



**BOARD OF TRUSTEES
MEETING**

January 26, 2012

7:00 p.m.

Belmont Technical College

Boardroom

Belmont Technical College
District Board of Trustees Meeting
January 26, 2012

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

CONSENT AGENDA

Human Resource Items

- 1 Resignation
Peter Law, Dean of Student Services
 - 2 Authorization to Hire
Dean of Student Services
 - 3 Ratification of Employment
Director of Facilities Management
 - 4 Authorization to Hire Full-time Faculty
 - Accounting/Business
 - Industrial Trades
 - Nursing
 - Nursing
 - 5 Retirement
Larry Patterson, Associate Professor of Engineering
 - 6 Position Title Modification
Director of Strategic Communications
 - 7 Position Modification
Director of Marketing Research and Development
 - 8 Appointment
Director of Marketing Research and Development
- Marge A. Hawthorne, Executive Director of Human Resources
& Organizational Development**

Administrative Items

- 1 Ratification of Capital Plan 2013-2018

A
B
B1

B2

2 Transfer of Funds - Supplemental Education Opportunity Grant (SEOG)

3 Purchase of Video Conferencing Units

John S. Koucoumaris, Vice President of Administrative Affairs

Board Items

B3

1 Recommendation to Revise Ends Policy

Monitoring Activities

B4

1 November & December 2011 Financial Report

2 Ends Policy - Tuition and Fee Comparisons

PRESIDENT'S REPORT

Dr. Joseph E. Bukowski, President

REPORTS AND PRESENTATIONS

Belmont College Ad Campaign

Laura Doty, Director of Strategic Communications

Update on Gas & Oil Rights

John S. Koucoumaris, Vice President of Administrative Affairs

STRATEGIC DIALOGUE

Tuition and Fees

UPCOMING EVENTS/MEETINGS

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

OACC "One Voice" Legislative Day - March 14, 2012;
Columbus, OH

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

AQIP Strategy Forum - April 25-27, 2012; Chicago, Illinois

OACC Annual Spring Conference - May 24-25, 2012;
Columbus, OH

**COMMENTS FROM
THE CHAIR**

Ms. Elizabeth Gates, Chair

**COMMENTS FROM
COLLEGE COMMUNITY**

NEXT REGULAR MEETING

Next Meeting February 23, 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 December 1, 2011

The regular meeting of the Belmont Technical College District Board of Trustees was held at 7:00 p.m. on December 1, 2011 at Belmont Technical College in the Boardroom.

Call to Order Elizabeth Gates, Chair, called the meeting to order at 7:11 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	-----	Absent
D. Suzanne Pollock	-----	Present
Lorrinda A. Saxby	-----	Absent

There being a quorum, the meeting proceeded.

Attendance Becki Kurtz, John Koucoumaris, Laura Doty, Marge Hawthorne, Julie Mamie, R.J. Konkoleski, Jody Peeler, Matt Tarbett, Jane Evans, Jaclyn Elmore, Holly Bennett, Judy Sandstead, Jennifer Nippert and President Joseph Bukowski.

Introduction of Visitors Laura Doty introduced Jaclyn Elmore, who is the new Graphics Designer at Belmont.

Approval of Amended Agenda There was an amended agenda; two items were added under *Human Resource Items: Retirement – Mark Abraham, Associate Professor of Accounting, and Ratification of Employment – Academic Advisor.*

Mrs. Gates asked for a motion to approve the amended agenda with the following items pulled for further discussion: *Health Insurance Contract for 2012 and Joint Meeting with Foundation Board.*

Ms. Bedway motioned, seconded by Mr. Hunkler, to accept the amended agenda with the following items pulled for further discussion: *Health Insurance Contract for 2012 and Joint Meeting with Foundation Board.*

All ayes; motion carried.

Approval of Minutes Mrs. Gates asked for a motion to approve the minutes of October 27, 2011.

Dr. Macri motioned, seconded by Mr. DelGuzzo to approve the minutes of October 27, 2011.

All ayes; motion carried.

Approval
of Consent
Agenda

Human Resource Items

Retirement

Bonnie Fador, Professor of Nursing, submitted a letter of retirement effective with the end of Spring Quarter 2012. Bonnie began her employment with the College in March of 1982 as a Part-time Instructor in the nursing proficiency lab. In September of 1982, she was hired as a Full-time Instructor in Health Technologies for the Associate Degree Nursing Program. Bonnie has continued her teaching role in the ADN Program, and will retire as Professor of Nursing with 30 years of service to the College.

It was recommended that the Board accept the 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 Academic Advisor, with the Board to ratify the decision at a subsequent Board meeting.

Mr. Jamel Chamberlain has accepted the position effective December 5, 2011. He is a graduate of Kent State University with a B.A. degree in Psychology, and an M.A. degree in Sports Management. Mr. Chamberlain has prior experience as a Trio Student Support Advisor and an Admissions Advisor at Eastern Gateway Community College, an Athlete Academic Advisor at Kent State University, substitute teacher/tutor for the Steubenville City Schools, and Temporary Academic Advisor for Business and IT with Belmont. In addition, he has an excellent technology background, case management experience, and is familiar working with nontraditional students. His references were excellent.

His starting annual base salary is \$33,000 to be prorated through June 30, 2012.

It was recommended that the Board ratify the employment of Mr. Jamel Chamberlain in the position of Academic Advisor effective December 5, 2011, at an annual base salary of \$33,000.

Retirement

Marc Abraham, Associate Professor of Accounting, has submitted a letter of retirement effective with the end of Winter Quarter 2012. Marc was first employed with the College in September of 1982 as a part-time instructor in Accounting. He was later hired as a full-time faculty member in June of 1985. Marc will retire with the rank of Associate Professor with 30 years of service to the College.

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

Administrative Items

Semester Course Fees

Due to the approaching conversion from quarters to semesters, all course fees were reviewed and adjusted to recoup the cost of supplies and support materials to implement the semester curriculum. Board approval was needed for the inclusion in the 2012/2013 College Catalog. The following course fees were recommended (Appendix A) effective Fall Semester of the 2012/2013 academic year.

It was recommended that the Board approve the Semester Conversion Course Fees as indicated above effective Fall Semester of the 2012/2013 academic year.

Board Items

Ratification of Operating Policies

A. Formulation and Issuance of College Policies

Belmont Technical College policies must be kept current, and made available electronically to the College community in a timely manner, to assure compliance with policy objectives and to establish the accountability of departments and individuals affected by each policy.

Policy Statement:

This policy establishes guidelines for the initiation, review, implementation, and publication of College policies. All policies and procedures will be published on the College intranet, on the JICS at www.MyBTC.info, and by printing for inclusion in the Operating Policies Manual located and maintained in the Learning Commons. New policies and procedures, and revisions to existing policies and procedures, will be issued when necessary. All Belmont Technical College personnel are empowered to make recommendations for the formation of College policy through participation in the institutional governance process.

Persons Affected:

All employees of Belmont Technical College.

Definitions:

The following definitions apply to these terms as they are used in this policy:

Governance Team – The role of governance teams in policy-making is advisory. They will perform the research and supply the expertise necessary to support the policy creation process.

Policy Coordinator – The policy coordinator provides consultation and advice throughout the policy creation process. The policy coordinator assigns policy numbers and form numbers when applicable, maintains the operating policy manual on the College intranet and the JICS, and notifies the College community when new or revised policies have been approved.

Responsible College Officer (RCO) – A member of President's staff charged with the responsibility for creating and implementing College policies as required in his/her area of jurisdiction and is accountable for the accuracy of the policy its issuance, and timely updating.

Standard Format for Policies – The template used to draft the proposed policy. Use of the standard format facilitates the adoption of clear concise policies and procedures.

Procedures:

Creating a Policy - Governance teams, individual employees, or Policy Coordinator or his/her designee may stimulate creation of a policy by working with the Responsible College Officer (RCO) responsible for the area addressed by the policy. The team or individual will contact the RCO to discuss the need for the proposed policy. If the RCO agrees that a policy is needed, he/she will assign the policy formulation task to the appropriate principal governance team and/or policy designee.

Depending on the content of the policy, the principal governance team may delegate the policy development to a sub-team.

The responsibility for the preliminary development of the policy and procedures rests with the RCO. Final approval is the responsibility of the President's Council and Belmont Technical College's Board of Trustees.

Initiating Policy - To initiate a policy, the following process will be used:

To initiate a policy, the following process will be used:

1. Policy is developed through meetings with governance sub-team, affected individuals, and/or policy designee.
2. Draft policy is sent for review to all members of the governance sub-team or affected individuals for feedback.
3. If involved, draft policy is presented to governance teams for input.
4. If a sub-team has been appointed by a governance team to draft the policy, the sub-team will recommend the draft policy to the governance team for approval.
5. Approved draft policy is submitted to the policy initiator for the approval to submit to the policy RCO.
6. RCO will make decision if policy needs to be submitted to the AAG's office.
7. If necessary, RCO or his/her designee will submit to the AAG's Office.
8. AAG input will be documented for file and imbedded into the policy.
9. A final draft is prepared and resubmitted to RCO.
10. The RCO will present the final draft to President's Staff.
11. RCO will notify the Policy Coordinator or his/her designee that the draft policy can be put on the agenda for President's Council.
12. Draft is forwarded to the Assistant to the President for inclusion in the President's Council agenda.
13. Assistant to the President will email draft policy to council members for input.
14. President's Council may submit changes to the Policy Coordinator or

- his/her designee before the meeting.
15. Changes are reviewed by the policy initiator and RCO, and incorporated if approved.
 16. President's Council votes to approve the policy.
 17. A final draft of the council approved policy is prepared and forward to the Assistant to the President for Board approval.
 18. Drafts that are not approved by council are returned to the policy initiator for revision.
 19. Revised drafts will begin at step 3 of the process for approval.
 20. After Board approval, the Assistant to the President or his/her designee will email the Policy Coordinator the approved policy with any applicable forms.
 21. The Policy Coordinator assigns a policy number in the current numbering format designated by the section of the Policy Manual represented.
 22. The Policy Coordinator assigns numbers to any new forms and includes it in the forms folder. The new policy and Policy Manual are reviewed and updated to include any cross-references to existing forms or policies. The new policy is added to the Policy Manual and table of contents is updated.
 23. The Policy Coordinator sends an email notification to all employees with a copy of the new policy or link to the Policy Manual stored on the intranet.
 24. The RCO or designee will periodically review existing policies and update as necessary. It is the discretion of the RCO to determine if the change is minor or if necessitates the need for the revision to go through the approval process.

Amending and Reviewing Policies - From time to time, policies and procedures will need to be amended or updated. The RCO is charged with keeping a policy up to date. Policies should be periodically reviewed and the need for amendment assessed.

A detail review should occur at least once every two (2) years.

Related Documents:

- Standard Format for Policies
- Rules for Writing Policies
- BTC's Operating Policies Manual
- www.btc.edu

B. Student Organizations, Clubs, and Activities

Belmont Technical College offers a variety of student activities, clubs, and organizations on campus.

Policy Statement:

Belmont Technical College provides social, cultural, and recreational programming and events for all students. This policy provides guidelines for recognition of new student organizations as well as, procedures for current organizations. Additionally the policy

provides guidelines for social events both on and off campus. The Director of Student Engagement, Leadership, and Career Services provides supervision and advisement for recognized student organizations and activities.

Persons Affected:

All BTC students and employees.

Definitions:

Student – Any person who attends or has attended Belmont Technical College

Inactive Organization – Organizations which have not completed the yearly process requirements to become recognized.

Procedures:

Clubs/Special Student Interest Organizations - Student organizations may be chartered with the approval of the Dean of Student Services and Vice President of Learning and Student Success. Co-curricular and extracurricular activities are encouraged within the confines of the College budget. Students, faculty, and others are encouraged to work with BTC Student Services staff to develop additional organizations.

Student Government Association - The Student Government Association is supported by the College and

1. Serves as a liaison for information sharing between the student body and Belmont Technical College staff and administration.
2. Assists the Student Services Team in planning social, cultural, recreational, and educational activities for students.

Recognized student organizations may seek budgetary and organizational assistance from the Director of Student Engagement, Leadership, and Career Services to sponsor campus-wide educational or cultural events.

Currently, the Director of Student Engagement, Leadership, and Career Services maintains a list of recognized organizations.

New Organization Guidelines - Students who want to start a new organization must adhere to the following:

1. Student organizations must abide by all college regulations and all federal, state, and local laws.
2. Organizations which discriminate on the basis of race, creed, ethnic identity, national origin, sex, age, or handicap, as defined by law, are not recognized by the College or allowed on campus.
3. Only currently-registered students may hold office and solicit funds on behalf of a registered student organization. Other persons may be admitted to non-voting membership if the organization's constitution permits. Certain scholastic honoraries, which have a national affiliation and admit faculty and staff to office positions, may be exempt from this requirement and items (4) and (5) below.
4. A minimum of ten currently-registered students are required as a condition of registration. Certain organizations may seek exemption from this requirement through a formal petition to the Student Government Association and the Dean

- of Student Services or his/her designee.
5. Students who serve in officer positions for a recognized student organization may not continue to serve in a leadership role if their cumulative or term GPA is 2.0 or less.
 6. The purpose(s) of a student organization must not conflict with the mission or established policies of the College.
 7. Student organizations will have faculty and staff advisors and provide for such advisors in the constitution or bylaws. Student organizations that secure on-campus advisors must obtain written consent indicating that the individual has agreed to serve as advisor to the organization. Advisors must be full or part-time faculty, staff, or administrators. Additionally, organizations may use leaders in the community as co-advisors with college permission.
 8. Registered student organizations must file a copy of a student activities annual report with the Director of Student Engagement, Leadership, and Career Services four weeks prior to the end of spring term each year in order to maintain active status.
 9. Registration of student organizations does not constitute endorsement, approval, or ratification by the College of any doctrine or act of the student organization.

Procedures for registration of new and on-going student organizations:

1. To maintain the recognized student organization status, an organization is required to produce evidence that the membership consists of a minimum of ten currently-registered students.
2. A guide for student organization constitutions may be obtained from the Director of Student Engagement, Leadership, and Career Services. The guide may be used to prepare a constitution and bylaws for the organization.
3. The Student Organization Recognition Form #____, four copies of the proposed constitution, and a list of current officers must be submitted to the Director of Student Engagement, Leadership, and Career Services who will conduct an initial review.
4. If there are no major corrections needed, the constitution will be forwarded to the Dean of Student Services for consideration. The Dean will forward the constitution to the Vice President of Learning and Student Success for final action.
5. The approved constitution will be kept on file in the office of the Director of Student Engagement, Leadership, and Career Services. A second copy will be returned to the student organization.
6. Registration is granted on a year-to-year basis. Any student organization that fails to reapply by the third (3rd) Thursday of September for active registration status by submitting the required annual report and supporting documents will be considered inactive. In addition, an organization may lose its registered status through violation of College policy, procedures, and/or rules as determined by the Dean of Student Services.
7. Inactive organizations with no change in constitutions may petition the Student Government Association for reinstatement. All changes in the constitution and bylaws must be approved by all persons involved in the registration process.
8. Objection to registered status for any student organization may be filed with the Dean of Student Services.
9. An organization which has complied with procedures (1), (2), and (3) in this section and is waiting for a final decision regarding its registration will be permitted to use meeting rooms for the purpose of forming and organizing its group until approval has been granted. The organization may not use the rooms for social, recreational, or other purposes.

10. Once the College approves the recognition of the organization, the Director of Student Engagement, Leadership, and Career Services will notify the organization's advisor and president in writing.

Social Events - Events at BTC may be sponsored by recognized student organizations on or off College premises by submitting an Event Approval Request Form # ____ to the Dean of Student Services.

All events must have College approval. Events on campus may be held any time the College is open and space is available. Student-sponsored social events held on College premises must adhere to the following:

1. Events are primarily for students; however, as permitted, students may bring guests.
2. Limitations, restrictions, or modifications required for a particular event must be clearly announced to all participants.
3. Student groups must follow established College procedures.
4. Student groups must request and reserve space for the proposed event.

Community Service Projects - Individual and group involvement in community projects and fund-raising activities is encouraged. However, any organized effort by students and any use of the College's name must be approved by the Dean of Student Services or designee.

Activities with Other Institutions - Through cooperative arrangements with nearby colleges, the College co-sponsors a number of activities which complement those offered on campus. Belmont Technical College students who attend functions at other institutions are guests of the host institution and are expected to abide by its policies and procedures.

Related Documents:

- Belmont Technical College's Student Organization Recognition Form# _____
- Belmont Technical College's Event Approval Request Form# _____

C. Mass Notification System

Belmont Technical College has established guidelines by which the mass notification system will be used to expand and enhance its emergency notification methods.

Policy Statement:

Belmont Technical College has the ability to quickly and effectively notify employees and students through a mass notification system. The system may be used to provide pertinent information and instructions to ensure the safety and security to employees and students.

Persons Affected:

All employees and students of Belmont Technical College.

Definitions:

All Clear - Message within the alert system which advises students and employees that the previously notified emergency situation has been resolved and normal operations

can be resumed.

Mass Notification System - A system, when activated that will effectively communicate emergency information to a large number of people at virtually the same time either by text messages, emails, or voice messages in the event of an emergency situation, college delay or cancellation.

Opt In - Students and employees must register their information via MyBTC into the mass notification system in order to receive alerts.

Student - Any person who attends or has attended Belmont Technical College

Procedures:

Message Initiation - The Director of Operations, Executive Director of Information Systems, and the Director of Marketing & Strategic Communications (and their designees) will be responsible for the initiation of messages on the mass notification system. Activation of the system will be via home or work computers, smart phone applications, or call directly into the notification system staff for activation, as directed by President or Vice-Presidents.

Usage - The College's mass notification system will be used to notify employees and students of any of the following conditions:

- closure of College building(s) due to weather or unforeseen circumstances
- confirmed emergency situation at a College location or in the immediate vicinity
- resolution of emergency situation at a college location or in the immediate vicinity (All Clear)
- Testing of the system operational readiness at the beginning of each term or as needed.

Opting In/Out - Students and Employees will be able to voluntarily "opt in" the Mass Notification System.

To opt into the system, students and employees will:

1. Log into the MyBTC on the College's website
2. Be directed to the mass notification system data entry portal
3. Enter their information on how they want to be notified by the system. It is the student or employee's responsibility to enter and maintain their data. Use only one landline number.

If a student or employee wishes not to register, he/she will not be sent any emergency information.

Student or employees have the responsibility to "opt out" of the system when they leave the college if they have registered.

Related Documents:

- My BTC, www.mybtc.info/ics

Monitoring Activities

October 2011 Financial Report

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

Checking Account	\$ 29,657.83
Certificates of Deposit	\$ 12,711,316.61
Savings	\$ 1,286,256.46
Total Temporary Investments	\$ 13,997,573.07
Total Cash and Temporary Investments	\$ 14,027,230.90

The Budget Report shows the following:

	<u>This Year % Recorded</u>	<u>% Year Completed</u>
Budgeted Revenues	36.8%	33.3%
Budgeted Expenditures	26.1%	33.3%

-
1. The Unexpended Plant Fund Report is in the amount of \$ 2,839,507.11.
 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 \$ 2,712,163.57.
 4. The Start up Fund is in the amount of \$ 180,106.79.

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

Ends Policy – Access to Higher Education

Demographic Profiles

Demographic profiles of students enrolled on the fifteenth day of fall quarters for the last three years are provided in this report. The data are organized in three tables. The first table presents demographic profiles for all students enrolled in credit-bearing classes at Belmont on the 15th day of fall quarters in 2009/2010, 2010/2011, and 2011/2012. The second and third tables provide demographic profiles of all students (with the same characteristics over the same periods of time) attending classes in Harrison County at the North Center, and in Monroe County at the Monroe County Center and Swiss Hills Career Center.

The following demographic characteristics are included in this report: gender, full-time/part-time status, age, race/ethnicity, and county of residence. The tables are

organized with demographic characteristics on the vertical axis. Reading from left to right across the horizontal axis data are arranged by year. On the far right are columns for percent change. In addition, examination of the profiles allows administrators, faculty, and staff members to have a deeper understanding of who we are servicing at Belmont.

Following the data tables are highlights, conclusions, and actions based on analysis of the data.

Table I, Comparison of demographic profiles for All Students on the 15th day, fall 2009 through 2011

	Fall 2009/2010		Fall 2010/2011		Fall 2011/2012		% Change Fall to Fall	
	Enrollment	% Total	Enrollment	% Total	Enrollment	% Total	Fall 2010 - 2011	Fall 2009 - 2011
GENDER								
Total Females	1,336	61.5%	1,402	61.2%	1,362	66.0%	-2.9%	1.9%
Total Males	835	38.5%	887	38.6%	701	34.0%	-21.0%	-16.0%
FULL-TIME / PART-TIME STATUS								
Full-time Students	1,591	73.3%	1,691	73.9%	1,520	73.7%	-10.1%	-4.5%
Part-time Students	580	26.7%	598	26.1%	543	26.3%	-9.2%	-6.4%
Males: Full-time	637	29.3%	673	29.4%	516	25.0%	-23.3%	-19%
Males Part-time	198	9.1%	214	9.3%	185	8.9%	-13.6%	-6.6%
Females Full-time	954	43.9%	1,018	44.5%	1,004	48.7%	-1.4%	5.2%
Females Part-time	382	17.6%	384	16.8%	258	12.5%	-32.8%	-32.5%
AGE								
Enrolled in high school and College this term	19	0.9%	11	0.5%	43	2.1%	290.9%	126.3%
First time enrolled in college and under 18 years	170	7.8%	156	6.8%	120	5.8%	-23.1%	-29.4%
18-24	945	43.5%	997	43.6%	638	40.6%	-15.9%	-11.3%
25-30	392	18.1%	414	18.1%	395	19.1%	-4.6%	0.8%
31-40	319	14.7%	378	16.5%	394	19.1%	4.2%	23.5%
40 and older	323	14.9%	328	14.3%	272	13.2%	-17.1%	-15.8%
RACE / ETHNICITY								
American Indian/Alaskan Native	11	0.5%	9	0.4%	8	0.4%	-11.1%	-27.3%
Asian/Pacific Islander/Native Hawaiian	7	0.3%	9	0.4%	7	0.3%	-22.2%	0.0%
Black/Non-Hispanic	57	2.6%	49	2.1%	67	3.2%	36.7%	17.5%
Hispanic	8	0.4%	11	0.5%	10	0.5%	-9.1%	25%
White/Non-Hispanic	1,934	89.1%	1,767	77.2%	1,865	90.4%	5.5%	-3.6%
Other/Unknown	154	7.1%	444	19.4%	105	5.1%	-78.4%	-31.8%
COUNTY of RESIDENCE								
Ohio counties								
Belmont	1,192	54.9%	1,199	52.4%	1,050	50.9%	-12.4%	-11.8%
Guernsey	133	6.1%	144	6.3%	140	6.8%	-2.8%	5.3%
Harrison	205	9.4%	237	10.4%	225	10.9%	-5.1%	9.8%
Jefferson	133	6.1%	151	6.6%	149	7.2%	-1.3%	12.0%
Monroe	169	7.8%	168	7.3%	164	7.9%	-2.4%	-3.0%
Other Ohio counties	74	3.4%	95	4.2%	88	4.3%	-7.4%	18.9%
West Virginia counties								
Brooke	7	0.3%	11	0.5%	11	0.5%	0.0%	57.1%
Hancock	2	0.1%	2	0.1%	2	0.1%	0.0%	0%
Marshall	103	4.7%	112	4.9%	87	4.2%	-22.3%	-15.53%
Ohio	133	6.1%	144	6.3%	128	6.2%	-11.1%	-3.8%
Tyler and Wetzel	8	0.4%	7	0.3%	8	0.4%	14.3%	0%
Outside Ohio and West Virginia	11	0.5%	10	0.4%	4	0.2%	-60.0%	-63.6%

Table 2, Comparison of demographic profiles for Monroe County Center students on the 15th day, fall 2009 through 2011

	Fall 2009/2010		Fall 2010/2011		Fall 2011/2012		% Change Fall to Fall	
	Enrollment	% Total	Enrollment	% Total	Enrollment	% Total	Fall 2010 - 2011	Fall 2011 - 2012
GENDER								
Total Females	72	67.9%	77	72.6%	89	76.7%	15.6%	23.6%
Total Males	34	32.1%	29	27.4%	27	23.3%	-6.9%	-20.6%
FULL-TIME / PART-TIME STATUS								
Full-time Students	82	77.4%	81	76.4%	100	86.2%	23.5%	22.0%
Part-time Students	24	22.6%	25	23.6%	16	13.8%	-36.0%	-33.3%
Males Full-time	27	25.5%	24	22.6%	23	19.8%	-4.2%	-15%
Males Part-time	7	6.6%	5	4.7%	4	3.4%	-20.0%	-42.9%
Females Full-time	59	55.7%	57	53.8%	77	66.4%	35.1%	30.5%
Females Part-time	13	12.3%	20	18.9%	12	10.3%	-40.0%	-7.7%
AGE								
Enrolled in high school and College this term	2	1.9%	0		6	5.2%		200.0%
First time enrolled in college and under 18 years	10	9.4%	14	13.2%	16	13.8%	14.3%	60.0%
18-24	61	57.5%	51	48.1%	49	42.2%	-3.9%	-19.7%
25-30	16	15.1%	13	12.3%	13	11.2%	0.0%	-18.8%
31-40	9	8.5%	10	9.4%	16	13.8%	60.0%	77.8%
41 and older	8	7.5%	18	17.0%	16	13.8%	-11.1%	100.0%
RACE / ETHNICITY								
American Indian/Alaskan Native	2	1.9%	2	1.9%	1	0.9%	-50.0%	-50.0%
Asian/Pacific Islander/Native Hawaiian	2	1.9%	0		0			-100.0%
Black/Non-Hispanic	0		0		0			
Hispanic	3	2.8%	1	0.9%	0		-100.0%	-100%
White/Non-Hispanic	89	84.0%	79	74.5%	103	88.8%	30.4%	15.7%
Race/Ethnicity Unknown	10	9.4%	24	22.6%	12	10.3%	-50.0%	20.0%
COUNTY of RESIDENCE								
Ohio counties								
Belmont	15	14.2%	24	22.6%	14	12.1%	-41.7%	-4.2%
Guernsey	3		0		3	2.6%		0.0%
Harrison	0		0		0			
Jefferson	0		0		1	0.9%		
Monroe	85	80.2%	79	74.5%	93	80.2%	17.7%	9.4%
Other Ohio counties	1	0.9%	2	1.9%	4	3.4%	100.0%	300.0%
West Virginia counties								
Brooke	0		0		0			
Hancock	0		0		0			
Marshall	0		0		0			
Ohio	0		0		0			
Tyler and Wetzel	1	0.9%	1	0.9%	1	0.9%	0.0%	
Outside Ohio and West Virginia	0		0		0			

Table 3, Comparison of demographic profiles for North Center students on the 15th day, fall 2009 through 2011

	Fall 2009/2010		Fall 2010/2011		Fall 2011/2012		% Change Fall to Fall	
	Enrollment	% Total	Enrollment	% Total	Enrollment	% Total	Fall 2010 - 2011	Fall 2011 - 2012
GENDER								
Total Females	121	68.4%	131	65.2%	150	71.8%	14.5%	24.0%
Total Males	56	31.6%	70	34.8%	59	28.2%	-15.7%	5.4%
FULL-TIME / PART-TIME STATUS								
Full-time Students	129	72.9%	169	84.1%	166	79.4%	-1.8%	28.7%
Part-time Students	48	27.1%	32	15.9%	43	20.6%	-34.4%	-10.4%
Males Full-time	40	22.6%	59	29.4%	50	23.9%	-15.3%	25%
Males Part-time	16	9.0%	11	5.5%	9	4.3%	-18.2%	-43.8%
Females Full-time	89	50.3%	110	54.7%	116	55.5%	5.5%	30.3%
Females Part-time	32	18.1%	21	10.4%	34	16.3%	61.9%	6.3%
AGE								
Enrolled in high school and College this term	2	1.0%	0		1	0.5%		-50.0%
First time enrolled in college and under 18 years	9	4.3%	10	5.0%	7	3.3%	-30.0%	-22.2%
18-24	67	32.1%	79	39.3%	89	42.6%	12.7%	32.8%
25-30	28	13.4%	36	17.9%	26	12.4%	-27.8%	-7.1%
31-40	27	12.9%	43	21.4%	51	24.4%	18.6%	88.9%
41 and older	44	21.1%	33	16.4%	35	16.7%	6.1%	-20.5%
RACE / ETHNICITY								
American Indian/Alaskan Native	1	0.6%	2	1.0%	0		-100.0%	-100.0%
Asian/Pacific Islander/Native Hawaiian	0		0		0			
Black/Non-Hispanic	14	7.9%	14	7.0%	11	5.3%	-21.4%	-1.5%
Hispanic	0	0.0%	1	0.5%	1	0.5%	0.0%	
White/Non-Hispanic	148	83.6%	140	69.7%	191	91.4%	36.4%	29.1%
Race/Ethnicity Unknown	14	7.9%	44	21.9%	6	2.9%	-86.4%	-57.1%
COUNTY of RESIDENCE								
Ohio counties								
Belmont	12	31.6%	14	7.0%	14	26.2%	0.0%	14.3%
Guernsey	3	1.7%	0		2	1.0%		-33.3%
Harrison	126	71.2%	148	73.6%	150	71.8%	1.4%	19.0%
Jefferson	23	13.0%	16	8.0%	30	14.4%	87.5%	30.4%
Monroe	0		0		0			
Other Ohio counties	8	4.5%	20	10.0%	12	5.7%	-40.0%	50.0%
West Virginia counties								
Brooke	0	0.0%	0		1	0.5%		
Hancock	0		1	0.5%	0			
Marshall	1	0.6%	0		0			-100%
Ohio	1	0.6%	0		0			-100%
Tyler and Wetzel	0		0		0			
Outside Ohio and West Virginia	0		0		0			

Data Highlights and Conclusions

Data for demographic characteristics over the three year period reflect the overall trend of increased enrollment from fall 2009/2010 to fall 2010/2011 followed by a decrease from fall 2010/2011 to fall 2011/2012. Certain demographic characteristics do not follow this trend, and these are detailed in the highlights.

1. The number of full-time female students increased over the 3 years. There are significantly more full-time female students compared to part-time female students. There is a marked decline in both full-time and part-time male

- students.
2. There is significant progress in the number of high school students dually enrolled at the College.
 3. There is a 3-year trend of decreasing numbers of recent high school graduates attending the College.
 4. There is a significant increase in students ages 31-40 over the past 3 years.
 5. The population of Black/non-Hispanic students is increasing.
 6. There is a decline in the number of students from Belmont County. However, the number of students in surrounding counties has held steady over the 3-year period. In Marshall and Ohio Counties, WV, there is a decline in enrollment for this year.
 7. Off-campus locations are showing similar demographic trends as the trend for "all students." Both Monroe and Harrison Counties are less ethnically diverse than the aggregate. The number of students from Jefferson county taking classes at the North Center is increasing.

Actions

1. Target male students in the 18-24 year-old age group with recruitment strategies.
2. Target adults in the 40-50 year-old age group.
3. Continue to work with high schools to improve market penetration.
4. Implement strategies to increase enrollment of Black/non-Hispanic students and other minority students in Belmont, Harrison, and Monroe counties.
5. Organize the marketing functions of the College into one department.

Foundation Board Financial Report

The most recent three-month financial report for the Belmont Technical College Foundation is attached for review by the Board of Trustees (Appendix C).

It was recommended that the Board of Trustees accept the three-month financial report for the Belmont Technical College Foundation.

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

All ayes; motion carried.

Administrative Items

Health Insurance Contract for 2012

It was recommended that the College continue to offer two options for health insurance coverage for full-time employees for the 2012 calendar year through Anthem Blue Cross/Blue Shield.

Option 1: A traditional PPO health insurance plan with an annual deductible (\$750 single/\$2,250 family for in-network benefits) and an out-of-pocket maximum of \$2,000 single/\$4,000 family for in-network benefits.

Option 2: A high deductible health plan with an annual deductible (\$3,000 single/\$6,000 family for in-network) along with a health savings account. The plan also includes an out-of-pocket maximum (\$4,000 single/\$8,000 family for in-network benefits) that applies to prescription co-pays once the deductible of the plan is met.

The proposed recommendation was created with the assistance of the employee Health Insurance Task Force.

In addition to considering a renewal quote from Anthem, RFP's were sent out to a number of other carriers, including United Healthcare, Aetna, The Health Plan, and Medical Mutual of Ohio. Of these, United Healthcare was not able to offer a lower cost, and the employee committee had concerns with the provider networks for both The Health Plan and Medical Mutual. Aetna provided options that were comparable in plan design at 9.5% and a 5.6% increases over the current premiums.

The first renewal proposal received from Anthem was for a 16.5% increase. With the assistance of Wells Fargo, our consulting firm for health insurance purposes, a revised final proposal was received for an 8% rate increase for 2012. After considerable analysis of a number of scenarios for both the Anthem quote and the Aetna quote, it was recommended to move forward with continuing the Anthem plan designs.

The recommendations for 2012 were as follows:

1. Provide employees with two alternatives for health insurance coverage for 2012:
 - a. A traditional PPO plan.
 - b. A high deductible plan (HDHP) with a health savings account.
2. Lowering the College premium contribution amounts by approximately 3% for each of the plan choices. The College will contribute 85% toward the premium for the HDHP single or family coverage, and will contribute 82.5% toward the premium for the PPO single or family coverage.
3. For those employees opting for the high deductible plan, the College's contribution to the health savings account will be \$125.00 per month for single, and \$250.00 per month for family. It will be the employee's option to fund the remainder of the deductible for the year if they choose to do so. The College amounts were adjusted so that the College's contribution for both single and family is 50% of the plan deductible.

Using this scenario, we will not exceed the 2011/12 budgeted amount for healthcare. This reflects current enrollment numbers for single and family plans.

It was recommended that the Board approve full-time employee health insurance coverage for calendar year 2012 as detailed below:

1. Approval of a contract with Anthem Blue Cross/Blue Shield for both a traditional PPO plan and a high deductible plan at the following rate amounts:

<u>Traditional PPO Plan</u>		<u>High Deductible Health Plan</u>	
Single -	\$ 593.52	Single -	\$ 416.61
Family -	\$1,483.79	Family -	\$1,041.52

2. The College will contribute 85% toward the premium for the HDHP single or family coverage, and will contribute 82.5% toward the premium for the PPO single or family coverage.
3. For employees who choose the high deductible plan, the college will fund \$125.00 per month for single, and \$250.00 per month for family to a qualified health savings account.

Ms. Pollock motioned, seconded by Mr. Hunkler to accept the Health Insurance Contract for 2012.

All ayes; motion carried.

Board Items

Joint Meeting with Foundation Board

At the last Executive Foundation Board meeting, a joint meeting between the Board of Trustees and the Foundation Board was recommended. There would be no heavy agenda, just a meeting to get to know one another; there are a couple of new members on both boards and it would be great for everyone to get together. Dr. Bukowski will go back to the Chair of the Foundation Board to discuss a date and will get back with the Trustees. Plan to have the joint meeting after the first of the year.

President's Report

- **Limited Capital Budget** – The State plans to have a limited capital budget sometime in the spring and we have been instructed by the Board of Regents to revise our capital plans. We didn't have time to complete it and present it before the Board tonight, but will bring it to the January meeting for ratification. The revised version will not be radically different; the only difference is that we are going to have to move a building into the first two years of the plan. The Health Sciences building will be carried over from the last plan and we are also going to put a building into the first two years which could possibly house the Energy Institute and/or an Industrial Trades facility. We will be working with our Representatives and our Senator to help us with this.
- **ODOT Project** – The ODOT Project for Exit 213 has been approved. In each Board member's folder there is a brief write-up of the project details along with a map which depicts where the new exit will come off of I-70. The plan includes the State building a road right across our recently purchased 44 acres of property near the Polaris building. This would help us if and when we begin to plan building on that property. This is a great development and we are very pleased with the proposed plans.
- **Donation** – We are in the process of working on a major donation. A few months ago, we submitted a proposal with one of our major employers and tomorrow morning, this company's Executive Board Committee will be

meeting and our proposal will be presented. Without mentioning any dollar figures, this could be the seed money to start the construction and/or the creation of an Energy Institute. Thank you to RJ Konkoleski for all his hard work to help get us to the point we are at right now.

On the same point, we are very close to hiring a part-time person to be our point person for the oil and gas and shale development. We have found an individual that we believe has all the requisite and background skills needed to work for us on this project. There will be an update at the next Board meeting in January.

- **New Marketing Function** – Beginning on January 2, 2012, we will have a brand new marketing function at the College. The organizational chart for the Marketing Department was shown to the Board. This is a new concept for the College and the Marketing Dept. will consist of four functions: Development and Fundraising; Strategic Communications; Recruitment; and Research and Development. This comprehensive marketing function will deal with all the aspects of marketing, not just promotion. Hopefully over the next six months to a year, the Board will see a change in how proactive we are and how integrative the marketing function is at the College.
- **Pending Appointment of Trustee** – The Board of Regents has confirmed that they do have the appointment of the new Trustee on their list; at least we know that they are going to get to it.
- **New State Senator** – Senator Jason Wilson resigned recently, and last night Representative Lou Gentile was appointed to fill Senator Wilson's position.
- **Name Change Kick-off** – On January 4, 2012, we will be having a kick-off for our name change. There will be food, give-a-ways, a radio remote and hopefully some press coverage. If the Board can make it, please feel free.

Reports and Presentations

Dr. Jane Evans, Dean of Institutional Research, gave a report to the Board which included an overview of the work and processes that the Institutional Research Department does. Dr. Evans also shared with the Board the CQI Model which is used as a guide to manage and measure the data and turn it into useful information. Some examples of work from the Institutional Research Department include: IPEDS surveys/reports, CCSSE, review data that is submitted to HEI, prepare data for Academic Program Reviews, and monitor and prepare data on key indicators for the Board of Trustee Monitoring Reports.

Strategic Dialogue

Demographic Profiles

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

1. How do declining (shifting) populations affect enrollment numbers? With the oil and gas boom, more families may come to the area and may enroll; how do we prepare for a transient population? Looking back at the recent enrollment

- boom over the past couple of years, could we handle another 1,000 students?
2. Are there other demographic characteristics that could be looked at to measure student success as well as gain a better insight as to if we should be targeting additional markets to attract new "types" of students. Do we look at marketing directly to specific populations (even those populations that aren't typically looked at as a demographic such as those who started degrees but did not finish). Are there other metrics that can be used?
 3. Just because we increase our enrollment doesn't necessarily mean we increase our degree completion rates – we need to look at possibly creating full online programs that students at the off-campus locations can take advantage of, but is there enough population to serve this need? Can we get data on degree completions for those students who attend the off-campus locations?
 4. How effective are the off-campus locations?
 5. How does the Board determine effectiveness of the investment of off-campus centers? Should there be an assessment made of the effectiveness of off-campus centers? Is there the same quality of classes at the off-campus centers?
 6. How do we find the proper match of programs and services to appeal to and meet the needs of various groups?
 7. Do we only focus on the meaningful programs that will transfer to 4-year institutions or create job opportunities after completion?

The following outcomes resulted after further discussion:

1. The use of technology and broadband will help in the success and the possibilities of degree completions at off-campus centers.
2. We need to determine what the community wants and needs and then design programs and services around their wants and needs.
3. We need to determine how to convey to the public what the future jobs and opportunities will be and what will be needed in the workforce, and then publicize that the programs at Belmont will prepare students for those jobs of the future.
4. We need to expose children earlier and earlier in their lives about career options and opportunities.
5. We can't be all things to all people; we may need to phase out programs that are not successful anymore and are not serving the community well.

**Comments
From the
Chair**

Ms. Elizabeth Gates, Chair

- Upcoming Events/ Meetings:
 1. **ACCT National Legislative Summit** – February 13-16, 2012; Marriott Wardman Park Hotel, Washington D.C.
 2. **ACCT Governance Leadership Institute** – March 29-31, 2012; Borough of Manhattan Community College, New York
 3. **Belmont Name Change Luncheon** – January 4, 2012; Main Campus from 11am – 2pm; Monroe County Center and North Center from 11am – 1pm; and Swiss Hills from 5pm – 6pm.

*Belmont Technical College Board of Trustees Meeting
Minutes of December 1, 2011*

Next Regular Meeting The next regular Board of Trustees meeting will be held on Thursday, January 26, 2012 @ 7:00 p.m. at the BTC Main Campus in the Boardroom.

Adjournment There being no further business of the Board of Trustees, Mr. DelGuzzo motioned, to adjourn the meeting. The meeting adjourned at 9:10 p.m.

All ayes; motion carried.

DRAFT

Elizabeth Gates, Chair

Joseph E. Bukowski, President

Date Approved: ____/____/____

Appendix A

Semester Course Fees

DRAFT