



**BOARD OF TRUSTEES
MEETING**

April 28, 2011

7:00 p.m.

Belmont Technical College

Monroe County Center

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

April 28, 2011

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

Board Items		B1
1	Renewal of President's Employment Contract	
2	Resolution to Nominate Ms. Marcia Bedway for the <i>Richard N. Adams, Educational Leadership Award</i>	
3	Ratification of Operating Policies <i>Social Media/Networking Policy</i>	

PRESIDENT'S REPORT	Dr. Joseph E. Bukowski, President	
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MONITORING ACTIVITIES		C
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Financial Report	March 2011 Financial Report	C1
	John S. Koucoumaris, Vice President of Administrative Affairs	

Section IV: Ends Policies Board Rule 400.0100.00	Student Development <i>Program Review of all Degree Programs</i>	C2
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Board Rule 400.0200.00	Degree Completion <i>Rate of Goal Attainment</i> Dr. Rebecca Kurtz, Vice President of Learning & Student Success	
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REPORTS AND PRESENTATIONS

ACCT Governance Leadership Institute Report
Ms. Suzanne Pollock, Trustee

AACC Annual Convention Report
Dr. Lorrinda Saxby, Trustee and Mr. Cory DelGuzzo, Trustee

UPCOMING EVENTS/MEETINGS

Naturalization Ceremony - BTC Horizon Hall, May 6, 2011
beginning at 10:30am

OACC Spring Conference - May 26 - 27, 2011 at Embassy
Suites Columbus/Airport

Student Government Association Awards Banquet - June 3, 2011

Graduation - June 9th & 10th at 7:00pm

COMMENTS FROM THE CHAIR

Ms. Elizabeth Gates, Chair

**COMMENTS FROM
COLLEGE COMMUNITY**

NEXT REGULAR MEETING

Next Meeting May 19, 2011

* Workshop 5:00 p.m.

* Meeting 7:00 p.m.

ADJOURNMENT

TAB A

MINUTES

BELMONT TECHNICAL COLLEGE
BOARD OF TRUSTEES MEETING

Minutes of March 24, 2011

The regular meeting of the Belmont Technical College District Board of Trustees was held at 7:00 p.m. on March 24, 2011 at the Belmont Technical College North Center in Cadiz, Ohio.

Call to Order Elizabeth Gates, Chair, called the meeting to order at 7:04 p.m.

Roll Call

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

There being a quorum, the meeting proceeded.

Attendance Becki Kurtz, Tim Houston, Peter Law, Cathy Bennett, Julie Mamie, Holly Bennett, Judy Sandstead, Matt Tarbett, Marge Hawthorne, Jody Peeler, Laura Doty, Brenda Lohri-Posey, Bobbi McMillen, Jennifer Schmitt and President Joseph Bukowski.

Approval of Amended Agenda Mrs. Gates asked that there be a motion to approve the amended agenda with the following items added: Executive Session to discuss a personnel matter requested by an employee, Ratification of Employment, and Contract Non-Renewal.

Mr. Carson motioned, seconded by Mr. Piccin, to accept the amended agenda with the following items added: Executive Session to discuss a personnel matter requested by an employee, Ratification of Employment, and Contract Non-Renewal.

All ayes; motion carried.

Approval of Minutes Mrs. Gates asked for a motion to approve the minutes of February 24, 2011.

Mr. Carson motioned, seconded by Ms. Pollock to approve the minutes of February 24, 2011.

All ayes; motion carried.

**Executive
Session**

Mrs. Gates asked for a motion to go into Executive Session for discussion of a personnel matter requested by an employee.

Mr. Carson motioned, seconded by Dr. Saxby to go into Executive Session for discussion of a personnel matter requested by an employee at 7:08 p.m.

All ayes; motion carried. All but the Board of Trustees and President were asked to leave the room.

Mrs. Gates asked for a motion to end the Executive Session.

Ms. Pollock motioned, seconded by Ms. Bedway to end the Executive Session at 8:43 p.m.

All ayes; motion carried.

**Approval
of Consent
Agenda**

Human Resource Items

Employment Contract Renewals

Employment contracts for full-time faculty, administrative staff, and professional staff were recommended for renewal as detailed on the following pages. (Appendix A)

It was recommended that the Board approve the employment contracts for renewal as presented.

Ratification of Employment – Full-Time Nursing Faculty

At a previous Board meeting, the President was given authority to make the hiring decision for the position of Full-time Nursing Faculty, with the Board to ratify the decision at a subsequent Board meeting.

Ms. Rosita Briggs has accepted the position effective August 15, 2011. Her credentials include a Masters degree in Nursing from Marshall University and a Bachelors degree in Nursing from West Liberty State College. She has her nursing certification for the states of Ohio and West Virginia. Ms. Briggs has previous teaching experience as an Instructor in Nursing and Coordinator of Nursing Skills Lab at West Liberty University, maternal/child nursing experience at Weirton Medical Center, and experience in the Med-Surgical Unit at Wheeling Hospital. Her references were excellent.

Her starting salary is \$39,000 for a nine-month teaching contract, at the rank of Assistant Professor.

It was recommended that the Board ratify the employment of Ms. Rosita Briggs in the position of Assistant Professor of Nursing effective August 15, 2011 at an annual nine-month salary of \$39,000.

Ratification of Employment – Full-Time Mental Health Faculty

At a previous Board meeting, the President was given authority to make the hiring decision for the position of Full-time Mental Health Faculty, with the Board to ratify the decision at a subsequent Board meeting.

Ms. Heather Davis has accepted the position effective April 18, 2011. She has a Bachelors degree in Psychology/Sociology from the University of Pittsburgh, a Masters degree in Marriage and Family Therapy from Seton Hill University, and is a doctoral candidate in General Psychology through Capella University. She anticipates completion of her dissertation in the spring. Ms. Davis is also a licensed professional counselor in Pennsylvania. She has prior college teaching experience and a well rounded psychiatric background including mental health and addictions. References completed for Ms. Davis were excellent.

Her starting salary is \$37,000 for a nine-month teaching contract, at the rank of Assistant Professor.

It was recommended that the Board ratify the employment of Ms. Heather Davis in the position of Assistant Professor of Mental Health effective April 18, 2011 at an annual nine-month salary of \$37,000.

Ratification of Employment – Director of Development & External Affairs

At a previous Board meeting, the President was given authority to make the hiring decision for the position of Director of Development and External Affairs, with the Board to ratify the decision at a subsequent Board meeting.

The position has been accepted by Mr. Raymond J. Konkoleski, II, effective April 18, 2011. He has a Bachelors degree in Political Science, a Bachelors degree in French Language, both from Wheeling Jesuit University, and a certificate in grant writing. His experience includes his current position of Executive Director of The Valley Hospice Foundation, Inc., and prior positions of Vice President of Marketing and Development at Valley Hospice, Inc., and Development Director for The Wheeling Symphony Society, Inc. Mr. Konkoleski is familiar with the dynamics of local fundraising, has been successful in grant writing, and has managed major annual fundraising campaigns, including a recent capital campaign for a building. Reference checks for Mr. Konkoleski were excellent, attesting to his knowledge of development and his commitment to move a cause forward.

His starting annual salary is \$82,500; his contract term will be April 18, 2011, through June 30, 2012.

It was recommended that the Board ratify the employment of Mr. R. J. Konkoleski in the position of Director of Development and External Affairs effective April 18, 2011, at an annual twelve-month salary of \$82,500.

Contract Non-Renewal

The employment contract of Bobbi McMillen, Director of Child Care Services, was recommended for non-renewal.

It was recommended that the Board approve the non-renewal of the employment contract of Bobbi McMillen.

Mr. Carson motioned, seconded by Dr. Saxby to approve the Consent Agenda.

All ayes; motion carried.

President's Report

In order to conserve time, the President did not give a report.

Monitoring Activities

Financial Report

February 2011 Financial Report

FINANCIAL REPORTS:

The cash position of the College as of February 28, 2011 is as follows:

Checking Account	\$	154,112.05
Certificates of Deposit	\$	13,491,609.05
Savings	\$	990,131.52
Total Temporary Investments	\$	14,481,740.57
Total Cash and Temporary Investments	\$	14,635,852.62

The Budget Report shows the following:

	<u>This Year % Recorded</u>	<u>% Year Completed</u>
Budgeted Revenues	73.1%	66.7%
Budgeted Expenditures	59.0%	66.7%

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1. The Unexpended Plant Fund Report is in the amount of \$ 3,091,027.53.
 2. The Repair and Replacement Fund Report (Plant Fund) is in the amount of \$ 58,389.56.
 3. The Board Appropriated Fund Report is in the amount of \$ 2,364,955.69.

4. The Start up Fund is in the amount of \$ 185,900.53.

It was recommended that the Board accept the financial reports for February 2011 as presented.

Mr. Carson motioned, seconded by Ms. Bedway to accept the February 2011 Financial Report.

All ayes; motion carried.

**Foundation
Financial
Report**

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.

Mr. Carson motioned, seconded by Ms. Pollock to accept the Three-Month Financial Report from the BTC Foundation.

All ayes; motion carried.

**Sec IV:
Ends
Policies**

**Board
Rule:
400.0100.00-
Student
Development**

In order to conserve time, the Program Review of all Degree Programs Monitoring Report was not presented.

**Comments
From the
Chair**

Ms. Elizabeth Gates, Chair

- The board retreat for Student Success has been set for Friday, April 1, 2011 and will be held in the Boardroom from 9:00am – 5:00pm. Narcisa Polonio with the ACCT, and Dr. Margaretta Mathis from the Community College Leadership Program, University of Texas at Austin, will be co-facilitating the retreat.
- Terry Carson has handed in his resignation from the board; he will be truly missed. Mr. Carson thanked the board and staff for the opportunity to serve as a board member.
- Upcoming Events/ Meetings:

1. **Science Fair**: March 26, 2011 at BTC from 8am – 3pm

2. **Board Retreat on Student Success**: April 1, 2011 from 9am – 5pm in the BTC Boardroom.
3. **Cultural Pearls**: April 8, 2011, Belmont Technical College
4. **AACC Annual Convention**: New Orleans, LA, April 9-12, 2011. Dr. Saxby and Cory DelGuzzo will be representing BTC.
5. **Annual Caucus**: Belmont Career Center, April 18th at 6:15pm
6. **Naturalization Ceremony**: BTC Horizon Hall, May 6th from 10:30am – 1pm
7. **Graduation**: June 9th and 10th at 7:00pm

Next Regular Meeting

The next regular Board of Trustees meeting will be held on **Thursday, April 28, 2011 @ 7:00 p.m.** at the Monroe County Center in Woodsfield, Ohio.

Adjournment

There being no further business of the Board of Trustees, Mr. Hunkler motioned, seconded by Mr. Carson to adjourn the meeting. The meeting adjourned at 8:53 p.m.

All ayes; motion carried

Elizabeth Gates, Chair

Joseph E. Bukowski, President

Date Approved: ____/____/____

Appendix A

Employment Contract Renewals

DRAFT

Contract Renewal Listing 2011

Administrative Staff		Current Term		Recommended Term	
Name	Title	Length	Term	Length	Term
Joyce Baker	Director of Library, Information, and Learning Commons Services	2 years	July 1, 2009 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Holly Bennett	Dean of Workforce and Economic Development	2 years	July 1, 2009 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
May Charles	Assistant Dean of Arts & Sciences	2 years	July 1, 2009 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Dirk DeCoy	Director of Industrial Trades and Contract Training	2 years	July 1, 2009 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Timothy Houston	Dean of Off-Campus Operations	2 years	July 1, 2009 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Brenda Lohri-Posey	Executive Dean of Academic Affairs	2 years	July 1, 2009 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Janet Sempkowski	Controller	2 years	July 1, 2009 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Elayne Stupak	Director of Educational Services	2 years	July 1, 2009 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Sue White	Assistant Director of Nursing	2 years	July 1, 2009 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012

Contract Renewal Listing 2011

Professional Staff

Name	Title	Current Term		Recommended Term	
		Length	Term	Length	Term
Lisa Baker	Learning Commons and Library Operations Coordinator	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Jane Black	Transfer, Articulation and Academic Advisor	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Joy Blair	Web Developer	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Troy Caldwell	System Administrator	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Stacey Cannon	Learning and Student Success Coordinator	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Marijorie Carrothers	Academic Advisor	.42 years	February 1, 2011 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Mark Farmer	Academic Advisor	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Susan Galavich	Financial Aid Counselor and Loan Coordinator	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Jason Huffman	Human Resources Coordinator	.92 years	August 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Rebecca Hunkler	Academic Advisor	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Patricia King	Analyst/Programmer	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Rodney Leonard	Research Assistant	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Amy Leoni	E-Learning Coordinator	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Lona Lewis-Sorge	Database Server Administrator	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Julie Mamié	Public Relations Coordinator	.83 years	September 7, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Erin Neely	Coordinator of Development	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Joseph Nocera	Community Education and Professional Development Coordinator	.83 years	August 30, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Beth Perzanowski	Manager of Bookstore Operations	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Belinda Porter	Administrative Affairs and Policy Coordinator	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Juanita Roxby	Senior Recruitment Counselor	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Judith Sandstead	Assistant to the Vice President for New Program Development	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Jennifer Schmitt	Assistant to the President	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Colleen Seckman	Registrar	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Merallin Sullivan	Financial Aid Advisor	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Ailsa Vogelsang	EMS/Fire Safety Coordinator	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012
Douglas Walsh	Learning Commons User Services Coordinator	1 year	July 1, 2010 to June 30, 2011	1 year	July 1, 2011 to June 30, 2012

Contract Renewal Listing 2011

Instructional		Current Term		Recommended Term	
Name	Title	Length	Term	Length	Term
Marc Abraham	Associate Professor of Accounting	3 years	Fall 2008 to Summer 2011	3 years	Fall 2011 to Summer 2014
Diane Bennett	Associate Professor of Nursing	1 year	Fall 2010 to Summer 2011	1 year	Fall 2011 to Summer 2012
Ceryl Cassis	Professor of Nursing	3 years	Fall 2008 to Summer 2011	3 years	Fall 2011 to Summer 2014
Suzanne Clutter	Assistant Professor of Natural Science	1 year	Fall 2010 to Summer 2011	1 year	Fall 2011 to Summer 2012
Charles Dawson	Associate Professor of Engineering	3 years	Fall 2008 to Summer 2011	3 years	Fall 2011 to Summer 2014
Rita Fulton	Professor of Biology	3 years	Fall 2008 to Summer 2011	3 years	Fall 2011 to Summer 2014
Jesse Gipko	Assistant Professor of English <i>(Required to complete a Ph.D. by the end of Summer Quarter 2011/12)</i>	1 year	Fall 2010 to Summer 2011	1 year	Fall 2011 to Summer 2012
Ronald Graham	Instructor of Civil Engineering <i>(Required to complete a Master's degree in Civil Engineering by the end of Fall Quarter 2013/14)</i>	1 year	Fall 2010 to Summer 2011	2 years	Fall 2011 to Summer 2013
Margaret Henry	Associate Professor of Nursing	3 years	Fall 2008 to Summer 2011	3 years	Fall 2011 to Summer 2014
Jonne Herman	Associate Professor of Nursing	2 years	Fall 2009 to Summer 2011	3 years	Fall 2011 to Summer 2014
Christina Jacobs	Assistant Professor of Nursing	1 year	Fall 2010 to Summer 2011	2 years	Fall 2011 to Summer 2013
Christine Kerwood	Associate Professor of Nursing	2 years	Fall 2009 to Summer 2011	3 years	Fall 2011 to Summer 2014
Anna Marie Kubovich	Professor of Accounting	3 years	Fall 2008 to Summer 2011	3 years	Fall 2011 to Summer 2014
Elaine McCleskey	Professor of Child Development	3 years	Fall 2008 to Summer 2011	3 years	Fall 2011 to Summer 2014
Stephen Morgan	Instructor of Industrial Trades	1 year	Fall 2010 to Summer 2011	2 years	Fall 2011 to Summer 2013
Francis Nkansah	Assistant Professor of Mathematics <i>(Renewal contingent on Mr. Nkansah having a valid visa as of July 1, 2011)</i>	1 year	Fall 2010 to Summer 2011	1 year	Fall 2011 to Summer 2012
Dawn Renshaw	Instructor of Nursing <i>(Required to complete an MSN degree by the end of Summer Quarter 2014/15)</i>	1 year	Fall 2010 to Summer 2011	1 year	Fall 2011 to Summer 2012
Rhonda Sansone	Associate Professor of Nursing	1 year	Fall 2010 to Summer 2011	1 year	Fall 2011 to Summer 2012
Robert Scatterday	Associate Professor of Engineering	3 years	Fall 2008 to Summer 2011	1 year	Fall 2011 to Summer 2012
Cathleen Senter	Instructor of Building Preservation & Restoration <i>(Includes an extension of one quarter to complete Bachelors degree by the end of Fall Quarter 2011)</i>	1 year	Fall 2010 to Summer 2011	1 year	Fall 2011 to Summer 2012
Erin Susick	Assistant Professor of Mathematics	1 year	Fall 2010 to Summer 2011	1 year	Fall 2011 to Summer 2012
Brenda Wallner	Assistant Professor of Nursing	1 year	Fall 2010 to Summer 2011	2 years	Fall 2011 to Summer 2013

Appendix B

February 2011 Financial Report

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Bilhami Technical College
Condition of Funds Summary
February 28, 2011

	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11
General Fund									
Beginning Balance	\$ (2,597,535.07)	\$ (3,110,174.87)	\$ (2,667,565.45)	\$ (2,578,557.60)	\$ (2,572,372.19)	\$ (2,521,062.78)	\$ (2,059,290.66)	\$ (2,037,269.45)	\$ (2,754,979.81)
Add Receipts	1,487,745.67	6,626,185.66	1,536,541.25	2,680,277.42	12,372,304.35	1,397,983.27	2,180,049.77	1,123,918.79	1,665,336.12
Total Available	\$ (1,109,789.40)	\$ 3,426,010.79	\$ (1,131,010.18)	\$ 1,011,719.82	\$ 9,179,932.16	\$ (1,323,079.51)	\$ (879,241.12)	\$ 1,106,649.34	\$ (1,093,623.66)
Less Disbursements	2,100,383.47	6,093,576.23	1,447,547.42	3,204,092.01	11,709,094.94	1,726,211.18	2,148,038.33	10,865,629.15	2,153,802.32
Ending Balance	\$ (3,210,174.87)	\$ (2,667,565.43)	\$ (2,720,537.60)	\$ (3,192,372.19)	\$ (2,331,062.78)	\$ (3,059,290.66)	\$ (1,037,269.45)	\$ (2,758,979.81)	\$ (3,247,485.98)
Auxiliary Enterprise Fund									
Beginning Balance	\$ 2,875,782.41	\$ 2,675,936.52	\$ 2,658,175.19	\$ 2,604,449.81	\$ 2,712,985.74	\$ 2,675,750.32	\$ 2,664,370.96	\$ 2,663,615.22	\$ 2,830,113.48
Add Receipts	332,672.13	23,022.64	21,150.33	1,350,011.30	39,905.08	21,557.09	657,105.16	522,642.19	24,127.45
Total Available	\$ 2,908,454.54	\$ 2,876,619.16	\$ 2,857,325.52	\$ 3,954,461.11	\$ 2,752,890.72	\$ 2,697,307.41	\$ 3,321,476.12	\$ 3,186,257.41	\$ 2,862,440.97
Less Disbursements	254,858.02	40,443.97	52,875.61	1,241,475.37	77,135.40	52,942.45	657,860.90	346,941.97	33,907.07
Ending Balance	\$ 2,653,596.52	\$ 2,836,175.19	\$ 2,804,449.91	\$ 2,712,985.74	\$ 2,675,750.32	\$ 2,644,370.96	\$ 2,663,615.22	\$ 2,839,315.44	\$ 2,829,533.86
Restricted Fund									
Beginning Balance	\$ 371,404.57	\$ 423,208.80	\$ 277,622.49	\$ 231,815.50	\$ 394,354.00	\$ 563,371.08	\$ 356,878.07	\$ 396,187.71	\$ 400,133.79
Add Receipts	107,348.76	2,075,057.69	51,593.12	218,595.12	5,363,268.41	160,908.00	125,263.81	4,932,369.54	265,531.72
Total Available	\$ 478,753.33	\$ 3,098,266.49	\$ 329,215.61	\$ 450,410.62	\$ 5,757,622.41	\$ 724,279.08	\$ 482,141.88	\$ 5,338,553.25	\$ 765,665.51
Less Disbursements	55,544.52	2,820,644.00	97,409.31	55,656.63	5,395,688.73	166,402.20	86,058.17	4,928,457.46	375,902.73
Ending Balance	\$ 423,208.80	\$ 277,622.49	\$ 331,815.30	\$ 394,754.00	\$ 562,733.68	\$ 557,876.88	\$ 396,083.71	\$ 400,133.79	\$ 389,762.80
Development Fund									
Beginning Balance	\$ 98,501.84	\$ 103,962.37	\$ 105,502.37	\$ 106,980.37	\$ 108,747.02	\$ 108,514.01	\$ 110,409.58	\$ 113,459.96	\$ 116,124.11
Add Receipts	5,231.32	2,900.00	1,654.33	3,125.22	69.00	3,166.72	3,131.42	5,186.15	3,392.18
Total Available	\$ 103,733.17	\$ 105,862.37	\$ 107,156.70	\$ 110,105.59	\$ 108,816.02	\$ 110,710.74	\$ 113,541.00	\$ 118,646.11	\$ 121,516.29
Less Disbursements	760.80	256.37	1,318.57	333.01	301.16	81.04	532.90	545.62	545.62
Ending Balance	\$ 102,972.37	\$ 105,605.99	\$ 105,838.13	\$ 109,772.58	\$ 108,514.01	\$ 110,409.58	\$ 113,008.10	\$ 118,100.49	\$ 120,970.67
Endowment Fund									
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Add Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less Disbursements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unexpended Plant Fund									
Beginning Balance	\$ 24,159.13	\$ 24,159.13	\$ 24,159.13	\$ 24,159.13	\$ 24,159.13	\$ 24,159.13	\$ 24,159.13	\$ 24,159.13	\$ 24,159.13
Add Receipts	-	126,600.00	126,600.00	102,616.53	102,616.53	126,600.00	126,600.00	126,600.00	126,600.00
Total Available	\$ 24,159.13	\$ 150,819.13	\$ 150,819.13	\$ 126,775.66	\$ 126,775.66	\$ 150,759.13	\$ 150,759.13	\$ 150,759.13	\$ 150,759.13
Less Disbursements	-	130,660.00	130,660.00	102,616.53	126,600.00	126,600.00	126,600.00	126,600.00	126,600.00
Ending Balance	\$ 24,159.13	\$ 20,159.13	\$ 20,159.13	\$ 24,159.13	\$ 24,159.13	\$ 24,159.13	\$ 24,159.13	\$ 24,159.13	\$ 24,159.13
Investment in Plant									
Beginning Balance	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00
Add Receipts	-	-	-	-	-	-	-	-	-
Total Available	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00
Less Disbursements	-	-	-	-	-	-	-	-	-
Ending Balance	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00
Plant Fund									
Beginning Balance	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43
Add Receipts	-	-	-	-	-	-	-	-	-
Total Available	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43
Less Disbursements	-	-	-	-	-	-	-	-	-
Ending Balance	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43	\$ 61,953.43
All Funds									
Beginning Balance	\$ 454,780.99	\$ 56,203.38	\$ 458,305.18	\$ 577,888.64	\$ 87,253.13	\$ 688,779.79	\$ 335,568.28	\$ 205,266.13	\$ 658,210.26
Add Receipts	1,972,969.21	9,236,765.99	1,257,638.93	4,252,099.07	17,878,292.22	1,508,335.68	2,985,650.16	16,594,116.67	2,183,117.33
Total Available	\$ 2,427,750.20	\$ 9,739,075.37	\$ 1,715,944.11	\$ 4,830,987.71	\$ 17,965,545.35	\$ 3,197,115.47	\$ 3,181,218.44	\$ 16,799,382.80	\$ 2,841,327.59
Less Disbursements	2,411,546.82	8,954,604.19	1,598,055.47	4,742,542.58	17,236,968.61	3,063,547.19	2,895,592.31	16,141,572.54	2,669,215.74
Ending Balance	\$ 56,203.38	\$ 778,471.18	\$ 1,117,888.64	\$ 87,355.13	\$ 688,779.79	\$ 134,568.28	\$ 285,626.13	\$ 658,210.26	\$ 1,172,111.85
Tenors Investment									
Beginning Balance	\$ 9,784,178.65	\$ 9,344,071.06	\$ 9,255,122.97	\$ 9,387,385.24	\$ 9,822,240.78	\$ 9,829,485.73	\$ 9,249,250.53	\$ 10,259,652.68	\$ 10,268,233.21
Add Receipts	35,340.40	35,340.40	35,340.40	35,340.40	35,340.40	35,340.40	35,340.40	35,340.40	35,340.40
Total Available	\$ 9,819,519.05	\$ 9,379,411.46	\$ 9,290,463.37	\$ 9,422,725.64	\$ 9,857,581.18	\$ 9,864,826.13	\$ 9,284,590.93	\$ 10,295,000.00	\$ 10,303,573.61
Less Disbursements	123,172.76	123,172.76	123,172.76	123,172.76	123,172.76	123,172.76	123,172.76	123,172.76	123,172.76
Ending Balance	\$ 9,696,346.29	\$ 9,256,238.70	\$ 9,167,290.61	\$ 9,300,000.00	\$ 9,734,408.42	\$ 9,741,653.37	\$ 9,161,418.17	\$ 10,171,827.24	\$ 10,180,400.85
Total Certificates of Deposits									
Beginning Balance	\$ 12,569,116.01	\$ 12,123,290.25	\$ 12,130,290.25	\$ 12,327,416.20	\$ 12,762,451.97	\$ 12,969,084.33	\$ 12,329,449.12	\$ 13,344,851.27	\$ 13,497,609.05
U.S. Treasury Bills									
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Add Receipts	-	-	-	-	-	-	-	-	-
Total Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less Disbursements	-	-	-	-	-	-	-	-	-
Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Savings Accounts									
Beginning Balance	\$ 296,657.11	\$ 871,657.11	\$ 371,657.11	\$ 122,237.32	\$ 697,237.32	\$ 697,237.32	\$ 697,237.32	\$ 697,237.32	\$ 697,237.32
Add Receipts	9,464.42	9,464.42	9,464.42	9,464.42	9,464.42	9,464.42	9,464.42	9,464.42	9,464.42
Total Available	\$ 306,121.53	\$ 881,121.53	\$ 381,121.53	\$ 131,701.74	\$ 706,701.74	\$ 706,701.74	\$ 706,701.74	\$ 706,701.74	\$ 706,701.74
Less Disbursements	39,509.96	39,509.96	39,509.96	39,509.96	39,509.96	39,509.96	39,509.96	39,509.96	39,509.96
Ending Balance	\$ 266,611.57	\$ 841,611.57	\$ 341,611.57	\$ 92,191.78	\$ 667,191.78	\$ 667,191.78	\$ 667,191.78	\$ 667,191.78	\$ 667,191.78
Total Cash and Temporarily Investments	\$ 12,971,350.86	\$ 13,138,647.91	\$ 12,566,413.81	\$ 14,197,573.65	\$ 15,781,384.75	\$ 15,281,714.47	\$ 15,000,193.05	\$ 14,635,852.62	\$ 14,635,852.62

Belmont Technical College
 Revenue and Expenditures
 Month Ending February 28, 2011
 (General Fund)

	2009-2010			2010-2011		
	Final <u>Actual</u>	Actual to Date	% of Final <u>Actual</u>	Original <u>Budget</u>	Actual to Date	% of Budget to Date
REVENUE						
Board of Regents	\$5,586,420	\$3,739,127	66.9%	\$5,694,864	\$3,999,244	70.2%
State Dept of Educ	\$0	\$0	0.0%	\$0	\$0	0.0%
Tuition	\$5,215,435	\$3,756,633	72.0%	\$5,374,577	\$4,188,342	77.9%
Other Student Fees	\$2,542,711	\$1,791,965	70.5%	\$2,530,807	\$1,990,595	78.7%
Sales and Service	\$21,959	\$12,558	57.2%	\$15,000	\$15,479	103.2%
Miscellaneous	\$247,986	\$65,618	26.5%	\$425,000	\$75,693	17.8%
TOTAL REVENUE	\$13,614,512	\$9,365,902	68.8%	\$14,040,248	\$10,269,352	73.1%
EXPENDITURES						
Instructional	\$4,581,602	\$2,635,523	57.5%	\$4,786,224	\$3,025,036	63.2%
Public Services	12,025	\$1,925	16.0%	11,946	2,151	18.0%
Academic Support	1,686,496	\$1,039,516	61.6%	1,853,350	1,109,264	59.9%
Student Services	987,790	\$644,338	65.2%	1,105,648	722,541	65.4%
Institutional Support	3,040,311	\$1,887,643	62.1%	4,266,806	2,152,747	50.5%
Oper/Maint Plant	1,068,468	\$706,453	66.1%	1,197,274	743,878	62.1%
Financial Aid	587,042	\$434,278	74.0%	649,000	427,033	65.8%
TOTAL EXPENDITURES	\$11,963,735	\$7,349,676	61.4%	\$13,870,248	\$8,182,649	59.0%
DIFFERENCE	\$1,650,777	\$2,016,226		\$170,000	\$2,086,703	

BUDGET PRIORITIES

Contingency	100,000
Salary Increases	-
Health Care Increas	70,000
	<u>170,000</u>
	<u>-</u>

8/12 = 66.7%

Belmont Technical College
Salaries, Benefits, Operating Expenses
Month Ending February 28, 2011
(General Fund)

	Salaries			Benefits			Operations			Budget			TOTAL		
	Budget Actual	YTD Actual	Pct	Budget Actual	YTD Actual	Pct	Budget Actual	YTD Actual	Pct	Budget Actual	YTD Actual	Pct	Budget Actual	YTD Actual	Pct
Instruction															
10-11	3,454,192	2,301,700	66.6%	1,008,041	610,529	60.6%	323,991	112,808	34.8%	4,786,224	3,025,036	63.2%			
09-10	3,428,242	1,972,732	57.5%	888,275	537,297	60.5%	265,084	125,494	47.3%	4,581,601	2,635,523	57.5%			
08-09	3,167,597	1,782,827	56.3%	792,331	506,975	64.0%	248,303	119,017	47.9%	4,208,231	2,408,820	57.2%			
07-08	3,160,087	1,821,467	57.6%	825,868	505,911	61.3%	193,698	97,747	50.5%	4,179,653	2,425,125	58.0%			
06-07	3,074,539	1,687,397	54.9%	812,601	457,147	56.3%	185,327	127,411	68.7%	4,072,467	2,271,955	55.8%			
05-06	2,954,685	1,567,291	53.0%	749,112	411,779	55.0%	196,971	78,280	39.7%	3,900,768	2,057,350	52.7%			
Public Service															
10-11	6,000	-	0.0%	946	-	0.0%	5,000	2,151	43.0%	11,946	2,151	18.0%			
09-10	3,000	-	0.0%	1,187	-	0.0%	7,838	1,925	24.6%	12,025	1,925	16.0%			
08-09	3,000	1,038	34.6%	1,024	414	40.4%	7,518	1,970	26.2%	11,542	3,422	29.6%			
07-08	3,038	-	0.0%	974	-	0.0%	6,597	2,583	39.2%	10,609	2,583	24.3%			
06-07	3,229	-	0.0%	1,226	-	0.0%	12,304	3,899	31.7%	16,759	3,899	23.3%			
05-06	3,276	52	1.6%	510	8	1.6%	6,109	1,089	17.8%	9,895	1,149	11.6%			
Academic Support															
10-11	1,204,860	759,318	63.0%	362,741	252,775	69.7%	285,749	97,170	34.0%	1,853,350	1,109,264	59.9%			
09-10	1,109,628	726,271	65.5%	346,564	227,150	65.5%	230,304	86,095	37.4%	1,686,496	1,039,516	61.6%			
08-09	884,306	532,117	60.2%	246,639	169,967	68.9%	216,110	109,780	50.8%	1,347,055	811,864	60.3%			
07-08	815,747	516,252	63.3%	244,860	166,562	68.0%	224,504	116,379	51.8%	1,285,111	799,193	62.2%			
06-07	817,874	477,374	58.4%	252,979	143,111	56.6%	255,071	114,106	44.7%	1,325,924	734,591	55.4%			
05-06	728,761	485,735	66.7%	214,027	142,060	66.4%	234,570	76,334	32.5%	1,177,358	704,129	59.8%			
Student Services															
10-11	728,446	486,483	66.8%	278,642	180,268	64.7%	98,560	55,790	56.6%	1,105,648	722,541	65.4%			
09-10	675,493	443,787	65.7%	249,615	163,676	65.6%	62,681	36,875	58.8%	987,789	644,338	65.2%			
08-09	595,903	410,010	68.8%	218,667	156,066	71.4%	60,128	42,831	71.2%	874,698	608,907	69.6%			
07-08	583,367	389,738	66.8%	224,378	142,464	63.5%	62,294	44,091	70.8%	870,039	576,293	66.2%			
06-07	577,090	360,537	62.5%	214,284	132,551	61.9%	58,441	41,679	71.3%	849,815	534,767	62.9%			
05-06	546,997	394,946	72.2%	201,361	133,409	66.3%	53,964	32,394	60.0%	802,322	560,749	69.9%			
Inst'l Support															
10-11	1,864,040	1,138,316	61.1%	579,599	361,936	62.4%	1,993,167	652,494	32.7%	4,436,806	2,152,747	48.5%			
09-10	1,540,838	1,003,491	65.1%	470,348	309,499	65.8%	1,029,125	574,653	55.8%	3,040,311	1,887,643	62.1%			
08-09	1,492,348	870,437	58.3%	424,587	283,114	66.7%	1,033,201	775,863	75.1%	2,950,136	1,929,414	65.4%			
07-08	1,291,001	767,604	59.5%	412,960	244,847	59.3%	1,030,760	726,829	70.5%	2,734,721	1,739,280	63.6%			
06-07	1,231,160	726,865	59.0%	373,721	229,924	61.5%	1,040,957	633,292	60.3%	2,655,838	1,590,081	59.9%			
05-06	1,152,319	626,391	54.4%	351,145	197,885	56.4%	881,557	569,134	64.6%	2,385,021	1,393,410	58.4%			
Oper/Maint Plant															
10-11	411,401	268,459	65.3%	178,281	113,326	63.6%	607,592	362,093	59.6%	1,197,274	743,878	62.1%			
09-10	374,956	245,680	65.5%	165,152	107,527	65.1%	528,361	353,247	66.9%	1,068,469	706,453	66.1%			
08-09	351,318	226,164	64.4%	152,957	100,724	65.9%	492,669	300,745	61.0%	996,944	627,633	63.0%			
07-08	344,695	220,673	64.0%	151,761	97,109	64.0%	463,302	299,654	64.7%	959,758	617,436	64.3%			
06-07	335,886	219,157	65.2%	147,508	96,618	65.5%	464,604	321,234	69.1%	947,998	637,009	67.2%			
05-06	329,485	211,211	64.1%	146,300	90,353	61.8%	490,072	299,767	61.2%	965,857	601,331	62.3%			
Financial Aid															
10-11															
09-10															
08-09															
07-08															
06-07															
05-06															
TOTAL															
10-11	7,668,939	4,954,276	64.6%	2,408,250	1,518,834	63.1%	3,963,059	1,709,540	43.1%	14,040,248	8,182,649	58.3%			
09-10	7,132,157	4,391,960	61.6%	2,121,141	1,345,149	63.4%	2,710,435	1,612,567	59.5%	11,963,733	7,349,676	61.4%			
08-09	6,494,472	3,822,591	58.9%	1,836,205	1,217,260	66.3%	2,630,210	1,684,317	64.0%	10,960,887	6,724,169	61.3%			
07-08	6,197,935	3,715,734	60.0%	1,860,801	1,156,893	62.2%	2,452,962	1,574,238	64.2%	10,511,698	6,446,865	61.3%			
06-07	6,039,778	3,471,330	57.5%	1,802,319	1,059,351	58.8%	1,802,319	1,557,919	86.4%	10,287,250	6,088,600	59.2%			
05-06	5,715,523	3,285,626	57.5%	1,662,455	975,494	58.7%	2,284,833	1,298,340	56.8%	9,662,811	5,559,460	57.5%			

Appendix C

Foundation Financial Report

DRAFT

BTC Foundation, Inc.
Account Summary
As of December 31, 2010

PNC Bank	
<u>Investments</u>	
Restricted -- Clay Fund	264,079.57
Unrestricted -- Foundation Fund	303,763.20
<u>Total Investments (PNC INVESTMENTS)</u>	<u>567,842.77</u>
PNC Bank	
Business Money Market Savings	34,304.49
<u>Total Savings Account Balance</u>	<u>34,304.49</u>
Small Business Primary Checking	26,000.00
<u>Total Checking Account Balance</u>	<u>26,000.00</u>
<u>Total Assets</u>	<u>\$ 628,147.26</u>

BTC Foundation, Inc.
Checking and Savings Summary
As of December 31, 2010

Checking	
Beginning Balance - October 1, 2010	\$ 1,000.00
Deposits (Transfer from Savings)	25,000.00
Less Disbursements	-
<u>Ending Balance - December 31, 2010</u>	<u>\$ 26,000.00</u>
Savings	
Beginning Balance - October 1, 2010	\$ 51,792.20
Donations	7,481.54
Transfer to Checking	(25,000.00)
Interest	32.35
Interest Withholding	(1.60)
<u>Ending Balance - December 31, 2010</u>	<u>\$ 34,304.49</u>

BTC Foundation, Inc.
Investment Activity
Beginning October 1, 2010 and Ending December 31, 2010

		<u>Restricted -- Clay Fund</u>	<u>Unrestricted -- Foundation Fund</u>	<u>Combined</u>
Beginning Market Value - October 1, 2010	\$	255,501.34	294,487.98	549,989.32
Investment Income		3,323.15	1,731.07	5,054.22
Transfer from Savings		-	-	-
Less Investment Expenses		-	-	-
Gross Balance		258,824.49	296,219.05	555,043.54
Net Unrealized Gains (Losses)		5,255.08	7,544.15	12,799.23
Net Realized Gains (Losses)		-	-	-
<u>Ending Market Value - December 31, 2010</u>		<u>264,079.57</u>	<u>303,763.20</u>	<u>567,842.77</u>

Donation Summaries
October 1, 2010 - December 31, 2010

		Giving by Gift Range	
Gift Range	\$ Donated	# of Donors	
5,000+	-	0	
1,000-4,999	4,000.00	2	
750-999	-	0	
500-749	500.00	1	
250-499	999.84	3	
100-249	927.00	7	
50-99	440.00	7	
1-49	614.70	22	
Totals	7,481.54	42	
		Giving by Campaign - Fund	
Campaign - Fund	\$ Donated	# of Donors	
Annual Campaign: Unrestricted	1007	4	
Employee Campaign: Unrestricted	2474.54	36	
Unsolicited Donation: Gust Maistros Scholarship	1000	1	
Unsolicited Donation: BPR Scholarship	2000	1	
Unsolicited Donation: Unrestricted	1000	1	
Totals	7481.54	43	
* Some Donors Gave to More Than One Fund			
		Giving by Month	
Month	\$ Donated		
October	1,082.44		
November	685.72		
December	5,713.38		
Total	7,481.54		

TAB B
CONSENT
AGENDA

TAB B1
CONSENT AGENDA
Board Items

TAB B1

CONSENT AGENDA

Board Items

*Renewal of President's Employment
Contract*

*AGENDA ITEM B1: RENEWAL OF PRESIDENT'S
EMPLOYMENT CONTRACT
BOARD OF TRUSTEES MEETING DATE: APRIL 28, 2011*

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

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

SUBMITTED BY: Elizabeth F. Gates, Chair

TAB B1

CONSENT AGENDA

Board Items

*Resolution to Nominate Marcia Bedway for
the Richard N. Adams, Educational
Leadership Award*

**BELMONT TECHNICAL COLLEGE
BOARD OF TRUSTEES**



RESOLUTION 2011-04

**RESOLUTION TO NOMINATE MARCIA BEDWAY FOR THE
*RICHARD N. ADAMS, EDUCATIONAL LEADERSHIP AWARD***

WHEREAS, Marcia Bedway has been a Belmont Technical College Board of Trustee member since 1998; and

WHEREAS, Marcia Bedway has attended a minimum of 12 OACC sponsored events; and

WHEREAS, Marcia Bedway has demonstrated ongoing commitment to trustee education and engagement, development, and community service.

NOW, THEREFORE, BE IT RESOLVED, that the Belmont Technical College Board of Trustees nominate Marcia Bedway for the Ohio Association of Community College *Richard N. Adams, Educational Leadership Award*.

Elizabeth Gates, Chair

Joseph E. Bukowski, President

Date Approved

TAB B1

CONSENT AGENDA

Board Items

Ratification of Operating Policy

Social Media/Networking

AGENDA ITEM B1: SOCIAL MEDIA/NETWORKING POLICY

Board of Trustees Meeting Date: April 28, 2011

To address the fast-changing landscape of the Internet and the way people communicate and obtain information online and support the College's mission, Belmont Technical College (BTC) believes that having a presence in social media will allow the College to broadcast information and interact with a broader public in an enriching way. BTC's social media content will be in compliance with the applicable state and federal laws as well as all applicable College privacy and confidentiality policies.

Policy Statement:

The College will service and maintain social media outlets. This policy prescribes guidelines for creating and using social media affiliated with Belmont Technical College and also offers guidance for College employees who communicate or otherwise participate within social media venues.

Persons Affected:

All employees, students, prospective students, community members, and third party vendors of Belmont Technical College.

Definitions:

Professional Involvement – The Director of Marketing and Strategic Communications or his/her designee who uses social media in a professional capacity while representing BTC and, in that capacity, must be aware of and adhere to the rules and guidelines required by the College.

Professional Personal Involvement – Any employee who uses his/her personal social media site to respond to a BTC post acting in a BTC representative's capacity.

Personal Involvement – Any employee who uses social media as a part of his/her personal life.

Social Media/Social Networking – Media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. (e.g. Facebook, Twitter, LinkedIn, Flickr, YouTube, etc.)

Web Content – Copyrighted public information in textual, visual or aural content that is encountered as part of the user experience on websites.

Procedures:

Responsibilities - Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same policies, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other College constituents apply online as in the real world. Employees are liable for anything they post to social media sites.

Section 1: Institutional Social Media

If you post on behalf of an official College unit, the following practices must be adhered to in addition to all policies and best practices listed in Section 2:

1. Notify the College: Departments who would like to have a social media presence should contact the Director of Marketing and Strategic Communications. Official College social media sites must be authorized and approved by the Director of Marketing and Strategic Communications.
2. Acknowledge who you are: If you are representing Belmont Technical College when posting on a social media platform, acknowledge this.
3. Have a plan: Departments should consider their messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date.
4. Link back to the College: Whenever possible, link back to the Belmont Technical College website.
5. Protect the institutional voice: Posts on social media sites should protect the College's institutional voice by remaining professional in tone and in good taste.
6. In regards to advertising for contributors, the Director of Marketing and Strategic Communications will adhere to vendor contracts and College policies related to advertising and contractual obligations when deciding whether or not the advertisement is legitimate. Clients, partners, or suppliers will not be referenced on College web publications or social media sites without their approval.
7. The College is not liable for any information posted by students. Furthermore, the College is not responsible or liable for any activities or incidents resulting from web content that is not posted by the College.
8. BTC has the right to remove any content for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal on official BTC social media sites.
9. Violations and misconduct in the usage of social media will be handled in accordance per applicable College policy.

Section 2: Protocols for Using Social Media Sites

1. Protect confidential and proprietary information: Do not post confidential or proprietary information about BTC, students, employees, or alumni. Employees must still follow the applicable federal requirements such as FERPA and HIPAA. Adhere to all applicable College privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary action including suspension and/or termination.
2. Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of the College. For guidance, consult the Copyright and Intellectual Property Policy.
3. Do not use BTC logos on personal social media sites.
4. Respect College time and property: College computers and time on the job are reserved for College related business as approved by supervisors and in accordance with the Appropriate and Acceptable Use Policies.
5. Terms of service: It is recommended that students, faculty and staff adhere to the terms and conditions of social media/networking sites. Students and employees retain sole responsibility for any content they choose to include on any personal

- website, and may be held responsible for this content by the College as well as law enforcement officials.
6. It should be clear to users whether the site they are interacting with is a BTC page administered by BTC for BTC purposes or whether this is a personal page run by an individual for their own purposes.
 7. The College may monitor staff or student media/social networking content published independently of their work at BTC.

Section 3: Best Practices

This section applies to those posting on behalf of an official College unit, though the guidelines may be helpful for anyone posting on social media in any capacity.

1. Think twice before posting: Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the College. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you would not say it at a conference or to a member of the media, consider whether you should post it online.
2. Strive for accuracy: Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the College in any capacity. (See “Institutional Social Media” above.)
3. Be respectful: Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the College and its institutional voice.
4. Remember your audience: Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, current employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
5. On personal sites, identify your views as your own. If you identify yourself as a Belmont Technical College employee online, it should be clear that the views expressed are not necessarily those of the institution.
6. Avoid creating and endorsing “hybrid” sites which contain elements of both (professional and personal content) and which are likely to cause confusion and possible brand damage.

Related Documents:

- FERPA – www.ed.gov/policy/gen/guid/fpco/ferpa/index.html
- HIPAA - <http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>
- Civil Rights Act of 1991 – <http://www.eeoc.gov/laws/statutes/cra-1991.cfm>
- Americans with Disabilities Act of 1990 - <http://www.ada.gov/>
- Copyright and Fair Use - <http://www.copyright.gov/fls/fl102.html>
- BTC Policy Manual (Applicable policies may include, but are not limited to: Employee Code of Conduct, Ethics, Intellectual Property Rights, Copyright and Fair Use, Marketing and Communications Policy, Media Relations Policy, Web Content and Updates Policy, Publications Policy, Appropriate and Acceptable Use Policies)

- BTC Student Handbook
- BTC Employment Contract

RECOMMENDATION: It is recommended that the Board of Trustees ratify the Social Media/Networking Policy as listed above.

SUBMITTED BY: Dr. Joseph E. Bukowski, President

TAB C
MONITORING
ACTIVITIES

TAB C1

Financial Report

March 2011 Financial Report