

**Minutes  
Sinclair Community College  
Board of Trustees**

June 8, 2010

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

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**I. ROLL CALL (VERBAL)**

**Trustees Present:** Mr. Richard Chernesky, Mr. Robert Corbin, Ms. Marva Cosby, Mr. Gregory Edwards, Mr. Laurence Harkness, Ms. Katherine Hollingsworth, Ms. Paula MacIlwaine, Mr. Lawrence Porter

**Trustees Absent:** Ms. Mary Boosalis, Mr. Rob Connelly, Mr. Bernard Wright

**Also Present:** Ms. Natasha Baker, Director of Communications; Mr. Jeff Boudouris, Vice President and Chief Financial Officer; Ms. Victoria Burchfield, Staff Senate President; Mr. Michael Carter, Interim Senior Vice President; Dr. David Collins, Dean of Life and Health Sciences; Dr. Mary Gaier, Vice President for Organizational Development; Dr. Helen Grove, Senior Vice President and Provost; Ms. Georgia Howard, Editor of the *Clarion*; Ms. Madeline Iseli, Chief of Staff, President's Office; Dr. Steven Johnson, President; Ms. Megan Laughter, Assistant to the President; Ms. Patty Lavy, Chief Development Officer; Ms. Chelsea Livingston, Reporter for the *Dayton Business Journal*; Dr. Sue Merrell, Dean of Business and Public Services; Dr. Kenneth Moore, Senior Vice President and Chief Information Officer; Ms. Deb Norris, Vice President for Workforce Development and Corporate Services; Mr. Tom Raga, Vice President of Advancement; Ms. Lauren Ross, Esq., General Counsel; Dr. George Sehi, Executive Dean, Courseview Campus Center and Dean of Science, Mathematics and Engineering; Dr. Nancy Thibeault, Dean of Distance Learning; Mr. Fred Ungerman, Esq., Taft, Stettinius & Hollister, LLP

**II. WELCOME TO SPECIAL GUESTS – LAWRENCE PORTER**

Chair Lawrence Porter recognized special guests.

**III. APPROVAL OF MINUTES**

A motion was made to approve the minutes of the May 11, 2010 meeting by Trustee Chernesky and seconded by Trustee MacIlwaine. The motion carried.

#### **IV. CHAIRPERSON'S REPORT AND RECOGNITION OF AWARDS AND NOTABLE ACCOMPLISHMENTS – LAWRENCE PORTER**

##### **A. Student Presentations of Haiti Relief Donations**

Students from the Huber Heights and Englewood Learning Centers and Courseview Campus Center conducted a series of activities to raise money to support relief efforts following the devastating earthquake in Haiti. Several student leaders presented the Board with the results of their efforts.

##### **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, 2010. Sinclair faculty recognized for receiving the Teaching Excellence Awards are listed below.

- **Robert Chaney**, Mathematics  
*Also received the American Mathematical Association of Two-Year Colleges Teaching Excellence Award*
- **Dennis Brode**, Management
- **Kelly Joslin**, Art
- **Robert Leonard**, Communication
- **Tom Singer**, Mechanical Engineering Technology
- **Beth Zickefoose**, Respiratory Care

##### **C. Innovation of the Year**

Kates Brommeland with the Young Scholars Program has been recognized with the "Innovation of the Year" award for her work in using data-driven analysis to improve the academic performance of the Young Scholars participants on the Ohio Graduation Test. As a result, the Young Scholars OGT pass rate was 96% versus the Ohio Department of Education comparative of 66%.

##### **D. *Sinclair360* Awards**

Last year, the Public Relations office designed and repurposed the *Sinclair Source* magazine into *Sinclair360* with a new target audience, re-energized content and updated look and feel. The new publication has been recognized with the following recent awards:

- 2010 PRism Award – Dayton Area Public Relations Society of America
- 2010 Bronze Quill – International Association of Business Communicators of Dayton
- 2010 Bronze Hermes Award – Greater Dayton Ad Association
- 2010 Silver Paragon – National Council for Marketing & Public Relations

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

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### **A. Resolution of Appreciation of Outgoing Trustee Katherine B. Hollingsworth (Resolution #2010-20)**

Trustee Kathy Hollingsworth has served the Board for more than ten years as an active member of the Finance, Long-Range, and Strategic Initiative Committees, as well as five years as the Board Chair. In addition to the resolution presented below, in the coming months Kathy will be honored with the naming of a room in recognition of her over ten years of service to the Sinclair Board of Trustees.

**RECOGNITION OF RETIRING TRUSTEE KATHERINE “KATHY” HOLLINGSWORTH  
(RESOLUTION #2010-20)  
JUNE 8, 2010**

WHEREAS, Ms. Katherine “Kathy” Hollingsworth has worked effectively to expand affordable, high quality education within Ohio; and

WHEREAS, Ms. Hollingsworth has served with great distinction as a member of the Sinclair Community College Board of Trustees for more than ten years as an appointee of the Montgomery County Commissioners; and

WHEREAS, during Ms. Hollingsworth’s tenure, she served as chair of the Sinclair Community College Board of Trustees from 2004 through 2009, leading the college in significant strides forward toward increasing the quality and scope of the college’s services to students; and

WHEREAS, she also served with distinction on the Finance, Long-Range and Strategic Linkages Committees of the Board; and

WHEREAS, the college developed substantially under her leadership, including a comprehensive process that was designed and implemented to review over 170 departmental units of the college which resulted in cost reductions totaling several million dollars of financial restructuring; and

WHEREAS, the college participated in numerous strategic planning discussions which resulted in the successful passage of a ten-year levy in 2008 that will yield nearly \$320 million toward providing high quality, affordable college education and job training for the citizens of Montgomery County; and

WHEREAS, the college opened Learning Centers in Huber Heights, Englewood, and Preble County, as well as the Courseview Campus Center in Warren County increasing access to high quality, affordable college education and job training for the citizens of the region;

NOW, THEREFORE, BE IT RESOLVED by the Sinclair Community College Board of Trustees that this resolution be presented to Katherine “Kathy” Hollingsworth to express grateful appreciation for the many hours of unselfish service she has given to Sinclair Community College; and

BE IT FURTHER RESOLVED that upon her departure from the Board of Trustees, we extend our sincere good wishes for her future endeavors and her continued support of education, particularly Sinclair Community College.

BOARD ACTION: A motion was made by Trustee Cosby and seconded by Trustee Corbin. The motion carried.

**B. Report of the Nominating Committee:  
Board of Trustees Election of Officers (Resolution #2010-21)**

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

**BOARD OF TRUSTEES ELECTION OF OFFICERS  
(RESOLUTION #2010-21)  
JUNE 8, 2010**

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, Laurence Harkness, Kathy Hollingsworth, Larry Porter, and Barney Wright.

***Officer Candidates:***

**Chair of the Board of Trustees:** Lawrence Porter

**Chair of the Finance Committee:** Laurence Harkness

**Chair of the Personnel and Curriculum Committee:** Marva Cosby

**Chair of the Strategic Initiatives Committee:** Barney Wright

**Secretary,** (cannot be a member of the Board of Trustees): **Steve Johnson**

**Treasurer** (cannot be a member of the Board of Trustees): **Jeff Boudouris**

**BOARD ACTION:** A motion was made by Trustee Edwards and seconded by Trustee MacIlwaine.  
The motion carried.

**C. Board of Trustees Organizational Meeting (Resolution #2010-22)**

The following resolution approves the 2009-2010 meeting dates for the Sinclair Board of Trustees.

**BOARD OF TRUSTEES ORGANIZATIONAL MEETING  
(RESOLUTION #2010-22)  
JUNE 8, 2010**

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 2010-11 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 14, 2010</b>	<b>3:30 p.m. – 5:00 p.m.</b>	<b>12-131</b>
<b>Tuesday, November 9, 2010</b>	<b>3:30 p.m. – 5:00 p.m.</b>	<b>12-131</b>
<b>Saturday, January 29, 2011 Board Advance</b>	<b>8:00 a.m. – 4:00 p.m.</b>	<b>12-131</b>
<b>Tuesday, March 15, 2011</b>	<b>3:30 p.m. – 5:00 p.m.</b>	<b>12-131</b>
<b>Tuesday, May 10, 2011</b>	<b>3:30 p.m. – 5:00 p.m.</b>	<b>12-131</b>
<b>Tuesday, June 7, 2011</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: A motion was made by Trustee MacIlwaine and seconded by Trustee Edwards. The motion carried.

The Board of Trustees discussed that they may want to think about an alternate schedule for the future to allow for more time in between Committee and Board meetings.

**D. FY 2010-11 Proposed Scholarship Budgets  
(Resolution #2010-23)**

Annually, each June, the college establishes its level of funding for scholarships. This item is provided to the board for approval and is an annual, routine process.

Proposed is a continuation of scholarships funding for FY 2010-11 to promote student access and success. As detailed in Enclosure #02, Sinclair will provide \$2.3 million in scholarships to approximately 3,000 students in 2010-11. These funds are provided through three primary sources:

- Sinclair College General funds will provide \$1,175,685 in institutional funds from the operating budget
- Sinclair College Board Designated Endowment funds would contribute \$685,000 in scholarships
- The Sinclair Foundation Board will be asked to contribute \$427,515 in funding

This is the normal and typical continuation of scholarships as has been approved and administered in several years past (for example, the past three year totals were):

FY 2010 = \$2,218,200

FY 2009 = \$1,921,048

FY 2008 = \$1,860,170

If approved by the Sinclair Board of Trustees, the recommendation to expend Foundation funds will be sent to the Foundation Board for its approval.

RECOMMENDATION: That the following Resolution be adopted.

**FY 2010-11 SCHOLARSHIPS (INCLUDING SINCLAIR COLLEGE BOARD ENDOWMENT)**  
**(RESOLUTION #2010-23)**  
**JUNE 8, 2010**

WHEREAS, Sinclair Community College seeks to actively attract and retain students, and to be a good steward of its scholarship resources; and

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

WHEREAS, these scholarships are administered by the Financial Aid Office at Sinclair Community College; and

WHEREAS, the recommended scholarship summary has been reviewed and considered appropriate by the Sinclair Board of Trustees, including the allocation of projects and amounts from the Sinclair College Board Designated Endowment;

NOW, THEREFORE, BE IT RESOLVED that the Sinclair Community College Board of Trustees approves the creation, funding and administration of these scholarship and student support funds as provided in the attached FY 2010-11 Proposed Scholarship Budgets summary document. The funding sources are (a) \$1,175,685 from Sinclair College General funds, (b) \$685,000 from the Sinclair College Board Endowment Fund, and (c) \$427,515 from the Sinclair Foundation (for a grand total of \$2,288,200).

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

**E. Construction Contract Bid Awards (Resolution #2010-24)**

- 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. 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 June, there are three contract awards as shown in the table below. Details of these projects are provided in Enclosure #03.

Project	Contract Awardee(s)	Amount
A. Project 00-09B Repair & Seal Exterior Masonry	Brian Bros Painting & Restoration LLC	\$227,558
B. Project 10-11 Convert 4012 to Biology Lab	Sensory Technologies <i>(Note: this contract is for the Telecomm work portion of the overall project)</i>	\$37,679.45
C. Project 10-27 Multimedia Equipment Standardization Phase 1	Sensory Technologies	\$309,338

- The following resolution is recommended for Board approval.

**CONSTRUCTION CONTRACT BID AWARDS  
(RESOLUTION # 2010-24)  
JUNE 8, 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. Brian Bros Paint & Restoration LLC | \$227,558   | (Project 00-09B Repair & Seal Exterior Masonry)                                     |
| 2. Sensory Technologies               | \$37,679.45 | (Project 10-11 Convert 4012 to Biology Lab; Telecom portion of the overall project) |
| 3. Sensory Technologies               | \$309,338   | (Project 10-27 Multimedia Equipment Expansion & Standardization Phase 1)            |

BOARD ACTION: A motion was made by Trustee MacIlwaine and seconded by Trustee Hollingsworth. The motion carried.

## **F. Enrollment Capacity Planning**

An analysis of facility, staffing, scheduling, student and business services shows that with necessary accommodations, Sinclair's aggregate sites could accommodate an additional 30% enrollment or almost 4,500 full-time equivalent (FTE) students. With the implementation of maximum scheduling efficiencies, including a thorough revision of scheduling practices and changes in student registration patterns, enrollment could potentially double.

## **G. Senate Bill 6 Fiscal Health Report**

- Annually, the Ohio Board of Regents prepares an analysis of each public college and university's fiscal health based on a set of financial measures and standards.
- Enclosure #05 is a report of the latest year (FY 2009) results and ten-year key trend information.
- Sinclair was one of three institutions (among all universities and community colleges) to achieve the highest composite score of 5.0 for FY 2009. Sinclair's ten-year average score is 4.5, which is in the upper range of all institutions. The college benefits in the calculation from having a strong expendable net asset (reserve) balance and no debt.
- Table 2 of Enclosure #05 portrays a worrisome trend for the higher education system as a whole as aggregate institutional debt has increased dramatically over the past ten years in relation to the increase in expendable net assets.

## **H. Six Financial Scenarios Updated**

At the 2010 Board Advance in January, five financial scenarios projecting to 2018 were reviewed. In the process of review, a suggestion was made to add a sixth scenario, one that would factor in the possibility of a special fee increase along with steady enrollment growth and a dramatic decline of state subsidy. The additional scenario has been added to the updated enclosure.

## **I. Presentation: Recently Updated Community Survey**

Montgomery, Warren and Greene County voters were recently surveyed by the Triad Research Group. Voter opinion of Sinclair, its quality and its value is very strong. The early analysis of the survey results was presented at the meeting.

**J. Recognition of President Emeritus Ned Sifferlen  
(Resolution #2010-25)**

Through the years, Sinclair has recognized important contributors to the college who have helped shape and build this world-class institution. Recognition has included the naming of rooms and laboratories, the dedication of artwork, and the naming of buildings.

As per the guidelines set forth by the college's Campus Facility Naming Policy, honoring President Emeritus Ned J. Sifferlen with the naming of Building 14, the Center for Interactive Learning, would be a fitting tribute to Dr. Sifferlen and his over four decades of service to the college.

The following resolution memorializes Dr. Sifferlen's contributions to Sinclair with the naming of Building 14 in his honor. It is recommended for approval.

**NAME A CAMPUS FACILITY  
IN HONOR OF DR. NED J. SIFFERLEN  
(RESOLUTION #2010-25)  
JUNE 8, 2010**

WHEREAS, the Campus Facility Naming Policy approved by the Sinclair Community College Board of Trustees on January 24, 2004, establishes guidelines for naming campus facilities; and

WHEREAS, the policy establishes monetary gift minimums, ranges and guidelines for naming tributes based on an individual's or corporation's contributions of time or talent that have had significant positive impact on the institution for an extended period of years; and

WHEREAS, Dr. Ned J. Sifferlen served Sinclair Community College with distinction for 37 years including being President of the college from 1997 to 2003; and

WHEREAS, Dr. Sifferlen served Sinclair at all levels of the college, starting as a business technologies professor and including service as a dean, vice president, and provost; and

WHEREAS, during Dr. Sifferlen's six-year tenure as president, Sinclair secured accreditation through the North Central Association Accreditation, passed a 10-year levy, developed and built a Center for Interactive Learning, created and built the Advanced Integrated Manufacturing (AIM) Center; and

WHEREAS, Dr. Sifferlen has provided inspiring volunteer guidance and generous leadership giving as a President Emeritus, representing Sinclair on the boards of the Wright Technology Network, the Center for Occupational Research Development, the Miami Valley Research Institute and Think TV; and

WHEREAS, Dr. Sifferlen was a founding member of the out-of-school youth initiative in Montgomery County, serving as a driving force in the creation of this award-winning program, which he continues to serve as a member of the+ advisory board today; and

WHEREAS, the Sinclair Foundation's Changing Lives campaign was a great success largely due to Dr. Sifferlen's dedication and leadership, having raised over \$13 million; and

WHEREAS, the sum of his broad support for the College satisfies the guidelines and criteria established by the aforementioned campus naming policy;

NOW, THEREFORE, BE IT RESOLVED, that Sinclair Community College, with sincere appreciation for the thoughtful support and extraordinary generosity of Dr. Ned J. Sifferlen, will name a campus building in his honor.

BOARD ACTION: A motion was made by Trustee Harkness and seconded by Trustee Hollingsworth. The motion carried.

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

**A. 2009-2010 A Record-Breaking Year**

This has been a year of many firsts for the college. Records have been broken in enrollment and in the level of service the college has delivered to the community.

**B. Commencement Update**

**C. Enrollment Update**

**D. NISOD Conference Update**

**E. Thank You Cards for Employees**

**VII. EXECUTIVE SESSION – LAWRENCE PORTER**

A motion to go into Executive Session was made by Chair Lawrence Porter and seconded by Trustee Edwards. By a roll call vote, the Board voted unanimously to go into Executive Session at 4:52 p.m., for a real estate purchase and a personnel matter to discuss an employee compensation matter. During the discussion of the real estate purchase, those invited to join the Board members were Steven Lee Johnson, Madeline Iseli, Thomas Raga, Lauren Ross, and Fred Ungerman. Following the real estate discussion, all participants, except for the Board members, were asked to leave the room. The regular meeting of the Board adjourned after the end of the Executive Session at 5:22 p.m. with no further items considered.

**VIII. ADJOURNMENT – KATHERINE HOLLINGSWORTH**

The meeting adjourned at 5:24 p.m. Any materials referenced may be found with the permanent file copy of the Board agenda.

\_\_\_\_\_  
Chairman

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