



BELMONT TECHNICAL COLLEGE

BOARD OF TRUSTEES
MEETING

January 22, 2009

7:00 p.m.

Board Room

**Belmont Technical College
District Board of Trustees Meeting
January 22, 2009
7:00 p.m.**

A G E N D A

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

B

Human Resource Items

B1

Position Modification

- Community Education and Professional Development Program Coordinator

Appointments

- Community Education and Professional Development Program Coordinator
- Additions to Adjunct Faculty Pool

Resignation to Retire

- Professor of Mathematics

Authorization to Hire
- Assistant to the President

Ms. Marge A. Hawthorne, Dr. of Human Resources

Administrative Items **B2**

Approval of Energy Plan **B2-1**

Transfer of Appropriated Fund Balances **B2-2**

Re-Appropriation of Fund Balance – Office Renovations **B2-3**

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

Board Items **B3**

PRESIDENT’S REPORT

Dr. Joseph E. Bukowski, President

MONITORING ACTIVITIES

C

Financials

Financial Report

C1

- November 2008
- December 2008

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

SECTION IV: ENDS POLICIES

January Ends Policy
Board Rule: 400.0000.00
Access to Higher Education

C2

**Tuition and Fee Comparison with
Other Institutions**

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

Placement Data and Rates by Program

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

REPORTS AND PRESENTATIONS

Strategic Planning Update

D1

Judy Sandstead, Strategic Planning Council Chair

Response to Board of Regents Second Annual Condition Report

D2

Dr. Joseph E. Bukowski, President

Analysis of Metrics of Two-Year Colleges for U.S.O. Accountability Reports

D3

Dr. Joseph E. Bukowski, President

UPCOMING EVENTS/MEETINGS

- Math Counts – February 21
- JETS – February 26
- Cultural Pearls – March 11
- Science Fair – March 28

COMMENTS FROM CHAIR

Ms. Elizabeth Gates, Chair

COMMENTS FROM COLLEGE COMMUNITY

NEXT REGULAR MEETING

February 26, 2009

- Work Shop 5:00 p.m.
- Meeting 7:00 p.m.

ADJOURNMENT

TAB A

Minutes

BELMONT TECHNICAL COLLEGE
BOARD OF TRUSTEES MEETING

Minutes of December 4, 2008

The regular meeting of the Belmont Technical College District Board of Trustees was held at 7:00 p.m. on December 4, 2008.

CALL TO ORDER Elizabeth Gates, Chair, called the meeting to order at 7:15 p.m.

ROLL CALL

Marcia Bedway -----	Present
Terry Carson-----	Present
Lorrinda Saxby-----	Present
Elizabeth Gates-----	Present
William Hunkler-----	Present
Charles Jobe -----	Present
Marshall Piccin-----	Present
Suzanne Pollock -----	Present
Pandora Neuhart -----	Present

There being a quorum, the meeting proceeded.

ATTENDANCE John Koucoumaris, Becki Kurtz, Marge Hawthorne, Greg Fehr, Brenda Lohri-Posey, Jody Peeler, Joyce Baker, Jane Evans, Judy Sandstead, Michael Sterling, Sue White, Linda Poland, Joyce Fiorilli and President Joseph Bukowski.

INTRODUCTION OF VISITORS Joe Hudak, CLT Technologies

APPROVAL TO ACCEPT AGENDA Mr. Carson motioned, seconded by Mr. Hunkler to accept the agenda. All ayes; motion carried.

OATH OF OFFICE Pandora Neuhart was sworn into office as a new Trustee by Judge Jennifer Sargus.

APPROVAL OF MINUTES Dr. Saxby motioned, seconded by Ms. Pollock to accept the minutes of October 30, 2008. All ayes; motion carried.

APPROVAL OF CONSENT AGENDA The Board approved the Consent Agenda, with four Administrative items pulled for further discussion.

1. Health Insurance Contract for Calendar Year 2009
2. Renewal of Vision Service Plan.
3. Energy Conservation Plan Resolution
4. University System of Ohio Accountability Report

Human Resource Items

Ratification of Employment- Dean of Workforce and Economic Development

The Board of Trustees ratified the hiring of Dr. Holly Bennett for the position of Dean of Workforce and Economic Development, effective January 7, 2009. Dr. Bennett's most recent position was as Dean of College Preparatory Services at Mohave Community College in Arizona. She has extensive work experience in the field of higher education, has strong communication skills, and understands the College's plan for this new position. She is highly educated in appropriate fields, having earned a Ph.D. in Workforce Education and Development from Penn State University, and an M.A. in Employee Relations from Indiana University.

The reference checks for Dr. Bennett were excellent. Her starting salary is \$70,000.00 at a salary grade level of 15.

Approval of New Position- Executive Dean of Academic Affairs

With the implementation of the pre-baccalaureate degrees, complex challenges must be addressed. Among the challenges are re-designing many courses to meet both Transfer Assurance Guide and Transfer Module standards. The creation of new courses is required. The quality of instruction and implementation of these new degrees and courses must be monitored so that continuous improvement occurs over time. This means that the cadre of qualified full-time and (especially) part-time faculty must increase significantly. The use of more adjunct faculty, in particular, will require closer oversight and supervision. Both full and part-time faculty will need professional development. This can be greatly achieved by offering in-service education sessions internally, and through fair and equitable evaluation processes.

The Dean of Academic Affairs will have the responsibility for leading most of these initiatives. In addition, within the next two years or so it is possible the college will convert from a quarter-hour to a semester-hour system. Faculty, staff and students will need strong leadership, advisement, and hands-on management throughout this complicated and very difficult change process. The Dean of Academic Affairs will embrace an important role in the conversion and will be an essential leader within the team navigating this complex planned change.

The pre-baccalaureate degrees require strong oversight and leadership. Associated articulation and transfer agreements must be formalized. Strong hands-on leadership will be required for the advising and academic components of these important new programs.

As the college pursues the role of "gatekeeper" for adult education in the service district, strong coordination will be required between the Workforce Development Department, the Student Success Center, and Academic Affairs. The Academic Dean is already providing leadership in this initiative by working with key stakeholders. Much more needs to be accomplished, though.

The college has embraced a culture of continuous quality improvement. The Dean of Academic Affairs will provide hands-on leadership in program review and direct/indirect assessment of student learning in both the liberal arts and technical studies areas. Mentoring and development staff is very important and time consuming. This and all of the other new initiatives and activities formerly mentioned are necessary for Belmont Technical College to attain the transformative changes necessary to implement the new college mission in the context of the University System of Ohio.

The Board approved the new position of Executive Dean of Academic Affairs that will oversee all of the initiatives. This position will replace the current position of Dean of Academic Affairs. This position is at grade level 17.