



**BOARD OF TRUSTEES
MEETING**

December 1, 2011

7:00 p.m.

Belmont Technical College

Boardroom

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

December 1, 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

B

Human Resource Items

B1

1 Retirement

Bonnie Fador, Professor of Nursing

**Marge A. Hawthorne, Executive Director of Human Resources
& Organizational Development**

Administrative Items

B2

1 Health Insurance Contract for 2012

2 Semester Course Fee Adjustments

John S. Koucoumaris, Vice President of Administrative Affairs

Board Items

B3

1 Ratification of Operating Policies

A. Formulation and Issuance of College Policies

B. Student Organizations, Clubs, and Activities

C. Mass Notification System

2 Joint Meeting with Foundation Board

Dr. Joseph E. Bukowski, President

Monitoring Activities

B4

1 October 2011 Financial Report

2 Ends Policy - Demographic Profiles

3 Foundation Board Financial Report

PRESIDENT'S REPORT

Dr. Joseph E. Bukowski, President

REPORTS AND PRESENTATIONS

Institutional Research
Dr. Jane Evans, Dean of Institutional Research & Planning
Rodney Leonard, Research Assistant

STRATEGIC DIALOGUE

Demographic Profiles

UPCOMING EVENTS/MEETINGS

ACCT National Legislative Summit - February 13-16, 2012;
Marriott Wardman Park Hotel, Washington, D.C.

ACCT Governance Leadership Institute - March 29-31, 2012;
Borough of Manhattan Community College, New York

**COMMENTS FROM
THE CHAIR**

Ms. Elizabeth Gates, Chair

**COMMENTS FROM
COLLEGE COMMUNITY**

NEXT REGULAR MEETING

Next Meeting January 26, 2012
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 October 27, 2011

The regular meeting of the Belmont Technical College District Board of Trustees was held at 7:00 p.m. on October 27, 2011 at Belmont Technical College in the Boardroom.

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

Roll Call

Marcia E. Bedway	-----	Present
Cory M. DelGuzzo	-----	Present
Elizabeth F. Gates	-----	Present
William D. Hunkler	-----	Present
Mark A. Macri	-----	Present
Pandora J. Neuhart	-----	Present
D. Suzanne Pollock	-----	Present
Lorrinda A. Saxby	-----	Absent

There being a quorum, the meeting proceeded.

Attendance Becki Kurtz, John Koucoumaris, Peter Law, Laura Doty, Marge Hawthorne, Brenda Lohri-Posey, Julie Mamie, R.J. Konkoleski, Jody Peeler, Matt Tarbett, Tim Houston, Jane Evans, Cathy Bennett, Glenn Trudo, Karen Taylor, Dirk DeCoy, Jennifer Nippert and President Joseph Bukowski.

Introduction of Visitors Ms. Annette Butler

Emeritus Induction Ms. Annette Butler was honored with the distinguished title of Professor Emeritus. Ms. Butler began her employment at Belmont as an Adjunct Faculty member in 1988 and retired in 2007 as a Professor of Mathematics.

Approval of Amended Agenda There was an amended agenda; two items were added under *Human Resource Items: Retirement – Anna Marie Kubovich and Ratification of Employment – Graphic Designer.*

Mrs. Gates asked for a motion to approve the amended agenda with the following item pulled for further discussion: *Tuition Increase for Winter Term.*

Ms. Bedway motioned, seconded by Ms. Pollock, to accept the amended agenda with the following item pulled for further discussion: *Tuition Increase for Winter Term.*

All ayes; motion carried.

Approval of Minutes Mrs. Gates asked for a motion to approve the minutes of September 22, 2011.

Ms. Pollock motioned, seconded by Mr. DelGuzzo to approve the minutes of September 22, 2011.

All ayes; motion carried.

Approval
of Consent
Agenda

Human Resource Items

Retirement

Anna Marie Kubovich, Professor of Accounting, submitted a letter of retirement effective with the end of Winter Quarter 2012. Ms. Kubovich began her employment with the College in September of 1974, as a Part-time Instructor of Tax Accounting and Principles of Economics. In June of 1979, she was hired as a Full-time Instructor/Advisor in the Business Educational Services Department. She continued to teach full-time and will retire as Professor of Accounting after almost 38 years of service with the College.

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

Ratification of Employment

At a previous Board meeting, the President was given authority to make the hiring decision for the position of Graphic Designer, with the Board to ratify the decision at a subsequent Board meeting.

Ms. Jaclyn Elmore has accepted the professional staff position of Graphic Designer effective November 21, 2011. She is a graduate of the Columbus College of Art & Design with a Bachelors of Fine Arts degree in Industrial Design. Her work experience includes positions of Senior Graphic Designer for a Pittsburgh marketing firm, Graphic Designer/Production Coordinator for Franklin University, and Product and Graphic Designer for a plastics firm. Ms. Elmore's credentials portray a solid design background, including a wide variety of projects such as annual reports, viewbooks, magazines and other materials. The portfolio that she presented was graphically appealing, and her references were excellent.

Her starting annual base salary is \$38,000, which will be prorated through June 30, 2011.

It was recommended that the Board ratify the employment of Ms. Jaclyn Elmore in the position of Graphic Designer effective November 21, 2011 at an annual base salary of \$38,000.

Administrative Items

Ratification of Hab Center Parking Lot Lease

Due to anticipated parking issues from the Parking Lots and Drives Project and large enrollment numbers for fall quarter, the Belmont County Commissioners office was contacted and asked for permission to use the parking lot of the former Belmont County

Rehabilitation Center for overflow parking, as we had done in the previous year. The lease agreement was attached for ratification (Appendix A).

It was recommended that the Board ratify the lease agreement signed by the President.

Monitoring Activities

September 2011 Financial Report

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

Checking Account	\$	53,240.88
Certificates of Deposit	\$	12,411,244.78
Savings	\$	386,256.46
Total Temporary Investments	\$	12,797,501.24
Total Cash and Temporary Investments	\$	12,850,742.12

The Budget Report shows the following:

	<u>This Year % Recorded</u>	<u>% Year Completed</u>
Budgeted Revenues	17.7%	25.0%
Budgeted Expenditures	18.2%	25.0%

-
1. The Unexpended Plant Fund Report is in the amount of \$ 2,841,157.11.
 2. The Repair and Replacement Fund Report (Plant Fund) is in the amount of \$ 53,393.56.
 3. The Board Appropriated Fund Report is in the amount of \$ 2,789,618.82.
 4. The Start up Fund is in the amount of \$ 180,378.18.

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

Ends Policy – Access to Higher Education

Quarterly Enrollment Report – Fall 2011

Quarterly enrollment statistics for the fall term 2011 are shown below in Charts I and II. While headcount was the third highest in the history of the College, it declined to 2,063 students compared to fall 2010 when headcount was at an all-time high of 2,289. Fall 2011 headcount was 9.87% lower than fall 2010. It was 5% less than fall 2009. Chart I shows fall headcount for the past ten years. Headcount over this ten year period is 23.2% greater than in fall 2003.

With respect to credit hours, a similar trend appears. Fall 2011 total credit hours are the third highest in the history of the College. Fall 2011 credit hours declined by 7.8% compared to fall 2010. In comparison to fall 2009, credit hours in 2011 declined by 3.8%. Fall 2011 total credit hours represent an overall increase of 29.5% over fall 2003. Chart II details the credit hour trend for ten years.

Chart I, *Fall enrollment trend, headcount 2002/2003 through 2011/2012*

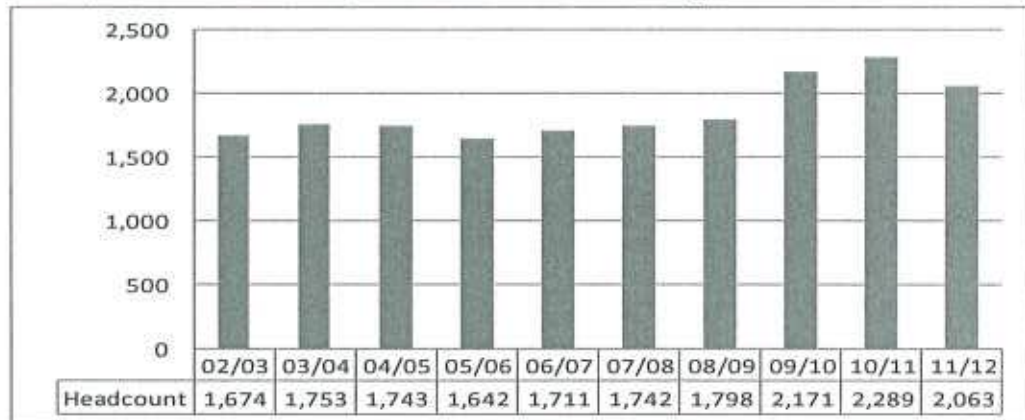


Chart II, *Fall enrollment trend, credit hours 2002/2003 through 2011/2012*

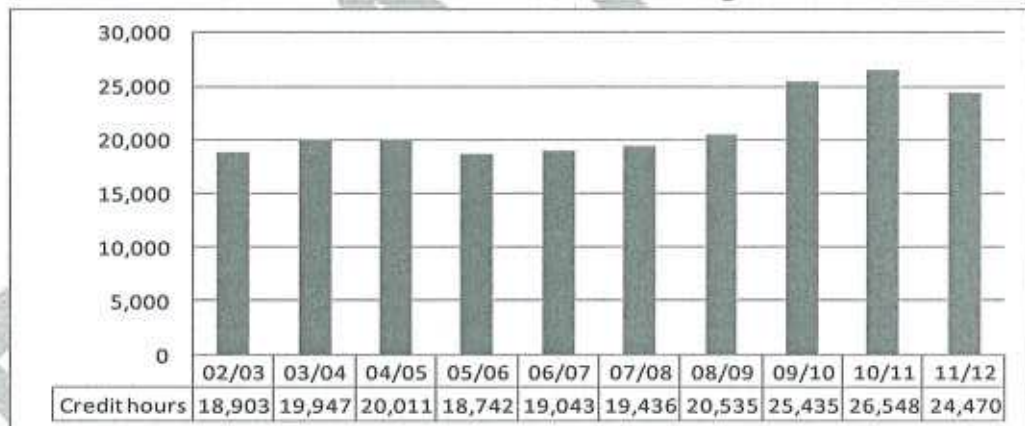


Table I compares various student characteristics between fall 2010 and 2011. Some of the highlights from this comparison are as follows:

1. Enrollment among 18-21 year olds declined by 157 students or 18.4%
2. Students in TWO AGE groups show an increase; students 31-39 year olds increased by 2.6% or nine students and students 17 & under increased by 41.4% representing 12 students.
3. Enrollment of students by RESIDENT COUNTY shows that headcounts of students residing in Belmont and Harrison counties declined by 12.28% and 5.06% respectively. Enrollment of students residing in Monroe County remained the same at 164 in fall 2010 and fall 2011.
4. The number of NEW - FROM HIGH SCHOOL graduates enrolling in the first year following graduation has decreased by sixty-six students or 25.2%.
5. OTHER NEW students, those who have never attended college before and NEW - TRANSFERRED students have decreased by approximately 17%.
6. Looking at groups of students by their goals for enrolling shows the number of

students returning to college to UPGRADE SKILLS declined by approximately 32%, and those seeking TRAINING FOR NEW CAREER declined by 17.4%.

- The number of students enrolled in ONLINE COURSES and credit hours of enrollment have increased over last year by 17 students and 323 credit hours.

Table I - Fall 2010/2011 Enrollment Comparison

	Fall 2010		Fall 2011		Net Change	% Change
	Enrollment	% Total	Enrollment	% Total		
ENROLLMENT CREDIT HOURS						
ENROLLMENT CREDIT HOURS	2,289		2,063		-226	-9.87%
F.T.E	1,770		1,631		-138.5	-7.83%
Full-time Credit Hours	22,564	85.0%	20,537	83.93%	-2,028	-8.99%
Part-time Credit Hours	3,984	15.0%	3,934	16.07%	-50	-1.26%
Total Credit Hours	26,548		24,470		-2,078	-7.83%
Average Credit Hours per Student	11.60		11.86		0.26	2.25%
Total Credit Hours	26,548	100%	24,470	100%	-2,078	-7.83%
ENROLLMENT HEADCOUNT						
Total Females	1,402	61.2%	1,362	66.02%	-40	-2.85%
Total Males	887	38.8%	701	33.98%	-186	-20.97%
Total Headcount	2,289		2,063		-226	-9.87%
FULL-TIME / PART-TIME						
Full-time Students	1,692	73.9%	1,520	73.7%	-172	-10.17%
Part-time Students	597	26.1%	543	26.3%	-54	-9.05%
Males: Full-time	673	29.4%	516	25.0%	-157	-23.33%
Males Part-time	214	9.3%	185	9.0%	-29	-13.55%
Females Full-time	1,019	44.5%	1,004	48.7%	-15	-1.47%
Females Part-time	383	16.7%	258	12.5%	-125	-32.64%
AGE						
17 & Under	29	1.3%	41	2.0%	12	41.4%
18-21	654	37.3%	697	33.8%	-157	-18.4%
22-24	304	13.3%	284	13.8%	-20	-6.6%
25-30	401	17.5%	391	19.0%	-10	-2.5%
31-39	347	15.2%	356	17.3%	9	2.6%
40 & Over	351	15.3%	293	14.2%	-58	-16.5%
Missing Data	0		1		1	
Mean Age (arithmetic average)	28.1		28.4		0.3	
Median Age (the age at which half the students fall above & below)	24.5		25.1		0.6	
Youngest Student	15.1			15.2		
Oldest Student	73.3			70.1		
RACE / ETHNICITY:						
American Indian/Alaskan Native	11	0.5%	10	0.48%	-1	-9.09%
Asian/Pacific Islander/Native Hawaiian	9	0.4%	8	0.39%	-1	-11.11%
Black/Non-Hispanic	49	2.1%	87	3.25%	18	36.73%
Hispanic	9	0.4%	7	0.34%	-2	-22.22%
White/Non-Hispanic	1,767	77.2%	1,665	80.40%	96	5.55%
Other/Unknown*	444	19.4%	105	5.09%	-339	-76.35%
Non-resident Alien	NR	NR	1	0.05%		
RESIDENT COUNTY:						
Belmont	1,197	51.75%	1,050	50.90%	-147	-12.28%
Guernsey	148	6.40%	140	6.79%	-8	-5.41%
Harrison	237	10.25%	225	10.91%	-12	-5.06%
Jefferson	163	7.05%	149	7.22%	-14	-8.59%
Monroe	164	7.09%	164	7.95%	0	0%
Other Ohio counties	113	4.89%	95	4.60%	-18	-15.93%
Outside Ohio (GA, KY, MD, NC, NY, PA, VA, WV)	291	12.56%	240	11.63%	-51	-17.53%

Belmont Technical College Board of Trustees Meeting
Minutes of October 27, 2011

	Fall 2010		Fall 2011		Net Change	% Change
	Enrollment	% Total	Enrollment	% Total		
STATUS THIS TERM:						
New - From High School	262	11.4%	196	9.5%	-66	-25.2%
Other New	168	7.3%	139	6.7%	-29	-17.3%
New - Transferred	155	6.8%	128	6.2%	-27	-17.4%
Continuing	1,464	64.0%	1,334	64.7%	-130	-8.9%
Returning	227	9.9%	223	10.8%	-4	-1.8%
New - In High School	13	0.6%	43	2.1%	30	230.8%
Total students enrolled:	2,289	100.0%	2,063	100.0%	-226	
EDUCATIONAL GOALS OF STUDENTS:						
Associate degree for transfer	225	9.8%	213	10.3%	-12	-5.3%
Associate degree for job market	1,301	56.8%	1,187	57.5%	-114	-8.8%
Certificate	214	9.3%	190	9.2%	-24	-11.2%
Train for new career by taking selected courses	235	10.3%	194	9.4%	-41	-17.4%
Upgrade skills for current job by taking selected courses	53	2.3%	36	1.7%	-17	-32.1%
Complete courses for transfer before completing a degree or certificate	75	3.3%	76	3.7%	1	1.3%
Obtain knowledge for personal interest	45	2.0%	51	2.5%	6	13.3%
Participation in Postsecondary Education Option (PSEO)	46	2.0%	57	2.8%	11	23.9%
No reason indicated	95	4.2%	59	2.9%	-36	-37.9%
DECLARED FIELD OF STUDY UPON ENTRY:						
Associate of Arts / Transfer	63	2.8%	56	2.7%	-7	-11.1%
Associate of Science / Transfer	1,160	50.7%	1,045	50.7%	-115	-9.9%
Associate of Applied Business	185	8.1%	186	9.0%	1	0.5%
Associate of Applied Science	548	23.9%	490	23.8%	-58	-10.6%
Associate of Technical Studies	43	1.9%	25	1.2%	-18	-41.9%
Certificate Program	187	30.5%	164	7.9%	-3	-1.8%
Undecided	123	22.4%	97	4.7%	-26	-21.1%
POST-SECONDARY EDUCATION OPTION:	46	2.0%	57	2.8%	11	23.9%
E- LEARNING STUDENTS:						
On-line Student Count	354	15.5%	371	18.0%	17	4.8%
On-line Student Credit Hours	1,729	6.5%	2,052	8.4%	323	18.7%
OFF-SITE LOCATIONS:						
Monroe County:						
Student Count	131	5.7%	153	7.4%	22	16.8%
Credit Hours	1,541	5.8%	1,926	7.8%	385	25.0%
Harrison County:						
Student Count	246	10.7%	265	12.8%	19	7.7%
Credit Hours	2,949	11.1%	3,216	13.1%	267	9.1%
Total for off-site locations:						
Student Count	377	16.5%	418	18.3%	41	10.9%
Credit Hours	4,490	16.9%	5,142	21.0%	652	14.5%

OBSERVATIONS

1. Enrollment for fall 2011 is consistent with national and regional patterns.
2. The conversion to semesters may have caused some students to accelerate their studies to complete programs before the conversion takes effect in fall 2012.
3. The lower number of high school graduates is reflected in fall enrollment where this category of students, NEW-FROM HIGH SCHOOL, has declined by 25%.
4. Enrollment of students by STATUS THIS TERM categories has declined, in all categories with the exception of NEW – IN HIGH SCHOOL students where headcount has increased from 13 to 43 students or 230%.
5. Enrollment of students taking classes at OFF-SITE LOCATIONS increased at both Harrison and Monroe county locations. Enrollment at Monroe County locations shows a 16.8% increase in headcount and a 25% increase in credit hours. Enrollment at the North Center in Harrison County shows a 7.7% increase in headcount and a 9.1%

- increase in credit hours.
6. Enrollment of E-LEARNING STUDENTS in on-line courses continues to grow with a 4.8% increase in headcount and an 18.7% increase in credit hours.

CONCLUSIONS

1. The College is too reliant on recent high school graduates for the majority of new enrollment.
2. More attention and emphasis needs to be given to developing programs and services for other segments of the community.
3. Program development also needs to be accelerated in launching new programs in order to attract new student markets.
4. There is room for growth in part-time programs in the evenings and on weekends.
5. The transfer degree programs must be marketed more aggressively and creatively in order to increase enrollment.
6. There needs to be a clarification of the Marketing Department's role in enrolling students.
7. The concept of enrollment management must be solidified from an organizational perspective.
8. There needs to an emphasis on creating an integrated marketing function.

Current Grants Report

The current Belmont Technical College Grant Initiatives Report was given to the Board for review (Appendix C).

Mr. DelGuzzo motioned, seconded by Ms. Pollock to accept the Consent Agenda.

All ayes; motion carried.

Administrative Items

Tuition Increase for Winter Term

The following tuition and fee structure was recommended effective with the winter quarter 2011/2012. The following pages (Appendix D) outlines fees for 2004-2005, 2005-2006, 2006-2007 to 2009-2010, 2010-2011, and 2011-2012.

TUITION:

- The tuition for residents of Ohio and the reciprocity counties of West Virginia is recommended to be \$68.00 per credit hour, effective Winter Quarter 2011-2012.
- Tuition for out-of-state students is recommended to be \$135.50 per credit hour, effective Winter Quarter 2011-2012.
- Tuition for international students is recommended to be \$308.00 per credit hour, effective Winter Quarter 2011-2012.

GENERAL FEE:

- Effective Winter Quarter 2011-2012, the General Fee is recommended to be \$12.00 per credit hour for all students. This fee is not driven by residency—it does not change for out-of-state or international students.

TECHNOLOGY FEE:

- Effective Winter Quarter 2011-2012, the Technology Fee is recommended to be \$11.00 per credit hour for all students. This fee is not driven by residency—it does not change for out-of-state or international students.

STUDENT LIFE FEE:

- Effective Winter Quarter 2011-2012, the student life fee is recommended to be \$5.00 per individual student per quarter. This fee is not driven by residency—it does not change for out-of-state or international students.

It was recommended that the Board approve the tuition and fees beginning Winter Quarter 2011-2012 as presented.

Dr. Macri motioned, seconded by Ms. Bedway to accept the Tuition Increase for Winter Term.

All ayes; motion carried.

**President's
Report**

- **Brand Guidelines** – A new brand guidelines booklet was passed around to each Board member. Laura Doty and her staff along with our consultants have done a marvelous job so far and starting next week we are going to begin to have training sessions to help staff and faculty tell the story of our new brand and share what it stands for.
- **Phi Theta Kappa** – A copy of the program from the Phi Theta Kappa honor society induction is in each of the Board member's folders. This year we inducted twenty-seven new members. This is a wonderful honor society and really gives these students the opportunity to put something great on their resume and also opens doors to different scholarship opportunities to other colleges and universities in their future after Belmont.
- **Belmont Magazine** – The most recent edition of our magazine is included in each Board member's folder.
- **Parking Lots** – The parking lots are now open; the parking lot at the Natural Science building and the lot down at the bottom of Hammond Road are finally open. We couldn't finish the entire parking lot down below because of some water issues, so the paving will be revisited and finished in the spring.
- **Agenda Items** – Some comments about two items that were on the agenda tonight:

1. We had a retirement that was accepted tonight and I wanted the Board to know who this person was: Anna Marie Kubovich has taught at this institution for 38 years and news of her retirement is a huge loss for the College. Make sure you give a kind word if you see her in the near future; she will be truly missed.

2. Professor Butler's Emeritus recognition was long overdue. She retired several years ago and I am just thankful that she finally got her recognition.

- **Executive Limitations Monitoring Activities** – I forgot to mention in the Workshop that I am submitting to the Board tonight a series of Monitoring Activities for the Executive Limitations. This was contributed to by most of my staff because most of the limitations are very extensive. There is no indication anywhere in these executive limitations that I am in violation of any of the limitations that the Board has placed on me. This is being submitted to you as is required by Board rule. Please read and ask any questions or concerns you may have.

Mrs. Gates noted that this should be read by each Board member at their leisure and everyone should be prepared to come back next month with any questions or issues about the Executive Limitations.

Reports and Presentations

Dr. Brenda Lohri-Posey, Executive Dean of Academic Affairs, and Karen Taylor, Transitional Studies Coordinator, gave a report to the Board on Accreditation and the Transitional Studies courses offered at Belmont. Highlights included information on the AQIP Program; specifically on the Transitional Studies Action Project and helping students learn. The goal of this action project was to enhance student success in developmental education courses and to help students transition into college-level courses in a more rapid fashion. We should be able to report on the success rates of this re-design project in a few months.

Strategic Dialogue

Fall 2011 Enrollment

The Board began strategic discussion on enrollment. Some of the comments and questions that were raised during the discussion included:

1. How cyclical is enrollment? Are we in a recession bubble or an enrollment bubble? Is it a marketing issue; are we doing what's necessary to attract displaced workers as well as H.S. students? Regardless of the recession, should our goals always be looking at a means to increasing enrollment; how do you convince H.S. students that they should attend BTC?
2. What factors influence enrollment levels and are we able to distinguish these factors?
3. If we do find that best factor and enrollment soars, what is the Board's role in managing enrollment? When the enrollment numbers hit the very top, do we say enough is enough; that we can't take anymore – this may take away from quality? When does the Board step in if enrollment decreases?
4. What is the College's responsibility in recruiting students; helping prospective students believe they can succeed?
5. How do enrollment levels affect quality?
6. How much value does the Board place on enrollment levels; completers?
7. What is the College's responsibility in serving all three counties?
8. Since enrollment levels are dependent on retention to a great degree, how much emphasis should the Board place on retention rates?

9. How does the Trustee Scholarship contribute to enrollment? Are we missing the target of significance of the scholarship since the students don't really seem to appreciate it? What would the tradeoff be if we used these dollars to target another student body? What are the success rates of the trustee scholars?

The following outcomes resulted after further discussion:

1. Need to plan for rapid growth in enrollment so quality is not lost and also need to plan for declining enrollment.
2. It's not a matter of what we have to offer, we need to know what it is that the public wants.
3. Need to focus attention at all age groups and not just on recruiting students right out of H.S.
4. We don't have enough enrollment levels; need to look at enrollment levels vs. graduation and completion levels.
5. Develop more interactive media concepts to help students attending Monroe and Harrison County locations feel connected to Main Campus so there is not a disconnect.
6. Need to focus not only on getting the students in the door but succeeding to completion; what are the reasons why students are leaving or dropping out? Should students be tested throughout their career at Belmont to look at how much they are actually learning? Measure of transfer students' success at other institutions.

**Comments
From the
Chair**

Ms. Elizabeth Gates, Chair

- Upcoming Events/ Meetings:

1. **OACC Legislative Reception:** November 9, 2011 from 4:30pm – 6:30pm at The Ohio Statehouse, Columbus

The next regular Board of Trustees meeting will be held on **Thursday, December 1, 2011 @ 7:00 p.m.** at the BTC Main Campus in the Boardroom.

**Next Regular
Meeting**

There being no further business of the Board of Trustees, Mr. Hunkler motioned, seconded by Ms. Bedway to adjourn the meeting. The meeting adjourned at 8:52 p.m.

Adjournment

All ayes; motion carried.

Elizabeth Gates, Chair

Joseph E. Bukowski, President

Date Approved: ____/____/____

Appendix A

Hab Center Lease Agreement

DRAFT

LEASE AGREEMENT

This Lease Agreement made this 14th day of September, 2011, by and between Belmont County, Ohio, a political subdivision, and Belmont Technical College.

WITNESSETH

WHEREAS, Belmont County is the owner of certain real estate formerly known as the "HAB Center" which property is adjacent to Belmont Technical College; and

WHEREAS, "HAB Center" has a parking lot that is not in use at the present time and is currently needed by Belmont Technical College; and

WHEREAS, Belmont County is willing to lease the parking area to Belmont Technical College and Belmont Technical College is willing to utilize said area under the terms and conditions set forth below.

NOW THEREFORE, in consideration of the mutual covenants and conditions set forth herein, Belmont County hereby leases to Belmont Technical College all of that certain parking lot at the "HAB Center" adjacent to Belmont Technical College. A diagram of the parking lot is attached hereto as Exhibit "A".

1. The term of this lease shall be from the 19th day of September, 2011, through and including the 3RD day of December, 2011. This lease shall not be extended beyond that date without a written extension agreement signed by the parties hereto.
2. During the term of this lease, Belmont Technical College shall have exclusive use and control of the premises except that employees, agents and officials of Belmont County may have access to and through the parking lot, as well as parking on a short-term basis in order to retrieve items from the "HAB Center".

3. During the term of this lease, Belmont Technical College shall provide a policy of liability insurance satisfactory to the County to cover personal injury and property damage.

4. During the term of this lease, Belmont Technical College shall be responsible for general maintenance of the parking lot, including snow removal when necessary.

5. Each party agrees to hold harmless the other party from all claims and liabilities by reason of its own acts and omissions.

Executed this 28th day of September, 2011.

Belmont Technical College

By: Joseph E. Burrows
Title: President

Belmont County Commissioners

By: Matt Coffland
Matt Coffland, President

By: Charles R. Probst, Jr.
Charles R. Probst, Jr., Vice-President

By: Ginny Favede
Ginny Favede

APPROVED AS TO FORM:

Donald J. [Signature]
PROSECUTING ATTORNEY

Appendix B

September 2011 Financial Report

DRAFT

Belmont Technical College
Condition of Funds Summary
September 30, 2011

General Fund	Jun-11	Jul-11	Aug-11	Sep-11
Beginning Balance	\$ (3,125,225.42)	\$ (3,391,363.50)	\$ (3,646,394.90)	\$ (3,331,801.30)
Add Receipts	2,951,460.87	4,018,709.49	1,949,086.06	2,518,390.77
Total Available	\$ (173,764.55)	\$ 627,345.99	\$ (1,697,308.84)	\$ (813,410.53)
Less Disbursements	3,217,598.95	4,273,740.89	1,634,492.46	3,493,808.35
Ending Balance	\$ (3,391,363.50)	\$ (3,646,394.90)	\$ (3,331,801.30)	\$ (4,307,218.88)
Auxiliary Enterprise Fund				
Beginning Balance	\$ 2,902,829.72	\$ 3,006,174.98	\$ 2,977,733.10	\$ 2,774,500.27
Add Receipts	568,504.18	19,518.91	33,792.12	1,565,882.71
Total Available	\$ 3,471,333.90	\$ 3,025,693.89	\$ 3,011,525.22	\$ 4,340,382.98
Less Disbursements	465,158.92	47,960.79	237,024.95	964,258.87
Ending Balance	\$ 3,006,174.98	\$ 2,977,733.10	\$ 2,774,500.27	\$ 3,376,124.11
Restricted Fund				
Beginning Balance	\$ 407,352.46	\$ 438,285.87	\$ 414,020.23	\$ 474,291.27
Add Receipts	62,370.45	1,059,821.79	106,015.98	5,066.15
Total Available	\$ 469,722.91	\$ 1,498,107.66	\$ 520,036.21	\$ 479,357.42
Less Disbursements	31,437.04	1,084,087.43	45,744.94	13,059.59
Ending Balance	\$ 438,285.87	\$ 414,020.23	\$ 474,291.27	\$ 466,297.83
Development Fund				
Beginning Balance	\$ 129,227.03	\$ 132,138.23	\$ 135,968.02	\$ 136,028.02
Add Receipts	3,500.00	3,830.77	60.00	1,281.78
Total Available	\$ 132,727.03	\$ 135,969.00	\$ 136,028.02	\$ 137,309.80
Less Disbursements	588.80	0.98	-	29.34
Ending Balance	\$ 132,138.23	\$ 135,968.02	\$ 136,028.02	\$ 137,280.46
Endowment Fund				
Beginning Balance	\$ -	\$ -	\$ -	\$ -
Add Receipts	-	500.00	250.00	-
Total Available	\$ -	\$ 500.00	\$ 250.00	\$ -
Less Disbursements	-	500.00	250.00	-
Ending Balance	\$ -	\$ -	\$ -	\$ -
Unexpended Plant Fund				
Beginning Balance	\$ 7,539.13	\$ (198,882.82)	\$ 115,863.17	\$ 109,839.06
Add Receipts	315,000.00	314,745.99	253,975.89	217,524.74
Total Available	\$ 322,539.13	\$ 115,863.17	\$ 369,839.06	\$ 327,363.80
Less Disbursements	521,421.95	-	260,000.00	-
Ending Balance	\$ (198,882.82)	\$ 115,863.17	\$ 109,839.06	\$ 327,363.80
Investment in Plant				
Beginning Balance	\$ -	\$ -	\$ -	\$ -
Add Receipts	-	-	-	-
Total Available	\$ -	\$ -	\$ -	\$ -
Less Disbursements	-	-	-	-
Ending Balance	\$ -	\$ -	\$ -	\$ -
Plant Fund				
Beginning Balance	\$ 53,393.56	\$ 53,393.56	\$ 53,393.56	\$ 53,393.56
Add Receipts	-	-	-	-
Total Available	\$ 53,393.56	\$ 53,393.56	\$ 53,393.56	\$ 53,393.56
Less Disbursements	-	-	-	-
Ending Balance	\$ 53,393.56	\$ 53,393.56	\$ 53,393.56	\$ 53,393.56
All Funds				
Beginning Balance	\$ 375,116.48	\$ 39,746.32	\$ 50,583.18	\$ 216,250.88
Add Receipts	\$ 3,900,835.50	\$ 5,417,126.95	\$ 2,343,180.05	\$ 4,308,146.15
Total Available	\$ 4,275,951.98	\$ 5,456,873.27	\$ 2,393,763.23	\$ 4,524,397.03
Less Disbursements	\$ 4,236,205.66	\$ 5,406,290.09	\$ 2,177,512.35	\$ 4,471,156.15
Ending Balance	\$ 39,746.32	\$ 50,583.18	\$ 216,250.88	\$ 53,240.88
Temporary Investments:				
<i>Certificates of Deposit</i>				
General Fund	\$ 10,088,498.08	\$ 9,983,540.96	\$ 9,995,334.11	\$ 9,995,334.11
Restricted Fund	\$ 35,549.47	\$ 35,549.47	\$ 35,549.47	\$ 35,549.47
Endowment Fund	\$ 139,295.73	\$ 139,295.73	\$ 139,503.36	\$ 139,221.85
Unexpended Plant Fund	\$ 2,892,447.07	\$ 2,581,449.16	\$ 2,454,004.62	\$ 2,241,139.35
Total Certificates of Deposit	\$ 13,155,790.35	\$ 12,739,835.32	\$ 12,624,391.56	\$ 12,411,244.78
<i>U.S. Treasury Bills</i>				
	\$ -	\$ -	\$ -	\$ -
<i>Savings Accounts</i>				
General Fund	\$ 248,968.18	\$ 968,968.18	\$ 518,968.18	\$ 111,386.88
Endowment Fund	\$ 2,465.14	\$ 1,965.14	\$ 1,715.14	\$ 2,215.62
Unexpended Plant Fund	\$ 2,582.45	\$ 2,582.45	\$ 272,582.45	\$ 272,653.96
Total Savings Accounts	\$ 254,015.77	\$ 973,515.77	\$ 793,265.77	\$ 386,256.46
Total Cash and Temporary Investments:	\$ 13,449,552.44	\$ 13,763,934.27	\$ 13,633,908.21	\$ 12,850,742.12

Belmont Technical College
Revenue and Expenditures
for the Month Ending
September 30, 2011

	<u>2010-2011</u>			<u>2011-2012</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>
REVENUE						
Board of Regents	\$5,934,593	\$1,515,786	25.5%	\$5,450,000	\$1,379,940	25.3%
State Dept of Educ	\$0	\$0	0.0%	\$0	\$0	0.0%
Tuition	\$5,670,923	\$863,195	15.2%	\$5,706,147	\$767,270	13.4%
Other Student Fees	\$2,733,731	\$490,083	17.9%	\$2,744,093	\$377,016	13.7%
Sales and Service	\$22,065	\$5,409	24.5%	\$25,000	\$3,553	14.2%
Miscellaneous	\$280,406	\$42,211	15.1%	\$516,000	\$25,477	4.9%
TOTAL REVENUE	\$14,641,717	\$2,916,684	19.9%	\$14,441,240	\$2,553,256	17.7%
EXPENDITURES						
Instructional	\$4,969,801	\$814,973	16.4%	\$5,291,066	\$806,070	15.2%
Public Services	15,364	\$0	0.0%	11,946	0	0.0%
Academic Support	1,814,704	\$400,355	22.1%	1,869,635	398,456	21.3%
Student Services	1,109,746	\$268,319	24.2%	1,109,351	238,490	21.5%
Institutional Support	3,769,941	\$734,948	19.5%	4,022,802	793,708	19.7%
Oper/Maint Plant	1,111,967	\$265,019	23.8%	1,279,440	316,494	24.7%
Financial Aid	585,063	\$60,140	10.3%	687,000	45,800	6.7%
TOTAL EXPENDITURES	\$13,376,586	\$2,543,754	19.0%	\$14,271,240	\$2,599,017	18.2%
DIFFERENCE	\$1,265,131	\$372,930		\$170,000	(\$45,761)	

BUDGET PRIORITIES

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

3/12 = 25.0%

Appendix C

Grants Report

DRAFT

CURRENT BTC GRANT INITIATIVES

Name of Grant BTC Point Person/People	Amount	Purpose/Use	Partners
<p>Carl Perkins Instructional Grant Director Elayne Stupak Dr. Jane Evans</p>	<p>\$68,377.74</p>	<ul style="list-style-type: none"> * Grant dollars to support career technical education. Applied to purchases that directly affect instruction. * As the economic recovery continues the grant dollars have decreased. * As long as we meet the benchmarks for the accountability metrics, we will continue to receive grant dollars (as long as the dollars exist). There is no rfp - only meeting benchmarked performance standards. 	<p>BTC University System of Ohio Department of Education</p>
<p>Ohio Board of Regents College Access Challenge Grant Dean Tim Houston Ms. Judy Sandstead</p>	<p>\$21,496</p>	<ul style="list-style-type: none"> * Provide advice and support in the development of the Ohio Student Success Gateway - Student Portal * Conduct a free Bridge Program for students to assist 60 (20 MC, 20 HC, 20 BC) area high school students to become college ready. Transportation provided to MC and HC students. * Increase high school-to-college-going rate * Increase community awareness of the importance of education beyond high school, the link between the economy and education and the decreased need for college remediation. 	<p>Stark State is fiscal agent. WSCC, Mahoning Valley Access Program, OACHE (BTC, Coshocton C.A.R.E.S. and Lawrence County ESC., Scholarship Central Access Program/ Muskingum County Community Foundation)</p>
<p>Ohio Appalachian Center for Higher Education (OACHE) Challenge Grant Dean Tim Houston Ms. Judy Sandstead</p>	<p>\$3,000</p>	<ul style="list-style-type: none"> * Conduct a 2011 transitional course in an accelerated format to be offered to high school juniors in MC who have a need for developmental or remediation in math and/or English. 	<p>BTC OACHE/Mr. Ken Cornwell</p>

<p>Ohio Appalachian Center for Higher Education (OACHE) College Access Grant Dean Tim Houston</p>	<p>\$5,000 (Awarded to HELP)</p>	<p>* A College and Career Expo for high school students and parents on Nov. 3, 2011. A one-stop-shop for answers on higher education and learning opportunities in the region. The goal is to provide residents with essential components for success in education and learning. (\$1000) * Seventh and eighth grade students in the Switzerland of Ohio school district will identify interests, explore options and begin planning for career success. (\$2000) * HELP council will partner with the MC Chamber of Commerce and other local business leaders to survey the county's short and long-term workforce needs and job forecasts as well as any hiring issues, education or special skill requirements necessary. (\$1000)</p>	<p>BTC Switzerland of Ohio P-16 Higher Education Learning Partnership</p>
<p>Educause Grant Associate Dean Cathy Bennett Professor Chuck McGlumphy Professor Ron Graham Professor Chuck Dawson</p>	<p>\$4,500 plus equipment & software</p>	<p>* Adopt the interactive and self-paced learning modules in the Stitz-Zeager College Algebra textbook for developmental and statics courses during the grant period. (electronic text, math will be embedded in college level courses) * Incorporate interactive technology (3D printer and a desktop CNC router) in the statics course and other engineering courses. * Provide the necessary training and resources to faculty. Will involve significant course re-design. May 1, 2011 - Dec. 15, 2012</p>	<p>BTC Wright State University OhioLINK</p>
<p>Tech Prep Dr. Brenda Posey Full time faculty</p>	<p>\$5,666.67</p>	<p>* Purchase instructional videos for health. (\$1,214.76) * Purchase fiber optic microscope, patchcord, fault locator, power meter and light source for electronics. (\$1,964.24) * Purchase Adobe software, camera, routes, laptop and memory card for information technology. (\$2,437.93)</p>	<p>Eastern Ohio Tech Prep Consortium , BTC, EGCC, Area High Schools/Career Centers</p>

<p>Governor's Office of Appalachia Dr. Holly Bennett</p>	<p>\$15,000 + \$20,000 match from contributors</p>	<p>* To develop the strategic plan for Harrison County's economic development.</p>	<p>BTC Harrison County Local Government Entities</p>
<p>Upcoming Grant: NSF ATE (Advanced Technological Education) Professor Dave McLeod</p>		<p>Expand the "We are IT " Grant to "We are STEM in Ohio" Grant. Pending</p>	<p>BTC, Shawnee State, CSCC, Tri-CCC, Hocking, Lakeland, NWSCC, Owens, Sinclair, WSCC, Edison CC, MTC, NCSC, Rhodes State, YSU, U of Akron, BGSU, Clark State</p>
<p>Tech Prep/ Program of Study Service Centers Dr. Brenda Lohri-Posey Ms. Judy Sandstead Ms. Annmarie O'Grady</p>	<p>\$66,173</p>	<p>* Establish Programs of Study Service Center for the Southeast Region *Develop new Programs of Study for secondary Career-Technical education programs within the partner service area with appropriate linkages and credit articulations to post-secondary programs at partner institutions *Redesign existing Programs of Study for semester conversion *Develop and implement remediation intervention programs to</p>	<p>WSCC is the fiscal agent and Service Center for the region. BTC, Stark State, EGCC, WSCC, Zane State, Rio Grande, Hocking</p>
<p>Belmont County 21st Century Grant Assistant Director of Nursing, Sue White</p>	<p>\$10,000</p>	<p>*Provides intervention and enrichment to targeted students who receive free/reduced lunches and/or score limited or basic on state assessments in the areas of Reading and Math. * Targets middle and high school students; invites them to participate in an afterschool intervention/enrichment center at the ECOESC location in St. Clairsville. *Supports a Homework Helpline that will be staffed by teachers in school districts, along with student teachers from Ohio University Eastern. * BTC will provide workshops on nutrition and health-related issues. * St. Clairsville Library will provide family and student activities and include a section of grade-appropriate, non-fiction selections for all students to check out.</p>	<p>Belmont Technical College, Educational Service Center - East Central Ohio, Ohio University Eastern, and St. Clairsville Public Library</p>

APPROX. TOTAL \$214,213.41