



**BOARD OF TRUSTEES  
MEETING**

**June 23, 2011**

**7:00 p.m.**

**Belmont Technical College**

**Boardroom**

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

June 23, 2011

7:00 p.m.

**AGENDA**

<b>CALL TO ORDER</b>	Ms. Elizabeth Gates, Chair	
<b>ROLL CALL</b>		
<b>PLEDGE OF ALLEGIANCE</b>		
<b>INTRODUCTION OF VISITORS</b>	Ms. Elizabeth Gates, Chair	
<b>APPROVAL OF AGENDA</b>	Ms. Elizabeth Gates, Chair	
<b>APPROVAL OF MINUTES</b>	Ms. Elizabeth Gates, Chair	<b>A</b>
	<b>CONSENT AGENDA</b>	<b>B</b>
	<b>Human Resource Items</b>	<b>B1</b>
	1. Ratification of Employment <i>Full-Time English Faculty</i>	
	2. Resignation <i>Bobbi McMillen, Special Projects Manager</i>	
	<b>Marge A. Hawthorne, Executive Director of Human Resources &amp; Organizational Development</b>	
	<b>Administrative Items</b>	<b>B2</b>
	1. Approval of FY2012 Budget	
	2. Salary Adjustments & Increases for FY2012	
	3. Adjunct Faculty Rate Adjustment <b>John S. Koucoumaris, Vice President of Administrative Affairs</b>	
	<b>Board Items</b>	<b>B3</b>
	1. Ratification of Operating Policy <i>Travel and Expense Reimbursement Policy (Revision)</i>	
<b>PRESIDENT'S REPORT</b>	<b>Dr. Joseph E. Bukowski, President</b>	
<b>MONITORING ACTIVITIES</b>		<b>C</b>
<b>Financial Report</b>	May 2011 Financial Report <b>John S. Koucoumaris, Vice President of Administrative Affairs</b>	<b>C1</b>

**Section IV: Ends Policies  
Board Rule 400.0300.00**

**Articulation and Transfer**

**C2**

*Transfer Amounts and Rates*

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

**REPORTS AND PRESENTATIONS**

Introduction of All-Ohio Academic Team Members

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

**UPCOMING EVENTS/MEETINGS**

**Special Caucus - June 27, 2011 at 6:30pm; Belmont Career Center**

**2011 Trustee Conference - August 11, 2011 at The Ohio State University**

**Trustees Scholarship Recognition Banquet - August 30, 2011**

**OACC Southeast Regional Trustee Meeting - Sept. 8, 2011;  
Location TBD**

**Ethics Education Sessions:**

*- September 21, 2011 from 10am - 12pm, Columbus, OH*

*- October 14, 2011 from 10am - 12pm, Cincinnati, OH*

*- November 10, 2011 from 10am - 12pm, Columbus, OH*

**ACCT Annual Leadership Congress - October 12-15, 2011,  
Dallas, TX**

**COMMENTS FROM  
THE CHAIR**

Ms. Elizabeth Gates, Chair

**COMMENTS FROM  
COLLEGE COMMUNITY**

**NEXT REGULAR MEETING**

Next Meeting July 28, 2011

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 May 19, 2011*

The regular meeting of the Belmont Technical College District Board of Trustees was held at 7:00 p.m. on May 19, 2011 at Belmont Technical College in the Red Room, Rm. 191.

**Call to Order** Elizabeth Gates, Chair, called the meeting to order at 7:03 p.m.

**Roll Call**

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

There being a quorum, the meeting proceeded.

**Attendance** Becki Kurtz, John Koucoumaris, Tim Houston, Peter Law, Julie Mamie, Matt Tarbett, Laura Doty, RJ Konkoleski, Judy Sandstead, Erin Neely, Elayne Stupak, Jane Evans, Cathy Bennett, Reverend David Forsythe, Holly Bennett, Ryan Tremblay, Troy Caldwell, Jennifer Nippert and President Joseph Bukowski.

Mrs. Gates announced that Mr. Piccin has resigned from the board due to illness.

Mrs. Gates noted that there was an amended agenda; Dr. Bukowski recommended that the Board consider adding another item to the consent agenda: naming Mr. Marshall Piccin Trustee Emeritus, effective immediately.

**Mr. Hunkler motioned, seconded by Dr. Saxby to add the item of naming Mr. Marshall Piccin Trustee Emeritus to the consent agenda.**

All ayes; motion carried.

**Approval of Amended Agenda** Mrs. Gates asked for a motion to approve the amended agenda with the following items added: *Retirement: Robert Scatterday, Associate Professor of Engineering* under Human Resource Items and *Mr. Marshall Piccin, Trustee Emeritus* under Board Items.

**Ms. Pollock motioned, seconded by Dr. Saxby, to accept amended agenda with the following item added: *Retirement: Robert Scatterday, Associate Professor of Engineering* under Human Resource Items and *Mr. Marshall Piccin, Trustee Emeritus* under Board Items.**

All ayes; motion carried.

**Approval  
of Minutes**

Mrs. Gates asked for a motion to approve the minutes of April 28, 2011.

**Mr. DelGuzzo motioned, seconded by Mr. Hunkler to approve the minutes of April 28, 2011.**

Ms. Neuhart noted that John Koucoumaris' name was left off the list of attendance in the minutes and needed to be added. Mrs. Gates asked for a motion to approve the minutes with the addition of John Koucoumaris' name added to the list of attendance.

**Mr. DelGuzzo motioned, seconded by Ms. Pollock to approve the minutes with the addition of John Koucoumaris' name added to the list of attendance.**

All ayes; motion carried.

**Approval  
of Consent  
Agenda**

**Human Resource Items**

***Ratification of Employment***

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

Mr. Mark Bouwens has accepted the position of Associate Professor of Mathematics effective August 18, 2011. Mr. Bouwens has a Master of Science degree in Applied Mathematics/ Statistics from Florida Atlantic University, and a Bachelor of Science degree in Physics from the Florida Institute of Technology. In addition, he is on track to graduate in August 2011 with a Ph.D. in Physics from Florida Atlantic University. He has experience teaching college level and college preparatory mathematics courses, and has also instructed college level physics lab courses. Mr. Bouwens' previous experience includes employment as an environmental specialist and as a health physicist. References completed for him were excellent.

His starting salary is \$39,000 for a nine-month teaching contract, at the rank of Associate Professor. He will be eligible for an increase in his base salary of \$2,000 upon receipt of official confirmation of completion of his Doctorate.

It was recommended that the Board ratify the employment of Mr. Mark Bouwens in the position of Associate Professor of Mathematics effective August 18, 2011 at an annual nine-month salary of \$39,000.

***Employment Contract Renewal***

At the March Board meeting, the contract renewal recommendation for Ms. Karen Taylor, Transitional Studies Coordinator, was inadvertently omitted from the listing of recommended contracts.

Her contract was recommended for renewal as follows:

Recommended Term: 1 year - July 1, 2011 to June 30, 2012.

It was recommended that the Board approve the employment contract for Ms. Karen Taylor as indicated above.

### *Resignation/Retirement*

Robert Scatterday, Associate Professor of Engineering, has submitted a letter of retirement effective with the end of Spring Quarter 2011. Mr. Scatterday began his employment with the College in September of 1982, as an Instructor of Engineering.

It was recommended that the Board accept the resignation/retirement as indicated above.

### Board Items

#### *Resolution of Appreciation of Mr. Terry Carson*

Resolution of Appreciation of Mr. Terry Carson was presented to the Board of Trustees for consideration.

It was recommended that the Belmont Technical College Board of Trustees recognize and thank Mr. Carson for his exemplary performance as a trustee of the College.

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



RESOLUTION 2011-05B

## **RESOLUTION IN APPRECIATION OF MR. TERRY CARSON**

**WHEREAS**, Terry Carson was sworn into office of the Belmont Technical College Board of Trustees on July 24, 2008; and

**WHEREAS**, Terry Carson has served the community by performing duties of a trustee in an exemplary manner; and

**WHEREAS**, Terry Carson has provided leadership for the board of trustees in many issues; and

**WHEREAS,** Terry Carson's colleagues on the board of trustees universally recognize him as a leader of the board and relied on his judgment on numerous issues; and

**WHEREAS,** Terry Carson's term of office as a trustee has come to an end;

**NOW, THEREFORE, BE IT RESOLVED,** that the Belmont Technical College Board of Trustees recognize and thank Terry Carson for his exemplary performance as a trustee of the College.

\_\_\_\_\_  
Elizabeth Gates, Chair

\_\_\_\_\_  
Joseph E. Bukowski, President

\_\_\_\_\_  
Date Approved

***Ratification of Operating Policies***  
***Animals on College Premises***

To provide a set of reasonable guidelines for acceptable practices when it is necessary to have animals on the Belmont Technical College premises, and to clarify the obligations of animal owners. It shall not be construed to supersede any right or responsibilities with the Americans with Disabilities Act of 1990.

**Policy Statement:**

For reasons of safety, health, and sanitation, animals are not allowed in/on any Belmont Technical College premises, unless they are a service assistance animal, authorized guide dog, or trained service dog.

Animals on college premises pose potential health-related problems. Examples of detrimental health effects associated with animal/human contact include, but are not limited to:

1. Allergies associated with animal hair or urine;
2. Animal to human disease transmission; and
3. The potential for animal bites.

**Persons Affected:**

All employees, students, and visitors of Belmont Technical College.

**Definitions:**

**Animals** – Any such living thing other than a human being or plant.

**College Premises** – Includes any property in use by the College; property leased or owned (including all grounds, buildings, facilities, vehicles, and parking lots); property used for official functions sponsored by the College; and property used by the College in the conduct of any of its courses.

**Procedures:**

**Safety** - In the event of an emergency building evacuation, animals in buildings have the potential to impede occupant egress.

**Exceptions** - Animals are not permitted on College premises. Exceptions:

1. Law enforcement
2. Animals may be used in educational programs with prior approval by the Director of Operations.
3. Service and assistance animals (including signal and guide animals) used by disabled persons (as defined by the Americans with Disabilities Act of 1990).

Service and assistance animals:

1. Must be formally trained by an organization such as Pilot Dogs. The Seeing Eye or Canine Companions for Independence. Owners may be asked to provide proof of training.
2. Must be under the control of its handler.
3. Must have documentation showing the animal is currently in good health, free from parasites, and has received all recommended vaccinations. This is to ensure that the service animal does not pose a health or safety threat to any student, college employee, or other persons.
4. Must have a harness, leash, or other tether, unless the handler is unable because of a disability to use a harness, leash, or other tether or the use of such would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

Additionally:

1. The College is not responsible for the care or supervision of the animal.
2. The College may request removal of the animal if the animal:
  - a. Is out of control and the animal's handler does not take effective action to control it
  - b. The animal is left unattended
  - c. Is not housebroken
  - d. Is unclean and/or produces an offensive odor
  - e. Urinates or defecates in inappropriate locations
  - f. Vocalizes unnecessarily; i.e., barking, growling, or whining, so as to become a disturbance to others
  - g. Shows aggression towards people

**Complaints** - Any infractions or complaints should be brought to the attention of the Director of Operations, security guards, and/or designee.

Any injury to a member of the BTC community or damages to BTC property by an animal will be the responsibility of the animal's owner.

**Related Documents:**

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- The American with Disabilities Act of 1990, <http://www.ada.gov/pubs/ada.htm>

It was recommended that the Board of Trustees ratify the Animals on College Premises Policy as listed above.

Separation from Service Policy

The purpose of the College's HR Success Model is to provide the human resources necessary to create and sustain a learning-centered organization. However, the College recognizes that there are situations where an employee will separate from the College due to changes in the needs of the College or the individual.

**Policy Statement:**

Belmont Technical College administers separation from employment due to voluntary or involuntary reasons in an equitable and consistent manner.

**Persons Affected:**

All full-time employees and part-time staff of Belmont Technical College.

**Definitions:**

**College Property** – Includes items owned by Belmont Technical College and provided to the employee to carry out his/her job duties. This includes both real and virtual property, including items such as, but not limited to, office furnishings and supplies, computer hardware, software, documents, e-mail account, voice mail account, user codes and passwords, faculty records, and web-based instructional materials.

**Involuntary Separation** – Separations initiated by the College, which may result for a variety of reasons, including dismissal and layoffs.

**Severance Pay** – An allowance that is payable to an employee on termination of employment, which includes unused vacation time for full-time staff. For retiring full-time staff and faculty, unused sick leave is also considered severance pay.

**Voluntary Separation** – Separations that result when an employee leaves a job on his or her own initiative, through resignation or retirement.

**Procedures:**

**Voluntary Separation** - In cases of voluntary separation by full-time employees and part-time staff, the employee must give the College a written notice of the desire to terminate employment and include an effective date of resignation as indicated below:

*Faculty:* Faculty members who do not plan to return for the following academic year will notify their supervisor by March 1 of the current academic year.

Faculty members may resign during the terms of their contract only when accepted or agreed to by the President of the College. The decision to release a faculty member from a contract will be made only upon assessment by the President that a hardship or extenuating circumstance has occurred.

*Executive, Administrative and Professional Staff:* Executive, Administrative and Professional Staff employees are required to give 30 days' notice.

*Hourly Staff:* Full-time hourly and part-time hourly employees are required to give 14 days' notice.

**Involuntary Separation** - An employee may be terminated for a variety of reasons,

including the following: violation of the Code of Conduct, violation of the written

**Involuntary Separation** - An employee may be terminated for a variety of reasons, including the following: violation of the Code of Conduct, violation of the written regulations in the Operating Policy, or reduction in full-time staff. Termination of employment is a serious action and requires consultation with the Executive Director of Human Resources & Organizational Development. All terminations must be fully documented in accordance with College Policy 515.0305.85, Dismissal of Employees.

**Separation Procedure** - All full-time employees and part-time staff of Belmont Technical College are required to complete a Separation Checklist (Form 7) with their supervisor when they leave the employ of the College. The Human Resources office will provide the Separation Checklist to the employee's supervisor for completion prior to the employee's last day of employment.

The Human Resources office will calculate the employee's final pay and provide information on salary and benefit status to the employee and the payroll department. The employee's final pay, which represents any earnings or severance pay due, will be issued on the appropriate pay date after receipt of the completed Separation Checklist and IT Checklist by the Human Resources Coordinator.

The Human Resources office will provide the employee with a Separation from Service Questionnaire, which will allow the employee an opportunity to provide feedback on his/her employment experience with the College. Completing the questionnaire is at the discretion of the employee. Completed questionnaires shall be returned to the Human Resources office.

**Severance Pay** - A full-time staff member who resigns or is discharged shall be paid earned vacation time. Compensation for vacation time earned by an employee whose employment is terminated by death shall be paid to the employee's spouse or estate.

Full-time employees who retire shall be paid 25% of earned sick leave up to a maximum of 30 days. Employees who resign or are discharged are not compensated for unused sick leave.

**Access to College Systems and Web Sites** - Upon receipt of notice of voluntary separation, the Human Resources office will immediately initiate the IT Checklist and forward it to the IT department for completion. The IT department will coordinate the removal and return of items and terminate access to College hardware and software systems as listed on the request form. The IT department must return the completed form to the Human Resources Coordinator within three working days after the effective date of separation.

In cases of involuntary separation, the Human Resources office will immediately initiate the IT Checklist and forward it to the IT department with a designated date for completion. The IT department will coordinate the removal and return of items and terminate access to College hardware and software systems as listed on the request form. The IT department must return the completed form to the Human Resources Coordinator by the designated date.

The IT department will establish an auto respond message for the employee's voice mail and e-mail accounts, which will be active for thirty days following the date of separation.

The employee's supervisor is responsible for obtaining from the employee any user codes and passwords used to log on to computer systems or access web sites related to his or her job duties. The supervisor is responsible for taking steps to prohibit the employee's further access to the sites, such as changing user codes and passwords.

**College Property** - The employee must return all College property prior to the last day of employment. If the employee fails to return BTC property, the replacement cost for the property may be deducted from the final paycheck(s) at the joint discretion of the Treasurer and the President of the College.

**Personal Items** - The employee must remove any personal items on campus prior to his/her last day of employment. The employee must remove all personal voice mail and e-mail messages and personal documents on the network prior to the last day of employment. Access to these items will not be granted after the employee's last day of employment.

**Related Documents:**

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- Ohio Revised Code, Chapter 124.39, Unused Sick Leave
- BTC Operating Policy 515.0305.85, Dismissal of Employees
- Separation Checklist
- IT Checklist
- Separation from Service Questionnaire
- BTC Operating Policy 140.0810.10, Copyright & Fair Use

It was recommended that the Board of Trustees ratify the Separation from Service Policy as listed above.

**Outside Employment/Consulting Policy**

Belmont Technical College recognizes that an employee may wish to work for compensation outside of their College employment. The College also recognizes that there may be a potential conflict between the employee's college position and outside employment. The purpose of this policy is to ensure that outside employment falls within the guidelines of the Ohio Ethics Commission, and to outline a procedure for requesting approval of such employment subject to restrictions as indicated.

**Policy Statement:**

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Employees may be employed outside BTC as long as the employee adheres to certain requirements. Outside employment shall not:

1. Coincide or conflict with designated hours of scheduled work time at the College;
2. Conflict with job responsibilities or affect the employee's ability to perform satisfactorily at the College;
3. Cause an employee to arrive late for, or leave early from, any College scheduled shift or work hours;
4. Constitute a conflict with College interest; and/or
5. Impede the employee from devoting his/her full potential, energy and

concentration to his/her position.

**Persons Affected:**

All full-time employees of Belmont Technical College.

**Definitions:**

**Consulting** – Work in which an individual offers expert or professional advice or services as an independent contractor in exchange for a fee payment.

**Conflict of interest** – Financial interests or other opportunities for personal benefit that may exert a substantial and improper influence upon an employee's professional judgment in exercising any college duty or responsibility.

**Designated Work Time** – Hours of day when an employee will perform work for the College, as scheduled and approved by their supervisor.

**Outside Employment** – any activity, including consulting, which is beyond a College employee's normal responsibilities, and which results in payment to the employee beyond the College salary.

**Procedures:**

**Use of BTC Resources** - Employees performing any non-College related responsibility or activity are prohibited from using College:

1. Facilities and property;
2. Equipment, including but not limited to computers, copy machines, telephones, etc.;
3. Services, including but not limited to email, mail and other delivery services;
4. Supplies, including but not limited to software, logo, stationery, etc.;
5. Support staff.

**Requesting Approval** - Any employee wishing to pursue external employment must request approval (prior to accepting such employment) as follows:

1. Complete the Request For Outside Employment Form # \_\_\_\_\_
2. Submit completed form to his/her immediate supervisor and appropriate Vice President (or President for members of his staff) for review and potential approval.
3. In evaluating the request, the supervisor will consider whether the proposal may (a) reduce the employee's effectiveness in the College job, (b) affect whether the employee is performing all of their assigned duties; (c) involve working for anyone doing business with the College that may create an unethical situation or conflict of interest, or (d) involve working for another College.
4. The approval of the supervisor and the Vice President (or President for members of his staff) must be in writing, with copies provided to the President, the Executive Director of Human Resources and Organizational Development, and the employee making the request.

**Current Employees** - Individuals employed at the time this policy goes into effect who are engaged in outside employment or consulting as defined in this policy must request approval as indicated.

**Responsibility** - Questions regarding outside employment should be directed to the

Executive Director of Human Resources and Organizational Development. Compliance with this policy is the responsibility of the employee who seeks outside employment. Employee will notify supervisor when employment ceases or changes in any way.

**Policy Violation** - Violation of this policy may result in disciplinary action, which may include suspension or termination of employment. When a supervisor has reason to believe an employee's outside employment is in violation of this policy, the supervisor shall consult with the appropriate Vice President (or President for members of his staff) and the Executive Director of Human Resources and Organizational Development.

**Related Documents:**

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- BTC's Request For Outside Employment Form # \_\_\_\_\_
- Conflict of Interest Policy #515.0230.10
- Ethics Policy #515.0210.10

It was recommended that the Board of Trustees ratify the Outside Employment/Consulting Policy as listed above.

***Resolution to Extend Current MOU for Dual Enrollment Program***

The Strategic Plan for Higher Education in Ohio calls for significantly more students ages high school – 24 years old, to attain at least one semester (or more) of college credit. In the 2008-09 academic year, the state funded pilot programs under the Seniors to Sophomore Grants. These grants were meant to stimulate partnerships between colleges and school systems in order to increase the number of college credits taken by eligible high school students.

Our region was the recipient of a Seniors to Sophomore Grant. A steering group was formed and met regularly to plan, design and implement a Seniors to Sophomore Pilot Program at BTC. Meetings between Belmont Technical College staff and leaders of the various public school systems generated much enthusiasm for the Seniors to Sophomore Program.

When the original Seniors to Sophomore Grant ended two years ago, and after much discussion and deliberation, BTC staff proposed a two-year BTC pilot program whereby the Seniors to Sophomore Grant would be sustained by the College. A reduced cost to the school district was proposed in exchange for the opportunity to inform more students about the benefits of dual enrollment. The scholarship supports dual enrollment for high school students in Belmont, Harrison and Monroe counties by providing funds to pay for general fees, technology fees, student activity fees, and course fees in addition to all tuition in excess of \$800 per student. The BTC pilot program has been successful, as the College has increased the dual enrollment from four to thirty-four students in two years. Continued growth is anticipated.

The current BTC/High School Memorandum of Understanding is due to end June 30, 2011. The College requested that approval be granted for the extension of the current BTC Dual Enrollment MOU for one additional year or until the University

System of Ohio finalizes its draft of an overall state funding model for Dual Enrollment.

It was recommended that the Board of Trustees grant approval for the College to extend the current Memorandum of Understanding for one year or until the University System of Ohio finalizes its overall state funding model for Dual Enrollment.

**BELMONT TECHNICAL COLLEGE  
BOARD OF TRUSTEES**



**RESOLUTION TO EXTEND THE CURRENT  
MEMORANDUM OF UNDERSTANDING FOR  
THE DUAL ENROLLMENT PROGRAM**

**WHEREAS**, *Seniors to Sophomores*, an important state initiative, is a dual enrollment program that Belmont Technical College desires to sustain; and

**WHEREAS**, dual enrollment allows high school students to earn both high school and college credit during high school; and

**WHEREAS**, many of the courses will be transferrable to public colleges and universities in the University System of Ohio; and

**WHEREAS**, Belmont Technical College supports the dual enrollment initiative within the College's service area; and

**WHEREAS**, Belmont Technical College believes that dual enrollment will encourage more students to pursue a post-secondary education; and

**WHEREAS**, student participation in dual enrollment causes the student's home school district to lose a portion of their state funding to pay for student tuition, fees, and books; and

**WHEREAS**, Belmont Technical College is collaborating with local high school districts to make this initiative financially viable for all parties involved; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees of Belmont Technical College grant approval for the extension of the current Memorandum of Understanding for Dual Enrollment between Belmont Technical College and each School District in Belmont, Harrison and Monroe Counties for one (1) year or until the University System of Ohio finalizes its overall state funding model for dual enrollment, in which the scholarship provides funds to pay for all fees in addition to tuition costs in excess of \$800 per student.

\_\_\_\_\_  
Elizabeth Gates, Chair

\_\_\_\_\_  
Joseph E. Bukowski, President

\_\_\_\_\_  
Date Approved

### Administrative Items

#### *Purchase of Virtual Desktop Infrastructure and Licensing*

As part of the College's Strategic Plan and our efforts to comply with House Bill 251, the College is recommending the purchase and implementation of VMware View virtual desktops and the supporting infrastructure.

VMware View virtual desktop solution provides a secure, simplified way to deploy, manage and scale virtual desktops and applications out to students, teachers and staff across devices and locations quickly with minimal resources. With VMware View, we will be able to extend the shelf life of our existing infrastructure and leverage low power, low cost devices such as thin clients to help comply with the growing demands of green computing. Students and teachers will enjoy a PC-like experience with the added flexibility of anytime, anywhere access to their college desktops and applications. Resources currently available at the Main Campus will now be extended to our remote locations as well as distance education students and faculty.

The benefits of VMware View include:

- Reduction in power consumption
- Reduction in administration costs
- Increased service offerings to remote locations and on-line students and faculty
- Increased flexibility
- Increased usable lifespan of existing equipment
- Reduction in hardware acquisition costs
- Increased data security

Funding to purchase the computer systems will come from the General Fund Equipment Fund for the amount expensed in the current fiscal year in the amount of \$55,584. The remainder will be funded utilizing the Board Appropriated Capital Equipment Replacement Fund in the amount of \$50,944.

Prices were sought via operating rule 330.0400.92 (Economy of Purchasing) which encourages expenditures of college funds to be handled so that the greatest ultimate value per dollar can be achieved (taking advantage of contracts negotiated by the State of Ohio Purchasing Consortium). The VMware licensing and services will be purchased using the State of Ohio negotiated contract through OARnet.

See specifications below:

Vendor	Item	Total
OARnet	VMware View Licensing for 250 units	\$22,970.00
OARnet	VMware View support for 250 units	\$10,130.00
OARnet	VMware View jumpstart consulting services	\$8,484.00
HP	4 HP ProLiant DL385 G7 High Performance Servers	\$50,944.00
HP	Fiber Channel Switches and Misc. Items	\$14,000.00
Project Total		\$106,528.00

**Specifications**

- HP ProLiant DL385 G7 High Performance Server
- 2 12-Core AMD Opteron Processors
- 128 Gb RAM
- 2 Fiber channel HBAs
- 2 port 10/100/1000 NICs
- 3 year 24/7 onsite support

It was recommended that the Board waive the competitive bidding requirement based on the contracts negotiated by the State of Ohio Purchasing Consortium and the sole source nature of the purchase, and approve the purchase of the VMware products and services and associated hardware as presented at a total cost of \$106,528.00.

**Dr. Saxby motioned, seconded by Ms. Neuhart to approve the Consent Agenda, (One item was pulled from the Consent agenda: *Resolution to Change the Name of the College* for discussion.)**

All ayes; motion carried.

***Resolution to Change the Name of the College***

In mid-2010, Belmont began working with Stein Fleishman Consulting to audit current marketing communication materials and processes. An internal brand purveyor group was formed to provide feedback for and to ultimately select a new Belmont brand identity which would include a potential new name for the College, messaging, colors, and logo design. A SWOT (Strengths, Weaknesses, Opportunities, Threats) matrix for Belmont was developed from insights and observations collected from the audits, interviews, and research reviews.

From this information gathering procedure, it was determined that there was equity in the name Belmont but colors and logos currently used did not hold as much value. For this reason, new messaging and visual elements associated with the College were created with a new name (Belmont College), logo, and set of colors which more accurately represents the College and new offerings including the Associate of Arts and the Associate of Science degrees.

To audit the proposed brand identity and messaging, four focus groups were convened

to test the selected logo and campaign messaging as well as the viability of a new name. Two focus groups were held in late February and another two groups were arranged in late March representing different Belmont audiences. In addition Belmont employees were given the chance to view the branding materials and offer comments; approximately 75 employees viewed the materials during the Open House that was held from 9am-4pm on Wednesday, April 13th.

**FOCUS GROUPS:** There is hunger for a new identity and name for the College. While there is familiarity with the current brand identity, attendees gravitated towards the new name, colors and overall look and feel. Overall, there is strong support for the name, Belmont College. Based on reaction from the focus groups as well as other information gathered over the last year related to branding, Stein Fleishman Consulting recommend that because of the equity found in the word "Belmont" the College should adopt the new name, Belmont College, as proposed.

**EMPLOYEES:** Overall there was a feeling that a new name for the College was long overdue and a confidence that a new name would positively impact the College immediately as well as in the future. Minor criticisms were noted but were not strong enough to deviate from the recommendation to move forward with a name change.

Often referred to as "the Tech, Bel-Tech, Belmont Tech," Belmont Technical College has recognized that keeping the current name will not only hold the College back from clearly representing its offerings but also stifle the ability to gain the recognition and credibility that a community college deserves.

It was recommended that the Board approve that the name of the College be changed from Belmont Technical College to Belmont College as of July 1, 2012 in addition to granting the College President the authority to take the steps necessary to effect the name change.

**BELMONT TECHNICAL COLLEGE  
BOARD OF TRUSTEES**



**RESOLUTION TO CHANGE NAME OF COLLEGE**

**WHEREAS,** Belmont Technical College was established as Belmont Technical Institute in 1971; and

**WHEREAS,** Belmont Technical Institute quickly emerged as a two-year college and was renamed Belmont Technical College; and

**WHEREAS,** Belmont Technical College has provided an ever-widening range of applied associate degrees since 1971; and

WHEREAS, in October 2008, Belmont Technical College was granted the authority to offer the Associate of Arts and the Associate of Science degrees; and

WHEREAS, Belmont Technical College now has an explicit transfer mission in addition to the technical degree mission; and

WHEREAS, the Board of Trustees believes that Belmont Technical College should have a name that appropriately reflects its current mission; and

WHEREAS, our application of a new name for Belmont Technical College has been well received by focus groups and the College community, as well as being approved by the President's Council;

**NOW, THEREFORE BE IT RESOLVED**, in order to reflect Belmont Technical College's emerging role in higher education and expansion of its mission the Board of Trustees hereby agrees to adopt the new name of Belmont College, effective July 1, 2012.

\_\_\_\_\_  
Elizabeth Gates, Chair

\_\_\_\_\_  
Joseph E. Bukowski, President

\_\_\_\_\_  
Date Approved

**Ms. Pollock motioned, seconded by Ms. Bedway to approve the Resolution to Change the Name of the College.**

All ayes; motion carried.

**President's Report**

- **Polaris Property** – We are moving along on the acquisition of the Polaris Property. John is working with our attorney and surveyors and it looks like we may be able to have a closing within the next two weeks. Hopefully at the June board meeting, there will be a report that we are now the owners of that property.  
  
It was suggested that the board drive over to see the property sometime during a part of the workshop before the June board meeting.
- **All Ohio Academic Team Members** – We have two students who were recognized as All Ohio Academic Team Members; they will be visiting with the Board next month.
- **Budget** – We are working on the budget there are two aspects to mention:  
**1. State Budget:** The House passed their version of the budget; we are optimistic after the State passed their version but we are still very cautious about what's happening in the Senate. The Senate is not far enough along to give any reliable reading as to how our funding will hold up in the Senate.

Next month, we will present the Board with a balanced budget.

2. Tuition Increase: As of right now, we have not made a commitment to a tuition increase for next year. The House passed the budget with a 3.5% tuition cap; OACC is advocating for a \$200 cap instead of a 3.5% cap. So far, there is no traction in the Senate what so ever on this. The OACC cannot get anyone to bite on that number to amend what the House has already sent them. A legal reading from the AG's Office states that we cannot raise tuition until there is a budget bill. Every College and University needs to be very cautious in this economic climate with raising their tuition indiscriminately. We need to be cautious until we get a better reading from the Senate.

- In Memory of Tom Dowler – We have been working with Linda Dowler with the idea of starting a fund in memory of Tom Dowler. This will be discussed in more detail at our Foundation meeting on Tuesday May 24, 2011.

Monitoring  
 Activities

Financial  
 Report

April 2011 Financial Report

FINANCIAL REPORTS:

The cash position of the College as of April 30, 2011 is as follows:

Checking Account	\$	796,969.73
Certificates of Deposit	\$	13,494,771.80
Savings	\$	980,859.77
Total Temporary Investments	\$	14,475,631.57
Total Cash and Temporary Investments	\$	15,272,601.30

The Budget Report shows the following:

	<u>This Year % Recorded</u>	<u>% Year Completed</u>
Budgeted Revenues	96.1%	83.3%
Budgeted Expenditures	76.00%	83.3%

- 
1. The Unexpended Plant Fund Report is in the amount of \$ 3,087,867.13.
  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 \$ 2,174,777.78.
  4. The Start up Fund is in the amount of \$ 181,196.17.

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

**Ms. Bedway motioned, seconded by Mr. Hunkler to accept the April 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 is 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.

**Dr. Saxby motioned, seconded by Mr. Hunkler to accept the Three-Month Financial Report from the BTC Foundation.**

All ayes; motion carried.

Sec IV:  
 Ends  
 Policies

Board  
 Rule:  
 400.0000.00-  
 Access to  
 Higher  
 Education

**Quarterly Enrollment Statistics**

Increasing access to higher education and success in academic programs for residents of Belmont, Harrison, and Monroe counties continue to be strategic objectives for Belmont Technical College. Opening the Monroe County Center expanded educational opportunities for residents of Monroe County and contributed to Belmont's commitment to provide educational services to residents of southeastern Ohio. Quarterly enrollment statistics serve as a key indicator of success in the achievement of this goal. Enrollment monitoring for the 2010/2011 academic year has been completed for summer, fall, and winter quarters. This report presents spring quarter enrollment numbers based upon the fifteenth day of spring quarter 2011.

***Data***

Chart 1, *Spring quarter 2011, Headcount*



Chart 2, Spring quarter 2011, Credit Hours

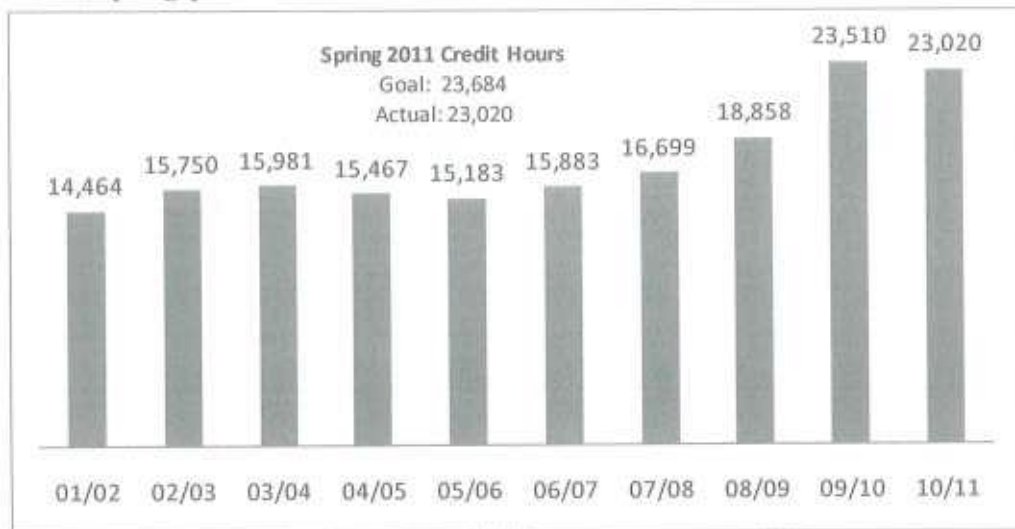


Table 1, Spring Quarter unduplicated headcount and credit hours, 2001/2002 through 2010/2011

Academic Year	Headcount	Credit Hours
01/02	1,356	14,464.5
02/03	1,468	15,750
03/04	1,493	15,981
04/05	1,441	15,467.5
05/06	1,415	15,183.5
06/07	1,495	15,883.5
07/08	1,490	16,699.5
08/09	1,689	18,858
09/10	2,046	23,510
10/11	2,026	23,020

**Analysis/Discussion**

Comparison of the headcount numbers for spring quarter 2011 with spring quarter 2010 shows a slight decline. This headcount represents a decrease of 20 students (2,046 to 2,026) or a decline of one percent. In terms of headcount, enrollment fell short of the projected goal of 2,193 students. This is a difference of 167 students or 7.6 % short of goal.

There were 23,020 credit hours generated for spring 2011 which was 664 credit hours short of the spring quarter credit hour goal of 23,684. The shortfall in credit hours is 2.8 % below the projected goal. The actual credit hour count was lower than in spring 2010 when the count was 23,510.

The smaller decrease in credit hours than in headcount, indicates that on average, students have enrolled for more credit hours per student this spring. The difference may be tied to financial aid, which requiring students to carry a full-time credit hour load to receive full financial benefits from federal grant programs. Students enrolled for between 6 and 12 credit hours, can qualify to receive half of the PELL grant amount, as federal grants are awarded for either part time (at least 6 credit hours) or full time (12 or more credit hours) status.

Despite the slightly lower headcount and credit hours generated in spring 2011, enrollment figures show the second highest level for a spring quarter in the history of

Belmont. This success results in part from efforts made throughout the College. Examples of activities and projects are:

- The Enrollment Management Team has created a plan of strategic action steps to recruit students from all demographic categories in the College.
- Efforts to increase the number of Dual Enrollment students have focused on providing comprehensive information to students and families involved.
- A more proactive advising program has been added that includes contacting students and encouraging them to come in and complete Degree Completion Plans.
- The First Year Experience (FYE) program supports student success, and a new version of the Student Learning and Success course, PSY104, has been implemented to meet the needs of first-year students and to build students' skills to be successful at Belmont.
- Additionally, continued affordability of tuition, Trustee Scholarships, convenient class locations, increased evening class offerings, as well as increases in on-line course offerings, all contribute to providing support and access for students.

#### ***Conclusions/Targets for Improvement***

The enrollment figures (headcount and credit hours) both fall short of the goals set by the college. This may be attributable to the fact that students that came to Belmont because of the bad economy may be graduating, or going back to work. Other explanations for the decrease could be the result of students transferring, lacking financial resources, experiencing increased costs of transportation, or moving out of the area. Strategies to improve recruitment are being put in place to address these and other issues. The strategies include:

- The Jenzabar Retention Module System (RMS) is being implemented to help identify those students at risk. This program will allow the college to shift personnel and resources to areas where the need is greatest.
- The RMS allows for a more user-friendly case management process to help track and intervene with students.
- The Student Service Division has created a program to address students who have "stopped out." Students who have withdrawn from the College and have more than 75 credit hours completed were contacted in a special mailing. Further, the stop-out program is actively working with students who have dropped classes during the weeks surrounding registration.

As a result of the Enrollment Management Team efforts, gaps in the "pipeline" for student success from entry to completion are being identified and addressed. The advising process is being enhanced to follow students from their first year to second year and to include greater involvement of faculty members.

**Ms. Pollock motioned, seconded by Ms. Bedway to accept the Ends Policies as presented.**

All ayes; motion carried.

**Reports and Presentations** No Reports or presentations.

**Comments From the Chair** Ms. Elizabeth Gates, Chair

- Last month, a resolution to nominate Marcia Bedway for the OACC 2011 *Richard N. Adams Educational Leadership Award* was approved and we are happy to announce the Marcia will be receiving that award. Marcia was selected to receive this award because she has, over a period of time, demonstrated an active commitment to, and participation in, trustee education and engagement.
- In each of your folders, there is a progress report from the Higher Education & Learning Partnership (H.E.L.P.) Committee.
- Upcoming Events/ Meetings:
  1. **OACC Spring Conference**: May 26 & 27, 2011; Embassy Suites, Columbus
  2. **Graduation**: June 9<sup>th</sup> and 10<sup>th</sup> at 7:00pm; please let Jennifer know if you plan to attend.
  3. **Ethics Education Sessions**: Through Governor Kasich's Executive Order 2011-03K, all state public servants are now required to receive annual training regarding the Ohio Ethics Law. The upcoming session dates are as follows:
    - June 13, 2011 – Columbus
    - June 20, 2011 – Akron
    - June 22, 2011 – Toledo
    - September 21, 2011 – Columbus
    - October 14, 2011 – Cincinnati
    - November 10, 2011 – ColumbusPlease let Jennifer know which session you are interested in attending. If there are enough trustees attending the same session, car pooling can be arranged.
  4. **USO 2011 Trustee Conference**: August 11, 2011; The Ohio State University – A Save the Date is included in each folder for this conference. More information to come.
  5. **ACCT Annual Leadership Congress**: October 12-15, 2011; Dallas, TX. Information about the Congress is in each of your folders.

**Next Regular Meeting** The next regular Board of Trustees meeting will be held on **Thursday, June 23, 2011 @ 7:00 p.m.** at the BTC Main Campus in the Boardroom.

**Adjournment** There being no further business of the Board of Trustees, Ms. Neuhart motioned, seconded by Mr. DelGuzzo to adjourn the meeting. The meeting adjourned at 8:12 p.m.

All ayes; motion carried.

DRAFT

\_\_\_\_\_  
Elizabeth Gates, Chair

\_\_\_\_\_  
Joseph E. Bukowski, President

Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Appendix A**

*April 2011 Financial Report*

DRAFT



Belmont Technical College  
Revenue and Expenditures  
Month Ending April 30, 2011  
(General Fund)

	<u>2009-2010</u>			<u>2010-2011</u>		
	<u>Final Actual</u>	<u>Actual to Date</u>	<u>% of Final Actual</u>	<u>Original Budget</u>	<u>Actual to Date</u>	<u>% of Budget to Date</u>
<b>REVENUE</b>						
Board of Regents	\$5,586,420	\$4,662,773	83.5%	\$5,694,864	\$4,966,917	87.2%
State Dept of Educ	\$0	\$0	0.0%	\$0	\$0	0.0%
Tuition	\$5,215,435	\$5,219,643	100.1%	\$5,374,577	\$5,671,951	105.5%
Other Student Fees	\$2,542,711	\$2,519,518	99.1%	\$2,530,807	\$2,714,808	107.3%
Sales and Service	\$21,959	\$14,104	64.2%	\$15,000	\$18,697	124.6%
Miscellaneous	\$247,986	\$96,468	38.9%	\$425,000	\$120,345	28.3%
<b>TOTAL REVENUE</b>	<b>\$13,614,512</b>	<b>\$12,512,506</b>	<b>91.9%</b>	<b>\$14,040,248</b>	<b>\$13,492,717</b>	<b>96.1%</b>
<b>EXPENDITURES</b>						
Instructional	\$4,581,602	\$3,535,621	77.2%	\$4,786,224	\$3,940,773	82.3%
Public Services	12,025	\$11,710	97.4%	11,946	15,364	128.6%
Academic Support	1,686,496	\$1,298,962	77.0%	1,853,350	1,395,667	75.3%
Student Services	987,790	\$813,337	82.3%	1,105,648	916,086	82.9%
Institutional Support	3,040,311	\$2,377,768	78.2%	4,266,806	2,798,301	65.6%
Oper/Maint Plant	1,068,468	\$884,709	82.8%	1,197,274	920,827	76.9%
Financial Aid	587,042	\$574,458	97.9%	649,000	556,804	85.8%
<b>TOTAL EXPENDITURES</b>	<b>\$11,963,735</b>	<b>\$9,496,564</b>	<b>79.4%</b>	<b>\$13,870,248</b>	<b>\$10,543,823</b>	<b>76.0%</b>
<b>DIFFERENCE</b>	<b>\$1,650,777</b>	<b>\$3,015,942</b>		<b>\$170,000</b>	<b>\$2,948,894</b>	

**BUDGET PRIORITIES**

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

10/12 = 83.3%