items**

UNIVERSITY SYSTEM OF OHIO  
INSTITUTIONAL ACCOUNTABILITY REPORT

Each institution of higher education in Ohio is required to submit a report to the Chancellor of Higher Education by November 30 indicating if projections on a series of twenty measures which comprise the metrics of the University System of Ohio. The College is presently analyzing data and completing these projections. While the projections were not completed in time for this agenda, it is anticipated that the projections will be completed in time for the meeting on October 30.

A copy of the template is attached for the board's reference.

Institutional Accountability Report for University System of Ohio Strategic Plan  
 Note: Report includes all campuses totaled

Due November 30, 2008  
 E-mail to Paolo DeMaria  
 School Name:  
 Campus Contact Information:

pdemaria@regents.ohio.oh.us

Name:   
 Phone:   
 E-mail:

	Baseline Time Period	University System of Ohio			Institution					
		Baseline Level	2013-14 Target	2017-18 Target	Baseline Level	2008-2009	2009-2010	2010-2011	2012-2013	2013-2014
Total Degrees Awarded (Annual)	2006-2007	72,657	89,063	100,000						
Associate	2006-2007	18,156	24,062	28,000						
Bachelor's	2006-2007	37,816	46,326	52,000						
Graduate	2006-2007	16,685	18,674	20,000						
1. Total post-secondary enrollment (Fall)	Fall 2006	472,694	610,694	702,694						
2. Total STEM degrees Awarded (Annual)	2006-2007	22,005	35,208	44,010						
3. Total enrollees age 25 and older (Fall)	2006-2007	171,294	279,326	351,347						
4. Total degrees awarded to first generation college students (Annual)	2006-2007	19,418	27,767	33,333						
5. Percent of total degrees awarded to Black and Hispanic students (Annual)	2006-2007	8.63%	11.84%	13.98%						
6. Improvement in actual graduation rate over expected graduation rate (Universities only, Community College metric under development)	Fall 2000 Cohort, through Summer 2006	same	6%	10%						
7. Measuring the system's reputation: Number of first time enrollees in the top 20% SAT/ACT (at University Main Campuses) (Fall)	Fall 2007	13,866	18,026	20,799						
8. Percent of facilities in satisfactory condition or needing only minor rehabilitation (Fall)	2006-2007	64.07%	67.63%	70.00%						
9. Total size of endowments and foundations per FTE (Annual)	2006-2007	10,573	\$16,917	\$21,146						
10. Federally financed research spending (Annual)	2006-2007	\$640,168,000								
Per capita- national rank			30 Top 20	Top 10						
11. Average out of pocket cost	See Affordability Report									
12. Tuition and fees weighted average of bachelor's degree offered on a community college or university regional campus- national rank (Annual)		TBD	TBD	Top 10						
13. State funding per FTE- relationship to the national average (annual)	Statewide Measure	(\$420) Million	(\$168) Million	\$1 above nat'l avg						
14. Percentage of first time enrollees below age 21 with equivalent of one semester or more of college credit earned during high school (Fall)		5.50%	14.20%	20%						
15. (Universities) Percentage of bachelor's degree recipients with at least one year of credit from a community college (Annual)	2006-2007	8.80%	18.50%	25%						
15. (Community Colleges) Transfer Metric currently under development with guidance from OACC										
16. Industrially financed research spending (Annual)	2006-2007	\$125,359,000								
Per capita- national rank			5 Top 3	1						
17. Globalization measure (Annual):										
Total international students	2006-2007	13,538	26,496	35,134						
Ohio students studying abroad annually	2006-2007	6,328	12,379	16,413						
18. Knowledge Transfer Measure- TBD		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
19. Business satisfaction- measured through survey		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
20. Number of students engaged in internships and co-ops (Fall)	Fall 2006 students with co-op/ internship sometime in 2006-2007	46,443	78,577	100,000						

**TAB C**

**Monitoring  
Activities**

# **TAB C1**

Monitoring Report

Financial Report

*MONITORING ACTIVITY ITEM CI*  
*FINANCIAL REPORT*  
*Board of Trustees Meeting Date: October 30, 2008*

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

Checking Account	\$ 3,938.60
Certificates of Deposit	\$ 9,697,284.59
Savings	\$ 509,633.37
Total Temporary Investments	\$ 10,206,917.96
Total Cash and Temporary Investments	\$ 10,210,856.56

The Budget Report shows the following:

	<u>This Year % Recorded</u>	<u>% Year Completed</u>
Budgeted Revenues	19.9%	25.0%
Budgeted Expenditures	19.4%	25.0%

1. The Unexpended Plant Fund Report is in the amount of \$ 1,836,247.58.
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 \$ 2,204,029.26.
4. The Start up Fund is in the amount of \$ 345,062.13.

**RECOMMENDATION:** Recommend the Board accept the financial reports for September 2008 as presented.

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

	Jun-08	Jul-08	Aug-08	Sep-08
<b>General Fund</b>				
Beginning Balance	\$ (1,383,733.18)	\$ (1,896,240.22)	\$ (2,039,408.54)	\$ (2,215,875.11)
Add Receipts	1,419,082.19	1,672,829.43	1,535,585.51	2,237,228.98
Total Available	\$ 35,349.01	\$ (220,410.79)	\$ (483,903.03)	\$ 21,653.87
Less Disbursements	1,931,589.23	1,818,997.75	1,731,972.08	2,753,200.91
Ending Balance	\$ (1,896,240.22)	\$ (2,039,408.54)	\$ (2,215,875.11)	\$ (2,731,547.04)
<b>Auxiliary Enterprise Fund</b>				
Beginning Balance	\$ 1,925,746.50	\$ 1,983,965.59	\$ 1,968,043.44	\$ 1,847,863.41
Add Receipts	312,386.23	64,733.86	60,239.13	968,746.14
Total Available	\$ 2,238,132.73	\$ 2,048,719.45	\$ 2,028,282.57	\$ 2,816,709.55
Less Disbursements	254,167.14	80,676.01	180,319.16	652,622.19
Ending Balance	\$ 1,983,965.59	\$ 1,968,043.44	\$ 1,847,963.41	\$ 2,164,087.36
<b>Restricted Fund</b>				
Beginning Balance	\$ (10,630.49)	\$ 330,267.30	\$ (19,829.38)	\$ 329,718.68
Add Receipts	434,225.83	78,532.43	417,732.70	97,263.01
Total Available	\$ 423,595.34	\$ 408,799.73	\$ 397,903.32	\$ 426,981.69
Less Disbursements	93,328.04	428,629.11	68,184.64	23,094.66
Ending Balance	\$ 330,267.30	\$ (19,829.38)	\$ 329,718.68	\$ 398,887.03
<b>Development Fund</b>				
Beginning Balance	\$ 58,798.19	\$ 61,377.71	\$ 65,427.98	\$ 66,220.46
Add Receipts	2,814.03	4,050.27	1,070.73	1,290.94
Total Available	\$ 61,612.22	\$ 65,427.98	\$ 66,498.71	\$ 67,511.40
Less Disbursements	234.51	-	278.23	84.00
Ending Balance	\$ 61,377.71	\$ 65,427.98	\$ 66,220.46	\$ 67,427.40
<b>Endowment Fund</b>				
Beginning Balance	\$ -	\$ -	\$ -	\$ -
Add Receipts	-	-	-	-
Total Available	\$ -	\$ -	\$ -	\$ -
Less Disbursements	-	-	-	-
Ending Balance	\$ -	\$ -	\$ -	\$ -
<b>Unexpended Plant Fund</b>				
Beginning Balance	\$ 128,664.42	\$ 128,664.42	\$ 128,664.42	\$ 242,732.42
Add Receipts	-	-	114,068.00	-
Total Available	\$ 128,664.42	\$ 128,664.42	\$ 242,732.42	\$ 242,732.42
Less Disbursements	-	-	200,000.00	-
Ending Balance	\$ 128,664.42	\$ 128,664.42	\$ 242,732.42	\$ 42,732.42
<b>Investment in Plant</b>				
Beginning Balance	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00
Add Receipts	398.00	398.00	398.00	398.00
Total Available	\$ 796.00	\$ 796.00	\$ 796.00	\$ 796.00
Less Disbursements	-	-	-	-
Ending Balance	\$ 796.00	\$ 796.00	\$ 796.00	\$ 796.00
<b>Plant Fund</b>				
Beginning Balance	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43
Add Receipts	-	-	-	-
Total Available	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43
Less Disbursements	-	-	-	-
Ending Balance	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43
<b>All Funds</b>				
Beginning Balance	\$ 780,798.87	\$ 670,386.23	\$ 165,249.35	\$ 333,111.29
Add Receipts	2,168,906.28	1,823,165.99	2,148,616.07	3,304,829.07
Total Available	\$ 2,949,705.15	\$ 2,493,552.22	\$ 2,313,865.42	\$ 3,637,940.36
Less Disbursements	2,279,318.92	2,328,302.87	1,880,734.13	3,634,001.76
Ending Balance	\$ 670,386.23	\$ 165,249.35	\$ 333,111.29	\$ 3,938.60
<b>Temporary Investments:</b>				
<b>Certificates of Deposit</b>				
General Fund	\$ 7,122,517.56	\$ 7,738,729.75	\$ 7,770,645.51	\$ 7,803,223.06
Restricted Fund	\$ 34,315.17	\$ 34,315.17	\$ 34,315.17	\$ 34,315.17
Endowment Fund	\$ 102,701.56	\$ 105,450.37	\$ 105,450.37	\$ 105,875.84
Unexpended Plant Fund	\$ 1,525,008.16	\$ 1,550,323.37	\$ 1,550,323.37	\$ 1,753,869.52
Total Certificates of Deposit	\$ 9,374,542.45	\$ 9,428,368.66	\$ 9,460,734.42	\$ 9,697,284.59
<b>U.S. Treasury Bills</b>	\$ -	\$ -	\$ -	\$ -
<b>Savings Accounts</b>				
General Fund	\$ 463,972.63	\$ 463,972.63	\$ 463,972.63	\$ 465,889.15
Endowment Fund	\$ 4,391.46	\$ 4,391.46	\$ 4,391.46	\$ 4,397.58
Unexpended Plant Fund	\$ 39,591.34	\$ 39,591.34	\$ 39,591.34	\$ 39,646.64
Total Savings Accounts	\$ 507,955.43	\$ 507,955.43	\$ 507,955.43	\$ 509,933.37
<b>Total Cash and Temporary Investments:</b>	\$ 10,552,884.11	\$ 10,101,573.44	\$ 10,301,801.14	\$ 10,210,656.56

**BELMONT TECHNICAL COLLEGE**

*Revenue and Expenditures  
for the Month Ending September 30, 2008  
(General Fund)*

	<u>2007-2008</u>			<u>2008-2009</u>		
	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	\$5,257,970	\$1,313,227	25.0%	\$5,471,678	\$1,406,055	25.7%
State Dept of Educ.	0	0	0.0%	\$0	\$0	0.0%
Tuition	3,769,960	456,053	12.1%	\$3,745,299	\$520,437	13.9%
Other Student Fees	1,992,892	297,114	14.9%	\$1,921,573	\$315,687	16.4%
Sales and Service	11,930	2,835	0.0%	\$15,000	\$6,522	43.5%
Miscellaneous	517,762	64,005	12.4%	\$322,000	\$34,788	10.8%
<b>TOTAL REVENUE</b>	<b>\$11,550,514</b>	<b>\$2,133,234</b>	<b>18.5%</b>	<b>\$11,475,550</b>	<b>\$2,283,489</b>	<b>19.9%</b>
<b>EXPENDITURES</b>						
Instructional	\$4,179,652	\$543,014	13.0%	\$4,231,738	\$678,765	16.0%
Public Services	10,609	0	0.0%	11,856	0	0.0%
Academic Support	1,285,111	283,801	22.1%	1,428,751	269,136	18.8%
Student Services	870,038	215,592	24.8%	922,606	225,400	24.4%
Institutional Support	2,734,721	719,120	26.3%	3,190,480	716,769	22.5%
Oper/Maint Plant	959,758	230,686	24.0%	1,041,119	248,548	23.9%
Financial Aid	471,807	50,101	10.6%	529,000	60,408	11.4%
<b>TOTAL EXPENDITURES</b>	<b>\$10,511,696</b>	<b>\$2,042,314</b>	<b>19.4%</b>	<b>\$11,355,550</b>	<b>\$2,199,027</b>	<b>19.4%</b>
<b>DIFFERENCE</b>	<b>\$1,038,818</b>	<b>\$90,920</b>		<b>\$120,000</b>	<b>\$84,462</b>	

**BUDGET PRIORITIES**

Contingency 100,000  
Health Care Increase 20,000

120,000

-

3/12 = 25.0%

DELMONTI TECHNICAL COLLEGE  
 Salaries, Benefits, Operating Expenses  
 for the Month Ending September 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	
Instruction	08-09	3,115,707	454,573	14.6%	848,180	158,877	18.7%	267,851	65,316	24.4%	4,231,738	678,765	16.0%
	07-08	3,160,087	362,635	11.5%	825,868	147,048	17.8%	193,698	33,331	17.2%	4,179,653	543,014	13.0%
	06-07	3,074,539	434,264	14.1%	812,601	152,682	18.8%	185,327	35,624	19.2%	4,072,467	622,570	15.3%
	05-06	2,954,685	350,528	11.9%	749,112	129,099	17.2%	196,971	60,020	30.5%	3,900,768	539,647	13.8%
04-05	2,836,434	298,187	10.5%	699,819	106,885	15.3%	141,011	24,300	17.2%	3,677,264	429,372	11.7%	
03-04	2,671,330	326,505	12.2%	641,716	107,024	16.7%	238,028	34,151	14.3%	3,551,074	467,680	13.2%	
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	(282)	-4.6%	9,895	(282)	-2.8%
04-05	3,568	-	0.0%	551	-	0.0%	5,981	(111)	-1.9%	10,100	(111)	-1.1%	
03-04	543	-	0.0%	84	-	0.0%	6,343	(100)	-1.6%	6,970	(100)	-1.4%	
Academic Support	08-09	902,127	189,133	21.0%	267,326	56,049	21.0%	259,298	23,953	9.2%	1,428,751	269,136	18.8%
	07-08	815,747	196,872	24.1%	244,860	61,502	25.1%	224,504	25,427	11.3%	1,285,111	283,801	22.1%
	06-07	817,874	188,239	23.0%	252,979	60,071	23.7%	255,071	38,625	15.1%	1,325,924	286,935	21.6%
	05-06	728,761	171,946	23.6%	214,027	51,466	24.0%	234,570	32,515	13.9%	1,177,358	255,927	21.7%
04-05	756,077	162,221	21.5%	215,715	48,827	22.6%	210,199	20,960	10.0%	1,181,991	232,008	19.6%	
03-04	751,822	151,518	20.2%	199,911	43,688	21.9%	204,913	15,277	7.5%	1,156,646	210,483	18.2%	
Student Services	08-09	622,701	158,456	25.4%	236,177	56,889	24.1%	63,728	10,055	15.8%	924,606	225,400	24.4%
	07-08	583,367	145,442	24.9%	224,378	54,822	24.4%	62,294	15,328	24.6%	870,039	215,592	24.8%
	06-07	577,090	145,916	25.3%	214,284	52,550	24.5%	58,441	9,734	16.7%	849,815	208,200	24.5%
	05-06	546,997	131,955	24.1%	201,361	47,171	23.4%	53,964	16,401	30.4%	802,322	195,527	24.4%
04-05	611,686	137,256	22.4%	206,629	46,780	22.6%	54,311	11,711	21.6%	872,626	195,747	22.4%	
03-04	621,571	139,447	22.4%	209,502	48,583	23.2%	48,483	9,744	20.1%	879,556	197,774	22.5%	
Inst'l Support	08-09	1,477,672	323,956	21.9%	481,992	99,997	20.7%	1,350,816	292,816	21.7%	3,310,480	716,769	21.7%
	07-08	1,291,001	332,432	25.7%	412,960	106,827	25.9%	1,030,760	279,861	27.2%	2,734,721	719,120	26.3%
	06-07	1,231,160	291,004	23.6%	373,721	93,342	25.0%	1,050,957	260,515	24.8%	2,655,838	644,861	24.3%
	05-06	1,152,319	269,497	23.4%	351,145	84,286	24.0%	881,557	304,501	34.5%	2,385,021	658,284	27.6%
04-05	971,987	221,036	22.7%	303,902	69,351	22.8%	884,186	283,203	32.0%	2,160,075	573,590	26.6%	
03-04	780,584	159,922	20.5%	227,218	51,283	22.6%	955,551	233,414	24.4%	1,963,353	444,619	22.6%	
Oper/Maint Plant	08-09	362,024	88,052	24.3%	155,357	38,366	24.7%	523,738	122,131	23.3%	1,041,119	248,548	23.9%
	07-08	344,695	86,213	25.0%	151,761	37,782	24.9%	463,302	106,691	23.0%	959,758	230,686	24.0%
	06-07	335,886	82,620	24.6%	147,508	37,644	25.5%	464,604	101,553	21.9%	947,998	221,817	23.4%
	05-06	329,485	78,973	24.0%	146,300	35,097	24.0%	490,072	129,872	26.5%	965,857	243,942	25.3%
04-05	326,774	71,455	21.9%	138,696	31,952	23.0%	442,636	109,711	24.8%	908,106	213,118	23.5%	
03-04	323,413	73,641	22.8%	128,670	29,522	22.9%	488,986	104,842	21.4%	941,069	208,005	22.1%	
Financial Aid	08-09	6,486,231	1,214,170	18.7%	1,989,978	410,178	20.6%	2,999,341	574,679	19.2%	11,475,550	2,199,027	19.2%
	07-08	6,039,777	1,123,594	18.6%	1,860,801	407,981	21.9%	2,452,962	510,739	20.8%	10,511,698	2,042,314	19.4%
	06-07	5,715,523	1,142,043	20.0%	1,802,319	396,289	22.0%	2,445,153	496,618	20.3%	10,287,250	2,034,950	19.8%
	05-06	5,506,526	1,002,899	18.2%	1,662,455	347,119	20.9%	2,284,833	610,187	26.7%	9,662,811	1,960,205	20.3%
04-05	5,149,263	890,155	17.3%	1,565,312	303,795	19.4%	2,155,902	513,483	23.8%	9,227,740	1,707,433	18.5%	
03-04	5,056,482	851,033	16.8%	1,407,101	280,100	19.9%	2,335,827	446,585	19.1%	8,892,191	1,577,718	17.7%	
TOTAL													

**BELMONT TECHNICAL COLLEGE**

*Fund Balance Report*

*FYE June 30, 2009*

	Balance 06/30/08	Income	Expended	Balance 09/30/08
<b>Unexpended-Plant Fund</b>				
Capital Component of the Operating Subsidy	1,693,263.92	142,983.66	-	1,836,247.58

	Total Appropriated Date	Amount	Balance 06/30/08	Appropriated FY 2008-09	Expended	Balance 09/30/08
<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	26,248.93	-	-	26,248.93
<b>TOTAL</b>		102,000	61,953.43	0.00	0.00	61,953.43

**General Fund**

Board Appropriated	Total Appropriated Date	Amount	Balance 06/30/08	Appropriated FY 2008-09	Expended	Balance 09/30/08
Administrative Info System	7/04, '05	375,000	243,905.70	-	14,816.00	229,089.70
Board Room Renovations	7/05	25,000	25,000.00	-	-	25,000.00
Capital Equipment Replacement	7/04, '05, '06, '07	690,000	186,766.61	40,000	37,771.39	188,995.22
Capital Planner	07/08	100,000	-	100,000	-	100,000.00
Classroom Renovations	7/04, '05, '06, '07	270,000	158,652.20	20,000	1,796.47	176,855.73
Community College Initiative	6/03, 7/07	185,000	86,015.10	-	-	86,015.10
Community Initiatives	7/06	37,500	35,748.58	-	-	35,748.58
Employee Benefits	7/06, '07	40,000	40,000.00	-	-	40,000.00
Energy Projects	7/07	225,000	75,000.00	150,000	-	225,000.00
Expanded Mission	07/08	100,000	-	100,000	-	100,000.00
Facilities Assessment	7/06	100,000	75,000.00	25,000	-	100,000.00
Fin Aid Administration Fund	4/07	229,922	62,579.39	50,000	15,864.90	96,714.49
H R Initiatives	07/08	75,000	-	75,000	-	75,000.00
Off Campus Centers Start Up	7/06, '07	82,224	64,582.27	-	-	64,582.27
One- Time Merit Pay	06/08	150,000	150,000.00	-	140,797.03	9,202.97
Office Renovations	7/05, '06, '07	131,076	85,767.90	15,000	40,527.42	60,240.48
Replacement Of Vehicles	7/05, '06, '07	151,771	70,551.00	30,000	250.00	100,301.00
Safety and Security	7/06, '07	205,676	110,653.58	50,000	16,607.69	144,045.89
Scholarship Funds	7/04, '05, '06	150,000	126,687.56	10,000	11,520.96	125,166.60
Strategic Planning	2/08, 4/08	95,000	30,120.04	20,000	15,992.81	34,127.23
Strategic Planning Initiatives	07/08	75,000	-	75,000	-	75,000.00
Telephone System Replacement	7/05, '06	123,819	100,000.00	23,819	10,875.00	112,944.00
<b>TOTAL</b>		3,616,988	1,727,029.93	783,819	306,819.67	2,204,029.26

Start Up Fund	Total Appropriated Date	Amount	Balance 06/30/08	Appropriated/ Repayment FY 2008-09	Expended	Balance 09/30/08
Board Appr Start Up Fund	6/00, 7/05, '06, '07	927,000	268,940.41	105,000	28,878.28	345,062.13
	<b>Fiscal Year</b>		<b>Appropriated</b>	<b>Repayment</b>	<b>Expended</b>	<b>Balance</b>
	FY 1999-00		\$200,000.00	\$0.00	\$23,667.57	\$176,332.43
	FY 2000-01		\$0.00	\$12,000.00	\$23,877.25	\$165,455.18
Microsoft	FY 2001-02	\$ 31,949.82	\$0.00	\$100,000.00	\$13,132.18	\$252,323.00
CISCO	FY 2002-03	127,554.53	\$0.00	\$100,000.00	\$44,561.14	\$307,761.86
MOLO	FY 2003-04	3,133.78	\$0.00	\$30,000.00	\$99,473.76	\$238,288.10
ARCH	FY 2004-05	124,103.76	\$0.00	\$30,000.00	\$93,098.12	\$175,189.98
Student Success	FY 2005-06	38,527.00	\$20,000.00	\$30,000.00	\$25,575.62	\$199,614.36
Leadership Inst.	FY 2006-07	17,430.22	\$150,000.00	\$0.00	\$109,070.68	\$240,543.68
Program Develop.	FY 2007-08	93,779.09	\$150,000.00	\$0.00	\$121,603.27	\$268,940.41
Ev / W / PNP	FY 2007-08	115,469.67	\$105,000.00	\$0.00	\$28,878.28	\$345,062.13
<b>Total</b>		\$581,937.87	\$625,000.00	\$302,000.00	\$581,937.87	\$345,062.13

**TAB C2**

**ENDS POLICIES**

# C2A

## Monitoring Reports

Board Rule: 400.0000.00

Access to Higher Education

Quarterly Enrollment Statistics

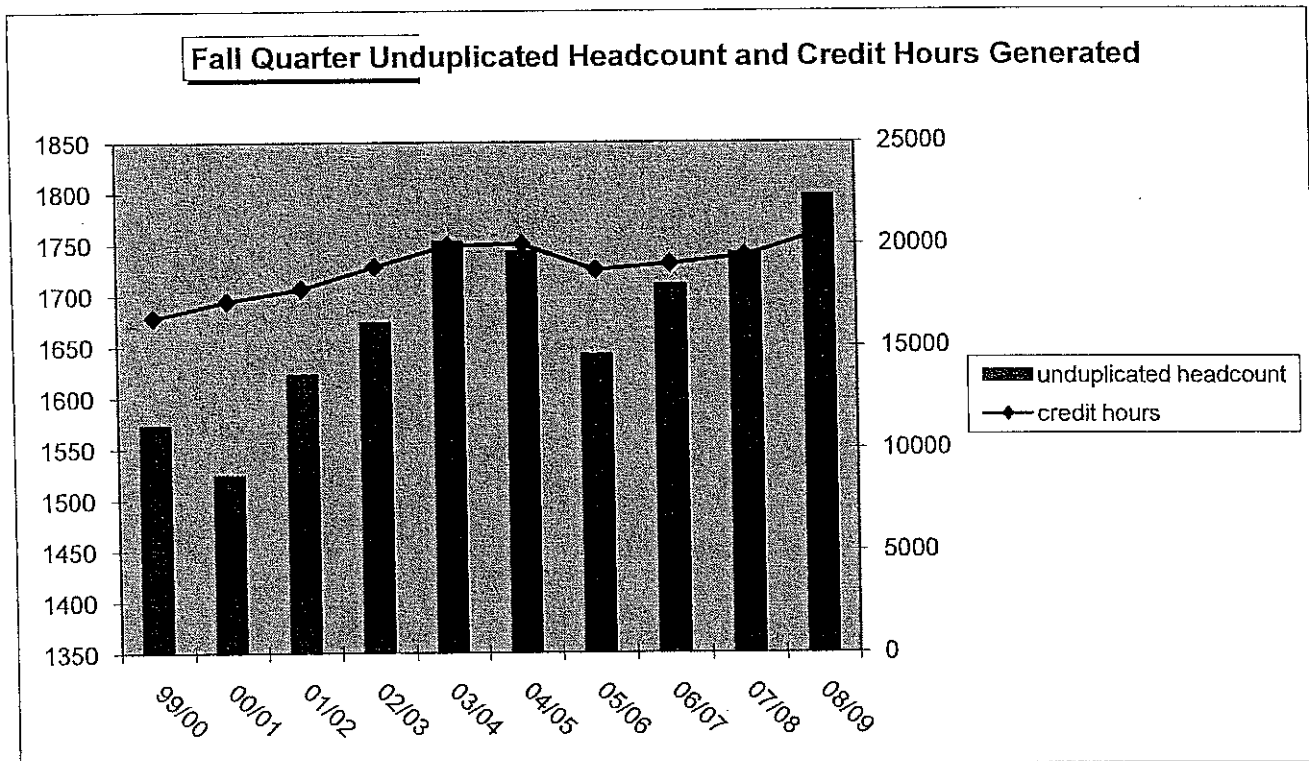
Access to Higher Education ~400.0000.00

*Quarterly Enrollment Statistics*

October 30, 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 fall quarters from 1999/2000 through the 2008-2009. Table 1 displays actual headcount and credit hour data for fall quarters over the ten-year period.

Chart 1, *Fall quarter 1999/2000 through 2008-2009, unduplicated headcount and credit hours*



Headcount goal = 1,767; Actual headcount = 1,798\*

Credit hour goal = 19,938; Actual credit hours = 20,534.5\*

\*Actual headcounts and credit hours were drawn from the student information data base on October 8 and reflect the unduplicated number of students enrolled on that date and the total number of credit hours for which those students were enrolled on October 8, 2008.

Table 1, *Fall quarter 1999/2000 through 2008-2009, unduplicated headcount and credit hours*

Year	Headcount	Credit hours
99/00	1573	16416.5
00/01	1524	17220
01/02	1623	17827
02/03	1674	18903.5
03/04	1753	19946.5
04/05	1743	20011
05/06	1642	18742
06/07	1711	19043
07/08	1742	19435.5
08/09	1798	20534.5

#### *Data*

These data show an increase in both credit hours and headcount for fall quarter 2008 in comparison with fall quarter 2007. The increase in headcount represents an additional 56 students, and the increase in credit hours reflects 1,099 additional credit hours of enrollment. These data include enrollments at all three BTC locations and all students enrolled through October 8, 2008 when the data were drawn.

#### *Analysis:*

The largest category of increased enrollment this fall over last fall was in the area of Continuing Students. (Students who had also attended BTC in the previous Spring or Summer). Data for summer revealed that 14.4% more students were continuing compared to the previous summer. This trend continued for fall with 69 more students continuing their studies than last fall. As noted in earlier Ends Policy reports, a number of retention initiatives have been implemented to foster this result. Pro-active steps have also been taken by our Financial Aid department to enlighten students about their financial aid options.

Slight increases are also noted for High School and First-time Students which is an encouraging sign that we gained more new students this fall than last fall. Recruitment events such as "Two Birds With One Stone" allows parents and students to work with staff to resolve financial aid issues and allows students to complete placement testing prior to group registration which has also been modified. These combined efforts are designed to increase the number of applicants who actually enroll in classes.

#### *Conclusions/Recommendations*

Many intrinsic and extrinsic reasons influence whether or not a student will enroll for college. Belmont Technical College continues to gather data on these influences through such tools as Student Satisfaction Surveys and Non-returning surveys. Belmont Technical College will continually implement and refine current recruitment and retention initiatives while also exploring best practices to uncover additional strategies. Current levels of competition and student educational options require that BTC seek proactive approaches in order to attract and retain students.

# C2B

## Monitoring Reports

Board Rule: 400.0000.00

Access to Higher Education

Strategies Employed to Provide Greater Access

Access to Higher Education ~ 400.0000.00  
*Strategies employed to provide greater access*  
October 30, 2008

Belmont Technical College faculty, staff, and administration are committed to providing increasingly greater access to learning for students. Reviewing strategies designed to provide greater access indicates that processes and procedures have been revised, new programs have been developed, and additional pathways to success have been identified for students. This summary report focuses on strategies in three areas: financial aid processes, the “Seniors to Sophomores” program, and stackable certificates as emerging pathways to success.

***Financial aid***

The rising costs of higher education have contributed to making financial aid a primary access issue for students and their families. Strategies employed at BTC to make higher education more financially accessible to students include overall evaluation of the financial aid department, organizational and structural changes in the financial aid department, studying past and implement new procedures for addressing unpaid student accounts, recommendations and implementation of more efficient use of financial aid software and revisions to the “frequently asked questions” policy and procedure manual.

The associate dean of student financial aid reviewed initiatives related to financial access for students during the September Board of Trustees meeting. He reported that since the college began using the “MY FAO” site, more than 1,700 people have logged in to this feature, and the total number of log-ins is higher than 15,000. Further, the Online Financial Aid Office allows students to see their financial aid awards, download forms, accept awards, and check on grant and loan disbursements. Together, these initiatives have contributed to students’ increased access to higher education at BTC. In progress now are enhanced procedures for addressing unpaid accounts. The goal is to give students the opportunity to set up and follow payment plans before denying registration for the next quarter of enrollment.

***Seniors to Sophomores program***

The Seniors to Sophomores program is a strategy for increasing access to higher education to high school students. This initiative was developed in response to the Chancellor’s strategic plan and was designed for Belmont, Harrison, and Monroe county students by a collaborative group that has representatives from institutions in Belmont Technical College’s service district. The group was awarded a grant for \$100,000 in April 2008.

Money from the grant is designated for three purposes. Funds are used: to pay for participating students’ college tuition and books; to support development of plans for sustainability of the program; and to cover a portion of costs that will be incurred for marketing the program for the 2009-2010 academic year. Rebecca Kurtz, Vice President of Learning and Student Success, points out “High school seniors will have an

opportunity to spend their senior year at their high school or a University System of Ohio College campus.”

Implementation of the grant began in fall 2008, and there are currently 14 students from Belmont and Harrison county participating by attending BTC and Ohio University Eastern on a full-time basis. These students receive high school and college credit for their work thereby increasing their access to higher education. Program administrators are currently working to develop action plans for sustaining the program after the pilot period has ended.

### *Stackable certificates*

There are a number of strategies in various phases of implementation that have been, or are being adopted to increase access to higher education. These strategies are grouped for this report under the heading, stackable certificates. A common characteristic of these programs is their aim to create seamless pathways for students entering higher education.

One type of certificate addresses the needs of adult learners and provides a bridge to college-level work through remediation in re-entry skills. Students can enter the program through adult workforce centers and move into the University System of Ohio as they take Basic, Advanced, and college and work-ready skills classes. The pathway begins with recruitment at workforce center locations, continues with assessment testing, and placement in appropriate levels in English, math, computer skills, and college success.

At the present time, ABLE instructors come to the Student Success Center at BTC and work with students to prepare them for attaining a GED certificate. Administration of the ABLE pathway to re-entry is carried out by an advisory committee comprised of representatives from institutions and organizations located in Region 10 of Ohio. Representing BTC on this committee are Dr. Rebecca Kurtz, Dr. Brenda Lohri-Posey, Linda Poland, Judy Sandstead, and Karen Taylor.

Another pathway leading from stackable certificates gets students ready for career-oriented postsecondary training. Training focuses on preparation for entry into technical education programs. Students planning to enter employment fields such as health care, information technology, and advanced manufacturing can take this pathway to develop work skills.

In addition to financial aid initiatives, the seniors to sophomores program, and stackable certificates, there are other projects at BTC contributing to the college's efforts to provide greater access for students.

- The Student Success Center has been tracking the frequencies with which students use the center to work in the computer labs, take placement tests, and meet with tutors. Supplemental instruction has been implemented in a limited number of classes and success rates for students in classes with supplemental instruction will be compared with success rates in traditional sections of the same classes.
- Student Services has been providing gas cards for students who would be unable to attend class without financial assistance.
- The orientation program for adjunct faculty is being expanded in order to better enable faculty to work with high-risk Appalachian students.

