

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

March 25, 2008  
3:30 p.m., Building 12, Room 131

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**I. ROLL CALL**

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

Chair Katherine Hollingsworth will recognize special guests.

**III. INTRODUCTION OF NEW TRUSTEE: LAURENCE HARKNESS – KATHERINE HOLLINGSWORTH**

Laurence Harkness was appointed to the Sinclair Community College Board of Trustees, effective February 8, 2008, through October 12, 2012. Trustee Harkness enjoyed a long career with Children's Medical Center having served as the President and Chief Executive Officer from 1982 until his retirement in August 2003. He currently serves as President Emeritus of Children's Medical Center. Prior to his career with Children's Medical Center, Trustee Harkness served as an administrator at the University of Missouri. He holds a Master of Science degree from the University of Missouri in Health Administration and a bachelor's degree from Rockhurst College.

**REAPPOINTMENT OF TRUSTEE: GREGORY EDWARDS - KATHERINE HOLLINGSWORTH**

Trustee Gregory Edwards was reappointed to the Sinclair Community College Board of Trustees, effective February 8, 2008. His term expires October 12, 2012.

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

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

**A. DEB NORRIS RECEIVES 2008 YWCA WOMEN OF INFLUENCE AWARD**

Deb Norris, Vice President for Workforce Development and Corporate Services, received one of eight YWCA Women of Influence Awards at a luncheon held March 13, 2008. This award recognizes and honors women in the community for their outstanding efforts to meet the goals of eliminating racism and empowering women.

**B. GARY HONNERT RECEIVES 2008 D. RICHARD PETRIZZO AWARD FOR CAREER ACHIEVEMENT**

Gary Honnert, Director of College Communications, received the 2008 D. Richard Petrizzo Award for Career Achievement at the National Council for Marketing and Public Relations annual conference on March 10, 2008. The Petrizzo Award honors a professional for career accomplishments in community college marketing and public relations.

**C. TERRY STUMP RECEIVES KENNEDY CENTER AWARD**

Terry Stump, Theatre Director of Blair Hall Theatre, received the Kennedy Center Gold Medallion for Excellence in Theatre Education at the Kennedy Center American College Theatre Region III Festival. The Gold Medallion is a national honor presented to those who have made extraordinary contributions to the teaching and producing of theatre and to the development and quality of the Kennedy Center's American College Theatre Festival.

**D. SHERRY McANDREW RECEIVES 2007 OHIO DIGITAL COMMONS FOR EDUCATION (ODCE) BEST SESSION AWARD**

Sherry McAndrew, Manager of Web Course Development, along with co-presenter Wendy Lampner from Stark State College, was awarded the 2007 Ohio Digital Commons for Education (ODCE) Best Session Award at the 2008 ODCE Conference on March 3, 2008. The session was entitled, *Nothing Endures But Change: Selecting and Implementing a New Course Management System*.

**E. TARTAN PRIDE MEN'S AND WOMEN'S BASKETBALL TEAMS RECEIVE OHIO COMMUNITY COLLEGE ATHLETIC CONFERENCE (OCCAC) RECOGNITION**

The Tartan Pride Men's and Women's Basketball Teams received a number of awards from the Ohio Community College Athletic Conference (OCCAC) as listed below.

**Tartan Pride Women's Team**

- Final Overall Record: 22-4
- 2007-08 OCCAC Champions (First Conference Championship since 1994)
- Jeff Dillon Coach of the Year (His first)
- 1st Team All-OCCAC - Danielle Roe
- 2nd Team All-OCCAC - Liz Shank
- Honorable Mention All-OCCAC - Autumn Heflin
- All Tournament Team - Danielle Roe

**Tartan Pride Men's Team**

- Final Overall Record 24-6
- 2007-08 OCCAC Champions (First Conference Championship since 2001)
- Jeff Price Coach of the Year (His first)
- OCCAC Player of the Year - Mark Anderson
- OCCAC Newcomer of the Year - British Alexander
- 1st Team All-OCCAC - Mark Anderson
- 2nd Team All-OCCAC - British Alexander
- All Tournament Team - Mark Anderson and Jay Frantz

**F. SINCLAIR RECEIVES AWARD FOR SUPPORTING PARITY MENTORING PROGRAM**

Sinclair Community College received an award for supporting the Parity, Inc. Mentoring Program. The award was presented at the 2008 Top Ten African-American Male luncheon held in the Sinclair Center on February 28, 2008.

**G. SINCLAIR COMMUNITY COLLEGE RECEIVES THANK YOU ACKNOWLEDGEMENT FROM DAYTON COUNCIL ON WORLD AFFAIRS (DCOWA) (Enclosure #02)**

President Johnson received a thank you letter from the Board of Directors of the Dayton Council on World Affairs for helping sponsor the 60<sup>th</sup> Anniversary Gala Celebration with special guest Colin Powell.

**VI. PRESENTATION: SINCLAIR COMMUNITY COLLEGE LEVY CAMPAIGN –  
DR. BILL BURGES, LEVY STRATEGIST, BURGES AND BURGES STRATEGISTS**

Dr. Bill Burges will give a presentation as a follow-up to the levy campaign.

## VII. PERSONNEL-CURRICULUM COMMITTEE REPORT TO THE TRUSTEES – MARVA COSBY

### ITEMS FOR BOARD DISCUSSION AND/OR RESOLUTION

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#### A. Progress Report on Faculty Handbook Review

- In May 2007 the Board passed a resolution regarding the Faculty Handbook:

NOW, THEREFORE, BE IT RESOLVED, that in recognition of the college's vulnerability regarding the terms of the Faculty Handbook, the Board requests the president to implement a process to audit and revise the Faculty Handbook, in collaboration with the Faculty Senate, in order to create a well constructed document of our employment policy that includes specific policies, procedures and general information in relation to sound mutually understood terms.

- During the fall term, the Provost conferred with the Faculty Senate officers regarding the procedure for this review, and a committee was formed as follows:
  - The Faculty Senate named four faculty representatives to the committee.
  - The Department Chairs Council named two department chairs to the committee.
  - The Provost convenes the committee and facilitates its work.
- Members of the committee were provided with one course of reassigned time winter term to devote to the study and preparation associated with the task of reviewing and revising the handbook. Work is progressing well, with draft revisions largely completed for the sections of the handbook dealing with faculty representation in the college's committee/council structure and procedures for the hiring of faculty. These draft revisions will be forwarded to the Faculty Senate early spring term. The committee will continue its work through spring term. The portion of the handbook that addresses the structure and operations of the Faculty Assembly (all tenure-track and tenured faculty) and the Assembly's executive body, the Faculty Senate, is being reviewed and revised by the Senate.

#### B. Labor Update (Enclosure #03)

- The college has received official notification from the State Employee Relations Board that the Sinclair Police and Dispatchers' petition for decertification has been approved. The union has been disbanded.

- A small task force will convene to review compensation and benefit gaps impacting Sinclair Police Officers and Dispatchers. In compliance with the law, those items were frozen while union negotiations were in process.

**C. Employee Diversity Report (Enclosure #04)**

Sinclair Community College respects and appreciates the diversity of its employees and continues efforts to foster the growth of a diverse workforce. The percentage of full-time female to male employees has remained constant since 2003 at 57%/43%. The percentage of Caucasian/Minority full-time employees has remained relatively consistent (82%/83%/16-18%) since 2002. The overall percentage of minority full-time employees (18.2%) at Sinclair is higher than the general population for Ohio (16%) but lower than Montgomery County (24.5%) as indicated in 2006 statistics. In comparing Sinclair to the eight county region from which it draws a majority of its students, the percentage of minority full-time employees at Sinclair exceeds that of the region which the 2000 census determines is 14.2%. As of November, 2007, 18% of Sinclair's part-time employees represent minority populations.

Sinclair's *Grow Our Own* program is an initiative begun in 1991 to foster the growth of the number of minority faculty here at Sinclair. Since 1991, thirty-one participants have enrolled in the *Grow Our Own* program culminating in 16 faculty members who currently hold tenured status. Three candidates did not complete the program and four *Grow Our Own* alumni have left Sinclair. The remaining *Grow Our Own* members are currently pursuing tenure. At the present time, the program is supporting five active members who are studying for their masters degrees in Nursing (2), English, Business and Humanities. When a faculty member completes the program, that faculty member transitions to a tenure track position. *Grow Our Own* faculty agree to continue at Sinclair Community College for a minimum of three years following master's degree completion.

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

- Welcome New Board Member Laurence Harkness
- Administrative Systems Feasibility Study
- Faculty Issues Matrix
- Staff Issues Matrix
- AQIP/Achieving the Dream Update
- Winter Term Enrollment
- Grants Office Report

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

## VIII. FINANCE COMMITTEE REPORT TO THE TRUSTEES – MARY BOOSALIS

### ITEMS FOR BOARD DISCUSSION AND/OR RESOLUTION

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#### A. State of Ohio Updates

##### State Budget Cuts and Educational Spending Trends (**Enclosure #05**)

- *State Budget Cuts* – In January, Governor Strickland initiated spending cuts in anticipation of a possible shortfall in the state budget. Higher education was largely exempted from these cuts.
- *Higher Education Spending Trends* – Compares state expenditures for higher education with primary and secondary education during the most recent thirteen years. The analysis concludes that substantial increases in primary and secondary funding have occurred to the detriment of higher education.

##### University System of Ohio Goals (**Enclosure #06**)

- Chancellor Eric D. Fingerhut has been charged with creating a 10-year master plan for higher education in Ohio to submit to the Governor by March 31, 2008.
- Over the last 6 months, Chancellor Fingerhut has met with academic and community leaders from all over the State of Ohio for input and guidance.
- The draft plan includes four goals: Access, Quality, Affordability and Efficiency, and Economic Leadership.

#### B. Operating Budget Process for FY 2008-09

The college has begun the process for developing the FY 2009 Operating Budget. Among the key considerations are:

- State funding is as yet uncertain, although some improvement is expected versus FY 2008.
- Tuition rates must be frozen at current levels per House Bill 119, for the second fiscal year in a row.
- The impact of the newly passed levy will be reflected for one-half of FY 2009 as proceeds commence as of January 1, 2009
- A complete budget recommendation will be submitted for the Board's adoption in June. This recommendation will satisfy the Year 2 target for the Board mandated financial restructuring.

**C. Facilities Master Plan Process for FY 2009- FY 2014**

- The rolling six-year facilities and equipment master planning process is underway. This process will result in a plan document to be presented to the Board in May, which will include the capital budget recommendation for FY 2009.
- Projects and equipment recommended for funding will be supported by lifecycle replacement needs, safety issues and opportunities for growth. Overarching goals of Sinclair's capital planning are to minimize deferred maintenance, keep instructional and technology equipment up-to-date, and to selectively invest in capital items that generate an expected payback over time via increased student success, increased access/enrollments or reduction in costs.
- As reminder, funding for the capital budget (both annual recurring and funds previously set aside in allocated funds) is primarily derived from state capital budget allocations, general operating revenues and investment income.
- Regarding state capital funding, the state is undertaking its biennial capital budget process for the upcoming two-year period commencing on July 1, 2008. The projected outcome of that budget legislation will be reflected in Sinclair's master plan and FY 2009 capital budget.

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

- Overview of Dayton Parking Study
- Capacity Expansion Study
- Interim Financial Statements FY 2007-08
- Capital Projects Status
- Utility Report FY 2006-07

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

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

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

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#### **A. Board Member Appointments Update (Enclosure #07)**

- Three Board member appointments expired in October 2007.
  - Trustee Gregory Edwards was appointed on October 19, 2006, to fill an unexpired term of a Trustee position that ended on October 12, 2007.
  - Trustee Allen Hill was appointed on October 19, 2006, to fill an unexpired term of a Trustee position that ended on October 12, 2007.
  - Trustee Ethel-Washington-Harris was appointed on October 19, 1992, and has completed three full terms that ended on October 12, 2007.
- Trustee Gregory Edwards was reappointed to the Sinclair Community College Board of Trustees, effective February 8, 2008. His term expires October 12, 2012.
- Laurence Harkness was appointed to the Sinclair Community College Board of Trustees, effective February 8, 2008. His term expires October 12, 2012.
- One Trustee position is vacant due to the term expiration of Trustee Allen Hill, and we are awaiting notification of an appointment.

#### **B. Strategic Planning: A Process Leading to a Long Range Plan**

- In the coming months, the college's strategic plan will be updated to reflect the priorities, focus areas, and future direction of the organization.
- Several broad areas of community need are apparent, and would be likely candidates for Sinclair strategic priorities:
  - Matching the supply of educated citizens with the open jobs and careers in the region.
  - Working even more closely than in the past with schools to begin the process of school children and their families "thinking college" well before high school.
  - Working closely within the principles and framework of the new Ohio University System state plan to expand cost-effective higher education across the region.

- Local levy funding is currently an important resource for Sinclair, yet with future economic, community, and system changes such levy funding might not be as available in the future. Continued planning for alternative funding sources, and alternative college operating cost models is warranted.
- Continuing to work in matching the supply of educated citizens with the specific demand areas related to the local healthcare industry, Wright-Patterson Air Force Base, and other local industries.

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

- Welcome New Board Member Laurence Harkness
- Levy Follow Up
- Memberships and Dues
- Key Linkages and Partnerships Update
- Labor Update

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

**X. PRESIDENT'S ADDITIONAL NOTICES – STEVEN JOHNSON**

- A. Thank you to the Trustees, administration, faculty, staff, and students who contributed to the success of the Sinclair levy campaign. A college-wide thank you reception was held in the Sinclair Center on March 13, 2008. A number of events are being planned to thank internal and external leaders.
  
- B. President Steve Johnson is a member of the host committee for an upcoming summit hosted by Senator Sherrod Brown in Washington, D.C. on April 3, 2008.
  
- C. Other last-minute announcements . . .

**XI. ADJOURNMENT – KATHERINE HOLLINGSWORTH**