

Minutes
Sinclair Community College
Board of Trustees

November 14, 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, November 14, 2006, in Room 12-131 of the College by Vice-Chairperson Lawrence Porter.

I. Roll Call

Present: Ms. Mary Boosalis, Mr. Richard Chernesky, Mr. Robert Corbin, Ms. Marva Cosby, Mr. Gregory Edwards, Ms. Ethel Washington-Harris, Mr. Gerald Hauer, Mr. Allen Hill, Mr. Lawrence Porter, Mr. Bernard Wright

Absent: Ms. Katherine Hollingsworth

Also Present: Mr. Jeff Boudouris, Vice President for Business Operations; Mr. Dan Brazelton, Dean of the Learning Centers; 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. Ann Armstrong-Ingoldsby, College Publication Administrator; Ms. Madeline Iseli, Director of Government Relations; Ms. Denise Jepsen, Secretary to the Board; Mr. Robert Johnson, Senior Vice President, Dr. Steven Johnson, President; Dr. Richard Jones, Dean of Liberal Arts and Sciences; Mr. Don Kuchta, Media Specialist; Mr. Scott McCollum, Director, Information Technology Services; 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; Mr. Mike Plourde, Director of Accounting Services; Dr. Nick Reeder, President of Faculty Senate; Mr. Eric Renegar, Media Specialist; Ms. Sandra Schuster, Esq., Legal Counsel; Dr. George Sehi, Dean of Engineering Technologies; Ms. Susan Smith, Administrative Assistant, Public Relations; Dr. Sally Struthers, Dean of Fine and Performing Arts; Dr. Nancy Thibeault, Director of Distance Learning and Instructional Support; Ms. Charlotte Wharton, Interim Dean of Business Technologies

II. WELCOME TO SPECIAL GUESTS – LAWRENCE PORTER

Vice-Chair Lawrence Porter recognized the following special guests:

- Professor Daniel Greene and the Sinclair Singers
- Dr. Bill Burges, President, Burges and Burges Strategist
- Mr. Dennis Obyc, Audit Partner, Crowe Chizek Accounting Firm

- Ms. Jeri Semer, Executive Director, Association for Communications Technology Professionals in Higher Education (ACUTA)

III. INTRODUCTION OF NEW BOARD MEMBERS – LAWRENCE PORTER

A. Welcome to New Trustees: Greg Edwards and Allen Hill

Greg Edwards was appointed to the Sinclair Community College Board of Trustees for an unexpired term ending October 12, 2007, replacing William Krul. Mr. Edwards holds a Bachelor of Science degree from the University of Dayton and a Master of Business Administration degree from Xavier University. Mr. Edwards is the Executive Director of the Mathile Family Foundation. He will serve on the Finance Board Committee.

Allen Hill was appointed to the Sinclair Community College Board of Trustees for an unexpired term ending October 12, 2007, replacing Timothy Schriener. Mr. Hill holds an Electrical Engineering degree and a Master of Business Administration degree from the University of Dayton. Mr. Hill is the former President and CEO of DPL, Inc., and is currently retired. He will serve on the Strategic Linkages Board Committee.

IV. APPROVAL OF MINUTES

The minutes of September 12, 2006, were approved.

V. CHAIR'S RECOGNITION OF AWARDS AND NOTABLE ACCOMPLISHMENTS – LAWRENCE PORTER

A. Sinclair Community College receives the Association for Communications Technology Professionals in Higher Education Award (ACUTA)

Sinclair Community College received the Institutional Excellence in Communications Technology Award, presented by the Association for Communications Technology Professionals in Higher Education. Sinclair was awarded for its Secure Local Area Network Strategy project, which was developed in response to significant growth in both wired and wireless networking. Jeri Semer, Executive Director of ACUTA, presented the award to the Board.

B. Sinclair Community College receives Medallion Award from National Council for Marketing and Public Relations

A Sinclair Community College media relations project won a *Medallion* award in the Media Success Story category from the National Council for Marketing and Public Relations (NCMPR), an association of two-year college admissions, enrollment management, marketing and public relations professions. The award was presented on October 16 at NCMPR's annual District III conference in Grand Rapids, Michigan. The entry was a compilation of newspaper, radio and television coverage of Sinclair Sociology Professor Katherine Rowell's selection as the national 2005 *Outstanding Community College Professor of the Year*.

VI. CHAIR'S REPORT – LAWRENCE PORTER

A. Update on Ohio Association of Community Colleges (OACC) Fall Conference

Vice-Chair Lawrence Porter reported on the Ohio Association of Community Colleges (OACC) Fall Conference held September 14-15, 2006.

B. Update on Association of Community College Trustees (ACCT) Annual Community College Leadership Congress

Vice-Chair Lawrence Porter reported on the Association of Community College Trustees (ACCT) Annual Community College Leadership Congress held October 11-14, 2006.

VII. PRESENTATIONS

A. Presentation: The Fine and Performing Arts Division's Contributions to the Region's Cultural Landscape - Dr. Sally Struthers, Dean of Fine and Performing Arts

Sinclair is fortunate, as a community college, to have a large and successful Fine and Performing Arts division. Dr. Sally Struthers presented an overview of the scope of the division's programs and its many contributions to the cultural landscape of the Miami Valley region.

B. Special Annual Presentation: Annual Audit Report FY 2005-06 – Dennis Obyc, Audit Partner, Crowe Chizek

Representatives of Crowe Chizek, the College's external auditors, met with the Finance Committee to discuss the results of the annual audit and review a draft of the audit report. Dennis Obyc, audit partner, attended the Board meeting to discuss the audit. A resolution for acceptance of the audit report by the Sinclair Board was included with the agenda. The auditors issued an unqualified opinion signifying a "clean" audit. Further, Crowe Chizek has not provided a management letter this year, indicating that no significant items for improvement were noted during the audit. Enclosure #02 was provided.

VIII. COMMITTEE PROCEEDINGS

Finance Committee Summary – Mary Boosalis

A. Budget Outlook

The Finance Committee reviewed a preliminary forecast of results versus plan for the current year and a status update of state funding. College staff is closely monitoring actual results and will submit a mid-year budget adjustment in January. The state operating budget process for the next two-year biennium (July 1, 2007 – June 30, 2009) is underway. The Ohio Board of Regents prepared and submitted a budget request for Higher Education designed to strengthen instruction and outcomes in science, technology, engineering, mathematics and medicine (STEM²) programs. The budget request also supports improved student access, success and retention. Passage of a new

state capital budget for the two years commencing July 1, 2006, has been put on hold until after the November elections. There is a great deal of uncertainty surrounding both the state operating and capital budgets. Enclosure #03 was provided.

B. Annual Tuition Report

The latest survey from the Ohio Board of Regents indicates that Sinclair's FY 2006-07 tuition for Montgomery County residents, which is \$2,025 annually, continues to be the lowest in the state. The statewide average tuition increase for FY 2006-07 was 5.6%, very comparable to Sinclair's 6% increase. The statewide average tuition for local community colleges with tax levies is currently \$2,620. The statewide average tuition for state community colleges is \$3,528, and \$4,036 for state technical colleges. Enclosure #04 was provided.

C. Record of Items Reviewed by the Committee

- FY 2006-07 Interim Financial Statements
- Auxiliary Services Fall 2006 Update
- Ohio Ethics Commission Business Dealings
- Capital Budget Status Report
- Legal Counsel Appointments
- Employee Health Insurance Update
- Investment Update
- Faculty Issues Team Update

Personnel and Curriculum Committee Summary - Ethel Washington-Harris

A. Progress Report on Program Alignment Process

Sinclair has undertaken a collegewide review of all programs, initiatives and services in order to ensure that the College's work is well aligned with the current and emerging needs of the Miami Valley region. This process, which involves all employees, will identify new programs the College should undertake, as well as where the College should expand, sustain, reduce or eliminate existing programs. Enclosure #05 was provided.

B. Enrollment Report

The College's overall headcount for Fall term increased by 1% due to new enrollments at the Learning Centers. A total headcount of 22,786 students and 12,217 full-time equivalent students are registered this term. Daytime student enrollment increased by 4.5%, and out of county resident enrollments increased by 2.9%. Enclosure #06 was provided.

C. Record of Items Reviewed by the Committee

- FY 2005-06 Department/Program Reviews
- Report from League for Innovation Board Meeting
- Academic Quality Improvement Program Progress Report

- Achieving the Dream Progress Report
- Annual Report on Women in Engineering Program
- Annual Report from Staff Development and Innovation Committee
- Faculty-Administration Issues Matrix
- Possible Change in Timing of Employee Raises
- Legal Update

Strategic Linkages Committee Summary – Bernard Wright

A. Review of Strategic Linkages Committee: Purpose and Focus

This committee will focus its attention on the wide variety of external linkages maintained by the College. It will be responsible for monitoring the system of linkages, developing and planning efforts to modify and strengthen these linkages, as well as taking a lead role in specific Trustee advocacy efforts in support of College activities. Enclosure #07 was provided.

B. Regional Development Update

The Committee received updates and held discussions on a number of regional development issues. It heard an update on the continued search for potential sites for Sinclair operations in Warren County. It was informed about the Ohio Board of Regents' newly-formed *Service District Consultation*, which is looking at how community college service districts are structured in Ohio. It considered the potential for changes in community college operations as a result of discussions in this new Consultation. Finally, the Committee was informed of potential interest for Sinclair involvement in Preble County.

C. Donor Relations: Campus Facility Naming

The College has a policy for the honorary naming of College facilities with the intent of honoring supporters of Sinclair. John and Connie Taylor have provided support to the College at a level that satisfies the guidelines established by the College policy. The couple has expressed a willingness to have a campus building named in their honor. Enclosure #08 was provided.

D. Record of Items Reviewed by the Committee

- U.S. Secretary of Education Commission Report (Enclosure #09 was provided.)
- External Environment for Higher Education
- Levy Planning
- FY 2005-06 Research Agenda Synopsis of Major Findings
- Organizational Affiliations for Sinclair Community College Administration

IX. BOARD RESOLUTIONS

A. Annual Audit Report for FY 2005-06 – Mary Boosalis (Resolution #2006-42)

This resolution was submitted to the Board by the Finance Committee.

The draft audit report (Enclosure #02) is organized as follows: Independent auditor's report (pages 1-2); management's discussion and analysis (pages 3-13); annual financial statements with footnotes – *note that the ivory colored pages relate to the required inclusion of Sinclair Community College Foundation financial statements in the College's audit report* (pages 14-34); reports on the audit of federal grants and contracts (pages 35-42). The Board needs to review and approve the financial statements prior to their release to the State Auditor. It should be noted that the audit report is not available for public release until approved by the State Auditor. Finally, note that Crowe Chizek has not provided a management letter this year, indicating that no significant items for improvement were noted during the audit.

B. Donation Acceptance Policy – Mary Boosalis (Resolution #2006-43) *This resolution was submitted to the Board by the Finance Committee.*

In order to streamline workflow, the Finance Committee recommends that the policy for accepting non-cash donations be revised so that Board approval would not be a required step in the process. All other elements of the review and acceptance process would remain in place, including an assessment of purpose, use and costs of each prospective donation by College staff. A periodic report of donations will be provided to the Finance Committee. Enclosure #10 was provided.

C. Levy Advance – Mary Boosalis (Resolution #2006-44) *This resolution was submitted to the Board by the Finance Committee.*

In order to obtain advances on county levy receipts, it is necessary for the Sinclair Board to pass a resolution each year authorizing the Treasurer for Sinclair Community College to request up to 90% of the expected real estate taxes collected in advance from Montgomery County. **Note that this resolution should be voted upon only by Sinclair Trustees who are residents of Montgomery County.**

D. Approval of Agreement to Create a Regional Council of Governments Consisting of Community, State Community, and Technical Colleges – Bernard Wright (Resolution #2006-45) *This resolution was submitted to the Board by the Strategic Linkages Committee.*

The Ohio Association of Community Colleges (OACC) has proposed changes to its By-Laws, also known as the "Agreement to Create" (Agreement to Create a Regional Council of Governments consisting of Community, State Community, and Technical Colleges). OACC has asked that all of the state's community

college board of trustees pass a formal resolution approving the proposed changes. Enclosure #11 was provided.

E. Resolution to Change Rules and Regulations (By-Laws) Regarding Warren County Montgomery County Community College District Board of Trustees – Bernard Wright (Resolution #2006-46)

This resolution was submitted to the Board by the Strategic Linkages Committee.

The Board By-Laws need to be updated to reflect the addition of Warren County to the Montgomery County Community College District also known as the Sinclair Community College District. Enclosure #12 was provided.

F. Resolution to Name a Campus Facility in Honor of John and Connie Taylor – Bernard Wright (Resolution #2006-47)

This resolution was submitted to the Board by the Strategic Linkages Committee.

John and Connie Taylor have made significant contributions to Sinclair Community College. Their contributions satisfy the guidelines established by the College's Campus Facility Naming Policy. The resolution allows for naming a building in their honor. Enclosure #08 was provided.

**ANNUAL AUDIT REPORT FOR FY 2005-06
(RESOLUTION #2006-42)**

WHEREAS, the annual financial statements for Sinclair Community College, prepared by the College's Accounting department and audited by Crowe Chizek, have been reviewed by the Finance Committee; and

WHEREAS, these statements, the associated audit reports, and the allocated fund balances are recommended to the Board by the Finance Committee after appropriate review; and

WHEREAS, the Board finds the statements and reports to be an acceptable presentation of the financial condition of Sinclair Community College as of June 30, 2006;

NOW, THEREFORE, BE IT RESOLVED, that the annual financial statements of Sinclair Community College for the year ended June 30, 2006 be and hereby are approved by the Board; and

BE IT FURTHER RESOLVED, that the allocated fund balances included in unrestricted net assets as of June 30, 2006 be and hereby are approved by the Board; and

BE IT FURTHER RESOLVED, that the President of the College be authorized to file copies of the audit report with appropriate state and federal agencies; and

BE IT FURTHER RESOLVED, that the report be accepted with the understanding that it cannot be made publicly available until approved by the State Auditor.

BOARD ACTION: A motion was made by Richard Chernesky and seconded by Robert Corbin. The motion carried.

**DONATION ACCEPTANCE POLICY
(RESOLUTION #2006-43)**

WHEREAS, the College has a policy for non-cash donations as adopted by the Board of Trustees in 1993; and

WHEREAS, revisions to the policy have been reviewed by the Finance Committee and are recommended to the full Board;

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

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

**LEVY ADVANCE
(RESOLUTION #2006-44)**

WHEREAS, in order to obtain advances on county levy receipts, it is necessary for the Board to pass a resolution each year authorizing the Treasurer to request up to 90% in advance;

NOW, THEREFORE, BE IT RESOLVED, that the Treasurer of Sinclair Community College District is authorized to request advances against the tax collection during 2007, up to the maximum of 90% of the expected taxes collected by Montgomery County; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, 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.

BOARD ACTION: A motion was made by Mary Boosalis and seconded. Warren County Trustees Richard Chernesky and Bernard Wright abstained from the vote. The motion carried.

**APPROVAL OF AGREEMENT TO CREATE A REGIONAL COUNCIL OF GOVERNMENTS
CONSISTING OF COMMUNITY, STATE COMMUNITY, AND TECHNICAL COLLEGES
(RESOLUTION #2006-45)**

WHEREAS, the Ohio Association of Community Colleges (OACC) is in the process of updating the Association's by-laws; and

WHEREAS, Sinclair Community College is a member of OACC; and

WHEREAS, OACC seeks the approval of each individual Governing Board to make the necessary changes to the attached Agreement to Create a Regional Council of Governments consisting of Community, State Community, and Technical Colleges in order to update its bylaws;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Sinclair Community College District approve the Agreement to Create a Regional Council of Governments consisting of Community, State Community, and Technical Colleges document.

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

**RESOLUTION TO CHANGE
RULES & REGULATIONS (BY-LAWS) REGARDING WARREN COUNTY
MONTGOMERY COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
(RESOLUTION #2006-46)**

WHEREAS, the by-laws of the Board establish the framework for the legal operation of the College, subject to Chapter 3354 of the Ohio Revised Code; and

WHEREAS, the Ohio legislature passed AM. Sub. H.B. 66 (O.R.C. 3354.25), which expanded the Montgomery County Community College District to include Warren County; and

WHEREAS, O.R.C. 3354.25 (C) (1) expanded the Board of Trustees to include representation from Warren County; and

WHEREAS, O.R.C. 3354.25 (E) (1) created voting limitations on the Trustees, based upon specified criteria; and

WHEREAS, O.R.C. 3354.25 (E) (2) (3) established voting requirements for the Trustees; and

WHEREAS, the by-laws of the Board should be modified to reflect these legislative changes;

NOW, THEREFORE, BE IT RESOLVED, that the Rules & Regulations (by-laws) regarding Montgomery County Community College District are modified as reflected by the attached document (Enclosure #12); and

BE IT FURTHER RESOLVED, that the approved by-laws serve as the official by-laws of the Warren County Montgomery County Community College District, effective November 14, 2006.

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

**RESOLUTION TO NAME A CAMPUS FACILITY
IN HONOR OF JOHN AND CONNIE TAYLOR
(RESOLUTION #2006-47)**

WHEREAS, the Campus Facility Naming Policy approved by the Sinclair Community College Board of Trustees on January 24, 2004 establishes guidelines for naming campus facilities; and

WHEREAS, the policy establishes monetary gift minimums, ranges and guidelines for naming tributes based on an individual's or corporation's contributions of time or talent that have had significant positive impact on the institution for an extended period of years; and

WHEREAS, John N. Taylor, Jr. served with passionate concern from 1992 to 2002 as a Trustee of Sinclair Community College and from 2002 to the present as a Trustee of the Sinclair Foundation Board; and

WHEREAS, John and Connie Taylor are dedicated to helping disadvantaged and underserved students obtain a college education and become productive citizens in the community; and

WHEREAS, Mr. Taylor has provided inspiring volunteer guidance and generous leadership giving as a co-chair of Sinclair's *Changing Lives* campaign, and through his work has encouraged and motivated others to take a leadership role in philanthropy in our community; and

WHEREAS, the Taylors have provided extraordinary financial support to the College and its students for almost 15 years including a gift to help establish the *Youth Wind Ensemble*, the long-term support for the *Young Scholars* program, *Taylor Access Grants*, the *Visiting Scholars Endowment* and the *Taylor Endowment for Fast Forward*; and

WHEREAS, the Taylors have also provided an additional financial contribution which provides for the long-term future success and quality of the College and its students; and

WHEREAS, the sum of their broad support for the College satisfies the guidelines and criteria established by the aforementioned campus naming policy;

NOW, THEREFORE, BE IT RESOLVED, that Sinclair Community College, with sincere appreciation for the thoughtful support and extraordinary generosity of John and Connie Taylor, will name a campus building in their honor.

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

X. BOARD STRATEGIC DISCUSSION – LAWRENCE PORTER

A. Discussion: Levy Planning

The current Montgomery County levy providing Montgomery County student tuition subsidy and support for Montgomery County facilities will expire at the end of 2008. The current levy generates over \$20 million annually, about 20% of Sinclair's annual operating budget. In preparation for the next levy campaign, critical decisions will need to be made, starting with the level and timing of the next levy request and continuing with the development of the campaign structure and fundraising. Marketing and levy consultant, Bill Burges, provided a brief overview of issues typically needed to be considered at this point in time and a discussion followed.

B. Discussion: Board Advance

Each year, the Sinclair Board takes a Saturday in January to "advance" the strategic development of the College through a day-long meeting designed for in-depth exploration and discussion of issues. The next Advance is only two months away and preparations need to be made in order to position the Board for the most productive discussion possible.

A suggestion was made to focus on the levy in the morning session with the Sinclair Foundation Board members, and to focus on program prioritization and financial planning/strategic planning assumptions in the afternoon session.

C. Discussion: Program Prioritization and Alignment Process

In response to the May 2005 request of the Board of Trustees, Sinclair has undertaken a comprehensive program alignment process in order to ensure that the College is well-positioned to serve emerging and future needs in the Miami Valley region and that the College's expenditures and revenues are appropriately balanced. Launched in October, the process, assumptions, and criteria were outlined in the Progress Report (Enclosure #05) that was provided. A discussion followed.

XI. PRESIDENT'S REPORT – STEVEN JOHNSON

- A. Dr. Ned Sifferlen, President Emeritus at Sinclair Community College, was awarded the 2006 Citizen Legion of Honor Award presented by the Presidents Club of Dayton on October 12, 2006. His portrait is available for display at Sinclair.
- B. As of November 14, 2006, the Sinclair United Way Campaign has raised \$116,030 toward the goal of \$132,500.
- C. The annual Sinclair Faculty and Staff Holiday Party was held in the Great Hall of the Ponitz Sinclair Center from noon to 3 p.m. on Sunday, December 10, 2006.

- D. A special holiday dinner was held on November 30 for the Trustees and spouses. This event was prepared by the Sinclair Culinary Arts students.

- E. National Speaker and Futurist Ed Barlow presented two sessions the morning of Monday, January 8, 2007, at Sinclair Community College. Ed Barlow is President of Creating the Future, Inc. He spoke on the impact of global changes on the economy, businesses, communities, the environment and education. Regional community, business and educational leaders were invited to join internal Sinclair leadership during the morning session, at which the external leaders were asked to provide input on what the community needs from Sinclair. An afternoon session involved only the internal Sinclair leadership to process the input received from the community participants. This information will inform the Program Alignment process.

- F. President Johnson thanked the Trustees for their support.

The meeting adjourned at 5:40 p.m. Any materials referenced may be found with the permanent file copy of the Board agenda.

Chairman

ATTEST:

Secretary