



BELMONT
COLLEGE

**BOARD OF TRUSTEES
MEETING**

September 28, 2023

6:00 p.m.

Belmont College
District Board of Trustees Meeting
 September 28, 2023
 6:00 p.m.

AGENDA

CALL TO ORDER	Mrs. Elizabeth Gates, Chair	
ROLL CALL	Kristy Kosky	
PLEDGE OF ALLEGIANCE		
INTRODUCTION OF VISITORS	Mrs. Elizabeth Gates, Chair	
APPROVAL OF AGENDA	Mrs. Elizabeth Gates, Chair	
APPROVAL OF MINUTES	Mrs. Elizabeth Gates, Chair	A
	May 2023 Minutes	A-1
	August 2023 Minutes	A-2
EXECUTIVE SESSION	President’s Contract	
	<u>CONSENT AGENDA</u>	
	<u>Monitoring Activities</u>	B
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	2. June 2023 Financials	B-2
	3. July 2023 Financials	B-3
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	<u>Administrative Items</u>	C
	1. Course Fee Adjustments	C-1
	<u>Board Items</u>	D
	1. Election of Officer - Treasurer	D-1
	2. Data Reporting Calendar	D-2
	3. Ratification of Employment – President	D-3
PRESIDENT’S REPORT	Dr. Paul Gasparro	
COMMENTS FROM THE CHAIR	Mrs. Elizabeth Gates, Chair	
COMMENTS FROM THE COLLEGE COMMUNITY		
NEXT REGULAR MEETING	November 16, 2023 Joint Dinner with the Foundation Board Belmont College – ATC 6:00 p.m.	
ADJOURNMENT		

TAB A

MINUTES

TAB A-1

MINUTES

May 2023

BELMONT COLLEGE
BOARD OF TRUSTEES MEETING

Minutes of May 25, 2023

The regular meeting of the Belmont College District Board of Trustees was held at 6:00 p.m., on May 25, 2023, at Belmont College in the Board room.

- | | |
|--------------------------|---|
| Call to Order | Mrs. Gates, Chair, called the meeting to order at 6:02 p.m. |
| Oath of Office | Mr. Cory DelGuzzo administered the Oath of Office to recently re-elected Board member Allison Anderson. |
| Roll Call | Allison Anderson – Present
Cory DelGuzzo – Present
Elizabeth Gates – Present
Mark Macri – Present
Anita Rice – Absent
Mark Rommick - Present
Melissa Smithberger - Present
Matt Steele - Absent

There being a quorum, the meeting proceeded. |
| Attendance | Bridgette Dawson, Heather Davis, Julie Keck (Remote), Dr. Paul Gasparro and Kristy Kosky. |
| Introduction of Visitors | N/A |
| Approval of Agenda | Mrs. Gates pulled consent agenda items C-1, 2023-2024 Budget, D-1, Election of Officers and D-2, Heritage Tree Nominations, for further discussion.

Mrs. Gates then asked for a motion to approve the agenda.

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

Mrs. Gates asked for a motion to approve the minutes of the March 2023 meeting. |
| Approval of Minutes | Dr. Macri motioned, seconded by Mr. Romick, to approve the minutes of the March 2023 meeting.
All ayes; motion carried. |

Approval of
Consent Agenda

Mrs. Gates asked for a motion to approve the remaining items on the consent agenda.

Mr. DelGuzzo motioned, seconded by Dr. Macri, to approve the remaining items consent agenda.
All ayes; motion carried.

Consent Agenda
Item C-1
2023-2024 Budget

Dr. Gasparro provided an overview of the proposed budget.

Mrs. Gates asked for a motion to approve agenda item C-1, 2023-2024 Budget.

Dr. Macri motioned, seconded by Mr. DelGuzzo, to approve the 2023-2024 Budget as submitted.
All ayes; motion carried.

Consent Agenda
Item D-1
Election of Officers

Mrs. Gates turned the meeting over to Dr. Gasparro for the election of Chairperson of the Board of Trustees for the 2023-2024 term.

Dr. Gasparro asked for nominations for the Chairperson of the Board of Trustees for the 2023-2024 term.

Dr. Macri nominated Mrs. Gates, seconded by Mr. DelGuzzo, as Chairperson of the Board of Trustees for the 2023-2024 term.

There being no other nominations, Dr. Gasparro asked for a motion to close the nominations and accept the nomination of Mrs. Gates as Chairperson of the Board of Trustees for the 2023-2024 term.

Mr. DelGuzzo motioned, seconded by Dr. Macri, to close the nominations for Chairperson and to accept the nomination of Mrs. Gates as Chairperson of the Board of Trustees for the 2023-2024 term.

All ayes; motion carried.

Dr. Gasparro asked for a motion to elect Mrs. Gates as Chairperson of the Board of Trustees for the 2023-2024 term.

Mrs. Smithberger motioned seconded by Mrs. Anderson, to elect Mrs. Gates as Chairperson of the Board of Trustees for the 2023-2024 term.

All ayes; motion carried.

Dr. Gasparro turned the meeting back over to Mrs. Gates.

Mrs. Gates asked for nominations for the Vice Chairperson of the Board of Trustees for the 2023-2024 term.

Mr. DelGuzzo nominated Dr. Macri, seconded by Mrs. Smithberer, as Vice Chairperson of the Board of Trustees for the 2023-2024 term.

There being no other nominations, Mrs. Gates asked for a motion to close the nominations and accept the nomination of Dr. Macri as Vice Chairperson of the Board of Trustees for the 2023-2024 term.

Mrs. Smithberger motioned, seconded by Mr. DelGuzzo, to close the nominations for Vice Chairperson and to accept the nomination of Dr. Macri as Vice Chairperson of the Board of Trustees for the 2023-2024 term.
All ayes; motion carried.

Mrs. Gates asked for a motion to elect Dr. Macri as Vice Chairperson of the Board of Trustees for the 2023-2024 term.

Mr. DelGuzzo motioned seconded by Mrs. Smithberger, to elect Dr. Macri as Vice Chairperson of the Board of Trustees for the 2023-2024 term.
All ayes; motion carried.

Mrs. Gates asked for nominations for the Treasurer of the Board of Trustees for the 2023-2024 term.

Mrs. Gates nominated Judith McMullen, seconded by Dr. Macri, as Treasurer of the Board of Trustees for the 2023-2024 term.

There being no other nominations, Mrs. Gates asked for a motion to close the nominations and accept the nomination of Judith McMullen as Treasurer of the Board of Trustees for the 2023-2024 term.

Mr. DelGuzzo motioned, seconded by Mrs. Smithberger, to close the nominations for Treasurer and to accept the nomination of Judith McMullen as Treasurer of the Board of Trustees for the 2023-2024 term.
All ayes; motion carried.

Mrs. Gates asked for a motion to elect Judith McMullen as Treasurer of the Board of Trustees for the 2023-2024 term.

Mr. DelGuzzo motioned seconded by Dr. Macri, to elect Judith McMullen, as Treasurer of the Board of Trustees for the 2023-2024 term.
All ayes; motion carried.

Mrs. Gates asked for nominations for the Secretary of the Board of Trustees for the 2023-2024 term.

Mr. DelGuzzo nominated Dr. Gasparro, seconded by Dr. Macri, as Secretary of the Board of Trustees for the 2023-2024 term.

There being no other nominations, Mrs. Gates asked for a motion to close the nominations and accept the nomination of Dr. Gasparro as Secretary of the Board of Trustees for the 2023-2024 term.

Mr. Romick motioned, seconded by Dr. Macri, to close the nominations for Secretary and to accept the nomination of Dr. Gasparro as Secretary of the Board of Trustees for the 2023-2024 term.
All ayes; motion carried.

Mrs. Gates asked for a motion to elect Dr. Gasparro as Treasurer of the Board of Trustees for the 2023-2024 term.

Mr. DelGuzzo motioned, seconded by Mrs. Anderson, to elect Dr. Gasparro as Treasurer of the Board of Trustees for the 2023-2024 term.
All ayes; motion carried.

Consent Agenda
Item D-1
Heritage Tree
Nominations

The Board discussed agenda item D-1, Heritage Tree Nominations. There were no individuals identified for the honor, therefore, there were no nominations made.

President's Report

Dr. Gasparro provided an update on the Burn Building and the Industrial Trades Building.

Comments from
the Chair

Mrs. Gates asked for a motion to cancel the June 22, 2023 Board of Trustees meeting.

Mr. DelGuzzo motioned, seconded by Mrs. Smithberger, to cancel the June 22, 2023 Board of Trustees meeting.
All ayes; motion carried.

Mrs. Gates reminded the Board members of their requirement to complete the online Ethics training by the end of the Calendar year

Belmont College Board of Trustees Meeting
Minutes of May 25, 2023

Comments from
the College
Community

N/A

Next Regular
Meeting

August 12, 2023
Board Retreat/Evaluation of the President
Oglebay Resort
9:00 a.m.

Adjournment

Mrs. Gates adjourned the meeting at 6:55p.m.

Elizabeth F. Gates, Chair

Paul F. Gasparro, President

Date Approved: _____ / _____ / _____

TAB A-2

MINUTES

August 2023

BELMONT COLLEGE

BOARD OF TRUSTEES MEETING

Minutes of August 12, 2023

The regular meeting of the Belmont College District Board of Trustees was held at 9:00 a.m., on August 12, 2023, at Wilson Lodge in Oglebay Resort.

Call to Order Mrs. Gates, Chair, called the meeting to order at 9:22 a.m.

Roll Call Allison Anderson - Absent
Cory DelGuzzo – Present
Elizabeth Gates – Present
Mark Macri – Present
Anita Rice – Present
Mark Romick - Present
Melissa Smithberger - Absent
Matt Steele - Absent

There being a quorum, the meeting proceeded.

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

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

Executive Session Mrs. Gates asked for a motion to enter into Executive Session for the purpose of discussing the President’s contract.

Mr. DelGuzzo motioned, seconded by Dr. Macri, to enter into executive session for the purpose of discussing the President’s contract.
A roll call vote was taken.
All ayes; motion carried.

The Board went into Executive Session at 9:22 a.m.

Mrs. Gates asked for a motion to come out of Executive Session.

Mr. DelGuzzo motioned, seconded by Mrs. Rice, to come out of Executive Session.

A roll call vote was taken.
All ayes; motion carried.

The Executive Session ended at 3:05 p.m.

Adjournment

There being no further matters for the regular Board of Trustees meeting, Mrs. Gates adjourned the meeting at 3:05 p.m.

Elizabeth F. Gates, Chair

Paul F. Gasparro, President

Date Approved: _____ / _____ / _____

CONSENT AGENDA

TAB B

CONSENT AGENDA

Monitoring Activities

TAB B-1

CONSENT AGENDA

Monitoring Activities

May 2023 Financials

AGENDA ITEM B-1: MAY 2023 FINANCIALS
Board of Trustees Meeting Date: September 28, 2023

The cash position of the College as of May 31, 2023 is as follows:

* Checking Account Balance	\$	464,060.71
Certificates of Deposit	\$	2,906,479.54
STAR Ohio	\$	3,388,216.43
Savings	\$	251,072.14
Total Temporary Investments	\$	6,545,768.11
Total Cash and Temporary Investments	\$	7,009,828.82

* Checking account balance includes:

General, Auxiliary, Restricted, Development, Endowment, and Plant Funds

The revenues and expenditures are as follows:

	This Year <u>% Recorded</u>	% Year <u>Completed</u>
Budgeted Revenues	87.2%	91.7%
Budgeted Expenditures	86.4%	91.7%

The Appropriated Fund Balances are as follows:

1. The General Fund Board Appropriated Fund Balances are \$ 319,791.85.
2. The General Fund Board Appropriated Start Up Fund Balance is \$ 95,720.18.
3. The Unexpended Plant Board Appropriated Fund Balance is \$ 661,517.38.

RECOMMENDATION: Recommended that the Board accept the financial information for May 2023 as presented.

SUBMITTED BY: Janet Sempkowski - Interim Director of Finance and CFO

TAB B-2

CONSENT AGENDA

Monitoring Activities

June 2023 Financials

AGENDA ITEM B-2: JUNE 2023 FINANCIALS
Board of Trustees Meeting Date: September 28, 2023

The cash position of the College as of June 30, 2023 is as follows:

* Checking Account Balance	\$ 571,814.06
Certificates of Deposit	\$ 2,906,479.54
STAR Ohio	\$ 2,751,084.44
Savings	\$ 252,492.70
Total Temporary Investments	\$ 5,910,056.68
Total Cash and Temporary Investments	\$ 6,481,870.74

* Checking account balance includes:

General, Auxiliary, Restricted, Development, Endowment, and Plant Funds

The revenues and expenditures are as follows:

	This Year	% Year
	<u>% Recorded</u>	<u>Completed</u>
Budgeted Revenues	93.8%	100.0%
Budgeted Expenditures	92.1%	100.0%

The Appropriated Fund Balances are as follows:

1. The General Fund Board Appropriated Fund Balances are \$ 238,745.42.
2. The General Fund Board Appropriated Start Up Fund Balance is \$ 90,193.48.
3. The Unexpended Plant Board Appropriated Fund Balance is \$ 399,467.41.

RECOMMENDATION: Recommended that the Board accept the financial information for June 2023 as presented.

SUBMITTED BY: Janet Sempkowski - Interim Director of Finance and CFO

TAB B-3

CONSENT AGENDA

Monitoring Activities

July 2023 Financials

AGENDA ITEM B-3: JULY 2023 FINANCIALS
Board of Trustees Meeting Date: September 28, 2023

The cash position of the College as of July 31, 2023 is as follows:

* Checking Account Balance	\$ 638,729.75
Certificates of Deposit	\$ 2,906,479.54
STAR Ohio	\$ 2,763,479.48
Savings	\$ 251,992.70
Total Temporary Investments	\$ 5,921,951.72
Total Cash and Temporary Investments	\$ 6,560,681.47

* Checking account balance includes:

General, Auxiliary, Restricted, Development, Endowment, and Plant Funds

The revenues and expenditures are as follows:

	This Year <u>% Recorded</u>	% Year <u>Completed</u>
Budgeted Revenues	5.6%	8.3%
Budgeted Expenditures	5.7%	8.3%

The Appropriated Fund Balances are as follows:

1. The General Fund Board Appropriated Fund Balances are \$ 232,745.42.
2. The General Fund Board Appropriated Start Up Fund Balance is \$ 90,193.48.
3. The Unexpended Plant Board Appropriated Fund Balance is \$ 397,867.41.

RECOMMENDATION: Recommended that the Board accept the financial information for July 2023 as presented.

SUBMITTED BY: Janet Sempkowski - Interim Director of Finance and CFO

TAB B-4

CONSENT AGENDA

Monitoring Activities

August 2023 Financials

AGENDA ITEM B-4: AUGUST 2023 FINANCIALS
Board of Trustees Meeting Date: September 28, 2023

The cash position of the College as of August 31, 2023 is as follows:

* Checking Account Balance	\$	861,577.29
Certificates of Deposit	\$	2,906,479.54
STAR Ohio	\$	2,025,205.01
Savings	\$	251,992.70
Total Temporary Investments	\$	5,183,677.25
Total Cash and Temporary Investments	\$	6,045,254.54

* Checking account balance includes:

General, Auxiliary, Restricted, Development, Endowment, and Plant Funds

The revenues and expenditures are as follows:

	This Year <u>% Recorded</u>	% Year <u>Completed</u>
Budgeted Revenues	9.8%	16.7%
Budgeted Expenditures	14.6%	16.7%

The Appropriated Fund Balances are as follows:

1. The General Fund Board Appropriated Fund Balances are \$ 231,475.42.
2. The General Fund Board Appropriated Start Up Fund Balance is \$ 90,193.48.
3. The Unexpended Plant Board Appropriated Fund Balance is \$ 45,058.73.

RECOMMENDATION: Recommended that the Board accept the financial information for August 2023 as presented.

SUBMITTED BY: Janet Sempkowski - Interim Director of Finance and CFO

TAB B-5

CONSENT AGENDA

Monitoring Activities

Semester Enrollment Statistics

AGENDA ITEM B-5: SEMESTER ENROLLMENT STATISTICS
Board of Trustees Meeting Date: September 28, 2023

ENROLLMENT REPORT

FA 2024

HEAD COUNT - 09/13

CREDIT HOURS - 09/13

FLAT - PREV YEAR

<u>Head Count by UGA Code</u>	<u>Current FA 2024</u>	<u>Previous FA Semester</u>
1 - First Time From HS	101	114
2 - Other First Time	31	23
3 - Continuing	258	267
4 - Returning Student	54	63
5 - Transfer Student	33	27
H - High School Student	356	232
Unknown / Null	3	0
<u>Grand Totals</u>	836	726

<u>Credit Hours by UGA Code</u>	<u>Current FA 2024</u>	<u>Previous FA Semester</u>
1 - First Time From HS	1584	1790
2 - Other First Time	411	309
3 - Continuing	2866	3253
4 - Returning Student	621	638
5 - Transfer Student	359	337
H - High School Student	2054	1313
Unknown / Null	33	0
<u>Grand Totals</u>	7928	7640

<u>End FA Semester Head Count</u>	<u>End FA Semester Credit Hours</u>
113	1665
24	266
264	3099
65	603
27	328
230	1235
	0
723	7196

GOAL: 775

% of current year to head count goal : 8%

BUDGET: 762

% current year to head count budget : 10%

GOAL: 7000

% of cr hrs current year to goal : 13%

BUDGET: 7583

% of cr hrs current year to budget : 5%

- 1 - Current Year High School Graduate First Time Enrolled as Undergraduate
- 2 - First Time Enrolled as Undergraduate/not current year high school graduate
- 3- Continuous Enrollment
- 4- Returning Student / previously enrolled, first term back
- 5- Transfer from another Institution
- H- Currently enrolled in High School
- Unknown - UGA code has not been assigned

	<u>Credit Hours</u>	<u>Average Credit Hours</u>	<u>FTE'S</u>
CURRENT FA 2024	7928.00	9.48	528.53
PREVIOUS FA	7640.00	10.52	509.33
FINAL PREVIOUS FA	7196.00	9.95	479.73

VAL

	<u>CR HRS</u>	<u>% Diff</u>	<u>FTE</u>	<u>FTE Diff</u>
GOAL	7000.00	13.3%	466.67	61.87
BUDGET	7583.00	4.5%	505.53	23.00

TAB C

CONSENT AGENDA

Administrative Items

TAB C-1

CONSENT AGENDA

Administrative Items

Course Fee Adjustments

AGENDA ITEM C-1: COURSE FEE ADJUSTMENTS
Board of Trustees Meeting Date: September 28, 2023

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 increase to Nursing courses below is necessary to include the cost of ATI program resources, which is an important teaching resource used to improve student program outcomes. ATI provides a comprehensive package of interactive online education, assessment, remediation, and e-learning.

The increase to Radiology courses below is necessary to include the cost of required Board Review Seminars and lead radiographic markers.

The following course fee adjustments are recommended effective Spring Semester of the 2023/2024 academic year:

Course		Old Fee	New Fee
ADN1105	Nursing Health Care I	\$ 75	\$ 825
ADN1205	Nursing Health Care II	\$ 175	\$ 925
ADN2105	Nursing Health Care III	\$ 75	\$ 825
ADN2205	Integration of Nurse Health Care	\$ 175	\$ 925
PNP1100	Nursing I -Fundamentals of Practical Nursing	\$ 160	\$ 910
PNP1120	Nursing II -Pharmacology PN	\$ 75	\$ 825
PNP2140	Nursing IV -Advanced Concepts in PN	\$ 125	\$ 875
RAD1300	Intro to Radiation Science/Patient Care	\$ 200	\$ 150
RAD1500	Radiographic Procedures I	\$ 200	\$ 150
RAD1550	Radiographic Procedures II	\$ 225	\$ 245
RAD1700	Radiation Biology and Protection	\$ 225	\$ 245
RAD2100	Registry Review/Advanced Imaging Modalities	\$ 350	\$ 370
RAD2500	Radiographic Procedures III	\$ 225	\$ 355

RECOMMENDATION: Recommend the Board approve the Course Fee Adjustments as indicated above effective Spring Semester of the 2023/2024 academic year.

SUBMITTED BY: Janet Sempkowski, Interim Director of Finance & CFO

TAB D

CONSENT AGENDA

Board Items

TAB D-1

CONSENT AGENDA

Board Items

Election of Officer - Treasurer

AGENDA ITEM D-1: ELECTION OF OFFICER – TREASURER
Board of Trustees Meeting Date: September 28, 2023

Due to the passing of Mrs. Judith McMullen, Belmont College Board of Trustees Treasurer, the Board will need to conduct a special election of a Treasurer, as stipulated in the Board of Trustees Policy Manual. The following officer should be elected:

- 1) Treasurer

RECOMMENDATION: Recommended that the Board of Trustees elect the officer listed above.

SUBMITTED BY: Elizabeth F. Gates, Chair

TAB D-2

CONSENT AGENDA

Board Items

Data Reporting Calendar

AGENDA ITEM D-2: DATA REPORTING CALENDAR
Board of Trustees Meeting Date: September 28, 2023

In order to coincide with the Board of Trustees 2023-2024 meeting schedule, the data reporting calendar has been modified.

RECOMMENDATION: Recommended that the Board of Trustees accept the modified data reporting calendar.

SUBMITTED BY: Dr. Matthew Williamson, Director, IR

Board of Trustees Data Reporting Calendar

January
Semester enrollment and statistics for Spring semester- Enrollment report and breakdown
Number of applications with yield, conversion rates
Tuition and fee comparison with regional and comparable institutions
March
Gateway Math and English KPI
Persistence and college course completion KPI
Changes to tuition and fees (For Board Approval)
May
CCP Enrollment
Program review results (Including advisory committee information)
New programs review (1st year update)- If applicable
September
Semester enrollment and statistics for Fall semester- Enrollment report and breakdown
Annual KPI update
November
Graduation & completion rates; Graduation rate comparisons with comparable institutions
Student satisfaction/experience surveys (CCSSE, Internal Survey) alternating years

TAB D-3

CONSENT AGENDA

Board Items

Ratification of Employment - President

AGENDA ITEM D-3: RATIFICATION OF EMPLOYMENT
Board of Trustees Meeting Date: September 28, 2023

It is requested that the Board approve the President's employment contact.

RECOMMENDATION: It is recommended that the Board of Trustees approve the President's employment contract.

SUBMITTED BY: Jason Huffman – Interim Director of Human Resources.