



Belmont Technical College

BOARD OF TRUSTEES

MEETING



January 28, 2010

7:00 p.m.

Belmont Technical College

Board Room

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

January 28, 2010

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 Approval of Additions to Adjunct Faculty Listing	
	Marge A. Hawthorne, Director of Human Resources	
	Administrative Items	B2
	1 Purchase of New College Vehicles	
	2 Adjustments to Course Fees	
	John S. Koucoumaris, Vice President of Administrative Affairs	
PRESIDENT'S REPORT	Dr. Joseph E. Bukowski, President	
MONITORING ACTIVITIES		C
Audit Report	Audit Report, FY 08/09	C1
	John S. Koucoumaris, Vice President of Administrative Affairs	
Financial Report	November & December 2009 Financial Reports	C2
	John S. Koucoumaris, Vice President of Administrative Affairs	
Section IV: Ends Policies Board Rule 400.0000.00	Access to Higher Education	C3
	<i>Tuition and Fee Comparisons with Regional and Other Comparable Institutions</i>	
	Dr. Rebecca Kurtz, Vice President of Learning and Student Success	

REPORTS AND PRESENTATIONS

Strategic Plan: Student Support Unit Level Plan
Karen Taylor, Student Success Center Coordinator
Jennifer Redrup, EXCEL Coordinator

Semester Conversion: Update and Progress Report
Dr. Rebecca Kurtz, Vice President of Learning and Student Success

**COMMENTS FROM
THE CHAIR**

Ms. Elizabeth Gates, Chair

**COMMENTS FROM
COLLEGE COMMUNITY**

UPCOMING EVENTS

Math Counts-February 20th
JETS- February 26th
Cultural Pearls- March 11th @ 6:30 p.m.
Medical Assisting Graduation- March 18th
Science Fair-March 27th

NEXT REGULAR MEETING

Next Meeting February 25, 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 December 3, 2009

The regular meeting of the Belmont Technical College District Board of Trustees was held at 7:00 p.m. on December 3, 2009 at Belmont Technical College in the Board Room.

Call to Order Elizabeth Gates, Chair, called the meeting to order at 7:19 p.m.

Roll Call

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

There being a quorum, the meeting proceeded.

Attendance John Koucoumaris, Becki Kurtz, Marge Hawthorne, Cathy Bennett, Brenda Lohri-Posey, Tim Houston, Judy Sandstead, Peter Law, Jane Evans, Michael Sterling, Jennifer Redrup, Andrea Baggot, Karen Taylor, Sue White, Laura Doty and President Joseph Bukowski.

Introduction of Visitors Dr. Bukowski introduced the new Dean of Student Services, Peter Law.

Approval to Consider the Amended Agenda Mrs. Gates asked that there be a motion to approve the agenda with two items pulled from the consent agenda.

Ms. Bedway motioned, seconded by Dr. Saxby, to accept the agenda with two items pulled for discussion.

All ayes; motion carried.

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

Ms. Neuhart motioned, seconded by Mr. Hunkler to approve the minutes of October 22, 2009:

All ayes; motion carried.

Human Resource Items

Approval of Consent Agenda Employment contracts for Mark Farmer, Academic Advisor and Doug Walsh, Temporary Learning and Information Services Librarian end on December 31, 2009. It was recommended that their terms be extended through June 30, 2010.

Mr. Carson motioned, seconded by Dr. Saxby to approve the Consent Agenda, (Two items pulled from the agenda: Health Insurance Contract for Calendar Year 2010 and Ratification of New Operating Policy)

All ayes; motion carried.

Administrative Items

A recommendation was made to the board to approve full-time employee health insurance coverage for calendar year 2010 as detailed below:

1. Approval of a contract with Anthem Blue Cross/Blue Shield for both a traditional PPO plan and a high deductible health plan at the following monthly rates:

<u>Traditional PPO Plan</u>		<u>High Deductible Health Plan</u>	
Single -	\$ 542.86	Single -	\$ 389.11
Family -	\$1,357.15	Family -	\$ 972.77

2. The college will contribute a monthly amount of \$460 for single coverage and \$1,150 for family coverage toward either choice.
3. For employees who choose the high deductible plan, the college will fund \$116.67 per month for single, and \$283.33 per month for family (included in the \$460/\$1,150 total college contribution) to a qualified health savings account.

Dr. Saxby motioned, seconded by Mr. Hunkler to approve the recommendation for the health insurance contract for calendar year 2010.

All ayes; motion carried.

Board Items

As a state supported public institution of higher education, Belmont Technical College was required to be in compliance with state and federal laws and regulations regarding the Red Flag Rule by November 1, 2009 or be liable for fines and penalties for noncompliance. It was recommended that the board ratify the Red Flag Rule that was developed.

The purpose of this policy is to keep Belmont Technical College in compliance with the Red Flags Rule regulations, designed to detect, prevent and mitigate identity theft upon the College, its employees, its students, and to provide for continued administration of the program. The program shall include reasonable policies and procedures to:

- Identify relevant red flags for covered accounts it offers or maintains and incorporate these red flags into the program;
- Detect red flags that have been incorporated into the program;
- Respond appropriately to any red flags that are detected to prevent and mitigate identity theft; and
- Ensure the Program is updated periodically to reflect changes in risks to students and to the safety and soundness of the creditor from identity theft.

Ms. Pollock motioned, seconded by Ms. Neuhart to ratify the Red Flag Rule.

All ayes; motion carried.

President's Report

- Enrollment- preliminary numbers indicate that we will again have a record number of students enrolled for winter quarter.
- GMN- progress is continued to be made with GMN to provide BTC with a computer lab and office space in Monroe County
- Rep. Allan Sayre- the College is meeting with Rep. Sayre to discuss the capital needs of the College

Monitoring Activities

Financial Report

October Financial Report

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

Checking Account	\$ 580,815.58
Certificates of Deposit	\$ 11,480,115.88
Savings	\$ 611,863.32
Total Temporary Investments	\$ 12,091,979.20
Total Cash and Temporary Investments	\$ 12,672,794.78

The Budget Report shows the following:

	<u>This Year % Recorded</u>	<u>% Year Completed</u>
Budgeted Revenues	42.5%	33.3%
Budgeted Expenditures	28.3%	33.3%

-
1. The Unexpended Plant Fund Report is in the amount of \$ 2,276,834.26.
 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 \$ 2,259,304.01.
 4. The Start up Fund is in the amount of \$ 292,168.34.

Mr. Carson motioned, seconded by Dr. Saxby to accept the October Financial Report.

All ayes; motion carried

Three-Month BTC Foundation Financial Report

The Three-Month financial report for the Belmont Technical College Foundation was presented for review by the Board of Trustees.

See Appendix A for Financials.

Sec IV:
Ends
Policies

Board
Rule:
400.0000.00-
Access to
Higher
Education

Demographic Enrollment Statistics

Demographic enrollment statistics that describe Belmont Technical College's student population are useful for understanding the needs and goals of students attending the college. Demographic characteristics provide data that informs decisions about services to offer to students and ways to encourage them to pursue, and to achieve, their academic goals. Demographic profiles of students enrolled in public post-secondary institutions are available on the University System of Ohio's (USO) Web site and help students and their families make decisions about which institution is the best match with students' educational goals.

Belmont Technical College staff members submit demographic data to the Ohio Association of Community Colleges (OACC), the Integrated Postsecondary Education Data System (IPEDS), and the Higher Education Information (HEI) System. From these sources, demographic information and profiles are created that describe characteristics of student cohorts, offer ways of understanding what populations institutions serve, and provide a way of measuring each institution's contribution to meeting educational attainment goals.

The Ohio Board of Regents (OBR) and the Chancellor of the University System of Ohio (USO) include demographic characteristics of students in the accountability metrics. An example of one metric for assessing institutional success calls for a count of the total number of undergraduates who are 25 years-old and over and are enrolled at each institution. The Chancellor's rationale explains that students 25 years-old and older are important to the economic and educational future of Ohio because non-traditional students represent an untapped pool of learners. Further, students who have established roots in the state's communities are more likely to remain in the state following completion of post-secondary education.

The demographic profile of BTC students compiled for this report includes data on the age range of students and percentages of students according to gender, race, and ethnicity. These demographic statistics are based upon Belmont's fall quarter 2009 enrollment.

Data

This report presents student demographic enrollment statistics displayed in charts and tables and shows counts and percentages for discreet categories. These statistics describe the fall quarter 2009 enrollment of 2,171 students and represent the distribution of student characteristics on the fifteenth day of the quarter.

Chart 1, *Age range of Belmont students, enrolled fall 2009*, represents graphically that during fall quarter, 1,133 students enrolled at Belmont are between 18 and 24 years of age. This is 52 percent of the total number of students enrolled during the current quarter. Of the remaining 48 percent, 1,010 students are 25 and older.

Chart 1, Age range of Belmont students, enrolled fall 2009

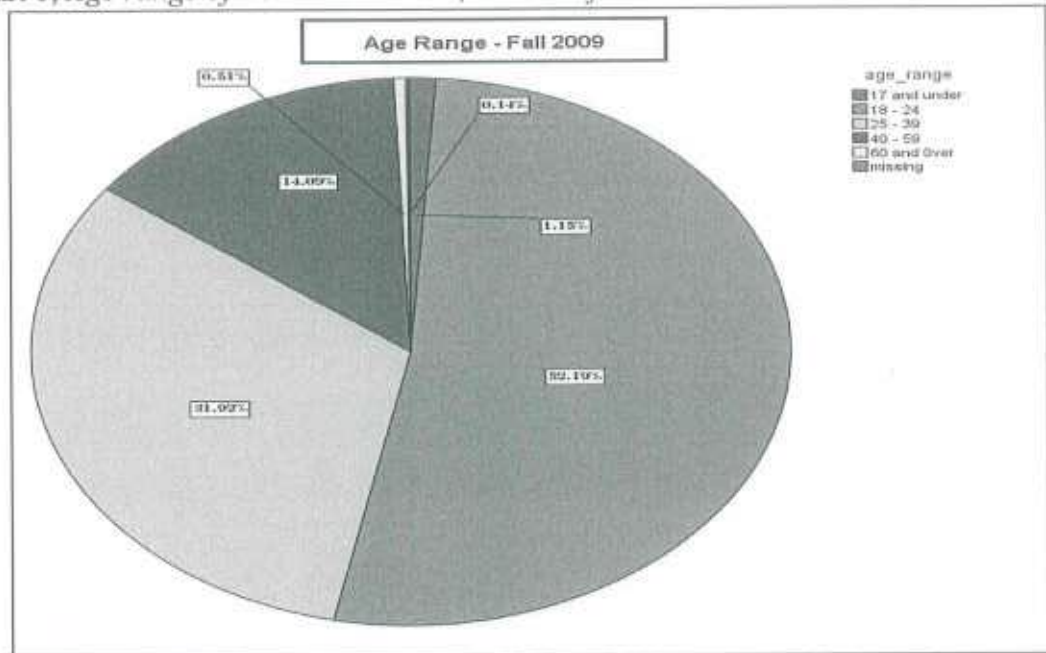


Table 1, *Credit hours of enrollment by age range* breaks out 25,400 credit hours of enrollment for fall 2009 across the age ranges for enrolled students. Students between the ages of 18 and 24 are enrolled for approximately 56 percent of all credit hours at the college.

Table 1, *Credit hours of enrollment by age range*

Age	Number of credit hours	Percent of total hours
17 and under	169	0.7%
18-24	14,218	55.9%
25-39	7,836.50	30.8%
40-59	3,089.50	12.1%
60 and over	87	0.3%
Total	25,400	100%

Gender, as a demographic characteristic is displayed in Table 2, *Gender of Belmont students, enrolled fall 2009*. This table shows that 1,335 (61.5 percent) of students are female. Of female students, 953 (71.4 percent) are enrolled as full-time students and the remaining 382 (28.6 percent) are part-time students. The same table shows that of 836 male students, 637 (76.2 percent) are enrolled full-time. The same data are displayed graphically in Chart 2.

Table 2, Gender of Belmont students, enrolled fall 2009

Full/Part-time Status	Gender		
	Female	Male	Total
Full-time	953	637	1590
Part-time	382	199	581
Total	1335	836	2171

Chart 2, Gender of Belmont students, enrolled fall 2009

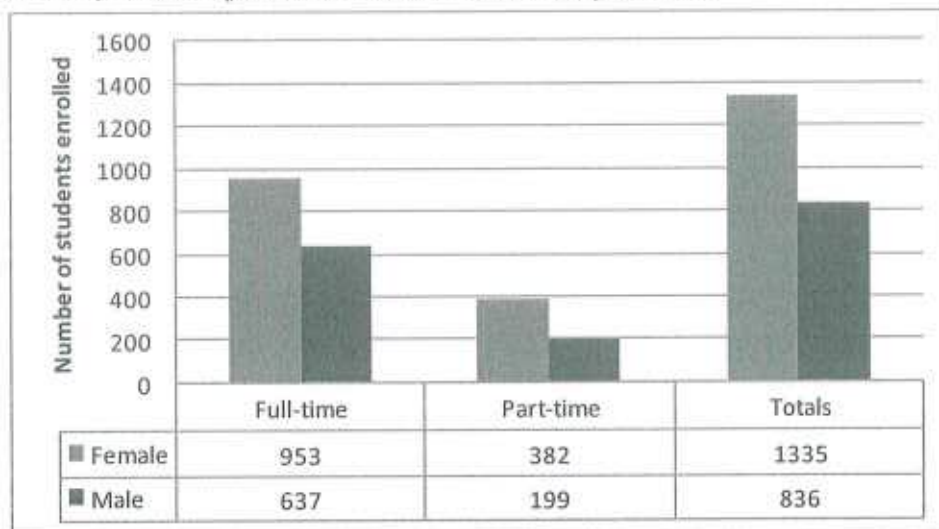


Table 3, Race and Ethnicity of Belmont Students, enrolled fall 2009

Race/Ethnicity	2009	Percent of total
Black (non-Hispanic)	57	2.6%
American Indian/Alaskan Native	11	0.5%
Asian/Pacific Islander	7	0.3%
Hispanic	7	0.3%
White (non-Hispanic)	1,935	89%
Race/Ethnicity Unknown	140	6.4%

Analysis:

The descriptive statistics presented in these tables and charts reveal that overall BTC students attend college on a full-time basis, are 18 to 24 years-old, and indicate they are White non-Hispanic. When the overall population of students is characterized, they can be described as *traditional* college students. *Non-traditional* students also make up an important part of BTC's student population and represent students who are enrolled as part-time students, are younger than 18 or older than 24, and belong to other racial and ethnic groups.

Comparing the demographic statistics for the fall 2009 population of students with the population of students in 2008 shows there has been a slight change overall. As the number of students has increased from 1,798 in 2008 to 2,171 in 2009, the percentage of students over the age of 24 has increased from 826 students in fall 2008 to 1,027 students in fall quarter 2009. Similarly, the percentage of non-white students has increased slightly from 10.5 percent in 2008 to 11 percent in 2009. At the same time, the percentage of students for whom race/ethnicity is unknown has decreased from 6.6 percent in 2008 to 6.4 percent in

2009. While these percentages seem like small changes, as the total number of students has increased in fall 2009, percentages for categories of demographic characteristics represent larger numbers of students.

Conclusions/Recommendations:

Faculty and staff strive to meet the needs of all students who enroll at BTC, regardless of whether they are defined as *traditional* or *non-traditional* students. The Student Services department, the Financial Aid Office, the Business Office, the Admissions Office, and Academic Affairs have been developing and implementing strategies to recruit new students and retain currently-enrolled students. Programs that focus on recruiting and serving non-traditional students have been receiving attention and are designed to improve access to higher education for students. For example, the Laid-off Worker information sessions offered through the Workforce Development and Community Ed department have encouraged participants to enroll in programs that are geared to meet the needs of non-traditional, as well as traditional students.

Recommendations for additional strategies to meet Belmont's USO enrollment metric projections are embedded in the Strategic Plan as action plans and strategies. Initiatives aimed at increasing retention include the First Year Experience program. All new students will be engaged in opportunities for growth, learning, and personal development. A structure of orientation, advisement, registration, student success seminars, student development classes, and personal enrichment activities will begin with each new student from inquiry and follow students through completion of their first year. This program will have direct impact on new student retention from fall to winter quarter and first year to second year completion. The First Year Experience will also lead to greater graduation rates.

Increased opportunities for adult and minority students are the focus of plans in the recruiting area. The Admissions Office will be focusing on these populations in the surrounding geographic areas. A newly created targeted marketing group has been formed to strategize about developing efforts in this area. Additionally a staff member has been assigned to create a "multi-cultural" forum on campus. This will include recruitment of new minority students, development of programs to include diversity in the curriculum, and a series of programs and events to teach diversity outside the classroom.

Student development theory has been incorporated into a revised student activity program. All students now have a chance to participate in student governance and the average age of our new student government is well above 25 years old. Additionally, we have created a Dean's Advisory Council for student concerns and issues, and representation includes many adult students. Further, community service projects will be part of *Phi Theta Kappa*, First Year Experience, and Student Government. All of these outside-the-classroom activities will be open to students regardless of demographic enrollment characteristics. Data gathered while tracking the progress of these initiatives will be incorporated into planning of future activities and action plans.

Board
Rule:
400.0200.00-
Degree
Completion

Demographic Studies of Students Compared to Other Institutions

The Ohio Board of Regents (OBR) and the Chancellor of the University System of Ohio (USO) include demographic characteristics of students in accountability metrics. An example of one metric for assessing institutional success calls for an annual count of the

number of degrees awarded to *first-generation* college students. Definitions for this metric stipulate that institutions are to include in their count, those students who completed the *Free Application for Federal Student Aid* (FAFSA) and indicated on the form that neither parent “completed any college.” The baseline level for this measurement was set by OBR as 2006-2007, and Belmont’s count of *first-generation* college students awarded degrees during that year was 96 students.

Comparing the demographic characteristics profile of Belmont Technical College students with profiles of students enrolled in other institutions serves as a key indicator for the Board of Trustees (*Policy Manual, Ends*, Section IV, 400.0200.00, Degree Completion, 2007). The demographic profile of students compiled for the report is based upon characteristics that are related to educational attainment, or degree completion. Criteria for developing the comparison report are based upon accountability metrics identified for USO institutions by the Ohio Board of Regents.

Data

This report compares demographic profile data for students enrolled at six institutions: Belmont Technical College (BTC); Hocking College (HC); Jefferson Community College (JCC); Marion Technical College (MTC); Rio Grande Community College (RGCC) and Zane State College (Zane). The variables used for comparison are: 1.) Postsecondary enrollment (fall total), 2.) Enrollment age 25 and older (fall total), 3.) Degrees awarded to first-generation college students (total by fiscal year), 4.) Degrees awarded to Black, Hispanic, and Native American students (percent for fiscal year); and 5.) Number of students enrolled for fall quarter engaged in internships and co-ops during the fiscal year. Variables presented in this report are those variables related to the demographic profiles of students and outlined in the Strategic Plan for the University System of Ohio. The Ohio Association of Community Colleges (OACC) has tracked Ohio community college data for the accountability metrics and provides updates for OACC institutions.

Data are presented in five tables corresponding to five *University System of Ohio Accountability Measures*. Total enrollment data for Belmont have been updated to reflect demographic information gathered for fall quarter 2009. Updated information for other institutions will be included when that information becomes available through the HEI Web site or from the OACC.

Chart 1, Total Postsecondary Enrollments (fall)

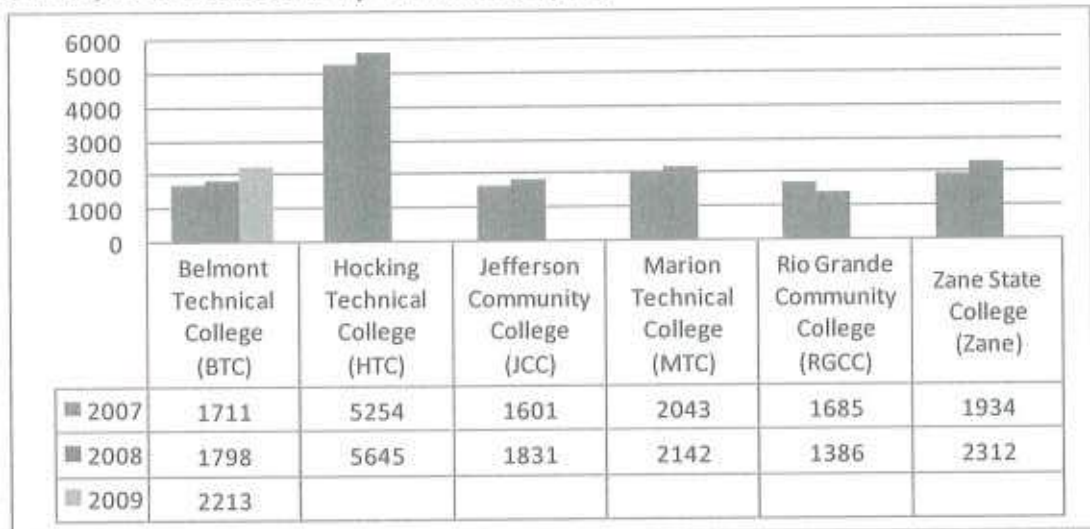


Chart 2, Total Enrollments Age 25 and Older (fall)

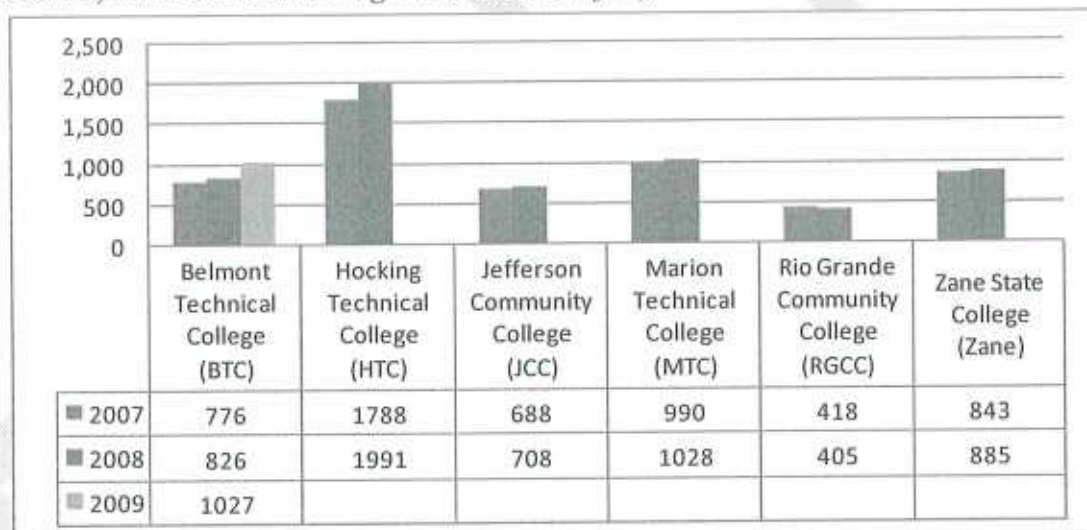


Chart 3, Total Degrees Awarded to First-Generation Students (fiscal year)

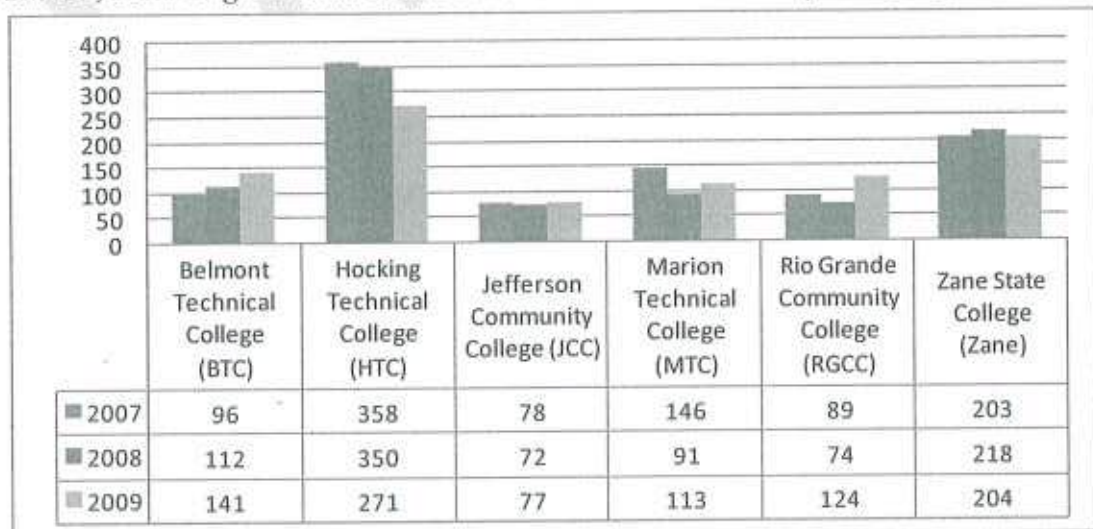


Chart 4, *Percent of Degrees Awarded to Black, Hispanic, and Native American Students (fiscal year)*

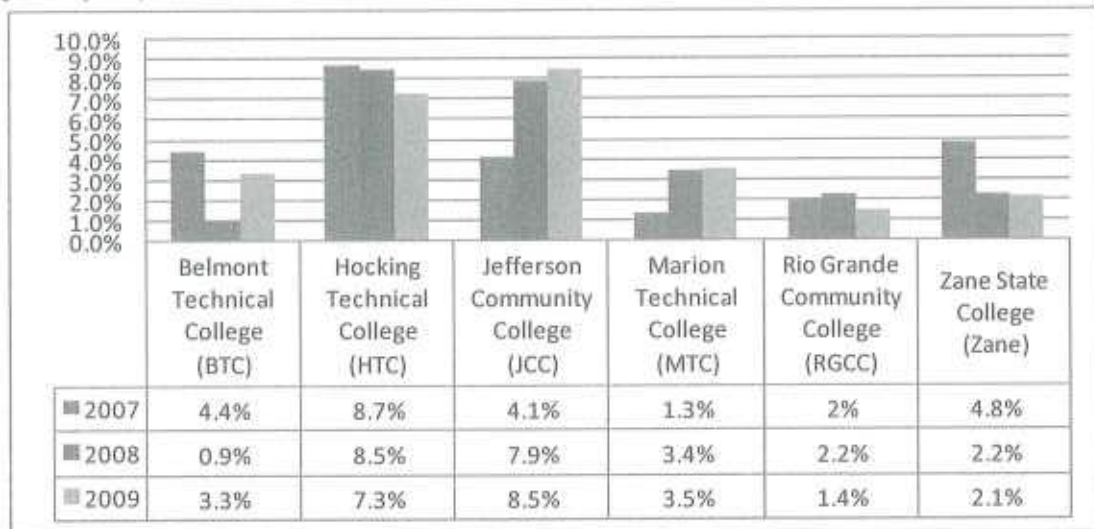
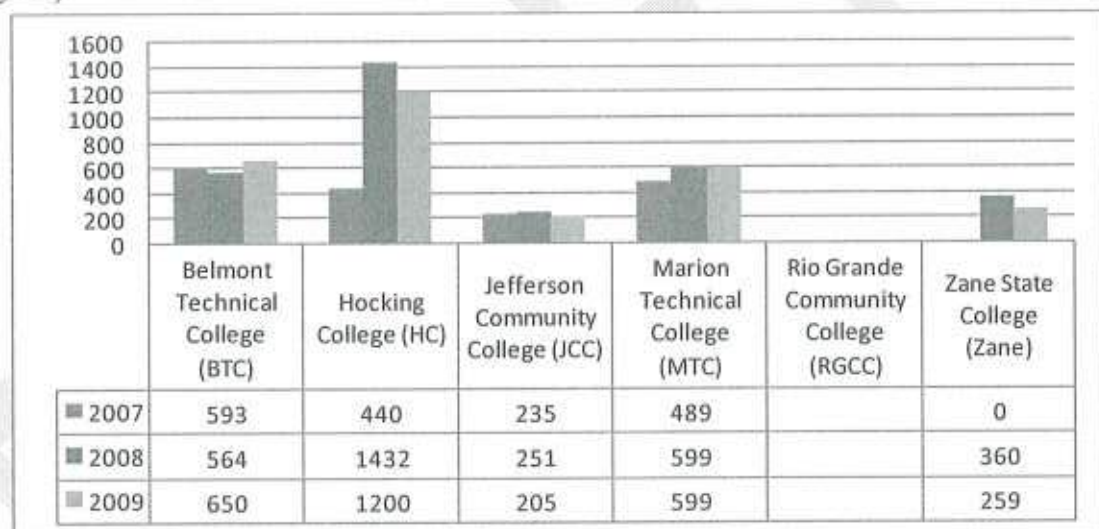


Chart 5, *Number of Students (fall enrollment) Engaged in Internships and Co-ops (fiscal year)*



Analysis

Data presented in this report cover a three-year period. Enrollments at Belmont over that time period reflect increases and a positive trend for four of the five measures i.e. total enrollment, enrollment of students age 25 and over, total degrees awarded to first-generation college students, and number of students engaged in internships and co-ops. Belmont is the only institution of the six included for comparison that has a positive trend across three years on four of these measures.

The measure for which Belmont has not shown an increase over the three-year period is displayed in Chart 4, *Percent of Degrees Awarded to Black, Hispanic, and Native American Students (fiscal year)*. A possible explanation for why this measure does not show an increase that is consistent with other measures is that the reporting definitions and guidelines have been clarified by OBR since the projections were first done in 2008.

It is also valuable to note that determining the percent of degrees awarded to minority students rests upon students self-identifying as being members of a minority when they enroll at Belmont or update their personal information. Belmont does not require that

students identify their race or ethnicity, and some students choose not to categorize themselves in that way. In any case, the Cultural Diversity Team has been working to enhance awareness of all cultures and to bring programs to the college that support students' learning about, and acceptance of cultural differences. Recently, the college hosted a South American Medicine Man who visited on October 27 and spoke to a group of students, board and staff members about cultural heritage. Programs such as the Belmont's annual *Cultural Pearls* evening are presented not only to increase awareness of cultural diversity, but also to encourage members of the BTC community to take pride in their heritage, to feel valued as members of the college community, and to promote the achievement of academic goals in the college environment.

Conclusions/Recommendations

Comparative data that is useful for decision-making is not readily accessible and lags behind action-planning. National surveys, such as the Community College Survey of Student Engagement (CCSSE), administered at Belmont during spring 2009 are sampled in such a way as to even out differences among institutional populations. As a result, Belmont's Strategic Plan embeds action plans and strategies aimed at making the college accessible to all students and focuses on achievement of academic goals for all students.

There are action plans in the Strategic Plan that address the college's vision of embracing "a culture of continuous knowledge acquisition, integrity, openness, caring and respect for all." Those plans and recommendations are discussed in the November monitoring report, "Demographic Enrollment Statistics," and the December report, Placement Data and Rates by Program Area."

**Board
Rule:
400.0100.00-
Student
Development**

Placement Data and Rates-by program area

Placement rates of students who have completed certificates and degrees are an important indicator of student success at Belmont Technical College. Placement rates are assessed by program area, as well as for the college overall. The assessment is carried out so that program chairs and faculty members can be aware of students' success as students in their programs transition from academic programs to finding meaningful employment. (*Policy Manual, Ends, Section IV, 400.0100.00, Student Development, 2007*).

The Office of Career Services surveys BTC graduates six months after students have completed certificate and degree programs. A survey instrument developed in coordination with Ohio AQIP institutions is sent to graduates. The survey asks about graduates' current employment status and their satisfaction with preparation for the workforce. The paper and pencil survey instrument is mailed to graduates. Return envelopes are included with the first request for information. Graduates' responses are recorded in a spreadsheet. Those graduates who do not respond to the mailed request are contacted by telephone and asked the questions from the survey instrument.

Data

The data provided in this report are based upon records from the Career Services office gathered over a period of four quarters. Included are records for 336 students who received degrees or certificates during college graduations in June 2008, August 2008, December 2008, and March 2009. During that period, there were a total of 370 degrees and

certificates awarded to students. Chart 1, *Placement survey administration, June 2008 through March 2009*, breaks out by quarters the number of certificates and degrees completed and the number of graduates surveyed for the same quarters. Efforts were made to reach all graduates through the mail or by telephone.

Chart 1, *Placement survey administration, June 2008 through March 2009*

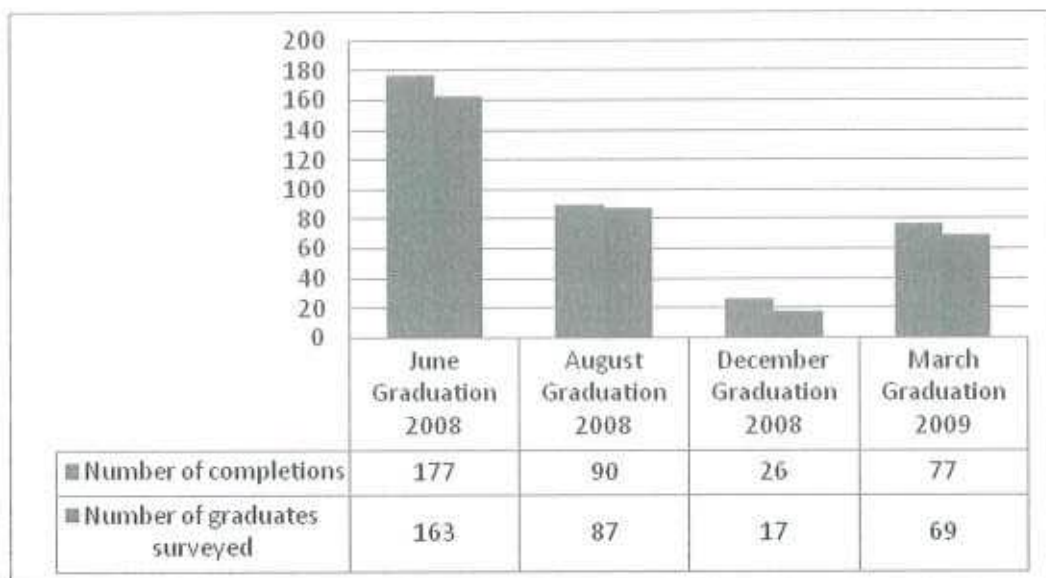


Table 1, *Placement data and rates by program, June 2008 through March 2009*, is organized on the vertical axis by programs. The first two columns report the number of students to whom the survey was administered and the number of graduates who responded to the survey. Both of these columns refer to “All Graduates.” The table then displays the following information: the percent of graduates who reported that they were employed; the number of graduates who reported that they were employed, and the number of graduates who reported being employed in a field related to their BTC program of study. For example, the first row for the program, Accounting, shows that seven graduates received surveys, and of those seven, four graduates responded to either the paper and pencil instrument or a follow-up telephone call. The third column showing the percentage of graduates employed reveals that 75 percent of graduates who responded to the survey indicated that they were employed. In the case of Accounting, three of the four graduates who responded to the survey indicated they were employed. The last column shows that of the three Accounting program graduates who reported they were working, two of those are employed in the field of accounting.

Table 1, Placement data and rates by program, June 2008 through March 2009

Programs	All graduates (n=336)		Graduates who responded (n= 185)		
	Number of graduates surveyed	Number of graduates responding	Percent of graduates employed	Number employed	Number employed working in a related field
Accounting	7	4	75%	3	2
Assoc Degree nursing	85	40	95%	38	35
Business Admin & Leadership	9	5	60%	3	1
Business Management	7	4	100%	4	4
Child Development	13	8	75%	6	3
Civil Engineering/Civil Construction	7	6	87%	4	2
Criminal Justice	23	15	73%	11	8
Industrial Electronics	21	16	75%	12	10
Industrial Trades - HVAC/Machining/Welding	16	9	78%	7	5
Information Technologies	20	15	67%	10	7
Medical Assisting	17	11	100%	11	9
Medical Coding	13	5	60%	3	2
Medical Transcript	12	7	43%	3	2
Mental Health	16	8	88%	7	3
Office Administration	3	1	100%	1	1
Firefighter/Paramedic	1	0	NA	0	0
Practical Nursing	58	28	75%	21	20
Preservation Restoration	2	1	100%	1	1
Radiology	1	0	NA	0	0
Real Estate	2	1	100%	1	1
Small Business & Entrepreneurship	3	1	100%	1	0
Totals	336	185	79%	147	116

Analysis

Graduates of programs in Medical Assisting, Business Management, Office Administration, Real Estate, and Small Business & Entrepreneurship reported the highest rates of employment following graduation. The overall placement rate for this reporting period is 79 percent. The monitoring report for a similar reporting period last year indicated an 80 percent placement rate. In both years, the data were derived from voluntary responses to mailed and telephone surveys.

In program areas where there were fewer than five graduates for the four-quarter period of data collection, placement rate data are not generalizable. However, program chairs in those program areas are analyzing their data as a part of their program review process. Data from the placement report are used in all programs as a basis for decision-making and action planning.

Benchmarking for placement is not readily available; however, academic administration and program chairs at Belmont are striving to achieve a 70 percent placement rate for graduates. There are five programs included in this report showing placement for graduates at lower than 70 percent. Program chairs for Business Administration and Leadership, Civil Engineering/Civil Construction, Information Technologies, Medical Coding and Medical Transcription are examining placements rates within their programs and considering action plans to embed in Program Reviews which will be completed in March 2010.

Conclusions

Program chairs observe that graduates are finding the job market to be challenging in the current economic climate. Program chairs in Business and Civil Engineering speculate that graduates from their programs have been affected by the down-turn in the economy. Many jobs in Civil Engineering are tied to the housing market and to the West Virginia and Ohio Departments of Transportation. Future releases of stimulus money may improve the job market in those areas. The coal mining industry has slowed the hiring of employees, and as a result some Belmont graduates are planning to further their educations with a Bachelor's degree from the University of Akron. Program chairs in these areas recommend continuing to strengthen Belmont's network with area businesses to improve job placement rates. It is possible also that increasing students' participation in internships will have a positive effect on placement rates following graduation.

Adding to the economic issues that decrease opportunities for graduates, is the factor that some graduates do not want to leave the geographic area for employment. This is particularly the case in medical transcription where Belmont graduates are looking for ways to combine family responsibilities with careers by working from home. These grads are finding that medical transcription positions require more experience than they have when they finish the program. In the field of medical coding, employers want certified coders. The certification test is not offered at Belmont at this time. The cost of the certification exam is a factor for some graduates as well.

In the field of Information Technology, local job placement is improving slowly for Networking and Computer Science graduates. For positions in graphics, multimedia and web design, graduates need to be willing to travel outside the area for jobs.

Recommendations

1. The curriculum in Civil Engineering will be updated to include electives in the areas of waste water treatment, water conservation, and other energy-related topics.
2. The textbook used in the medical coding program will be changed so that more content covered on the certification exam is included in the curriculum. In addition, students will be encouraged to take the medical coding certification exam.
3. Consult with advisory boards about future jobs in information technology.
4. Continue involvement with AITP to connect with local computer companies. And continue to involve students in AITP meetings to enhance their professional developmental and leadership skills.

Mr. Carson motioned, seconded by Ms. Neuhart to accept the Monitoring Report.

All ayes; motion carried

Presentations None.

Comments From the Chair

- Mrs. Gates talked about how important it was for all of us to "tell the story" of BTC to those in the community.
- Holiday wishes were sent to everyone from the board.

*Belmont Technical College Board of Trustees Meeting
Minutes of December 3, 2009*

Next Regular Meeting The next regular Board of Trustees meeting will be held on Thursday, January 28, 2009 @ 7:00 p.m. in the BTC Board Room. The Workshop will be held at 5:00 p.m.

Adjournment There being no further business of the Board of Trustees, the meeting adjourned at 8:35 p.m.

Elizabeth Gates, Chair

Joseph E. Bukowski, President

Date Approved: ____/____/____

DRAFT

APPENDIX A

DRAFT

BTC Foundation, Inc. Account Summary As of September 30, 2009	
National City Bank	
<u>Investments</u>	
Restricted -- Clay Fund	233,161.55
Unrestricted -- Foundation Fund	224,092.12
<u>Total Investments (NatCity)</u>	<u>457,253.67</u>
National City Bank	
Business Money Market Savings	24,135.44
<u>Total Savings Account Balance</u>	<u>24,135.44</u>
Small Business Primary Checking	1,500.00
<u>Total Checking Account Balance</u>	<u>1,500.00</u>
<u>Total Assets</u>	<u>\$482,889.11</u>

BTC Foundation, Inc. Checking and Savings Summary As of September 30, 2009	
Checking	
Beginning Balance - July 1, 2009	\$ 1,500.00
Deposits	-
Transfer from Savings	50,000.00
Less Disbursements (Transfer to Investments)	(50,000.00)
<u>Ending Balance - September 30, 2009</u>	<u>\$ 1,500.00</u>
Savings	
Beginning Balance - July 1, 2009	\$ 71,775.23
Donations	2,256.08
Transfer to Checking	(50,000.00)
Interest	104.13
<u>Ending Balance - September 30, 2009</u>	<u>\$ 24,135.44</u>

BTC Foundation, Inc. Investment Activity Beginning July 1, 2009 and Ending September 30, 2009		
	Restricted -- Clay Fund	Unrestricted -- Foundation Fund
Beginning Market Value - July 1, 2009	\$ 213,963.87	\$ 165,459.16
Investment Income	1,784.38	1,069.93
Transfer from Checking	-	50,000.00
Less Investment Expenses	(1.56)	(513.54)
Gross Balance	215,746.69	216,015.55
Net Unrealized Gains (Losses)	29,258.57	8,085.57
Net Realized Gains (Losses)	(11,843.71)	(9.00)
<u>Ending Market Value - September 30, 2009</u>	<u>233,161.55</u>	<u>224,092.12</u>
		<u>Combined</u>
		379,423.03
		2,854.31
		50,000.00
		(515.10)
		431,762.24
		37,344.14
		(11,852.71)
		<u>457,253.67</u>

*The amount of \$12,661.99 is owed to the BTC Unrestricted -- Foundation Fund from the Restricted -- Clay Fund for the payment made to the College in January of 2009 for the 07/08 and 08/09 Clay Scholarships..

Donation Summaries
July 1, 2009 - September 30, 2009

		Giving by Gift Range	
Gift Range	\$ Donated	# of Donors	
5,000+	0.00	0	
1,000-4,999	0.00	0	
750-999	0.00	0	
500-749	500.00	1	
250-499	783.60	3	
100-249	266.98	2	
50-99	424.76	7	
1-49	280.74	12	
Totals	2,256.08	25	
		Giving by Campaign - Fund	
Campaign - Fund	\$ Donated	# of Donors	
Annual Campaign: Unrestricted	550.00	2	
Employee Campaign: Unrestricted	1,606.08	22	
Unsolicited Donation: Unrestricted	100.00	1	
Totals	2,256.08	25	
		2009 Giving by Month	
Month	\$ Donated		
July	535.36		
August	1185.36		
September	535.36		
Total	2,256.08		

TAB B
CONSENT
AGENDA

TAB B1

CONSENT AGENDA

Human Resource Items

Approval of Additions to
Adjunct Faculty Listing

*AGENDA ITEM B1: APPROVAL OF ADDITIONS TO
ADJUNCT FACULTY LISTING*

Board of Trustees Meeting Date: January 28, 2010

WINTER QUARTER 2010:

The following names are submitted for Board approval to be added to the list of eligible adjunct faculty:

Name	Title	Subject Area
Eric Amato	Instructor Adjunct	Welding
Keene Barnett	Instructor Adjunct	EMS/Firefighter
Jill Beskid	Assistant Professor Adjunct	Nursing
Jeremy Binni	Instructor Adjunct	Mental Health
Tracy Bober	Assistant Professor Adjunct	Nursing
Kimberly Crow	Instructor Adjunct	Nursing
Sharon Doty	Associate Professor Adjunct	Mathematics
Michael Gilli	Assistant Professor Adjunct	Tooling & Machining
Jack Grove	Instructor Adjunct	Mental Health
Lori Mayher	Instructor Adjunct	English
Marsha Stroud	Assistant Professor Adjunct	Nursing
John Vavrek	Instructor Adjunct	Welding

RECOMMENDATION: It is recommended that the Board approve the names listed above as an eligible adjunct faculty.

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

TAB B2

CONSENT AGENDA

Administrative Items

TAB B2

CONSENT AGENDA

Administrative Items

Purchase of New College Vehicles

**AGENDA ITEM B2: PURCHASE OF THREE NEW 2010 VEHICLES:
SUV, PICKUP TRUCK, AND 4-DOOR SEDAN**
Board of Trustees Meeting Date: January 28, 2010

The College initiated a competitive bidding process in December 2009 for the purchase of three new 2009/2010 vehicles (see attached specifications):

- one – 4-wheel or all-wheel drive, 4-door, 5-passenger sport utility vehicle;
- one – ¼ ton, 4-wheel drive pickup truck; and/or
- one – front-wheel drive, mid-size, 4-door, 5-passenger sedan.

A “Notice for Invitations to Bid” ran in the *Times Leader* on December 31, 2009; January 7, 2010; and January 14, 2010; inviting area dealers to submit a bid.

Three dealers responded to the notice and submitted bid packets:

1. Doan Ford
2. Thomas Chrysler Dodge Jeep
3. Whiteside Chevrolet Olds

A summary of the bids received is as follows:

Sport Utility Vehicle			
	Doan Ford	Thomas Dodge	Whiteside Chevrolet
	2010 Ford Escape	2010 Dodge Compass	2010 Chevy Equinox
MSRP	\$ 26,710.00	\$ 24,570.00	\$ 25,030.00
Discount	\$ (7,164.50)	\$ (3,311.34)	\$ (3,050.00)
Total Bid	\$ 19,545.50	\$ 21,258.66	\$ 21,980.00

Truck			
	Doan Ford	Thomas Dodge	Whiteside Chevrolet
	2010 Ford Ranger	2010 Dodge Dakota	2010 Chevy Colorado
MSRP	\$ 27,470.00	\$ 30,940.00	\$ 24,600.00
Discount	\$ (8,546.50)	\$ (10,340.27)	\$ (5,040.00)
Total Bid	\$ 18,923.50	\$ 20,599.73	\$ 19,560.00

Sedan					
	Doan Ford	Doan Ford	Thomas Dodge	Whiteside Chevrolet	Whiteside Chevrolet
	2010 Ford Fusion	2010 Ford Taurus	2010 Dodge Avenger	2010 Chevy Impala	2010 Chevy Malibu
MSRP	\$ 24,525.00	\$ 25,995.00	\$ 24,720.00	\$ 24,810.00	\$ 23,775.00
Discount	\$ (7,533.50)	\$ (6,232.50)	\$ (6,549.82)	\$ (5,813.82)	\$ (3,785.00)
Total Bid	\$ 16,991.50	\$ 19,762.50	\$ 18,170.18	\$ 18,996.18	\$ 19,990.00

A bid opening was held on Monday, January 18, at 12:00 noon. The bids were reviewed by the Vice President of Administrative Affairs to determine the best and most responsive bid. The low bids submitted by Doan Ford met the required specifications for all three vehicles.

RECOMMENDATION: Recommend the Board accept the bids submitted by Doan Ford for a 2010 Ford Escape at a cost of \$19,545.50; a 2010 Ford Ranger at a cost of \$18,923.50; and a 2010 Ford Fusion at a cost of \$16,991.50.

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

Specifications

New 09/10, 4-wheel or all-wheel drive, 4-door, 5-passenger sport utility vehicle

Any variation from these specifications must be stated on the bid form or attachments.

Mechanical

- 4-wheel or all-wheel drive
- Minimum 2.4 liter engine
- Automatic transmission with over-drive
- Power steering
- Power brakes - ABS

Interior

- 5-passenger seating
- Cruise control
- Tilt steering wheel
- Air conditioning
- Power windows
- Power door locks
- Variably intermittent wipers
- Driver- and passenger-side airbags
- Interior carpet
- Front and rear floor mats
- AM/FM stereo radio with clock (minimum)
- Cloth seats

Exterior

- Four-door
- Rear wiper
- Rear window defroster
- Tinted glass – all windows
- Dual exterior mirrors – power remote
- Remote keyless entry
- 3 sets of keys
- Conventional spare tire
- Spare tire cover if on tailgate
- Mud flaps – all wheels
- Front license plate bracket
- Preferred color if ordered: Silver

SPECIFICATIONS

New 2009/10 ¼ ton, 4-wheel drive pickup truck

Any variations from these specifications must be stated on the bid form or attachments.

Mechanical

- 4-wheel drive
- Minimum 200 horse power gasoline engine
- Heavy duty alternator (minimum 115 amps)
- Heavy duty battery
- Heavy duty automatic transmission / with overdrive
- Power 4 wheel ABS disc brakes
- Power steering

Interior

- Cloth seats with scotch guard (3 adult minimum seating capacity)
- Full length vinyl floor covering
- Tilt steering wheel
- Manufacturer standard instrumentation
- Driver and passenger air bags
- Power mirrors
- Power door locks
- Power windows
- Variable intermittent wipers
- Air conditioning
- AM/FM stereo radio with digital clock
- Rear sliding window/windshield

Exterior

- Regular Cab if available, otherwise designate extended cab
- Longest available bed
- Trailer tow mirrors – power with heat, foldable
- Two front tow hooks
- Bed liner
- All terrain tires with full-size matching spare tire and wheel
- Transfer case and fuel tanks skid plates
- Mud flaps – all wheels
- Silver in color
- Keyless entry

Miscellaneous

- 3 Keys
- Front license plate bracket
- Title / Service / Freight
- Include warranty information
- Include EPA fuel economy estimates
- Fuel tank capacity
- Audible back-up alarm
- Provision for cab roof mounted lamp/beacon
- Reese or equivalent towing package, hitch , and wiring harness