



**BOARD OF TRUSTEES
MEETING**



March 25, 2010

7:00 p.m.

Belmont Technical College

North Center

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

March 25, 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	
WELCOME	Tim Houston, Dean of Off-Campus Operations	
APPROVAL OF AGENDA	Ms. Elizabeth Gates, Chair	
APPROVAL OF MINUTES	Ms. Elizabeth Gates, Chair	A

CONSENT AGENDA

Human Resource Items **B**
BI

1. Retirement
*Terry Puperi, Associate Professor of
Information Technologies*
2. Resignation
*Linda Applegarth, Community Education and
Professional Development Program Coordinator*
3. New Position
Director of Marketing and Strategic Communications
4. New Position
Human Resources Coordinator
5. Position Modification
Director of Human Resources
6. Position Modification
Director of Public Service and Safety/Security
7. Position Modification
Coordinator of Development and Alumni Affairs
8. Appointment
Director of Marketing and Strategic Communications
9. Appointment
*Executive Director of Human Resources
and Organizational Development*
10. Appointment
Director of Operations

- 11. Appointment
Coordinator of Development
- 12. Employee Contract Renewals
- 13. Authorization to Hire
Math Faculty
- 14. Authorization to Hire
Full-time temporary Public Relations Coordinator

Marge A. Hawthorne, Director of Human Resources

Administrative Items

B2

- 1. Approval of the 2011-2016 Capital Plan
- 2. Resolution to approve
Alternative Retirement Plan (ARP)
- 3. Tuition and Fees for 2010-2011
- 4. Transfer of Appropriated Fund Balance/
Reappropriation of Fund Balance

John S. Koucoumaris, Vice President of Administrative Affairs

Board Items

B3

- 1. Modifications to the Board Policy Manual
- 2. Resolution in support of GMN
Partnership Agreement

PRESIDENT'S REPORT

Dr. Joseph E. Bukowski, President

MONITORING ACTIVITIES

C

Financial Report

January & February 2010 Financial Report

C1

John S. Koucoumaris, Vice President of Administrative Affairs

**Section IV: Ends Policies
Board Rule 400.0000.00**

Access to Higher Education
Quarterly Enrollment Statistics

C2

Board Rule 400.0100.00

Student Development

Licensure and Certification Pass Rates
Program Review of all Degree Programs

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

REPORTS AND PRESENTATIONS

Strategic Plan: Enrollment Unit Level Plan
Jody Peeler, Assoc. Dean of Student Financial Aid

Michael Sterling, Director of Recruitment

Student Services Department Report:
A Different Perspective for a New Journey

Peter Law, Dean of Student Services

Ms. Elizabeth Gates, Chair

**COMMENTS FROM
THE CHAIR**

**COMMENTS FROM
COLLEGE COMMUNITY**

UPCOMING EVENTS

Science Fair-March 27th

Signing Ceremony-Broadband Center
April 22, 2010 at 5:00 p.m.

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

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

Celebration of Learning- June 2-4

Nursing Graduation- June 10th

Graduation- June 11th

NEXT REGULAR MEETING

Next Meeting April 22, 2010
Monroe County Senior Center

* Signing Ceremony at the Broadband Center 5:00 p.m.

* Meeting at the Senior Center 7:00 p.m.

ADJOURNMENT

TAB A

MINUTES

BELMONT TECHNICAL COLLEGE
BOARD OF TRUSTEES MEETING

Minutes of January 28, 2010

The regular meeting of the Belmont Technical College District Board of Trustees was held at 7:00 p.m. on January 28, 2010 at Belmont Technical College in the Board Room.

Call to Order Elizabeth Gates, Chair, called the meeting to order at 7:16 p.m.

Roll Call

Marcia Bedway-----	Present
Terry Carson-----	Absent
Lorrinda Saxby-----	Present
Elizabeth Gates-----	Present
William Hunkler-----	Present
Marshall Piccin-----	Absent
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, Judy Sandstead, Peter Law, Jane Evans, Sue White, Jennifer Redrup, Karen Taylor, Jody Peeler, Janet Sempkowski, Holly Bennett, Joyce Baker, Laura Doty and President Joseph Bukowski.

Introduction of Visitors Don McIntosh, CPA-Rea & Associates

Approval to Consider the Amended Agenda Mrs. Gates asked that there be a motion to approve the amended agenda: *Revised USO Metrics* was added under Reports and Presentations.

Ms. Bedway 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.

Dr. Saxby motioned, seconded by Ms. Pollock to approve the minutes of December 3, 2009.
All ayes; motion carried.

Human Resource Items

Approval of Additions to Adjunct Faculty Listing

The following names were submitted and recommended 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

Administrative Items

Purchase of New College Vehicles

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 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.

It was recommend that 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.

Mr. Hunkler requested that the College consider Hybrid vehicles the next time new vehicles need to be purchased. Mrs. Pollock and Mrs. Gates agreed with the comment.

Adjustments to Course Fees

Each year course fees are assessed to determine whether the fee is adequate for covering the cost of supplies and support materials necessary to implement the curriculum. There have been no changes in course fees for two years. This year changes are recommended.

The reason for increases in fees is tied to:

- cost of supplies;
- increased use of handouts;
- curriculum changes that have inspired more complex student projects;
- use of new equipment/service agreements;
- use of new and additional supplies for the curriculum to reflect current practices in the workforce;
- increased accreditation fees;
- software upgrades; and
- implementation of fingerprinting in certain program areas

There has been a decrease in some course fees particularly in the Engineering Programs, due to our ability to purchase software as part of textbook packages which has eliminated the need for maintenance agreements.

The course fee adjustments listed in Appendix A were recommended for approval for the 2010/2011 academic year.

Dr. Saxby motioned, seconded by Mr. Hunkler to accept the Consent Agenda.

All ayes; motion carried.

President's Report

- **Reaffirmation-** board folders contain a copy of the BTC reaffirmation letter from the Higher Learning Commission.
- **Enrollment-** preliminary numbers indicate that we are approximately 20% above our headcount numbers for 2009 and close to 25% above our credit hours for Winter Quarter 2009.
- **Department Updates-** starting next month a different department will be asked to give a presentation at each board meeting highlighting the current activities in the department.
- **Semester Conversion-** Dr. Kurtz will be giving the board periodic updates on the progress of the semester conversion project.

**Monitoring
 Activities**

Audit Report

Audit Report, FY2009

John Koucoumaris, Vice President of Administrative Affairs, reviewed the 2008-2009 Audited Financial Statements along with Don McIntosh, CPA, and Partner of Rea & Associates.

All parties involved were thanked for their cooperation and congratulated on a very successful audit. It was reported by Mr. McIntosh that Belmont Technical College received an unqualified opinion on financial statements and an unqualified opinion on major projects which include Federal Pell Grants and Loans. A management letter was also provided to the College. Each board member was given a copy of the audited financial statements and management letter.

The fiscal year 2009 audit marked the 10th and possible final year working with Rea & Associates. As it stands, regulations only allow our institution to work with a particular accounting firm for a maximum of 10 years.

Mr. Hunkler motioned, seconded by Ms. Bedway to accept the Audit Report, FY2009.

All ayes; motion carried

**Financial
 Report**

November & December Financial Report

NOVEMBER FINANCIAL REPORTS:

The cash position of the College as of November 30, 2009 is as follows:

Checking Account	\$	608,469.90
Certificates of Deposit	\$	11,503,727.20
Savings	\$	611,363.32
Total Temporary Investments	\$	12,115,090.52
Total Cash and Temporary Investments	\$	12,723,560.42

The Budget Report shows the following:

	<u>This Year % Recorded</u>	<u>% Year Completed</u>
Budgeted Revenues	46.5%	41.7%
Budgeted Expenditures	35.9%	41.7%

-
1. The Unexpended Plant Fund Report is in the amount of \$ 2,405,029.30.
 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 \$ 2,139,027.03.
4. The Start up Fund is in the amount of \$ 282,098.09.

DECEMBER FINANCIAL REPORTS:

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

Checking Account	\$ 192,642.52
Certificates of Deposit	\$ 11,328,717.14
Savings	\$ 612,143.85
Total Temporary Investments	\$ 11,940,860.99
Total Cash and Temporary Investments	\$ 12,133,503.51

The Budget Report shows the following:

	<u>This Year % Recorded</u>	<u>% Year Completed</u>
Budgeted Revenues	50.7%	50.0%
Budgeted Expenditures	44.2%	50.0%

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 \$ 2,054,756.30.
4. The Start up Fund is in the amount of \$ 268,738.56.

Ms. Bedway motioned, seconded by Ms. Pollock to accept the November and December Financial Reports.

All ayes; motion carried

See IV:
Ends
Policies

Board
Rule:
400.0000.00-
Access to
Higher
Education

Tuition and Fee Comparisons with Regional and Other Comparable Institutions

The University System of Ohio (USO) has developed a system of metrics for measuring indicators of success and assessing the performance of Ohio's institutions of higher education. There are twenty metrics grouped along four dimensions: access, quality, affordability and efficiency, and economic leadership. Systematic processes for gathering data from institutions and reporting data to stakeholders are organized accordingly to provide stakeholders with information that shows how individual institutions are performing.

Colleges and universities report the tuition and fees they charge to the Ohio Board of Regents (OBR) and to the Integrated Postsecondary Education Statistics Data System (IPEDS). Stakeholders can then use the data published by OBR and IPEDS to make decisions about the affordability of higher education. The Board of Trustees at Belmont Technical College recognizes that the cost of attending college affects not only affordability, but also access, as the more affordable education becomes, the more likely students will be to make decisions to pursue higher education and to achieve their educational goals.

Comparing tuition and fees with comparable peer institutions is one strategy Belmont uses to monitor access to higher education in the Ohio Valley. The college's systematic process for monitoring and reporting progress toward making education accessible to students relies on data gathered from IPEDS and is the most recent cost comparison data available.

Data

This report compares published tuition and fee data for 12 two-year institutions. Eight of these institutions represent those institutions formerly referred to as technical colleges, one institution is a community college in northern West Virginia, and three others are community colleges from this geographic region. Chart 1, *Tuition and Fees Comparison, Comparable Institutions*, compares tuitions and fees for first-time, full-time degree/certificate seeking students, enrolled for 15 credit hours in each of three quarters during the 2007/2008 academic year. Institutional tuition and fees are those "costs" defined by IPEDS as "the amount of money charged to students." Fees are "those fixed sum charges to students for items not covered by tuition that are required of such a large portion of all students that the student who does not pay the charges is an exception."

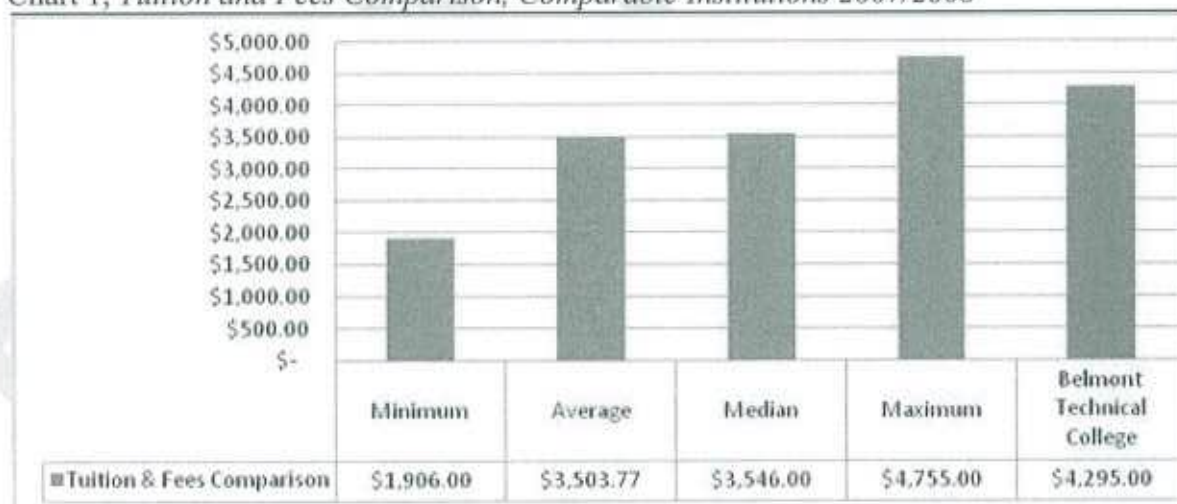
Table 1, *Tuition and Fees Comparison, Comparable Institutions 2007/2008 and 2008/2009*, shows tuition and fees at each of 12 institutions. Totals for tuition and fees are shown for two academic years, 2007/2008 and 2008/2009. Institutions are arranged so that the institution with the highest cost in 2008/2009 is at the top of the list. The majority of institutions did not make changes in tuition for the 2008/2009 academic year. The small differences at some institutions are generally the result of increases in fees. The range of

totals for the 12 institutions in 2008/2009 begins with a low of \$1,978 at West Virginia Northern. The highest total for tuition and fees in this grouping is at Cincinnati State Technical and Community College where a full-time student would be charged \$4,755 for the 2008/2009 academic year. The range between highest and lowest is \$2,777.

Table 1, *Tuition and Fees Comparison, Comparable Institutions 2007/2008 and 2008/2009*

	2007/2008	2008/2009
Cincinnati State Technical and Community College	\$ 4,755.00	\$ 4,755.00
Belmont Technical College	\$ 4,295.00	\$ 4,295.00
Marion Technical College	\$ 3,660.00	\$ 4,064.00
Zane State College	\$ 3,849.00	\$ 3,855.00
Central Ohio Technical College	\$ 3,600.00	\$ 3,600.00
Hocking College	\$ 3,546.00	\$ 3,546.00
James A Rhodes State College	\$ 3,398.00	\$ 3,398.00
Washington State Community College	\$ 3,336.00	\$ 3,354.00
Stark State College of Technology	\$ 3,302.00	\$ 3,302.00
North Central State College	\$ 2,907.00	\$ 2,907.00
Jefferson Community College	\$ 2,700.00	\$ 2,700.00
West Virginia Northern Community College	\$ 1,906.00	\$ 1,978.00

Chart 1, *Tuition and Fees Comparison, Comparable Institutions 2007/2008*



The second table, *Comparison of Tuition and Fees, and Financial Aid Awards with Comparable Institutions*, displays tuition and fees, and three types of financial aid awards for 12 institutions. Data for the comparison are for the 2007/2008 academic year and were drawn from the IPEDS system. Tuition and required fees for this comparison are based upon tuition and required fees for first-time, full-time, degree/certificate seeking undergraduates for the 2007/2008 academic year. The amounts for Federal, state, and institutional aid are the *average* amounts awarded to first-time, full-time, degree/certificate seeking students who received each type of award.

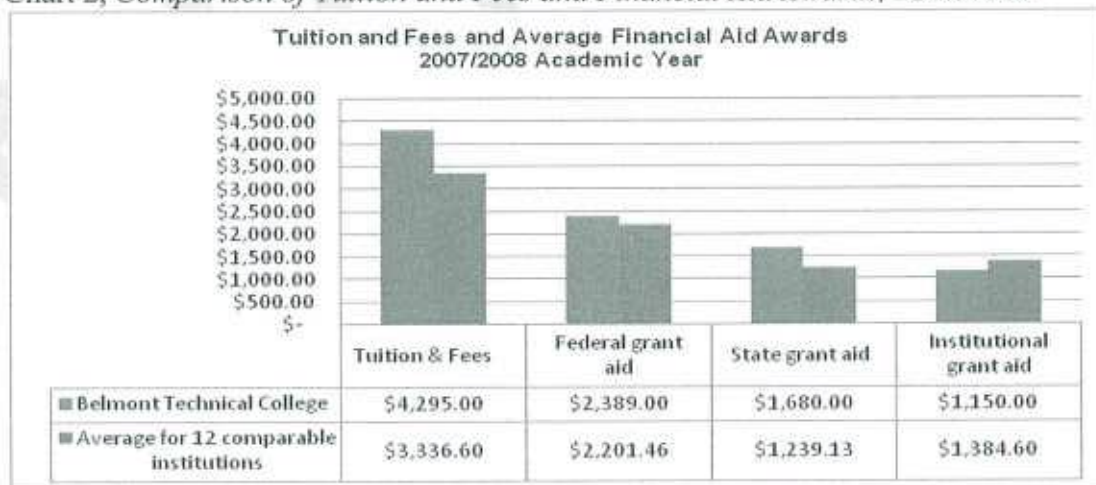
The same 12 institutions are included in the second table; however, in this table, the order of presentation is according to the “out-of-pocket” cost of attending the institution. The “out-of-pocket” cost is another way of looking at the cost of attendance. This “out-of-pocket” cost calculation begins with the total tuition and required fees. The average

financial aid awards are totaled and applied against the total of tuition and fees. It is then possible to guesstimate how much a student would have to pay out of his or her pocket to cover the cost of attending college. While it is unlikely that any one student would receive the average amount of financial aid in every category, financial aid counselors work with students to secure the best packages of aid for each student.

Table 2, *Comparison of Tuition and Fees, and Financial Aid Awards 2007/2008*

	Average awards to First-time full-time Degree-seeking students				Total average awards	Out-of-pocket cost
	Tuition & Fees	Federal grant aid	State grant aid	Institutional grant aid		
North Central State	\$2,907.00	\$ 708.00	\$ 342.00	\$ 494.00	\$1,544.00	\$1,363.00
Stark State	\$3,302.00	\$1,574.00	\$ 879.00	\$1,332.00	\$3,785.00	-\$483.00
Belmont Technical	\$4,295.00	\$2,389.00	\$1,680.00	\$1,150.00	\$5,219.00	-\$924.00
Washington State	\$3,336.00	\$2,195.00	\$ 919.00	\$1,550.00	\$4,664.00	-\$1,328.00
James A Rhodes	\$3,398.00	\$2,608.00	\$1,543.00	\$ 852.00	\$5,003.00	-\$1,605.00
Marion Technical	\$3,660.00	\$2,552.00	\$1,810.00	\$1,259.00	\$5,621.00	-\$1,961.00
Cincinnati State	\$4,755.00	\$2,089.00	\$1,929.00	\$2,790.00	\$6,808.00	-\$2,053.00
Hocking College	\$3,546.00	\$2,562.00	\$1,502.00	\$1,746.00	\$5,810.00	-\$2,264.00
Central Ohio	\$3,600.00	\$2,679.00	\$1,818.00	\$2,005.00	\$6,502.00	-\$2,902.00
West Virginia Northern	\$1,906.00	\$3,030.00	\$1,150.00	\$ 914.00	\$5,094.00	-\$3,188.00
Zane State	\$3,849.00	\$2,848.00	\$1,726.00	\$2,763.00	\$7,337.00	-\$3,488.00
Jefferson	\$2,700.00	\$2,554.00	\$1,586.00	\$2,523.00	\$6,663.00	-\$6,463.00

Chart 2, *Comparison of Tuition and Fees and Financial Aid Awards, 2007/2008*



Analysis

There is a range in cost for Ohio community and technical colleges, and technical colleges seem to cost more than other colleges. Differences are related to the higher cost of providing a technical education. Understanding that a technical education costs more than a general studies program, BTC makes an effort to help students find financial aid to make college accessible.

Tuition and fees at BTC have stayed constant over the last three years, as they have at most of the USO community and technical colleges. IPEDS data included in this report shows *cost* based on tuition and fees, and then *cost* for first-time full-time degree-seeking students who qualify for and receive federal, and/or state, or institutional aid. Thus, an important factor that makes an impact on the cost of higher education is availability of federal, state, and institutional grants. If these types of aid can be used to offset tuition and fees, the remaining cost which a student must pay is often referred to as *out-of-pocket* or *net* cost.

BTC advisors and financial aid counselors encourage first-time full-time degree-seeking students to complete a Free Application for Federal Student Aid (FAFSA). The submission of this form initiates the process of determining eligibility for Federal and other sources of need-based financial aid. Based upon the Department of Education's determination of students' expected family contribution (EFC), students receive financial awards that can offset the cost of higher education. In fact, over the last three years, while tuition and fees have remained constant at BTC, federal aid grants have increased for eligible BTC students.

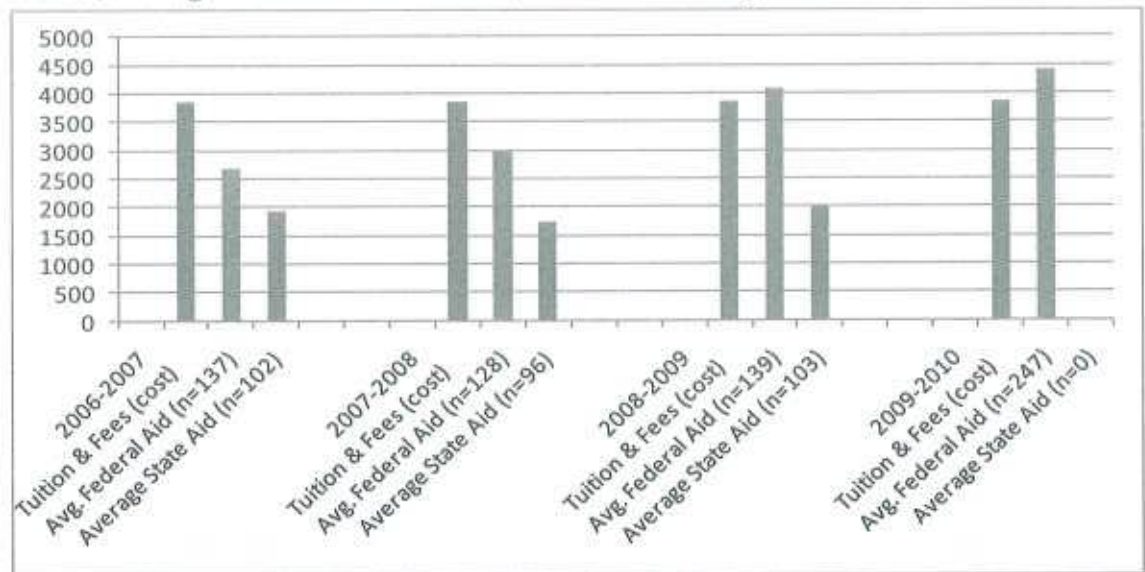
Table 3, *Average Financial Aid Awards, 2006/2007 through 2009/2010* displays the cost of tuition and fees for first-time, full-time degree/certificate seeking students at Belmont. In addition, the table shows average financial aid awards to students. The amounts shown for 2009/2010 reflect awards for fall quarter. The data here show that the out of pocket, or net cost, of a technical education at BTC is lower for the 2008/2009 and the 2009/2010 academic years than it was for the 2006/2007 year. Financial aid awards for the remaining two quarters of 2009/2010 are expected to remain at the current level.

Table 3, *Average Financial Aid Awards, 2006/2007 through 2009/2010*

2006-2007	
Tuition & Fees (cost)	\$ 3,849.00
Avg. Federal Aid (n=137)	\$ 2,693.00
Average State Aid (n=102)	\$ 1,920.14
2007-2008	
Tuition & Fees (cost)	\$ 3,849.00
Avg. Federal Aid (n=128)	\$ 3,003.00
Average State Aid (n=96)	\$ 1,724.84
2008-2009	
Tuition & Fees (cost)	\$ 3,849.00
Avg. Federal Aid (n=139)	\$ 4,069.00
Average State Aid (n=103)	\$ 2,004.74
2009-2010	
Tuition & Fees (cost)	\$ 3,849.00
Avg. Federal Aid (n=247)	\$ 4,416.00
Average State Aid (n=0)	\$ -

These data showing average financial aid awards reflect the fact that in 2009/2010, there have been no financial aid grants from the state. In the third chart and table, the numbers of students receiving aid in each category are shown with category labels e.g. *Average State Aid (n=102)*. The data suggest that first-time, full-time, degree-seeking students eligible for both federal and state financial aid awards would have sufficient funds to cover the cost of BTC tuition and fees. In fact, some students receive awards great enough to pay for books and some of their living expenses. In the chart, cost is shown in red, the bar showing federal aid is blue, and state aid is green.

Chart 3, *Average Financial Aid Awards, 2006/2007 through 2009/2010*



Conclusion and Recommendations

Institutionally supported financial aid has become the key to access for students who would have been eligible in the past for state financial aid. Belmont has given \$205,985.00 to 114 students in 2009/2010. Factored into the average institutional grant are the Hilda Burrows scholarships that were added to help displaced workers return to school. The average institutional aid award to students in 2009/2010 is approximately \$1,807. During the 2008/2009 academic year, institutional awards given at Belmont averaged out to \$952 per student. The increase in institutional grants is making an important impact on the lives of students by giving them access to higher education.

As Belmont Technical College does its part to contribute to meeting the Chancellor’s targeted goals for the University System of Ohio, the college is continuing to assess the needs of students, to respond to those needs in meaningful ways, and to make strategic and creative allocations of institutional aid. Institutional awards are especially important because Federal aid is often not enough to meet the needs of Belmont’s students. Without a doubt, financial aid dollars are key to successful enrollment management, and further to meeting the USO goals of increasing the number of college graduates by 2014

Dr. Saxby motioned, seconded by Ms. Bedway to accept the Monitoring Report.

All ayes; motion carried

Presentations

Strategic Plan: Student Support Unit Level Plan

Karen Taylor and Jennifer Redrup presented the Student Support Unit Level Strategic Plan to the board of trustees.

Semester Conversion: Update and Progress Report

Dr. Rebecca Kurtz gave the board of trustees an update of the current progress of the semester conversion.

Revised USO Metrics

Dr. Rebecca Kurtz presented our revised USO Metrics to the board of trustees.

Ms. Bedway motioned, seconded by Ms. Pollock to accept the Revised USO Metrics.

All ayes; motion carried

**Comments
From the
Chair**

- Board members were reminded that their financial disclosures are due April 15, 2010.
- There will be a Capital Planning workshop on February 11, 2010 @ 5:30 p.m. in the board room.
- We will miss two special friends of the College who have recently passed away: Board of Trustees Member Charlie Jobe and Foundation Board Member Charles Dankworth.
- Congratulations to the College on its reaffirmation.
- Upcoming Events:
 - Math Counts-February 20th
 - JETS- February 26th
 - Cultural Pearls- March 11th @ 6:30 p.m.
 - Medical Assisting Graduation- March 18th
 - 2010 Home & Business Expo-March 26th-28th
 - Science Fair-March 27th
 - OACC Regional Trustees Meeting- May 5, 2010 at Eastern Gateway Community College

**Next Regular
Meeting**

The next regular Board of Trustees meeting will be held on **Thursday, February 25, 2010 @ 7:00 p.m.** in the BTC Board Room. The Workshop will be held at 5:00 p.m.

There being no further business of the Board of Trustees, the meeting adjourned at 9:26 p.m.

Adjournment

Elizabeth Gates, Chair

Joseph E. Bukowski, President

Date Approved: ____/____/____

*APPENDIX A
Course Fee Adjustments*

DRAFT

The following course fee adjustments are recommended for the 2010/2011 academic year.

Course Fees		Course Fee For 09-10 Catalog	New Course Fee
ACC105	General Accounting	0	10
ACC111	Accounting I	0	10
ACC214	Accounting IV	0	10
ACC215	Accounting V	0	10
ACC225	Computerized Accounting	15	20
ACC235	Tax Accounting	15	30
ACC261	Government Accounting	5	10
ADN121	Nursing II	40	60
ADN251	Nursing V	40	25
ADN255	Nursing Seminar	0	85
ADN285	Current Health Issues	0	70
ANP101	Anatomy & Physiology I	25	30
ANP102	Anatomy & Physiology II	25	30
BIO100	Principles of Biology	10	20
BIO103	Microbiology	30	35
BPR112	Architectural Drawing	10	30
BPR116	Fundamentals of Design	30	40
BPR231	Material Science: Graining & Marbling	60	75
BPR232	Material Science: Wood	75	80
BPR236	Material Science: Wall Finishes	70	75
BPR237	Material Science: Stained Glass	60	80
BPR250	Advanced Material Science	60	75
BPR275	Preservation Capstone	25	30
CDT111	Intro. to Early Childhood Ed.	15	20
CDT125	Child Development I	15	20
CET121	Surveying I	25	50
CET122	Surveying II	25	50
CET237	Highway Design & Site Development	70	30
CHM105	Chemistry for Conservators	0	20
CPT101	Computer Concepts & Applications	0	15
CPT114	Programming Logic	0	15
CPT231	Telecommunications	0	15
CPT251	Systems Development & Design	0	15
EMT100	Ohio Basic EMT	35	40
EMT107	EMT Basic Refresher	15	25
EMT108	First Responder	20	30
EMT266	Paramedic Practicum	25	35
ENG094	Paragraph Writing	13	5
ENG101	Composition I	13	15
ENG102	Composition II	13	15
ENG103	Business Communications	13	15
ENG104	Technical Writing	13	15
ENG105	Writing About Literature	13	15
ETC111	Electrical Fundamentals I	25	30
ETC112	Electrical Fundamentals II	25	30
ETC113	Electrical Fundamentals III	25	30
ETC199	Special Problems I	0	10
ETC286	Electronics Capstone	15	10
EXS141	PowerPoint Basics	0	10
HAC106	Applied Service Fundamentals II	70	80
HAC111	Basic Refrigeration I	40	45

Course Fees		Course Fee For 09-10 Catalog	New Course Fee
HAC131	Electricity	40	45
HAC141	Duct Layout and Print	35	40
IET251	Programmable Controllers I	50	60
IET252	Programmable Controllers II	50	60
MAT094	Prealgebra	5	15
MAT095	Introductory Algebra	5	15
MAT097	Intermediate Algebra	5	15
MAT102	Manufacturing Math I	10	15
MAT104	Manufacturing Math II	10	15
MAT121	Technical Mathematics I	5	15
MAT131	College Algebra	5	15
MAT132	Pre-calculus	5	15
MAT221	Business Calculus I	5	15
MAT222	Business Calculus II	5	15
MAT225	Calculus I	5	15
MAT226	Calculus II	5	15
MAT227	Calculus III	5	15
MAT231	Linear Algebra	5	15
MAT241	Finite Mathematics	5	15
MED235	Medical Office Practices	10	20
MED256	Intro. to Coding Systems	10	15
MED258	Intro. to ICD-9-CM Coding	10	15
MED265	Intro. to CPT-4 Coding	10	15
MED268	Intermediate ICD-9-CM and CPT-4 Coding	10	15
MET131	Hydraulics and Pneumatics I	50	60
MET132	Hydraulics and Pneumatics II	50	60
NET150	Network Infrastructure Essentials	225	200
NET151	Networking Basics	225	200
NET152	Routers and Routing	225	200
NET153	Switching Basics	225	200
NET154	WAN Technologies	225	200
NET156	Wireless LANs	225	200

Course Fees		Course Fee For 09-10 Catalog	New Course Fee
NET157	Network Security I	225	200
NET158	Network Security II	225	200
NET160	Introduction to Networking	50	
NET161	Microsoft Windows Professional	225	100
NET166	Microsoft Windows Server 2008	225	100
NET230	Exchange Messaging Server	225	200
NET251	Advanced Routing Configuration	225	200
NET252	Building Remote Access Networks	225	200
NET253	Configuring Lan Switches	225	200
NET254	Internetwork Troubleshooting	225	200
NET264	Microsoft Windows Directory Services	225	200
NET265	Microsoft Windows Directory Services Infrastructure	225	200
NET267	Designing Microsoft Windows Network Infrastructure	225	200
NET270	Implementing Microsoft Windows Network Infrastructure 2008	225	100
NET271	Microsoft Windows Network Security 2008	225	100
NSC101	Physical Science I	25	50
NSC102	Physical Science II	25	50
NSC104	The Science of Energy	0	50
PHY101	Physics I	25	50
PHY102	Physics II	25	50
PNP100	Practical Nursing I	35	45
PNP110	Practical Nursing II	35	105
PNP210	Practical Nursing III	100	120
PNP222	Practical Nursing VI	30	45
PNP230	Practical Nursing Seminar	100	105
PSY103	Career Exploration	0	5
WAF111	Oxyacetylene Practices I	70	80
WAF112	Oxyacetylene Practices II	70	80
WAF121	Shielded Metal Arc I	70	80
WAF122	Shielded Metal Arc II	70	80
WAF123	Shielded Metal Arc III	70	80
WAF124	Shielded Metal Arc IV	70	80
WAF125	Shielded Metal Arc V	70	80
WAF241	Metallic Inert Gas Welding - MIG	85	95
WAF245	Tungsten Inert Gas Welding - TIG	70	80

TAB B
CONSENT
AGENDA

TAB B1

CONSENT AGENDA

Human Resource Items

Retirement

*AGENDA ITEM B1: RETIREMENT – TERRY PUPERI,
Associate Professor of Information Technologies
BOARD OF TRUSTEES MEETING DATE: MARCH 25, 2010*

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.

RECOMMENDATION: Recommend the Board accept the retirement of Terry Puperi effective June 14, 2010.

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

TAB B1

CONSENT AGENDA

Human Resource Items

Resignation

*AGENDA ITEM B1: RESIGNATION-LINDA APPLGARTH, Community
Education and Professional Development Program Coordinator
BOARD OF TRUSTEES MEETING DATE: MARCH 25, 2010*

Linda Poland Applegarth, Community Education and Professional Development Program Coordinator, has submitted her resignation effective March 10, 2010.

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

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

TAB B1

CONSENT AGENDA

Human Resource Items

New Position –

*Director of Marketing and Strategic
Communications*

*AGENDA ITEM B1: NEW POSITION –
DIRECTOR OF MARKETING AND STRATEGIC COMMUNICATIONS
BOARD OF TRUSTEES MEETING DATE: MARCH 25, 2010*

Approval is 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).

RECOMMENDATION: It is recommended that the Board approve the position of Director of Marketing and Strategic Communications.

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

TAB B1

CONSENT AGENDA

Human Resource Items

New Position –

Human Resources Coordinator

*AGENDA ITEM B1: NEW POSITION –
HUMAN RESOURCES COORDINATOR
BOARD OF TRUSTEES MEETING DATE: MARCH 25, 2010*

Approval is 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).

RECOMMENDATION: It is recommended that the Board approve the position of Human Resources Coordinator.

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

TAB B1

CONSENT AGENDA

Human Resource Items

Position Modification –

Director of Human Resources

*AGENDA ITEM B1: POSITION MODIFICATION –
DIRECTOR OF HUMAN RESOURCES
BOARD OF TRUSTEES MEETING DATE: MARCH 25, 2010*

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).

RECOMMENDATION: It is recommended that the Board approve the position of Executive Director of Human Resources and Organizational Development.

SUBMITTED BY: Joseph E. Bukowski, President

TAB B1

CONSENT AGENDA

Human Resource Items

Position Modification –

Director of Public Service & Safety/Security

AGENDA ITEM B1: POSITION MODIFICATION, DIRECTOR OF PUBLIC SERVICE & SAFETY/SECURITY

BOARD OF TRUSTEES MEETING DATE: MARCH 25, 2010

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).

RECOMMENDATION: It is recommended that the Board approve the position of Director of Operations.

SUBMITTED BY: Marge Hawthorne, Director of Human Resources

TAB B1

CONSENT AGENDA

Human Resource Items

Position Modification –

Coordinator of Development and

Alumni Affairs