

MINUTES
SINCLAIR COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 12, 2006
3:30 p.m., Building 12, Room 131

The regular meeting of the Board of Trustees of Sinclair Community College was called to order on Tuesday, September 12, 2006, in Room 12-131 of the College by Chairperson Katherine Hollingsworth.

I. Roll Call

Present: Ms. Mary Boosalis, Mr. Richard Chernesky, Mr. Robert Corbin, Mr. Gerald Hauer, Ms. Katherine Hollingsworth, Ms. Ethel Washington, Mr. Bernard Wright

Absent: Ms. Marva Cosby, Mr. Lawrence Porter

Also Present: Mr. Jeff Boudouris, Vice President for Business Operations; Mr. Dan Brazelton, Dean of the Learning Centers; Ms. Rebecca Butler, Director of Marketing; Ms. Annesa Cheek, Assistant to the President; Dr. Dave Collins, Dean of Allied Health Technologies; Dr. Mary Gaier, Vice President for Organizational Development; Ms. Marianne Gorczyca, Director of Foundation Office; Dr. Helen Grove, Senior Vice President and Provost; Mr. Gary Honnert, Executive Director of Public Relations; Dr. Tom Huguley, Associate Provost; Ms. Madeline Iseli, Director of Government Relations; Ms. Denise Jepsen, Secretary to the Board; Mr. Robert Johnson, Senior Vice President, Dr. Steven Johnson, President; Mr. Don Kuchta, Media Specialist; Dr. Laurel Mayer, Faculty Assembly Representative; Dr. Sue Merrell, Director of Curriculum and Assessment; Dr. Ken Moore, Senior Vice President; Mr. Kirk Nagley, Vice-President of Staff Senate; Ms. Deb Norris, Vice President for Work Force Development and Corporate Services; Dr. Linda Pastore, Interim Dean of Extended Learning and Human Services; Dr. Nick Reeder, President of Faculty Senate; Ms. Sandra Schuster, Esq., Legal Counsel; Dr. George Sehi, Dean of Engineering Technologies; Dr. Sally Struthers, Dean of Fine and Performing Arts; Dr. Nancy Thibeault, Director of Distance Learning and Instructional Support; Ms. Al' Lynn Walker, President of Student Government Association; Ms. Charlotte Wharton, Interim Dean of Business Technologies

II. WELCOME TO SPECIAL GUESTS

Chair Katherine Hollingsworth recognized the following special guests:
Mr. Sean Strader, Education Reporter, *Dayton Daily News*.

III. APPROVAL OF MINUTES

The minutes for June 6, 2006, and August 4, 2006, were approved.

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

**A. RECOGNITION OF FORMER TRUSTEES TIMOTHY SCHRINER AND
WILLIAM KRUL**

The Sinclair Trustees will recognize former Trustees Tim Schriner and Bill Krul with a plaque commemorating their service to Sinclair Community College and to the community. A Board resolution acknowledging their respective accomplishments will be inscribed on a plaque and presented to each in the near future. Chair Hollingsworth presented a draft of these resolutions to the Trustees. A resolution nominating former Trustee Jerome F. Tatar for the *Maureen C. Grady Award for Special Achievement* was also provided.

**RESOLUTION OF APPRECIATION
SINCLAIR COMMUNITY COLLEGE
BOARD OF TRUSTEES
(RESOLUTION #2006-36)**

WHEREAS, Mr. William H. Krul, II has worked effectively to expand affordable, high quality education within Ohio; and

WHEREAS, Mr. Krul has served with great distinction as a member of the Sinclair Community College Board of Trustees for four years; and

WHEREAS, Mr. Krul chaired the Board’s Long-Range Planning Committee with visionary and thoughtful foresight; and

WHEREAS, during Mr. Krul’s tenure the Sinclair Community College service district doubled in size with the legislative addition of Warren County; and

WHEREAS, the Sinclair Foundation capital campaign raised over \$13 million in support of students; and

WHEREAS, the College opened Fast Track Learning Centers in Englewood and Huber Heights thereby providing an increased level of accessibility for students; and

WHEREAS, the College had more All-USA and All-Ohio Academic students than any other college in Ohio and America;

NOW, THEREFORE, BE IT RESOLVED, by the Sinclair Community College Board of Trustees that this resolution be presented to William H. Krul, II to express grateful appreciation for the countless hours of unselfish service he has given to Sinclair Community College; and

BE IT FURTHER RESOLVED, that upon his departure from the Board of Trustees, we extend our sincere good wishes for his future endeavors and his continued support of education, particularly Sinclair Community College.

BOARD ACTION: A motion was made by Ethel Washington and seconded by Bernard Wright. The motion carried.

**RESOLUTION OF APPRECIATION
SINCLAIR COMMUNITY COLLEGE
BOARD OF TRUSTEES
(RESOLUTION #2006-37)**

WHEREAS, Mr. Timothy J. Schriener has worked effectively to expand affordable, high quality education within Ohio; and

WHEREAS, Mr. Schriener has served with great distinction as a member of the Sinclair Community College Board of Trustees for three years; and

WHEREAS, Mr. Schriener chaired the Board's Finance Committee bringing to the position exceptional experience, keen insight and fiscal prudence; and

WHEREAS, during Mr. Schriener's tenure the Sinclair Community College service district doubled in size with the legislative addition of Warren County; and

WHEREAS, the Sinclair Foundation capital campaign raised over \$13 million in support of students; and

WHEREAS, the College opened Fast Track Learning Centers in Englewood and Huber Heights thereby providing an increased level of accessibility for students; and

WHEREAS, the College had more All-USA and All-Ohio Academic students than any other college in Ohio and America;

NOW, THEREFORE, BE IT RESOLVED, by the Sinclair Community College Board of Trustees that this resolution be presented to Timothy J. Schriener to express grateful appreciation for the countless hours of unselfish service he has given to Sinclair Community College; and

BE IT FURTHER RESOLVED, that upon his departure from the Board of Trustees, we extend our sincere good wishes for his future endeavors and his continued support of education, particularly Sinclair Community College.

BOARD ACTION: The motion was made by Ethel Washington and seconded by Bernard Wright. The motion passed.

**RESOLUTION OF NOMINATION
SINCLAIR COMMUNITY COLLEGE
BOARD OF TRUSTEES
(RESOLUTION #2006-38)**

WHEREAS, the Ohio Association of Community Colleges (OACC) has encouraged all association member colleges to nominate worthy individuals for the *Maureen C. Grady Award for Special Achievement*, in support of the 2007 Excellence Awards to be awarded at the OACC Annual Meeting on April 24, 2007; and

WHEREAS, the College may nominate by October 31, 2006 either a present or former member of the College's Board of Trustees; and

WHEREAS, Mr. Jerome F. Tatar, retired CEO of MeadWestvaco, has worked effectively to expand affordable, high quality education within Ohio; and

WHEREAS, Mr. Tatar served for 10 years with great distinction as a member of the Sinclair Community College Board of Trustees, chairing the Board from 2001 through 2004; and

WHEREAS, Mr. Tatar chaired the Board's Long Range Planning Committee for multiple terms, and also chaired the Finance Committee; and

WHEREAS, Mr. Tatar served on the Montgomery County Advisory Committee for Out of School Youth, raising significant private sector funds to support the creation of a program to assist high school drop-outs; and

WHEREAS, Mr. Tatar served as a Co-Chairman of the Sinclair Foundation's successful Changing Lives Campaign, which raised over \$13 million in support of Sinclair students; and

WHEREAS, Mr. Tatar served as one of only 33 members of the Governor's Commission for Higher Education and the Economy; and

WHEREAS, Mr. Tatar has served as the Chair of the Board and the Fund Raising Chair for the Ohio Foundation of Independent Colleges; and

WHEREAS, Mr. Tatar founded the Montgomery County Education Advancement Dialogue, bringing together leadership from K-12, higher-education and various business sectors; and

WHEREAS, Mr. Tatar continues to demonstrate his altruistic commitment to higher education through his appointment to the Ohio Board of Regents; and

WHEREAS, Mr. Tatar has demonstrated exceptional leadership for educational causes at the College, in the Miami Valley, in the State of Ohio, and throughout the nation; through his generous donation of personal time, exceptional talent, and philanthropic gifts; and through his wise and thoughtful counsel to Sinclair Community College;

NOW, THEREFORE BE IT RESOLVED, by the Sinclair Community College Board of Trustees that Jerome F. Tatar be nominated for the OACC *Maureen C. Grady Award for Special Achievement* in accordance with the nomination process.

BOARD ACTION: The motion was made by Bernard Wright and seconded by Jerry Hauer. The motion passed.

B. LAWRENCE PORTER, RECIPIENT OF THE *RICHARD N. ADAMS, PH.D. EDUCATIONAL SERVICE AWARD*

Trustee Lawrence Porter has been selected by the Ohio Association of Community Colleges Governing Board to receive the *Richard N. Adams, Ph.D. Educational Service Award*. This award is given to individuals, who over a period of time, have demonstrated an active commitment to, and participation in trustee education. Porter is one of nineteen community and technical college trustees to be honored at a luncheon ceremony on September 15, 2006.

V. BOARD STRATEGIC DISCUSSION – KATHERINE HOLLINGSWORTH

A. DISCUSSION: COMMITTEE OF THE WHOLE (ENCLOSURE #03)

All three Board committees held separate discussions regarding options for the structure of Board committees. The full Board reviewed the discussion points. Enclosure #03 was provided.

It was concluded that the Board will keep the existing committee structure, but that the committee charter for each needs to be reviewed to identify any overlaps and to eliminate duplication. It was also decided that the Board of Trustees will meet as a group when there are strategic issues to bring to the table.

VI. PERSONNEL-CURRICULUM COMMITTEE REPORT TO THE TRUSTEES – ETHEL WASHINGTON

ITEMS FOR BOARD DISCUSSION AND/OR RESOLUTION

A. PRESENTATION: MARKETING INITIATIVES

At the 2006 Board Advance, the Board authorized spending \$350,000 from reserves to be used for the development of a comprehensive branding and marketing plan and for refreshing the current advertising media. The presentation provided an update to the Board on recent marketing initiatives as well as plans for future marketing and enrollment management strategies. Of particular note is the summer "Success Squad" phone-calling initiative, which influenced over 2,000 student registrations for Fall 2006. Enclosure #04 was provided.

B. DIVERSITY AUDIT

The Board was updated on the progress-to-date of Sinclair's Diversity Audit. Phase I has recently begun and is expected to be complete by June, 2007.

- An agreement has been signed with Stratus Group Consultants (Lee Gill, J.D., CEO) to conduct a two-phase diversity audit of Sinclair Community College.

- Phase I of the audit began on Fall Conference Day, September 1, with representatives from the Stratus Group visiting Sinclair's Downtown campus and attending the President's opening session of the Fall Conference.

Phase I of the audit will include the following:

- A review of 20 percent of Sinclair's course curriculum and syllabi.
- The creation of employee and student focus groups.
- A custom designed on-line survey for employees and students that will be compiled and analyzed by the Stratus Group.

C. AQIP STATUS REPORT

The AQIP (Academic Quality Improvement Program) is central to Sinclair's reaccreditation by the North Central Association of Colleges and Schools. AQIP requires the College to have a minimum of three action projects underway at a given time in an effort to improve processes and quality. Sinclair's projects over the past year were:

- Academic Advising – This project is nearing completion.
- Assessment – This project to improve student learning continues to mature and expand the College's assessment practices.
- Mathematics – Promising work is underway to improve students' success in mathematics.

In addition to action projects, the College is required to develop a comprehensive description of major systems and key processes in what is called a Systems Portfolio. The first Systems Portfolio will be complete and submitted by May 2007. Enclosure #05 was provided.

D. CURRICULUM REPORT

During 2005-06, the College processed a record number of curriculum changes in order to respond to emerging employment needs in the region, refresh the currency of the curriculum and streamline offerings. Enclosure #06 was provided.

- Sinclair's approval rate for submissions to the Transfer Assurance Guide (a statewide program) is the highest of all public community colleges and universities in Ohio.
- During 2005-06, 697 curriculum proposals were reviewed, approved and reported to the Ohio Board of Regents.

- Eight new certificates were developed and a record 22 programs were deactivated.
- Through continued design improvements to the Curriculum Management Tool (CMT), accurate and current curriculum is pulled directly from CMT into the College website and catalog.

E. 2006-07 BOARD PRESENTATIONS

The Personnel-Curriculum Committee has identified a list of forthcoming presentations to the Board.

September 2006	Marketing Initiatives and Katrina Home Build Project
November 2006	Fine and Performing Arts Contributions to the Region's Cultural Landscape
March 2007	Allied Health Professions: Graduate Placement for the Region
May 2007	Transfer Initiatives
June 2007	High School Linkages

F. REVIEW OF REORGANIZATION

The Board was informed of the President's reorganization plan in Spring, 2006. Phase I of the reorganization is now complete. Enclosure #07 was provided.

- As part of the reorganization, 17 positions were eliminated and 11 positions were created for an overall cost savings of nearly \$450,000 in annual payroll expenses (8% of total administrative personnel costs).
- The President appointed three senior vice presidents and all three were in place as of mid-July, 2006.
 - Senior Vice President and Provost Helen Grove
 - Senior Vice President Robert Johnson
 - Senior Vice President Ken Moore
- Additionally, two vice presidents report directly to the President – the Vice President for Finance, Jeff Boudouris; and the Vice President of Workforce Development and Corporate Services, Deb Norris.

- Associate Provost Tom Huguley, Vice President for Organizational Development Mary Gaier, and all academic divisions report to the Senior Vice President and Provost, Helen Grove.
- A new Assistant to the President, Annesa Cheek, joined Sinclair in early July.
- Other direct reports to the President include the Director of Governmental Relations, Madeline Iseli; Sinclair Legal Counsel, Saunie Schuster; the Director of the Foundation, Marianne Gorczyca; and the Executive Director of Public Relations, Gary Honnert.

G. STUDENT VIDEO: SINCLAIR THROUGH MY EYES

In preparation for Fall Conference, several Sinclair students were invited to take video cameras around campus and film Sinclair "through my eyes." These short film clips represent student perceptions of the College and some of the issues of importance to them.

RECORD OF ITEMS REVIEWED BY THE COMMITTEE

The Personnel Curriculum Committee also discussed or reviewed information related to:

- FY 2006-07 Budget Planning Book (The Finance Committee reported on this item.)
- Key Performance Indicators (The Long Range Planning Committee reported on this item.)
- Discussion of *Committee of the Whole* work session
- President's Goals
- 2005-06 Advisory Committees' Summary
- Faculty-Administration Issues Matrix (Enclosure #08 was provided.)

This concluded the report of the Personnel Curriculum Committee.

VII. FINANCE COMMITTEE REPORT TO THE TRUSTEES – ETHEL WASHINGTON

ITEMS FOR BOARD DISCUSSION AND/OR RESOLUTION – ROBERT CORBIN

A. CAPITAL PROJECT STATUS

Enclosure #09 details the current project information which was reviewed by the Finance Committee. Please note that if the Spending Authority

Recommendation is adopted (item B of the Finance Committee Report to the Trustees), this will be the last report in this current format and detail. The Finance Committee recommends the following for approval:

**CAPITAL PROJECTS
(RESOLUTION #2006-39)**

WHEREAS, the Board approved an allocation of \$2,556,000 based on Engineers' estimates, for projects listed under "Section I Prior Bid Results" of Enclosure #09; and

WHEREAS, revisions are requested to existing allocations as noted; and

WHEREAS, an additional allocation is requested to allow continued improvement to a new property; and

WHEREAS, allocations are needed to proceed with the projects described on Enclosure #09 under "Section II Budget and Allocation Requests;"

NOW, THEREFORE, BE IT RESOLVED, that the Board allocations in Section I of Enclosure #09 be revised from \$2,556,000 to \$2,510,281 as noted; and

BE IT FURTHER RESOLVED, that recommended allocations described in Section II of Enclosure #09 be approved as follows:

1. \$720,000 be allocated for Project 07-15 Renovate Radiology; and
2. \$781,000 be allocated for Project 03-08 Replace Ceilings, Building 10;
3. The FY07 over \$50,000 project contingency be increased by \$11,000 (07-15).

BOARD ACTION: The motion was made by Robert Corbin and seconded by Ethel Washington. The motion carried.

B. SPENDING AUTHORITY RECOMMENDATION

An overview of the current approval process and a recommendation for changes are being provided to the Board. Enclosure #10 was provided.

- The current spending authorization policy adopted in March 1992 has not been changed since May 1994. Proposed revisions to the policy were reviewed at the June 2006 Finance Committee meeting. The Finance Committee agreed to the changes and asked that staff move forward with a formal resolution in September 2006.

Recommended changes were included in Enclosure #10 and summarized as follows:

- Auxiliary function reporting to the Finance Committee would take place semi-annually rather than quarterly.
- Capital budget funds would follow a new process through which the Board approval of the annual Facilities Master Plan would authorize spending authority for the upcoming year. Monthly review and approval of bids and budget allocations by the Finance Committee and the full

Board would be discontinued. Monthly review and approval of bids and budget allocations will be replaced by periodic reporting.

- New projects or capital equipment items that were not already approved in the capital budget and which exceed \$500,000 would come back to the Board for individual approval. Transfers, changes and additions would take place within the approved annual capital budget control totals, as long as the total approved spending limit for the year is not exceeded.
- In order to assure accountability and keep the Committee informed of significant changes, periodic reporting of the overall total spending for capital expenditures would be made to the Finance Committee.
- The current method of using contingency funding would remain in place.
- No changes are recommended for reporting of restricted funds.
- Historically, changes to the operating budget (approved spending authority for the President) are only made at mid-year (January). To be more responsive to change, the President may bring a special request to the Board at any time during the year.

**SPENDING AUTHORITY
(RESOLUTION #2006-40)**

WHEREAS, the College has a policy for spending authorization as adopted by the Board of Trustees in March of 1992 and revised in May of 1994; and

WHEREAS, revisions to the spending authorization policy and the related processes for operating and capital funds approval and administration have been reviewed by the Finance Committee and are recommended to the full Board;

NOW, THEREFORE, BE IT RESOLVED, that the revised policy and related processes as presented are hereby approved for adoption and implementation.

BOARD ACTION: The motion was made by Robert Corbin and seconded by Mary Boosalis. The motion carried.

C. DONATION ACCEPTANCE RECOMMENDATION

The Finance Committee reviewed proposed changes to the donation acceptance policy as follows:

1. Increase the threshold to \$5,000 (from \$500) for donations that would require Board of Trustees approval.

2. Add a new element to the acceptance application form to inquire if any parties involved in the review process have a conflict of interest with the donor.

The Finance Committee requested that staff review the possibility of discontinuing the practice of having the Board approve donations (i.e., determine if there are any legal or regulatory requirements) and instead simply provide Trustees with a quarterly report of donations. This recommendation was made in order to streamline the process while maintaining the policy for internal review and evaluation of donations.

College staff will review the Finance Committee's request and report back to the Board in November.

D. ACCEPTING COUNTY LEVY RATES

- This is an annual resolution filed with the Montgomery County Auditor.
- Each year, the County Auditor sends an estimate of the rate of tax necessary to be levied by the Sinclair Board for the upcoming calendar year. Sinclair must then approve a resolution accepting such rate and authorizing the tax levy.
- For calendar year 2007, the amount of estimated tax collections to be distributed by the County Auditor's office is \$19,954,254. In addition, it is estimated that the College will receive \$1,595,314 in separate payments from the state related to our levy. Therefore, total levy related payments for calendar year 2007 are estimated to be \$21,549,568. For budget context, the amount of levy revenue reflected in the College's 2006-07 budget is \$21,600,000.
- Ohio Revised Code section 3354.25 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.

**ACCEPTING COUNTY LEVY RATES
(RESOLUTION #2006-41)**

WHEREAS, the Budget Commission of Montgomery County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; and

WHEREAS, in keeping with Section 3354.25 of the ORC, this resolution shall be voted upon only by members of the Sinclair Community College Board of Trustees who are residents of Montgomery County;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Warren County Montgomery County Community College District, Montgomery County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certifications, be and the same are hereby accepted; and

BE IT FURTHER RESOLVED, that there be and is hereby levied on the tax duplicate of said School District the rate of tax necessary to be levied within and without the ten mill limitation as follows:

**SCHEDULE A
SUMMARY OF AMOUNT REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY
BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

FUND	Amount to be Derived from Levies Outside 10 Mill Limitation Column II	County Auditor's Estimate of Tax Rate to be Levied Outside 10 Mill Limit IV
<u>2007</u>		
General Fund	\$19,954,254	2.5
Total	\$19,954,254	2.5

**SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION
EXCLUSIVE OF DEBT LEVIES**

FUND	Maximum Rate Authorized Levied	County Auditor's Estimate of Yield of Levy
GENERAL FUND		
Current expense levy) authorized by voters) on November 3, 1998 for) not to exceed 10 years)	<u>2007</u> 2.50	\$19,954,254

BOARD ACTION: The motion was made by Robert Corbin and seconded by Ethel Washington. Warren County Trustees Richard Chernesky and Bernard Wright abstained by the vote. The motion carried.

E. FY 2006-07 BUDGET PLANNING BOOK

- The College is carefully monitoring enrollments. Summer enrollments were down 5% versus the prior year but fall enrollments have been trending about even.
- Staff is also considering other options such as selected position freezes to create budget savings. In addition, the Phase I administrative reorganization, as announced by the President in June, will save more than \$400,000 in FY 2006-07.
- Developments related to the next state biennial budget (FY 2008-FY 2009) will be closely monitored.
- The College continues its review and realignment of programs and services in response to the May 2006 Board resolution.

RECORD OF INFORMATION ITEMS REVIEWED BY THE COMMITTEE

The Finance Committee also discussed or reviewed information related to:

- Key Performance Indicators for FY 2006-07 (The Long-Range Planning Committee reported on this item.)
- Annual Audit Status
- Discussion of *Committee of the Whole* work session
- President's Goals

This concluded the report of the Finance Committee.

VIII. LONG-RANGE PLANNING COMMITTEE REPORT TO THE TRUSTEES – KATHERINE HOLLINGSWORTH

ITEMS FOR BOARD DISCUSSION AND/OR RESOLUTION

A. SUMMER 2006 ENROLLMENT SUMMARY

The College monitors student enrollment on a quarterly basis. Enrollment figures for Summer 2006 are complete and are being presented to the Board. Enclosure #11 was provided.

- Summer enrollment for 2006 was 9,962 unduplicated headcount and 3,469 FTE (full-time equivalents).
- Summer enrollment has decreased for each of the past three years.

- Full-time summer enrollment has decreased at a higher rate than part-time summer enrollment.
- A reversal in a common enrollment trend is noted. Summer enrollment is usually a rather accurate predictor of fall enrollment. However, this year's fall enrollment, which appears to be flat, contradicts previous trends.

B. MAJOR GRANTS INITIATIVE UPDATE

Grants to Sinclair account for a significant portion of the yearly operating budget and are integral to many projects within the College scope. Enclosure #12 was provided.

- In August 2006 Sinclair reached a milestone in its grant history when grant awards reached \$100 million.
- Over the past three years, income from grants has averaged over \$7 million per year in support of designated projects and initiatives at Sinclair.
- Sinclair remains the top two-year college in the nation as measured by dollars received through National Science Foundation Grants. Sinclair has held this position more than five years.
- As noted in the grants document, the move toward partnerships is quite evident. Partners include other colleges and universities, governmental districts, school districts, private corporations, community agencies, and higher education collaboratives.
- Sinclair Community College has pending multi-year grant proposals totaling more than \$5.3 million with numerous granting agencies. The consistent and ongoing proposal process used by the Grants Team ensures that Sinclair remains a major force in the issuance of grants throughout the region, the state, and the nation.

C. KEY PERFORMANCE INDICATORS FOR FY 2006-07

Key Performance Indicators (KPIs) were established to provide a way for Sinclair to measure its effectiveness. The ultimate goal of the KPIs is to sharpen our accountabilities in meeting the objectives of Sinclair's six strategic clusters. Enclosure #13 was provided.

- Each year, in the fall, the Board is presented with the Key Performance Indicators (KPIs) that will be used to assess progress within each of the six strategic clusters: Student Learning, Workforce Development, Community Service, External Accountability and Support, Organizational Development and Effectiveness, and Financial Management and Resource Development.

- The KPIs are the same as those used last year to assess the progress of the College within the strategic clusters.
- For 2005-06, and 2006-07, the KPIs are weighted as follows:

Student Learning and Support Services	5
External Accountability	4
Financial Management	4
Workforce Development	3
Organizational Development and Effectiveness	3
Community Service	1

- By using this weighted system, a precise indicator of progress toward College performance is determined. This weighted measure is used at the budget year-end to determine the percentage used in calculating incentive pay for staff and administration. Faculty participate in the merit pay system and are, therefore, not eligible for incentive pay.

RECORD OF ITEMS REVIEWED BY THE COMMITTEE

The Long-Range Planning Committee also discussed or reviewed information related to:

- FY 2006-07 Budget Planning Book (The Finance Committee reported on this item.)
- Preliminary fall enrollment
- The Reprioritization of Workforce and Corporate Services (The Personnel-Curriculum Committee reported on this item.)
- Discussion of *Committee of the Whole* work session
- President's Goals

This concluded the report of the Long-Range Planning Committee.

IX. PRESIDENT'S REPORT – STEVEN JOHNSON

- A. Within the next few weeks, the President expects that a real estate proposal will likely be finalized and ready to present to the Board of Trustees for Board action. It is possible that the proposal will be completed in October, and the President may request a special meeting of the Board in October for the purpose of considering this one item.

- B. Ms. Deb Norris was appointed to the new position of Vice President for Workforce Development and Corporate Services, effective September 5, 2006. As VP for Workforce Development and Corporate Services, Deb will be responsible for services provided by the Sinclair Center, its corporate sales group, and Sinclair's Learning Center staff at the Miami Valley Research Park. Deb comes to Sinclair from the HR Chally Group where she was Vice President for Affiliate Developments. Deb is a native of Dayton, a University of Dayton graduate (Bachelor's and MBA), and she has 25 years of extensive business experience in the Dayton region.

- C. On Friday, September 1, the faculty and staff were welcomed back at the opening session of the Fall Conference which celebrated the new academic year. Sinclair officially kicked off its United Way campaign at this collegewide meeting. This year's United Way goal is \$132,500.

- D. The Library Re-dedication Ceremony was held on Friday, September 15, 2006. The *Library of the Future*, offers a 115,000 square-foot facility filled with the latest technology and amenities, including downtown Dayton's only Starbucks.

- E. The official opening ceremony for the Huber Heights Learning Center was held on Friday, September 22, 2006. More than 500 students have registered for fall quarter classes at the Huber Heights Learning Center. In addition, an Open House for the Huber Heights Learning Center was held on Saturday, September 23, 2006.

- F. In 2004 the Board of Trustees began asking the President of the College to establish his goals for each academic year. In consultation with the Trustees, the President has set his primary goals for this year as follows:
 - 1. Work closely with the new management team as they advance their reorganization of administrative functions

 - 2. Balance the operating budget

 - 3. Locate a new Warren County center of operations

 - 4. Implement the program prioritization and realignment

 - 5. Continuously improve Board-related functions

In addition, the President maintains a high priority for each of the areas of Trustee Strategic Directions, and each of the strategic operational initiatives as determined by a collegewide planning process.

- G. Twenty-five students and faculty from Sinclair spent this past Memorial Day weekend delivering a Habitat for Humanity home as part of "Blitz Week" in and around Baton Rouge, Louisiana. The home was assembled in neighboring Plaquemine, Louisiana for Kendrell and Keiane Collins who had been displaced from New Orleans due to Hurricane Katrina. Additionally, the students and faculty built another home for Habitat for Humanity in the Dayton area. The combined efforts of these students and faculty embodied the basic tenets of Service Learning. A video clip of this project was shown.

X. EXECUTIVE SESSION – KATHERINE HOLLINGSWORTH

A motion to go into Executive Session was made by Katherine Hollingsworth and seconded by Robert Corbin. By a roll call vote, the Board voted unanimously to go into Executive Session at 5:05 p.m. to discuss real estate matters. The regular meeting of the Board adjourned after the end of the Executive Session at 5:45 p.m. with no further items considered.

Any materials referenced may be found with the permanent file copy of the Board Agenda.

Chairman

ATTEST: _____
Secretary