

**MINUTES OF THE MEETING OF THE STATE BOARD OF TRUSTEES
IVY TECH COMMUNITY COLLEGE OF INDIANA
RICHMOND, INDIANA
JUNE 11, 2009**

Chairman Kaye H. Whitehead called the June 11, 2009, regular meeting of the State Board of Trustees to order at 10:25 a.m. in the Lingle Board Room, Johnson Hall 2341 at the Ivy Tech Community College – Richmond Campus, 2357 Chester Boulevard, Richmond, Indiana.

A. ROLL CALL:

Assistant Secretary William F. Morris called the roll and the presence of a quorum was announced. The following State Trustees were present:

Ms. Kaye H. Whitehead, Chair
Mr. Lee J. Marchant, Vice Chair
Mrs. Anne K. Shane, Secretary (via phone)
Ms. Linda Buskirk
Ms. Leigh A. Duckwall
Mr. David M. Findlay
Mr. Robert L. McCreary
Mr. Anthony J. Moravec
Mr. Norman E. “Ned” Pfau, Jr.
Ms. Martha E. Rivas-Ramos
Mr. Steve Schreckengast
Mr. V. Bruce Walkup
Ms. Linda E. White (via phone)

Trustee unable to attend the meeting:

Ms. Lillian Sue Livers

B. NOTICES OF MEETINGS MAILED AND POSTED:

Assistant Secretary William F. Morris confirmed that notices of the June 11, 2009, regular meeting were properly mailed and posted.

C. APPROVAL OF BOARD MINUTES:

Chairman Kaye H. Whitehead directed the trustees’ attention to the minutes of the April 9, 2009, regular board meeting. Trustee Linda Buskirk made the motion to approve the minutes of the April 9, 2009, regular meeting as submitted. Trustee Anthony J. Moravec seconded the motion, and the motion was carried unanimously.

BOARD MINUTES
JUNE 11, 2009

D. COMMITTEE REPORTS:

Item 1 Reporting on behalf of the Executive Committee, Chairman Whitehead reported that the Executive Committee met on June 3 to discuss the status of the state budget discussions, potential tuition parameters, and projected enrollment. She reported that once the State Legislature approves the State's budget, we will have a better sense of the direction the College's budget will take. Chairman Whitehead also reported that a special state board of trustees meeting has been scheduled for July 16, 2009, in anticipation of the General Assembly's and Governor's approving a state budget so the Board can approve the College's 2009-11 operating budget and student fee rates for 2009-10 and 2010-11.

Item 2 Chairman Whitehead called upon Trustee Norman E. "Ned" Pfau, Jr. for the **Budget and Finance Committee Report.**

Trustee Pfau presented **Resolution Number 2009-20** and reminded the trustees of the detailed report and discussion during yesterday's Budget and Finance Committee meeting. Trustee Pfau moved to approve **Resolution Number 2009-20, Approval of a Revised College Debt Management Policy**, and Trustee David M. Findlay seconded the motion. The motion carried unanimously.

Trustee Pfau made the motion to approve **Resolution Number 2009-21, Approval of College 2009-10 Property & Casualty Insurance Programs**, and Trustee Robert L. McCreary seconded the motion. Trustee Pfau reminded the trustees that the total estimate of the premium cost for the various coverages amounts to \$1,291,133 which represents an approximate savings of \$293,000 from the previous year. Chairman Whitehead added that it was mentioned during the committee meeting yesterday that the premiums would remain the same (ie. no increases) for the next three years. Chairman Whitehead called for a vote to approve **Resolution Number 2009-21**, and the motion carried unanimously.

Trustee Pfau reported that the Committee also discussed the 2009-10 internal operating budget, student fees, and other fees.

Item 3 Chairman Whitehead called on Trustee Linda Buskirk for the **Planning and Education Committee Report.** Trustee Buskirk reminded the trustees of the detailed discussions of **Resolution Number 2009-22** during the committee meeting the previous afternoon and moved for the approval of **Resolution Number 2009-22, Approval of a New Program**. Trustee V. Bruce Walkup seconded the motion, and the motion carried unanimously.

BOARD MINUTES
JUNE 11, 2009

Trustee Buskirk reported that the Committee received an update on the strategic planning process. She said that they received a report on the performance dashboards for the College's current strategic plan, and that Chancellor Jim Steck provided a report on the progress being made on developing the College's next strategic plan, "Accelerating Greatness 2013." Trustee Buskirk said that the Board would hear at their next meeting in August more details on the strategic planning process, including a possible revision of the College's vision statement and four major strategic objectives that are currently being developed. The Board heard a summary of findings from two grant-funded projects focusing on improving Ivy Tech's remedial education efforts. They received an update on how Ivy Tech is addressing its enrollment growth, including several recommendations from an internal study group that are designed to realistically maintain quality while absorbing new students. The Board received an engagement report about Financial Aid from Dr. Ben Young, Vice Provost for Student Affairs; and Dr. Patricia Wilson, Executive Director of Financial Aid.

- Item 4** Chairman Whitehead called on Trustee V. Bruce Walkup to give the **Buildings, Grounds, and Capital Committee Report**. Trustee Walkup reminded the trustees of the detailed discussions of the following resolutions during the committee meetings the previous afternoon and moved for the approval of:

Resolution Number 2009-23, Request that Ivy Tech Foundation, Inc. Enter Into a Land Lease with the Fort Wayne – Allen County Airport Authority for Land at Smith Field, Construct an Aviation Technology Building on the Leased Land and Lease it to the College, Region 3/Northeast

Trustee Buskirk seconded the motion, and the motion carried unanimously.

Resolution Number 2009-24, Authorization to Proceed with Final Planning and Construction of the Multi-Modal Project, Region 8/Central Indiana

Trustee Steve Schreckengast seconded the motion, the motion carried unanimously.

At this time during the regular meeting, Chairman Whitehead announced a public hearing for the consideration and awarding of a public works contract. Trustee Walkup made the motion to approve Resolution Number 2009-25 for the awarding of a contract for the renovation of part of the Center for Workforce Development Building in Terre Haute. Trustee Schreckengast seconded the motion. Chairman Whitehead asked if anyone in attendance had anything to present to the Board regarding this Resolution or any questions

BOARD MINUTES
JUNE 11, 2009

about this resolution, and no one came forward. Chairman Whitehead called for a vote to approve **Resolution Number 2009-25, Approval to Renovate Part of the Center for Workforce Development Building in Terre Haute, Region 7/Wabash Valley**, and the motion carried unanimously.

Trustee Walkup reported that the committee received updates on the purchase of properties adjacent to the North Meridian Center in Indianapolis; work on the Facilities and Design Council; and the awards won by the new Marion building.

Item 5 Chairman Whitehead called on Trustee David M. Findlay for the **Audit Committee Report**. Trustee Findlay reported that there were no action items to bring before the Board. He said that the committee discussed the upcoming June 30 entrance conference with the Indiana State Board of Accounts and the process for their audit plan. They reviewed the 2009 meeting agenda and the annual action items that are required by the Audit Committee, including the audit schedule and an update related to the 2008-09 fiscal year. Trustee Findlay also said that Ben Burton, Executive Director of Internal Auditing, informed the committee that the hotline discussed with the Audit Committee on several occasions is ready for implementation. A communication plan is being formatted to ensure that staff and administration of the College are well versed on how that line works and what the procedures are. A timeline for implementation is currently being formatted. Trustee Findlay said that the Audit Committee continues to discuss, for the benefit of the chancellors, the importance of the internal audit staff trying to work more in a consulting capacity than they have historically. He said that this is a high priority for the Audit Committee so that audit staff maintains their independence in the internal audit function and also serves the chancellors, finance staff, and staff in general in more of a consulting capacity in order to improve procedures. Trustee Findlay encouraged the chancellors to engage with the audit staff in that capacity.

Item 6 Chairman Whitehead called on Trustee Steve Schreckengast for the **Workforce and Economic Development Committee Report**. Trustee Schreckengast reported that they had no action items to bring forward. He called on Susan Brooks, Senior Vice President for WED and General Counsel, for a report of the Committee. Senior Vice President Brooks said that the Board received yesterday copies of a booklet explaining the different economic growth regions, the memberships of the local workforce boards, and the composition of the regional workforce boards. WED staff continue to provide information related to how the regional workforce boards work, how the Department of Labor funding moves through the state to the regions and ultimately to the workers, and what the Board's role could be in trying to ensure that the local workforce boards understand what Ivy Tech is trying to do. Senior Vice President Brooks said that WED directors were asked to

BOARD MINUTES
JUNE 11, 2009

complete a survey about how they are scanning their communities and trying to make sure that we are providing the most relevant training in each region—that we are looking at the “hot” jobs in each region and not just providing random training. The committee also heard a report about the start of the weatherization project in which the Indiana Housing and Community Development Association asked Ivy Tech to train up to 2,000 residential contractor workers to weatherize homes. The state has retained significant funding through federal stimulus dollars to weatherize homes for those in need. Kim Thurlow, WED Director for Ivy Tech – Richmond, provided a presentation on their regional WED initiatives. The State Commissioner for the Department of Motor Vehicles approached Ivy Tech to begin training programs for Bureau of Motor Vehicles employees, primarily with “soft” skills emphasis. Ivy Tech hopes to become the primary trainer throughout the state for BMV employees and that we ultimately hope to become the primary trainer for all state employees. Trustee Schreckengast asked if a flow chart identifying regional service providers had been formatted, and Senior Vice President Brooks said that the trustees received a chart identifying service providers with their materials yesterday and that an organizational chart identifying how these work in each region are still being formatted and will be provided at the August meeting.

E. TREASURER’S REPORT:

Chairman Whitehead called on Bob Holmes, Vice President for Finance and Treasurer, for the **Treasurer’s Report**.

- Vice President Bob Holmes reported that we have completed 11 months of the 2008-09 fiscal year and will begin the year-end close-out process in about three weeks. This will be a challenging time as it is likely that we will be closing out the old fiscal year at the same time as we complete the work on the budget for the new fiscal year. Through May, revenues have increased by \$39 million as compared to May of last year. This increase is primarily due to our enrollment growth as student fees have increased by nearly \$30 million. State appropriations including debt service and reimbursements have grown by about \$9 million, and other income has dropped by about \$166,000, primarily due to the reduction in interest rates and the subsequent lower investment income. Over the last few months as investments have matured, we have generally reinvested our funds in the short-term to stay as liquid as possible until we see how the state budget negotiations come out and to see if we will have a state budget by July 1. Expenditures through the end of May have increased by \$24.6 million, thus, we have a positive spread of just over \$14 million. The growth in expenditures is primarily in compensation costs, which have increased by almost \$22 million. Smaller increases in supplies and equipment, utilities, and leased costs are primarily related to higher enrollment and the cost of new campus facilities coming on line. The increase in transfers primarily relates to the increase in debt service appropriations from the state and their subsequent transfer out to the plant fund where

BOARD MINUTES
JUNE 11, 2009

the costs are actually paid. As we near the end of 2008-09, we have capital projects in Greencastle, Logansport, and Fort Wayne that are nearing completion. We expect to begin offering classes in all three new facilities during the upcoming 2009-10 fiscal year. All three of these projects are within budget. When they are all in service, they will have a significant impact on the quantity and quality of our academic space. Vice President Holmes called for questions, and there were none. Trustee Pfau moved that the Treasurer's Report be approved. Trustee Walkup seconded the motion, and the motion carried unanimously.

F. REMAINING BOARD ACTIONS:

Exercising the prerogative of the Chair, Chairman Whitehead suspended the President's report so the trustees participating by phone could be included in the discussion and approval of **Resolution Number 2009-26** and **Resolution Number 2009-27**.

- Chairman Whitehead presented **Resolution Number 2009-26, Approval of Uniform Conflict of Interest Disclosure Statement of Kathy B. Bruns**. Trustee Robert L. McCreary moved to table this resolution until the Board receives additional information about the proposed business transaction. Trustee Buskirk seconded the motion, and the motion to table this resolution carried unanimously.
- Chairman Whitehead called on Vice President for Administration Bill Morris for a report on the appointment and reappointment of regional trustees. Vice President Morris explained that the terms of several regional trustees expire on June 30 each year, on a staggered basis. This June meeting of the State Trustees has traditionally been when the trustees appoint and reappoint regional trustees. He reminded the trustees that they adopted a new procedure for the appointment of new trustees where a committee comprised of a representative from the Office of the President, the state trustee who resides in the region, the regional board chair, and the chancellor vets all candidates and makes their recommendation to the State Board. All of today's candidates have successfully gone through this process. Trustee Findlay moved to approve **Resolution Number 2009-27, Appointment and Reappointment of Regional Trustees**, with the names set forth in the attachment to the resolution. Trustee McCreary seconded the motion. Chairman Whitehead called for further discussion, and there was none. The motion carried unanimously.

G. STATE OF THE COLLEGE:

Chairman Whitehead called on President Thomas J. Snyder for the **President's Report**.

- President Snyder announced that the Board would hear reports from Chancellors Lupe Valtierra, Dr. Hank Dunn, and Jim Steck about their respective regions, Northwest, Central Indiana, and Richmond. He reported that Vice Provost for Student Affairs Dr. Benjamin Young and Executive Director of Financial Aid

BOARD MINUTES
JUNE 11, 2009

Dr. Patricia Wilson provided an Engagement Report on Financial Aid during yesterday's Planning and Education Committee meeting.

All engagement and regional reports were provided for information only; no Board action was required.

(Narratives and PowerPoint presentations were distributed to the Board prior to the meeting and are on file with the approved minutes of this meeting.)

- President Snyder distributed a copy of his calendar and directed the trustees to upcoming events. The Elkhart groundbreaking ceremony is scheduled for July 2. The President's Awards and Sample Award, when the College's 14 outstanding instructors are recognized and one is further recognized as the Sample Award winner, are held in conjunction with the Foundation Board of Directors meetings. He invited all of the state trustees to both events on June 24 and 25. An Achieving the Dream policy team has been assembled which includes himself, Don Doucette, and Jeff Terp, along with Dr. Tony Bennett, Scott Jenkins, and Teresa Lubbers. They will attend a conference in Miami in mid-July. The Good to Great Summit for Student Affairs will be at the Indianapolis Marriott East on June 30 and July 1. The dates for the strategic planning meetings were also shared with the trustees.
- President Snyder directed the trustees to a copy of his PowerPoint presentation that was prepared in anticipation of a presentation to the State Budget Committee. He reviewed the presentation with the Board.
- Concluding his report, President Snyder announced that the Foundation has raised \$285,000 in the last two months. Since July 1, 2008, the Foundation has received 84 gifts totaling more than \$8,692,000.

H. OLD BUSINESS:

Chairman Whitehead called for old business, and there was none.

I. NEW BUSINESS:

Chairman Whitehead called for new business.

- Trustee Findlay suggested that he would like to receive a report on distance learning, perhaps in lieu of another existing engagement report, at the August meeting. President Snyder agreed and asked Senior Vice President and Provost Don Doucette and Chancellor Jeff Pittman to follow up and provide a report at the August meeting.
- Chairman Whitehead reminded the trustees that the next regular Board meeting would be in Lafayette on August 12 and 13. She thanked Chancellor Jim Steck and his staff for being gracious hosts.

**BOARD MINUTES
JUNE 11, 2009**

J. ADJOURNMENT:

Chairman Whitehead called for a motion to adjourn the meeting. Trustee Walkup made the motion to adjourn the meeting, and Trustee Buskirk seconded the motion. The motion carried unanimously.

**STATE TRUSTEES
IVY TECH COMMUNITY COLLEGE**

Kaye H. Whitehead, Vice Chairman

Anne K. Shane, Secretary

Dated June 11, 2009

Prepared by Tina S. Phelps, Recording Secretary