



Ivy Tech Community College of Indiana – Northwest
Gary, Valparaiso, East Chicago, Michigan City

Regional Board of Trustees Meeting Minutes

Trustee Executive Conference Room | 1440 E. 35th Street, Gary, IN 46409
July 20, 2016 | 2:00 PM

I. Call to Order

Tim Stoner called the Northwest Regional Board of Trustees to order on Wednesday, July 20, 2016 at 1:08 p.m. in the Trustee Executive Conference Room at the Gary campus.

II. Roll Call

Trustees Present:

Frank Cardello
Kris Emaus
Tim Stoner
Andrew Kyres
Heather McCarthy
Janet Seabrook
Charles Weaver
Stuart McMillan, State Trustee

Trustees Absent:

Peter Morikis
Peter Trinidad

A quorum was present.

III. Guests and Other Attendees

Thomas Coley, Chancellor
Louie Gonzalez, East Chicago Campus President
Lisa Shaffer, Vice Chancellor Enrollment Management, Marketing, and Communications
Margaret Semmer, Vice Chancellor Academic Affairs
Aco Sikoski, Valparaiso Campus President
Marlon Mitchell, Gary Campus President
Randy Maxson, Executive Director Institutional Effectiveness
Karen Vargo, ED Finance and Administration
Cindy Hall, ED Resource Development, Northwest
Jannifer Crittendon, ED Human Resources
Lisa Wenzel, Director, Special Projects
Shelley Giorgio, Assistant to the Chancellor

IV. Report on Notice of Meeting

Notice for this meeting was sent to local media, posted on all four regional campuses, and announced on the college website under the Northwest region.

V. Approval of Meeting Minutes

1. Change in attendance of Trustee Kris Emaus noted and minutes corrected.

 **Approval of minutes as corrected from March 16, 2016**

Motion: Charlie Weaver

Second: Frank Cardello

Motion unanimously passes.

VII. Chair's Report

A. Trustees' Scholarship

1. Chair Stoner brought up the previously discussed trustees' endowed scholarship.
2. The amount needed is \$10,500, and the hope is to present it at the Chancellor's Scholarship Banquet on October 6, 2016.
3. State Trustee Stewart McMillan states he will match 100% participation.
4. Cindy Hall will follow up with trustees for their donations.

B. Re-nomination of Peter Morikis

1. There was some discussion of Trustee Morikis's attendance, but all agreed he was a valuable member.

 **Approval to recommend the re-nomination of Peter Morikis as a Northwest trustee**

Motion: Janet Seabrook

Second: Andrew Kyles

Motion unanimously passes.

VIII. Chancellor's Report: Thomas Coley, Chancellor

A. Marketing Report: Lisa Shaffer with Miller Brooks (via Go-to-Meeting)

1. Miller Brooks is an advertising, marketing, branding, and media agency that was retained by Central Office.
2. Communicate the key message
 - a. Be an effective ambassador of Ivy Tech
 - b. Promote Ivy Tech's benefits
 - c. Be prepared for challenging questions
 - d. Ensure that experiences on campus reflect the message
3. Important points as ambassadors
 - a. Be prepared by knowing the key messages
 - b. Personal stories are a powerful tool.
 - c. Be enthusiastic.

4. Key messages
 - a. Ivy Tech offers two pathways: job preparation and transfer
 - b. Common sense cost
 - c. Real-world education
 - d. Flexible and accessible
 - e. Check out #idefinesuccess

B. Student Leadership Academy: Uzoma Oluka, Director of Student Life

1. The program is designed for Ivy Tech students to develop leadership skills.
2. Each semester, 15 from each region participate.
3. Students that complete receive a 3-credit hour course.
4. Highlights of learning outcomes:
 - a. Personal values and leadership philosophy
 - b. Group dynamics
 - c. Team development
 - d. Motivation techniques
 - e. Civic engagement
 - f. Appropriate etiquette

C. Enrollment Report: Randy Maxson, Executive Director, Institutional Effectiveness

1. Spring 2016
 - a. End-of-term (EOT) numbers reached 86.5% of headcount (HC) and 87% of FTE targets, based on Spring 2015 EOT numbers.
2. Summer 2016
 - a. Using 2015 Summer EOT numbers as targets, HC is at 91.3% and FTE is 87.5%.
 - b. The NW region is down -9% in HC (-5% statewide) and -14% in FTE versus (-6% FTE statewide) for revenue-generating numbers.
3. Fall 2016
 - a. As of July 5, using Fall 2015 EOT as targets, HC is at 52.2% of goal and FTE is at 56.7% of goal.

D. Finance: Karen Vargo, Executive Director of Finance and Administration

1. The preliminary regional total shows a loss of (\$2,910,817).
 - a. Expenses were approximately 7% over budget.
2. Gary campus loss was (\$4,273,260)
 - a. Seeing impact of Crown Point and transfer of health programs
 - b. The lease payments and operating costs of Crown Point were never funded.
 - c. Costs will go up with opening of IUN/Ivy Tech building
 - d. Salaries of bi-regional administrators are assigned to home campus. It is impossible to get a clear picture of how an individual campus is doing when administrative costs and overhead are not shared by all campuses.
 - i. Vargo will look at how to adjust the reporting
 - ii. Trustee Weaver suggests a separate line item will be acceptable.
 - e. Campus numbers should be accurate to inform decisions.

➡ **Purchases over \$20,000**

Motion: Andrew Kyres
Second: Frank Cardello

Motion unanimously passes.

3. Operating budget

- a. Due to enrollment adjustments, the 2016-17 operating budget is lower than last year's at \$33,378,533.
- b. Revenue equals appropriations plus tuition.

➡ **Approval of Northwest's 2016-17 Operating Budget at \$33,378,533**

Motion: Frank Cardello
Second: Heather McCarthy

Motion unanimously passes.

4. Write-Off, 2016-17

- a. The actual write-off for 2015-16 was 13% less than approved.
 - i. Approved \$1,289,708.13 vs. Actual \$1,124,191.99
- b. Proposed write-off for 2016-17 is \$1,243,632.79
 - i. Tuition and fees \$547,858.59
 - ii. Financial Aid \$193,031.79
 - iii. Bookstore \$293,186.93
 - iv. Non-credit \$14,350.00
 - v. Third party \$195,205.48

➡ **Approval of 2016-17 Write-Off of \$1,243,632.79**

Motion: Andrew Kyres
Second: Frank Cardello

Motion unanimously passes.

- c. It was noted that there should be no reason for businesses not to pay. Be sure the communication loop is intact so that it does not continue to happen.

5. Initiative funding

- a. The funding received included base budget dollars for five faculty members, and adjunct training and faculty development.
- b. One-time dollars were received for safety and security upgrades and facility improvements.

IX. Adjournment



Adjournment

Motion: Kris Emaus
Second: Frank Cardello

Motion unanimously passes.

Chair Tim Stoner adjourned the meeting at 3:12 p.m.

Respectfully submitted by Shelley Giorgio