



**BOARD OF TRUSTEES
MEETING**

April 23, 2009

7:00 p.m.

North Center-Cadiz

**Belmont Technical College
District Board of Trustees Meeting**

April 23, 2009

7:00 p.m.

AGENDA

CALL TO ORDER	Ms. 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	A

CONSENT AGENDA

Human Resource Items **B1**

1. Resignation

Vicki Burton, Associate Professor of
Building Preservation and Restoration

2. Authorization to Hire

Faculty-Building Preservation and Restoration

Marge A. Hawthorne, Director of Human Resources

PRESIDENT'S REPORT **B**
Dr. Joseph E. Bukowski, President

MONITORING ACTIVITIES **C**

Financial Report **C1**

March 2009 Financial Report
John S. Koucoumaris, Vice President of Administrative Affairs

SECTION IV: ENDS POLICIES

Board Rule 400.0100.00 **Student Development** **C2**

Assessment of Student Core Learning Outcomes

Board Rule 400.0200.00 **Degree Completion**

Student Success Plans

Board Rule 400.0600.00

Workforce Development

Credit/Non-credit Courses

Enrollment Trends

Satisfaction Surveys of the Business Community

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

REPORTS AND PRESENTATIONS

A Conversation with Harrison County Commissioners

Celebration of Learning

Karen Taylor & Amy Leoni

UPCOMING EVENTS/MEETINGS

Joint Board Meeting, April 29th

OACC Spring Conference, May 14th & 15th

Celebration of Learning, May 20th & 21st

Nursing Graduation, June 11th

Graduation, June 12th

COMMENTS FROM THE CHAIR

Ms. Elizabeth Gates, Chair

**COMMENTS FROM
COLLEGE COMMUNITY**

NEXT REGULAR MEETING

Next Meeting May 28, 2009

Monroe County Senior Center

* Workshop 5:00 p.m.

* Meeting 7:00 p.m.

ADJOURNMENT

TAB A

Minutes

BELMONT TECHNICAL COLLEGE
BOARD OF TRUSTEES MEETING

Minutes of March 26, 2009

The regular meeting of the Belmont Technical College District Board of Trustees was held at 7:00 p.m. on March 26, 2009.

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	Present
Elizabeth Gates	Present
William Hunkler	Present
Charles Jobe	Present
Marshall Piccin	Absent
Suzanne Pollock	Present
Pandora Neuhart	Present

There being a quorum, the meeting proceeded.

Attendance John Koucoumaris, Becki Kurtz, Marge Hawthorne, Greg Fehr, Joy Blair, Janet Sempkowski, Erin Neely, Tim Houston, Holly Bennett, Cathy Bennett, Michael Sterling, Joyce Baker, Marilyn Wildman, Laura Doty and President Joseph Bukowski.

Introduction of Visitors Terry Brinker, Superintendent- Shadyside Schools
Leslie Kosansvic, Director-Education Service Center
Bill Kiefaber, CFO-Grip Technology Inc.

Approval to Consider the Amended Agenda Ms. Gates noted that the agenda was amended. Board item B3: *Resolution to Create a Scholarship for Dual Enrollment Pilot Program* now contained a graph showing scholarship costs. There was also a wording change in the Resolution.

Mr. Hunkler motioned, seconded by Dr. Saxby, to accept the amended agenda.

All ayes; motion carried.

Approval of Minutes Ms. Gates asked for a motion to approve the minutes

Dr. Saxby motioned, seconded by Ms. Bedway to accept the minutes of February 26, 2009.

All ayes; motion carried.

Approval of Consent Agenda

Human Resource Items

Employee Contract Renewals

Employment contracts for full-time faculty, executive staff, administrative staff, and professional staff were recommended for renewal as detailed below.

Belmont Technical College Board of Trustees Meeting
Minutes of March 26, 2009

Contract Renewal Listing 2009

Administrative Staff			Current Term		Recommended Term	
Last	First	Title	Length	Term	Length	Term
Bolan	Joyce	Director of Library, Information, and Learning Commons Services	2 years	July 1, 2007, to June 30, 2009	2 years	July 1, 2009, to June 30, 2011
Bonart	Holly	Dean of Workforce and Economic Development	5 years	January 7, 2009 to June 30, 2009	2 years	July 1, 2009 to June 30, 2011
DeCoy	Robert Dirk	Director of Industrial Trades and Contract Training	35 years	September 29, 2008, to June 30, 2009	2 years	July 1, 2009, to June 30, 2011
Fitz	Gregory	Executive Director of Marketing	2 years	July 1, 2007, to June 30, 2009	2 years	July 1, 2009, to June 30, 2011
Lelan-Patry	Brenda	Executive Dean of Academic Affairs	2 years	July 1, 2007, to June 30, 2009	2 years	July 1, 2009, to June 30, 2011
McMillen	Bibbi	Director of Child Care Services	2 years	July 1, 2007, to June 30, 2009	2 years	July 1, 2009, to June 30, 2011
Seungkowski	Jeset	Controller	83 years	September 1, 2008, to June 30, 2009	2 years	July 1, 2009, to June 30, 2011
Slapak	Elayne	Director of Educational Services	2 years	July 1, 2007, to June 30, 2009	2 years	July 1, 2009, to June 30, 2011
Trink	Gina	Director of Public Service & Safety/Security	2 years	July 1, 2007, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
White	Cathy Sue	Assistant Director of Nursing	92 years	July 28, 2004, to June 30, 2009	2 years	July 1, 2009, to June 30, 2011

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Contract Renewal Listing 2009

Instructional			Current Term		Recommended Term	
Last	First	Title	Length	Term	Length	Term
Bullard	Gary	Professor of Criminal Justice	3 years	Fall 2006 to Summer 2009	3 years	Fall 2009 to Summer 2012
Burton	Vicki	Associate Professor of Building Preservation & Restoration	3 years	Fall 2006 to Summer 2009	3 years	Fall 2009 to Summer 2012
Claes	Christophe	Associate Professor of Natural Sciences	3 years	Fall 2006 to Summer 2009	3 years	Fall 2009 to Summer 2012
Clarke	Cynthia	Professor of English	3 years	Fall 2007 to Summer 2009	3 years	Fall 2009 to Summer 2012
Dixon E	Jacqueline	Associate Professor of Information Technologies	3 years	Fall 2006 to Summer 2009	3 years	Fall 2009 to Summer 2012
Oshon	Rezaul	Instructor of Civil Engineering	8 years	November 1, 2008 to Summer 2009	1 year	Fall 2009 to Summer 2010
Herman	Jenni	Associate Professor of Nursing	1 year	Fall 2008 to Summer 2009	2 years	Fall 2009 to Summer 2011
Jacob	Christina	Assistant Professor of Nursing	1 year	Fall 2008 to Summer 2009	1 year	Fall 2009 to Summer 2010
Kaplan	Cater	Professor of English	1 year	Fall 2007 to Summer 2009	3 years	Fall 2009 to Summer 2012
Kerwood	Christine	Associate Professor of Nursing	1 year	Fall 2008 to Summer 2009	2 year	Fall 2009 to Summer 2011
Kofazanka	Diane	Professor of Information Technologies	1 year	Fall 2006 to Summer 2009	3 years	Fall 2009 to Summer 2012
McFarland	Joel	Associate Professor of Mathematics	3 years	Fall 2006 to Summer 2009	3 years	Fall 2009 to Summer 2012
McLeskey	Howard	Professor of Mental Health, Social & Behavioral Sciences	3 years	Fall 2006 to Summer 2009	3 years	Fall 2009 to Summer 2012
Mertz	David	Professor of Building Preservation & Restoration	3 years	Fall 2006 to Summer 2009	3 years	Fall 2009 to Summer 2012
Morgan	Stephen	Instructor of Industrial Trades	1 Year	Fall 2008 to Summer 2009	3 year	Fall 2009 to Summer 2010
Patterson	Larry	Associate Professor of Engineering	3 years	Fall 2006 to Summer 2009	3 years	Fall 2009 to Summer 2012
Ram	Larry	Instructor of English	1 Year	Fall 2008 to Summer 2009	1 year	Fall 2009 to Summer 2010
Sheets	Leanne	Instructor of Medical Assisting	1 Year	Fall 2008 to Summer 2009	1 year	Fall 2009 to Summer 2010
Smith	Ann	Instructor of Nursing	1 Year	Fall 2008 to Summer 2009	1 year	Fall 2009 to Summer 2010
Walker	Brenda	Assistant Professor of Nursing	1 year	Fall 2008 to Summer 2009	1 year	Fall 2009 to Summer 2010

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Contract Renewal Listing 2009

Professional Staff			Current Term		Recommended Term	
Last	First	Title	Length	Term	Length	Term
Baker	Lisa	Learning Commons and Library Operations Coordinator	1 year	July 1, 2008, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Birk	Jane	Academic Advisor	1 year	July 1, 2008, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Caldwell	Trey	System Administrator	23 years	September 1, 2004, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Carson	Stacey	Learning and Student Success Coordinator	1 year	July 1, 2008, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Doyle	Laura	Assistant to the President	.57 years	February 17, 2009, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Fanner	Mark	Academic Advisor	1 year	July 1, 2008, to June 30, 2009	6 months	July 1, 2009, to December 31, 2009
Gairloch	Susan	Financial Aid Counselor and Loan Coordinator	1 year	July 1, 2008, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Hunkler	Rebecca	Academic Advisor	1 year	July 1, 2008, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
King	Patricia	Analyst/Programmer	21 years	September 1, 2004, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Leonard	Rodney	Research Assistant <i>*Grant funded position</i>	1 year	July 1, 2008, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Lesni	Amy	Learning and Information Services Librarian	1 year	July 1, 2008, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Lewis-Sarge	Lena	Desktop Servw Administrator	23 years	September 1, 2004, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Moore	Virginia	Coordinator of Student Advising and Counseling	1 year	July 1, 2008, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Neely	Erin	Coordinator of Development and Alumni Affairs	1 year	July 1, 2008, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
O'Donnell	Edward	Transfer, Articulation, & Career Services Coordinator	1 year	July 1, 2008, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Perranovska	Beth	Manager of Bookstore Operations	25 years	August 25, 2008, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Poland	Linda	Community Education and Professional Development Program Coordinator	42 year	January 26, 2009, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Porter	Reinda	Administrative Affairs and Policy Coordinator	1 year	July 1, 2008, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Redrup	Jennifer	EXCEL and Enrollment Management Coordinator <i>*Grant funded position</i>	1 year	July 1, 2008, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Roby	Jennifer	Senior Recruitment Counselor	1 year	July 1, 2008, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Sandstead	Judith	Assistant to the Vice President for New Program Development	1 year	July 1, 2008, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Seckman	Colleen	Registrar	1 year	July 1, 2008, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Sullivan	Meredith	Financial Aid Advisor	1 year	July 1, 2008, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010
Taylor	Karen	Transitional Studies Coordinator	1 year	July 1, 2008, to June 30, 2009	1 year	July 1, 2009, to June 30, 2010

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Change of Grade Level

It was recommended that Board authorize a change in the salary grade level for the position of Assistant Dean of Arts & Sciences. The position will change from Grade Level 12 to Grade Level 14, with a salary range of (\$47,904 - \$73,508).

Position Modification

The position of Associate Dean of Learning, Off-Campus Operations & the Evening and Weekend College was modified to broaden the scope of responsibilities as outlined below. The modified position of Dean of Off-Campus Operations will:

- be responsible for the total operations of North Center and Monroe County
- collaborate with the Executive Dean of Academic Affairs to develop, implement and evaluate the quarterly class/room schedule, expand programs and course offerings, and oversee off-campus adjunct faculty staffing at the North Center and in Monroe County
- work with the Executive Director of Marketing to design, implement, and evaluate the marketing plan for college operations in the two counties
- strengthen the College's presence in the communities in collaboration with the Dean of Workforce and Economic Development
- formulate specific and measurable recruitment/enrollment goals for off-campus operations in conjunction with the Dean of Student Services and the Director of Recruitment
- design a Harrison County Higher Education Plan
- manage the Monroe County Higher Education Plan in collaboration with the Monroe County Higher Education Committee
- build strategic alliances with organizations and agencies in Harrison and Monroe Counties
- participate in county and local government meetings

The Dean of Off-Campus Operations will report to the Vice President of Learning and Student Success.

The position level is 14 (Range: \$47,904; \$60,706; \$73,508).

Appointment of Dean of Off-Campus Operations

It was recommended that Mr. Timothy Houston be appointed to the position of Dean of Off-Campus Operations.

Mr. Houston is currently the Dean of Student Services and has been employed by the College for the past 15 years. He began his career as a JOBS Program Specialist in the Student Services area, and moved on to the positions of Coordinator of North Center, Director of Off-Campus Operations, Associate Dean of Learning, Off-Campus Operations & Evening and Weekend College, and Dean of Student Services. During his employment with the College, Mr. Houston earned a Masters degree in Strategic Leadership from Mountain State University; he also has a B.S.Ed. from Ohio University.

Mr. Houston has experience with off-campus operations, community relations, enrollment and recruitment management, as well as experience with program development and student support. He has an excellent understanding of the institution and the Monroe and Harrison County areas.

The appointment will be effective July 1, 2009 at an annual salary of \$56,480.00, to allow a transition period for some of his current responsibilities, and to allow time to search and employ a replacement in the position of Dean of Student Services.

Ratification of Employment

At a previous Board meeting, the President was given authority to make the hiring decision for the position of Assistant Dean of Arts & Sciences, with the Board to ratify the decision at a subsequent Board meeting. The board ratified the employment of Dr. May Charles as Assistant Dean of Arts & Sciences effective March 30, 2009. Dr. Charles is currently a full-time Professor of English, and has been employed by the College for five years. She holds a PhD. in Comparative Literature, an M.A. in Comparative Literature, and a B.A. in French and German Literature.

Dr. Charles' background includes over twenty years of teaching experiences in the liberal arts, from introductory composition courses to graduate level courses. She has also taught in a variety of learning environments, including a two-year college, a research university, and a liberal arts college. Dr. Charles has excellent experience in curriculum revision and development and has the required expertise to provide leadership and administration of the pre-baccalaureate programs.

Her starting salary is \$66,500, at a salary grade level of 14.

Administrative Items

Website Re-Design Contract

Belmont Technical College was approached by the Ohio Learning Network (OLN) to participate in the CENTSS (Center for Transforming Student Services) self audit project in the summer 2008. Twenty Student Services categories were evaluated by college personnel, rating the online presence and functionality in each area between 0 (no availability) to 5 (present in online mode, with interactivity). When the audit report was received, a common thread emerged. In many cases, information indicated as not present on the web site was there but could not be easily located.

In November 2008, the college embarked on a process to evaluate the current web site with the goal of a simplified design, eliminating the duplication of information and functionality between the college web site (www.btc.edu) and the JICS (www.mybtc.info). A cross-functional college taskforce consisting of 14 individuals was formed and met weekly through January 2009. In the process of reviewing the web site, the College Web Developer worked to map the current site. A plan for a new site was

developed, resulting in the writing of a request for proposal (RFP). The RFP, approved by administration and the committee and reviewed by the Attorney General's office, was issued in January 2009, with advertisements placed in newspapers in the local area, as well as Pittsburgh, Columbus, and Cincinnati. It was also placed on the state procurement web site and BTC web site.

The college received 22 responses to the RFP, ranging in estimated price from \$19,400 to \$145,310. The proposals were reviewed and evaluated on the vendor organization, functionality of the proposed web site, meeting the college goals as delineated in the RFP, related considerations such as maintenance, training, and support, cost of ownership, and ability to add new technologies in the future. Nine vendors were selected as meeting the college requirements specified in the RFP. Detailed reviews of the nine proposals were made, questions were sent to the vendors and based on the information received, two additional vendors were eliminated for not meeting college specifications.

Additional questions were sent to the seven remaining vendors. Based on responses to questions and costs of ownership, the top four vendors were selected. Conference calls were held with all four vendors to clarify design and technical issues. Base requirements were established with optional features identified for potential future development. The top four vendors were asked to clarify their pricing for the base requirements and were invited to make a presentation to the entire redesign taskforce.

Based on the matrix used to rate the vendors on organization, proposed functionality, meeting the college's goals and time frame, training plan, cost, and future technologies, the result is as follows:

Company	Company Location	Matrix Score	Proposed Cost	Contingency	Total Cost
Aha Consulting	Lake Oswego, Oregon	39.7	\$29,500	\$5,500	\$35,000
Fulfillment	Louisville, Kentucky	48.2	\$55,900	\$5,500	\$61,400
Grip Technology	Columbus, Ohio	50.0	\$29,500	\$5,500	\$35,000
Quest fore	Pittsburgh, Pa	50.3	\$54,455	\$5,500	\$59,995

The top two vendors, Grip Technology & Quest fore, were very close in matrix scoring. The review team felt that either could meet the criteria of the RFP and provide the college with a more functional web site through a creative redesign appropriate to the changing mission of the college. The final decision came down to cost; Grip Technology was selected for the project based on cost savings of over \$24,000 vs. Quest fore.

It was recommended that the Board authorize the President to enter into contract with Grip Technology, LLC for the redesign and implementation of the college website in the amount not to exceed \$35,000.

Unappropriation/Reappropriation of Funds

It was requested that the Board approve the following transfers from the General Fund appropriated fund balance, as designated below,

the amount of \$75,000.00 to the General Fund Un-appropriated fund balance for a Dual Enrollment Scholarship Fund:

Component	Amount	Date Appropriated
Scholarship Funds	\$75,000.00	July 2004, 2005, 2006
Total	\$75,000.00	

the amount of \$35,000.00 to the General Fund Un-appropriated fund balance for Website Re-Design:

Component	Amount	Date Appropriated
Administrative Info System	\$12,000.00	July 2004, 2005
Classroom Renovations	\$11,500.00	July 2004, 2005, 2006, 2007
H R Initiatives	\$11,500.00	July 2008
Total	\$35,000.00	

In addition, it was requested that the Board approve a transfer from the General Fund Un-appropriated fund balance to the General Fund Appropriated fund balance in the amount of \$75,000.00 for a Dual Enrollment Scholarship Fund, as well as a transfer from the General Fund Un-appropriated fund balance to the General Fund Appropriated fund balance in the amount of \$35,000.00 for Website Re-Design.

Adjustments to Course Fees

Every year course fees are assessed to determine whether the fee recoups the cost of supplies and support materials necessary to implement the curriculum. The following course fee adjustments were recommended for the 2009/2010 academic year:

Course Number	Course Name	Course Fee for 08-09 Catalog	New Course Fee
ACC105	General Accounting	0	10
ACC111	Accounting I	0	10
ACC214	Accounting IV	0	10
ACC215	Accounting V	0	10
ACC225	Computerized Accounting	15	20
ACC235	Tax Accounting	15	25
ACC261	Government Accounting	5	10
ADN121	Nursing II	40	60
ANP101	Anatomy & Physiology I	25	30
ANP102	Anatomy & Physiology II	25	30
BIO100	Principles of Biology	10	20
BIO101	Human Biology I	30	40
BIO102	Human Biology II	30	40
BIO103	Microbiology	30	40
BPR232	Material Science: Wood	75	80
BPR237	Material Science: Stained Glass	60	80
CET121	Surveying I	25	50
CET122	Surveying II	25	50
CPT101	Computer Concepts & Applications	0	15

CPT114	Programming Logic	0	15
CPT231	Telecommunications	0	15
CPT251	Systems Development & Design	0	15
ETC113	Electrical Fundamentals III	25	30
IET251	Programmable Controllers I	50	60
IET252	Programmable Controllers II	50	60
MET131	Hydraulics and Pneumatics I	50	60
MET132	Hydraulics and Pneumatics II	50	60
NET150	Network Infrastructure Essentials	225	200
NET151	Networking Basics	225	200
NET152	Routers and Routing	225	200
NET153	Switching Basics	225	200
NET154	WAN Technologies	225	200
NET156	Wireless LANs	225	200
NET157	Network Security I	225	200
NET158	Network Security II	225	200
NET161	Microsoft Windows Professional	225	200
NET162	Microsoft Windows Server	225	200
NET163	Implementing Microsoft Windows Network Infrastructure	225	200
NET230	Exchange Messaging Server	225	200
NET251	Advanced Routing Configuration	225	200
NET252	Building Remote Access Networks	225	200
NET253	Configuring Lan Switches	225	200
NET254	Internetwork Troubleshooting	225	200
NET264	Microsoft Windows Directory Services	225	200
NET265	Microsoft Windows Directory Services Infrastructure	225	200
NET266	Microsoft Windows Network Security	225	200
NET267	Designing Microsoft Windows Network Infrastructure	225	200
NSC101	Physical Science I	25	50
NSC102	Physical Science II	25	50
PHY101	Physics I	25	50
PHY102	Physics II	25	50
PNP100	Practical Nursing I	35	120
PNP110	Practical Nursing II	35	105
PNP210	Practical Nursing III	100	180
PNP222	Practical Nursing VI	30	100
PNP230	Practical Nursing Seminar	100	70
PSY103	Career Exploration	0	5

Ms. Bedway motioned, seconded by Ms. Neuhart to approve the Consent Agenda, (One item pulled from the agenda: Resolution to Create a Scholarship for Dual Enrollment Pilot Program)

All ayes; motion carried.

Board Items

Resolution to Create a Scholarship for Dual Enrollment Pilot Program

The Strategic Plan for Higher Education in Ohio calls for more students to graduate from high-school with at least one semester of college credit. In the 2008-09 academic year the state funded pilot programs around the state under the Seniors to Sophomores Grant.

These grants were meant to stimulate partnerships between colleges and school systems. Our region was the recipient of a Seniors to Sophomores Grant. A steering group was formed and has been meeting regularly to monitor the program and plan for the future. Recent meetings between Belmont Technical College staff and leaders of the various public school systems generated much enthusiasm for the continuation of the program.

After much discussion and deliberation, BTC staff proposed a two-year pilot program whereby a reduced cost to the school district was proposed in exchange for the opportunity to inform more students about the benefits of dual enrollment.

The College administration is proposing the creation of a scholarship program to cover all fees in addition to tuition costs in excess of \$800 per student. If approved by the Board of Trustees, the College will enter into a Memorandum of Understanding with each school district to provide the aforementioned scholarships.

The goal of this pilot program is to increase dual enrollment and to provide more high school students with the opportunity to earn college credit while in high school.

	Regular Cost for 1 credit hr	Regular Cost for 4 credit hrs	Dual Enrollment Cost for 4 credit hrs	Regular Cost for 12 credit hrs	Dual Enrollment Cost for 12 credit hrs	Regular Cost for 16 credit hrs	Dual Enrollment Cost for 16 credit hrs
Tuition	\$ 60.75	\$ 243.00	\$ 243.00	\$ 729.00	\$ 729.00	\$ 972.00	\$ 972.00
General Fee	\$ 12.00	\$ 48.00	\$ -	\$ 144.00	\$ -	\$ 192.00	\$ -
Technology Fee	\$ 11.00	\$ 44.00	\$ -	\$ 132.00	\$ -	\$ 176.00	\$ -
Subtotal Cost	\$ 83.75	\$ 335.00	\$ 243.00	\$ 1,005.00	\$ 729.00	\$ 1,340.00	\$ 972.00
Student Life Fee \$5 per quarter	\$ 5.00	\$ 5.00	\$ -	\$ 5.00	\$ -	\$ 5.00	\$ -
Course/Lab Fee Varies per Course \$5 - \$200	\$ 5.00	\$ 5.00	\$ -	\$ 5.00	\$ -	\$ 5.00	\$ -
Total Cost	\$ 93.75	\$ 345.00	\$ 243.00	\$ 1,015.00	\$ 729.00	\$ 1,350.00	\$ 972.00
Scholarship			\$ 102.00		\$ 286.00		\$ 550.00
							*\$550 includes course fees for 16 credit hrs and \$172 that exceeds the \$800 tuition cap
* Tuition cap per quarter of \$800 Technology fee included in \$800 cap.							

It was recommended that the Board of Trustees approve the resolution to create a scholarship for a dual enrollment pilot program 2009-2011.

BELMONT TECHNICAL COLLEGE
BOARD OF TRUSTEES



RESOLUTION 2009-03

**RESOLUTION TO CREATE A SCHOLARSHIP
FOR A DUAL ENROLLMENT
PILOT PROGRAM 2009-2011**

WHEREAS, *Seniors to Sophomores*, an important state initiative, is a dual enrollment program that Belmont Technical College desires to sustain; and

WHEREAS, dual enrollment allows high school students, to earn both high school and college credit during high school; and

WHEREAS, many of the courses will be transferable to public colleges and universities in the University System of Ohio; and

WHEREAS, Belmont Technical College supports the dual enrollment initiative within the College's service area; and

WHEREAS, Belmont Technical College believes that dual enrollment will encourage more students to pursue a post-secondary education; and

WHEREAS, student participation in dual enrollment causes the student's home school district to lose a portion of their state funding to pay for student tuition, fees, and books; and

WHEREAS, Belmont Technical College is collaborating with local high school districts to make this initiative financially viable for all parties involved,

THEREFORE BE IT RESOLVED, that the Board of Trustees of Belmont Technical College hereby creates a scholarship to support dual enrollment for high school students in Belmont, Harrison, and Monroe Counties by providing funds to pay for general fees, technology fees, student activity fees, and course fees in addition to all tuition in excess of \$800 per student in all courses in the dual enrollment pilot program.

Elizabeth Gates, Chair
Board of Trustees

Joseph E. Bukowski, President
Secretary to the Board of Trustees

Adopted

Mr. Carson motioned that a scholarship be created in order to begin a **Dual Enrollment Pilot Program**, seconded by **Dr. Saxby**. **Ms. Bedway** did not vote; she was not present at the time the vote was taken.

All ayes; motion carried.

President's Report

Recommended Reading: Second Report on the Condition of Higher Education in Ohio. The report focuses on facilities and recommendations from the Board of Regents for the year. One key factor is that Ohio must expand on-line learning; BTC has already surpassed its on-line goal. Points made in the report will be embedded in the new BTC Strategic Plan.

Celebration of Learning: 2nd Annual Celebration of Learning will be held May 20th & 21st. The Celebration of Learning is a college-wide learning fair. The Celebration is a two-day event at which students and instructors have the opportunity to showcase products and projects developed individually, with teams, within classes, and within certificate and degree programs. This year there will be several judges from outside of the College.

All-Ohio Academic Team: Cory Campanizzi- First Team Major: Mental Health Technology. Cory was also a Coca-Cola Scholar. Ashley Kralovic- Second Team Major: Business Management

AQIP: Quality Check-up visit went very well. Dr. Kurtz will report more on that later in the meeting.

Dr. Sylvia Manning: Refer to the handout provided showing some interesting commentary from Dr. Sylvia Manning, head of the Higher Learning Commission, in regards to alternatives to accreditation.

Monitoring Activities

Financial Report

January 2009 Financial Report

The cash position of the College as of February 28, 2009 is as follows:

Checking Account	\$ 395,6
Certificates of Deposit	\$ 10,78
Savings	\$ 424,6
Total Temporary Investments	\$ 11,20
Total Cash and Temporary	\$ 11,60

The Budget Report shows the following:

	<u>This Year % Recorded</u>	<u>% Year Completed</u>
Budgeted Revenues	73.3%	66.7%
Budgeted Expenditures	59.7%	66.7%

1. The Unexpended Plant Fund Report is in the amount of \$ 2,078,435.54.
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 \$ 1,899,804.60.
4. The Start up Fund is in the amount of \$ 290,344.58.

It was recommended that the Board accept the financial reports for February 2009 as presented.

Mr. Jobe motioned, seconded by Ms. Bedway to accept the Financial Reports for February 2009.

All ayes; motion carried

**Section IV:
Ends
Policies**

Board Rule: 400.0100.00- Student Development
 National Registry Exam & Certification Pass Rates

**Board
Rule: 400.0100
Student
Development**

Belmont Technical College values fostering students' development as lifelong learners. Measurements of students' performance on registry and certification examinations serve as key indicators of students' progress toward mastering general education and technical core curriculum elements becoming lifelong learners. Both general education and technical core outcomes demonstrate students' success in acquiring knowledge and skills for meaningful employment.

Nursing students who are enrolled in the Practical Nursing (PN) and Associate's Degree Nursing (ADN) programs at BTC are required to pass the National Council Licensure Examination (NCLEX) before they receive professional certification. Medical assisting students are encouraged to test for the Certified Medical Assistant (CMA) credential which is awarded by the American Association of Medical Assistants. Emergency medical services training programs at BTC are evaluated by the Ohio Department of Public Safety, and first time pass rates of students on state examinations are used as criteria for program accreditation. This report presents data for BTC students' pass rates on NCLEX, CMA, and emergency medical services tests. The report concludes with recommendations for improving pass rates on registry and certification examinations and action plans for strengthening programs.

Data

Data for testing pass rates on registry and certification exams in the Practical Nursing, Associate's Degree Nursing, medical assisting, and emergency medical services

examinations are presented in four charts. Charts 1, 2, and 3 show percentages of students who were successful in passing the test on the first time and the benchmarks against which the passing rates are measured. Chart 4 shows the percent of student passing the Ohio Department of Safety's Medic, Intermediate, and EMT Basic exams.

Chart 1, *NCLEX results, Practical Nursing Program*

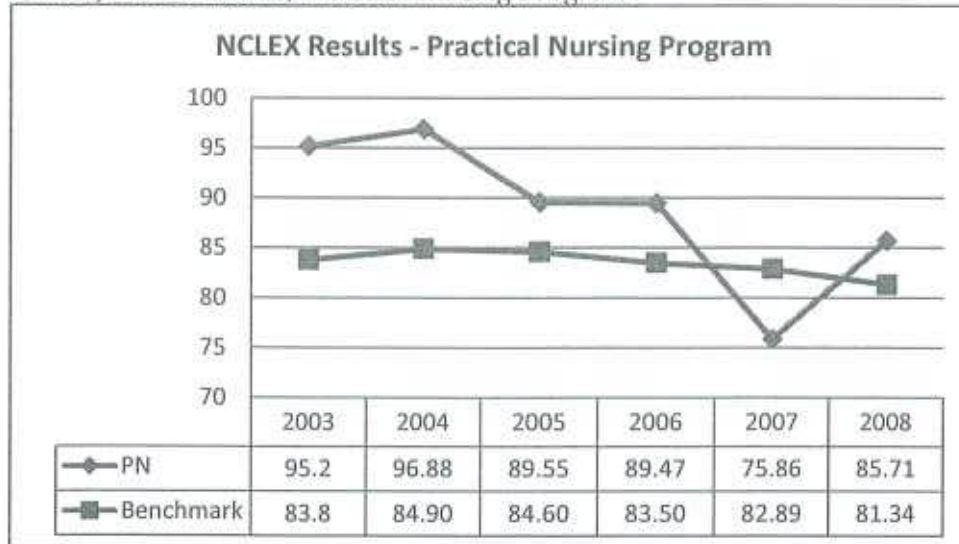


Chart 2, *NCLEX results, Associate's Degree Nursing Program*

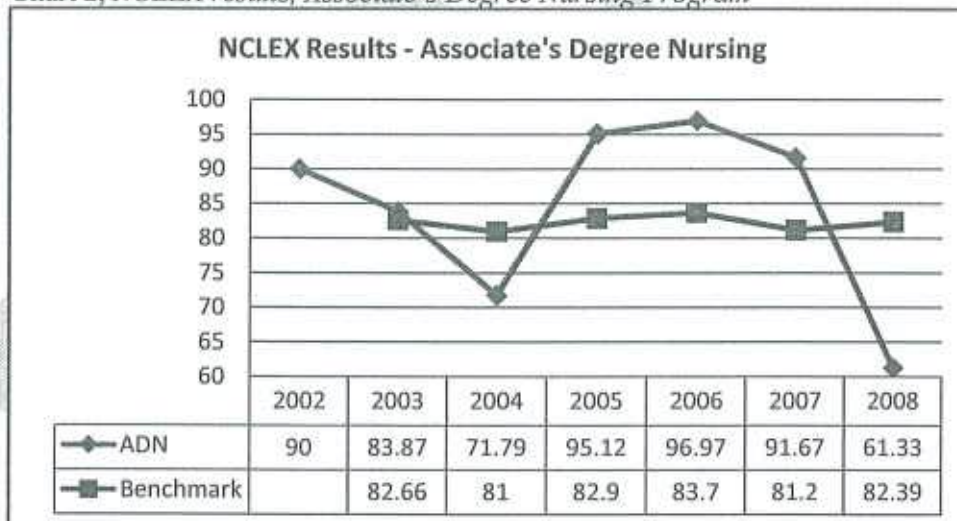


Chart 3, CMA results, Medical Assisting Program

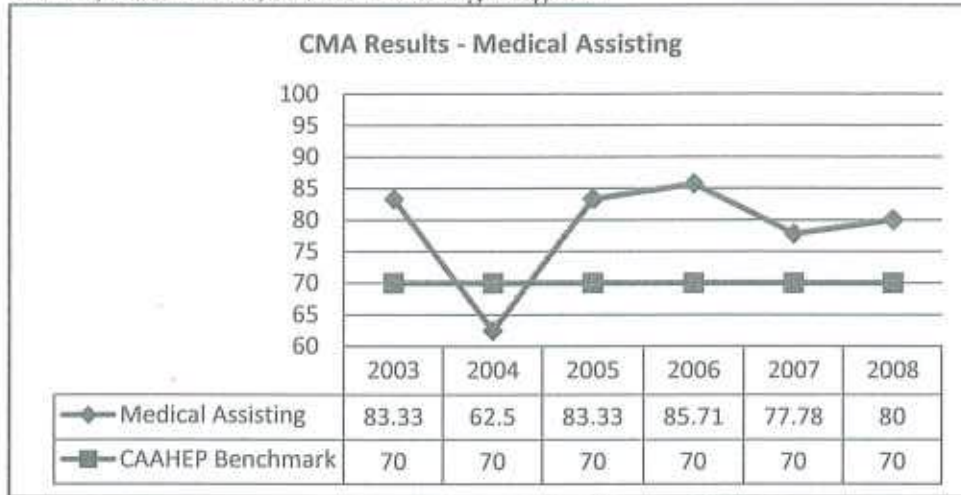
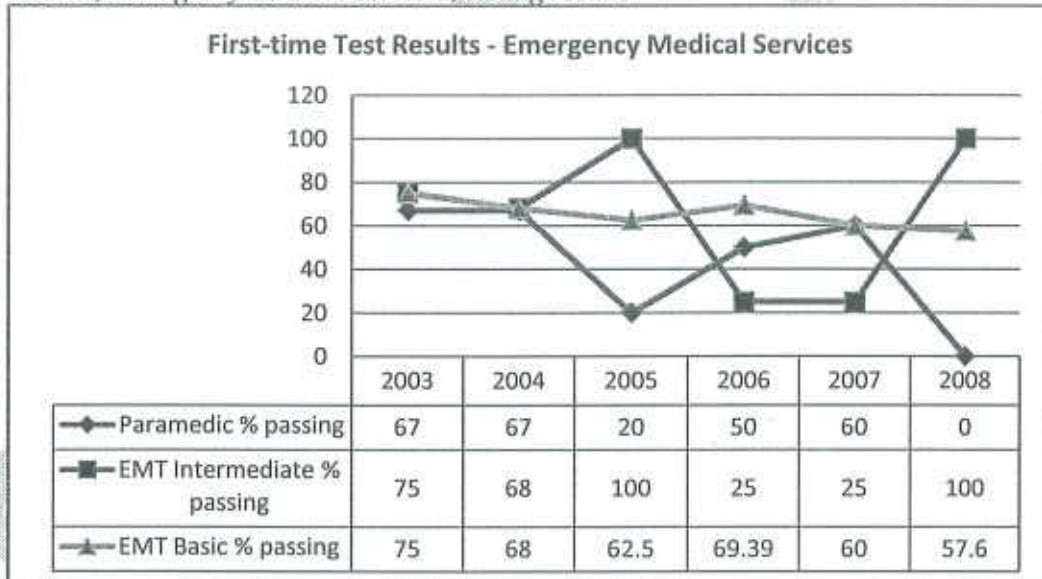


Chart 4, Emergency Medical Services, testing results



Analysis

Practical Nursing Program

NCLEX is the national licensing examination for graduates of practical and registered nursing programs. In order for a student to pass the NCLEX exam the student must perform above the passing standard. The test is constructed to include eight content areas in which students are assessed as 'below the passing standard', 'near the standard' or 'above the standard'. The student as well as the nursing program is notified of the student's performance overall and in each content area.

The Ohio Board of Nursing sets the NCLEX pass rate benchmark for the schools of nursing. Ohio's benchmark is 95% of the national average. The benchmark for the PN program is 81.34%. The Ohio Board of Nursing (OBN) evaluates the results for first time candidates taking the test for licensing in Ohio. Candidate results from outside Ohio are not included in our report.

BTC's pass rate for the PN program for first time test takers in 2008 was 85.71%. This exceeded the established benchmark. Results in 2008 surpassed 2007 results by 10%. The 2007 pass rate did not meet the benchmark (75.86) and several strategies were implemented for the following year including Assessment Technologies Institute (ATI) testing which included standardized assessment tests for specific content, referrals to the nursing tutor, and a review of the PNP curriculum to strengthen weaknesses identified by the state board report of students' performance in the NCELX content areas. The increase in 2008 board results indicates the strategies are working.

Associate Degree Nursing

These results fall below the benchmark and show a decline of 30% from 2007 when the pass rate was 91.67%. Pass rates for students in the day and evening programs were the same. In 2004 when pass rates dropped, the faculty incorporated the use of HESI exit tests during the final nursing course. This test is a nationally normed predictive test for success on NCLEX. Students were required to achieve a score of 850 on the exit test to graduate from the program. In 2005, the NCLEX pass rate was 95.12 percent. In 2006 due to grade appeals, the policy was changed and students were not required to achieve score of 850 before graduation; however, students did need to achieve 850 on retakes of the test before taking the licensing exam. The pass rate in 2006 was 96.97%. In 2008, the policy changed again, and students were permitted to take the exit test a maximum of 2 times in attempting to attain a score of 850 or higher. Instructors added bonus points in the nursing course for students that met the benchmark. The pass rate for the 2008 group of test takers is 61.33%. Authors of the HESI test have stated that the test is not meant to be tied to graduation or to passing a course; however, there may be a connection between the changes in policy and the decrease in pass rates for ADN students.

Medical Assisting Program

The Commission on Accreditation of Allied Health Education Programs sets a benchmark for passing scores on the Certified Medical Assistant examination. In 2008, the benchmark was set at 70% for first-time test takers. Eight of the nine medical assisting graduates passed the test on the first attempt. The overall pass rate was 89%, which surpasses the 70% benchmark.

Emergency Medical Services

The Ohio State Board of Emergency Medical Services is a state agency responsible for accrediting Belmont Technical College's emergency medical services programs. The agency sets a benchmark for first-time testing pass rates on national registry examinations for student enrolled in paramedic and EMT programs. In 2008, the benchmark for pass rates on the paramedic, EMT intermediate and EMT basic tests was set at 65 percent. One student took and did not pass the Paramedic State Certification examination on the first attempt. There were 26 students taking the EMT basic test in 2008. Of those students, 15 passed the exam on the first attempt. Thus, the pass rate for first-time testers from BTC was 57.6 percent. When second attempts at the basic test are taken into account, the overall pass rate on the EMT basic test was 76.92 percent. Two students took the EMT Intermediate certificate examination, and both students passed the test on their first attempt. Summarizing these results for students in these three emergency medical services programs, the EMT Intermediate program met the 65 percent benchmark, and the other two programs did not.

Conclusions/Recommendations

Practical Nursing Program

The pass rate for first-time test takers in the Practical Nursing Program exceeded the

Board benchmark. In addition the 2008 pass rate improved upon the pass rate for 2007 by 10 percent. Recommendations for the 2009 PN program include the following:

1. Continue ATI testing throughout the program
2. Continue to refer at-risk students to the nursing tutor
3. Review the NCLEX results and identify the content areas of weakness within the program
4. Review the strategies used during the 2008 year to increase pass rates, and continue to review the curriculum for areas that could be further improved.

Associate Degree Nursing

The faculty and assistant director will review and analyze the NCLEX content areas from the board results to identify areas of weakness. The faculty will immediately implement intensive counseling and advising for the second level students during the spring quarter. Faculty will require students to answer a designated number of NCLEX review questions in each course. Beginning in spring quarter 2009, the second level faculty will incorporate the NCLEX test plan topics in the delivery of course content.

Action plans that will be implemented during spring quarter address the recent decrease in pass rates and are aimed at increasing pass rates for the 2009 graduates. Activities include:

1. Incorporate the concept of delegation throughout the curriculum, beginning with the first nursing course
2. Develop consistency in grading of care plans for evidence of students' critical thinking processes and application of the NCLEX content areas through the use of rubrics with mentoring of adjunct faculty in the use of the rubric
3. Assist students to improve test taking skills by providing test-taking strategies at each level orientation and provide students the opportunity to practice reading and analyzing test questions during class time
4. Introduce alternate test items (as on the NCLEX test) in the first level of the program and continue throughout all ADN courses
5. Provide information regarding relaxation techniques to reduce testing anxiety
6. Faculty members in the program have devised a plan to study the test-taking success trends of former students across four time points: entrance exams; mid-curricular tests; exit tests; and NCLEX scores. The goal of the study is to investigate patterns of success for former and recent graduates of the ADN program.

Medical Assisting Program

The program chair plans to continue offering the program in 2009 according to the strategies that were successful in 2008. An Exam Review book will be used during the Seminar course in order to help the students become accustomed to reviewing course material between graduation and the date upon which they take the certification examination.

Emergency Medical Services

In order to prepare students for computerized examinations such as the registry exam, an online computerized testing program will be a new requirement in the program. This will

be implemented by requiring students to use a computer program that can be purchased with the textbook and provides feedback to the students on areas in which they are performing poorly.

An issue with test performance that has been identified relates to the location and timing for registry exams. The closest test sites are in Robinson Township PA and Zanesville. Many students have not taken the examination in a timely manner, waiting 3- 6 months after the course to schedule and take the examination. Delaying testing for a period of time may have an adverse effect on students' test performance and may be related to pass rates being below the benchmark in the paramedic and EMT basic courses.

Recently, the college has received approval to provide the computerized registry testing through our Student Success Center. Student testing for the exams will be implemented immediately. The testing center has arranged to block off time for emergency medical services students to test at times that allow students to test in a timely manner. This strategy should aid in their retention and improve overall pass rates.

Mr. Carson motioned, seconded by Ms. Bedway to accept the Monitoring Reports.

All ayes; motion carried

Reports and Presentations

Report on the Recent AQIP Check-Up Visit

Dr. Becki Kurtz reported that the Check-Up Visit went very well. We have not yet received the final report but the visit was very positive and productive. BTC meet all of the credential criteria and there were no compliance issues. A task force was created to plan a celebration for all of the hard work and effort put into a successful visit.

Presentation of Proposed Dual Enrollment Program with Area High Schools

Dr. Becki Kurtz began the presentation speaking of how the new Chancellor has made a push to move from PSEO to Seniors to Sophomores or Dual Enrollment. BTC and OUE had an initial meeting with the area high schools to discuss the sustainability of the grants that were given to our area for the Dual Enrollment Program. BTC had a follow-up meeting to discuss the program's costs with area high school superintendents, principles and guidance counselors and to also get their feedback regarding what they would need from BTC to make the program successful. That feedback was used to create a more detailed proposal and then presented at a meeting between the guidance counselors and BTC staff.

Terry Brinker, Superintendent- Shadyside Schools, spoke on behalf of the high schools expressing their support of the dual enrollment program. Mr. Brinker commented on what a great opportunity this program will be for students to further their education. Mr. Brinker also stated that the dual enrollment set-up will allow the participating student's high school to take credit for the student and then the high school will use the allocated funds to pay an invoice from BTC.

Dr. Bukowski commented further on the financial cost of the program by presenting a spreadsheet that showed the cost to the high school as well as the cost to the College's newly created scholarship fund. The proposal is to allow the pilot program to run for two years in order to work out any problems that may arise during that allotted timed period. All three counties in the BTC service area will be able to participate in this program.

Belmont Technical College Board of Trustees Meeting
Minutes of March 26, 2009

Comments
From Chair

- Mrs. Gates asked that the board start thinking about possible nominations for the Heritage Tree Ceremony. We will be bringing recommendations no later than the June Board meeting on new inductees.
- Mrs. Gates requested that if board members plan on attending graduation please let Laura Doty know by the April 23rd Board meeting. New board members will need to give Laura additional information so that the appropriate size robe may be ordered.
- Mrs. Gates reported that the 2009 Caucus to appoint BTC board trustees will be April 20, 2009. The terms of Bill Hunkler and Marshall Piccin expire this year. If board members don't plan to seek re-election please let us know as soon as possible; if they need assistance obtaining the names of the School Board Members in their district, Laura can get that information for them.
- Mrs. Gates asked that if board members have not returned or approved their biography information, please give Laure that information as soon as possible.
- Mrs. Gates stated that possible dates for the joint meeting between the Board of Trustees and the BTC Foundation Board will be collected from the BOT and then compared with Foundation Board available dates for final date determination.
- **Upcoming Events & Meetings:**
Science Fair, March 28th
Caucus, April 20th
OACC Spring Conference, May 14th-15th
Celebration of Learning, May 20th & 21st
Nursing Pining, June 11th
Graduation, June 12th

Next
Regular
Meeting

The next regular Board of Trustees meeting will be held on **Thursday, April 23, 2009 @ 7:00 p.m.** at the North Center-Cadiz. The Workshop will be held at 5:00 p.m.

Adjournment

There being no further business of the Board of Trustees, the meeting adjourned at 8:12 p.m.

Elizabeth Gates, Chair

Joseph E. Bukowski, President

Date Approved: _____ / _____

TAB B
CONSENT AGENDA

TAB B1

CONSENT AGENDA

Human Resource Items

*AGENDA ITEM B1: RESIGNATION –
ASSOCIATE PROFESSOR OF, BUILDING PRESERVATION AND
RESTORATION*

Board of Trustees Meeting Date: April 23, 2009

Vicki Burton, Associate Professor, Building Preservation and Restoration, has submitted her resignation effective at the end of Spring Quarter 2009.

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

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

*AGENDA ITEM B1: AUTHORIZATION TO HIRE –
FACULTY, BUILDING PRESERVATION AND RESTORATION
Board of Trustees Meeting Date: April 23, 2009*

It is requested that the Board authorize the President to make the hiring decision for the position of Full-Time Faculty for Building Preservation and Restoration, with the Board ratifying the decision at a subsequent Board meeting.

RECOMMENDATION: It is recommended that the Board of Trustees authorize the President to make the hiring decision regarding the position of Full-Time Faculty for Building Preservation and Restoration, with the decision to be ratified by the Board at a subsequent meeting.

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

TAB C

Monitoring

Activities

TAB C1

Monitoring Report

March 2009 Financial Report

AGENDA ITEM C1: MARCH 2009 FINANCIAL REPORT
Board of Trustees Meeting Date: April 23, 2009

FINANCIAL REPORTS:

The cash position of the College as of March 31, 2009 is as follows:

Checking Account	\$ 218,584.34
Certificates of Deposit	\$ 10,783,507.96
Savings	\$ 425,370.77
Total Temporary Investments	\$ 11,208,878.73
Total Cash and Temporary Investments	\$ 11,427,463.07

The Budget Report shows the following:

	<u>This Year % Recorded</u>	<u>% Year Completed</u>
Budgeted Revenues	77.3%	75.0%
Budgeted Expenditures	68.5%	75.0%

1. The Unexpended Plant Fund Report is in the amount of \$ 2,062,453.95.
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 \$ 1,820,436.32.
4. The Start up Fund is in the amount of \$ 276,324.74.

RECOMMENDATION: Recommended that the Board accept the financial reports for March 2009 as presented.

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