

**Minutes**  
**Sinclair Community College**  
**Board of Trustees**

June 10, 2008  
3:30 p.m., Building 12, Room 131

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The regular meeting of the Board of Trustees of Sinclair Community College was called to order on Tuesday, June 10, 2008, in Building 12, Room 131 of the college by Chairperson Katherine Hollingsworth.

**I. ROLL CALL**

**Trustees Present:** Mr. Richard Chernesky, Ms. Marva Cosby, Mr. Laurence Harkness, Mr. Gerald Hauer, Ms. Katherine Hollingsworth, Mr. Lawrence Porter, Mr. Bernard Wright

**Trustees Absent:** Ms. Mary Boosalis, Mr. Robert Corbin, Mr. Gregory Edwards

**Also Present:** Ms. Natasha Baker, Director of College Relations; Mr. Jeff Boudouris, Vice President for Business Operations; Mr. Dan Brazelton, Dean of Learning Centers; Ms. Annesa Cheek, Special Assistant to the President; Dr. Dave Collins, Dean of Life and Health Sciences; Dr. Mary Gaier, Vice President for Organizational Development; Ms. Marianne Gorczyca, Executive Director of Sinclair Foundation; Dr. Helen Grove, Senior Vice President and Provost; Mr. Karl Hess, Faculty Senate Representative; Mr. Gary Honnert, Director of College Communications; Ms. Madeline Iseli, Director of Government Relations; Ms. Denise Jepsen, Secretary to the Board; Dr. Robert Johnson, Senior Vice President; Dr. Steven Johnson, President; Dr. Ken Kohlenberg, Faculty Senate Representative; Mr. Eric Kraus, Faculty Senate Representative; Dr. Laurel Mayer, Faculty Assembly Representative; Dr. Sue Merrell, Interim Dean, Business and Public Services; Dr. Ken Moore, Senior Vice President; Ms. Deb Norris, Vice President for Workforce Development and Corporate Services; Mr. Tom Raga, Senior Director of Regional Strategy and Development; Dr. Nick Reeder, Faculty Senate President; Saunie Schuster, Esq., Legal Counsel; Dr. George Sehi, Executive Dean, Courseview Campus Center and Dean of Science, Mathematics and Engineering; Dr. Sally Struthers, Dean of Liberal Arts, Communication and Social Sciences; Dr. Nancy Thibeault, Director of Distance Learning

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

Chairperson Katherine Hollingsworth recognized Mary Beth Lehman, reporter from the *Dayton Business Journal*.

**III. APPROVAL OF MINUTES**

The minutes of May 13, 2008, were approved.

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

##### **A. SINCLAIR ART STUDENT, EMMA WILLIAMS, RECEIVES AWARD FROM THE LEAGUE FOR INNOVATION STUDENT ART COMPETITION**

Sinclair Community College art student, Emma Williams, was selected as one of five Sinclair Art students whose artwork was entered in the 2007-2008 League for Innovation in the Community College Student Art Competition. The League for Innovation Student Art Competition allows community college students to compete with their peers across North America and serves as a showcase of the best works being created by community college students today. Emma's photograph, Fingers Blue, earned a Third Place award.

##### **B. RECOGNITION OF NISOD TEACHING EXCELLENCE AWARD RECIPIENTS**

The National Institute for Staff and Organizational Development (NISOD) Teaching Excellence Awards were presented at the NISOD conference in May, 2008. Listed below are Sinclair faculty who received NISOD Teaching Excellence Awards.

- Derek Allen, Associate Professor, Business and Public Services Division
- Bob Rice, Associate Professor, Business and Public Services Division
- David Bodary, Professor, Liberal Arts, Communication and Social Sciences Division
- Mo Khani, Professor, Liberal Arts, Communication and Social Sciences Division
- Billie Sanders, Associate Professor, Life and Health Sciences Division
- Susan Willan-Mulay, Associate Professor, Life and Health Sciences Division
- Harmit Kaur, Professor, Science, Mathematics and Engineering Division
- Patrick Greco, Associate Professor, Science, Mathematics and Engineering Division

##### **C. PROFESSOR BOB CHANEY AWARDED OHIOMATYC TEACHING EXCELLENCE AWARD**

Mathematics Professor, Bob Chaney, was awarded the first OhioMATYC—Ohio Mathematical Association of Two-Year Colleges—Teaching Excellence Award. The award was based on instructional effectiveness and support of students, professional involvement and development, interaction with colleagues, and service to the department, division and college. Professor Chaney has been teaching full-time in Sinclair's Mathematics department since 1989.

##### **D. APPALACHIAN UNSUNG HERO AWARD RECIPIENTS**

The Appalachian Outreach Committee honored the following Sinclair student and college employees at the Unsung Heroes Award ceremony on May 23, 2008.

- Sinclair student, Houston Estes, received the Outstanding Sinclair Student Award.
- Dawayne Kirkman, Coordinator of the Englewood Learning Center, received the Outstanding Sinclair Employee Award.
- Charles Combs, Annually Contracted Faculty in Sociology, received the Wayne White Appalachian Goodwill Ambassador Award.

**E. SINCLAIR RECEIVES OHIO COMMUNITY COLLEGE ATHLETIC CONFERENCE'S (OCCAC) 2007 SPORTS TROPHY**

Sinclair Community College has received the Ohio Community College Athletic Conference's (OCCAC) 2007 All-Sport Trophy. The OCCAC All-Sport Trophy is based on each school's average finish in each OCCAC sanctioned sport. Sinclair Community College finished first in men's and women's basketball and second in baseball and volleyball. This is the second All-Sport Trophy Award since joining the conference.

**F. SINCLAIR COMMUNITY COLLEGE FEATURED IN DAYTON AREA CHAMBER OF COMMERCE FOCUS MAGAZINE**

The latest edition of the *Dayton Area Chamber of Commerce Focus* magazine features an article, "Business Success Starts with Sinclair." The article (Enclosure #02) highlighted the Workforce Development and Corporate Services Division at Sinclair, led by Deb Norris, Vice President for Workforce Development and Corporate Services.

**G. FAREWELL TO MARIANNE GORCZYCA, EXECUTIVE DIRECTOR, SINCLAIR FOUNDATION**

Marianne Gorczyca, who has served as the Executive Director of the Sinclair Community College Foundation since 1990, has announced her retirement effective June 30, 2008.

Marianne has enjoyed a host of accomplishments during her tenure as the first full-time Executive Director of the Sinclair Community College Foundation. Included among them are:

- Growing the assets of the Sinclair Foundation from \$4 million to almost \$30 million.
- Establishing an online giving option for the Sinclair Foundation and Alumni Affairs programs.
- Establishing several donor recognition areas on campus which have provided memorial opportunities for donors and raised significant income for the Sinclair Foundation.
- Launching the highly successful *Changing Lives* campaign which raised over \$13 million in support of students.

For eighteen years, Marianne has devoted countless hours to furthering the mission of the college by making the dream of obtaining a college education more accessible to students. Thank you Marianne for a job well done and best wishes on your future endeavors.

A retirement celebration in Marianne's honor will be held Thursday, June 26, from 4:15 pm to 6:15 pm in the Ponitz Sinclair Center, Building 12, Room 131. We hope you will be able to attend.

#### **H. FAREWELL TO DAN BRAZELTON, DEAN OF LEARNING CENTERS**

Dan Brazelton, who has been with the college since 1977, has announced his retirement effective June 30, 2008. For many years, Dan served as the Dean of Corporate and Community Services. Dan was instrumental in the start-up of the Learning Centers, most recently serving as the Dean of the Englewood and Huber Heights Learning Centers.

#### **V. PERSONNEL-CURRICULUM COMMITTEE REPORT – MARVA COSBY**

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

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#### **A. Board Designated Endowments**

- The Board Designated Endowment Fund was established in 1994, and has a current balance of \$14.4 million as of June 30, 2007. It is the Board's policy to annually spend a portion of the interest from this fund on student scholarships.
- This year's annual recommended spending from the Endowment Fund is \$528,000. Of this amount, \$508,000 is proposed for scholarships and \$20,000 for program operating expenses. Funding for the current year initiatives are recommended as follows:
  - Tech Prep \$300,000
  - Young Scholars Program \$60,000
  - Women in Science, Technology, Engineering and Mathematics (WiSTEM) \$25,000
  - Displaced Workers Scholarship \$143,000
- The balances in the Board Endowment Corpus and Expendable Funds are sufficient to support the requested level of spending.

**BOARD DESIGNATED ENDOWMENTS  
(RESOLUTION #2008-11)**

WHEREAS, the Personnel-Curriculum Committee has reviewed the request for Board Designated Endowment spending for Tech Prep; Young Scholars; Women in Science, Technology, Engineering and Mathematics; Displaced Workers Scholarship for the 2008-09 fiscal year; and

WHEREAS, it has been determined that 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 \$528,000 be approved for the proposed initiatives for fiscal year 2008-09.

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

**B. FY 2008-09 Scholarships and Special Projects**

- Annually, in June, the college establishes its level of funding for scholarships and special projects. This information is provided to the Board for approval. Enclosure #03 was provided.
- The college will provide nearly \$2 million in undesignated college scholarships to approximately 3,000 students in 2008-09. These funds are provided through three primary sources:
  - The college will provide \$895,685 in general institutional funds.
  - The Sinclair Foundation Board will be asked to contribute \$517,363 in scholarship funding, and \$82,637 for new and continuing projects (total of \$600,000).
  - The Board Designated Endowment Fund would contribute \$508,000.
- A recap of this proposed funding is as follows:
  - Total from college's operating budget: \$1,403,685
  - Total from Sinclair Foundation: \$600,000
  - Grand Total funding sources: \$2,003,685

**FY 2008-09 SCHOLARSHIPS AND SPECIAL PROJECTS  
(RESOLUTION #2008-12)**

Sinclair Community College staff conducts an annual review of all scholarships, grants, and special project opportunities available to students at Sinclair. Based on that review, the following recommendations are being submitted to the Board Committees for review and approval prior to submission to the Sinclair Community College Foundation.

Recommendation that the following Resolution be adopted:

WHEREAS, Sinclair Community College seeks to classify scholarships into the following categories: access scholarships, retention scholarships, recognition and merit scholarships, and targeted populations scholarships; and

WHEREAS, the college believes that these funds should be made available to both full-time and part-time students, but should a student attend as less than full-time, that the award be pro-rated based on the student's enrollment status; and

WHEREAS, the college requests that said scholarships be available for such expenses as tuition, fees, and books; and

WHEREAS, in order to maximize the ability to meet student needs, the college asks that said scholarships be available, as needed, for reallocation between scholarships within and between categories; and

WHEREAS, funding for scholarships, grants and special projects comes from the college's operating budget (\$1,403,685) and the Sinclair Foundation (\$600,000);

NOW, THEREFORE, BE IT RESOLVED, that the Sinclair Community College Board of Trustees approves the creation, funding and administration of these funds as provided in the attached 2008-2009 documents; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Sinclair Community College Foundation is asked to provide funding for the recommended list as provided in the enclosure.

**BOARD ACTION:** A motion was made by Trustee Marva Cosby and seconded by Trustee Laurence Harkness. The motion carried.

### **C. FY 2008-09 Performance Pay Recommendation (Based on Key Performance Indicators)**

- 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 2007 Board meeting, Resolution #2007-26. Enclosure #04 was provided.
- The president annually presents these results to the Trustees for information in setting the level of collegewide incentive pay for all eligible employee groups.
- All full-time professional staff, staff, and administrators (except the president) are eligible for incentive pay based on the KPIs.
- The scorecard for this year's KPIs suggests an incentive pay amount of 4.4 percent.
- This item is included in the compensation resolution.

### **D. Short Presentation: Overview of Faculty Position, Structure and Compensation**

The Finance Committee noted that the organizational structure and compensation system for the Sinclair faculty appears to be very complex. They requested a brief five-minute overview that preceded the compensation recommendations.

Listed below are the highlights from the presentation.

- There are 397 full-time faculty.
  - Tenure-track faculty – 110
  - Tenured faculty – 229
  - Annually contracted faculty - 58
- There are 754 adjunct (part-time) faculty.

Specifically, the presentation focused on the pay structure for full-time tenure-track/tenured faculty.

- Elements of full-time tenure-track/tenured faculty pay include:
  - Annual base salary (15 credit hours per term = 45/year)
  - Opportunities for additional pay (summer teaching, overload, merit award)
- *Range Closure Philosophy* – Opportunity for faculty to achieve maximum of pay range over specified timeframe based on sustained outstanding performance including:

- Proficient ratings each year resulting in general increases
  - Advancement from instructor to professor with timely promotions
  - Consistent receipt of merit at professor rank therefore earning application of merit-on-base
- Market-based factors:
  - *Hiring rank/salary* – based on education and experience
  - *Competitive market adjustments* – inflation and other factors that influence general benchmark salary movement
- Performance-based factors:
  - *Promotion awards* – progression through ranks
  - *Merit-on-base* – portion of one-time merit award applied to base salary for eligible faculty at the professor rank
- Sinclair compares overall annual average salary to historical benchmarks that include:
  - National data (AAUP two-year schools average plus 15%)
  - Ohio data (top tier of Ohio Community Colleges)
- Percentage increase to move SCC average to projected benchmark = increase pool that funds:
  - Promotion award (eligible faculty)
  - Merit-on-base adjustments (eligible faculty at the professor rank)
  - General increase (distributed to all faculty)
- Operating condition dependencies for current salary plan include:
  - Achieving Board's financial restructuring goals
  - Reducing the proportion of full-time faculty
  - Realizing other instructional cost efficiencies
  - Increasing student enrollment
  - Improving student success and retention
  - Increasing levels of state funding
- Faculty Issues Team (FIT) includes five faculty and five administrators.
- Review of compensation structure
  - Examination of alternate models
  - Appropriateness of benchmarks
  - Simplification of the model

## E. FY 2008-09 Compensation Recommendations

- Annually, the president makes a compensation recommendation to the Sinclair Board of Trustees for overall employee compensation (Enclosure #05 provided).
  - The net impact of these compensation recommendations and all other personnel-related actions that are included in the FY 2008-09 operating budget recommendation is a 2.4 percent increase in full-time personnel costs.
  
- This compensation recommendation provides the following increases:
  - **Faculty** – Increase of 2.2 percent benchmark adjustment plus a general pool of 4.3 percent to fund general increases, promotions and merit-on-base adjustments. This is in line with the three-year plan.
  - **Support Staff** – Increase by 3.5 percent, which would approximate the target market.
  - **Professional Staff** – Increase by 3.7 percent, which would approximate the target market.
  - **Administration** – Increase by 3.4 percent, which would approximate the target market.

**FY 2008-09 COMPENSATION RECOMMENDATION  
(RESOLUTION #2008-13)**

WHEREAS, the 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 staff; and

WHEREAS, the Personnel and Curriculum Committee of the Board of Trustees reviews the president's recommendation prior to submission to the Board for inclusion in the annual budget approval; 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 net impact of these compensation recommendations and all other personnel-related actions that are included in the FY 2008-09 operating budget recommendation is a 2.4% increase in full-time personnel costs; and

WHEREAS, the compensation recommendation for faculty pay is based on the second year of a three year plan which includes an aggressive three-year average salary increase goal that is based on meeting/having met the balance of operating conditions over three years (FY 2008-FY 2010) that include:

- significantly reducing the proportions of full-time faculty (as is being successfully achieved over the past two years)
- increasing student enrollment (as has been achieved over the past year)
- reducing cost per FTE student (as is currently being achieved)
- realizing increasing levels of state funding (under review)
- passage on March 4, 2008, by the voters of Montgomery County, of a new Sinclair tax levy
- eliminating of the legislative restriction on tuition and fee increases (tuition remains frozen); and

WHEREAS, the weighted results of the college's key performance indicators for the year have been assessed and indicate a one-time 4.4% bonus incentive pay for support staff, professional staff and administrative staff; and

WHEREAS, in special cases of extraordinary and exemplary service to the college, the president may make one-time cash awards to staff, professional staff, faculty and administrators for demonstrated achievement; 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

Faculty	2.2% benchmark adjustment plus a pool of 4.3% to fund general increases, promotion and professor merit-on-base adjustments	Range increase of 3%
Support Staff	3.5% salary increase	Range increase 1.5%
Professional Staff	3.7% salary increase	Range increase 1.6%
Administrative Personnel	3.4% salary increase	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 2008-09 with an effective date of July 1, 2008, for twelve-month employees; and September 1, 2008, for nine-month employees; and

BE IT FURTHER RESOLVED, that incentive payments at the performance levels of 4.4% for support staff, professional staff and administration be made on August 15, 2008.

**BOARD ACTION:** A motion was made by Trustee Marva Cosby and seconded by Trustee Lawrence Porter. The motion carried.

**F. Graduation Process and Changes/Rates of Completion**

Beginning in Fall 2007, the Office of Registration and Student Records began removing the barriers that were believed to be impeding Sinclair students from receiving all of the credentials to which they were entitled. The first step in making the process more student-friendly was to remove the requirement to apply and pay for graduation. The burden of identifying students qualified to graduate was moved from the student to the Office of Student Records. This change has resulted in a far more accurate count of students who have completed certificates and degrees at Sinclair.

**G. One-Year Exception to Board Chair and Vice Chair Term Limits (Resolution #2008-14)**

The following resolution is being submitted to the Board by the Executive Committee. The Board is being asked to pass the following resolution to approve a second one-year exception to the three-year term limit for the Board Chair and Vice Chair positions.

**SUSPENDING CHAIR AND VICE CHAIR TERM LIMITS FOR A SECOND YEAR  
(RESOLUTION #2008-14)**

WHEREAS, the Sinclair Community College Board of Trustees' by-laws limit the terms of office for the Chair of the Board and the Vice Chair of the Board to three years; and

WHEREAS, the Board of Trustees continues to experience significant turnover over the past few years with a relatively newer Board yet becoming oriented to its role as a Sinclair Community College Board; and

WHEREAS, as with the Board of Trustees, the college has many new positions and employees who are yet becoming oriented to their respective roles; and

WHEREAS, all of the above factors can contribute to governance and operational instability, it is important to maintain leadership stability over the coming year;

NOW, THEREFORE, BE IT RESOLVED that the Board's by-law requirement of limiting the terms of office for the Chair of the Board and the Vice Chair of the Board to three years be suspended for the next fiscal year to allow Katherine Hollingsworth to continue to serve as Chair of the Board for one additional year, and for Lawrence Porter to continue to serve as Vice Chair of the Board for one additional year. This is the second year that this bylaw policy is extended.

LET IT BE FURTHER RESOLVED that board leadership succession planning will be a strategic initiative of the board in the coming fiscal year.

BOARD ACTION: A motion was made by Marva Cosby and seconded by Laurence Harkess. The motion carried.

#### **H. Board of Trustees Election of Officers (Resolution #2008-15)**

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

**BOARD OF TRUSTEES ELECTION OF OFFICERS  
(RESOLUTION #2008-15)**

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:***

**Katherine Hollingsworth, Chair of the Board of Trustees**

**Lawrence Porter, 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: A motion was made by Trustee Marva Cosby and seconded by Trustee Bernard Wright. The motion carried.

**I. Board of Trustees Organizational Meeting (Resolution #2008-16)**

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

**BOARD OF TRUSTEES ORGANIZATIONAL MEETING  
(RESOLUTION #2008-16)**

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 2008-09 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 9, 2008</b>	<b>3:30 p.m. – 5:00 p.m.</b>	<b>12-131</b>
<b>Wednesday, November 12, 2008</b> Note: Sinclair closed on Veteran's Day, Tuesday, November 11, 2008.	<b>3:30 p.m. – 5:00 p.m.</b>	<b>12-131</b>
<b>Saturday, January 24, 2009</b> <b>Board Advance</b>	<b>8:00 a.m. – 4:00 p.m.</b>	<b>12-131</b>
<b>Tuesday, March 10, 2009</b>	<b>3:30 p.m. – 5:00 p.m.</b>	<b>12-131</b>
<b>Tuesday, May 12, 2009</b>	<b>3:30 p.m. – 5:00 p.m.</b>	<b>7-310</b>
<b>Tuesday, June 9, 2009</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: The motion was made by Trustee Marva Cosby and seconded by Trustee Lawrence Porter. The motion carried.

## **J. Discussions and Requests**

- A request was made of staff to conduct an analysis of the effectiveness of scholarships in helping students attend the college. The implied question is *How effective are Sinclair scholarships in helping students attend and complete college?*
- It was requested that staff conduct an analysis of the college's merit award system for faculty. The committee recognizes that that the current system pays a flat amount to each meritorious awardee and perhaps instead of a flat amount, the amount should be a percentage of each awardee's base salary. The analysis should highlight the impact of offering varying levels of merit pay based on the different faculty ranks (instructor, assistant, associate, professor). It was also noted that the merit amount has been reduced in recent years and should be analyzed for possible increase.

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

- Information Services Status Report and Strategic Objectives
- University System of Ohio Update
- Commencement News
- Bylaws

This concluded the report of the Personnel and Curriculum Committee.

## **VI. FINANCE COMMITTEE REPORT TO THE TRUSTEES – TRUSTEE ROBERT CORBIN**

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

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#### **A. Allocation of Montgomery County Levy Proceeds for Fiscal Year 2008-09 (Resolution #2008-17)**

- 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.

**PROPOSED RESOLUTION - ALLOCATION OF MONTGOMERY COUNTY LEVY PROCEEDS  
FOR FISCAL YEAR 2008-09  
(RESOLUTION #2008-17)**

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

WHEREAS, the fiscal year 2008-09 budget of the unrestricted general fund for Montgomery County Operations is \$116 million; and

WHEREAS, the property tax levy is projected to provide approximately \$28 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 Board of 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 2008-09 operations as follows:

Approximately \$11 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 \$1 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 2008-09, 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 2008-09:

<b>Budget Category</b>	<b>Fiscal Year 2008-09</b>
Campus Police	\$ 2,000,000
Library Services	\$ 1,200,000
Student Scholarships	\$ 700,000
Academic Advising and Tutorial	\$ 2,300,000
Facility Maintenance, HVAC and Grounds	\$ 2,400,000
Information Technology	\$ 3,500,000
Student Services Support	\$ 3,900,000
<b>TOTAL</b>	<b>\$ 16,000,000</b>

BE IT FURTHER RESOLVED, that the \$28 million levy revenue, expense and transfer allocations be incorporated within the FY 2008-09 Operating Budget recommendation;

BE IT FURTHER RESOLVED, of the total unrestricted financial reserves of Sinclair Community College held on June 30, 2007, it is estimated that \$5 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:** A motion was made by Trustees Laurence Harkness and seconded by Trustee Marva Cosby. Warren County Trustees Richard Chernesky and Bernard Wright abstained from the vote. The motion carried.

**B. Operating Budget Recommendation (FY 2008-09)  
(Resolution #2008-18)**

- The FY 2008-09 Operating Budget Recommendation was reviewed by all three Board Committees, and the members of the Finance Committee proposed adoption by the full Board. Enclosure #06 was provided.
  
- The budget as recommended:
  - Supports the advancement of the college's strategic priorities which include increasing access, improving student success, expanding workforce development and achieving operational efficiencies.
  
  - Achieves the second and third year goals of the Board's three-year mandate (Board Resolution #2006-17) for financial restructuring.
  
  - Is consistent with the long-range financial plan that supported the recently passed replacement levy.
  
  - Is consistent with the business plan for the second year of operations at the Courseview Campus in Mason.
  
  - Conforms to current state budget legislation (House Bill 119) by holding tuition constant and by generating additional operating efficiencies.
  
- Key budget assumptions include:
  - A modest increase in state appropriations, consistent with preliminary estimates from House Bill 119.
  
  - Recognition of one-half fiscal year impact from the new levy, which commences in January 2009. Projections related to levy funding will be closely monitored in light of recent economic factors and the potential impact on property valuations.
  
  - Holding tuition constant for the third consecutive year.

- A significant increase in workforce development revenues, building upon growth experienced in the current year.
- Continuing efforts resulting from the *Program Alignment* process in terms of shifting resources to higher priority areas and restructuring costs for improved efficiencies. A significant emphasis was placed on reallocations of existing budgets as a first solution for funding initiatives and growth needs.
- Funding for institutional-based student scholarships of approximately \$1.4 million, including restoring \$500,000 that was temporarily shifted to the Foundation in the current year; combined with unrestricted scholarships from the Sinclair Foundation, total student scholarships for FY 2008-09 amounts to approximately \$2 million.
- Inclusion of competitive compensation adjustments as recommended by the Personnel-Curriculum Committee.
- Restoration of funding transferred to the capital budget to pre-cut levels and set aside of \$1 million to the Tuition Stabilization Fund. As a reminder, funds from the new levy will need to be set aside for 5-6 years as a build up in the Tuition Stabilization Fund balance for use in the later years of the ten-year levy cycle since levy income remains fixed.

**FY 2008-09 OPERATING BUDGET RECOMMENDATION  
(RESOLUTION #2008-18)**

WHEREAS, the operating budget recommendation for the FY 2008-09 fiscal year has been reviewed by the Finance Committee and is proposed to the full Board for approval; and

WHEREAS, the budget 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 second year of operations at the Courseview Campus that are consistent with the business plan pro forma; and

WHEREAS, the budget does not increase instructional and general fee tuition rates; and

WHEREAS, the budget includes projected state funding from the current state biennial budget effective July 1, 2007; and

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

WHEREAS, the budget includes continued cost savings and revenue enhancements resulting from the College's *Program Alignment* process; and

WHEREAS, the budget reinstitutes \$500,000 in scholarship funding in the college's operating budget temporarily funded by the Sinclair Community College Foundation Board in FY 2007-08; 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 2008-09 operating budget is approved as presented.

BOARD ACTION: A motion was made by Trustee Richard Chernesky and seconded by Trustee Marva Cosby. The motion carried.

Chairperson Katherine Hollingsworth thanked the residents of Montgomery County for their support of the Sinclair Community College levy.

### **C. Discussions and Requests**

- The committee has requested staff to review the entire scholarship system to ensure Sinclair is providing scholarships, where needed, to the types of students that need them, and at the level needed.
- In the future, when presenting the funding summary for scholarships and special projects, funding information for the previous year should be included in the report so that trends are illustrated.
- The Key Performance Indicator which measures the net operating budget margin will sometimes fall below the benchmark, due to the planned distribution of levy proceeds over the 10-year levy cycle. Therefore, the college should not be penalized with a "below threshold" rating when this occurs. The KPI should be adjusted to accommodate the planned financial management of the budget.
- Trustees would like staff to report separate net operating margin percentages in future financial analyses; one with levy funds and one without.
- Trustees requested a brief five-minute presentation which explains the various components of the college's faculty compensation system. A review of the college's compensation philosophy was included in the presentation to the full Board at the June 10<sup>th</sup> meeting before the Compensation Recommendations.

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

- Board Designated Endowment (FY 2008-09) Personnel Curriculum Resolution Item
- FY 2008-09 Scholarship and Special Projects Personnel Curriculum Resolution Item
- FY 2008-09 Performance Pay Recommendation (Based on Key Performance Indicators) Personnel Curriculum Resolution Item
- FY 2008-09 Compensation Recommendation Personnel Curriculum Resolution Item
- Information Services Status Report and Strategic Objectives
- Review of Board By-Laws
- Sinclair College Annual Audit Status
- Sinclair Foundation Annual Audit Status
- Capital Projects Status
- Non-Cash Donations
- Commencement News

This concluded the report of the Finance Committee.

**VII. STRATEGIC LINKAGES COMMITTEE REPORT TO THE TRUSTEES – BERNARD WRIGHT**

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

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**A. Resolution Establishing the Honoring of Former Trustees (Resolution #2008-19)**

This resolution establishes a consistent process to appropriately honor individuals who have served as Board Trustees for ten or more years and who have not previously been honored.

**RESOLUTION ESTABLISHING  
THE HONORING OF FORMER TRUSTEES  
(RESOLUTION #2008-19)**

WHEREAS, Sinclair Community College desires to recognize and honor members of the college's Board of Trustees who have completed ten or more years of honorable service as a college Trustee; and

WHEREAS, this recognition of service to the college is intended to honor long-term Trustee service in a consistent manner; and

WHEREAS, this policy and resulting process will be complimentary to and consistent with the college's facilities naming policy (Resolution #2004-05); and

WHEREAS, appropriate naming opportunities to honor former Trustees are classroom teaching and learning facilities as they represent the central core mission of the college;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees may offer former Trustees, who have served ten or more years of honorable service, a college classroom to be named in their honor; and

BE IT FURTHER RESOLVED, that a sign be placed on the outside of each selected classroom identifying that classroom as being named for the Trustee being honored; and

BE IT FURTHER RESOLVED, that this policy applies to former Trustees who otherwise have not been previously honored and recognized and who have completed their terms of service since the year 2000.

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

## **B. Ohio Skills Bank**

- The Ohio Skills Bank initiative is an effort outlined in the Chancellor's ten year strategic plan, to better align the State's higher education system with the needs of the business community. Enclosure #07 was provided.
- The newly created University System of Ohio includes ABLE, Career Technical Centers, Community Colleges and 4-year institutions with a focus on workforce development.
- The goal of the Ohio Skills Bank is to seamlessly link workforce development, education and the needs of businesses.
- Sinclair Community College was asked in March by the Chancellor to lead the Ohio Skills Bank initiative for Economic Development Region 4.
  - The State is divided into 12 Economic Development Regions.
  - Region 4 is comprised of the Counties of Champaign, Clark, Clinton, Darke, Greene, Miami, Montgomery, Preble, and Shelby
- Sinclair is currently serving as the interim coordinator through August 30, 2008 and will be submitting an application on June 10 to serve as the coordinator for September 1-June 30, 2009.
- The interim coordinator contract was for \$60,000.
- While the timeline has yet to be determined, the initial contracted tasks include:
  - Asset mapping
  - Labor market data analysis
  - Supply/demand gap analysis
  - Facilitation across 9-county economic development region which includes but is not limited to education/training suppliers, one stops, employers, trade associations, and the Department of Development.

## **C. DPS Update**

On June 6, 2008, a planning retreat was held between key representatives from the college and Dayton Public Schools with regard to the Ponitz Career Technology High School. The purpose of the retreat was to clarify roles and responsibilities for the joint venture. The vision for the Ponitz Career Technology High School is for students to be educated in career pathways in today and tomorrow's technologies. Additionally, all students earn college credits prior to high school graduation.

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

- Operating Budget Recommendation (FY 2008-09)
- Foundation Update

- Board Appointments Update
- Review of Board Bylaws
- State Budget Update
- Commencement News

This concluded the report of the Strategic Linkages Committee.

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

- A. Sinclair Community College’s commencement ceremony was held June 13, 2008. County Commissioner Dan Foley served as the commencement speaker. A total of 723 students participated in the commencement ceremony. There were 1,685 graduates and potential graduates of associate degree programs for AY 2007-08, which is the largest graduating class from Sinclair Community College.
- B. Senior Vice President Robert Johnson reported the preliminary enrollment numbers indicate that summer enrollment has increased over previous years.
- C. Congratulations, and thanks, to all for another remarkable year of providing affordable high-quality higher education.

**IX. EXECUTIVE SESSION – KATHERINE HOLLINGSWORTH**

A motion to go into Executive Session was made by Katherine Hollingsworth and seconded by Lawrence Porter. By a roll call vote, the Board voted unanimously to go into Executive Session at 4:40 p.m., for personnel reasons, to discuss an employee evaluation and compensation matter. The regular meeting of the Board adjourned after the end of the Executive Session at 5:20 p.m. with no further items considered.

**X. ADJOURNMENT – KATHERINE HOLLINGSWORTH**

The meeting adjourned at 5:20 p.m. Any materials referenced may be found with the permanent file copy of the Board agenda.

\_\_\_\_\_  
Chairman

ATTEST: \_\_\_\_\_  
Secretary