

Agenda
Sinclair Community College
Board of Trustees

May 12, 2009

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

I. ROLL CALL (VERBAL)

II. WELCOME TO SPECIAL GUESTS – KATHERINE HOLLINGSWORTH

III. APPROVAL OF MINUTES (Enclosure #01)

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

A. NU PI CHAPTER OF PHI THETA KAPPA RECEIVES AWARDS

The Nu Pi chapter of Phi Theta Kappa honor society was recognized for its accomplishments at the International Convention in Dallas, Texas.

Nu Pi received Hallmark Awards for its Service and Scholarship programming, and also was recognized as one of the twenty-five Distinguished Chapters out of the honor society's 1200 chapters. Additionally, Chapter President and Ohio Regional Vice President Jeff Gerken was chosen as the Ohio Region's flag bearer for the convention's opening ceremony.

**B. SINCLAIR BASEBALL CLAIMS OHIO COMMUNITY COLLEGE ATHLETIC
CONFERENCE CHAMPIONSHIP**

The Sinclair Tartan Pride baseball team has been named the Ohio Community College Athletic Conference Champs. With the conference title, the Tartan Pride will get an automatic bid to the NJCAA Region 12 Tournament in Battle Creek, Michigan. The winner of the regional will go onto the World Series in Enid, Oklahoma.

**C. INDIVIDUALIZED LEARNING PLAN RECEIVES NASPA SILVER MEDAL AND
GOLD AWARDS FOR PROGRAM EXCELLENCE**

Sinclair's Individualized Learning Plan (ILP) recently received the 2009 NASPA (Student Affairs Administrators in Higher Education) Silver Medal and Gold awards for program excellence. The Gold award recognizes Commuter, Off Campus and related programs. The Silver Medal award is recognized from approximately 200 applicants across all program areas.

Sinclair student, Barbara Philpot, has benefitted from the Individualized Learning Plan. She is a 1976 graduate of Trotwood-Madison High School. For over 22 years Barbara worked for the GM/Delphi Corporation as a machinist and

assembly line operator. Nine of those years were spent in the position of appointed Human Resource Representative by the International Union of Electrical Workers (IUE).

Barbara first attended Sinclair the fall and winter of 1976/1977. After being displaced from GM, Barbara returned to Sinclair in 2008 using funds provided by Sinclair's Displaced Worker Scholarship. Those funds allowed Barbara to remain in college until her TAA (Trade Adjustment Act) contract was processed. Barbara's Sinclair goals are to obtain a Social Service certificate and a Paralegal degree.

D. DR. NICK REEDER RECEIVES FACULTY INNOVATOR AWARD

Dr. Nick Reeder, Professor of Electronics Engineering Technology, was recently selected by Ohio Board of Regents Chancellor Eric Fingerhut as one of 10 winners of the University Stem of Ohio's first Faculty Innovator Awards. The awards recognize the work faculty have done to introduce digital course materials in the classroom that "enrich and make college textbooks for affordable for their students." Reeder was honored for developing four online lab manuals for electric circuits and a labVIEW simulation software course.

E. PUBLIC RELATIONS DEPARTMENT RECEIVES THREE PRISM AWARDS

The Public Relations Department won three Prisms from the local Dayton Area Public Relations Society of America for the following projects:

Crisis Relations Category – Sinclair Weathers Data Security Incident
Community Relations Category – Chelsea Clinton Comes to Sinclair
Community Relations Category – Sinclair Community College 2008 Levy Campaign

These awards are now eligible for submission into the East Central District Diamond Awards later this fall.

V. PERSONNEL AND CURRICULUM COMMITTEE REPORT TO THE TRUSTEES – MARVA COSBY

ITEMS FOR BOARD DISCUSSION AND/OR RESOLUTION

A. Personnel Actions (Enclosure #02)

The Personnel and Curriculum committee was updated as requested on personnel actions. The following personnel systems were presented and discussed:

- Faculty Promotion (40 faculty recommended for promotion)
- Faculty Tenure (23 faculty recommended for tenure)
- Faculty Merit Pay (176 faculty recommended for performance merit pay)
- Professor Emeritus Award (retired professors Gary Mitchner and Denise Moore recommended for selection as Professor Emeritus)
- Evaluations of First-Year Faculty (10 full time faculty were evaluated and rated as proficient)
- Sabbatical Leave Requests – no sabbaticals granted

The Trustee Committee had requested that specific details about personnel be removed from Trustee review, and only a review of the overall results of the processes be presented to the Board. President Johnson informed the Trustees that he personally met with each faculty and staff committee of the various processes listed above. All proceedings have been found to be in compliance with the respective personnel policies and in accord with the intent of those policies.

B. Compensation Planning (Enclosure #03)

A thorough discussion was held on the financial operating budget, of which some 80% of that budget will be dedicated to personnel expenditures.

From a workload perspective it was noted that the volume of business (student enrollment) at Sinclair this year is up at least 11% over last year, that spring enrollments are up over 14% over last spring, and that the coming operating year is expected to be up yet again some 6% to 8% in enrollment over current year.

From an overall performance perspective discussed was the fact that the broad-based college performance indicators (KPIs) are expected to show significant positive results for the year (and serve as the basis for the college wide performance pay system that ranges up to 7% in one-time performance pay for staff).

On the issue of the college's ability to increase salary and benefits costs, much concern remains over the level of income that the college can expect over the coming two-year state budget cycle. There is even more concern about the two years after that (when billions of dollars of federal economic stimulus dollars are not available for the state budget as they are for the coming two years).

While the college is not in complete financial distress like so many businesses and organizations, the ability to award higher salaries (as normally planned) and to award performance pay at previously-established normal levels (and to also maintain the generous benefits levels) is at this time very uncertain.

The President expressed a desire that employees be recognized for their extraordinary performance and increased workload in these difficult economic times (and as much as reasonably possible that this recognition come in the form of salaries, wages, and performance pay).

C. Quarters to Semesters Conversion Planning (Enclosure #04)

In summary: Internal college committees are completing the final phases of planning for semester conversion. The President plans to make a final recommendation to the Board of Trustees at the July 1 board meeting for a final "go" or "no go" decision.

At this time it is expected that a conversion will be a very large undertaking. Virtually all functional areas of the college will be involved and impacted. This conversion will take capacity away from other initiatives and is expected to require additional expenditures of over \$1 million.

As involved as this conversion is estimated to be, it is probably critical given that virtually all Ohio colleges and universities will eventually be on a semester system by the year 2012.

D. Strategic Plan for Diversity (Enclosure #05)

The final stage of the thorough diversity audit is nearing completion. Numerous recommendations are being reviewed and will be presented to the Trustees in an upcoming meeting.

E. Discussions and Additional Information Requests

- The staff has been asked to obtain benchmark information on other Ohio and League community salary level plans for the coming year.

F. Record of Items Reviewed by the Committee

- State Budget Update
- Sinclair Operating Budget Update
- Enrollment Growth and Management Implications
- New, Proposed or Anticipated Legislation with Employer Impact

- Healthcare/HSA Information
- Spring Term Enrollment Summary
- Employer Responses to Financial Difficulties
- Faculty-Administration Issues Matrix/Staff-Administration Issues Matrix

This concludes the report of the Personnel and Curriculum Committee.

VI. FINANCE COMMITTEE REPORT TO THE TRUSTEES – MARY BOOSALIS

ITEMS FOR BOARD DISCUSSION AND/OR RESOLUTION

A. Facilities Master Plan FY 2010-2015 (Enclosure #06)

- May is the month the college traditionally brings forward an updated facilities master plan and annual capital budget request (in this case for FY 2010). The master plan document has been prepared and is enclosed.
- However due to the extraordinary degree of uncertainty in the economic and state budget situation, college administration is only recommending approval of a portion of the FY 2010 capital budget projects and equipment at this time. The remaining plan requests will be put on hold pending reassessment in the fall. If conditions are favorable, the college will then ask for additional spending approval.
- The recommended amount of capital budget projects and equipment for immediate approval and release is \$6,847,310 or about 50% of the \$13,341,913 total. These items represent the most critical renewal and replacement needs and/or projects that are scheduled for summer work. Further, about one-fourth of the recommended total relates to projects that have already been earmarked from available state basic renovation monies. A summary of these capital projects and equipment for approval are included in Enclosure #06.
- It should be noted that the other five years of the master plan (FY 2011 – FY 2015) represent preliminary projects and placeholder funding, not all inclusive, that would be reassessed, updated and recommended for funding in each ensuing year.
- The Finance Committee reviewed the Facilities Master Plan and Capital Budget recommendation for FY 2010 and recommends adoption of the following Board resolution.

FACILITIES MASTER PLAN FY 2010-2015
(RESOLUTION # 2009-04)
MAY 12, 2009

WHEREAS, the Board has adopted a policy requiring submission of an annual capital budget; and

WHEREAS, criteria have been developed to ensure the proposed capital budget is appropriate, prudent and consistent with the most important college needs; and

WHEREAS, the FY 2010 capital budget recommendation submitted for approval is funded by adequate college and state funding sources; and

WHEREAS, approval and release of only a portion of FY 2010 capital budget funds in the aggregate amount of \$6,847,310 (the control total) is recommended at this time due to the uncertainty of economic and state budget conditions, and

WHEREAS, college administration will assess the financial conditions and, as appropriate, will submit a request to the Board during FY 2010 for further approval and release of remaining capital budget projects and equipment; and

WHEREAS, the Finance Committees has reviewed and recommends partial approval of the FY 2010 capital budget to the full Board at this time;

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. The proposed partial list of capital equipment and projects indicated in Enclosure #06 be approved for FY 2010 (\$6,847,310 control total) with the following breakdown of spending:
 - \$1,292,602 be allocated for capital equipment funds; and
 - \$4,169,611 be allocated for FY 2010 projects over \$50,000 each; and
 - \$229,329 be allocated as an aggregate contingency for FY 2010 projects over \$50,000; and
 - \$557,800 be allocated for FY 2010 projects under \$50,000 each; and
 - \$30,679 be allocated as an aggregate contingency for FY 2010 projects under \$50,000.
 - \$567,289 be allocated for professional services for FY 2010 projects.

Board Action: _____

B. Sinclair Operating Budget Update

An update of the Sinclair FY 2010 operating budget status was provided to all three Board committees as follows:

- Although the state budget is largely unsettled at this time, the college has taken a number of steps to prepare its FY 2010 operating budget and create alternative funding scenarios.
- Much of the discussion focused on possible state budget outcomes. It was suggested that the economic and state budget climate will likely be very uncertain and unreliable for the next 2-3 years.
- A balanced budget recommendation will be brought forward to the Board at its July meeting. The budget will need to maintain forward momentum the college has achieved over the past several years and support the substantial enrollment growth that is currently being experienced. Key budget components still to settle on include state funding and other revenues, personnel and scholarship funding.

C. Proposed Adjustments to Course-Specific Program and Lab Fees/Resolution

As is typical on most campuses, Sinclair has a long-standing practice of assessing fees in conjunction with courses that are extraordinarily expensive to offer. Such fees are reviewed and adjusted periodically in relationship to course expenses and the college's overall budget. Sinclair has kept its application of these course fees to a minimum and eliminated the majority of these fees in 2001.

The fees support the following types of extraordinary instructional costs:

- Clinical supervision of students in health care programs that requires a high ratio of faculty to students and includes daily travel to and from clinical sites
- Significant consumable supplies and materials used in courses (for example, science labs, culinary courses)
- Courses that make use of extensive and unique software in computer-equipped classrooms
- Courses for which specialized tutoring or supplemental instruction are provided through special centers (for example, the Math Help Room, the Writing Center, the Tutoring and Learning Center for developmental education students, and the Foreign Language Lab)

- Classes that have direct pass-through of special student-specific costs (for example, clinical insurance in Allied Health programs)
- Courses with expensive private lessons (for example, individual Music course lessons; Aviation flight school)
- Courses within special training arrangements (for example, Criminal Justice Police Academy)

Currently, about 240 (11%) of all 2,100 active courses in the inventory have a program or lab fee. The majority of these fees range from \$5 - \$15 per course. These fees generate approximately \$900,000 in annual revenue or about 2% of total student tuition and fee revenues. Two programs, Aviation flight school and the Criminal Justice Police Academy, have unique, higher cost fees that account for more than one-half of all program and lab fee revenue.

The proposal for FY 2010 is to make normal and customary inflationary adjustments in some of the courses with existing program and lab fees and to add modest program and lab fees (most courses would be \$2) to about 150 (7%) of additional courses. The proposal is a result of an assessment, led by the Senior Vice President and Provost in consultation with the Academic Deans and Academic Chairpersons, of courses in relationship to extraordinary costs.

While the final list of course adjustments is still under review, it is estimated that these adjustments will generate approximately \$450,000 in additional annual revenue for the college's operating budget. In light of the prospects of constrained or reduced state funding and the projected continuation of a mandated tuition freeze, this modest additional revenue is necessary to help balance the budget for next year and for long-term sustainability.

This proposal is being brought forward in May so that these fee adjustments can be implemented effective Fall 2009 registrations (registration process begins on May 27). Therefore, the following resolution is recommended for the Board's adoption:

**ADJUSTMENT OF COURSE-SPECIFIC PROGRAM AND LAB FEES
(RESOLUTION # 2009-05)
MAY 12, 2009**

WHEREAS, the Board of Trustees of Sinclair Community continues its long-standing dedication to affordable, accessible, and high-quality college education; and

WHEREAS, to provide extraordinary affordability the Trustees have over the past nineteen years frozen tuition twelve times, and in 2001 eliminated a majority of other course-specific program and lab fees; and

WHEREAS, the college applies course-specific program and lab fees to a limited number of courses that have extraordinarily high or special costs; and

WHEREAS, Sinclair adjusts these course-specific program and lab fees periodically based on an assessment of course costs and the need for adequate financial resources to provide quality instructional services to a substantially growing student enrollment; and

WHEREAS, this action will add or increase fees for approximately 350 courses (representing 17% of the total inventory of 2,100 courses); and

WHEREAS, the proposed adjustments will yield approximately \$450,000 in annual revenue;

NOW, THEREFORE, BE IT RESOLVED that the Trustees of Sinclair Community College direct the Sinclair President to implement specific adjustments to selected course-specific program and lab fees as recommended by the Senior Vice President and Provost effective fall 2009 registrations.

Board Action: _____

D. Discussions and Requests

- The Finance Committee carefully processed the FY 2010 capital budget recommendation to approve and release funding for about one-half of the total planned spending. While recognizing the need to hold back some funding in light of budgetary conditions, members expressed concerns about potential issues (e.g., deferred maintenance or safety) that could result from delaying and/or possibly eliminating projects. It was indicated that the initial release of funds will provide necessary funding for all scheduled summer and early fall projects and if the remaining funds are released later in the year, delaying approval should not have any unfavorable consequences. It was observed by the President that the college spends

vast more funds on operations (people) than on capital (buildings and equipment) and that capital spending in recent years is below historical averages.

- There was continued discussion regarding the status of the state of Ohio's operating budget development for the next biennium and the Sinclair's FY 2010 operating budget. The President mentioned that the college's operating budget proposal to be submitted to the Board in July may well be an initial version that will need to be re-visited and revised at mid year. In light of continued worsening news about state revenues and the unpredictability of specific higher education funding allocations to Sinclair, it was emphasized that the college should be very cautious in setting revenue budgets and in recommending compensation and other cost actions.

E. Records of Items Reviewed by the Committee

- State Budget Update
- Employee Compensation, 2009-10
- Foundation Scholarships Update
- Quarters to Semester Conversion Planning
- SCC Interim Financial Statements
- Auditor Selection Process
- Internal Control Checklist
- Capital Budget Status Report

This concludes the report of the Finance Committee.

VII. STRATEGIC LINKAGES COMMITTEE REPORT TO THE TRUSTEES – BARNEY WRIGHT

ITEMS FOR BOARD DISCUSSION AND/OR RESOLUTION

A. Amendments to the OACC Agreement to Create a Regional Council of Governments

All of the community college members of the OACC are being asked to approve changes in the foundational document for the association. The changes give the association more flexibility in appointing officers and hiring staff.

The Strategic Linkages Committee recommends the following resolution to the full Board.

APPROVAL OF OACC
“AGREEMENT TO CREATE A REGIONAL COUNCIL OF GOVERNMENTS”
(RESOLUTION #2009-06)
MAY 12, 2009

WHEREAS Sinclair Community College is a member college of the Ohio Association of Community Colleges and a party to the Ohio Association of Community Colleges’ founding document – *Agreement to Create a Regional Council of Governments Consisting of Community, State Community, and Technical Colleges (AGREEMENT)*; and

WHEREAS, the AGREEMENT may be amended upon the written consent of three quarters of the member college boards of trustees; and

WHEREAS, the Governing Board of the Ohio Association of Community Colleges at its October 24, 2008 meeting reviewed and, based upon its determination that the proposed amendments to the AGREEMENT were in the best interest of the Association, voted to endorse such proposed amendments and to recommend that the boards of trustees of the member colleges formally approve the proposed amendments to the AGREEMENT by the Association’s 2009 annual meeting scheduled for May 14 and 15, 2009; and

WHEREAS, the Board of Trustees of Sinclair Community College has reviewed the proposed amendments to the AGREEMENT that were endorsed by the Governing Board of the Ohio Association of Community Colleges,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Sinclair Community College hereby consent to the proposed amendments to the Ohio Association of Community Colleges’ *Agreement to Create a Regional Council of Governments* as endorsed by the Ohio Association of Community Colleges Governing Board.

Board Action: _____

B. State Budget Update (Enclosure #07)

- Sinclair has been actively monitoring House Bill 1, the state's FY2010-2011 budget bill. Several issues are being closely tracked, which are summarized on the enclosure.
- Sinclair representatives have been advocating with the Ohio Association of Community Colleges and the Miami Valley state legislative delegation.
- HB 1 has been passed by the House of Representatives and is currently being debated by the Ohio Senate. The bill must be signed into law by the end of the fiscal year on June 30, 2009.

C. Bank Street Properties Acquisition Process

The process for acquiring the three remaining parcels in the Bank Street area west of the Great Miami River was reviewed.

- The process has been underway for some years. Though the courts have found in favor of Sinclair, the process has become complicated by a series of legal motions.
- As of the committee meeting, Sinclair's special counsel had extended an offer to arrange a meeting involving representatives of all of the parties as well as the Attorney General's office.

D. Foundation Study Phase

The Foundation is in the early stages of exploring the feasibility of conducting additional fund raising campaigns.

- Hodge Cramer has been retained to assist in the study phase, which will include interviews with key constituents and an environmental scan.
- Committee members were asked to provide input on the development of this early study stage.

E. League for Innovation Update

President Johnson and Provost Grove attended the spring board meeting of the League for Innovation, providing an opportunity to share best practices and learn from the experiences of other colleges.

- There was thorough discussion of the cost-cutting measures many colleges are implementing during these difficult budgetary times.
- Martha Kanter, Chancellor of League board member college Foothill-DeAnza Community College, has been named by President Obama as Undersecretary for the Department of Education. Dr. Kanter's work with community colleges and ensuring access to higher education for all citizens will likely help to shape the Obama administration's higher education agenda.
- President Johnson has been named to a small study team to develop a strategic vision for community colleges for the Obama administration. The vision will be built on three important values:
 - Access,
 - Student success through retention, and
 - Developing students for careers in emerging and growing fields.

F. Recognition of Former Trustees (Enclosure #08)

Sinclair Board Resolution 2008-19 (June 10, 2008) resolves that Sinclair trustees with "ten or more years of honorable service" be honored with the naming of a college classroom.

- The enclosure includes a list of trustees who have served ten or more years. A few recent trustees, notably Ethel Washington-Harris (15 years) and Joyce Young (10 years), have not yet been recognized for their significant terms of service.
- The enclosure also includes a list of appropriate college classrooms that could be named in honor of trustees with significant service.
- A process for offering them a selection of naming opportunities will be put in place in the coming weeks.

G. Discussions and Requests

- The committee suggested approaching the Chancellor's office and asking that, in lieu of special consideration of a general fee increase, Sinclair instead receive the state support of instruction (SSI) funding intended by the Governor (4.7% for community colleges) in place of the amount of SSI funding that is projected to be distributed to Sinclair through the currently calculated two-year college funding formula (1% in Year 1; 3.6% in Year 2)- agreed to by the OACC.

H. Record of Items Reviewed by the Committee

- State Budget Update
- Sinclair Operating Budget Update

This concludes the report of the Strategic Linkages Committee.

VIII. PRESIDENT’S ADDITIONAL NOTICES – STEVEN JOHNSON

- A. Ten Major Strategic Issues on Sinclair’s Horizon
- B. Sinclair Community College’s commencement ceremony will be held Friday, June 12, 2009. A dinner for the Trustees will begin at 5:00 p.m. in the Boesch Lounge. The processional will begin at 6:45 p.m. at the University of Dayton arena. Former Trustee Ethel Washington-Harris will serve as the commencement speaker.
- C. The goal for the 2009-10 Sinclair United Way campaign has been set for \$140,000. Co-chairs for this year’s campaign include Allison Rhea, Sally Lahmon, Bob Creager, and Cathy Harter.
- D. Other last-minute announcements . . .

IX. ADJOURNMENT – KATHERINE HOLLINGSWORTH