



**BOARD OF TRUSTEES  
MEETING**

**April 22, 2010**

**7:00 p.m.**

**Belmont Technical College  
Monroe County Senior Center**

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

April 22, 2010

7:00 p.m.

**AGENDA**

<b>CALL TO ORDER</b>	Ms. Elizabeth Gates, Chair	
<b>ROLL CALL</b>		
<b>PLEDGE OF ALLEGIANCE</b>		
<b>INTRODUCTION OF VISITORS</b>	Ms. Elizabeth Gates, Chair	
<b>WELCOME</b>	Tim Houston, Dean of Off-Campus Operations	
<b>APPROVAL OF AGENDA</b>	Ms. Elizabeth Gates, Chair	
<b>APPROVAL OF MINUTES</b>	Ms. Elizabeth Gates, Chair	<b>A</b>

**CONSENT AGENDA**

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**Board Items** **B1**

*1. Ratification of Operating Policies:*

- A. Retirement Plans Policy
- B. Leave Policies
- C. Group Insurance Benefits Policy
- D. Drug & Alcohol Policy (Employee)
- E. Smoking Tobacco Use Policy
- F. Cell Phone Allowance Policy
- G. Cell Phone Usage Policy
- H. Credit Cards Policy

<b>PRESIDENT'S REPORT</b>	<b>Dr. Joseph E. Bukowski, President</b>	
<b>MONITORING ACTIVITIES</b>		<b>C</b>
<b>Financial Report</b>	March 2010 Financial Report	<b>C1</b>
	<b>John S. Koucoumaris, Vice President of Administrative Affairs</b>	
<b>Section IV: Ends Policies</b>		
<b>Board Rule 400.0200.00</b>	<b>Degree Completion</b>	<b>C2</b>
	<i>Student Success Plans</i>	
	<b>Dr. Rebecca Kurtz, Vice President of Learning &amp; Student Success</b>	

**REPORTS AND PRESENTATIONS**

Highlights from Regents 3rd Annual Report

**Dr. Joseph E. Bukowski, President**

Semester Conversion: Update and Progress Report

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

**UPCOMING EVENTS/MEETINGS**

OACC Regional Trustees Meeting-May 5, 2010  
at Eastern Gateway Community College

OACC "One Voice" State Legislative Advocacy Day  
Wednesday, May 12, 2010

OACC Spring Conference May 20-21, 2010

Celebration of Learning- June 2-4

Nursing Graduation- June 10th

Graduation- June 11th

**COMMENTS FROM THE CHAIR**

Ms. Elizabeth Gates, Chair

**COMMENTS FROM  
COLLEGE COMMUNITY**

**NEXT REGULAR MEETING**

Next Meeting May 27, 2010

\* Workshop 5:00 p.m.

\* Meeting 7:00 p.m.

**ADJOURNMENT**

# TAB A

# MINUTES

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

*Minutes of March 25, 2010*

The regular meeting of the Belmont Technical College District Board of Trustees was held at 7:00 p.m. on March 25, 2010 at Belmont Technical College in the Board Room.

**Call to Order** Elizabeth Gates, Chair, called the meeting to order at 7:20 p.m.

**Roll Call**

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

There being a quorum, the meeting proceeded.

**Attendance** John Koucoumaris, Becki Kurtz, Marge Hawthorne, Cathy Bennett, Brenda Lohri-Posey, Tim Houston, Peter Law, Jody Peeler, Kathy Baugh, LaTonya Smith, Michael Sterling, Laura Doty and President Joseph Bukowski.

**Introduction of Visitors**

**Approval to Consider the Amended Agenda**

Mrs. Gates asked that there be a motion to approve the amended agenda: *Employment Recommendation-Assistant to the President* was added under Human Resource Items.

**Dr. Saxby motioned, seconded by Mr. Hunkler, to accept the amended agenda.**  
All ayes; motion carried.

**Approval of Minutes**

Mrs. Gates asked for a motion to approve the minutes.

**Ms. Bedway motioned, seconded by Mr. Hunkler to approve the minutes of January 28, 2010.**

All ayes; motion carried.

Approval  
of Consent  
Agenda

**Human Resource Items**

**Retirement –**

***Terry Puperi, Associate Professor of Information Technologies***

Terry Puperi, Associate Professor of Information Technologies, has submitted his resignation for the purpose of retirement effective with the end of Spring Quarter 2010. Mr. Puperi has been a full-time faculty member in the College's Information Technologies Department since January 1982. It was recommended that the Board accept the retirement of Terry Puperi effective June 14, 2010.

**Resignation –**

***Linda Applegarth, Community Education and Professional Development Program Coordinator***

Linda Poland Applegarth, Community Education and Professional Development Program Coordinator, has submitted her resignation effective March 10, 2010. It was recommended that the Board accept the resignation of Linda Poland Applegarth effective March 10, 2010.

**New Position –**

***Director of Marketing and Strategic Communications***

Approval was requested for the new position of Director of Marketing and Strategic Communications. The Director of Marketing and Strategic Communications will be responsible for the marketing function of the college, which includes advertising, strategic communications, and public relations. This management level position requires considerable ability to work with the President and administrative staff to set and accomplish college-wide goals. The Director must be able to bring diverse segments of the college community together to create a seamless connection with the marketing department which will in turn create a proper image of the college in the community.

The Director of Marketing and Strategic Communications is an administrative position; Salary Grade Level is 12 (\$39,559 minimum; \$50,149 midpoint; \$60,739 maximum). It was recommended that the Board approve the position of Director of Marketing and Strategic Communications.

**New Position –**

***Human Resources Coordinator***

Approval was requested for the new position of Human Resources Coordinator. This new professional staff position will have responsibilities to include: coordinating benefits administration, handling the recruitment, interview, selection, and orientation processes in hiring new employees, working with employees to resolve issues and complaints, preparation and revision of job descriptions in collaboration with supervisory staff, determining proper classification of positions and salary grade levels, maintaining current and accurate data for the HR department, managing HR reporting requirements, and assisting with creating and revising policies and procedures. The position will report directly to the Executive Director of Human Resources and Organizational Development.

The Human Resources Coordinator is a professional staff position; Salary Grade Level is 9 (\$29,696 minimum; \$37,611 midpoint; \$45,526 maximum). It was recommended that the Board approve the position of Human Resources Coordinator.

**Position Modification –**

***Director of Human Resources***

The strategic plan includes a section dedicated to organization and culture. Leadership for this section came from the Director of Human Resources.

Human Resources tends to be one of those business services that is underfunded. In the not too distant past, the college devoted only one full-time position to human resources. Over the past ten years, one additional full-time clerical support position was added.

In order to achieve the goals for 'Organization and Culture', it has been decided to expand the staffing of the department by one additional full-time position. This position will be at the professional level and will assume many of the day-to-day duties of the current Director of Human Resources, allowing the Director to focus on broader human resource and organizational development issues.

The Human Resources Department is being restructured by changing the position of Director of Human Resources to Executive Director of Human Resources and Organizational Development. Additional responsibilities will include:

- Leading a process of organizational development that plans, communicates, and integrates the results of strategic planning throughout the organization.
- Identifying and monitoring the organizational culture so that it supports the attainment of the college's strategic goals and

- promotes employee satisfaction.
- Designing, directing, and managing a college-wide process of organizational development that addresses issues such as employee development, organization design, and change management.
- Creating systems, processes, and activities to enhance communication and feedback from employees, to encourage employee high performance and empowerment, and to strengthen the HR Success Model as a guiding resource in achieving institutional goals.

The Executive Director of Human Resources and Organizational Development is an executive level position reporting directly to the President; Salary Grade Level is 15 (\$52,239 minimum; \$66,205 midpoint; \$80,171 maximum). It was recommended that the Board approve the position of Executive Director of Human Resources and Organizational Development.

#### **Position Modification –**

##### ***Director of Public Service and Safety/Security***

The position of Director of Public Service and Safety/Security was recently modified when all EMS and fire safety responsibilities were shifted to the position of Temporary EMS/Fire Safety Coordinator.

Upon further analysis, it was determined that the position of Director of Public Service and Safety/Security could be modified to fill a very large void in the College's staffing pattern. It has been decided to restructure this position to include duties in the area of campus operations in support of the academic and student affairs functions. Additional duties for the new position of Director of Operations include:

- Managing the day-to-day activities (including opening, closing, cleanliness, décor, aesthetics, and functionality) of the main campus, the S&E Building and the Natural Science Building for all hours of operation, in conjunction with the Vice Presidents and Deans.
- Collaboration with the Dean of Off-Campus Operations in regard to opening/closing off-campus locations.
- Collaboration with the Director of Facilities and others to achieve a safe and comfortable environment for students, employees, and visitors.
- Creating and recommending policies related to daily operations, facilities, safety and security.
- Assessing and recommending ongoing maintenance and repairs to facilities, and review renovation plans for safety issues.
- Coordinating the exterior grounds function with the facilities department and other college departments to create an aesthetically pleasant campus.

The Director of Operations is an administrative position reporting directly to the Vice President of Administrative Affairs; Salary Grade Level is 11 (\$35,982 minimum; \$45,640 midpoint; \$55,298 maximum). It was recommended that the Board approve the position of Director of Operations.

**Position Modification –**

***Coordinator of Development and Alumni Affairs***

As the College develops its capacity to attract and secure funds from donors, foundations, and governmental agencies, it is imperative that we have a position that is, at least partially, dedicated to grant development. The position of Coordinator of Development and Alumni Affairs is thus being restructured to include duties and responsibilities for:

- Researching external funding sources to identify funding opportunities to which the college can apply for support of identified activities and priorities.
- Identifying activities and priorities for external funding in order to elicit projects and programs that need support.
- Meeting regularly with President's Staff to vet projects and programs and set priorities for funding.
- Researching and compiling pertinent institutional information for projects requiring funding, including collaborating with College departments to gather information.
- Maintaining reference materials on grant development and serving as a resource to other College staff.
- Maintaining all records of proposals, and working with other staff to ensure maintenance of files and records of grant funded projects.
- Disseminating grant award information to faculty, staff, students, Trustees, Foundation Directors, and other constituents of the College.

The modified position of Coordinator of Development is a professional staff position reporting directly to the President; Salary Grade Level is 9 (\$29,696 minimum; \$37,611 midpoint; \$45,526 maximum). It was recommended that the Board approve the position of Coordinator of Development.

**Appointment –**

***Director of Marketing and Strategic Communications***

It was recommended that Ms. Laura Doty be appointed to the position of Director of Marketing and Strategic Communications.

Ms. Doty is currently employed as the Assistant to the President, and has shown strong leadership abilities in this position. She has worked closely with members of the Marketing Department over the past year in

developing and finalizing the strategic plan for the marketing area, and has taken on a leadership role with the current marketing group composed of a cross section of employees.

She has an MBA from Wheeling Jesuit University, and a Bachelors degree in Business Administration from Ohio University. Laura also has begun work on a Doctorate degree through Ohio University.

The appointment is effective March 1, 2010, at an annual salary of \$48,500.

It was recommended that the Board approve the employment of Ms. Laura Doty in the position of Director of Marketing and Strategic Communications effective March 1, 2010, at an annual salary of \$48,500.

**Appointment –**

***Executive Director of Human Resources and Organizational Development***

It was recommended that Ms. Marge Hawthorne be appointed to the position of Executive Director of Human Resources and Organizational Development.

Ms. Hawthorne has been with the College since 1981, starting as Secretary to the President and moving on to develop the Human Resources Department systems, policies, and procedures. She has an AAB degree from Belmont Technical College, a B.S. in Business Administration from Wheeling Jesuit University, and 21 graduate hours in human resource and business management.

The appointment will be effective July 1, 2010, at an annual salary of \$69,552.

It was recommended that the Board approve the employment of Ms. Marge Hawthorne in the position of Executive Director of Human Resources and Organizational Development effective July 1, 2010, at an annual salary of \$69,552.

**Appointment –**

***Director of Operations***

It was recommended that Mr. Glenn Trudo be appointed to the position of Director of Operations.

Mr. Trudo is currently employed as the Director of Public Service and Safety/Security, and has worked for the College since 1997. His first position was Coordinator of the EMT/Fire-Safety programs. He has earned a B.S.Ed. from The Ohio State University, a B.S. in Fire and Safety Engineering Technology from the University of Cincinnati, and an M.S. in Occupational Safety and Health from Columbia Southern University. Mr. Trudo also has various certifications in the areas of fire safety and emergency management.

The appointment will be effective July 1, 2010, at an annual salary of \$48,500.

It was recommended that the Board approve the employment of Mr. Glenn Trudo in the position of Director of Operations effective July 1, 2010, at an annual salary of \$48,500.

**Appointment –**  
***Coordinator of Development***

It was recommended that Ms. Erin Neely be appointed to the position of Coordinator of Development.

Ms. Neely has been with the College as Coordinator of Development and Alumni Affairs for the past three years. She has previous experience in the development field at the four-year university level, and has completed a training program offered by The Grantsmanship Training Center. She is a graduate of Case Western Reserve University with a Bachelor of Arts degree in Psychology.

The appointment will be effective July 1, 2010. It was recommended that the Board approve the employment of Ms. Erin Neely in the position of Coordinator of Development effective July 1, 2010, with no change in the current base salary.

**Employee Contract Renewals**

Employment contracts for full-time faculty, executive staff, administrative staff, and professional staff are recommended for renewal as detailed in Appendix A. It was recommended that the Board approve the employment contracts for renewal as presented.

**Authorization to Hire –**  
***Math Faculty***

It was requested that the Board authorize the President to make the hiring decision for the position of Full-Time Faculty for Mathematics, with the Board ratifying the decision at a subsequent Board meeting.

**Authorization to Hire –**  
***Full-time temporary Public Relations Coordinator***

It was requested that the Board authorize the President to make the hiring decision for the position of Full-time Temporary Public Relations Coordinator, with the Board ratifying the decision at a subsequent Board meeting. It was recommended that the Board of Trustees authorize the President to make the hiring decision regarding the position of Full-time Temporary Public Relations Coordinator, with the decision to be ratified by the Board at a subsequent meeting.

**Employment Recommendation –**  
***Assistant to the President***

The hiring process for the position of Assistant to the President has been completed and Ms. Jennifer Schmitt is recommended for the position.

Ms. Schmitt is a current employee of the College in the position of Admissions Specialist, where she addresses the needs of current students, and guides new and potential students through the enrollment process. She has prior experience as a Marketing Specialist, with excellent organizational and planning skills. Ms. Schmitt has earned a B.A. in Human Communication from Arizona State University.

Transition from Ms. Schmitt's current position to the Assistant to the President position will begin on April 5, 2010. It was recommended that the Board approve the employment of Ms. Jennifer Schmitt in the position of Assistant to the President effective April 5, 2010, at an annual salary of \$30,500.00.

**Administrative Items**

***Resolution to Approve***  
***Alternative Retirement Plan (ARP)***

The Administration sought Board authorization to amend and to restate the Belmont Technical College Chapter 3305 Alternative Retirement Plan (the "Plan") document in order to bring the Plan into compliance with current Internal Revenue Service ("IRS") rules for qualified plans.

The IRS classifies the Plan as a "pre-approved" Plan, specifically, a volume submitter plan. The IRS rules require that volume submitter plans be completely rewritten every six (6) years to comply with IRS rules for qualified plans. During the six-year period, the IRS may also require adoption of interim amendments.

In order for any Ohio alternative retirement plan to maintain its status as a qualified retirement plan, each Ohio institution that sponsors an alternative retirement plan must amend their document during the IRS six (6) year cycle and must also adopt required interim amendments. This amendment to the Plan takes into account all law changes under the Economic Growth and Tax Relief Reconciliation Act of 2001 ("EGTRRA") and other applicable laws and regulations.

The Ohio Attorney General's office has contracted with outside legal counsel to provide compliance, advice and assistance to Ohio higher education institutions. Legal counsel at the College is working with the Columbus office of Schottenstein, Zox & Dunn Co., LPA, to develop the Plan documentation compliant with the IRS EGTRAA amendments, other applicable laws and regulations, Ohio law, and consistent with other Ohio Universities.

### Specific Changes

The IRS amendment and restatement process resulted in minor changes to the Plan document. As required, the Plan document does incorporate any amendments that have been made to the Plan document since the last IRS determination letter was issued for the Plan in 2001. These amendments are required by the IRS to be included in a restated Plan document and the specific changes to the Plan document incorporate these prior amendments. Several other amendments to the Plan and other minor changes have been made to the document to incorporate the most recent IRS technical language for qualified plans. The Plan options on vesting, eligibility, loans and distributions remain unchanged.

### Timetable & Action Required

It was requested that the Board approve the following resolution to (1) amend and to restate the Belmont Technical College Chapter 3305 Alternative Retirement Plan, effective immediately (and as specifically set forth in the Plan document and amendments), and, (2) approve submission of the amended and restated Plan and the interim amendments to the IRS for issuance of an IRS determination letter and/or compliance statement to verify that the Plan continues to meet the qualification requirements of the Internal Revenue Code of 1986 (as amended).

## **BELMONT TECHNICAL COLLEGE BOARD OF TRUSTEES**



RESOLUTION 2010-03

**A RESOLUTION PERTAINING TO ADOPTING THE  
RESTATEMENT OF THE  
ALTERNATIVE RETIREMENT PLAN DOCUMENT  
AND AMENDMENTS TO  
CONFORM WITH THE ECONOMIC GROWTH AND  
TAX RELIEF  
RECONCILIATION ACT OF 2001, OTHER  
APPLICABLE LAWS, REGULATIONS  
AND ADMINISTRATIVE AUTHORITY**

Synopsis: Authorization to adopt the restatement of the Belmont

Technical College's ("College") Chapter 3305 Alternative Retirement Plan to conform to the requirements of:  
Internal Revenue Code of 1986 ("Code"), as amended; the Economic Growth and Tax Relief Reconciliation Act of 2001 ("EGTRRA") and interim amendments, other applicable laws, regulations, and administrative authority is proposed.

WHEREAS, the Board of Trustees ("Trustees") originally adopted the Belmont Technical College Chapter 3305 Alternative Retirement Plan ("the Plan"), effective March 30, 1999; and

WHEREAS, the College has the ability to amend and restate, from time to time, the Plan; and

WHEREAS, the College desires to amend and restate the Plan to bring the Plan in compliance with the Code, EGTRRA, other applicable laws, regulations, and administrative authority; and

WHEREAS, the College wishes to submit the amendments and the restated Plan to the Internal Revenue Service (the "IRS") for a favorable determination letter and/or compliance statement that the Plan continues to meet the qualification requirements of Section 401 et seq. of the Code.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Trustees of the College:

Section 1. Amendment and Restatement. The amendments and the restatement of the Plan in substantially the form of Exhibit A are attached hereto and incorporated herein by this reference as set forth in full ("the Amendments and the Restatement"), and, are hereby adopted effective as stated therein.

Section 2. Execution. The Administration is hereby authorized to execute the Amendments and the Restatements and any other instruments, documents, or conveyances necessary to effectuate the Amendments and the Restatement and to submit the Amendments and the Restatement to the IRS.

Section 3. Conforming Changes. The Administration in carrying out this Resolution, is hereby authorized and empowered to make any necessary changes to the Amendments or to the Restatement as may be required to ensure compliance with the applicable and effective provisions of the Code and the Ohio Revised Code, and any related rules and regulations, currently in effect or as hereinafter amended, and to take

such further action as may be necessary or available to implement this Resolution without further ratification or action by the Trustees.

Section 4. Open Meetings. The Trustees find and determine that all formal actions of the Trustees relating to the enactment of this Resolution were taken in an open meeting of the Trustees, and that all deliberations of the Trustees and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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Elizabeth Gates, Chair  
 Board of Trustees  
 Trustees

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Joseph E. Bukowski, President  
 Secretary to the Board of

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Adopted

It was recommended that the Board approve the Resolution to Approve Alternative Retirement Plan (ARP).

***Transfer of Appropriated Fund Balances***

The Board was requested to approve the following transfer from the General Fund Appropriated fund balances, as designated below, in the amount of \$55,000.00 to the General Fund Un-appropriated fund balance for the Expanded Hilda Burrows Scholarship:

<b>Component</b>	<b>Amount</b>	<b>Date Appropriated</b>
Financial Aid Administration Fund	\$17,594.88	4/2007
Scholarship Funds	\$37,405.12	7/2004, 7/2005, 7/2006
<b>Total</b>	<b>\$55,000.00</b>	

It was recommended that the Board approve the fund balance transfer in the amount of \$55,000.00 to the General Fund Un-appropriated fund balance for the Expanded Hilda Burrows Scholarship.

***Re-appropriation of Fund Balance***

The Board was requested to approve the transfer from the General Fund Un-appropriated fund balance to the General Fund Appropriated fund balance in the amount of \$55,000.00 for the Expanded Hilda Burrows Scholarship. It was recommended that the Board approve the fund balance transfer in the amount of \$55,000.00 to the General Fund Appropriated fund balance for the Expanded Hilda Burrows Scholarship.

## Board Items

### *Modifications to the Board Policy Manual*

Board Process of the Board Policy Manual was adopted January 4, 2006. Since then we have made a few changes to the way that we implement 100.0400.00 Board Meetings and Agenda Planning. The following changes listed below were recommended to make the 100.0400.00 compliant with our new process.

The Board of Trustees will actively plan the agenda for regular board meetings by utilizing guidelines which include but are not limited to;

#### I. AGENDA CREATION AND PREPARATION

- a. A proposed agenda for each regular meeting of the Board of Trustees shall be prepared by the College President as Secretary of the Board. A copy of the proposed agenda shall be mailed, by regular first class mail, to each member of the Board of Trustees no later than four days prior to the date upon which the Board is to convene.

1. **A notice that the board packets are available on the BTC website is sent via e-mail. It was recommended that a. now read:**

*A proposed agenda for each regular meeting of the Board of Trustees shall be prepared by the College President as Secretary of the Board. Board members will receive a copy of the proposed agenda no later than four days prior to the date upon which the Board is to convene by e-mail notification stating that the monthly board packet (which includes the proposed agenda) is available for viewing on the Belmont Technical College website, or if e-mail is not available, then by regular first class mail.*

- b. Copies of all proposed Board of Trustees agenda will be kept on file in the Office of the College President and shall be made available to the public. Copies of all proposed Board of Trustees agenda shall be mailed to the various news media serving the college district.

1. **We currently alert the news media of board meetings but we are not sending them copies of the agenda. It was recommended that b. now read:**

*Electronic copies of all proposed Board of Trustees agendas will be kept on file in the Office of the College President and shall be made available to the public. News media serving the college district will be sent e-mail notification stating when monthly*

*board meetings will occur and when monthly board packets (which include the proposed agenda) are available for viewing on the Belmont Technical College website.*

It was recommended that the Board approve the recommended changes to Section: 1-Board Process of the Board Policy Manual.

***Resolution in support of GMN Partnership Agreement***

Belmont Technical College (BTC) desires to have a permanent location in Monroe County where higher education opportunities for the residents of Monroe County can be expanded and the educational experience can be enhanced by providing students with access to computers and broadband.

GMN Tri-County Community Action Agency (GMN) shares BTC's passion to expand higher education access in Monroe County and occupies a portion of the Black Walnut Center in Woodsfield that can serve as an integral facility for the expansion of higher education in Monroe County.

The shared passion for higher education expansion has lead to an agreement between Belmont Technical College and GMN to become partners in the operation of the Broadband Center in the Black Walnut Center. BTC will manage the computer laboratory housed in the center and now be able to provide more higher education access to Monroe County residents.

**BELMONT TECHNICAL COLLEGE BOARD OF TRUSTEES**



RESOLUTION 2010-03

**RESOLUTION IN SUPPORT OF BTC-GMN  
PARTNERSHIP**

**WHEREAS**, Belmont Technical College (BTC) desires to expand higher education opportunities for the residents of Monroe County; and

**WHEREAS**, BTC desires to enhance the educational experience by providing students with access to computers and broadband; and

**WHEREAS**, BTC desires to expand course offerings to Monroe County residents through the implementation of technology utilizing the internet; and

**WHEREAS**, BTC desires to have a permanent location in Monroe County for residents to access higher education information and advising; and

**WHEREAS**, GMN Tri-County Community Action Agency (GMN) shares BTC's passion to expand higher education access in Monroe County; and

**WHEREAS**, GMN occupies a portion of the Black Walnut Center in Woodsfield that houses both the GMN Broadband Center and computer laboratory ("Broadband Center") that are integral to the expansion of higher education in Monroe County; and

**WHEREAS**, GMN desires to focus its efforts on the expansion of broadband to the residents of Monroe County; and

**WHEREAS**, GMN desires to have an institution of higher education manage the computer laboratory housed in the Black Walnut Center;

**THEREFORE BE It Resolved**, that the Board of Trustees of Belmont Technical College hereby supports the agreement between Belmont Technical College and GMN to become partners in the operation of the Broadband Center in the Black Walnut Center.

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Elizabeth Gates, Chair  
Board of Trustees  
Trustees

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Joseph E. Bukowski, President  
Secretary to the Board of

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Adopted

It was recommended that the Board of Trustees approve the resolution supporting the partnership agreement between Belmont Technical College and GMN Tri-County Community Action Agency.

***Resolution in support of Ohio Third Frontier Initiative***

Issue 1 promotes economic growth and job development by supporting Ohio entrepreneurs, and research and development projects that boost the competitiveness of Ohio businesses, small and large. The Issue 1 renewal of the Third Frontier means continued investment in technology and innovation that has already created 48,000 new jobs and hundreds of new and expanded companies.

Approval of Issue 1 will provide research and development leading to new jobs:

- That save lives through advances in medicine,
- Promote independence from foreign oil through green and advanced energy projects,
- Develop better and more innovative products for consumers through

advanced materials  
design, and  
- Support Ohio's farmers and food companies.

The investment in technology and innovation made possible by the Third Frontier has kept its promise to Ohio taxpayers. It has earned renewal so it can continue to provide technology advances and jobs, helping Ohio working men and women and strengthening Ohio businesses, small and large.

Belmont Technical College recognizes that the eastern region of the state is in dire need of a new business and industry cluster and would benefit from the centralization of this program. Therefore, it was recommended that the BTC board of trustees support of the passage of State Issue 1 to create a better future for all Ohioans.

**BELMONT TECHNICAL COLLEGE  
BOARD OF TRUSTEES**



RESOLUTION 2010-03

**RESOLUTION IN SUPPORT OF STATE ISSUE 1-  
THE OHIO THIRD FRONTIER INITIATIVE**

**WHEREAS**, The Ohio Third Frontier initiative was created to preserve and create jobs, enhance educational opportunities, and improve the quality of life and general well-being of people and businesses throughout Ohio by expanding Ohio's research capabilities to promote product innovation, development and commercialization; and

**WHEREAS**, the Third Frontier program has laid the foundation for the creation and growth of technology-based businesses and jobs, increased early stage capital investments, improved the environment for technology entrepreneurs, increased collaboration in research and development, and enhanced Ohio's economic competitiveness and diversity; and

**WHEREAS**, the Third Frontier program has delivered impressive measurable results since its inception, including the creation of 48,000 new jobs and 571 new companies, the expansion of many existing businesses, and \$6.6 billion in economic activity; and

**WHEREAS**, the eastern region of the state is in dire need of a new business and industry cluster and would benefit from the continuation of this program; and

**WHEREAS**, the existing funding mechanism for Third Frontier expires in 2012 and the proposed state constitutional amendment will authorize the State of

Ohio to issue up to \$700 million in bonds to renew and continue the initiative for another four years; and

**WHEREAS**, voter approval of Issue 1 will ensure continued financial assistance for research, product innovation, and commercialization in support of Ohio industries and businesses in such areas as advanced materials, biosciences, alternative energy and fuel development, biomedical imaging, and improved diagnostics, treatments and cures for cancer, heart and other diseases; and

**WHEREAS**, Issue 1 will continue to foster job creation through the advancement of new products and services based on science and technology research and development, thus ensuring Ohio's ability to compete globally and prosper today and in the future; and

**WHEREAS**, due to the many successes of the Ohio Third Frontier, Issue 1 has attracted strong bipartisan support, as well as support from business, labor, higher education, manufacturing, biomedicine, agriculture and other major sectors of Ohio's economy;

**NOW THEREFORE BE IT RESOLVED**, that the Belmont Technical College Board of Trustees hereby expresses its endorsement of the passage of State Issue 1 to create a better future for all Ohioans and directs that a copy of this resolution be tendered to the Governor, the Ohio General Assembly and other interested constituencies.

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Elizabeth Gates, Chair  
Board of Trustees  
Trustees

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Joseph E. Bukowski, President  
Secretary to the Board of

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Adopted

It was recommended that the Board of Trustees approve the resolution supporting State Issue 1- The Ohio Third Frontier Initiative.

**Mr. Carson motioned, seconded by Dr. Saxby to approve the Consent Agenda, (Two items pulled from the agenda: 2011-2016 Capital Plan and Tuition and Fees for 2010 – 2011).**

All ayes; motion carried.

#### ***Approval of the 2011-2016 Capital Plan***

Every two years the state of Ohio engages in a capital planning process. All state agencies and political subdivisions prepare a five year plan delineating their capital projects and funding requests. Capital plans for higher education institutions of the University System of Ohio (USO) were submitted to the Chancellor's Office by February 26<sup>th</sup>.

BTC has been working on its capital plan for several months and has arrived at a plan which is delineated below. The plan is outlined in three sections:

- (1) List of capital projects;
- (2) Source of funding for capital projects;
- (3) Timeline for utilization of capital funding.

**CAPITAL PLAN SECTION 1 – Capital Projects**

Health Sciences Building – New Construction	\$8,000,000
Childcare Center Addition to Health Sciences Building	1,100,000
Main Building Renovations – Phase 1	600,000
Main Building Renovations – Phase 2	800,000
Parking Lots, Drives, Signage, Etc.	250,000
Main Campus – Roof Replacement	500,000
Main Campus – Energy Project	500,000
Main Campus – Mechanical Systems Upgrade	500,000
Main Campus – Building Retro Fit	500,000
North Center Renovations – Phase 1	350,000
Replace S&E Building	\$7,000,000
<b><u>TOTAL</u></b>	<b><u>\$20,100,000</u></b>

**CAPITAL PLAN SECTION 2 – Capital Funding Sources**

1. Capital Component Bonds*	\$6,000,000
2. Capital Component Local Funds	3,161,339
3. Basic Renovations Funds	732,926
4. BTC Local Funds (Fund Balance)	2,705,735
5. Capital Campaign	250,000
6. Grants	250,000
7. Special Capital Request from State	7,000,000
<b><u>TOTAL</u></b>	<b><u>\$20,100,000</u></b>

\* BTC's capital component annual revenue stream will equal \$556,761 in the year 2012. The amount of \$6,000,000 assumes that we utilize \$461,257 of the \$556,761 to generate the total of \$6,000,000 through the sale of bonds by the State of Ohio. By utilizing this amount, future revenue streams will be sufficient to pay off the \$6,000,000 over twenty years with the exception of seven years where the shortage will be deducted from the College's State Share of Instruction (SSI). The total for the seven years is \$328,313.

**Ms. Bedway motioned, seconded by Mr. Carson to approve the recommendation for the 2011-2016 Capital Plan.**

All ayes; motion carried.

### ***Tuition and Fees for 2010-2011***

The following tuition and fee structure was recommended effective with the summer quarter 2010.

#### **TUITION:**

- The tuition for residents of Ohio and the reciprocity counties of West Virginia was recommended to be \$63.50 per credit hour, effective summer quarter 2010.
- Tuition for out-of-state students was recommended to be \$127.75 per credit hour, effective summer quarter 2010.
- Tuition for international students was recommended to be \$291.75 per credit hour, effective summer quarter 2010.

#### **GENERAL FEE:**

- Effective summer quarter 2010, the General Fee was recommended to be \$12.00 per credit hour for all students. This fee is not driven by residency—it does not change for out-of-state or international students.

#### **TECHNOLOGY FEE:**

- Effective summer quarter 2010, the Technology Fee was recommended to be \$11.00 per credit hour for all students. This fee is not driven by residency—it does not change for out-of-state or international students.

#### **STUDENT LIFE FEE:**

- Effective summer quarter 2010, the student life fee was recommended to be \$5.00 per individual student per quarter. This fee is not driven by residency—it does not change for out-of-state or international students.

**Mr. Carson motioned, seconded by Ms. Pollock to approve the recommendation for the Tuition and Fees for 2010-2011.**

All ayes; motion carried.

#### **President's Report**

- **Rep. Sayre-** a meeting is set with Rep. Allan Sayre to discuss our capital plan.
- **Enrollment-** preliminary numbers indicate that we are will be above 2000 for Spring quarter.
- **Board Folders-** board folders contain information regarding the proposed funding model that is to start July 1, 2010.

**Monitoring  
 Activities**

**Financial  
 Report**

**January & February 2010 Financial Report**

**JANUARY FINANCIAL REPORTS:**

The cash position of the College as of January 31, 2010 is as follows:

Checking Account	\$	1,289,365.11
Certificates of Deposit	\$	11,507,688.55
Savings	\$	619,020.97
Total Temporary Investments	\$	12,126,709.52
Total Cash and Temporary	\$	13,416,074.63

The Budget Report shows the following:

	<u>This Year % Recorded</u>	<u>% Year Completed</u>
Budgeted Revenues	72.6%	58.3%
Budgeted Expenditures	53.2%	58.3%

- 
1. The Unexpended Plant Fund Report is in the amount of \$2,401,197.09.
  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 \$2,028,586.24.
  4. The Start up Fund is in the amount of \$ 258,299.93.

**FEBRUARY FINANCIAL REPORTS:**

The cash position of the College as of February 28, 2010 is as follows:

Checking Account	\$	416,750.70
Certificates of Deposit	\$	12,132,795.54
Savings	\$	619,521.45

Total Temporary	\$ 12,752,316.99
Total Cash and Temporary	\$ 13,169,067.69

The Budget Report shows the following:

	<u>This Year</u> <u>% Recorded</u>	<u>%Year</u> <u>Completed</u>
Budgeted Revenues	76.7%	66.7%
Budgeted Expenditures	61.6%	66.7%

- 
1. The Unexpended Plant Fund Report is in the amount of \$2,531,008.11.
  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 \$1,976,514.88.
  4. The Start up Fund is in the amount of \$ 246,589.05.

**Mr. Carson motioned, seconded by Ms. Bedway to accept the January and February Financial Reports.**

Sec IV:  
Ends  
Policies

All ayes; motion carried

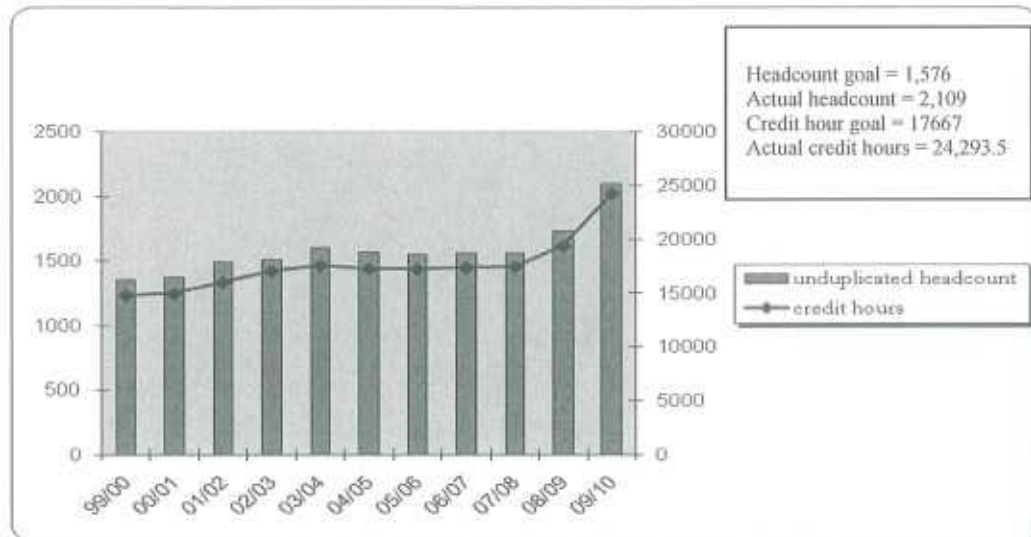
Board  
Rule:  
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Access to  
Higher  
Education

### Quarterly Enrollment Statistics

Belmont Technical College has been making a focused effort to increase the number of individuals who enroll in higher education programs at the college. The college promotes and provides educational access to residents of Belmont, Harrison, and Monroe counties. Quarterly enrollment statistics serve as a key indicator of success in the achievement of this goal. Enrollment monitoring for the 2009/2010 academic year has been completed for summer and fall quarters, and this report focuses on winter quarter enrollment statistics. Chart 1, *Winter quarter 2000/2001 through 2009/2010, unduplicated headcount and credit hours* provides a visual account of the headcount and credit hour data for winter quarters over a ten-year period. Table 1 provides data in a tabular format for the same ten-year time period. The data in Chart 1 and Table 1 compare Winter 2009/2010 enrollment against goals for headcount and credit hours.

**Data**

Chart 1, *Winter quarter 2000/2001 through 2009/2010, unduplicated headcount and credit hours*



The projected goal for headcount during Winter Quarter 2010 was set at 1,576 students. During this quarter, 2,109 students are enrolled in classes. This number of students represents an increase of 533 students and exceeds the headcount goal by 33 percent. The credit hours goal for Winter Quarter 2010 was established at 17,667 credit hours. Students this quarter are actually enrolled for 24,293.5 credit hours. This number exceeds the goal by 6,626.5 credit hours and represents a 37.5 percent increase over goal in credit hours of enrollment.

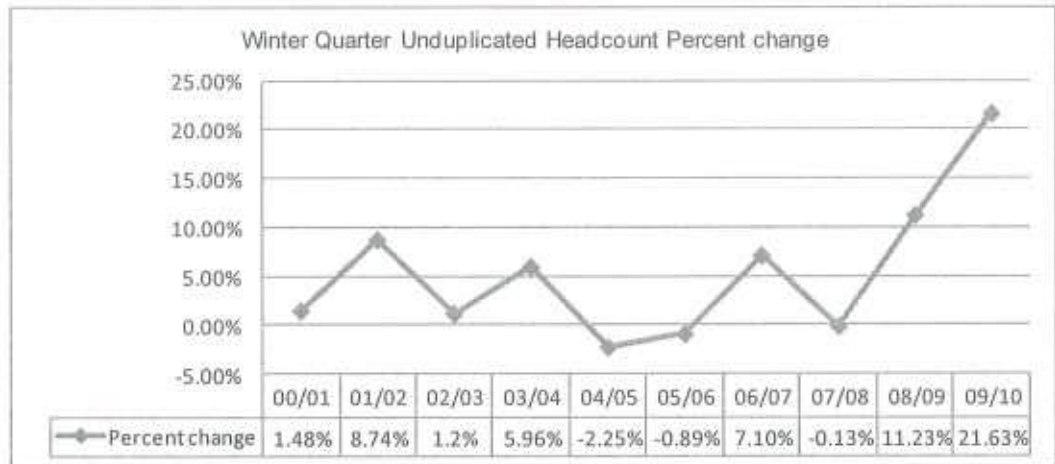
Table 1, *Winter quarter 2000/2001 through 2009/2010, unduplicated headcount and credit hours*

Academic Year	Headcount	Credit Hours
00/01	1,373	14,981.0
01/02	1,493	16,040.5
02/03	1,511	17,061.5
03/04	1,601	17,607.0
04/05	1,565	17,294.0
05/06	1,551	17,255.0
06/07	1,561	17,382.0
07/08	1,559	17,484.5
08/09	1,734	19,406.0
09/10	2,109	24,293.5

The second chart, *Winter 2000/2001 through 2009/2010, Unduplicated headcount trend*, compares actual headcount numbers from one winter quarter to the next. The percent of change in actual headcount numbers from winter 2009 to 2010 was 21.63 percent. This percent change is determined by mathematically computing the difference between the 2010 winter headcount of 2,109 and the 2009 winter headcount of 1,734.

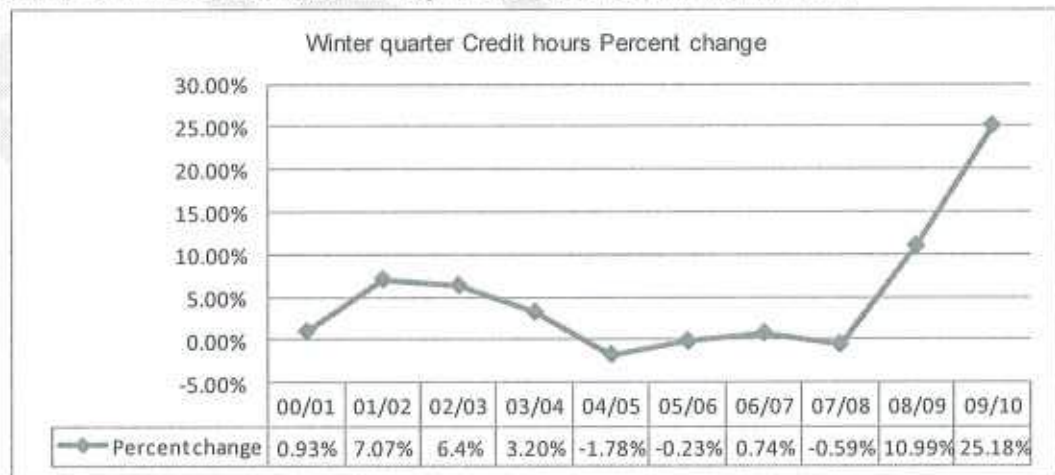
The quarterly percents of change represent the relationship between the increases, or decreases, from the later year (e.g. 2010) to the earlier year (e.g. 2009). In this example the actual increase was 375 students which is 21.63 percent of 1,734.

Chart 2, *Winter 2000/2001 through 2009/2010, Unduplicated headcount trend*



The third chart, *Winter 2000/2001 through 2009/2010, Credit hours trend*, shows the percent of change from winter quarter in on academic year to winter quarter in the next academic year. The percentages of increases, or decreases, were calculated in the same way as they were for unduplicated headcount.

Chart 3, *Winter 2000/2001 through 2009/2010, Credit hours trend*



The next table, *Enrollment growth winter 2009 to winter 2010*, displays the college's enrollment growth for Winter 2010 by showing numbers of students by enrollment category for Winter 2009 and Winter 2010.

Table 2, *Enrollment growth winter 2009 to winter 2010*

Enrollment category	Winter 2009	Winter 2010
Continuing	1,387	1,701
First-time from high school	12	13
Other first-time	67	115
Returning	173	169
Transfers in	90	90
High school	5	21
	1,734	2,109

### *Analysis*

Increases in credit hours and headcount for Winter 2009/2010 demonstrate that an unprecedented number of students are engaging in higher education at Belmont Technical College. A comparison of student headcount by enrollment categories between Winter 2009/2010 and Winter 2008/2009 shows that the majority of the increase in students is attributable to the "Continuing" student category. There are 314 more returning students in winter 2010 than there were in winter 2009. This is an increase of 22.6 percent in this category alone.

In addition, headcount in the college increased in two other categories of students; those are: Other first-time; and High school students. The number of "other first-time" students has increased from 67 to 115; the total number of "high school" students attending the college during winter 2010 has increased by 16 students within this past year. At the same time, the number of returning students has decreased by four students; transfers-in have remained the same; and first-time from high school increased by one student.

### *Conclusions/Recommendations*

Goals and objectives in Belmont's strategic plan highlight the importance of helping students achieve their academic and career goals. Enrollment is the first step toward achieving academic goals and becoming a college graduate. Belmont's work-unit level plans focus on implementation of an innovative system of integrated student-support services that foster personal, professional and intellectual growth of all students.

The creation of an Enrollment Management Team is on track to create and implement a cross-functional enrollment management model that aligns responsibility for enrollment management with the college community. Evidence for the importance of enrollment management goals can be seen in the recently activated AQIP action project. Progress toward the achievement of the action project and other enrollment management goals will be reported systematically as an integral part of the CQI process.

Enrollment management goals throughout the strategic plan take into account the importance of all types, categories, and kinds of students. A portion of the increased enrollment during winter 2010 may be explained in part by the serious economic conditions in the state. In