

Agenda
Sinclair Community College
Board of Trustees

January 30, 2010
2:45 p.m., Building 12, Room 120

I. ROLL CALL (VERBAL)

II. WELCOME TO SPECIAL GUESTS – LAWRENCE PORTER

Chair Lawrence Porter will recognize special guests.

III. INTRODUCTION: TRUSTEE ROBERT CONNELLY – LAWRENCE PORTER

Robert "Rob" Connelly was appointed by the Montgomery County Commission to the Sinclair Community College Board of Trustees, effective November 10, 2009, to October 1, 2014. Trustee Connelly joined Henny Penny Corporation in 2005 as Vice President of Marketing and has served as President since October, 2007. Trustee Connelly holds a bachelors degree in Business Administration from the University of Kentucky. In addition, he holds a certification as a Foodservice Professional (CFSP). Please welcome Trustee Connelly to the Sinclair Community College Board of Trustees!

IV. APPROVAL OF MINUTES (Enclosure #01)

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

ITEMS FOR BOARD DISCUSSION AND/OR RESOLUTION

A. SCC Board of Trustees Advance

The Personnel and Curriculum Committee reviewed the draft Advance itinerary, reviewed the need for the Courseview expansion, discussed the college financial outlook, and approved the Personnel and Curriculum Committee Outlook 2010 document.

B. Faculty Performance Reviews for 2009

The Faculty Performance Review (FPR) process for full-time, tenured and tenure-track faculty for the 2009 calendar year has been completed. During fall quarter, 316 FPRs were completed, and 10 first-year faculty evaluations will be completed during winter quarter.

C. Record of Scheduled Items Deferred to Next Meeting

- AQIP Visit Update
- SCC's Transfer Assurance Guide Progress

D. Discussions and Requests

It was noted in the discussion that some board members may benefit from a future discussion on what it means to be tenured. Those outside of education may not have a clear understanding of tenure and the tenure process.

Additionally, the committee discussed the importance of assessing "the right things" in measuring the overall performance of the college.

E. Record of Items Reviewed by the Committee

- State Employee Pension Outlook
- Legal Update
- Collective Bargaining Activity on Campus
- Semester Conversion Progress
- Adjunct Faculty Update
- Sinclair Special Fee Request

This concludes the report of the Personnel and Curriculum Committee.

VI. FINANCE COMMITTEE REPORT TO THE TRUSTEES – LARRY HARKNESS

ITEMS FOR BOARD DISCUSSION AND/OR RESOLUTION

A. FY 2009-10 Mid-Year Operating Budget Revisions (Resolution #2010-01) (Enclosure #02)

- The Finance Committee reviewed revisions to the college's FY 2009-10 operating budget, which are detailed and discussed in **Enclosure #02**. A mid-year revision is customary to acknowledge significant changes that have occurred since the original budget was adopted, and to create a more accurate projection to be used as a starting point for building next year's budget. Those changes include:
 - A mix of positive and negative trends including a projected increase in net student fee revenue related to the enrollment surge partially offset by downward adjustments in projected state and levy funding.
 - Sinclair's estimated state funding resulting from the final version of State House Bill 1, which was signed into law on July 17, 2009, after the college's original budget was approved. The well documented state budget woes resulted in a \$1 million or 2% downward adjustment in the college's budget projection. It is noted that \$8 million or 16% of Sinclair's state funding is funded by one-time federal stimulus money.
 - Updated projections of Montgomery County Levy collections. Due to the County Auditor's concerns with tax collections, the revised budget was lowered by \$600,000.
 - Increase in tuition and fees resulting from (1) an enrollment surge and (2) a 3.5% tuition increase passed by the Sinclair Board in September 2009 (effective Winter Quarter 2010). It should be noted that the favorable variance in tuition and fee revenue from the enrollment surge is likely short-term in nature as additional cost increases tend to lag in timing.
 - Increased costs to support the enrollment surge: (a) primarily faculty to teach additional course sections and (b) staff resources in high student demand areas (distance learning course development, academic counseling and student individualized learning plan counselors). There are other cost pressures tied to the enrollment surge that are, for the time being, covered by reallocation of existing resources.
 - First year expense allocations for the semester conversion project. These one-time expenses are funded by a special allocated fund.

- Additional \$600,000 set aside in the rainy day fund, which is an allocated fund designated to temporarily offset a potential looming and significant reduction in state funding and avoid undesirable cuts to core services.
- The revised budget is balanced and the Finance Committee recommends adoption of the following resolution:

**FY 2009-10 MID-YEAR OPERATING BUDGET REVISIONS
(RESOLUTION # 2010-01)
JANUARY 30, 2010**

WHEREAS, various changes have occurred in the college's revenue and expense categories since the original FY 2009-10 operating budget was adopted by the Sinclair Board of Trustees on July 1, 2009; and

WHEREAS, a revised operating budget is needed to reflect those changes; and

WHEREAS, the details of these budget revisions were reviewed and approved by the Finance Committee;

NOW, THEREFORE, BE IT RESOLVED, that the proposed revisions to the FY 2009-10 operating budget be approved. (A copy of the proposed revisions shall be attached to the minutes.)

BOARD ACTION: _____

B. Construction Contract Bid (Resolution #2010-02) (Enclosure #03)

- State law (Ohio Revised Code section 3354.16(A)) requires that the Board formally approve construction contracts for projects of \$50,000 or more and that these contracts should be signed by Sinclair's Board Chair. The Sinclair process stipulates that recommended contract bids shall be brought forth to the Board of Trustees after review and approval by the Finance Committee. Note that these bid awards relate to projects that have been previously reviewed and approved by the Board as part of the college's capital budget approval process.

- For January, there are five contract awards related to three projects as shown in the table below.

Project	Contract Award(s)	Amount
A. Project 10-17 Access Control System Phase 1	Mutual Electric	\$430,888
B. Project 03-21 Replace Air Handlers, Building 6 (4 units)	GM Mechanical Chapel Electric	\$487,000 \$30,282
C. Project 10-28 Replace Air Handlers, Building 2 (1 unit)	Slagle Mechanical Saturn Electric	\$110,800 \$6,265

- The Finance Committee has reviewed these bids and recommends approval of the following resolution.

**CONSTRUCTION CONTRACT BID AWARDS
(RESOLUTION # 2010-02)
JANUARY 30, 2010**

WHEREAS, the Board of Trustees is required by state law to approve all construction contracts related to construction projects with a cost of \$50,000 or more; and

WHEREAS, the Finance Committee has reviewed the construction bids and recommends approval of these awards as presented; and

WHEREAS, these awards relate to projects that have been previously reviewed and approved by the Board of Trustees as part of the college's capital budget approval process;

NOW, THEREFORE, BE IT RESOLVED, that the following contracts are approved:

1. Mutual Electric \$430,888 (Project 10-17, Access Control System Phase 1)
2. GM Mechanical \$487,000 (Project 03-21, Replace Air Handlers Building 6, 4 units)
3. Chapel Electric \$30,282 (Project 03-21, Replace Air Handlers Building 6, 4 units)
4. Slagle Mechanical \$110,800 (Project 10-28, Replace Air Handlers Building 2, 1 unit)
5. Saturn Electric \$6,265 (Project 10-28, Replace Air Handlers Building 2, 1 unit)

BOARD ACTION: _____

C. Discussions and Requests

- In conjunction with consideration of a mid-year operating budget revision, the Finance Committee discussed the current status of state funding and the levy. Both of these major funding sources have been negatively impacted by economic conditions, necessitating a downward adjustment in the college's budget projection.
- President Johnson described the growing sense of a "perfect financial storm" that is forming due to:
 - possible large declines in state funding in the next 12-18 months
 - dramatic changes in enrollments and market demands for services
 - a quickly shifting local economy requiring the college to invest in the development of new and increased programs
 - increasing state regulation and control of tuition and programs

It was noted that the college is continuing to develop strategies and options to thrive within this volatile environment. One of the strategies is the accumulation and possible temporary spending of a rainy day fund to avoid undesirable cuts to core services.

- The Finance Committee received a presentation from the President and his senior staff on options related to expansion of operations in Warren County.

D. Records of Items Reviewed by the Committee

- Construction Contract Bid Awards
- State of Ohio Budget Update
- Montgomery County Levy Update
- 2010 Board Advance Planning
- Capital Budget Status Report
- Ohio Ethics Commission Filing Reminder
- Special Fee Request Proposal

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. Quarterly Trustee Video Conference Recap

Trustee Barney Wright reported on the topics discussed during the Trustee Video Conference held on January 7, 2010. During the conference, Chancellor Fingerhut urged trustees to endorse the Third Frontier initiative and actively advocate for its renewal with the state legislature. The Third Frontier was initially approved by voters in 2003. As a result, \$681 million in bond funding was invested in advanced technology, applied research, and new product development. Renewal of this bond funding would require going back to Ohio voters for approval. Current renewal proposals range from \$750 million to \$1 billion in bonds.

Another theme that was clear in the video conference, and in other trustee events, has been the Chancellor's encouragement of trustees to network with each other. Ultimately, the Chancellor would like more institutions to work together for efficiencies and effectiveness.

B. Board Advance Planning

The committee reviewed and commented on the draft Board Advance itinerary. Committee members asked that, while planning the day's schedule, consideration be given to identifying the outcomes and objectives for the day and each of the sessions. The day should provide direction for the college for the coming years, as well as address how all of the college's plans support that direction. The committee also spent considerable time discussing the needed elements for strategic planning and the function that the Board Advance plays in the cycle of board meetings. Some discussion was given to how strategic planning can be incorporated in board meetings and functions throughout the year.

C. Board of Regents and Special Fees Request Update

President Johnson updated the committee on recent conversations held with Chancellor Fingerhut regarding Sinclair's proposal for fee adjustments under the "exceptional circumstances" provision. Chancellor Fingerhut is supportive and working with the college to move the request forward, though it is not likely that the proposal will be brought to the Controlling Board before February.

D. Emerging Industry Development and Alignment

An important facet of community alignment is ensuring that the workforce development needs of emerging industries are being met. Deb Norris, Vice President for Workforce Development and Corporate Services (WFD&CS), presented the work of her division in supporting emerging industry development in the region. WFD&CS has been actively working in the following areas in recent months:

- **Defense Acquisition** – The Department of Defense is facing the prospect of losing as much as 50% of its current workforce to retirements in the next decade. Thus, Sinclair has partnered with Montgomery County Department of Jobs & Family Services (MCDJFS) to develop Contracting and Acquisition Logistics Training through a new Defense Acquisition Academy.
- **Composites Technicians** –Working with MCDJFS and the National Composite Center, Sinclair is developing Composites Technician Training, aimed at displaced workers and the economically disadvantaged.
- **Career Counseling and Assessment** – Career counseling services for 1,400 displaced workers in Montgomery County.
- **ChooseDayton** – The Dayton Area Chamber of Commerce and the Dayton Daily News are working with Sinclair to retain talent in the region in the wake of NCR’s leaving Dayton for Atlanta.
- **Information Technology Certification** – Aimed at displaced workers, this program provides preparation for jobs in the IT industry.
- **Unmanned Aerial Vehicles (UAVs)** – This is truly an emerging topic, one that is so new that the steering committee hasn’t been fully formed yet. Talks are being held between a variety of partners, on developing a “National Center for UAV Education and Certification”.
- **Photonics** – This broad category includes lasers, optical systems, fiber optic devices and telecommunications equipment. Technicians will be needed as this industry grows.
- **Electronic Medical Records** – With the attention being paid to the healthcare debates in Washington, D.C., this field is quite timely. Users of the system will be educated, and developers will be trained in related fields.

E. Discussions and Requests

- Would it be possible to invite the Chancellor and all of the Regents for some or all of the Board Advance?
- Streamlining all of the college’s planning documents will help the Board in its strategic planning function.
- Could strategic planning topics be programmed into future board functions and spread throughout the year?

F. Record of Items Reviewed by the Committee

- Courseview Campus Center Expansion Discussion

This concludes the report of the Strategic Linkages Committee.

VIII. PRESIDENT'S ADDITIONAL NOTICES – STEVEN JOHNSON

- A. A number of faculty, staff, and students from Sinclair Community College participated in the Martin Luther King, Jr. Day walk on January 18, 2010. The Sinclair participants were greeted at a breakfast program at the Sinclair Center by visiting Fulbright Scholar, Dr. Musa Shteivi. The march culminated with a rally held at Courthouse Square.

- B. Other last-minute announcements . . .