



**BOARD OF TRUSTEES
MEETING**

August 26, 2010

7:00 p.m.

Belmont Technical College

Board Room

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

August 26, 2010 at 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

B

Human Resource Items

B1

- 1 Ratification of Employment
Public Relations Coordinator
- 2 Ratification of Employment
Natural Science Faculty
- 3 Ratification of Employment
Building Preservation & Restoration Faculty
- 4 Ratification of Employment
*Community Education & Professional
Development Program Coordinator*
- 5 Completion of Degree
Assistant Professor of Mathematics

Marge A. Hawthorne, Director of Human Resources

Administrative Items

B2

- 1 Appropriation of Surplus FY 2009-2010
- 2 Transfer of Appropriated Fund Balances
- 3 Re-appropriation of Fund Balance
- 4 Approve Contract with Auditor

John S. Koucoumaris, Vice President of Administrative Affairs

Board Items

B3

- 1 Ratification of Operating Policies
 - A. *Child Development Center Policy*
 - B. *Children on Campus Policy*
 - C. *Independent Study Policy*

- D. Copyright & Fair Use Policy*
- E. Nepotism Policy*
- F. Employee Code of Conduct Policy*
- G. Conflict of Interest Policy*
- H. Ethics Policy*
- I. Directory Information Policy*

PRESIDENT'S REPORT

Dr. Joseph E. Bukowski, President

MONITORING ACTIVITIES

C

Financial Report

July 2010 Financial Report

C1

John S. Koucoumaris, Vice President of Administrative Affairs

Foundation Financial Report

Review of Previous Three-Month Report

C2

SECTION IV: ENDS POLICIES

Board Rule 400.0100.00

Student Development

C3

Success in Subsequent College Level Course Work

Board Rule 400.0400.00

Economic Development

Completion Rates

Satisfaction Survey Results

Number of New Courses/Training Developed/Enrollment Rates

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

REPORTS AND PRESENTATIONS

Strategic Plan: Facilities and Safety Unit Level Plan

John S. Koucoumaris, Vice President of Administrative Affairs

Semester Conversion: Update and Progress Report

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

Anna Marie Kubovich, Professor of Accounting

Dr. May Charles, Assistant Dean of Arts and Sciences

ACCT New Trustees Governance Leadership Institute

Cory M. DelGuzzo, Trustee

UPCOMING EVENTS/MEETINGS

Day Practical Nursing and Evening ADN Graduation

Thursday, September 2nd at 7:00pm

OACC Regional Meeting

Zane State College - Wednesday, September 8, 2010: 6pm - 8pm

ACCT Governance Institute for Student Success

Dublin, Ohio - September 19 - 21, 2010

ACCT Annual Leadership Congress
Toronto, Canada - October 20-23, 2010

OACC Fall Conference
Tentative Date: November 5, 2010 in Columbus

**COMMENTS FROM
THE CHAIR**

Ms. Elizabeth Gates, Chair

**COMMENTS FROM
COLLEGE COMMUNITY**

NEXT REGULAR MEETING

Next Meeting September 23, 2010
Belmont Technical College Board Room
* Workshop 5:00 p.m.
* Meeting 7:00 p.m.

ADJOURNMENT

TAB A

MINUTES

BELMONT TECHNICAL COLLEGE
BOARD OF TRUSTEES MEETING

Minutes of July 22, 2010

The regular meeting of the Belmont Technical College District Board of Trustees was held at 7:00 p.m. on July 22, 2010 at Belmont Technical College in the Boardroom.

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

Roll Call Marcia Bedway----- Present (arrived at 8:33pm)
Terry Carson----- Present
Lorrinda Saxby----- Present
Elizabeth Gates----- Present
William Hunkler----- Absent
Marshall Piccin----- Present
Suzanne Pollock----- Present
Pandora Neuhart----- Present
Cory DelGuzzo----- Present

There being a quorum, the meeting proceeded.

Attendance John Koucoumaris, Becki Kurtz, Marge Hawthorne, Tim Houston, Laura Doty, Jody Peeler, Brenda Lohri-Posey, Holly Bennett, Troy Caldwell, Janet Sempowski, Cathy Bennett, Jennifer Schmitt and President Joseph Bukowski.

Introduction of Visitors Judge Frank Fregiato; Ken Kotten, Vice President of Wells Fargo Bank

Oath of Office Oaths of office for 3-year terms (2010 - 2013) for Trustees Elizabeth Gates and Cory M. DelGuzzo, elected by caucus vote on April 19, 2010, and Dr. Lorrinda Saxby, appointed by Governor Ted Strickland, were sworn in by Judge Frank Fregiato.

Approval to Consider the Amended Agenda Mrs. Gates asked that there be a motion to approve the amended agenda: with four items pulled from the consent agenda and the removal of the Executive Session.
Mr. Piccin motioned, seconded by Mr. Carson, to accept the agenda with four items pulled for discussion and the removal of the Executive Session.

All ayes; motion carried.

Approval of Minutes Mrs. Gates asked for a motion to approve the minutes with the correction of the Nurses Graduation being held on September 2, 2010.

Ms. Neuhart motioned, seconded by Ms. Pollock to approve the minutes of June 24, 2010 with the correction of the Nurses Graduation date.

All ayes, motion carried.

Approval
of Consent
Agenda

Human Resource Items

Emeritus Recommendations

The Selection of Employee Emeritus policy was established to award an honoraria for retired faculty and staff in recognition of meritorious service to students and College.

This year, the Employee Emeritus Selection Task Force, composed of current faculty and staff members, reviewed the eligibility listing for emeritus status according to the guidelines of the policy. The recommendation of the Task Force was reviewed by the President, and is listed below:

Professor Emeritus - Carol Goclan, English Faculty

Associate Professor Emeritus – Terry Puperi, Information Technologies Faculty

Professor Emeritus – Marilyn Wildman, Information Technologies Faculty

In addition, Dr. Howard McLeskey was previously awarded Professor Emeritus status by the Board of Trustees for 2010.

It was recommended that the Board award emeritus status to those listed above for the 2010 year.

Administrative Items

Transfer of Appropriated Fund Balances

The Board is requested to approve the following transfer from the General Fund Un-Appropriated fund balance, as designated below, in the amount of \$20,000 to the General Fund Appropriated fund balances for Classroom Renovations and Policy Development.

Component	Amount
Classroom Renovations	\$10,000.00
Policy Development	\$10,000.00
Total	\$20,000.00

It was recommended that the Board approve the fund balance transfer in the amount of \$20,000.00 to the General Fund Appropriated fund balances for Classroom Renovations (\$10,000) and Policy Development (\$10,000).

Re-appropriation of Fund Balance

The Board was requested to approve the transfer from the General Fund Appropriated Financial Aid Administration fund balance to the General Fund Un-Appropriated fund balance in the amount of \$20,000.

It was recommended that the Board the transfer from the General Fund Appropriated Financial Aid Administration fund balance to the General Fund Un-Appropriated fund balance in the amount of \$20,000.

Purchase of Computers

Various computer workstations at the main campus need to be replaced. The existing computers are not able to provide the capabilities and quality instruction for the type of application software that is being utilized in our computer labs.

The purchase of sixty (60) workstations at a total cost of \$49,560.00 was recommended.

Funding to purchase the computer systems will come from the Board Appropriated Capital Equipment Replacement Fund.

Via operating rule 330.0400.92 (Economy of Purchasing) which encourages expenditures of college funds to be handled so that the greatest ultimate value per dollar can be achieved (taking advantage of contracts negotiated by the State of Ohio or the Intra University Council Purchasing Group), prices were sought. Three vendors offered pricing; one State of Ohio approved vendor, Hewlett-Packard, offered the lowest pricing. (see specifications below)

Vendor	Processor	Bid Total
Hewlett-Packard	Intel Pentium Dual-Core E8400 Processor	\$49,560.00
Dell	Intel Pentium Dual-Core E7500 Processor	\$69,840.00
Hewlett-Packard	AMD Dual-Core Phenom2 X2 V53 2.8 Processor	\$52,500.00

Specifications

- Hp 8000 Elite
- Intel Core 2 Duo E8400
- 4 Gb DDR3 Ram
- 160 Gb SATA hard drive
- Intel X4500HD with DX10 support
- HP SuperMulti LightScribe DVD Writer
- Keyboard
- Optical Mouse
- 3 Year onsite warranty
- 22" widescreen LCD monitor

It was recommended that the Board approve the purchase of the computers as presented at a total cost of \$49,560.00 from Hewlett-Packard as per equipment specifications attached.

Board Items

Renewal of President's Employment Contract

A proposed renewal employment contract between Belmont Technical College and Dr. Joseph E. Bukowski was presented to the Board of Trustees for their consideration.

It was recommended that the Board of Trustees approve the proposed contract between Belmont Technical College and Joseph E. Bukowski, President.

Ratification of Operating Policies

Travel & Expense Reimbursement Policy

The purpose of this Policy is to ensure that (a) adequate cost controls are in place with regard to travel and expense reimbursement, (b) travel and other expenditures are appropriate, and (c) there is a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Employees. Belmont Technical College is committed to meeting the travel expense regulatory requirements as mandated by the IRS and State of Ohio.

Policy Statement:

BTC provides employees with specific guidelines covering College travel and other business expenses as well as the documentation required to substantiate requests for reimbursement of those expenses.

Persons Affected:

All employees of Belmont Technical College.

Definitions:

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1. **Authorized Driver:** An employee of Belmont Technical College whose driving record has been checked and subsequently approved by the College's liability insurance company to operate College vehicles.
 2. **College Vehicle:** A motor vehicle owned or leased by Belmont Technical College.
 3. **Employee:** Any individual employed by the College, excluding the following:
 - Student employed on a part-time basis
 - Student employed under the Federal Work Study program

- Individual acting as a volunteer
- 4. **Primary Location of Employment:** The office address at which the employee has his or her primary work assignment, or if an employee's primary work assignment involves regularly scheduled travel, the place from which the employee can most effectively carry out his/her assigned duties.
- 5. **Travel:** Authorized trips taken by an employee in connection with approved business of Belmont Technical College. Examples of these assignments include professional meetings, field trips, personnel recruitment, student recruitment, and other travel as directed by the President.
- 6. **In-State Travel:** Travel within the state of Ohio
- 7. **Out-of-State Travel:** Travel outside the state of Ohio including out-of-country travel.
- 8. **Standard Rate:** The rate that is established by the Governor's Office and IRS regulations concerning the cost of hotel, meal expenses and travel reimbursement.

Procedures:

Authorization for Travel - All travel, in-state or out-of-state, must be authorized by the College official responsible for the expenditures by completing the Travel Expense Report (Form 16). An employee whose travel is for the purpose of carrying out his or her job responsibilities must receive prior authorization (verbal or written as per department policy) from his or her immediate supervisor for such travel. An employee whose travel is related to professional development activities requiring the use of professional development funds must complete Form 23 - Requisition to Attend Professional Meetings and Other Travel prior to traveling. Approval is granted as recommended by the employee's immediate supervisor and appropriate Vice President, and confirmed by the President. See the *Professional Development Plan* for details.

Payment Reservations - A purchase order is the preferred method for pre-travel payments and reservations. Refer to BTC Operating Policy #__, *Purchasing*, for details.

Registering for the Event - The traveler must keep a copy of the registration form for an event. Information about activities and what is included in the fee must be submitted with Form 23 or Form 16 - Travel Expense Report, whichever is applicable. The registration fee may not include extraneous activities (golf outings, fun runs, museum tours, etc.) if they can be reasonably separated from the total.

Airline Travel - For airline travel the employee must follow these steps:

1. **Purchase of Airline Tickets:** An approved purchase requisition for the use of a College-owned credit card is required for the purchase of airline tickets for College employees. Refer to BTC Operating Policy #__,

Purchasing, for details. College employees **will not** be reimbursed for the purchase of airline tickets. This rule is to ensure that an employee of the College may not receive a discounted or free "frequent flyer" airline ticket or other benefit from an airline associated with the purchase of airline tickets used for official travel for the College (see Advisory Opinion 91-010 of the Ohio Ethics Commission issued December 5, 1991). Any such credits will accrue to the benefit of the College and can be used to reduce subsequent College travel costs. Advance purchase is strongly recommended.

2. **For domestic travel:** Only coach class tickets, or their equivalent, may be purchased. Exceptions must be explained and approved in writing by the President or a Vice President. The approval must be attached to the purchase order or Travel Expense Report, as appropriate.
3. **For international travel:** If flight time approximates five or more consecutive hours from the United States port to overseas port, a business class or coach ticket may be purchased.

Hotel Reservations - Use of a College-owned credit card is permissible to make hotel reservations and guarantee a room. An approved purchase requisition for the use of the credit card is required. Refer to BTC Operating Policy #__, *Purchasing*, for details.

Travel Advances - Travel advances are funds issued to the traveler, prior to departure, to cover expenses. Travel advances may be used in limited situations only, such as for extended trips or when there is no College-owned credit card available for use during the time of travel. To request an advance, the traveler must submit a purchase requisition approved by his/her supervisor at least 5 days prior to the date of travel, with final approval by the Vice President of Administrative Affairs. If an advance has been issued, a Travel Expense Form (Form 16) must be submitted within 30 days of the traveler's return, with a reimbursement check attached if needed. The traveler is required to submit receipts for all expenses against the travel advance; expenses without a receipt will not be reimbursed.

Appropriate Transportation - The traveler is obligated to select the most appropriate transportation available within the requirements of the trip.

1. **College Fleet Vehicles:** College owned or leased vehicles are maintained for employee use for the purpose of conducting official College business. Operating Policy #__ – Vehicle Use Policy governs the usage and procedure. Authorized drivers may request the use of a College vehicle by contacting the Business Office. Requests should be made in advance.
2. **Privately-owned Vehicles:** Travelers must check with the Business Office to see if any College vehicles are available before using a privately-owned vehicle for College-related travel. If a privately-owned vehicle is used for travel, reimbursement is made to the College traveler using the IRS's standard mileage rate. The mileage rate covers all

expenses incurred by the use of a privately-owned vehicle for College business, including gasoline, insurance, maintenance, and car washes. Mileage is payable to only one of two or more individuals traveling on the same trip and in the same vehicle. The names of all persons traveling together on the same trip and in the same vehicle must be listed on the Travel Expense Report. Refer to Operating Policy #__ - *Use of College Vehicles* for further details pertaining to the use of privately-owned vehicles.

3. **Requirements for Privately-owned Vehicles:**
 - A. The driver must have a valid driver's license.
 - B. The driver must carry liability insurance on the vehicle as required by State law and Ohio Revised Code.
 - C. The driver must wear a seat belt as required by State law.
 - D. The traveler must pay for all gasoline and other vehicle expenses out-of-pocket.
4. **Traveling Expenses**
 - a. All travel must be the most direct route
 - b. Employees may not be reimbursed for commuting or living expenses between residence and primary location of employment.
5. **Standard Distances Between Travel Points:** The College has developed a standard mileage chart showing mileage from the Main Campus to various locations. The standard mileages are to be used with a few exceptions.
 - a. The first point of origin on a Travel Expense Report should be the traveler's primary location of employment.
 - b. Travel from an employee's home to a point between his/her home and primary location of employment site cannot be submitted for mileage reimbursement.
 - c. If travel begins from home, mileage between work and home cannot be included in mileage reimbursement totals. For example, if the employee's normal commute from his/her residence to headquarters is ten (10) miles, and he/she commutes from his/her residence to his/her authorized destination that is thirty (30) miles away, the employee shall only be reimbursed for twenty (20) miles.
6. **Rental Cars:** Travelers must check with the Business Office to see if any College vehicles are available before using a rental car for College-related travel. If traveling by air, the traveler may obtain a rental car at his/her business destination. The traveler is responsible for making rental car arrangements and must follow normal purchasing procedures. The traveler should request the smallest size car that is practical. Upgrades are not allowable unless a written explanation of a legitimate need is provided. Rental company insurance is required.

Lodging - Overnight lodging is allowable only if the destination is farther than 60 miles from the traveler's primary location of employment.

Travelers are expected to seek government and/or conference rates for all

lodging. Lodging will be reimbursed based on actual expense incurred and paid. The allowable cost is the single room rate plus tax, unless the other party is also on authorized College travel. If the lodging receipt states multiple occupancy, the traveler must provide the name(s) of the College traveler(s) who shared the lodging.

Cost of travel for members of the traveler's family is not reimbursable.

All hotel receipts should be attached and show a zero (0) balance.

Use of a College-owned credit card is permissible to make hotel reservations and guarantee a room, or the traveler may receive reimbursement for the actual out-of-pocket cost. An approved purchase requisition for the use of the credit card is required. Refer to BTC Operating Policy # __, *Purchasing*, for details.

Personal charges must be paid out-of-pocket at checkout. Such charges (e.g., personal phone calls, movies) are not permitted on the College-owned credit card and are not reimbursable to the employee.

Meals - Reimbursement for employee meals necessary while traveling or attending meetings in the performance of duties will be based on the maximum standard rate for meal reimbursements set by State guideline listed on your Requisition (Form 23) or Travel Expense Report (Form 16). Receipts must be attached to completed forms at the end of travel.

Same day travelers qualify for personal meal reimbursement during same day travel based on the following time schedule:

Breakfast if an employee departs at or before 7:00 a.m. and returns at or after 9:00 a.m.

Lunch if an employee departs at or before 12:00 noon and returns at or after 1:00 p.m.

Dinner if an employee departs at or before 5:00 p.m. and returns at or after 6:00 p.m.

Use of the College-owned credit card is permissible for meals while on travel status, or the traveler may receive reimbursement for the actual out-of-pocket cost up to the standard rate. Itemized receipts are required for all meals. Alcohol is not allowable. Tips are allowable up to 20%.

If meals are included in fees for items such as conference registrations, long flights, or lodging arrangements, no further reimbursement for those meals is allowable. However, if a traveler is unable to take advantage of such pre-paid meals because of dietary restrictions or other circumstances, the traveler may use the College-owned credit card or claim the out-of-pocket expense for reimbursement up to the standard rate. An explanation must be provided on the Travel Expense Report.

Miscellaneous Expenses - Reimbursement may be claimed for parking charges, ferry, taxi fares, bridge, highway, and tunnel tolls. Tips associated with taxi fares are reimbursable, but not to exceed 20% of the fare. Fines for traffic violations, towing, and similar expenses are **not** allowable.

Expenses incurred for copying, storing of baggage, telephone calls for official College business (personal calls are not reimbursable) and rental of equipment, temporary meeting, or office facilities necessary for the conduct of official College business may be reimbursed.

To avoid expensive hotel surcharges, the use of a personal cell phone is encouraged while traveling. (Refer to Operating Policy #__ - *Cell Phones* for further details pertaining to the use of cell phones for business use.) Otherwise, phone calls on any hotel bill submitted should be marked "B" for business or "P" for personal.

Expenses incurred for personal entertainment and alcoholic beverages are not reimbursable.

Miscellaneous expenses must be itemized separately on the Travel Expense Report. Original receipts are required for all expenditures.

Substantiation - While traveling, the traveler must take care to save all documents substantiating the business purpose of the travel. The traveler should save conference registrations, agendas, and programs outlining basic activities.

Receipts must show the amount, date, place, and essential character of the expense. The traveler must save **original itemized receipts** as follows:

1. **Lodging:** Hotel receipts should show amounts for lodging, meals, telephone calls, etc.
2. **Car rentals:** The rental agreement and itemized receipt are required.
3. **Meals:** Restaurant receipts should be itemized and show location and name of restaurant and number of people served. Reimbursement will be based on standard rate stated on the Travel Expense Report (Form 16).
4. **All other business travel related expenses:** Itemized receipts are required.
5. **Credit card statements** or charge slips are not acceptable. Photocopies of receipts are accepted only with an explanation of why the original is unavailable.

After Travel - To receive reimbursement for out-of-pocket travel expenses, the traveler must complete Form 16 - Travel Expense Report. The traveler must complete all necessary fields on the Travel Expense Report and attach all required itemized receipts. The traveler must sign and date the Travel Expense Report personally, certifying the expenses shown are accurate and qualify for reimbursement per College policy. The Travel Expense Report must also contain an approval signature as follows:

1. The approval signature must be that of an individual who is an authorized signer for charges to the account.
2. When the authorized signer for an account is the traveler, a higher-level signature must be obtained.
3. Whenever possible, the authorized signer should be the traveler's direct supervisor or his or her designee. The designee cannot be someone supervised by the traveler.

All claims for reimbursement with supporting documentation must be submitted within 30 days after such expenses are incurred. Travel for Instructors may be turned in on a quarterly basis

The approved Travel Expense Report should be submitted to the Business Office. A check will be sent to the traveler for any reimbursement amount owed. A negative amount on the Travel Expense Report represents the amount owed to the traveler to the College due to unused travel advance dollars. The traveler must return unused travel advance dollars by attaching a check for the amount, made payable to Belmont Technical College.

If a College-owned credit card was used for all expenses, a Travel Expense Report is not required. Original itemized receipts for travel expenses charged to the College-owned credit card must be submitted to the Business Office. The traveler must note on the receipt the travel account number to be charged and sign and date the receipt. The receipts will be retained by the Business Office for reconciliation with the monthly credit card statement.

It was recommended that the Board of Trustees ratify the Travel and Expense Reimbursement Policy as listed above.

Payroll Policy

Belmont Technical College employees, payroll vendors for employee benefits, and payroll deductions will be paid in a timely and accurate manner.

The College has established compensation structure systems and processes to promote compliance with Fair Labor Standards Act (FLSA), IRS Employer Tax Guides, State of Ohio, and other applicable regulations.

Policy Statement:

This policy has been established to ensure the following:

1. Funds released have been earned and properly authorized.
2. Documentation exists to substantiate all payroll related payments.
3. Accountability is maintained by employees with responsibility for performing payroll related job duties.

Persons Affected:

All employees of Belmont Technical College.

Definitions:

1. **Direct Deposit:** The electronic transferring of net salary into an employee's personal checking or savings account at a United States financial institution.
2. **Fair Labor Standards Act (FLSA):** Establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.
3. **Pay:** Payment issued (electronically or paper form) for wages.
4. **Pay Period:** All College employees are paid on a semi-monthly basis.
5. **Payroll:** A section of the BTC Business Office.

Procedures:

Employee Classifications:

Exempt Employees – Exempt employees are compensated for the performance of a job rather than by the hours worked and therefore are not paid overtime for time worked in excess of 40 hours per week.

Non-Exempt Employees – Non-exempt employees are paid for time worked. Hours worked in excess of 40 hours per week are paid at a rate of one and one-half (1½) times their regular pay rate.

Full-Time Employees – Employees who normally works at least 40 hours per week. Such employees are eligible for College benefits.

Part-Time Employees - Employees who works less than a 40 hour work week. Such employees are not eligible for College benefits.

Temporary Employees – Employees who are hired for a job established for a specific period of time or for the duration of a specific assignment or group of assignments. Temporary employees are not eligible for College benefits.

Payroll Payments - All employees are encouraged to participate in the College's Direct Deposit program. Employees should complete the Direct Deposit Authorization Form (form # ____) as part of their hiring package. Payroll payments will be made semi-monthly via direct deposit. Employees who have been unable to establish an account at a financial institution may request an exemption from participating in the direct deposit program by completing an exemption request form (form # ____). Pay will be mailed to the employee's address on file.

Time Reporting - The College processes payroll on a semi-monthly basis with

the payday on the 10th and 25th.

All part-time non-exempt employees are responsible for preparing and signing a time sheet for each pay period. Such time sheets will be submitted to Payroll no later than 12 p.m. on the next business day following the end of the pay period, with the end of the pay period being on the 10th and 25th of each month.

All time sheets must be approved by the non-exempt employee's direct supervisor. If an employee is absent (illness, injury, etc.) the day the time sheets are due, the employee's supervisor should complete the form to his/her best ability and submit it to Payroll.

Both full-time exempt and full-time non-exempt employees must submit a leave sheet for days when the employee has been absent. This will ensure that such paid time off is reflected within the employee's sick and vacation pay accrual record.

Overtime - Overtime may be required on a periodic basis of both exempt and non-exempt employees. Supervisors are responsible for authorizing any payment of overtime notifying employees of such extra work hours in advance if possible. Employees must complete a Full Time Hourly Employee Time Sheet (Form#12), including the supervisor's signature, and submit for payment.

Payroll Deductions - Use of a College-owned credit card is permissible to make hotel reservations and guarantee a room. An approved purchase requisition for the use of the credit card is required. Refer to BTC Operating Policy #__, *Purchasing*, for details.

Wage Attachments and Levies - The College is required by law to implement, often without the employee's consent, all legal wage assignments such as tax levies, garnishments, bills of child support or other court ordered wage attachments.

Court ordered wage attachments and federal and state levies will be deducted, based on the information provided by the court or agency, on the payroll cycle immediately following receipt of the attachment or levy, or as otherwise specified in the attachment.

Although the regulatory agency is responsible for notifying the individual of the wage attachment or levy, Payroll will attempt to notify an employee prior to a wage attachment or federal levy.

Lost Check - Employees should report checks lost or otherwise missing to Payroll immediately. After seven (7) calendar days, a stop payment order may be initiated and a replacement check will be issued.

Retroactive Pay - When employees are promoted or reclassified, retroactive salary adjustments may be appropriate. Human Resources must authorize any retroactive payment. Retroactive salary adjustments will be included in the

employee's next regularly scheduled pay.

Overpayments - In the event that an employee is overpaid in any given payroll period, the employee is responsible for bringing the overpayment to the attention of the Vice President of Administrative Affairs. If the employee is no longer employed by the College he or she must make an immediate reimbursement to the College. In the case of overpayment received by an active employee, the College will withhold the overpayment from the employee's next regularly scheduled pay.

Change in Employee Payroll Information - All pay adjustment information (W-4 form adjustments, employee status changes, etc.) must be submitted to Payroll by the payroll deadline mentioned above. Failure to submit such information prior to the deadline will result in the adjustments not being reflected within the employee's next pay.

Resignations and Terminations - Supervisors of resigning/terminated employees are required to notify both Human Resources and Payroll so that such employees may be inactivated from the employee master file.

All employees separating from BTC are required to follow the Separation From Service Policy (#515.0340.07).

Employee Responsibility - It is the responsibility of the employee to review all payments and deductions (e.g. medical, dental, etc) on his/her pay document for accuracy each pay period. Payroll should be notified immediately if discrepancies are identified.

It was recommended that the Board of Trustees ratify the Payroll Policy as listed above.

Ethics Training Plan

Per Executive Order 2007 – 01S (EO#1) Section 2(b), all members of Boards and Commissions and employees at Boards and Commissions who are required to file annual ethics disclosure forms must participate in at least one two-hour training session every other year.

It was recommended that Board members establish a schedule to attend required ethics training.

Mr. Carson motioned, seconded by Dr. Saxby to approve the Consent Agenda, (Four items pulled from the agenda: Election of Board Officers, Board of Trustee Meeting Schedule 2010-2011, Heritage Tree Nominations, and Property and Casualty Insurance)

All ayes; motion carried.

Election of Board Officers

The Board of Trustees held the yearly election of officers as noted in Board Rule 100.0300.00 Board Process – Item II, Manner of Election, that states: “Election of officers shall be held at the first regular July meeting of each year and each officer shall hold office for the period of one year or until his or her successor shall be duly elected or qualified. Officers shall be eligible for re-election.”

Ms. Gates vacated the chair and turned it over to the College President and Board Secretary, Dr. Joseph E. Bukowski. The floor was opened for nominations for the Chair of the Board of Trustees for FY 2010-2011: **Dr. Saxby nominated Elizabeth F. Gates, the nomination was seconded by Mr. Piccin. There being no further nominations, Mr. Cason made a motion to close nominations and accept the nomination of Ms. Elizabeth Gates as Chair, the motion was seconded by Ms. Neuhart.**

All ayes, motion carried.

Dr. Bukowski vacated the chair and turned it over to the newly elected Chair, Ms. Gates.

The floor was opened for nominations for the Vice-Chair of the Board of Trustees for FY 2010-2011: **Mr. Carson nominated Marshall Piccin, the nomination was seconded by Dr. Saxby. There being no further nominations, Ms. Pollock motioned to close nomination and accept the nomination of Mr. Piccin as Vice-chair, seconded by Mr. Carson.**

All ayes, motion carried.

The floor was opened for nominations for the Treasurer of the Board of Trustees for FY 2010-2011: **Ms. Pollock nominated John Koucoumaris, the nomination was seconded by Dr. Saxby. There being no further nominations, Mr. Carson motioned to close nominations and accept John Koucoumaris nomination as Treasurer, the motion was seconded by Ms. Neuhart.**

All ayes, motion carried.

The floor was opened for nominations for Secretary of the Board of Trustees for FY 2010-2011: **Mr. Piccin nominated Dr. Joseph E. Bukowski, the nomination was seconded by Dr. Saxby. There being no further nominations, Mr. Carson motioned to close nominations and accept the Nomination of Dr. Bukowski as Secretary, seconded by Ms. Neuhart.**

All ayes, motion carried.

*Establish Board of Trustee
Meeting Schedule for 2010-2011*

The Board discussed and created the annual schedule of meetings for the period of August 2010 to July 2011. The meeting schedule approved by the board as follows:

August 26, 2010
September 23, 2010
October 28, 2010
November 2010: No Meeting
December 2, 2010
January 27, 2011
February 24, 2011
March 24, 2011- Harrison County
April 28, 2011- Monroe County
May 26, 2011
June 23, 2011
July 28, 2011

Heritage Tree Nominations

Ms. Gates brought before the Board of Trustees the following nominations for induction into the Heritage Tree 2010:

Mr. James Riley: Mr. Riley, a certified public accountant for 42 years, has served as the treasurer of the Belmont Technical College Foundation Board of Directors since its inception and is a member of the Foundation's Finance Committee. He graduated from the University of Steubenville with a B.S. in Accounting. He served as a past member of the Belmont Technical College Board of Trustees from 1971 – 1977 and is active in several civic associations including the Bridgeport Rotary Club, Sons of Italy, the Knights of Columbus, and the Bridgeport Eagles. He is employed by the CPA firm of Seachrist, Kennon & Marling, A.C.

Dr. Howard McLeskey: Dr. McLeskey joined the faculty on a part-time basis starting in 1985. He was hired as a full-time faculty member in 1989. He was appointed Program Chair of the Mental Health Technology program in September 1999. He attained full Professor rank in 2002.

Since the inception of the Mental Health and Child Development Programs, Dr. McLeskey provided exemplary leadership in developing the programs and producing graduates with competencies unequalled by other programs. Through intelligence, dedication, loyalty, and years of hard work, he took the programs to new levels of quality that ensure the highest degree of student academic achievement. This is verified in transfer and articulation agreements with four-year institutions. The graduates succeed in their subsequent degree attainment and a number of graduates have gone on to complete Masters and Ph.D. programs successfully.

Dr. McLeskey not only impacted the program quality and outcomes for students, but he impacted the students he came in contact with. He believed in developing the whole student and took a special interest in each individual who was completing the program. Many evenings and weekends “Doc” was here at the college meeting with students and assisting them to rise above personal challenges in order to become better students and citizens. There are many students, current and former, who testify how Dr. McLeskey helped them change their lives for the better against all odds.

“Doc,” as we called him, impacted Belmont Technical College as the college grew from a vocational Institute into a comprehensive Community College. He was a role model for other faculty in how to develop courses and programs, and attain academic and program benchmarks. He always had time to assist and help others, whether it was a student or another employee in need. He and several others set the standard for quality in academic programming at the college.

BTC is a better place overall because of Dr. McLeskey’s tenure at the college. His record is an exemplar for us all.

Dr. Saxby nominated and motioned Mr. James Riley and Ms. Pollock nominated and motioned Dr. Howard McLeskey, seconded by Mr. Piccin, to be inducted into the Heritage Tree for 2010.

All ayes; motion carried.

**President’s
Report**

• **Scholarships:**

1. AEP – We are in the process of finalizing a scholarship fund which will be used to award annual scholarships to students enrolled at Belmont Technical College who are perusing a degree in the electrical industry. There is no final commitment yet, but we are hoping to have these funds for a number of years.
2. Belmont Savings Bank - We are working with the Foundation Board on a potential new donor recognition program for donors who have given a cumulative amount over the past three years; they would be given the opportunity to create a named fund for a specific purpose such as scholarships, equipment and other College needs.

Such a program will help to generate awareness and recognition among existing donors as well as help the community and other potential donors see the good work that is made possible through the BTC Foundation. We should be able to announce what the results of this are by the September Board meeting.

- **Fundraising** – We have contracted with the Clements Group for help to plan for a fundraising plan. They have agreed to help us again and have already spent two days here at BTC working with Erin Neely.

- **2012/2013 Budget** – The State of Ohio may be in for a rocky budget process next year. With this in mind, the Administrative Staff met this week to discuss preparations and set the stage for the 2012/2013 budgets. We need to start thinking now and be prepared for next spring.
- **Appropriating Funds from FY09/10** – We are currently finalizing the surplus of funds from FY 2009/2010 and will present to the Board along with strategic items for the dispersal of those funds at the August meeting.

Property and Casualty Insurance

The College recently submitted a request for proposals (RFP) for the renewal of the property and casualty insurance that was due to expire on August 1, 2010. Kenneth Kotten, Vice President of Wells Fargo Insurance Services USA, Inc., assisted in the RFP process.

A “Notice for Invitations to Bid” ran in the *Times Leader* on June 7, June 9, and June 11, 2010; inviting area brokers to submit a bid.

The following brokers participated in the bid process:

1. McBane Insurance and Financial Services Inc. – (Option 1) Ohio Casualty
2. McBane Insurance and Financial Services Inc. – (Option 2) Argonaut Insurance Company
3. Steele Insurance Associates, Inc. – Ohio School Plan
4. Pilney, Costine & Foster Insurance Agency – WRM America
5. Peoples Insurance Agency - Philadelphia Insurance Company

In addition, the brokers used Chubb, Chartis and Ace American for Travel/Accident coverage; CNA for Health Student Professional Liability coverage; and Axis Surplus Lines for Internet Liability coverage to complete their bids.

Taken as a whole, this is a complete sample of the companies that actively underwrite insurance programs for higher education.

Five bids were received, ranked below by pricing:

Broker	Annual Premium	A M Best Rating
Steele Insurance Associates	\$60,563	not rated
McBane Insurance (Option 2)	\$66,163	A (XII)
McBane Insurance (Option 1)	\$72,626	A (XV)
Pilney, Costine & Foster Insurance	\$74,084	A- (VII)
Peoples Insurance Agency	\$79,570	A+ (XIII)

Based on the lowest and most responsible bid concept, the administration requests permission to enter into a contract with McBane Insurance and Financial Services Inc. through Argonaut Insurance Company.

It was recommended that the Board accept the bid in the amount of \$66,163 from McBane Insurance and Financial Services Inc. for property and casualty insurance through Argonaut Insurance Company for the period of August 1, 2010, to August 1, 2011.

Mr. Carson motioned, seconded by Mr. Piccin to approve the recommendation for the Property and Casualty Insurance.

Five ayes; one abstained (Ms. Gates due to fact that McBane is the insurance carrier of HGO Technology, Inc.); motion carried.

**Monitoring
 Activities**

**Financial
 Report**

June 2010 Financial Report

JUNE FINANCIAL REPORTS:

The cash position of the College as of June 30, 2010 is as follows:

Checking Account	\$	56,086.70
Certificates of Deposit	\$	12,569,116.01
Savings	\$	346,031.49
Total Temporary Investments	\$	12,915,147.50
Total Cash and Temporary Investments	\$	12,971,234.20

The Budget Report shows the following:

	<u>This Year % Recorded</u>	<u>%Year Completed</u>
Budgeted Revenues	100.0%	111.5%
Budgeted Expenditures	100.0%	100.3%

1. The Unexpended Plant Fund Report is in the amount of \$ 2,686,493.29.
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 \$ 1,562,356.28.

4. The Start up Fund is in the amount of \$ 202,465.91.

It was recommended that the Board accept the financial reports for June 2010 as presented.

Mr. Carson motioned, seconded by Ms. Pollock to accept the June Financial Reports.

All ayes; motion carried.

Three-Month Financial Report from BTC Foundation

The most recent three-month financial report for the Belmont Technical College Foundation was attached for review by the Board of Trustees.

It was recommended that the Board of Trustees accept the three-month financial report for the Belmont Technical College Foundation.

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Policies

Board
Rule:
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Access to
Higher
Education

Quarterly Enrollment Statistics

Enrollment in the form of credit hours and headcount at Belmont Technical College serves as a key indicator of effectiveness in meeting institutional mission goals. While increased enrollment often results from poor economic conditions in the region, BTC's commitment to Continuous Quality Improvement (CQI) and efforts to meet metrics as outlined by the University System of Ohio (USO), are also factors influencing enrollment at the College. Belmont is relentless in its desire to provide excellence in both its product and services and to attract more students to BTC.

This current summer quarter is the first quarter of the 2011 academic year and even though many students chose to spend their summer pursuing other interests, a growing number of students have decided to enroll in summer classes. An increase in enrollment has been realized in Belmont, Harrison, and Monroe counties. The total of enrollments is shown in the chart and table below.

Data

Chart 1, Summer Quarter 2000/2001 through 2010/2011 unduplicated headcount and credit hours

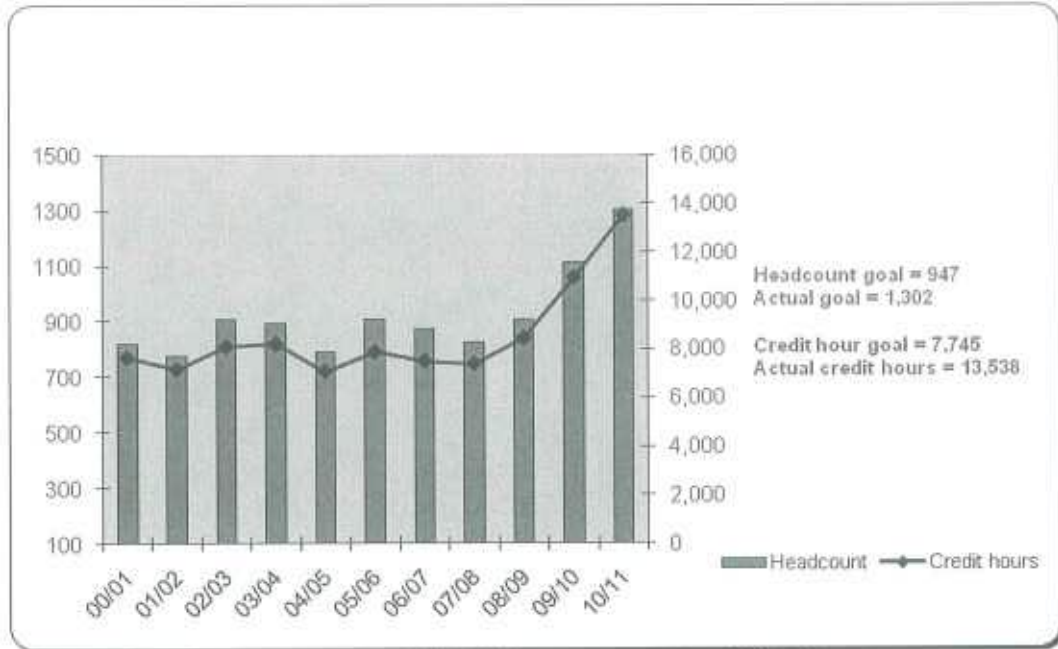


Table 1, Summer Quarter 2000/2001 through 2010/2011 unduplicated headcount and credit hours

Year	Headcount	Credit hours
00/01	821	7,645
01/02	777	7,163.5
02/03	906	8,096.5
03/04	891	8,208
04/05	791	7,070.5
05/06	909	7,873
06/07	871	7,514
07/08	822	7,393
08/09	905	8,447.5
09/10	1,114	10,966
10/11	1,302	13,538

The data in Chart I, Summer Quarter 2000/2001 through 2010/2011 unduplicated headcount and credit hours, is reflected in Table 1. Both show summer unduplicated headcount and credit hours over the past ten years. As evidenced in the chart, both credit hours and headcount have increased and have increased most noticeably over the last two summers. Summer enrollment for the 2011 academic year shows an increase of 188 students and 2,768 credit hours over the 15th day of the quarter last summer. This is a 16.8 percent increase in headcount, and a 23.5 percent increase in credit hours from summer quarter 2009/2010 to summer quarter 2010/2011.

Analysis

As the data show, this summer's headcount and credit hour enrollments are the highest at Belmont for the past ten years. It is believed that a negative economy equates to an increased desire for the unemployed and underemployed to improve their circumstances through education, whether as new or as continuing students. A closer analysis of BTC undergraduate admissions codes listing enrolled students by admission categories reveals a 30 percent increase in the number of continuing students. This calculation is derived by comparing admission codes data from July 9, 2010 with end of quarter admission codes for July 2009. While increased enrollment may also be a result of a poor economy, Belmont continues to offer programs and services which support student retention, and attract transfer and returning students. Increases of 9 percent for returning students and 7 percent in transfer students also were realized this summer.

Conclusions and Recommendations

Belmont's enrollment has increased and out-performed the previous nine summers. This is a positive indicator of effectiveness in providing access to residents of the tri-county area. At the same time, admissions data reveals a decrease this summer in the number of new students, and this is cause for concern. Belmont reaches out to prospective students through a number of events such as open houses, College Fest, information sessions for laid-off workers, an expo for teachers, the College Tech Prep Awards Breakfast, and Trustee Scholarship promotions in the area high schools. In addition, participation in the One-Stop Connections Service of Belmont County, Ohio Valley Mall Business Expo, ABLE Class Instruction and GED testing contribute to College efforts to increase access to higher education for area residents. Outcome data from these events will be analyzed and new strategies developed to support continued growth in enrollment.

More work needs to be done to attract new students to the College. Belmont's Student Services staff has increased the number of group registrations in an attempt to better accommodate new students. The admissions and recruiting staff are placing more emphasis on target markets. Recently, Belmont was represented at the Black Heritage Festival held in Wheeling. An Adult Open House with Veteran Services of Belmont County is planned for August 19th and additional plans to attract adult students are being developed. Belmont will continue to evaluate current efforts and create new recruitment methods in order to enhance future enrollments at the College.