

**MINUTES OF THE MEETING OF THE STATE
BOARD OF TRUSTEES
IVY TECH COMMUNITY COLLEGE
June 7, 2018**

Chair Michael Dora called the June 7, 2018 regular meeting of the State Board of Trustees to order at 1:00 pm at the Columbus Campus, 4475 Central Avenue, Columbus, IN 47203

ROLL CALL

Trustee Darrel Zeck called the roll and the presence of a quorum was announced.

The following State Trustees were present:

**Mr. Michael R. Dora, Chairperson
Ms. Paula Hughes-Schuh, Vice Chair
Mr. Darrel Zeck, Secretary
Mr. Terry Anker
Mr. Jesse Brand
Mr. Larry Garatoni
Ms. Marianne Glick
Mr. Harold Hunt
Mr. Steve Schreckengast
Mr. Kerry Stemler
Ms. Kaye H. Whitehead
Mr. Andrew W. Wilson**

The following Trustees were absent:

**Mr. Bradley Clark
Ms. Gretchen Gutman
Mr. Stewart McMillan**

Student Representatives:

**Ms. Coleen Gabhart
Mr. Leo Braddock**

A. EXECUTIVE SESSION MEMORANDA:

Following notice under IC 5-14-1.5-4, IC 5-14-1.5-5 and IC 5-14-1.5-6.1(d)

The State Board of Trustees met in Executive Session on April 4, 2018 at 1:00 pm at 108 S. Walnut Street, Muncie, Indiana.

Members present were Mr. Michael R. Dora, Chairperson, Ms. Paula Hughes-Schuh, Vice Chair, Mr. Darrel Zeck, Secretary, Mr. Jesse Brand, Ms. Marianne Glick, Ms.

Gretchen Gutman, Mr. Steve Schreckengast, Mr. Kerry Stemler, Ms. Kaye H. Whitehead and Mr. Andrew W. Wilson

The Trustees considered the following items as permitted under IC 5-14-1.5-6.1(b). For each subject, a reference to the applicable subdivision of IC 5-14-1.5-6.1 (b) and a description of that subject are included.

- (2) (B) Initiation of litigation that is either pending or has been threatened specifically in writing.
- (5) To receive information about and interview prospective employees
- (7) For discussion of records classified as confidential by state or federal statute.
- (9) To discuss job performance evaluations of individual employees. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.

With the Approval of these minutes the Trustees present at the meeting certify that no subject matter was discussed in the executive session other than the subject matter specified in the public notice issued for this meeting.

B. NOTICES OF MEETING MAILED AND POSTED:

Trustee Darrel Zeck, Secretary, confirmed that notices of the June 7, 2018, regular meeting were properly mailed and posted.

C. APPROVAL OF BOARD MINUTES:

Trustee Kaye Whitehead moved for approval of the minutes of the April 5, 2018, regular board meeting. Trustee Paula Hughes-Schuh seconded the motion and the motion carried unanimously.

D. COMMITTEE REPORTS:

Item 1 Chair Michael Dora reported that the Executive Committee met, and were appraised of personnel updates.

Item 2 Chair Michael Dora called upon Trustee Schreckengast, Chair of the Committee, to give the **Building, Grounds and Capital Committee Report**. Trustee Wilson reported two action items for approval.

Trustee Schreckengast moved for approval of

Resolution 2018-19, Approval of a Contract for Welding Lab Renovation, Madison Campus

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

Trustee Schreckengast moved for approval of

Resolution 2018-23, Approval of a Contract Addendum for Final Guaranteed Maximum Price to the Hagerman, Inc. Contract in the Amount of \$22,053,977, Kokomo Campus

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

Item 3

Chair Dora called upon Trustee Jesse Brand, Chair of the Committee, for a report from the **Budget and Finance Committee**. Trustee Brand reported receiving update on consumable fees and have two actions items for approval.

Trustee Brand moved for approval of

Resolution 2018-20, Approval of the College 2018-19 Fiscal Year Operating Budget

Trustee Hughes-Schuh seconded the motion, and the motion carried unanimously.

Trustee Brand moved for approval of

Resolution 2018-21, Approval of a One-Year Agreement with Oracle America, Inc. To Provide the College with the Database Required for Banner

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

Item 4

Chair Dora called upon Trustee Kaye Whitehead, Chair, for a report from the **Planning and Education Committee**. Trustee Whitehead reported there is one action item for approval.

Trustee Whitehead moved for approval of

Resolution 2018-18, Approval to Enter Into a Statement of Work for Student Coaching Program, Systems Office/Statewide

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

Dr. Cory Clasmann-Ryan presented a resolution for extending InsideTrack services for three years. InsideTrack currently provides student success coaching to all new 21st Century Scholar and African American students along with several thousand online students each year. This partnership, which started in Fall 2014 and has increased fall-to-fall retention rates for Scholar students by over 12 percentage points, is being proposed to extend for another three years.

Dr. Russ Baker presented on a new partnership with Vincennes University being piloted in Indianapolis. In this partnership, Ivy Tech classroom facilities will be utilized to deliver coursework required for the Vincennes bachelor's degree in Homeland Security and Public Safety. Six Ivy Tech associate degree programs will transfer seamlessly into the VU bachelor's degree as a 2+2 transfer. This agreement allows Ivy Tech graduates to complete the bachelor's requirement in a high-demand area on either a full-time or part-time basis and without ever needing to leave Indianapolis.

Dr. Russ Baker also presented an update on the reverse transfer initiative. This initiative is one element of our new strategic plan. In 2017-18, Ivy Tech has conferred 111 associate degrees, the highest total since the program began 5 years ago. Russ also reported that we now have a statewide reverse transfer agreement that will go into effect for state-supported universities on July 1, 2018. The number of ICI schools with reverse transfer agreements has risen to eight with two more in progress.

Sara Proffitt presented the Open Education Resources (OER) initiative at Ivy Tech. She discussed a brief history of this project and recognized the faculty members who have served on the OER Cross-Discipline team. She also explained the growth of the OER initiative in terms of cost-savings for students and the efficacy findings and trends discovered after analyzing data from over the past five years. James Boldman discussed faculty perceptions of developing and teaching with OER and lessons learned during his involvement with the initiative.

Jeff Fanter and Sarah Cleveland provided an update on enrollment and the good work being done across the state. Jeff walked through different ways to look at our enrollment numbers. We know that our wildly important enrollment goal would result in a 6.5 percent annual enrollment increase over last year. Right now the College is tracking to increase by just over 4 percent. While short of goal right now, we are seeing great progress as we have not been talking about enrollment increases in the past years so there is optimism the College is turning the corner with respect to enrollment. Sarah talked through some of the tools campuses are using that have helped increase the number of recruits to the College so far this year. And how tools like 4DX, CRM training and

communications training are making a real impact for more successfully recruit students to Ivy Tech. The most recent communications training has over 130 employees go through the training and the response has been very positive and expansion of groups will come in 2018-19.

Item 5 Chair Dora called upon Jesse Brand, Member of the Committee, for a report from the **Audit Committee**. Trustee Brand reported there are no action items from the Audit Committee. The Audit Committee discussed the following issues:

We discussed the exit conference related to the federal compliance audit that took place in February. As part of the discussion of the federal compliance audit, it was noted that were five federal findings. We discussed the reports to the confidential hotline and an update on pending litigation. We reviewed and approved the estimated Internal Audit Department budget for fiscal year 2018-19. We reviewed and approved the Audit Committee Charter, the Internal Audit Department Charter, the Internal Audit Mission Statement, the Trustees Code of Conduct Policy, Trustees Conflict of Interest Policy, and the procedures for confidential, anonymous submissions by employees. We reviewed the audit schedule for 2017-18, 2018-19 and the three-year audit plan. We reviewed internal audit reports that had been issued since our last meeting.

Item 6 Chair Dora called upon Trustee Zeck, Chair of the Committee, for a report from the **Workforce Alignment Committee**. Trustee Zeck reported there were no action items for the board to consider. Trustee Zeck reported the committee heard updates on:

Emerging Partnerships and Projects

Horizon Educational Alliance (HEA) – Elkhart County/South Bend
Indiana Talent Networks (formerly Indiana Educational Attainment
Network)

Gateway to Work (GTW)

Ascend Partnership for Career Development Redesign

JAG College and Career Program Updates

Verbal commitment from DWD for a second year of financial support to the Ft. Wayne and Indianapolis pilot programs

Fort Wayne campus hosted nearly 350 JAG high school students on campus, where they learned about the JAG College and Career program
First JAG participants to graduate this spring/summer via joint support with ASAP programs.

School of IT Marketing Efforts to Drive Enrollment

Facebook Live event promoting the School of IT reached large audience:
Cyber Security/Software: 2,477 people reached; Network Infrastructure:
1,499 people reached; IT Support: 1,404 people reached
This live video streaming event occurred at the Ivy Tech Fort Wayne
campus and featured the IT Program Chair and an IT student intern
currently working at multinational engineering firm Bosch
Twitter: Salesforce CEO Marc Benioff tweeted out about Ivy Tech and the
great things happening with the partnership and their financial
contribution to the Foundation to promote IvyWorks and Indy Women in
Tech!
For some perspective, Marc Benioff has over 998,000 Twitter followers;
Ivy Tech has 7,570 followers

ITEP and Planning for Manufacturing Day

ITEP – FCA's (Chrysler's) high school-based work-and-learn program –
pairs students with FCA mentors for 12 weeks of life-changing experience
in manufacturing
ITEP has doubled participants since 2014 (up to 19 this year, with 1
female)
Focus this year on attracting females to manufacturing careers; nearly half
the overall workforce is female but a low percentage of them are in
manufacturing.

MSTEM500 - May 15 and 16

900 high school and middle school students bused from Indiana schools to
the Indianapolis Motor Speedway
Exposed to STEM careers, advanced manufacturing, IT, biotech,
chemtech, and health sciences interactive displays – 3d printers and the
patient simulator manikin most popular displays
Racing simulators, 2 Indy car drivers address students
Approximately 40 Ivy Tech employees attend to assist students
Partnership with Purdue – numerous other partners and sponsors
evGrand Prix
Ivy Tech and Purdue work with high schools to help them build electric
carts and compete in the evGrand Prix at the Indianapolis Motor
Speedway
There are two races – one for high schools and one for
colleges/universities
30 high schools participate and Ivy Tech entries either win the post-
secondary race or finish in the top three.
Students experience all facets of STEM from design and engineering to
building and testing the cart.
Penske Racing would like to work with us to recruit some of our students
to work for Penske.

**Electronic Admissions Application Pilot (Surgical Technology);
Medical Assistant to ASN Pathway**

Piloting an electronic admissions application for Surgical Technology in Indy; developing additional select-admission electronic applications (beyond Nursing) is a Strategy 1.3 work group initiative

The MA to ASN work group held its first meeting to determine feasibility of MA to ASN pathway. Faculty are extremely positive about this opportunity

Transforming Supply Chain Management into a Hands-On Curriculum

Developing introductory class over summer to include hands-on labs in conjunction with Manufacturing Skill Standards Council (MSSC)

Working with Mid America Science Park on forklift simulator feasibility.

Workforce Alignment Consultants vetting with industry currently

Worked with Lightning Pick on pick-to-light and pick-to-build systems to use in our classrooms. Portable units for recruiting and teaching.

Other Key Projects and Progress

Governor's Workforce Cabinet

Cabinet's mission is to assess and realign the state's workforce development programs and services

As part of this work, Chris Lowery is chairing the Career Coaching and Navigation Committee, which is responsible for designing a career navigation system for students and adults that builds upon existing tools and is supported by a broad partnership of organizations

Skill UP Awards (2018)

Ivy Tech playing a role in multiple Skill UP initiatives awarded by DWD statewide; these initiatives build on partnerships among local employers, educators, community organizations, workforce and economic development and other stakeholders to address local skill and talent needs.

Certificates and Industry-Recognized Certifications Data

Working with Decision Support team to develop full workforce alignment dataset for all certificate programs; initial report expected by mid-June

Working with cross-functional team to finalize and implement 3rd-party certification data collection strategies by Fall 2018; data will support strategic plan completion metrics, curriculum review process, advising materials, and external marketing efforts.

E. TREASURER'S REPORT:

Chair Dora called upon Matt Hawkins to provide the Treasurer's Report.

FY19 Revenue Budget

State Increase \$4M Operating, \$3.8M Debt Service

Tuition Increase \$4.5M = 2%, \$1.8M = \$15 Tech Fee

Other (\$628K) Campus Misc Fees

Other (\$110K) Systems Office Over Head Recovery/Division Fees
Other \$200K Foundation to pay for Berger
Other \$278 Ivy Honors new program fee

Salary/Fringe Adjustment

Adjust minimum salary from \$28K to \$30K for full-time benefits eligible staff – 187 staff
Part-time staff and adjunct faculty – 2% pool
Full-time benefits eligible staff and faculty > \$30K < Uncl 2% lump sum pool
Chancellors - 1% lump sum pool
Systems Office Senior Administrators – 0% (Freeze)

Total \$6.4M
\$3.6M non-recurring
\$2.8M recurring

FY19 Expenditure Budget

Salaries \$235.2M
Fringe \$85.2M
Supplies & Equipment \$76.7M
Facilities – \$53.9M Utilities, Leases, Parking, Emergency R&R, Debt Appropriation, Preventative Maintenance
College Wide – \$33.8M Blackboard call center, Retention Coaching, Unemployment, Financial Aid Verification, Risk Mgmt Insurance
Campus Distributions – \$14.5M Dual Credit, Student Activity Fees, One-time salary/fringe Total \$499.5M

Total YTD Operating Revenue

Revenue
May # 474.5 (477.5-3), Adj Bud 470.8, Original bud 478, Prior Yr 460.7

Tuition and fee revenue was adjusted downward due to decline in Summer, Fall and Spring 3/20/18 enrollment

(\$2.1M) Summer (\$4.4M) Fall; Spring (\$1.3M)

Budget based on FTE not headcount. 15/15/15.

Budget now adjusted for Summer, Fall and Spring actual FTE

100 FTE minus dual credit, and senior scholars. 99 FTE x 15 credits x \$137.85

State appropriation on budget (224, 30.8, 13)

Total revenue is up 3.9% vs. prior year (after summer, fall and spring enrollment adjustment) Driven by increased State Appropriation

(*1.2%, 2.5M in student fees, up state 5% \$12M, up in investments 28.6% \$1.1M

(expecting an investment value adjustment of -\$3.2M, other income up 2.3M due to \$2M financial aid payable adjustment)

YTD Up \$6.7M (\$477.5M-\$470.8M) but \$2M due to Fin Aid adjustment and expect to lose \$3.2M in Investment Adjustment – So slightly up Adj. Budget.

Campus expenditure budgets always exceed campus revenue budgets. The difference is the State appropriation which is designed to keep college affordable for Indiana residents. Ivy Tech uses full accrual accounting at the College level, in line with the SBOA and GASB guidelines

We are concerned with managing the budget, as the metrics suggest

Compensated absences reserve

Health Insurance incurred not claimed

Ice Miller OPEB calculation and disaggregation

Calculate receivables/write offs once a year

Tax intercept spring each year

Payroll lag 2-3 weeks and constantly changing

Debt service not disaggregated to campus

The \$185M is the difference between unrestricted net assets and the cash balances of the reserves; this takes into account liabilities. The carryforward amount is the fund balance only for operating funds while the \$185M amount takes into account other non-operating funds.

Trustee Garatoni moved for approval of the Treasurer's Report. Trustee Hughes-Schuh seconded the motion.

F. STATE OF THE COLLEGE

President Ellspermann gave State of the College during the morning Committee Meetings. The President acknowledge retiring Provost Steve Tincher, thanking him for his 37 plus year of experience naming him Provost Emeritus.

Resolution 2018-22, Honoring the Leadership of Dr. Steven Tincher

Trustee Zeck seconded the motion and the motion carried unanimously.

Dr. Kara Monroe will assume the role of Provost on July 1. President Ellspermann acknowledge the two Student representatives, Coleen Gabhart and Leo Braddock for their service and wished them well in their future endeavors. Updates on Strategic Plan and Metrics. She updated on Commencements across that state in May noting over 21,000 students earned a credential in 2017-16 and thousands of them walked across Ivy Tech stages in Indiana.

G. OLD BUSINESS

Chair Dora called for old business.

H. NEW BUSINESS

Chair Dora called for new business.

Trustee Zeck moved for approval of

Resolution 2018-24, Establishment of Regions for purpose of Gubernatorial Appointment of State Trustees

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

Trustee Glick moved for approval of

Resolution 2018-25, Approval of Campuses and Campus Service Areas

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

Trustee Anker moved for approval of

Resolution 2018-26, Appointment of Current Regional Trustees to Campus Board of Trustees

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

Trustee Glick moved for approval of

Resolution 2018-27, Amendment to State Board By-Laws to Accommodate Changes to the Indiana Code Made by HEA 1002-2018

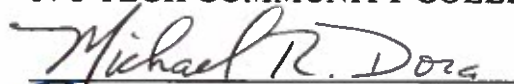
Trustee Hunt seconded the motion, and the motion carried unanimously.

Chairman Dora appointed nominating Committee for the election of Officers for 2018-2019 Fiscal Year to be presented at the August State Board Meeting. Those members are Terry Anker, Steve Schreckengast and Marianne Glick.

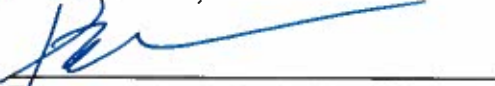
ADJOURNMENT

With no further business to come before the Board, Chairman Dora adjourned the meeting.

**STATE TRUSTEES
IVY TECH COMMUNITY COLLEGE**


Michael R. Dora

Michael Dora, Chairman



Paula Hughes-Schuh, Vice Chair

Dated June 8, 2018

Prepared by Gretchen L. Keller, Recording Secretary