

**MINUTES OF THE MEETING OF THE STATE  
BOARD OF TRUSTEES**

IVY TECH COMMUNITY COLLEGE

August 8, 2019

Chair Paula Hughes-Schuh called the meeting of the State Board of Trustees to order at 1:00 pm at the Terre Haute Campus, 8000 Education Drive, Terre Haute, Indiana

**ROLL CALL**

Trustee Terry Anker called the roll and the presence of a quorum was announced.

The following State Trustees were present:

**Ms. Paula Hughes-Schuh, Chairperson**

**Mr. Terry Anker, Vice Chair**

**Ms. Marianne Glick, Secretary**

**Mr. Jesse Brand**

**Mr. Michael R. Dora**

**Ms. Kim Emmert O'Dell**

**Mr. Larry Garatoni**

**Ms. Gretchen Gutman**

**Mr. Steve Schreckengast**

**Mr. Kerry Stemler**

**Ms. Stephanie Wade**

**Mr. Andrew W. Wilson**

The following Trustees were absent:

**Mr. Bradley Clark**

**Mr. Harold Hunt**

**Mr. Stewart McMillan**

**A. NOTICES OF MEETING MAILED AND POSTED:**

Trustee Marianne Glick, Secretary confirmed that notices of the August 8, 2019, regular meeting were properly mailed and posted.

**B. APPROVAL OF BOARD MINUTES:**

Trustee Garatoni moved for approval of the minutes of the June 6, 2019, board meeting. Trustee Anker seconded the motion and the motion carried unanimously.

**C. COMMITTEE REPORTS:**

**Item 1** Chairperson Hughes-Schuh reported the Board met on Wednesday in Executive Session in which they received personnel updates.

**Item 2** Chairperson Hughes-Schuh called upon Trustee Gretchen Gutman, Chair of the **Audit Committee** to give a report from the committee.

We discussed the reports to the confidential hotline, an update on pending litigation, and a cybersecurity report. Reviewed and approved the final Internal Audit Department budget for fiscal year 2019-20 and the audit schedule for 2019-20 and the three-year audit plan. We also reviewed the continuous monitoring tool used by the College that is maintained by the Internal Audit department. We reviewed internal audit reports that had been issued since our last meeting.

**Item 3** Chairperson Hughes-Schuh called upon Trustee Michael Dora for a report from the **Academics & Student Experience Committee**. Trustee Dora reported there were no action items for approval.

Marcus Kolb shared that Ivy Tech's accreditation with the Higher Learning Commission has been reaffirmed for ten years. The College has a follow up report on the one criterion "met with concerns" – Criterion 4B – as well as some other items suggested by the team that visited in April. Dr. Kolb presented on plans for this Criterion and the additional recommendations.

Kate Wallace gave an overview of Express Enrollment Centers and explained the one-stop customer service model. She also explained how the Express Enrollment Center staff members are trained and the ways in which staff members are becoming increasingly involved in the enrollment process. In addition, Kelsey Batten provided an update on statewide express enrollment days, the marketing approach, 2019 calendar of events, and results of the events that supported Fall 2019 enrollment.

Susan Hawkins-Wilding presented updates on the implementation of the new Academic Advising Model. The Required Advising initiative was explained and Ivy Tech's academic advising learning outcomes, mission, and goals. Finally future goals and advising assessment metrics was explained.

Drs. Cory Clasemann-Ryan and Stacy Atkinson provided the update on eight week courses. The College will be at about 50% eight week offering as of the Fall 2019 semester. Campuses will continue to receive support for professional development of faculty and process improvement for

student support services to better meet the needs of students and faculty in an eight week model.

Dr. Kara Monroe closed out our report with two follow up items. First was an update on the Technical Certificate in Education. This was approved by the CHE. Dr. Rebecca Raschulte was introduced as the acting VP of K14 initiatives. The Board also received an update on the IvyOnline initiative. This student success effort will, by Fall 2022, transition online courses to a single statewide schedule and delivery model. Enrollment remains strong in online courses in the Fall 2019 alpha and spring 2020 courses moving into this initiative were shared.

#### **Item 4**

Chairperson Hughes-Schuh called upon Trustee Andrew Wilson, member, for a report from the **Workforce Alignment Committee**. Trustee Wilson reported there is one action items for the board to consider.

Trustee Wilson moved for approval of **Resolution 2019-28, Approval of Aviation Training Program Provided Contract Columbus Campus**. Trustee Glick seconded the motion and the motion carried unanimously.

Chris Lowery, Sr. Vice President, and members of his senior leadership team presented updates on various Workforce Alignment initiatives. As discussed during Buildings and Grounds committee meeting, the 10,400 square foot Advanced Manufacturing Flex Lab was unanimously approved by Campus Board, supported by the local Chambers of Commerce, K-12 school corporations, and employers.

The new Careerwise Youth Apprenticeship program kicked off at Elkhart site last week and will be partner for IT, Business, and Advanced Manufacturing pathways. with financial support coming from Lilly Endowment grant to region, philanthropy, and the Redevelopment Commission with TIF funding.

Adult Strategy is being developed in conjunction with the state, Indiana Chamber of Commerce, and others. The focus is on pulling together various programs like Workforce Ready Grants, Achieve Your Degree, You Can Go Back, Gateway to Work, and others to grow adult enrollment and completions. Approximately 1.5 million Hoosier adults have only a high schools diploma and more than 700K have some college, but not degree.

The Interdisciplinary Degree has expanded into additional areas for new CTs and TCs and is being driven by employers, which was the intent from the start. Examples include Automotive Technology, Design Technology, Energy Technology, Heating, Ventilation & Air Conditioning, Industrial

Technology, Machine Tool Technology, Manufacturing Production & Operations, and Building Trades Apprenticeships.

A new Project Management Certification Pathway has been created as a collaborative project between Business Operations, Applications and Technology Program and the Supply Chain Management Program. The intent is to prepare students for the Project Management Professional Certification. The first course focuses on Microsoft Project software, and the second focuses on the competencies included in the certification.

Progress continues on the Career Coaching and Employer Connections strategy with six alpha campuses selected including Indianapolis, Fort Wayne, Kokomo, Sellersburg, Madison, and South Bend/Elkhart (with a six month delay). Their kick-off meeting will be held on August 12. External funding focuses on the first two years; with \$1.82M secured, and \$1.34M pending. Other fundraising discussions taking place are at varying stages.

#### **Item 5**

Chairperson Hughes-Schuh called upon Trustee Kerry Stemler for a report from the **Human Resources & Operations committee**. Trustee Stemler reported there were no action items for approval.

Jennifer Bowersock, Executive Director of Risk Management, provided us with an overview of the College's risk management program structure and shared the following key information. Jennifer highlighted the fourteen distinct lines of property and casualty coverage that includes a \$25M excess liability policy for six lines of coverage.

Our property Total Insurable Value is nearly \$1.3B with a \$1B loss limit and sub limits of \$50M for Flood and Earthquake.

Our Educator's Legal Liability policy with a \$25M limit covers wrongful acts related to employment practices and educational malpractice. It is also our coverage for directors, trustees, or officers. Under Indiana Worker's Comp, the College is self-insured up to \$500,000 of each accident.

We carry a \$10M limit for Cyber Liability. This policy includes the benefit of breach response services – coaching, consultation, and public relations services up to \$2.5M. The College participates in the Indiana Patient's Compensation Fund which is applicable to the College's nursing program students and faculty and dentists who serve in our dental clinics.

The College also provides coverage for our Student Accident, International Student Health Insurances, Study/Abroad Travel Accident & Sickness and Catastrophic Athletic Accident.

For our Fiscal Year 19-20 renewal we saw a 3% overall increase mostly attributable to hardening property and liability market concerns. We increased our Crime limit from \$2M to \$3M and added \$5M excess coverage for Social Engineering.

The College has had 5 property claims since 2013 resulting in \$1.48M paid by insurer and \$550k paid by Ivy Tech. There have been twelve general liability claims since 2013, all within retention for a total of \$325k paid by the College. Of the twelve, two claims accounted for 67% of the total paid.

Our worker's comp program is where we see the majority of our claims. Slip and falls are our highest frequency and severity claims. Large claims are considered to be those over \$50k. In FY 18-19 we had three large claims totaling just under \$309k. In good news, our claim counts have been steadily reducing from 85 compensable claims in FY 13-14 to 39 for the most recently ended policy year.

Progress over the recent past and plans for this year included the College's first formal Temporary Modified Duty program, added resources and process improvement for International Travel for Students, implementation of a Protection of Minors Policy and in process is the exploration of Pollution Legal Liability coverage.

The College's partner for brokerage services is Arthur J. Gallaher. An RFP will go out in the summer of 2020 as part of our due diligence to test the market for these services.

**Item 6**

Chairperson Hughes-Schuh called upon Trustee Jesse Brand for a report from the **Budget & Finance committee**. Trustee Brand reported there are six action items for approval.

Trustee Brand motioned for approval of **Resolution 2019-29, Increasing the College's Statewide Digital Advertising with Statwax**. Trustee Dora seconded the motion and the motion carried unanimously.

Trustee Brand motioned for approval of **Resolution 2019-30, Renewing the Call Fulfillment Services Contract with the Jackson Group**. Trustee Garatoni seconded the motion and the motion carried unanimously.

Trustee Brand motioned for approval of **Resolution 2019-31, Approval to Renew Contract with Indiana University Information Technology Services to Provide Help Desk Support Services.** Trustee Garatoni seconded the motion and the motion carried unanimously.

Trustee Brand motioned for approval of **Resolution 2019-40, Approval of Investment Policy Statement.** Trustee Wade seconded the motion and the motion carried unanimously.

Trustee Brand motioned for approval of **Resolution 2019-41, Approval of Contract for Custodial Services Indianapolis Campus.** Trustee Anker seconded the motion and the motion carried unanimously.

Trustee Brand motioned for approval of **Resolution 2019-41, Approval of Security Services Contract Indianapolis Campus.** Trustee Emmert-O'Dell seconded the motion and the motion carried unanimously.

**Item 7**

Chairperson Hughes-Schuh called upon Trustee Schreckengast for a report from the **Building and Grounds Committee.** Trustee Schreckengast reported there are five action items for consideration and approval and the committee received an update from JD Lux on the sale status of a couple of property closings and also received a Columbus building update.

Trustee Schreckengast moved for approval of **Resolution 2019-32, Approval of Request to Sell Foundation Property in Anderson.** Trustee Garatoni seconded the motion and the motion carried unanimously.

Trustee Schreckengast moved for approval of **Resolution 2019-33, Approval of Request to Sell Foundation Property in Muncie.** Trustee Wilson seconded the motion and the motion carried unanimously.

Trustee Schreckengast moved for approval of **Resolution 2019-34, Approval of Request to Sell Foundation Property in Kokomo.** Trustee Garatoni seconded the motion and the motion carried unanimously.

Trustee Schreckengast moved for approval of **Resolution 2019-35, Approval of Automotive Technology Center Building Project, Indianapolis Campus.** Trustee Glick seconded the motion and the motion carried unanimously.

Trustee Schreckengast moved for approval of **Resolution 2019-36, Approval of New Flex Lab Building, Elkhart Campus.** Trustee Brand seconded the motion and the motion carried unanimously.

**Item 8** Chairperson Hughes-Schuh called upon Trustee Wade for a report on the **Marketing and Public Relations Committee**. Trustee Wade reported there are no action items for approval. We received updates on the statewide marketing and public relations efforts at the College. The College does continue to focus its statewide marketing efforts in the digital space and has seen a large jump in the impressions received in the last month and continues to see applications generated from the campaign, and the cost per application remains below the goal.

The College has expanded its efforts in the digital space, continuing to try to reach targeted audiences where they are at. We heard about some of the partnerships and sponsorships the College invests in to continue to generate exposure and awareness of opportunities at Ivy Tech.

The College continues to see efficiencies and cost savings with the fulfillment operation.

This academic year, the College is planning to partner with a yet to be determined agency to do some extensive research on the perception of our brand both with external and internal audiences to determine what messaging to focus in the future to most effectively inform and attract potential students and their support networks.

Jeff Fanter, Vice President Marketing & Communications and Kelsey Batten, Assistant Vice President for Marketing and Communications from the marketing team shared some of the recent videos produced by the team that are utilized to tell the Ivy Tech story.

#### **D. TREASURER'S REPORT:**

Chairperson Hughes-Schuh called upon Matt Hawkins, Chief Financial Officer to provide the Treasurer's Report.

Ivy Tech is in a strong financial position heading into FY2020. The College is working to close the books for 2019. We project that the College overproduced expected revenue for FY2019, predominately in investment income, and underspend its budget. The College has made all of the accounting entries at the campus level and can confirm that all eighteen campuses met their financial metrics for FY2019. We will report on the overall College in the October meeting when all liability entries have been made.

Trustee Brand moved for approval of the Treasurer's Report. Trustee Wilson seconded the motion and the motion carried unanimously.

#### **E. STATE OF THE COLLEGE**

Chairperson Hughes-Schuh called upon President Ellspermann to give the State of the College and metrics updates. Our 2019-20 annual enrollment goal is 103,486 which is a 9% increase over where we are estimated to finish for 2018-19. In order to stay on track with the goal we needed to get to at least 33 percent by the end of the Summer term. We were at 31.3%. At one point we were tracking ahead of goal in the summer but then we lost a couple percentage points due to drops for non-payment.

The next milestone is the conclusion of Fall where we need to be at 82.5% to goal. Right now we are at 64.9% but this of course is here at the start of August and we expect larger enrollment numbers this month and Fall term does not conclude until December when we need to be at that 82.5% point.

When looking at this Fall enrollment compared to Fall enrollment at this time last year as a College we are just about even in total headcount and up 0.5% in FTE and the next screens will show the breakdown by campus. In total, 11 of our 18 campuses are currently up in Fall enrollment compared to this time last year. For summer 12 of the 18 campuses were up 2.1% compared to last fall and we were up 2.1% FTE statewide.

All workforce metrics for 2018-19 will be finalized by mid-October. Employee Engagement score is final. Our books will close in October, so the first two financial numbers will be final then but all 18 campuses met or exceeded their 3% financial metric. The total dollars raised is an unaudited number and will also be final in October. The metrics for our new Goal 8 Diversity, Equity and Belonging are being worked on.

She thanked the Trustees and College faculty and staff for their work in preparation for the Higher Learning Commission visit and shared that the next Reaffirmation of Accreditation in 2028-29.

She discussed the continuation of developing strong partnerships within our communities inviting local partner Principal, Dwight Ashley of Parke Heritage High School and the collaboration in creating a culture of higher education attainment.

#### **F. OLD BUSINESS**

Chairperson Hughes-Schuh called for old business.

Trustee Anker moved for approval of **Resolution 2019-39, Approval of Amendment to Employment Agreement with President Susan J. Ellspermann**. Trustee Glick seconded the motion and motion carried unanimously.



**G. NEW BUSINESS**

Chairperson Hughes-Schuh called for new business.

Trustee Emmert-O'Dell moved for approval of **Resolution 2019-37, Nomination of Campus Board of Trustees**. Trustee Schreckengast seconded the motion, and the motion carried unanimously.

Trustee Garatoni moved for approval of **Resolution 2019-38, Election of Officers for the State Board of Trustees**. Trustee Stemler seconded the motion, and the motion carried unanimously.

**ADJOURNMENT**

With no further business to come before the Board, Chairperson Hughes-Schuh called for a motion to adjourn the meeting. Trustee Glick moved for approval to adjourn the meeting. Trustee Dora seconded the motion and the motion carried unanimously.

**STATE TRUSTEES  
IVY TECH COMMUNITY COLLEGE**

  
Terry Anker, Chairperson

  
Andrew Wilson, Secretary

**Dated August 8, 2019**

**Prepared by Gretchen L. Keller, Recording Secretary**