



BELMONT
COLLEGE

**BOARD OF TRUSTEES
MEETING**

March 23, 2023

6:00 p.m.

Belmont College
District Board of Trustees Meeting
March 23, 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
	January 2023 Minutes	A-1
EXECUTIVE SESSION	Security	

CONSENT AGENDA

<u>Monitoring Activities</u>	B
1. Gateway Math and English KPI's	B-1
2. Persistence and College Course Completion KPI's	B-2
3. January 2023 Financials	B-3
4. February 2023 Financials	B-4

<u>Administrative Items</u>	C
1. Data Retention Policy	C-1
2. Faith Policy	C-2

<u>Board Items</u>	D
1. Board of Trustees Meeting Schedule 2023-2024	D-1

PRESIDENT'S REPORT	Dr. Paul Gasparro
COMMENTS FROM THE CHAIR	Mrs. Elizabeth Gates, Chair
COMMENTS FROM THE COLLEGE COMMUNITY	
NEXT REGULAR MEETING	May 25, 2023 Belmont College – ATC 6:00 p.m.
ADJOURNMENT	

TAB A

MINUTES

TAB A-1

MINUTES

January 2023

BELMONT COLLEGE
BOARD OF TRUSTEES MEETING

Minutes of January 26, 2023

The regular meeting of the Belmont College District Board of Trustees was held at 6:00 p.m., on January 26, 2023, at Belmont College in the Board room.

Call to Order Mrs. Gates, Chair, called the meeting to order at 6:00 p.m.

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

There being a quorum, the meeting proceeded.

Attendance Bridgette Dawson, Judi McMullen, Jesse Gipko, Heather Davis,
Matt Williamson, Janet Sempkowski, Dave Mertz, Derek Conrad,
Dr. Paul Gasparro and Kristy Kosky.

Introduction of Derek Conrad – Rea and Associates
Visitors

Approval of Agenda Mrs. Gates pulled Consent Agenda item D-1, Election of Foundation Board
Member from the Consent Agenda for discussion.

Mrs. Gates moved Agenda Item C-1, Audit Report FY2021/2022, to allow for the presentation prior to Executive Session.

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

Mr. DelGuzzo motioned, seconded by Dr. Macri, to approve the amended agenda.

All ayes; motion carried.

Approval of Minutes Mrs. Gates asked for a motion to approve the minutes of the November, 2022 meeting.

Mr. DelGuzzo motioned, seconded by Mrs. Smithberger, to approve the minutes of the November, 2022 meeting.

All ayes; motion carried.

Oath of Office Mr. Cory DelGuzzo administered the Oath of Office to new Board of Trustee member Mark Romick.

Audit Report Mr. Derek Conrad presented the FY2021/2022 Audit Report.

Executive Session Mrs. Gates asked for a motion to enter into Executive Session to discuss security.

Mr. DelGuzzo motioned, seconded by Mrs. Smithberger, to enter into Executive Session.
A roll call vote was taken.
All ayes; Executive Session began at 6:25 p.m.

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

Mr. DelGuzzo motioned, seconded by Mrs. Anderson, to come out of Executive Session.
A roll call vote was taken.
All ayes; Executive Session ended at 7:11 p.m.

Approval of
Consent Agenda Consent Agenda Item D-1, Election of Foundation Board Member was discussed, and Mrs. Gates asked for a motion to elect a new Board of Trustee member to the Foundaiton Board.

Dr. Macri motioned, seconded by Mr. Romick, to elect Mrs. Smithberger as the new Board of Trustee member to the Foundation Board.
All ayes; motion carried.

Mrs. Gates then asked for a motion to approve the remaining items on the Consent Agenda.

Mr. DelGuzzo motioned, seconded by Mrs. Rice, to approve the remaining items on the consent agenda.
All ayes; motion carried.

President's Report	<p>Dr. Gasparro reported that the East Central Ohio Educational Service Center was on campus for meetings, and that the Belmont County Spelling Bee will again be held on campus.</p> <p>Dr. Heather Davis provided an update on new programs.</p> <p>Dr. Matt Williamson and Dean Bridgette Dawson provided an overview of the Enrollment Statistics Report.</p>
Comments from the Chair	<p>Mrs. Gates reminded the Board members of their requirement to complete their Financial Disclosure by the May 15, 2023 deadline.</p>
Comments from the College Community	<p>N/A</p>
Next Regular Meeting	<p>March 23, 2023 Combined dinner with the Foundation Board – 5:00 p.m. Dowler Hall Official Meeting – 6:00 p.m. Board Room</p>
Adjournment	<p>Mrs. Gates asked for a motion to adjourn the meeting.</p> <p>Mr. DelGuzzo motioned, seconded by Mrs. Smithberger, to adjourn the meeting. All ayes; motion carried.</p> <p>The meeting adjourned the meeting at 7:22 p.m.</p>

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

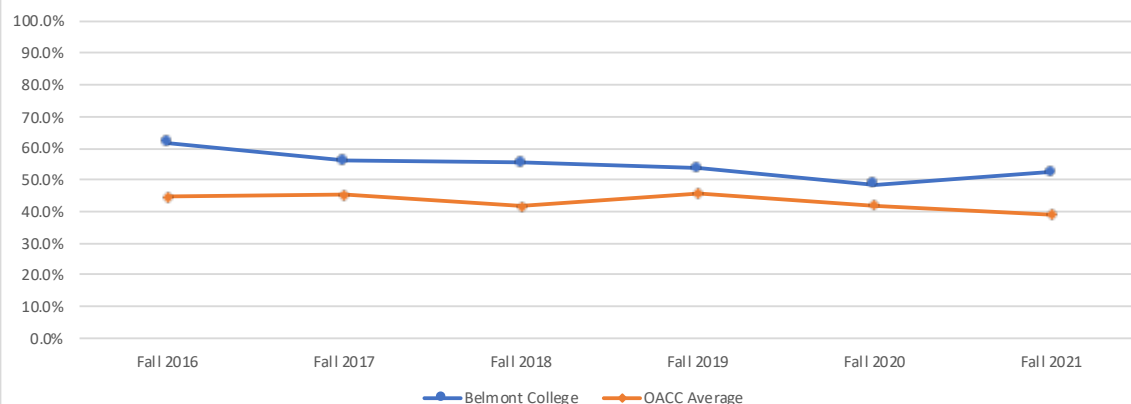
Gateway Math and English KPI's

AGENDA ITEM B-1: GATEWAY MATH AND ENGLISH KPI'S
Board of Trustees Meeting Date: March 23, 2023

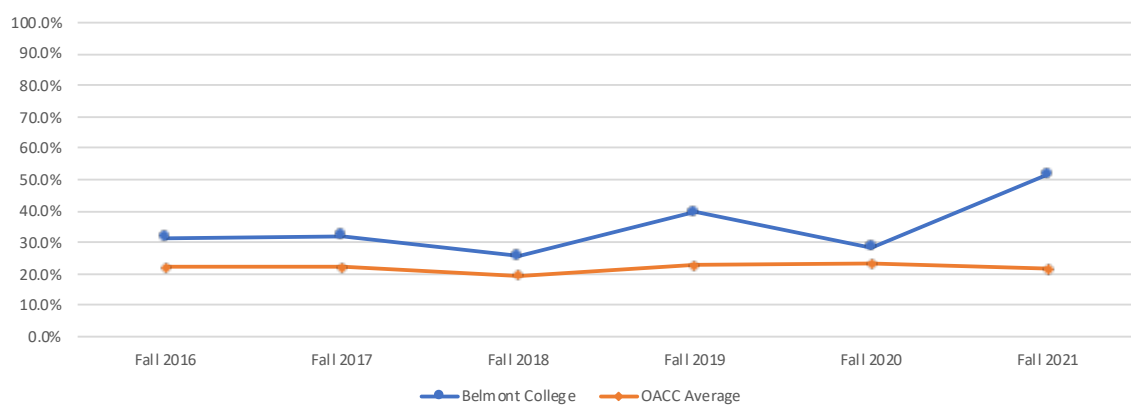
Gateway Math and English KPIs

	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021
Belmont College						
Total FTEIC Students	160	168	148	162	126	143
Passed College English in Year 1	61.6%	56.0%	55.4%	53.7%	48.4%	52.4%
Passed College Math in Year 1	31.4%	32.1%	25.7%	39.5%	28.6%	51.7%
Passed College English & Math in Year 1	30.0%	30.4%	23.0%	34.6%	23.8%	42.7%
OACC Average						
Passed College English in Year 1	44.7%	45.2%	41.6%	45.7%	41.9%	39.0%
Passed College Math in Year 1	22.0%	22.1%	19.3%	22.8%	23.3%	21.4%
Passed College English & Math in Year 1	17.1%	17.1%	14.9%	18.1%	17.5%	16.3%

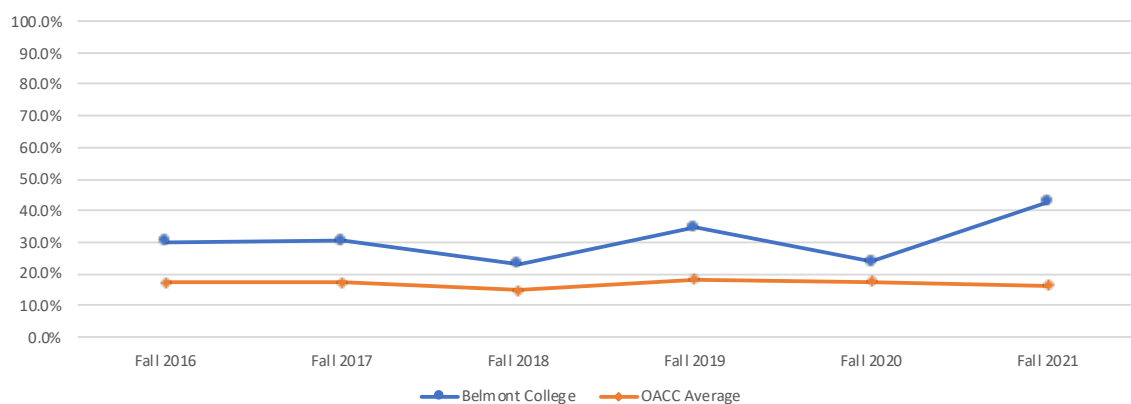
FTEIC Students Completing College English in 1st Year



FTEIC Students Completing College Math in 1st Year



FTEIC Students Completing College English & Math in 1st Year



TAB B-2

CONSENT AGENDA

Monitoring Activities

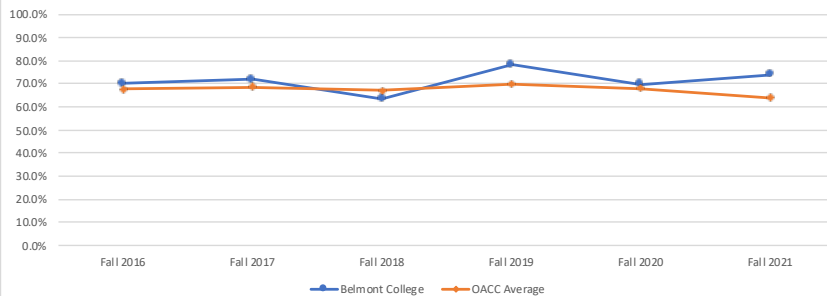
**Persistence and College Course Completion
KPI's**

AGENDA ITEM B-2: PERSISTENCE AND COLLEGE COURSE COMPLETION KPI'S
Board of Trustees Meeting Date: March 23, 2023

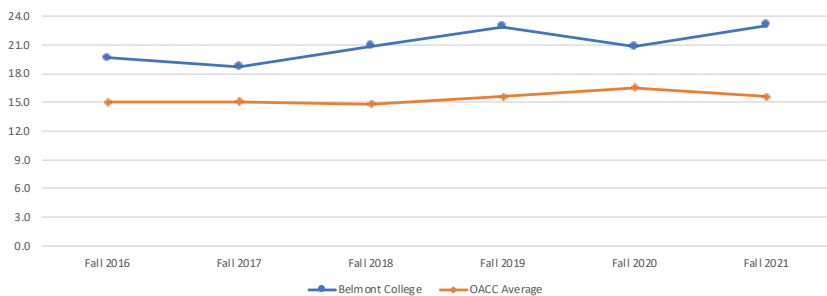
Persistence and College Course Completion KPIs

	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021
Belmont College						
Total FTEIC Students	160	168	148	162	126	143
Persisted from term 1 to term 2	70.0%	72.0%	63.5%	78.4%	69.8%	74.1%
Total College Credits Attempted	3,138	3,148	3,088	3,714	2,615	3,286
Total College Credits Completed	2,491	2,530	2,409	2,878	1,912	2,487
Total Credits Attempted per FTEIC	19.6	18.7	20.9	22.9	20.8	23.0
Total Credits Earned per FTEIC	15.6	15.1	16.3	17.8	15.2	17.4
Credit Pass Rate	79.4%	80.4%	78.0%	77.5%	73.1%	75.7%
OACC Average						
Persisted from term 1 to term 2	67.7%	68.7%	67.0%	69.9%	68.0%	63.9%
Total College Credits Attempted	3,331,028	311,787	375,290	337,183	518,123	444,037
Total College Credits Completed	240,202	230,928	278,122	250,614	408,101	338,727
Total Credits Attempted per FTEIC	15	15	15	16	17	16
Total Credits Earned per FTEIC	11	11	11	12	13	12
Credit Pass Rate	72.6%	74.1%	74.1%	74.3%	78.8%	76.3%

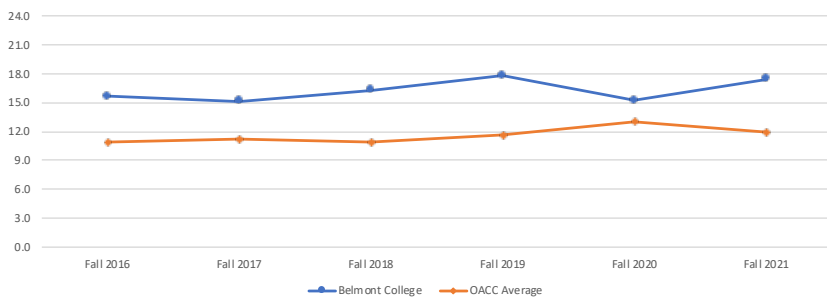
FTEIC Students Persisting from Term 1 to Term 2



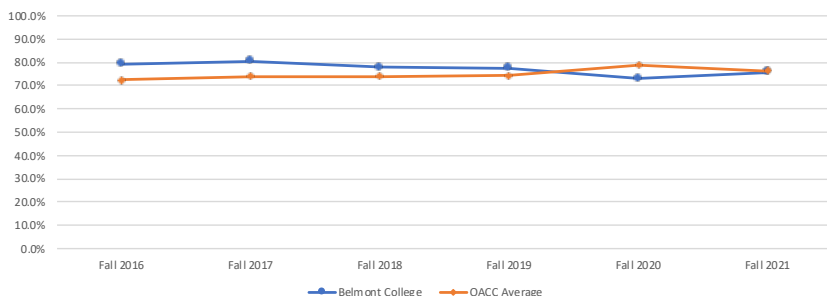
Total College Credits Attempted in Year 1 per FTEIC Student



Total College Credits Earned in Year 1 per FTEIC Student



FTEIC Students Credit Pass Rate



TAB B-3

CONSENT AGENDA

Monitoring Activities

January 2023 Financials

AGENDA ITEM B-3: JANUARY 2023 FINANCIALS
Board of Trustees Meeting Date: March 23, 2023

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

Checking Account	\$	660,157.20
Certificates of Deposit	\$	2,899,088.58
STAR Ohio	\$	3,481,387.09
Savings	\$	457,299.17
Total Temporary Investments	\$	6,837,774.84
Total Cash and Temporary Investments	\$	7,497,932.04

The revenues and expenditures are as follows:

	<u>This Year</u> <u>% Recorded</u>	<u>% Year</u> <u>Completed</u>
Budgeted Revenues	69.4%	58.3%
Budgeted Expenditures	52.7%	58.3%

The Appropriated Fund Balances are as follows:

1. The General Fund Board Appropriated Fund Balances are \$ 431,458.60.
2. The General Fund Board Appropriated Start Up Fund Balance is \$96,745.18.
3. The Unexpended Plant Board Appropriated Fund Balance is \$ 881,679.06.

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

SUBMITTED BY: Judi McMullen, Vice President Organizational Effectiveness

TAB B-4

CONSENT AGENDA

Monitoring Activities

February 2023 Financials

AGENDA ITEM B-4: FEBRUARY 2023 FINANCIALS
Board of Trustees Meeting Date: March 23, 2023

The cash position of the College as of February 28, 2023 is as follows:

Checking Account	\$ 939,080.68
Certificates of Deposit	\$ 2,900,405.76
STAR Ohio	\$ 3,494,132.17
Savings	\$ 454,174.17
Total Temporary Investments	\$ 6,848,712.10
Total Cash and Temporary Investments	\$ 7,787,792.78

The revenues and expenditures are as follows:

	This Year	% Year
	<u>% Recorded</u>	<u>Completed</u>
Budgeted Revenues	73.8%	66.7%
Budgeted Expenditures	63.3%	66.7%

The Appropriated Fund Balances are as follows:

1. The General Fund Board Appropriated Fund Balances are \$ 373,368.46.
2. The General Fund Board Appropriated Start Up Fund Balance is \$96,745.18.
3. The Unexpended Plant Board Appropriated Fund Balance is \$ 857,835.06.

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

SUBMITTED BY: Judi McMullen, Vice President Organizational Effectiveness

TAB C

CONSENT AGENDA

Administrative Items

TAB C-1

CONSENT AGENDA

Administrative Items

Data Retention Policy

<p style="text-align: center;">AGENDA ITEM C-1: DATA RETENTION POLICY Board of Trustees Meeting Date: March 23, 2023</p>
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The purpose of this policy is to establish and maintain governance over all electronic communication data for students and staff at Belmont College.

RECOMMENDATION: It is recommended that the Board accept this new policy to minimize risk to the College.

SUBMITTED BY: Judi McMullen, VP of Organizational Effectiveness

Initiated by: Manager of Information Technology Services

Reviewed by: Policy Coordinator

Approved by: Dr. Paul F. Gasparro, President

PURPOSE

The purpose of this policy is to establish and maintain governance over all electronic communication data for students and staff at Belmont College.

POLICY STATEMENT

This policy will ensure all electronic communication data is adequately maintained, provided for, and comply with the data retention requirements by the State of Ohio, FERPA, GLBA, HLC, and all other relevant governing bodies. In addition, this policy will maintain safe, timely, and orderly disposal of electronic data which are no longer needed or of little value.

PERSONS AFFECTED

All faculty, staff, and students of Belmont College.

PROCEDURE

Administration

Data retention policies are maintained by Belmont College's Information Technology Services and College Administration.

The following functions will be performed by IT Services and Administration:

- Identify and evaluate data which requires retention;
- Publish retention schedules which comply with local, state, and federal laws;
- Monitor laws in respect to data retention;
- Review data retention policies annually;
- Review data retention policy requests from respective College department leadership.

Department leadership will list and prepare electronic data which is utilized and referenced by each respective department for comparison to the College's data retention policy. Department leadership will review data and forms used by its department to determine whether the data is appropriate and adequate for retention. Any requests for retention must be submitted in writing to IT Services or Administration.

In the event of an audit or pending litigation, electronic data disposal may be suspended at the direction of College Administration. In respect to this event, College Administration will be notified of any event which may give rise to litigation as soon as possible.

Applicability

This policy will apply to all College data in any format generated in the course of Belmont College's normal operating procedures. This includes, but is not limited in scope to, College email, voicemail, instant message, images, data stored on computer hard-drives, network storage, and cloud storage.

Disaster Recovery

Employee and student data maintained in off-site locations are backed up in accordance with the hosts data backup schedule and is outside the scope of this policy. On-site data, stored on the College network storage is backed up locally to an on-site backup device, and replicated to the cloud for redundancy. This schedule is maintained in accordance with the following schedule:

- Daily Backup Retention: 21 Days
- Weekly Backup Retention: 8 Weeks
- Monthly Backup Retention: 12 Months
- Yearly Backup Retention: 7 Years

Data stored locally on individual computers and that stored on the College's network storage are stored in perpetuity unless removal is necessitated by storage constraints.

Jenzabar

Belmont College's student data is housed and maintained by Jenzabar. Jenzabar is responsible for backup and recovery data processed at their datacenter. Jenzabar's backup schedule and procedures are beyond the scope of the data retention policy of Belmont College.

Belmont College's employee data is housed and maintained by ADP. ADP is responsible for backup and recovery data processed at their datacenter. ADP's backup schedule and procedures are beyond the scope of the data retention policy of Belmont College.

Email and Electronic Communications

Mail services are hosted and maintained by Microsoft through the Microsoft 365 platform of services. Backup procedures and schedules are maintained internally by Microsoft and are conducted at intervals outside the scope of the Belmont College Data Retention Policy.

Employee emails have a 1 year retention from the date at which they are received. Any mail item that an employee wishes to retain will need to be retrieved from their mailbox and saved on their machine or the files server in their personal folder.

Retention Schedule

[Refer to the IUC Model Retention Guide](#)

TAB C-2

CONSENT AGENDA

Administrative Items

Faith Policy

<p style="text-align: center;">AGENDA ITEM C-2: FAITH POLICY Board of Trustees Meeting Date: March 23, 2023</p>

H.B. 353 enacts R.C.3345.026, and will take effect on April 2, 2023. The law requires institutions of higher education to adopt a policy permitting absences during the academic semester for reasons of faith, religion, spiritual belief or organized activities connected to religious denomination, church, other religious spiritual/ organization.

RECOMMENDATION: Recommended that the Board approve this new policy to comply with State law.

SUBMITTED BY: Bridgette Dawson, Dean of Student Affairs

Initiated by: Dean of Student Affairs

Reviewed by: Policy Coordinator

Approved by: Dr. Paul F. Gasparro, President

PURPOSE

The purpose of the policy is to reasonably accommodate the sincerely held beliefs and practices of students regarding exams, other academic requirements, and absences for reasons of faith or religious and spiritual belief systems.

POLICY STATEMENT

In accordance with Ohio R.C. 3345.026, Belmont College has adopted the following policy permitting absences during the academic semester for reasons of faith, religion, spiritual belief, or organized activities connected to a religious denomination, church, other religious spiritual/ organization.

PERSONS AFFECTED

All full-time faculty, part-time faculty including high school teachers who are teaching College Credit Plus courses for Belmont College, and students.

DEFINITIONS

College Credit Plus Faculty - high school teachers who are hired by Belmont College to teach college courses for high school students at the high school.

Full and Part-Time Faculty - all Belmont College instructional teachers of traditional credit courses, College Credit Plus courses, and Workforce and Community Education courses.

PROCEDURES

Belmont College is committed to supporting students who wish to practice their religious beliefs in keeping with its institutional values and compliance with Ohio state law. Belmont College values diversity of its' student body, including diversity in religious expression. Belmont College seeks to accommodate students with personal religious beliefs who wish to observe work-restricted religious holidays. The following provisions apply to all faiths and religious groups equally.

- This policy applies to all Belmont College students.
- Students are permitted up to three days of absences per semester for faith/spiritual belief/participation in organized activities of religious/spiritual organizations. Students will not be penalized for approved class absences due to religious holidays. Instructors will schedule, without

prejudicial effect, an alternative time and date for any missed exams or academic requirements. This policy does not apply to required attendance in the clinical care setting.

- The student must provide the instructor with **written notice** of the requested dates for alternative accommodations within the **first 14 calendar days of a course**. This applies to all courses, regardless of course length. A student's absence request will not be approved if the student fails to provide the requisite notice for their absence request. Failure to obtain approval for an absence may result in a penalty from the College or program. Instructors should contact the Dean of Student Affairs or his/her designee to track accommodations for each student.
- Instructors will accept, without question, the sincerity of a student's spiritual or religious belief system and will keep alternative accommodation requests confidential.
- The course syllabus for every course at Belmont College will include information on how to request faith-related accommodations and contact information for a compliance administrator at Belmont College.
- With appropriate advance notice and approval, accommodations will be provided. The type of accommodation provided is at the discretion of the instructor and may vary by course or program depending on the nature and type of educational activity. When modifications are requested, students and faculty should make a reasonable effort to reach mutually agreeable arrangements to reschedule the academic activity or provide a substitute activity or evaluation. An absence for the observance of a religious holiday does not relieve students from responsibility for any part of the course work required during the period of the absence and missed work remains the student's responsibility to complete.
- It may not be possible to miss extensive periods of scheduled academic classes or experiences (e.g. clinicals) due to the format of the program. Students should check the academic calendar prior to enrollment to determine whether they can meet the obligations of the program.
- If a student's request is not approved and/or they believe their respective instructor is not complying with this policy and the student wishes to file a complaint, they should contact the Dean of Student Affairs in writing. The Dean of Student Affairs will investigate the complaint and determine whether the instructor is adhering to the policy. If the student believes there is new information that was not presented to the Dean of Student Affairs or the finding is erred, they need to appeal the decision in writing within three days of the finding. The final decision will be made by the College President.
- This policy will be posted on the College website and include a non-exhaustive list of major religious holidays that will occur in the succeeding two academic years.

TAB D

CONSENT AGENDA

Board Items

TAB D-1

CONSENT AGENDA

Board Items

**Board of Trustees Meeting Schedule
2023-2024**

<p>AGENDA ITEM D-1: BOARD OF TRUSTEES MEETING SCHEDULE 2023 - 2024</p> <p>Board of Trustees Meeting Date: March 23, 2023</p>
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The Board will create the annual schedule of meetings for the period of August 2023 to July 2024. Shown below is the recommended schedule for board meetings for the period of August 2023 through July 2024:

<u>Recommended 2023 - 2024 Board of Trustees Meeting Schedule</u>
August (Date TBD) – Board Retreat
September 28, 2023 – Heritage Tree/Emeritus/Gala
November 16, 2023
January 25, 2024
March 21, 2024 *
May 23, 2024
June 27, 2024

*The March 2024 meeting is suggested to be changed to the third Thursday of the month instead of the fourth Thursday, due to the fourth Thursday being Holy Thursday.

RECOMMENDATION: It is recommended that the Board of Trustees approve a schedule for future meeting dates for the period of August 2023 to July 2024.

SUBMITTED BY: Elizabeth F. Gates, Chair