

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

September 9, 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, September 9, 2008, in Building 12, Room 131 of the college by Chairperson Katherine Hollingsworth.

**I. ROLL CALL (VERBAL)**

**Trustees Present:** Ms. Mary Boosalis, Mr. Richard Chernesky, Mr. Robert Corbin, Ms. Marva Cosby, Mr. Gregory Edwards, Mr. Laurence Harkness, Mr. Gerald Hauer, Ms. Katherine Hollingsworth, Mr. Lawrence Porter, Mr. Bernard Wright

**Trustees Absent:** Ms. Paula MacIlwaine

**Also Present:** Ms. Natasha Baker, Director of College Relations; Mr. Jeff Boudouris, Vice President and Chief Financial Officer; Ms. Annesa Cheek, Senior Director of Advancement; Dr. Dave Collins, Dean of Life and Health Sciences; Dr. Mary Gaier, Vice President for Organizational Development; Dr. Helen Grove, Senior Vice President and Provost; Mr. Gary Honnert, Director of College Communications; Dr. Tom Huguley, Associate Provost; Ms. Madeline Iseli, Chief of Staff; Ms. Denise Jepsen, Secretary to the Board; Dr. Robert Johnson, Senior Vice President; Dr. Steven Johnson, President; Dr. Ken Kohlenberg, Faculty Senate President; Dr. Sue Merrell, 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, Vice President of Advancement; Ms. 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. APPROVAL OF MINUTES**

The minutes of June 10, 2008, were approved.

**III. INTRODUCTION: TRUSTEE PAULA MACILWAINE – KATHERINE HOLLINGSWORTH**

Ms. Paula MacIlwaine was appointed to the Sinclair Community College Board of Trustees, effective August 1, 2008 to July 31, 2013. Trustee MacIlwaine enjoyed a long career as a Montgomery County Commissioner, elected four times (1976-1990) and served as President of the County Commission. Following her tenure with the commission office, Paula held positions as Director of National City Bank and President/CEO and owner of

Earthwell International Technologies, Inc., an environmental business in Dayton. She is currently serving the Dayton community as a volunteer. Trustee MacIlwaine holds a baccalaureate degree from Ohio Wesleyan University in Political Science.

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

##### **A. RECOGNITION OF STUDENTS FROM SINCLAIR COURSEVIEW CAMPUS CENTER**

Chairperson Katherine Hollingsworth recognized the following students who are the first to complete a multi-quarter certificate program in Activities Programming at the Sinclair Courseview Campus Center: Carol Boase, LelaShawna Booker, Cheryl Flaherty, Kay Keish, Kathleen Linton, and Jennifer Romero.

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

##### **PRESENTATION: FALL CONFERENCE**

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##### **A. Presentation: Fall Conference**

A video of the vice presidents, which highlighted activities in their respective division, was shown. The video was also shared with the faculty and staff at the Sinclair Fall Conference on September 4, 2008.

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

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##### **A. Key Performance Indicators (Resolution #2008-20)**

In the fall of each year, the Board is presented with the Key Performance Indicators (KPIs) that will be used to assess progress within each of the six strategic clusters: Student Learning and Support Services; Workforce Development Services; Community Service; External Accountability and Support; Organizational Development and Effectiveness; and Financial Management and Resource Development. Enclosure #02 was provided.

- The weighted KPIs for FY09 are fundamentally the same as those used last year with adjustments to reset the targets as appropriate. However, this year's list is expanded to incorporate a second set of metrics that is taken from the Strategic Plan for the University System of Ohio accountabilities and the "momentum points" that are currently proposed for use in a new State funding formula. These items will be observed and reported this year and, as appropriate, used as additions or replacements for current KPIs in the following year. They will not be included in calculations of incentive pay amounts for this year.
- The results of measuring the weighted KPIs are used at the budget year-end to determine the percentage of incentive pay for staff and administration. Faculty members participate in the merit pay system and are, therefore, not eligible for incentive pay.

- The six-year trend for incentive pay based on KPIs follows.

FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2007-08
5%	5%	4%	3.9%	4.4%	4.4%

The following resolution approves the recommended Key Performance Indicators for 2008-09.

**RESOLUTION TO APPROVE THE RECOMMENDED  
KEY PERFORMANCE INDICATORS FOR 2008-09  
(RESOLUTION #2008-20)**

WHEREAS, the Key Performance Indicators of the college reflect fundamental gauges of college achievement as developed from the strategic clusters of college service (Student Learning and Support Services, Workforce Development Services, Community Service, External Accountability, Organizational Development and Effectiveness, Financial Management and Resource Development); and

WHEREAS, the results of the Key Performance Indicators will be reported to the Board of Trustees at the June, 2009 meeting; and

WHEREAS, the Key Performance Indicators are employed to determine the incentive pay percentage component of the yearly compensation package for staff, professional staff, and administration; and

WHEREAS, the Board has reviewed the Key Performance Indicators for 2008-09;

NOW, THEREFORE, BE IT RESOLVED, that the Board accepts the Key Performance Indicators for 2008-09.

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

## **B. Summer and Fall Enrollment Report**

- The college has two measures of enrollment: full-time equivalent (FTE) and unduplicated headcount. Final enrollment numbers are not available until 30 days after the quarter ends. Enclosure #03 was provided.
- The current enrollment numbers for both Summer and Fall 2008 are significantly up in comparison to last year.
  - Summer 2008 enrollment was up by 8.5% in unduplicated headcount and 17.8% in FTE.

- As of September 8, Fall 2008 enrollment increased by 7% in unduplicated headcount and 9% in FTE. *(This is a preliminary count and will not be complete or official for several weeks.)*
- The following questions were raised by the Trustees, and responses were provided.
  - Q. Are there parking issues due to the enrollment increase?
    - A. The Learning Centers at Huber Heights and Englewood, as well as online courses, have made the parking better at the Dayton campus.
  - Q. What are the implications of forecasting student enrollment in the future? What does this mean in terms of the budget?
    - A. We have seen a marginal steady growth pattern and have restructured systems and processes.
  - Q. At what point will we exceed capacity if we have a sustained growth?
    - A. There is still more capacity at Huber Heights and Englewood Learning Centers. We need more time to conduct an analysis.

### **C. Update on Regional Instructional Delivery**

- In addition to its Dayton campus, Sinclair delivers instruction through established learning centers in Englewood and Huber Heights (Montgomery County), Courseview (Warren County) as well as online. The centers are bringing significant numbers of new students to Sinclair.
- Online enrollments continue to grow, and the college is expanding the number of degree and certificate programs that can be completed fully online. Enclosure #04 was provided.

### **D. Sinclair Involvement with Ponitz Career Technology Center**

- At the Board Advance on January 28, 2006, the Sinclair Board approved a total of \$4 million for Sinclair to support the Dayton Public Schools' new David H. Ponitz Career Technology Center. Of these monies, \$2.5 million is allocated for scholarships and \$1.5 million is allocated for equipment. Enclosure #05 was provided.
- Construction for the Ponitz Career Technology Center is underway and is scheduled to be completed in March, 2009. Classes will begin in August, 2009. Lead planners have been identified by both DPS and SCC to coordinate and operationalize all aspects of the partnership and the Educational Plan for the Ponitz CTC.
- Sinclair faculty and Dayton Public School teachers will be working collaboratively to develop the content of high school, dual enrollment, and college courses.

- The Ponitz Career Technology Center is a significant Downtown Dayton expansion for Sinclair.

#### **E. FY 08 Curriculum Report**

- During 2007-08, 1,165 curriculum proposals for Sinclair were reviewed, approved and reported to the Ohio Board of Regents.
- Through continued design improvements of the online Curriculum Management Tool (CMT), accurate and current curriculum is pulled directly from CMT into the college website and catalog.
- A large percentage of this year's curriculum revisions support statewide articulation and transfer, program streamlining, general education outcomes, and assessment/accountability initiatives. The college's work to ensure alignment of its curriculum with regional needs continues.

#### **F. Discussions and Requests**

- It was noted that when the committee meeting moves later in the day, as the recent meeting did, it is more difficult for Trustees to attend. The request was made to keep the meeting at noon as traditionally scheduled.
- It was suggested that Sinclair's strategic alignment with the State Plan have significant time on the upcoming Board Advance Agenda.
- It was requested that the Trustees be given a tour of the new DPS Ponitz Career Technology Center.
- The following presentations to the full Board were requested (to be presented one each meeting over the course of the year):
  1. Distance learning overview
  2. Reaccreditation projects
  3. Tour of the new DPS Ponitz Career Technology Center
  4. An overview of the services and business of the Building 12 conference center
  5. An overview of Sinclair's total workforce development services

#### **G. Record of Items Presented by Staff to the Committee**

- FY 2008-09 Budget Planning Book
- Sinclair Alignment with the University System of Ohio (USO) Ten-Year Plan
- Strategic Initiatives Vice President Organizational Development
- FY 09 Board Presentations
- FY 08 Advisory Committees Summary

- Faculty-Administration Issues Matrix
- Staff-Administration Issues Matrix

This concluded the report of the Personnel and Curriculum Committee.

## **VI. FINANCE COMMITTEE REPORT TO THE TRUSTEES – MARY BOOSALIS**

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

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#### **A. Accepting County Levy Rates (Resolution #2008-21)**

- This is an annual resolution filed with the Montgomery County Auditor.
- Each year, the County Auditor sends an estimate of the rate of tax necessary to be levied by the Sinclair Board for the upcoming calendar year. Sinclair must then approve a resolution accepting such rate and authorizing the tax levy.
- For calendar year 2009, the amount of estimated tax collections to be distributed by the County Auditor's office is \$31,874,303. This amount reflects the first year of the new 3.2 mill levy and is consistent with estimates received from the County Auditor in conjunction with the levy campaign. In addition to the amount certified by and received from the County Auditor, the college is estimated to temporarily receive approximately \$2.7 million in separate payments from the state related to the phase-out of tangible personal property and other taxes.
- Ohio Revised Code section 3354.25 specifies that a resolution of this nature be voted upon only by members of the Sinclair Board of Trustees who are residents of Montgomery County.

**ACCEPTING COUNTY LEVY RATES  
(RESOLUTION #2008-21)**

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

WHEREAS, the College's President and Chief Financial Officer have reviewed the amount and rate and recommend adoption of this resolution; 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, by the Montgomery County resident members of the Board of Trustees of the Warren County Montgomery County Community College District, Montgomery County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certifications, are hereby accepted; and

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

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND  
COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	Amount Approved By Budget Commission Inside 10 M. Limitation	Amount to Be Derived From Levies Outside 10 M. Limitation	County Auditor's Estimate of Tax Rate To Be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
Warren County Montgomery County Community College	Column I	Column II	III	IV
General Fund		\$31,874,303		3.20
Total		\$31,874,303		3.20

SCHEDULE B  
LEVIES OUTSIDE 10 MILL LIMITATION  
EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized To Be Levied	County Auditor's Estimate of Yield of Levy (Carry to Sch A Column II)
GENERAL FUND: Current expense levy authorized by voters on 03/04/08 not to exceed TEN years	3.20	\$31,874,303
SPECIAL LEVIES:		

**BOARD ACTION:** A motion was made by Trustee Robert Corbin and seconded by Trustee Lawrence Porter. Warren County Trustees Bernard Wright and Richard Chernesky abstained from the vote. The motion carried.

## **B. Strategic Plan for Energy Management**

- House Bill 251 of the General Assembly requires public campuses to establish guidelines to ensure energy efficiency and reduce energy consumption with a goal of achieving a 20% reduction in energy consumption by fiscal year 2014. A further requirement is that each institution's Board of Trustees is to adopt a plan for implementing these guidelines before December 31, 2008.
- The college has responded by creating a Strategic Energy Plan, a draft copy of which was provided to the Finance Committee. The plan represents a comprehensive framework to address the requirements of H.B. 251 and strategically manage energy costs from both a consumption and price basis. The plan would guide decision making related to establishment of energy conservation practices and approval of annual capital budgets and projects. Accountability for monitoring implementation of the plan, and progress toward the H.B. 251 goals, would be led by an internal team in conjunction with data to be reported at the Ohio Board of Regents. A final version of the plan will be brought forward to the full Board in November for consideration.

## **C. Discussions and Requests**

- A discussion was held over the level of detail in reports presented to the Trustees, and the division of authority between the Trustees and the President/staff. The general concern expressed by Trustees was that there is too much written detail presented in committee meetings and that Trustees were not able to process that volume of detail nor provide approval for information that they had not processed or fully understood. Also expressed by the Trustees, was the idea that possibly too much approval authority resides with the Trustees and that more approval authority should be shifted to the President.
  - In this context, the following was requested of the President:
    - Conduct an item-by-item legal review of all the scheduled routine reports that are being proposed to be submitted to the Board over the year. Determine if the law requires that the reports as traditionally submitted have to be submitted to the Board, and/or if the law requires Board approval of such reports. The idea expressed by Trustees is that Trustees should only process those information items and resolutions that are required by law.
- Additionally, a Trustee suggestion was made that the meeting agendas for each committee meeting be created by the Trustee chair of each respective committee.

**D. Spending Authority and Purchasing Policy (Resolution #2008-23)  
(Enclosure #12)**

The following resolution approves the Spending Authority and Purchasing Policy:

**SPENDING AUTHORITY AND PURCHASING POLICY  
(RESOLUTION #2008-23)**

WHEREAS, the Sinclair Community College Board of Trustees is charged by law with promulgating a resolution directing the expenditure of college funds for a proper public purpose; and

WHEREAS, the Board of Trustees delegates to the President the responsibility for the creation and implementation of college purchasing procedures in accordance with federal, state and local regulations and Board Policy; and

WHEREAS, Board of Trustee Resolution 2006-37 established guidelines for Spending Authority within the College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees adopt Resolution 2008-23, the Spending Authority and Purchasing Policy, hereby fully incorporating Resolution 2006-37; and

BE IT FURTHER RESOLVED, that this Resolution supersedes and replaces all previous policies related to spending and purchasing.

BOARD ACTION: A motion was made by Trustee Mary Boosalis and seconded by Trustee Lawrence Porter. The motion carried.

**D. Record of Items Presented by Staff to the Committee**

- Summer and Fall Enrollment Report
- Auxiliary Services Status Report and Strategic Objectives
- Enterprise Risk Management
- Royalty Agreement
- Key Performance Indicators for FY 2008-09
- FY 2008-09 Budget Planning Book
- Sinclair Alignment with the University System of Ohio (USO) Ten-Year Plan
- State Funding Update
- Annual Audit Status
- Finance Committee Strategic Initiatives
- Finance Committee Planning Worksheet

This concluded the report of the Finance Committee.

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

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

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#### **A. Sinclair's Response to Displaced Workers**

- The college has been integrally involved in the community's response to displaced workers, starting with increased scholarships for displaced workers, their spouses and children.
- In response to the recent announcement of the closing of the GM Assembly Plant in Moraine, Sinclair has stepped up with a number of specific initiatives, including a special GM hotline and website, and other direct outreach efforts promoting education and retraining opportunities for GM workers at Sinclair.
- Sinclair is also providing leadership in the community's organizational efforts around this issue with VP for Corporate Services and Workforce Development, Deb Norris, serving as co-chair of the Workforce and Support Services committee of the Regional Response Task Force for GM Moraine. Enclosure #06 was provided.

#### **B. Regional Development**

- The Preble County Youth Foundation (PCYF) is interested in developing a partnership to provide higher education in Preble County, where no college is currently located. Enclosures #07, #08, #09 were provided.
- The PCYF Board has visited Sinclair's Learning Centers in Englewood and Huber Heights, as possible models for addition to the highly successful Preble County YMCA, which is operated by the YMCA of Greater Dayton. The Preble County YMCA has exceeded membership expectations and has already undergone one expansion, with another expansion phase in the planning.
- The PCYF has raised over \$1.6 million toward the construction of a learning center, similar to those modeled by Sinclair in Englewood and Huber Heights.
- In exchange for a nominal lease, the PCYF Board has invited Sinclair Community College to become the higher education partner in equipping and operating a learning center adjacent to the Preble County YMCA.
- If an agreement can be struck shortly, the construction can proceed and a learning center could be open in time for Fall of 2009.
- To fully process this issue, the staff suggests an analysis based on the college's "Increase Regional Access" strategic priority. A business plan financial pro forma would be developed, based upon the following key variables:

- Enrollment Projections – analysis of population trends and college-going rates to determine a forecast of unmet need that the Learning Center would fill.
  - Academic Program Plan – types of programs and courses to be offered at the Learning Center.
  - Personnel Plan – number of faculty and staff required to deliver instruction and to provide administration and support services at the Learning Center.
  - Operating Costs – lease and other non-personnel costs (supplies, marketing, telephone, utilities, custodial, maintenance, etc.). The assumption is that Sinclair would lease the facility for some nominal rate and then would negotiate cost sharing for general services and utilities.
  - Equipment and Furnishings – Sinclair’s initial capital investment.
  - Other Revenues/Cost Sharing – partnership opportunities with other educational providers that would create sublease income or sharing of costs. There may also be opportunities for fund raising to offset a portion of Sinclair’s capital investment.
- The financial pro forma would project over 10-15 years in forecasting annual cash flows (revenues minus expenses). A financially viable investment would achieve a positive cash flow in a reasonable number of years and would return a positive net present value over the duration of the pro forma (present value of all cash flows minus initial capital investment).
  - Another key element of the financial analysis would be assessment of financial risk. A condition of this proposal is that Preble County would self-fund construction of the Learning Center and that Sinclair would only be charged very nominal rent (e.g., \$1 per year). This would significantly reduce the financial risk of this potential investment.
  - Sinclair staff will develop the foregoing analysis as basis for a formal recommendation to the Executive Committee of the Board.
  - This item was discussed, and the Trustees raised the following concerns:
    - Could representatives from Preble County come up with a proforma of the number of students who may attend?
    - Should we survey across the state line?
    - Would we have an exit strategy?
    - What will be the perception of Montgomery County residents spending money outside the county?
    - Can we have a copy of the analysis before this goes to the Executive Committee?
    - What is our gut feeling, and will we be successful?

- How many residents of Preble County attend Wright State University?
- Will this be a success for Preble County?
- We need to have a communications plan.
  
- After discussion, the following items were decided.
  - The administration will continue analysis.
  - The Trustees decided to delegate authority to the Executive Committee of the Board.
  - An Executive Committee of the Board meeting will be scheduled.
  - Please note that the leaders of Preble County have requested a decision as soon as possible.

**RESOLUTION TO ACCEPT INVITATION FROM PREBLE COUNTY YOUTH FOUNDATION  
TO OPERATE THE PREBLE COUNTY LEARNING CENTER  
(RESOLUTION #2008-22)**

WHEREAS, the Preble County Youth Foundation has raised money to construct a college learning center expansion onto the Greater Dayton YMCA branch facility in Eaton, Ohio; and

WHEREAS, the Preble County Youth Foundation has formally requested that Sinclair Community College operate the learning center; and

WHEREAS, the Preble County Youth Foundation offers the facility to Sinclair as a nominal lease cost in return for Sinclair operating and equipping the center; and

WHEREAS, the University System of Ohio plan calls for expanded access to college in all areas of the State of Ohio; and

WHEREAS, there is no community college operating within Preble County; and

WHEREAS, one of Sinclair's seven strategic priorities is to "Increase Regional Access" which is defined as follows:

*Future opportunities to expand the college-going rate, increase access to higher education and protect the enrollment of the college may be presented within new geographical areas in addition to the Dayton campus. Satellite locations should complement and blend with Dayton campus assets; and*

WHEREAS, Preble county citizens have traditionally chosen Sinclair as their preferred college and recent market research indicates a very favorable perception of Sinclair within Preble County; and

WHEREAS, no Montgomery County levy funds would be used in the operation of the Preble County YMCA learning center and Preble County students pay a significantly higher tuition rate than do Montgomery County students; and

WHEREAS, the Sinclair President's Cabinet has indicated that this proposal has potential merit and the opportunity should be analyzed and explored; and

WHEREAS, the Preble County Youth Foundation prefers an answer from Sinclair within the month, which is prior to the next regularly scheduled meeting of the Sinclair Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees agrees in principle with the proposal to develop and operate a college Learning Center in Preble County; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees delegates the authority to the Executive Committee of the Board to make a final decision on this matter in a timely manner provided that the following conditions are understood and met to the committee's satisfaction:

- **Enrollment Projections** – analysis of population trends and college-going rates to determine a forecast of unmet need that the Learning Center would fill
- **Academic Program Plan** – types of programs and courses to be offered at the Learning Center
- **Personnel Plan** – number of faculty and staff required to deliver instruction and to provide administration and support services at the Learning Center
- **Operating Costs** – lease and other non-personnel costs (supplies, marketing, telephone, utilities, custodial, maintenance, etc.). The assumption is that Sinclair would lease the facility for some nominal rate and then would negotiate cost sharing for general services and utilities.
- **Equipment and Furnishings** – Sinclair’s initial capital investment
- **Other Revenues/Cost Sharing** – partnership opportunities with other educational providers that would create sublease income or sharing of costs, as well as, opportunities for fund raising to offset a portion of Sinclair’s capital investment.
- **Financial Pro Forma** – would project over 10-15 years in forecasting annual cash flows (revenues minus expenses). A financially viable investment would achieve a positive cash flow in a reasonable number of years and would return a positive net present value over the duration of the pro forma (present value of all cash flows minus initial capital investment).
- **Financial Risk** – assessment of financial risk would be another key element of the financial analysis. A condition of this proposal is that Preble County would self-fund construction of the Learning Center and that Sinclair would only be charged very nominal rent (e.g., \$1 per year).

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

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

- The President requested advice and help from Trustees on how to best ensure that the Dayton region leadership community is aware of the many efforts Sinclair is making to provide education and related services to displaced workers from GM and other companies.
- Discussion was held over the importance of the new Dayton Public Schools High School (Ponitz Career Technology Center) and how the success of that high school will impact Sinclair.
- The recommendation was made that the outcomes of the Ohio State Plan for Higher Education be mapped to Sinclair's Strategic Priorities.
- Also recommended was obtaining Chancellor Fingerhut's advice on the Preble County invitation to open a learning center in Eaton.

### **D. Record of Items Presented by Staff to the Committee**

- DPS Career Technology Center Update
- Sinclair Alignment with the University System of Ohio (USO) Ten-Year Plan (Enclosure #10 provided)
- Strategic Priorities Review
- 2008-09 Major Initiatives of Senior Staff
- Sinclair Foundation
- Community Suggestions Gleaned from the Levy Campaign
- Advisory Committee Summary

This concluded the report of the Strategic Linkages Committee.

## **VIII. CHAIR'S DISCUSSION – KATHERINE HOLLINGSWORTH**

### **A. Annual Assignment of Board Committees and Chairs**

- Each year, the Board Chair reviews the committee rosters and makes assignments based on Board Member experience and interest in the overall best interests of the college.
- The Board Committee descriptions are as follows:

## **Sinclair Board of Trustees Committee By-Law Reference to Committees**

### **Section 10. Committees**

The chairperson at any time may appoint such committees as he/she deems necessary to serve until the next organization meeting of the Board of Trustees.

The chairperson of all such committees shall be a member of the Board of Trustees.

The chairperson of the Board of Trustees shall be an ex-officio member of all committees. Non-Board members may be invited to serve as members on such committees. All committees shall be advisory in nature.

### **Finance Committee**

**Chair, Mary Boosalis**  
**Member, Richard Chernesky**  
**Member, Bob Corbin**  
**Member, Greg Edwards**

#### **Purpose**

The Finance Committee's central purpose is to ensure the fiscal stability and long-term economic health of the college. Increasing external influences have caused the college to continuously identify innovative ways to save energy, reduce costs, and make structural accommodations for the physically handicapped. As a result, the committee also has broad oversight of the college's physical assets (land, buildings, and equipment).

While committee members must understand the importance the college places on cost-effective delivery of credit hours, members must also ensure that the policies, practices, and recommendations of the committee support the training needs of the local business community in a fiscally responsible manner.

#### **Responsibilities**

- Monitor the institution's financial operations and financial health.
- Oversee annual and long-range operating budgets.
- Review requests and plans for borrowing and submit them to the full Board for approval.
- Ensure that accurate and complete financial records are maintained.
- Ensure that timely and accurate financial information is presented to the Board.
- Submit to the full Board for its approval, capital budgets and plans.
- Communicate with, and educate the Board on, financial matters of the college.

## **Personnel and Curriculum Committee**

**Chair, Marva Cosby**  
**Member, Larry Harkness**  
**Member, Jerry Hauer**

### **Purpose**

The Personnel Curriculum Committee bears the primary responsibility for defining, overseeing, and modifying the policies that fulfill the college's academic mission. This includes maintaining Board policies that support effective teaching and learning; faculty selection, recognition, and development; assessing and rewarding teaching excellence; efficient and sensible organization of departments and divisions within the college; academic standards and requirements; and the appropriate balance among teaching, scholarship, and service.

Additionally, the committee is charged with ensuring that the college remains focused on the best interests of students through the various policy decisions of the Board and by allocating appropriate financial resources to student support services.

### **Responsibilities**

- Ensure that the academic program is consistent with the institution's mission and strategies.
- Represent students' interests in the Board's policy-making activities and ensure adequate resources for student services programs.
- Ensure the academic budget reflects the institution's academic priorities.
- Ensure that faculty personnel policies and procedures compliment academic priorities and student success.
- Ensure that the college's academic programs are appropriate for its students and the local community.
- Ensure that the college assesses the effectiveness of its academic programs.

## **Strategic Linkages Committee**

**Chair, Barney Wright**  
**Member, Kathy Hollingsworth**  
**Member, Larry Porter**

### **Purpose and Responsibilities**

The college maintains numerous linkages and connections with external organizations. These external linkages are critical to the effective operation of the college. Sinclair's progress and success are often effected by the progress, success, or agreement of the various external organizations which are directly or indirectly linked to Sinclair.

The Trustee Committee on Strategic Linkages provides a governing group which serves to:

- Understand and monitor the broad range of strategic connections that exist for the college.
- Assess the effectiveness of college systems that align with community needs.
- Develop and plan specific Trustee advocacy activities which strengthen the college's strategic connections.
- Advise the President on opportunities for change and improvement to the college's various external linkages.

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The basis for the college's external linkages are many and varied:

- Fundamentally, Sinclair's mission is to provide community-centered services.
- The college receives general and designated-use funds from local, state, federal, foundation, and private sources to be used for the public good.
- The college operates within and under legislation, regulations, and accrediting standards from numerous state, regional, and federal organizations.
- Sinclair has a local tax levy and must conduct periodic voter campaigns.
- In order to provide students with off-campus internships and clinical experiences, Sinclair maintains hundreds of formal legal agreements with a number of organizations across a multi-county region.

## **Executive Committee**

**Chair, Board of Trustees, Kathy Hollingsworth**

**Vice Chair, Board of Trustees, Larry Porter**

**Chair, Finance Committee, Mary Boosalis**

**Chair, Personnel Curriculum Committee, Marva Cosby**

**Chair, Strategic Linkages Committee, Barney Wright**

### **Purpose**

The Executive Committee's central purpose is to strengthen the Board's performance by helping it function efficiently and effectively. Its broad powers shall be used only as necessary and appropriate on routine housekeeping business or on emergency matters that cannot or should not be delayed until the next regularly scheduled Board meeting.

The Executive Committee shall have authority to act on behalf of the Board of Trustees on all matters except for the following, which shall be reserved for the Board as specified elsewhere in the by-laws: presidential selection and termination, charter and by-law amendment, changing the institution's mission, incurring corporate indebtedness, approval of the annual budget, and conferral of degrees.

### **Responsibilities**

- Ensure that the Board fulfills its responsibilities.
- Serve as a sounding board for the President and administration.

- Serve as the Board's mechanism for overseeing the institutional planning process and progress toward goals and objectives.
- Monitor the President's performance, morale, health, and compensation.
- Act on behalf of the full Board in emergencies.

Trustee Paula MacIlwaine will serve on either the Strategic Linkages or Finance Committee.

Trustee Richard Chernesky suggested that new Trustees attend each of the committee meetings to see what takes place.

## **B. Discussion of Strategic Priorities and Initiatives**

- The college is poised for a timely review of its strategic planning. With the ten year State Strategic Plan for the University System of Ohio, as well as the need to review Sinclair's Strategic Priorities, the next few months provide the perfect opportunity to review, discuss, revise and shape the strategic direction of the college.
- A background document has been provided, featuring the college's Strategic Priorities, the State Strategic Plan, community feedback and Major Initiatives for 2008-09. Enclosure #11 was provided.
- Within the context of the planning that has already taken place, both at the state and college levels, the following questions are posed to the Board members for discussion:
  1. What initiatives, if any, would you like to put on the table for future discussion?
  2. Within our existing view, are there any strategic initiatives that need to be reviewed, amplified or changed?

## **IX. PRESIDENT'S ADDITIONAL NOTICES – STEVEN JOHNSON**

- A. President Steve Johnson and Tom Raga, Vice President for Advancement, visited former Sinclair President Marvin Knudson in Arizona to celebrate his 100<sup>th</sup> birthday on September 1, 2008. Marvin Knudson was the second president of Sinclair Community College from 1967 to 1974.
- B. On Thursday, September 4, the faculty and staff were welcomed back at the opening session of the Fall Conference which celebrated the kickoff of the new academic year. Chancellor Eric Fingerhut served as the keynote speaker, addressing the audience of

community leaders, faculty and staff. Sinclair officially kicked off its United Way campaign at this college-wide meeting. This year's United Way goal is \$140,000.

- C. On Wednesday, September 24, Lt. Governor Lee Fisher hosted an event in the Sinclair Conference Center as part of a statewide tour to launch the new State Strategic Plan for Economic Development.
- D. On Friday, October 17, Chancellor Eric Fingerhut will serve as the opening keynote speaker for the 6th Annual Southwest Regional Professional Day for all area Adult Basic Literacy Education staff to be held in the Great Hall of the Sinclair Conference Center.

**X. ADJOURNMENT – KATHERINE HOLLINGSWORTH**

The meeting adjourned at 5:15 p.m. Any materials referenced may be found with the permanent file copy of the Board agenda.

\_\_\_\_\_  
Chairman

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