



**BOARD OF TRUSTEES  
MEETING**

**September 22, 2011**

**7:00 p.m.**

**Belmont Technical College**

**Boardroom**

**Belmont Technical College**  
**District Board of Trustees Meeting**  
September 22, 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**

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**B**

**Human Resource Items**

**B1**

1 Resignation

*Rhonda Sansone, Associate Professor of Nursing*

2 Additions to Eligible Adjunct Faculty List

3 Retirement

*Terry Loy, Director of Facilities*

4 Position Modification

5 Authorization to Hire

*Executive Director of Facilities Management*

6 Position Modification

7 Authorization to Hire

*Graphic Designer*

8 Ratification of Employment

*Rita Zaborek, Math Faculty*

9 Ratification of Employment

*Amanda Burkhart, Math Faculty*

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

**Board Items**

**B2**

1 Ratification of Operating Policies

*A. Transfer Assurance Guide (TAG)/ Transfer Module*

*B. Academic Advising Policy*

*C. Class Cancellation*

*D. Student Background Check Policy*

- E. Nursing Program Background Check Policy*
- F. Child Development Study Background Check Policy*
- G. Broadcast Email Policy*
- H. Purchasing Policy*

**Monitoring Activities**

**B3**

- 1 August 2011 Financial Report
- 2 Ends Policies - Degree Completion
  - A. Graduation and Completion Rates*
  - B. Graduation Rate Comparisons with Comparable Institutions*

**PRESIDENT'S REPORT**

**Dr. Joseph E. Bukowski, President**

**REPORTS AND PRESENTATIONS**

Department Report - Information Systems  
**Matt Tarbett, Executive Director of Information Systems**

The First Year Experience  
**Peter Law, Dean of Student Services**  
**Juanita Roxby, Senior Recruitment Counselor**

**STRATEGIC DIALOGUE**

Degree Completion  
**Ms. Elizabeth Gates, Chair**

**UPCOMING EVENTS/MEETINGS**

**Emeritus Induction - October 27, 2011; Boardroom**  
**ACCT Annual Leadership Congress- October 12-15, 2011, Dallas TX**  
**OACC Legislative Reception - November 9, 2011; 4:30-6:30pm, The Ohio Statehouse, Columbus**

**COMMENTS FROM THE CHAIR**

**Ms. Elizabeth Gates, Chair**

**COMMENTS FROM COLLEGE COMMUNITY**

**NEXT REGULAR MEETING**

Next Meeting October 27, 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 August 25, 2011*

The regular meeting of the Belmont Technical College District Board of Trustees was held at 7:00 p.m. on August 25, 2011 at Belmont Technical College in the Boardroom.

**Call to Order** Elizabeth Gates, Chair, called the meeting to order at 7:12 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	-----	Present

There being a quorum, the meeting proceeded.

**Attendance** Becki Kurtz, John Koucoumaris, Peter Law, Laura Doty, Cathy Bennett, Holly Bennett, Marge Hawthorne, Brenda Lohri-Posey, Julie Mamie, Judy Sandstead, R.J. Konkoleski, Jody Peeler, Matt Tarbett, Elayne Stupak, Jennifer Nippert and President Joseph Bukowski.

**Approval of Amended Agenda** There was an amended agenda with two items added: *Waiver of Competitive Bidding Policy* under Administrative Items, and under Reports and Presentations, *An Innovative Think-Tank: The Belmont Technical College Energy Institute*.

Mrs. Gates asked for a motion to approve the amended agenda with the following items pulled for further discussion: *Contract with Stein Fleishman Consulting LLC, Contract with Meg Russell Design LLC, Waiver of Competitive Bidding Policy, and Heritage Tree Nominations*.

**Ms. Bedway motioned, seconded by Ms. Pollock, to accept the amended agenda with the following items pulled for further discussion: *Contract with Stein Fleishman Consulting LLC, Contract with Meg Russell Design LLC, Waiver of Competitive Bidding Policy, and Heritage Tree Nominations*.**

All ayes; motion carried.

**Approval of Minutes** Mrs. Gates asked for a motion to approve the minutes of July 28, 2011.

**Ms. Pollock motioned, seconded by Mr. Hunkler to approve the minutes of July 28, 2011.**

All ayes; motion carried.

Approval  
of Consent  
Agenda

**Human Resource Items**

***Faculty Promotions***

Several full-time faculty members were eligible for a promotion in faculty rank effective Fall Quarter 2011. They had attained the necessary competencies as contained within the Faculty Model to substantiate a promotion, and were recommended for promotions in rank as follows:

- Jesse Gipko, from Assistant Professor to Associate Professor of English, at an annual salary of \$41,081
- Ronald Graham, from Instructor to Assistant Professor of Civil/ Mechanical Engineering, at an annual salary of \$38,024
- Steve Morgan, from Instructor to Assistant Professor of Industrial Trades, at an annual salary of \$35,200
- Dawn Renshaw, from Instructor to Assistant Professor of Nursing, at an annual salary of \$35,802

It was recommended that the Board approve the promotion in rank and salary adjustments as listed for the full-time faculty members above, effective Fall Quarter 2011.

**Administrative Items**

***Appropriation of Surplus***

The administration recommended the following appropriations from FY 2010-2011 unaudited surplus of \$1,265,131.

**Transfer from the General Fund Unappropriated fund balance to the General Fund Appropriated fund balances:**

• Capital Equipment Renewal & Replacement .....	\$200,000
• Classroom Renovations .....	\$47,000
• Deferred Maintenance .....	\$78,000
• Digital Imaging.....	\$25,000
• Expanded Hilda Burrows Scholarship.....	\$43,000
• Fundraising & Development .....	\$110,938
• Loss of Revenue-Subsidy FY12 .....	\$200,000
• One-Time Merit Pay .....	\$158,275
• Policy Development .....	\$24,014
• Replacement of Vehicles .....	\$30,000
• Safety and Security.....	\$86,000
• Semester Conversion .....	\$20,000
• Strategic Plan Initiatives.....	\$40,000
• Nursing Position .....	\$91,673
• EMS/Fire Positions.....	\$53,730

- Receptionist.....\$25,000
- TOTAL.....\$1,207,630**

The attached report (Appendix A) entitled *Belmont Technical College Surplus FY 2010/2011* shows the effect of the appropriations on the Fund Balance report for the period ending July 31, 2011.

It was recommended that the Board approve the above appropriations from the General Fund Unappropriated fund balance to the General Fund Appropriated fund balance as stated above.

***Transfer of Appropriated Fund Balances***

The Board was requested to approve the following transfers from the General Fund Appropriated fund balances, as designated below, in the amount of \$209,445.20 to the General Fund Un-appropriated fund balance:

<b>Component</b>	<b>Amount</b>	<b>Date Appropriated</b>
Board Room Renovations	\$20,000.00	July 2005
Catalog	\$35,000.00	August 2010
College History	\$15,000.00	August 2010
Facilities Assessment	\$39,445.20	July 2006
H R Initiatives	\$25,000.00	July 2008
Telecommunication/Polycom	\$75,000.00	August 2010
<b>Total</b>	<b>\$209,445.20</b>	

It was recommended that the Board approve the appropriate fund balance transfers as stated above in the amount of \$209,445.20 to the General Fund Un-appropriated fund balance.

***Re-appropriation of Fund Balance***

The Board was requested to approve the transfer from the General Fund Un-appropriated fund balance to the General Fund Appropriated fund balance in the amount of \$209,445.20 for Branding – Name Change.

It was recommended that the Board approve the fund balance transfer in the amount of \$209,445.20 from the General Fund Un-appropriated fund balance to the General Fund Appropriated fund balance for Branding – Name Change.

***Adjustments to Course Fees***

Every year course fees are assessed to determine whether the fee recoups the cost of supplies and support materials necessary to implement the curriculum. The course fee adjustments (Appendix B) were recommended effective Winter Quarter of the 2011/2012 academic year.

It was recommended that the Board approve the Course Fee Adjustments as indicated, effective Winter Quarter of the 2011/2012 academic year.

### ***One-time Merit Pay to Employees***

In 2010/2011, our faculty and staff have worked diligently and have undertaken huge endeavors in their service to our students and fulfillment of the College mission. Their performance and dedication has resulted in yet another budget surplus for the recently completed fiscal year.

A one-time merit payment was recommended, as outlined below, as recognition and reward for their performance in achieving the surplus and making contributions to enrollment and other goals.

The following was recommended for employees on payroll as of the August 25, 2011 pay date, and who remain currently employed at the time of the merit payment:

- All full-time faculty and staff who were employed at the college prior to July 1, 2010, will receive a one-time payment in September 2011 of \$1,000.00.
- All full-time faculty and staff who became employed at the college between July 1, 2010, and June 30, 2011, will receive a one-time payment in September 2011 equal to a prorated portion of \$1,000.00 based on the number of months worked during the year.
- All part-time staff employed at the college between July 1, 2010, and June 30, 2011 will receive a one-time payment in September 2011 equal to a prorated portion of \$1,000.00 based on the number of hours worked (percentage of full-time) through the June 25, 2011 pay date.

It was recommended that the Board approve a one-time merit payment to designated faculty and staff as outlined.

### **Board Items**

#### ***Ratification of Operating Policies***

#### ***Employee Separation Information Systems***

Provide for the safeguarding of Belmont Technical College's assets and resources and ensure a smooth transition following an employee's separation from the College.

#### **Policy Statement:**

This policy identifies the processes that are necessary to deactivate computer accounts and handle employee documents at the time an employee separates from the College to

ensure security breaches can be better controlled.

**Persons Affected:**

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All employees of Belmont Technical College

**Definitions:**

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**Resignation** – A formal statement, document, etc., stating that one gives up a position

**Termination** - An act of dismissing someone from employment

**Procedures:**

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To ensure uniform and consistent procedures for employee separations, the College has established applicable rules.

Employees may be separated from employment voluntarily through resignation, retirement, job abandonment, or other extended leave. Involuntary separation may include but not limited to death, termination, layoff, or position elimination. When this occurs, both the departing employee and the departing employee's supervisor are required to take specific steps to ensure the employee's and the College's rights and responsibilities are respected.

**Rights and Responsibilities** - A list of each individual's rights and responsibilities follows:

1. In the event an employee's tenure with the College is terminated due to specific action being taken by the College, the supervisor must consult with the Executive Director of Human Resources and Organizational Development and Executive Director of Information Systems/CIO.
2. In the event of the death of an employee (whether while actively employed or on leave), when the supervisor becomes aware that an employee has passed away, he/she should contact the Executive Director of Human Resources and Organizational Development and Executive Director of Information Systems/CIO immediately.

To reduce the risks of intentional or unintentional security breaches, deactivating computer accounts and managing employee documents are essential aspects of the employee separation process and to ensure the retention or appropriate deletion of college documents managed or maintained by the departing employee.

Employee documents need to be reviewed and moved to appropriate locations before they are deleted. This document outlines the steps that departments should take when employees separate from the College. Information Systems will monitor this process and be available for assistance.

**Before Separation Occurs** - All College system accounts and access will be disabled on or before the separation date from the College. These policies apply to all employees.

Before separation occurs:

1. Employee or Supervisor should return all BTC Information Systems property and equipment (computer/laptop, etc)
2. Computer Access

- a. Human Resources or Supervisor notifies the Executive Director of Information Systems/CIO at least 48 hours in advance of the intended day for separation if possible
  - b. Information Systems will cancel security access (e.g. Jenzabar, JICS, Active directory, Powerfaids, e-mail, VPN/remote access, telecommunication/voicemail passwords, webct, etc.)
  - c. Information Systems will notify the local area network manager to disable all access codes
  - d. Information Systems will make arrangements for the disposal or collection of any BTC information or BTC Licensed Software that may be in the separated employee's possession
3. Telephone  
Human Resources will notify Information Systems to delete voice mail and or change of name on telephone display.
  4. Human Resources will notify the Marketing and Communications Office so the listing can be removed from the BTC website.
  5. E-mail
    - a. Employee or Information Systems will forward action items to designated employee
    - b. Supervisor will decide if auto-response is needed to notify the sender how to direct the e-mail traffic
    - c. Employee or Information Systems will delete personal email
  6. Computer Accounts and Files
    - a. Information Systems will terminate access with separation
    - b. Employee or Information Systems will remove signature authority

**Voluntary Separation** - Employees who have given their intent to resign from the College should meet with supervisors to:

1. Identify computer systems he/she uses and provide all passwords. After this meeting, send the accounts to be deactivated on or around the separation date to Information Systems.
2. Review the contents of their folders. These folders are deleted 60 days after separation. Documents that the department needs to retain should be moved to other locations.
3. Review the contents of their exchange mailbox and archive files. Messages that the department needs to retain should be forwarded to another mailbox.

**Supervisors -**

Supervisors, before separation date, should:

1. Send notification of Employee Separation to the Human Resources Department, Human Resources will send the Information Systems checklist to the Executive Director of Information Systems/CIO.
2. Identify the types of systems that will be affected by this process which includes but is not limited to: (Jenzabar, JICS, E-mail, VPN/remote access)
3. Update the Interdepartmental Directories and emergency call list

**Information Systems** - Information Systems Department will:

1. Suspend or remove access to systems and applications

Employees typically have access to a variety of systems and applications based

on their job responsibilities. This access will need to be suspended or removed upon separation. Managers should maintain a list of what systems and applications his or her employees have access to so that it is available when a separation occurs. The types of systems and applications that an employee might have access to include but are not limited to:

a. Information systems and application

As referenced above, suspension or removal of access to some systems and applications, managed by Information Systems may occur automatically. Other applications may require manual suspension or removal. Contact the Support Desk if you have questions related to suspension or removal of access to system and applications managed by Information Systems.

b. Department, college or non campus systems and applications

Many systems and applications are managed by a department, college or non campus Information Systems staff. If an employee separation occurs within one of these functional areas, the departmental administrator for that area should be contacted to assist with suspension or removal of access. Some functional areas also maintain their own help desk, which can also serve as a resource for suspending or removing access.

c. Third-party managed applications

The College outsources a variety of services to third-party providers. Employees are often provisioned under accounts to gain access to these services. The process of suspending or removing this access will vary from one service to the next. If it is unclear who to contact in order to suspend or remove access to a third-party application, contact your departmental administrator for assistance.

2. Change any shared account passwords that were known by the employee

While typically discouraged, it is often a requirement that multiple users share the password to a single account. If the employee is in possession of one of these shared passwords, it should be immediately changed.

3. Disable employee's access to the voicemail system

The Information Systems Department is responsible for the College's voicemail system. There are several alternatives available to address employee separation including changing the employee's voicemail password, changing the voicemail message or simply disconnecting the voicemail. Contact the Information System team to discuss alternatives for disconnecting voicemail.

4. Retrieve computer hardware from the employee

Upon separation, all computing hardware issued to an employee will be collected. This includes but is not limited to College-issued laptops, desktops, computing peripherals, cell phones and hardware tokens. Any hardware token the employee may have should be immediately returned to the appropriate supervisor. All other hardware can be re-used as deemed appropriate by the

Executive Director of Information Systems/CIO. In those limited circumstances where ownership of computer equipment is transferred to the separating employee, the following steps should be considered.

- a. Archive any business related documents, as directed by the separating employee's management
  - b. Remove all non-public information that is owned or licensed by the College
  - c. Remove all software applications that are licensed by the College
  - d. Remove all Microsoft Windows operating system upgrades (only the original manufacture installed operating system should be transferred to the separating employee)
  - e. If necessary, erase the entire content of the device's hard drive
5. Clean drives for computers being reassigned

#### **Involuntary Separation - Immediate Involuntary Separation**

The Executive Director of Human Resources and Organizational Development and Executive Director of Information Systems/CIO have contacted the Department head of the employee.

Department heads need to be aware that an employee who may be terminated is likely to be aware of an impending dismissal. It is possible (or likely) that the employee will delete documents, important emails, and/or make inappropriate changes to systems to which they have access.

1. Once initial notification is received from Human Resources, Information Systems will:
  - a. Know account names/access that should be suspended
  - b. Know the date and time when access should be suspended
  - c. Know whether a bounce message (an automated reply to incoming email) should be applied to the employees account, and, if so, what that message should say
2. Once notification that the separation has happened, Information Systems will perform the following actions:
  - a. The employee's account will be suspended
  - b. Appropriate system administrators will be contacted to request revocation of access to critical systems
  - c. If requested, a bounce message will be applied to the account
  - d. The need to preserve electronic content in computer services' systems and applications will be determined in consultation with the supervisor and Executive Director of Human Resources and Organizational Development
3. Information Systems will contact Human Resources regarding destruction and/or reallocation of electronic resources:
  - a. Prior to conducting any routine data destruction or reallocating electronic resources assigned to the separating employee, contact the Executive Director of Human Resources and Organizational Development to discuss any data preservation needs. This includes but is not limited to data stored on central file servers, data stored in the separating employee's email account and data stored on a computer that was allocated to the separating employee.
  - b. An employee's computer may be collected and the hard drive removed for investigation. To insure legal requirements are met, Information Systems requires

that this action be initiated by Human Resources. Note that the employee's hard drive does not contain documents or email (these are stored on servers); hard drive contents may be useful only if an investigation into inappropriate computer use is being conducted.

- c. All actions related to investigations should be routed through the Executive Director of Information Systems/CIO. Human Resources will notify Information Systems if the employee under investigation is also subject to a litigation hold so that they treat the hard drive and employee data appropriately.
4. Supervisor will suspend or remove access to decentralized systems and applications.  
Contact the administrators of any departmental, college, non campus, or third party managed systems and or applications to immediately suspend the employees' access.
5. Follow the above procedure for voluntary employee separation.  
Once user accounts and access rights are suspended, follow the same procedure for voluntary employee separation as described above. Some of these steps may have already been completed as part of the immediate separation; however, they should all be reviewed for completeness.

**Separation Day - On the Separation Date**

1. If schedules change, notify the Executive Director of Information Systems/CIO so that account deactivations are enacted at the appropriate time.
2. Employee accounts will be deactivated at the established time and the employee will be logged off of their computer. All unsaved documents and data will be lost.

**After Separation - After the Separation Date**

1. The department head should insure that the contents of the terminated employee's folder are reviewed and necessary files moved elsewhere within 60 days of separation (when the folder is permanently deleted).
2. If a review of the terminated employee's mailbox is desired, the department head should request that Information Systems obtain a copy of the mailbox and place the file in the department head's Private folder. This needs to be done within 60 days of separation (when the mailbox is permanently deleted).

**Related Documents:**

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- Information Systems Checklist (Form 113)

It was recommended that the Board approve the Employee Separation Information Systems policy.

*Transcripts Policy*

Belmont Technical College will provide official and unofficial transcripts in compliance with Ohio Revised Code and The Family Education Rights and Privacy Act (FERPA).

**Policy Statement:**

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The following policy is established to ensure that transcripts remain confidential and to identify the process for students to obtain an unofficial or official copy.

**Persons Affected:**

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All employees, current and former students of Belmont Technical College.

**Definitions:**

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**Official Transcript** – A transcript, issued from the Registrar’s office, on security paper, requested by a student, and sent to a third party.

**Student** – Any person who has applied for admission or financial assistance at the College where the College maintains education records or personally identifiable information on such person.

**Transcript** – A record of a student’s academic history of course enrollment and achievements. All courses officially attempted are listed.

**Unofficial Transcript** – A transcript not issued on security paper (printed on plain paper).

**Procedures:**

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**Office of the Registrar** - The Office of the Registrar maintains a transcript for each student. This document is a cumulative, unabridged academic record of all course work taken at, and accepted by, Belmont Technical College.

The College, only at the request of the student or in accordance with state or federal statutes, will release the official transcript. No partial or incomplete record (e.g., with grades of F omitted) will be released.

**Official Transcripts** - All official transcript requests must be submitted in writing to the Office of the Registrar, either on the Transcript Request Form (Form #38) or by letter. Letters must include the student's name (under which he/she attended Belmont Technical College), student ID number/social security number, telephone number, last term of enrollment, address to which the transcript is to be mailed, the student's signature, and a copy of government identification (e.g. driver’s license). Although faxed requests are accepted, official transcripts cannot be faxed.

BTC cannot forward the original or a copy of any document received by BTC from another institution or agency to a third party.

**Unofficial Transcripts** - Unofficial transcripts can be generated at anytime by students via the College’s portal page, [www.mybtc.info/ics](http://www.mybtc.info/ics).

**Financial Obligations** - Transcripts will not be issued to students who have unpaid financial obligations to the College.

**Related Documents:**

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- Ohio Revised Code
- Family Educational Rights and Privacy Act (FERPA) [www.ed.gov](http://www.ed.gov)
- Transcript Request Form (Form #38), [www.mybtc.info/ics](http://www.mybtc.info/ics).
- BTC Directory Information Policy #140.0800.10

It was recommended that the Board approve the Transcripts policy.

Associate of Technical Study (ATS) Degree

Allows students with specific career objectives to satisfy their goals via an Ohio Board of Regents' compliant custom-designed program where existing curricula are not well matched to student goals.

**Policy Statement:**

The Associate of Technical Study Degree program is designed by utilizing existing courses from a variety of the College's Associate Degree programs.

**Persons Affected:**

All Belmont Technical College employees and students.

**Definitions:**

**Associate of Technical Study (ATS)** – A degree is awarded for the satisfactory completion of an individually-planned technical education program which contains at least one area of concentration.

**Procedures:**

**Applying** - In addition to following the College's admissions practices, students must apply for an approval of an Associate of Technical Study candidacy. Prior to completion of forty semester (sixty quarter) credit hours, students should submit a completed BTC Application for Approval, Associate of Technical Study Program Form #15 to the Executive Dean of Academic Affairs.

**Approval** - Standards for approval of the Associate of Technical Study Degree

1. Plans submitted on Form #15 after forty semester (sixty quarter) or more credit hours to the Executive Dean of Academic Affairs for approval.
2. This degree is awarded for satisfactory completion of a minimum of sixty semester (or ninety quarter) credit hours in an individually-planned technical education program which contains an area of concentration formed either by:
  - a. Type A: An intra-institutional, interdisciplinary, but coherent combination of courses drawn from two or more technical programs offered by the awarding institution designed to serve an occupation objective; or by
  - b. Type B: Credits awarded by the institution for courses completed or training received by a student at other postsecondary institutions, vocational centers, and/or other educational enterprises judged by the institution to be of college level.
3. Each student's individual curriculum must meet the minimum requirements of thirty semester (or forty-five quarter) credit hours in technical studies and twenty-eight semester (or forty-two quarter) credit hours in non-technical studies.
4. Student progress will be monitored closely by Academic Advising.

**After Approval** - Following approval of the application:

1. The degree awarded must contain the name of the student's area of concentration.
2. The degree may be authorized to be offered by universities, community colleges, university regional branches, technical colleges, state community

colleges, and urban centers of state universities.

In the communities having both a technical college and a university regional campus on the same campus, the Associate of Technical Study Degree may be authorized to be award by only the technical college.

**Related Documents:**

- Ohio Board of Regents Operating Manual for two-year campus programs, April 1998
- Belmont Technical College's Application for Approval Associate of Technical Study Program, Form #15

It was recommended that the Board approve the Associate of Technical Study (ATS) Degree policy.

**Ms. Bedway motioned, seconded by Dr. Saxby to approve the Consent Agenda, (Four items pulled from the agenda for further discussion: Contract with Stein Fleishman Consulting, LLC, Meg Russell Design, LLC, Waiver of Competitive Bidding Policy, and Heritage Tree Nominations.)**

All ayes; motion carried.

**Administrative Items**

***Contract with Stein Fleishman Consulting, LLC***

In June 2010, the College began working with Stein Fleishman Consulting, LLC (SFC) to develop a new brand communications plan. A new brand communications plan will serve as a vehicle to communicate the new brand positioning/messaging to internal and external College stakeholders and the community at large. An additional goal is to streamline and unify marketing communications from all areas of the Institution. Since the work began with SFC, three phases of the brand communications plan have been completed.

As we prepare for the roll-out of the new branding/communications plan and transition from Belmont Technical College to Belmont College, the Board Rule 300.1100.00 Competitive Bidding Policy becomes a factor. According to the rule:

*The College will competitively bid any single purchase of goods or services that will result in payment of twenty-five thousand dollars \$25,000.00 or more to a single vendor within a given fiscal year.*

We are again seeking consultation from SFC during the implementation of the final stages of our branding/communications plan and name change. In December 2010, the College was granted permission to waive the competitive bidding process and enter into an agreement with SFC not to exceed \$35,000. Payments toward a fourth agreement with Stein Fleishman, LLC would again exceed the \$25,000 threshold. Due to the fact that the College has an excellent working relationship with SFC and has the utmost confidence that SFC will be able to lead Belmont through implementing the

branding/communications plan and name change, it was requested that the board allow the College to proceed with SFC without going through the competitive bidding process.

It was recommended that the Board grant approval to enter into a fourth agreement, not to exceed \$40,000, with Stein Fleishman Consulting, LLC without using the competitive bidding process.

#### ***Contract with Meg Russell Design, LLC***

In December 2010, the College began working with Meg Russell Design, LLC to create a unique and compelling look and feel for the new Belmont College brand. As we prepare for the roll-out of the new branding/communications plan and transition from Belmont Technical College to Belmont College, the Board Rule 300.1100.00 Competitive Bidding Policy becomes a factor. According to the rule:

*The College will competitively bid any single purchase of goods or services that will result in payment of twenty-five thousand dollars \$25,000.00 or more to a single vendor within a given fiscal year.*

We are again seeking consultation from Meg Russell Design, LLC during the implementation of the final stages of our branding/communications plan and name change. Due to the fact that the College has an excellent working relationship with Meg Russell Design, LLC and has the utmost confidence that Meg Russell Design, LLC will be able to lead Belmont through implementing the design elements of the branding/communications plan and name change, it was requested that the board allow the College to proceed with Meg Russell Design, LLC without going through the competitive bidding process.

It was recommended that the Board grant approval to enter into an agreement, not to exceed \$30,000, with Meg Russell Design, LLC without using the competitive bidding process.

#### ***Waiver of Competitive Bidding Policy***

The administration was seeking permission to correct ventilation issues at the Science & Engineering Building. The Board Rule 300.1100.00 Competitive Bidding Policy becomes a factor. According to the rule:

*The College will competitively bid any single purchase of goods or services that will result in payment of twenty-five thousand dollars \$25,000.00 or more to a single vendor within a given fiscal year.*

It was requested that the board waive the competitive bidding policy in order to expedite this project for completion prior to the start of fall quarter.

Expenditures for this project will come out of Board Appropriated Funds.

It was recommended that the Board grant approval for the President to enter into all necessary contracts to correct ventilation issues at the Science & Engineering Building, waiving the competitive bidding process.

**Mr. Hunkler motioned, seconded by Dr. Saxby to accept the Contract with Stein Fleishman LLC, the Contract with Meg Russell Design LLC, and the Waiver of Competitive Bidding Policy as presented.**

All ayes; motion carried.

### Board Items

#### *Heritage Tree Nominations*

The Board discussed the consideration of not having the Heritage Tree ceremony each and every year; we should wait until 2012, take a look back and our history and develop a more concrete, established process for the criteria of Heritage Tree recipients and accepting nominations.

**Dr. Saxby motioned, seconded by Ms. Neuhart to wait until 2012 to hold the next Heritage Tree ceremony and develop a more concrete and established process for the criteria and acceptance of Heritage Tree nominations.**

All ayes; motion carried.

#### **President's Report**

- **Directive from Chancellor** – In each Board member's folder, there is a copy of the signed Directive by Chancellor Petro approving the College name change from Belmont Technical College to Belmont College. We are so pleased; we have been anticipating this for years and years and this is such an exciting time not only for administration but for the College Community and especially the students.

As of July 1, 2012, the College will officially be Belmont College. Thanks to all who worked so diligently and helped to make this a reality.

- **Energy Institute** – With the recent topic of energy in our region, it was felt that there was a need to discuss with the Board how Belmont plans to respond. Dr. Kurtz will give an update to the Board later tonight.
- **Department Reports** – Each month, starting with September, a different department of the College will give the Board a report on what has been going on and what is to come in that department. Matt Tarbett, Executive Director of Information Systems, will give a report to the Board on the IS Department in September.
- **Visitors** – During the past month or so, we have had a number of visitors that I wanted to share with the Board. Gordon Gee, President of The Ohio State University, and Chancellor Petro came to visit in early July.

Representative Andy Thompson visited the College at the end of July. Rep. Thompson represents Monroe County and was recently appointed by the Governor to serve on a state Workforce Development Commission. Dr. Kurtz

and Dr. Bennett are working on getting him a list of our concerns and suggestions about the way the current manner of Workforce Development is administered in Ohio.

Vice Chancellor Gary Cates also came to visit in August and had the opportunity to have lunch with President's Staff.

**Monitoring  
 Activities**

**Financial  
 Report**

**July 2011 Financial Report**

**FINANCIAL REPORTS:**

The cash position of the College as of July 31, 2011 is as follows:

Checking Account	\$	50,583.18
Certificates of Deposit	\$	12,739,835.32
Savings	\$	973,515.77
Total Temporary Investments	\$	13,713,351.09
Total Cash and Temporary Investments	\$	13,763,934.27

The Budget Report shows the following:

	<u>This Year % Recorded</u>	<u>% Year Completed</u>
Budgeted Revenues	11.0%	8.3%
Budgeted Expenditures	5.6%	8.3%

- 
1. The Unexpended Plant Fund Report is in the amount of \$ 2,699,894.78.
  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 \$ 1,892,697.73.
  4. The Start up Fund is in the amount of \$ 181,332.89.

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

**Ms. Pollock motioned, seconded by Ms. Bedway to accept the July 2011 Financial Report.**

All ayes; motion carried.

Sec IV:  
 Ends  
 Policies

Board  
 Rule:  
 400.0100.00-  
 Student  
 Development

Quarterly Enrollment Statistics

One important measure of developmental students' academic growth and the effectiveness of the Transitional Studies Program is transitional studies students' success in college-level courses. In accordance with *Ends Policies*, Section IV, 400.0100.00, Student Development, this report provides data and reflection regarding the key indicator, *Success in subsequent college-level course work*, analyzes conclusions and strategies from the August 2010 report, and offers strategies and targets for improvement for the 2011-2012 academic year.

This report presents final course grades of students who were enrolled in developmental math, English, and reading courses and were enrolled in the following "subsequent" college-level courses: ENG101 (Composition I), MAT102 (Manufacturing Math), MAT112 (Allied Health Math), MAT114 (College Business Math), MAT116 (Statistics I), MAT121 (Technical Mathematics), and MAT131 (College Algebra). Successful completion in college-level course work is defined as grades of A, B, C, or D. The presentation and analysis of the data and resulting conclusions, recommendations, and targets for improvement facilitate the continuous quality improvement cycle as students move through their transitional studies program and on to subsequent, college-level courses.

**Data**

Data were gathered for individual grades received in courses and aggregated by quarter of completion. Table 1, *Success in Subsequent College Level Course Work*, displays years and quarters of enrollment, shows the total number of students enrolled in subsequent, college-level courses each academic year, and reports the number of students who successfully completed their subsequent, college-level courses each quarter. In addition, the table presents the number of students who did not successfully complete their subsequent, college-level courses each quarter and year and reflects the annual percentage of completions each academic year.

Table 1, *Success in Subsequent College Level Course Work*

Year	06-07	07-08	08-09	09-10	10-11
Number of students enrolled:	n=1436	n=1393	n=1530	n=1499	n=1430
Successful completions					
Quarter of enrollment					
Summer	114	99	95	109	132
Fall	395	420	452	385	330
Winter	344	333	332	345	260
Spring	219	235	300	284	244
<b>Total completions</b>	<b>1072</b>	<b>1087</b>	<b>1179</b>	<b>1123</b>	<b>966</b>
Non-completions					
Quarter of enrollment					
Summer	21	15	28	33	55
Fall	129	91	107	116	146
Winter	105	109	104	113	147
Spring	109	91	112	114	116
<b>Total non-completions</b>	<b>364</b>	<b>306</b>	<b>351</b>	<b>376</b>	<b>464</b>
<b>Annual percentage of completions</b>	<b>75%</b>	<b>78%</b>	<b>77%</b>	<b>75%</b>	<b>68%</b>

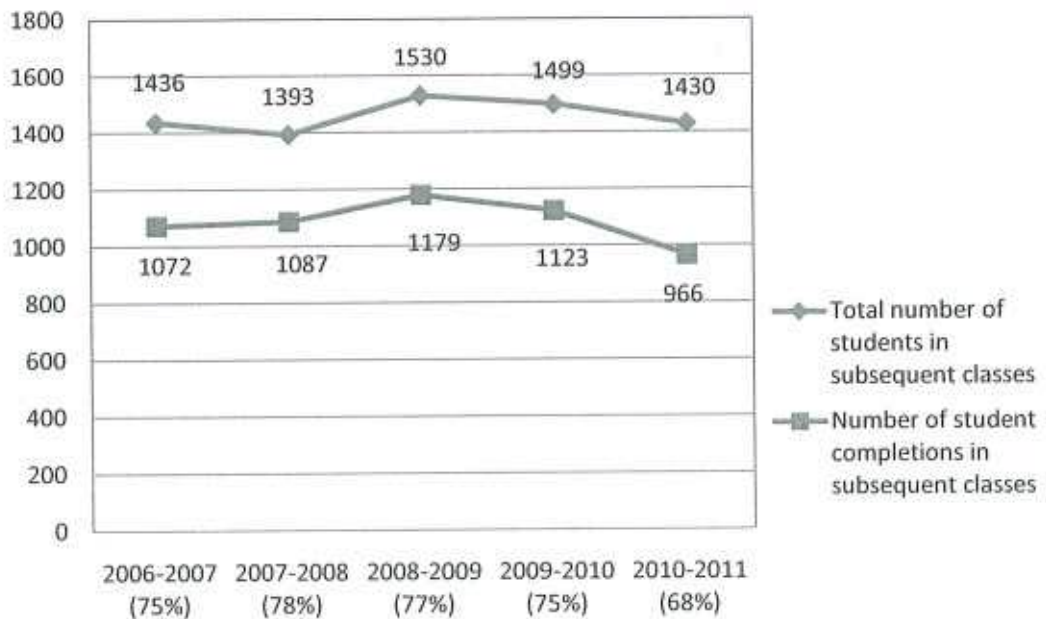
Table 2, *Rates of successful completions in subsequent courses, 2007-2011*, drills down to the course level for seven courses in which transitional studies students typically enroll following successful completion of their transitional studies sequence. The table shows the percentage of successful completions in each course for the past five academic years.

Table 2, *Rates of successful completions in subsequent courses, academic years 2007-2011*

Academic year→ Subsequent course↓	2007	2008	2009	2010	2011
ENG101, "Composition"	75.50%	76.70%	75.30%	73.47%	66.4%
MAT102, "Manufacturing Math"	73.10%	85.70%	81.30%	63.76%	70.8%
MAT112, "Allied Health Math"	75.50%	74.90%	71.50%	71.49%	70.4%
MAT114, "College Business Math"	68.20%	73.40%	75.90%	78.40%	74.4%
MAT116, "Statistics I"	70.80%	66.20%	64.70%	73.88%	64.2%
MAT121, "Technical Mathematics"	100%	80.00%	100%	97.05%	86.3%
MAT131, "College Algebra"	66.20%	75.50%	81.40%	83.33%	66.6%

Chart 1 below, *Completion rates in subsequent college-level courses, 2007 through 2011*, reflects completion rate trends over the past five academic years. The blue line shows the total number of enrollments in subsequent, college-level courses for the past five academic years. The red line shows the total number of successful completions in seven courses, identified as *subsequent, college-level courses*. The percentage of successful completions is displayed under the academic year labels at the bottom of the chart. The percentage of successful completions has fluctuated from a high of 78% in academic year 2007-2008 to a low of 68% in academic year 2010-2011.

Chart 1, Completion rates in subsequent college-level courses, 2007-2011



From academic year 2009-2010 to academic year 2010-2011, a seven percent decline in student completions was noted. At first blush, the decline raises concern. When compared to overall success in the same courses, as reported in the *Student Development* report of July 28, 2011 and reflected in Table 3, a different picture emerges. In all courses, transitional studies students' success was equal to or greater than the overall success reported for each of the seven "subsequent courses."

Table 3, Overall student success and transitional studies student success in English and math courses, academic year 2010-2011

Course	Overall Success	Transitional Studies Students' Success
ENG101, "Composition"	64%	66%
MAT102, "Manufacturing Math I"	69%	71%
MAT112, "Allied Health Math"	67%	71%
MAT114, "College Business Math"	74%	74%
MAT116, "Statistics I"	63%	64%
MAT121, "Technical Mathematics I"	71%	86%
MAT131, "College Algebra"	65%	67%

Table 3, Overall student success and transitional studies student success in English and math courses, academic year 2010-2011, shows a comparison of overall success rates for the seven, identified "subsequent courses" and transitional studies students' success in each course for academic year 2010-2011. In College Business Math, the overall success rate and transitional studies students' success rates were equal. In all other courses, transitional studies students' success rates were greater than

the overall success rate reported for each course.

### ***Analysis***

Data in the first table suggest that the number and percent of transitional studies students who successfully completed subsequent, college-level classes has been declining slightly from since the 2007/2008 academic year. In academic year 2010-2011, the percent of completions declined to 68%. The total number of non-completions for all quarters, summer through spring, increased from 2009/2010 to 2010/2011. The number of successful completions increased in summer quarter from 2009/2010 to 2010/2011 but decreased in all other quarters.

Table 2, *Rates of successful completions in subsequent courses, 2007-2011*, reflect that the percentage of transitional studies students' successful completions in subsequent, college-level courses increased in a number of courses from 2007 through 2010 but declined in 2011 in all courses except Manufacturing Math I. Success in Manufacturing Math began to decline in 2009 but increased seven percent in 2011. Success in Composition I and Allied Health Math have declined steadily from 2007 through 2011. Success in College Business Math and College Algebra showed increases from 2007 through 2010 and decreases in 2011.

### ***Conclusions/Recommendations***

Data presented, discussed and analyzed in the August 26, 2010 monitoring report sparked a number of conclusions, which are revisited in this report and addressed in light of this past academic year's data and additional data gleaned from other sources.

- *When viewing transitional studies students' success in their first, college-level courses, the data suggests that BTC remains on a positive course (Conclusion, August 2010).*

As Table 1 indicates, student success in subsequent college-level course work from academic year 2006-2007 through academic year 2009-2010 reflects a fairly stable pattern. While growth was consistent from year to year, the annual percentage of completions in subsequent, college-level course work varied by only a small percent each year.

However, transitional studies students' overall success for the most recent academic year and in all courses except Manufacturing Math I show a decline, which is perplexing. Despite all the best efforts poured into transitional studies over the past four years, student success rates in subsequent courses have not necessarily reflected those intense efforts. However, the success rates for transitional studies students may mirror a similar pattern that exists in the overall success rate for each course. To support that hypothesis, the following is recommended:

- Collect data and trends for the seven, identified "subsequent courses" for the past five years for overall success rates, compare to data and trends for transitional studies students' success in subsequent courses, and note similarities, differences, and trends.

The *National Study of Developmental Education II: Baseline Data for Community Colleges* (2007), Gerlaugh et. al. offers an additional and hopeful perspective. In that study, developmental students' pass rates in their first college courses was reported for 29 participating community or technical colleges. Table 4 below shows those national pass rates and compares pass rates at Belmont Technical College.