

BELMONT COLLEGE
BOARD OF TRUSTEES MEETING

Minutes of December 10, 2015

The regular meeting of the Belmont College District Board of Trustees was held at 7:00 p.m. on October 22, 2015 at Belmont College in the Board Room.

Call to Order Mrs. Gates, Chair, called the meeting to order at 7:20 p.m.

Roll Call Marcia E. Bedway----- Present
Cory M. DelGuzzo ----- Present
Edward Eberhart-----Present
Elizabeth F. Gates ----- Present
William D. Hunkler----- Present
Mark A. Macri ----- Present
Pandora J. Neuhart ----- Present
Col. Wayne Smith-----Present

There being a quorum, the meeting proceeded.

Attendance John Koucoumaris, Rebecca Kurtz, R.J. Konkoleski, Troy Caldwell, Dave Mertz, Matt Kendall, Laura Doty, Janet Sempkowski, Sue White, Steve Morgan, Kristy Kosky, and Dr. Gasparro

Introduction Visitors None.

Approval of Agenda Mrs. Gates asked for a motion to approve the agenda.

Ms. Bedway motioned, seconded by Mr. DelGuzzo to approve the agenda.
All ayes; motion carried.

Approval of Minutes Mrs. Gates asked for a motion to approve the minutes of the regularly scheduled meeting on October 22, 2015.

Dr. Macri motioned, seconded by Col. Smith to approve the minutes of the regularly scheduled meeting on October 22, 2015.
All ayes; motion carried.

Human Resource Items

*Ratification of Employment
Limited Term Employee Hire*

Desiree Lyonette, Program Chair – Criminal Justice and adjunct faculty member has been serving as the Program Chair for over a year since the retirement of the former Program Chair. As such, the college is requesting to change her status to that of a Limited Term Employee.

Desiree will be given a revised contract that will run through June 30, 2016. As such, the Board will need to ratify her faculty contract as she will be classified as a Limited Term Employee. The policy is listed below:

515.0115.83 Limited Term Employees

The President is authorized to act for the Board in the employment of individuals as limited term employees for up to a 12-month period. Such employees receive appropriate salary and fringe benefits similar to regular College full-time employees. Contracts terminate at the end of the time period stipulated. The employment of such employees will be ratified by the Board at an appropriate public Board of Trustees meeting. The President will keep the Personnel Committee of the Board advised of any actions prior to such Board meetings.

Her new employment contract will run from December 10, 2015 to June 30, 2016. Her salary is \$40,000 plus benefits. This is in accordance with our Full Time Faculty Model Policy.

It was recommended that the Board ratify the employment of Desiree Lyonette in the position of Limited Term Employee at a salary of \$40,000.00.

2016 Health Insurance Contract

It was recommended that the College continue to offer three options for health insurance coverage for full-time employees for the 2016 calendar year through Anthem Blue Cross/Blue Shield.

Option 1: A traditional PPO health insurance plan with an annual deductible of \$2,500 single/\$5,000 family for in-network benefits, and an out-of-pocket maximum (\$4,800 single/\$9,600 family for in-network benefits).

Option 2: A traditional PPO health insurance plan with an annual deductible of \$5,000 single/\$10,000 family for in-network benefits, and an out-of-pocket maximum (\$6,850 single/\$13,700 family for in-network benefits).

Option 3: A high deductible health plan with an annual deductible of \$3,500 single/\$7,000 family for in-network along with a health savings account. The plan includes an out-of-pocket maximum (\$4,500 single/\$9,000 family for in-network benefits) once the deductible of the plan is met.

In addition to considering a renewal quote from Anthem, RFP's were sent out to a number of other carriers, including United Healthcare, Coventry/Aetna, The Health Plan, and Medical Mutual of Ohio (MMOH), Cigna. Of these, only Anthem was able to offer a competitive bid with a 5% plan increase.

The recommendations for 2016 are as follows:

1. Provide employees with three alternatives for health insurance coverage for 2016:
 - a. A traditional PPO plan with similar benefits as 2015.
 - b. A traditional, but lesser, PPO plan with similar benefits as 2015.
 - c. A high deductible plan (HDHP) with a health savings account.
2. Set the total College contribution amounts to \$5,324.52 annually for single coverage, and \$12,991.56 annually for family coverage.
3. For those employees opting for the high deductible plan, the College total contribution includes a health savings account contribution which will be \$400 annually for single ($\$4,924.52 + \$400 = \$5,324.52$), and \$800 annually for family ($\$12,191.56 + \$800 = \$12,991.56$).

Employees have the option through payroll deduction to make additional contributions to their HSA accounts up to the IRS maximum contributions for the 2016 calendar year, i.e. Single: \$3,350; Family: \$6,750; and employees 55 and over can contribute an additional \$1,000 as a catch-up option.

It was recommended that the Board approve full-time employee health insurance coverage for calendar year 2016 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 monthly rate amounts:

	<u>Option 1</u> Traditional PPO Plan 1	<u>Option 2</u> Traditional PPO Plan 2	<u>Option 3</u> High Deductible Health Plan
Single	\$613.08	\$550.05	\$513.11
Family	\$1,532.70	\$1,375.15	\$1,282.77

2. For the PPO Plans, the College will annually contribute \$5,324.52 toward the premium for single coverage, and \$12,991.56 for family coverage.

For employees choosing the High Deductible Health Plan, the College will annually contribute \$4,924.52 toward the premium and \$400 toward a qualified Health Savings Account for single coverage, and \$12,191.56 toward the premium and \$800 toward a qualified Health Savings Account for family coverage.

All college contributions will be made in monthly installments.

Mrs. Gates asked for a motion to approve the Health Insurance Contract for 2016.

1. The Unexpended Plant Fund Report is in the amount of \$ 2,640,764.58.
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 \$ 3,082,264.13.
4. The Start up Fund is in the amount of \$ 97,600.18.

It was recommended that the Board accept the financial reports for October 2015 as presented.

November 2015 Financial Report

The cash position of the College as of November 30, 2015 is as follows:

Checking Account	\$	451,461.70
Certificates of Deposit	\$	9,983,943.18
Savings	\$	1,054,545.91
STAR Ohio/Plus	\$	752,746.79
Total Temporary Investments	\$	11,791,235.88
Total Cash and Temporary Investments	\$	12,242,697.58

The Budget Report shows the following:

	<u>This Year % Recorded</u>	<u>% Year Completed</u>
Budgeted Revenues	51.2%	41.7%
Budgeted Expenditures	38.5%	41.7%

1. The Unexpended Plant Fund Report is in the amount of \$ 2,723,646.72.
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 \$ 3,049,589.85.
4. The Start up Fund is in the amount of \$ 97,600.18.

It was recommended that the Board accept the financial reports for November 2015 as presented.

**Ends Policy
 Placement Rates by Program**

Job placement rates for graduates of Belmont College are reported for the 2014/2015 academic year in a table that displays the placement rates for associate degree award recipients by academic program areas. Twenty practical nursing graduates are also included in this report.

During the 2014/2015 academic year, 217 associate degrees and 20 licensed practical nursing certificates were awarded by Belmont College between July 1, 2014 and June 30, 2015. Placement data were gathered for this report through surveys, email communications and telephone interviews. Academic Program Chairs and the Career Services Advisor collaborated to distribute surveys, make telephone calls and send emails to graduates in order to collect the placement data. The placement data indicates that 171 (72%) of graduates were reached. Of those who were reached, 116 were employed in jobs related to their fields of study by November 2015.

Table I, *Placement rates by associate degree program*

Associate Degree Program	Number of degrees awarded	Number of grads reached	Percent of grads reached	Number of grads reached who are employed in field	Percent of grads reached who are employed in field related to major	Number of grads reached who are continuing education	Percent of grads reached who are continuing education
Associate Arts - General	6	2	33%	0	0%	1	50%
Associate Science - General	7	3	43%	0	0%	2	67%
Accounting	7	7	100%	4	57%	3	43%
Building Preservation & Restoration	5	5	100%	3	60%	1	20%
Business Admin & Leadership	11	8	73%	7	88%	1	13%
Civil Engineering	10	8	80%	4	50%	2	25%
Criminal Justice	13	12	92%	10	83%	8	67%
Cyber Sec Computer Forensics	2	2	100%	1	50%	0	0%
Early Childhood Development	7	6	86%	5	83%	2	33%
Emergency Medical-Paramedic	3	3	100%	3	100%	0	0%
Firefighter	0	NA	NA	NA	NA	NA	NA
Industrial Electronics	14	13	93%	6	46%	2	15%
Industrial Trades - HVAC	2	1	50%	0	0%	0	0%
Industrial Trades - Welding	9	3	33%	3	100%	0	0%
Electronic Media	5	5	100%	2	40%	2	40%
Library Paraprofessional	5	3	60%	2	67%	2	67%
Networking	11	10	91%	5	50%	3	30%
Licensed Practical Nursing	20	16	80%	9	56%	7	44%
Medical Assisting	13	11	85%	10	91%	0	0%
Mental Health Technology	10	4	40%	3	75%	2	50%
Office Administration	3	3	100%	2	67%	0	0%
Radiologic Technology	6	4	67%	3	75%	0	0%
Registered Nursing	68	42	62%	34	81%	3	7%
Total	237	171	72%	116	68%	41	24%

Data Highlights

1. There were 217 associate degrees awarded during the 2014/2015 academic year, and 20 practical nursing certificates awarded. The placement rate is based upon the number of graduates reached. The response rate to the survey was 72% which represents information from 171 graduates.
2. Of the 171 graduates reached, 116 or 68% reported they were working in a field related to the degree they had earned. The college benchmark for employment in the field **without students continuing their education** is 75%.
3. 41 graduates reached or 24% are currently continuing their education.

Conclusions and Targets for Improvement

1. 24% of the graduates reached are currently continuing their education. The graduates verified that enrollment in an education program negatively effects their ability to simultaneously take on employment in the field. Therefore, it is recommended that the 75% benchmark (without students continuing their education) be reset to weigh the number of graduates continuing their education and not employed in the field.
2. The overall average college placement rate is 68%. Since the size of the individual program sampling frames is small, it is recommended that a new procedure be established for compiling the placement data in which closer to 100% of the graduates are reached. In this way, placement rates may be more reliable.
3. It is recommended that the required new College Career Services Plan be submitted to the Governor by the December 31, 2015 due date, including a detailed plan for the design, expansion, implementation, and evaluation of Belmont College placement services addressing the new state "pillars for career services." The pillars include: Data and Measurement; People and Partnerships; Funding; Enhanced Academic Experience/Requirements; Access/Marketing; Mission/Vision/Key Performance Indicators (KPI's).

Mrs. Gates asked for a motion to accept the Consent Agenda.

Ms. Neuhart motioned, seconded by Mr. Hunkler to approve the Consent Agenda.
All ayes; motion carried.

Board Items

Appointment of OACC Alternate Delegate

The Ohio Association of Community Colleges (OACC) requires that a voting delegate and an alternate voting delegate be designated. The Chair of the Board of the Trustees serves as the delegate. An alternate delegate from the current Board of Trustees needs to be appointed as Dr. Lorrinda Saxby is listed as the current delegate.

Mrs. Gates asked for a motion to appoint Ms. Marsha Bedway as the OACC voting delegate.

Mr. Hunkler motioned, seconded by Mr. DeGuzzo to appoint Ms. Marsha Bedway as the OACC voting delegate.

All ayes; motion carried.

**Reports &
Presentations**

N/A

**President's
Report**

Dr. Gasparro reported that the college is on course for making the Spring enrollment goal.

Apple is using Belmont College as a Best Practice regarding the BeConnected initiative and have created a national position to represent community and technical colleges.

R.J. Konkoleski shared the new television commercials with the Board.

**Upcoming
Events/
Meetings**

Holiday Party, December 18, 2015, Belmont Hills Country Club

**Comments
from the
Chair**

Mrs. Gates, Chair

Mrs. Gates reminded the Board of the Holiday Party scheduled for Friday, December 18, 2015 from 6:30 – 9:00 p.m., at the Belmont Hills Country Club.

**Comments
from the
College
Community**

None.

**Next
Regular
Meeting**

The next regular Board of Trustees meeting will be held on **Thursday, January 28, 2016,**
@ 7:00 p.m. at the Main Campus in the Boardroom.

*Belmont College Board of Trustees Meeting
Minutes of December 10, 2015*

Adjournment

There being no further matters for the regular Board of Trustees meeting, Mrs. Gates asked for a motion to adjourn.

Ms. Bedway motioned to adjourn the meeting at 8:13 p.m. Dr. Macri seconded.
All ayes; motion carried.


Elizabeth F. Gates, Chair


Paul F. Gasparro, President

Date Approved: 01/28/2016