

**Agenda**  
**Sinclair Community College**  
**Board of Trustees**

July 1, 2009

3:30 p.m., Building 12, Room 131

---

**I. ROLL CALL (VERBAL)**

**II. WELCOME TO SPECIAL GUESTS – KATHERINE HOLLINGSWORTH**

Chair Katherine Hollingsworth will recognize special guests.

**III. APPROVAL OF MINUTES (Enclosure #01)**

**IV. CHAIR'S RECOGNITION OF AWARDS AND NOTABLE ACCOMPLISHMENTS –  
KATHERINE HOLLINGSWORTH**

**A. STUDENT THANK YOU PRESENTATION TO THE TRUSTEES**

Students from the Student Leadership Association will present Trustees with a thank you.

**B. RECOGNITION OF RECENT DECA GRADUATE, CHARLES WILKES II,  
RECIPIENT OF GATES SCHOLARSHIP**

Recent DECA graduate, Charles Wilkes II, is a recipient of the Gates Scholarship. Charles plans to attend Morehouse University in the fall and credits much of his success to his early college high school experience including his classes at Sinclair.

## **V. CHAIR'S REPORT TO THE BOARD – KATHERINE HOLLINGSWORTH**

### **A. INTRODUCTION OF PROPOSED BOARD BY-LAW CHANGES (ENCLOSURE #02)**

Changes to the board by-laws have been developed to describe and clarify the following:

- Establishes the basic qualities and position responsibilities for the board chair
- Establishes the process for nominating and electing a board chair
- Establishes the process for nominating and electing committee chairs
- Establishes term limits for committee chairs
- Establishes a chair-elect position
- Establishes the formal relationship between the Board of Trustees and the executive committee
- Reinforces the formal relationship between the Board of Trustees and the president, including the delegation of authority to the president
- Changes the process of evaluating the president's performance and compensation from the chair and vice chair to the executive committee, with annual input from the whole membership of the board

By-law changes are introduced in regular session of the Board of Trustees and may be voted on at the next meeting. It is expected that this issue will be presented for vote at the September Board of Trustees meeting.

**VI. PERSONNEL-CURRICULUM COMMITTEE REPORT TO THE TRUSTEES—  
MARVA COSBY**

**ITEMS FOR BOARD DISCUSSION AND/OR RESOLUTION**

---

**A. Presentation: Student Success Stories**

Recent Sinclair Graduates: George Powell, Tonya Miller, and Harold Gray have been invited to the Board of Trustees meeting to share their positive stories of success at Sinclair Community College. These students have recently testified on their Sinclair experiences to the Ohio Board of Regents.

**B. Presentation: Visions to Maintain Forward Momentum**

The President’s Cabinet members have been invited to share their visions for target accomplishments as we anticipate successfully navigating the economic crisis. This is a summary of what has been shared at recent Town Hall meetings for Sinclair employees.

**C. Report of the Nominating Committee:  
Board of Trustees Election of Officers (Resolution #2009-07)**

The following resolution approves the Board officers for the Sinclair Board of Trustees.

**BOARD OF TRUSTEES ELECTION OF OFFICERS  
(RESOLUTION #2009-07)  
JULY 1, 2009**

The by-laws of the Warren County Montgomery County Community College District which operates Sinclair Community College stipulate that the Board of Trustees will reorganize by the end of the fiscal year, determine the time and place of its regular meetings, and elect officers for the ensuing year.

Report of the Nominating Committee: Marva Cosby, Chair; and members Mary Boosalis, Kathy Hollingsworth, Larry Porter, and Barney Wright.

***Officer Candidates:***

**Chair of the Board of Trustees, \_\_\_\_\_**

**Vice-Chair of the Board of Trustees, \_\_\_\_\_**

**Denise Jepsen, Secretary (cannot be a member of the Board of Trustees)**

**Jeff Boudouris, Treasurer (cannot be a member of the Board of Trustees)**

**BOARD ACTION: \_\_\_\_\_**

**D. Board of Trustees Organizational Meeting (Resolution #2009-08)**

The following resolution approves the 2009-2010 meeting dates for the Sinclair Board of Trustees.

**BOARD OF TRUSTEES ORGANIZATIONAL MEETING  
(RESOLUTION #2009-08)  
JULY 1, 2009**

WHEREAS, the by-laws of the Warren County Montgomery County Community College Board of Trustees require that the Board determine the time and place of its regular meetings;

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees will generally hold its regular meetings for 2009-10 at the Sinclair Community College campus located at 444 West Third Street, Dayton, Ohio, 3:30 p.m. on the dates noted below;

**PROPOSED BOARD MEETING DATES**

<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>Tuesday, September 15, 2009</b>	<b>3:30 p.m. – 5:00 p.m.</b>	<b>12-131</b>
<b>Tuesday, November 10, 2009</b>	<b>3:30 p.m. – 5:00 p.m.</b>	<b>12-131</b>
<b>Saturday, January 30, 2010 Board Advance</b>	<b>8:00 a.m. – 4:00 p.m.</b>	<b>12-131</b>
<b>Tuesday, March 9, 2010</b>	<b>3:30 p.m. – 5:00 p.m.</b>	<b>12-131</b>
<b>Tuesday, May 11, 2010</b>	<b>3:30 p.m. – 5:00 p.m.</b>	<b>12-131</b>
<b>Tuesday, June 8, 2010</b>	<b>3:30 p.m. – 5:00 p.m.</b>	<b>12-131</b>

BE IT FURTHER RESOLVED, that any change in this schedule be published in advance.

BOARD ACTION: \_\_\_\_\_

**E. FY 2008-09 Performance Pay Recommendation – (Based on Key Performance Indicators) (Enclosure #03)**

The performance outcomes for the Key Performance Indicators (KPIs) being reported to the Board are those which were previously approved for KPI status at the September, 2008 Board meeting, Resolution #2008-20.

Sinclair is experiencing an all-time high student enrollment, good results on the key performance indicators (KPIs), and has surpassed a number of positive operations' records.

The president annually presents these results to the Trustees. All full-time support staff, professional staff and administrators (except the president) are eligible for incentive pay based on the KPIs. The president is exempt from this system to avoid any conflict of interest.

Of the 46 KPIs

- o 1 KPI (2%) is rated at Below Threshold
- o 12 KPIs (26%) are at Threshold
- o 20 KPIs (44%) are at Target
- o 13 KPIs (28%) are at Maximum

The recommended incentive pay percentage is 4%. This is also the amount budgeted this FY 09 year for this performance pay system, therefore the budget impact is as planned.

Incentive pay trends for the last 6 years:

FY 2008-09	FY 2007-08	FY 2006-07	FY 2005-06	FY 2004-05	FY 2003-04
Recommended 4%	4.4%	4.4%	3.9%	4%	5%

**F. FY 2009-10 Employee Compensation Recommendations (Enclosure #04)**

Annually, the Sinclair President makes a compensation recommendation to the Sinclair Board of Trustees for overall employee compensation as contained within the operating budget of the college. The recommendation this year would result in a total net budget impact to the FY 2009-10 operating budget of a 0.4% increase in full-time personnel costs.

Sinclair is experiencing an all-time high student enrollment, very good results on the key performance indicators (KPIs), and has greatly surpassed a number of positive operations records.

Due to anticipated revenue constraints related to State of Ohio policy, and due to the community impact of the economic crisis, full-time employee position

numbers have largely been maintained or lowered over the past two years to control college costs (and have effectively lowered the costs per student). Employees are working diligently and conscientiously to accommodate the double-digit growth in student enrollment.

As of late June, it is expected that the State of Ohio (which controls 70% of Sinclair's operating revenue), will not allocate nearly enough funds to match the enrollment growth of the college. Because of this and because of the economic crisis being experienced by many of Sinclair's tax supporters in the local region, the salary increases being proposed here are significantly restrained over the originally planned and benchmarked levels.

The performance pay system and levels of one-time performance compensation are being recommended for payment as planned and designed within the system with no intervening increase or decrease.

Given the uncertainty of the Ohio budget results, given the uncertainty of the State of Ohio's ability to follow-through on budget commitments in the coming few years, yet given Sinclair's extraordinarily-high projected FY 2009-10 enrollment levels, the Sinclair President would like to revisit the budget and compensation levels in the fall of 2009.

**FY 2009-10 COMPENSATION RECOMMENDATION**  
**(RESOLUTION #2009-09)**  
**JULY 1, 2009**

WHEREAS, the Sinclair President makes an annual compensation recommendation to the Sinclair Board of Trustees for the overall compensation of the full-time employees categorized as faculty, support staff, professional, and administrative employees; and

WHEREAS, personnel expenses constitute over 80% of the college operating budget reflecting the importance of employees in the operations of a world-class community college; and

WHEREAS, the employee fringe benefits including health, vision, dental, retirement, and life insurance are reviewed and approved in a separate process; and

WHEREAS, to avoid a conflict of interest in recommending compensation levels, the president's compensation and employment contract is decided separately in a process involving an annual review by the Trustee Executive Committee; and

WHEREAS, the Board of Trustees assesses the employee compensation recommendation based on factors including the overall ability to pay, the performance of the college, the appropriateness of the salary and compensation benchmarks, and the internal and external trends and norms of compensation; and

WHEREAS, the College President acknowledges that the overall employee performance, workload, and operating results of the college over the recent two years have been excellent and are such to support ample increases in overall employee pay; and

WHEREAS, with the strong possibilities of suppressed revenue for the next two to four years due to critical economic conditions, significantly restrained pay increases to match the realities of the financial conditions of the college, the State of Ohio, and of the Dayton region are recommended; and

WHEREAS, the net impact of these compensation recommendations and all other personnel-related actions that are included in the FY 2009-10 operating budget recommendation are an estimated net 0.4% increase in full-time personnel costs; and

WHEREAS, the compensation recommendation for faculty pay is constrained for FY 2009-10 as compared to the originally intended goal of the third year of the three-year plan, the recommendation does support movement forward toward the third year goals of a faculty compensation plan which includes an aggressive reduction of full-time faculty positions and a comparably-aggressive goal of moving the average faculty salaries upward; and

WHEREAS, the compensation of administrators, professional, and hourly staff as determined by market benchmarks and consultant information, indicates up to a 3% increase in base salaries for FY 2009-10, the FY 2009-10 budget requires restraint; and

WHEREAS, the weighted results of the college's key performance indicators for the year have been assessed and indicate a one-time 4% incentive pay for support staff, professional staff, and administrative personnel; and

WHEREAS, the faculty merit pay policies have been fulfilled and administered as planned; and

WHEREAS, that portion of personnel expense paid from Montgomery County levy proceeds has been voted upon in a separate resolution;

NOW, THEREFORE, BE IT RESOLVED, that the detailed compensation recommendation be approved, including the salary and salary range adjustments as summarized below; and

Full-Time Faculty	1% salary increase (instead of a planned 3.5% increase).  Elimination of 13 full-time faculty positions (instead of the planned elimination of 20 positions).  Benchmark adjustment increase pool as planned equal to 2.2% for an adjustment pool for the remaining continuing faculty.	Range increase average of 1.6%
Full-Time Support Staff	1% salary increase	No range increase applied
Full-Time Professional Staff	1% salary increase	No range increase applied
Full-Time Administrative Personnel*  (*Note that President's Cabinet and Deans have requested a pay freeze to assist with the budget development and to show respect for the overall economic hardship across the Dayton region.)	1% salary increase except for the President's Cabinet which will be at 0%.	Range-not applicable

BE IT FURTHER RESOLVED, that the salary ranges, salary increase adjustments and incentive pay be incorporated into the college budget for FY 2009-10 with an effective date of July 1, 2009, for twelve-month employees; and September 1, 2009, for nine-month employees; and

BE IT FURTHER RESOLVED, that incentive payments at the KPI performance levels of 4% for support staff, professional staff and administration be made on August 15, 2009 (budgeted in the previous FY 09 budget year).

BOARD ACTION: \_\_\_\_\_

## **G. Board Designated Endowment**

This is the annual spending recommendation for the Board Designated Endowment Fund. The spending and resolution are recommended by the Personnel-Curriculum Committee.

The recommended spending of \$835,000 is considerably higher than the FY 2008-09 budget allocation but is more consistent with actual awards (around \$700,000) as a result of increased demand in the Tech Prep and Displaced Workers Scholarship programs. The recommended allocations are as follows:

- Tech Prep \$400,000
- Young Scholars Program \$60,000
- Displaced Workers Scholarship \$350,000
- Women in Engineering Technologies (WIET) \$25,000

The annual investment income allocated for spending is projected to be about \$500,000. However, there is an accumulated balance in the Endowment Expendable reserve fund of approximately \$600,000 due to under spending in prior years. Therefore, a higher level of spending for FY 2010 can be covered so that these important scholarship opportunities can be offered.

It should also be noted that increasing available scholarships for displaced workers is in accordance with the expressed wishes of the Board of Trustees.

**BOARD DESIGNATED ENDOWMENT  
(RESOLUTION #2009-10)  
JULY 1, 2009**

Recommendation that the following Resolution be adopted:

WHEREAS, the Personnel-Curriculum Committee has reviewed the request for Board Designated Endowment spending for Tech Prep, Young Scholars, Women in Engineering and the Displaced Workers Scholarship programs for the FY 2009-10 fiscal year; and

WHEREAS, it has been determined that the recommended spending can be covered by available resources in the expendable fund; and

WHEREAS, the proposed initiatives have been put forth for consideration and support by the full Board of Trustees;

NOW, THEREFORE BE IT RESOLVED, that Board Designated Endowment spending in the amount of \$835,000 be approved for the proposed initiatives for fiscal year 2009-10.

BOARD ACTION: \_\_\_\_\_

## **H. FY 2009-10 Scholarships and Student Support Projects (Enclosure #05)**

Annually, each June, the college establishes its level of funding for scholarships and special projects. This item is provided to the board for approval.

This is an annual, routine process.

The college will provide over \$2 million in undesignated college scholarships to approximately 3,000 students in 2009-10. These funds are provided through three primary sources:

- The college will provide \$975,685 in institutional funds
- The Sinclair Foundation Board will be asked to contribute \$427,515 in funding
- Board Designated Endowment funds would contribute \$815,000 in scholarships (\$835,000 including non-scholarships)

Over the past several years, fewer of our students have been eligible to receive financial aid under the new federal and state formulas; therefore, it is important that the college continue to assist students financially through local funding options.

If approved by the Board of Trustees, the recommendation to expend Foundation funds will be sent to the Foundation Board for its approval.

**FY 2009-10 SCHOLARSHIPS AND STUDENT SUPPORT PROJECTS  
(RESOLUTION #2009-11)  
JULY 1, 2009**

Proposed is a continuation of scholarships and special student support project funding for FY 10 to promote student access and success. The funding sources are (a) \$975,685 from college funds, (b) \$815,000 from the Trustee Endowment Reserve Fund, and (c) \$427,515 from the Sinclair Foundation (for a grand total of \$2,218,200).

This is the normal and typical continuation of scholarships as has been approved and administered in several years past (for example, the past three year totals were):

FY 09 = \$2,003,685

FY 08 = \$1,943,095

FY 07 = \$1,953,685

RECOMMENDATION: That the following Resolution be adopted.

WHEREAS, Sinclair Community College seeks to actively attract and retain students, and to be a good steward of its scholarship resources; and

WHEREAS, Sinclair Community College classifies scholarships into the following categories: access scholarships, retention scholarships, recognition and merit scholarships, and targeted populations' scholarships; and

WHEREAS, these scholarships administered by the Financial Aid Office at Sinclair Community College; and

WHEREAS, the recommended scholarship summary has been reviewed and considered appropriate by the Personnel-Curriculum Committee of the Sinclair Board;

NOW, THEREFORE, BE IT RESOLVED that the Sinclair Community College Board of Trustees approves the creation, funding and administration of these scholarship and student support funds as provided in the attached 2009-2010 Sinclair Community College Scholarship Summary. The funding sources are (a) \$975,685 from college funds, (b) \$815,000 from the Trustee Endowment Reserve Fund, and (c) \$427,515 from the Sinclair Foundation (for a grand total of \$2,218,200).

BOARD ACTION: \_\_\_\_\_

## **I. Faculty Handbook Review Status Report**

Plans for the semester conversion process are continuing, including benchmarking practices at other institutions. Initial cost estimates are being reviewed in detail, and a proposed budget for this project will be presented to the Board at its September meeting.

In May 2007, the Board directed that a review and revision of the faculty handbook be undertaken. A committee of six faculty representing the four academic divisions and department chairs has been working diligently in concert with the Provost on this task. The initial revision has been completed, and recommended changes have been sent to the Faculty Senate for its review. The Senate's review is underway and will continue in the 2009-10 academic year.

## **J. Strategic Plan for Diversity (Enclosure #06)**

The Strategic Plan for Diversity was written with input from the Diversity Audit Task Force, the ad hoc Diversity Retreat participants, student, faculty and staff constituency groups, community leaders and the Stratus Group, Inc. Consultants. The Plan is considered a living document that will be reviewed, updated and modified as appropriate. The Plan contains major goals and strategies that lead toward continuous improvement in the cultural competency of all students, faculty and staff.

## **K. Discussions and Requests**

Much discussion centered on the economic crisis and Sinclair's approaches to maintaining long-term stability and viability.

## **L. Record of Items Reviewed by the Committee**

- FY 2009-10 Operating Budget Recommendation
- Semester Conversion Recommendation
- Priorities for the 2009-10 Academic Year (**Enclosure #07**)
- Healthcare Update

**This concludes the report of the Personnel and Curriculum Committee.**

## **VII. FINANCE COMMITTEE REPORT TO THE TRUSTEES – MARY BOOSALIS**

### **ITEMS FOR BOARD DISCUSSION AND/OR RESOLUTION**

---

#### **A. Mini-Presentation: Update on Information Technology Services (Enclosure #08)**

Dr. Ken Moore will present an annual update on Information Technology Services at Sinclair Community College.

#### **B. Allocation of Montgomery County Levy Proceeds for Fiscal Year 2009-10**

- In accordance with the requirements of Ohio Revised Code section 3354.25, an annual resolution allocating the Montgomery County Levy proceeds is recommended in conjunction with the June operating budget proposal.
- Ohio Revised Code section 3354.25 requires that all proceeds from the Montgomery County property tax levy be used solely for the benefit of Montgomery County residents attending Sinclair, in the form of student tuition subsidy, student scholarships, and instructional facilities, equipment and support services (personnel and non-personnel) located within Montgomery County.
- Further, the legislation specifies that a resolution of this nature be voted upon only by members of the Sinclair Board of Trustees who are residents of Montgomery County.

**ALLOCATION OF MONTGOMERY COUNTY LEVY PROCEEDS  
FOR FISCAL YEAR 2009-10  
(RESOLUTION # 2009-12)  
JULY 1, 2009**

WHEREAS, the Montgomery County property tax levy is a crucial component of Sinclair Community College's finances; and

WHEREAS, the fiscal year 2009-10 budget of the unrestricted general fund for Montgomery County Operations is \$125 million; and

WHEREAS, the property tax levy is projected to provide approximately \$34 million in total revenue to the college; and

WHEREAS, all proceeds from the property tax levy will be utilized in the unrestricted general fund's operating budget to provide for expenditures in accordance with ORC 3354.25 (G) (1) that will be solely for the benefit of students who are Montgomery County residents; and

WHEREAS, Sinclair is able to maintain high quality programs and facilities and offer lower tuition rates to Montgomery County residents because of the property tax levy; and

WHEREAS, the Sinclair Trustees wish to publicly record how the annual proceeds from the property tax levy will be spent for Montgomery County residents and for services provided within Montgomery County; and

WHEREAS, as required by Section 3354.25 of the ORC, this resolution shall be voted upon only by members of the Sinclair Board of Trustees who are residents of Montgomery County;

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County members of the Sinclair Board of Trustees have approved the use of Montgomery County property tax levy funds in fiscal year 2009-10 operations as follows:

Approximately \$12 million dollars will be allocated for student tuition subsidy, approximately \$16 million dollars will be budgeted for student scholarships, instructional facilities, equipment and support services (personnel and non-personnel) located within Montgomery County, and \$6 million will be transferred to the Tuition Stabilization Fund for use later in the ten year levy period. All property tax levy proceeds received in fiscal year 2009-10, except for those set aside in the Tuition Stabilization fund in order to manage fixed levy income over a ten year period, will be spent in the year received. The following is the recommended distribution among budget categories of the aforementioned \$16 million allocation for FY 2009-10:

<b>Budget Category</b>	<b>Planned Expenses from FY 2009-10 Levy Proceeds</b>
Campus Police	\$ 2,300,000
Library Services	1,200,000
Student Scholarships	700,000
Academic Advising and Tutorial	2,400,000
Facility Maintenance, HVAC and Grounds	2,500,000
Student Services Support	3,600,000
Information Technology	3,300,000
<b>Total</b>	<b>\$ 16,000,000</b>

BE IT FURTHER RESOLVED, that the \$34 million levy revenue, expense and transfer allocations be incorporated within the FY 2009-10 Operating Budget recommendation;

BE IT FURTHER RESOLVED, of the total unrestricted financial reserves of Sinclair Community College held on June 30, 2008, it is estimated that \$3 million in the Tuition Stabilization Fund and \$6 million in the Board Scholarship Endowment Fund were derived from Montgomery County levy proceeds received in prior years. These amounts are being strategically utilized to fund student scholarships and to minimize tuition increases.

BOARD ACTION: \_\_\_\_\_

### **C. FY 2009-10 Operating Budget Recommendation (Enclosure #09)**

- The FY 2009-10 Operating Budget Recommendation was discussed at all three committee meetings and reviewed in detail by the Finance Committee. The Finance Committee proposes adoption of the budget resolution by the full Board.
  
- This has been a most difficult year for budget development. As of this writing, the details of the state budget for the next biennium are still unknown as legislators are grappling with a serious budget shortfall estimated to be \$3.2 billion. Sinclair administration has been very diligent in taking a cautious approach to recommending a budget next year that will continue forward momentum while at the same time recognizing the extraordinary economic realities that persist. The budget recommendation is cautious, measured and:
  - Provides resources to support the advancement of the strategic priorities which include increasing access, improving student success, expanding workforce development and achieving operational efficiencies.
  - Freezes tuition for the third consecutive year. The current language in the proposed upcoming state biennial budget bill would require a freeze in exchange for some level of additional state share of instruction (SSI) funding.
  - Proposes a very austere expenditure plan that includes significant cost savings/avoidance.
  
- Key guideposts for development of the budget included:
  - Adherence to the Board's mandate for fiscal targets
  - Consistency with the college's long-range financial plan
  - The outlook for State of Ohio budget funding during the next four years as well as state tuition policy and efficiency expectations
  - Business plan targets for Warren and Preble County operations
  
- Total revenues are budgeted to increase by 2.1% (net of the prescribed transfer of a portion of levy funds to the tuition stabilization fund for smoothing effect of this "fixed income" revenue source)
  
- Total expenses are budgeted to increase by 1.6% (or a minus 1.2% on a cost per student basis)
  
- The recommendation includes projected spending for the start-up of the new Preble County Learning Center in September 2009 and the third year of operations for the Courseview campus in Mason.

- Key revenue assumptions include:
  - State funding is budgeted flat versus the current year, in light of the extraordinary level of uncertainty. It is presumed that substantial reductions in SSI funding versus the current proposal would possibly result in some relaxation of the tuition freeze. It is also important to understand that whatever budget the state passes by July 1 will be subject to change throughout the next two years.
  - Student fees are increased by 4.2%, reflecting a conservatively budgeted enrollment growth of 2.8% and \$450,000 from the program and lab fee adjustments approved by the Board in May. As mentioned, tuition is frozen in the budget proposal.
  - The levy is budgeted at \$34 million, the projected full-year impact of the new levy.
  
- Key Expense assumptions include:
  - Restrained compensation adjustments as recommended in the Personnel and Curriculum Committee report. The net effect of all compensation and position actions, including a net reduction in positions and the impact of turnover savings, on full-time personnel cost is a slight increase of 0.4%.
  - Part-time faculty increases reflect the continued shift to a higher proportion of teaching load performed by part-time faculty, the additional enrollments budgeted and slight rate adjustments, all partially offset by planned cost avoidance from expected average class size efficiency improvements.
  - Non-personnel costs are budgeted very tight with only increases reflected in non-discretionary line items (like utilities and insurance) and an allocation to support the new learning center in Preble County. Offsetting these increases are substantial cost savings from restructuring of service contracts.
  
- The budget includes planned transfers to the tuition stabilization fund and capital budgets. Also included in transfers are:
  - A recommended transfer of \$1 million to the Rainy Day Fund (current balance of \$3 million) to build a sufficient contingency against the future loss of state funding or other abrupt revenue change.
  - A transfer of \$500,000 to provide provisional seed funding for an anticipated project to convert the academic calendar from quarters to semesters.
  
- The highly uncertain and unstable state economic environment will require vigilant monitoring and the college will need to be poised to make budgetary adjustments, as necessary, during the upcoming fiscal year.

**FY 2009-10 OPERATING BUDGET RECOMMENDATION**  
**(RESOLUTION # 2009-13)**  
**JULY 1, 2009**

WHEREAS, the operating budget recommendation for the FY 2009-10 fiscal year has been reviewed by the Finance Committee and is proposed to the full Board for approval; and

WHEREAS, the budget is prudently balanced, reflects adherence to Board Resolution #2006-17 with respect to financial restructuring goals, and is consistent with the college's recently updated long-range financial plan; and

WHEREAS, the budget includes projected revenues and expenses from the third year of operations at the Courseview Campus that are consistent with the business plan pro forma; and

WHEREAS, the budget includes projected revenues and expenses from the first year of operations at the Preble County Learning Center that are consistent with the business plan pro forma; and

WHEREAS, the budget anticipates restrained state funding due to very difficult state economic conditions, which will require vigilant monitoring and budgetary adjustments as needed ; and

WHEREAS, the budget freezes tuition for the third consecutive year in accordance with the current draft language of the proposed state biennial budget commencing July 1, 2009 ; and

WHEREAS, the budget assumes the college will ultimately receive an allocation of state subsidy in FY 2010 that is at least equal to the current fiscal year's allocation as a result of the passage of the budget bill for the biennium commencing July 1, 2009; and

WHEREAS, the budget incorporates the recommendations of the Personnel-Curriculum Committee for restrained compensation adjustments, and

WHEREAS, the budget includes very tight cost control in other expense categories with significant cost savings and avoidance incorporated therein, and

WHEREAS, the budget reflects planned transfers to and from allocated reserve funds, including respective set asides of \$1 million in a rainy day fund and \$500,000 in a seed fund for the anticipated multi-year project to convert the academic calendar from quarters to semesters; and

WHEREAS, the budget includes the prescribed allocation of the Montgomery County levy proceeds per a separate resolution voted upon by members of the Board who reside in Montgomery County;

NOW, THEREFORE, BE IT RESOLVED, that the FY 2009-10 operating budget is approved as presented;

BE IT FURTHER RESOLVED, that this resolution is retroactively effective as of 12:00 a.m. on July 1, 2009.

BOARD ACTION: \_\_\_\_\_

#### **D. Discussions and Requests**

- The Finance Committee spent a majority of the meeting discussing the FY 2009-10 Operating Budget Recommendation. It was reiterated that the outlook for state funding and tuition control is very uncertain and concerning and will likely be a four year issue. In addition to the \$3.2 billion shortfall that needs to be addressed for balancing the state budget, a substantial portion of the next biennial budget is funded by one-time, federal stimulus money (equates to \$1 out of every \$5 dollars of higher education's SSI funding).
- The committee endorsed the concept of building a rainy day fund to temporarily offset an abrupt and substantial loss of state or other funding in order to preclude the need for immediate and drastic cuts in programs and services, particularly in FY 2012 and beyond. It should be emphasized that this fund would not be used to replace actions that may be required due to an anticipated non-recoverable revenue shortfall, but to allow for rational and phased budget restructuring.
- The committee acknowledged that the college should move forward to adopt an initial FY 2009-10 budget but will need to be very fluid and flexible to adjust as conditions dictate.

**E. Records of Items Reviewed by the Committee**

- Board Designated Endowment (FY 2009-10)
- FY 2009-10 Scholarships and Special Projects
- FY 2008-09 Performance Pay Recommendation (Based on Key Performance Indicators)
- FY 2009-10 Compensation Recommendation
- Rainy Day Fund Concept
- State Budget Update FY 2010/FY 2011 Biennium
- Update on Semester Conversion
- Sinclair College Annual Audit Status
- Sinclair Foundation Annual Audit Status
- Capital Budget Status Report
- Non-Cash Donations

**This concludes the report of the Finance Committee.**

## VIII. STRATEGIC LINKAGES COMMITTEE REPORT TO THE TRUSTEES – BARNEY WRIGHT

### ITEMS FOR BOARD DISCUSSION AND/OR RESOLUTION

---

#### A. Ponitz CTC Partnership

Senior Vice President Robert Johnson and Associate Vice President Ron Kindell provided an overview of Sinclair's partnership with the Dayton Public Schools on the development of the new high school, the David H. Ponitz Career Technology Center. This school is being designed as a cross between the intensive academics and support service approach of the Dayton Early College Academy, combined with the pathway approach to the Tech Prep program. Combining the facility, curriculum, and student service planning will make for a national model school.

The committee was reminded that the Sinclair Board designated \$4 million in support: \$2.5 million for Sinclair scholarships and \$1.5 million in equipment and curriculum development.

The school is being organized around five "career communities," or smaller schools within a larger school environment. The pathways are:

- Ninth Grade Academy
- Arts and Communication
- Business Management
- Engineering
- Health Science and Education

Student recruitment is on track with an expected total enrollment of over 500 students for the first year of operation. Special celebratory and promotional events are being planned to commemorate the opening. In addition, a community advisory committee has been formed, chaired by Dr. David Ponitz.

Several "value-added" aspects were noted for this new, model school:

- Joint curriculum development between Sinclair faculty and Ponitz CTC teachers
- Parental involvement
- Recruitment efforts leading to over one-half of the incoming 9th grade class returning to DPS from charter schools
- Community involvement through the advisory group
- Plans to develop an intensive mentoring program
- Commitment by the Sinclair faculty to develop seamless programs

## B. School Linkages Updates

Robert Johnson provided the following updates on programs engaging pre-college students.

### Fast Forward Center

The Fast Forward Center opened its doors in April, 2001. It serves as the “operating arm” of the Montgomery County Out-of-School Youth Initiative, providing assessment, case management, marketing, and collaborations.

Graduates Earning High School Diplomas Since 2001	1,700
2008-09 Student Participation	2,700
2008-09 Graduates	300
Decrease in Montgomery County High School Drop-Out Rate (2001 to 2007)	25.6% (2001) 11.6% (2007)

### Dayton Early College Academy (DECA)

DECA is a high school program of the University of Dayton, in which Sinclair is providing critical support. DECA students enroll at Sinclair to take college classes while still in high school.

#### Since 2005:

- Over \$185,000 has been awarded to DECA students to earn college credit at Sinclair.
- 330 students have earned 4,083 credit hours at Sinclair.
- 11 DECA students have earned an associate’s degree from Sinclair.

## C. Community Sponsorships

Sinclair Community College supports a number of community initiatives that complement and enhance the mission of the college. Community sponsorships can take several forms:

- In-Kind – use of college facilities and parking
- Event Participation – attendance at events; program advertisements; educational, promotional, and recruiting activities

In 2008-09, Sinclair expended a total of \$119,395 in sponsorships of over 55 community organizations and events. The sponsored events and organizations included such issues as the arts, business and workforce development, promoting inclusion, sports, and civic engagement.

**D. Sinclair Foundation Philanthropy Study**

Vice President for Advancement Tom Raga provided an overview of the philanthropy study the Advancement division is conducting with the assistance of the Hodge Group. Conversations are being held with a variety of community leaders to gauge areas of interest, especially emerging needs, leadership, and approaches to philanthropy in the Dayton area. The Foundation will be using the lessons learned through this process to develop plans for the coming years.

**E. Discussions and Requests:**

- The Board may be able to provide input to assist the administration in developing a protocol for responding to community initiative involvement requests.
- The committee discussed the potential for the Board to hold strategic discussions to shape a model for future growth and development of the college. Issues for discussion could include how the college might grow while maintaining connections to local communities.

**F. Record of Items Reviewed by the Committee**

- State and Operating Budget Updates
- Community Initiatives in which Sinclair is being asked to participate

**This concludes the report of the Strategic Linkages Committee.**

**IX. PRESIDENT’S ADDITIONAL NOTICES – STEVEN JOHNSON**

- A. The Ohio Board of Regents held their board meeting on the Sinclair campus on June 17, 2009. A special “thank you” to Sinclair Trustees for participating in the Regents/Trustees working dinner on June 16, 2009.
- B. Thank you to Kathy and Frank Hollingsworth for hosting the Trustees and the President’s Cabinet for an end of year dinner celebration.
- C. Congratulations and thanks to all for another remarkable year of providing affordable high-quality higher education to nearly 38,000 individuals.

**D. RESOLUTION OF APPRECIATION FOR CHAIRPERSON KATHERINE HOLLINGSWORTH (PRESENTED BY VICE CHAIR PORTER, THE COMMITTEE CHAIRS, AND PRESIDENT JOHNSON)**

Chairperson Katherine Hollingsworth will be stepping down as chairperson to the Sinclair Board of Trustees having served in that position from 2004 to 2009.

**The following resolution recognizes the work of Katherine Hollingsworth to the Sinclair Board of Trustees:**

**IN APPRECIATION FOR KATHY HOLLINGSWORTH'S SERVICE  
AS CHAIR OF THE SINCLAIR BOARD  
(RESOLUTION #2009-14)  
JULY 1, 2009**

WHEREAS, Ms. Katherine Hollingsworth has provided exemplary leadership through her service as the chair of the Sinclair Community College Board of Trustees from 2004 through 2009; and

WHEREAS, under Ms. Hollingsworth's leadership the college has made significant strides toward increasing the quality and scope of its services to students; and

WHEREAS, those developments have included the establishment of a national award-winning Student Success Plan program; the addition of Warren County to the Sinclair Community College services district; the opening of new Sinclair Learning Centers in Englewood and Huber Heights, with plans to open a third in Preble County in the fall of 2009; the completion of a college-wide Program Alignment process, increasing operational efficiencies and program effectiveness; and the passage of a 3.2 mill operating levy; and

WHEREAS, Ms. Hollingsworth's period of leadership was challenged with difficult economic realities, both for the Dayton region, as well as for state higher education funding; and

WHEREAS, throughout this time of dramatic growth and development of the college, Ms. Hollingsworth exhibited a steadfast commitment to student service, regional and community development and the well-being of Sinclair employees; and

WHEREAS, throughout her leadership of the board, Ms. Hollingsworth brought her own special expertise in organizational development to the operations of the Sinclair board;

NOW THEREFORE, BE IT RESOLVED on this 1<sup>st</sup> day of July, 2009 by the Sinclair Community College Board of Trustees that this resolution be presented to Katherine Hollingsworth to express grateful appreciation for the countless hours of service she has given to Sinclair Community College; and

BE IT FURTHER RESOLVED that upon her stepping down as the chair of the Sinclair board, we look forward to benefiting further from her expertise as she continues to serve as a Trustee of Sinclair Community College.

BOARD ACTION: \_\_\_\_\_

**X. EXECUTIVE SESSION – KATHERINE HOLLINGSWORTH**

- A. Chairperson Katherine Hollingsworth requests that the Board of Trustees go into Executive Session for personnel reasons to discuss an employee compensation matter.